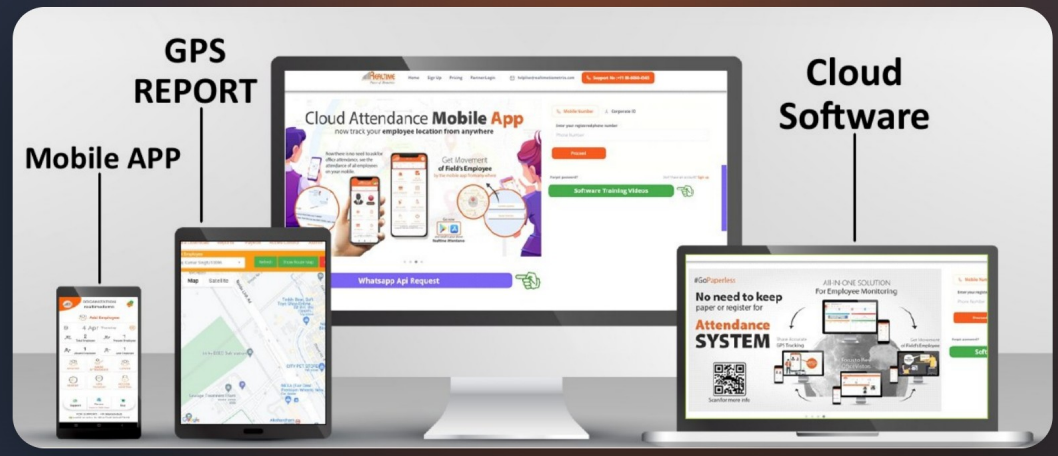
ONLINEREALSOFT · REALTIME ATTENDANCE APP

User Manual

Attendance, Payroll & Mobile App with Geo-fencing and Selfie Attendance

Biometric devices, GPS and face-match punching, leave, salary, loans, PF / ESI / PT and reports — on the web and on every phone.



Realtime Biometrics India (P) Ltd · Version 26.3 · November 2026

OVERVIEW

One platform. Every way to mark attendance.

Onlinerealsoft connects your biometric devices, the Realtime Attendance mobile app and the web portal. Every punch lands in one place and flows straight into reports and salary — no local server, always on the latest version.



Fingerprint
Terminals push punches to the cloud instantly.

Face recognition
Touch-free, hygienic, proxy-proof.

RFID card
Card punching, alone or with biometrics.

GPS mobile punch
Location and address saved with each punch.

Geo-fencing
Accepted only inside the office radius.

Face-match selfie
Employee's face plus live location.

Web clock-in
Browser punching for office staff.

50+ reports
Excel, PDF and CSV in one click.

CONTENTS

Six parts, one monthly routine

01
Getting started
Logging in, the dashboard and the main menu.

02
Organisation & devices
Masters, employees and biometric terminals.

03
Attendance & leave
Shifts, office time policy, leave and 60 reports.

04
Mobile app & geo-fencing
GPS, geo-fence and selfie attendance; admin app.

05
Payroll
Salary, slips, loans, PF / ESI / PT, tour & expense.

06
Integrations & support
Third-party API, troubleshooting and contacts.

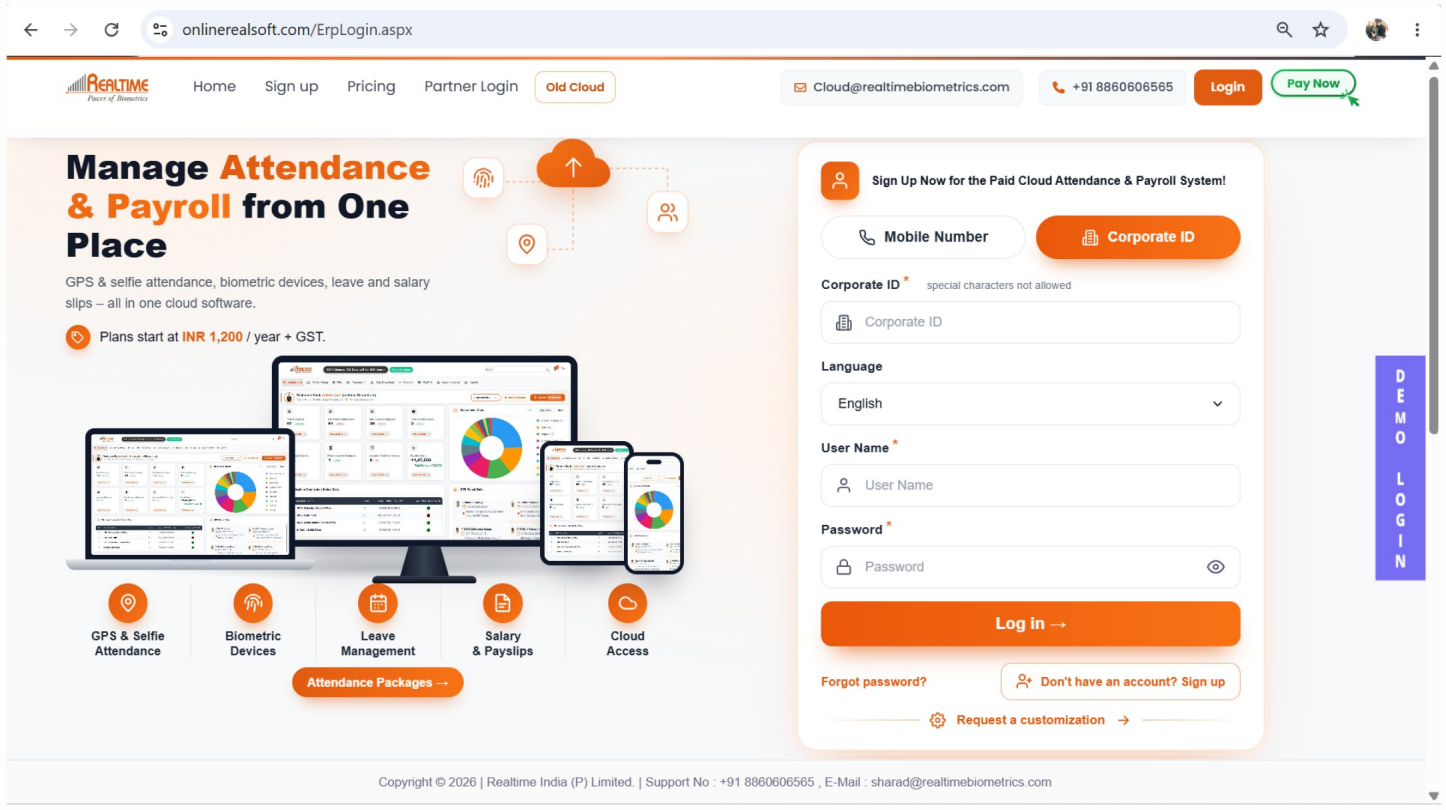
PART 01

Getting Started

Sign in to the cloud portal and find your way around the dashboard and the main menu.

SIGN IN **PART 01**

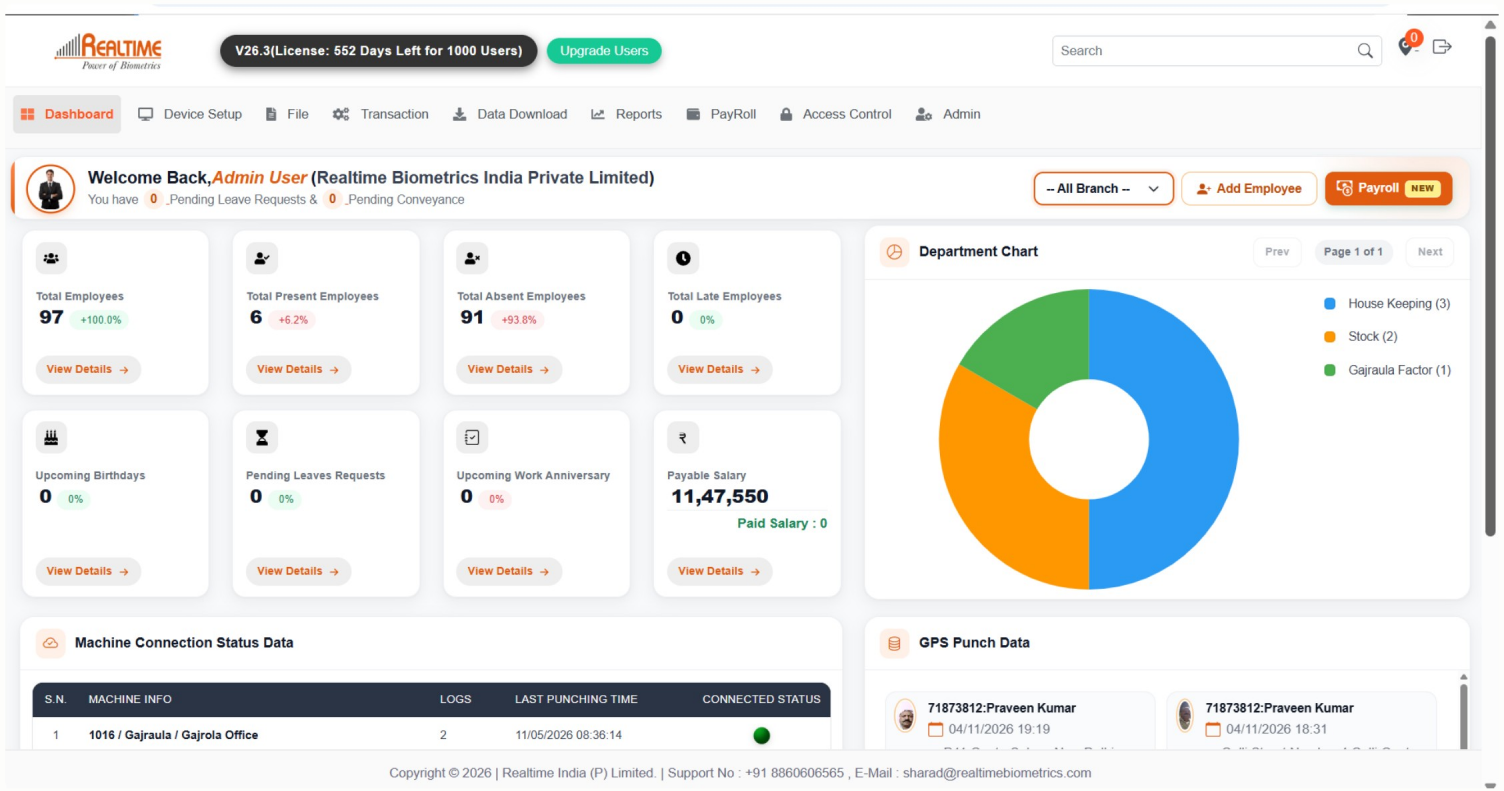
Logging in to the cloud portal



- Go to **onlinerealsoft.com** and click **Login**
- Choose **Corporate ID** or registered **Mobile Number**
- Pick a language, enter User Name and Password, **Log in**
- **Demo Login** to explore a sample account
- **Pay Now** renews the licence online

HOME PART 01

The Dashboard



- Licence badge: days and users left
- Menu: Device Setup, File, Transaction, Reports, PayRoll, Admin
- Present, absent, late and payable salary tiles
- Machine status: green = online
- Live GPS punch feed with photo

PART 02

Organisation & Devices

Set up companies, branches and employees once, then connect your biometric terminals to the cloud.

SETUP PART 02

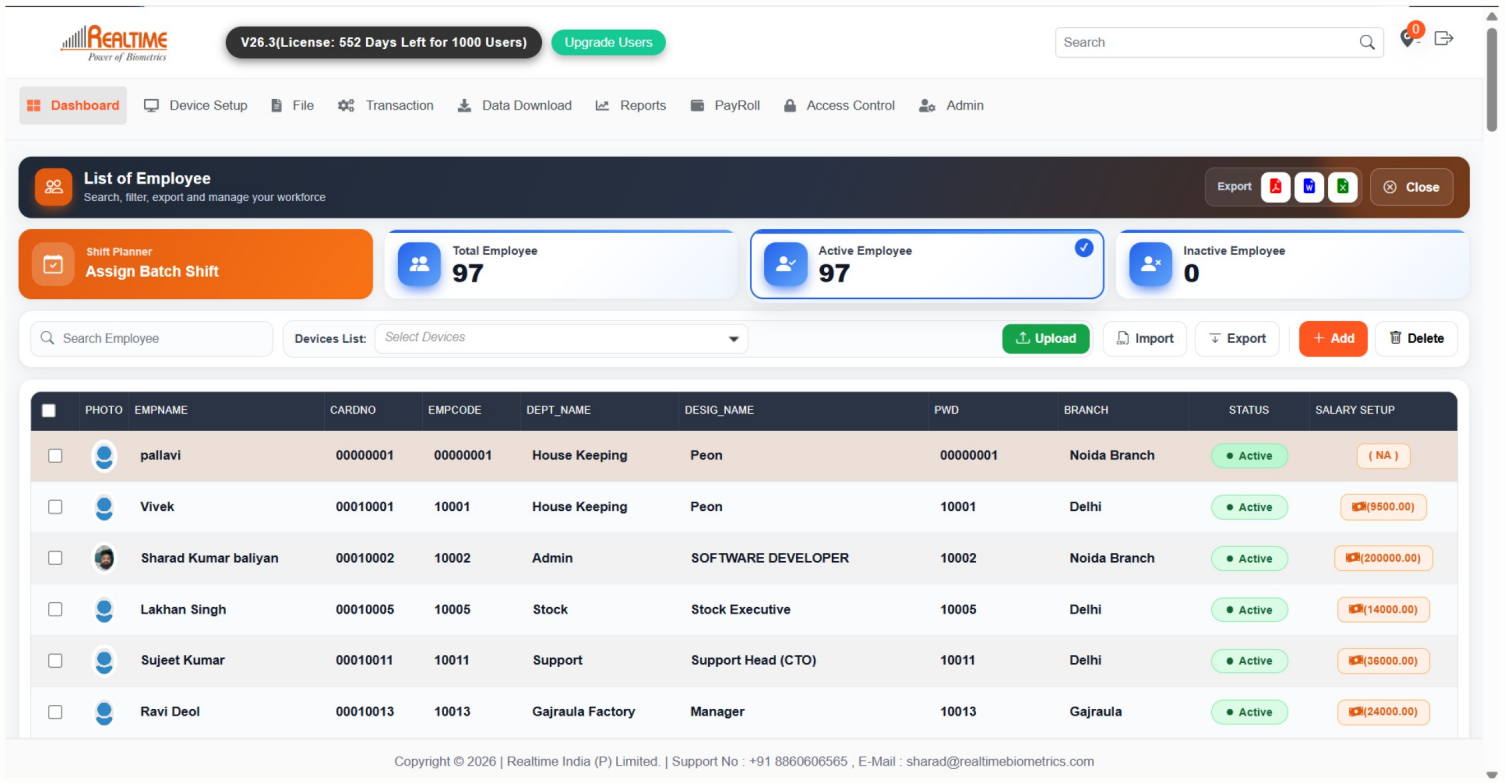
Set up the masters once

1. **Company**
   One or more companies under a single account
2. **Branch**
   Save **latitude, longitude and radius** — used for geo-fencing
3. **Department & designation**
   HR, Sales, IT, Accounts · Manager, Executive, Technician
4. **Shifts, holidays & leave types**
   The rules attendance and payroll are calculated by
5. **Employees**
   Added in seconds — every field picks from the masters



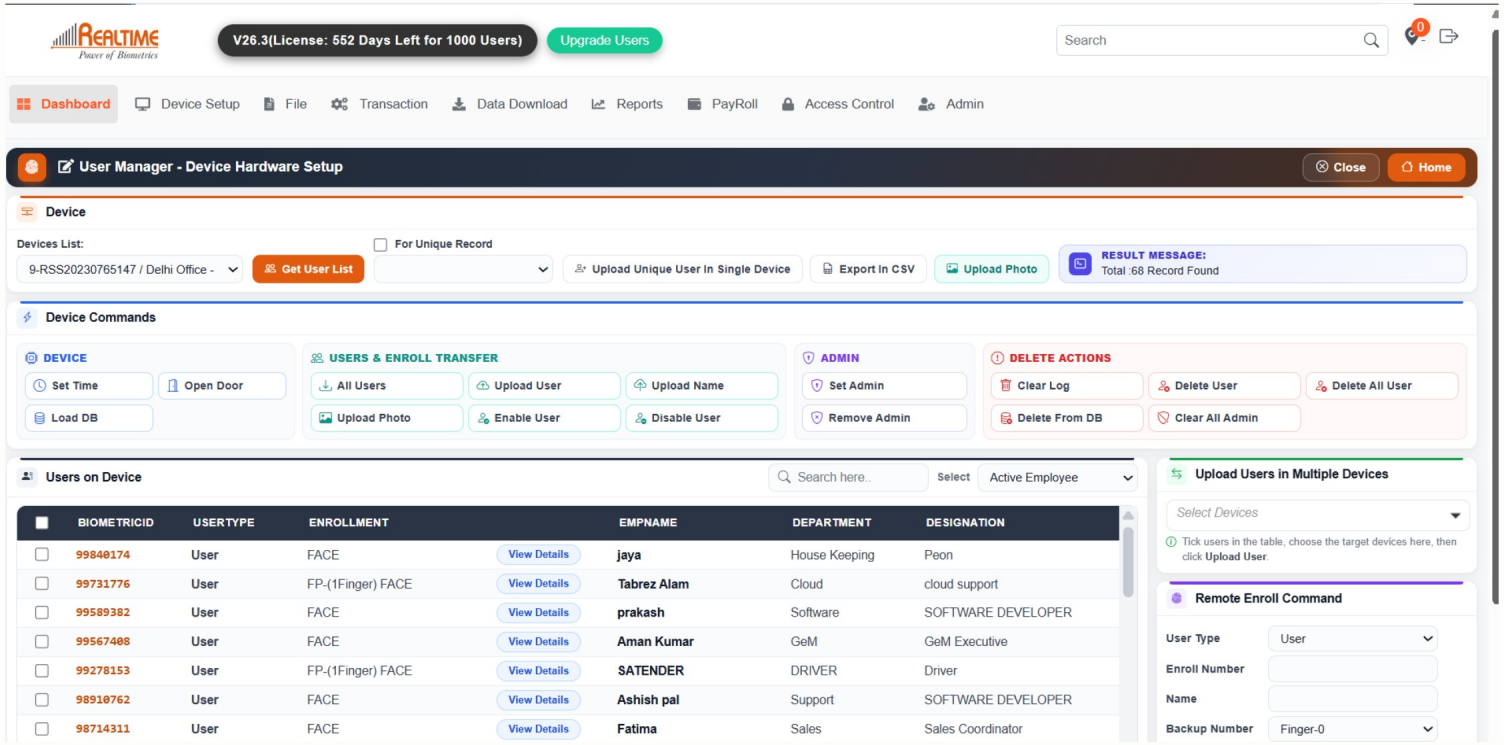
EMPLOYEES **PART 02**

List of Employee



- Total, active and inactive counts
- **Add**, **Import** from Excel, **Export**, **Delete**
- **Upload** staff to selected devices
- Salary badge: **(NA)** = not set up yet
- **Assign Batch Shift** to many at once

User Manager — device hardware setup



- **Get User List** from any terminal
- See each user's face or finger enrolment
- **Set Time**, **Open Door**, **Load DB** remotely
- Copy users to many devices at once
- **Remote Enroll** from the cloud

PART 03

Attendance & Leave

Shifts, office time policy and holidays turn raw punches into present, late, half day and overtime — automatically.

TIME MANAGEMENT PART 03

Shifts, office time policy & holidays

Grace period

Minutes allowed after shift start before a late mark.

Late mark rule

Late marks allowed in a month before salary is affected.

Early departure

Limit for leaving early; early-goers are tracked.

Half day

Working hours that count as a half day.

Overtime

Hours beyond the shift, calculated automatically.

Punch rules

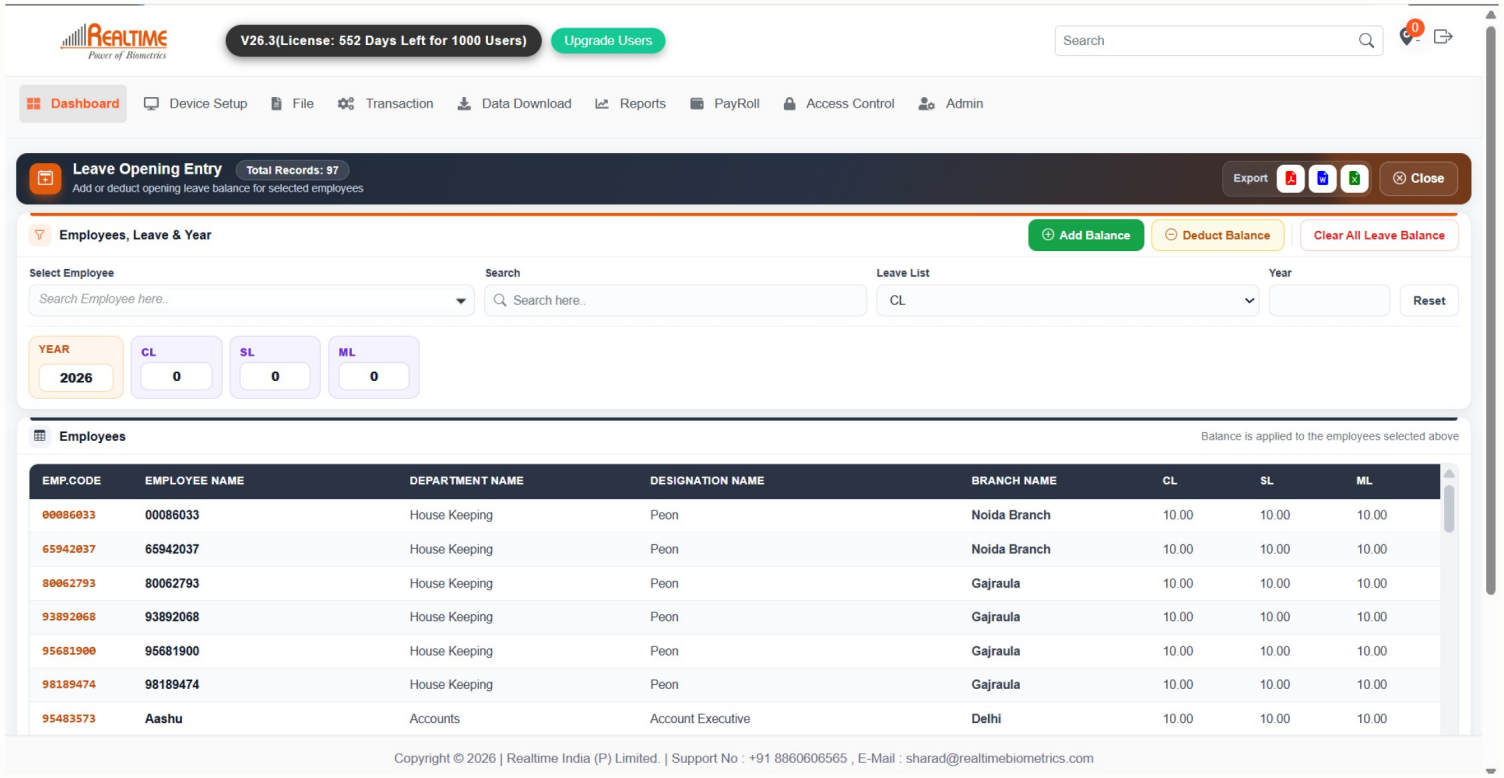
Punches required per day and the value of a single punch.

Shifts & holidays

- Day, general, 24-hour and night shifts
- Shift rotation and Assign Batch Shift
- First and second weekly off
- Break / lunch tracking
- Full-year holiday list per branch
- Holidays marked automatically, so payroll stays correct

LEAVE **PART 03**

Leave Opening Entry



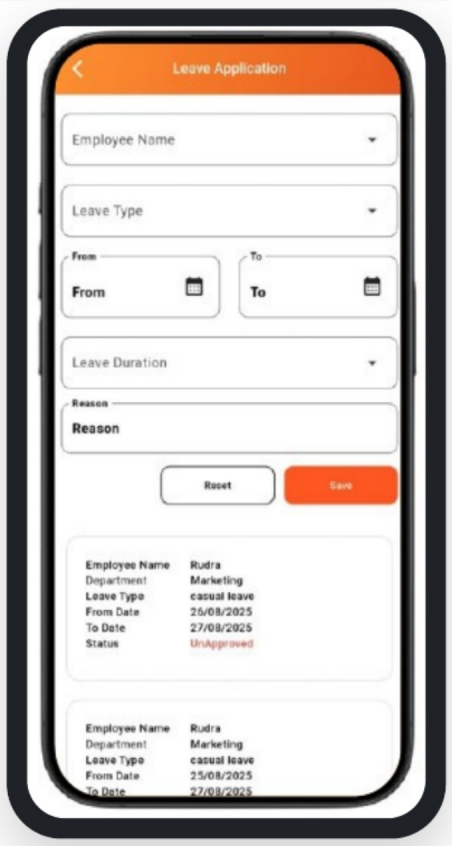
- Select employees, leave type and year
- Enter CL, SL and ML days
- **Add Balance** or **Deduct Balance**
- Grid shows each employee's balance
- Export to PDF, Word or Excel

LEAVE & ALERTS PART 03

From leave request to payroll in one tap

1. Employee applies from the app or web: type, dates, reason
2. The manager is notified immediately
3. Approve or reject in one tap
4. Balance, attendance and payroll update instantly

Leave codes: CL SL ML PL



Instant alerts

Clock-in / out
When anyone punches on a device

Late arrival
Sent automatically

GPS & geo-fence
Mobile punches to the manager

WhatsApp & SMS
Through the configured API

REPORTS & ANALYTICS PART 03

60 ready-made reports

Export: Excel PDF CSV

13 Daily

Present · Absent · Late arrival · Early departure · Missing punch · Daily in-out

25 Monthly

Attendance · Late coming · Overtime · Time card · Muster roll (Form 26, Rule 106)

7 Payroll

Salary register · Payslips · Payroll summary · Loan summary · Audit

4 Yearly

Attendance summary · Leave balance · Leave transaction · Holiday present + WO

4 GPS

GPS report with photo · Location on Google Map · Route distance · Route hours

7 Master

Company · Branch · Department · Designation · Employee · Shift · Leave lists

PART 04

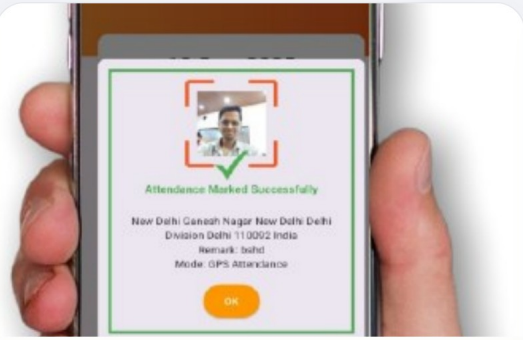
Mobile App

Geo-fencing & Selfie Attendance

Field and remote staff mark attendance from their phone — verified by location and face, with no hardware at the site.

FIELD & REMOTE STAFF PART 04

Four ways to punch from a phone



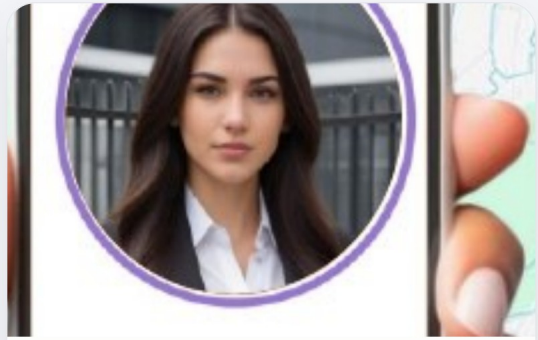
GPS attendance

- Punch saved with location and address
- Stops proxy attendance
- Admin approves each GPS punch



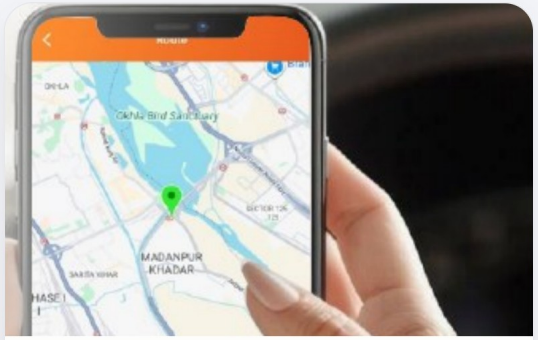
Geo-fencing

- Virtual boundary around the office
- Accepted only inside the radius
- For offices, schools and sites



Face-match selfie

- Selfie matched to profile photo
- Ends buddy punching
- Verified face plus live location



Live GPS tracking

- Live position on the map
- Route playback for any date
- Every 3, 5, 10 or 15 minutes

ADMIN SETUP PART 04

Setting up geo-fence & selfie punching

1. **Save the branch location**
   Latitude, longitude and radius draw the geo-fence
2. **Assign staff to the branch**
   Give each employee an app password
3. **Upload a clear profile photo**
   Front-facing — used for the face match
4. **Choose the punch mode**
   GPS, geo-fence, face match — or combine them
5. **Set approval & tracking**
   GPS approval on or off; track every 3–15 minutes



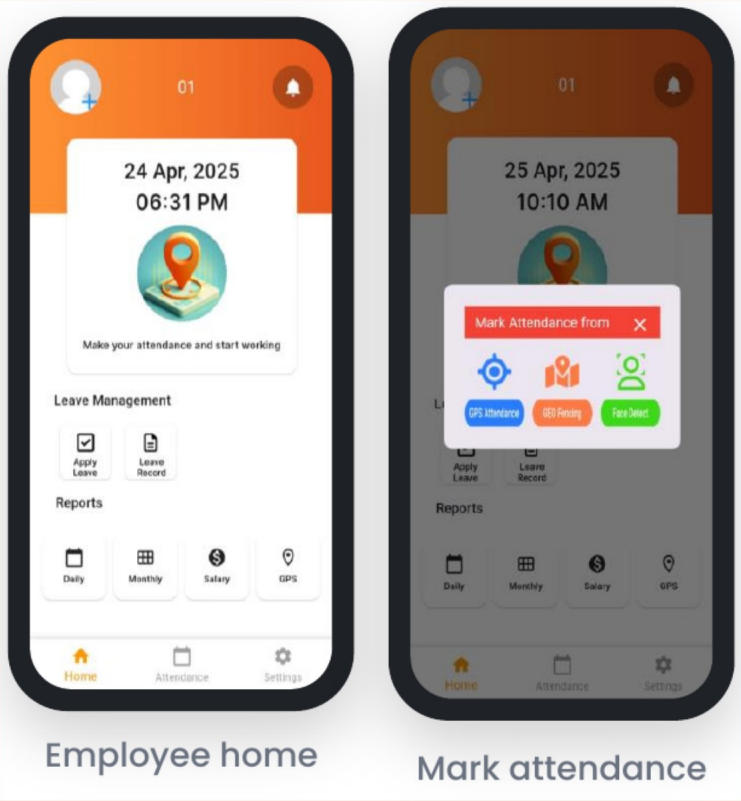
Inside the radius — punch accepted

Outside the radius — punch refused

Geo-fence + face match = right place and right person.

MOBILE APP — EMPLOYEE **PART 04**

Marking attendance with a selfie

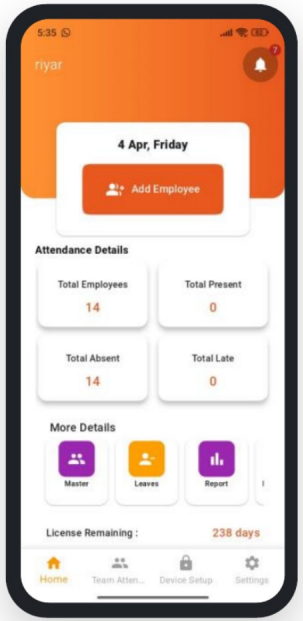


1. Log in with Corporate ID, employee code and password
2. Allow **Location** and **Camera** when asked
3. Tap the location button on the home screen
4. Choose **GPS**, **Geo-fence** or **Face Match**; take the selfie
5. **Attendance Marked Successfully** — address and mode saved

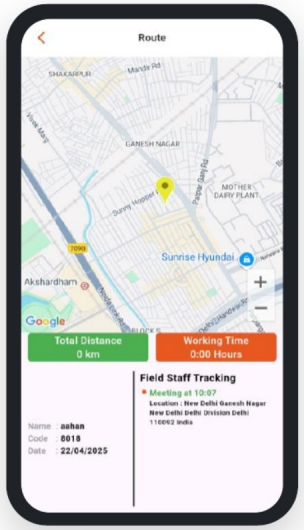
Also in the app: attendance calendar, leave requests, daily / monthly / salary / GPS reports, notifications and fingerprint login.

MOBILE APP — ADMIN **PART 04**

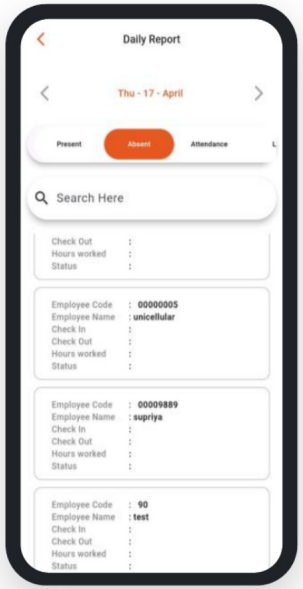
Run your attendance from your phone



Admin dashboard



Field staff route



Daily report

Live dashboard

Present, absent and late today

Employees

Add, edit, search, export

Manual punch

Fix missed in / out times

Leave approval

Approve, reject or assign

GPS approval

Approve punches, see routes

Access control

Remote gate opening

AT A GLANCE PART 04

Admin vs employee in the app

Feature	Admin	Employee
Live dashboard & masters	Yes	—
Add / edit employees	Yes	—
Mark attendance (GPS / geo-fence / face)	—	Yes
Apply for leave	—	Yes
Approve leave & GPS punches	Yes	—
Live GPS tracking & routes	Yes	—
Daily, monthly & salary reports	Yes	Yes
Excel export & sharing	Yes	—
Access control & remote gate	Yes	—
Push notifications	Yes	Yes
Fingerprint app lock	Yes	Yes

PART 05

Payroll

Salary, Loans, Statutory, Tour & Expense

Salary straight from attendance; loans recovered automatically; PF, ESI and PT with the EPFO ECR and ESIC upload files.

OVERVIEW PART 05

Four modules, one monthly routine

Core salary

- Settings, salary heads, PT slabs
- Month / day / hour-wise pay, OT
- Process from attendance, lock
- Salary slip and statement

Loans

- Flat or reducing interest
- Top-up, part payment, closure
- Change EMI, skip month, hold
- EMI recovered in salary

Statutory

- PF statement + EPFO ECR file
- Challan A/c 1, 2, 10, 21, 22
- ESI statement + ESIC .xls
- PT slab summary

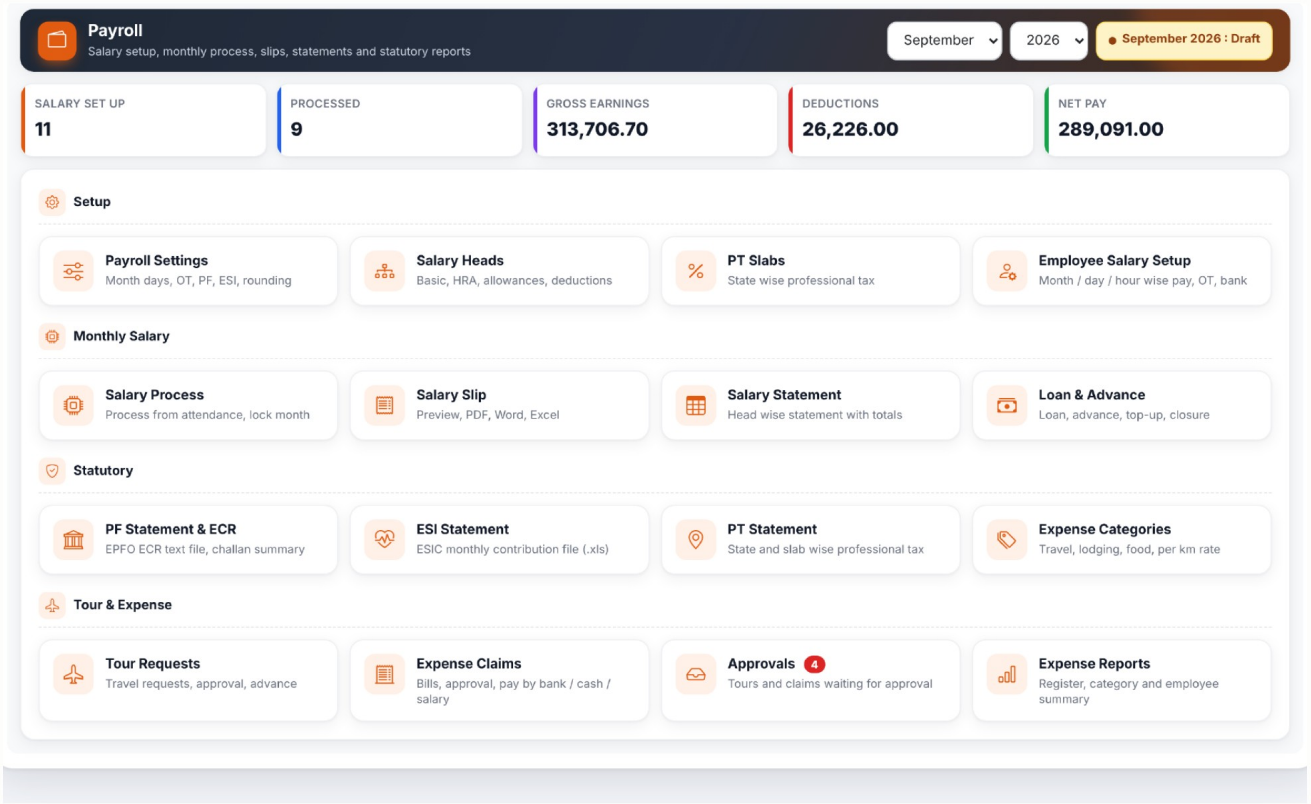
Tour & expense

- Tour requests with advance
- Claims with bills and limits
- Bulk approvals inbox
- Paid with salary, bank or cash

1 Attendance, loans & claims → 2 Process salary → 3 Check & lock → 4 Slips & statement → 5 ECR & ESIC upload

HOME PART 05

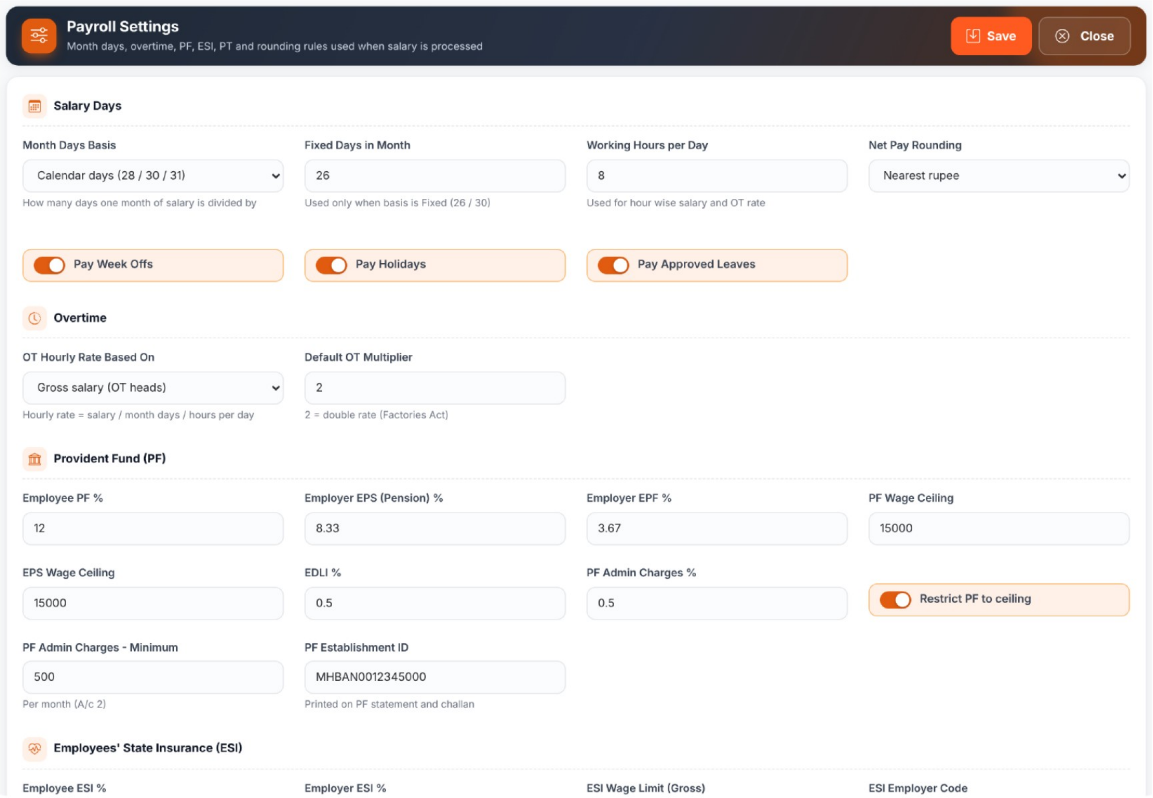
Payroll Dashboard



- Month status: **Not processed**, **Draft** or **Locked**
- Tiles: set up, processed, gross, deductions, net
- Links to every payroll page
- Red count of tours and claims awaiting approval

SETUP PART 05

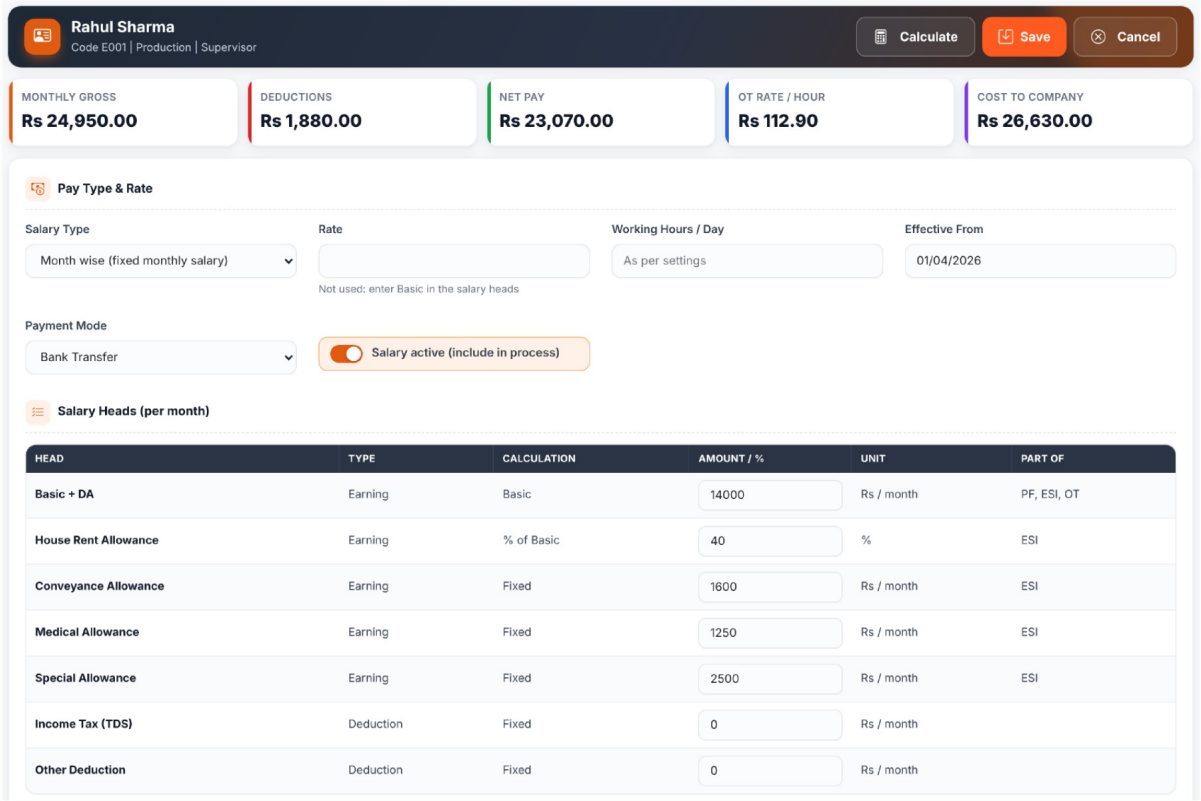
Payroll Settings & salary heads



- Month days: calendar or fixed (26 / 30)
- OT from gross or basic, 2× multiplier
- PF 12% · 8.33% · 3.67%, ceiling 15,000
- ESI 0.75% employee, 3.25% employer
- Heads: fixed, % of basic or % of gross; state-wise PT slabs

SETUP **PART 05**

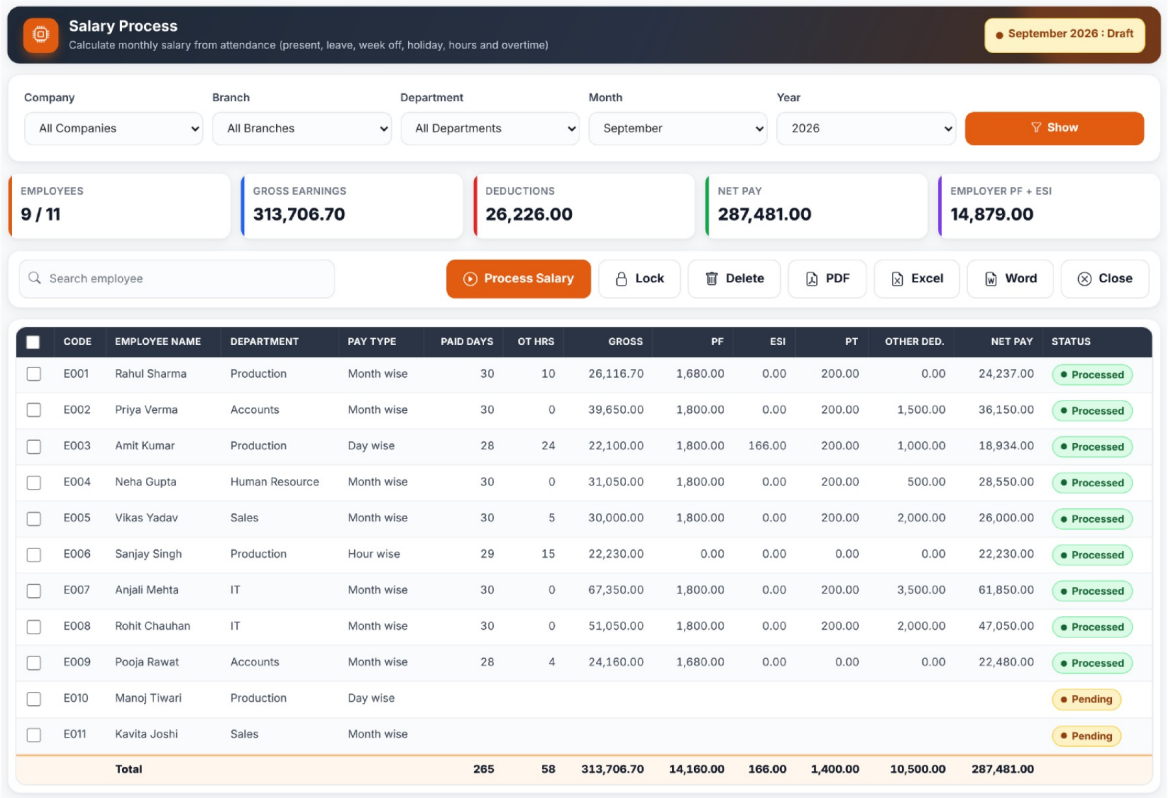
Employee Salary Setup



- **Month wise**: basic in the heads grid
- **Day wise**: rate × paid days
- **Hour wise**: rate × hours worked
- PF, ESI, PT, UAN, PAN and bank details
- **Calculate**: gross, net, OT rate and CTC

MONTHLY **PART 05**

Salary Process

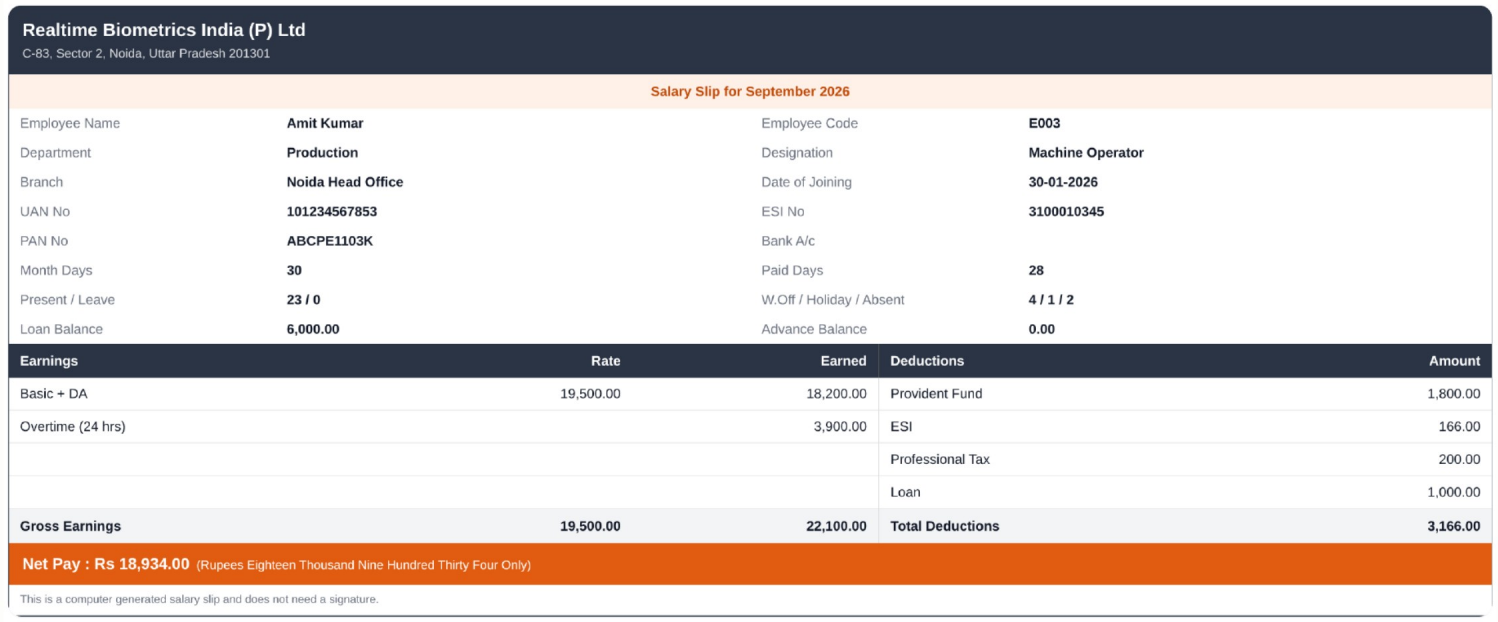


CODE	EMPLOYEE NAME	DEPARTMENT	PAY TYPE	PAID DAYS	OT HRS	GROSS	PF	ESI	PT	OTHER DED.	NET PAY	STATUS
E001	Rahul Sharma	Production	Month wise	30	10	26,116.70	1,680.00	0.00	200.00	0.00	24,237.00	Processed
E002	Priya Verma	Accounts	Month wise	30	0	39,650.00	1,800.00	0.00	200.00	1,500.00	36,150.00	Processed
E003	Amit Kumar	Production	Day wise	28	24	22,100.00	1,800.00	166.00	200.00	1,000.00	18,934.00	Processed
E004	Neha Gupta	Human Resource	Month wise	30	0	31,050.00	1,800.00	0.00	200.00	500.00	28,550.00	Processed
E005	Vikas Yadav	Sales	Month wise	30	5	30,000.00	1,800.00	0.00	200.00	2,000.00	26,000.00	Processed
E006	Sanjay Singh	Production	Hour wise	29	15	22,230.00	0.00	0.00	0.00	0.00	22,230.00	Processed
E007	Anjali Mehta	IT	Month wise	30	0	67,350.00	1,800.00	0.00	200.00	3,500.00	61,850.00	Processed
E008	Rohit Chauhan	IT	Month wise	30	0	51,050.00	1,800.00	0.00	200.00	2,000.00	47,050.00	Processed
E009	Pooja Rawat	Accounts	Month wise	28	4	24,160.00	1,680.00	0.00	0.00	0.00	22,480.00	Processed
E010	Manoj Tiwari	Production	Day wise									Pending
E011	Kavita Joshi	Sales	Month wise									Pending
	Total			**265**	**58**	**313,706.70**	**14,160.00**	**166.00**	**1,400.00**	**10,500.00**	**287,481.00**	

- Paid days, hours and OT from attendance
- Loan and advance EMIs deducted
- Approved expense claims added to net pay
- Process again until **Locked**
- Salary register in PDF, Excel, Word

MONTHLY **PART 05**

Salary Slip & Salary Statement



Realtime Biometrics India (P) Ltd
C-83, Sector 2, Noida, Uttar Pradesh 201301

Salary Slip for September 2026

Employee Name	**Amit Kumar**	Employee Code	**E003**
Department	**Production**	Designation	**Machine Operator**
Branch	**Noida Head Office**	Date of Joining	**30-01-2026**
UAN No	**101234567853**	ESI No	**3100010345**
PAN No	**ABCPE1103K**	Bank A/c	
Month Days	**30**	Paid Days	**28**
Present / Leave	**23 / 0**	W.Off / Holiday / Absent	**4 / 1 / 2**
Loan Balance	**6,000.00**	Advance Balance	**0.00**

Earnings	Rate	Earned	Deductions	Amount
Basic + DA	19,500.00	18,200.00	Provident Fund	1,800.00
Overtime (24 hrs)		3,900.00	ESI	166.00
			Professional Tax	200.00
			Loan	1,000.00
Gross Earnings	**19,500.00**	**22,100.00**	**Total Deductions**	**3,166.00**

Net Pay : Rs 18,934.00 (Rupees Eighteen Thousand Nine Hundred Thirty Four Only)

This is a computer generated salary slip and does not need a signature.

- UAN, ESI, PAN and bank on every slip
- Paid, present, leave, off and absent days
- Loan / advance balance after the month
- One slip per page; also in the employee app
- Statement: bank list or cash sheet

CALCULATION PART 05

Worked example: Amit Kumar, September

Item	Working	Rs
Paid days	23 present + 4 week off + 1 holiday	28
Basic + DA	Rs 650 per day × 28	18,200.00
Overtime	24 hrs × 162.50	3,900.00
Gross earnings		22,100.00
PF	12% of 15,000 (ceiling)	1,800.00
ESI	0.75% of 22,100, rounded up	166.00
Professional Tax	Maharashtra, male, over 10,000	200.00
Loan EMI	LN-000001, no interest	1,000.00
Total deductions		3,166.00
Net pay	22,100 − 3,166	18,934.00

PF in the ECR

EPF wages 15,000 · EE 1,800 · EPS 1,250 · ER 550 · NCP 2 days

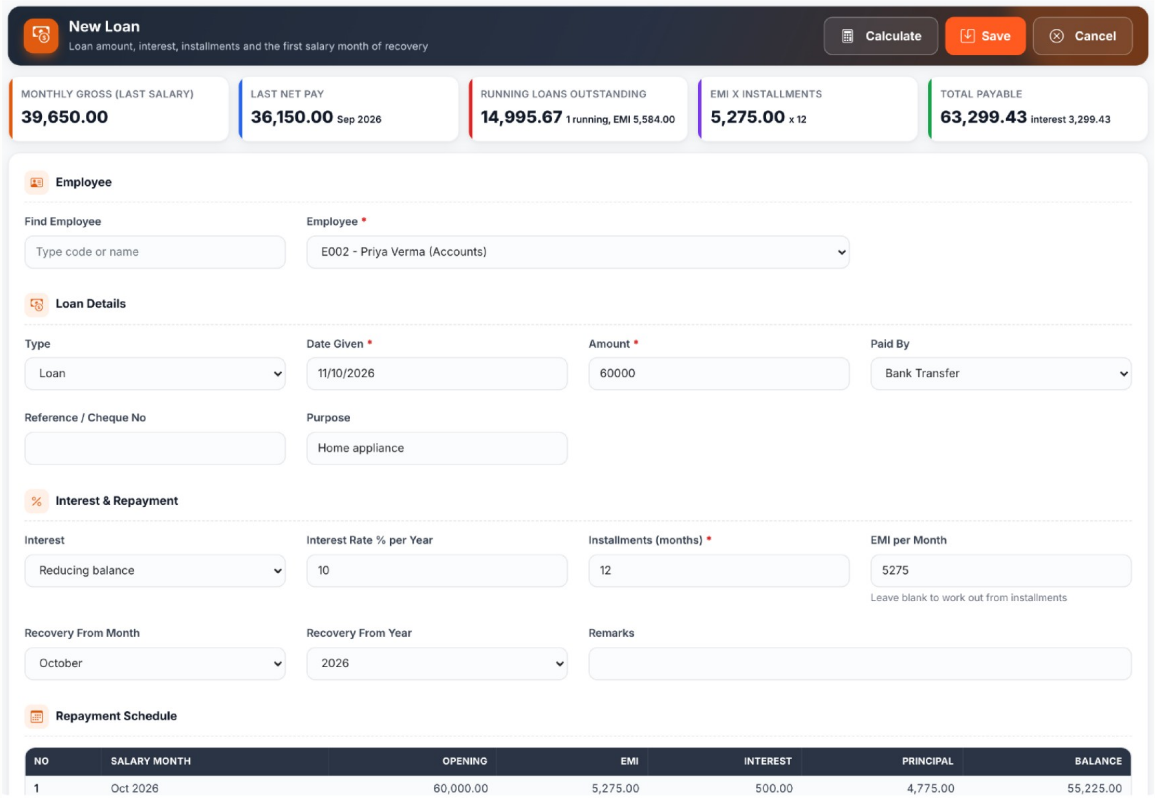
ESI in the ESIC file

28 days, wages 22,100. Employer 3.25% = 719

Loan

Balance after September Rs 6,000 — printed on the slip

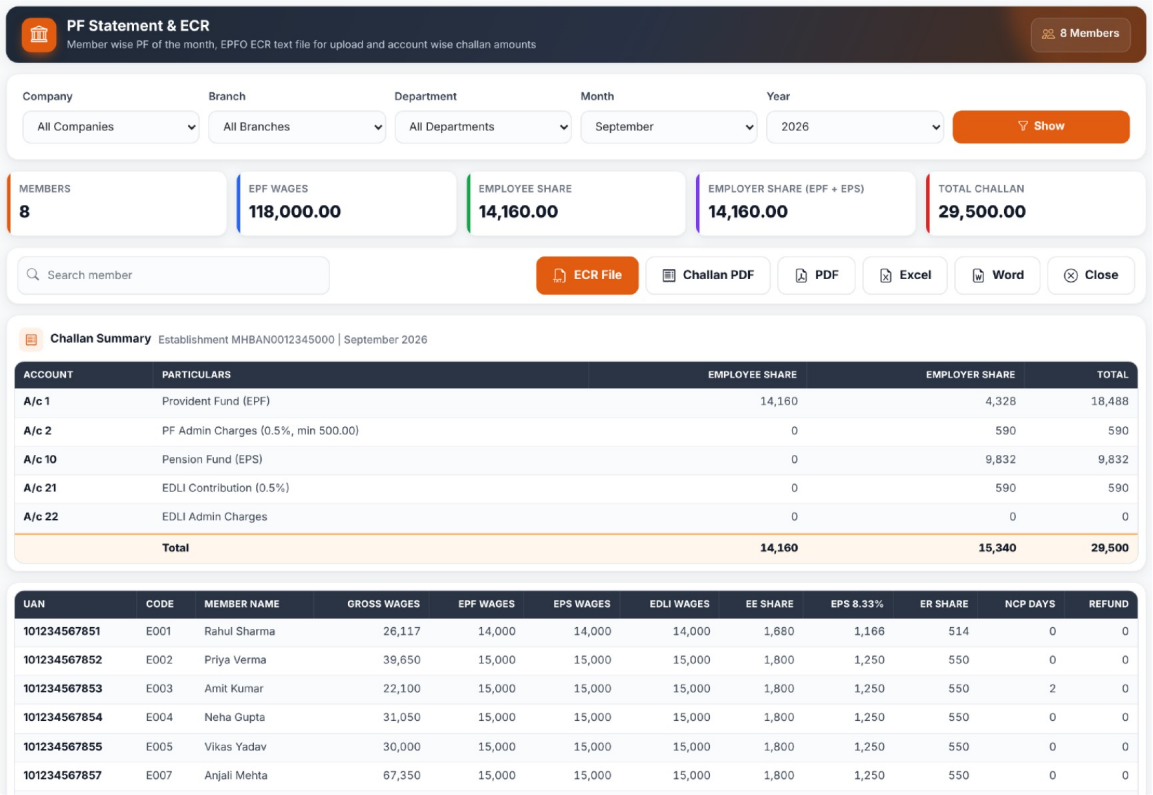
Loans & advances — EMI and schedule



- Shows last gross, net and running loans
- No interest, flat or reducing balance
- **Calculate**: EMI, total payable, schedule
- Top-up, part pay, close, skip, hold
- EMI recovered in salary automatically

STATUTORY **PART 05**

PF, ESI & PT with portal upload files

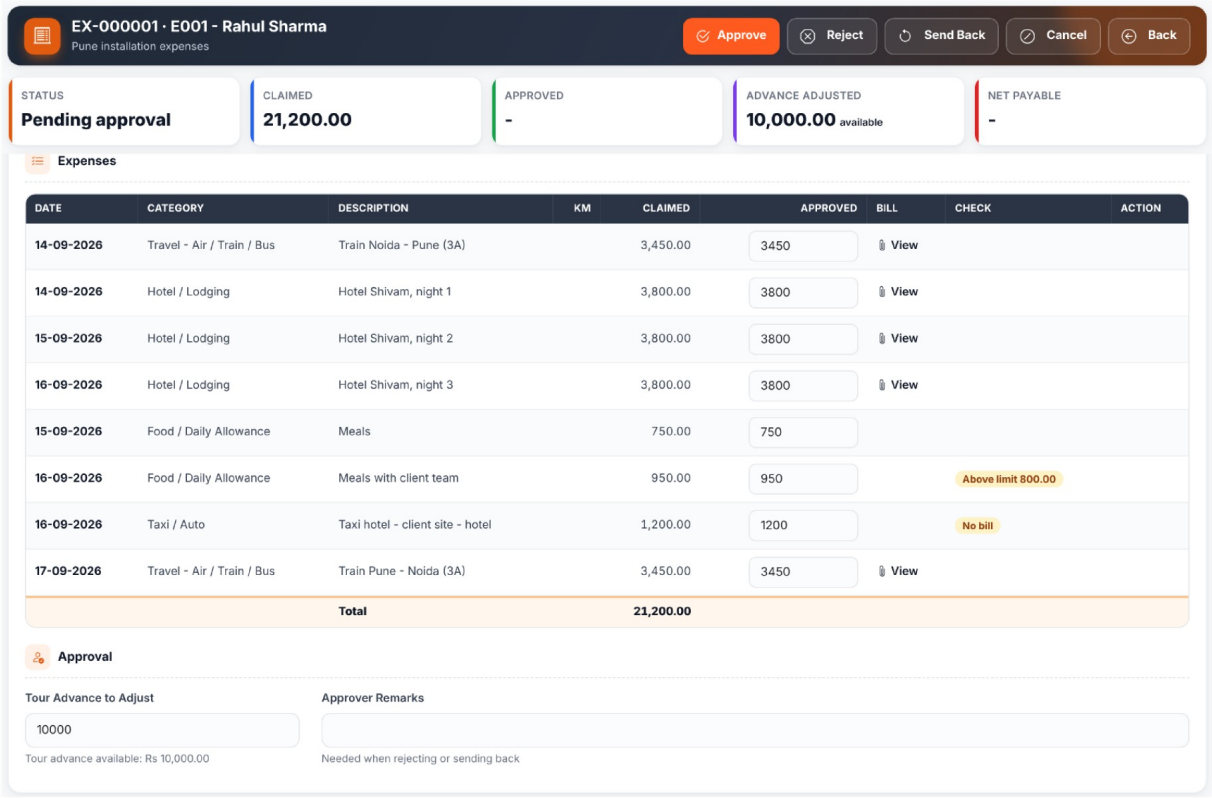


ACCOUNT	PARTICULARS	EMPLOYEE SHARE	EMPLOYER SHARE	TOTAL
A/c 1	Provident Fund (EPF)	14,160	4,328	18,488
A/c 2	PF Admin Charges (0.5%, min 500.00)	0	590	590
A/c 10	Pension Fund (EPS)	0	9,832	9,832
A/c 21	EDLI Contribution (0.5%)	0	590	590
A/c 22	EDLI Admin Charges	0	0	0
	Total	**14,160**	**15,340**	**29,500**

UAN	CODE	MEMBER NAME	GROSS WAGES	EPF WAGES	EPS WAGES	EDLI WAGES	EE SHARE	EPS 8.33%	ER SHARE	NCP DAYS	REFUND
101234567851	E001	Rahul Sharma	26,117	14,000	14,000	14,000	1,680	1,166	514	0	0
101234567852	E002	Priya Verma	39,650	15,000	15,000	15,000	1,800	1,250	550	0	0
101234567853	E003	Amit Kumar	22,100	15,000	15,000	15,000	1,800	1,250	550	2	0
101234567854	E004	Neha Gupta	31,050	15,000	15,000	15,000	1,800	1,250	550	0	0
101234567855	E005	Vikas Yadav	30,000	15,000	15,000	15,000	1,800	1,250	550	0	0
101234567857	E007	Anjali Mehta	67,350	15,000	15,000	15,000	1,800	1,250	550	0	0

- **ECR file** ready for the EPFO portal
- Challan A/c 1, 2, 10, 21, 22 with totals
- **ESIC .xls** with reason codes
- PT slab summary for the state return
- Members without UAN flagged in yellow

From tour request to payment



- Tour request with advance
- One line per bill, bill attached
- Flags: **Above limit**, **No bill**
- Bulk approve in one inbox
- Paid with salary, bank or cash

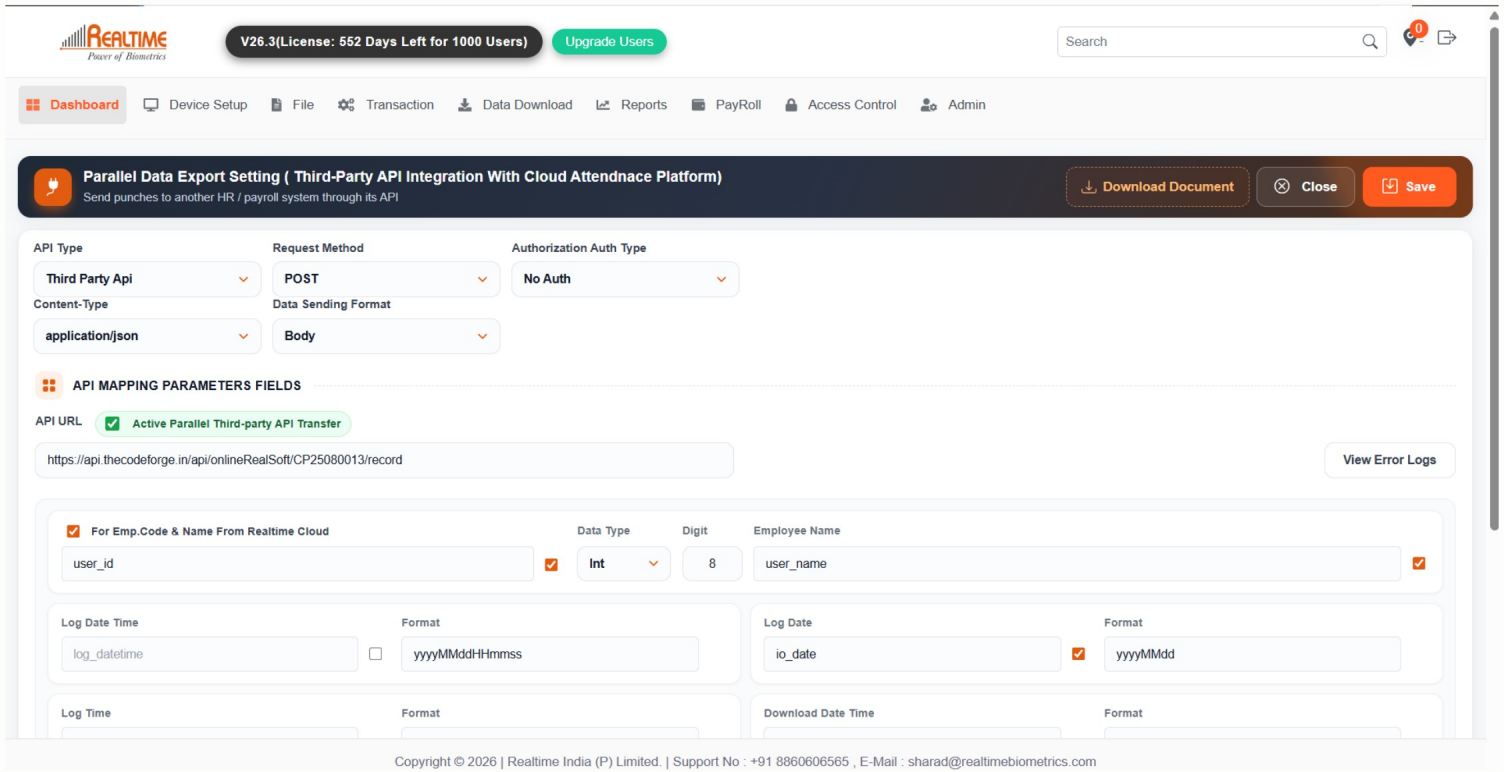
PART 06

Integrations & Support

Send punches to any HR or payroll system, fix common issues in minutes, and reach our support team.

INTEGRATIONS PART 06

Parallel data export (third-party API)



- Every punch sent live to your HR system
- POST, JSON body, your own auth
- Map field names and date formats
- **View Error Logs** for rejected punches
- Also: Tally, QuickBooks, ERP, CRM, WhatsApp & SMS

HELP PART 06

Quick fixes for common questions

Problem	Likely cause	What to do
Device shows a red dot	Terminal or network offline	Check power and internet; then Data Download
New employee can’t punch	Not uploaded to the device	User Manager → select employee → Upload User
App: outside the geo-fence	Outside radius, or branch location wrong	Move inside; check branch latitude, longitude, radius
Face match fails	Poor light or unclear profile photo	Use front light; upload a clear front-facing photo
GPS punch not in reports	Waiting for approval	Approve on the Dashboard or in the admin app
Employee missing in salary	Salary not set up or inactive	Complete Employee Salary Setup; switch Salary active on

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