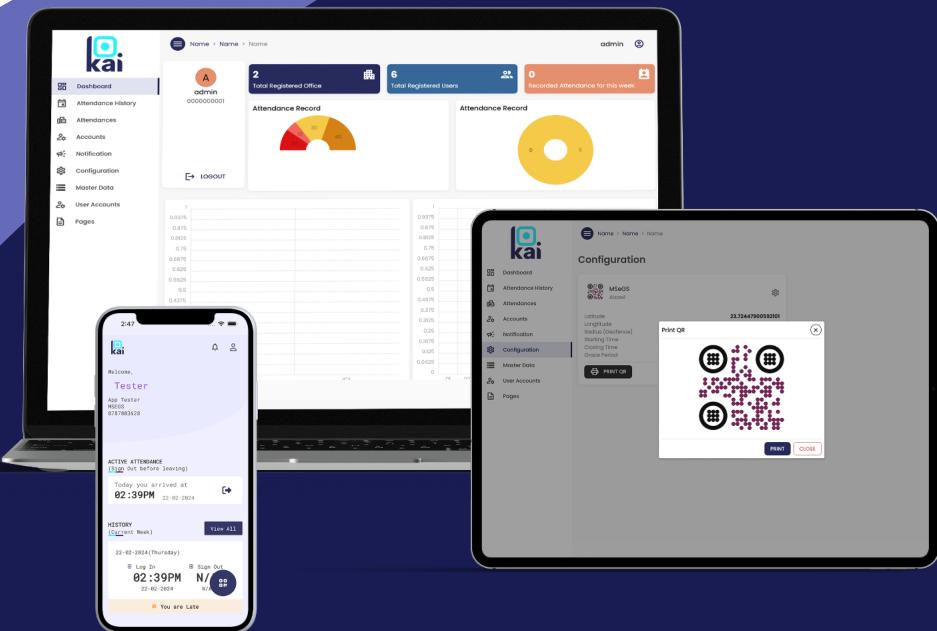




# USER MANUAL

Mizo Version



Crafted with care by  
Mizoram State e-Governance Society (MSeGS)

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I

# User/Employee Tan

## 1. Introduction :-

Kai App hi, a hman theih dan tur chu Sorkar Department in emaw kan organization a thuneitu zawk ten hmang tura tih kan nih chuan; heng App store (iOS) leh Play Store (andriod) atang te a Download/Install mai tur a ni. Kan awlsam zawk nan a hnuaia QR Code leh app install theihna link tarlan niin, QR Code te hi kan phone camera atangin emaw QR Code Scanner app kan neih atangin scan in Download/Install mai theih bawk a ni.



Scan to Download from  
**PLAY STORE**



URL Link (andriod)  
<https://shorturl.at/ceqyv>



Scan to Get it from  
**APP STORE**



URL Link (iOS)  
<https://shorturl.at/eM068>



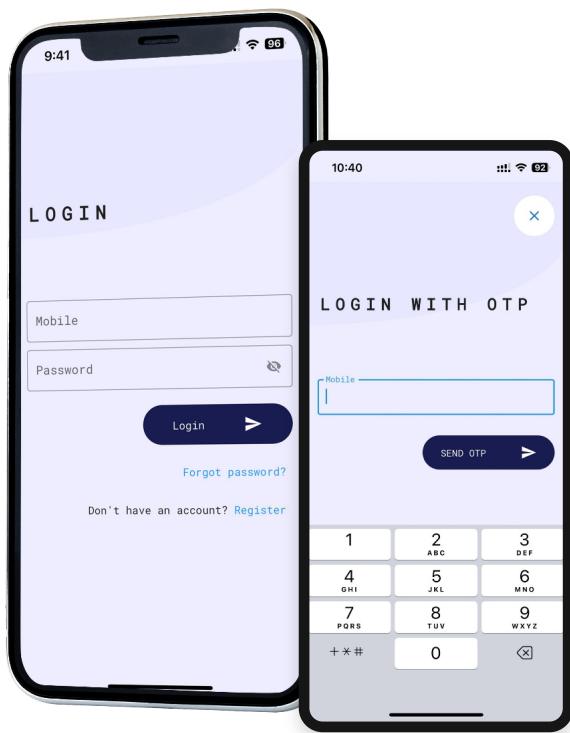
**\*\*Note :** Kai hi mizo taka lam tur a ni a, heng kai tha, kai kim, Sikul kai, pisa kai hetu thumal kai hi a app hming bul tumtu chu a ni.

He app hi Mizoram State e-Governance Society ten kum 2024 a Mizoram Sorkar tan uluk tak leh tangkai taka hman a nih theih nan a thlawn a duan a ni.

## 2. Register Dan:-

App install zawh tawh a nih chuan, Kai app hawng la, Login page l hmang. A vawi khatna atana hawng te chuan "Register" button kha hmeh tur a ni.

Heng Office hming thlan a, mahni hming pum, designation, mobile number leh password te hi dik taka chhut luh leh tur a ni, "Sign Up" Button hmeh leh mai tur a ni.



## 3. Login Dan:-

Register tawh te tan chauh tur a nih avangin in register hmasa turin ngen kan ni.

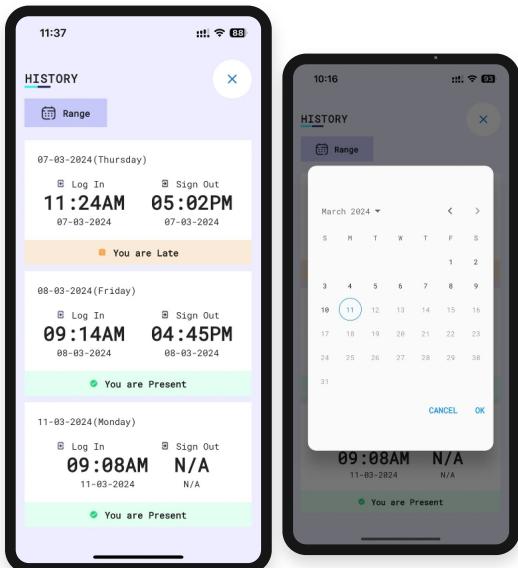
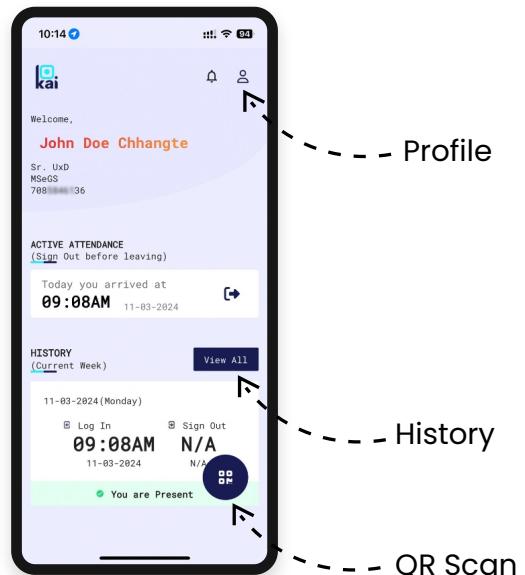
Register laia kan chhut luh mobile number leh password hmanga "Login" tur a ni.

Password kan hre tawh lo a nih chuan "Forgot Password" select in registration tih lai a mobile number kha chhu ang che, "Send OTP" hmeh tur a ni. Mobile number chhut luh ah hian SMS in OTP thawn kan ni ang. OTP chhut luh zawh a, password thar set mai tur a ni.

## 4. Dashboard :-

Dashboard ah hian User profile lanna a awm a, Office thlen hun te, Attendance history te leh Attendance pek theihna QR Code Scanner te dah a ni.

OR CODE SCAN icon hmang hian QR Code office/institution a bel ah scan tur a ni. Chu chuan Attendance dah tihna a ni ang.

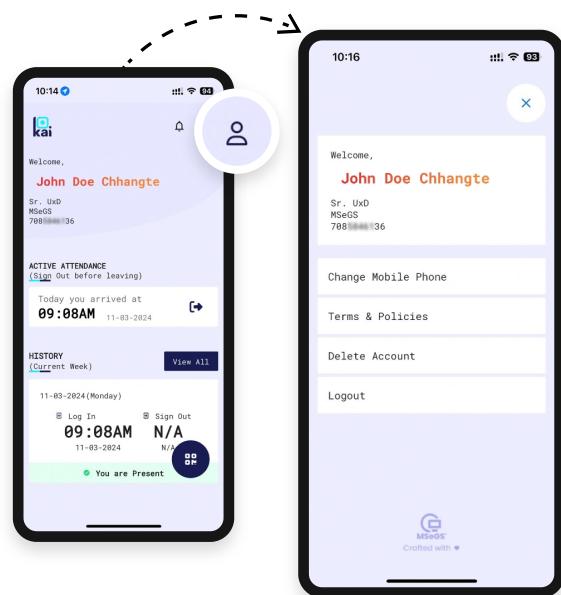


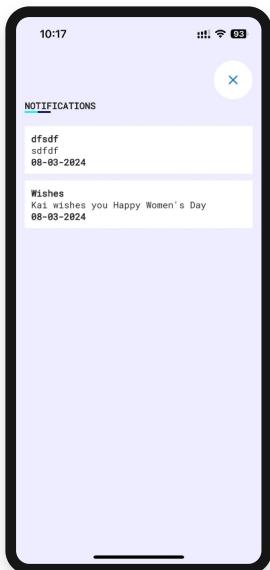
## 5. History :-

History ah hian attendance kan pek dan zawng zawng record en let theih in a awm. Date Range select theih niin, hun chhung bik en tur neih a nih chuan en theih vek a ni bawk.

## 6. Profile :-

"Profile" page ah hian "Change Mobile Phone" atang hian kan mobile phone (Device) te chu thlak dil theih a ni. Mobile phone (Device) hi a thalo emaw hman a ni tawh dawn loh chuan he "Change Mobile Phone" hmang hian request siam tur a ni. Request hi Manager/Thunei zawkte in thutlukna a siam thei ang.





## 7. Notification :-

Kan hriattu tul ang te hriattirna tur a ni ang.

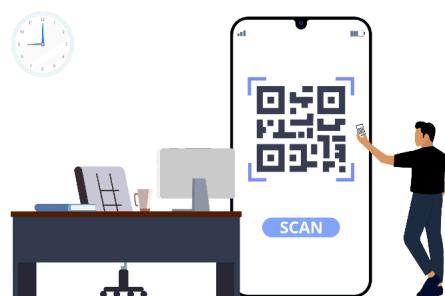
## 8. Desktop view for employee:-

Webiste Link

<https://kai.msegs.in>

Employee/User tan hian web portal atangin login theih a ni a. Login tur chuan mobile app a login kan siam ang khan login mai tur a ni.

Desktop mode ah hi chuan Attendance punch in (QR Code scan na) a awm ve lo. Attendance Record/Log en letna tur a awm thung ang.



II

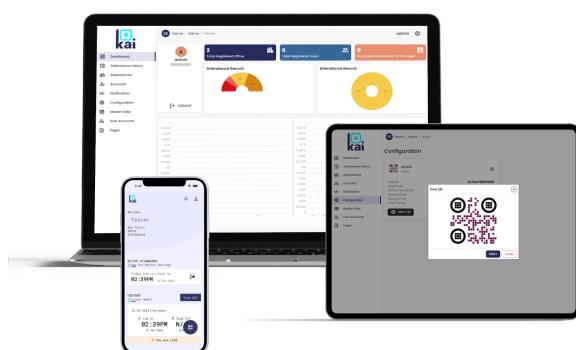
# Manager Tan

## 1. Introduction :-

Manager role a lut tur tan he website link ah atang hian luh tur a ni.

Webiste Link  
<https://kai.msegs.in>

## 2. Roles hrang hrang te :-



i) **User/Employee** :- Mobile app hmang in user in QR Code ah scan in attendence a pe thei ang.

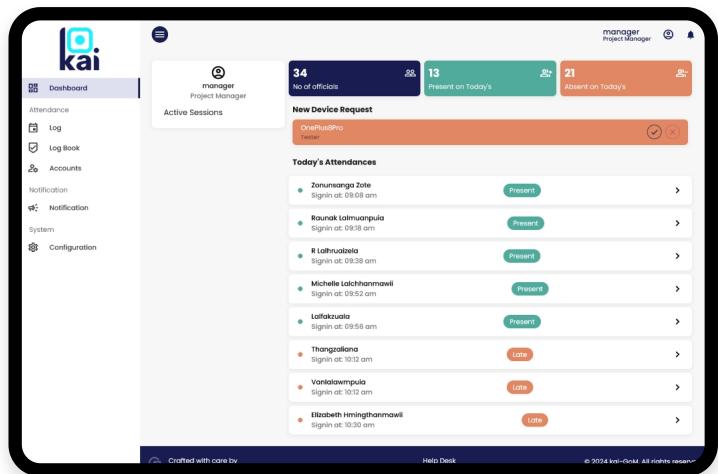
ii) **Manager** :- User thuneina nei bik department emaw organization in a ruat a ni a, employee attendance enkawl tu ber a ni ang.

He manual ah hi chuan Manager ten an tih theih tlangpui kan tarlang ang.

### 3. Dashboard :-

Manager Dashboard ah hian Employee zat, Present leh Absent zat te hmuh theih a ni a, "Today Attendance" pawh awlsam taka hmuh theihin a awm.

Employee details en thei a ni ang nga, hetah hian Attendance recorded time hmun theih a nga, an sign in na location leh map te leh Device (mobile phone) a luhna thleng in hmuh theih mai in a awm.



### 4. Attendance :-

i) **Log** :- Log ah hi chuan mahni attendance record en na a ni a, record te hi "Excel" file format a export chhuah theih mai a ni.

He section ah hian khawi location atangin nge QR Code scan tih te a lang a nga, device (mobile phone) hming te leh Department/ organization information te hmuh theih in a awm ang

This screenshot shows the 'Attendance History' page. It displays a single log entry for 'Monday, 11th of March 2024 09:08 AM' with a sign-in time of '09:08 am' and a sign-out time of '04:08 pm'. The page includes a header with 'Present' and 'Late' buttons, a date range selector, and a 'Filter' button. The sidebar on the left is identical to the Manager Dashboard.

This block contains two screenshots of the KAI Attendance page. The left screenshot shows a detailed log entry for 'Attendance on 11-03-2024 09:08 am' with fields for sign-in and sign-out times, office details, and device information. The right screenshot shows the same log entry with a map view of the location, including a satellite view and a zoomed-in map of a specific area. Both screenshots include a header with 'Present' and 'Late' buttons, a date range selector, and a 'Filter' button. The sidebar on the left is identical to the Manager Dashboard.

The KAI application interface displays two main sections. The top section, 'Log Books', lists attendance records for various employees on a specific date. The bottom section, 'Record of Zonunsanga Zote', provides detailed information about a specific employee, including their QR code and a monthly calendar.

**ii) Log Book :-** Log Book ah attendance record felfai taka dah niin, attendance record enlet theih in a awm. He attendance record te hi "Excel" file in a export chhuah theih a ni.

Record te hi mimal details entheih a ni bawk a, mimal kal dan record calendar atang a en theih in a awm. Khawi location atangin nge QR Code an scan tih a hmuh theih bawk ang.

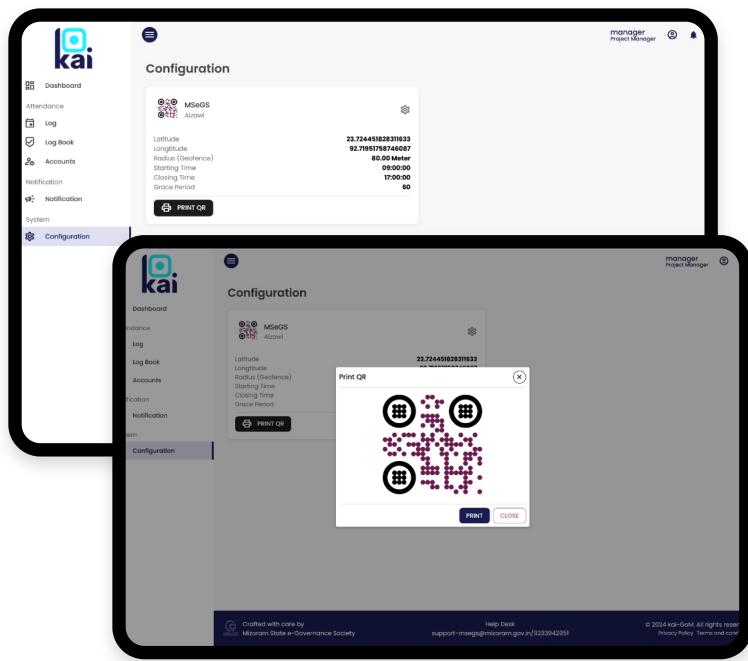
**iii) Account :-** Account section ve thung ah hi chuan, employees list approve tawh leh la approve lo tarlanna a ni a. Approve tawh chu "Active" tab ah an awm a nga, Employee registration ti tawh, la approve an nih chiah loh chuan "Inactive" tab ah hian an awm thung ang. Employee in registration an tih khan "Account" section a "Inactive" tab ah hian an awm ang. Manager ten active sak mai tur a ni.

The 'Accounts' section of the KAI application lists employees categorized by status. The 'ACTIVE' tab is selected, displaying a list of employees such as Lathakuala Hrshsel, Zerimawali, Christino Loddhawmi, Lohruisanga, C. Malswamjula, C. Lohmangala, Michelle Lachharmawi, Lathafel Kutta, Lathimpuli, Gloria Lohmongali, Nicky Prachan, Lathiemawmi, and Antongpoulo Boi.

## 5. Notifications :-

Notification Section ah hian Employee te hriatur thu chhuahna hmun a ni.

The KAI application interface includes a 'Notifications' section. The top screenshot shows a list of existing notifications with details like title, message, and icon URL. The bottom screenshot shows a form for creating a new notification, allowing users to input a title, message, icon URL, and select a target or schedule option.



## 6. Configuration :-

Configuration section ah chuan kan office chungchang ziah luhna a ni a, heng; hming, latitude leh longitude te, district, area in a huam chhung, tan hun leh ban hun te ziak luh theih a ni.

UID for QR Code tih kan hmu a nga, hei tah chuan kan QR Code siam theihna tur a nih avangin office dang lakah a hran hlak hman tur a ni ang.

## 7. Settings :-

- i) **Profile** :- He section ah hian User name, designation leh mobile number te update theihna a ni.
- ii) **Change Office** :- Office hming thlak a nih chuan he section atang hian a ti theih ang.
- iii) **Change Password** :- Password thlak tur chuan "Old Password" password hman lai mek chhut luh a, password thar kan duh ang chhut leh mai tur a ni. A chung a kan chhut ang chiah hi "Confirm Password" ah chhut leh tur a ni ang.

