

Vergado Mobile App – User Manual

Welcome to Vergado — your one-stop app for everything work-related. This manual will guide you through each part of the app so you can get the most out of your experience.



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Chapter 1: Getting Started

Step 1: Download the App

Search for “**Vergado**” on the [Google Play Store](#) (for Android) or the [Apple App Store](#) (for iPhone) and download the app. It’s lightweight and installs in seconds.

Step 2: Self Registration

Some organizations may enable **self-registration** for new users. Here’s how it works:

- You’ll receive a registration link via email.
 - If you already have the Vergado app installed, the link opens the app directly.
 - If not, it redirects you to the Play Store/App Store to download the app first.
- Registration Options
 - When the app opens, enter your **work email** directly, OR
 - Tap “**Have an invitation link?**” and paste the link from your email and enter your email.

< Sign In



Your Email / Phone Number

Next

[Have an Invitation Link?](#)

III ○ <

<

Invite Code

Invite code



Submit

III ○ <

- You'll then receive an OTP on your email for validation.

<



Vergado Global FZ LLC

To continue with your onboarding, please enter your email address. This will be used to authenticate and link you to your invite from Vergado Global FZ LLC.

By continuing, you agree to [Terms & Conditions](#) and [Privacy Policy](#) and consent to the use of your information for onboarding and related services.

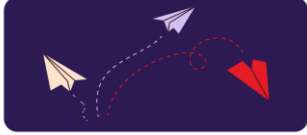
Create account

III

○

<

< Verify OTP



Check your email!

Please enter the OTP, we sent on your email

Demouser@vergado.in

Time remaining 01:55

Resend code

Verify OTP

III

○

<

- After OTP verification, you'll land on the Complete Profile page. Here, fill in your personal details, contact information, and any mandatory fields set by your company.

<



Complete Your Profile

Let's get you set up! Please fill in the missing details to continue.

Title

Please Select

First name

Please Enter First name

Last name

Please Enter Last name

Gender

Please Select

Phone Number

Please Enter Phone Number

III

○

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www.vergado.io

admin@vergado.in

- When you hit Submit:
 - Your details may be sent for company admin approval (depending on your organization's settings).
 - You can tap Check Status anytime to track the approval stage.



Your onboarding request is under review

Hang tight! Your request has been sent to Vergado Global FZ LLC for approval.
We'll notify you as soon as it's processed.

Check Status



- Once your registration is approved and onboarding is done, you can proceed with the normal sign-in flow (password, PIN, or biometrics).

Step 3: Login via Email

- Enter your **work email ID** (the one registered with your organization).
- You'll receive a **One-Time Password (OTP)** on that email.
- The OTP is valid for **2 minutes** — if it expires, tap **“Resend OTP.”**
- Once verified, you're in.

< Sign In



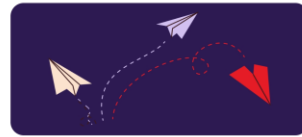
Your Email / Phone Number

Enter your Email or Phone number

Next



< Verify OTP



Check your email!

Please enter the OTP , we sent on your email

user@vergado.in

Time remaining 01:58

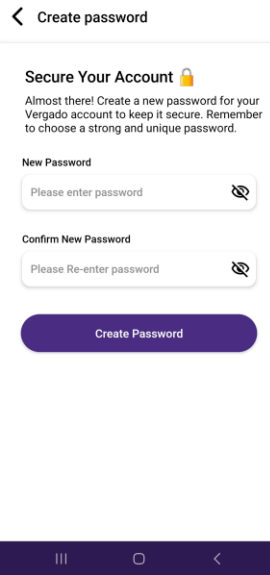
[Resend code](#)

Verify OTP



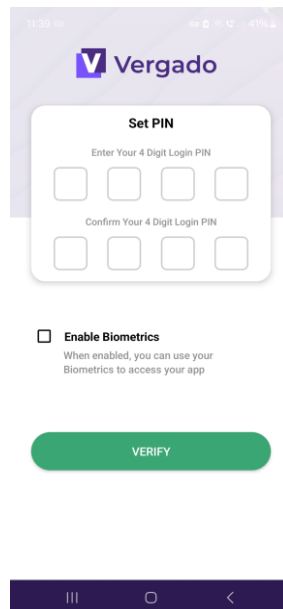
Step 4: Create a Password

Once you're in, you'll be asked to create a **password**. This will be used for future logins.



Step 5: Set App PIN & Biometrics

- Next, set a **4-digit PIN** — this adds an extra layer of security and makes logging in faster.
- You can also **enable biometrics** (like Face ID or Fingerprint) depending on your phone settings. If enabled, you'll be able to log in with just a touch or a glance.



Step 6: Fill Onboarding Form (If Applicable)

If your company has enabled onboarding, you'll be prompted to fill in a form with your basic info — like personal details, PAN, bank info, etc.

You must **complete and submit** this before proceeding to the rest of the app.



Complete Your Profile

Let's get you set up! Please fill in the missing details to continue.

Bank Account Number

Bank IFSC Code



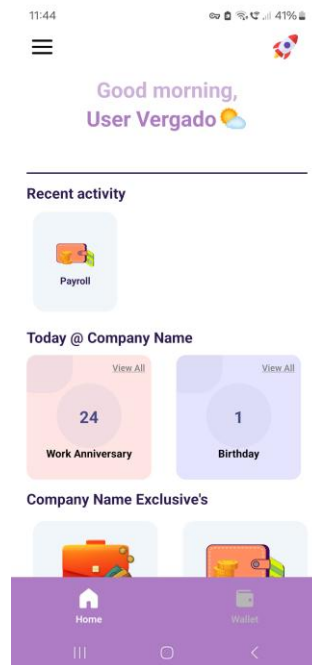
Chapter 2: Main Dashboard

Once you're through setup, you'll land on the Main Dashboard — your hub for all app activity.

Today @ Your Company

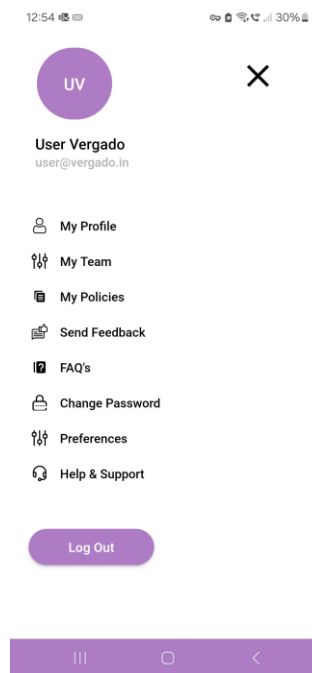
At the top, you'll see if anyone in your organization is celebrating a **birthday or work anniversary**.

If nothing is listed, that just means no events for the day.



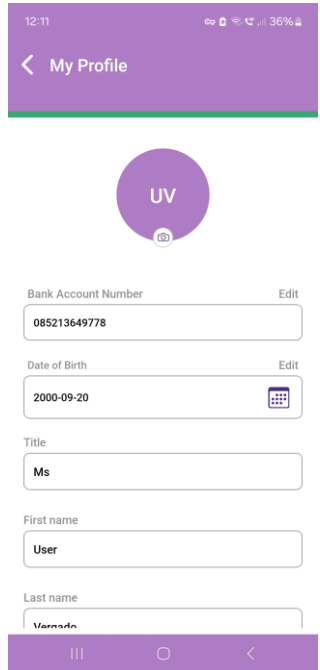
Sidebar Navigation

Tap the **≡ menu icon (top-left)** to open the sidebar. Here's what each option does:



My Profile

- View all your registered details — name, phone number, email, designation, etc.
- Fields that are editable have an **Edit** button — tap it, make changes, and save.
- Update your Vergado Profile picture by clicking on the profile icon at top.
- Some fields may need admin approval before they're updated.



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< My Profile

UV

Bank Account Number Edit
085213649778

Date of Birth Edit
2000-09-20

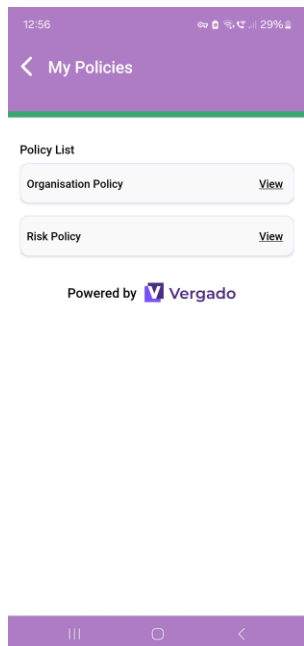
Title
Ms

First name
User

Last name
Vergado

My Policies

- View all the policies applicable to you as set by your company.



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< My Policies

Policy List

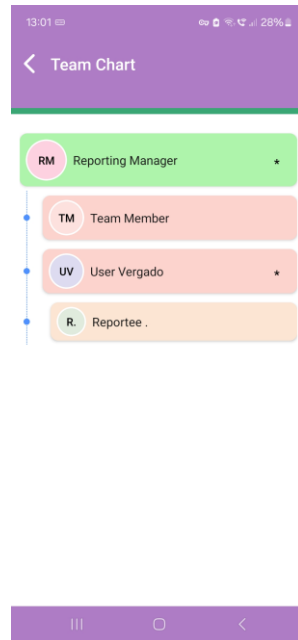
Organisation Policy [View](#)

Risk Policy [View](#)

Powered by  Vergado

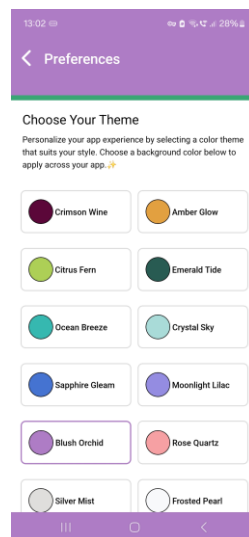
My Team

- See your **org structure** clearly — who reports to you, who your manager is, and who your peers are.
- Useful for understanding your reporting line and managing approvals.



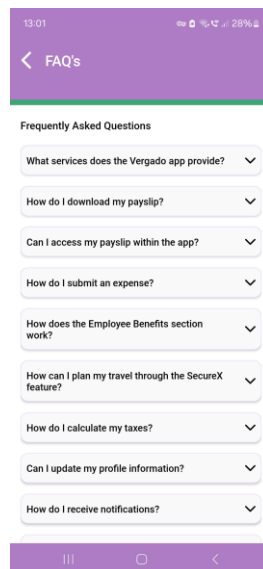
Preferences

- Customize the app's **theme and color mode**. Light or dark, your call.



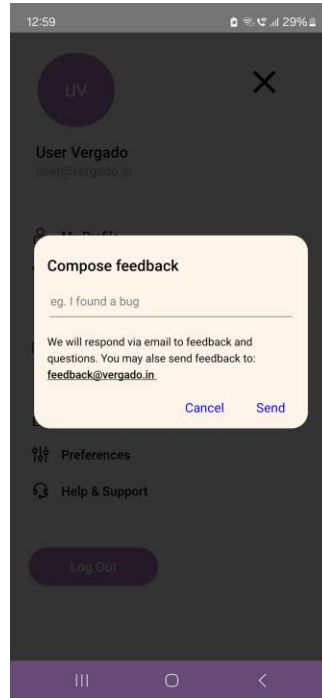
? FAQs

- Got questions? Find quick answers here for common features and how-tos.
- This manual covers everything, but FAQs are your fast lane.



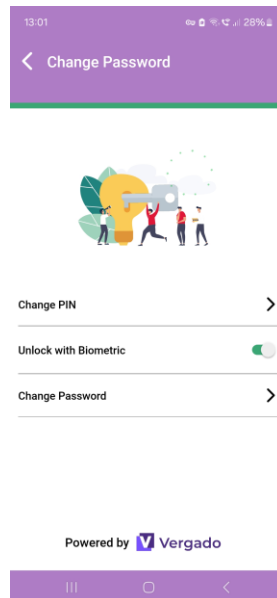
💬 Send Feedback

- Think something's missing? Spotted a bug?
- Use this to send your feedback directly to the Vergado team. We read and act on every suggestion.



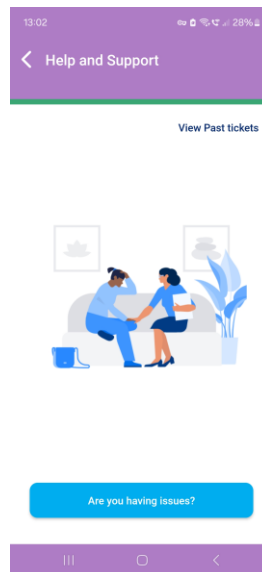
Change Password / PIN / Biometrics

- Forgot your password? Want to update your PIN?
- This section lets you reset your password, change your app PIN, or enable/disable biometric login.



 Help & Support

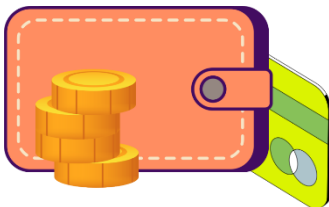
- Facing issues? Tap here to connect with your **organization's support team**.

 Log Out

- Done for the day? Tap to securely log out of the app.

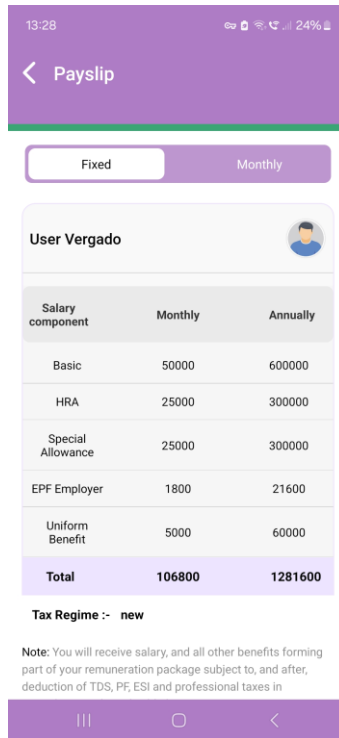
Company Exclusives

Below the “Today @ Your Company” section, you’ll find **Your Company Exclusives** — a set of tiles giving access to various features.



 Payroll Payslip

- **Fixed Section:** See your **fixed salary (CTC)** and structure.



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< Payslip

Fixed Monthly

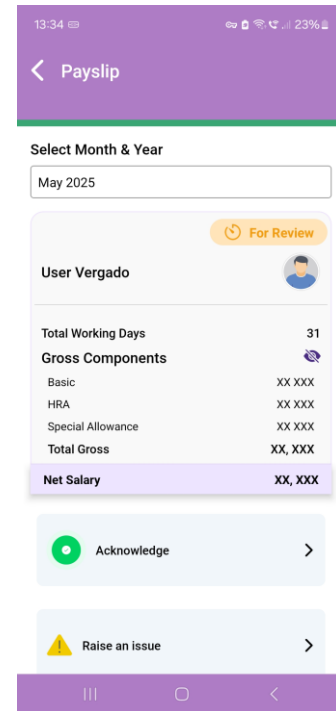
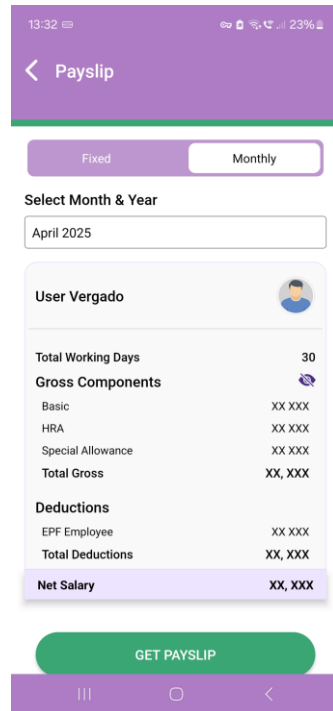
User Vergado

Salary component	Monthly	Annually
Basic	50000	600000
HRA	25000	300000
Special Allowance	25000	300000
EPF Employer	1800	21600
Uniform Benefit	5000	60000
Total	106800	1281600

Tax Regime :- new

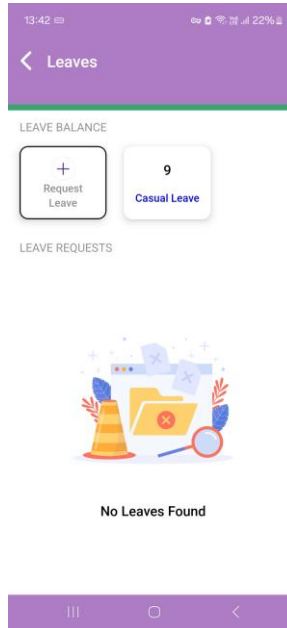
Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in

- **Monthly Section:** Choose a month/year to view that month's **payslip**.
 - Tap the **eye icon** to reveal or hide actual salary figures.
 - Tap **Get Payslip** and it will be sent to your registered email.
- **For Review Badge:** If a payslip is marked **"For Review,"** it means it's pending your acknowledgment.
 - Tap **Acknowledge** if everything's correct.
 - Tap **Raise an Issue** if there are errors — your admin will review and resolve it.



Leave Management

- View all the **leave types** (CL, SL, EL, etc.) available to you along with **current balances**.
- Tap on any leave to see how balances are credited, carried forward, or deducted.



Add Request

- Tap **Add Request** to apply for leave.
- Fill in:
 - **Leave type**
 - **Subject**
 - **Reason**
 - **Start & end dates**
 - **Update Shifts for days, if opting for Half Day Leave**
 - **Attachment (optional)** — like a doctor's note or travel tickets
- Tap **Submit** to send for approval.



LEAVE APPLICATION

9
Casual
Leave

Subject

0 / 50 char

Please Enter Subject

Start Date

Select Date

End Date

Select Date

Description

0 / 500 char

Please Enter Description

Attachment

Choose Attachment

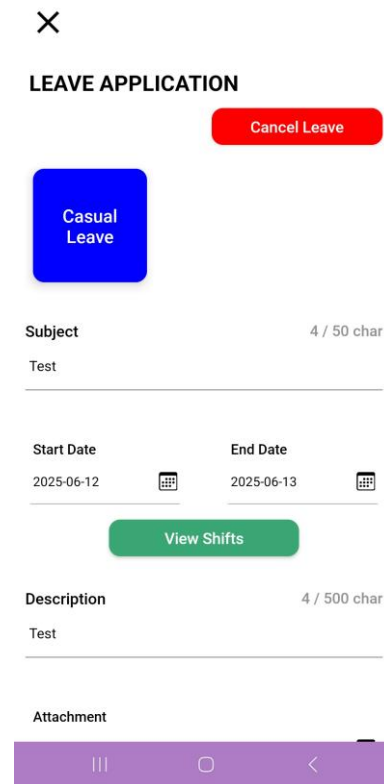
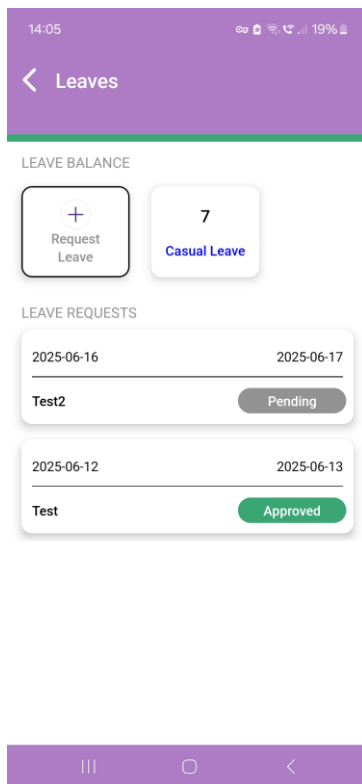
APPLY FOR LEAVE

Leave Requests

- View all past and current leave requests with their **statuses** (Pending, Approved, Rejected).
- Tap any request to view details.

Cancel Leave

- Leaves can be **cancelled** if your salary hasn't been generated for the month in which the leave was taken.



Attendance

- Default view shows the **current month's attendance** — present days, WFH, holidays, etc.
- Use the **month/year filter** to view older records.



14:10 18%

< Attendance

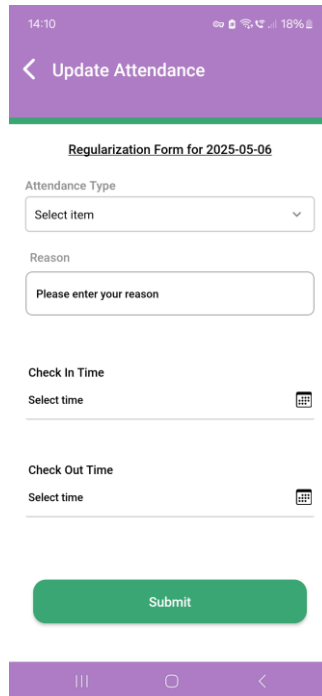
Select Month & Year

May 2025

Date	Check In	Check Out	Working Hrs	Attendance
1st May	9:18 AM	7:51 PM	10:32	Full Day
2nd May	9:23 AM	9:09 PM	11:46	Full Day
3rd May	-	-	-	Week Off
4th May	-	-	-	Week Off
5th May	8:48 AM	7:22 PM	10:34	Full Day
6th May	-	-	-	Absent
7th May	9:19 AM	7:03 PM	09:43	Full Day
8th May	9:12 AM	7:06 PM	09:53	Full Day
9th May	9:19 AM	7:25 PM	10:05	Full Day

✂ Regularization

- Tap on a date to **raise an attendance correction** request.
- You can only raise this if salary hasn't been generated for that period.



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< Update Attendance

Regularization Form for 2025-05-06

Attendance Type

Select item

Reason

Please enter your reason

Check In Time

Select time

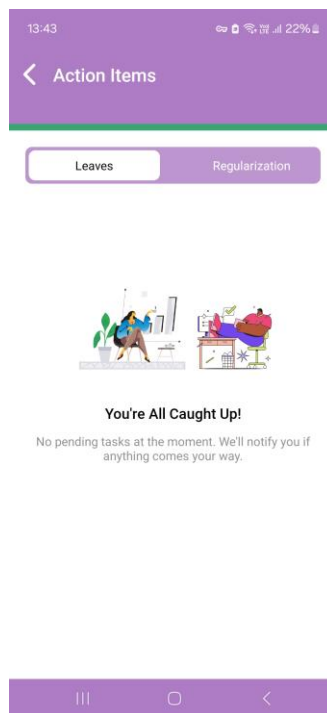
Check Out Time

Select time

Submit

⚡ Action Items

- Got approvals pending your action?
- This section lists all **leave** or **regularization requests** assigned to you.
- Tap into any request, view details, and take **Approve / Reject / Send Back** action as needed.





Expense Management

Expense tracking and reimbursement made smart. In this section of the Vergado app, you can submit expenses, manage drafts, track past submissions, and handle project-linked expenses — all in one place.

Add Expense

This is where your expense journey begins.

1. Transaction Mapping (if applicable)

- If you've made any transactions via your **Vergado card**, a **Transaction Mapping** screen appears.
- Tap on the transaction you want to raise the expense for — this ensures your claim is tied to an actual spend.
- *If this screen doesn't appear, no worries — it just means you don't have any unclaimed transactions.*

2. Upload Bill Photo

- You'll be prompted to **upload your bill**.
- You can either:
 - **Take a photo** using your phone camera
 - **Upload** from gallery or file manager

3. Fill Expense Form

- A form opens up with certain fields **auto-filled** (based on the transaction and the bill photo if scanned).

- You'll need to fill in all required fields like:

- **Expense Type**
- **Merchant/Place**
- **Date of Expense**
- **Description**

4. Project-Specific Expense?

- Toggle "**Expense for a Project**" to **Yes** if this expense is project-related.
- Enter the **Project Code** — this links the expense to the appropriate project in your system.

5. Amount and Currency

- Enter the **amount spent**.
- Select the **currency** (based on where the transaction took place).
- *If the currency isn't listed, contact your company admin to enable it.*

6. Choose What You Want to Do Next:

-  **Save as Draft:**
 - Your expense gets saved locally — not submitted.
 - Find it later in the **Drafts > Expense Drafts** section to make edits or submit.
-  **Add to Report:**
 - You'll be asked:
 - Add to a **New Report** (you'll create a fresh report)
 - Add to an **Existing Report** (choose from your saved reports)
 - These reports can be submitted in bulk for reimbursement.
-  **Submit:**
 - Sends your expense for **direct approval** to your company approver/admin.

 Drafts

Saved it for later? This is your area.

There are **two tabs** here:

 Expense Drafts

- View all **individual expenses** saved as drafts.
- Tap on any draft to:
 - **Edit** the fields
 - **Save** your changes again
 - Or **Submit** directly for approval
- You can also **select multiple drafts** and click **“Add to Report.”**
 - Choose to create a **new report** or attach to an **existing report**.

 Draft Reports

- View all **expense reports** that are created but **not yet submitted**.
- Tap on a report to:
 - View included expenses
 - Edit any expense inside
 - Save updates
- When ready, tap **Submit** at the bottom — this locks the report and sends it for approval.
-  *Note: Once submitted, you can't add new expenses to that report.*

View Past Expenses

Want to see your claim history? This section helps you track and review everything.

My Expenses

- All your **submitted individual expenses** are listed here.
- Tap on any expense to view details.
- If you notice an error or have a concern, tap “**Raise an Issue**” and describe the problem — your company admin will be notified.

My Reports

- All your **submitted reports** are shown here.
- Tap on a report to expand and view the **included expenses**.
- Just like above, you can **raise an issue** on any individual expense inside a report.

Projects

If your organization uses project-based accounting, this section is for you.

- View a list of all **active projects** assigned to you.
- Tap a project to:
 - See project code, name, description, owner, and other details
 - **Send a message** to the Project Owner if you have questions or clarifications

Action Items

All pending actions related to expenses or reports will show here. This section has **two tabs**:

My Expenses

- These are expenses that were **sent back to you** by an approver.
- Reasons may include missing data, wrong category, unclear bill photo, etc.
- Tap the expense, make changes, and **resubmit**.

For Review

- If you are an approver (like a manager or finance reviewer), all incoming **expense/report approval requests** are listed here.
- Tap any item, review details, and take one of these actions:
 - **Approve**
 - **Reject**
 - **Send Back** with comments

Summary Tips

- Use **Save as Draft** if you need time to gather bills or details.
- **Add to Report** is useful when submitting multiple related expenses at once.
- Track everything in **My Expenses** and **My Reports**.
- For recurring project-related travel or spends, always toggle **Project Mode**.

Pro Tips

- **Enable notifications** to get real-time alerts.
- Keep your **app updated** to get the latest features and bug fixes.