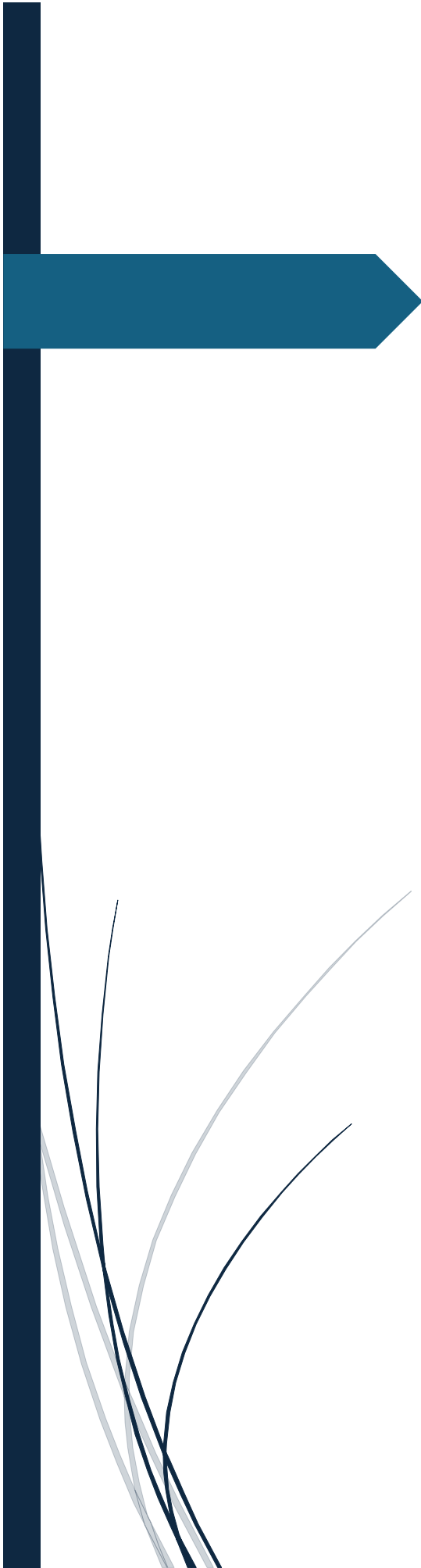




Employee User Manual

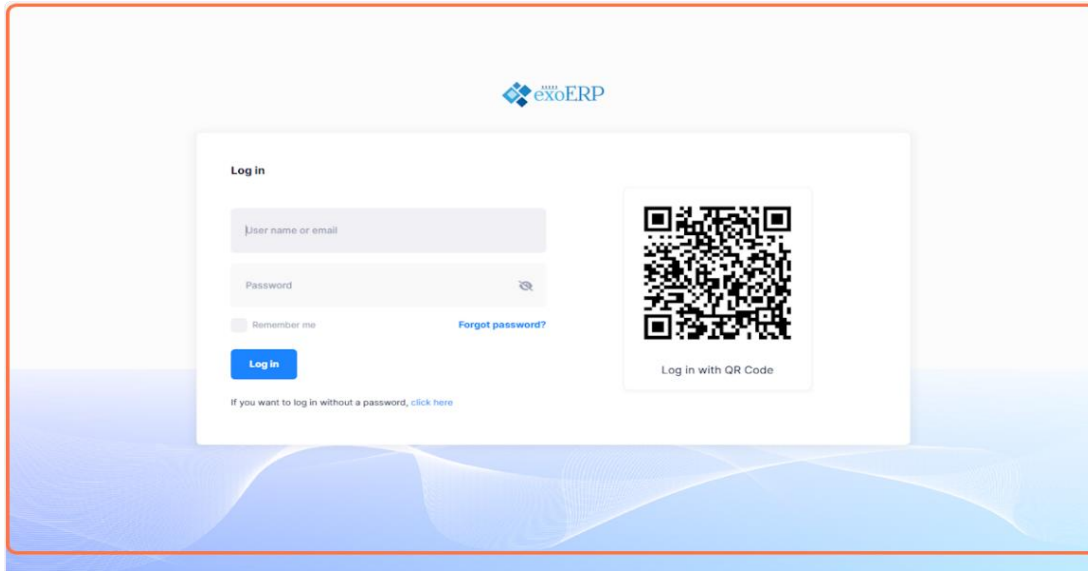
EXOLUTUS PVT. LTD
YALA SADAK, LALITPUR, NEPAL

Introduction:

This manual helps employees use the ERP system. It provides step-by-step instructions for common tasks and system features.

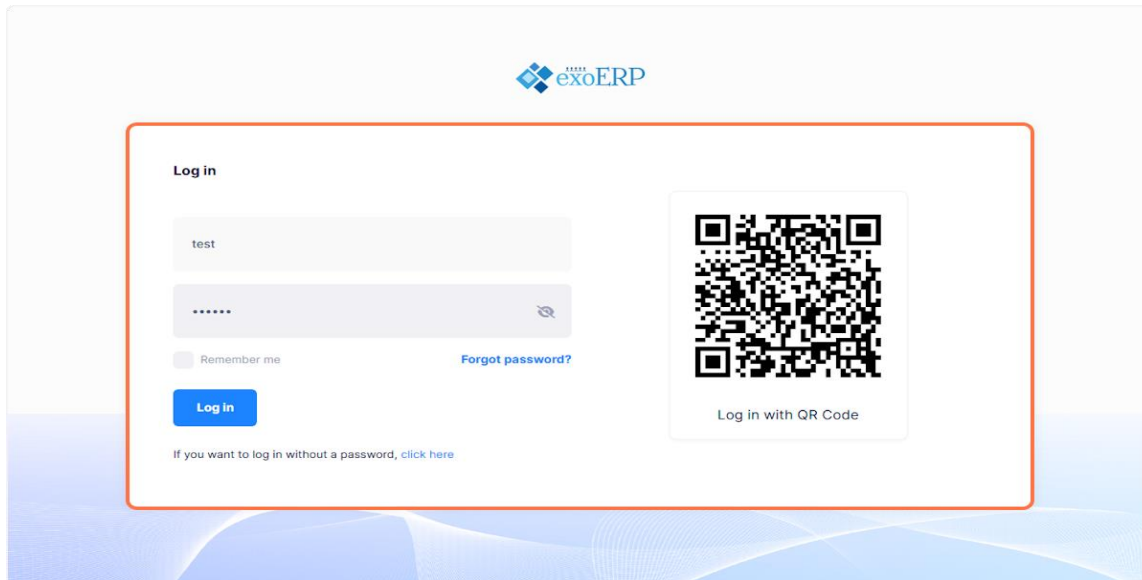
Please go through the detailed instructions below.

1. Go to your organization's ERP website



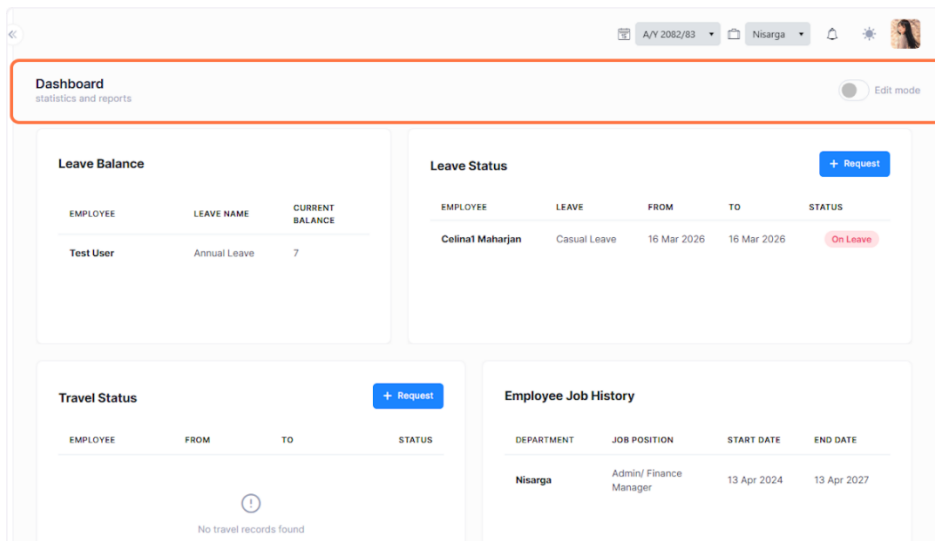
2. Login to System

- Enter your **valid username** and **password**.
- Click **Log in** to access the system.



3. Dashboard Overview

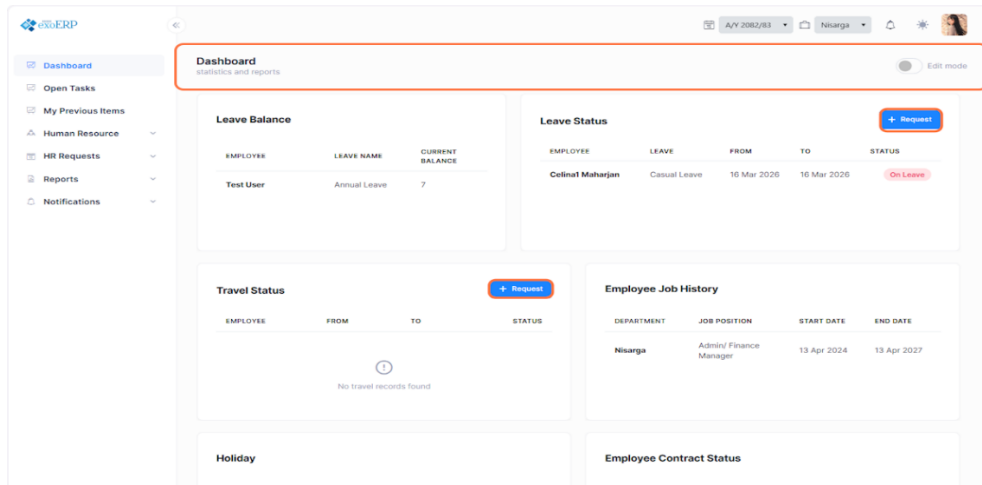
- After logging in, you will be redirected to the Dashboard.
- The Dashboard provides a quick overview of your:
 - Leave Balance
 - Travel Status
 - Holiday Calendar
 - Job Details



4. Quick Actions from Dashboard

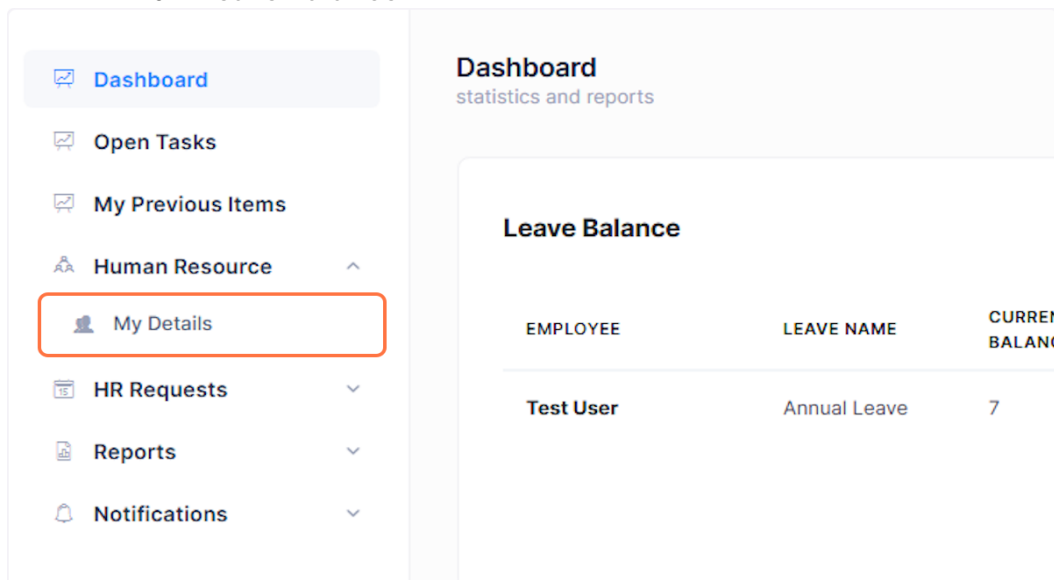
You can perform quick actions directly from the Dashboard:

- Click the **Request** button in the **Leave Status** section to request leave.
- Click the **Request** button in the **Travel Status** section to request travel.



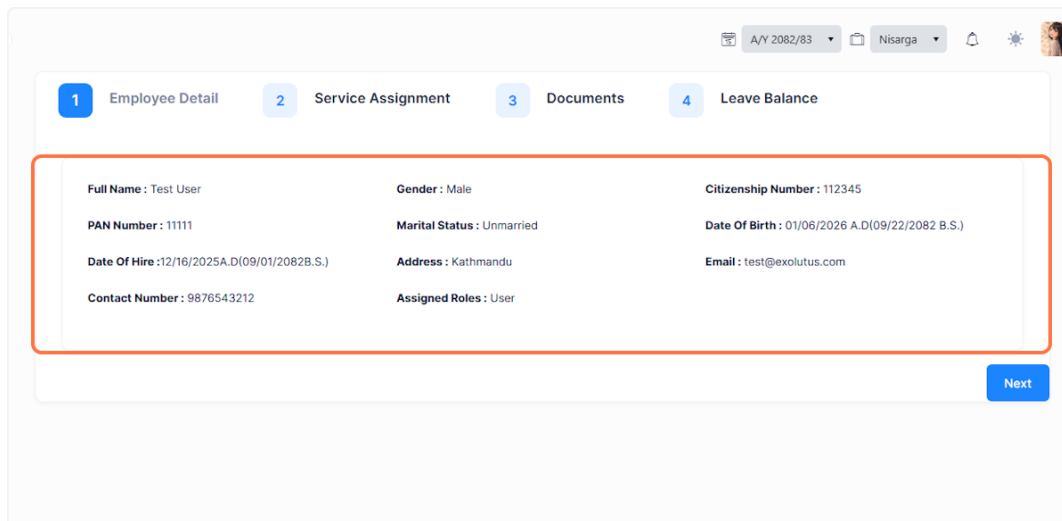
5. Navigate to My Details

- From the top menu, go to the **Human Resource** section.
- Click on **My Details**.
- Here, you can view your personal and job-related information such as:
 - Personal details
 - Contact information
 - Documents
 - Leave Balance



6. View Employee Details

To view personal and basic information, Select Employee Detail tab on My Detail Page.



Employee Detail | Service Assignment | Documents | Leave Balance

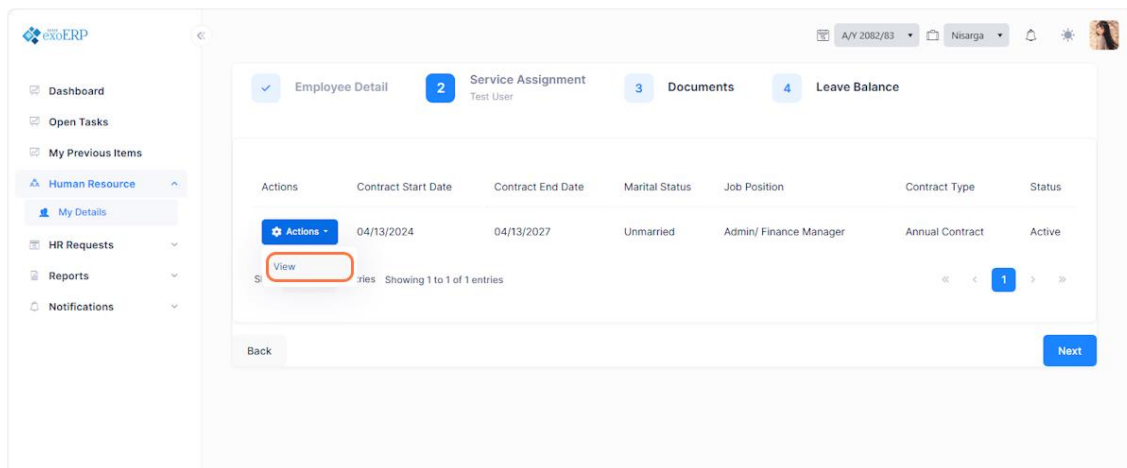
Full Name : Test User | Gender : Male | Citizenship Number : 112345
PAN Number : 11111 | Marital Status : Unmarried | Date Of Birth : 01/06/2026 A.D(09/22/2082 B.S.)
Date Of Hire :12/16/2025A.D(09/01/2082B.S.) | Address : Kathmandu | Email : test@exolutus.com
Contact Number : 9876543212 | Assigned Roles : User

Next

7. View Contract Information

To view Contract Information:

- Open the **Service Assignment** tab.
- Click the **Action** button and select **View**.



Employee Detail | **Service Assignment** | Documents | Leave Balance

Test User

Actions	Contract Start Date	Contract End Date	Marital Status	Job Position	Contract Type	Status
Actions View	04/13/2024	04/13/2027	Unmarried	Admin/ Finance Manager	Annual Contract	Active

Showing 1 to 1 of 1 entries

Back | Next

8. You can now view the contract information.

The 'Details' modal displays the following contract information:

- Start Date:** 04/13/2024 AD (01/01/2081 BS)
- End Date:** 04/13/2027 AD (12/30/2083 BS)
- Marital Status:** Unmarried
- Job Position:** Admin/ Finance Manager
- Office Name:** Nisarga
- Contract Type:** Annual Contract
- Payment Profile Type:** Employee with PF & Gratuity
- Supervisor(s):** Celina1 Maharjan
- Service Assignment Status:** Active

Below this information is a table of benefits:

Payment Item	Payment Type	Payment Basis	Rate	Amount	Status
Basic Salary	Monthly	Worked Days Basis	35126.61	35126.61	Active
Nisarga Allowances	Monthly	Worked Days Basis	13466.37	13466.37	Active
Dearness Allowances	Monthly	Worked Days Basis	3512.66	3512.66	Active
Gratuity Benefit	Monthly	Percentage of Basic	8.33	2926.046613	Active
Provident Fund Benefit	Monthly	Percentage of Basic	10	3512.661	Active
Festival Allowances	One-Time	Flat	35126.61	35126.61	Active

A 'Close' button is located at the bottom right of the modal.

9. View Documents

- Go to the **Documents** section/tab.
- Here you can view uploaded documents such as identification, certificates, and other records.

The 'Documents' section shows a list of uploaded documents. The interface includes a top navigation bar with tabs: Employee Detail, Service Assignment, **Documents** (Test User), and Leave Balance. The 'Documents' tab is active.

At the top right, there is a '+ Create' button. Below it is a table with the following columns: Actions, Document Number, Issued By, Issued Date, Document Type, and Document.

Actions	Document Number	Issued By	Issued Date	Document Type	Document
	112345	Nepal Government	01/01/0001	Citizenship	
	11111	IRD	02/05/2026	PAN Card	
	2003		02/19/2026	NID	

At the bottom, there is a pagination control showing 'Show 10 entries' and 'Showing 1 to 3 of 3 entries'. A 'Back' button is on the left and a 'Next' button is on the right.

10. View Leave Balance

- Navigate to the **Leave Balance** section/tab.
- Check your available leave days, used leaves, and remaining balance.

The screenshot shows the 'Leave Balance' section of a web application. At the top, there is a navigation bar with tabs: 'Employee Detail', 'Service Assignment', 'Documents', and 'Leave Balance' (which is active and highlighted with a blue '4'). Below the tabs, there is a table with the following data:

Leave Name	Balance	Leave Taken	Status
Annual Leave	7	3	Active

Below the table, there is a pagination control showing 'Show 10 entries' and 'Showing 1 to 1 of 1 entries'. A 'Back' button is located at the bottom left, and a 'Submit' button is at the bottom right.

11. Access HR Requests

From the main menu, click on **HR Requests** to access request options.

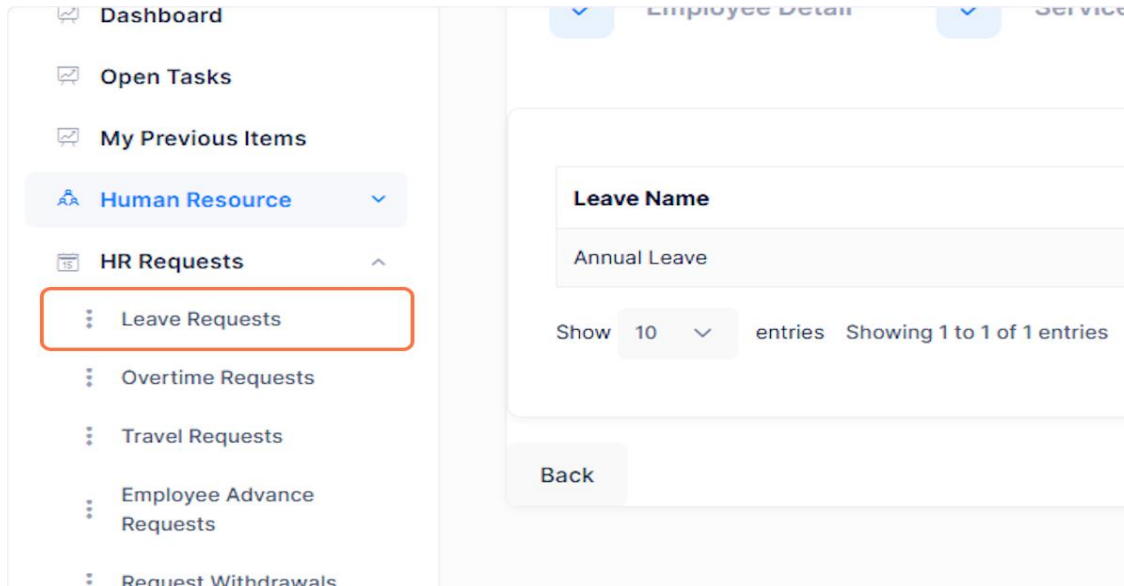
- Leave using **Leave Request**
- Travel using **Travel Request**
- Extra working hours using **Overtime Request**
- Salary Advance using **Advance Request**

The screenshot shows the 'HR Requests' section of a web application. On the left, there is a sidebar menu with the following items: 'Dashboard', 'Open Tasks', 'My Previous Items', 'Human Resource' (expanded), 'My Details', 'HR Requests' (highlighted with a red box), 'Reports', and 'Notifications'. The main content area shows the 'Leave Name' section with a table containing one entry: 'Annual Leave'. Below the table, there is a pagination control showing 'Show 10 entries' and 'Showing 1 to 1 of 1 entries'. A 'Back' button is located at the bottom left.

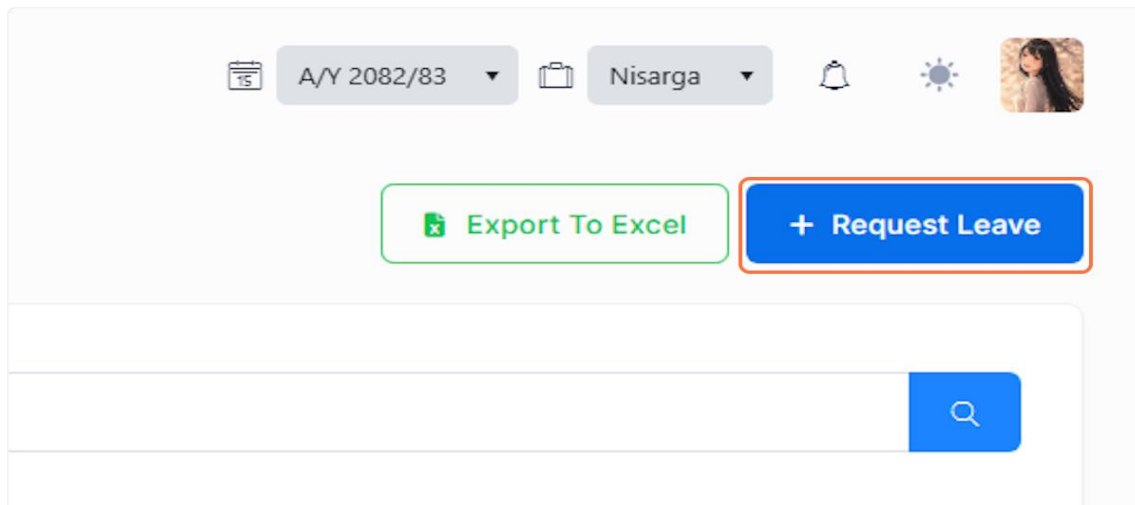
To Request for Leave

12. Open Leave Request

Under **HR Requests**, click on **Leave Request**



13. Click on Request Leave button



14. Fill in and submit the leave request.

- Enter the required details in the leave request form, including:
 - Leave type
 - Duration
 - Remarks

- Click **Request** to submit your leave request.
- The request will be sent for approval.

Request Leave

Leave * Available Leave Leave Duration (A.D) Leave Duration (B.S)

Annual Leave 7 03/17/2026 - 03/18/2026 12/03/2082 - 12/04/2082

Total Leave Duration(In Days)

2.000

Date	Type	Start Time	End Time
03/17/2026	FullDay	09:00 AM	06:00 PM
03/18/2026	FullDay	09:00 AM	06:00 PM

Remarks *

work

Cancel Request

15. View Leave Request Details

- After submission, the request details are displayed in the **Leave Request table**.
- Here you can track the status of your leave request, including **Pending**, **Approved**, or **Rejected**.

Leave Requests
Annual Leave : 7.00

Export To Excel + Request Leave

Search...

▼ Show advanced filters

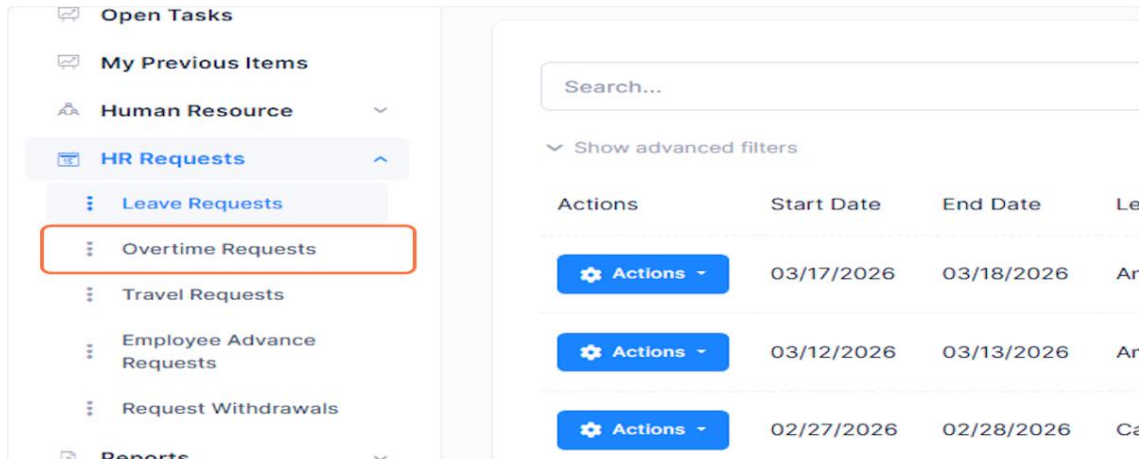
Actions	Start Date	End Date	Leave Name	Total Leave Duration(In Days)	Approval Status	Approvers	Remarks
	03/17/2026	03/18/2026	Annual Leave	2	Sent For Approval	Celina1 Maharjan	leave
	03/12/2026	03/13/2026	Annual Leave	1	Approved (1.00 Withdrawn)	Celina1 Maharjan	work
	02/27/2026	02/28/2026	Casual Leave	1	Approved	Rajani Tiwari	leave
	02/27/2026	02/27/2026	Casual Leave	1	Approved	Rajani Tiwari	Leave request

Show 10 entries Showing 1 to 4 of 4 entries

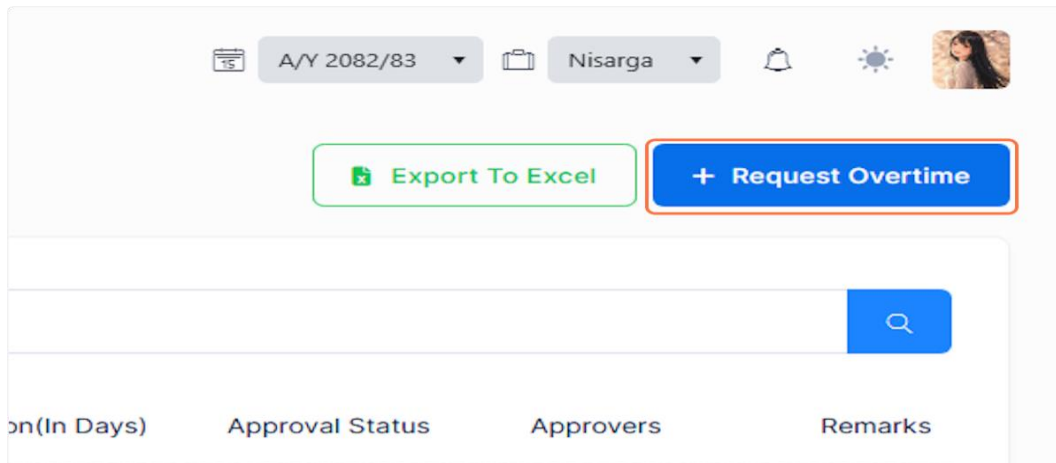
To Request for Overtime

16. Open Overtime Request

Under **HR Requests**, click on **Overtime Request**.



17. Click on Request Overtime



18. Fill in and submit the overtime request

- Enter the required overtime details:
 - Compensation type
 - Duration
 - Remarks
- Click **Request** to submit your overtime request.
- The request will be sent for approval.

board

Tasks

Previous Items

Resource

Requests

Time Requests

Requests

Employee Advance

Requests

Withdrawals

ations

Request Overtime

Compensation Type *

Overtime Duration (A.D)

Overtime Duration (B.S)

Total Overtime Duration(In Days)

Pay

03/21/2026 - 03/21/2026

12/07/2082 - 12/07/2082

1.000

Date

Type

Start Time

End Time

03/21/2026

FullDay

09:00 AM

06:00 PM

Remarks *

Overtime

Cancel

Request

19. View Overtime Request Details

- After submission, the request details are displayed in the **Overtime Request table**.
- Here you can track the status of your request, including **Pending, Approved, or Rejected**.

A/Y 2082/83

Nisarga

OverTime

Over Times Header Info

Export To Excel

Request Overtime

Search...

Actions	Start Date	End Date	Compensation Type	Total Overtime Duration(In Days)	Approval Status	Approvers	Remarks
Actions	04/04/2026	04/04/2026	Pay	1	Sent For Approval	Celina1 Maharjan	overtime
Actions	03/14/2026	03/14/2026	Pay	1	Sent For Approval	Celina1 Maharjan	overtime

Show

10

entries

Showing 1 to 2 of 2 entries

<<

<

1

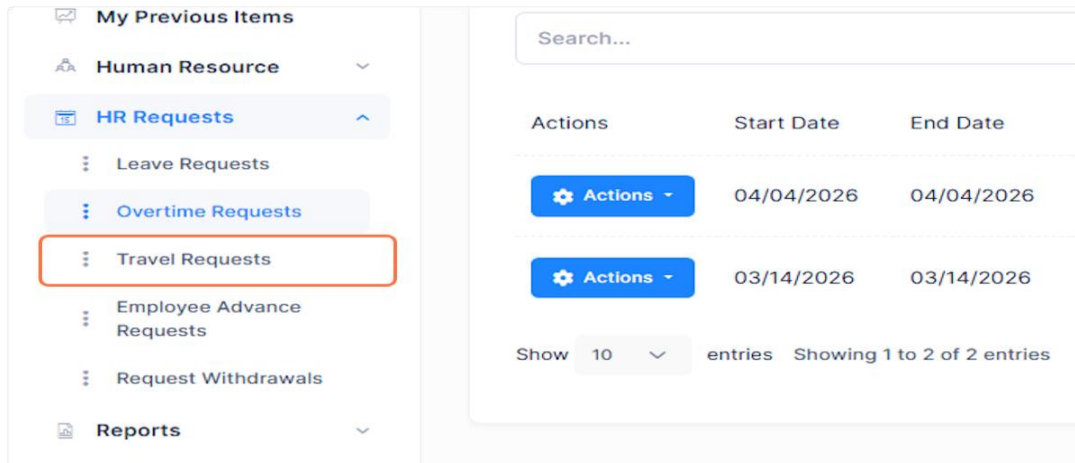
>

>>

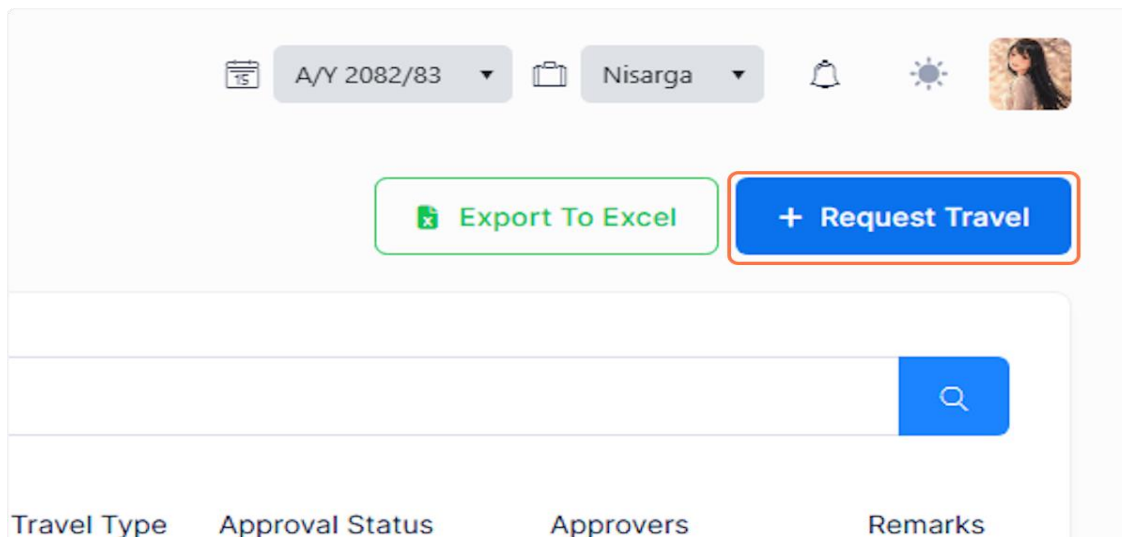
To Request for Travel

20. Open Travel Request

Under **HR Requests**, click on **Travel Request**.



21. Click on Request Travel



22. Fill in and submit the travel request

- Enter the required travel details:
 - Travel type
 - Duration
 - Destination
 - Travel Mode
 - Remarks

- Click **Request** to submit your travel request.
- The request will be sent for approval.

Request Travel

Travel Type * Domestic

Travel Duration (A.D) * 03/18/2026 - 03/19/2026

Travel Duration (B.S) * 12/04/2082 - 12/05/2082

Total Travel Duration(In Days) 2.000

Destination * pokhara

Travel Mode * By Air

Date	Type	Start Time	End Time
03/18/2026	FullDay	09:00 AM	06:00 PM
03/19/2026	FullDay	09:00 AM	06:00 PM

Remarks * travel

Cancel Request

23. View Travel Request Details

- After submission, the request details are displayed in the **Travel Request table**.
- Here you can track the status of your request, including **Pending, Approved, or Rejected**.

Travel Requests
Travel Requests Header Info

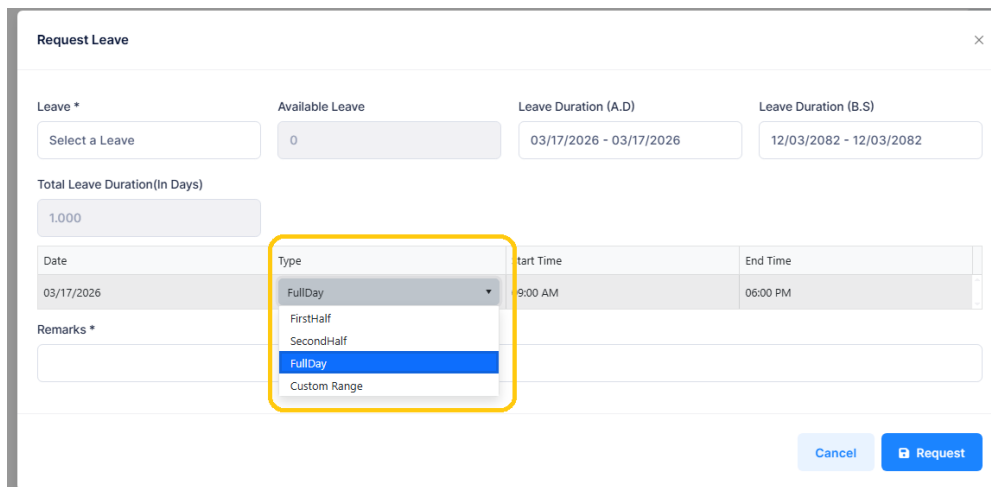
Export To Excel Request Travel

Actions	Start Date	End Date	Travel Duration (In Days)	Destination	Travel Type	Approval Status	Approvers	Remarks
Actions	03/27/2026	03/28/2026	2	pokhara	Domestic	Sent For Approval	Celina1 Maharjan	travel
Actions	03/21/2026	03/22/2026	2	pokhara	Domestic	Sent For Approval	Celina1 Maharjan	Travel

Show 10 entries Showing 1 to 2 of 2 entries

Note on partial requests

- For Leave, Travel, and Overtime requests, you can apply partially by selecting the appropriate option in the Type field.
- Available options may include:
 - Full
 - First Half
 - Second Half
 - Custom Range
- This allows you to request only a specific portion of time instead of the full duration.

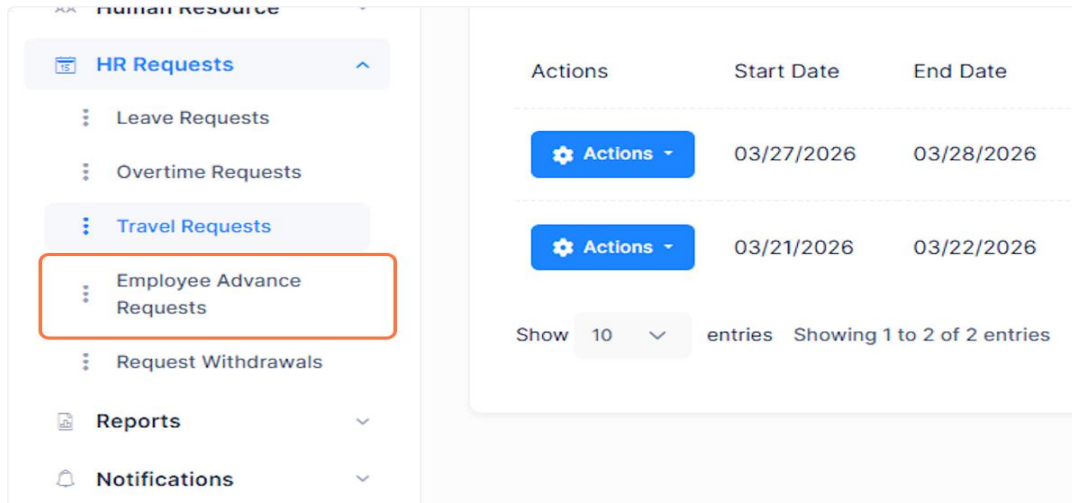


The screenshot displays the 'Request Leave' form. At the top, there are four input fields: 'Leave *' (a dropdown menu), 'Available Leave' (a text box showing '0'), 'Leave Duration (A.D)' (a date range '03/17/2026 - 03/17/2026'), and 'Leave Duration (B.S)' (a date range '12/03/2082 - 12/03/2082'). Below these is a 'Total Leave Duration(In Days)' field showing '1.000'. The main table has columns for 'Date', 'Type', 'Start Time', and 'End Time'. The 'Date' column contains '03/17/2026'. The 'Type' column has a dropdown menu open, showing options: 'FullDay', 'FirstHalf', 'SecondHalf', 'FullDay', and 'Custom Range'. The 'FullDay' option is highlighted. The 'Start Time' column shows '9:00 AM' and the 'End Time' column shows '06:00 PM'. At the bottom, there is a 'Remarks *' text box and two buttons: 'Cancel' and 'Request'.

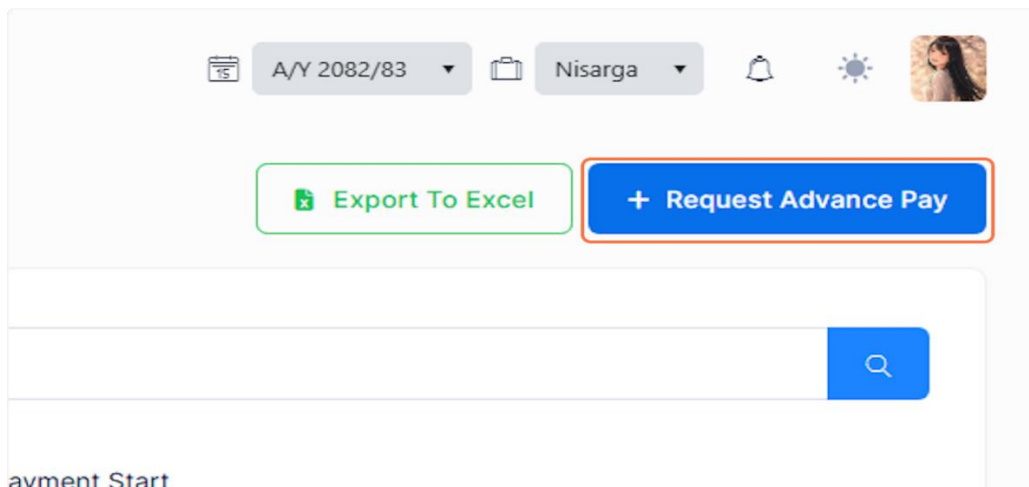
To Request for Salary Advance

24. Open Employee Advance Request

Under **HR Requests**, click on Employee **Advance Request**.



25. Click on Request Advance Pay



26. Fill in and Submit the advance pay request

- Enter the required advance pay details:
 - Advance amount
 - Number of installation
 - Receive Advance in
 - Advance Type
 - Repayment Start month .

- Click **Request** to submit your advance pay request.
- The request will be sent for approval.

Request Advance Pay

Advance Amount * 30000 No. of Installation * 10 Deduction Amount 3000.00

Receive Advance In * 2082/11/01 Advance Type * Include In Payroll Repayment Start Month * 2082/12/01

Remarks * advance

Cancel Request

27. View Advance Request Details.

- After submission, the request details are displayed in the **Advance Request table**.
- Here you can track the status of your request, including **Pending, Approved, or Rejected**.

Employee Advance Requests
Employee advance requests header info

Export To Excel Request Advance Pay

Search...

Actions	Advance Amount	No. of Installation	Deduction Amount	Receive Advance In	Repayment Start Month	Approval Status	Approvers	Remarks
Actions	30000	10	3000	2082/11/01	2082/12/01	Sent For Approval	Celina1 Maharjan	advance
Actions	20000	10	2000	2082/11/01	2082/12/01	Sent For Approval	Celina1 Maharjan	advance
Actions	9000	1	9000	2082/10/04	2082/07/30	Rejected	Riya Sthapit	test
Actions	4000	2	2000	2082/04/01	2082/05/01	Approved	admin admin	Advance test

Show 10 entries Showing 1 to 4 of 4 entries

1

28. View Installment Details

To view advance repayment details, click **Action** and then **View**.

Here, you can track and know:

- How much has been paid
- The remaining balance

Details

Requested By : Test User

Advance Amount : 5000.00

No.of Installation : 2

Deduction Amount : 2500.00

Remarks : test leave

Advance Type : Include In Payroll

Advance requested month : Ashoj

Repayment Start Month : Ashoj

Advance Pay Detail

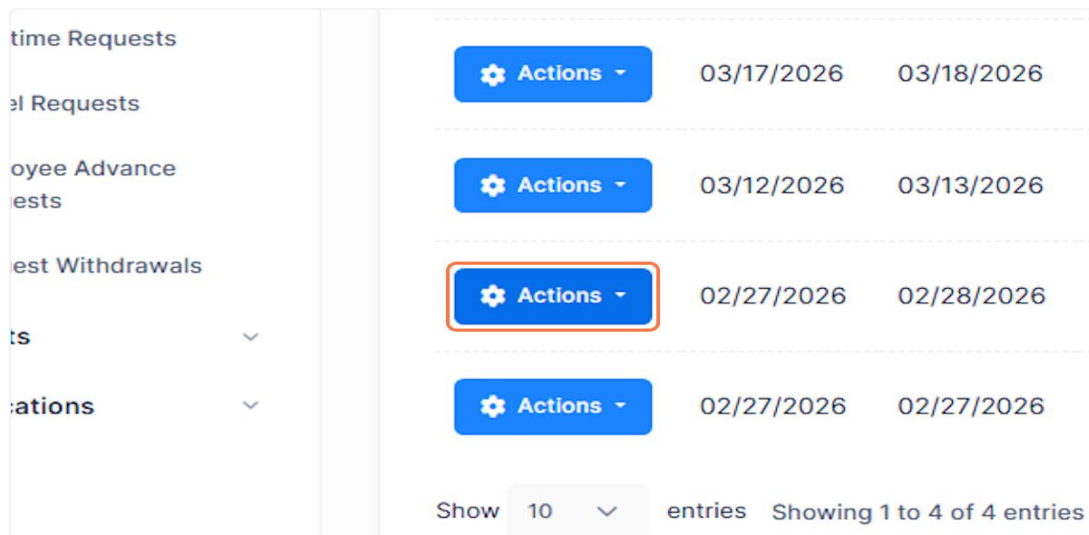
Month	Advance Amount	Installment Amount	Remaining Balance
Ashoj	5000.00	0.00	5000.00
Bhadra	5000.00	1000.00	4000.00

Close

To Withdraw Approved Requests

29. Open the Request Table

- Go to the respective request section under **HR Requests** (Leave, Travel or Overtime).
- Locate the request you want to withdraw from the request table and click Action button.

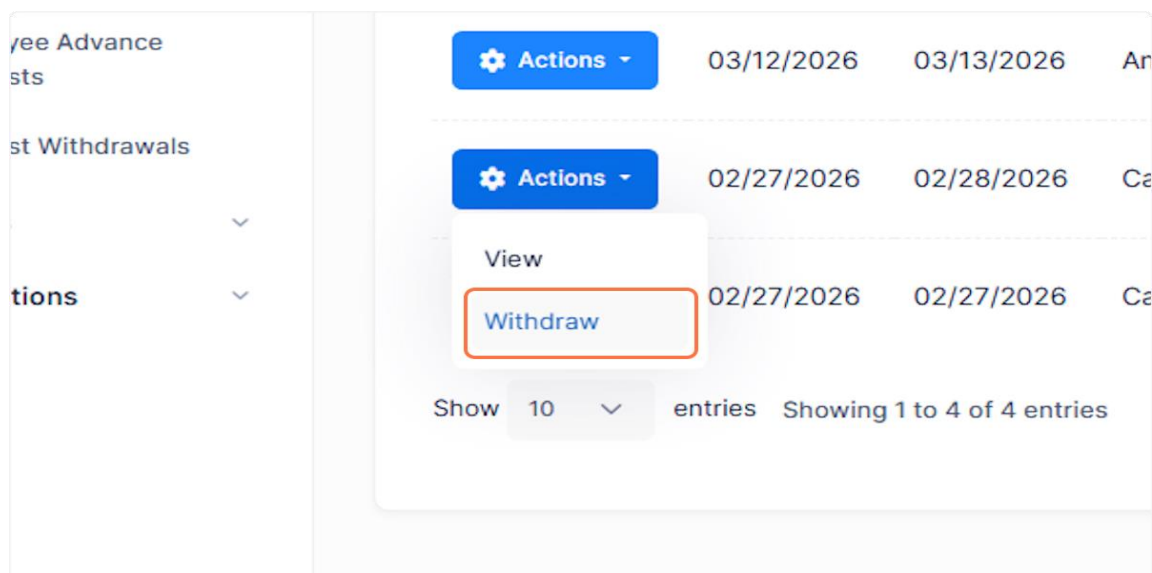


time Requests	 Actions ▾	03/17/2026	03/18/2026
al Requests	 Actions ▾	03/12/2026	03/13/2026
oyee Advance ests	 Actions ▾	02/27/2026	02/28/2026
est Withdrawals	 Actions ▾	02/27/2026	02/27/2026

Show 10 ▾ entries Showing 1 to 4 of 4 entries

30. Select Withdraw

- Select **Withdraw**.
- A **withdrawal form** will appear containing the list of days included in that request.



ee Advance sts	 Actions ▾	03/12/2026	03/13/2026	An
st Withdrawals	 Actions ▾	02/27/2026	02/28/2026	Ca
	 Actions ▾	02/27/2026	02/27/2026	Ca

Show 10 ▾ entries Showing 1 to 4 of 4 entries

31. Select dates to withdraw and click Request.

Select the specific day(s) you want to withdraw by checking the checkbox next to each date and click Request.

Request Withdrawal

Withdrawal Of : LeaveRequest

☒	Date	Type	Start Time	End Time
☒	02/27/2026	FullDay	09:00 AM	06:00 PM

Remarks *

Cancel Request

32. Partial Withdrawal Option

In the **Type** column, you can choose to withdraw **fully** or **partially** for the selected date(s).

- **Full** – Withdraw the entire day.
- **First Half** – Withdraw only the first half of the day.
- **Second Half** – Withdraw only the second half of the day.
- **Custom Range** – Withdraw a specific range of hours or portion of the day as needed.

Request Withdrawal

Withdrawal Of : LeaveRequest

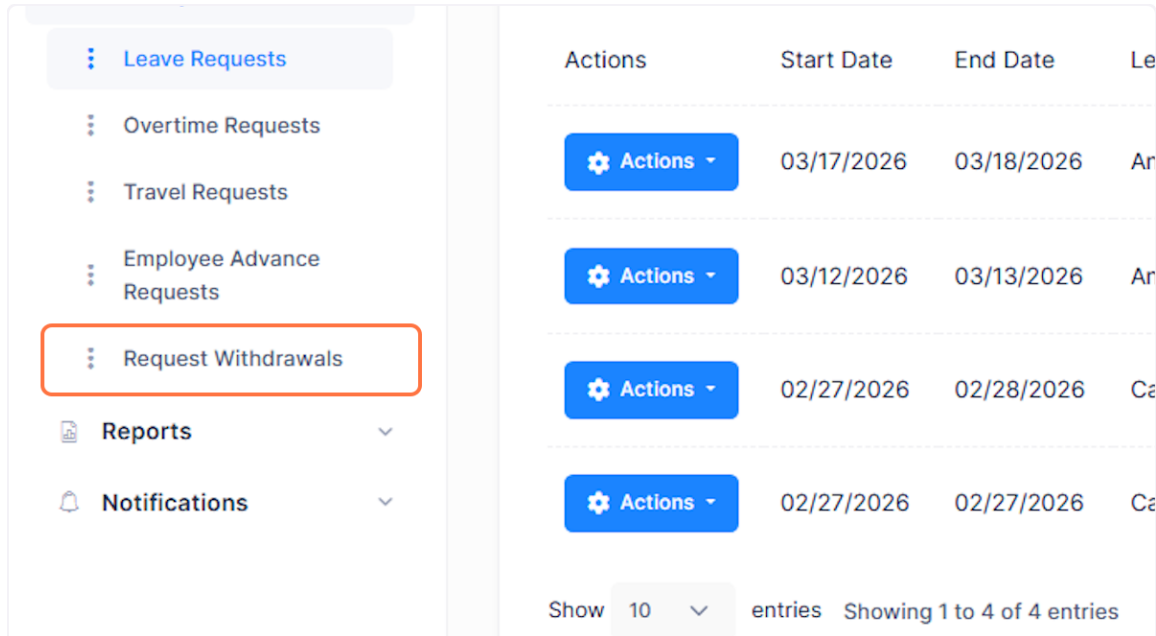
☒	Date	Type	Start Time	End Time
☒	02/27/2026	FullDay	09:00 AM	06:00 PM

Remarks *

Cancel Request

33. View Withdrawal Record

- From the main menu, under **HR Requests**, click on **Request Withdrawal**.
- Here, you can view all your submitted withdrawal requests.



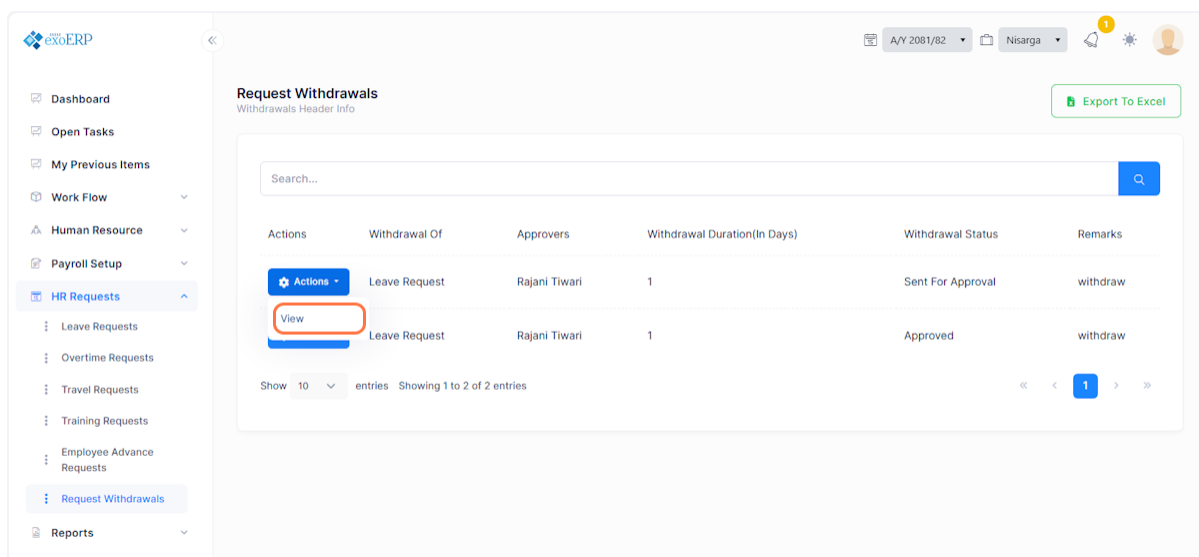
The screenshot shows a sidebar menu on the left with options: Leave Requests, Overtime Requests, Travel Requests, Employee Advance Requests, Request Withdrawals (highlighted with an orange box), Reports, and Notifications. The main area displays a table of withdrawal requests.

Actions	Start Date	End Date	Le
Actions	03/17/2026	03/18/2026	Ar
Actions	03/12/2026	03/13/2026	Ar
Actions	02/27/2026	02/28/2026	Ca
Actions	02/27/2026	02/27/2026	Ca

At the bottom, there is a pagination control: Show 10 entries, Showing 1 to 4 of 4 entries.

34. View Request Withdrawal Detail

To view the withdrawal detail, Click on Action Button and Select Withdraw.



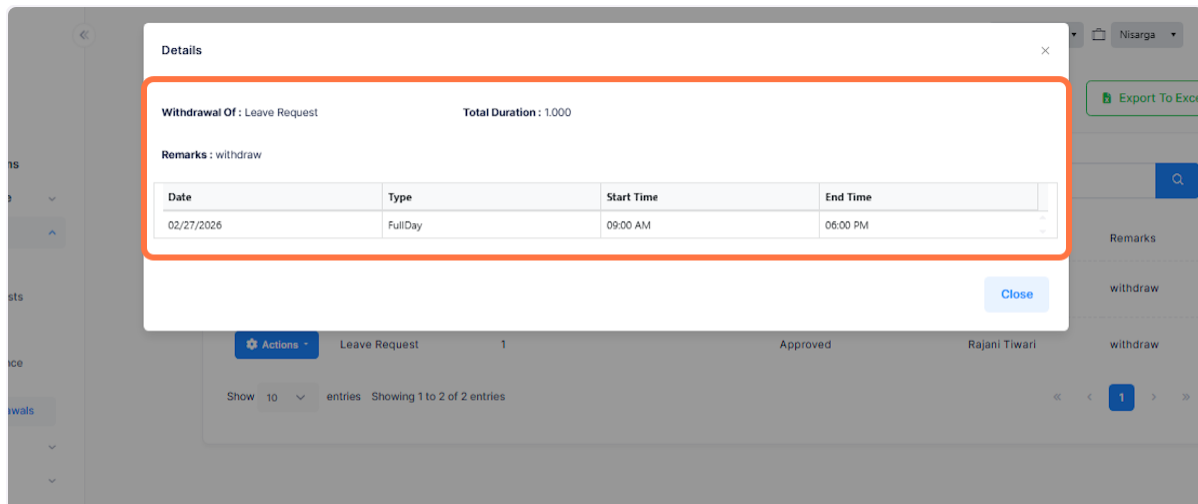
The screenshot shows the 'Request Withdrawals' page with a sidebar menu on the left. The main area displays a table of withdrawal requests. The 'View' button for the second request is highlighted with an orange box.

Actions	Withdrawal Of	Approvers	Withdrawal Duration(In Days)	Withdrawal Status	Remarks
Actions	Leave Request	Rajani Tiwari	1	Sent For Approval	withdraw
View	Leave Request	Rajani Tiwari	1	Approved	withdraw

At the bottom, there is a pagination control: Show 10 entries, Showing 1 to 2 of 2 entries.

35. Review Withdrawn Request Summary

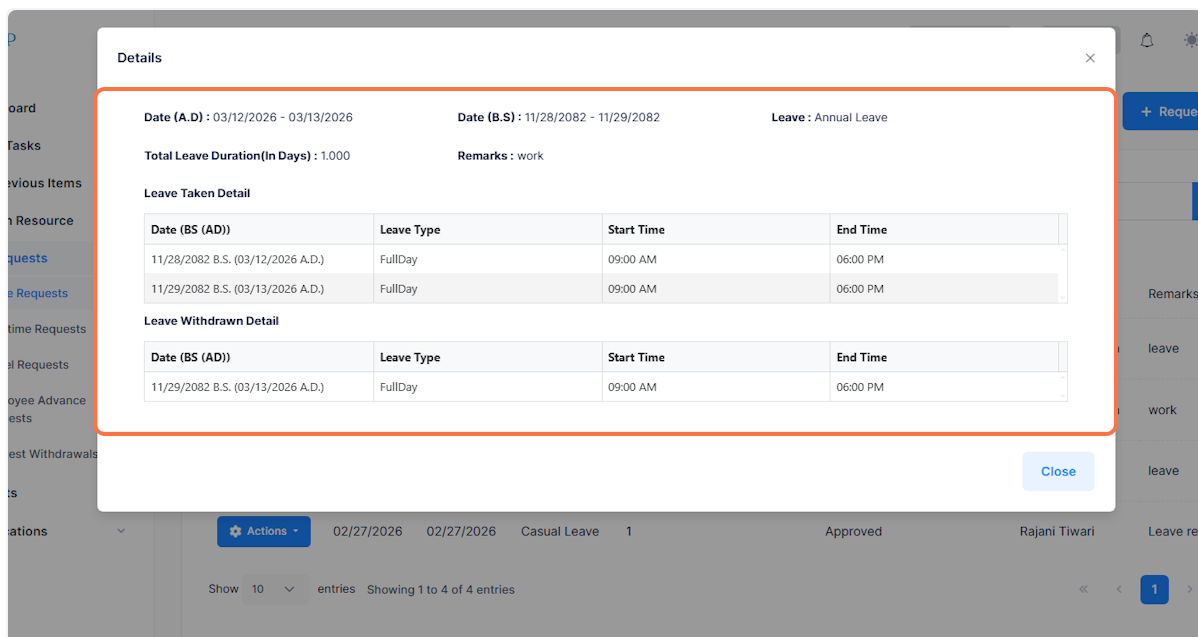
The details of requests that have been withdrawn is displayed.



36. View detail of Request

Similarly to view detail of any Request:

- Go to specific Request page
- Click Action Button and Select View
- Then the taken and withdrawn details are displayed



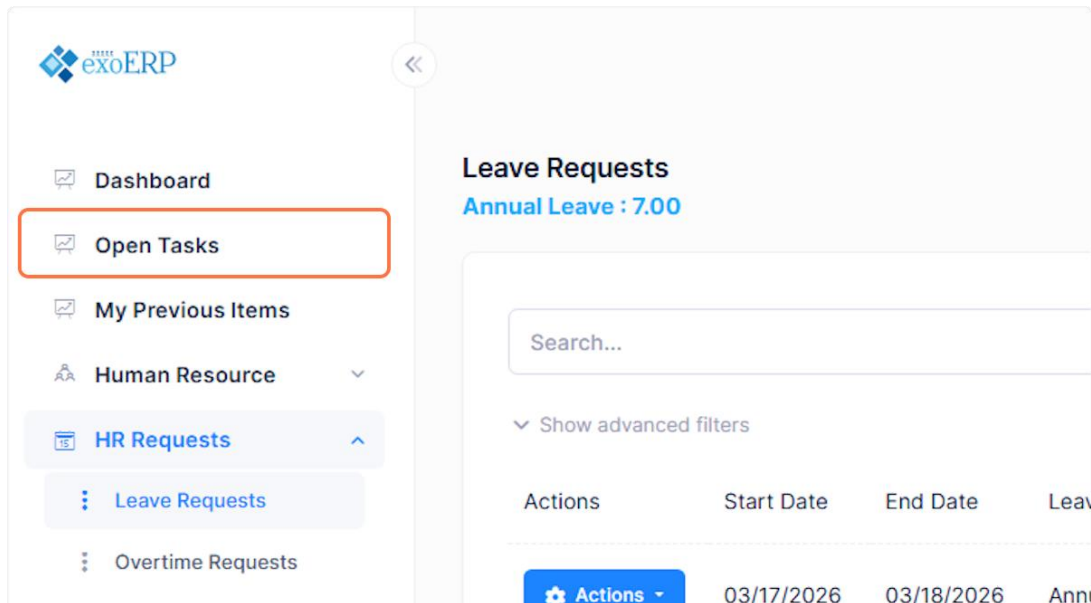
To Access and Manage Open Tasks

- The **Open Tasks** section displays all tasks currently **assigned to you that require action**.
- Here, you can **approve or reject** tasks as per your responsibility.

37. Open Tasks

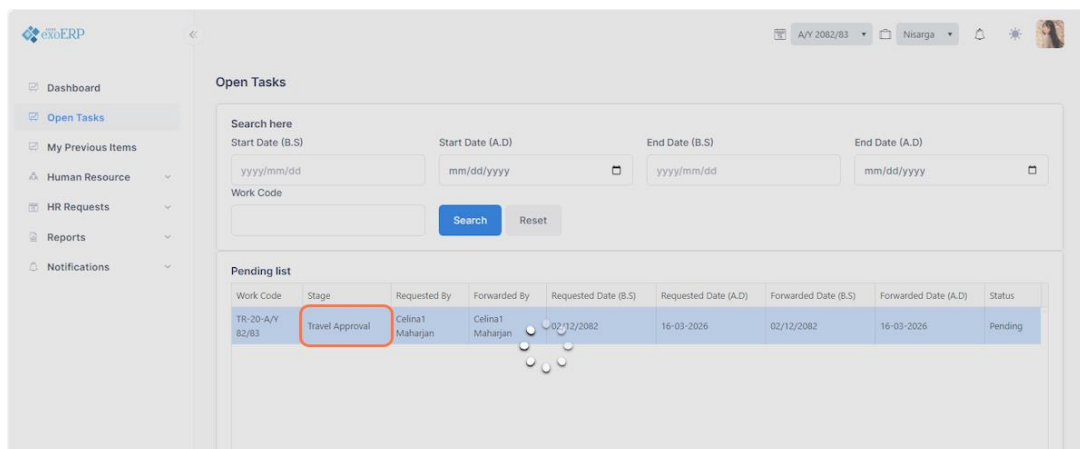
From the main menu, navigate to **Open Task**.

There You will see all the Pending Requests.



38. View Task Details

- In the **Open Tasks** table, locate the task or request assigned to you.
- **Double-click** on the task or request to open its detailed view.



39. Approve or Reject the Task

- In the detailed view, you will see **Approve** and **Reject** buttons.
- **Approve** – Click this if the task meets the requirements.
- **Reject** – Click this if the task cannot be approved or needs correction.

A/Y 2082/83Nisarga

Travel ApprovalRemarks History

Requested By : Celina1 Maharjan

Travel Duration (In Days) : 1.000

[Travel mode] : By Air

Remarks : Gorkha Travel

Travel Period (AD) : 03/28/2026 - 03/28/2026

Destination : Gorkha

Requested date : 03/16/2026 A.D.(12/02/2082 B.S.)

Travel Period (BS) : 12/14/2082 - 12/14/2082

Travel Type : International

Date(BS(AD))	Type	Start Time	End Time
12/14/2082 B.S. (03/28/2026 A.D.)	FullDay	09:00 AM	06:00 PM

Remarks *

ApproveReject

To View My Previous Items

- The **My Previous Tasks** section allows you to view all tasks that you have **already acted upon**.
- You can track your **task history**, including completed, approved, rejected, or withdrawn tasks.

40. Open My Previous Items

From the main menu, navigate to My Previous Items

The screenshot shows the exoERP interface. On the left sidebar, the 'My Previous Items' option is highlighted with a red rectangular box. The main content area is titled 'Open Tasks' and contains a search form with the following fields: 'Search here', 'Start Date (B.S.)' (placeholder: yyyy/mm/dd), 'Start Date (A.D.)' (placeholder: mm/dd/yyyy), 'Work Code', and a blue 'Search' button.

41. Review of Previous Task Details

To view the details of a previous task, click on the **dropdown icon** in the **left-side column** of the Archival List.

The screenshot shows the exoERP interface with the 'My Previous Items' section selected in the sidebar. The main area displays the 'Archival list' table. The first row of the table is selected, and a dropdown arrow is visible in the 'Work Code' column. The table has the following columns: Work Code, Work Status, Requested Date (B.S.), Requested Date (A.D.), Current Status, Current Stage, and Requested By.

Work Code	Work Status	Requested Date (B.S.)	Requested Date (A.D.)	Current Status	Current Stage	Requested By
LR-6-A/Y 81/82	Closed	25/09/2082	09-01-2026	Completed	Leave Approval	Samiksha Tuladhar
LR-5-A/Y 81/82	Closed	25/09/2082	09-01-2026	Completed	Leave Approval	Sushma Shrestha
LR-3-A/Y 81/82	Closed	25/09/2082	09-01-2026	Completed	Leave Approval	Sushma Shrestha
LR-2-A/Y 81/82	Closed	25/09/2082	09-01-2026	Completed	Leave Approval	Riya Shapit
LR-1-A/Y						

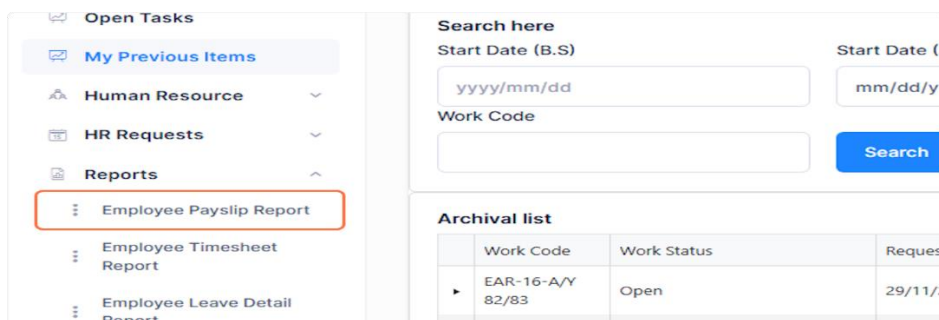
To View Reports

- From the main menu, go to **Reports**.
- This section contains all available reports related to your employee data and activities.

42. Navigate to Employee Payslip Report

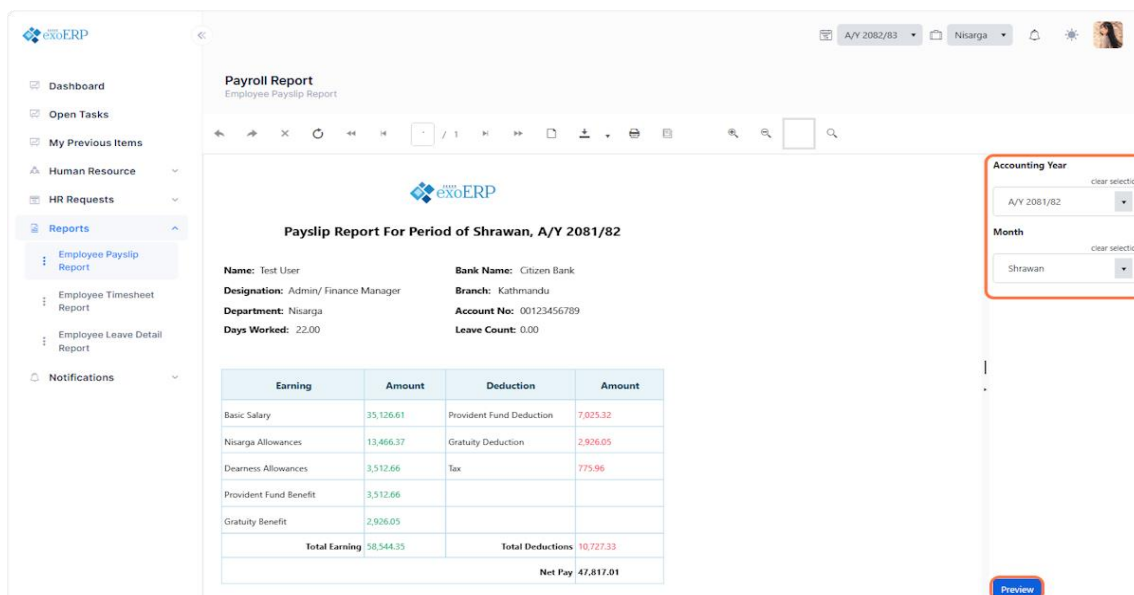
From the **Reports** menu, click on **Employee Payslip Report**.

This report provides a detailed summary of your salary and payroll information for a selected period.



43. Preview Employee Payslip Report

- Select the accounting year and month to view payment details.
- Click **Preview**.



44. Navigate to Employee Timesheet Report

From the **Reports** menu, click on **Employee Timesheet Report**.

This report provides a **detailed summary of your working hours, check-in and check-out times, and information related to leave.**

The screenshot shows the left-hand navigation menu with the following items: Human Resource, HR Requests, Reports, Employee Payslip Report, Employee Timesheet Report (highlighted with a red box), Employee Leave Detail Report, and Notifications. The main content area displays the 'exoERP' logo and the title 'Payslip Report For Period of Shrawan'. Below the title, employee details are listed: Name: Test User, Designation: Admin/ Finance Manager, Department: Nisarga, Days Worked: 22.00, Bank Name, Branch: Kat, Account No, and Leave Count. At the bottom, a table header is visible with columns: Earning, Amount, and Dedu.

45. Preview Report

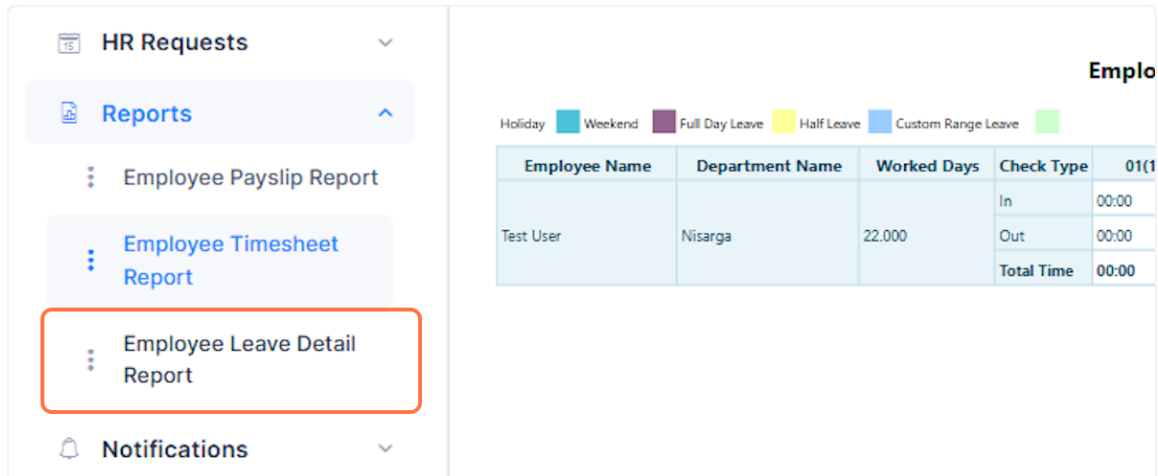
- Choose the **Accounting Year** and **Month** for which you want to view your timesheet.
- Click **Preview**.

The screenshot shows the 'Employee Timesheet of Shrawan, A/Y 2082/83' report. The interface includes a top toolbar with navigation icons, a left sidebar with menu items, and a right sidebar with filters for 'Accounting Year' (A/Y 2082/83) and 'Month' (Shrawan). The main area contains a table with columns for Employee Name, Department Name, Worked Days, Check Type, and dates from 01(17) to 10(26). The table data for 'Test User' in the 'Nisarga' department shows 22.000 worked days. The 'Check Type' column has rows for 'In', 'Out', and 'Total Time'. The 'Total Time' row shows 00:00 for all dates except the last one (10/26), which shows 08:00. A red box highlights the table area, and a 'Preview' button is located at the bottom right.

46. Navigate to Employee Leave Detail Report

From the **Reports** menu, click on **Employee Leave Detail Report**.

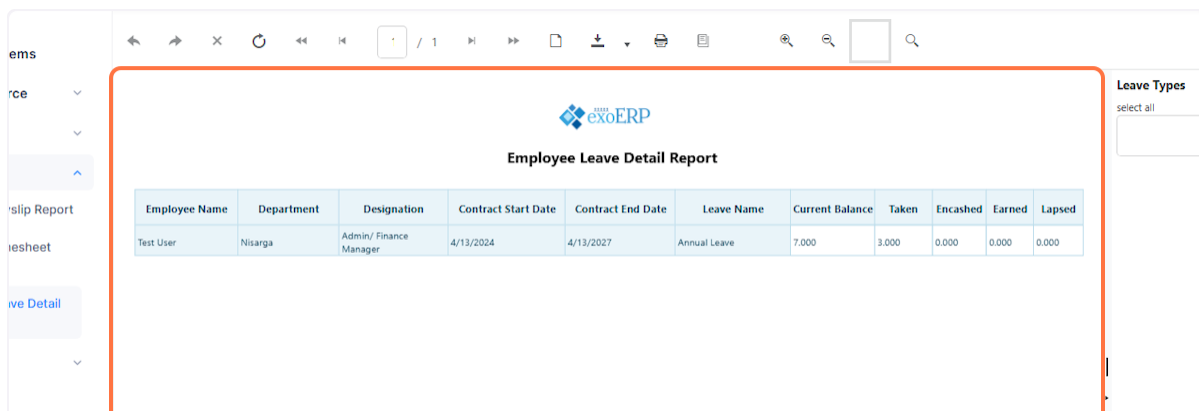
This report provides a **complete summary of your leave records**, including leave balance, taken leave, earned leave, and lapsed leave.



The screenshot shows the HR Requests menu on the left with 'Employee Leave Detail Report' highlighted in a red box. On the right, a preview of the report is shown with the title 'Employee Leave Detail Report' and a table of data.

Employee Name	Department Name	Worked Days	Check Type	01(1)
Test User	Nisarga	22.000	In	00:00
			Out	00:00
			Total Time	00:00

47. View Leave Details



The screenshot shows the 'Employee Leave Detail Report' view. The report title is 'Employee Leave Detail Report'. The table below shows the leave details for the Test User.

Employee Name	Department	Designation	Contract Start Date	Contract End Date	Leave Name	Current Balance	Taken	Encashed	Earned	Lapsed
Test User	Nisarga	Admin/ Finance Manager	4/13/2024	4/13/2027	Annual Leave	7.000	3.000	0.000	0.000	0.000

Conclusion

This manual helps employees perform daily ERP tasks such as submitting requests, tracking approvals, and viewing reports.