



App and Portal User Manual  
Version 1.0.0

# Login Page

The **Welcome Back** screen is the entry point for both **Supervisors** and **Line Managers**. Your login credentials will automatically determine which dashboard and features you can access.

## Accessing Your Account

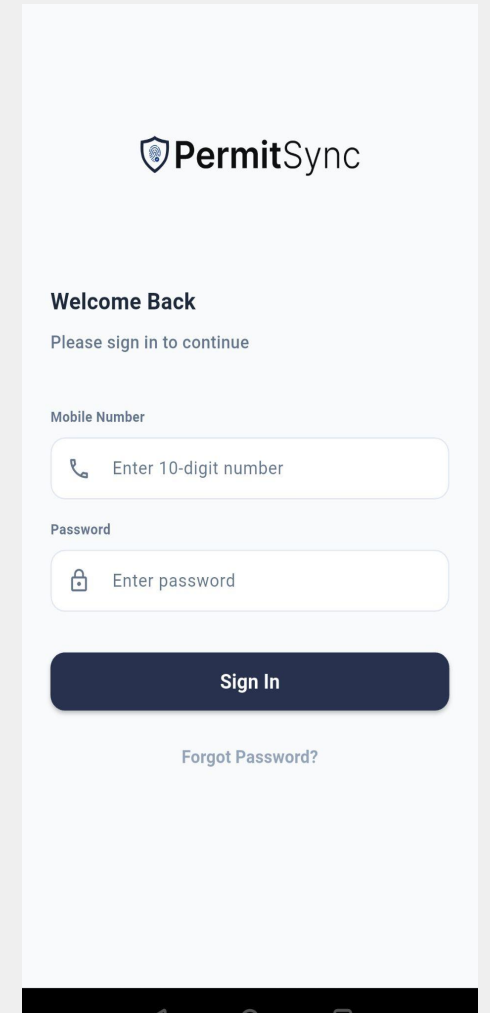
To sign in, please follow these steps:

**1.Mobile Number:** Enter your registered **10-digit mobile number** in the first field. Ensure there are no spaces or country codes unless specified by your administrator.

**2.Password:** Enter your unique alphanumeric password in the second field.

*Security Note: Your password is encrypted and will appear as dots for privacy.*

**Sign In:** Tap the dark blue "**Sign In**" button to authenticate your credentials.

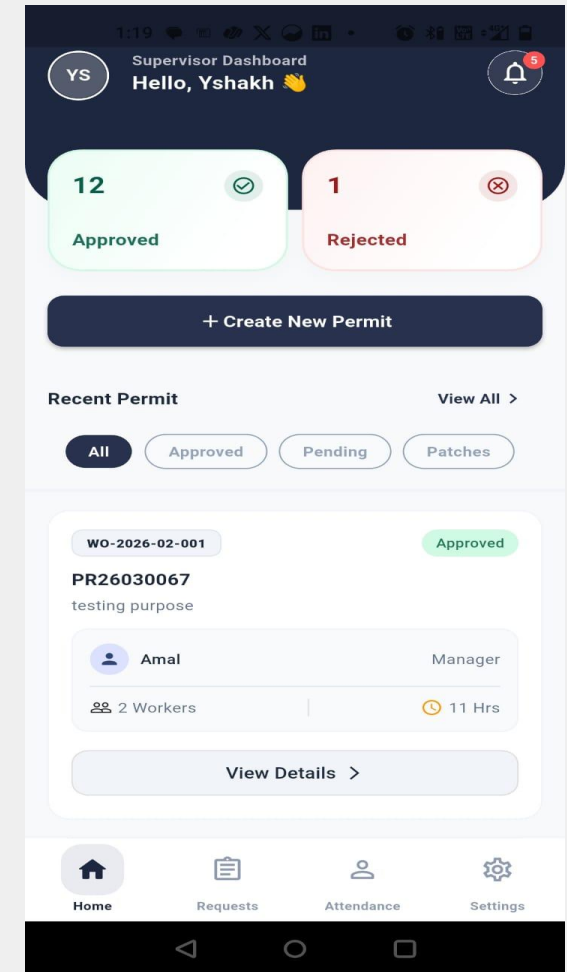


The screenshot displays the PermitSync login interface. At the top, the PermitSync logo is visible. Below it, the text 'Welcome Back' is followed by the instruction 'Please sign in to continue'. There are two input fields: the first is labeled 'Mobile Number' and contains a phone icon and the placeholder text 'Enter 10-digit number'; the second is labeled 'Password' and contains a lock icon and the placeholder text 'Enter password'. A dark blue 'Sign In' button is positioned below the password field. At the bottom of the form, there is a link for 'Forgot Password?'. The entire interface is set against a white background with a dark blue footer bar at the very bottom.

# Supervisor Dashboard

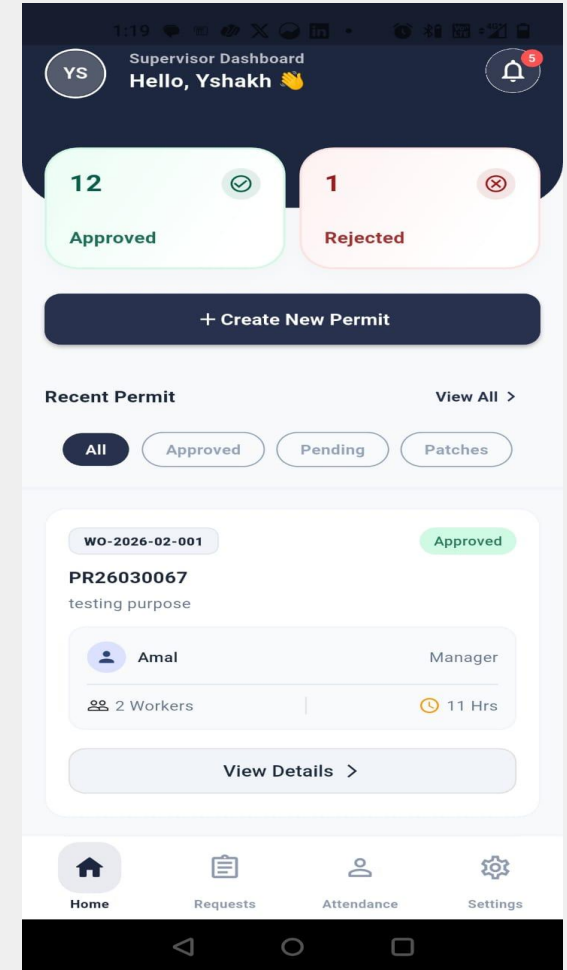
## Dashboard Overview

- The home screen provides a high-level summary of your permit activity. At a glance, you can see the status of your requests and quickly jump into new tasks.
- **Greeting & Profile:** Supervisor name and profile icon are displayed at the top left.
- **Notifications:** The bell icon at the top right alerts you to updates, such as when a Line Manager approves or rejects a permit.
- **Permit Summary Cards:**
  - **Approved (Green Card):** Displays the total number of permits successfully authorized by the Line Manager.
  - **Rejected (Red Card):** Displays the number of permits that were denied.



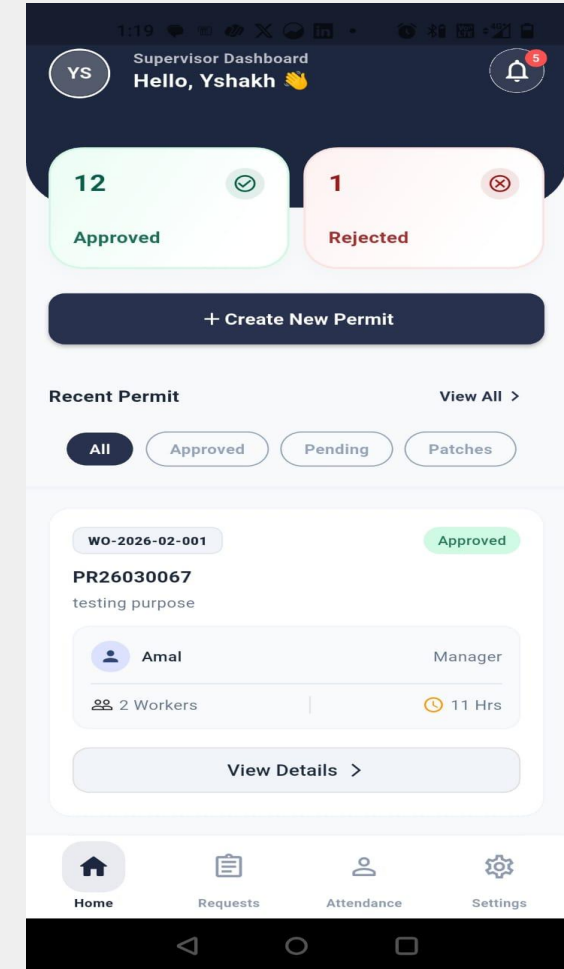
# Creating a Work Permit

- As a Supervisor, your primary responsibility is to initiate permits for your team.
- **How to Create:** Tap button labeled "+ Create New Permit".
- **Details Required:** You will likely need to specify the Work Order (WO) number, the purpose of the work, the manager in charge, and the number of workers assigned etc...



# Managing Recent Permits

- Under the **Recent Permit** section, you can track the lifecycle of your submissions.
- **Filtering:** Use the toggle buttons (**All, Approved, Pending, Patches**) to filter the list based on status.
- **Permit Card Details:** Each card shows:
  - **ID Number:** (e.g., PR26030067) and Work Order reference.
  - **Status Badge:** Clearly marked as **Approved, Pending, or Rejected**.
  - **Personnel:** Shows the assigned Manager (e.g., Amal) and the total number of workers.
  - **Duration:** The estimated time for the task (e.g., 11 Hrs).
- **Detailed View:** Tap "**View Details >**" on any permit to see the full description or to make edits if permitted

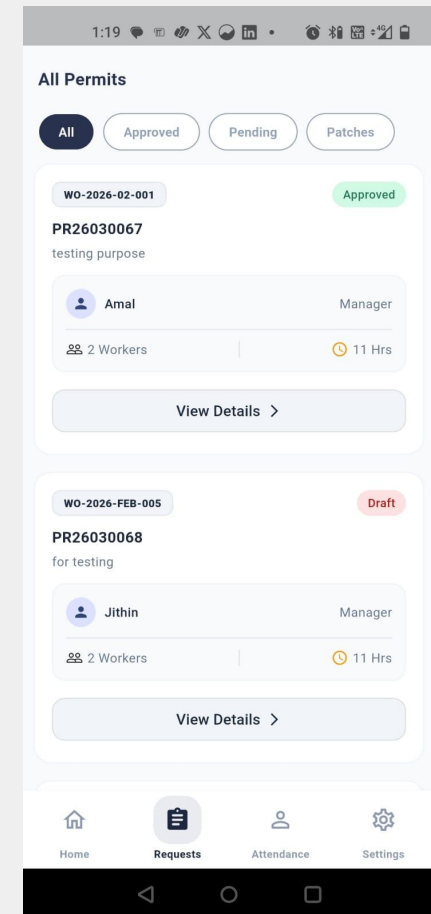


# Requests

## Filtering Permits

To quickly find specific permits among many entries, use the status chips at the top of the screen:

- **All:** View every permit created, regardless of status.
- **Approved:** View permits that have been cleared by the Line Manager.
- **Pending:** View permits currently awaiting review by the Line Manager.
- **Patches:** View permits that require specific updates or "patching" to be valid.



# Understanding the Permit Card

Each card represents an individual work request. Here is how to read the information provided:

- **Header Information:**

- **Work Order ID:** Located in the grey bubble (e.g., WO-2026-02-001).

- **Status Badge:** Found on the right side.

- **Green (Approved):** The work is authorized to proceed.

- **Red (Draft):** The permit has been started but not yet submitted for approval.

- **Permit ID & Purpose:**

- The bold alphanumeric code (e.g., PR26030068) is the unique permit identifier.

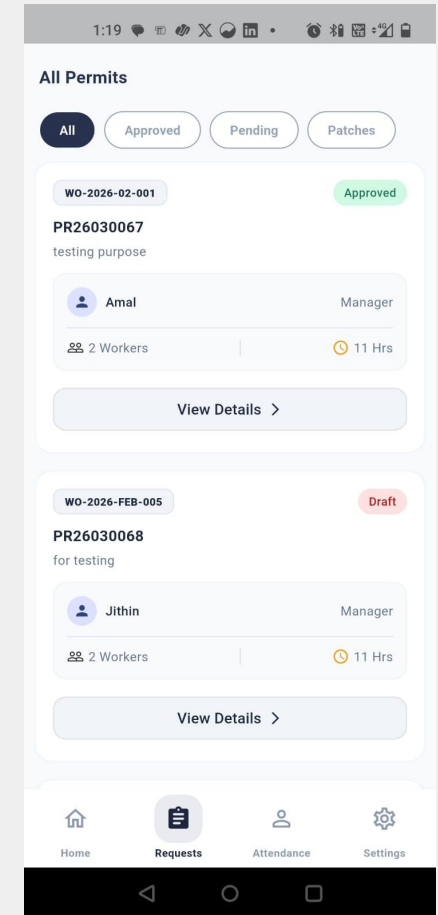
- Below the ID, the **purpose** or description of the work is listed .

- **Personnel & Time:**

- **Manager:** Displays the name of the assigned Line Manager.

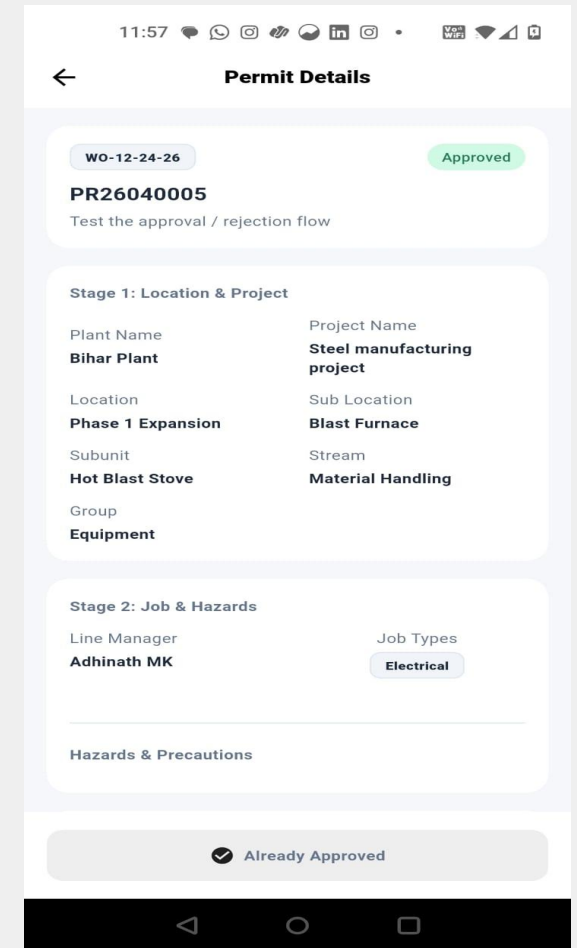
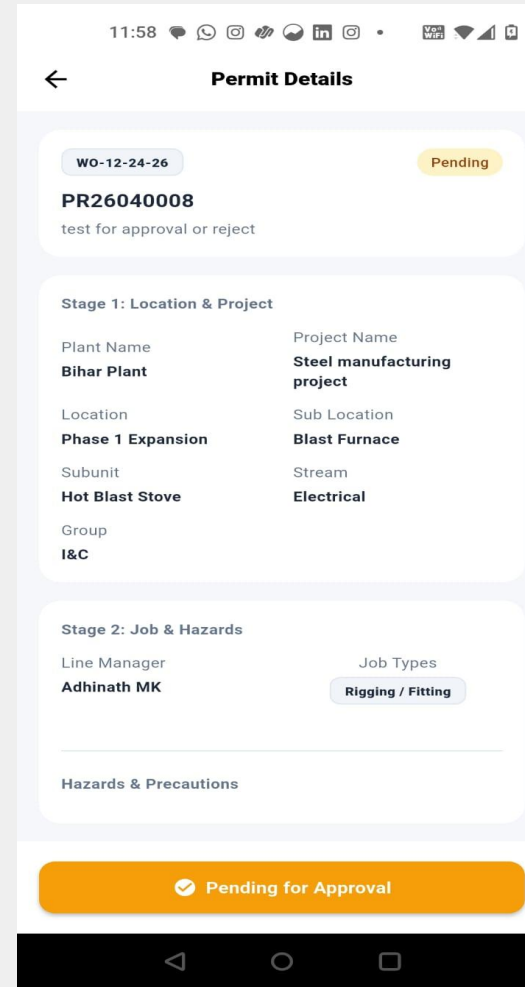
- **Workers Count:** Shows how many workers are tied to this specific permit.

- **Duration:** The total estimated hours for the task (indicated by the clock icon).



# Reviewing Permit Details

- If you need to see more specific data, such as individual worker names or specific site instructions:
- Locate the desired permit card.
- Tap the "**View Details >**" button at the bottom of the card.
- This will open a full-page view of the permit documentation.



# Draft

As a Supervisor, keep a close eye on the **Draft** status:

- **Drafts** are only visible to you. A Line Manager cannot see or approve a permit while it is in the Draft stage.
- To move work forward, ensure you open your drafts and click **Submit** to send them to the **Pending** queue for the Line Manager.

12:00

← Permit Details

WO-12-24-26 Draft

**PR26040009**  
test for patch

Stage 1: Location & Project

Plant Name <b>Bihar Plant</b>	Project Name <b>Steel manufacturing project</b>
Location <b>Phase 1 Expansion</b>	Sub Location <b>Blast Furnace</b>
Subunit <b>Hot Blast Stove</b>	Stream <b>Electrical</b>
Group <b>Electrical</b>	

Stage 2: Job & Hazards

Line Manager <b>Adhinath MK</b>	Job Types <b>Rigging / Fitting</b>
------------------------------------	---------------------------------------

Hazards & Precautions

Submit

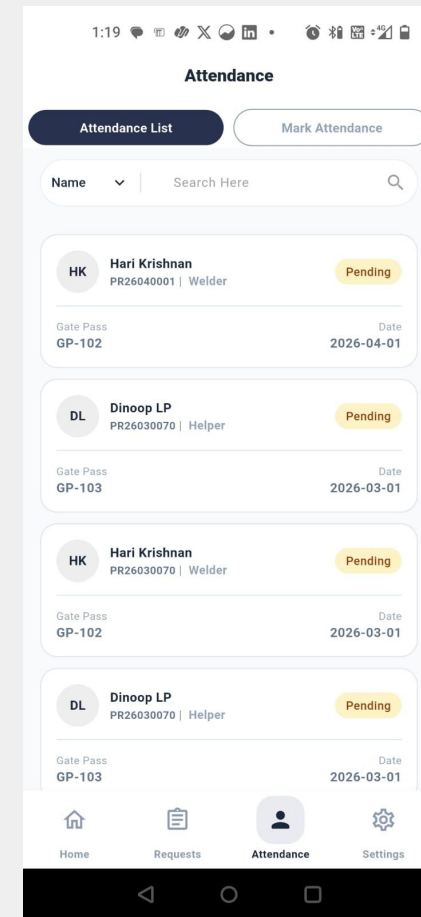
# Attendance

The **Attendance** screen is where you manage and track the daily presence of workers assigned to your permits. Maintaining accurate records here ensures that only authorized personnel are on-site and that their working hours are logged correctly.

## Navigation Tabs

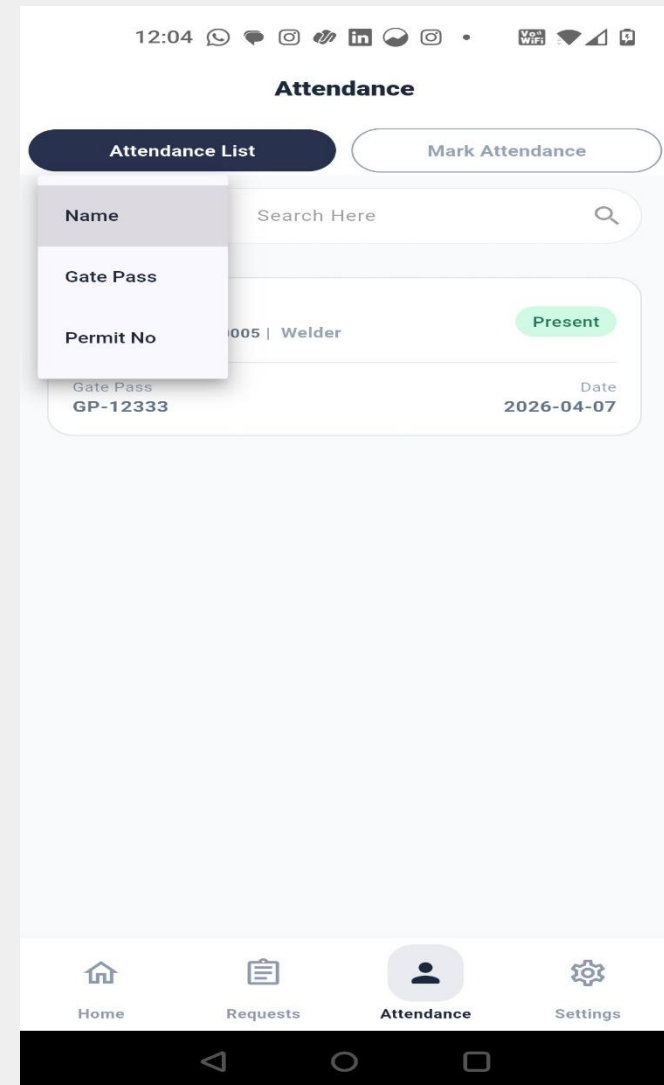
At the top of the screen, you will find two primary modes:

- **Attendance List (Active View):** Displays the history and current status of attendance records for your workers.
- **Mark Attendance:** Tap this tab to begin the process of checking in workers for a new shift or permit task.



# Search and Filter

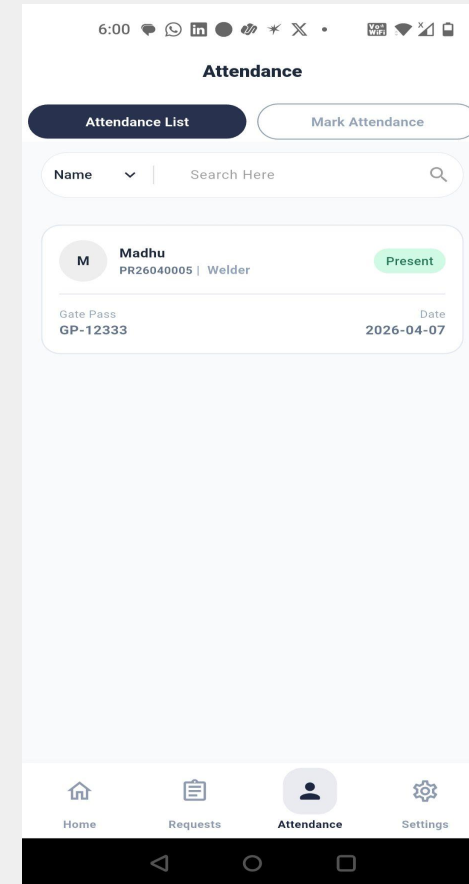
- Finding a specific worker in a large team is simple:
- **Search Bar:** Type the worker's name ,Gate Pass ID and Permit ID in the "Search Here" field to filter the list instantly.
- **Dropdown Filter:** Use the **Name** , **Gate Pass ID** and **Permit ID** dropdown to change how the list is sorted or categorized (e.g., sorting by Date or Permit ID).



# Understanding the Attendance Card

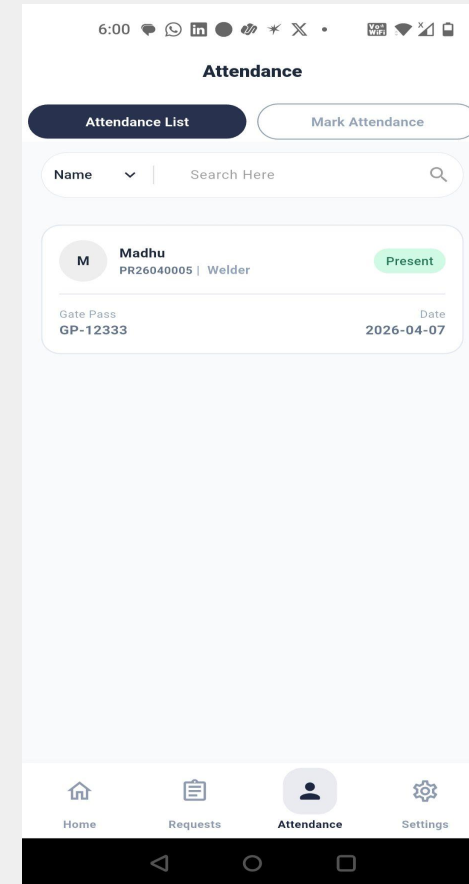
Each card provides a snapshot of a worker's status for a specific date:

- **Worker Profile:** Shows the worker's name and their professional role.
- **Permit Reference:** Displays the specific Permit ID (e.g., PR26040001) the worker is assigned to.
- **Status Badge: Pending (Yellow):** Indicates that the attendance has been logged but is awaiting final verification or shift completion.
- **Identification & Date:**
  - **Gate Pass:** Shows the unique Gate Pass number (e.g., GP-102) required for site entry.
  - **Date:** Displays the specific workday the record applies to.



# Attendance Card

- As a Supervisor, you are responsible for keeping these records up to date:
- Switch to the "**Mark Attendance**" tab.
- Select the relevant **Permit** from your approved list.
- Identify the workers present at the site.
- Confirm their entry to move their status from the "Mark Attendance" queue into the "**Attendance List**".



# Mark Attendance

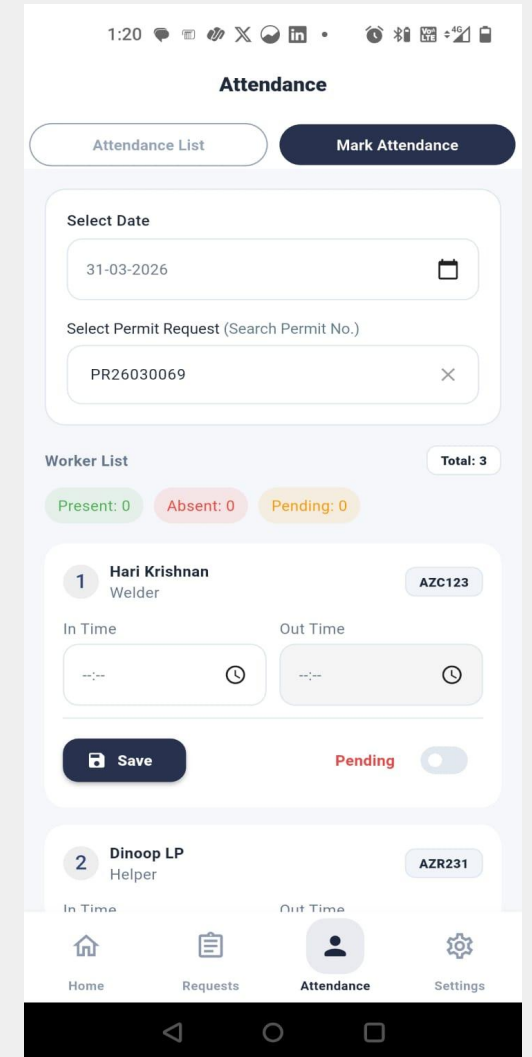
The **Mark Attendance** tab is where Supervisors log the daily "In" and "Out" times for workers tied to a specific permit. This ensures that labor hours are tracked accurately and that only authorized personnel are active on-site.

## Initiating the Process

When you first open the tab, the list will be empty. Follow these steps to load your workers:

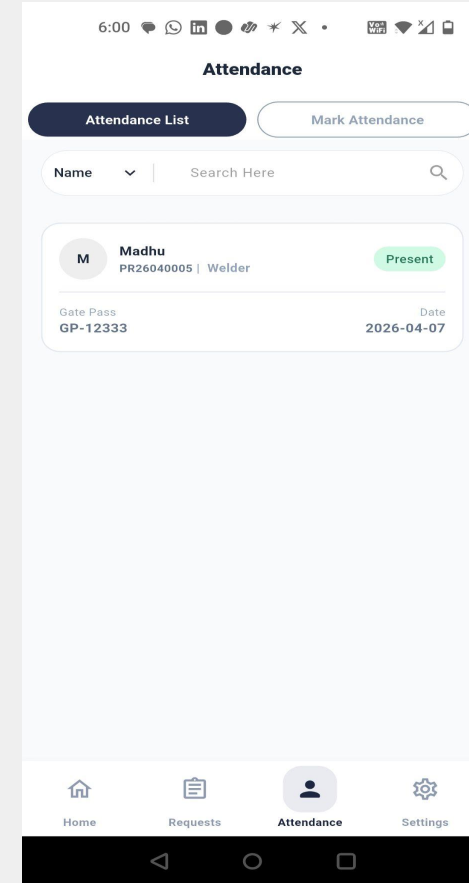
- Select Date:** Tap the calendar icon to select the date for which you are marking attendance.
- Select Permit Request:** Use the search bar to enter or select an **Approved Permit Number** (e.g., PR26030069).

*Note: Workers will only appear once a valid permit is selected.*



# Attendance Summary Dashboard

- Once a permit is selected, a summary bar appears showing the real-time status of your crew for that day:
- **Total:** Total workers assigned to the permit.
- **Present (Green):** Workers with a logged "In Time."
- **Absent (Red):** Workers marked as not present.
- **Pending (Yellow):** Workers whose attendance has not yet been updated.



# Logging Worker Time

Each worker assigned to the permit will have an individual time card.

- **Worker Info:** Displays the name, designation, and their unique ID
- **In Time:** Tap the clock icon to record when the worker starts their shift.
- **Out Time:** Tap the clock icon to record when the worker finishes their shift.
- **Attendance Toggle:** Use the toggle switch next to the **Pending/Present** label to change the status.
  - **Pending (Grey):** Status not yet set.
  - **Present (Green):** Successfully marked as on-site.

The screenshot shows the 'Attendance' app interface. At the top, there's a status bar with the time 1:20 and various icons. Below that, the title 'Attendance' is centered. There are two buttons: 'Attendance List' and 'Mark Attendance'. The 'Mark Attendance' button is active. Below the buttons, there's a 'Select Date' section with a date picker showing '31-03-2026'. Underneath is a 'Select Permit Request (Search Permit No.)' section with a search bar containing 'PR26030069'. Below that, there's a 'Worker List' section with a 'Total: 3' indicator. The worker list shows three categories: 'Present: 0' (green), 'Absent: 0' (red), and 'Pending: 0' (yellow). Below the worker list, there are two worker cards. The first card is for 'Hari Krishnan' (Welder, AZC123). It has 'In Time' and 'Out Time' fields with clock icons, a 'Save' button, and a 'Pending' toggle switch. The second card is for 'Dinoop LP' (Helper, AZR231). It also has 'In Time' and 'Out Time' fields with clock icons, a 'Save' button, and a 'Pending' toggle switch. At the bottom, there's a navigation bar with four icons: Home, Requests, Attendance, and Settings.

# Saving Records

- Attendance data is not permanent until you save it.
- **Save Button:** After entering the times and toggling the status, tap the "Save" button on the worker's card.
- **Status Update:** Once saved, the worker's record will move to the **Attendance List** history tab for long-term tracking.

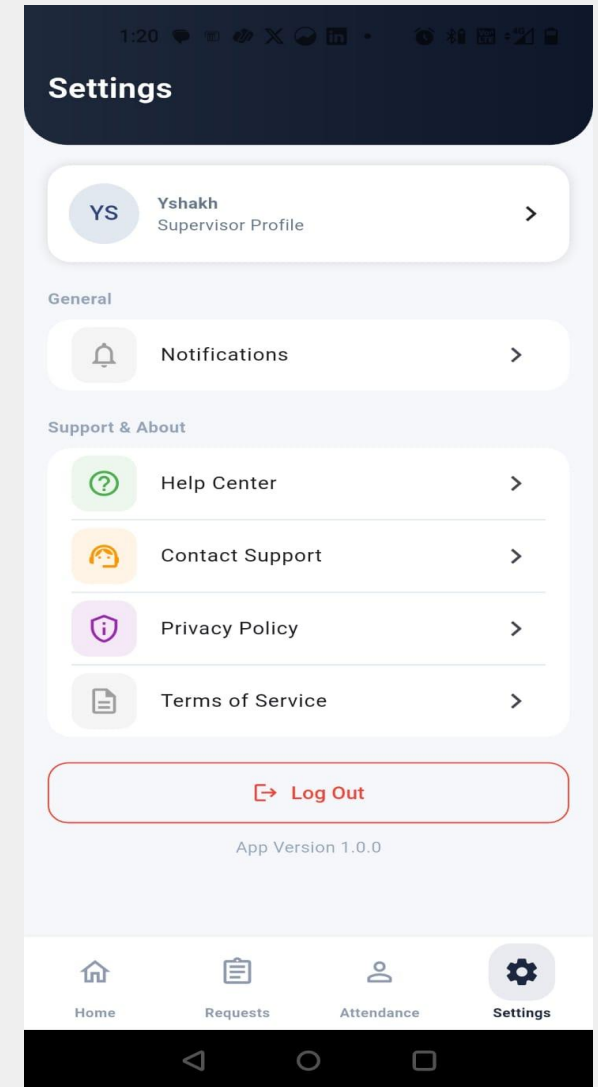
The screenshot displays the 'Attendance' app interface. At the top, there's a status bar with the time 1:20 and various system icons. Below it, the title 'Attendance' is centered. Two tabs are visible: 'Attendance List' (inactive) and 'Mark Attendance' (active). The main form includes a 'Select Date' field with the date 31-03-2026 and a calendar icon. Below that is a 'Select Permit Request (Search Permit No.)' field with the value PR26030069 and a search icon. A 'Worker List' section shows a total of 3 workers, with a summary: Present: 0, Absent: 0, Pending: 0. Two worker cards are visible: 1. Hari Krishnan, Welder, AZC123. In Time and Out Time fields are empty. A 'Save' button is present, and the status is 'Pending' with a toggle switch. 2. Dinoop LP, Helper, AZR231. In Time and Out Time fields are empty. At the bottom, there's a navigation bar with icons for Home, Requests, Attendance (selected), and Settings.

# Settings

The **Settings** screen is your personal management hub. From here, you can manage your supervisor profile, adjust app behavior, and contact support if you encounter any technical issues.

## Profile Management

- At the top of the screen, you will see your account identification:
- **User Profile:** Displays your name and your role as **Supervisor**.
- **Action:** Tap on your profile name to view or edit your account details (such as contact information or profile picture).



## **Notifications:**

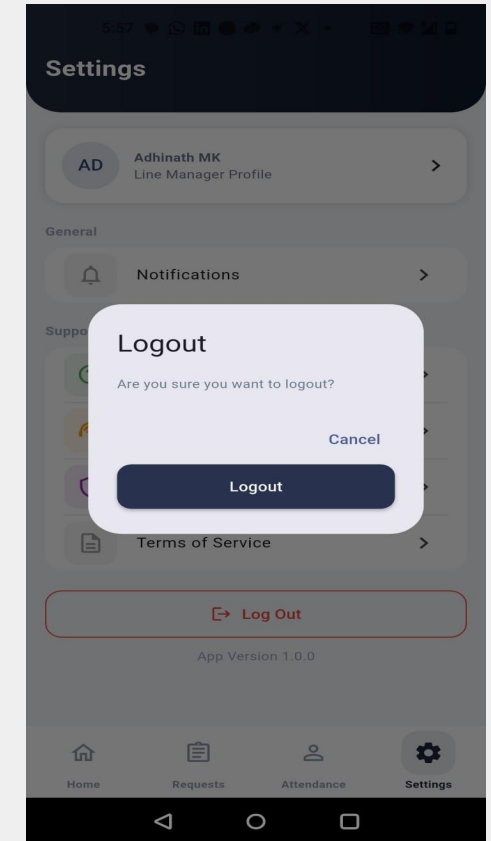
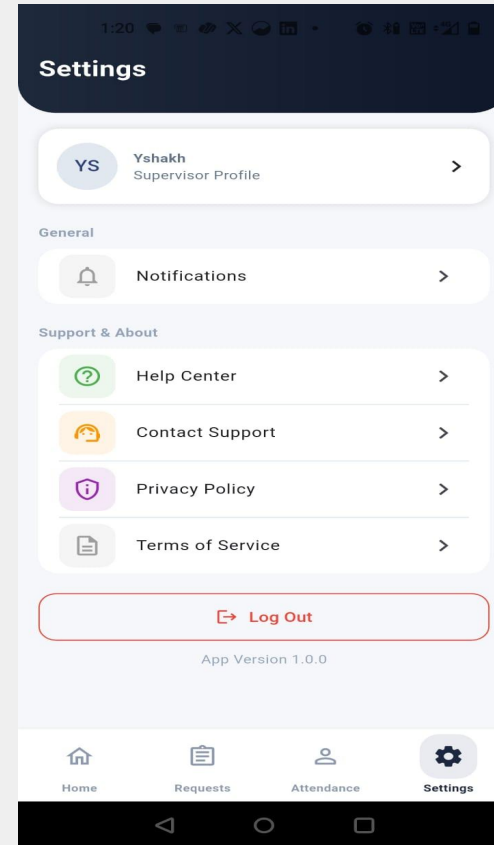
- Tap this section to manage your alert settings. You can toggle how you receive updates regarding permit approvals, rejections, or attendance reminders.

## **Support & About**

- If you need assistance or want to review the app's legal guidelines, use the following options:
- **Help Center:** Access frequently asked questions (FAQs) and tutorials on how to use the permit and attendance features.
- **Contact Support:** Reach out directly to the technical team if you experience bugs, login issues, or app crashes.
- **Privacy Policy:** Review how your data and your workers' data are protected within the application.
- **Terms of Service:** View the legal agreement regarding the use of this software.

# System Information & Security

- **App Version:** Located at the bottom (e.g., Version 1.0.0). Always ensure your app is updated to the latest version for the best performance.
- **Log Out:** Tap the red "Log Out" button to securely exit your account.



# Create Permit

- The **Create Permit** screen is the first step in requesting work authorization. As a Supervisor, you must provide accurate location and project details to ensure the Line Manager can properly review and approve the request.
- **Back Arrow (←):** Tap the arrow at the top left to exit the permit creation process and return to the Home Dashboard.
- **Progress Tracker:** The numbers at the top (1-4) show your progress. You are currently on **Step 1**.
- **Mandatory Fields:** Any field marked with a red asterisk (\*) is required. You cannot proceed to Step 2 until these are completed.

1:20

← **Create Permit**  
Step 1 of 4

1 2 3 4

Plant Name \*  
Select

Project Name \*  
Select

Work Order No \*  
Select

Location of Work \*  
Enter location of work

Sub Location \*  
Enter sub location

Sub Unit \*  
Enter sub unit

Stream \*  
Select

Group \*  
Select

Type of Job

Next Step

- All fields marked with an (\*) are mandatory. You cannot move to the next step until these are filled.

<b>Field Name</b>	<b>Input Type</b>	<b>Description</b>
<b>Plant Name</b>	Dropdown	Select the specific facility or plant where the work is scheduled.
<b>Project Name</b>	Dropdown	Select the overarching project title this work belongs to.
<b>Work Order No</b>	Dropdown	Select the official Work Order (WO) number associated with this task.
<b>Location of Work</b>	Text Input	Enter the primary site or building name.
<b>Sub Location</b>	Text Input	Provide a specific area within the location
<b>Sub Unit</b>	Text Input	Identify the specific machine or unit involved.
<b>Stream / Group</b>	Dropdown	Select the relevant technical stream (e.g., Electrical, Mechanical) and assigned working group.

# Project Identification

- **Plant Name:** Select the specific facility or plant where the work will take place from the dropdown menu.
- **Project Name:** Select the relevant project name associated with the task.
- **Work Order No:** Choose the specific Work Order (WO) number that this permit falls under.

The screenshot shows a mobile application interface for creating a permit. At the top, the status bar displays the time 1:20 and various system icons. The app header includes a back arrow, the title 'Create Permit', and the progress indicator 'Step 1 of 4'. Below the header is a progress bar with four steps, where the first step is highlighted. The form contains several input fields:

- Plant Name \***: A dropdown menu with 'Select' and a downward arrow.
- Project Name \***: A dropdown menu with 'Select' and a downward arrow.
- Work Order No \***: A dropdown menu with 'Select' and a downward arrow.
- Location of Work \***: A text input field with the placeholder 'Enter location of work'.
- Sub Location \***: A text input field with the placeholder 'Enter sub location'.
- Sub Unit \***: A text input field with the placeholder 'Enter sub unit'.
- Stream \***: A dropdown menu with 'Select' and a downward arrow.
- Group \***: A dropdown menu with 'Select' and a downward arrow.

At the bottom of the form is a 'Type of Job' label. A dark blue button labeled 'Next Step' is positioned at the bottom of the form. The Android navigation bar is visible at the very bottom.

# Location Details

- **Location of Work :** Enter the primary site or building name where the team will be working.
- **Sub Location & Sub Unit\*:** Provide specific details to help the Line Manager and safety teams identify the exact work zone.

## Stream and Group Classification

- **Stream:** Select the technical department (e.g., Electrical, Mechanical, Civil) responsible for the work.
- **Group:** Choose the specific working group or team assigned to the permit.
- **Type of Job:** Briefly describe or select the nature of the task (e.g., Routine Maintenance, Installation, or Repair).

- **Moving to the Next Step**

- **Next Step Button:** Once all required fields are filled, tap the dark blue "Next Step" button at the bottom of the screen.
- **Draft Status:** Your progress is automatically saved. If you exit now, you can find this permit in the **Requests** tab under the "**Draft**" filter to continue later.

1:20

← **Create Permit**  
Step 1 of 4

1 2 3 4

Plant Name \*  
Select

Project Name \*  
Select

Work Order No \*  
Select

Location of Work \*  
Enter location of work

Sub Location \*  
Enter sub location

Sub Unit \*  
Enter sub unit

Stream \*  
Select

Group \*  
Select

Type of Job

Next Step

# Personnel & Job Details

The second step of the permit creation process focuses on **Personnel Assignment** and **Safety Documentation**. This stage ensures that the correct Line Manager is notified and that all site hazards are addressed before work begins.

## Navigation & Progress

- **Step Indicator:** You have completed Step 1 (marked with a checkmark) and are currently on **Step 2**.
- **Back Button:** Tap "**Back**" at the bottom left to return to Step 1 if you need to correct location or project details.
- **Next Step Button:** Progress to Step 3 once all mandatory fields are completed.

The screenshot displays the 'Create Permit' application interface at Step 2 of 4. At the top, a status bar shows the time as 1:28 and various system icons. Below the title bar, a progress indicator shows four steps: Step 1 is completed with a checkmark, Step 2 is the current active step, and Steps 3 and 4 are yet to be completed. The form contains the following sections:

- Area Line Manager \*:** A text input field containing 'Adarsh MH' with a clear (X) button on the right.
- Job Description \*:** A text input field containing 'test for approval'.
- Hazards & Precautions:** Two sections, one for 'North Direction' and one for 'South Direction'. Each section contains two text input fields: 'Enter hazard observed' and 'Enter precautions to be taken'.

At the bottom of the screen, there are two buttons: a white 'Back' button on the left and a dark blue 'Next Step' button on the right. The Android navigation bar is visible at the very bottom.

# Personnel & Job Details

- **Area Line Manager:** Select the specific Line Manager responsible for approving work in this zone . This is the person who will receive the notification to Approve or Reject your permit.
- **Job Description:** Provide a clear, concise explanation of the work to be performed .Avoid vague terms to prevent delays in the approval process.

1:28

← Create Permit  
Step 2 of 4

✓ 2 3 4

Area Line Manager \*

Adarsh MH

Job Description \*

test for approval

Hazards & Precautions

North Direction

Enter hazard observed

Enter precautions to be taken

South Direction

Enter hazard observed

Enter precautions to be taken

Back Next Step

# Hazards & Precautions

This section is critical for safety compliance. You must document potential risks based on the direction or orientation of the work site.

- Hazard Observed:** Enter any physical or environmental risks present in that specific direction (e.g., "High-voltage cables," "Slippery floor," or "Chemical storage").
- Precautions to be Taken:** Detail the safety measures the team will implement to mitigate the observed hazards (e.g., "Wear insulated gloves," "Use caution signs," or "PPE Level 2 required").

**Note:** The form includes sections for different directions (**North Direction**, **South Direction**, etc.) to ensure a 360-degree safety assessment of the workspace.

# Precaution Checklist & Documentation

The third step of the permit process involves verifying **Necessary Precautions and Controls**. This section acts as a safety checklist to confirm that all required isolations and additional permits are in place before submission.

- **Checkbox Selection:** Tap the square box next to a precaution to mark it as completed.
- **Positive Isolation:** \* If you select "**Positive isolation done,**" you must provide specific details.
  - **Reference ID:** Enter the PM or Isolation ID in the text field.
  - **Document Upload:** You **must** upload a supporting document (PDF, JPG, or PNG) as proof. Tap the upload icon to select a file from your device.
  - *Note: The file size must be under 5MB.*

The screenshot shows a mobile application interface for creating a permit. At the top, the status bar shows the time 1:28 and various icons. The app header includes a back arrow, the title 'Create Permit', and 'Step 3 of 4'. Below the header is a progress indicator with four steps: the first two are completed (checked), and the third is the current step (circled). The main section is titled 'Necessary Precautions / Controls' and contains a list of items:

- Positive isolation done (energy isolated/released)
  - pm 123
  - Tap to upload document (PDF, JPG or PNG (Max. 5MB))
  - Document is required
- Permit to Dump
- Mechanized excavation/grading clearance taken
- Hot work permit taken

At the bottom, there are 'Back' and 'Next Step' buttons. The device's navigation bar is visible at the very bottom.

# Validation Rules

- **Document Requirement:** If a precaution is selected that requires an attachment, the system will show a red message: "**Document is required.**" You cannot proceed to the next step until the file is uploaded.
- **Accuracy:** Ensure the document uploaded clearly shows the signature and date of the isolation or clearance.

## Finalizing Step 3

- Review all safety checkboxes and select those relevant to the current task.
- Ensure all text fields (like PM IDs) are filled correctly.
- Verify that all required documents have been uploaded successfully.
- Tap "**Next Step**" to continue to the final stage of permit creation.

The screenshot shows a mobile application interface for "Create Permit" at "Step 3 of 4". The top status bar displays the time 1:28 and various system icons. Below the title, a progress indicator shows four steps, with the third step (Step 3) highlighted. The main content area is titled "Necessary Precautions / Controls" and contains several items:

- A checked checkbox for "Positive isolation done (energy isolated/released)". Below this is a text input field containing "pm 123".
- A document upload area with a plus icon and the text "Tap to upload document" and "PDF, JPG or PNG (Max. 5MB)". A red error message "Document is required" is displayed below the upload area.
- Three unchecked checkboxes: "Permit to Dump", "Mechanized excavation/grading clearance taken", and "Hot work permit taken".

At the bottom, there are two buttons: "Back" and "Next Step". The "Next Step" button is highlighted in dark blue. The Android navigation bar is visible at the very bottom.

# Worker Assignment and Submission

The final step of the permit process is **Worker Assignment and Submission**. In this stage, you confirm the team members responsible for the task and finalize the request for the Line Manager's review.

## Supervisor & Worker Entry

- **Permit Requester / Supervisor:** This field is auto-filled with your name
- **No. of Workers:** Enter the total number of workers required for this specific task.
- **Assigned Workers:** Once the number of workers is entered, the system will provide slots to select specific individuals.

**Auto-fetched:** The app may suggest workers based on your team or current site location.

**Search/Select:** Tap the "Select Worker" field to search for a worker by name .

1:29

← Create Permit  
Step 4 of 4

Permit Requester / Supervisor

Yshakh

No. of Workers \*

1

Assigned Workers (2) Auto-fetched

Select Worker 1

Imran Khan

IK WORKER 1  
Imran Khan - Electrician

Electrician GP: GP-45826 HP: HP-78219

Back Save Draft Submit

# Reviewing Worker Profiles

Each selected worker will display a summarized profile card. Ensure these details are correct:

- **Designation:** Confirms the worker's trade (e.g., **Electrician**).
- **Gate Pass (GP):** Displays the unique entry code (e.g., GP-45826).
- **Helper Pass (HP):** Displays the secondary identification code (e.g., HP-78219).
- **Final Submission**
  - Verify that all assigned workers have the correct skills/designations for the job.
  - Review all details from Steps 1–4 one last time.
  - Tap the green "**Submit**" button.

1:29

← **Create Permit**  
Step 4 of 4

✓ ✓ ✓ 4

Permit Requester / Supervisor

Yshakh

No. of Workers \*

1

Assigned Workers (2) Auto-fetched

Select Worker 1

Imran Khan

IK WORKER 1  
Imran Khan - Electrician

Electrician GP: GP-45826 HP: HP-78219

Back Save Draft Submit

## Navigation & Progress

- **Step Indicator:** All previous steps are marked with checks. You are currently on **Step 4**.
- **Actions:**
  - **Back:** Return to Step 3 to adjust safety precautions.
  - **Save Draft:** Save all current data without submitting. You can complete this later from the **Requests** tab.
  - **Submit:** Send the permit to the Line Manager for final approval.

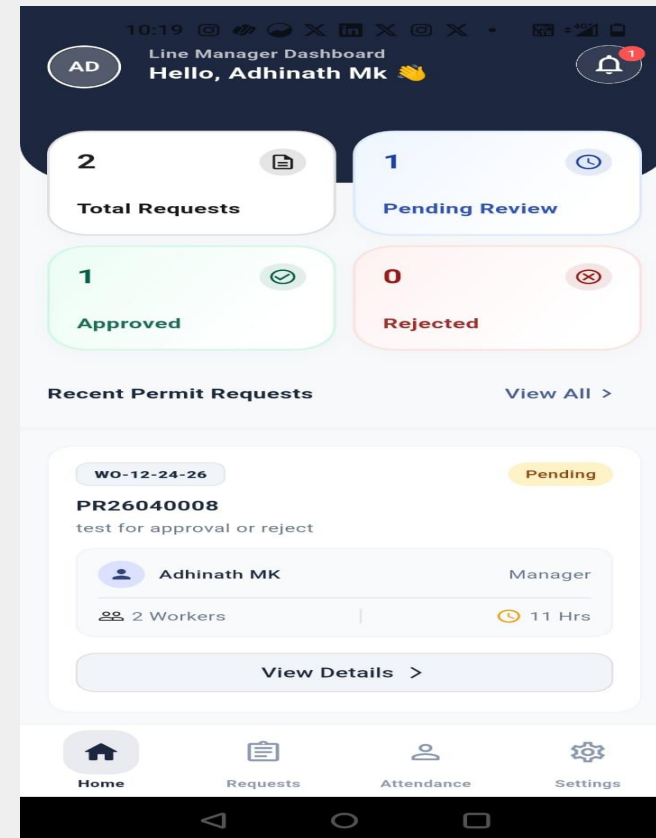
The screenshot shows the 'Create Permit' app interface at Step 4 of 4. At the top, the status bar shows the time 1:29 and various system icons. The app header includes a back arrow, the title 'Create Permit', and the subtitle 'Step 4 of 4'. Below this is a progress indicator with four steps: the first three are marked with checkmarks, and the fourth is a circle with the number 4. The main form area contains the following fields and components:

- Permit Requester / Supervisor:** A text input field containing 'Yshakh'.
- No. of Workers \*:** A text input field containing '1'.
- Assigned Workers (2):** A section with an 'Auto-fetched' label. It includes a 'Select Worker 1' dropdown menu showing 'Imran Khan' with a close button (X). Below the dropdown is a worker card for 'Imran Khan - Electrician' with a circular icon containing 'IK' and an upward arrow. The card also displays 'GP: GP-45826' and 'HP: HP-78219' in separate boxes.

At the bottom of the screen, there are three buttons: 'Back' (light blue), 'Save Draft' (light green), and 'Submit' (dark green). The Android navigation bar is visible at the very bottom.

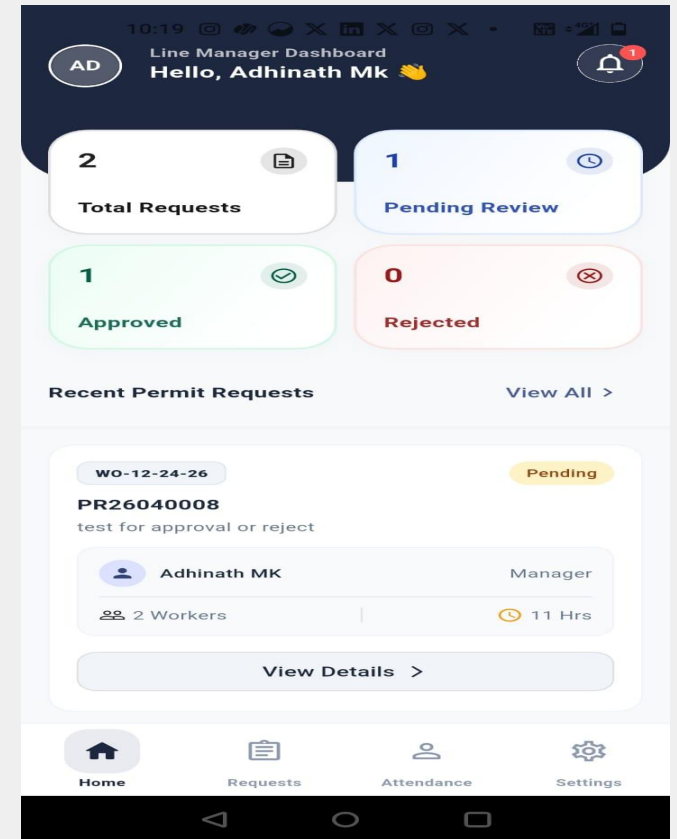
# Line Manager Login

- As a Line Manager, your primary role is to review, approve, or reject permit requests submitted by Supervisors to ensure all work meets safety and operational standards.



# Dashboard Overview

- The home screen provides a summary of your workload and the status of permits within your area of responsibility.
- **Greeting & Profile:** Your name and initials are displayed at the top left.
- **Notifications:** The bell icon at the top right indicates new permit submissions or updates requiring your attention.
- **Summary Cards:**
  - **Total Requests (White):** The cumulative number of permits assigned to you.
  - **Pending Review (Blue):** The number of permits currently waiting for your decision. **Prioritize these.**
  - **Approved (Green):** Total number of permits you have authorized.
  - **Rejected (Red):** Total number of permits you have denied.







# Reviewing Permit Requests

The **Recent Permit Requests** section lists the latest submissions from Supervisors.

- **Quick View:** Each card shows the Permit ID (e.g., PR26040008), the related Work Order, the purpose of the work, and the number of workers involved.
- **Pending Status:** Permits highlighted in yellow/orange are awaiting your action.
- **Taking Action:** Tap the "**View Details >**" button on any card to open the full permit application. You will be able to:
  1. Review the hazards and precautions entered by the Supervisor.
  2. Check for required document uploads (Isolations/Clearances).
  3. Verify the assigned workers.
  4. Select **Approve** to authorize the work or **Reject** to send it back for corrections.

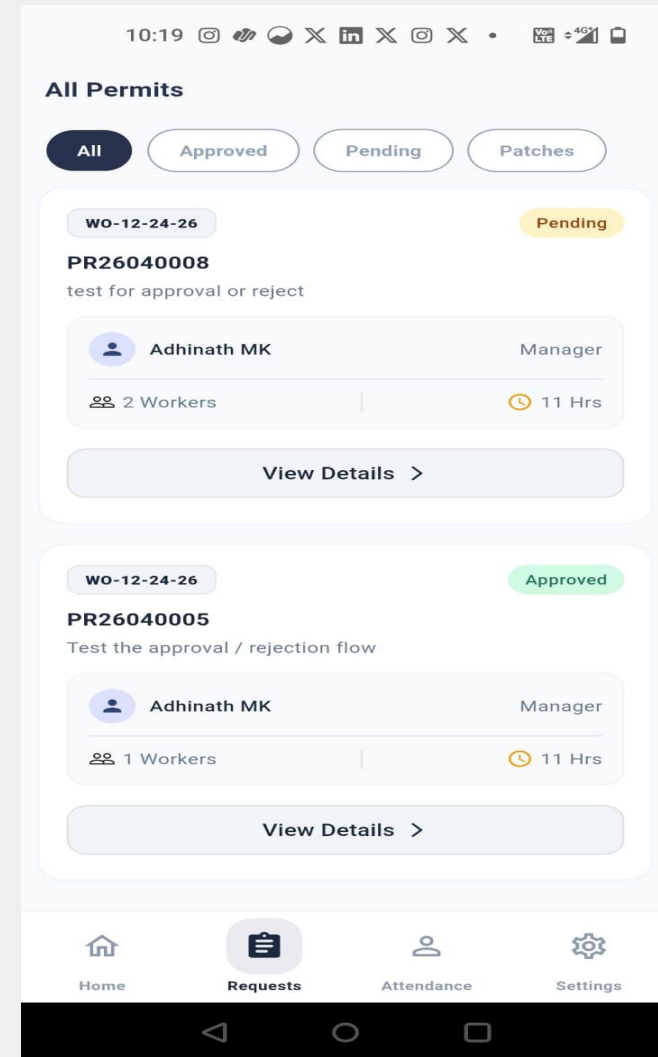
# Navigation Menu

Use the bottom bar to access different modules of the system:

Icon	Tab Name	Line Manager Function
	Home	View summary cards and recent requests (current view).
	Requests	Access a full history of all approved, rejected, and pending permits.
	Attendance	Monitor the real-time attendance of workers currently on-site under your approved permits.
	Settings	Manage your profile, notification preferences, and security settings.

# Requests

- The **Requests** screen provides a comprehensive view of all work permits requiring your oversight. From here, you can track current progress, review historical approvals, and manage pending tasks.



# Filtering and Searching

Use the quick-filter chips at the top of the page to organize your workflow:

- **All:** Displays every permit assigned to your area.
- **Approved:** View only those permits you have already authorized.
- **Pending:** Filters for permits currently awaiting your review and decision. **Check this tab daily.**
- **Rejected:** Shows permits that have been sent back for corrections or minor updates.

# Understanding the Request Card

Each card summarizes a permit submission. Key details include:

- **Work Order (WO) Number:** Located in the top-left grey bubble for easy project tracking.
- **Status Badge:** Found on the top-right of the card.
  - **Yellow (Pending):** Action required by you.
  - **Green (Approved):** Authorized work.
- **Permit ID & Purpose:** The bold alphanumeric ID (e.g., PR26040008) and a brief description provided by the Supervisor.
- **Team Stats:** Displays the assigned Manager, the number of workers on the permit, and the estimated duration of the task (e.g., 11 Hrs).

# Reviewing and Actioning

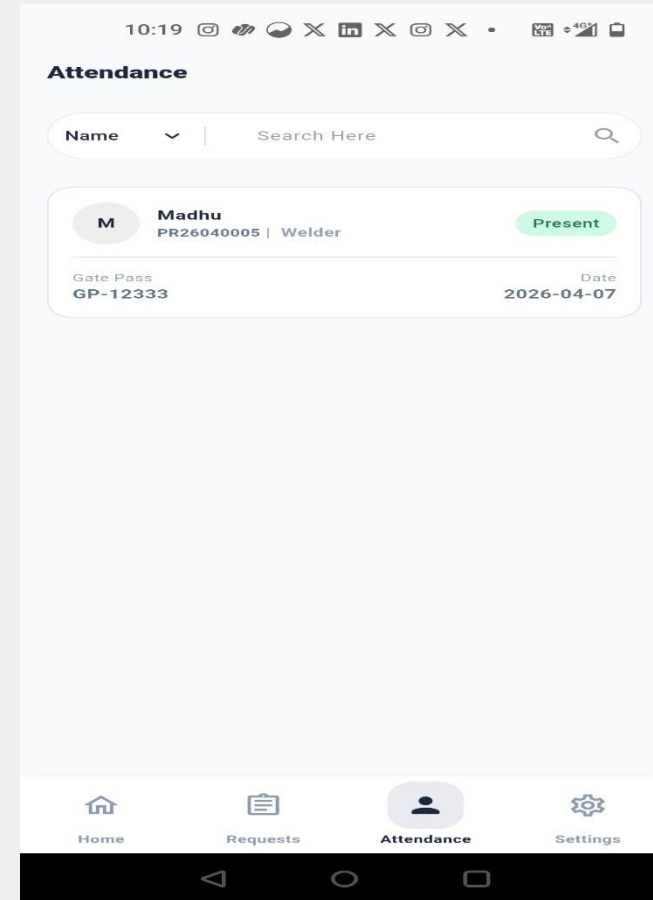
- To perform your management duties for a specific request:
- Find the permit card in the list.
- Tap the "**View Details >**" button.
- **The Detail View allows you to:**
  - Verify site hazards and precautions.
  - Inspect uploaded safety documents or isolation certificates.
  - Confirm worker qualifications.
  - Choose to **Approve** or **Reject** the permit based on the provided information.

# Workflow Management

- **Accountability:** As the assigned Manager. Ensure all safety criteria are met before hitting "Approve."
- **Communication:** If you reject a permit, it will move to the "Rejected" section on the Supervisor's app, alerting them to make necessary changes.

# Attendance

- As a **Line Manager**, the Attendance screen serves as your real-time monitoring tool. While Supervisors are responsible for marking attendance, this page allows you to verify which workers are currently on-site and active under your approved permits.



# Monitoring On-Site Personnel

The main list displays the current status of workers assigned to the permits you oversee.

- **Worker Identity:** View the worker's name, their role, and their unique initials.
- **Permit Reference:** See which specific permit the worker is currently logged under (e.g., PR26040005).
- **Status Badge:**
  - **Present (Green):** Confirms the worker has been checked in and is currently on-site.
  - **Absent/Pending:** Indicates workers who have not yet arrived or been logged for the day.

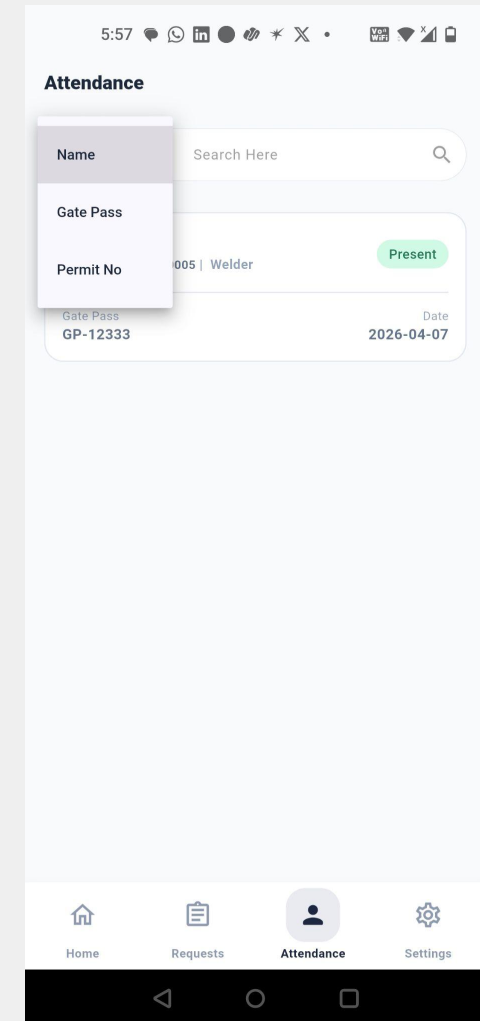
## Verification Details

To ensure site security and compliance, each card provides specific identification data:

- **Gate Pass:** The unique ID (e.g., GP-12333) assigned to the worker for facility access.
- **Date:** The specific workday for which the attendance record is being viewed.

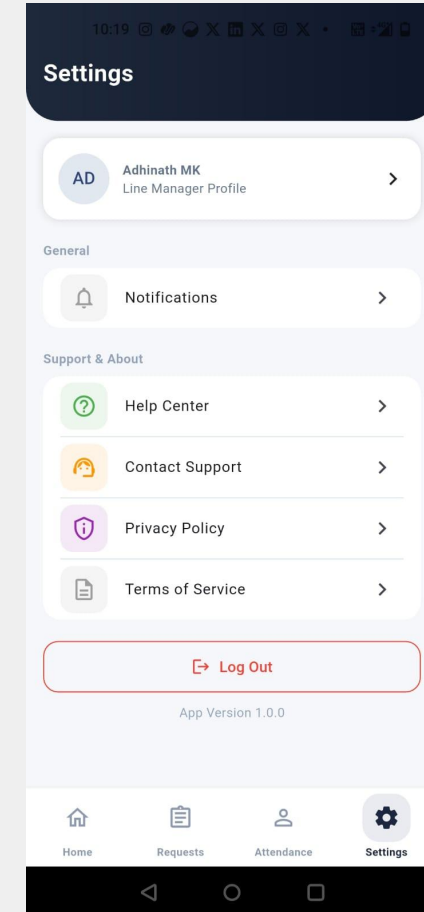
# Search and Filter Tools

- If you are managing multiple teams or large projects, use the tools at the top to narrow down the list:
- **Search Bar:** Quickly find a worker by typing their name , Gate Pass ID and Permit ID.
- **Sort Dropdown:** Use the **Name**, **Gate Pass ID** and **Permit ID** dropdown to sort the list alphabetically or by other criteria to quickly locate specific personnel.



# Settings

The **Settings** screen allows you to manage your professional profile, configure app alerts, and access essential support resources. As a Line Manager, keeping your profile and notifications up to date ensures you never miss a critical permit request.



# 1. Profile Management

- At the top of the screen, you will find your account summary:
- **Account Identity:** Displays your name and confirms your role as a **Line Manager**.
- **Edit Profile:** Tap the arrow next to your name to view or update your contact details, professional credentials, or profile image.

## Notifications:

- Tap here to customize how you receive alerts.

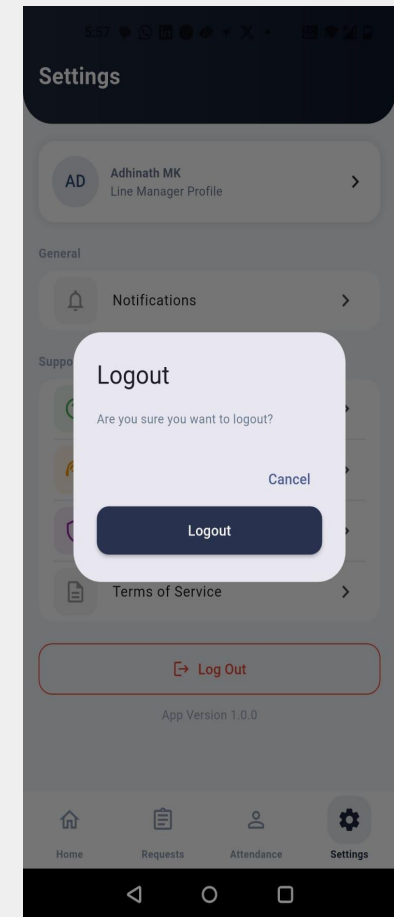
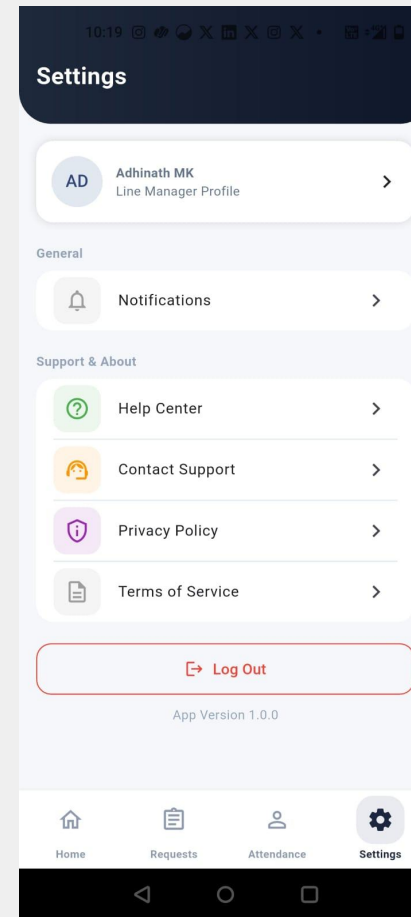
*Recommendation:* Keep push notifications enabled so you are immediately notified when a Supervisor submits a new permit for your approval.

## Support & About

- Use this section for help or to review company policies:
- **Help Center:** A library of guides and FAQs to assist you with permit workflows and attendance monitoring.
- **Contact Support:** Directly reach the technical support team if you encounter issues with permit approvals or data syncing.
- **Privacy Policy & Terms of Service:** Standard legal documentation regarding data usage and app compliance.

# System Security

- **App Version:** Displays the current software version (e.g., 1.0.0).
- **Log Out:** Tap the red "Log Out" button to end your session.



# Permit Review: Approval & Rejection

- As a **Line Manager**, the **Permit Details** page is your final checkpoint. It is divided into logical stages to ensure you review every aspect of a job before authorizing work.

The screenshot shows a mobile application interface for reviewing a permit. At the top, the status is 'Pending' in a yellow box. The permit ID is 'PR26040008' with the description 'test for approval or reject'. The interface is divided into two stages: 'Stage 1: Location & Project' and 'Stage 2: Job & Hazards'. Stage 1 includes fields for Plant Name (Bihar Plant), Project Name (Steel manufacturing project), Location (Phase 1 Expansion), Sub Location (Blast Furnace), Subunit (Hot Blast Stove), Stream (Electrical), and Group (I&C). Stage 2 includes Line Manager (Adhinath MK) and Job Types (Rigging / Fitting). At the bottom, there are two large buttons: a red 'Reject' button and a green 'Approve' button.

10:19

← Permit Details

WO-12-24-26 Pending

**PR26040008**  
test for approval or reject

Stage 1: Location & Project

Plant Name <b>Bihar Plant</b>	Project Name <b>Steel manufacturing project</b>
Location <b>Phase 1 Expansion</b>	Sub Location <b>Blast Furnace</b>
Subunit <b>Hot Blast Stove</b>	Stream <b>Electrical</b>
Group <b>I&amp;C</b>	

Stage 2: Job & Hazards

Line Manager <b>Adhinath MK</b>	Job Types <b>Rigging / Fitting</b>
------------------------------------	---------------------------------------

Hazards & Precautions

× Reject Approve

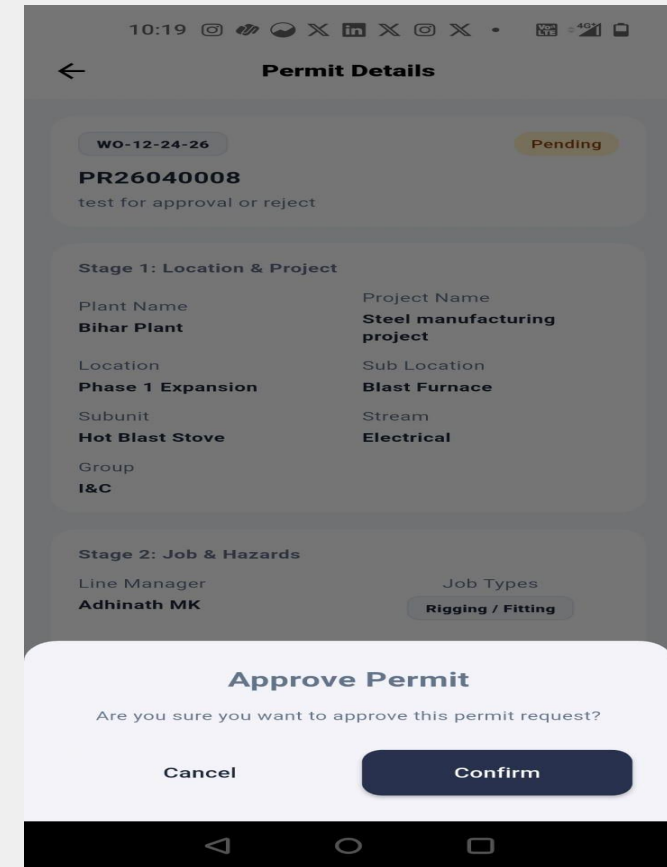
# 1. Reviewing the Permit Details

Before making a decision, scroll through the structured stages of the permit:

- **Stage 1: Location & Project:** Verify the facility, the specific unit, and the department/stream.
- **Stage 2: Job & Hazards:** Check the work description and ensure the **Hazards & Precautions** listed cover all potential risks for that specific site.
- **Permit Info:** Double-check the **Work Order** number and **Permit ID** (e.g., PR26040008) to ensure it aligns with the scheduled project.

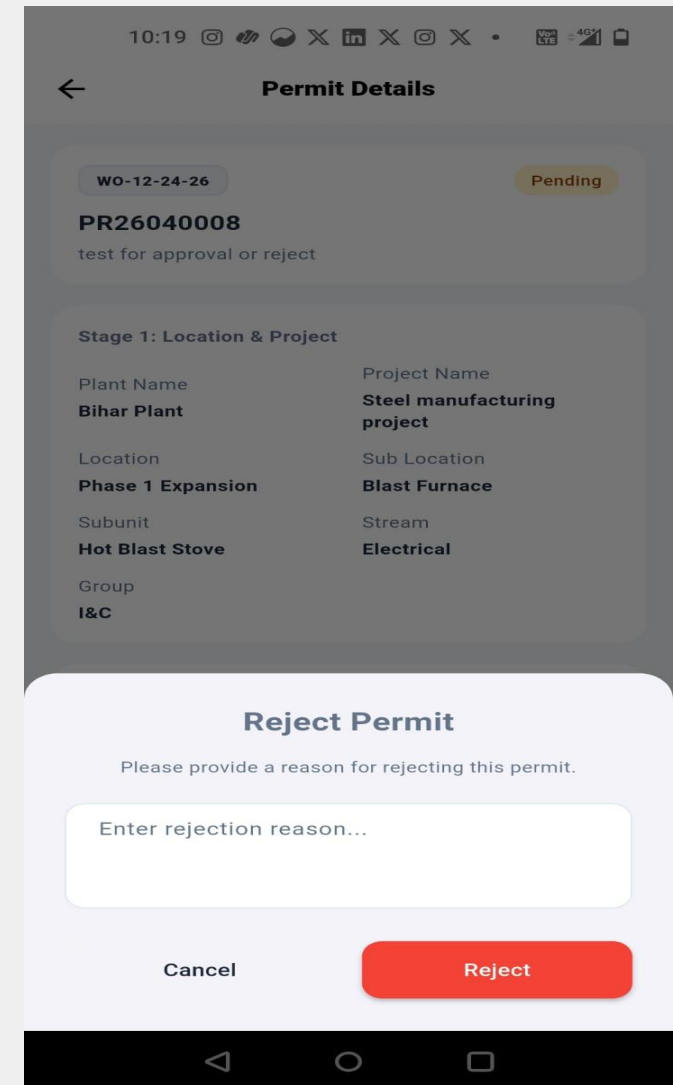
## 2. How to Approve a Permit

- If the submission is accurate and all safety protocols are met:
- Tap the green "**Approve**" button at the bottom of the screen.
- An "**Approve Permit**" confirmation pop-up will appear.
- Tap "**Confirm**" to finalize.
- **Result:** The permit status will change to **Approved**, and the Supervisor will be notified that work can begin.



# 3. How to Reject a Permit

- If information is missing, incorrect, or safety measures are insufficient:
- Tap the red "**Reject**" button at the bottom of the screen.
- A "**Reject Permit**" dialog box will appear.
- **Enter Rejection Reason:** You **must** type a reason in the text field (e.g., "*Insufficient PPE listed*" or "*Wrong Work Order selected*").
- Tap the red "**Reject**" button inside the pop-up.
- **Result:** The permit will be sent back to the Supervisor as **Rejected** or for **Patches**. They must correct the issues you noted before they can resubmit.



## 4. Navigation Options

- **Back Arrow (←):** Tap this at the top left if you are not ready to make a decision and wish to return to the Requests list.
- **Cancel:** On any pop-up (Approve or Reject), tap "**Cancel**" to go back to the details page without saving a decision.

# Supervisor Web Portal: Dashboard

The dashboard interface for a supervisor includes a top navigation bar with the PermitSync logo, company name 'Upicct pvt ltd', and user profile 'Manjunath PK Supervisor'. A dark sidebar on the left contains navigation links for Dashboard, Requests, Mark Attendance, and Attendance Report. The main content area features a 'Supervisor Dashboard' header with a welcome message. Below this are four status cards: 'Total Permits' (2), 'Pending' (1), 'Approved' (1), and 'Rejected' (0). A 'Quick Actions' section includes three cards: 'Create Permit', 'Mark Attendance', and 'Attendance Report', each with an 'Open' button.

Status	Count	Description
Total Permits	2	All your submitted permits
Pending	1	Waiting for review
Approved	1	Ready for execution
Rejected	0	Not approved

Action	Description
Create Permit	Start a new permit request for ongoing work.
Mark Attendance	Update present and absent workers for approved permits.
Attendance Report	Review attendance history and upload records in bulk.

- This dashboard serves as your primary control center for managing work permits and worker attendance

## Top Navigation Bar

- **Company Branding:** Displays the portal name and the specific company unit.
- **Notifications:** The bell icon at the top right alerts you to real-time status updates (e.g., when a permit is approved or rejected).
- **User Profile:** Displays your name and role . You can click here to access account settings or log out.

## • Sidebar Menu

- The sidebar provides quick navigation to the core modules of the system:
- **Dashboard:** The main landing page (current view).
- **Requests:** View the detailed history and current status of all permit requests.
- **Mark Attendance:** Access the interface to log daily worker presence.
- **Attendance Report:** Generate and review comprehensive logs of worker attendance history.

















## Permit Summary Tiles

- The top section of the dashboard provides a statistical overview of your permit activity:
- **Total Permits:** Shows the total number of permits you have submitted to date.
- **Pending:** Highlights permits currently "Waiting for review" by the Line Manager.
- **Approved:** Counts permits "Ready for execution." Work can only begin for these permits.
- **Rejected:** Shows permits that were "Not approved" and may require corrections.

- **Quick Actions:** Use these large action cards to jump directly into your daily tasks:
  - **Create Permit**
    - **Purpose:** Use this to start a new permit request for any upcoming or ongoing work.
    - **Action:** Click the "**Open**" button to enter the multi-step permit creation wizard.
  - **Mark Attendance**
    - **Purpose:** Update the present and absent status for workers assigned to **Approved** permits.
    - **Action:** Click the "**Open**" button to access the daily attendance sheet.
  - **Attendance Report**
    - **Purpose:** Review long-term attendance history or perform bulk uploads of attendance records.
    - **Action:** Click the "**Open**" button to view and export reporting data.
  - **Monitor the "Pending" Tile:** If a permit stays in "Pending" for an extended period, follow up with the assigned Line Manager.
  - **Daily Attendance:** Ensure attendance is marked at the start of every shift to maintain accurate safety logs and payroll records.
  - **Approved Status:** Never allow workers to start a task until the permit moves from "Pending" to the green "**Approved**" tile.

# Requests

The screenshot shows the 'Work Permit Requests' page in the PermitSync application. The page header includes the PermitSync logo, the company name 'Upicct pvt ltd', a notification bell, and the user profile 'Manjunath PK Supervisor'. The left sidebar contains navigation links for 'Dashboard', 'Requests' (highlighted), 'Mark Attendance', and 'Attendance Report'. The main content area features a 'Work Permit Requests' title, a '+ Create Permit' button, a search bar, and a 'Filter' button. Below this is a table with the following data:

SI No	Plant Name	Project Name	Permit Number	Work Order	Work Date	Status	Action
1	Tara Steel plant	Steel Melting Project	PR26040012	WO-12-890	Apr 13, 2026	Draft	   
2	Bihar Plant	Steel manufacturing pro...	PR26040009	WO-12-24-26	Apr 13, 2026	Draft	   
3	Bihar Plant	Steel manufacturing pro...	PR26040008	WO-12-24-26	Apr 8, 2026	Pending	   
4	Bihar Plant	Steel manufacturing pro...	PR26040005	WO-12-24-26	Apr 7, 2026	Approved	   

At the bottom of the table, there is a pagination control showing '1' in a circle, indicating the first page of results.

- The **Requests** page is a centralized database where Supervisors can manage the lifecycle of every permit submitted. It provides powerful tools for searching, editing, and tracking the approval flow for various plant projects.

- **Top Action Bar**

- **+ Create Permit:** Opens the wizard to start a new work authorization request.
- **Search Bar:** Quickly locate a permit by typing the **Permit Number, Work Order, or Plant Name.**
- **Filter:** Click the filter icon to narrow the list by specific criteria, such as Status (Draft, Pending, Approved) or Date Range

# List View details

<b>Column Name</b>	<b>Description</b>
<b>SI No</b>	Serial number of the entry in the current view.
<b>Plant Name</b>	The facility location (e.g., Tara Steel plant, Bihar Plant).
<b>Project Name</b>	The specific project the work belongs to.
<b>Permit Number</b>	The unique identifier for the request (e.g., PR26040012).
<b>Work Order</b>	The associated internal Work Order number.
<b>Work Date</b>	The scheduled date for the task.
<b>Status</b>	<b>Draft</b> (Unsubmitted), <b>Pending</b> (Awaiting Review), or <b>Approved</b> (Work Authorized).

## Action Icons (Toolbar)

On the right side of each row, you will find a set of icons that allow you to interact with that specific permit:

- **View (Eye Icon - Green):** Open the permit in "Read-Only" mode to check all details and worker assignments.
- **Edit (Pencil Icon - Blue):** Modify a **Draft** permit.
  - *Note: Once a permit is Pending or Approved, the edit icon may be disabled.*
- **PDF (Red Icon):** Generate and download a PDF copy of the official permit document for printing or archiving.
- **History (Clock Icon - Green):** View the audit trail to see when the permit was created, edited, and who approved or rejected it.

## Status Workflows

- **Managing Drafts:** If a permit is in **Draft** status, it is not yet visible to the Line Manager. Ensure you click the **Edit** icon to complete and **Submit** it.
- **Monitoring Pending:** Permits in **Pending** status are in the Line Manager's queue. You can check the **History** icon to see how long it has been waiting for review.
- **Executing Approved Permits:** Only when the status turns green (**Approved**) should you proceed with marking attendance and starting work on-site.

## Pagination

- At the bottom of the table, use the navigation arrows (< , >) to move between pages if you have a large volume of requests. You can also jump to a specific page number.

# Mark Attendance

PermitSync | Upicct pvt ltd | Manjunath PK Supervisor

### Mark Attendance

Select Date: 07-04-2026

Selected: 07-04-2026

Select Permit Request: PR26040005 - Steel manufacturing project

Worker List: ✓ Present: 1 ✗ Absent: 0 - Pending: 0 Total: 1 [Export To Excel](#)

#	Worker Name	Biometric Code	In Time	Out Time	Actions	Mark Attendance
1	Madhu	123	18:29	19:29	✓ ✎	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent

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The **Mark Attendance** page is the primary tool for Supervisors to manage daily worker check-ins and check-outs on the web portal. This screen allows you to track labor hours per project and export data for payroll and compliance.

## Attendance Setup

- To begin marking attendance, you must first filter for the specific work group:
- **Select Date:** Click the calendar icon to choose the workday. The portal will display "Selected: [Date]" below to confirm your choice.
- **Select Permit Request:** Click the dropdown or type to search for an **Approved Permit Number**.

## Worker List Summary

- Once a permit is selected, the **Worker List** bar provides a real-time count:
- **Total:** Total number of workers assigned to this permit.
- **Present (Green):** Successfully checked-in workers.
- **Absent (Red):** Workers marked as not present.
- **Pending (Yellow):** Workers whose status has not yet been determined for the day.

# Attendance Setup

Column Name

**Worker Name**

**Biometric Code**

**In Time / Out Time**

**Actions**

**Mark Attendance**

Action / Description

Name of the assigned employee (e.g., **Madhu**).

The unique ID linked to the worker's physical attendance scanner (e.g., 123).

Type the exact time or use the time-picker to log when the worker started and finished their shift.

Use the **Checkmark** to save the row data or the **Pencil** icon to make edits to previously saved times.

Click the **Present** or **Absent** buttons to set the worker's status for the day.

## Exporting Data

- **Export to Excel:** Click the button at the top right of the table to download the current attendance list as an .xlsx file. This is useful for offline reporting or sharing with the HR department.

## Workflow Checklist

- Ensure the **Date** and **Permit Number** are correct before entering data.
- Enter the **In Time** as soon as the worker arrives on-site.
- Toggle the **Present** button (it will turn green once active).
- Enter the **Out Time** at the end of the shift.
- Click the **Save (Checkmark)** icon under the Actions column to ensure the data is synced to the server.

# Attendance Report

PermitSync Upicct pvt ltd Manjunath PK Supervisor

### Attendance Report

Search... Filter Export Bulk Upload

Total Workers: 22  
Present Today: 0  
Absent Today: 22

SI No	Date	Worker Name	Gate Pass	Height Pass	Biometric Code	Contractor Name	Permit Number	Work Shift	In Time	Out Time	Status
1	Apr 7, 2026	Madhu	GP-12333	HP-1233	123	Upicct pvt ltd	PR26040005	night	06:29 PM	07:29 PM	Present

1

- The **Attendance Report** page provides a comprehensive analytical view of all worker attendance records. Unlike the "Mark Attendance" page which is for daily entry, this screen is used for reporting and bulk data management.

# Attendance Report

Column Name

**Date**

**Worker Name**

**Gate / Height Pass**

**Biometric Code**

**Contractor Name**

**Permit Number**

**Work Shift**

**In Time / Out Time**

**Status**

Description

The specific workday the record refers to.

Full name of the employee.

Unique identifiers required for site access and high-altitude work safety.

Digital ID used for clocking in/out.

The employer/vendor the worker belongs to (e.g., **Upicct pvt ltd**).

The authorized work permit associated with that day's task.

Indicates the assigned timing (e.g., **night** or **day**).

The exact recorded timestamps for the shift.

Final attendance status (e.g., **Present**).

## Search and Data Tools

- Located at the top of the report, these tools help you manage large datasets:
- **Search Bar:** Quickly find specific records by searching for a **Worker Name, Gate Pass, or Permit Number**.
- **Filter:** Narrow down the report by specific date ranges, contractors, or work shifts (e.g., Day vs. Night).
- **Export:** Download the filtered report into an Excel or CSV format for external processing.
- **Bulk Upload:** Use this to upload multiple attendance records at once using a standardized template.

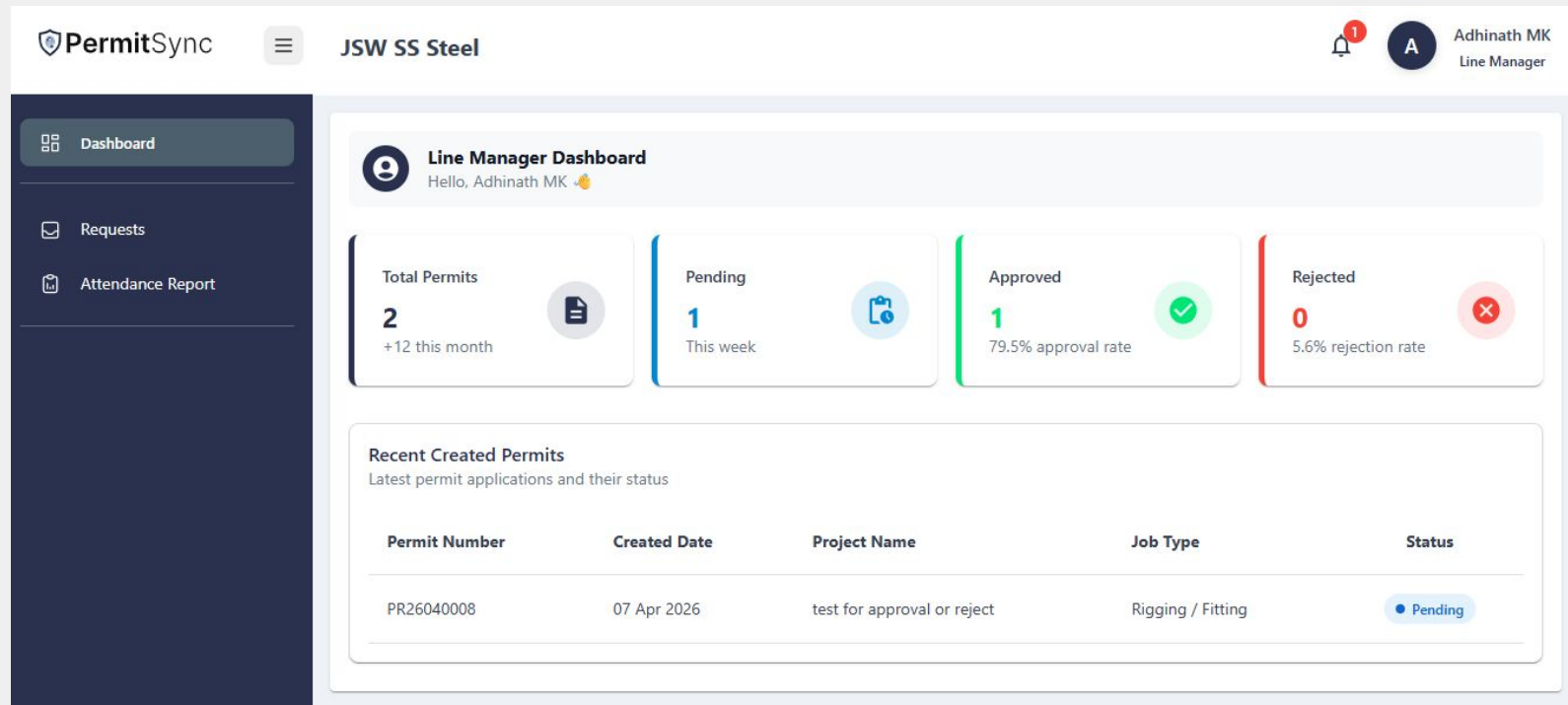
## Daily Statistics Summary

- The three tiles above the table give you an instant snapshot of today's workforce:
- **Total Workers:** Total number of workers registered under your supervision.
- **Present Today (Green):** The number of workers who have successfully clocked in for the current date.
- **Absent Today (Red):** The number of workers who are expected but have not yet clocked in.

- **Navigation and Viewing**

- **Horizontal Scroll:** Since the table contains many columns (Shift, Contractor, Pass IDs), use the **scroll bar at the bottom of the table** to view all data points.
- **Pagination:** Use the arrows (< , >) at the bottom to navigate through historical pages of data.

# Line Manager Web Portal: Dashboard



- This web dashboard is your primary interface for overseeing work authorizations at client. As a Line Manager, your oversight ensures that all on-site activities are vetted for safety and compliance.

## Header & Profile Information

- **Project Context:** Displays the company/site you are currently managing client.
- **Notifications:** The bell icon (top right) with a red badge indicates new permit requests that require your immediate review.
- **User Profile:** Displays your name and role (**Line Manager**). Click here to manage your account or sign out.
- **Sidebar Navigation**
  - **Dashboard:** The main overview page (current view).
  - **Requests:** A full-screen table of all permit applications where you can perform detailed reviews, approvals, and rejections.
  - **Attendance Report:** Access to historical and real-time attendance logs for workers active in your assigned areas.

## Performance & Status Tiles

- The dashboard provides a high-level summary of permit activity and your approval metrics:
- **Total Permits:** Shows the total number of permits assigned to you, with a month-over-month trend.
- **Pending:** Highlights the number of permits waiting for your decision (**1 this week**). Focus on this tile to prevent operational delays.
- **Approved:** Displays your authorized permits and your overall **Approval Rate**
- **Rejected:** Shows denied permits and your **Rejection Rate** High rejection rates may indicate a need for further supervisor training.

## Recent Created Permits

This section lists the latest applications submitted by Supervisors in real-time.







- **Permit Number:** Unique identifier for the request
- **Created Date:** When the Supervisor submitted the request.
- **Project Name:** The specific project or task description.
- **Job Type:** The technical classification of the work
- **Status:** Displays the current stage (e.g., **Pending**).

# Management Workflow

- **Identify:** Check the **Pending** tile or the **Recent Created Permits** list for new items.
- **Review:** Navigate to the **Requests** tab in the sidebar to open the full details of any pending permit.
- **Verify:** Inspect the listed hazards, precautions, and worker assignments.
- **Action:** Approve the permit to allow work to begin, or Reject it with a clear reason so the Supervisor can make necessary corrections.

# Permit Requests: Line Manager

The screenshot displays the PermitSync web application interface. The top header includes the PermitSync logo, a hamburger menu, the client name 'JSW SS Steel', a notification bell with a red '1', and the user profile 'Adhinath MK Line Manager'. The left sidebar contains navigation options: 'Dashboard', 'Requests' (highlighted), and 'Attendance Report'. The main content area is titled 'Permit Requests' and features a search bar and a 'Filter' button. Below these is a table with two rows of permit requests. The first row is 'Pending' and the second is 'Approved'. Each row has three action icons: an eye, a document, and a refresh. At the bottom of the table is a pagination control showing '1' of 1 pages. A footer note states: 'This application is protected by copyright law and international treaties. © 2026. All Rights Reserved. v0.1.0'.

SI No	Plant Name	Project Name	Work Order	Work Date	Status	Action
1	Bihar Plant	Steel manufacturing project	WO-12-24-26	Apr 8, 2026	Pending	  
2	Bihar Plant	Steel manufacturing project	WO-12-24-26	Apr 7, 2026	Approved	  

- The **Permit Requests** page is your primary workspace for operational oversight at client. This screen lists all work authorizations submitted by Supervisors that fall under your jurisdiction.

## Search and Navigation Tools

- **Search Bar:** Quickly find a specific request by typing the **Permit Number, Work Order, or Plant Name**.
- **Filter Button:** Use this to organize the list by status (e.g., viewing only "Pending" items), specific dates, or project types.
- **Pagination:** Use the arrows at the bottom to navigate through multiple pages of requests

## Approval Workflow

- To maintain a safe and efficient site, follow this workflow:
- **Step 1:** Locate a permit with a blue **Pending** status.
- **Step 2:** Click the **View (Eye)** icon to inspect the safety plan.
- **Step 3:** If satisfied, use the **Approve** button inside the details view. If information is missing, use the **Reject** button and provide a reason.
- **Step 4:** Once approved, the status will turn green (**Approved**), signifying that the team is legally and operationally authorized to begin work.

# Understanding the Request Table

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<b>Column</b>	<b>Description</b>
SI No	The serial number of the entry.
Plant Name	The facility where work is requested (e.g., Bihar Plant).
Project Name	The specific project the task is assigned to.
Work Order	The internal tracking number for the job (e.g., WO-12-24-26).
Work Date	The date the work is scheduled to take place.
Status	Pending (Awaiting your review) or Approved (Review complete).

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## Action Toolbar (Decision Icons)

- The green and red icons on the right allow you to interact with and manage each request:
- **View (Green Eye Icon):** \* **Action:** Click this to open the full permit details.
  - **Purpose:** This is the most important step. You must review the hazards, safety precautions, and assigned workers before making a decision.
- **PDF (Red Document Icon):** \* **Action:** Click to download the official permit as a PDF.
  - **Purpose:** Useful for printing a hard copy for site records or sharing via email for compliance audits.
- **History (Green Clock Icon):** \* **Action:** Click to see the timeline of the permit.
  - **Purpose:** Shows when the Supervisor created it and any previous comments or status changes.

# Permit Request Review: Line Manager

PermitSync JSW SS Steel

Permit Status: Created

## Permit Request

Project Details Hazards & Precautions Workers Involved

### Project Details

Plant Name	Project Name	Account Name
Bihar Plant	Steel manufacturing project	Steel manufacturing project
Work Order	Location	Sub Location
WO-12-24-26	Phase 1 Expansion	Blast Furnace
Sub Unit	Stream	Group
Hot Blast Stove	Electrical	I&C
Type of Job		
Blowing / Fitting		

Reject Approve

- When you click the **View (Eye)** icon from the Requests list, the **Permit Request** detail window opens. This is your primary tool for auditing a supervisor's request before granting authorization.

## Header & Status Information

- **Permit Status (Blue Bar):** Displays the current stage of the permit (e.g., **Created**).
- **Window Controls:**
  - **Expand:** Use the diagonal arrows to make the window full-screen for better visibility.
  - **Close (X):** Click the "X" to exit the review without making a decision.

## Information Tabs

- The request is organized into three tabs. You should review each one before taking action:
- **Project Details (Active Tab):** Displays location-specific data including Plant Name, Work Order, and the exact Sub-Location (e.g., **Blast Furnace**) and Sub-Unit (e.g., **Hot Blast Stove**).
- **Hazards & Precautions:** Contains the safety assessment. Check that all risks associated with electrical or mechanical work are addressed.
- **Workers Involved:** Lists the specific personnel assigned. Ensure the workers' skills match the "Type of Job" (e.g., Rigging/Fitting).

## Reviewing Project Details

- Verify that the following fields are correct for your assigned area:
- **Account/Project Name:** Ensure the work is billed to the correct project.
- **Stream & Group:** Verify the technical team (e.g., **Electrical - I&C**) is appropriate for the task.
- **Type of Job:** Confirms the nature of the physical work to be performed.

## Final Decision Actions

- At the bottom right of the window, you will find the final decision buttons:
- **Approve (Green Button):**
  - **When to use:** Use this if all three tabs have been reviewed, safety precautions are sufficient, and the location data is accurate.
  - **Result:** The permit moves to the "Approved" status, allowing the Supervisor to begin attendance marking and work execution.
- **Reject (Red Button):**
  - **When to use:** Use this if there is missing documentation, insufficient safety measures, or incorrect project charging.
  - **Note:** You will be prompted to provide a reason for the rejection so the Supervisor knows what to fix.

# Attendance Report: Line Manager

The screenshot displays the 'Attendance Report' interface for 'JSW SS Steel' in the PermitSync system. The user is identified as Adhinath MK, Line Manager. The interface includes a search bar, a 'Filter' button, and an 'Export' button. Summary cards show 'Total Workers: 22', 'Present Today: 0', and 'Absent Today: 22'. A table below lists worker attendance records with columns for SI No, Date, Worker Name, Gate Pass, Height Pass, Biometric Code, Contractor Name, Permit Number, Work Shift, In Time, Out Time, and Status.

SI No	Date	Worker Name	Gate Pass	Height Pass	Biometric Code	Contractor Name	Permit Number	Work Shift	In Time	Out Time	Status
1	Apr 8, 2026	Madhu	GP-12333	HP-1233	123	Upicct pvt ltd	PR26040008	night	-	-	Pend
2	Apr 8, 2026	Chandran	GP-1111	HP-11111	234	Upicct pvt ltd	PR26040008	night	-	-	Pend
3	Apr 7, 2026	Madhu	GP-12333	HP-1233	123	Upicct pvt ltd	PR26040005	night	06:29 PM	07:29 PM	Pres

- The **Attendance Report** screen provides Line Managers at client with a high-level overview and a detailed audit trail of all workforce activity. This page is essential for verifying that the teams you authorized via permits are actually on-site and following scheduled shifts.

## Real-Time Summary Tiles

- At a glance, you can monitor the daily mobilization of your workforce through three key metrics:
- **Total Workers:** The total number of personnel currently registered across all active permits in your area.
- **Present Today (Green):** The live count of workers who have successfully clocked in for the current shift.
- **Absent Today (Red):** The number of workers assigned to active permits who have not yet reported for duty.

## Search, Filter, and Export Tools

- Manage large amounts of data efficiently using the top control bar:
- **Search:** Find a specific individual by typing their **Worker Name**, **Gate Pass**, or **Biometric Code**.
- **Filter:** Narrow down the report by date, specific contractor, or work shift (e.g., day vs. night).
- **Export:** Download the current view into an Excel format for secondary reporting or payroll verification.

# Detailed Attendance Log

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Column	Description
Worker Name	The name of the individual on-site.
Gate / Height Pass	Critical for safety; verify that workers in high-risk areas possess the correct Height Pass (e.g., HP-1233).
Contractor Name	Identifies the vendor (e.g., Upicct pvt ltd or BlueRock Engineering).
Permit Number	Links the worker to the specific approved permit (e.g., PR26040008).
Work Shift	Confirms if the worker is on the correct shift (day/night).
In Time / Out Time	Exact timestamps of site entry and exit.

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## 4Navigation & Audit Controls

- Horizontal Scroll:** The report contains many columns; use the scroll bar at the bottom of the table to view the full details of each entry.
- Pagination:** Use the page numbers at the bottom to browse through historical attendance data.

# Managerial Oversight Checklist

- **Compliance Check:** Use the **Height Pass** column to ensure that only qualified workers are performing tasks that require specialized safety clearances.
- **Shift Verification:** Ensure that workers logged as "night" shift are not working excessive hours into the "day" shift, as per safety regulations.
- **Contractor Management:** Monitor the "Present Today" count against contractor to ensure accurate labor reporting.

