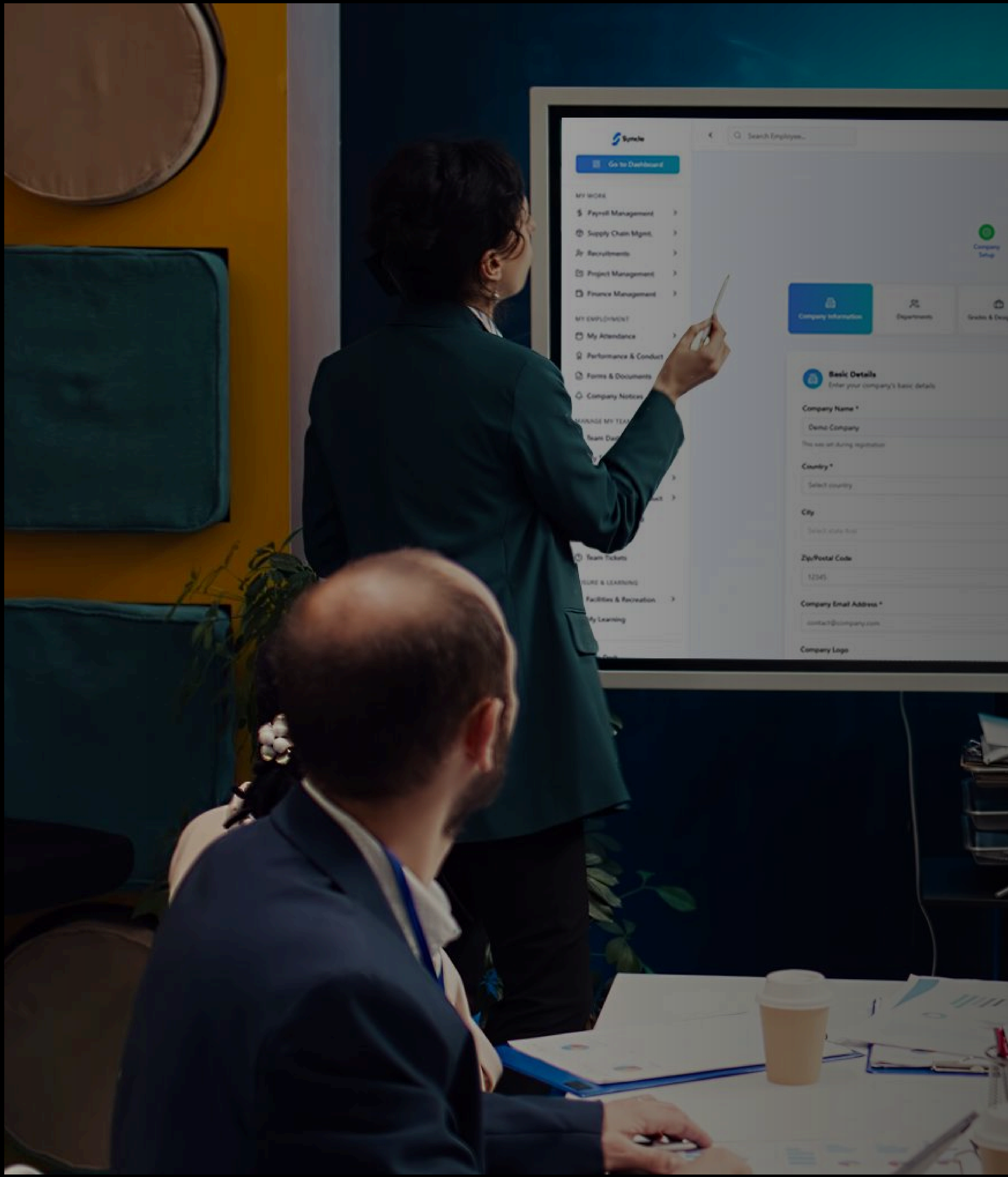


Company Setup

GUIDE

Setting up your organization in Synclo is designed to be quick and straightforward. The onboarding wizard walks you through a structured setup process so your company can begin operating immediately.

This guide explains each step of the onboarding process and shows where screenshots should be placed when documenting the workflow.

1.

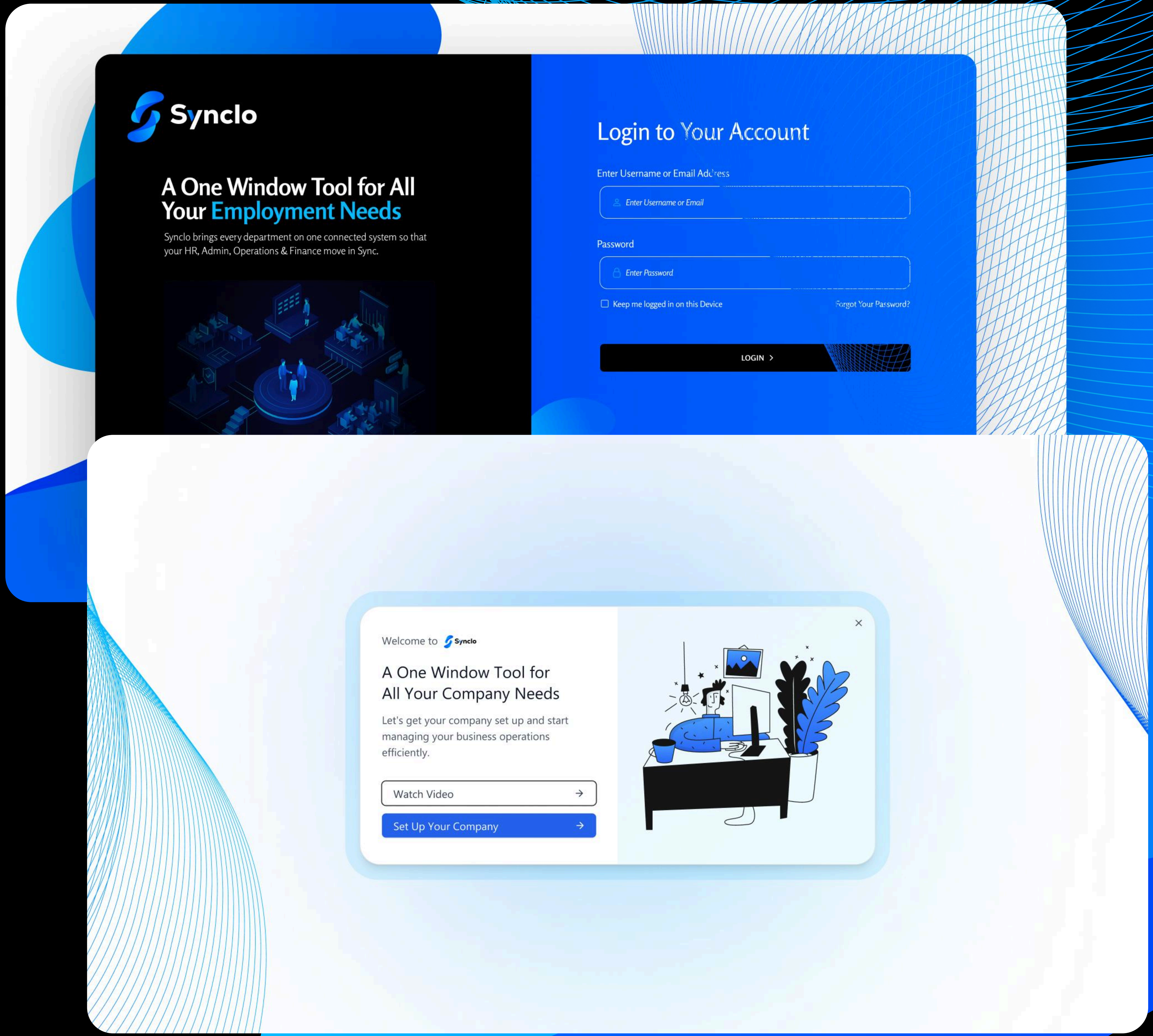
Login and Launch the Onboarding Wizard

After logging into Synclo for the first time, the system automatically launches a guided onboarding wizard.

The wizard walks you through the required configuration steps in sequence to ensure your company is properly configured.

Steps:

- Log into your Synclo account
- The onboarding wizard appears automatically
- Each setup stage is displayed as a guided step



2.

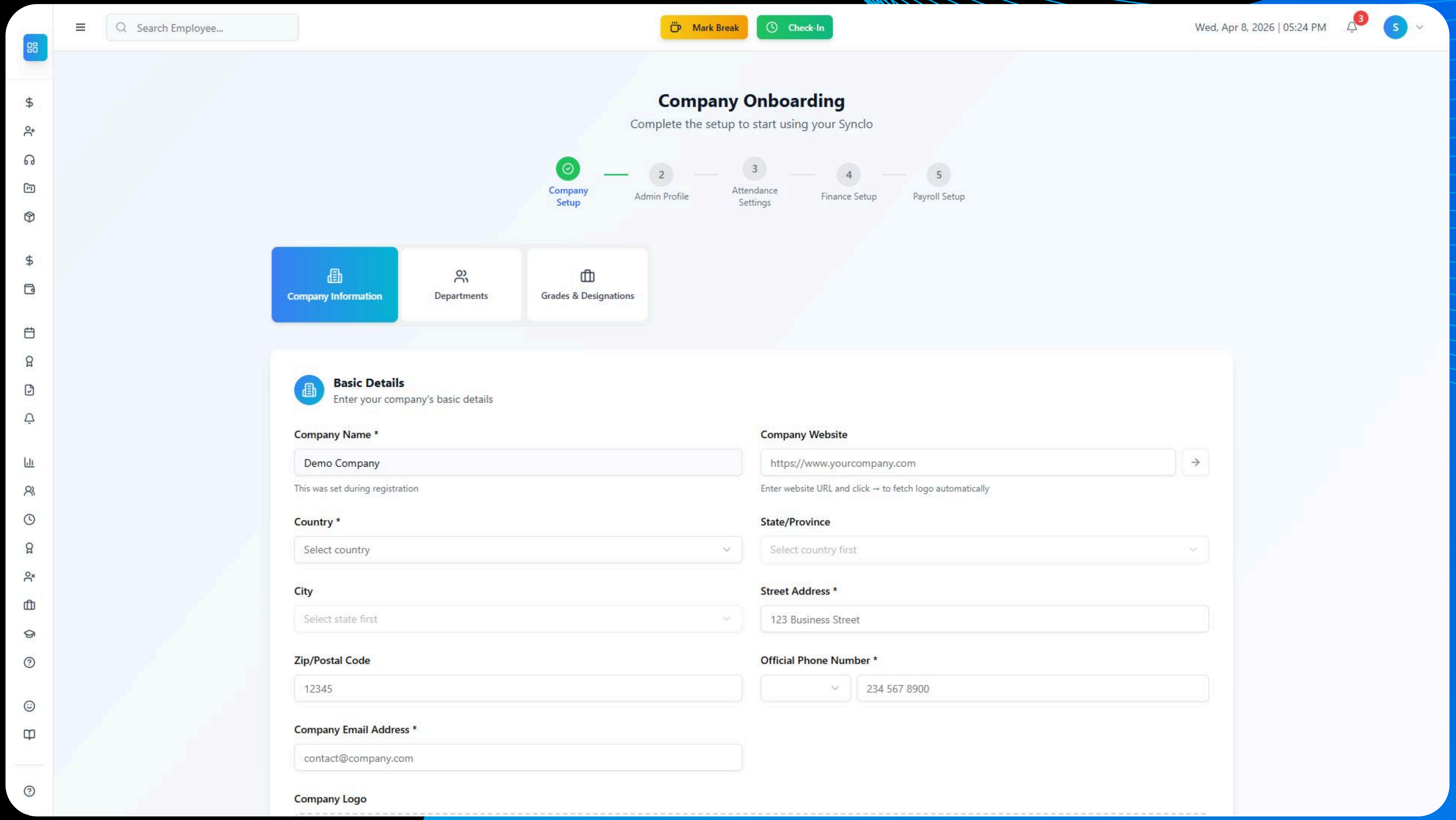
Company Setup

The first step in onboarding is setting up your company details.

Information configured in this step includes:

- Company Name
- Currency
- Time Zone
- Organizational structure settings

These settings determine how time, financial data, and reporting will work across the system.



6.

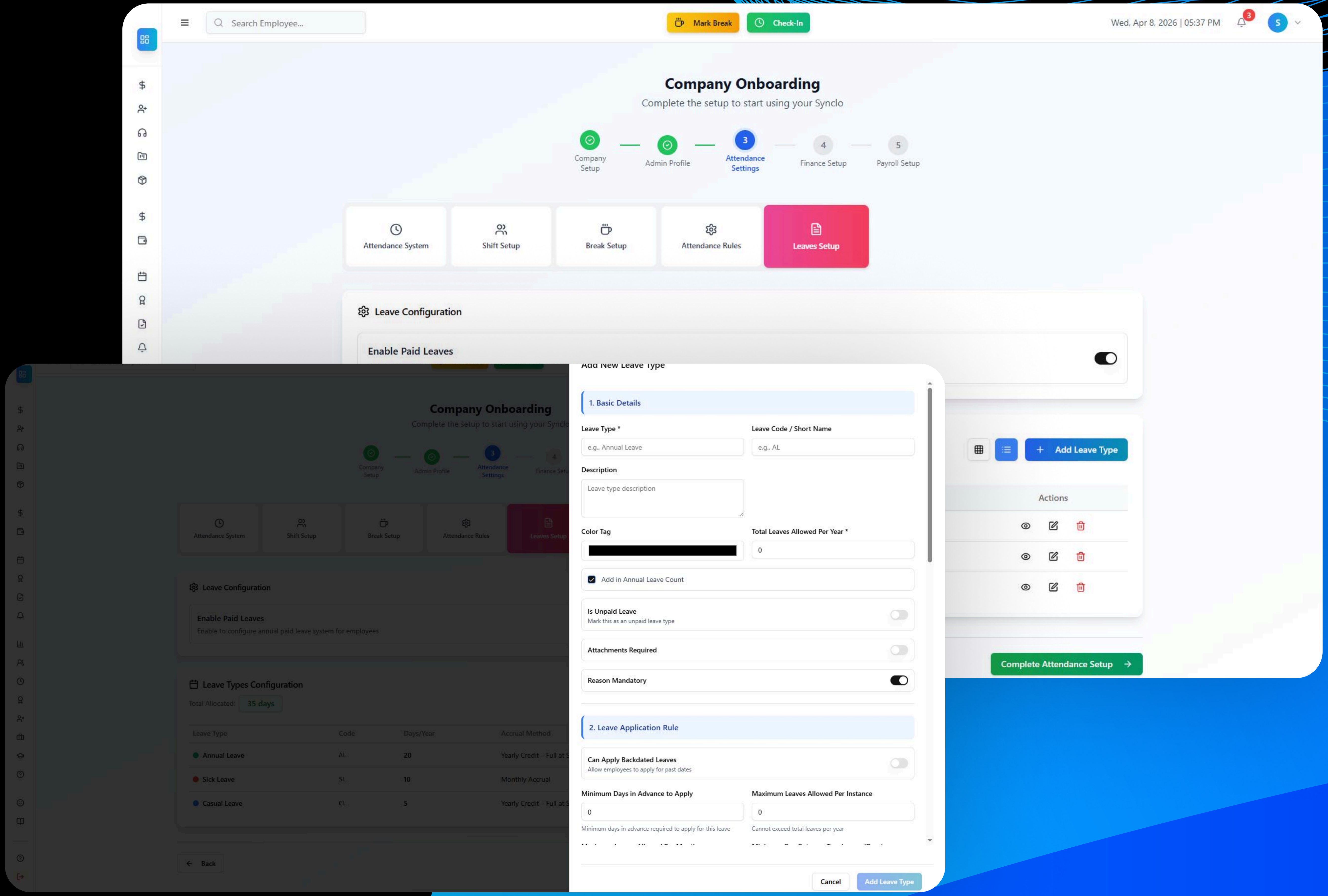
Leave Types Setup

Synclo provides default leave types that organizations can use immediately.

Examples include:

- Casual Leave
- Sick Leave
- Annual Leave

You may modify these defaults or create custom leave types based on company policies.



7.

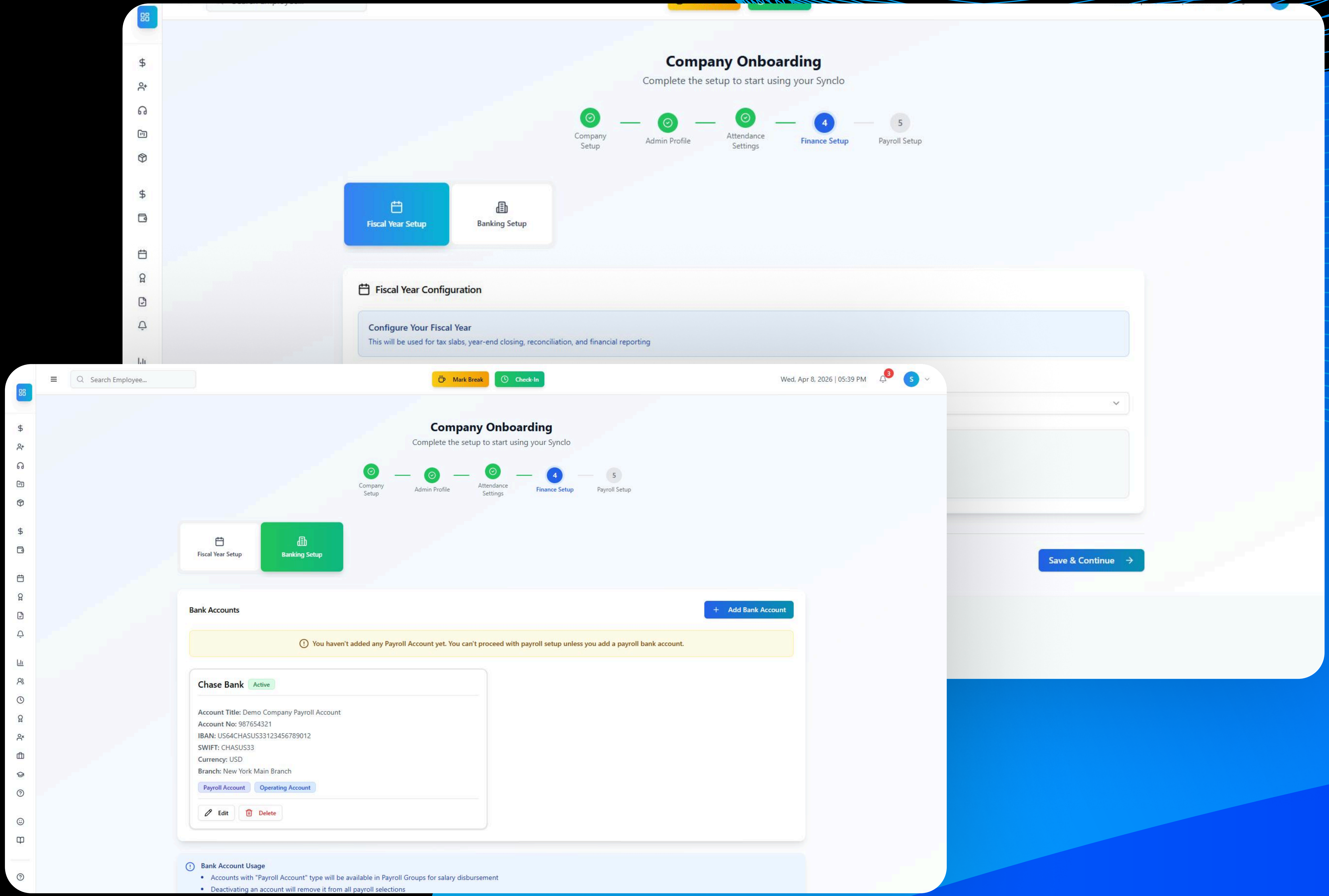
Finance Setup

Finance configuration ensures that payroll and financial workflows operate correctly.

Settings configured here include:

- Fiscal Year
- Company Bank Account

The fiscal year determines reporting periods, while the bank account is used for payroll and financial transactions.



8.

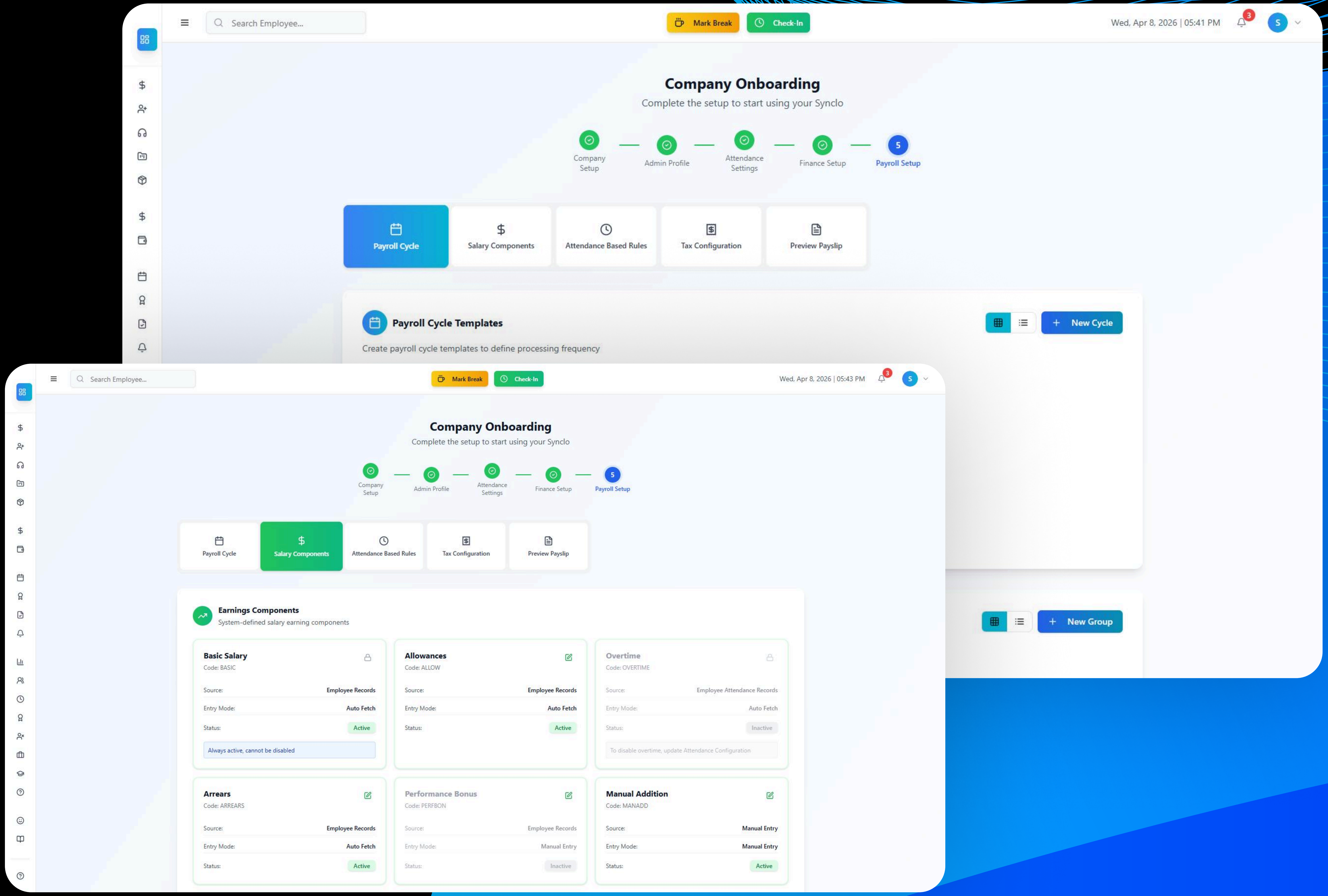
Payroll Setup

Payroll configuration defines how employee salaries and payroll cycles operate.

Configurations include:

- Payroll cycles
- Cutoff dates
- Employee payroll groups
- Salary components

Synclo includes default salary components that can be activated, modified, or expanded as needed.



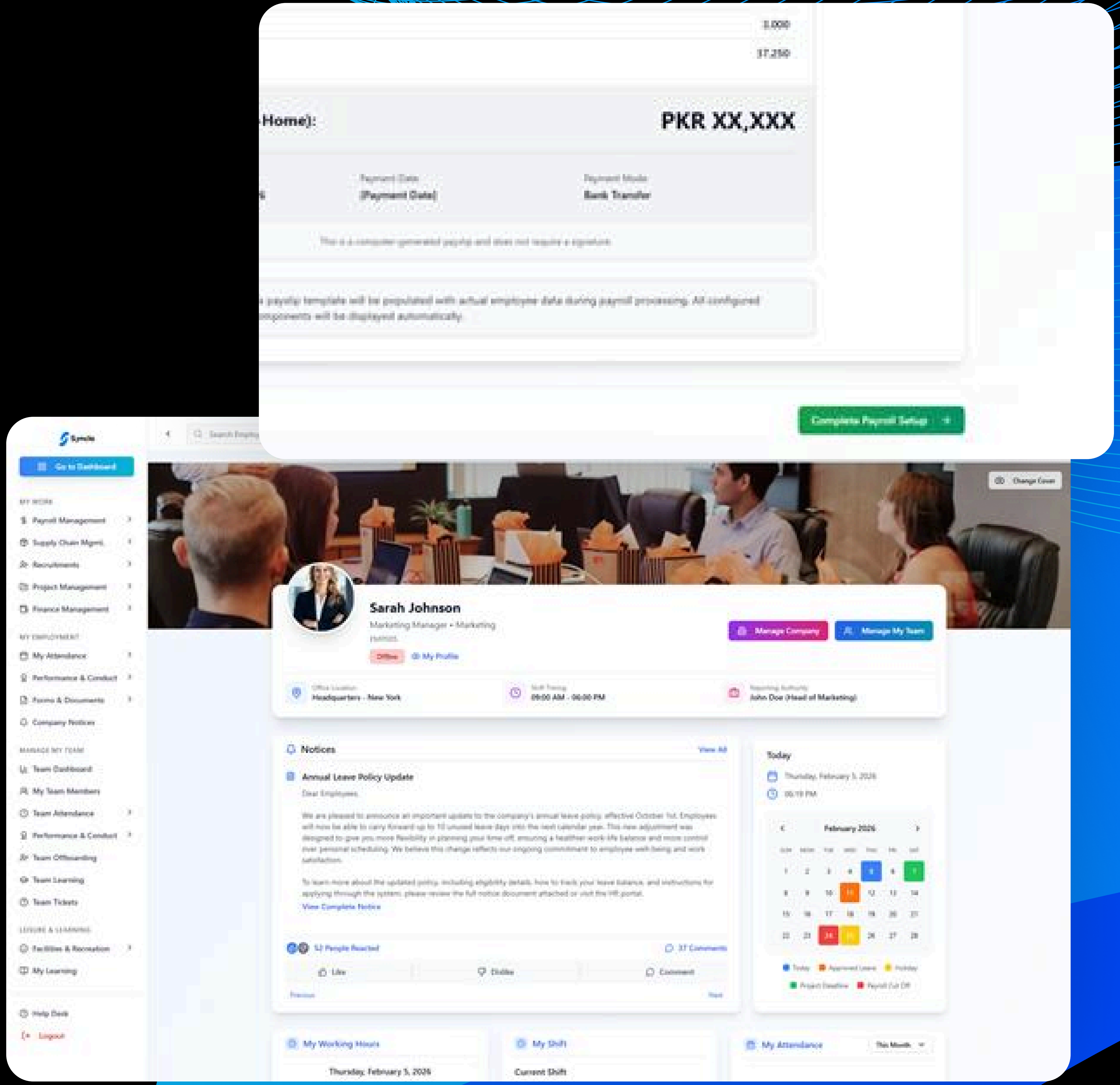
9.

Complete Onboarding

Once all steps are completed, click the "Complete Onboarding" button.

At this point:

- Your company setup is finalized
- The Synclo dashboard becomes active
- You can begin adding employees and managing operations



4.

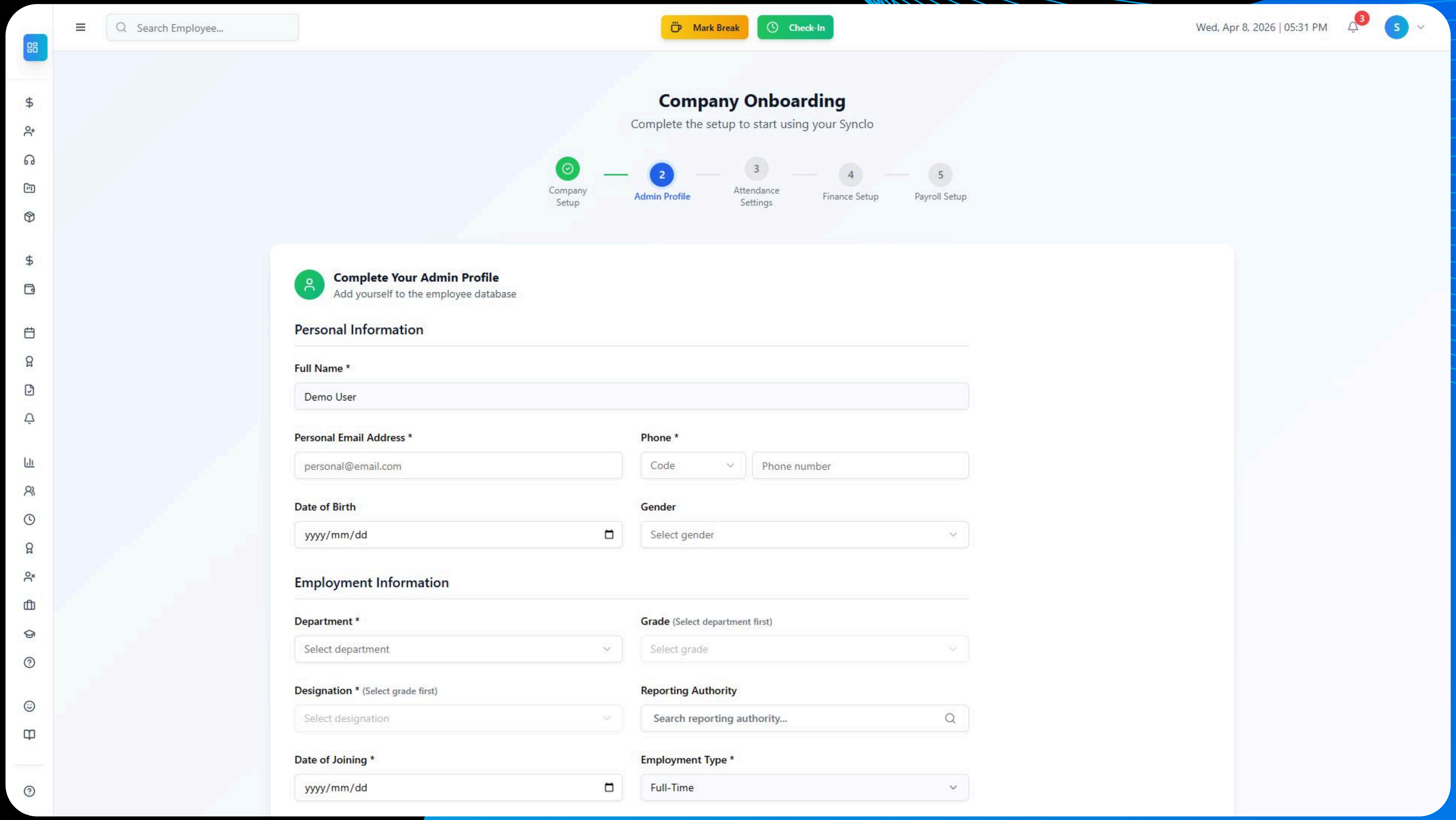
Admin Profile Setup

Next, create the Admin Profile. This profile becomes the first employee in the system and is typically the system administrator.

Information required:

- Full Name
- Email Address
- Contact Details
- Access Permissions

Once completed, this admin account will have full system access to configure additional settings and manage employees.



5.

Attendance Setup

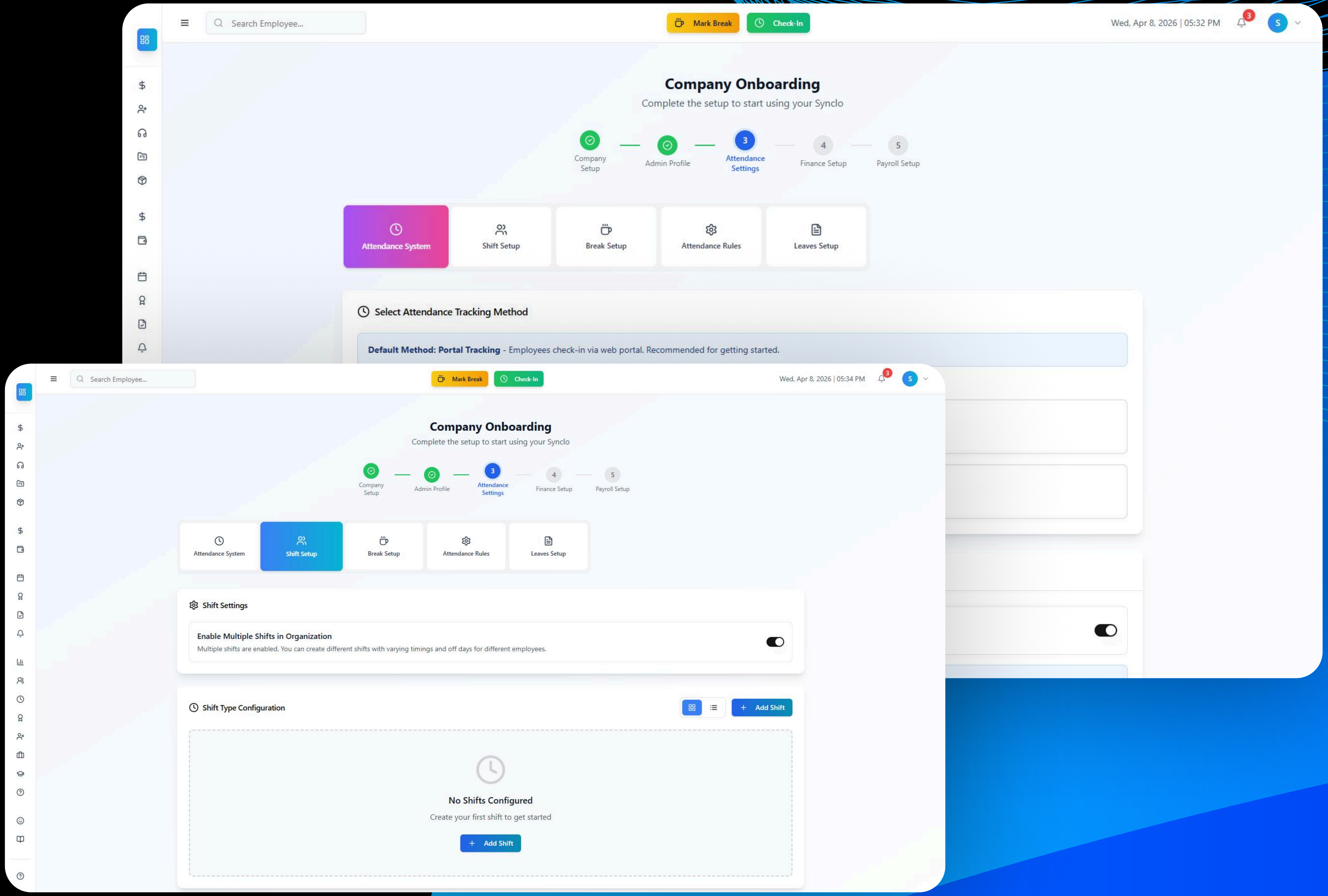
Attendance settings define how employee attendance is recorded.

Synclo supports multiple attendance methods:

- Manual attendance
- Portal-based attendance
- Biometric device integration
- Hybrid attendance models

You can also configure:

- Work shifts
- Break tracking
- Global attendance policies



3.

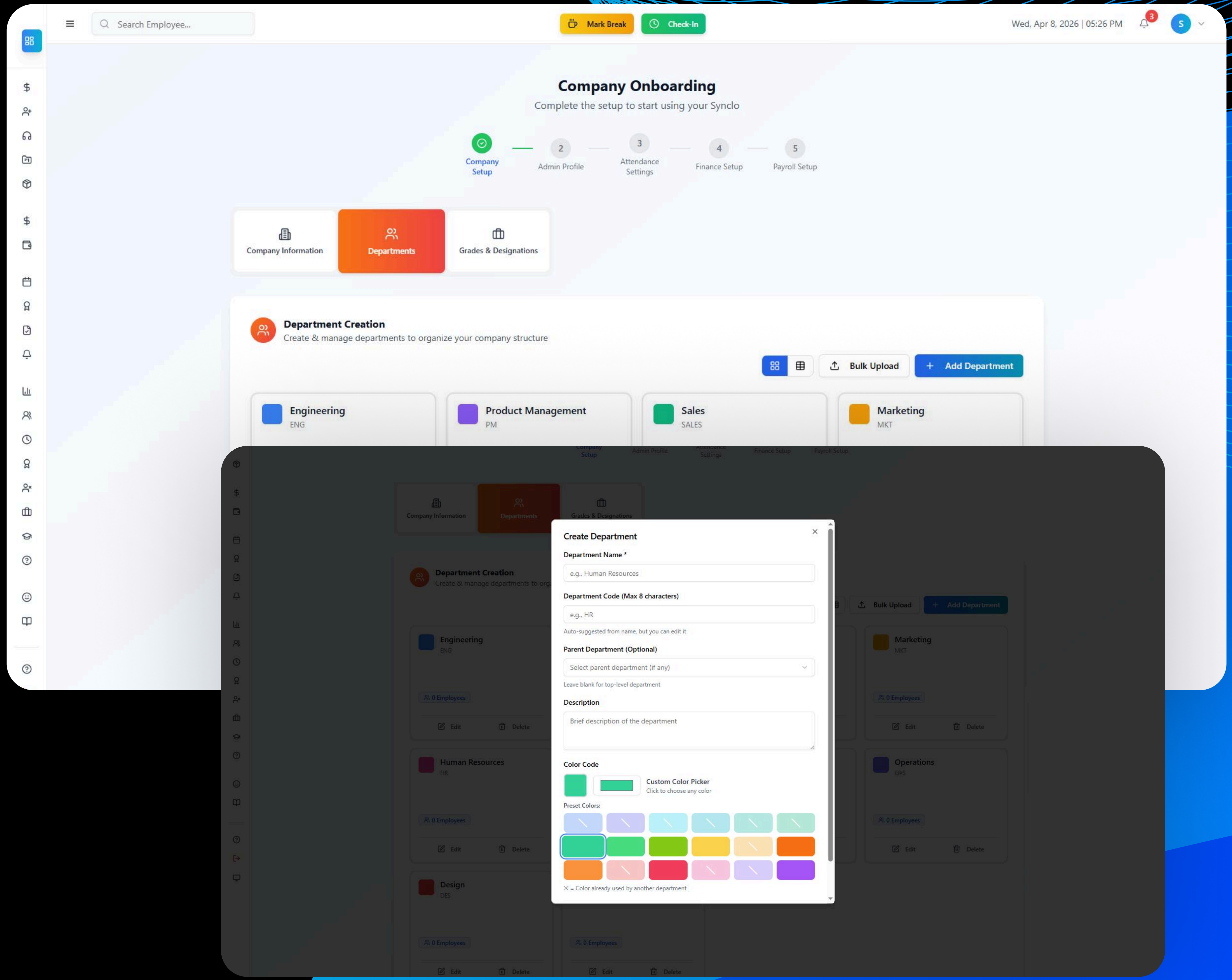
Organizational Structure Customization

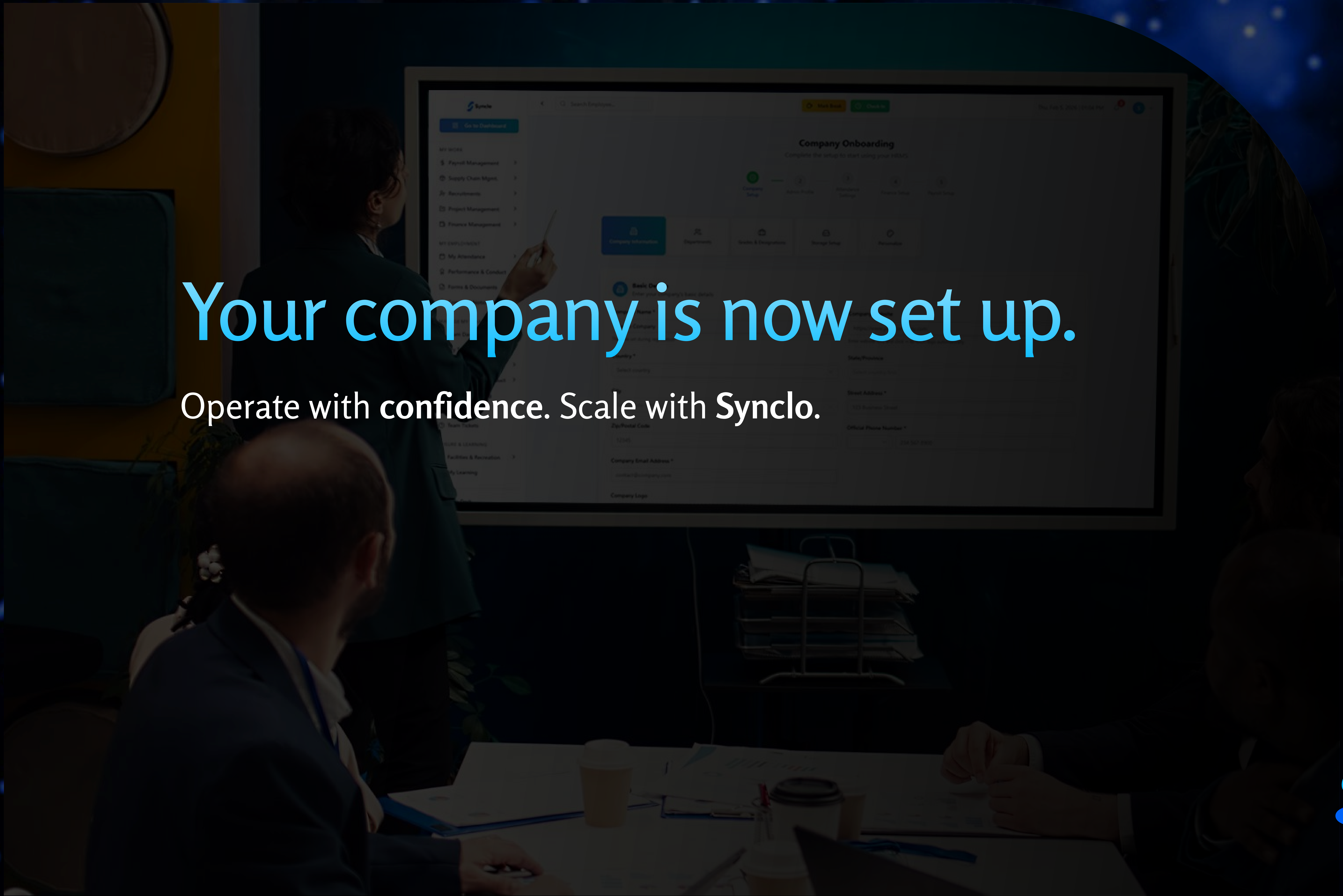
Synclo includes default organizational components that you can use immediately or customize according to your company structure.

Available configurations:

- Departments
- Designations
- System defaults
- Employee grades (optional)

You may edit existing departments, create new ones, or enable grading systems depending on your organization’s hierarchy.





Your company is now set up.

Operate with **confidence**. Scale with **Synclo**.

Synclo