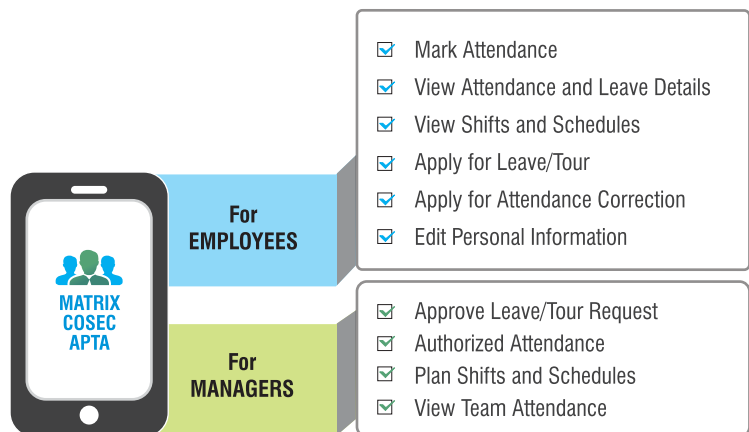




### COSEC APTA

Matrix COSEC APTA is a comprehensive mobile-based employee portal offering COSEC users to monitor and manage all their time-attendance and leave options. Employees and managers can access all their time-attendance information easily and perform related tasks remotely reducing significant amount of time they spent on these issues. The Matrix COSEC APTA intuitive interface offers employees to view their attendance and shift schedule, check their leave details, apply for the leave or tour and update personal and job related information. Additionally, reporting officer can approve or reject leave and tour applications, authorize attendance and plan work schedules of his subordinates.



### Attendance Marking

Matrix COSEC APTA allows field or mobile employees the flexibility of marking their attendance using their smartphones. COSEC APTA records the exact physical location of the employee using GPS for better monitoring and planning.

### Attendance and Leave Status

Using COSEC APTA, employees and managers can see their daily and monthly attendance, leaves, shifts and other information from their mobile phones. This reduces administrative work and allows them to spend more time on value-added activities.

### Attendance Correction

Matrix COSEC APTA allows managers to correct attendance of his/her team members for special reasons like official duty, special flexibility for a vehicle breakdown or medical emergency, etc. If granted permission by the system administrator, the manager can change presence and entry/exit timings of his team members. Of course, all these alterations are stored in the audit trail for official records.

### Leave and Attendance Authorization Request

Anyone who has applied for the leave knows the frustration of filling the paper form and waiting for the approval from the reporting officer. With Matrix COSEC APTA, employees can request for the authorization of attendance, overtime, Compensatory-Off and personal and official leaves to his reporting officer. This request is reflected on the reporting officer's window for approval. Tedious and manual paperwork is completely eliminated.



### Approve Leave and Attendance

The manager gets a notification on his mobile phone whenever any of his members applies for approval or authorization. Using his mobile, the manager can quickly approve leave and tour, resolve attendance exceptions as they happen.

### Cafeteria Details

Using COSEC APTA, a user can check his prepaid and postpaid cafeteria expenses during the month. He can also check the monthly menu details and apply for any correction in the consumption shown.

### Add/Edit Personal Details

COSEC APTA allows the employees to add/edit their personal details from their mobile phones. This helps in maintaining an error-free and updated database of all employees. Employees can add/edit their qualification, nationality, marital status, experience, local and permanent addresses, contact details, blood group, etc.

## ORDERING INFORMATION

COSEC Mobile Application (APTA) license is a part of the COSEC ESS license. Admin can register a total number of smart phones depending on the number of COSEC ESS user licenses.

## SUPPORTED PHONES

OS	PLATFORM
Android	OS 4.0 and Above
iOS	iOS 6.0 and Above and 3GS iPhones and Higher

## ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; Matrix is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

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