Admin Dashboard

- Easy user interface and interactive design to facilitate admins
- View total expenses, total salaries Paid, total Jobs and total Employees
- View monthly Bar chart of total expenses
- View last 5 new employees added to system
- View designation wise salaries in pie chart
- View recent applications applied by employees
- **NOTE: First you need to add companies, then add locations, after locations add departments, then add designations, and after designations add employees then everything will work smoothly:)**
- **Because employees depends on designations, designations depends on departments, departments depends on locations, and locations depends on companies.**

Company

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software provides a very good and easy company module system, where administrator can add multiple companies, and under one company administrator can add multiple departments, designations and multiple locations. Administrator can edit / update any company information anytime.

To view companies go to Organization > Company

Location

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software also provides easy location module system, where administrator can add multiple locations, and under one location administrator can add multiple departments and designations. Administrator can edit / update any location information anytime.

To view locations go to Organization > Location

Departments

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software also provides easy departments module system, where administrator can add multiple departments, and under one department administrator can add multiple designations. Administrator can edit / update any department information anytime
To view departments go to Organization > Departments

Designations

Designations is also a very good module system, where administrator can add multiple designations, and under one designation administrator can add multiple employees. Administrator can edit / update any designation information anytime.

To view departments go to Organization > Designations

Projects

Projects Management is an important feature every company needs to accomplish various projects. Projects has been provided in software to facilitate admins and employees to create, track, and discuss in between various projects.

You can assign one project to many employees at a time, and can define start and end date of the project.

To view projects go to Organization > Projects

Announcements

In an Office - Announcement plays an important role to let everyone know about any update / event or changes that is required or decided. To faciliate this **software** provides a very well organized Announcement Management. You can publish the Announcement for any designation, means only selected designation's employees will view the Announcement. The features provided in Announcement Management is listed below:

- **Create Announcement**
- Create a new notice from the Organization > Announcements Link. Give Title for every announcement to highlight it easily. You can easily publish / un-publish announcements and everyone using **software** will be notified instantly.
- **Publish / Un-Publish**
- You can set Published OR Un-Published for every announcement. If a announcement is published - it will instantly be shown in admin and employee panel and only selected designation's employees will get notified about the announcement. But if you choose the announcement to be un-published - then it will not be published - but still the announcement will be saved and be shown in the list (announcement list). You can easily publish it later if required.

- **Summary**
- Summary will be the primary text / description that everyone will get when any announcement is published. Choosing a good relevant summary is important and this will give the real message in quick short format.
- **Long Description**
- Long description is for elaborate description of any notice if needed. Beautiful text editor is provided - so that you can use text formating. Long description is shown when you click to see announcement details.
- **Notifications**
- Whenever a announcement is published - the announcement is being notified throughout the system for both admin and employee panels. Both admin and employee dashboard contains a Recent Announcement panel - in which the announcement published at the latest is shown at the top.

Policies

Policies is also an important feature every company needs. software provides policies facilitate for employees for selected companies/company. Admin can add many policies for any company.

To view policies go to Organization > Policies

Expenses

Expenses is a vital part that every human resource admin needs to track. In software a dynamic and beautiful expense management system is produced. The following features are provided in the expense management:

- **Add Expense**
- You can easily add/edit expenses from Expense Management. During new expense addition - you can define the employee who made this expense, also you can input the amount spent and the bill copy provided by the employee. You can define date of the expense.
- **Expense Details**
- Expense details is beautifully shown in modal - for easy and interactive usage for you.

Employee

Adding a new employee in the system is very easy. You can at a go - add all related information of an employee. The facilities that employee management holds in software are listed below:

To view Employees go to Employees > Employees

- **Add New Employee**
- You can easily add new employee in the system. The form is elaborate with all possible information you might need to add for a new employee. During addition of new employee you just have to provide the Employee ID - the employee id you provided will be the employees user name for his / her employee panel access. The default password for all employee will be "employee" - once any employee log in successfully to his / her employee panel - they should update their password from their panel.
- **Employee List**
- You can see list of all employees at a glance

Set Roles

Roles Level is a very powerful module which should be used carefully. If you want to give permission to any employee - you have to create a new user - and then set access rules by simply select any role from options you want to give an employee permission.
There are many modules in the role, you can easily set new roles with any module, and can assign any role to any employee in the company.

To view roles go to Employees > Set Roles

Awards

You can give your employees different awards in different times as you organization see fit. Giving an employee award is very easy. The features provided in award management are described below:

To view awards go to Employees > Awards

- **Add Award**
- You can easily give award to any employee if you need. For every month you can give award. The employee that receive award - if he / she receives any money amount - that amount will be added to his / her payroll and will be paid accordingly.
- **Award List**
- Award list shows the listing of all awards that you have given to employees in your organization.

Transfers

You can easily transfer any employee to any department and any location.
For Transfer you can select employee from the option, then add the transfer date, then select the department and location from the drop down menus.

To view Transfers go to Employees > Transfers

Resignations

Any employee of the company can easily sent a request of resignation, or administrator can add resignation for the employee.
When an employee send request for resignation then administrator will receive an email that one of your employee sent a request of resignation.

To view Resignations go to Employees > Resignations

Travels

Adding a new travel in the system is very easy. You can at a go - add all related information of a travel. The facilities that travel management holds in software are listed below:

To view Travels go to Employees > Travels

- **Add New Travel**
- You can easily add new Travel in the system. The form is elaborate with all possible information you might need to add for a new Travel.
- **Travel List**
- You can see list of all travels at a glance.

Tickets

Creating a new ticket in the system is also very easy. You can at a go - add all related information of a ticket. The facilities that tickets management holds in software are listed below:

To view Tickets go to Employees > Tickets

Administrator

- **Create New Ticket**
- You can easily create new Ticket in the system for any employee. The form is elaborate with all possible information you might need to add for a new Ticket.
- **Ticket List**
- You can see list of all tickets at a glance.

Employee

- **Create New Ticket**
- Employee can also create a new Ticket in the system. After that admin will receive ticket notification.
- **Ticket List**
- Employee can see list of all tickets at a glance.

Promotions

You can easily promote any employee in the system.
For Promotion you can select employee from the option, then add the transfer date, and the title for promotion.

To view Promotions go to Employees > Promotions

Complaints

You can add complaint for any employee and can add complaint against any employee in the system.
For Complaint you can select employee from the option, then add the complaint date, and the title for complaint.

To view Complaints go to Employees > Complaints

Warnings

You can send warnings to any employee in the company.
For warning you can select employee from the option, then add warning type, warning subject, warning date.

To view Warnings go to Employees > Warnings

Terminations

You can send termination notice to any employee in the company.
For termination you can select employee from the option, then notice date, termination date, termination type and termination description.

To view Terminations go to Employees > Terminations

Performance Indicator

In performance indicator you can set new performance for designations in the company. You can set Technical Competencies and Technical Competencies in performance indicator for any designation.

To view Performance Indicator go to Employees > Performance Indicator

Performance Appraisals

You can set performance appraisals for any employee of any month. Also you can view / edit and delete appraisals from Performance Appraisal List.

To view Performance Appraisals go to Employees > Performance Appraisals

Employees Last Login

You can view employees last login in the Employees Last Login page.

To view Employees Last Login go to Employees > Employees Last Login

Employee Exit

You can add employee exit information in this section. When a contract is ended or project is ended of an employee then you can add the information in Employee Exit section.

To view Employee Exit go to Employees > Employee Exit

Attendance

Attendance is key for any Human Resource Management system to accurately manage and maintain employees. In software - a beautiful and very effective attendance management is provided. Employees will be using Clock In and Clock Out attendance for day to day attendance activities. Employees' from their panel will get a beautiful button to Clock In and Clock Out as they require. They can provide comments and can also view their own attendance activities from their panel.

To view Attendance go to Timesheet > Attendance

Date Wise Attendance

In Date Wise Attendance you can select date range for any employee, means you can view employees attendances of any date.
for example last 1 week attendance, last month attendance etc etc.

To view Date Wise Attendance go to Timesheet > Date Wise Attendance

Update Attendance

In Update Attendance you can update attendance for employees. First select any date in calendar and then employee, you will get attendances of that employee.

To view Update Attendance go to Timesheet > Update Attendance

Leave

Leave is one of the key aspects of any human resource management software - therefore an easy and user friendly application handling facility is provided. Human Resource provides the following features:

To view Leave go to Timesheet > Leave

- **Leave Type**
- Admin from general settings can create leave type - which will be the key for every employees to apply for any leave application under those categroies.

- **Leave Quota**
- When you create leave type - you can set leave application quota for each individual leave type - whenever an employee applies for any leave application under any category - if that leave application is approved - the quota count will increase and you can easily at a glance figure out how any applications have been approved under what quota.
- **Leave Details**
- You can easily view full detail of any leave application - and can accept / reject leave applications - and if necessary also provide comments for your action. The comment provided by you will be shown to the employee. If you have multiple admins working in the system - if any admin approves an application - you can see which admin approved this application from the application detail tab. Every detail about the application is shown in the leave application detail tab.
- **Leave Notification**
- Whenever a new leave application is applied - you will be notified about the leave application in the notification center and also you will mail about new leave application - also the latest leave application applied will sort out to the top in the notification center in header.

Worksheet (Tasks)

Task Management is an important feature every company needs to accomplish various task. Task has been provided in software to facilitate admins and employees to create, track, and discuss in between various tasks. The various features the task management provides are listed below:

To view Worksheet (Tasks) go to Timesheet > Worksheet (Tasks)

- **Create Task**
- Create a new task from the Add Task form. Creating a new task is very easy.
- **Task Description**
- Provide Task Description as you require. A beautiful editor is provided so that you can use text formating.
- **Assign Multiple Employees**
- You can select multiple employees form the dropdown list and can assign a task to multiple employees if required. Every employee will be notified by email and also in their own employee panel.
- **Start & End Date**
- Set start and end date for any task - you can easily track start and end dates from beautiful task reports.
- **Set Estimated Hour**
- You can easily define estimated hours required to complete this task as you see fit. Employees will see the estimated hours and will comply accordingly.
- **Set Status & Progress**

- You can set task progress accordingly by using a user friendly drag progress bar. Also you can set specified task status from the dropdown provided. Only admins will be able to set task status and progress after observing task completion in real life.
- **Task Comments**
- Once you create a task - you can go to task details - from which both Admin and Employees will be able to provide comments against a specific task. This feature is very helpful by which employees and admins can communicate with each other and discuss about anything needed.
- **Task Attachment**
- Once you create a task - you can go to task details and see all atachment OR can also add new attachment if required. You can find who attached what documents and can also view attachments. You can add images, pdf or any other type of attachment for a task.

Office Shifts

Office shift is a good feature in Human Resource Management System, in office shifts you can create many shift, like first shift, second shift, third shift etc etc, and also you can set timing for each shift, and can assign the shift to employees - this is easily possible in software.

To view Office Shifts go to Timesheet > Office Shifts

Office Shifts

Office shift is a good feature in Human Resource Management System, in office shifts you can create many shift, like first shift, second shift, third shift etc etc, and also you can set timing for each shift, and can assign the shift to employees - this is easily possible in software.

To view Office Shifts go to Timesheet > Office Shifts

Payroll

Payroll is the most vital part of our software. A very intelligent and robust payroll management is provided so that you do not have to worry about any aspect of your payroll management. The system will trigger and do almost everything for you. The features that payroll management holds are listed below:

- **Step-1: Payroll Template**
- You can create payroll template according to your need and then you can assign your created payroll template to employees for their payroll calculation. As per your

template assignment - the employee payment will be calculated. During payroll template creation - you have to set hourly rate and also have to provide overtime hour rate.

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- **Step-2: Set Hourly Wages**
- In hourly wages you can add new hourly wages and can set hourly rate with Title, so you can assign these hourly wages to specific employees to get thier payroll calculations.
- Once the hourly template set then system will start calculating all employees salary according to hours worked.
-
- **Step-3: Manage Salary List**
- After successful creation of payroll templates - you have to set these templates to specific employees to get their payroll calculations. The panel provided to assign salary template is very easy and effective. Once the salary template is set - the system will start calculating all employees basic salary according to hours worked and rate - and finally by adding overtime, awards and other expenses - the total net salary calculation will be automatically done for you.
-
- **Step-4: Generate Payslip**
- Generate Payslip is kept very simple for your eas of access. You just have to press the link Generate Payslip - and all calculation related to employees payment will be automatically done by the system and then make payment popup will open - form where you can see all details and breakdown of each amount and why that amount the employee is receiving. Payment is hassle free and very easy to perform.
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- After payment - the next step remains is to generate payslip. Once a payslip is generated - you can either generate it as a PDF file or you can print it out. Once you generate the payslip - employees form their panel can also view the payslip and can use it as a future reference.
-
- **Step-6: Payment History**
- In Payment History you can view all generated payslips of all employees.
-
- **Advance Salary**
- Employee can send request for advance salary, and set the option either its EMI (Employee Monthly Installment) or fixed amount. If for example employee select the EMI and then installment will be deducted from employee salary every month. In Advance salary employee can view all sent requests either its accepted, rejected or pending.
-
- **Advance Salary Report**
- In Advance Salary Report employee can view total advance salary, how much employee paid and how much is remaining and status of the Advance Salary.

Recruitment

Recruitment is also the most vital part of our software. Job opening Information, job functions, requirements and skills information and staffing status. The features that recruitment management holds are listed below:

- **Step-1: Job Post**
- You can create new job according to your need and then the job will appear on frontend for all employee, then employee can apply for any job which are posted internally. Internaly means that involves considering present employees as applicants for available positions. This often occurs when a person is promoted, and it provides a strong motivation for current employees.
-
- **Step-2: Job Candidates**
- After successful creation of new job - all employees can easily apply for that job, and then admin can view the new job applications in Job Candidates page.
-
- **Step-3: Job Interviews**
- After receive job applications admin can now invite the candidates for interview. Admin can easily add the interview place, interview time and interview date.

Training

Training is a common aspect of all organization. Therefore to track and update training and related operations - software facilitates with Training Modules. You can create training and assign your employees for training and then peform the following tasks:

- **Set Training Details**
- Set training name, description of the training and the vendor name. Specify training start and end dates. You can also specify the cost of the training.
- **Training Status**
- You can set training status - whether the training has started, pending, completed or terminated - thus afterwards when you track back to that training you can easily understand the state / status of the training.
- **Performance**
- Afterwards when you update the training OR when employee has completed the training - you can update performance of the training. You can set whether the employee did good, satisfactory, excellent, poor or not concluded from the performance drop down option.

Trainers

Trainers is also a common aspect of Human Resource Management System. Therefore to track and update trainers and related operations - software facilitates with Trainers Modules. You can create trainers and assign to designations and then peform the following tasks:

- **Set Trainer Details**
- Set trainer first name and last name, contact number, email, trainer address and expertise of the trainer. Assign trainer to specific designations. Afterwards you can update the trainers info or delete the specific trainer.

Files Manager

In files manager, you can upload any type of file in different departments, employees can view their own departments files or can upload files only own department.

Note: Adminitrator can set access for files manager, that employee can view other departments files too, and also administrator can set files extension in the files manager settings which is under Settings module under Files Manager tab.

Employees Directory

In employees directory you can view all employees, in this section you can search employees by designation, like if you click on Account & Finance designation then only the selected designation employees will be showing. And if you click on All link then all employees will be showing.

Settings

In settings you can do the following below tasks:

- **General Configuration**
- The tab settings is for to setup basic business information you possess. In settings you can set your company name, company email, company address and contact details. This information will be showing in payroll pdf file.
- **Logo**
- In this section you can update, add and delete logo for company.
- **System Configuration**
- In this tab you can setup application name, set date format, and set currency, if you set date format and set currency in this tab then it will show globally every where in the system.

- **Role Configuration**
- In this tab you can set role for employees, like employee can manage his/her own contact information, bank accounts, qualifications, work experiences and own documents.
- **Attendance Configuration**
- In this tab you can enable/ disable the clock in & clock out button for an employee, like if you disable the clock in and clock out then employee will not be able to clock in to system.
- **Job Configuration**
- In job configuration, you can enable/disable jobs for employees, for example if you disable the jobs, then employee won't see the jobs on frontend, and can't apply for any job.
- Job application file format, you can set file format for applications, like employee can upload pdf file, doc file, docx file while applying for a job.

Constants

In Constants you can add all types, like leave type, document type, warning type etc etc, so you can do the following below tasks:

- **Contract Type**
- You can create Contract Type, delete and edit.
- **Education Level**
- You can create Education Level, delete and edit.
- **Document Type**
- You can create Document Type, delete and edit.
- **Award Type**
- You can create Award Type, delete and edit.
- **Leave Type**
- You can create Leave Type, delete and edit. And during creation of leave type - you can specify no of days that leave type is permitted.
- **Warning Type**
- You can create Warning Type, delete and edit.
- **Termination Type**
- You can create Termination Type, delete and edit.
- **Expense Type**
- You can create Expense Type, delete and edit.
- **Expense Type**
- You can create Expense Type, delete and edit.
- **Job Type**
- You can create Job Type, delete and edit.
- **Employee Exit Type**
- You can create Employee Exit Type, delete and edit.
- **Travel Arrangement Type**
- You can create Travel Arrangement Type, delete and edit.
- **Payment Method**

- You can create Payment Method, delete and edit.

Email Template

You can easily update any email template in the email template section.
You can update the template name, subject and can update the message for specific template.

Database Backup

You can easily take backup of your database by simply clicking on the Create Backup button on Database Backup Log management page. Everything in your database will get in the database that will be exported as a zip file. So you can download it from Database Backup Log management. Also you can delete the old backup files and can generate new back up file.

Employee Account

Each employee of your organization will get a beautiful employee panel after they login to the system. Employees can perform the following tasks from their panel:
After employee login to their panel using his/her login credentials - they can easily update their own password as required, and can do the following below tasks

- View Up his own attendance of any previous date
- View award list.
- View his/her own tickets, and can create new ticket from tickets management
- Comment and Get Involved in Task assigned to him
- Get Involved in Project assigned to him
- View/download his / her own all payslips
- Get Involved in Training assigned to him
- View Recent Announcement which is added by administrator
- View transfer list.
- View office shift.
- Get notified of his / her applied resignation
- View promotion list
- View Up coming Holidays
- Submit new application for a job
- View previous applied applications which he/she applied for a job
- Get notified of his / her applied applications
- Get notified of interview
- View his / her personal information