Easily navigate and optimize human resources with our comprehensive HRM SaaS user manual. Simplify your HR processes with WorkDo.io.

1. Introduction

1.1 What Is HRM?

1.2 Key Features Overview

- **Complete HR Management:** Manage employees, departments, branches, and organizational structure from one centralized system
- **Recruitment Pipeline:** Handle the full recruitment process from job posting to candidate onboarding
- **Performance Management:** Set goals, conduct reviews, track appraisals, and monitor employee performance
- **Leave & Attendance:** Comprehensive leave management with automated approval workflows and attendance tracking
- **Payroll System:** Automated payroll processing with accurate payslip generation
- **Training Management:** Organize employee training programs and support skill development
- **Asset Management:** Track company assets and manage assignments to employees
- **Document Management:** Store and manage employee documents securely in a centralized location
- **Meeting Management:** Schedule and manage meetings with integrated calendar support
- **Contract Management:** Manage employee contracts, track renewals, and maintain records
- **Multi-Language Support:** Access the platform in multiple languages
- **Mobile Responsive:** Full functionality across desktop, tablet, and mobile devices
- **Role-Based Access:** Define granular permissions and control access based on user roles

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1.3 Who Should Use HRM?

- **HR Teams:** Streamline HR processes, reduce paperwork, and focus on strategic initiatives
- **Company Administrators:** Manage organizational structure, policies, and system-wide settings
- **Managers:** Track team performance, approve requests, and monitor employee activities
- **Employees:** Access self-service features for leave applications, attendance records, and documents
- **Recruiters:** Manage the hiring pipeline, communicate with candidates, and onboard new hires

2. Login

To access your HRM account, you need to log in using the credentials provided during your registration or account setup. The login process is straightforward and secure, ensuring that only authorized users can access the system.

2.1 User Login

2.1.1 Access The Login Page

- Go to the login URL provided in your welcome email
- Or navigate to the main website and click "Login"

2.2.2 Enter Login Credentials

- **Email Address:** Enter the email address registered with your account
- **Password:** Enter your account password
- **Remember Me:** Check this option if you want to stay logged in on the current device (optional)

2.2.3 Complete Login

- Click the "Login" button to proceed
- If your credentials are correct, you will be redirected to your dashboard

2.2.4 Dashboard Overview

After a successful login, the main dashboard will appear. This is your central workspace where you can monitor key metrics and access all system modules.

Main Statistics Cards:

- **Total Employees:** Shows the total number of employees currently registered in your organization
- **Total Branch:** Displays the total number of branches operating under your organization
- **This Month Attendance:** Provides attendance statistics for the current month
- **Pending Leaves:** Indicates the number of leave applications awaiting approval

- **Left Sidebar:** Provides access to all main modules including HR Ma[...]nt, Recruitment, Payroll, Performance, and more
- **Localization Toggle:** Allows you to switch between available languages and adjust regional settings
- **Profile Menu:** Located in the top-right corner, this menu provides access to your account settings, preferences, and logout option

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2.2 Password Management

HRM includes secure password management features to help you maintain account security and recover access if needed.

2.2.1 Forgot Password

If you forget your password, you can reset it using the email address associated with your account

1. Access Password Reset

- On the login page, click the “Forgot Password?” link
- Enter your registered email address in the field provided
- Click “Send Reset Link”

2. Reset Your Password

- Click on the reset link provided in the email
- You will be redirected to the password reset page
- Enter your new password in the first field
- Re-enter the same password in the confirmation field
- Click “Reset Password” to save your new password

2.2.2 Change Password (When Logged In)

If you are already logged in and want to update your password for security reasons, follow these steps:

1. Access Profile Settings

- Click on your profile picture or name in the top-right corner of the screen

- Enter your new password in the second field
- Re-enter the new password in the confirmation field
- Click “Update Password” to apply the changes

Your password will be updated immediately, and you will remain logged in. For security purposes, it is recommended to use a strong password that includes a combination of letters, numbers, and special characters.

3. Company Introduction

3.1 Company Login Process

3.1.1 What Is A Company User?

Company users are administrators and employees within organizations who have access to HR management features specific to their company. The system supports different user roles, ea with tailored permissions to ensure secure and efficient HR operations. Company users can perform various tasks depending on their assigned role and access level.

Company users have the ability to:

- **Manage Employees or User:** Add new employees, edit existing records, and manage employee information
- **HR Operations:** Organize and maintain the company structure including branches and departments
- **Department Management:** Organize company structure with branches and departments
- **Leave & Attendance:** Review and approve employee leave requests, and track attendance records
- **Document Management:** Store, organize, and manage company-wide and employee-specific documents
- **Meeting Management:** Schedule, organize, and manage company meetings and events
- **Asset Management:** Track company assets and assign them to employees as needed

3.1.2 Company Login Steps

To access the company portal, follow these steps:

1. Access Company Portal

3.2 Company Dashboard

After a successful login, the company dashboard will appear as your central workspac[e]... dashboard provides a comprehensive overview of key HR metrics and quick access to important modules.

3.2.1 Main Statistics Cards:

The dashboard displays the following statistics to help you monitor your organization's status:

- **Total Employees:** Shows the total number of employees currently registered in your organization
- **Total Branch:** Displays the total number of branches operating under your company
- **This Month Attendance:** Provides an overview of attendance statistics for the current month
- **Pending Leaves:** Indicates the number of leave applications awaiting approval or review
- **Active Jobs:** Shows the total number of job openings currently active in your recruitme[nt] pipeline
- **Total Departments:** Displays the total number of departments within your company structure

3.2.2 Dashboard Features:

The dashboard also includes several interactive sections to keep you informed and organized:

- **Recent Activities:** Displays the latest HR activities, updates, and system actions for quick reference
- **Recent Meetings:** Shows upcoming meetings and scheduled events so you can stay prepared
- **Notification Center:** Provides important alerts and reminders including recent leave applications, new candidate submissions, and company announcements

These features ensure you have real-time visibility into the most critical aspects of your organization's operations.

3.3 Company User Capabilities

Company users have access to a wide range of features and tools designed to simplify HR management and support organizational efficiency. Depending on your role, you may have access to handle the hiring process

- **Performance:** Set employee goals, conduct performance reviews, track progress, and manage appraisals
- **Training:** Create and organize training programs, assign courses to employees, and track skill development
- **Assets:** Monitor company assets, assign them to employees, and track their usage and return

3.3.2 Administrative Functions

- **User Management:** Create new user accounts, assign roles, and manage permissions for all users in the system
- **Department Setup:** Organize your company structure by creating and managing branches, departments, and teams
- **Policy Management:** Create, update, and distribute company policies to ensure compl and transparency
- **Document Storage:** Store all important documents in a centralized system for easy access and secure management
- **Meeting Coordination:** Schedule meetings, send invitations to participants, and manage meeting agendas and minutes

3.3.3 Self-Service Features

- **Leave Management:** Apply for leave, view leave balances, check leave history, and track the status of pending requests
- **Attendance Tracking:** Clock in and out using the system, view attendance records, and monitor your work hours
- **Document Access:** Access your personal documents such as contracts, payslips, and certificates, as well as company-wide documents
- **Profile Management:** Update your personal information, contact details, emergency contacts, and account preferences

These capabilities empower users to manage their responsibilities efficiently while maintaining transparency and accountability across the organization.

organizational security while empowering employees with the tools they need.

4.1 User Management

User Management handles employee account creation and administration, allowing you to provision new users, manage their profiles, and control their access to the system. This section ensures that every employee has a properly configured digital identity within the organization.

4.1.1 Creating Users

To add a new user to the system, follow these steps:

1. Access User Creation

- Navigate to "Staff" → "Users" from the main menu
- Click the "Add User" button located at the top of the page

2. User Information

Fill in the following details for the new user:

- **Name:** Enter the user's full name (required)
- **Email:** Provide a valid email address that will serve as the login username (required and must be unique)
- **Password:** Create a secure password for the user (required)
- **Type:** Select the user type from the dropdown (Admin, HR, Manager, or Employee)
- **Status:** Choose whether the account should be Active or Inactive upon creation
- **Language:** Select the user's preferred language for system interface

3. User Assignment

- **Role:** Assign a specific role that defines the user's permissions and access levels
- **Department:** Link the user to a department if applicable to your organizational structure
- **Manager:** Assign a reporting manager to establish the user's position in the hierarchy

Once all information is entered, click "Save" to create the user account. The new user will receive login credentials and can access the system based on their assigned role and permissions.

records, preserving historical data

- **Profile Management:** Allow users to update their own profile information, contact details, and preferences
- **Password Management:** Implement secure password handling with encryption and provide password reset functionality when needed

4.2 Role Management

Role Management allows you to define organizational access levels and job functions within the system. By creating roles, you can group permissions together and assign them to multiple users at once, ensuring consistent access control and streamlined administration.

4.2.1 Creating Roles

To create a new role, follow these steps:

1. Access Role Creation

- Navigate to "Staff" → "Roles" from the main menu
- Click the "Add New Role" button

2. Role Information

Define the role by entering the following details:

- **Name:** Enter a clear and descriptive role name (required)
- **Description:** Provide a brief description explaining the role's purpose and responsibilities
- **Permissions:** Select the specific permissions this role should have by checking the appropriate boxes

After configuring the role, click "Save" to make it available for assignment to users.

4.2.2 Role Features

The Role Management system offers the following capabilities:

- **Role Hierarchy:** Establish different levels of access across your organization, from basic employees to senior administrators

4.3 Permission System

The Permission System provides granular access control and security management ac modules within HRM. This system enables you to assign detailed permissions at the module level, ensuring that users can only access the information and features relevant to their responsibilities.

4.3.1 Understanding Permissions

HRM uses a granular permission model for each module, with the following access levels:

- **View:** Allows users to view records and information within the module
- **Create:** Enables users to add new records and entries
- **Edit:** Permits users to modify existing records and update information
- **Delete:** Grants users the ability to remove records from the system
- **Manage:** Provides full access to all functions within the module, including configuration and administrative tasks

4.3.2 Permission Categories

Permissions are organized by module, allowing you to control access to specific areas of the system:

- **Dashboard:** Controls access to the main dashboard, statistics, and performance metrics
- **Users:** Manages permissions for user account creation, editing, and administration
- **Employees:** Governs access to employee records, profiles, and personal information management
- **Recruitment:** Controls hiring processes, candidate management, and job posting capabilities
- **Performance:** Manages access to performance reviews, goal setting, and appraisal systems
- **Training:** Governs training program creation, assignment, and employee development tracking
- **Assets:** Controls company asset management, assignment, and tracking permissions
- **Documents:** Manages document storage, access, and organization permissions
- **Meetings:** Controls meeting scheduling, management, and calendar access
- **Leave:** Governs leave application, approval, and leave balance management

5. HR Management

5.1 Basic Setup

The Basic Setup section helps you establish the foundational structure of your organization within the HRM system. This includes creating branches, departments, designations, and document types that will be used throughout the platform. Proper setup in this section ensures smooth operations and accurate organizational representation.

5.1.1 Branches Management

Branches ManagementBranches Management enables you to create and manage different office locations, regional offices, or business units within your company. This feature is essential for organizations operating across multiple geographical locations, as it allows for comprehensive location-based management and reporting.

1. Creating Branches

- Go to “HR Management” → “Branches”
- Click “Add Branch” button
- **Name:** Enter the branch name (required)
- **Address:** Provide the complete physical address of the branch
- **Phone:** Enter the branch contact number
- **Email:** Provide the branch email address
- **Status:** Select Active or Inactive to control the branch’s operational status

5.1.2 Departments Management

Departments Management organizes your workforce into functional units enabling structured reporting, role assignment, and departmental hierarchy management for efficient organizational operations and clear responsibility distribution.

1. Creating Departments

- Go to “HR Management” → “Departments”
- Click “Add Department” button
- **Name:** Enter the department name (required)

5.1.3 Designations Management

Designations Management defines job titles and positions within your organization enabling clear role definition, career progression tracking, and hierarchical structure establishment for professional workforce organization.

1. Creating Designations

To add a new designation:

- Navigate to "HR Management" → "Designations"
- Click the "Add Designation" button
- **Name:** Enter the designation title (required)
- **Department:** Link the designation to a specific department
- **Description:** Describe the role, responsibilities, and requirements for this position
- **Status:** Select Active or Inactive

5.1.4 Document Types Management

Once saved, the designation will be available when creating employee profiles or processing promotions.Document Types ManagementDocument Types Management establishes standardized document categories for employee records. This system enables organized document management, compliance tracking, and ensures that all mandatory documentation requirements are met for comprehensive HR record keeping.

1. Creating Document Types

- Go to "HR Management" → "Document Types"
- Click "Add Document Type" button
- **Name:** Provide the document type name (required)
- **Description:** Describe what this document type covers
- **Required:** Check this box if the document is mandatory for all employees

After creating document types, they will be available when uploading employee documents, ensuring consistent categorization across your organization.

5.2 Employee Management

1. Access Employee Creation

- Go to "HR Management" → "Employees"
- Click "Create Employee" button

2. Personal Information

Begin by entering the employee's personal details:

- **Name:** Enter the employee's full name (required)
- **Email:** Provide the employee's email address which will also serve as their login username (required)
- **Phone:** Enter the employee's contact number
- **Date of Birth:** Select the employee's birth date
- **Gender:** Choose the appropriate gender option
- **Address:** Enter the complete residential address including street, city, state, an postal code

3. Employment Details

Define the employee's position within your organization:

- **Employee ID:** Enter a unique employee identifier for internal tracking
- **Branch:** Assign the employee to a specific branch location
- **Department:** Link the employee to their department
- **Designation:** Select the employee's job title or position
- **Joining Date:** Specify the employment start date
- **Employment Type:** Choose from Full-time, Part-time, or Contract
- **Salary:** Enter the employee's basic salary amount
- **Manager:** Assign a reporting manager to establish the employee's position in the organizational hierarchy

4. Document Management

Upload and manage employee-related documents:

- **Profile Photo:** Upload the employee's profile picture credentials are provided.

5.2.2 Employee Features

- **Complete Profile:** Maintain comprehensive employee information including personal details, employment history, and contact information
- **Document Storage:** Securely store and manage employee documents with organized categorization and easy retrieval
- **Hierarchy Management:** Establish and maintain manager-employee relationships for clear reporting structures
- **Status Tracking:** Monitor employee status changes including active, inactive, or terminated status
- **Search and Filter:** Use advanced search and filter options to quickly locate specific employees or groups based on various criteria

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5.3 Employee Lifecycle

Employee Lifecycle Management tracks and manages all stages of an employee's journey within your organization, from initial hiring through separation. This comprehensive system includes recognition programs, career advancement, disciplinary procedures, and organizational changes, providing complete visibility into workforce management.

5.3.1 Awards Management

Awards Management enables you to recognize employee achievements and contributions through structured recognition programs. This feature helps enhance motivation, acknowledge outstanding performance, and foster a positive workplace culture.

1. Award Types

- Create different award categories based on your organization's recognition framework
- Define specific award criteria, benefits, and eligibility requirements
- Set award frequency such as monthly, quarterly, or annual awards

2. Employee Awards

- Nominate employees for specific awards based on their performance or contributions organization. This system enables systematic promotion tracking, salary adjustments, and updates to organizational hierarchy, supporting professional growth and internal mobility.

1. Creating Promotions

To process an employee promotion:

- **Employee:** Select the employee being promoted
- **Current Position:** Display the employee's current designation and salary
- **New Position:** Specify the promoted designation and new salary
- **Effective Date:** Set the date when the promotion takes effect
- **Reason:** Provide justification for the promotion decision

5.3.3 Warnings Management

Warnings Management documents disciplinary actions and performance issues in a systematic manner. This feature enables proper tracking of corrective actions, maintains compliance documentation, and supports progressive discipline management for workplace conduct issu

1. Creating Warnings

To issue a warning to an employee:

- **Employee:** Select the employee receiving the warning
- **Warning Type:** Choose from Verbal, Written, or Final Warning
- **Reason:** Provide detailed explanation of the issue and the reason for the warning
- **Date:** Specify the date the warning is issued
- **Follow-up:** Document any required corrective actions or follow-up steps

All warnings are stored in the employee's record for future reference and progressive discipline management.

5.3.4 Resignations Management

Resignations Management processes voluntary employee departures, enabling systematic exit procedures, knowledge transfer coordination, and final settlement calculations. This ensures smooth workforce transitions and maintains proper documentation of employee separations.

1. Processing Resignations

When an employee submits a resignation:

- **Status:** Track the resignation status as Pending, Approved, or Reject

5.3.5 Terminations Management

Terminations Management handles involuntary employee separations, providing systematic procedures for termination processing, legal compliance documentation, and final settlement calculations. This ensures that organizational workforce changes are managed properly and legally.

1. Processing Terminations

- **Employee:** Select the employee to be terminated
- **Termination Date:** Specify the effective termination date
- **Reason:** Document the detailed reason for termination
- **Type:** Indicate whether the termination is Voluntary or Involuntary
- **Final Settlement:** Enter details of the final settlement including pending payme and deductions

5.3.6 Transfers Management

Transfers Management facilitates employee movement between departments, branches, or positions within the organization. This feature enables organizational flexibility, supports career development opportunities, and optimizes resource allocation across different business units.

1. Employee Transfers

- **Employee:** Select the employee to be transferred
- **From Branch/Department:** Specify the current location or department
- **To Branch/Department:** Select the new location or department
- **Transfer Date:** Set the effective date for the transfer
- **Reason:** Provide justification for the transfer decision

5.3.7 Trips Management

Trips Management coordinates business travel and work-related trips for employees. This comprehensive system enables expense tracking, advance payment management, and travel documentation, providing complete business travel administration capabilities.

1. Creating Business Trips

- **Purpose:** Enter the business purpose of the trip (required)
- **Destination:** Specify the trip destination (required)
- **Start Date:** Set the trip start date (required)
- **End Date:** Set the trip end date (required)
- **Description:** Provide a detailed description of the trip
- **Expected Outcomes:** Document the expected results or deliverables from the trip
- **Status:** Choose the trip status: Planned, Ongoing, Completed, or Cancelled
- **Documents:** Upload any trip-related documents such as itineraries or approvals

2. Trip Financial Management

- **Advance Amount:** Pre-trip advance payment
- **Advance Status:** Requested, Approved, Paid, Reconciled
- **Total Expenses:** Actual trip expenses
- **Reimbursement Status:** Pending, Approved, Paid
- **Approval Workflow:** Trip approval by managers
- **Trip Report:** Post-trip report submission

3. Trip Expense Management

- **Expense Type:** Transportation, Accommodation, Meals, etc.
- **Expense Date:** Date of expense
- **Amount:** Expense amount with currency support
- **Description:** Expense description
- **Receipt:** Upload receipt documents
- **Reimbursable:** Mark if expense is reimbursable
- **Status:** Pending, Approved, Rejected

5.3.8 Trip Features

The Trip Management system provides comprehensive capabilities:

- **Approval Workflow:** Implement multi-level approval processes for trip au... ion
- **Currency Support:** Track expenses in multiple currencies for international travel
- **Trip Reports:** Generate post-trip reports documenting outcomes and business value
- **Status Tracking:** Monitor trip status in real-time with automatic updates
- **Reimbursement Process:** Complete expense reimbursement workflow with approval tracking

5.3.9 Complaints Management

Complaints Management handles workplace grievances and employee concerns through a structured system. This feature enables systematic issue resolution, investigation tracking, and maintains workplace harmony by addressing concerns promptly and professionally.

1. Employee Complaints

To file or manage a complaint:

- **Complainant:** Identify the employee filing the complaint
- **Against:** Specify the person or department the complaint is filed against
- **Type:** Select the complaint category
- **Description:** Provide a detailed description of the issue
- **Status:** Track the investigation status and resolution progress

5.3.10 Holidays Management

Holidays Management defines organizational holidays and non-working days across your company. This feature enables proper calendar planning, leave coordination, and accurate payroll calculations for systematic workforce scheduling and compliance with local regulations.

1. Creating Company Holidays

- Go to “HR Management” → “Holidays”
- Click “Create Holiday” button
- Enter the following details:
  - **Name:** Enter the holiday name (required)

- **Is Recurring:** Check this box for holidays that occur annually
- **Is Paid:** Indicate whether the holiday is paid or unpaid
- **Is Half Day:** Mark this option for half-day holidays
- **Branches:** Select which branches this holiday applies to for location-specific holidays

5.3.11 Holiday Features

The Holiday Management system offers several key capabilities:

- **Multi-day Holidays:** Support for holidays spanning multiple consecutive days
- **Recurring Holidays:** Configure holidays that repeat annually without manual re-entry
- **Branch-specific:** Assign holidays to specific locations for region-based observances
- **Paid/Unpaid:** Define payment policies for each holiday
- **Half-day Support:** Configure half-day holidays with appropriate calculations
- **Holiday Calendar:** Visual calendar display of all scheduled holidays
- **Duration Calculation:** Automatic calculation of holiday duration for payroll
- **Branch Assignment:** Flexibility to apply holidays to specific branches or all locations

5.3.12 Announcements Management

Announcements Management distributes company-wide communications and important updates to employees. This system enables targeted messaging, enhances employee engagement, and maintains organizational transparency through systematic information sharing.

1. Creating Company Announcements

Fill in the following information:

- Go to "HR Management" → "Announcements"
- Click "Create Announcement" button
- **Title:** Enter a clear announcement title (required)
- **Category:** Select from Company news, Policy updates, Events, or other categories
- **Description:** Provide a brief summary of the announcement

- **Is Featured:** Check to highlight this announcement prominently
- **Is High Priority:** Mark for urgent or critical announcements
- **Is Company Wide:** Choose whether to send to all employees or specific groups
- **Target Departments:** If not company-wide, select specific departments
- **Target Branches:** If not company-wide, select specific branches

5.3.13 Announcement Features

The Announcement Management system provides comprehensive communication capabilities:

- **Rich Content:** Organize announcements by type for easier navigation
- **Category System:** Send announcements to specific departments or branches
- **Targeted Announcements:** Department and branch-specific targeting
- **Featured Announcements:** Highlight important messages on the dashboard
- **Priority Levels:** Mark high-priority announcements for urgent matters
- **Attachment Support:** Include files and documents with announcements
- **View Tracking:** Track which employees have viewed announcements
- **Active Status:** Automatic activation and expiration based on configured dates
- **Dashboard Integration:** Featured and priority announcements appear prominently on employee dashboards
- **Statistics:** View engagement metrics and read rates for announcements

5.3.14 Announcement Operations

Key operations available for announcement management:

- **Create:** Compose new announcements with rich content and targeting options
- **View:** Display announcement details with read status tracking
- **Edit:** Modify announcement content, dates, and targeting settings
- **Delete:** Remove announcements with proper authorization
- **Target Assignment:** Configure delivery to specific departments or branches

- **View Analytics:** See which employees have viewed each announcement.
- **Engagement Metrics:** Track overall engagement rates across announceme
- **Read Status:** Monitor read and unread status for each employee.
- **Statistics Dashboard:** Access comprehensive announcement performance data.
- **Targeted Delivery:** Ensure announcements reach the intended audience.

5.3.16 Asset Operations

- **Create:** Create new assets with complete information.
- **Assign:** Assign assets to employees with checkout workflow.
- **Maintain:** Schedule and track asset maintenance.
- **Depreciate:** Calculate and track asset depreciation.
- **Return:** Process asset returns with check-in workflow.
- **Dispose:** Manage asset disposal process.
- **Track:** Monitor asset location and status changes.
- **Report:** Generate comprehensive asset reports.

5.4 Asset Management

Asset Management provides comprehensive tracking and control of company assets enabling inventory management, assignment tracking, maintenance scheduling, and depreciation calculation for complete organizational asset lifecycle management.

5.4.1 Asset Types Management

Asset Types Management categorizes company assets into organized groups enabling systematic asset classification, depreciation rate assignment, and standardized asset management procedures for efficient inventory control.

1. Creating Asset Types

- Go to “HR Management” → “Asset Management” → “Asset Types”
- **Name:** Asset type name (required)
- **Description:** Asset type description

1. Creating Assets

- Go to “HR Management” → “Asset Management” → “Assets”
- Click “Add Asset” button
- **Name:** Asset name (required)
- **Asset Type:** Link to asset type (required)
- **Serial Number:** Unique asset identifier
- **Asset Code:** Internal asset code
- **Purchase Date:** Asset purchase date
- **Purchase Cost:** Asset acquisition cost
- **Status:** Available, Assigned, Under Maintenance, Disposed
- **Condition:** New, Good, Fair, Poor
- **Description:** Detailed asset description
- **Location:** Current asset location
- **Supplier:** Asset supplier information
- **Warranty Info:** Warranty details
- **Warranty Expiry Date:** Warranty expiration date
- **Images:** Upload asset images
- **Documents:** Upload asset documents
- **QR Code:** Generate QR code for asset tracking

2. Asset Assignment Management

- **Employee:** Assign to employee (required)
- **Checkout Date:** Assignment date (required)
- **Expected Return Date:** Expected return date
- **Checkin Date:** Actual return date
- **Checkout Condition:** Asset condition when assigned

- **Assigned By:** User who assigned the asset
- **Received By:** User who received the asset back

3. Asset Maintenance Management

- **Maintenance Type:** Repair, Preventive, Calibration, etc.
- **Start Date:** Maintenance start date (required)
- **End Date:** Maintenance completion date
- **Cost:** Maintenance cost
- **Status:** Scheduled, In Progress, Completed, Cancelled
- **Details:** Maintenance details
- **Completion Notes:** Post-maintenance notes
- **Supplier:** Maintenance service provider

4. Asset Depreciation Management

- **Method:** Straight Line, Reducing Balance
- **Useful Life Years:** Asset useful life
- **Salvage Value:** Residual value
- **Current Value:** Calculated current value
- **Last Calculated Date:** Last depreciation calculation
- **Automatic Calculation:** Real-time value updates

5.4.3 Advanced Asset Features

- **Complete Asset Lifecycle:** From acquisition to disposal
- **Image & Document Management:** Upload and manage asset-related files
- **Assignment Tracking:** Complete checkout/checkin workflow with acknowledgments
- **Maintenance Scheduling:** Preventive and corrective maintenance tracking
- **Depreciation Calculation:** Automatic asset depreciation with multiple methods
- **Assignment History:** Complete assignment audit trail

- **Supplier Management:** Track asset suppliers and service providers
- **Status Management:** Comprehensive asset status workflow
- **Asset Dashboard:** Visual overview with charts and reports
- **Depreciation Reports:** Automated depreciation reporting
- **Assignment Reports:** Assignment history and current status reports

5.5 Training Management

Training Management facilitates employee skill development and knowledge enhancement through structured training programs enabling competency building, certification tracking, and professional development for organizational growth.

5.5.1 Training Types Management

Training Types Management categorizes different training methodologies and formats enabli systematic training classification, duration standardization, and program organization for effe learning management.

1. Creating Training Types

- **Name:** Training type name (required)
- **Description:** Training type description
- **Duration:** Standard training duration

5.5.2 Training Programs Management

Training Programs Management creates and organizes comprehensive learning curricula enabling structured skill development, knowledge transfer, and professional growth through systematic educational program delivery.

1. Creating Training Programs

- **Name:** Program name (required)
- **Training Type:** Link to training type
- **Description:** Program description
- **Duration:** Program duration
- **Cost:** Training cost

1. **Creating Training Sessions**
   - **Program:** Link to training program
   - **Session Name:** Session title
   - **Date/Time:** Session schedule
   - **Location:** Training location
   - **Trainer:** Session trainer
   - **Max Participants:** Capacity limit

5.5.4 Employee Training Management

Employee Training Management tracks individual employee participation in training programs enabling progress monitoring, completion certification, and skill development documentation for professional growth tracking.

1. **Assigning Training**
   - **Employee:** Select employee
   - **Training Program:** Assign program
   - **Status:** Enrolled, in-progress, completed
   - **Completion Date:** Training completion
   - **Certificate:** Training certificate

5.6 Performance Management

Performance Management enables systematic employee evaluation and goal tracking through structured assessment processes, performance indicators, and review cycles for continuous improvement and professional development.

5.6.1 Performance Indicator Categories

Performance Indicator Categories organize evaluation criteria into structured groups enabling systematic performance measurement, weighted assessments, and comprehensive evaluation framework development.

1. **Creating Categories**
   - **Name:** Category name (required)

objective assessment, performance tracking, and standardized measurement across organizational roles and responsibilities.

1. **Creating Indicators**
    - **Name:** Indicator name (required)
    - **Category:** Link to category
    - **Description:** Indicator description
    - **Measurement:** How to measure performance

5.6.3 Goal Types Management

Goal Types Management categorizes different objective categories enabling structured goal setting, frequency definition, and systematic target management for employee performance planning and achievement tracking.

1. **Creating Goal Types**
    - **Name:** Goal type name (required)
    - **Description:** Goal type description
    - **Frequency:** Annual, quarterly, monthly

5.6.4 Employee Goals Management

Employee Goals Management sets and tracks individual employee objectives enabling performance planning, progress monitoring, and achievement measurement for professional development and organizational alignment.

1. **Creating Employee Goals**
    - **Employee:** Select employee
    - **Goal Type:** Link to goal type
    - **Title:** Goal title
    - **Description:** Goal description
    - **Target Date:** Goal deadline
    - **Status:** Not started, in-progress, completed

5.6.5 Review Cycles Management

- **Start Date:** Review period start
- **End Date:** Review period end
- **Type:** Annual, quarterly, monthly
- **Status:** Active, completed

5.6.6 Employee Reviews Management

Employee Reviews Management conducts formal performance evaluations enabling comprehensive assessment documentation, feedback delivery, and performance rating assignment for employee development and organizational decision-making.

1. **Creating Employee Reviews**
    - **Employee:** Employee being reviewed
    - **Review Cycle:** Link to review cycle
    - **Reviewer:** Manager or HR
    - **Review Date:** Review date
    - **Rating:** Performance rating
    - **Comments:** Review comments

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6. Recruitment Management

Recruitment Management provides comprehensive hiring process automation from initial job requisition through candidate onboarding. This complete system enables systematic talent acquisition, interview coordination, and streamlined hiring workflows that support your organization’s growth and staffing needs. By centralizing all recruitment activities, you can manage job postings, track candidates, coordinate interviews, and onboard new hires efficiently.

6.1 Job Management

Job Management orchestrates the complete job posting lifecycle, from creating position requisitions to filling open roles. This systematic approach helps you define hiring requirements, manage open positions, and execute effective talent acquisition strategies.

6.1.1 Job Categories Management

Job Categories Management organizes positions into structured classifications, enabling systematic job organization and efficient recruitment process management. By categorizing

- **Name:** Category name (required)
- **Description:** Category description
- **Status:** Active or Inactive

Once saved, the category will be available when creating job requisitions and postings.

6.1.2 Job Requisitions Management

Job Requisitions Management initiates the hiring process through formal position requests. This system enables budget approval, requirement specification, and systematic hiring authorization for effective workforce planning.

1. Creating Job Requisitions

- Go to "Recruitment" → "Job Requisitions"
- Click "Add Job Requisition" button
- **Requisition Code:** Provide a unique identifier for tracking purposes
- **Title:** Enter the job title (required)
- **Job Category:** Select the appropriate job category (required)
- **Department:** Specify the hiring department (required)
- **Positions Count:** Indicate how many positions need to be filled
- **Budget Range:** Define the minimum and maximum salary budget
- **Skills Required:** List the required skills and competencies
- **Education Required:** Specify educational qualifications needed
- **Experience Required:** Enter the years of experience required
- **Description:** Provide a detailed job description
- **Responsibilities:** Outline key job responsibilities and duties
- **Priority:** Select from Low, Medium, High, or Urgent
- **Status:** Choose from Draft, Pending Approval, Approved, or Rejected
- **Approved By:** Once approved, this field shows the approving manager
- **Approval Date:** Records the date of approval

- Go to “Recruitment” → “Job Types”
- Click “Add Job Type” button
- **Name:** Job type name (Full-time, Part-time, Contract, Internship)
- **Description:** Job type description
- **Status:** Active or Inactive

6.1.4 Job Locations Management

Job Locations Management establishes work location options enabling geographical position assignment, remote work coordination, and multi-location hiring for flexible workforce distribution

1. Creating Job Locations

- Go to “Recruitment” → “Job Locations”
- Click “Add Job Location” button
- **Name:** Location name (required)
- **Address:** Complete address
- **City:** City name
- **State:** State/Province
- **Country:** Country
- **Status:** Active or Inactive

6.1.5 Job Postings Management

Job Postings Management creates and publishes position advertisements enabling candidate attraction, requirement communication, and systematic job marketing for effective talent acquisition.

1. Creating Job Postings

- Navigate to “Recruitment” → “Job Postings”
- Click “Add Job Posting” button
- Fill in the comprehensive job posting information:
  - **Requisition:** Link to the approved job requisition

- **Department:** Select the hiring department (required)
- **Experience Range:** Specify minimum and maximum years of experience required
- **Salary Range:** Define minimum and maximum salary offered
- **Description:** Write a detailed job description that clearly explains the role
- **Requirements:** List job requirements, qualifications, and necessary skills
- **Benefits:** Describe job benefits, perks, and compensation package details
- **Application Deadline:** Set the last date for accepting applications
- **Is Published:** Toggle to control publication status
- **Publish Date:** Set when the job should go live
- **Is Featured:** Mark as a featured job to highlight it prominently
- **Status:** Choose from Draft, Published, Closed, or On Hold

Once published, the job posting becomes visible to potential candidates and begins accepting applications.

6.2 Candidate Management

Candidate Management tracks and evaluates potential employees throughout the entire hiring process. This system enables comprehensive applicant assessment, interview coordination, and systematic candidate evaluation to support informed hiring decisions.

6.2.1 Candidate Sources Management

Candidate Sources Management tracks recruitment channels and applicant origins, enabling you to analyze source effectiveness and optimize your recruitment strategy based on performance data.

1. Creating Candidate Sources

- Go to “Recruitment” → “Candidate Sources”
- Click the “Add Candidate Source” button
- **Name:** Provide the source name such as LinkedIn, Job Portal, Referral, or Career Fair
- **Description:** Describe this recruitment channel

qualification tracking, and systematic candidate evaluation throughout the recruitment process.

1. Creating Candidates

To add a candidate to your system:

- Navigate to "Recruitment" → "Candidates"
- Click the "Add Candidate" button
- Enter the candidate's information:
  - **Name:** Enter the candidate's full name (required)
  - **Email:** Provide the candidate's email address (required)
  - **Phone:** Enter the contact number
  - **Job Posting:** Select the position they applied for
  - **Source:** Indicate how the candidate found the job
  - **Resume:** Upload the candidate's resume file
  - **Cover Letter:** Include cover letter text if provided
  - **Current Salary:** Record current compensation if disclosed
  - **Expected Salary:** Note salary expectations
  - **Notice Period:** Document the candidate's current notice period
  - **Status:** Track progress as Applied, Screening, Interview, Offer, Hired, or Rejected

The candidate profile serves as a central repository for all information related to the applicant throughout the hiring process.

6.3 Interview Process

Interview Process Management coordinates candidate evaluation activities through systematic assessment, feedback collection, and structured workflows. This ensures consistent and effective candidate selection across all positions.

6.3.1 Interview Types Management

Interview Types Management defines various interview formats and methodologies enabling assessment standardization, interview structure organization, and systematic evaluation approach

- Click “Add Interview Type” button
- Provide the following details:
  - **Name:** Enter the interview type name such as Phone, Video, In-person, or Technical
  - **Description:** Describe the purpose and format of this interview type
  - **Duration:** Specify the standard duration in minutes
  - **Status:** Select Active or Inactive

6.3.2 Interview Rounds Management

Interview Rounds Management organizes multi-stage interview processes enabling sequential candidate evaluation, assessment progression, and systematic interview workflow coordination.

1. Creating Interview Rounds

- Go to “Recruitment” → “Interview Rounds”
- Click “Add Interview Round” button
- **Name:** Enter a descriptive round name such as HR Round, Technical Round, or Final Round
- **Job Posting:** Link to the associated job posting
- **Interview Type:** Select the type of interview for this round
- **Sequence:** Define the order in which this round occurs
- **Description:** Provide details about what this round evaluates
- **Status:** Choose Active or Inactive

6.3.3 Interviews Management

Interviews Management schedules and coordinates candidate meetings enabling interviewer assignment, time coordination, and systematic interview execution for effective candidate assessment.

1. Scheduling Interviews

To schedule a new interview:

- Go to “Recruitment” → “Interviews”

- **Interview Round:** Choose the appropriate interview round
- **Interview Type:** Select the type of interview being conducted
- **Date:** Set the interview date (required)
- **Time:** Specify the interview time (required)
- **Location:** Provide the interview location or video conference link
- **Interviewer:** Assign one or more interviewers
- **Notes:** Add any preparation notes or special instructions
- **Status:** Track as Scheduled, Completed, Cancelled, or Rescheduled

6.3.4 Interview Feedback Management

Interview Feedback Management collects and organizes interviewer assessments enabling systematic candidate evaluation, decision documentation, and comprehensive assessment tracking.

1. Recording Feedback

After conducting an interview, record feedback as follows:

- Go to "Recruitment" → "Interview Feedback"
- Click "Add Feedback" button
- Complete the feedback form:
  - **Interview:** Link to the specific interview
  - **Interviewer:** Identify who is providing the feedback
  - **Overall Rating:** Provide a rating on a scale of 1-10
  - **Technical Skills:** Assess technical competencies
  - **Communication:** Rate communication skills
  - **Cultural Fit:** Evaluate alignment with company culture
  - **Comments:** Provide detailed written feedback
  - **Recommendation:** Select Hire, Maybe, or No Hire
  - **Next Steps:** Recommend what should happen next in the process

decisions.

1. Creating Assessments

To record a candidate assessment:

- Go to “Recruitment” → “Candidate Assessments”
- Click “Add Assessment” button
- **Candidate:** Select the candidate being assessed
- **Assessment Type:** Choose from Technical, Behavioral, Aptitude, or Personality
- **Assessment Date:** Record when the assessment was conducted
- **Score:** Enter the candidate’s score
- **Max Score:** Specify the maximum possible score
- **Duration:** Note the time taken to complete the assessment
- **Notes:** Add observations and additional notes
- **Status:** Track as Scheduled, Completed, or Cancelled

6.4 Onboarding

Onboarding Management facilitates new employee integration through structured processes enabling smooth transition, documentation completion, and systematic new hire orientation for successful employee integration.

6.4.1 Offer Templates Management

Offer Templates Management creates standardized employment offers enabling consistent offer presentation, legal compliance, and systematic offer generation for professional hiring communication.

1. Creating Offer Templates

To create a reusable offer template:

- Navigate to “Recruitment” → “Offer Templates”
- Click the “Create Offer Template” button
- **Name:** Enter a descriptive template name (required)

6.4.2 Offers Management

Offers Management generates and tracks employment proposals enabling offer delivery, acceptance monitoring, and systematic offer lifecycle management for successful candidate conversion.

1. Creating Offers

To extend an offer to a candidate:

- Go to “Recruitment” → “Offers”
- Click “Create Offer” button
- Fill in the offer details:
  - **Candidate:** Select the candidate receiving the offer (required)
  - **Job Posting:** Link to the related position
  - **Offer Template:** Choose a predefined template if available
  - **Salary:** Specify the offered salary
  - **Start Date:** Propose the joining date
  - **Offer Date:** Record when the offer is made
  - **Expiry Date:** Set the offer validity period
  - **Benefits:** List additional benefits included in the offer
  - **Terms:** Add any special terms and conditions
  - **Status:** Track as Draft, Sent, Accepted, Rejected, Expired, or Withdrawn

6.4.3 Onboarding Checklists Management

Onboarding Checklists Management creates structured new hire task lists enabling systematic orientation, documentation completion, and comprehensive new employee integration processes.

1. Creating Checklists

To create an onboarding checklist:

- Go to “Recruitment” → “Onboarding Checklists”
- Click “Add Checklist” button

- **Job Type:** Indicate applicable job types
- **Status:** Choose Active or Inactive

6.4.4 Checklist Items Management

Checklist Items Management defines individual onboarding tasks enabling detailed process breakdown, responsibility assignment, and systematic new hire activity coordination.

1. Creating Checklist Items

To add tasks to a checklist:

- Go to “Recruitment” → “Checklist Items”
- Click “Add Checklist Item” button
- Configure the item:
  - **Checklist:** Select the parent checklist
  - **Item:** Write the task description
  - **Responsible:** Specify who should complete this task
  - **Due Days:** Set how many days after joining the task should be completed
  - **Mandatory:** Mark whether the task is required or optional
  - **Order:** Define the sequence in which tasks should be completed
  - **Status:** Select Active or Inactive

6.4.5 Candidate Onboarding Management

Candidate Onboarding Management executes new hire integration processes enabling progress tracking, completion monitoring, and systematic new employee orientation for successful workplace integration.

1. Creating Onboarding Records

To begin onboarding a new hire:

- Go to “Recruitment” → “Candidate Onboarding”
- Click “Start Onboarding” button
- Enter the onboarding information:

- **Assigned To:** Select the HR person responsible for managing [obscured] boarding
- **Progress:** The system tracks completion percentage automat[obscured]
- **Status:** Monitor as Not Started, In Progress, Completed, or On Hold

6.4.6 Recruitment Features

The Recruitment Management system provides comprehensive capabilities:

- **Complete Hiring Pipeline:** Manage every stage from initial requisition through successful onboarding
- **Multi-stage Interview Process:** Configure customizable interview rounds tailored to your needs
- **Assessment Integration:** Conduct and track built-in candidate assessments
- **Offer Management:** Generate professional offers using template-based systems
- **Onboarding Workflow:** Guide new hires through structured orientation processes
- **Candidate Tracking:** Monitor the complete candidate journey from application to hire
- **Interview Scheduling:** Automate scheduling with notifications to all participants
- **Feedback Collection:** Gather structured interview feedback for better decision-making
- **Reporting:** Access comprehensive recruitment analytics and performance metrics
- **Integration:** Seamlessly connect with other HR modules for complete workforce management

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7. Contract Management

Contract Management provides comprehensive employment agreement administration throughout the entire contract lifecycle. This system enables systematic contract creation, renewal tracking, and legal documentation management, ensuring compliance and organized employee contract administration across your organization.

7.1 Contract Types

Contract Types Management defines various employment agreement categories, enabling standardized classification and systematic organization of different employment arrangements. By establishing contract types, you can ensure consistency in how agreements are structured and managed.

- Click “Add Contract Type” button

2. Contract Type Information

Fill in the following details to configure the contract type:

- **Name:** Enter the contract type name such as Permanent, Temporary, Probation, or Consultant
- **Description:** Provide a detailed description of this contract type
- **Default Duration Months:** Specify the standard contract duration in months
- **Probation Period Months:** Define the probation period duration for this contract type
- **Notice Period Days:** Set the required notice period in days
- **Is Renewable:** Indicate whether contracts of this type can be renewed (Yes/No)
- **Status:** Select Active or Inactive to control whether this type is available for use

Once saved, the contract type will be available when creating employee contracts, ens consistent application of terms and conditions.

7.2 Employee Contracts

Employee Contracts Management creates and maintains individual employment agreements for your workforce. This system enables comprehensive contract generation, terms specification, and systematic employment documentation that supports legal compliance and effective workforce management.

7.2.1 Creating Employee Contracts

1. Access Employee Contracts

To create a new employee contract:

- Go to “Contract Management” → “Employee Contracts”
- Click “Add Contract” button

2. Contract Information

Enter the complete contract details:

- **Contract Number:** Provide a unique contract identifier for tracking purposes

- **Basic Salary:** Enter the base salary amount
- **Allowances:** Add any additional allowances included in the compen[illegible] package (supports multiple entries)
- **Benefits:** List employee benefits such as health insurance, retirement contributions, or other perks (supports multiple entries)
- **Terms & Conditions:** Document the detailed terms and conditions of employment
- **Status:** Select from Draft, Active, Expired, or Terminated
- **Approved By:** Once approved, this field records the manager who authorized the contract
- **Approved At:** System automatically records the approval timestamp

After creating the contract, it can be reviewed, approved, and activated through the appropriate workflow.

7.2.2 Contract Features

The Employee Contracts system provides several powerful capabilities:

- **Days Until Expiry:** View real-time countdown to contract expiration for proactive management
- **Amendment Tracking:** Record and track all modifications made to contracts over time
- **Renewal Management:** Handle contract renewals systematically when agreements reach their end date
- **Approval Workflow:** Implement multi-level approval processes to ensure proper authorization

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7.3 Contract Renewals

Contract Renewals Management handles employment agreement extensions, enabling systematic renewal processing and contract continuation. This feature ensures smooth management of ongoing employment relationships when contracts reach their expiration dates.

7.3.1 Creating Contract Renewals

To process a contract renewal:

1. Access Contract Renewals

- **Contract:** Link to the existing contract being renewed (required)
- **Renewal Number:** The system assigns a sequential renewal numbe cking
- **Current End Date:** Displays the existing contract's end date
- **New Start Date:** Specify when the renewed contract begins
- **New End Date:** Set when the renewed contract will expire
- **New Basic Salary:** Enter the updated basic salary for the renewal period
- **New Allowances:** Document any changes to allowances (supports multiple entries)
- **New Benefits:** Update the benefits package if changes are being made (supports multiple entries)
- **New Terms & Conditions:** Include any modified terms and conditions
- **Changes Summary:** Provide a clear summary of all changes from the original contract
- **Reason:** Document the reason for the renewal
- **Status:** Track the renewal as Pending, Approved, or Rejected
- **Requested By:** System records who initiated the renewal request
- **Approved By:** Once processed, records the manager who approved the renewal
- **Approval Notes:** Add any comments or notes related to the approval decision

7.3.2 Renewal Features

The Contract Renewals system offers comprehensive management capabilities:

- **Change Comparison:** Easily compare original contract terms versus renewed terms to identify modifications
- **Total Compensation Calculation:** Automatically calculate the complete compensation package including salary, allowances, and benefits
- **Approval Workflow:** Route renewals through appropriate multi-level approval processes
- **Notification System:** Automatically alert relevant stakeholders about pending and processed renewals
- **History Tracking:** Maintain complete renewal history for audit and reference purposes

To create a reusable contract template:

1. **Access Contract Templates**
   - Go to "Contract Management" → "Contract Templates"
   - Click "Add Template" button

2. **Template Information**

   Configure the template with the following details:

   - **Name:** Enter a descriptive template name (required)
   - **Description:** Provide details about the purpose and use of this template
   - **Contract Type:** Link the template to a specific contract type
   - **Template Content:** Write the contract template text using standard formatting
   - **Variables:** Define dynamic fields that will be replaced with actual values when generating contracts (supports multiple variables)
   - **Clauses:** Add standard contract clauses that should be included (supports multiple clauses)
   - **Is Default:** Check this box to set as the default template for the selected contract type
   - **Status:** Choose Active or Inactive to control template availability

7.4.2 Template Features

The Contract Templates system provides flexible document generation capabilities:

- **Variable System:** Use {{variable_name}} placeholders throughout your template that automatically populate with actual data when contracts are generated
- **Contract Generation:** Quickly generate new contracts from templates, saving time and ensuring consistency
- **Clause Management:** Organize and manage standard contract clauses that can be reused across multiple templates
- **Default Templates:** Set default templates for each contract type to streamline the contract creation process
- **Rich Content:** Support for formatted text, allowing professional document presentation

- **Renew:** Process contract renewals with detailed change tracking and comp capabilities
- **Amend:** Make amendments to existing contracts while maintaining version history
- **Approve:** Implement multi-level approval workflows to ensure proper authorization
- **Expire:** Handle contract expiration with automated notifications to relevant parties
- **Template:** Generate contracts efficiently from predefined templates for consistency
- **Track:** Monitor the complete contract lifecycle and important dates such as renewals and expirations
- **Report:** Generate comprehensive reports and analytics on contract status, expirations, and workforce agreements

This systematic approach to contract management ensures legal compliance, maintains accurate employment records, and provides visibility into all employment agreements across your organization.

8. Document Management

Document Management provides centralized document storage and organization for your entire organization. This comprehensive system enables systematic file management, version control, and document workflows, ensuring proper documentation practices and compliance tracking across all departments.

8.1 Document Categories

Document Categories Management organizes files into structured classifications enabling systematic document organization, access control, and category-based file management for efficient document retrieval and administration.

8.1.1 Creating Document Categories

1. Access Document Categories

To create a new document category:

- Go to “Document Management” → “Document Categories”
- Click “Add Category” button

2. Category Information

- **Icon:** Choose an icon to represent this category
- **Sort Order:** Define the display order in which categories appear
- **Is Mandatory:** Check this box if documents in this category are required for all employees
- **Status:** Select Active or Inactive to control category availability

Once created, the category will be available for organizing documents and can help employees quickly locate the files they need.

8.2 HR Documents

HR Documents Management stores and manages company-wide documents in a centralized location. This system enables secure file storage, version tracking, and controlled document distribution for systematic organizational documentation and employee access.

8.2.1 Creating HR Documents

To upload a new HR document:

1. Access HR Documents

- Go to "Document Management" → "HR Documents"
- Click "upload Document" button

2. Document Information

Complete the document details:

- **Title:** Enter a clear, descriptive document title (required)
- **Description:** Provide a brief explanation of the document's content and purpose
- **Category:** Select the appropriate document category (required)
- **File Upload:** Browse and upload the document file from your computer
- **File Name:** The system captures the original file name automatically
- **File Path:** Storage location is automatically assigned by the system
- **File Type:** Document format is automatically detected (PDF, DOC, DOCX, etc.)
- **File Size:** File size in bytes is recorded automatically

- **Requires Acknowledgment:** Check this box if employees must acknowledge they have read this document
- **Uploaded By:** The system automatically records who uploaded the document
- **Approved By:** Once approved, this field records the manager who authorized the document
- **Approved At:** System automatically captures the approval timestamp

After uploading, documents can be reviewed through an approval workflow before being published to employees.

8.2.2 Document Features

The HR Documents system provides comprehensive document management capabilities:

- **File Size Formatting:** Automatically displays file sizes in user-friendly formats (KB, MB, GB)
- **Expiry Detection:** System automatically detects and flags expired documents for review
- **Download Tracking:** Monitor how many times each document has been downloaded
- **Version Control:** Maintain multiple versions of documents with complete version history
- **Access Control:** Implement document-specific permissions to control who can view or download files
- **Approval Workflow:** Route documents through multi-level approval processes before publication

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8.3 Document Acknowledgments

Document Acknowledgments Management tracks employee document review and confirmation, enabling compliance monitoring and systematic verification that employees have received and read important documents. This is essential for legal compliance and policy acknowledgment.

8.3.1 Creating Document Acknowledgments

1. Access Document Acknowledgments

To assign a document for employee acknowledgment:

- Go to “Document Management” → “Document Acknowledgments”
- Click “Assign Document” button

2. Acknowledgment Information

- **Acknowledgment Note:** Space for employees to add notes or comm hen acknowledging
- **IP Address:** System automatically captures the user's IP address for verification purposes
- **User Agent:** System records browser and device information
- **Assigned By:** System tracks who assigned the acknowledgment requirement
- **Assigned At:** System records when the acknowledgment was assigned
- **Acknowledged At:** System captures the exact timestamp when the employee acknowledges the document

This systematic tracking ensures you maintain complete records of document distribution and employee acknowledgment for compliance and audit purposes.

8.3.2 Acknowledgment Features

The Document Acknowledgments system offers powerful tracking capabilities:

- **Overdue Detection:** Automatically identify and flag acknowledgments that have passed their due date
- **Days Calculation:** Calculate and display the number of days overdue or remaining until the deadline
- **Tracking Information:** Capture IP address and browser information for verification and audit trails
- **Assignment Workflow:** Maintain records of who assigned acknowledgments and when
- **Compliance Monitoring:** Monitor organization-wide acknowledgment compliance with real-time dashboards and reports

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8.4 Document Templates

Document Templates Management creates standardized document formats that enable consistent document generation across your organization. This feature supports template reuse and systematic document creation for professional documentation and organizational consistency.

8.4.1 Creating Document Templates

To create a reusable document template:

Configure the template with the following details:

- **Name:** Enter a descriptive template name (required)
- **Description:** Explain the purpose and intended use of this template
- **Category:** Link to an appropriate document category
- **Template Content:** Write the template content using placeholders for dynamic information
- **Placeholders:** Define available placeholders that can be used in the template (supports multiple entries)
- **Default Values:** Set default values for placeholders when generating documents (supports multiple entries)
- **Is Default:** Check this box to set as the default template for the selected category
- **File Format:** Choose the output file format such as PDF, DOC, or DOCX
- **Status:** Select Active or Inactive to control template availability

8.4.2 Template Features

The Document Templates system provides flexible document generation capabilities:

- **Placeholder System:** Use {{placeholder_name}} syntax throughout your template for dynamic content that automatically populates with actual data
- **Document Generation:** Quickly generate new documents from templates with employee-specific information
- **Default Values:** Configure default values that pre-populate common fields, saving time during document creation
- **Multiple Formats:** Support various output formats to meet different business requirements
- **Template Merging:** Automatically merge template content with employee data for personalized document generation

8.4.3 Document Management Operations

The Document Management system supports comprehensive operations throughout the document lifecycle:

- **Upload:** Add new documents to the system with complete metadata and categorization

- **Expire:** Manage document expiration with automated notifications and revi[...]inders
- **Template:** Generate standardized documents from pre-formatted templates for consistency
- **Access:** Control document access through granular permissions based on roles and departments
- **Track:** Monitor document usage, downloads, and acknowledgment compliance with detailed analytics

This comprehensive document management system ensures your organization maintains organized, accessible, and compliant documentation practices while providing employees with easy access to the information they need.

9. Meeting Management

Meeting Management facilitates comprehensive meeting coordination and scheduling across your organization. This system enables systematic meeting organization, attendee management, and structured workflows that support effective communication and collaboration among teams.

9.1 Meeting Types

Meeting Types Management categorizes different meeting formats and purposes, enabling systematic classification and standardization of meeting durations. By defining meeting types, you can ensure consistent coordination and help employees understand the nature and expected outcomes of scheduled meetings.

9.1.1 Creating Meeting Types

To define a new meeting type:

1. Access Meeting Types

- Go to “Meeting Management” → “Meeting Types”
- Click “Add Meeting Type” button

2. Meeting Type Information

Configure the meeting type with the following details:

- **Name:** Enter the meeting type name such as Team Meeting, One-on-One, Training, or Board Meeting scheduling

Once created, the meeting type will be available when scheduling new me helping organizers set appropriate durations and expectations.

9.2 Meeting Rooms

Meeting Rooms Management maintains facility resources and tracks room availability, enabling efficient space reservation and capacity management. This system helps optimize meeting space utilization across your organization.

9.2.1 Creating Meeting Rooms

To add a new meeting room to your system:

1. Access Meeting Rooms

- Go to “Meeting Management” → “Meeting Rooms”
- Click “Add Meeting Room” button

2. Meeting Room Information

Enter the room details:

- **Name:** Provide a clear room name or identifier (required)
- **Location:** Specify the room’s location including building, floor, or wing
- **Capacity:** Enter the maximum occupancy or seating capacity
- **Equipment:** List available equipment such as projectors, whiteboards, video conferencing systems, or other amenities
- **Status:** Select Active or Inactive to control room availability for bookings

9.2.2 Meeting Room Features

- **Room Booking:** Enable employees to reserve rooms for scheduled meetings
- **Capacity Management:** Track room occupancy to ensure meetings don’t exceed space limitations
- **Equipment Tracking:** Maintain an updated list of available equipment in each room

planning, attendee coordination, and systematic meeting execution. This ensures effective organizational communication and supports informed decision-making.

9.3.1 Creating Meetings

To schedule a new meeting:

1. Access Meetings

- Go to “Meeting Management” → “Meetings”
- Click “Schedule Meeting” button

2. Meeting Information

Enter the basic meeting details:

- **Title:** Provide a clear, descriptive meeting title (required)
- **Meeting Type:** Select the appropriate meeting type from your predefined categories
- **Date:** Set the meeting date (required)
- **Start Time:** Specify when the meeting begins (required)
- **End Time:** Specify when the meeting ends (required)
- **Location:** Enter the meeting location, room name, or indicate if it’s a virtual meeting
- **Description:** Provide the meeting agenda, objectives, or discussion topics
- **Status:** Track as Scheduled, Completed, or Cancelled

3. Meeting Details

Configure additional meeting settings:

- **Organizer:** The system automatically identifies the meeting organizer
- **Recurring:** Set up recurring meetings for regular team meetings or standing appointments
- **Video Link:** Add online meeting links for virtual or hybrid meetings
- **Reminder:** Configure automatic reminders to notify attendees before the meeting

Once the meeting is created, invitations are automatically sent to all attendees with complete meeting information.

schedules

- **Video Conferencing:** Integrate with video platforms for seamless virtual meeting access
- **Reminder System:** Send automatic reminders to attendees at specified intervals before meetings

9.4 Meeting Attendees

Meeting Attendees Management coordinates participant involvement enabling invitation management, attendance tracking, and systematic attendee coordination for comprehensive meeting participation control.

9.4.1 Managing Meeting Attendees

To add participants to a meeting:

1. Adding Attendees

Configure attendee information:

- **Employee:** Select internal employees from your organization
- **External:** Add external participants who are not in your employee system
- **Role:** Assign roles such as Organizer, Presenter, or Attendee
- **Status:** Track invitation status as Invited, Accepted, Declined, or Tentative

9.4.2 Attendee Features

The Meeting Attendees system offers comprehensive participation management:

- **RSVP Tracking:** Monitor attendance responses to understand who will attend
- **Role Assignment:** Define specific roles and responsibilities for each attendee
- **Notification System:** Automatically send meeting invitations and updates to all participants
- **Attendance Tracking:** Record actual attendance for meetings to maintain accurate participation records

9.5 Meeting Minutes

1. **Access Meeting Minutes**
    - Go to “Meeting Management” → “Meeting Minutes”
    - Click “Add Minutes” button
2. **Minutes Information**

Record the meeting proceedings:

- **Meeting:** Link to the associated meeting
- **Date:** Record the date when minutes are being documented
- **Attendees:** List all participants who attended the meeting
- **Agenda:** Document the meeting agenda items that were discussed
- **Discussion:** Capture key discussion points and conversation highlights
- **Decisions:** Record all decisions made during the meeting
- **Action Items:** List follow-up actions assigned during the meeting

9.5.2 Minutes Features

The Meeting Minutes system provides professional documentation capabilities:

- **Rich Text Editor:** Format meeting minutes using headings, bullet points, and styling for professional presentation
- **Template System:** Use predefined meeting minute templates to maintain consistency across all meetings
- **Distribution:** Automatically share finalized minutes with all attendees and relevant stakeholders
- **Archive:** Store historical meeting minutes in an organized and searchable repository

9.6 Action Items

Action Items Management tracks meeting follow-up tasks and assignments, enabling systematic task delegation and progress monitoring. This ensures that decisions made during meetings are properly implemented and followed through to completion.

9.6.1 Creating Action Items

2. Action Item Information

Define the task details:

- **Meeting:** Link to the meeting where this action item was created
- **Task:** Enter a clear description of the action item and expected outcome
- **Assigned To:** Select the person responsible for completing this task
- **Due Date:** Set the completion deadline
- **Priority:** Choose the priority level such as High, Medium, or Low
- **Status:** Track task progress as Open, In-progress, or Completed

9.6.2 Action Item Features

The Action Items system provides comprehensive task management:

- **Task Tracking:** Monitor the progress of all action items across meetings
- **Reminder System:** Send automatic deadline reminders to responsible parties
- **Status Updates:** Track real-time completion status and progress updates
- **Reporting:** Generate comprehensive reports on action item completion rates and overdue tasks

This systematic approach to meeting management ensures that your organization maintains productive meetings with clear documentation, accountability, and effective follow-through on all commitments.

10. Leave Management

Leave Management provides comprehensive employee absence tracking and approval workflows across your organization. This system enables systematic leave administration, accurate balance calculation, and consistent policy enforcement, supporting effective workforce planning and ensuring compliance with organizational leave policies.

10.1 Leave Types

Leave Types Management defines various absence categories within your organization, enabling systematic classification and clear specification of leave entitlements. By establishing different leave types, you can implement structured absence management that aligns with your organizational policies and legal requirements.

- Click “Add Leave Type” button

2. Leave Type Information

Configure the leave type with the following details:

- **Name:** Enter the leave type name such as Annual Leave, Sick Leave, Maternity Leave, or Personal Leave
- **Description:** Provide a detailed description of when this leave type should be used
- **Max Days Per Year:** Specify the maximum number of days employees can take per year for this leave type
- **Is Paid:** Indicate whether this leave type is paid or unpaid
- **Color:** Select a color for visual identification in calendars and reports
- **Status:** Choose Active or Inactive to control whether employees can apply for this leave type

Once created, the leave type becomes available for policy configuration and employee leave applications.

10.2 Leave Policies

Leave Policies Management establishes the rules and entitlements governing how leave is granted and managed. This system enables systematic policy enforcement, automatic accrual calculation, and consistent leave governance across your organization.

10.2.1 Creating Leave Policies

To create a new leave policy:

1. Access Leave Policies

- Go to “Leave Management” → “Leave Policies”
- Click “Add Leave Policy” button

2. Policy Information

Define the policy parameters:

- **Name:** Enter a descriptive policy name (required)

- **Carry Forward Limit:** Set the maximum number of days employees ry forward to the next year
- **Min Days Per Application:** Define the minimum number of days required for a single leave application
- **Max Days Per Application:** Set the maximum number of days allowed in a single leave application
- **Requires Approval:** Indicate whether leave applications need manager approval
- **Status:** Choose Active or Inactive to control policy availability

Leave policies ensure consistent application of leave rules and help automate the calculation of employee entitlements.

10.3 Leave Applications

Leave Applications Management processes employee absence requests through systematic workflows, enabling organized approval routing and efficient leave request management. This en proper coordination of employee absences and supports workforce planning.

10.3.1 Creating Leave Applications

To submit a new leave application:

1. Access Leave Applications

- Go to “Leave Management” → “Leave Applications”
- Click “Add Leave Application” button

2. Application Information

Complete the leave request details:

- **Employee:** The system auto-fills this field for self-service applications, or select an employee if submitting on their behalf
- **Leave Type:** Choose the appropriate leave type (required)
- **Leave Policy:** The associated leave policy is automatically linked based on the leave type selected
- **Start Date:** Specify when the leave begins (required)
- **End Date:** Specify when the leave ends (required)

- **Status:** The application starts as Pending and updates to Approved ... cted based on manager action
- **Manager Comments:** Managers can add comments when approving or rejecting applications
- **Approved By:** The system records which manager processed the application
- **Approved At:** The system automatically captures the approval timestamp

Once submitted, the leave application is routed to the appropriate manager for review and approval.

10.3.2 Application Features

The Leave Applications system provides comprehensive absence management:

- **Attendance Records:** Automatically creates attendance records when leave applications are approved
- **Balance Integration:** Updates employee leave balances in real-time upon approval
- **Weekend Handling:** Intelligently excludes weekends from leave day calculations
- **Manager Approval:** Routes applications through proper approval hierarchies
- **Status Tracking:** Maintains complete lifecycle tracking from submission through final decision

10.4 Leave Balances

Leave Balances Management tracks employee leave entitlements and usage, enabling accurate balance calculation, accrual monitoring, and systematic leave accounting. This ensures transparent absence tracking and helps maintain policy compliance.

10.4.1 Managing Leave Balances

To view and manage employee leave balances:

1. Access Leave Balances

- Go to “Leave Management” → “Leave Balances”
- View employee leave balances

2. Balance Information

- **Year:** The year for which the balance is being tracked
- **Allocated Days:** Total number of days allocated to the employee fo [illegible] ave type
- **Used Days:** Number of days the employee has already taken
- **Remaining Days:** Number of days still available for use
- **Carried Forward:** Balance brought forward from the previous year
- **Manual Adjustment:** Any manual adjustments made by administrators
- **Adjustment Reason:** Explanation for any manual balance adjustments

10.4.2 Balance Features

- **Real-time Calculation:** Automatically updates balances when leave applications are approved or rejected
- **Carry Forward:** Handles year-end balance transfers according to policy limits
- **Manual Adjustments:** Enables administrators to make balance corrections with documented reasons
- **Year-based Tracking:** Maintains separate balance records for each calendar or fiscal year
- **Policy Integration:** Applies balance rules automatically based on configured leave policies

10.4.3 Leave Management Operations

The Leave Management system supports comprehensive operations throughout the leave lifecycle:

- **Apply:** Employees submit leave applications with automatic balance validation
- **Approve:** Managers review and process applications through structured approval workflows with comment capabilities
- **Track:** Monitor the complete status of all leave applications from submission to resolution
- **Balance:** Maintain accurate, real-time balance calculations with automatic updates
- **Accrual:** Process leave accruals automatically based on configured policies and schedules
- **Carry Forward:** Handle year-end balance transfers according to policy rules
- **Adjust:** Make manual balance adjustments when needed with proper documentation and audit trails

11. Attendance Management

Attendance Management provides comprehensive employee time tracking and workforce monitoring capabilities. This system enables systematic attendance recording, flexible shift management, and consistent policy enforcement, supporting accurate payroll calculation and ensuring compliance with labor regulations.

11.1 Shifts

Shifts Management defines work schedules and time arrangements for your organization, enabling systematic shift assignment and working hours calculation. This flexible system accommodates diverse operational requirements and supports various employee scheduling needs.

11.1.1 Creating Shifts

To create a new shift schedule:

1. Access Shifts

- Go to “Attendance Management” → “Shifts”
- Click “Add Shift” button

2. Shift Information

Configure the shift details:

- **Name:** Enter a descriptive shift name (required)
- **Description:** Provide details about this shift schedule
- **Start Time:** Specify when the shift begins (required)
- **End Time:** Specify when the shift ends (required)
- **Break Duration:** Enter the total break time in minutes
- **Break Start Time:** Set when the break period begins
- **Break End Time:** Set when the break period ends
- **Grace Period:** Define the late arrival grace period in minutes before an employee is marked late
- **Is Night Shift:** Check this box if the shift spans across midnight
- **Status:** Select Active or Inactive to control shift availability

break time from the time between clock in and clock out

- **Break Management:** Supports detailed break time configuration to ensure accurate working hour calculations

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11.2 Attendance Policies

Attendance Policies Management establishes the rules and regulations governing employee attendance. This system enables consistent policy enforcement, automated overtime calculation, and systematic attendance governance for accurate workforce management and payroll processing.

11.2.1 Creating Attendance Policies

1. Access Attendance Policies

To define a new attendance policy:

- Go to “Attendance Management” → “Attendance Policies”
- Click “Add Attendance Policy” button

2. Policy Information

Configure the policy parameters:

- **Name:** Enter a descriptive policy name (required)
- **Description:** Explain the purpose and scope of this attendance policy
- **Late Arrival Grace:** Set the grace period in minutes before employees are marked as late
- **Early Departure Grace:** Set the grace period in minutes before early departures are flagged
- **Overtime Rate Per Hour:** Specify the hourly rate for overtime calculation
- **Status:** Choose Active or Inactive to control policy application

11.2.2 Policy Features

The Attendance Policies system provides automated enforcement:

- **Late Arrival Detection:** Automatically identifies when employees clock in after the grace period

11.3 Attendance Records

Attendance Records Management tracks daily employee presence and working hours, enabling systematic time recording with automatic calculations. This comprehensive system supports payroll processing and provides detailed workforce analytics.

11.3.1 Managing Attendance Records

To view and manage attendance records:

1. Access Attendance Records

- Navigate to "Attendance Management" → "Attendance Records"
- View and review daily attendance records for all employees

2. Record Information

Each attendance record contains the following information:

- **Employee:** Employee name and identification
- **Shift:** The shift assigned to the employee for this date
- **Attendance Policy:** The policy applied to this attendance record
- **Date:** The date of attendance
- **Clock In:** The time when the employee clocked in
- **Clock Out:** The time when the employee clocked out
- **Total Hours:** Total working hours calculated by the system
- **Break Hours:** Break time taken during the shift
- **Overtime Hours:** Hours worked beyond the scheduled shift
- **Overtime Amount:** Calculated overtime payment based on policy rates
- **Is Late:** Flag indicating if the employee arrived late
- **Is Early Departure:** Flag indicating if the employee left early
- **Is Absent:** Flag indicating employee absence
- **Is Holiday:** Flag indicating if the date was a company holiday

11.3.2 Attendance Features

The Attendance Records system provides intelligent automation:

- **Automatic Calculations:** Calculates total hours, overtime, and break deductions automatically
- **Break Time Management:** Intelligently deducts break time from total working hours
- **Status Auto-Detection:** Automatically determines attendance status based on hours worked and clock in/out times
- **Holiday Integration:** Integrates with the holiday calendar to properly mark holidays and weekends

11.3.3 Employee Self-Service Clock In/Out

Employees can manage their own attendance through the self-service portal:

1. Employee Dashboard Access

- Employees access clock in/out functionality directly from their personal dashbo
- Real-time attendance tracking provides immediate visibility into working hours

2. Clock In Process

- Click "Clock In" button on employee dashboard
- System records current time as clock in time
- Automatic shift and policy assignment
- Late arrival detection with grace period

3. Clock Out Process

When starting work:

- Click the "Clock Out" button on the employee dashboard
- The system records the current time as the clock out time
- The system automatically calculates total working hours
- Early departure detection activates, applying the configured grace period
- Complete attendance processing occurs, including overtime calculation

4. Dashboard Features

- **Recent Meetings:** Displays upcoming meetings

This self-service approach empowers employees to manage their attendan[...]e providing real-time data to managers and HR.

11.4 Attendance Regularizations

Attendance Regularizations Management handles corrections and adjustments to attendance records. This systematic workflow enables employees to request corrections while ensuring proper approval processes maintain accurate time tracking and payroll calculations.

11.4.1 Creating Regularization Requests

To request an attendance correction:

1. Access Regularizations

- Go to "Attendance Management" → "Regularizations"
- Click "Add Request" button

2. Regularization Information

Complete the regularization request:

- **Employee:** Select the employee requesting the regularization
- **Attendance Record:** Link to the specific attendance record that needs correction
- **Date:** Specify the date of the attendance requiring regularization
- **Requested Clock In:** Enter the corrected clock in time
- **Requested Clock Out:** Enter the corrected clock out time
- **Original Clock In:** The system displays the original clock in time for comparison
- **Original Clock Out:** The system displays the original clock out time for comparison
- **Reason:** Provide a detailed explanation for why the regularization is needed
- **Status:** The request starts as Pending and updates to Approved or Rejected
- **Manager Comments:** Managers can add comments when processing the request
- **Approved By:** The system records which manager processed the request
- **Approved At:** The system captures the approval timestamp

corresponding attendance records

- **Complete Recalculation:** All attendance metrics including total hours, overtime, and late flags are recalculated after approval
- **Manager Approval:** Structured approval workflow with comment capabilities for transparency
- **Audit Trail:** Maintains records of both original and requested times for complete audit history

11.4.3 Attendance Management Operations

The Attendance Management system supports comprehensive operations throughout the time tracking lifecycle:

- **Clock:** Enable employee self-service clock in/out directly from their dashboard
- **Calculate:** Automatically calculate working hours, overtime, and break deductions
- **Regularize:** Process attendance correction requests through approval workflows
- **Monitor:** Provide real-time attendance monitoring for managers and HR teams
- **Report:** Generate comprehensive attendance reports and analytics for decision-making
- **Policy:** Apply attendance policies and rules consistently across the organization
- **Shift:** Manage shift assignments, rotations, and schedule changes
- **Integration:** Seamlessly integrate with leave management and holiday calendar systems
- **Dashboard:** Provide employees with intuitive dashboard access to clock in/out functionality

This comprehensive attendance management system ensures accurate time tracking, supports fair policy enforcement, and provides the data needed for precise payroll processing while maintaining complete transparency and audit trails.

12. Time Tracking

Time Tracking provides detailed project-based time management across your organization. This system enables systematic recording of work hours, accurate project allocation, and comprehensive tracking of employee time, supporting precise project billing and detailed productivity analysis.

12.1 Time Entries

1. Access Time Entries

- Go to “Time Tracking” → “Time Entries”
- Click “Add Time Entry” button

2. Time Entry Information

Complete the time entry details:

- **Employee:** Select the employee who performed the work (required)
- **Date:** Specify the date when the work was performed (required)
- **Hours:** Enter the number of hours worked in decimal format (for example, 7.5 for seven and a half hours)
- **Description:** Provide a detailed description of the work completed
- **Project:** Enter the name of the associated project or task
- **Status:** The entry starts as Pending and updates to Approved or Rejected base manager review
- **Manager Comments:** Managers can add comments when approving or rejecting entries
- **Approved By:** The system records which manager processed the entry
- **Approved At:** The system automatically captures the approval timestamp

Once submitted, time entries are routed to the appropriate manager for review and approval, ensuring accurate tracking of billable hours and project time allocation.

12.1.2 Time Entry Features

The Time Entries system provides comprehensive time management capabilities:

- **Project Tracking:** Track time spent on specific projects by name for accurate project cost analysis
- **Decimal Hours:** Support precise hour tracking using decimal format, allowing entries like 7.5 hours instead of rounding to whole numbers
- **Approval Workflow:** Implement manager approval processes to verify accuracy before time entries are finalized

approval or rejection

12.1.3 Time Tracking Operations

The Time Tracking system supports comprehensive operations for effective time management:

- **Log:** Enable employees to create detailed time entries documenting work performed on various projects and tasks
- **Approve:** Provide managers with approval workflows that include commenting capabilities for feedback and verification
- **Track:** Monitor time spent across projects, tasks, and employees for complete visibility into work allocation
- **Calculate:** Automatically calculate total hours worked for individuals, teams, or projects across any time period

This systematic approach to time tracking ensures accurate recording of work hours, supports project-based billing, enables productivity analysis, and provides the data needed for informed resource allocation decisions. By maintaining detailed time records, your organization can better understand project costs, optimize resource utilization, and improve overall operational efficiency.

13. Payroll Management

Payroll Management provides comprehensive salary processing and compensation administration enabling systematic payroll calculation, salary component management, and automated payslip generation for accurate employee compensation and financial compliance.

13.1 Salary Components

Salary Components Management defines the building blocks of employee compensation, including earnings and deductions. This systematic approach enables flexible salary calculation and standardized payroll component organization for comprehensive employee compensation management.

13.1.1 Creating Salary Components

To create a new salary component:

1. Access Salary Components

- Go to “Payroll Management” → “Salary Components”
- Click “Add Component” button

- **Type:** Select whether this is an Earning (adds to salary) or Deductio[n (subtr]acts from salary)
- **Calculation Type:** Choose Fixed (specific amount) or Percentage (calculated as a percentage of basic salary)
- **Default Amount:** If using Fixed calculation, enter the standard amount
- **Percentage of Basic:** If using Percentage calculation, enter the percentage of basic salary
- **Is Taxable:** Indicate whether this component is subject to income tax (Yes/No)
- **Is Mandatory:** Specify if this component must be included in every employee's salary (Yes/No)
- **Status:** Select Active or Inactive to control component availability

13.1.2 Component Features

The Salary Components system provides flexible compensation management:

- **Flexible Calculation:** Support both fixed amount and percentage-based calculations to accommodate different compensation structures
- **Basic Salary Integration:** Automatically calculate component values as a percentage of an employee's basic salary
- **Tax Configuration:** Configure which components are taxable for accurate tax calculations
- **Earnings/Deductions:** Clearly separate earnings that increase salary from deductions that reduce it
- **Automatic Calculation:** Dynamic calculation method that computes component values based on configured rules

13.2 Employee Salaries

Employee Salaries Management configures individual compensation packages for each employee. This system enables systematic salary assignment, component selection, and comprehensive salary structure management for personalized employee compensation administration.

13.2.1 Setting Employee Salaries

To configure an employee's salary:

Define the employee's compensation structure:

- **Employee:** Select the employee for whom you're configuring salary ed)
- **Basic Salary:** Enter the base salary amount (required)
- **Components:** Select applicable salary components from available options (supports multiple selections)
- **Is Active:** Mark this salary configuration as active (only one active salary configuration per employee)
- **Calculation Status:** Displays the current calculation status
- **Notes:** Add any additional information about this salary configuration

After saving, the system calculates the complete salary breakdown including all selected components.

13.2.2 Salary Features

The Employee Salaries system provides comprehensive salary management:

- **Component Selection:** Choose from all available salary components to build customized compensation packages
- **Active Salary Tracking:** Maintain only one active salary configuration per employee while preserving historical records
- **Complete Calculation:** Automatic calculation method that processes all components based on their configurations
- **Breakdown Generation:** Generate detailed salary breakdowns showing all earnings and deductions
- **Net Salary Calculation:** Automatically calculate net salary after applying all components

13.2.3 Employee Payroll View

Employees can access and review their complete payroll history through a dedicated interface:

1. Show Payroll Functionality

- Each employee can view their complete payroll history
- Access from the Employee Salaries index page

order

- **Month-wise Breakdown:** See separate detailed breakdowns for eac[...]h
- **Pay Period Information:** Review start date, end date, and payment date for each period
- **Payroll Status:** Monitor the status as Draft, Completed, or Approved

3. Detailed Salary Breakdown

Each monthly record includes a complete salary breakdown:

Earnings Section:

- Basic Salary amount
- Component Earnings such as HRA, Dearness Allowance, and other allowances
- Overtime Amount for additional hours worked
- Total Earnings summarizing all income components

Deductions Section:

- Tax Deductions based on applicable tax rules
- Provident Fund and other statutory deductions
- Other Component Deductions as configured
- Unpaid Leave Deductions for days not worked
- Total Deductions summarizing all subtractions

Attendance Summary:

- Working Days in the pay period
- Present Days when employee was at work
- Absent Days when employee was not present
- Half Days with partial attendance
- Holiday Days during the period
- Leave Days broken down into Paid and Unpaid categories

- Per Day Salary rate
- Attendance Percentage showing work attendance ratio

4. Payroll History Features

The payroll view provides helpful navigation and analysis tools:

- **Month Navigation:** Easily browse between different months
- **Detailed View:** Expand any month to see complete salary breakdown
- **Print/Export:** Print or export payroll details for personal records
- **Comparison:** Compare payroll across different months to track changes

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13.3 Payroll Runs

Payroll Runs Management processes periodic salary calculations for all employees. This systematic approach enables efficient payroll execution with attendance integration and bulk salary processing for streamlined organizational payroll administration.

13.3.1 Creating Payroll Runs

To process payroll for a pay period:

1. Access Payroll Runs

- Go to “Payroll Management” → “Payroll Runs”
- Click “Add Payroll Run” button

2. Payroll Run Information

Configure the payroll run parameters:

- **Title:** Enter a descriptive title for this payroll run (required)
- **Payroll Frequency:** Select Monthly, Weekly, or Bi-weekly based on your pay schedule
- **Pay Period Start:** Specify the first day of the pay period (required)
- **Pay Period End:** Specify the last day of the pay period (required)
- **Pay Date:** Set the date when salaries will be disbursed
- **Total Gross Pay:** System calculates total gross payment for all employees

- **Notes:** Add any additional information about this payroll run

Once processed, the payroll run generates individual payroll entries for eac oyee.

13.3.2 Payroll Run Features

The Payroll Runs system provides comprehensive salary processing:

- **Attendance Integration:** Automatically integrate attendance records to calculate working days and absences
- **Leave Integration:** Handle both paid and unpaid leave calculations accurately
- **Overtime Calculation:** Include overtime hours and payment amounts from attendance records
- **Weekend Exclusion:** Intelligently exclude weekends from working days calculations
- **Per-day Salary:** Calculate daily salary rates for accurate deduction calculations
- **Totals Calculation:** Automatically calculate organization-wide totals for financial repo

13.4 Payroll Entries

Payroll Entries Management generates individual employee payroll records during each payroll run. This detailed system provides comprehensive salary breakdowns, attendance integration, and precise payroll calculations for accurate employee compensation and thorough record keeping.

13.4.1 Payroll Entry Information

Payroll entries are created systematically during payroll processing:

1. Automatic Generation

- Generated automatically during payroll run processing
- One entry per employee per payroll run

2. Entry Details

Each payroll entry contains comprehensive information:

- **Employee:** Complete employee identification and details
- **Basic Salary:** The employee's base salary amount
- **Component Earnings:** Additional earnings from configured salary components

- **Working Days:** Total working days in the pay period
- **Present Days:** Number of days the employee was present
- **Half Days:** Count of half-day attendance records
- **Holiday Days:** Number of holidays during the period
- **Paid Leave Days:** Paid leave days taken by the employee
- **Unpaid Leave Days:** Unpaid leave days taken by the employee
- **Absent Days:** Number of absent days
- **Overtime Hours:** Total overtime hours worked
- **Overtime Amount:** Calculated overtime payment
- **Per Day Salary:** Daily salary rate for deduction calculations
- **Unpaid Leave Deduction:** Amount deducted for unpaid absences
- **Earnings Breakdown:** Detailed array of all earning components and amounts
- **Deductions Breakdown:** Detailed array of all deduction components and amounts

13.4.2 Payroll Entry Features

- **Complete Integration:** Seamlessly integrates data from attendance, leave, and salary configurations
- **Attendance Percentage:** Automatically calculate attendance percentage for performance tracking
- **Salary Breakdown:** Generate complete salary breakdowns showing all component interconnections
- **Leave Handling:** Separately process paid leave (no deduction) and unpaid leave (with deduction)
- **Overtime Integration:** Include overtime hours and amounts from attendance records
- **Deduction Calculation:** Accurately calculate deductions for unpaid leave based on per-day salary

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13.5 Payslips

1. Automatic Generation

- Generated automatically from payroll entries
- One payslip per employee per payroll run
- Available after payroll run completion

2. Payslip Information

- **Employee Details:** Name, ID, designation, department
- **Pay Period:** Salary month and year
- **Earnings Section:** Basic Salary, Component Earnings (HRA, DA, Medical, etc.), Overtime Amount, Gross Earnings
- **Deductions Section:** Tax Deductions, PF/ESI Deductions, Other Deductions, Unpaid Leave Deductions, Total Deductions
- **Attendance Summary:** Working Days vs Present Days, Leave Days (Paid/Unpa Overtime Hours, Attendance Percentage
- **Net Pay:** Final take-home salary

13.5.2 Payslip Features

- **PDF Generation:** Generate professional PDF payslips
- **Email Distribution:** Send payslips directly to employee emails
- **Employee Self-Service:** Employees can download their own payslips
- **Bulk Processing:** Generate payslips for all employees at once
- **Template Customization:** Customize payslip format and branding
- **Security:** Password-protected payslip downloads
- **Archive:** Maintain payslip history for all months

13.5.3 Payslip Operations

1. Generate Payslips From Payroll Run

- Go to “Payroll Management” → “Payroll Runs”
- Select completed payroll run

- Go to “Payroll Management” → “Payslips”
- View all generated payslips for the selected month/payroll run
- Filter by employee, month, or payroll run

3. Individual Payslip Operations

- View individual employee payslip details
- Download PDF format
- Email payslip to employee
- Print payslip

4. Bulk Payslip Operations

- Generate all payslips for a payroll run at once
- Bulk email distribution to all employees
- Bulk PDF download for HR records
- Mass payslip generation with single click

13.5.4 Payroll Management Operations

- **Setup:** Configure salary components and employee salaries
- **Process:** Run payroll processing
- **Calculate:** Automatic calculation of all salary components
- **Integrate:** Seamless integration with attendance and leave systems
- **Track:** Monitor payroll runs and employee entries
- **Generate:** One-click payslip generation from payroll runs
- **Distribute:** Email and download payslips
- **Report:** Generate comprehensive payroll reports
- **Approve:** Multi-level payroll approval workflow
- **Archive:** Maintain complete payroll and payslip history

14.1 Calendar Overview

Calendar Overview displays all organizational events in a single, integrated interface. This includes scheduled meetings, company holidays, and approved employee leaves, providing comprehensive scheduling visibility that supports effective time management and coordination.

14.1.1 Accessing Calendar

To access and use the calendar:

1. Navigate To Calendar

- Go to “Calendar” in the main menu
- The integrated calendar displays with all events visible

2. Calendar Views

Choose from multiple view options to suit your needs:

- **Month View:** Displays a monthly calendar overview showing all events across entire month
- **Week View:** Provides a detailed weekly schedule view with time slots and events
- **Day View:** Shows a focused daily agenda view with hour-by-hour scheduling
- **List View:** Presents events in a chronological list format for easy scanning

Switch between these views using the controls at the top of the calendar to find the perspective that works best for your planning needs.

14.1.2 Calendar Features

The Calendar system provides powerful scheduling capabilities:

- **Multi-source Integration:** Automatically displays meetings, leaves, and holidays from their respective modules in one unified view
- **Color Coding:** Uses different colors to distinguish between event types, making it easy to identify meetings, holidays, and leaves at a glance
- **Interactive:** Click on any event to view complete details in a popup or detail panel
- **Navigation:** Easily navigate between months, weeks, and days using intuitive controls

The calendar automatically pulls information from multiple sources to create a co scheduling picture:

1. Meetings Integration

All company meetings appear automatically on the calendar:

- **Scheduled Meetings:** Every meeting created in the system displays at its scheduled time
- **Meeting Details:** View meeting title, time, location, and list of attendees
- **Meeting Status:** Visual indicators show whether meetings are Scheduled, In Progress, Completed, or Cancelled
- **Color Coding:** Different colors distinguish between meeting types (Team Meeting, One-on-One, Training, etc.)
- **Click to View:** Click any meeting event to see full details including agenda and participants
- **Recurring Meetings:** All instances of recurring meetings are displayed across the calendar

2. Holidays Integration

Company holidays are prominently displayed on the calendar:

- **Company Holidays:** All designated company holidays appear on appropriate dates
- **Holiday Types:** Different categories such as National, Religious, or Company-specific holidays are clearly identified
- **Multi-day Holidays:** Holidays spanning multiple consecutive days are shown across all applicable dates
- **Branch-specific:** Location-based holidays display for relevant branches
- **Holiday Details:** View holiday name, category, and description by clicking on the event
- **Paid/Unpaid Status:** Visual indicators show whether holidays are paid or unpaid time off

3. Leave Applications Integration

Approved employee leaves are integrated into the calendar view:

- **Leave Duration:** Both single-day and multi-day leave periods are ac[illegible]y displayed
- **Leave Status:** Visual confirmation shows that leaves have been approved
- **Employee Information:** Clearly indicates which employee is on leave for each period

14.2.2 Calendar Display Features

The Calendar provides sophisticated display and filtering capabilities:

- **Multi-source Integration:** Seamlessly combines meetings, holidays, and leaves in one comprehensive view
- **Color Coding System:**
  - **Meetings:** Blue color coding for easy identification of scheduled meetings
  - **Holidays:** Red color coding to highlight company holidays
  - **Leaves:** Green color coding to show approved employee leave periods
- **Interactive Events:** Click any event to open a detail panel with complete information
- **Real-time Updates:** Calendar reflects live updates whenever events are added, modified, or deleted
- **Conflict Detection:** Identify potential scheduling conflicts between meetings and employee availability
- **Filter Options:** Filter the calendar view to show only specific event types (meetings only, holidays only, or leaves only)
- **Employee View:** Filter to display events for a specific employee, showing their meetings and leaves
- **Department View:** Filter by department to see events relevant to specific teams

14.2.3 Calendar Navigation

Navigate the calendar efficiently with intuitive controls:

- **Month Navigation:** Use arrow buttons to move backward and forward between months
- **Week View:** Switch to weekly perspective for more detailed time slot visibility
- **Day View:** Focus on a single day to see a complete daily agenda with all events

Clicking any calendar event opens a detailed information panel specific to the eve[illegible]:

1. Meeting Details

When you click a meeting event, you'll see:

- Meeting title and description
- Start and end time
- Meeting location or video link
- List of attendees
- Meeting organizer
- Meeting status

2. Holiday Details

When you click a holiday event, you'll see:

- Holiday name and description
- Holiday category (National, Religious, Company-specific)
- Applicable branches where this holiday is observed
- Whether the holiday is paid or unpaid
- Duration information for single or multi-day holidays

3. Leave Details

When you click a leave event, you'll see:

- Employee name and department
- Type of leave and duration
- Reason provided for the leave
- Approval status and date of approval
- Name of the manager who approved the leave

This integrated calendar system provides your organization with complete visibility into all scheduled events, helping employees and managers plan effectively, avoid scheduling conflicts, and maintain awareness of team availability and organizational commitments.

document storage needs.

15.1 Media Management

Media Management handles file uploads, storage, and organization across your organization. This systematic approach provides complete control over media assets, supports various file types, and offers comprehensive file operations for all your document and media storage requirements.

15.1.1 Accessing Media Library

To access and use the Media Library:

1. Navigate To Media Library

- Go to “Media Library” in the main menu
- View all uploaded files and media assets in an organized interface

2. Upload Media

The system supports multiple upload methods for your convenience:

- **Single Upload:** Upload individual files one at a time by selecting them from your computer
- **Bulk Upload:** Upload multiple files simultaneously to save time
- **Drag & Drop:** Simply drag files from your computer and drop them into the upload area
- **File Types:** Support for various file formats including images (JPG, PNG, GIF), documents (PDF, DOC, DOCX), videos (MP4), and other common file types

The flexible upload system ensures you can add files to the library using whichever method is most convenient for your workflow.

15.1.2 Media Features

The Media Library provides comprehensive file management capabilities:

- **File Organization:** Organize files into directories and subdirectories for logical structure and easy retrieval
- **Search Function:** Quickly locate files using the search feature to find items by name, type, or other attributes
- **Preview:** View images and preview documents directly within the system before downloading

15.2 Media Directories

Media Directories Management creates hierarchical folder structures for organizing your files. This system enables systematic file organization through nested directory creation, providing structured media storage that supports efficient file management and quick retrieval.

15.2.1 Creating Media Directories

To create a new directory for organizing files:

1. Access Media Directories

- Go to “Media Library” → “Directories”
- Click “Create Directory” button

2. Directory Information

Configure the directory settings:

- **Name:** Enter a descriptive directory name (required)
- **Parent Directory:** Optionally select a parent directory to create a subdirectory within an existing folder structure
- **Description:** Provide details about what types of files should be stored in this directory
- **Status:** Select Active or Inactive to control whether the directory is available for file storage

Once created, the directory becomes available for file uploads and can be used to organize your media library in a logical, hierarchical structure.

15.2.2 Directory Features

The Media Directories system provides advanced organization capabilities:

- **Hierarchical Structure:** Create nested directories and subdirectories to build a logical folder structure that mirrors your organizational needs
- **Access Control:** Set directory-level permissions to control which users or roles can view, upload, or manage files in specific directories
- **Bulk Operations:** Move multiple files between directories simultaneously to reorganize your media library efficiently

16. Landing Page Management

Landing Page Management provides comprehensive tools for customizing your public-facing website. This system enables effective marketing presentation, supports customer acquisition efforts, and ensures professional brand representation through systematic content management and search engine optimization capabilities.

16.1 Navigation And Access

- **Access Requirements:** Super Admin login credentials are required to access landing page management features. Navigate to the "Landing Page" section in the main menu to begin customizing your website.
- **Purpose:** The Landing Page Management system allows you to customize and manage your public-facing website to maximize marketing effectiveness. Through this interface, you can ensure professional brand presentation that supports customer acquisition and drives business growth.

16.2 Landing Page Sections

The landing page consists of several key sections that work together to create a comprehensive website experience. Each section can be customized to align with your marketing objectives and brand identity:

16.2.1 Available Sections

Comprehensive landing page components enable complete website customization and marketing optimization:

- **Hero Section:** Configure main banner with compelling call-to-action elements that capture visitor attention and drive conversion through professional presentation and clear value proposition communication.
- **Features Section:** Highlight key platform features and capabilities providing visitors with clear understanding of platform value and competitive advantages through organized feature presentation.
- **About Us:** Present company information, history, and organizational values building customer trust and professional credibility through comprehensive organizational presentation.
- **Screenshots:** Display product screenshots gallery showcasing platform capabilities and user interface design helping visitors understand platform functionality and user

social proof that supports customer confidence and conversion optimization.

- **FAQ Section:** Address frequently asked questions providing comprehensive information that reduces customer acquisition barriers and supports informed decision-making.
- **Contact Section:** Present contact information and inquiry form enabling customer communication and lead generation through accessible contact options.
- **Newsletter:** Provide newsletter subscription capabilities enabling ongoing customer communication and marketing relationship development through systematic email outreach.

16.3 Landing Page Management

- **Content Control:** Enable or disable page sections providing flexible website presentation and campaign-specific customization while maintaining professional appearance and marketing effectiveness.
- **Content Management:** Edit section content through comprehensive content management tools enabling regular updates and marketing campaign alignment without technical expertise requirements.
- **Image Management:** Upload and manage images with automatic optimization and responsive presentation ensuring professional appearance across all devices and connection speeds.
- **SEO Settings:** Configure meta tags and descriptions optimizing search engine visibility and improving organic traffic through systematic search engine optimization management.
- **Custom CSS:** Add custom styling enabling brand-specific appearance customization and advanced design implementation while maintaining platform functionality and professional presentation.

16.4 Custom Pages Management

Custom Pages Management provides comprehensive static page creation capabilities that enable additional content presentation, legal documentation, and specialized information sharing through organized page management and content optimization.

16.4.1 Navigation And Access

- **Access Requirements:** Super Admin login credentials are required to access custom pages management through the “Custom Pages” section in the main navigation menu.

comprehensive page creation tools with detailed configuration options.

- **Required Page Details:**
  - **Title:** Enter descriptive page title for navigation and search engine optimization ensuring clear page identification and professional presentation
  - **Slug:** Configure URL slug for search engine friendly URLs and professional web address presentation enabling easy page access and sharing
  - **Content:** Create page content using rich text editor with comprehensive formatting options enabling professional content presentation and effective communication
  - **Meta Description:** Configure SEO description optimizing search engine visibility and improving organic traffic through effective search result presentation
  - **Status:** Set published or draft status controlling page visibility and enabling content preparation without immediate publication

16.4.3 Custom Page Features

- **Rich Text Editor:** Utilize full-featured content editor with comprehensive formatting o enabling professional content creation without technical expertise requirements.
- **SEO Optimization:** Configure meta tags and descriptions optimizing search engine visibility and improving organic traffic through systematic search engine optimization.
- **Template System:** Access multiple page templates providing consistent appearance options and professional presentation aligned with organizational branding requirements.
- **URL Management:** Configure custom URL slugs enabling search engine friendly addresses and professional web presence that supports marketing and accessibility objectives.
- **Status Control:** Manage publish and draft status providing content preparation flexibility and publication timing control without requiring content recreation.
- **Navigation Integration:** Add pages to site navigation enabling comprehensive website organization and user-friendly content access through systematic navigation management.

17. Settings And Configuration

17.1 Settings Overview

17.1.1 Accessing Settings

1. Navigate To Settings

- **Brand Settings:** Company branding and appearance
- **Email Settings:** Email server configuration
- **Currency Settings:** Currency and formatting
- **Payment Settings:** Payment gateway configuration
- **Storage Settings:** File storage configuration
- **Security Settings:** ReCaptcha and security features
- **Integration Settings:** Third-party integrations
- **SEO Settings:** Search engine optimization
- **Cache Management:** System cache controls

17.2 Company Settings

Company Settings provides organization specific configuration enabling company branding, operational preferences, and tenant-specific customization for individual organizational requirements and business process alignment.

17.2.1 Company Settings Access

Company users have access to limited settings for their organization:

1. System Settings
   - **Default Language:** Company default language
   - **Date Format:** Date display format
   - **Time Format:** Time display format (12/24 hour)
   - **Default Timezone:** Company timezone
2. Brand Settings
   - **Logo Dark:** Dark theme platform logo upload
   - **Logo Light:** Light theme platform logo upload
   - **Favicon:** Browser tab icon upload
   - **Title Text:** Platform title/name display

- **Layout Direction:** LTR/RTL layout direction
- **Theme Mode:** Light/Dark theme selection

3. Currency Settings

- **Default Currency:** Company currency selection
- **Currency Symbol:** Currency symbol display
- **Currency Position:** Symbol position (before/after amount)
- **Thousand Separator:** Thousand separator character
- **Decimal Separator:** Decimal separator character
- **Number of Decimals:** Number of decimal places

4. Email Settings

- **Mail Driver:** Email service provider (SMTP, Mailgun, SES)
- **Mail Host:** SMTP server hostname
- **Mail Port:** SMTP server port
- **Mail Username:** SMTP authentication username
- **Mail Password:** SMTP authentication password
- **Mail Encryption:** Email encryption type (TLS, SSL)
- **From Address:** Default sender email address
- **From Name:** Default sender name

5. Storage Settings

- **Storage Driver:** Local, AWS S3, Wasabi, DigitalOcean Spaces
- **AWS S3 Configuration:** Access key, secret key, bucket, region
- **Wasabi Configuration:** Access key, secret key, bucket, region
- **DigitalOcean Configuration:** Access key, secret key, bucket, region
- **Max File Size:** Maximum upload file size limit
- **Allowed File Types:** Permitted file extensions

- **Secret Key:** ReCaptcha secret key

7. Chat GPT Settings

- **OpenAI API Key:** OpenAI API authentication key
- **Model Selection:** GPT model selection

8. Cookie Settings

- **Enable Cookie:** Enable/disable cookie consent functionality
- **Cookie Logging:** Enable cookie activity logging
- **Cookie Title:** Cookie consent banner title text
- **Cookie Description:** Cookie consent banner description text
- **Strictly Cookie Title:** Strictly necessary cookies section title
- **Strictly Cookie Description:** Description for essential cookies
- **More Information Description:** Additional cookie information text
- **Contact Us Description:** Contact information for cookie queries

9. SEO Settings

- **Meta Keywords:** SEO meta keywords for search engines
- **Meta Description:** SEO meta description for search results
- **Meta Image:** Meta Image for SEO

10. Cache Settings

- **Clear All Cache:** It will clear the cache.

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Reach Out To Us

Have questions or need assistance? We're here to help! Reach out to our team for support, inquiries, or feedback. Your needs are important to us, and we're ready to assist you!

Ask To Support

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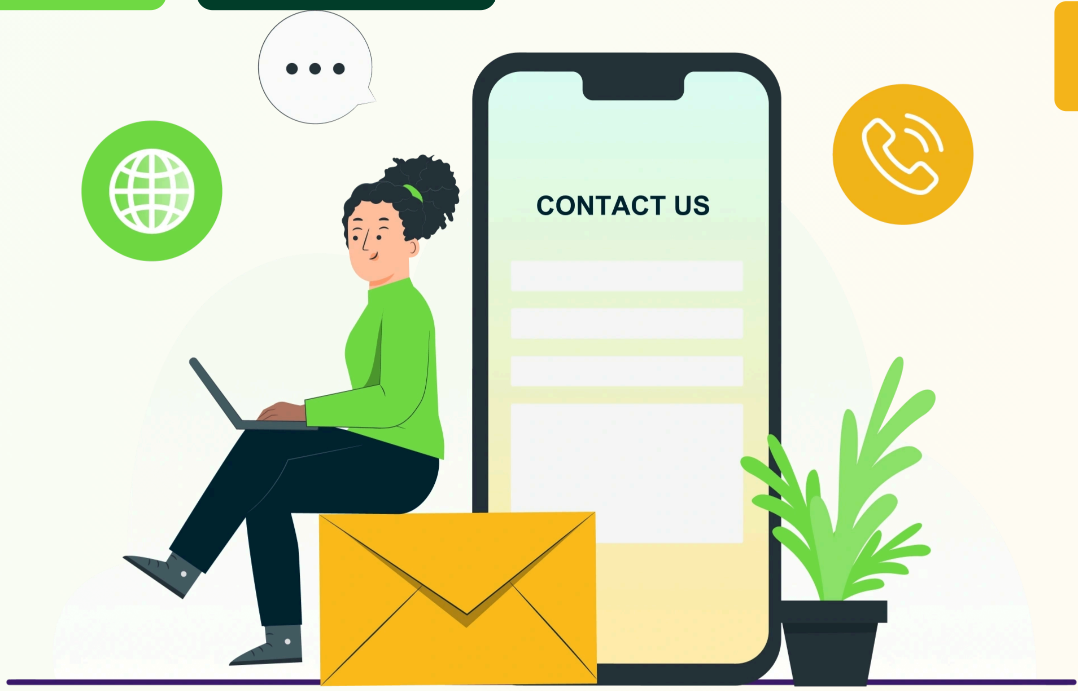

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