Employee OS User Guide

Version 1.2.1 · Windows x64

A practical guide for company administrators and payroll operators

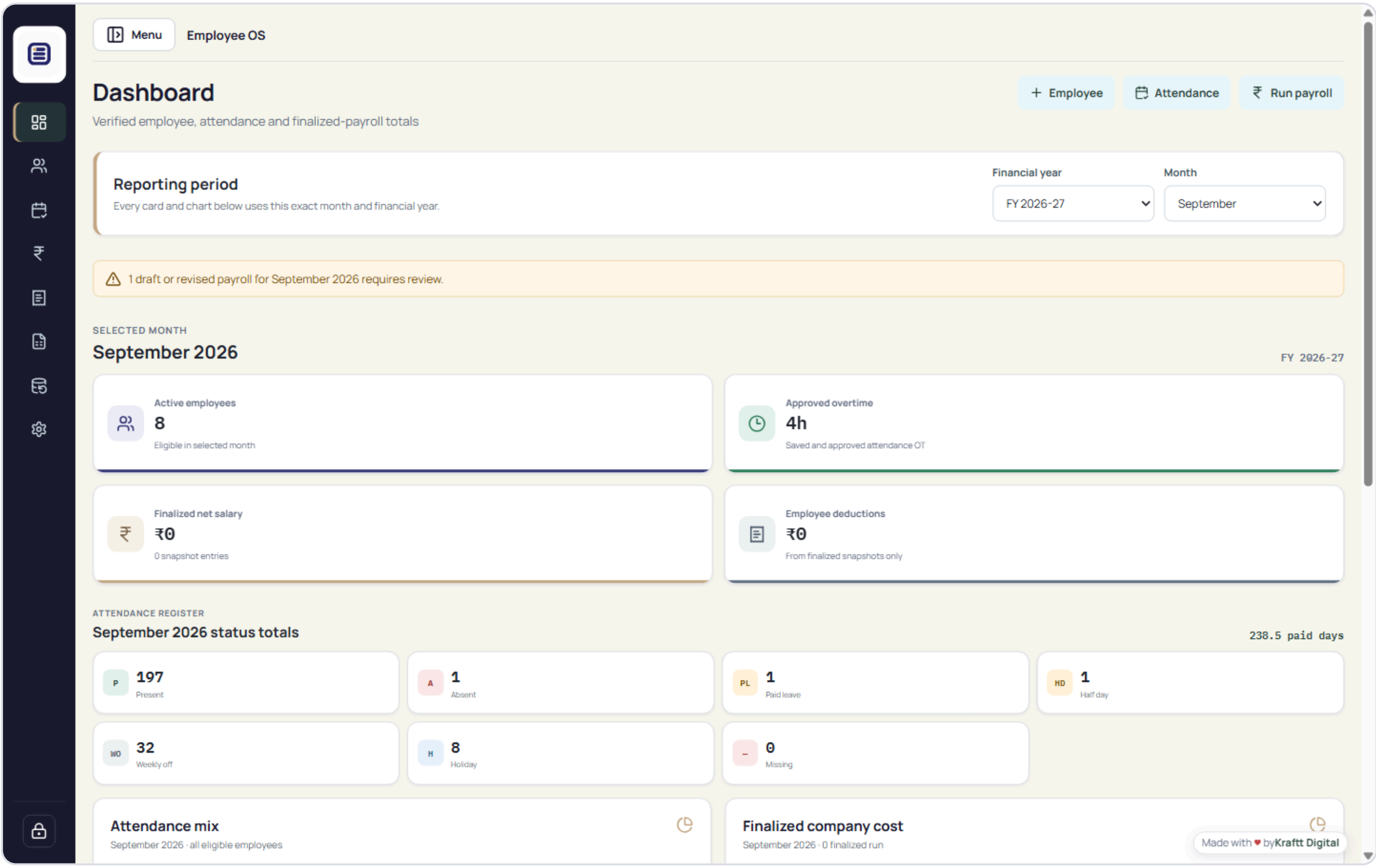
Made by Kraftt Digital

Contents

1. Employee OS overview

Employee OS is an offline Windows application for one organization. It keeps employee records, bank details, documents, attendance, holidays, payroll, salary slips, reports, audit history and backups on the computer where it is installed.

The main menu contains Dashboard, Employees, Attendance, Payroll, Salary Slips, Reports, Backup & Restore and Settings. Select **Menu** to expand the icon rail. Expanding it moves the work area; it does not cover the page.



Dashboard with financial-year and month filters

The Dashboard shows actual saved records for the selected financial year and month. Every card and chart follows those two filters, and the page refreshes after employee, attendance, payroll or settings changes. Attendance totals match the monthly register; approved overtime includes only saved approved hours; payroll values come only from finalized payroll snapshots. Missing attendance excludes future dates, holidays, weekly offs and dates outside each employee's joining/leaving period.

Employee OS does not submit EPF, ESI or TDS returns, make payments, send emails or synchronize to a cloud service. Confirm payroll rules with the organization's accountant or adviser.

2. System requirements

- Windows 10 or Windows 11, 64-bit.

- A normal Windows user account with permission to install desktop software.
- At least 4 GB RAM; 8 GB is recommended for large reports.
- About 500 MB free disk space for the application, plus space for documents, salary slips and backups.
- A printer or PDF reader only if printed copies are required.
- No Node.js, npm, developer tools or internet connection is required after installation.

Use a screen resolution of at least 1024 × 580. The standard 1366 × 768 and 1920 × 1080 laptop/desktop sizes are supported.

3. Installing Employee OS

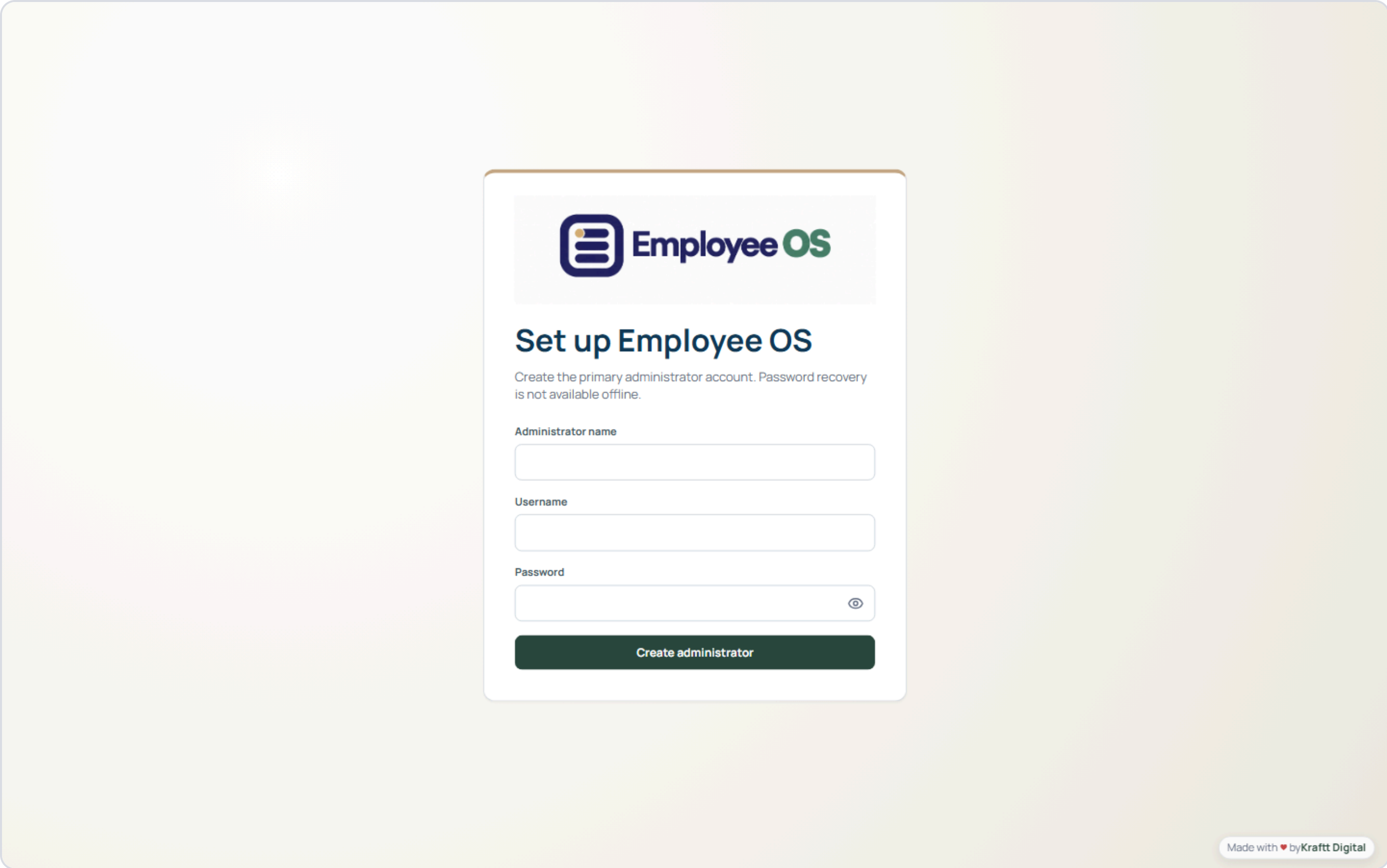
1. Copy `Employee-OS-v1.2.1-Windows-x64.zip` to the destination computer.
2. Right-click the ZIP and choose **Extract All**. Do not run the installer from inside the ZIP preview.
3. Open the extracted folder.
4. Optionally compare the installer's SHA-256 value with `SHA256SUMS.txt`.
5. Run `Employee-OS-Setup-v1.2.1.exe`.
6. Windows may show an unknown-publisher message because this release is not digitally signed. Confirm that the filename and checksum match the supplied release before continuing.
7. Choose an installation folder, then complete setup.
8. Start Employee OS from the desktop shortcut or Start Menu.

Upgrading the application does not intentionally remove the data folder. Create a full backup before every upgrade.

The installation ZIP contains the program and manuals only. It never contains the organization's employees, attendance, payroll or managed documents.

4. First-time administrator setup

On a fresh installation, Employee OS opens the administrator setup screen.



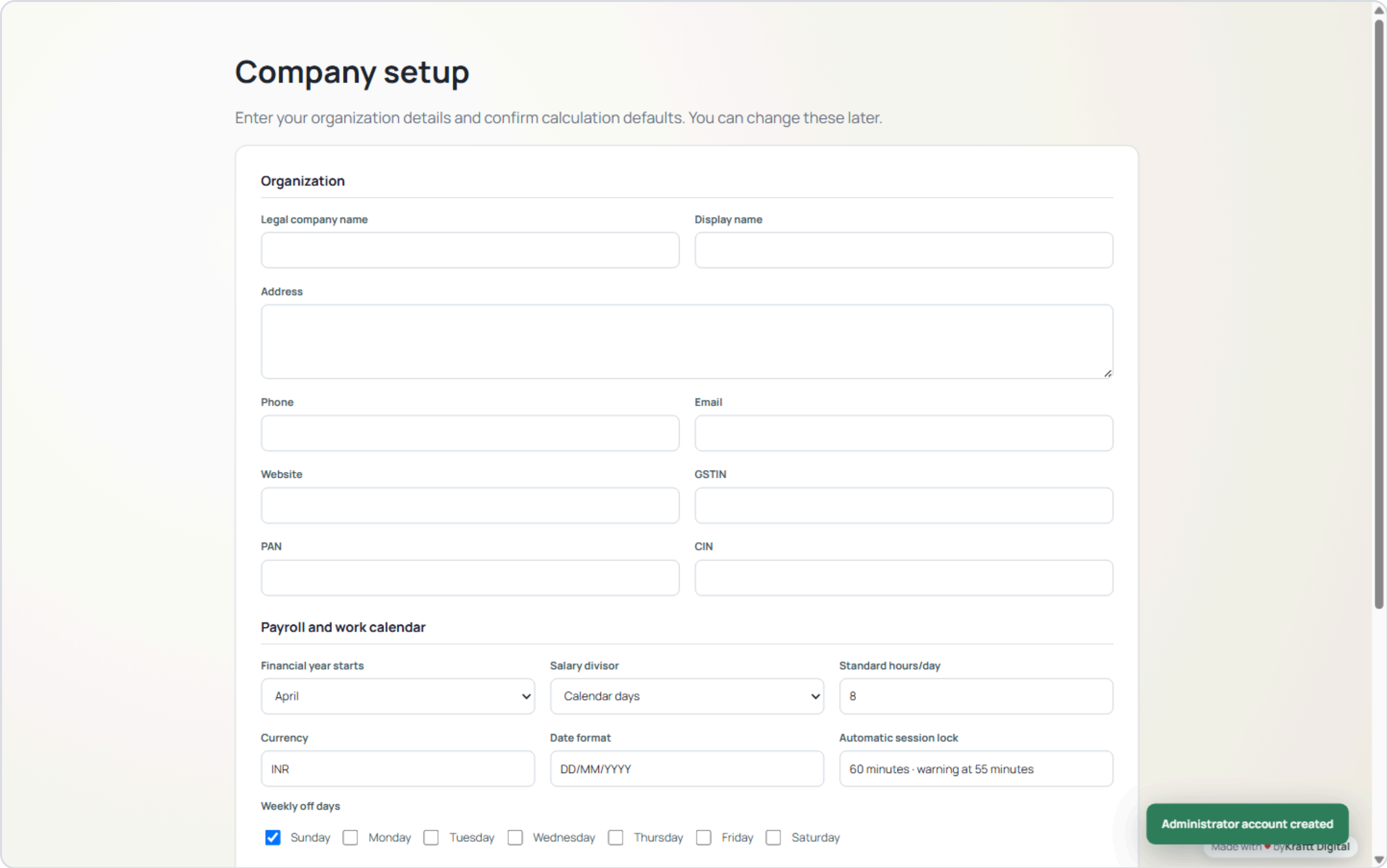
First-run administrator setup

1. Enter the administrator's name.
2. Choose a memorable username.
3. Enter a password of at least eight characters.
4. Select **Create administrator**.

Passwords are hidden by default. Select the eye button at the right of a password box to show it temporarily; select the button again to hide it. The value is not cleared or changed by this control.

There is no online password recovery. Store the username and password in the organization's approved secure password manager or sealed recovery procedure. Employee OS stores a salted password hash, not the plain password.

Next, complete the Company Setup screen.

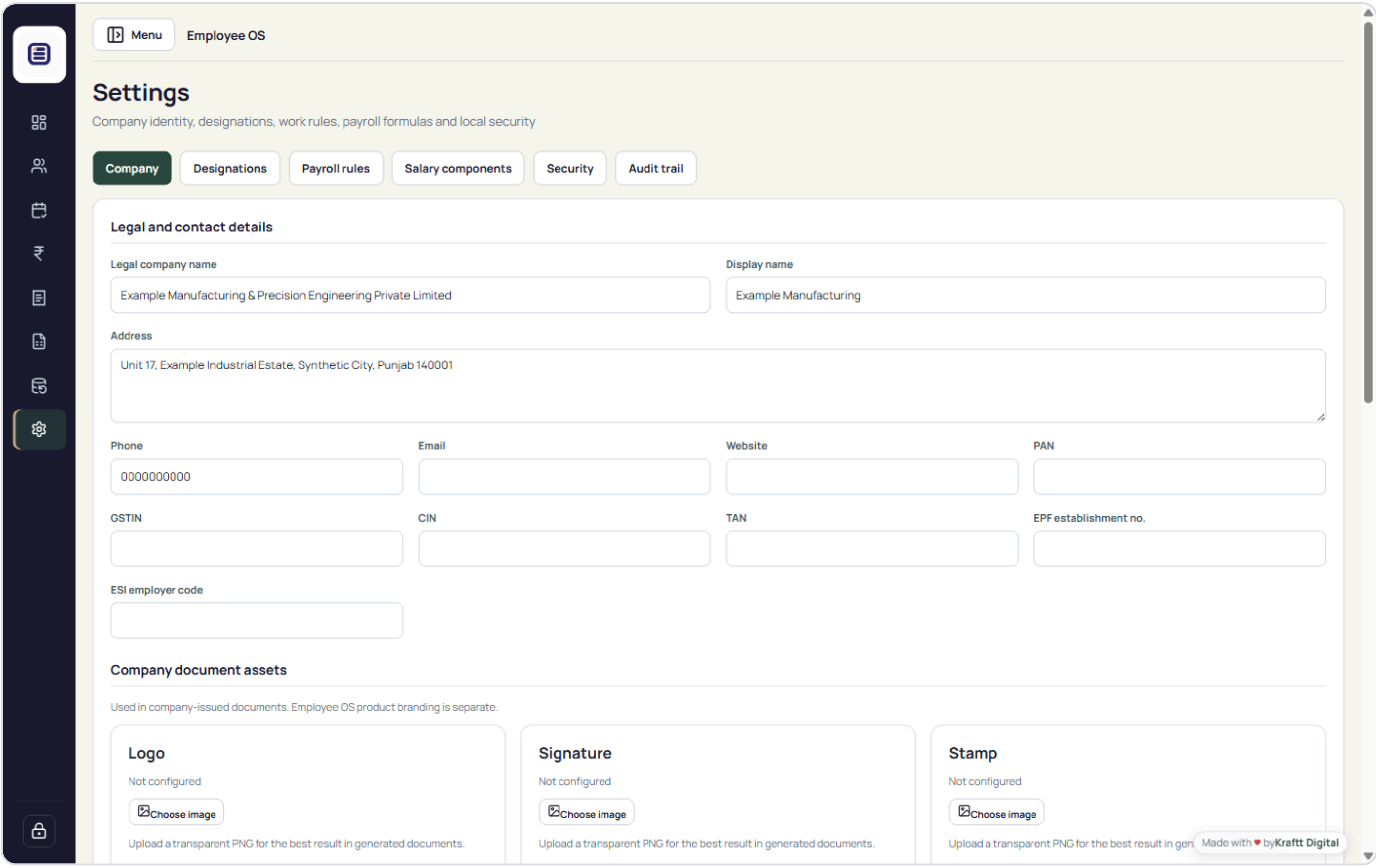


First-run company setup

Enter the legal/display name, address and contact information. Confirm the financial-year start month, salary divisor, standard hours and weekly-off days. These values can be changed later under Settings, but a finalized payroll keeps the values that were used when it was calculated.

5. Company Settings

Open **Settings → Company**.



Company Settings

Complete the organization's legal name, display name, address, phone and email. Add PAN, GSTIN, CIN, TAN, EPF establishment number and ESI employer code only where applicable. Set the authorized signatory name/designation and salary-slip footer.

Review these operating values carefully:

- Financial year start month: April by default.
- Currency: INR.
- Date display: DD/MM/YYYY by default.
- Standard hours per day: used as the employee default.
- Weekly off days: used in attendance and scheduled-day calculations.
- Salary divisor: calendar days, 26 days, 30 days or scheduled working days.

Select **Save company settings** after changes. Existing finalized payroll and historical salary-slip snapshots are not recalculated.

Managing shifts

The **Shift management** panel is also under **Settings → Company**. Add a trimmed, unique shift name, rename an existing shift, or delete an unused shift. Renaming is safe because Employee OS keeps a stable shift ID. Deletion is blocked while any employee is assigned; reassign those employees first. Employee forms and Excel templates load the current shift list automatically.

6. Adding company logo, signature and stamp

On **Settings → Company**, find **Company document assets**.

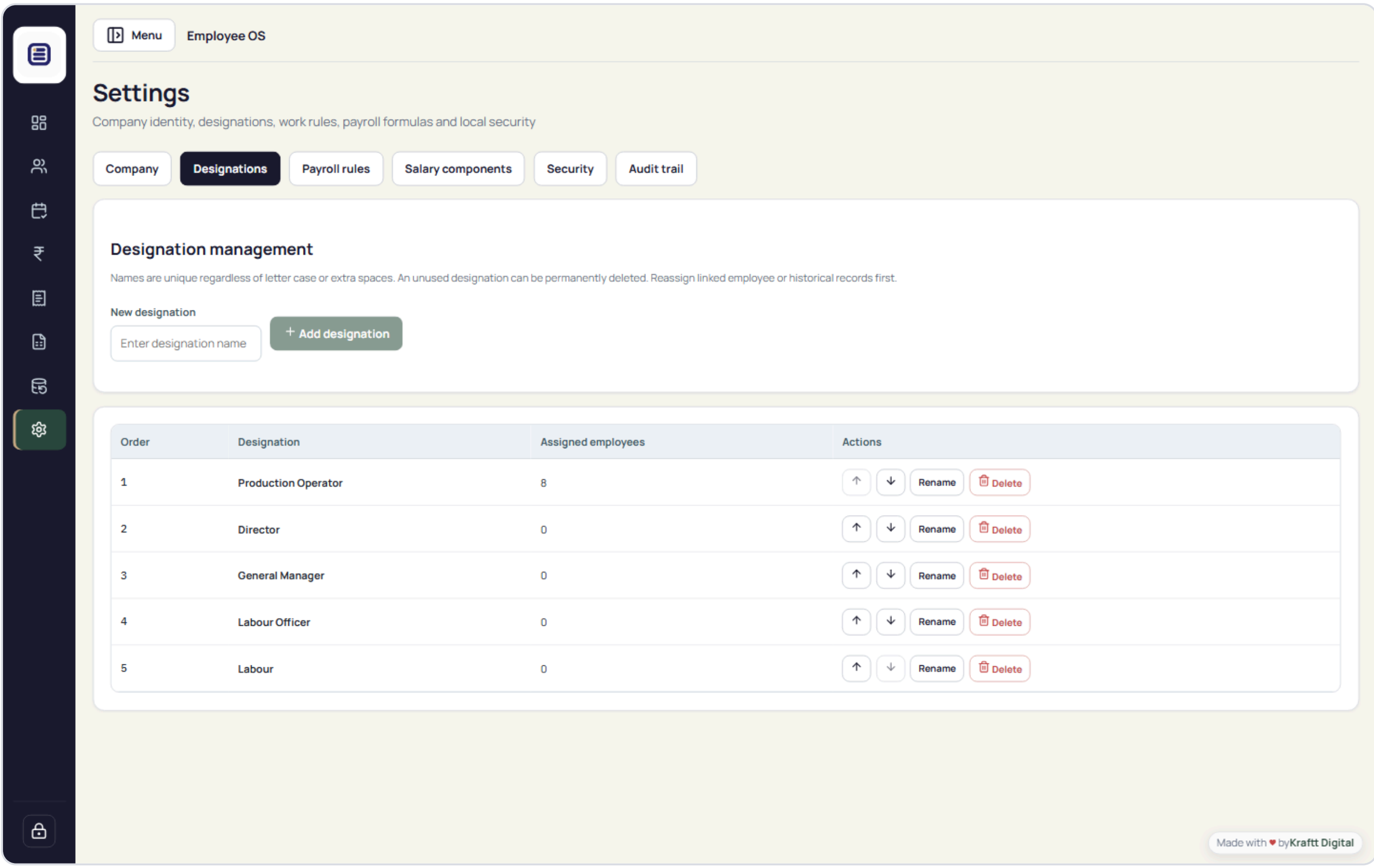
1. Select **Choose image** under Logo, Signature or Stamp.
2. Select a PNG, JPG or JPEG image up to 15 MB. A transparent PNG gives the best result in generated documents.
3. Confirm that the preview is correct.
4. Save Company Settings.

The selected file is copied into Employee OS's managed data folder. The original can then be moved. Missing optional artwork is omitted from PDFs; Employee OS does not show a broken placeholder.

The preview warns when an image has no transparent background. Logo and stamp colours are retained. Signature pixels are converted to black while transparency is preserved, so use a tightly cropped transparent PNG. Company documents remain visually owned by the configured company; Employee OS attribution stays restrained.

7. Managing designations

Open **Settings → Designations**.



Designation management

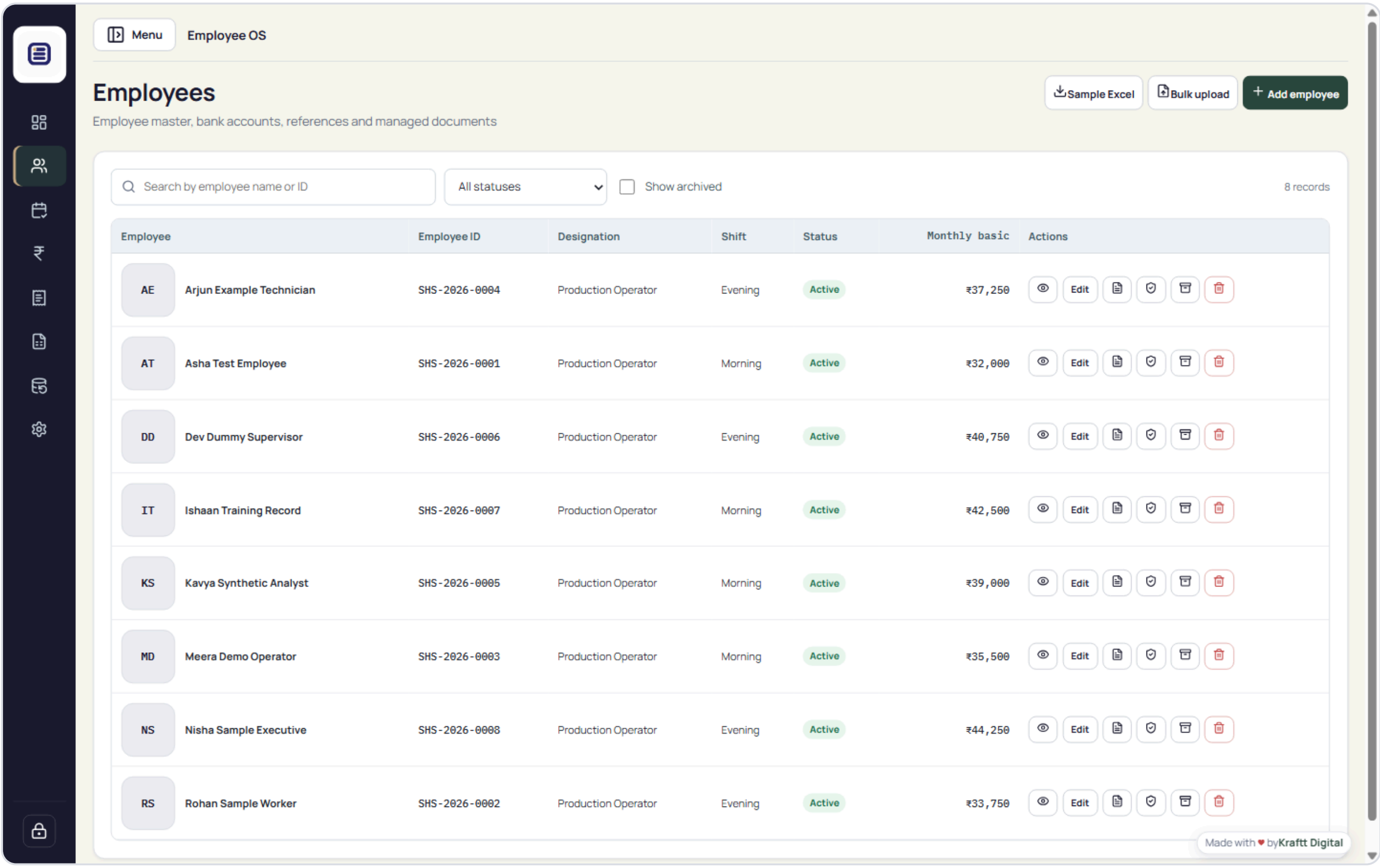
- To add: type a name and select **Add designation**.
- To rename: select **Rename** beside the designation.

- To reorder: use the up/down buttons. This order is used in lists.
- To delete: select **Delete** and confirm. Deletion is allowed only when the designation is unused.
- Existing archived designations from earlier versions can still be reactivated or deleted when unused.

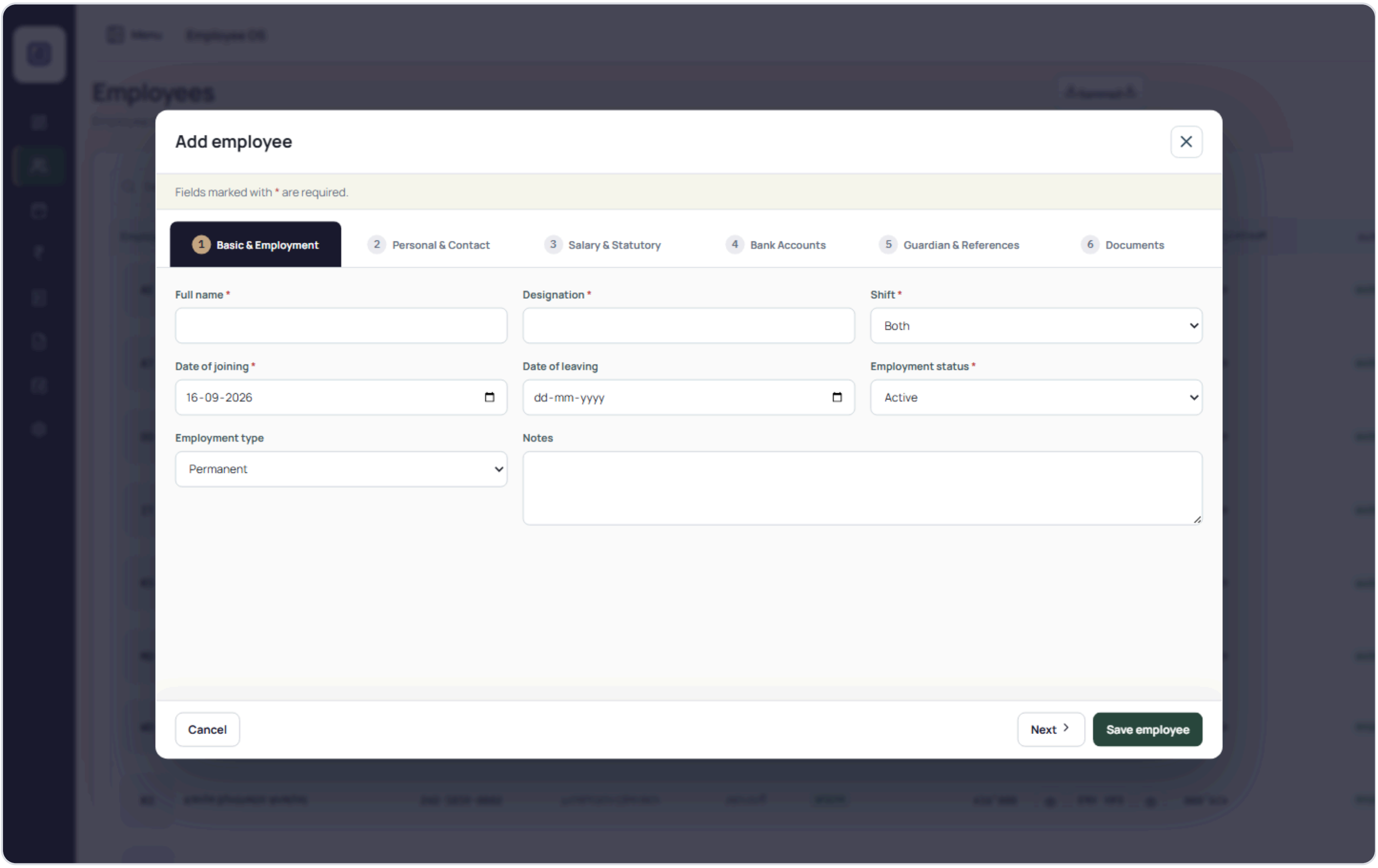
Designation names are unique regardless of letter case or extra spaces. If a designation is linked to an employee or historical payroll snapshot, Employee OS blocks deletion and asks you to reassign the linked records first. A fresh database starts with Director, General Manager, Labour Officer and Labour; upgrades do not replace existing designations.

8. Adding an employee

Open **Employees** and select **Add employee**.



Employee list and bulk-import actions



Add employee form

Complete the form one tab at a time. Fields marked with a red asterisk are required. The tabs cover Basic & Employment, Personal & Contact, Salary & Statutory, Bank Accounts, Guardian & References and Documents.

Employee OS creates the employee ID automatically. Enter the joining date, employment status, designation, shift and monthly basic carefully because they affect attendance and payroll. Aadhaar must contain 12 digits and PAN must match its expected format; this is only a format check and not government verification.

Select **Save employee**. The Employees list refreshes immediately and clears filters so the new record is visible.

For bulk entry, select **Sample Excel**, fill one employee per row without renaming headers, then select **Bulk upload**. Required column headers are red in the workbook; optional headers are neutral. The complete file is validated before saving, so an invalid row does not create a partly imported batch.

9. Editing, viewing and archiving employees

Each row has actions for View, Edit, Documents, Salary Components, Archive/Reactivate and Delete Duplicate.

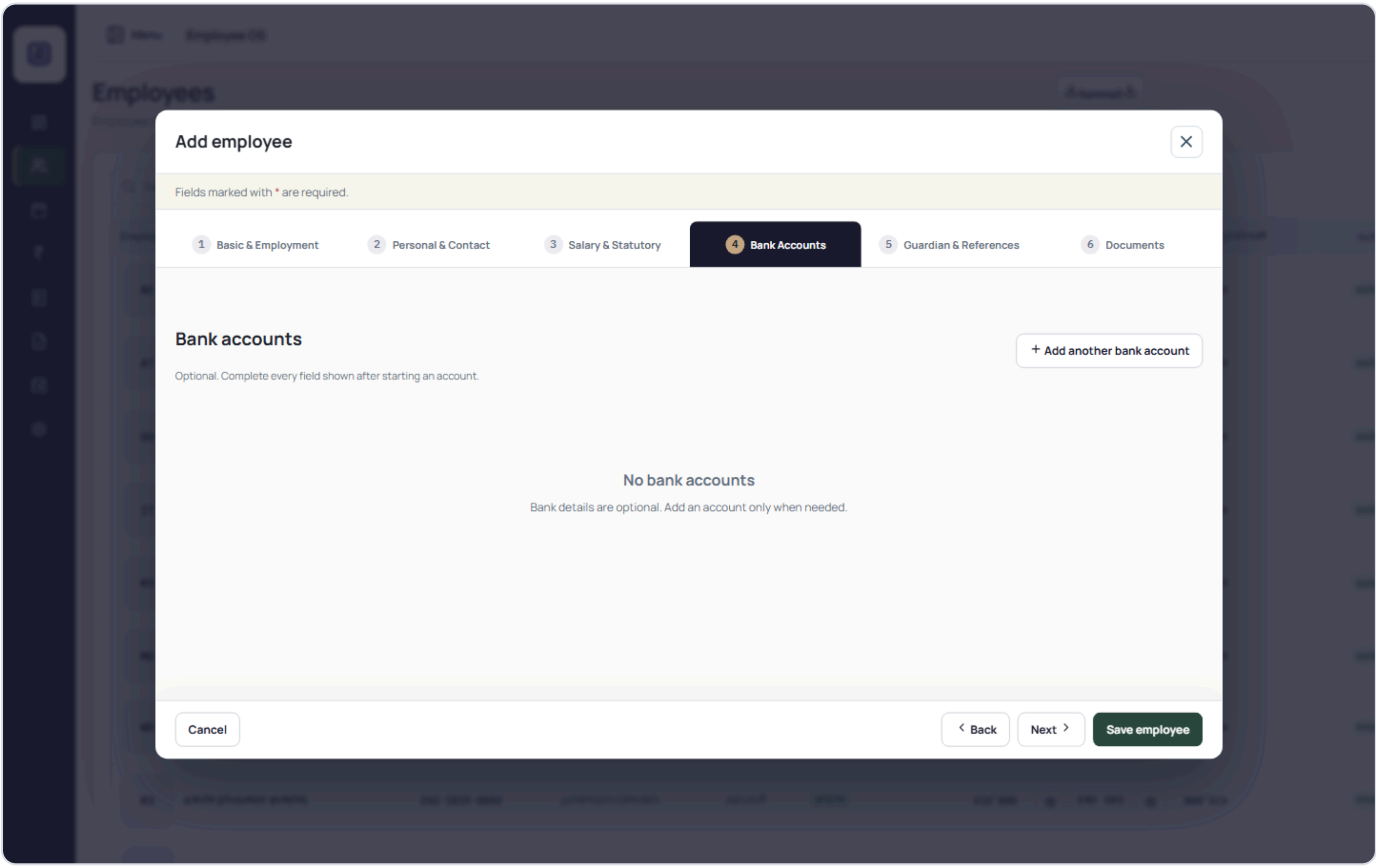
- **View** shows masked identification and bank information.
- **Edit** asks for the administrator password before revealing sensitive values.
- **Archive** removes the employee from active attendance and future draft payroll calculations.
- **Reactivate** returns an eligible employee to active lists.
- **Delete Duplicate** is only for an accidental duplicate and requires the administrator password.

WARNING — Archiving an employee: Check the effective leaving date and finish any required payroll first. Archiving affects active attendance and newly calculated drafts. Finalized history remains unchanged.

Permanent duplicate deletion removes associated documents, attendance and draft-only records. Employee OS refuses deletion if protected finalized or paid payroll history exists. Archive that record instead.

10. Adding multiple bank accounts

Open Add/Edit Employee and choose **Bank Accounts**.



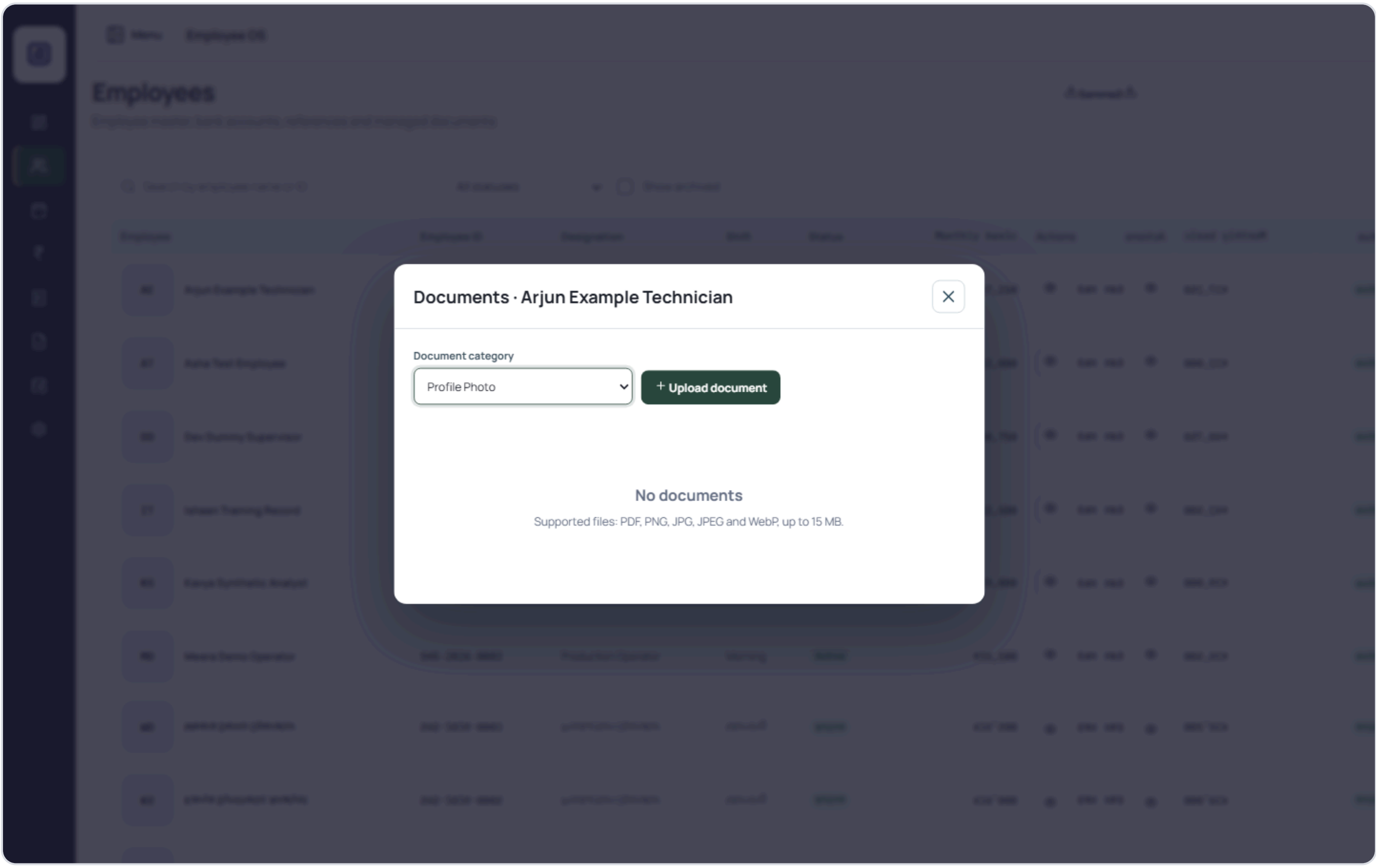
Multiple bank accounts

1. Select **Add another bank account**.
2. Enter the account-holder name, bank, branch (optional), account number, IFSC and payment mode.
3. Mark one account as Primary.
4. Add more accounts only when required.
5. Save the employee.

Only one active account can be Primary. Normal lists and salary slips mask the account number. Use Edit with password confirmation for intentional access to the full value.

11. Adding optional employee documents

Select the document icon on an employee row.



Employee document manager

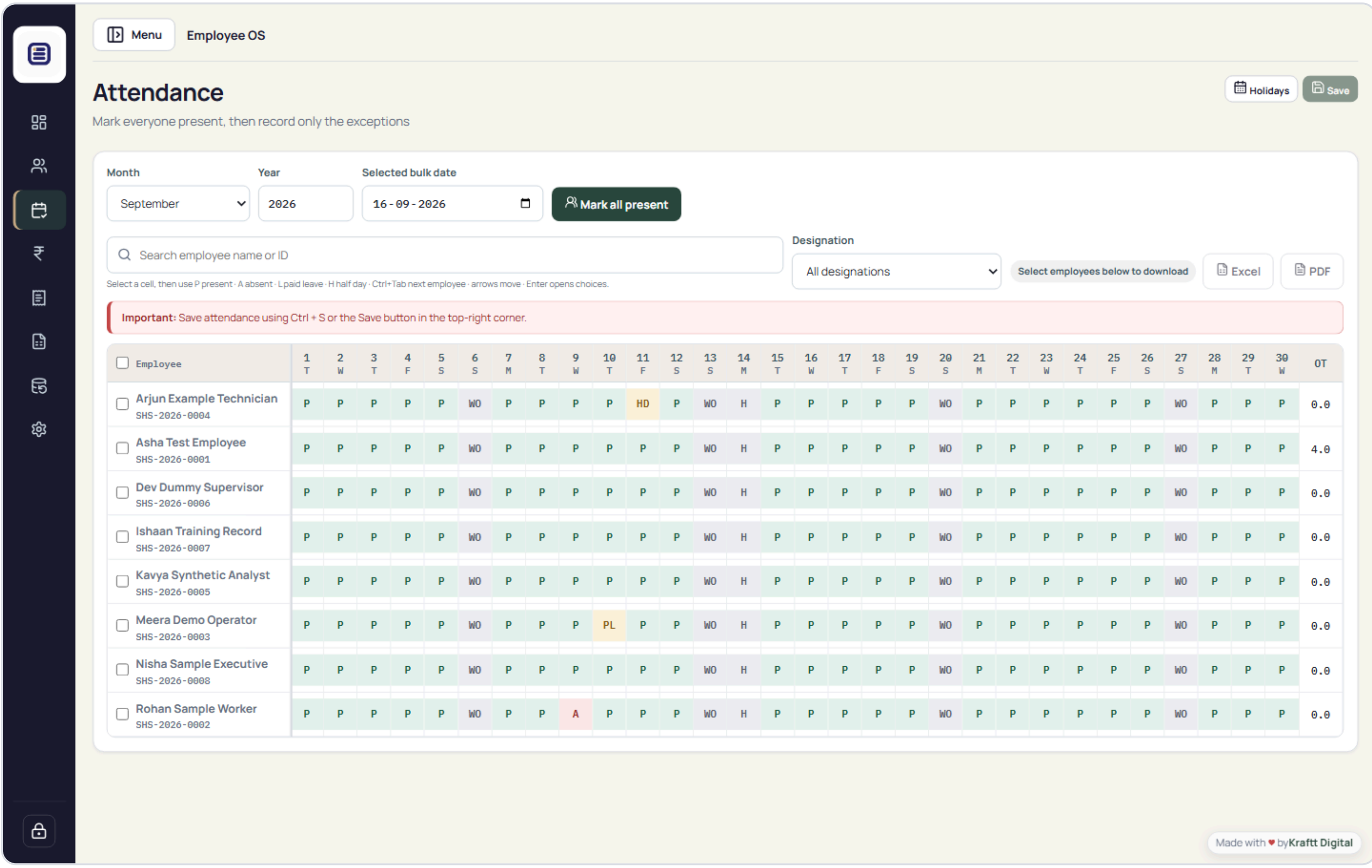
1. Choose the document category.
2. Select **Upload document**.
3. Select a PDF, PNG, JPG, JPEG or WebP file up to 15 MB.
4. Use Preview to check it.
5. Use Replace to update the managed copy or Export to save a copy elsewhere.

The uploaded file is copied into the managed Employee OS documents folder. It remains available after the original is moved.

> **WARNING — Removing a document:** Removal is permanent from the active managed folder. Confirm that the document is no longer required and create a backup first.

12. Entering daily attendance

Open **Attendance**, then choose Month and Year.



Monthly attendance register

Employees are rows and dates are columns. Statuses are:

- P — Present (1 paid day)
- A — Absent (0)
- PL — Paid Leave (1)
- HD — Half Day (0.5)
- WO — Weekly Off (1 in this configured workflow)
- H — Holiday (1)

Click a cell or press Enter to open choices. The selected cell has a strong outline. Overtime is stored separately, so a day can remain P while also carrying approved overtime hours. Unpaid Leave is no longer available; record it as Absent.

Keyboard Shortcuts

- `P` — Mark the selected attendance cell Present
- `A` — Mark the selected attendance cell Absent
- `L` — Mark the selected attendance cell Paid Leave
- `H` — Mark the selected attendance cell Half Day
- `Ctrl + Tab` — Move to the next employee for the same date without changing attendance
- `Ctrl + S` — Save attendance
- `Ctrl + Shift + L` — Lock Employee OS

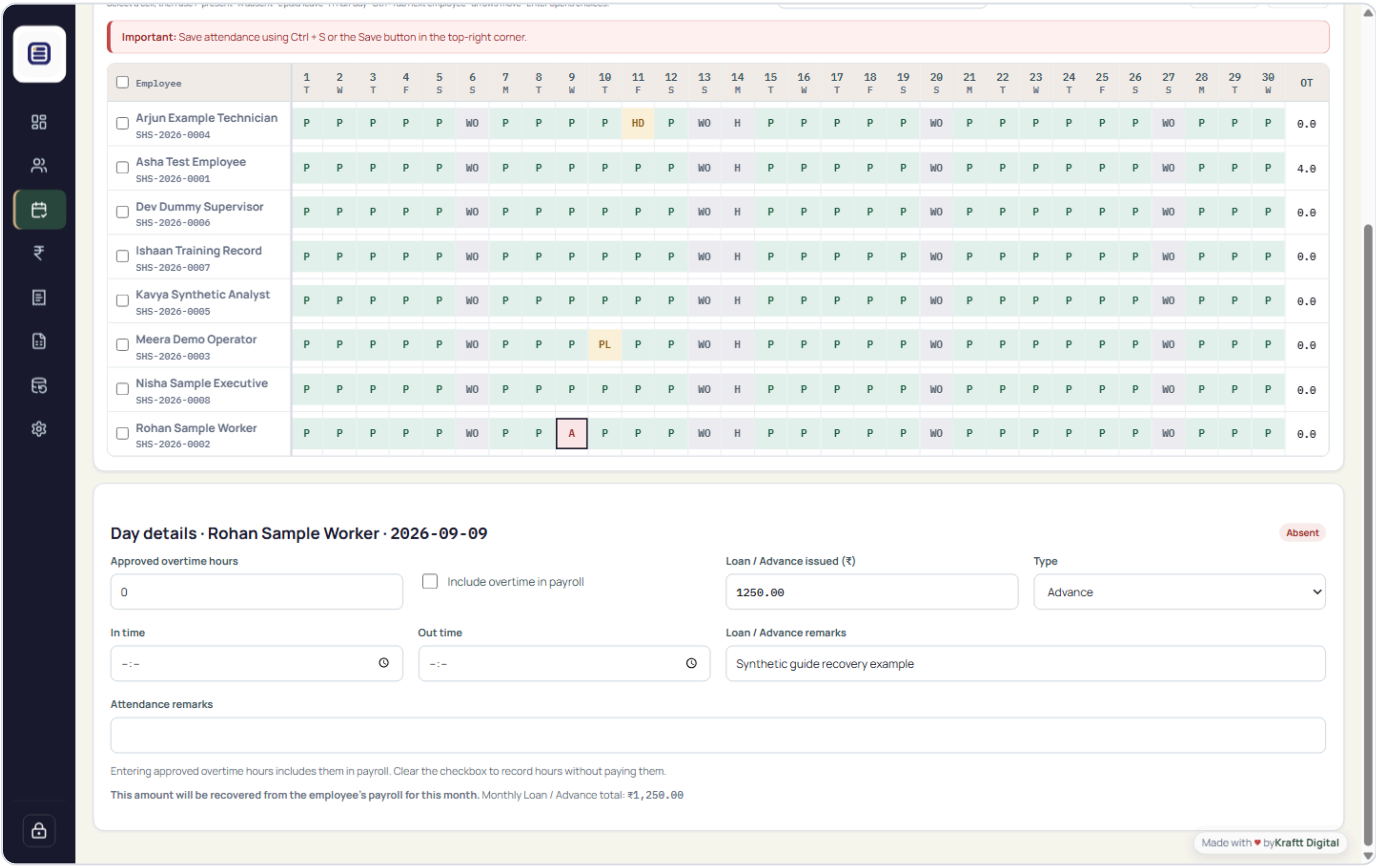
A cell must be selected before using `P`, `A`, `L` or `H`. `Ctrl + Tab` only moves the selection; it does not enter, copy, clear or save attendance. Attendance status shortcuts update the pending register but do not save automatically. Shortcuts do not mark cells while you are typing in a search box, form field, dropdown, textarea or dialog.

Quick Attendance for Large Teams

When most employees are present, select the date and use Mark All Present. Search for only the employees who are absent or on leave, change their individual attendance status, review the records and save using Ctrl + S or the Save button. For example, if 5 employees are absent out of 100, mark all employees Present first and then update only those 5 employees.

Searching or filtering does not discard pending attendance changes. An exception changes only the selected employee and date. Clear the search before saving when you want to review the full team.

The same Day Details panel can record an optional Loan or Advance issued on that date. Enter the amount, choose **Advance** or **Loan**, add an optional remark, then save attendance. The amount is stored as a separate financial transaction; it does not change the day's attendance status, times or overtime.



Loan or Advance in Attendance Day Details

Blank or zero creates no pending recovery. Before payroll is finalized, returning the amount to blank/zero asks for confirmation and removes the pending transaction. Once recovered in finalized payroll, unlock the payroll with a reason before correcting it.

The red reminder above the register says: **Important: Save attendance using Ctrl + S or the Save button in the top-right corner.** Ctrl+S works while a cell or Day Details input is focused and prevents the normal browser save-page action. Employee OS shows Saving, Saved or Save failed; a failed save keeps the changes marked as unsaved. Leaving the Attendance page or closing the window prompts while unsaved changes remain. Employee/date duplicates are blocked by the database.

13. Marking all employees Present

1. Select the correct month and year.
2. Choose the **Selected bulk date**.
3. Optionally filter by designation or check specific employees.
4. Select **Mark all present**.
5. Review any confirmation about replacing an existing exception.
6. Select **Save**.

If no checkboxes are selected, the action applies to all currently visible eligible employees. Weekly offs and holidays continue to use their automatic status where appropriate.

14. Searching and marking attendance exceptions

Use the Search box to find an employee by name or employee ID. Use the Designation filter to narrow the list. Mark everyone Present first, then change only exceptions such as absence, leave or half day.

For downloading attendance, check individual employees to export only them. The header checkbox selects all currently applicable visible employees. Choose Excel or PDF beside the selection count.

15. Recording leave and half-days

For paid leave, set PL. For a half day, set HD. Unpaid Leave is no longer a separate status and must be recorded as Absent (A).

Half Day contributes 0.5 paid day. Paid Leave, Weekly Off and Holiday contribute 1 paid day under the configured V1 workflow. Review the paid-day total before payroll.

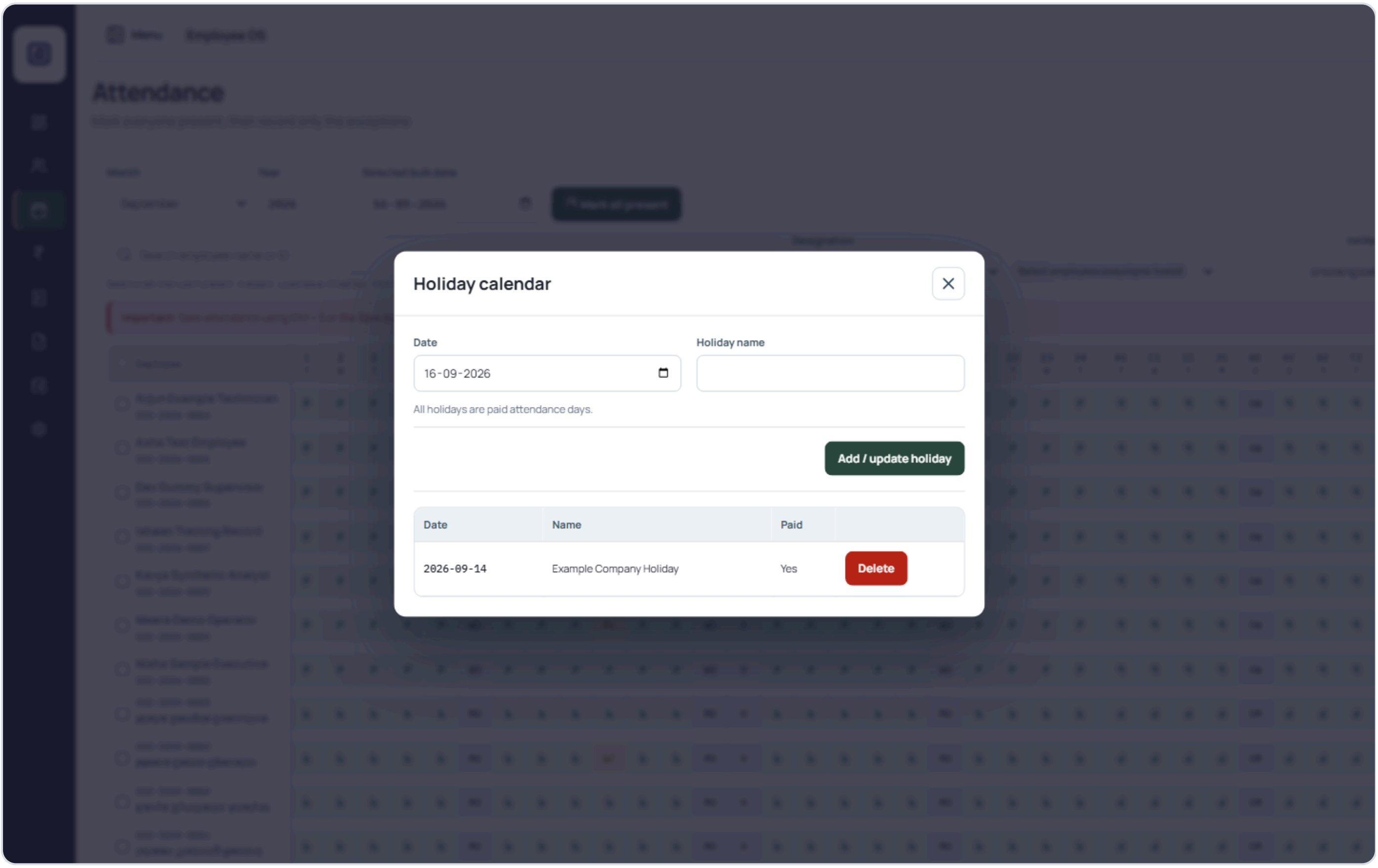
16. Recording overtime

1. Select the employee's day cell.
2. Enter **Approved overtime hours** in Day Details.
3. Keep **Include overtime in payroll** checked only when the overtime is approved.
4. Optionally enter in-time, out-time and remarks.
5. Save attendance.

Payroll can calculate overtime from approved hours × fixed hourly rate or an hourly-basic multiplier. A manual monthly overtime amount can be entered during payroll instead. Employee OS never adds both calculated and manual overtime for the same entry. Unapproved hours are excluded and create a named warning.

17. Managing holidays

Select **Holidays** on the Attendance page.



Holiday calendar

Choose the date, enter the holiday name and select **Add / update holiday**. Holidays are paid attendance days in this configured workflow. Delete only an incorrectly created holiday; saved attendance and finalized payroll protections still apply.

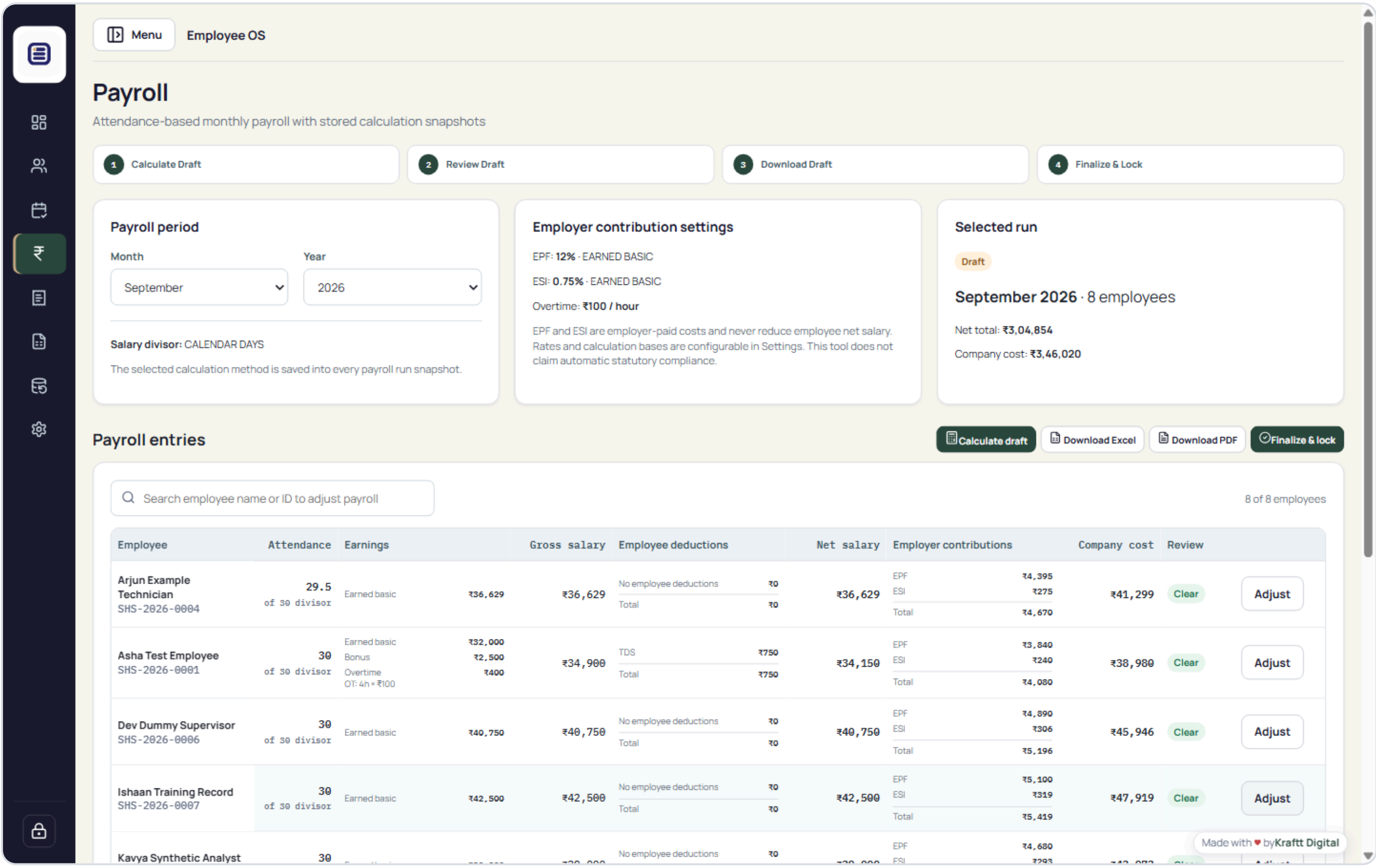
18. Reviewing missing attendance

Unmarked eligible working days are highlighted in Attendance and counted in the dashboard/payroll warning. Check the employee's joining/leaving dates first. Inactive and archived employees are excluded from active attendance and newly calculated payroll drafts.

Do not finalize simply because a warning count is small. Search the affected employee, correct attendance, save it, and calculate the draft again.

19. Calculating payroll

Open **Payroll**.



Draft payroll review

The workflow is **Calculate Draft → Review Draft → Download Draft → Finalize & Lock**.

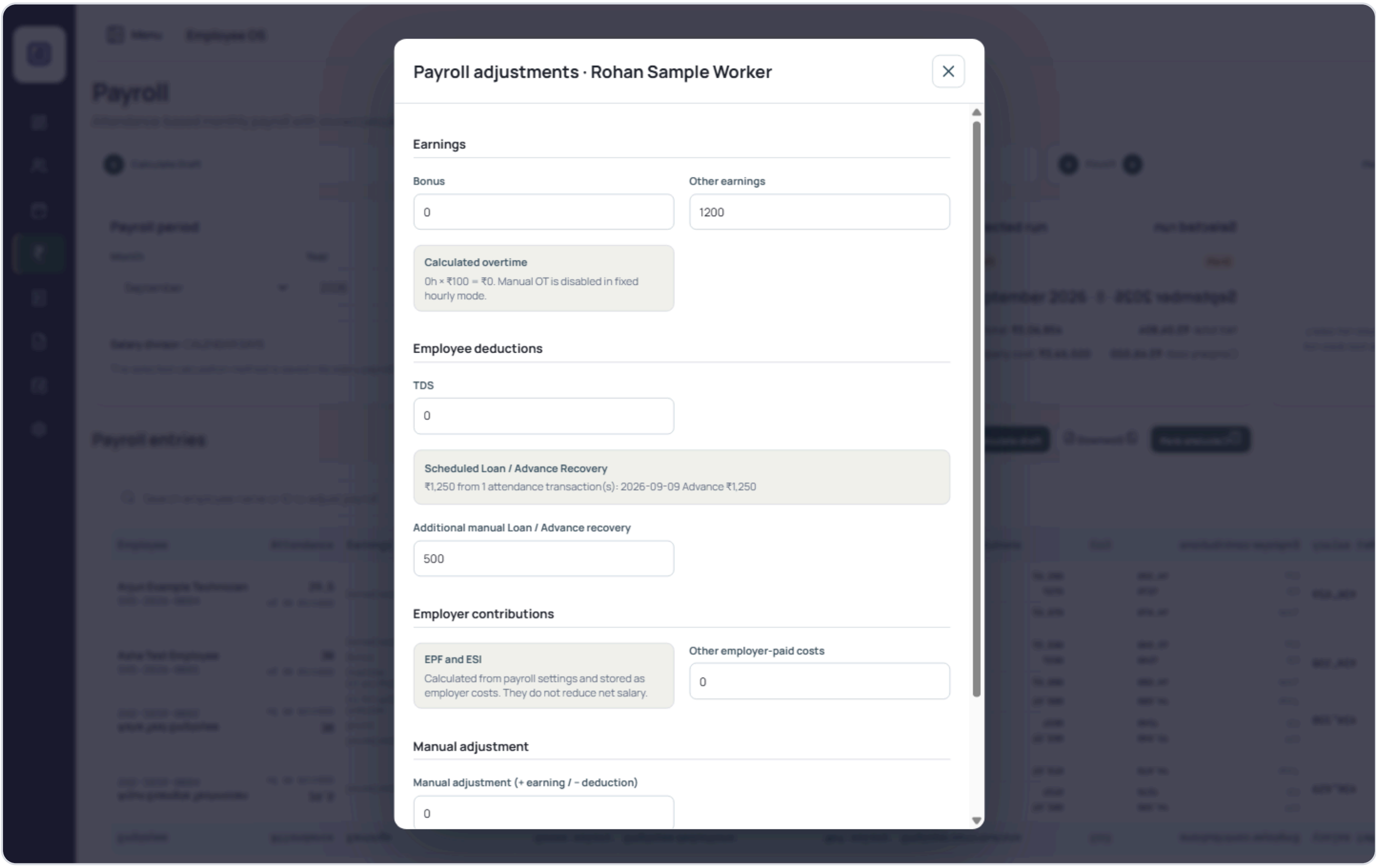
1. Choose Month and Year.
2. Confirm the displayed divisor and employer-contribution rules.
3. Select **Calculate draft**.
4. Review paid days, earnings, employee deductions, net salary, employer contributions and company cost.
5. Search by employee name or ID when an adjustment is required.
6. Download the draft PDF or Excel for approval. Draft files are labelled `DRAFT PAYROLL - NOT FINALIZED`.

Earned Basic = Monthly Basic ÷ Divisor × Paid Days. Gross includes earned basic, bonus, other earnings, overtime and positive adjustment. Net = Gross − employee deductions. EPF and ESI are shown as employer contributions only and do not reduce Net Salary. Company Cost = Gross + employer contributions.

Final payroll values are rounded to the nearest whole rupee.

20. Adding TDS, allowances and deductions

Use **Adjust** beside a Draft entry.



Scheduled Loan or Advance recovery in payroll

- TDS is entered manually for the employee/month.
- Bonus and Other Earnings increase Gross.
- Pending Loan/Advance amounts entered in Attendance are combined into **Loan / Advance Recovery** for the matching payroll month and reduce Net once. The panel lists the source date/type. Any value entered in **Additional manual Loan / Advance recovery** is added separately.
- A positive manual adjustment is an earning.
- A negative manual adjustment is a deduction.
- A reason is required whenever the manual adjustment is not zero.

Create reusable components under **Settings → Salary components**, then assign recurring ones from the employee row's shield action. One-time components can be included in the month's adjustment. Percentage components use the configured base.

21. Reviewing payroll warnings

The warning banner and each row's warning badge are buttons. Select one to open the exact issues for the affected employee. Common warnings include missing attendance, unapproved overtime, prevented negative net salary, or an invalid manual adjustment.

Resolve the cause, save the corrected source data and calculate the draft again. Finalize is unavailable until a draft has been calculated.

22. Finalizing and locking payroll

> **WARNING — Finalizing payroll:** Finalization locks the calculation and attendance affecting that month. Download and approve the Draft first. Confirm the month, employee count, paid days, earnings, deductions, employer contributions, Net Salary and Company Cost.

Select **Finalize & lock** only after review. Employee OS records who finalized the run and the date/time, preserves employee/company/attendance/calculation snapshots and prevents normal editing.

Finalized entries appear on Salary Slips. They can later be marked Paid with payment date/reference where applicable.

23. Revising payroll safely

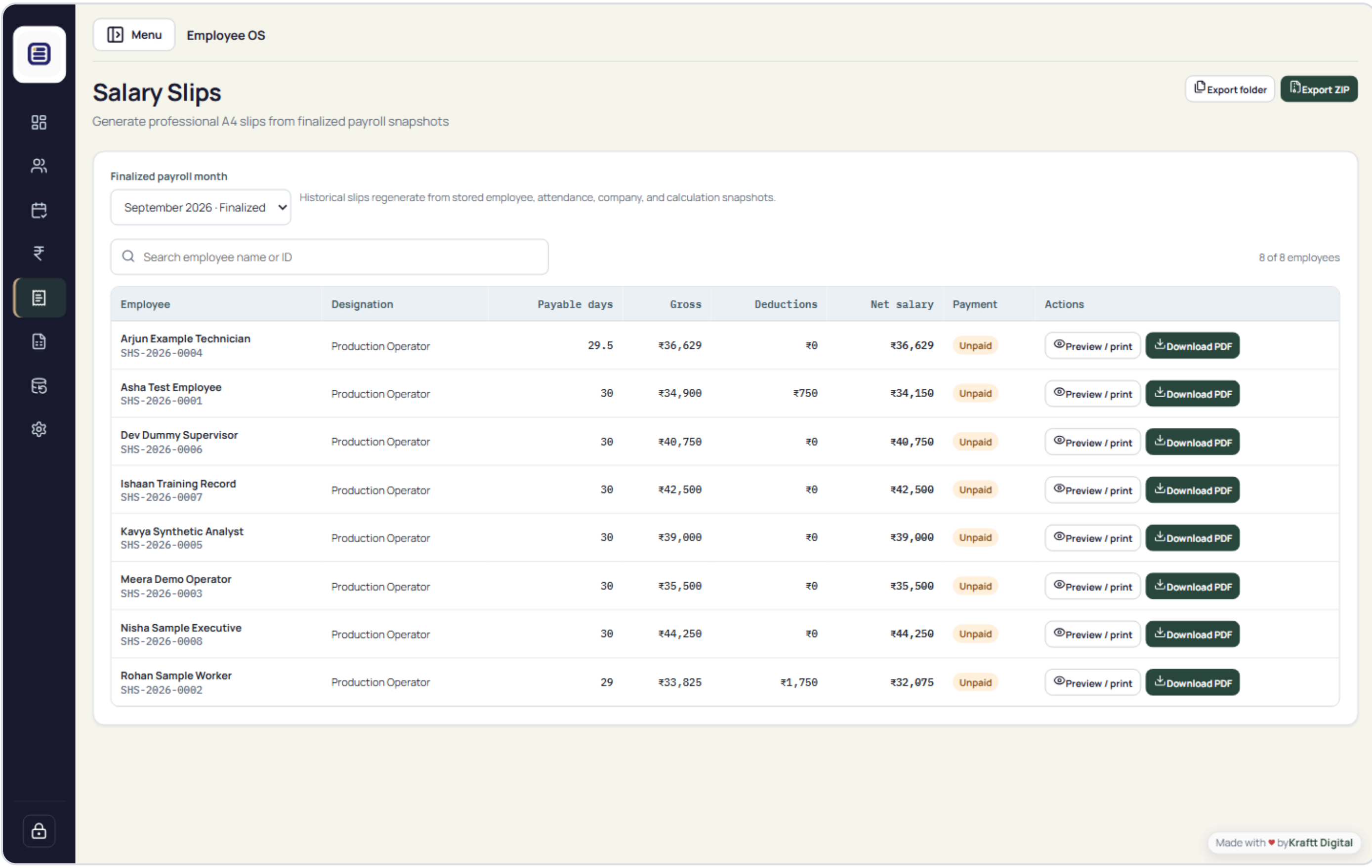
> **WARNING — Unlocking payroll:** Unlock only to correct an identified error. Enter a specific reason; the audit trail records the old/new state and reason.

1. Open the finalized payroll run.
2. Choose Unlock/Revise.
3. Enter the required revision reason in the normal text box.
4. Enter the administrator password. Use the eye button only on the password box if temporary visibility is needed.
5. Correct attendance or payroll values.
6. Recalculate and review the revised Draft.
7. Download a new approval copy.
8. Finalize and lock again.

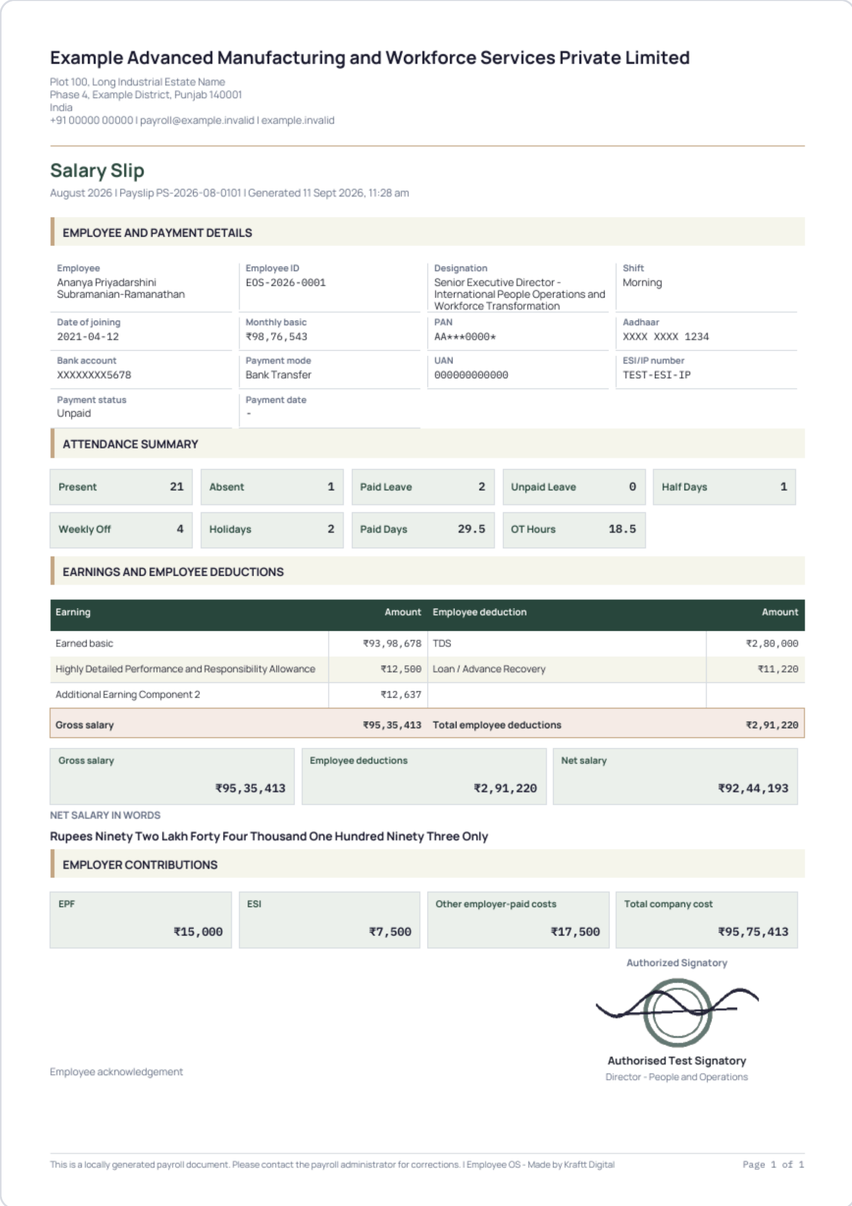
Never modify the SQLite database directly. Historical snapshots are designed to remain stable even when the employee's current salary or company settings later change.

24. Downloading one salary slip

Open **Salary Slips** and select a finalized month. Use **Search employee name or ID** to quickly narrow a long list before previewing or downloading a slip.



Salary-slip download screen



Example Advanced Manufacturing and Workforce Services Private Limited

Plot 100, Long Industrial Estate Name
Phase 4, Example District, Punjab 140001
India
+91 00000 00000 | payroll@example.invalid | example.invalid

Salary Slip

August 2026 | Payslip PS-2026-08-0101 | Generated 11 Sept 2026, 11:28 am

EMPLOYEE AND PAYMENT DETAILS

Employee Ananya Priyadarshini Subramanian-Ramanathan	Employee ID EOS-2026-0001	Designation Senior Executive Director - International People Operations and Workforce Transformation	Shift Morning
Date of joining 2021-04-12	Monthly basic ₹98,76,543	PAN AA***0000*	Aadhaar XXXX XXXX 1234
Bank account XXXXXXXX5678	Payment mode Bank Transfer	UAN 000000000000	ESI/IP number TEST-ESI-IP
Payment status Unpaid	Payment date -		

ATTENDANCE SUMMARY

Present 21	Absent 1	Paid Leave 2	Unpaid Leave 0	Half Days 1
Weekly Off 4	Holidays 2	Paid Days 29.5	OT Hours 18.5	

EARNINGS AND EMPLOYEE DEDUCTIONS

Earning	Amount	Employee deduction	Amount
Earned basic	₹93,98,678	TDS	₹2,80,000
Highly Detailed Performance and Responsibility Allowance	₹12,500	Loan / Advance Recovery	₹11,220
Additional Earning Component 2	₹12,637		
Gross salary	**₹95,35,413**	**Total employee deductions**	**₹2,91,220**

Gross salary ₹95,35,413	Employee deductions ₹2,91,220	Net salary ₹92,44,193

NET SALARY IN WORDS

Rupees Ninety Two Lakh Forty Four Thousand One Hundred Ninety Three Only

EMPLOYER CONTRIBUTIONS

EPF ₹15,000	ESI ₹7,500	Other employer-paid costs ₹17,500	Total company cost ₹95,75,413

Authorized Signatory

Employee acknowledgement

Authorised Test Signatory
Director - People and Operations

This is a locally generated payroll document. Please contact the payroll administrator for corrections. | Employee OS - Made by Kraftt Digital   Page 1 of 1

Salary slip with Loan or Advance recovery and configured signatory artwork

Choose **Preview / print** to inspect one employee's A4 document, or **Download PDF** to save it. A normal salary slip is kept to one A4 page. Only an unusually long list of earnings or deductions continues safely onto a second page instead of making the text unreadable. Salary slips use safe names such as `Salary-Slip_SHS-2026-0001_September-2026.pdf`; if a name exists, Employee OS creates a new unique name rather than silently overwriting it.

25. Downloading salary slips in bulk

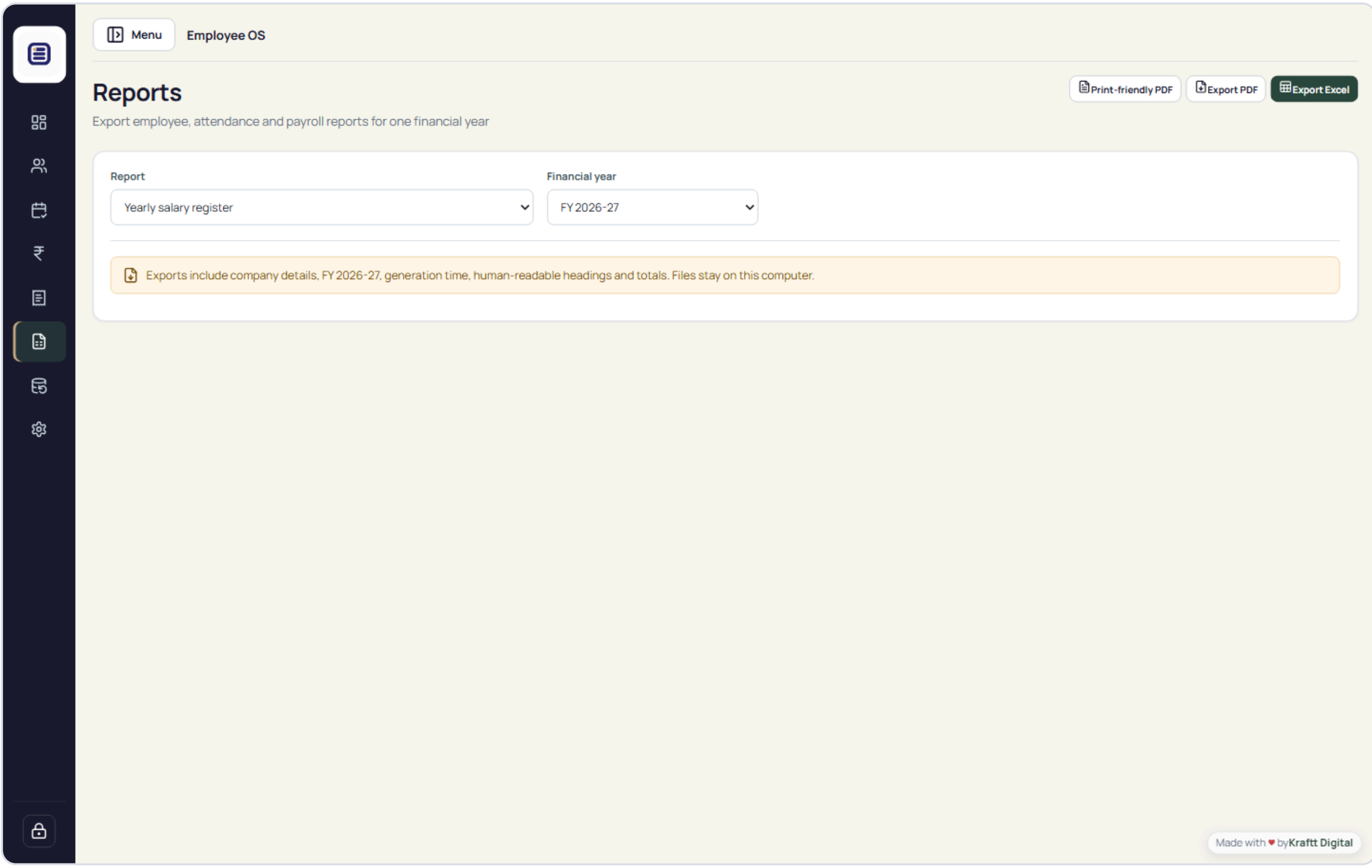
On Salary Slips, choose:

- **Export folder** to save separate PDFs in a selected folder; or
- **Export ZIP** to save one archive containing separate employee PDFs.

Bulk slips are available only for finalized/paid payroll. Inspect a few PDFs, including employees with long names or many components, before distributing them.

26. Exporting PDF and Excel reports

Open **Reports**.



Report export screen

Choose the report and financial year, then select Print-friendly PDF, Export PDF or Export Excel. Available reports include employee master, monthly attendance summary, leave, overtime, the Yearly Salary Register, employee salary history, EPF, ESI, TDS, allowance, deduction and payment status.

Wide reports use A4 landscape. Monthly attendance repeats employee identity columns across controlled date groups rather than shrinking 31 days into unreadable text. Report PDFs include company details, period, generation time, repeated table headers, totals and page numbers.

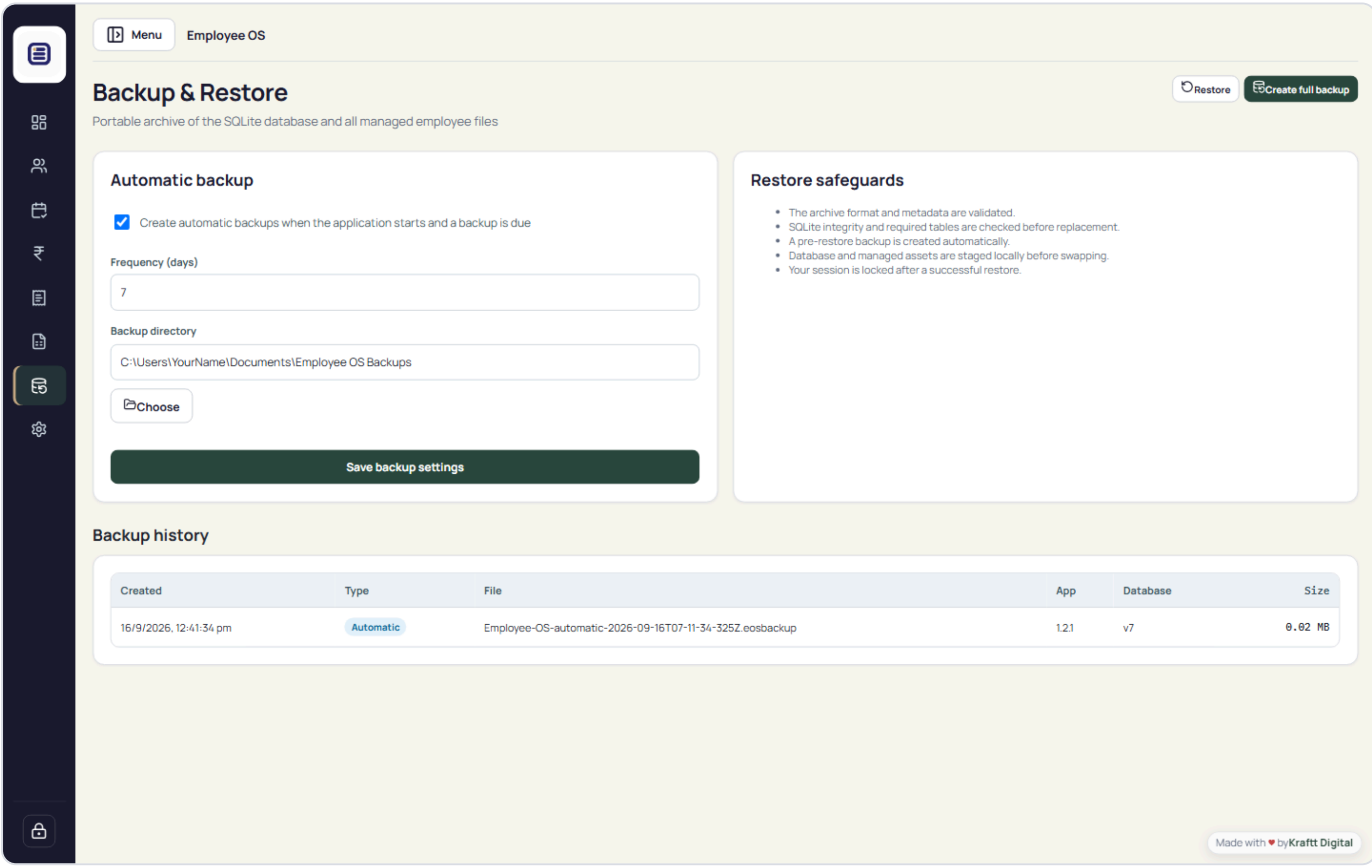
27. Using custom report dates

The main Reports page is financial-year based. Attendance downloads use the selected month. The Yearly Salary Register covers the complete selected financial year. Where a workflow offers start/end dates, enter the start first, end second, and confirm the displayed range before exporting. Audit history can be narrowed to a custom date range.

If a requested report is empty, confirm the financial year, payroll status and whether the employee was active in that period.

28. Creating a backup

Open **Backup & Restore**.



Backup and Restore

1. Choose a backup directory on a different protected drive where possible.
2. Set the automatic frequency and select **Save backup settings**.
3. Select **Create full backup**.
4. Wait for the success message and confirm the new `.eosbackup` item in Backup History.
5. Copy at least one recent backup to an external drive kept safely away from the PC.

The backup contains a consistent SQLite snapshot, company assets, employee photographs/documents and generated salary slips. The backup history record alone is not the backup; keep the actual archive file.

29. Restoring a backup

> **WARNING — Restoring a backup:** The selected archive replaces the current active data after validation. Employee OS first creates a safety backup of the destination data. Do not interrupt power or remove the drive during restore.

1. Copy the `.eosbackup` file to a local folder on the destination PC.
2. Open **Backup & Restore** and select **Restore**.

3. Select the archive.
4. Employee OS validates its format, paths, schema, required tables and SQLite integrity.
5. Confirm the restore.
6. After success, sign in using the administrator credentials contained in that backup.
7. Restart Employee OS if requested.
8. Verify company settings, employees, attendance, payroll, documents and salary slips.

If validation fails, current data is not replaced. Keep the error message and contact support.

30. Transferring Employee OS to another PC

There are two different procedures.

Fresh installation — no old records: install Employee OS on the new PC and complete first-run administrator and company setup.

Move the application and all existing records: use backup and restore.

On the old PC:

1. Close payroll work and create a full backup.
2. Copy the `.eosbackup` archive and the release ZIP to the external drive.
3. Safely eject the drive.

On the new PC:

1. Install the same or a compatible Employee OS version from the release ZIP.
2. Start Employee OS. If required, complete temporary first-run setup so Backup & Restore can open.
3. Copy the backup from the external drive to the new PC.
4. Restore it through Backup & Restore.
5. Sign in with the restored administrator credentials.
6. Verify employee counts, company assets, a document preview, attendance month, finalized payroll and a regenerated salary slip.

> **WARNING — Moving data:** The installer ZIP alone never carries existing records. Do not manually copy only the SQLite file; documents and company assets would be missing. Do not operate two active copies independently, because Employee OS V1 has no synchronization or conflict merge.

31. Automatic logout and the five-minute warning

Employee OS locks after 60 minutes without qualifying activity. At 55 minutes it shows a live five-minute countdown.

- Select **Stay signed in** to continue.
- Select **Logout now** to lock immediately.

- The padlock button in the sidebar also locks the session.
- Press **Ctrl + Shift + L** anywhere inside Employee OS to lock immediately. Windows + L remains the Windows operating-system shortcut and is not intercepted by Employee OS.

The lock screen hides employee, attendance and payroll information and requires the administrator username/password. After successful unlock, Employee OS returns to the same screen. Unsaved attendance and open form changes remain in memory, but locking does not save them; save before closing or restarting the application. Windows account and disk security are also required.

32. Common problems and solutions

A new employee is not visible: clear Search/status filters and Show archived. Current versions clear these filters and refresh after Save.

Payroll paid days look wrong: check joining/leaving date, employment status, archived state, every attendance day, holidays, weekly offs and the selected divisor. Recalculate the Draft after fixing attendance.

Overtime is zero: confirm the employee is OT eligible, hours are entered on the correct date, Include overtime in payroll is checked, and the Payroll rules method/rate is configured. Recalculate the Draft.

Finalize reports a warning: select the warning banner/badge to see the employee and exact issue. Do not finalize until it is understood.

A duplicate employee cannot be deleted: finalized/paid payroll history is protected. Archive the duplicate. Password-confirmed deletion is available only where the protected-history rules allow it.

Document upload is rejected: use PDF/PNG/JPG/JPEG/WebP, keep it under 15 MB, and try a local non-network path.

PDF does not open: save it to a normal local folder, confirm that it begins with `%PDF`, then try the current Microsoft Edge or Adobe Reader. Generate again under a new filename if needed.

Restore fails: do not rename files inside the archive. Confirm it is an Employee OS `.eosbackup`, not the installer ZIP, and is not from a newer incompatible schema.

Windows blocks installation: verify the supplied SHA-256 checksum and source. This V1 installer is unsigned, so an unknown-publisher message can appear.

33. Data privacy precautions

- Use a dedicated Windows account protected by a strong password.
- Enable Windows device encryption/BitLocker where organizational policy allows.
- Restrict access to the Employee OS data and backup folders.
- Do not send Aadhaar, PAN, bank or salary exports through unapproved channels.
- Keep backups encrypted by an approved drive/container if required by policy.
- Masked values are for screen privacy; authorized users can reveal data through deliberate password-confirmed actions.

- Employee OS V1 does not claim database encryption at rest. Passwords are hashed, but employee and payroll files depend on Windows/device controls.
- Lock Employee OS and Windows when leaving the workstation.
- Test restoration periodically using synthetic or approved controlled data.

34. Support information

Supported organization: ______________________________

Kraftt Digital support contact: ______________________________

Support email/phone: ______________________________

Installed version: 1.2.1

When requesting support, provide the application version, Windows version, exact error text, affected module and whether a current backup exists. Never send an administrator password or unmasked Aadhaar/PAN/bank values in a support message.