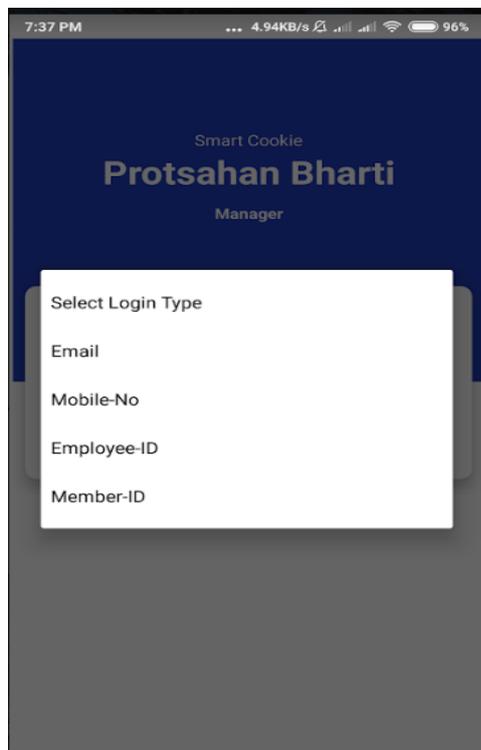
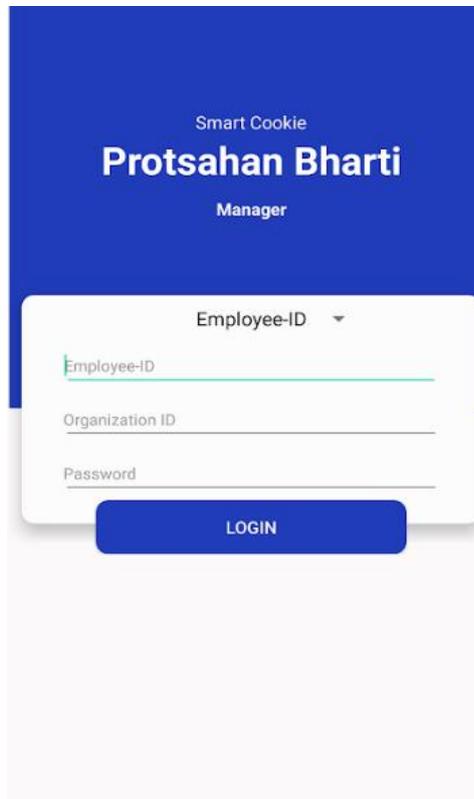
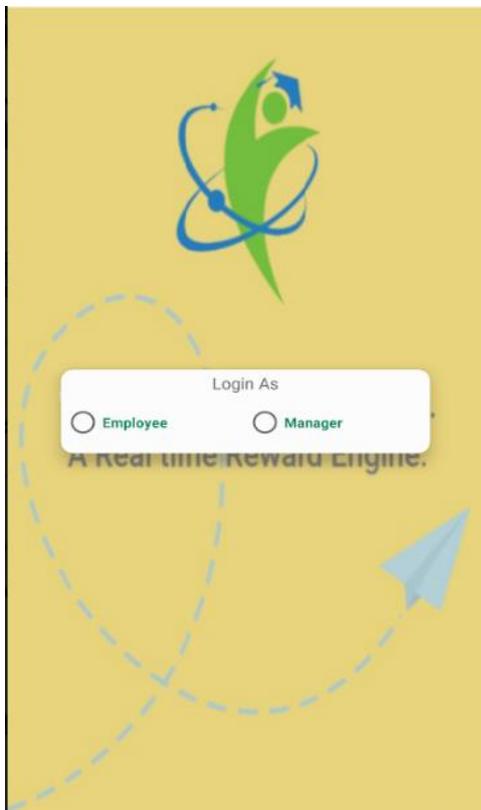


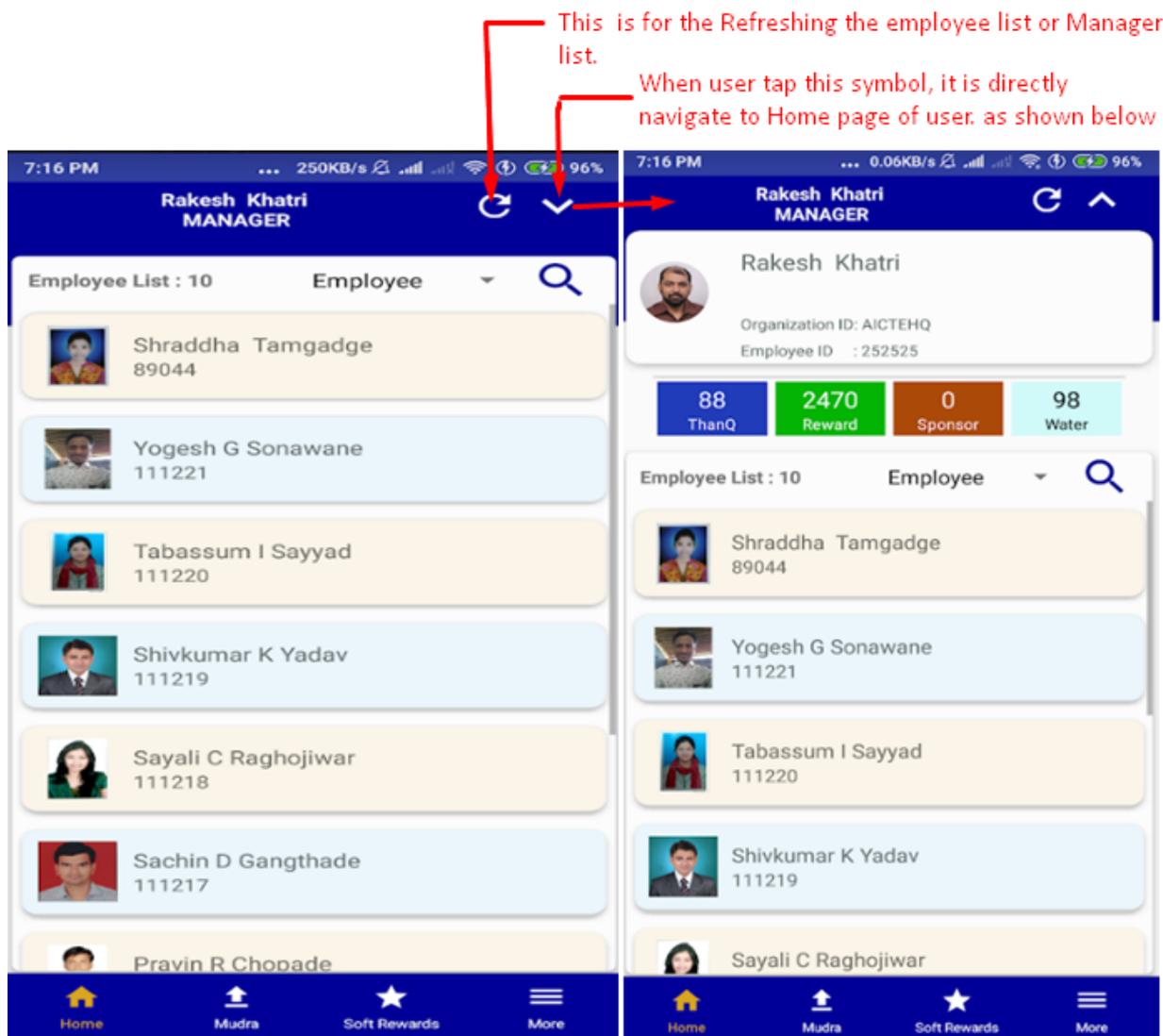
User Manual of Manager

1. Select Login As Manager, Select Login Type and Enter Valid Credentials



After Login Dashboard will get display, here

If Login user is	Give Reward Points To
Manager	1. Employee
Reviewing Officer	1. Employee 2. Manager
Member Secretary	1. Employee 2. Manager 3. Reviewing Officer
Vice Chairman	1. Employee 2. Manager 3. Reviewing Officer 4. Member Secretary
Chairman	1. Employee 2. Manager 3. Reviewing Officer 4. Member Secretary 5. Vice Chairman



Assign Points to Employee

Steps:

1. Tap on Employee
2. Select Activity Type
3. Select Activity
4. Select Point Type
5. Select Points
6. Click on Submit
7. Observe attached screenshot

Note: If you are the higher authority like Reviewing Officer, Member Secretary, Vice Chairman, Chairman Use steps to assign reward points to Manager

7:16 PM 250KB/s 96%

Rakesh Khatri
MANAGER

Employee List : 10 Employee

-  Shraddha Tamgadge
89044
-  Yogesh G Sonawane
111221
-  Tabassum I Sayyad
111220
-  Shivkumar K Yadav
111219
-  Sayali C Raghojiwar
111218
-  Sachin D Gangthade
111217
-  Pravin R Chopade

Assign Points

 Shraddha Tamgadge
Department: SmartCookie Testing
Activity/General Activity

- Upkeep of Work Place
कार्य क्षेत्र का रख रखाव
- Behavior with Fellow Employee
सहकर्मी से व्यवहार
- Adherence to Instructions
वरिष्ठ अधिकारियों के आदेशों का अनुपालन
- Punctuality
समयनिष्ठ उपस्थिति
- Discipline
अनुशासन
- Empathy with Guest - Visitor
संस्थान में आने वाले अतिथियों / आगंतुकों / के प्रति संवेदना

Assign Points

 **Shraddha Tamgadge**
Department: SmartCookie Testing
Activity/General Activity/Behavior with Fellow Employee
सहकर्मी से व्यवहार

Point Type : Reward Points Water Points



SUBMIT

User can assign reward points by using Reward points(Green Points) or by using Water Points.

Rakesh Khatri
Regional Officer

Employee List : 10 Employee 

-  **Shraddha Tamgadge**
89044
-  **Yogesh G Sonawane**
111221
-  **Tabassum I Sayyad**
111220
-  **Shivkumar K Yadav**
111219
-  **Sayali C Raghojiwar**
111218
-  **Sachin D Gangthade**
111217

Points Assigned Successfully.

Home Mudra Soft Rewards More

After successfully Assigning points to employee log will display into the Reward point log

To Observe Reward Point Log follow these steps

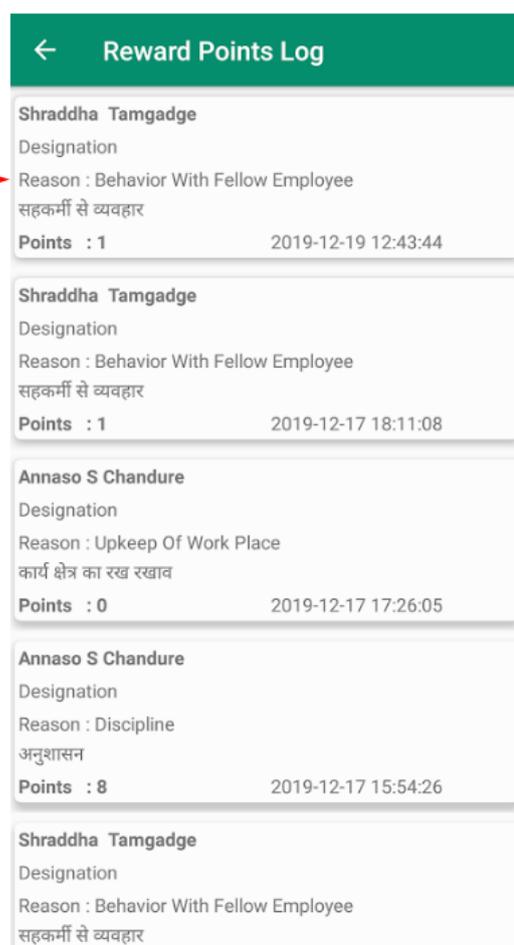
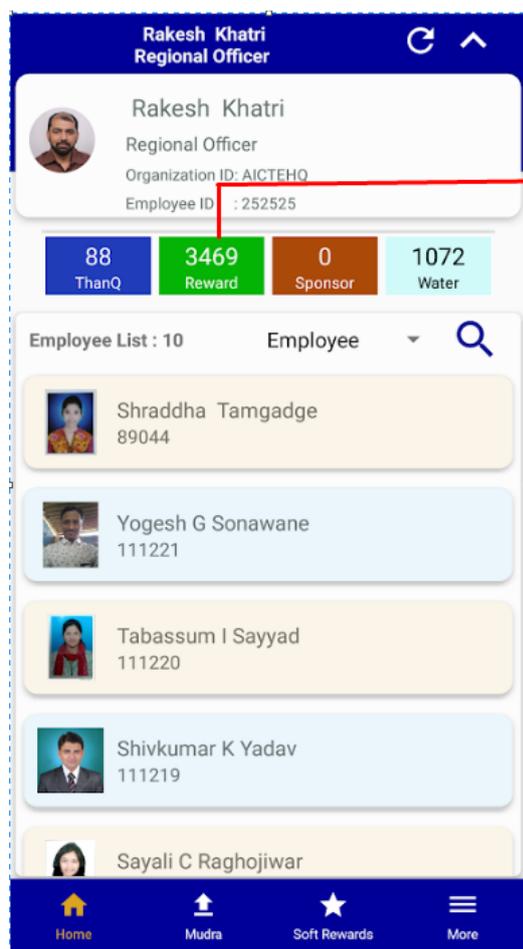
1. Go to Home Page
2. Tap on Reward Points
3. Observe Log

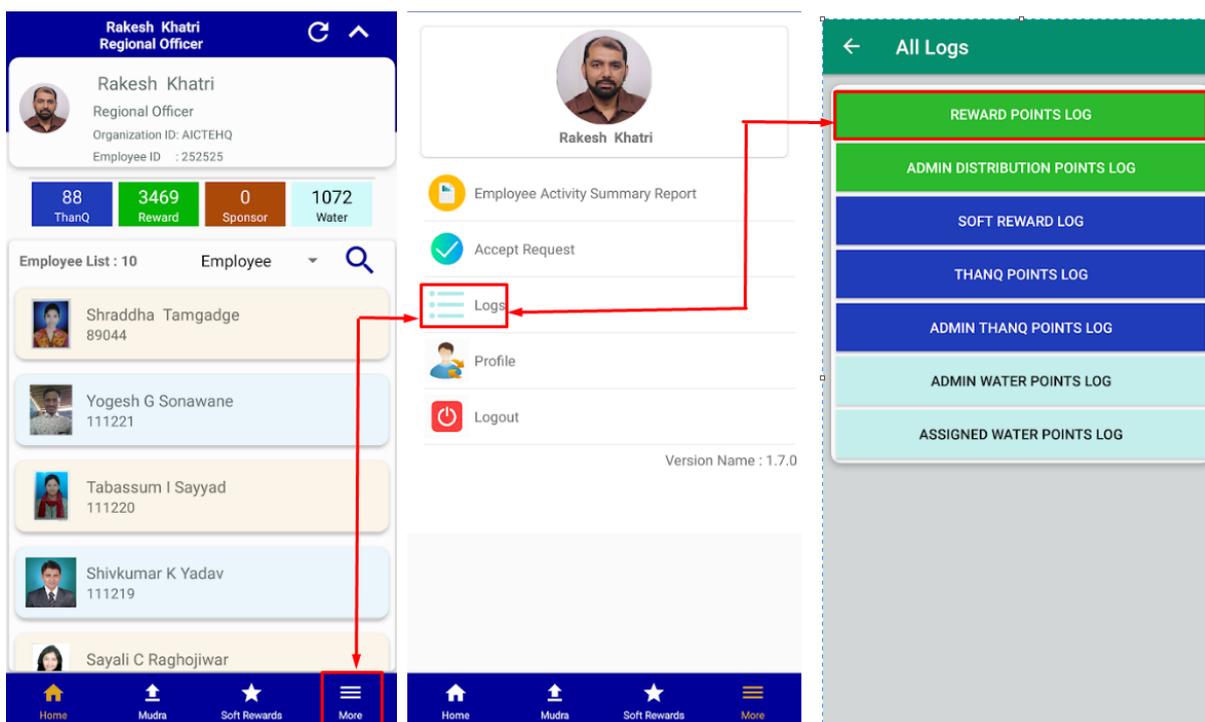
Again we can observe same log from 'More'

Follow these steps

1. Click on More
2. Click on Log
3. Click on Reward Point Log

Both the screenshot are attached below





Rakesh Khatri
Regional Officer
Organization ID: AICTEHQ
Employee ID : 252525

88 ThanQ | 3469 Reward | 0 Sponsor | 1072 Water

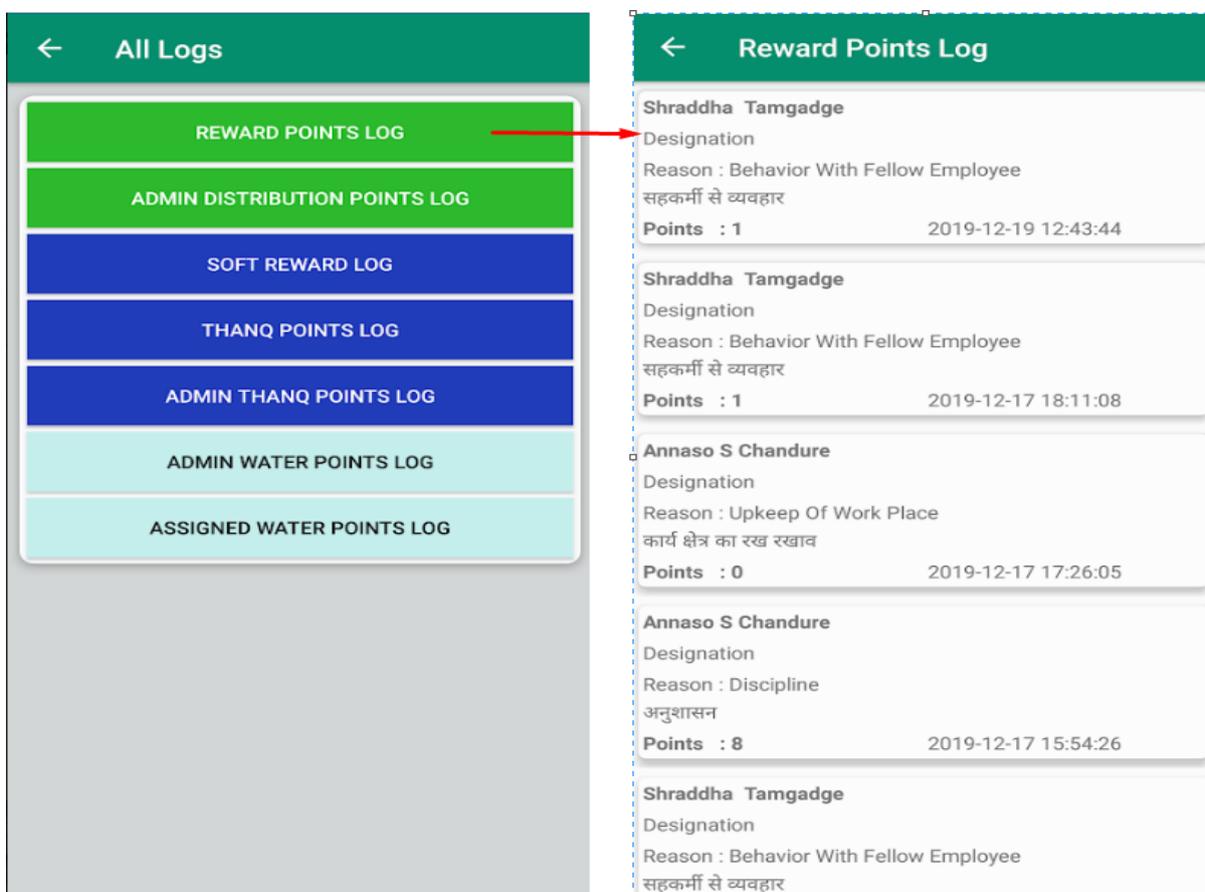
Employee List : 10

- Shraddha Tamgadge 89044
- Yogesh G Sonawane 111221
- Tabassum I Sayyad 111220
- Shivkumar K Yadav 111219
- Sayali C Raghojiwar

Navigation: Home, Mudra, Soft Rewards, More

More menu options: Employee Activity Summary Report, Accept Request, Logs, Profile, Logout

Version Name : 1.7.0



All Logs

- REWARD POINTS LOG
- ADMIN DISTRIBUTION POINTS LOG
- SOFT REWARD LOG
- THANQ POINTS LOG
- ADMIN THANQ POINTS LOG
- ADMIN WATER POINTS LOG
- ASSIGNED WATER POINTS LOG

Reward Points Log

Shraddha Tamgadge Designation Reason : Behavior With Fellow Employee सहकर्मी से व्यवहार Points : 1 2019-12-19 12:43:44
Shraddha Tamgadge Designation Reason : Behavior With Fellow Employee सहकर्मी से व्यवहार Points : 1 2019-12-17 18:11:08
Annaso S Chandure Designation Reason : Upkeep Of Work Place कार्य क्षेत्र का रख रखाव Points : 0 2019-12-17 17:26:05
Annaso S Chandure Designation Reason : Discipline अनुशासन Points : 8 2019-12-17 15:54:26
Shraddha Tamgadge Designation Reason : Behavior With Fellow Employee सहकर्मी से व्यवहार

Assign Reward points to Manager

Observe attached Screenshot

The first screenshot shows the 'Manager List' for Rakesh Khatri, Regional Officer. The list includes Shubhangi Yeole (877), Kranti S Singh (Chief Admin Officer, 2002), and Sudarshan Kotmale (151515). A red arrow points to Sudarshan Kotmale.

The second screenshot shows the 'Assign Points' screen for Sudarshan Kotmale. The selected activity is 'Behavior with Fellow Employee' (सहकर्मी से व्यवहार). Other options include 'Upkeep of Work Place', 'Adherence to Instructions', 'Punctuality', 'Discipline', and 'Empathy with Guest - Visitor'.

The third screenshot shows the final submission screen with a score of 4. A 'SUBMIT' button is visible.

After Assigning Reward points to Manager log will display into the 'Water Points Log'

The first screenshot shows the 'Manager List' for Rakesh Khatri, Regional Officer. A red arrow points to the 'Manager' dropdown menu.

The second screenshot shows the 'Assigned Water Points Log' for Rakesh Khatri. The 'Water' points balance is 1072. The 'Employee List' includes Shradha Tamgadge (89044), Yogesh G Sonawane (111221), Tabassum I Sayyad (111220), Shivkumar K Yadav (111219), and Sayali C Raghojiwar.

The third screenshot shows the 'Assigned Water Points Log' with the following entries:

Employee Name	Reason	Points	Timestamp
Sudarshan Kotmale	Reason : Upkeep of Work Place कार्य क्षेत्र का रख रखाव	4	2019-12-19 15:24:25
Shradha Tamgadge	Reason : Appreciation by Guest अतिथि द्वारा की गयी सराहना	8	2019-12-19 13:44:13
Shivanand Pujar	Reason : Appreciation by Guest अतिथि द्वारा की गयी सराहना	4	2019-12-18 17:09:46
Sudarshan Kotmale	Reason : Appreciation by Guest अतिथि द्वारा की गयी सराहना	5	2019-12-18 13:07:19
Sudarshan Kotmale	Reason : Appreciation by Guest अतिथि द्वारा की गयी सराहना	2	2019-12-18 12:20:24
Sudarshan Kotmale	Reason : Upkeep of Work Place कार्य क्षेत्र का रख रखाव	6	2019-12-17 20:01:15

Also you can observe same log from the 'More'

The screenshot shows the user profile of Rakesh Khatri, Regional Officer. The 'More' menu is highlighted, and the 'Assigned Water Points Log' is selected in the 'All Logs' screen.

The 'All Logs' screen displays the following log categories:

- REWARD POINTS LOG
- ADMIN DISTRIBUTION POINTS LOG
- SOFT REWARD LOG
- THANQ POINTS LOG
- ADMIN THANQ POINTS LOG
- ADMIN WATER POINTS LOG
- ASSIGNED WATER POINTS LOG

The 'Assigned Water Points Log' screen displays the following log entries:

Name	Reason	Points	Timestamp
Sudarshan Kotmale	Reason : Upkeep of Work Place कार्य क्षेत्र का रख रखाव	4	2019-12-19 15:24:25
Shraddha Tamgadge	Reason : Appreciation by Guest अतिथि द्वारा की गयी सराहना	8	2019-12-19 13:44:13
Shivanand Pujar		4	2019-12-18 17:09:46
Sudarshan Kotmale		5	2019-12-18 13:07:19
Sudarshan Kotmale		2	2019-12-18 12:20:24
	Reason : Upkeep of Work Place कार्य क्षेत्र का रख रखाव	6	2019-12-17 20:01:15

Mudra Request / Report for Activity

If Login User Is	Send Point Request	Assign ThanQ Points
Manager	1. Reviewing Officer 2. Member Secretary 3. Vice Chairman 4. Chairman	1. Reviewing Officer 2. Member Secretary 3. Vice Chairman 4. Chairman
Reviewing Officer	1. Member Secretary 2. Vice Chairman 3. Chairman	1. Member Secretary 2. Vice Chairman 3. Chairman
Member Secretary	1. Vice Chairman 2. Chairman	1. Vice Chairman 2. Chairman
Vice Chairman	1. Chairman	1. Chairman
Chairman	--	--

To Send Point Request Follow Below Steps:

1. Click on Mudra
2. Select Higher Authority from 'Request From' dropdown
3. Tap on 'Report For Mudra'
4. Select Radio button of Activity
5. Enter Points
6. Enter Comment
7. Click on Submit

The first screenshot shows the 'Manager List' for Rakesh Khatri, Regional Officer. It lists three managers: Shubhangi Yeole (877), Kranti S Singh (Chief Admin Officer, 2002), and Sudarshan Kotmale (151515). A red box highlights the 'Mudra' icon in the bottom navigation bar.

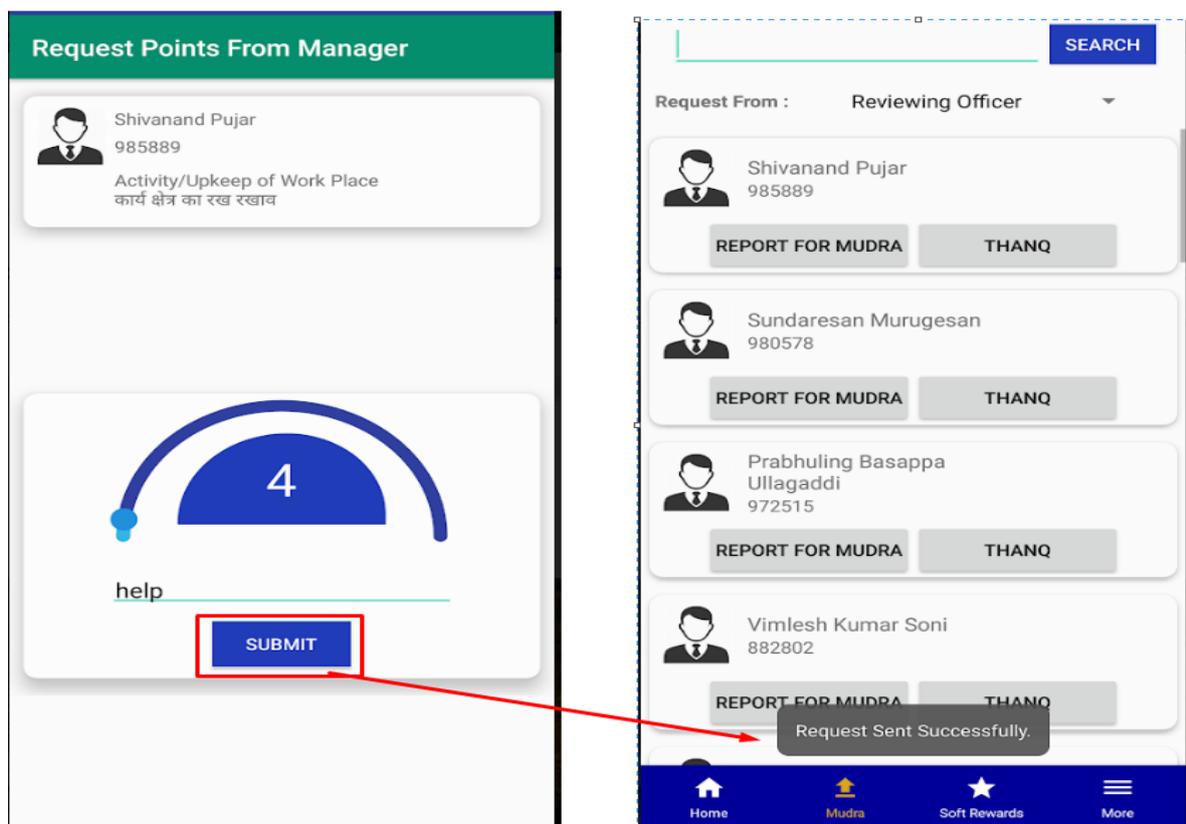
The second screenshot shows the 'Request From' dropdown menu set to 'Reviewing Officer'. Below it, a list of managers is shown with 'REPORT FOR MUDRA' and 'THANQ' buttons. A red box highlights the 'Reviewing Officer' dropdown menu.

The third screenshot shows the 'Request From' dropdown menu expanded, listing 'Reviewing Officer', 'Member Secretary', 'Vice Chairman', and 'Chairman'. A red arrow points from the dropdown menu in the second screenshot to this expanded view.

The first screenshot shows the 'Request From' dropdown menu set to 'Reviewing Officer'. Below it, a list of managers is shown with 'REPORT FOR MUDRA' and 'THANQ' buttons. A red box highlights the 'REPORT FOR MUDRA' button for Shivanand Pujar.

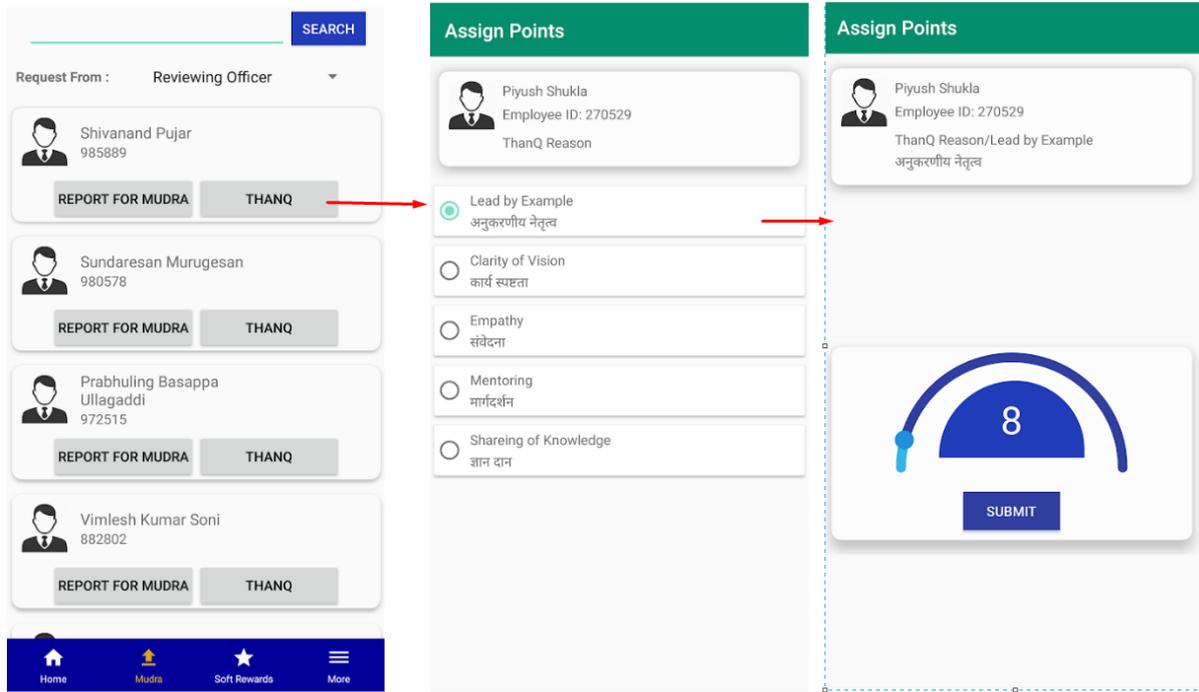
The second screenshot shows the 'Request Points From Manager' screen. It lists several activities for Shivanand Pujar (985889): 'Upkeep of Work Place' (selected), 'Behavior with Fellow Employee', 'Adherence to Instructions', 'Punctuality', 'Discipline', and 'Empathy with Guest - Visitor'. A red arrow points from the 'REPORT FOR MUDRA' button in the first screenshot to the 'Upkeep of Work Place' activity.

The third screenshot shows the 'Request Points From Manager' screen with a score of 4. A red arrow points from the 'Upkeep of Work Place' activity in the second screenshot to this screen. The screen displays a large blue number '4' and a 'SUBMIT' button.



After Assigning ThanQ points to Higher Authority follow these steps

1. Click on Mudra
2. Select Higher Authority from 'Request From' dropdown
3. Tap on 'ThanQ'
4. Select Radio button of Activity
5. Enter Points
6. Enter Comment
7. Click on Submit

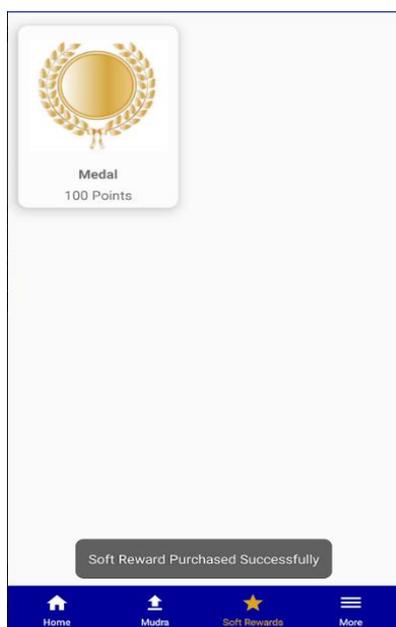
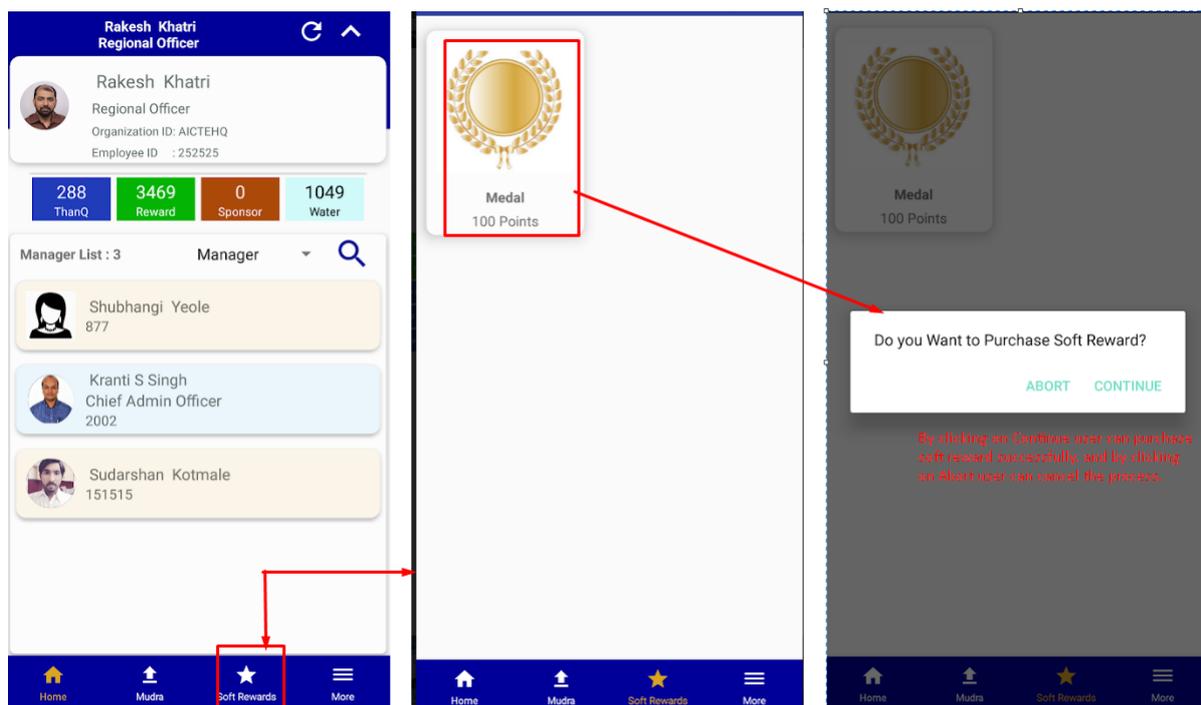


After assigning ThanQ log will get display into the 'Water Point Log'

Purchase Soft Reward

Follow these steps to purchase Soft Reward

1. Click on Soft Reward
2. Tap on Soft Reward
3. Tap on Continue
4. After Getting successful message, your points will get deducted from 'ThanQ Points'(Blue Points)
5. And Log will get display into the Soft Reward Reward Log
6. Observe below Screenshots



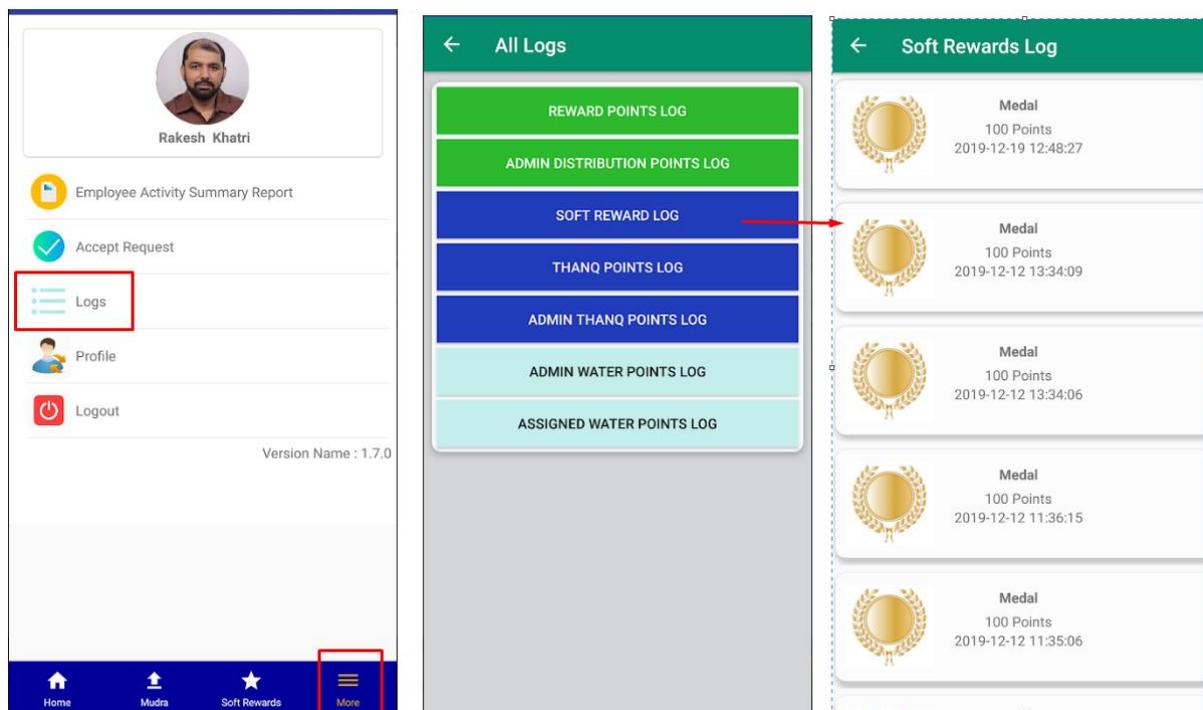
After Purchasing soft Reward Log will display into the 'Soft Reward Log'

Soft Reward Log

For Observing soft reward log follow these steps

1. Click on More

2. Click on Logs
3. Click on Soft Reward Log

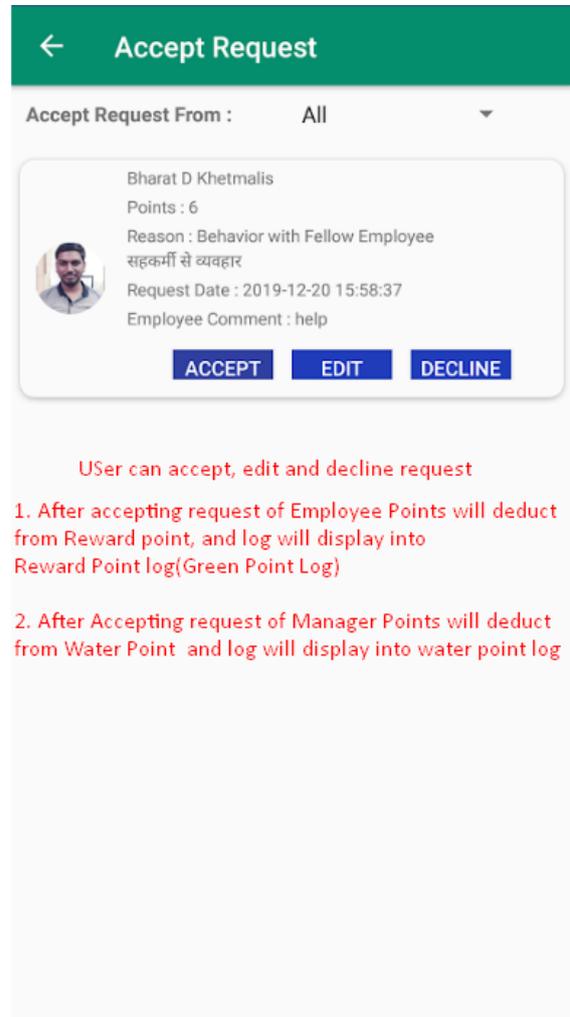
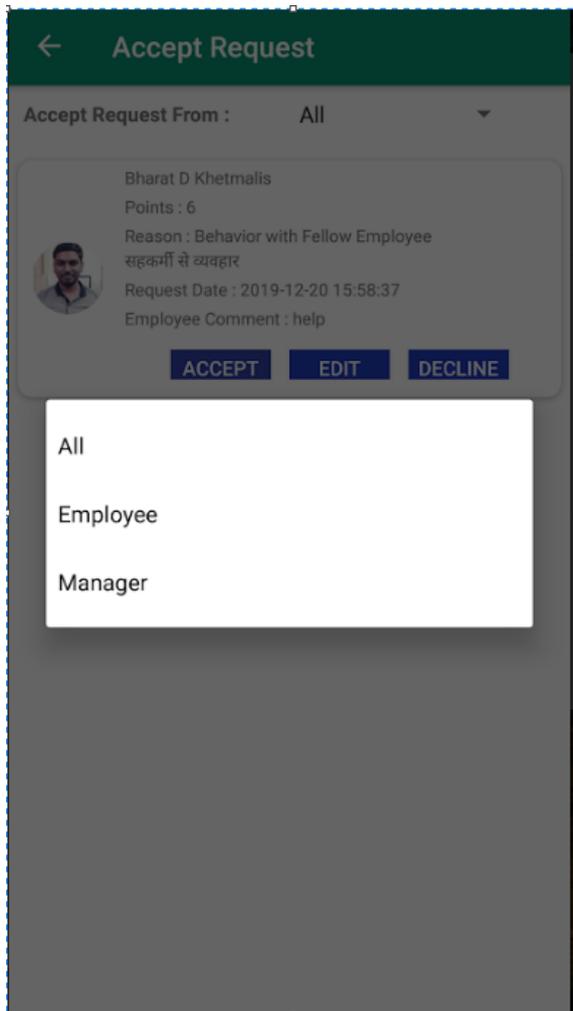


More

More option consists of

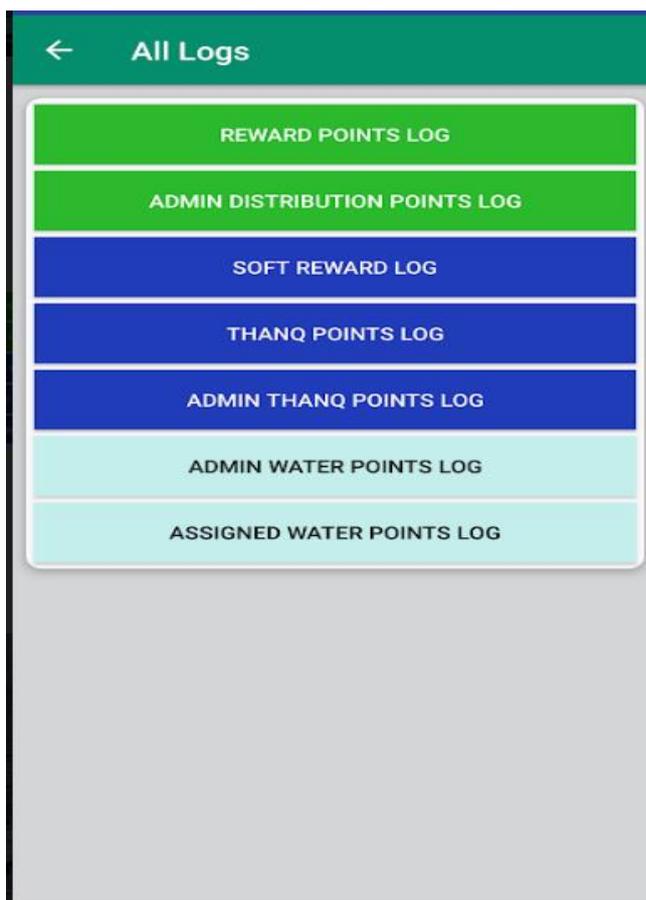
1. Employee Activity Summary Report
2. Accept Request
3. Logs
4. Profile
5. Logout

Accept Request:



Logs:

1. Reward Point Log: When User assigned points to Employee log will display into Reward point log
2. Admin Distribution Points Log: When HR Admin assign distribution points to manager i.e Green Points that log will display here
3. Soft Reward Log: After Purchasing soft reward log will display here
4. ThanQ Points Log: When user received points from Employee that log will display into ThanQ point Log
5. Admin ThanQ Points Log: When HR Admin assign thanq points to user for their performance that log will display into Admin ThanQ point Log
6. Admin Water Points Log: When HR Admin assign Water points to user as a distribution points that log will display into Admin Water point Log
7. Assigned Water Point Log: When user Assigned water points to Employee or manager that combine log will display into Assigned Water Point Log



Profile:

From Profile user can updated their details and profile image

Steps for updating profile

1. Go to More
2. Click on Profile
3. Click on Edit Button
4. Change Profile Image
5. Edit Details
6. Click on Update:

Note: User needs to click on edit button to update their profile.