

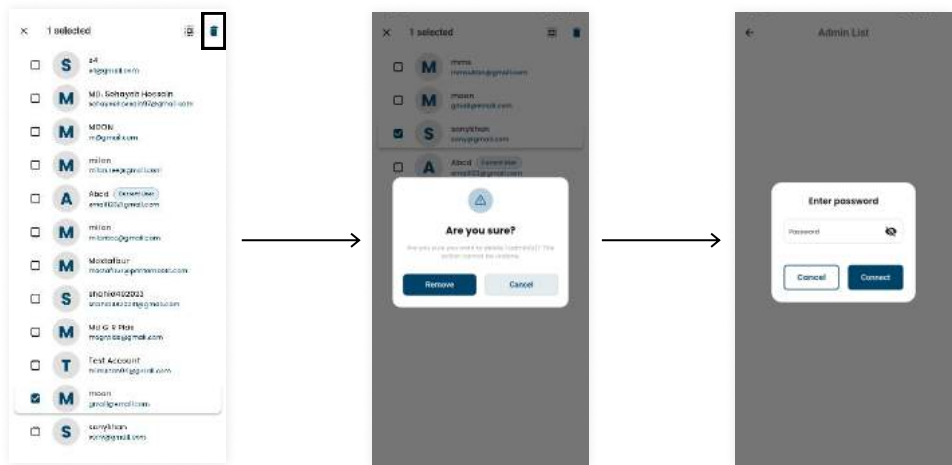
8.4 Admin Management

The **Admin Management** menu allows you to view and manage all administrators connected to your device. This feature is designed to give you full visibility and control over who has administrative access, as well as which devices each administrator is linked to.

- Within this menu, you can see a list of all active admins. Each entry displays the admin's account details and the devices to which they are currently connected. This is especially useful for organizations with multiple administrators or multiple attendance devices, ensuring you always know who has access and where.



- If you need to remove an administrator, you can do so directly from this menu. To begin, select the admin you want to remove, then tap the **Delete** (trash bin) icon. A confirmation window will appear to ensure the deletion is intentional. Tap **Remove** to confirm.



- For security purposes, the system will prompt you to reconnect to your device and enter the device password. This prevents unauthorized users from removing admins without proper credentials. Once the password is verified, the selected administrator will be successfully removed from the device.

This process helps maintain proper system management and access control for your Face attendance machine, ensuring that designated personnel can manage critical functions such as attendance records, employee data, pay periods, and salary rules. Regularly reviewing and updating your Admin Management list also improves overall security and accountability.

8.5 Message Management

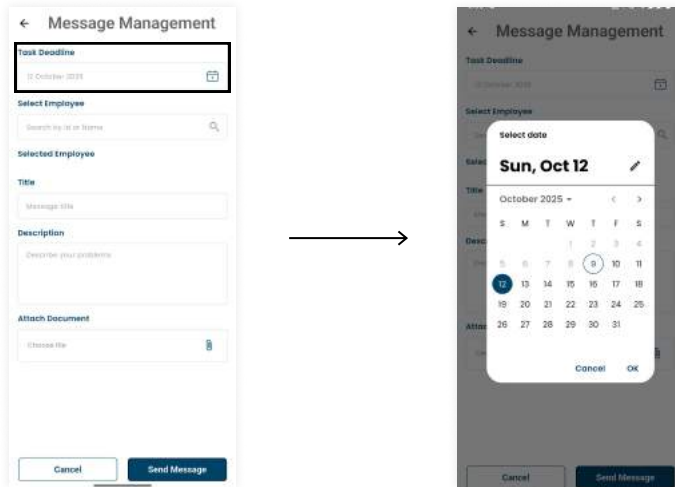
The **Message Management** menu allows you to **Assign tasks** or announcements for employees directly through the Grozziie app. This feature streamlines communication between administrators and employees, ensuring tasks, deadlines, and important updates are clearly documented and easy to access



Within this menu, you can perform the following actions:

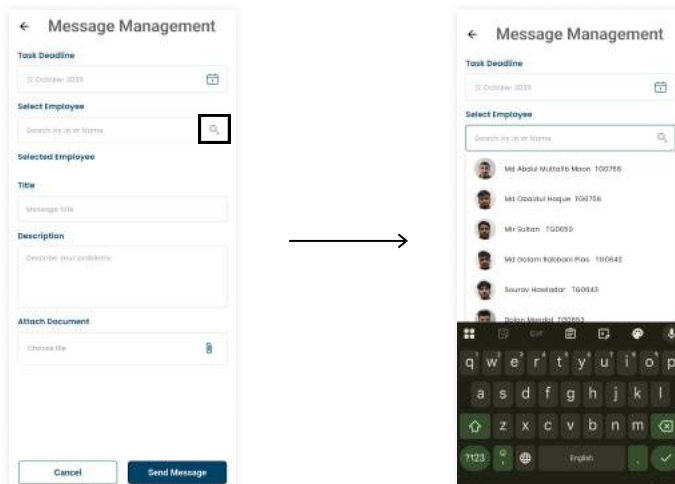
1. Task Deadline

- Set a due date for each task using a calendar date picker.
- The date picker popup allows you to quickly scroll and select the exact deadline.
- Employees will see the deadline in their app notifications, helping them manage their tasks efficiently.



2. Select Employee

- Choose the employee(s) who will receive the message or task.
- Tap the magnifier/search icon to open the full employee list.
- You can select one or multiple employees depending on your needs.



3. Title

- Enter a short, descriptive title for the message or task.
- This title appears in the employee’s notification list and helps identify the task quickly.

← Message Management

Task Deadline

12 October 2024

Select Employee

Search by id or Name

Selected Employee

Title

Message title

Description

Describe your problem

Attach Document

Choose file

Cancel

Send Message

4. Description

- Add detailed instructions, context, or notes for the task.
- Use this field to clarify what needs to be done, expectations, or special requirements.

← Message Management

Task Deadline

12 October 2024

Select Employee

Search by id or Name

Selected Employee

Title

Message title

Description

Describe your problem

Attach Document

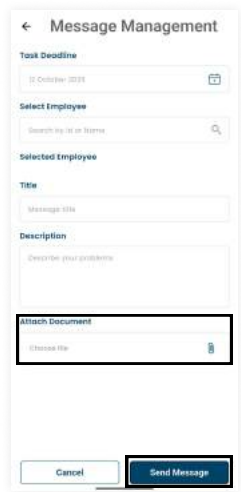
Choose file

Cancel

Send Message

4. Attach Document

- Upload a supporting file or document directly to the message.
- File size must be up to 1 MB.
- Attachments can include instructions, images, or references related to the task.

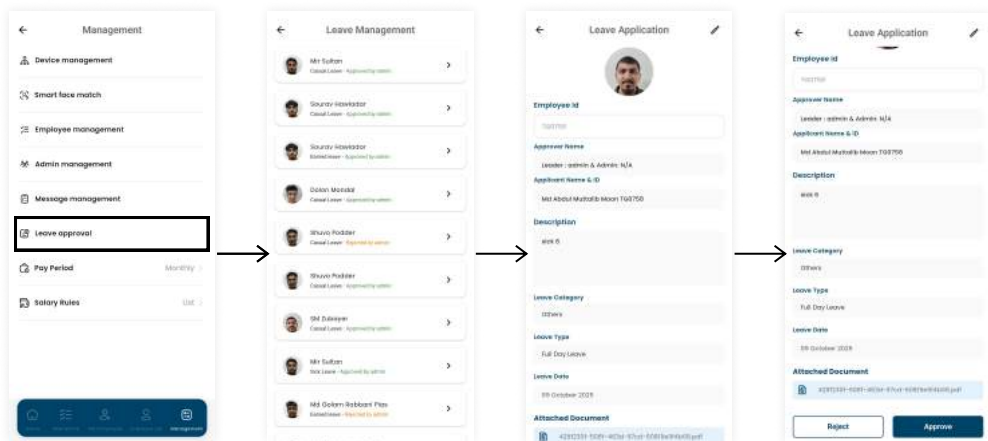
A screenshot of a mobile application interface titled "Message Management". The form contains several fields: "Task Deadline" with a date picker set to "12 October 2024"; "Select Employee" with a search bar containing "Search by ID or Name"; "Selected Employee" with a dropdown menu; "Title" with a text input field; "Description" with a larger text area containing the placeholder "Describe your problem"; "Attach Document" with a file upload button and a small document icon; and at the bottom, "Cancel" and "Send Message" buttons. The "Send Message" button is highlighted with a blue border.

Once the message is created, review all details and tap **Send Message** to deliver it to the selected employees. Employees will receive a notification in their app with all the details, attachments, and the assigned deadline. This ensures efficient communication and accountability across your organization.

8.6 Leave Approval

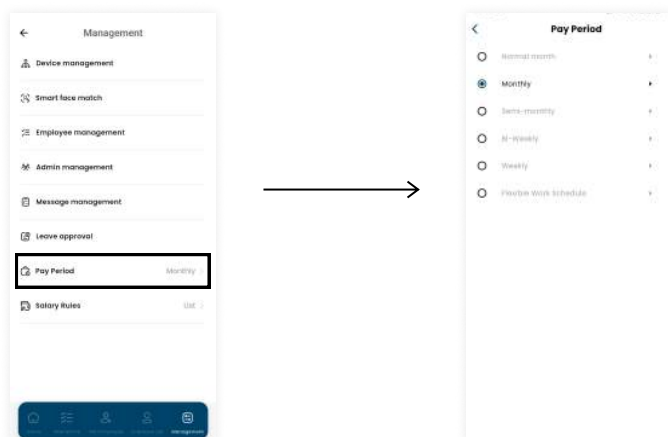
The **Leave Approval** menu lets administrators easily review and manage employee leave requests. It helps ensure quick decisions and proper record tracking.

- All employee leave requests appear in a list with details such as name, ID, leave type, dates, and reason. You can see pending, approved, and not approved requests at a glance.
- Tap any request to open a detailed view. Check the type of leave, total duration, and any attached documents before making a decision.
- Admins can approve or decline leave requests. A short remark can be added to explain the decision. Once confirmed, the employee is automatically notified.
- Remarks help clarify decisions, such as "Approve" or "Not approved" – insufficient leave balance." This keeps communication transparent.



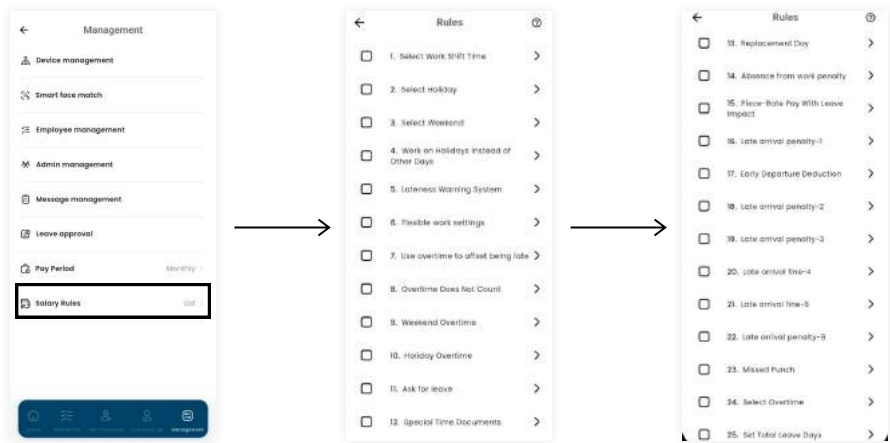
8.7 Pay Period

The **Pay Period** menu is used to define how and when employees are paid. Choosing the correct option ensures accurate payroll processing and proper compliance with your company's work and salary policies. Each pay period option allows you to configure salaries, working hours, and overtime calculation methods in detail. After selecting the appropriate option by tapping the radio button, you can open its specific settings page and customize it as needed.



8.8 Salary Rules

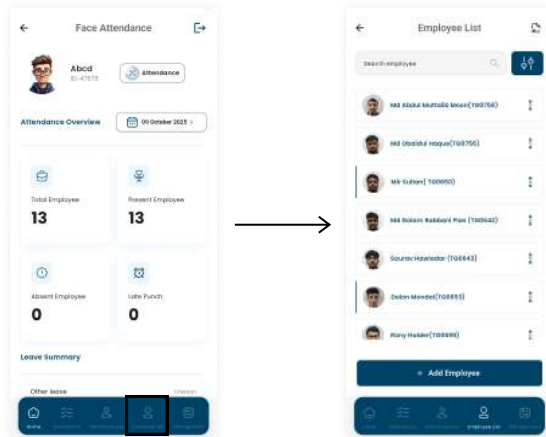
- The **Salary Rules** section allows you to manage detailed payroll and attendance policies with over 25 configurable options. These include shift timing, holidays, weekends, overtime handling, and leave management.
- To use this menu, activate any rule by tapping the checkbox on the left side of the list. Once activated, tap the rule to open its configuration screen and set the parameters according to your company's requirements.
- After all rules are configured, the system assists in applying them during payroll processing. This ensures salary calculations remain accurate, fair, and consistent across all employees.
- Using Salary Rules helps the company maintain transparent salary management, manual adjustments, and ensure that every employee's pay accurately reflects attendance, overtime, and leave records.



NOTE: Please enable these payroll adjustment rules carefully. Before use, confirm that they comply with local labor laws, employment contracts, company policies, and applicable regulations.

09 Employee List

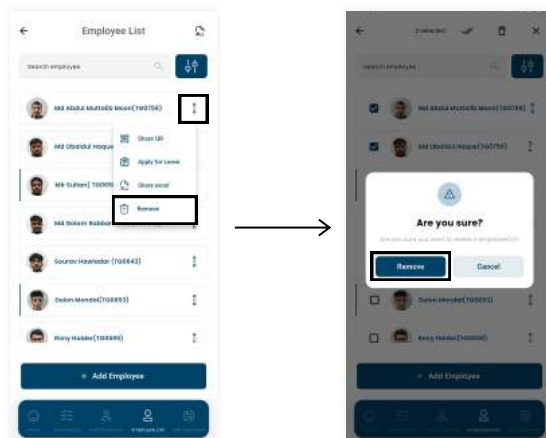
The **Employee List** menu allows administrators to view, manage, edit, and delete employee records efficiently. This section provides a complete overview of all employees currently registered in the system. Each employee entry includes key details such as name, ID, department, and designation, making it easier to locate and manage individual or multiple records.



- **Viewing Employee List:** From this menu, the admin can see the full list of employees who are added to the system. Each employee is displayed with their basic information, including name, ID, department, and device association. The list view helps quickly identify and access employee profiles for management tasks.
- **Deleting Employees:** There are two ways to delete employees from the system:

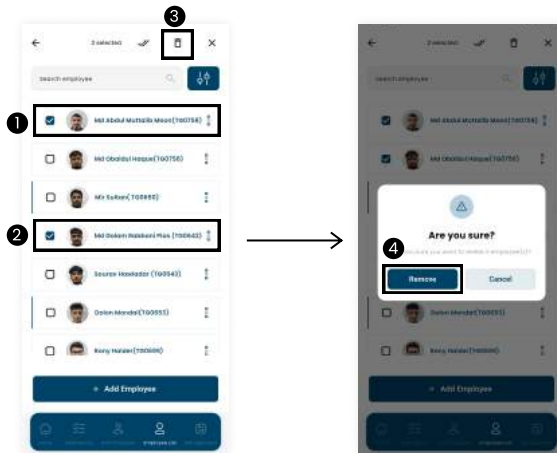
1. Delete a Single Employee:

- Tap the **three-dot icon (⋮)** located on the right side of the employee's name.
- From the options, select **Delete**.
- A confirmation pop-up will appear – tap **Remove** to confirm, or **Cancel** to keep the employee record.



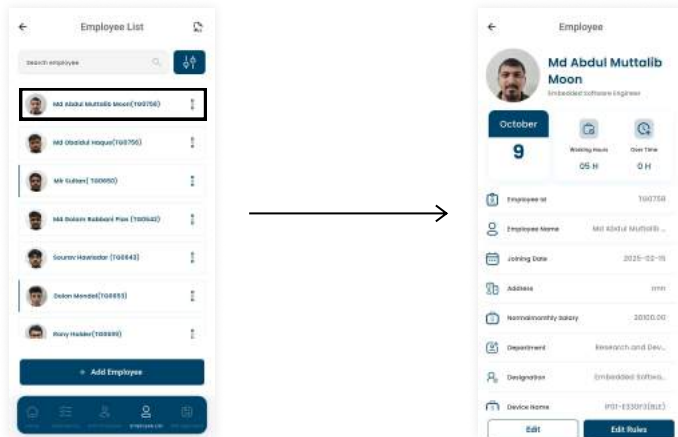
2. Delete Multiple Employees:

- Tap and hold any employee entry to activate multi-select mode.
- Once active, select multiple employees by tapping the **checkboxes** on the left side of their names.
- After selecting, tap the **trash bin icon** located at the top of the screen.
- A confirmation pop-up will appear – tap **Remove** to permanently delete, or **Cancel** to exit without deleting.



Note: Once deleted, the employee data will be removed from the system. Ensure that backups are made if necessary.

3. Editing Employee Information:



To modify an employee's information:

- Tap directly on the employee's name from the list to open their profile page.
- You can view all stored details such as image, contact info, department, designation, and assigned device.
- To make changes, tap the **Edit** button at the bottom of the screen.
- Update the necessary fields and tap **Save** to confirm changes.

Editing allows the admin to correct or update records without having to delete and re-register the employee.

- **Employee QR Code Management:** Each employee profile contains a unique **QR Code** used for linking their attendance system account with the device or mobile app. To view and share the employee's QR code:
 - Tap on the **Employee QR Code** menu inside the employee's profile.
 - A dedicated QR code screen will appear.
- From this screen, you can **Save** the QR code image to your device or Share it directly through messaging or email applications.

3. Employee QR Code:

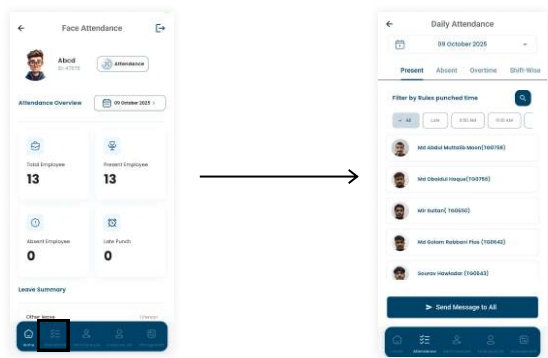


The QR code helps employees quickly bind their accounts to the attendance app or facial recognition device, ensuring secure and efficient attendance registration.

With these functions, the **Employee List** menu serves as the central control point for managing employee data, providing administrators with quick access to editing, deletion, and QR code-based system integration—all within a single, easy-to-navigate interface.

10 Attendance

The Attendance menu allows administrators to view, track, and manage daily attendance records of all employees. This section provides a clear, organized view of employee attendance data and enables direct communication with staff members when needed.



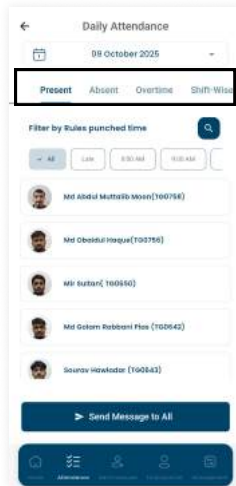
1. Viewing Attendance Records

From this menu, the admin can view the **daily attendance** of employees in a simple and structured format.

- At the **top of the screen**, there is a **date selector**. Tap on the date field to open a calendar popup and choose the desired date to review attendance for that specific day.
- Once a date is selected, the system automatically displays the corresponding attendance data.
- **Attendance Status Tabs**

Below the date selector, several status tabs are available to filter attendance by category:

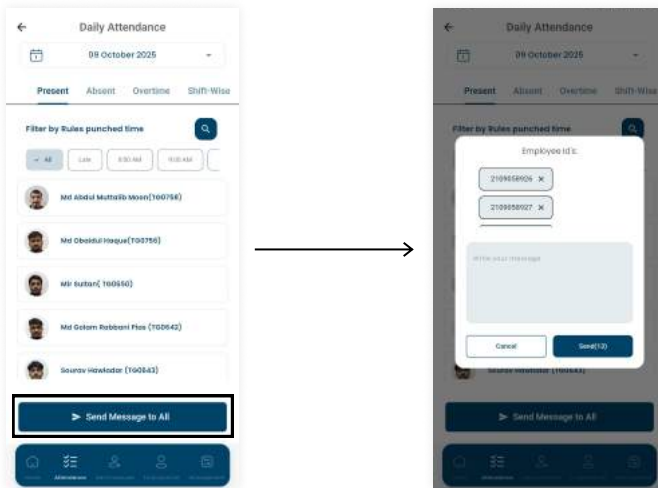
- **Present:** Displays a list of employees who have successfully checked in for the selected date.
- **Absent:** Shows employees who did not check in or whose attendance was not recorded on that day.
- **Overtime:** Lists employees who worked beyond their regular shift hours.
- **Shift-Wise:** Organizes attendance based on different work shifts, making it easier to monitor attendance across multiple schedules.



Each tab allows the admin to quickly identify attendance trends and ensure that records are accurate and up to date.

2. Sending Messages to Employees

The Attendance menu also includes a built-in **messaging feature** that allows administrators to communicate directly with employees.



- Tap the **“Send Message to All”** button located at the bottom or top of the screen.
- A **popup window** will appear, allowing you to type your message.
- Once the message content is entered, tap the **Send** button to broadcast it to all employees.
- If you decide not to send the message, simply tap **Cancel** to close the popup.

This feature is useful for sending general notices, reminders, or announcements related to attendance, such as shift changes, leave alerts, or company updates.

The **Attendance** menu helps ensure that administrators have complete visibility over daily workforce participation, making it easy to identify absences, track overtime, and maintain consistent communication with staff—all from a single, user-friendly interface.

Attendance Payroll Configuration Notice

Please configure the payroll adjustment rules carefully. Before use, confirm that they comply with local labor laws, employment contracts, company policies, and applicable regulations.

These rules are intended for attendance tracking and payroll reference purposes only and must comply with applicable local laws and company policies.

11 Salary Calculation

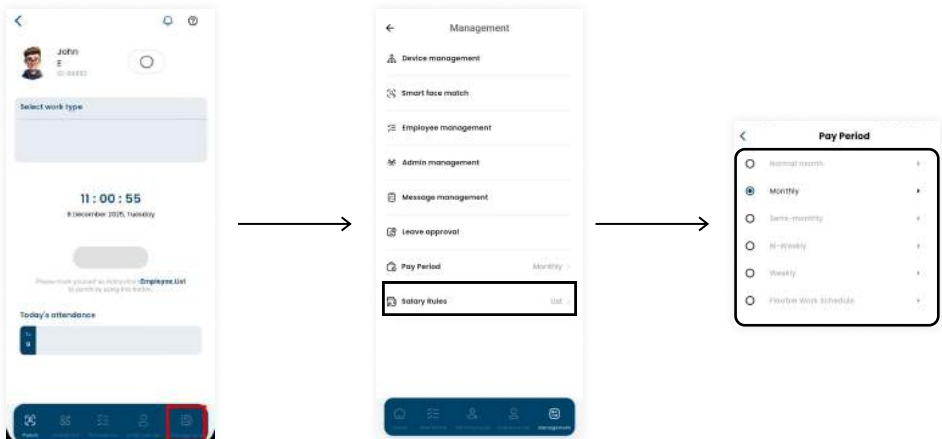
11.1 How To Set Employee Pay Period For Salary Calculation

To calculate employee salary quickly and accurately, you must first configure the **Pay Period** settings. Follow the steps below to access and configure each pay period type.

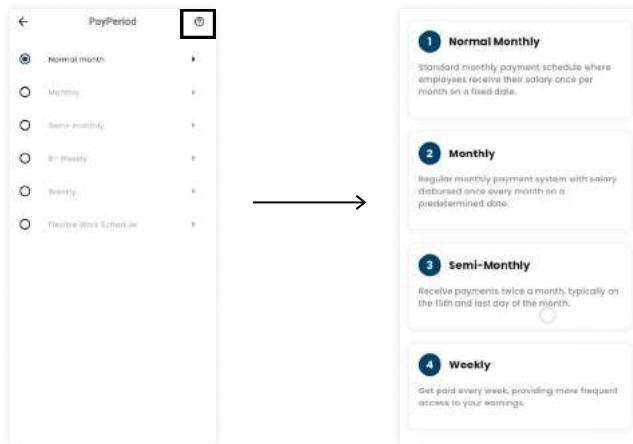
Accessing the Pay Period Menu

- 1. Tap on the Management icon.
- 2. Select Pay Period.
- 3. You will see six available pay period options:

- Normal Month
- Monthly
- Semi-Monthly
- Bi-Weekly
- Weekly
- Flexible Work Schedule

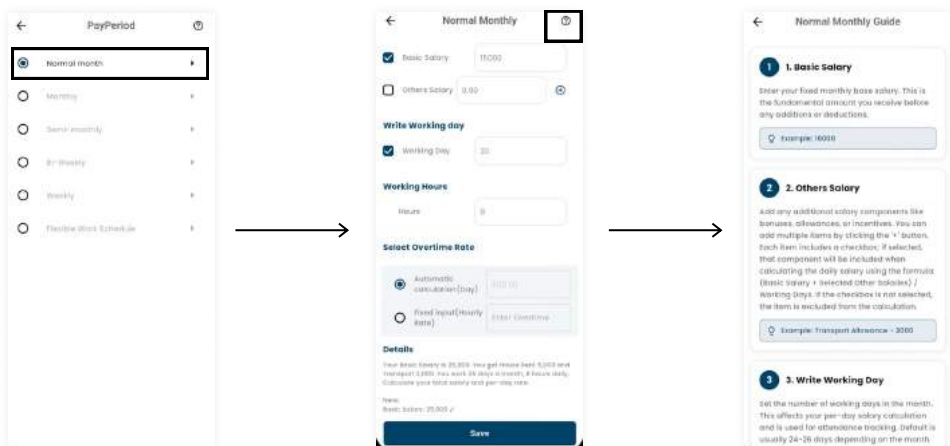


- Tap the question mark (?) icon beside each option to view its setup guide and detailed explanation.



11.1.1 Normal Month

1. Select **Normal Month**.
2. This option pays employees once per month on a fixed date (standard monthly salary system).
3. Tap the **question mark (?)** for detailed guidance if needed.



4. Enter the Basic Salary (e.g., 25,000).

5. Add any additional salary components, such as:

- House Rent (e.g., 5,000)
- Transport Allowance (e.g., 2,000)

6. Enter the Total Working Days (e.g., 26).

7. Enter the Daily Working Hours.

8. Select the Overtime Rate.

- Choose automatic overtime calculation per day.
Or
- Manually enter the hourly overtime rate if required.

9. Review the Details section for real examples and explanations.

10. Tap Save to apply the settings.

The image shows three sequential screenshots of a mobile application's 'Normal Monthly' settings screen, connected by arrows to show the flow of data entry and calculation.

Screenshot 1 (Left): The 'Basic Salary' field is set to 25000. The 'Others Salary' field is set to 7000.00. Under 'Write Working day', 'Working Day' is set to 26. Under 'Working Hours', 'Hours' is set to 8. Under 'Select Overtime Rate', 'Automatic calculation(Day)' is selected. The 'Save' button is at the bottom.

Screenshot 2 (Middle): The 'Working Day' field is now set to 26. The 'Working Hours' field is set to 8. The 'Select Overtime Rate' section shows 'Automatic calculation(Day)' selected. The 'Details' section is expanded, showing calculations: 'Your Basic Salary is 25,000. You get House Rent 5,000 and Transport 2,000. You work 26 days or months 10 hours daily. And under your total salary and per-day rate.' Below this, it shows: 'Basic Salary: 25,000 of House Rent: 5,000 of Transport: 2,000 of Total Monthly Salary = 32,000 + 5,000 + 2,000 = 39,000 Per Day Rate = 32,000 / 26 days = 1,230.77 Per Hour Rate = 1,230.77 / 8 hours = 153.89'.

Screenshot 3 (Right): The 'Working Day' field is set to 26. The 'Working Hours' field is set to 8. The 'Select Overtime Rate' section shows 'Automatic calculation(Day)' selected. The 'Details' section is expanded, showing the same calculations as in the middle screenshot.

11.1.2 Monthly

1. Select **Monthly**.
2. Salary is paid once per month on a predetermined date.
3. Tap the **question mark (?)** for detailed guidance if needed.

The first screenshot shows the 'PayPeriod' selection screen with 'Monthly' highlighted by a red box. The second screenshot shows the 'Monthly' configuration screen with a question mark icon in the top right corner. The third screenshot shows the 'Monthly Guide' screen with three numbered steps: 1. Salary Start Day, 2. Basic Salary, and 3. Others Salary.

4. Select the **Start Date of the Month**.
5. Enter the **Basic Salary**.
6. Add any **Additional Salary Components**.

The first screenshot shows the 'Monthly' configuration screen with input boxes for 'Start Day', 'Basic Salary', 'Others Salary', 'Housing', and 'Transport'. The second screenshot shows a 'Monthly Start Day' calendar picker with the 1st selected. The third screenshot shows the 'Monthly' configuration screen with 'Others Salary' set to '1000.00', 'Housing' set to '5000', and 'Transport' set to '2000'. The 'Working Day' is set to '25' and 'Working Hours' is set to '8'. The 'Overtime Rate' is set to '1.5'.

7. Enter **Working Days** and **Working Hours**.
8. Select and configure the **Overtime Rate**.
9. Tap **Save** after completing all required fields.

11.1.3 Semi-Monthly

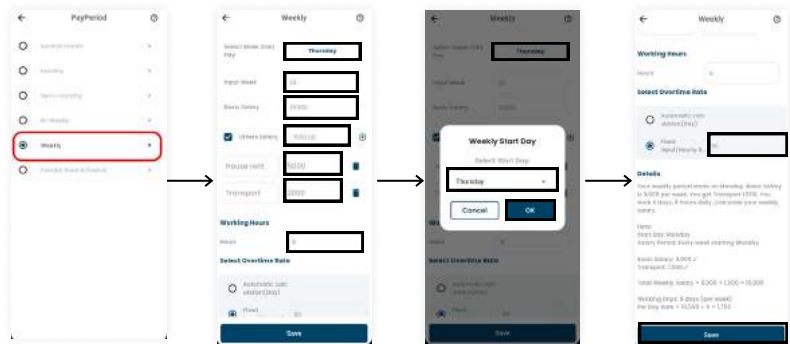
1. Select Semi-Monthly.
2. Salary is paid twice per month.
3. Choose the date that divides the month into two pay periods.
4. Enter the Basic Salary and any additional salary components.
5. Set the Working Hours.
6. Configure the Overtime Rate.
7. Tap Save to complete the setup.

11.1.4 Bi-Weekly

1. Salary is paid every two weeks, and the cycle repeats from the selected start date.
2. Choose the Bi-Weekly Start Date.
3. Select the Day of the Week when the pay period begins.
 - The system will display the calendar dates on which that weekday occurs.
4. Enter the Number of Weeks for Annual Calculation.
5. Input the Bi-Weekly Basic Salary.
6. Add any Other Salary Components.
7. Enter Working Hours.
8. Configure the Overtime Rate.
9. Tap Save

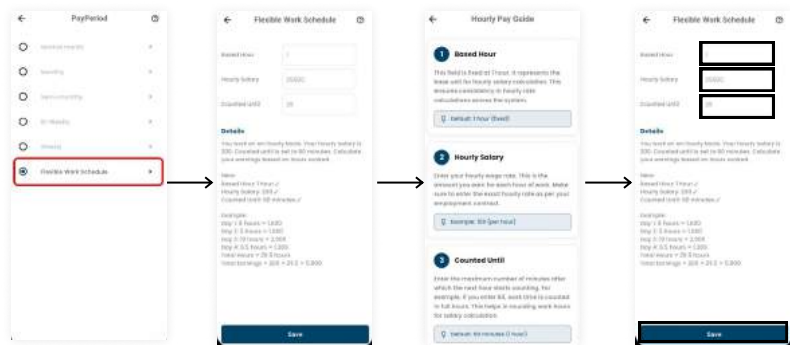
11.1.5 Weekly

- 1. Choose the Week Start Date.
- 2. Enter the Total Number of Weeks for Annual Calculation.
- 3. Input the Basic Salary.
- 4. Add any Additional Salary Components.
- 5. Enter Working Hours.
- 6. Set the Overtime Rate.
- 7. Tap Save after completing all fields.



11.1.6 Flexible Work Schedule

- 1. Select Flexible Work Schedule.
- 2. Tap the question mark (?) icon to review the setup guide.
- 3. The base unit is fixed at 1 hour.
- 4. Enter the employee's Hourly Wage.
- 5. Set the Count-Until Time, which defines how many minutes must pass before the next hour begins counting.
 - Refer to the examples in the top-right corner for clarification.
- 6. Review all entered details.
- 7. Tap Save to apply the configuration.

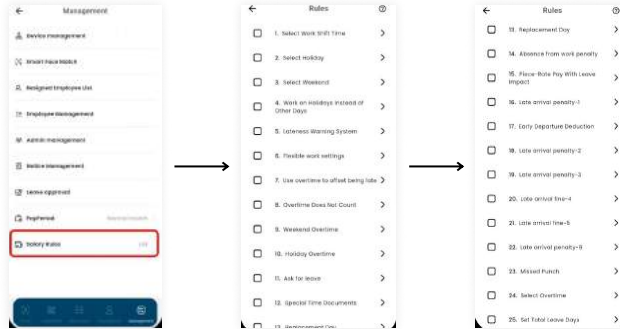


After configuring the appropriate pay period and saving the settings, the system will assist in calculating employee salaries based on attendance, overtime, and the selected pay cycle.

11.2 Setting Up Salary Rules

After selecting the pay period that best matches your company's policy, the next step is to configure the Salary Rules, which define how each employee's salary is calculated.

1. Salary Rules determine how attendance, overtime, leave, salary calculation.
2. There are 25 different salary rules available in the system.
3. You only need to activate the rules that comply with local labor laws, employment contracts, company policies, and applicable regulations.

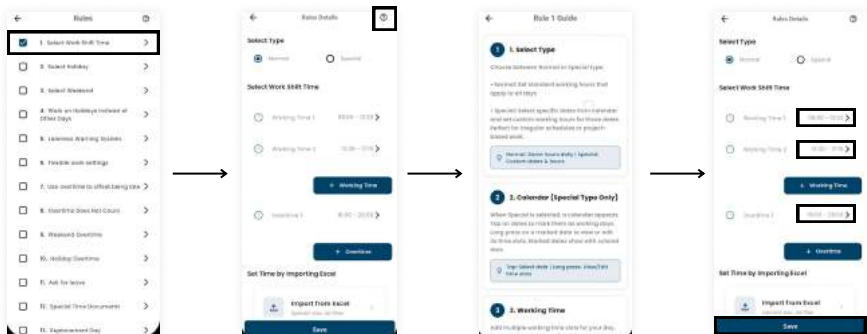


Rule 1: Work Shift Time (Mandatory)

1. Work Shift Time is a mandatory rule and must be configured.
2. There are two types of shift rules: Normal and Special. You can tap the question mark (?) icon to view the setup guide.

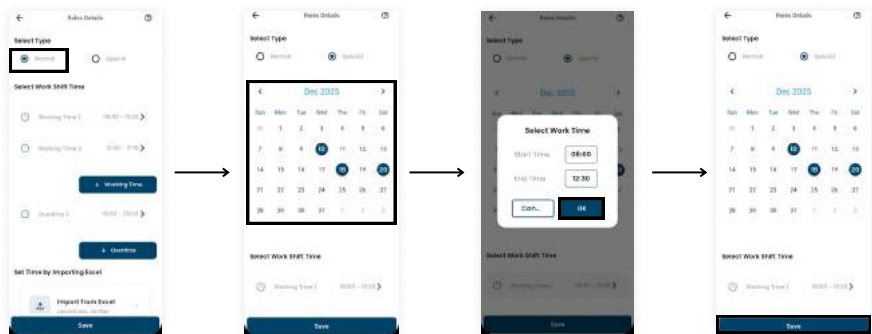
Normal Shift

1. The Normal Shift applies to all regular working days.
2. Set the first shift time and second shift time as required. You can also add additional working time slots if needed.
3. Set the overtime shift time.
4. Refer to the Details section for examples and explanations of how the rule works.



Special Shift

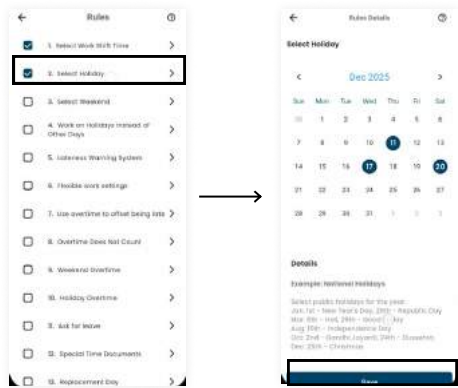
- 1. The Special Shift applies only to selected dates. You can mark specific dates and assign different working hours for those days.
- 2. After completing the configuration, tap Save.



Rule 2 : Company Holidays

Company Holidays let you specify official non-working days recognized by your organization, such as national holidays, religious holidays, company-declared holidays, or special annual events

- 1. You can select holidays directly from a calendar, and after choosing the desired dates, tap the Save button to apply them.
- 2. Once configured, these holidays are automatically excluded from regular working day calculations.
- 3. If an employee works on a designated holiday, Holiday Overtime rules can be applied (if enabled).



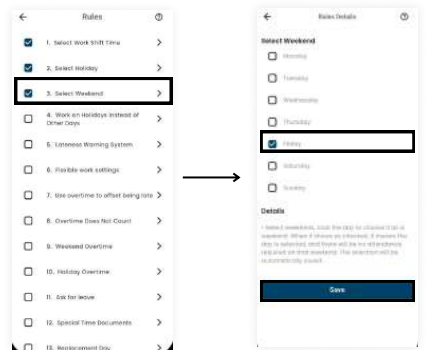
Rule 3: Select Weekend

The Weekend Selection rule allows you to define which days are considered weekends in your organization. The system provides all 7 weekday names (Sunday to Saturday), and you can select the days that match your company policy. Different companies may follow different weekend structures.

By selecting the correct weekend days, the system automatically:

- 1. Excludes weekends from regular working day calculations.
- 2. Adjusts attendance records accordingly.
- 3. Applies weekend-specific overtime rules (if enabled).

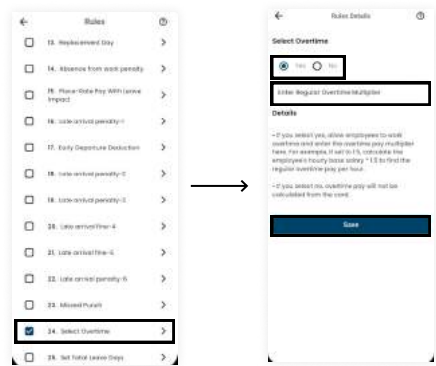
This ensures that attendance tracking and salary calculations are fully aligned with your company's official work schedule



Rule 24: Overtime Settings

- 1. Activate Rule 24: Overtime to enable overtime calculation.
- 2. Set the option to Yes and enter the overtime multiplier.
- 3. For example, enter 1.5 for time-and-a-half pay, then tap Save.
- 4. After enabling overtime, you can configure other related rules such as Weekend Overtime, Holiday Overtime, or Overtime Does Not Count.

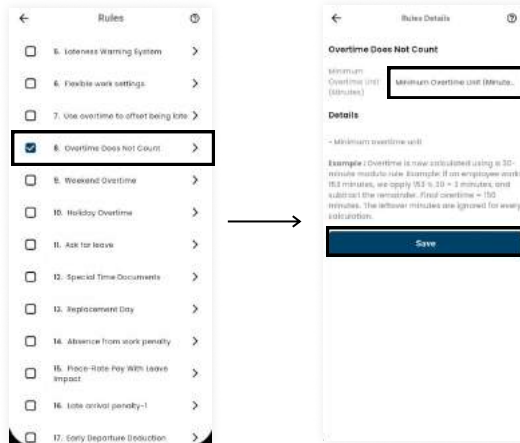
Once enabled, the system helps calculate overtime pay based on the multiplier you set.



Rule 8: Overtime Does Not Count

1. Activate Rule 8: Overtime Does Not Count from the salary rules list.
2. Tap the rule to open the Rules Details screen.
3. Enter the Minimum Overtime Unit (Minutes) (e.g., 30 minutes).
4. The system will calculate overtime based on the unit you set and ignore any remaining extra minutes below that unit.
 - Example: If the minimum unit is 30 minutes and an employee works 153 minutes overtime, the system counts 150 minutes and ignores the remaining 3 minutes.
5. Tap Save to apply the settings.

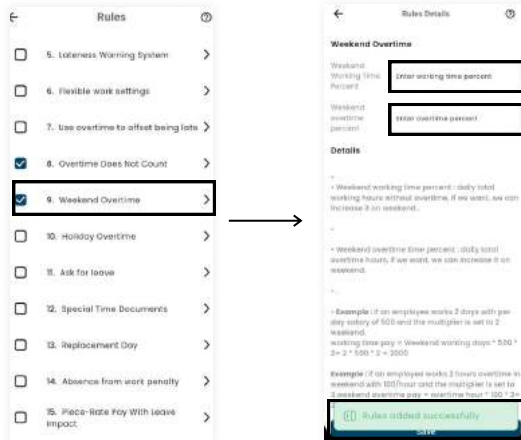
This rule ensures overtime is calculated only in fixed time blocks according to company policy.



Rule 9: Weekend Overtime

1. Activate Rule 9: Weekend Overtime from the salary rules list.
2. Tap the rule to open the Rules Details screen.
3. Enter the Weekend Working Time Percent (e.g., 200% for double pay on regular weekend working hours).
4. Enter the Weekend Overtime Percent (e.g., 300% for triple pay on weekend overtime hours).
5. Review the Details section for calculation examples.
6. Tap Save to apply the settings.

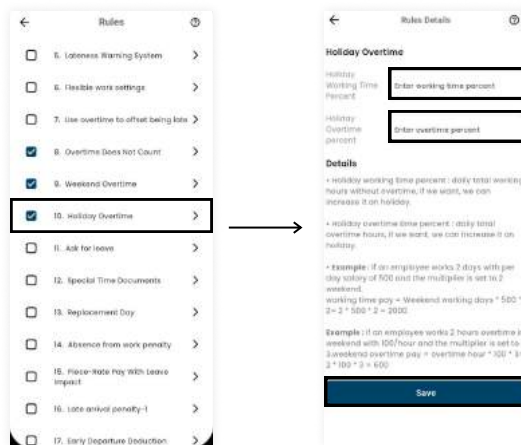
The system will automatically calculate weekend working pay and weekend overtime pay based on the percentages you set.



Rule 10: Holiday Overtime

1. Activate Rule 10: Holiday Overtime from the salary rules list.
2. Tap the rule to open the Rules Details screen.
3. Enter the Holiday Working Time Percent (e.g., 200% for double pay on regular holiday working hours).
4. Enter the Holiday Overtime Percent (e.g., 300% for triple pay on holiday overtime hours).
5. Check the Details section for calculation examples.
6. Tap Save to apply the settings.

The system will automatically calculate holiday working pay and holiday overtime pay based on the percentages you set.

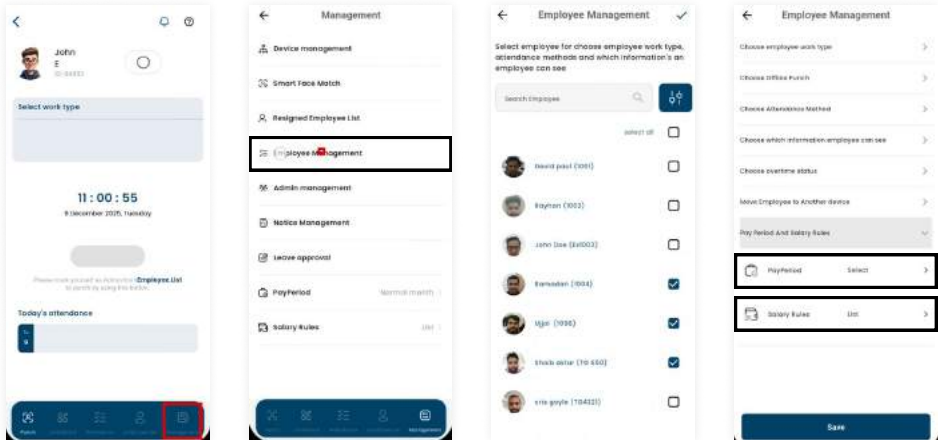


You may customize any additional salary rules according to your company's operational needs. Proper configuration ensures accurate, efficient, and automated salary calculations.

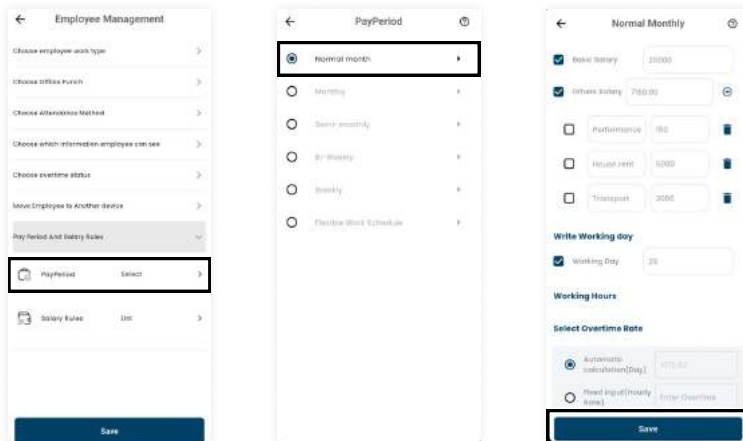
11.3 Modify Pay Period And Salary Rules An Individual Employee's :

1. You can also modify an individual employee's pay period and salary rules for management from Employee Management.
2. You can select multiple employees at the same time if you want to apply the same rules to a team.

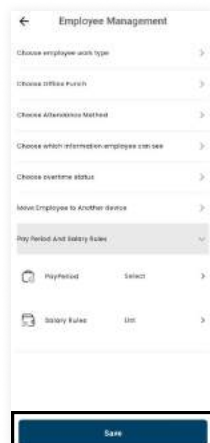
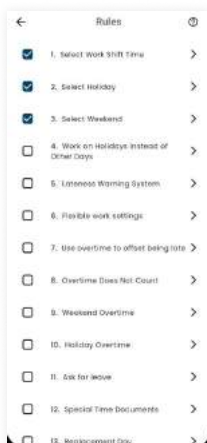
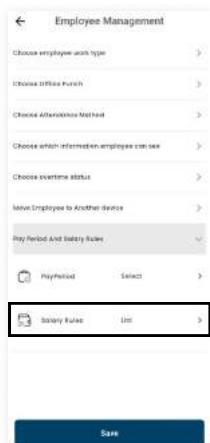
Tap on the employee's name. Then choose the preferred pay period and salary rules from the list.



3. Select the preferred pay period from the list. Now enter the basic salary, other allowances, working days, and overtime rate. After filling in all the details, tap save.



- Go back and select the preferred salary rule. Mark the needed rule that will be applied to the selected employees.
- Go back and save from the management section to apply the changes. You are now done setting a specific pay period and salary rule for the selected employee.

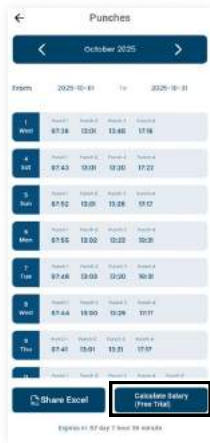


11.4 Calculate The Salary

- Go to the Employee List and select the employee whose salary you want to calculate.
- Open Attendance Details for that employee.



3. Tap Calculate Salary. You will see daily punch records, absent days, and any late punches.
4. Tap Show Details to view the full salary summary for the selected month.



5. You can also easily share the salary details directly from this screen



Watch video from this link or scan the QR code

https://youtu.be/EIkT339tao0?si=xJP0ISdh24EavjR_



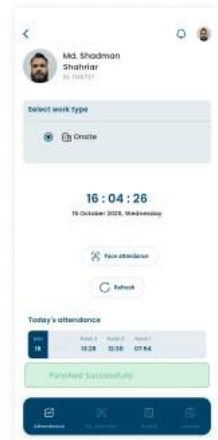
For the first time entering as an employee, the app will open the QR Scan screen – grant camera permission if prompted and scan the QR code provided by your admin to complete the setup.

To learn how to generate a QR Code, please refer to

Section 9.4 – Employee QR Code Management

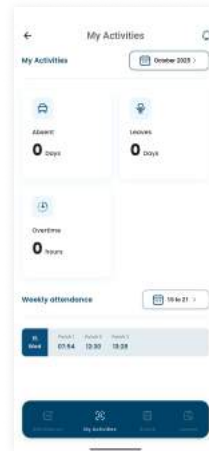
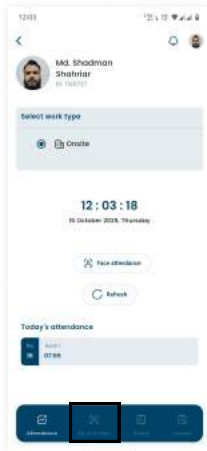
Employee Attendance Steps:

- On the initial screen, tap on the Face Attendance button to mark your attendance.
- Ensure your Bluetooth and Location are turned ON. If the attendance button doesn't appear, tap the Refresh button.
- After tapping Face Attendance, the front camera will open automatically.
- Position your face within the frame to complete attendance.
- If prompted, allow camera permission to enable face detection.



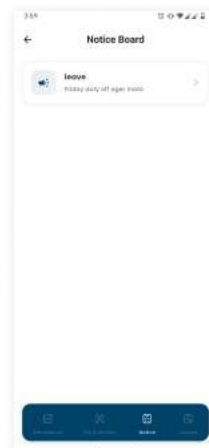
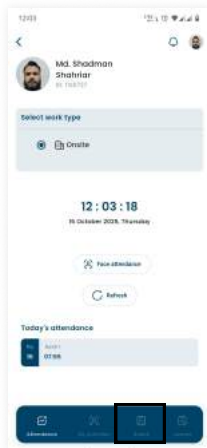
• My Activities

By tapping My Activities, employees can view their daily and weekly attendance details, including Absent days, Leave records, and Overtime status.



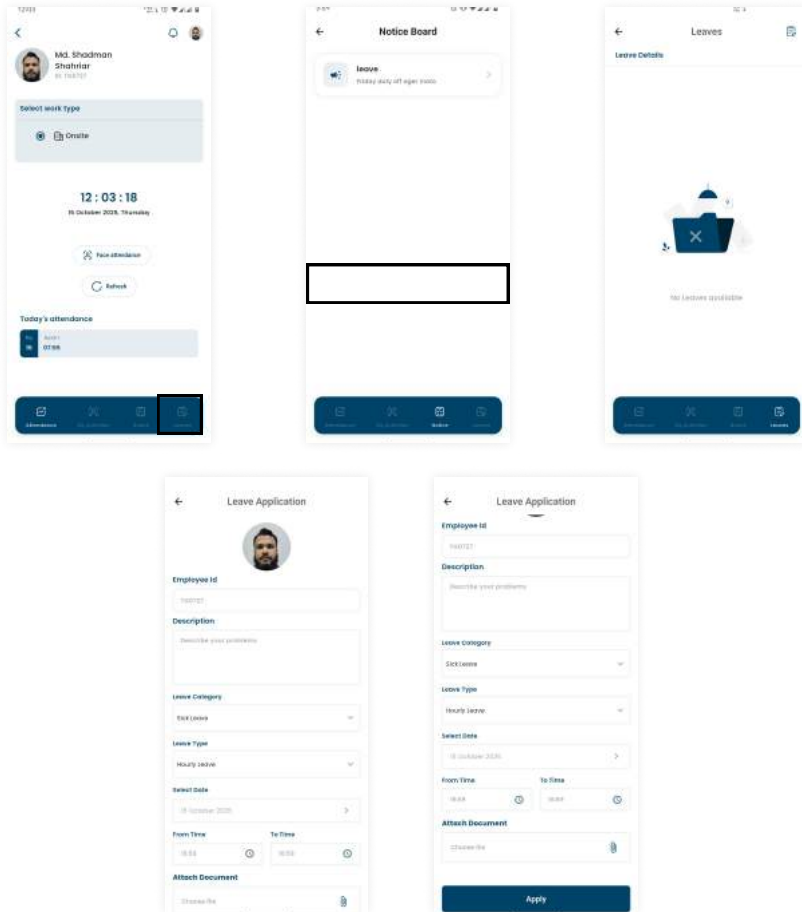
• Notice

Employees can check important notices or announcements shared by the Admin.



• Leaves

In the Leaves menu, employees can apply for leave and track the approval status. To apply, enter the leave description, choose a leave category (Casual, Sick, Earned, etc.), select the date and time range (From-To), and optionally attach a supporting document. Finally, tap on the Apply button to submit.



Watch video from this link or scan the QR code

https://youtu.be/_yqdNvJZRyU?si=qcsjUZZ0X_P_Wm6k



If you encounter any issues with the product, please contact us promptly.



Email: service@printernoble.com



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Phone: +1 (236) 326-4966



Website: www.pinternoble.com



Support Time: Saturday to Friday, 24hours

Grozziie provides a 12-month warranty. If you encounter any issues with the product, please contact the **Grozziie** team to promptly receive troubleshooting tips or a replacement.

FCC Caution.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20 cm between the radiator & your body.