

**Big Bang Innovation**

# SuperTeam

*Unleash the true potential of your team*





# SuperTeam - Product Vision



- To empower enterprises with cloud based automation of business processes by offering products with depth of ERP systems but as simple to use as whatsapp.
- To improve productivity of the team by better collaboration and instant, structured communication.
- Free management and HR team's time from mundane processes like attendance, leaves, expense claims processing, payroll, PF/TDS forms etc.
- Improve employee accountability through location tracking.
- Ensure all tasks allotted are complete on time through better teamwork and task monitoring.
- A mobile first approach to product design, though it has web interface too.
- Build a tool designed to manage a mobile field force.



# Key Functionalities



- Employee Location Tracking and Geo fencing.
- Attendance (Check In, Checkout based on matching GPS co-ordinates, with geo tagged selfie option too) – An unique innovation from Big Bang.
- Dynamic Attendance from Office, Factory , Client/ Vendor Location based on Manager Approval, Travel attendance from any point of presence.
- Leave application and approval, history, pending leave status.
- Create expense vouchers on the move ,attach pictures of supporting proof with manager approvals.
- Record Km's travelled for business trips on the app using GPS, generate travel claims.





# Key Functionalities



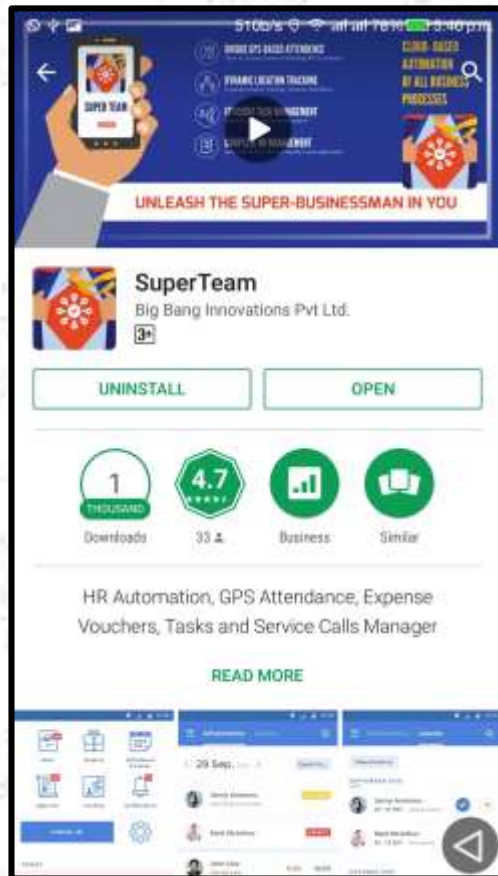
- Knowledge Center for sharing product launches, training material, quiz to test team understanding.
- Field Service Management with service call creation, allocation, GPS check in/out, live status updates, closure, pending calls by executive, Daily Call Report.
- Task Allocation, Monitoring, Closure. Each task creates a whatsapp like group of all members involved in the task with sharing of documents, geo-tagged pictures, video etc. Option for GPS based Check-in/out for out of office location.
- Project Management and Monitoring.
- Set up organisation hierarchy with up to 99 managerial levels.
- Configurable and customisable as per company needs.



# SuperTeam Menu



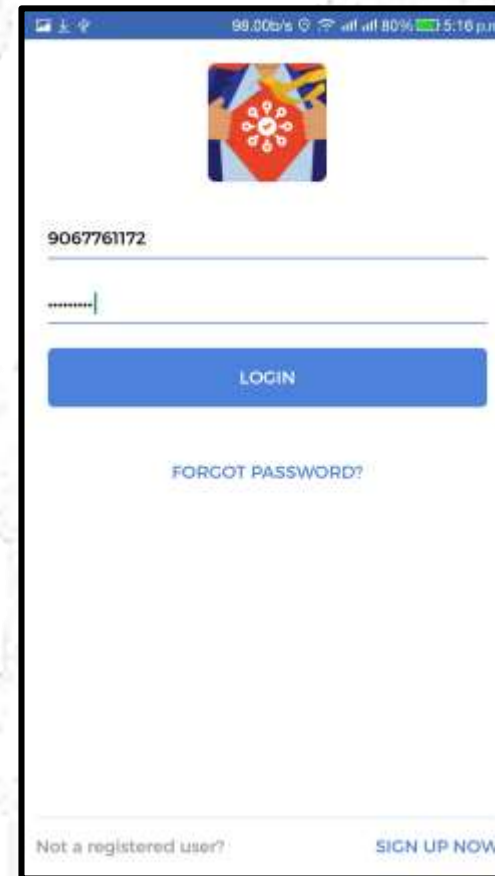
**Download SuperTeam  
from Play store**



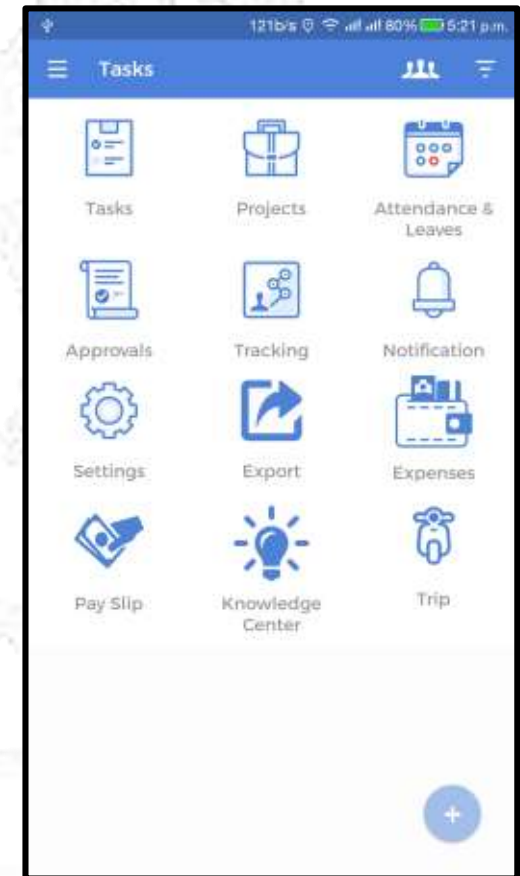
**Launch  
SuperTeam App**



**Login Screen**



**SuperTeam  
Menu**



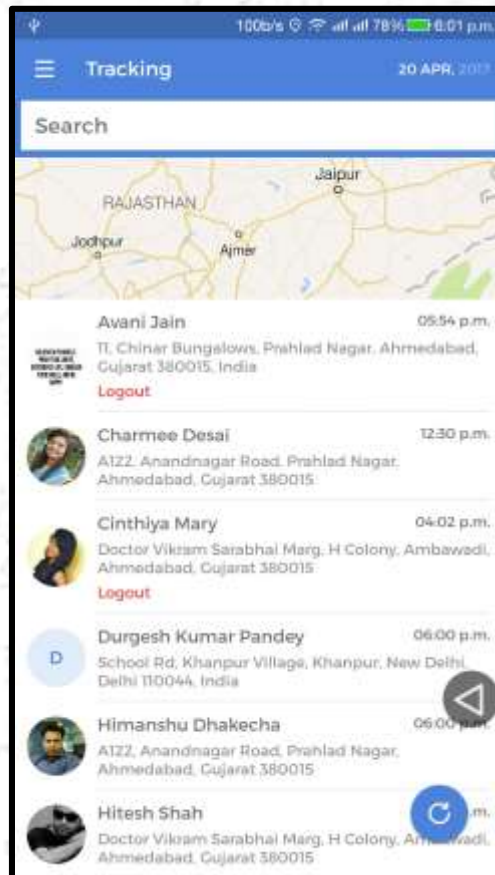


# Location Tracking

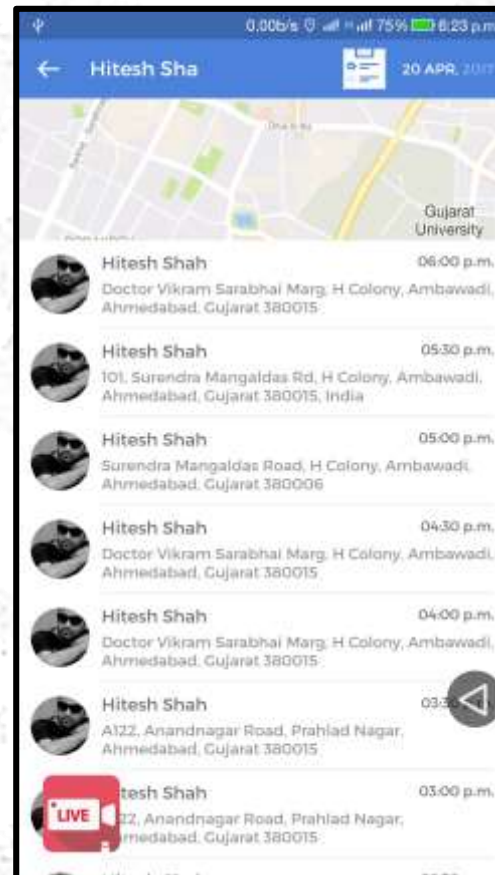


➤ Up to 50 Meters accuracy

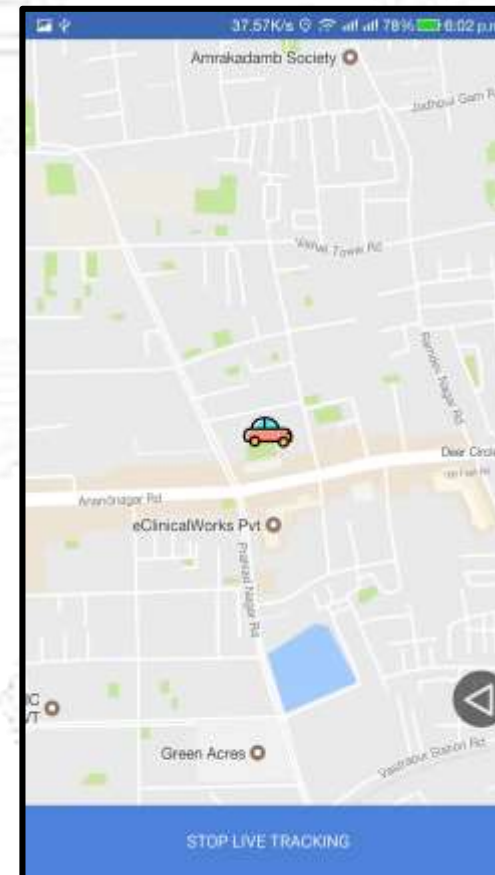
*All Users Last Location update*



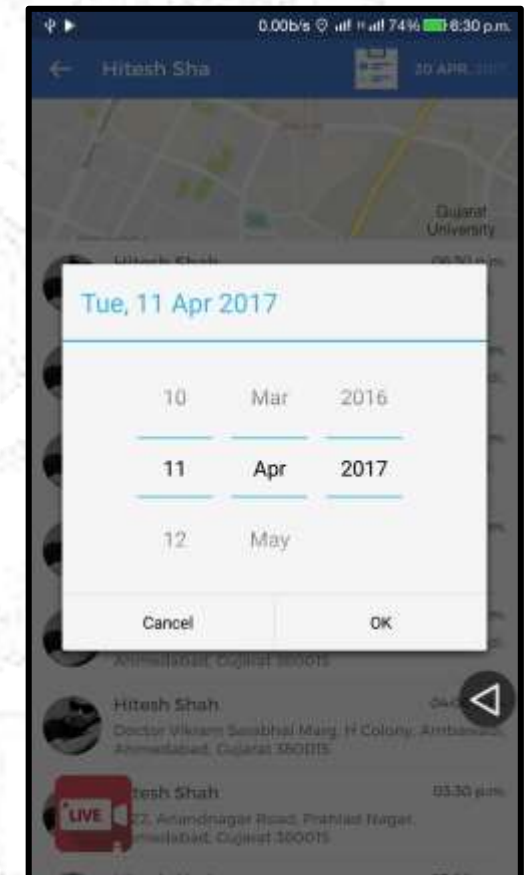
*Individual User daily log (30/15 min)*



*Live Movement On the Map*



*Change date for history (12 months)*







# Attendance



- Check in/out by matching user GPS co-ordinates with office GPS.

## Check In/Out With GPS Validation

20 Apr, 2017  
05:52 p.m.

Refresh Location

LOCATION Office

ADDRESS A 301, Anandnagar Road, Prahlad Nagar

You are ready to check-in,

CHECK-IN

CHECK-OUT

MANUAL REQUEST HISTORY

## Monthly Attendance

| Attendance History    |           | Export to Excel |
|-----------------------|-----------|-----------------|
| <                     | Apr, 2017 | Σ 182.19 hrs    |
| Avani Jain            | 20 Apr    |                 |
| 10:27 a.m. 08:24 p.m. |           | UPDATE          |
| Total 9:57 Hours      |           |                 |
| Avani Jain            | 19 Apr    |                 |
| 10:40 a.m. 08:38 p.m. |           | UPDATE          |
| Total 9:58 Hours      |           |                 |
| Avani Jain            | 18 Apr    |                 |
| 06:21 p.m. 08:18 p.m. |           | UPDATE          |
| Total 1:57 Hours      |           |                 |
| Avani Jain            | 18 Apr    |                 |
| 04:49 p.m. 06:21 p.m. |           | UPDATE          |
| Total 1:32 Hours      |           |                 |
| Avani Jain            | 18 Apr    |                 |
| 10:31 a.m. 04:49 p.m. |           | UPDATE          |
| Total 6:18 Hours      |           |                 |
| Avani Jain            | 17 Apr    |                 |
| 10:52 a.m. 08:08 p.m. |           | UPDATE          |
| Total 9:16 Hours      |           |                 |
| Avani Jain            | 16 Apr    |                 |
| Holiday: Full day     |           |                 |
| Avani Jain            | 15 Apr    |                 |

## Real-time Attendance Status

| Attendance           |                       | Leaves |
|----------------------|-----------------------|--------|
| Search               |                       |        |
| <                    | 20 Apr, 2017          |        |
| Avani Jain           | 10:27 a.m.            |        |
| Charmee Desai        | 10:31 a.m.            |        |
| Durgesh Kumar Pandey | Manual: Full day      | ✓ ✗    |
| Himanshu Dhakecha    | 10:55 a.m.            |        |
| Hitesh Shah          | 04:44 p.m.            | ✓ ✗    |
| Hitesh Shah          | 11:36 a.m. 04:07 p.m. |        |
| Total 4:51 Hours     |                       |        |

## Manual Attendance (with manager approval)

Avani Jain

Manual Attendance

DATE 15 Apr, 2017

ATTENDANCE Full Day Half Day

phone not working

SUBMIT



# Travel - Attendance



- Check in/out by capturing user GPS co-ordinates/Location while Travelling.

*Travel Attendance*

*Check-in/Out with Selfie option*

*Location Captured automatically*

*View attendance History*





# Leaves



- Leave application and approval, history, pending leave status.

*Apply for Leave*

Komal Sejpal  
**Apply for Leave**

TYPE Sick Leave

Leaves Full Day Half Day

FROM 14 Apr, 2016 TILL 14 Apr, 2016

Not well

SUBMIT

*Leave Status*

Komal Sejpal  
**Casual Leave**  
Approved

DATE 15 Mar, 2016 (full day)

As discussed leaves applied for the month of March.

Please approve the same.

Withdraw

*History and Balance*

Attendance Leaves

|                      |                          |
|----------------------|--------------------------|
| SICK LEAVE 10.0/10.0 | CASUAL LEAVE 5.0/10.0    |
| PAID LEAVE 10.0/10.0 | OPTIONAL LEAVE 10.0/10.0 |

LEAVE STATUS Export to Excel

- Komal Sejpal 15 Mar Casual Leave Withdraw
- Komal Sejpal 15 Mar Sick Leave
- Komal Sejpal 14 Mar Casual Leave Withdraw
- Komal Sejpal 14 Mar

*Monthly View (Leaves applied/status)*

< Apr, 2016 >

- Anand Pandey 27 Apr Casual Leave
- Anand Pandey 26 Apr Casual Leave
- Charmi Desai 11 Apr Optional Leave
- Gaurav Kumawat 2 Apr Casual Leave
- Poorvi Nigotiya 2 Apr

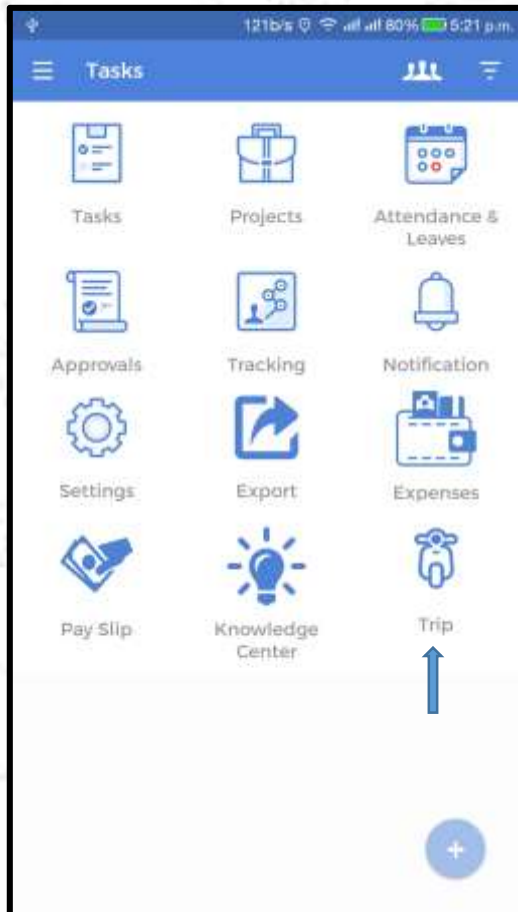


# Claims Local Travel (km based)

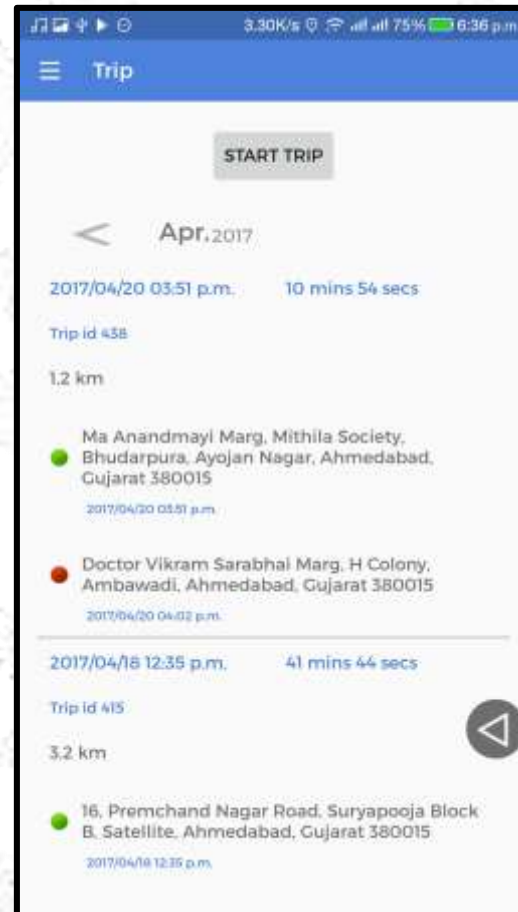


- Claim local travel by logging km for work trips similar to OLA/UBER apps.

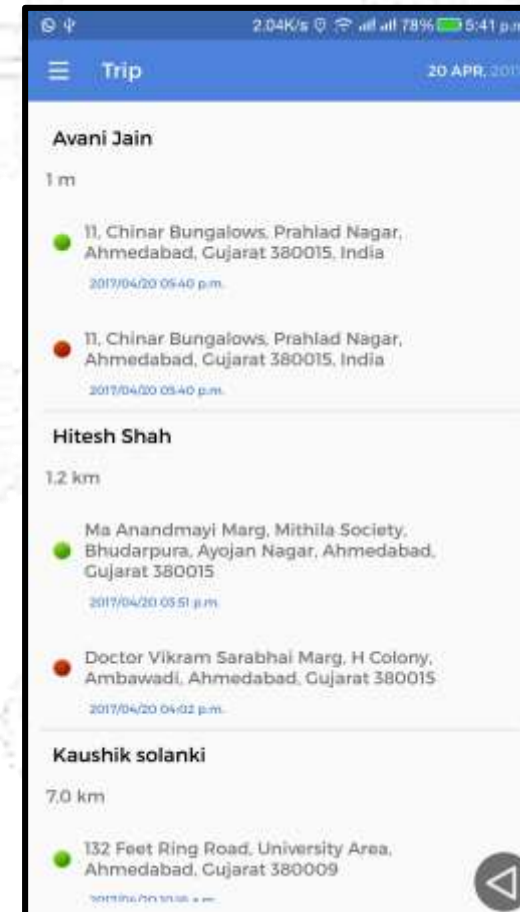
## Select Trip



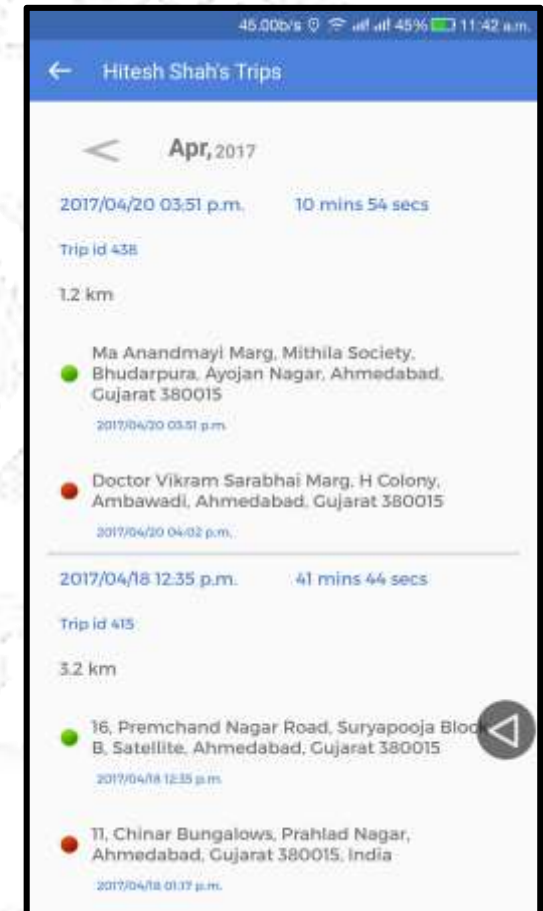
## Start / End Trip to log km



## View Users Trip



## View Trip History





# Expense Claims



- Make expense claims on the move, attach pictures of original supporting documents

*Add Expense Dates,  
amount*

*Attach Bills*

*Approval/Rejection  
by manager*

*History of Expense*



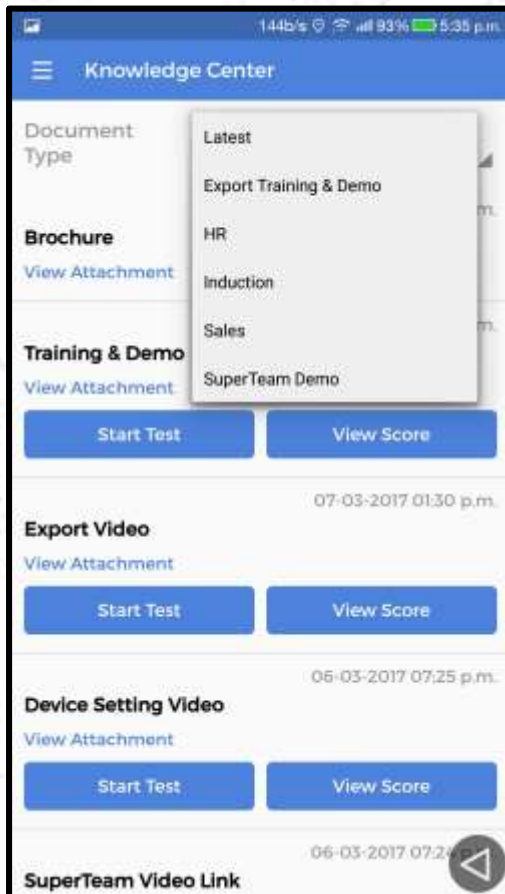


# Knowledge Center



- Share documents, product launches, training material with the team

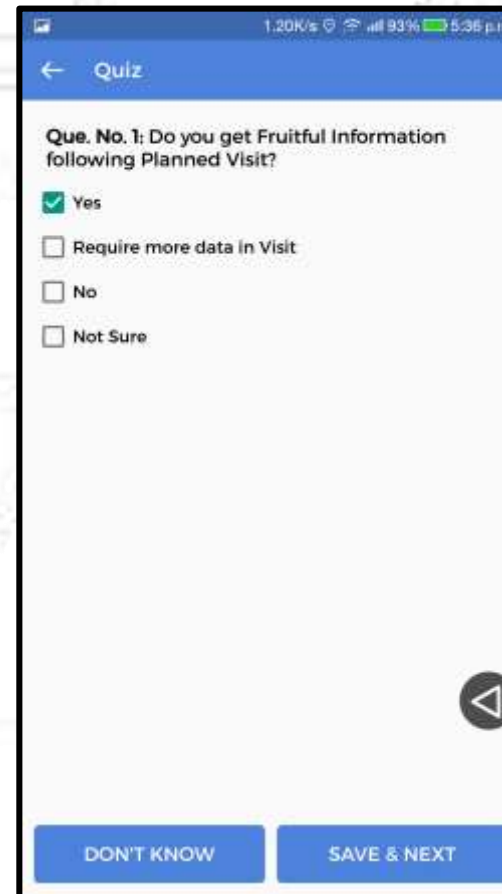
## Document Category



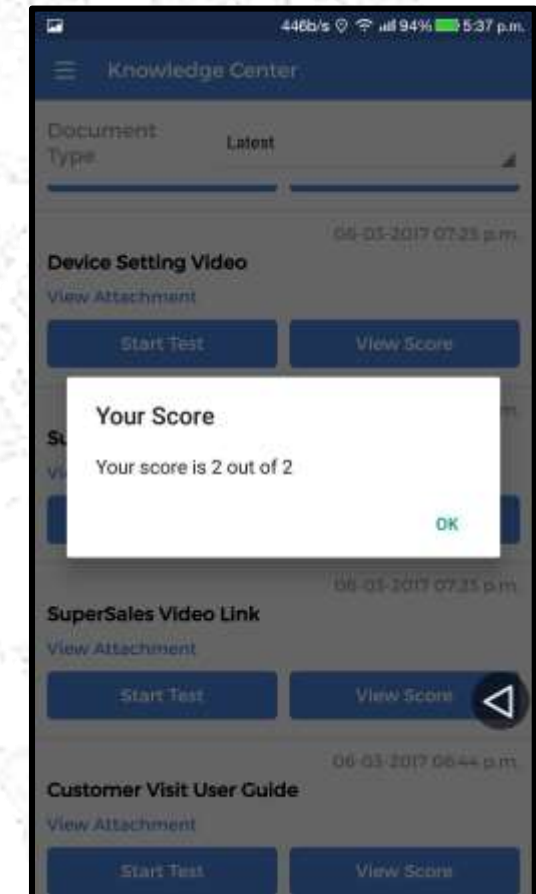
## View Document / Video



## Document Quiz



## View Score





# Task Creation



- Any team member can create a task, create a task group.

## Create a task

24.00b/s 88% 6:27 p.m.

← Create a task

DETAILS ATTACHMENTS

NAME Technical Training to New Joinee

TASK TYPE One Time

PROJECT

ASSIGN TO Avani Jain, Hitesh Shah

CC kamlesh Mali

STARTING FROM 15 Apr, 2017 10:30 a.m. ENDS BY 17 Apr, 2017 10:30 a.m.

ESTIMATED (hh:mm) 19 : 0

DESCRIPTION Provide training for SuperTeam application to Vikas

ADDRESS

DONE

## Creating a Task Group

76.00b/s 89% 6:22 p.m.

× ASSIGN TO

Search

Select All

Admin 1

Anand Pandey

Avani Jain

Charmee Desai

chirag thummar

Cinthyia Mary

Durgesh Kumar Pandey

Himanshu Dhakecha

Hitesh Shah

Irfan Travadi

kamlesh Mali

DONE

## Choose Task Type

58.00b/s 89% 6:23 p.m.

← Create a task

DETAILS ATTACHMENTS

NAME Technical Training to New Joinee

TASK TYPE

PROJECT

ASSIGN TO

CC

STARTING FROM 14 Apr, 2017 06:21 p.m. ENDS BY

ESTIMATED (hh:mm) 9 : 30

DESCRIPTION

ADDRESS

DONE

## Add Attachments

190b/s 87% 6:28 p.m.

← Create a task

DETAILS ATTACHMENTS

Upload File

360692IMG\_20170321\_162857.jpg

FILE SUPPORTED  
jpg, jpeg, png, gif, bmp, mp3, wav, ogg, x-ogg, mid, midi, AMR, mpeg, 3gpp, mkv, mp4, pdf, txt, csv, xml, html

DONE



# Task Updation



- Communication related to task , All updates will be shared with the task

**Update Status**  
*(Text, Audio, Picture)*

**Ask a Question**  
*(Related to task)*

**Delegate a Task**

**Task Completed**

0.00b/s 87% 6:30 p.m.

Technical Training to New Joinee  
ONE TIME TASK

ASSIGN TO: Hitesh Shah, Avani Jain,

CC To: kamlesh Mali,

TASK TYPE: One Time

DESCRIPTION: Provide training for SuperTeam application to Vikas

START TIME: 2017-04-15 10:30 a.m.

END TIME: 2017-04-17 10:30 a.m.

ESTIMATED (hh:mm): 19:0

PRIORITY: High

PROJECT NAME:

DEPENDENCE ON TASK:

WORK LOCATION: A 301, Anandnagar Road, Prahlad Nagar, Ahmedabad, Gujarat, India

BUDGET: 2500.0

Bottom bar: Add a note..., icons for chat, question, clock, person, and task.

888b/s 80% 6:31 p.m.

Technical Training to New Joinee  
ONE TIME TASK

ESTIMATED (hh:mm): 19:0

PRIORITY: High

PROJECT NAME:

DEPENDENCE ON TASK:

WORK LOCATION: A 301, Anandnagar Road, Prahlad Nagar, Ahmedabad, Gujarat, India

BUDGET: 2500.0

CREATED BY: Avani Jain

Bottom bar: Do you have any query? Hitesh Shah

1.36K/s 81% 6:25 p.m.

Technical Training to New Joinee  
ONE TIME TASK

380015, India at 4/14/17 7:14 PM

Me: Avani Jain has CheckedOut Successfully from T1, Chinara Bungalows, Prahlad Nagar, Ahmedabad, Gujarat 380015, India at 4/14/17 7:16 PM

Me: Charge Expense: 850

Me: Task Edited Description: Provide training for SuperTeam application b to Vikas

Bottom bar: I am not available

1.66K/s 80% 6:25 p.m.

Technical Training to New Joinee  
ONE TIME TASK

380015, India at 4/14/17 7:14 PM

Me: Avani Jain has CheckedOut Successfully from T1, Chinara Bungalows, Prahlad Nagar, Ahmedabad, Gujarat 380015, India at 4/14/17 7:16 PM

Me: Charge Expense: 850

Me: Task Edited Description: Provide training for SuperTeam application b to Vikas

Bottom bar: I am not available today

STARTING FROM: 15 Apr, 2017 06:25 p.m. ENDS BY: 20 Apr, 2017 06:25 p.m.

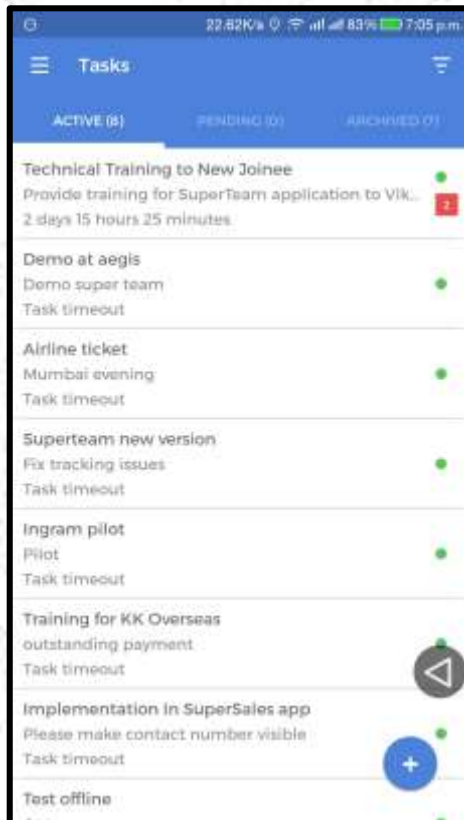




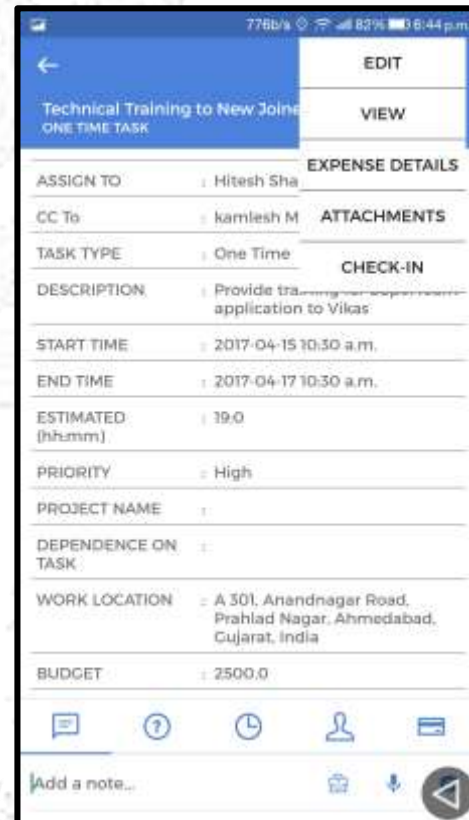
# Task Check In/Out

- For out of office work, user can go GPS check in/out to record location.

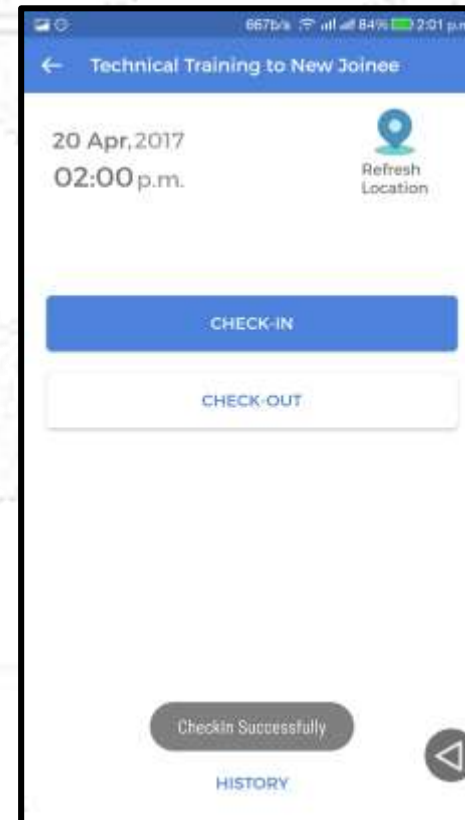
## Chat Notification



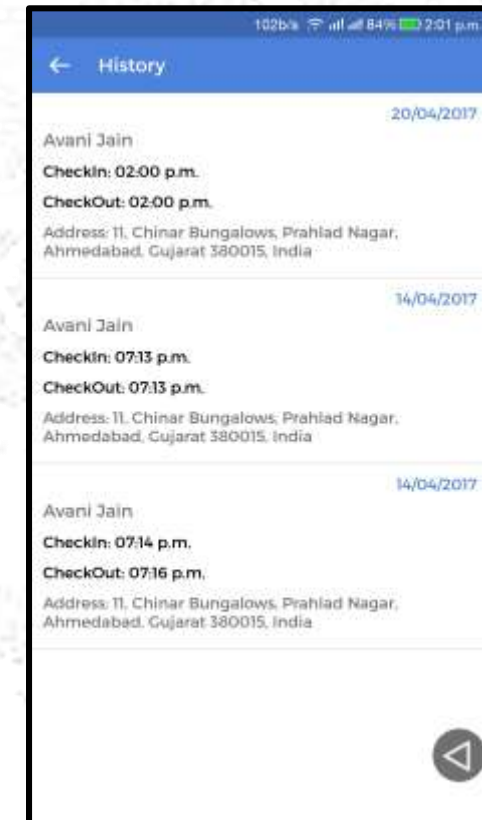
## Updates on Task



## Task Check In



## Task Check In/out History





# Sales/Service Call Task



## Create Service call

Create a task

DETAILS ATTACHMENTS

NAME Bulk Installation

TASK TYPE Service Call

PROJECT Bulk Installation of application

DEPENDENCE ON TASK Invite user

ASSIGN TO Avani Jain

STARTING FROM 26 Apr. 2017 05:40 p.m. ENDS BY 27 Apr. 2017 04:00 p.m.

ESTIMATED (hh:mm) 7 : 20

DESCRIPTION Check performance while bulk use

☒ New Call ☐ Repeat Call

DONE

## Selection of Issue

Create a task

DETAILS ATTACHMENTS

DESCRIPTION

☒ New Call

Customer Name

Customer Contact

PAST HISTORY

ACTION

ADDRESS 204, Ashirvad Paras Complex, Opp. Krishna Bung..

PRIORITY High Medium Low

BUDGET 5000

DONE

## View Service Call

Bulk Installation

ASSIGN TO Avani Jain

CC To Hitesh Shah

TASK TYPE Service Call

DESCRIPTION Check performance while bulk use

START TIME 2017-04-26 05:40 p.m.

END TIME 2017-04-27 04:00 p.m.

ESTIMATED (hh:mm) 7:20

PRIORITY High

PROJECT NAME Bulk Installation of application

DEPENDENCE ON TASK Invite user

WORK LOCATION 204, Ashirvad Paras Complex, Opp. Krishna Bunglows, Nr. Prahaladnagar Garden, Corporate Rd., Prahaladnagar Satellite, Ahmedabad, Gujarat, India

BUDGET 5000.0

Customer Name 24x7 Fitness

Customer Contact 9978994991

Customer Type New Call

PAST HISTORY

## Details Service Call

Bulk Installation SERVICE CALL TASK

EDIT VIEW

EXPENSE DETAILS ATTACHMENTS CHECK-IN

Logout frequently w

Me

You are trying to checkin from different customer location.

2017-04-26 05:53 p.m.

Me

Task Checkin request from TI, Chinar Bunglows, Prahalad Nagar, Ahmedabad, Gujarat 380015, India at 4/26/17 5:53 PM

2017-04-26 05:53 p.m.

Me

Avani Jain has CheckedOut Successfully from TI, Chinar Bunglows, Prahalad Nagar, Ahmedabad, Gujarat 380015, India at 4/26/17 6:01 PM

2017-04-26 06:01 p.m.

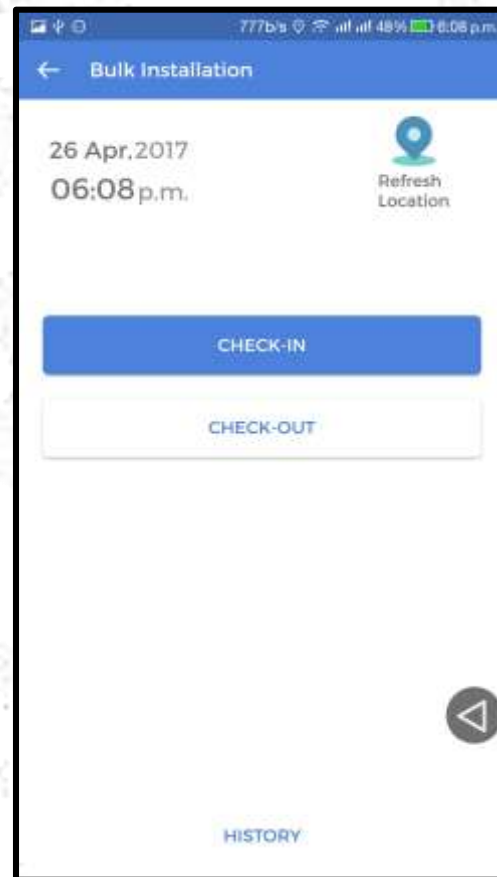
Chat icons: messages, help, download, profile, wallet

# Service Call Task

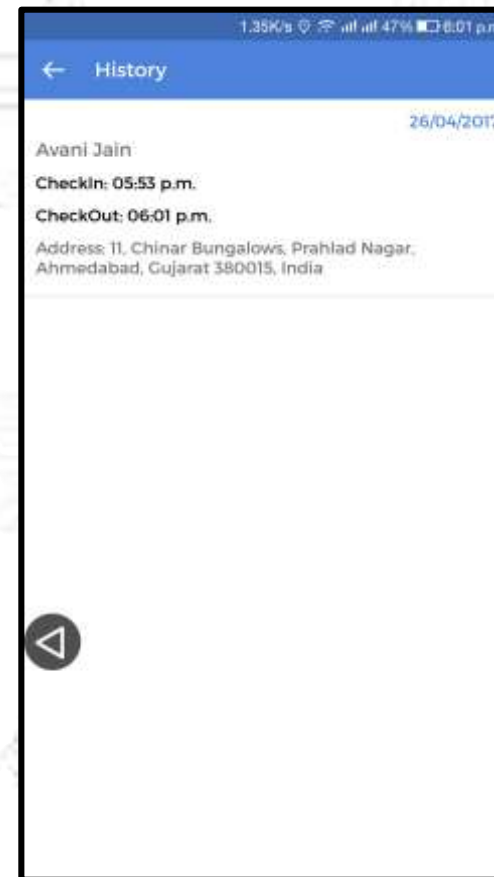
## Picture with GPS Coordinates



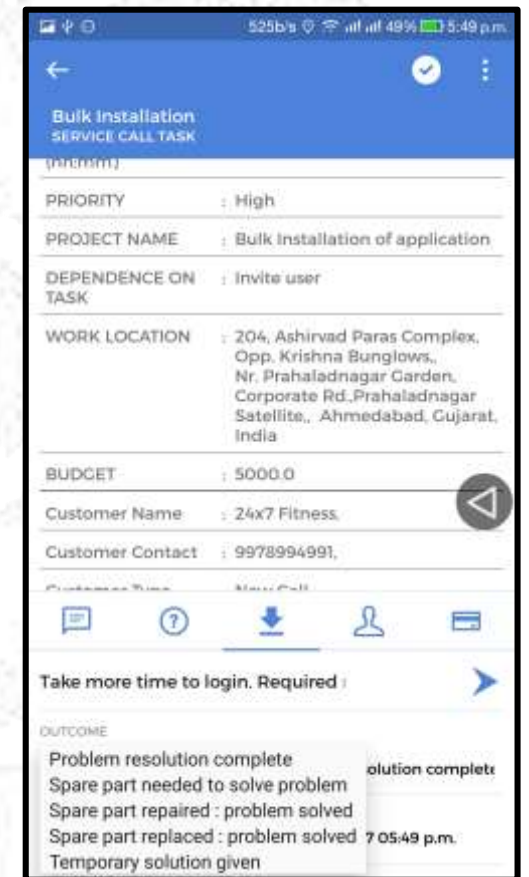
## Check In/Checkout @ Site



## History



## Service Outcome





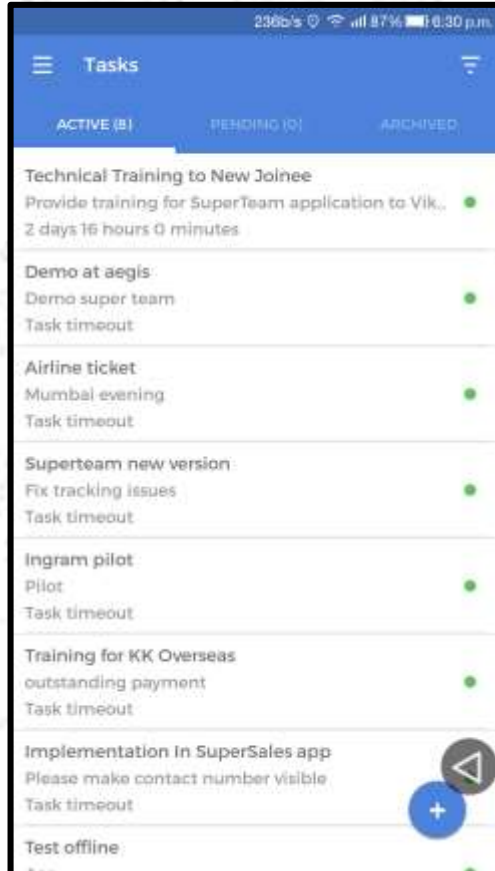


# Task Monitoring

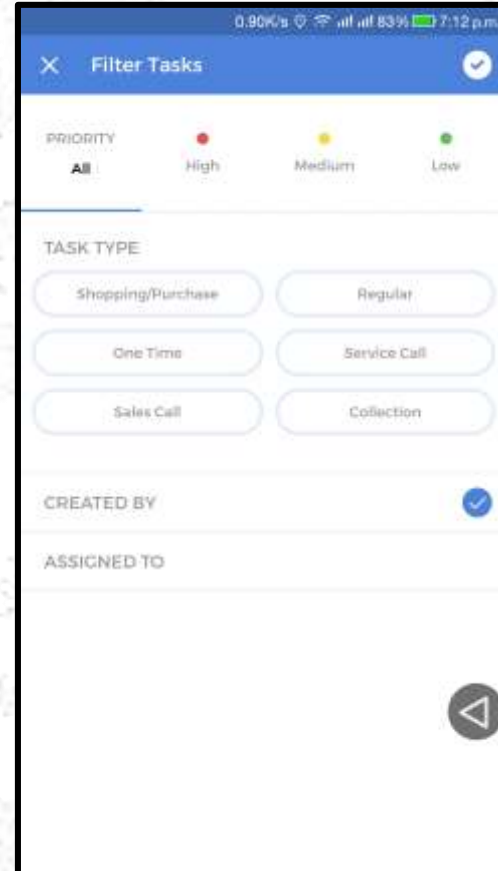


- Communication related to task ,All updates will be shared with the task group

*My Tasks for today*



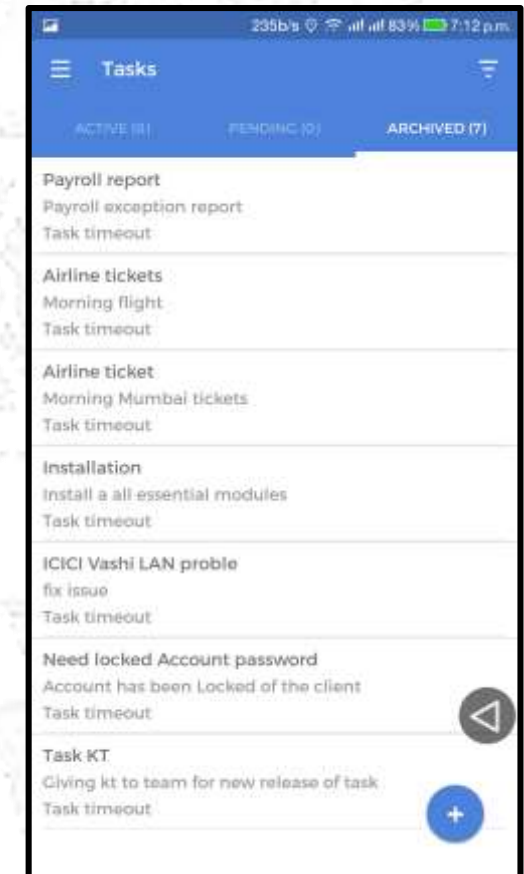
*Filter Tasks  
(useful for Managers)*



*Expenses related to task  
(Tracking Budget vs. Spend)*



*Done & Archived*





# Project Management



- A project is a group of tasks with dependency, manage project updates/status

## Create a Project

**Create a task**

DETAILS ATTACHMENTS

NAME User signup

TASK TYPE One Time

PROJECT Bulk Installation of application

ASSIGN TO Avani Jain

STARTING FROM 20 Apr. 2017 02:16 p.m. ENDS BY 20 Apr. 2017 06:21 p.m.

ESTIMATED (hh:mm) 4 : 5

DESCRIPTION You need to complete signup process as early as possible

ADDRESS A 301, Anandnagar Road, Prahlad Nagar, Ahmed..

DONE

## Add Attachment

**Create a task**

DETAILS ATTACHMENTS

Upload File

685303Screenshot\_20170420-141816.jpg

FILE SUPPORTED  
jpg, jpeg, png, gif, bmp, mp3, wav, ogg, x-ogg, mid, midi, AMR, mpeg, 3gpp, mkv, mp4, pdf, txt, csv, xml, html

DONE

## Dependant Task

**Create a task**

DETAILS ATTACHMENTS

NAME Invite Users

TASK TYPE One Time

PROJECT Bulk Installation of application

DEPENDENCE ON TASK User signup

ASSIGN TO Avani Jain

STARTING FROM 21 Apr. 2017 07:21 p.m. ENDS BY 22 Apr. 2017 07:21 p.m.

ESTIMATED (hh:mm) 9 : 30

DESCRIPTION Once signup process completed, invite users

ADDRESS

DONE

## View Project

**Invite user**  
ONE TIME TASK

TASK TYPE : One Time

DESCRIPTION : Invite user after completing user signup.

START TIME : 2017-04-21 10:00 a.m.

END TIME : 2017-04-22 03:00 p.m.

ESTIMATED (hh:mm) : 14:30

PRIORITY : Medium

PROJECT NAME : Bulk Installation of application

DEPENDENCE ON TASK : User signup

WORK LOCATION : A 301, Anandnagar Road, Prahlad Nagar, Ahmedabad, Gujarat, India

BUDGET : 0.0

CREATED BY : Avani Jain

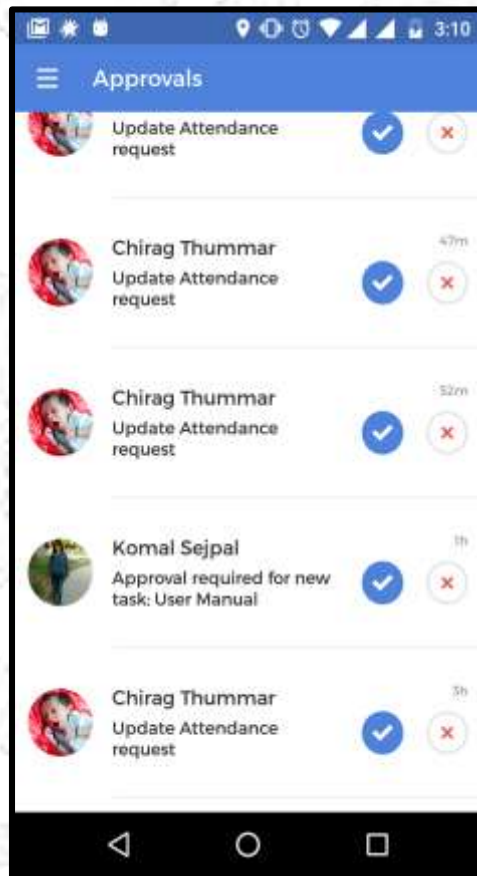
Add a note...



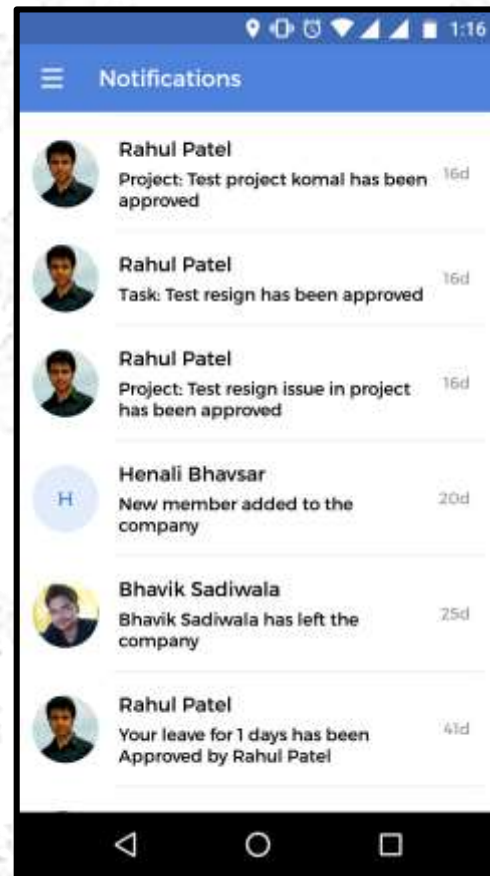
# Approvals, Notification Reports & Export



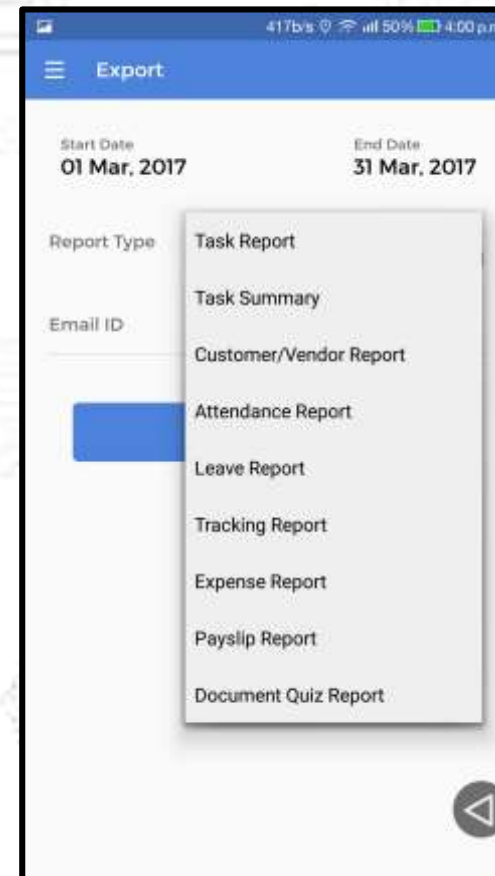
## *My Approvals (for managers)*



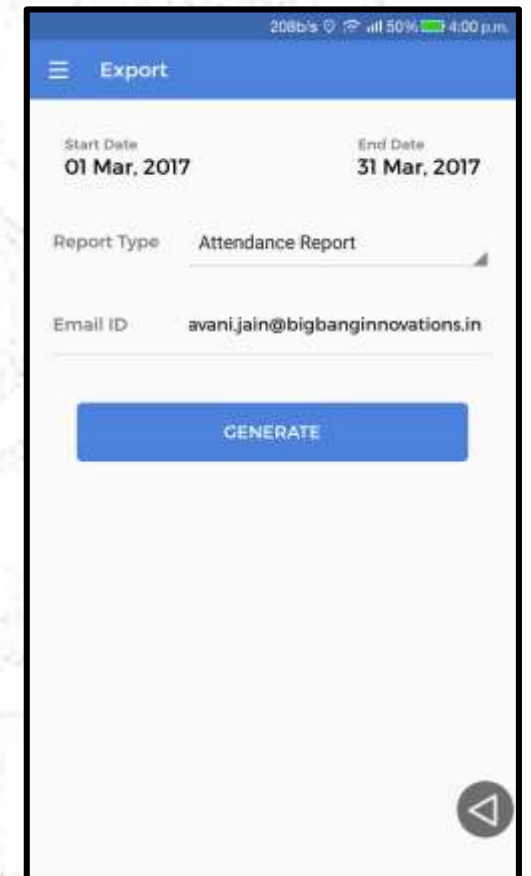
## *My Notifications*



## *List of Reports*



## *Export to Excel*







# Pay Slip



## Payroll

Tasks

Projects

Attendance & Leaves

Approvals

Notification

Settings

Expenses

Payroll

## User Details

Charmee Desai

User Detail

Employee Code: BB102

Designation: Software Developer

PAN Number: BVDPD3415R

PF Account Number: G3/AHD/1340665000/17

Bank Name: HDFC BANK

Bank Account Number: 02111050031902

Earnings

SAVE & UPDATE

## User Earnings

Payroll

PAYROLL PAY SLIP

Earnings

|                     |          |               |
|---------------------|----------|---------------|
| CTC                 | 240000.0 | Rs.           |
| Basic Salary        | 40.0     | % of CTC      |
| HRA                 | 40.0     | % of Basic    |
| Medical Allowances  | 1250.0   | Rs. per Month |
| Conveyance          | 1600.0   | Rs. per Month |
| Variable Pay Amount | 0.0      | % of CTC      |

Deductions

|                       |     |            |
|-----------------------|-----|------------|
| PF                    |     |            |
| Employee Contribution | 0.0 | % of Basic |

## User Deduction

Payroll

PAYROLL PAY SLIP

Deductions

|                       |        |               |
|-----------------------|--------|---------------|
| Conveyance            | 1600.0 | Rs. per Month |
| Variable Pay Amount   | 0.0    | % of CTC      |
| PF                    |        |               |
| Employee Contribution | 0.0    | % of Basic    |
| Employer Contribution | 0.0    | % of Basic    |

Investments

|                                     |     |               |
|-------------------------------------|-----|---------------|
| Actual Rent Paid                    | 0.0 | Rs. per Annum |
| Investment Under 80C [excluding PF] | 0.0 | Rs. per Annum |
| Other Exemptions                    | 0.0 | Rs. per Annum |



# Pay Slip



## Generate/Publish User Payslip

Pay Slip

GENERATE PUBLISH

< Jul, 2016 >

☐ Select All

☐ Poorvi Nigotiya View

☐ Komal Sejpal View

☐ Charmee Desai View

☐ rishi modi View

PUBLISH

## View Payslip

Charmee Desai

Jul, 2016

|                    |      |
|--------------------|------|
| Total Working Days | 24.0 |
| Total Paid Days    | 24.0 |
| Total Leave Taken  | 1.0  |

Earnings

|                    |         |
|--------------------|---------|
| Basic Salary       | 10800.0 |
| HRA                | 4320.0  |
| Special Allowances | 7734.0  |
| Conveyance         | 1600.0  |

SAVE & UPDATE

## View Net Salary

Charmee Desai

|                |         |
|----------------|---------|
| Gross Earnings | 25704.0 |
|----------------|---------|

Deductions

|                          |        |
|--------------------------|--------|
| PF Employee Contribution | 1296.0 |
| TDS                      | 0.0    |
| Professional Tax         | 200.0  |
| Short Hours              | 0.0    |
| Gross Deduction          | 1496.0 |

|            |         |
|------------|---------|
| Net Salary | 24208.0 |
|------------|---------|

SAVE & UPDATE

## Mail Option

Pay Slip

charmi.desai@bigbanginnov

DOWNLOAD



# Application Setup



## *New User Registration*

Register

FIRST NAME Komal

LAST NAME Sejoal

EMAIL nathwani.komal16@gmail

MOBILE 9879795588

PERMANENT ADDRESS

PINCODE 380015

ADDRESS 1 A122, Anandnagar Rd

ADDRESS 2 Prahlad Nagar

## *Login*

MOBILE 9879795588

.....

LOGIN

[FORGOT PASSWORD?](#)

[Not a registered user? SIGN UP NOW](#)

## *Forgot Password*

Forgot Password

MOBILE 9879795588

RESET

## *Functionality*

Tasks

Tasks Projects Attendance & Leaves

Approvals Tracking Notification

Settings Export Expenses

Pay Slip Knowledge Center Trip

[+](#)





# Company Setup



## Company Profile

Company Profile

NAME Big Bang Innovation Pvt. Ltd

MOBILE 9726872143

LANDLINE 9067761172

EMAIL manukhera@gmail.com

DESCRIPTION IT company

TYPE Trading

ADDRESSES +

A 301, Anandnagar Road, Prahlad Nagar,  
Ahmedabad 380015, Gujarat, India  
Permanent Address >

550, Phase 5, Udyog Vihar, Behind Enkay Tower, >

## Attendance

Attendance

WORKING DAYS

M T W T F S S

COMPANY TIME

STARTING FROM 10:00 a.m. ENDS BY 07:30 p.m.

TRACKING TIME

STARTING FROM 08:00 a.m. ENDS BY 09:00 p.m.

Minimum Daily Working Hours 0 : 0

Average Working Hours 9 : 30

Saturday Working Policy ☒ ☐

☒ Saturday 1 ☐ Saturday 2 ☒ Saturday 3

SAVE & UPDATE

## Holiday List

Holidays

HOLIDAY LIST (9) +

JAN 14 Uttarayan

MAR 21 Holi

AUG 02 Rakshabandhan

AUG 09 Janmasthmi

OCT 02 Gandhi Jayanti


OCT 15 Dusserah

NOV 09 Diwali

SAVE & UPDATE

## User Profile

Profile



FIRST NAME Komal

LAST NAME Sejpal

EMAIL nathwani.komal16@gmail

MOBILE 9879795588

PERMANENT ADDRESS +

PINCODE 380015

ADDRESS 1 Orchid White Field

ADDRESS 2 Makarba, Prahlad Nagar



# Master Data of Company



## Work Location

← Work Location

LOCATION Office

ADDRESS A122, Anandnagar Rd, Prahlad...

Address:  
A122, Anandnagar Rd,  
Prahlad Nagar,  
Ahmedabad-380015,  
Gujarat,  
India

SAVE & UPDATE

## Customer/Vendor

← Update Customer

NAME Manu

MOBILE 9322652615

LANDLINE 02239641102

EMAIL test@test.com

DESCRIPTION Test

TYPE Trading

SAVE & UPDATE

## Payroll Breakup

← Payroll

☒ Payroll Enable

SALARY TYPE ☐ FLAT ☒ BREAKUP

Allowances

Basic Salary 40 % of CTC

HRA 10 % of Basic

Conveyance 1000 Rs.

Medical 1000 Rs.

LTA 1000 Rs.

SAVE & UPDATE

## Resignation

← Resignation

Why do you want to resign from the company?

SUBMIT RESIGNATION

Your resignation will be sent for approval



# Configuring Roles and Rights



- (Defining approval rights of Managers and team members, defining reporting structures)

## Invite New User

NAME: Invite New User

MOBILE: 911111111

EMAIL: manukhera@gmail.com

ROLE: Team Member

MANAGER: admin: Chirag T hiumm

SEND INVITATION

## Team Member Rights

Roles & Rights

MANAGER TEAM MEMBER

Require approval for Task creation/Task modification

Require approval for Task Update

Enable tracking during work hours

Modify Project

Modify Task

Reopen Task

SAVE & UPDATE

## Manager Rights

Roles & Rights

MANAGER TEAM MEMBER

Approve update start/end time of team members

Approve Leave request of team members

Approve Manual attendance of team members

Track team members

Enable tracking during work hours

Approve Project creation/Project modification

SAVE & UPDATE

## Reporting Structure

Your Managers

Manu Khera  
9322652615  
manukhera@gmail.com  
SUPER ADMIN

Rahul Patel  
1010101010  
ADMIN

You  
9879795588  
nathwani.kornall6@gmail.com  
TEAM MEMBER





# Thanking You

## Big Bang Innovations Pvt. Ltd.

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