



WORKVO Mobile Application

Complete Operational Walkthrough & 3-Role Client Manual

Platform Executive Overview:

WORKVO is an enterprise workforce management and field mobility application engineered for organizations requiring verified attendance, field force automation, dynamic shift scheduling, and self-service HR operations. By integrating single-device cryptographic hardware binding with intelligent geofencing, WORKVO eliminates ghost attendance and buddy punch-ins while providing leadership with real-time operational oversight across three distinct operational logins.

Unified Multi-Role Architecture (3 Logins)

1. Manager Login

Role: Team Leaders, Department Heads & HR Admins.

Scope: Real-time workforce roster, attendance ratios, WhatsApp daily reports, shift rules, device approvals, company holiday calendar, and outdoor sales fleet GPS live tracking.

2. Staff Member Login

Role: In-office & remote knowledge workers.

Scope: Selfie-verified attendance punch-in/out, live shift timers, attendance regularization, real-time leave balance quotas (CL/EL/SL), and itemized monthly PDF payslip downloads.

3. Sales & Field Rep Login

Role: Field sales executives & traveling engineers.

Scope: On-the-go territory punch-in, continuous background GPS breadcrumb logging, client meeting & visit documentation, automated travel distance tracking, and expense claim filing.

Core Enterprise Security

Security Layer: Cryptographic hardware UUID binding locks user accounts to authorized physical devices. Integrated geofencing verifies proximity to authorized work zones before approving punch events.

Document Contents Roadmap:

- **Chapter 1:** Role 1 — Manager Portal Walkthrough (Live Dashboard, Directory, Fleet Map, Calendar, Leave Approvals, Company Profile, Geofencing & Shift Rules)
- **Chapter 2:** Role 2 — Staff Member Portal Walkthrough (Daily Attendance, Shifts, Leaves & Payslips)
- **Chapter 3:** Role 3 — Sales & Field Representative Portal Walkthrough (Field Telemetry & Client Meetings)
- **Chapter 4:** Comprehensive Role Permission Matrix & Client Support Protocol

1.1 Manager Command Center & Home Dashboard

The Manager Home Dashboard delivers immediate executive visibility into daily workforce headcounts, attendance ratios, and urgent operational shortcuts.

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📶 🔔 67%

☰ Home 🔔



CogFocus

shashikanth reddy • Manager

ORG CODE: COG123

COMMAND CENTER

WhatsApp Daily Digest

Share real-time attendance report with 1 tap

Share

QUICK ACTIONS

 Add Staff

 Approvals

 Shift Rules

 Payroll Run

WORKFORCE OVERVIEW

TOTAL ROSTER

3

Active staff & sales

PRESENT TODAY

0

0% attendance

ABSENT TODAY

3

3 unmarked

SCHEDULED OFFS

0

Scheduled off

Home

Employees

Tracking

Reports

Core Functionalities & UI Highlights

- **Executive Identity & Organization:** Displays assigned manager credentials (e.g. *shashikanth reddy • Manager*) and corporate identifier (*ORG CODE: COG123*) confirming active tenant context.
- **WhatsApp Daily Digest:** One-tap broadcast feature allowing managers to generate and transmit today's consolidated workforce attendance report directly to executive WhatsApp groups with a single tap.
- **Workforce Overview KPI Cards:** Real-time status cards reporting **Total Roster (3)**, **Present Today (0 • 0% attendance)**, **Absent Today (3 unmarked)**, and **Scheduled Offs (0)**.
- **Quick Actions Grid:** Direct operational shortcuts to **Add Staff** (onboard new team members), **Approvals** (pending requests), **Shift Rules** (custom shift policies), and **Payroll Run**.
- **Bottom Navigation Dock:** Rapid one-tap switching between *Home*, *Employees*, *Tracking*, and *Reports*.

Operational Guidance: Review the workforce overview each morning at shift commencement. Any unmarked absences can be investigated or regularized directly from this screen.

1.2 Employee Directory & Roster Administration

The Employee Directory provides managers with instant access to all employee profiles, assigned departments, and individual status records.

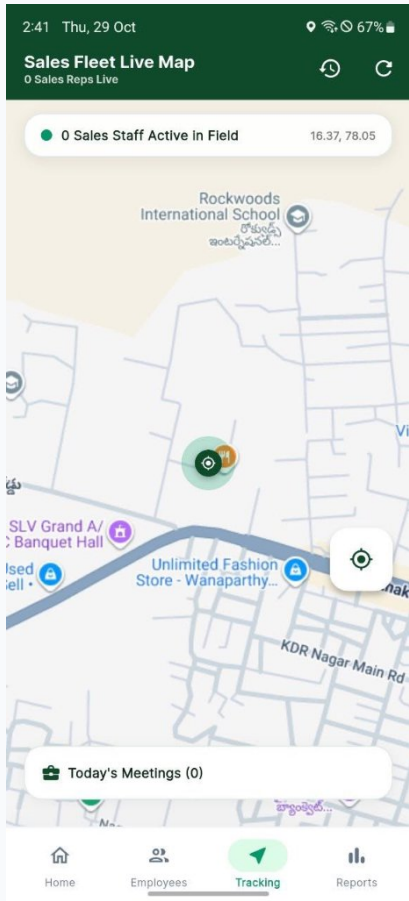
Core Functionalities & UI Highlights

- **Granular Role Filtering:** Interactive pill selectors toggle between **All (4)**, **Staff (3)**, and **Sales (1)** to quickly organize team views and focus on specific groups.
- **Instant Search & ID Lookup:** Real-time search across the entire company roster by employee name, department, or internal employee ID (e.g., *cog1*, *cog2*, *cog3*, *mgr001*).
- **Visual Personnel Cards:** Initial badges (AD, KH, SA, SR) with distinct role badges (*Staff* vs *Sales*) and department tags (e.g. *aditya • cog2 • Sales*).
- **Roster Governance:** Top navigation includes an *Add Employee* quick button (+) and real-time directory synchronization.

Operational Guidance: Tap any employee card to inspect assigned shift timings, emergency phone numbers, registered device hardware UUID, and bank details.

1.3 Sales Fleet Live Map & Outdoor GPS Telemetry

The Sales Fleet Live Map delivers real-time spatial visibility into outdoor sales representatives, client meeting stops, and travel waypoints.



Core Functionalities & UI Highlights

- **Live Fleet Telemetry:** Interactive map interface powered by continuous background GPS breadcrumb logging from field sales representatives.
- **Real-Time GPS Coordinates:** Displays precise geographic coordinates (e.g., 16.37, 78.05) ensuring verifiable proof-of-location in the field.
- **Field Presence Counter:** Real-time banner indicating active on-duty outdoor staff (*0 Sales Staff Active in Field*).
- **Client Meetings Drawer:** Bottom expandable drawer reporting today's client visits (*Today's Meetings (0)*) and checkpoint completions.
- **Map Controls:** Single-tap target icon to immediately center map view on active team members or inspect regional travel clusters.

Operational Guidance: Outdoor field reps transmit GPS pings periodically during their active shift. Managers can verify whether reps reached designated client sites on schedule.

1.4 Company Calendar & Corporate Holiday Schedule

The Company Calendar module provides a structured calendar view of working days, paid holidays, and company-wide closures.

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Company Calendar Today

< October 2026 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Thursday, 29 October 2026

Regular Working Day

HOLIDAYS IN OCTOBER 2026 2 Days

2 OCT Mahatma Gandhi Jayanti PAID

20 OCT Vijayadashami / Dussehra

+ Add Holiday

Core Functionalities & UI Highlights

- **Interactive Month Grid:** Full visual calendar (e.g., *October 2026*) displaying working days, weekly offs, and designated corporate holidays.
- **Current Day Context:** Highlights current operational date (*Thursday, 29 October 2026 • Regular Working Day*).
- **Statutory & Company Holidays List:** Clear tagging of paid off-days, including *Mahatma Gandhi Jayanti (2 Oct • PAID)* and *Vijayadashami / Dussehra (20 Oct • PAID)*.
- **Add Holiday Capability:** Floating + **Add Holiday** button permits managers to schedule emergency or company-specific closures effortlessly.

Operational Guidance: Dates marked as PAID holidays automatically credit full attendance days to all employees during the end-of-month automated payroll calculation.

1.5 Leave Approvals & Quota Governance

The Leave Center centralizes employee time-off requests, tracks leave quota consumption, and provides streamlined approval workflows.

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Leave Approvals & Policy

Monthly Leave Quota Policy

Edit Quota

Casual Leave (CL)
1.0 d/mo (12/yr)

Earned Leave (EL)
1.5 d/mo (15/yr)

Sick Leave (SL)
1.0 d/mo

All (0)

Pending (0)

Approved (0)

Rejected (0)

No leave requests found for this filter.

Core Functionalities & UI Highlights

- **Enterprise Leave Quota Display:** Transparent display of active company time-off rules: **Casual Leave (CL: 1.0 d/mo • 12/yr)**, **Earned Leave (EL: 1.5 d/mo • 15/yr)**, and **Sick Leave (SL: 1.0 d/mo)**.
- **Quota Customization:** Managers can tap *Edit Quota* to tailor leave allotments based on employee grade or employment agreement.
- **Categorized Request Filters:** Tabs filter employee submissions into **All (0)**, **Pending (0)**, **Approved (0)**, and **Rejected**.
- **Rapid Decision Workflow:** Tap any pending request to view reason, supporting medical slips, date duration, and issue one-tap approval with notes.

Operational Guidance: Approved leaves automatically reflect in the employee's monthly attendance sheet, preventing accidental salary deductions for authorized absences.

1.6 Company Profile & Identity Governance

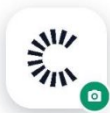
The Company Profile screen centralizes organizational identity, corporate contact details, and official brand assets.

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Company Profile & Logo



CogFocus

Company Code: COG123

Upload Logo from Device

ORGANIZATION DETAILS

Company Name

 CogFocus

Official Email Address

 info@cogfocus.com

Contact Phone Number

 9441810368

Headquarters Address

 Road no 15a, Green homes colony house no 4

Core Functionalities & UI Highlights

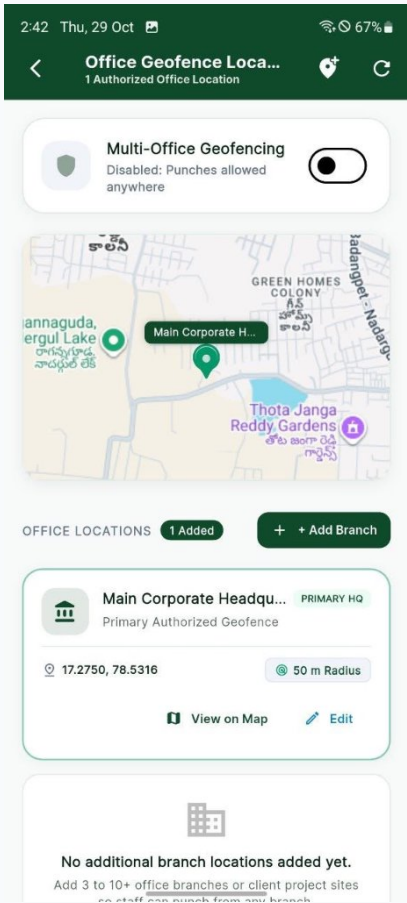
- **Corporate Brand Identity:** High-resolution brand logo upload from device storage, displayed dynamically across all employee mobile headers and PDF payslips.
- **Company Registration Identifiers:** Displays registered legal company title (*CogFocus*) and unique corporate identifier (*Company Code: COG123*) used for staff sign-in.
- **Official Communication Channels:** Configures central administrative email address (*info@cogfocus.com*) and corporate support phone number (*9441810368*).
- **Physical Headquarters Address:** Specifies primary registered office premises (*Road no 15a, Green homes colony house no 4*) used for business correspondence.

Operational Guidance:

Maintain current official contact details and brand logos to ensure generated digital payslips and external documentation carry authenticated company branding.

1.7 Office Geofence Locations & Multi-Branch Boundaries

Office Geofencing establishes physical geographic perimeters around company sites, ensuring staff are on-premise when clocking in.



Core Functionalities & UI Highlights

- **Multi-Office Geofencing Master Switch:** Global toggle enabling strict geofenced attendance verification across all company branches vs. temporary off-site flexibility.
- **Interactive Perimeter Map:** Visual mapping interface displaying geographic office markers (e.g. *Main Corporate Headqu...* at Badangpet-Nadargul) and physical surroundings.
- **Primary HQ Authorized Geofence:** Anchors primary corporate coordinates (17.2750, 78.5316) with an exact radial buffer (50 m Radius) preventing outside clock-ins.
- **Multi-Branch Office Scalability:** Tap + **Add Branch** to configure additional branch offices, regional warehouses, client sites, or tech centers with independent radial perimeters.

Operational Guidance: Set radial boundaries according to physical campus dimensions (typically 50m for single buildings, 150m for large complexes). Staff outside this radius cannot punch in.

1.8 Shift Timings, Workday Rules & Grace Window Policies

Shift Timings & Rules govern working hours, shift duration calculation, weekly schedules, and automated late-arrival enforcement.

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Shift Timings & Rules

Workday Shift Management

Define working hours, punch window, and enforce on-time rules.

Work Shift Timings

Shift Start Time

Standard start of employee workday

09:30 AM

Shift End Time

Standard shift completion time

06:30 PM

Computed Daily Duration

9.0 Hours / Day

Working Schedule (5 vs 6 Days)

Select the standard weekly working schedule for your organization. This automatically configures calendar weekend offs and monthly working day counts.

5 Days / Wk

Mon - Fri Working

Sat & Sun Off

6 Days / Wk

Mon - Sat Working

Sunday Off

Login & Punch Window Rules

Enforce Shift Login Window

Employees can only log in/punch in within the allowed window before shift starts

Early Punch-In Window

Allowed minutes prior to shift start

60 Minutes

Late Arrival Grace Period

Buffer before marked as late

30 Minutes

Save Shift Settings

Core Functionalities & UI Highlights

- **Workday Shift Timings:** Configures organization-wide shift start (09:30 AM) and shift end (06:30 PM), computing exact daily required hours (9.0 Hours / Day).
- **Weekly Operating Schedule:** Toggle between **5 Days / Wk** (Monday to Friday working, Saturday & Sunday off) and **6 Days / Wk** (Monday to Saturday working, Sunday off).
- **Enforce Shift Login Window:** Restricts employee clock-ins to an authorized operational window prior to shift commencement.
- **Early Punch-In Window:** Configurable arrival buffer (60 Minutes) allowing punctual staff to clock in early without triggering overtime irregularities.
- **Late Arrival Grace Period:** Defined leniency window (30 Minutes) before arrival is classified as a Late Mark on attendance records.
- **Instant Cloud Sync:** Tap *Save Shift Settings* to immediately update verification rules across all active employee mobile devices.

Operational Guidance: Adjust grace periods to accommodate local transit patterns. The attendance engine computes half-day penalties automatically when clock-ins exceed late thresholds.

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Chapter 2: Role 2 — Staff Member Portal (‘cog1’, ‘cog2’)

The Staff Member Portal is designed for corporate office and remote knowledge workers, offering a streamlined self-service interface for daily clock-ins, shift monitoring, leave requests, and digital payslips.

<p>2.1 Daily Geofenced Attendance</p> <p>Staff clock in by tapping 'Punch In'. The app checks high-accuracy GPS coordinates against the company branch boundary (e.g. 150m radius). The front-facing camera captures a verification selfie with timestamp to prevent buddy clock-ins.</p>	<p>2.2 Real-Time Shift Monitoring</p> <p>Once clocked in, an active session widget displays shift start time, elapsed work hours, and remaining duration. If arriving after the grace window (e.g. 15 minutes), the session is automatically flagged as Late for manager review.</p>
<p>2.3 Attendance Regularization</p> <p>If an employee forgets to clock out or experiences network issues at client premises, they submit a Regularization Request specifying the correct in/out time and explanatory reason for manager authorization.</p>	<p>2.4 Leave Application & Balance</p> <p>Staff view live balances across Casual, Earned, and Sick leave quotas. Submitting an application involves selecting the date range, leave category, and submitting remarks. Real-time push alerts notify staff upon manager approval.</p>
<p>2.5 Itemized Digital Payslips</p> <p>Staff access historical monthly payslips directly in the app. Each breakdown itemizes Basic Salary, HRA, Allowances, along with statutory deductions (PF, ESI, Professional Tax, TDS) and net bank payout with one-tap PDF export.</p>	<p>2.6 Cryptographic Hardware Security</p> <p>The employee profile is cryptographically tied to their physical device UUID upon initial login. Attempting to sign in on a colleague's phone is blocked immediately, safeguarding organizational data integrity.</p>

Standard Staff Daily Operating Sequence

Step	Operational Action	System Validation & Security Check
1	Launch WORKVO App on assigned smartphone	Hardware UUID matched against registered employee record
2	Select 'Staff Member' & Enter Credentials	Secure JWT authentication; verifies active company status
3	Tap 'Punch In' at office reception / desk	GPS radius check (<=150m) + Front camera selfie capture
4	Perform daily work duties	Shift timer accumulates valid working hours
5	Tap 'Punch Out' upon shift completion	Computes net working hours, applies half-day or overtime rules

Chapter 3: Role 3 — Sales & Field Rep Portal (`sma01`, `cog3`)

The Field Sales Specialist Portal is engineered for outdoor representatives, client relationship executives, and traveling service personnel who operate without fixed office geofences.

<p>3.1 Territory Punch-In</p> <p>Field sales reps clock in directly from their travel territory or client location without office geofence constraints. The app captures initial coordinates and battery status to initiate field tracking.</p>	<p>3.2 Continuous Background GPS Telemetry</p> <p>An ultra-low-power background telemetry engine records periodic GPS waypoints (latitude, longitude, speed, timestamp). This provides leadership with a verifiable travel route on the Manager Fleet Map.</p>
<p>3.3 Client Visit & Meeting Logging</p> <p>Upon arriving at a prospective client's office, reps tap 'Log Meeting', enter client contact details, meeting agenda, and discussion outcomes. The system geotags the visit with real-time coordinates.</p>	<p>3.4 Automated Travel Distance & Fuel Claims</p> <p>The platform computes cumulative travel distance using Haversine trajectory formulas. This automated distance calculation serves as verified documentation for per-kilometer travel allowance reimbursement.</p>
<p>3.5 Expense & Bill Submission</p> <p>Sales reps upload digital receipts for client hospitality, toll charges, and travel expenses directly from the mobile app, linking each claim to the associated client visit record for fast finance approval.</p>	<p>3.6 Offline Network Resilience</p> <p>When traveling through weak-signal or remote territories, WORKVO securely queues punch events and GPS breadcrumbs in local encrypted SQLite storage, automatically syncing to the cloud upon signal restoration.</p>

Field Operations Security & Privacy Policy

Privacy & Power Efficiency Architecture:

- **Shift-Restricted Telemetry:** Location telemetry activates strictly upon explicit 'Punch In' and ceases automatically when 'Punch Out' is logged. Off-shift hours are never tracked.
- **Battery Optimization:** Intelligent motion detection throttles GPS sampling during stationary meetings, minimizing battery drain across full 10-hour workdays.
- **Anti-Spoofing Protection:** Mock location algorithms and mock GPS developer settings are blocked by native security checks, ensuring complete integrity for travel claims.

Chapter 4: Comparative Role Matrix & Client Support Protocol

The comparative matrix below outlines capabilities across all three operational logins to facilitate client role assignments during organizational rollout.

Feature / Capability	Manager Portal	Staff Member	Sales & Field Rep
Executive Workforce Overview	Full Team KPI Roster	Personal Status Only	Personal Status Only
WhatsApp Daily Report Digest	Yes (1-Tap Broadcast)	No Access	No Access
Attendance Verification Method	Dashboard Governance	Geofenced Selfie Punch	Territory GPS Punch
Background GPS Breadcrumb Tracking	Fleet Map Viewer	No (Stationary Desk)	Active (Shift Hours)
Employee Directory Lookup	Company-Wide Search	Department Team Only	Department Team Only
Shift Override & Timing Config	Full Edit & Assign	Read-Only Schedule	Read-Only Schedule
Leave Requests & Approvals	Approve / Reject Queue	Apply & View Balances	Apply & View Balances
Client Meeting & Visit Logging	View Meeting Logs	No Access	Create & Tag Visits
Monthly Payslip Download	Executive Payroll Run	Personal PDF Payslip	Personal PDF Payslip
Device Re-Binding Authorization	Approve Hardware Key	Submit Device Reset	Submit Device Reset

Client Onboarding Troubleshooting FAQ

Q: Employee sees 'Device Not Registered' error

Resolution: WORKVO locks the login session to the employee's initial smartphone UUID. If the employee changed handsets or reinstalled the OS, the Manager must open the *Device Approvals* screen and approve the new hardware key.

Q: Punch-in rejected with 'Outside Geofence' warning

Resolution: Staff members must be within the defined radial geofence boundary (typically 150 meters). Ensure high-accuracy Location services are enabled and phone Wi-Fi is on to improve GPS triangulation.

Q: Sales rep map location is not updating

Resolution: Verify that location permission is set to 'Allow all the time' (background location access) in Android / iOS settings and battery optimization is set to Unrestricted for WORKVO.

Q: Employee forgot to punch out yesterday

Resolution: The employee submits an *Attendance Regularization* request detailing the correct departure time. Once the Manager approves the request, the working hours are updated automatically.

Enterprise Client Support & Technical Assistance:

For production onboarding inquiries, enterprise configuration, or dedicated support assistance, please contact the CogFocus Engineering Support desk:

- **Email:** support@cogfocus.com | skuppireddy@cogfocus.com
- **Web Portal:** <https://workvo.cogfocus.com> | <https://workvo.cogfocus.com/docs/>