



USER MANUAL

SARTHAK

Human Resource Management System

for

Govt. of Madhya Pradesh



Madhya Pradesh Agency for Promotion of Information and Technology (MAP_IT)
State IT Center, 47-A, Arera Hills, Bhopal, M.P. - 462011, Phone: +91-755-2518300, Fax: +91-755-2579824

URL: www.mapit.gov.in, Email: info@mapit.gov.in

SARTHAK MOBILE USER MANUAL

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1. Overview:

Human Resource Management System has become an important factor. This system should help the department to streamline the administrative task and provide the data for resource planning and management. Building this system in mobile-based as well as the web-based interface will further help ease of accessibility from anywhere. This system will include two types of module; Mobile based and web-based module.

This user manual is designed to assist with the basic operation of SARTHAK mobile application and to help you understand some of the commonly used features and functions.

2. Application Download

To download the application, user need to go on paly store. In play store user will type Sarthak app. A list will come. On this list user need to select SARTHAK app with Madhya Pradesh logo. Once user will select Sarthak app, it will ask to install. User will give permission to install and system will install this app after downloading.

Figure 1 - Sarthak App

3. Login

After installation, user will open this application, login screen will open, where user will enter provide user id and password to login in the application.

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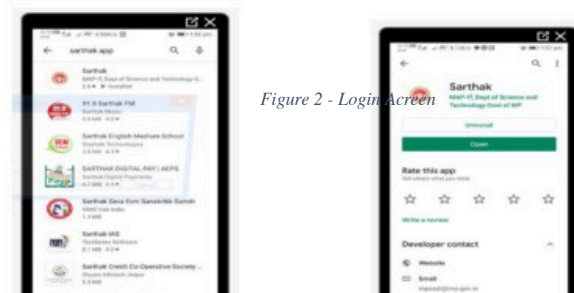


Figure 2 - Login Screen

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4. Mark office location

- ☐ After login, user will mark their office location
- ☐ To mark the location, user need select either normal or satellite for viewing office location
- ☐ After opening of office location, user will click at the top of their office
- ☐ User will click on “Mark Office Location” tab at the bottom of the screen
- ☐ Office location will registered in the system

Figure 3 - Mark office location

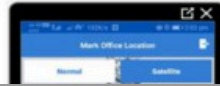
5. Mark Attendance:

- ☐ After marking of office location, a new screen will open. On the top of the screen mobile user should be able to view the button named as ‘Mark ttenance’.
- ☐ Selecting the button should open the camera as well as the location of the user on the map.
- ☐ User should be able to click geo tagged photo and store the data with respect to current date and time.
- ☐ On top of the window system should show current GPS accuracy
- ☐ User will click on “Mark Attendance” tab to mark the attendance
- ☐ This attendance is geofencing based, to mark the attendance user need to come under 100m range



- ☐ User should be able to both check in and check out
- ☐ First picture will be save as profile picture and capture office location for Geofencing.
- ☐ User need to click on “Check out” tab to enter their check out time

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Figure 4 - Mark Attendance

6. My profile:

- ☐ To visualize and update the profile information, user will click on “My Profile” tab
- ☐ Profile information should have following fields;
 - o Email
 - o Contact Number
 - o Gender
- ☐ User will be able to update the profile information
- ☐ To update the date user need to update information and click on “Update Data”. The profile information will be updated

Figure 5 - My Profile



7. Activities:

- ☐ User will be able to mark their daily work activities along with photo in this functionality
- ☐ To add new activity user should click on 'Activities' tab,
- ☐ Selecting shall open a form where information should be filled by user,
 - Activity Name
 - Current Location
 - Remarks
 - Capture Image*
- ☐ User should enter all the details and click capture photo icon,
- ☐ User should click the activities photo
- ☐ After clicking options will be activated to save or cancel the photo
- ☐ Once user save the photo, then activity submission button "Submit" will be activated.
- ☐ User need to click on "Submit" button to save the activities

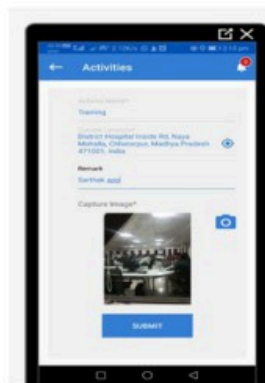


Figure 6 - Activities

8. Tour:

- ☐ User should be able to mark their tour activities along with photo in this functionality
- ☐ To add new tour activity user should select 'Tour' tab
- ☐ Selecting shall open a form where information should be filled by user,
 - Work
 - Current Location
 - Remarks
 - Capture Image*
- ☐ User should enter all the details and click the capture photo icon,
- ☐ User should capture tour activities photo
- ☐ After clicking options will be activated to save or cancel the photo
- ☐ Once user save the photo, then activity submission button "Submit" will be activated.
- ☐ User need to click on "Submit" button to save the activities

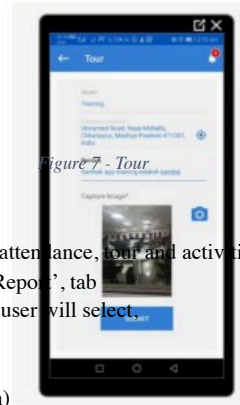


Figure 7 - Tour

9. Report

- ☐ User should be able to view their attendance, tour and activities report
- ☐ To see report user should select 'Report', tab
- ☐ Selecting will open a form where user will select,
 - o Month (Drop down)
 - o Year (Drop down)
 - o Select Report (Drop down)
- ☐ User should select type of report from drop down fields
- ☐ User should be able to visualize all the reports with respect to the date in this functionality,
- ☐ User should be able to track reports of past days by selecting the date from the calendar.
- ☐ Selecting the date should give the user to see reports as mentioned below:
 - ☐ Attendance report (in and out attendance timing details date wise)
 - ☐ Tour report (tour, remarks, latitude, longitude and photo details date wise)
 - ☐ Activity report (tour, remarks, latitude, longitude and photo details date wise)

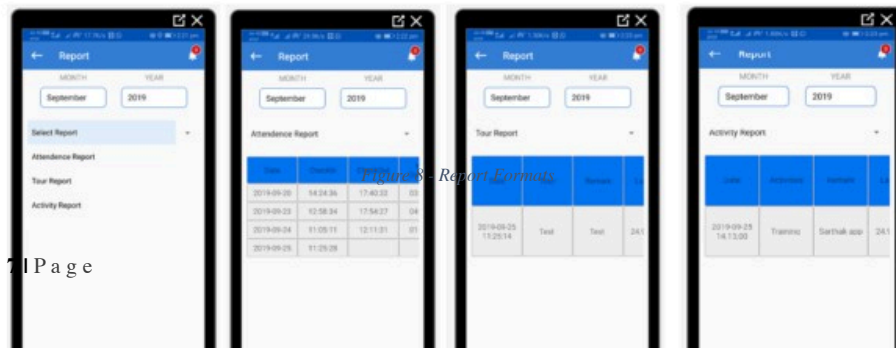


Figure 8 - Report Formats

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10. My team

- ☐ User should be able to view their team list
- ☐ To view the team list user will click on "My Team" tab
- ☐ List of team will open
- ☐ List of team members should contains following fields;
 - o Name
 - o Designation
 - o Email ID
 - o Contact No.

11. Holidays:

- ☐ User should be able to see month wise government approved holidays in this functionality
- ☐ To see holidays user should select 'Holidays',
- ☐ Selecting shall open a window where user will select desired month and year,
- ☐ After selection user will click "Ok"
- ☐ User should be able to visualize the list of all the government holidays of the selected month as per the calendar.
- ☐ List should mentioned Name of festival and local / Public holiday



Figure 10 - Holiday windows

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12. Change Password

- ☐ User should be able to change the password in this functionality
- ☐ To change password user will select 'Change Password' tab,
- ☐ Selecting shall open a window where user need to enter following details;
 - o Enter Current Password
 - o Enter New Password
 - o Re-enter New Password
- ☐ After entering the details, user need to click on "Reset Password"

Figure 11 - Change Password

13. My Attendance

- ☐ User should be able to visualize the attendance in this functionality
- ☐ To visualize the attendance user will select 'My tttendance' tab
- ☐ Selecting shall open a window where user will visualize current month date wise daily check-in and check-out time details
- ☐ User will be able to change the month to see attendance of another month

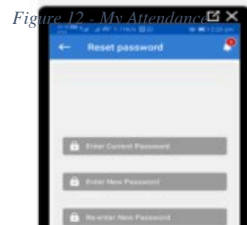


Figure 12 - Mobile Attendance

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14. Assigned Activities

- ☐ User should be able to visualize the assigned activities
- ☐ To visualize the attendance user should select 'assigned activity'
- ☐ Selecting shall open a window where user will visualize month wise assigned activities.

15. Sarthak (Biometric)

- ☐ To use this functionality user will use separate app "SARTHAK BIOMETRIC"
- ☐ User should be able to mark daily check-in and check-out through biometric device
- ☐ User will need to connect biometric device with their mobile
- ☐ Module should show list of registered employees with their Name and designation
- ☐ By clicking of employee name, system should show their daily check-in and check-out status
- ☐ User will enter Attendance ID (Employee ID)
- ☐ After entering system will ask to put finger on biometric machine
- ☐ User will put any finger on biometric machine
- ☐ After verification through biometric machine, employee attendance will marked

Figure 13 -Biometric windows

