

Efficien Track System

User Manual

KPI

Kennwu Manufacturing

Original Idea: Bushrah (HR)

Developer: Hidayah Ansari (System)

Date: 4 September 2023

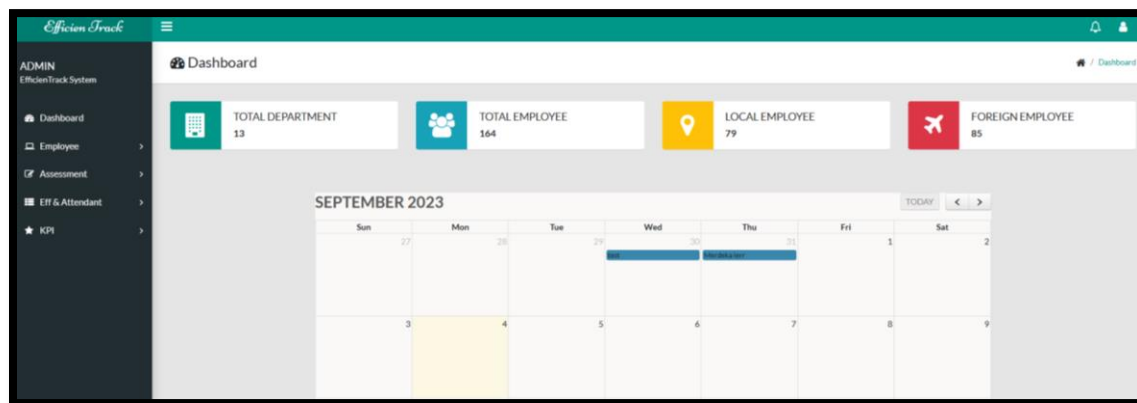
Version: 1.0.0

ADMIN



1. Login As Admin;
 - Please insert username & password as given;
 - Next, click login

2. Admin will be directed to Dashboard page;
 - Click the box container to insert any event reminder and click save;




3. View the event list in table. Click trash button to delete unused event;

Show	10	entries	Search:	<input type="text"/>
Event Name	Event Start Date	Event End Date	Action	
test	2023-08-30	2023-08-31		
Merdeka Ierr	2023-08-31	2023-08-31		

Showing 1 to 2 of 2 entries

Previous **1** Next

4. Click 'Employee' on the sidebar and click register to register new employee;
- Register employer form;

 Register Employee

Register Employee Form

Name

Employee No

Date Joined

Department

Type
☐ HOD
☐ Staff Team A
☐ Staff Team B
☐ Leader
☐ Operator

Status
☐ Active
☐ Inactive

- If you choose Production or QC department, need to choose Group Team or Operator Team as given;
- Next, click save;

Register Employee Form

Name

Employee No

Date Joined

Department

Type
☐ HOD
☐ Staff Team A
☐ Staff Team B
☐ Leader
☐ Operator

Leader Group *Production/QC Leader only
☐ Group A
☐ Group B
☐ Group C
☐ Group D
☐ Group E
☐ Group F




Operator Group *Production/QC Operator only
☐ Group A
☐ Group B
☐ Group C
☐ Group D
☐ Group E
☐ Group F

Status
☐ Active
☐ Inactive

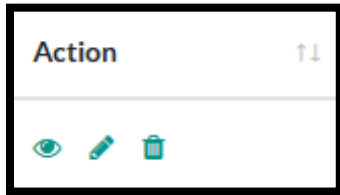
5. Go to Employee -> List to review all the employee registered;

Employee List / Employee List

Show entries Search:

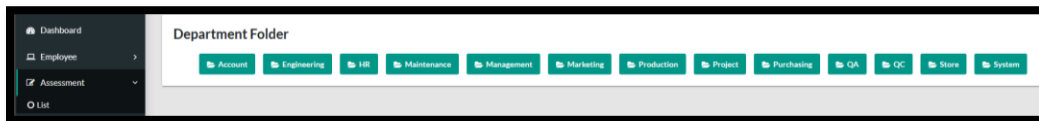
Emp No	Emp Name	Department	Type	Group	Status	Action
S0071	Diviyah a/p Nantha Kumaran	HR	HOD	-	●	  

- Click 'eye' icon to view the employee form;
- Click 'pencil' icon to edit employee form;
- Click 'trash' icon to delete employee details;

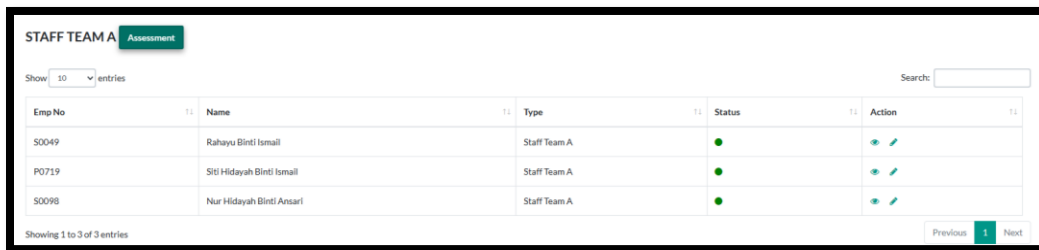


6. Click Assessment -> List

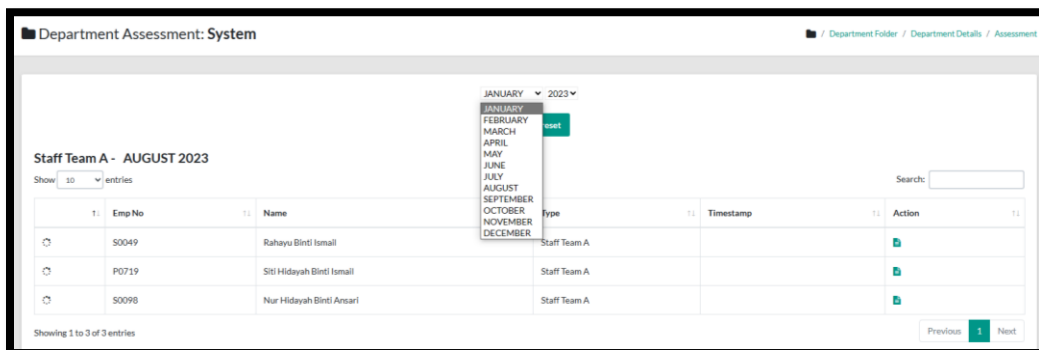
- Choose department;



- Click assessment button;



- Select Month & Year;
- If the icon still not 'Ticked', That's mean there still no assessment was made during the selected month;
- Click 'document' button in the Action column to start the assessment;



- Next, click submit. This form won't be submitted double, if the employee assessment has been done in selected month, 'document' assessment button will be disappear and the status will be change to 'Ticked' as done;

KPI PERFORMANCE

This KPI should be conducted by an immediate superior /manager and reviewed by a higher-level manager. The evaluation must be done honestly and without any element of bias.

KPI ini hendaklah dibuat oleh penjawat langsung dan disemak oleh pengurus peringkat lebih tinggi. Penilaian hendaklah dibuat secara jujur dan tanpa sebarang unsur berat sebelah.

KPI PERFORMANCE SYSTEM STAFF TEAM A

Name: Nur Hidayah Binti Ansari

Employee No: S0098

Department: System

Type: Staff Team A

1. No key in error
No key in error
Tidak memasukkan - Kesalahan sentosa diletakkan

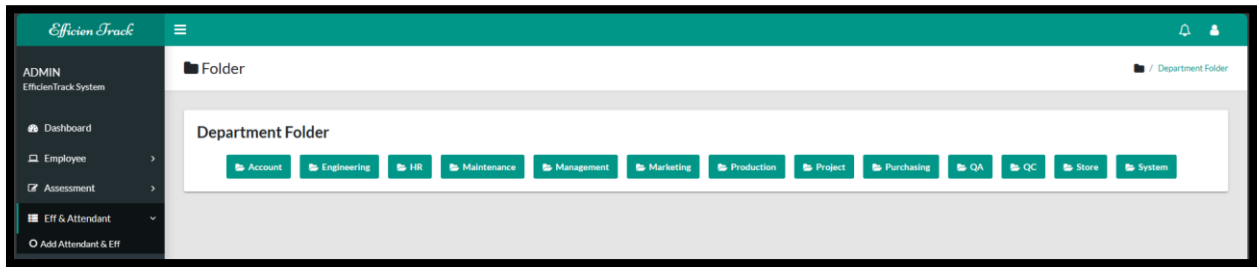
2. Unsatisfactory - Errors are always detected
Tidak memasukkan - Kesalahan sentosa diletakkan

3. Good - Errors are less detected and normal supervisor monitoring
Tidak memasukkan - Kesalahan sentosa diletakkan dan pemantauan penyelia biasa

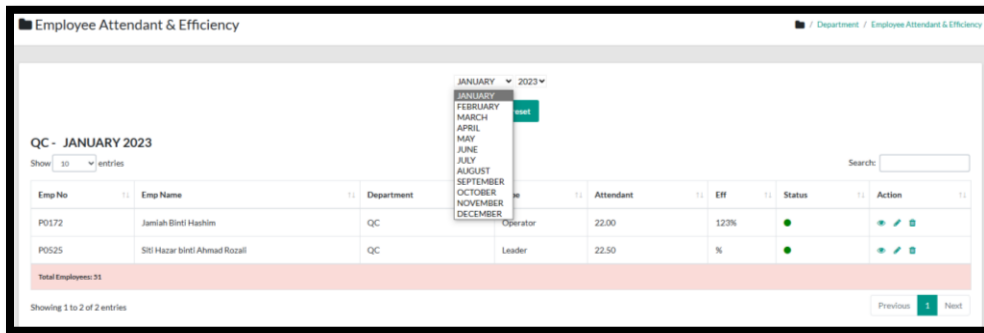
4. Very Good - Able to work with moderate supervision
Tidak memasukkan - Mampu bekerja dengan pemantauan yang sederhana

7. After the assessment has been submitted, go to Attendant -> Add Attendant & Eff;

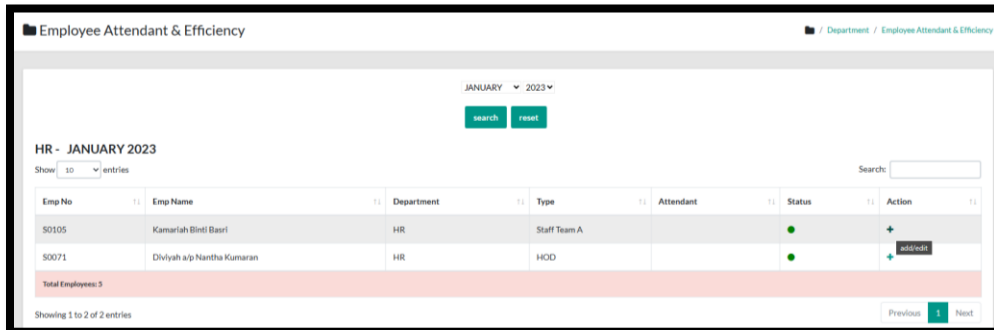
- Choose department;
- **** Only employee who have completed the evaluation by their superiors will appear in the attendant & eff list**



- Choose month & year;
- Click 'eye' icon to view;
- Click 'pencil' icon to edit;
- Click 'trash' icon to delete;



- Click 'Plus' button to add attendant & efficiency



- Insert 'Total Working Day' in Work Day field;
- Insert the number of employee AL/UPL etc, it will be automatically calculated in Total Work Day field.
- Click 'Late In' or 'Warning' for employee performance purpose;
- Insert *Remark if applicable;
- Click Update to submit;

8. Click Monthly Attendant to review employee's attendant by month

- Choose department, month and year and click search;
- Click 'eye' icon button to view;
- Click 'pencil' icon button to edit;
- Click 'trash' icon button to delete attendant details;

EfficientTrack

ADMIN
EfficientTrack System

Employee Monthly Attendant

DEPARTMENT JANUARY 2023

search reset Export

QC - JANUARY 2023

Show 10 entries

Search

Emp No	Name	Department	Type	Date Joined	Total W.D	AL	UPL	T.OFF	ABS	MC	%	Status	Remark	Action
P0172	Jamilah Binti Hashim	QC	Operator	0000-00-00	23	1.00	0.00	0.00	0.00	0.00	96%	●		👁 ✎ 🗑
P0525	Siti Hazar binti Ahmad Rozali	QC	Leader	0000-00-00	23	0.00	0.00	0.50	0.00	0.00	98%	●		👁 ✎ 🗑

Total Employees: 51

Showing 1 to 2 of 2 entries

Previous 1 Next

- Click export button to print monthly attendant;

DEPARTMENT JANUARY 2023

search reset Export

DEPARTMENT JANUARY 2023

search reset Print

QC/Month Attendant - JANUARY 2023

Emp No	Name	Department	Type	Date Joined	Total W.D	AL	UPL	T.OFF	ABS	MC	%	Status	Remark
P0525	Siti Hazar binti Ahmad Rozali	QC	Leader	0000-00-00	23	0.00	0.00	0.50	0.00	0.00	98%	●	
P0172	Jamilah Binti Hashim	QC	Operator	0000-00-00	23	1.00	0.00	0.00	0.00	0.00	96%	●	

Total Employees: 51

- For individual print attendant details; click 'eye' icon button and click print;

Operator

Department

QC

Date Joined

mm/dd/yyyy

Work Day

23

AL 1.00 UPL 0.00 Time Off 0.00 Absent 0.00 MC 0.00

Total Work Day

22.00

Percentage%

96%

Efficiency

123

☐ Late In ☐ Warning Letter

Remark

Print

9. Click 'Yearly Attendant' to view employee attendant by Year and Department
 - Choose Department & Year, click search button;
 - This table will show **SUM of total Work Day, AL, UPL, MC, ABS and total percentage %**;

EfficientTrack

ADMIN
EfficientTrack System

Dashboard
Employee
Assessment
EFF & Attendant
KPI

Employee Yearly Attendant

DEPARTMENT 2023

DEPARTMENT
QC
QA
Account
System
Store
Project
Marketing
Engineering
Production
Purchasing
Maintenance
Management

Export

QC - 2023

Show 10 entries

Search:

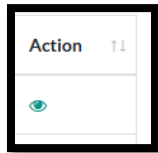
Emp No	Name	Department	Type	Date Joined	AL	UPL	T.OFF	ABS	MC	%	Status	Remark	Action
P0172	Jamiah Binti Hashim	QC	Operator	0000-00-00	23	1.00	0.00	0.00	0.00	0.00	96%		
P0525	SRI Hazar binti Ahmad Rozali	QC	Leader	0000-00-00	23	0.00	0.00	0.50	0.00	0.00	98%		

Total Employees: 31

Showing 1 to 2 of 2 entries

Previous 1 Next

- Click 'eye' icon button to view individual yearly attendant report;



- This will show total work day, AL, UPL, MC, ABS and total percentage%.
- And the table below will show details by month for the selected individual;
- Click 'Print' button to print;

Operator

Department
QC

Date Joined
mm/dd/yyyy

Total Work Day 2023
23

AL 1.00 UPL 0.00 Time Off 0.00 Absent 0.00 MC 0.00

Work Day Employee 2023
22

Everage% 2023
96%

Show 10 entries

Search:

Date	Total W.D	AL	UPL	T.OFF	ABS	MC	%	Eff	Late	Warning	Remark
01-2023	23	1.00	0.00	0.00	0.00	0.00	96%	123%			

Showing 1 to 1 of 1 entries

Previous 1 Next

Print

- DEPARTMENT

2023

search

reset

Export

- | DEPARTMENT ▾ 2023 ▾ | | | | | | | | | | | | | |
|---|-------------------------------|------------|----------|-------------|-----------------|------|------|-------|------|------|-----|--------|--------|
| <div>search</div> <div>reset</div> <div>Print</div> | | | | | | | | | | | | | |
| <div> <div>Late In</div> <div>Warning</div> <div>Late In & Warning</div> </div> | | | | | | | | | | | | | |
| QC/Year Attendant - 2023 | | | | | | | | | | | | | |
| Emp No | Name | Department | Type | Date Joined | Total W.D./Year | AL | UPL | T.OFF | ABS | MC | % | Status | Remark |
| P0172 | Jamiah Binti Hashim | QC | Operator | 0000-00-00 | 23 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 96% | ● | |
| P0525 | Siti Hazar binti Ahmad Rozali | QC | Leader | 0000-00-00 | 23 | 0.00 | 0.00 | 0.50 | 0.00 | 0.00 | 98% | ● | |
| Total Employees: 51 | | | | | | | | | | | | | |

- Choose Department , Month and Year and click search;
- **** Only employee who have completed the evaluation by their superiors and attendant will appear in KPI list**

Employee Monthly KPI

/ Employee Monthly KPI

DEPARTMENT

DEPARTMENT

HR

QC

QA

Account

System

Store

Project

Marketing

Engineering

Production

Purchasing

Maintenance

Management

reset

Export

DEPARTMENT

JANUARY

2023

QC - JANUARY 2023

Show

10

entries

Search:

Emp No	Emp Name	Department	Type	Grade	Att	Grade	KPI	Grade	Eff	Status
P0525	Siti Hazar binti Ahmad Rozali	QC	Leader	A	98%	A	99%	A	%	Active
P0172	Jamiah Binti Hashim	QC	Operator	C	96%	A	69%	C	123%	Active

Total Employees: 51

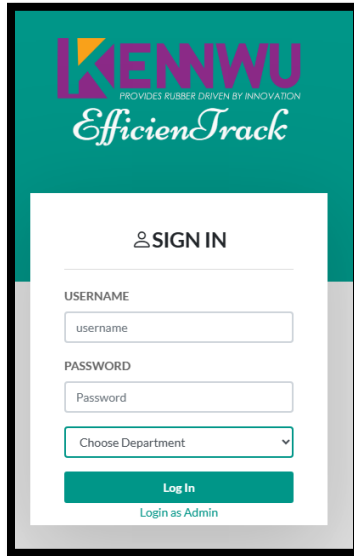
- | <div> DEPARTMENT JANUARY 2023 </div> <div> search reset Print </div> | | | | | | | | | | | |
|--|-------------------------------|------------|----------|-------------|-------|-----|-------|-----|-------|------|--------|
| MONTHLY KPI
QC - JANUARY 2023 | | | | | | | | | | | |
| Emp No | Emp Name | Department | Type | Performance | Grade | Att | Grade | KPI | Grade | Eff | Status |
| P0525 | Siti Hazar binti Ahmad Rozali | QC | Leader | 100% | A | 98% | A | 99% | A | % | Active |
| P0172 | Jamiah Binti Hashim | QC | Operator | 57% | C | 96% | A | 69% | C | 123% | Active |
| Total Employees: 51 | | | | | | | | | | | |

**MANAGEMENT,
HOD,
SUPERVISOR**



1. Login As User;

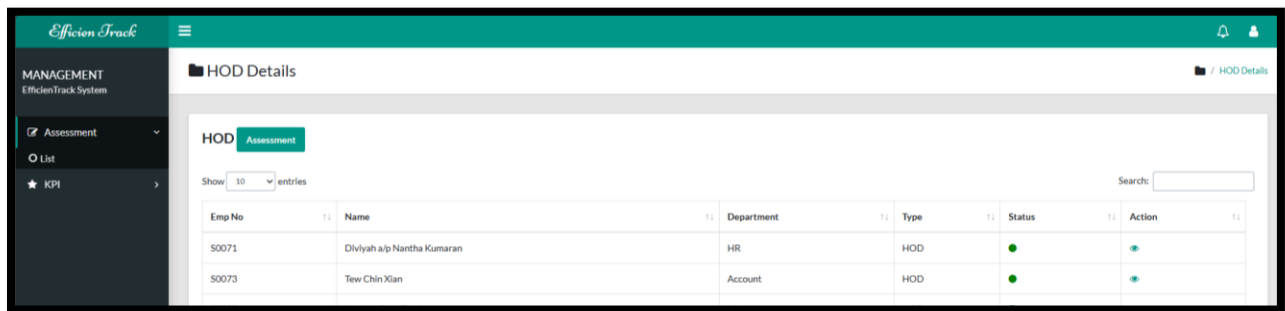
- Insert Username and Password;
- Choose department;
- Click 'login' button;



The login form is titled 'SIGN IN' and is set against a teal background with the 'EfficientTrack' logo. It includes fields for 'USERNAME' (placeholder: username), 'PASSWORD' (placeholder: Password), and a 'Choose Department' dropdown menu. A green 'Log In' button is at the bottom, with a link for 'Login as Admin' below it.

2. Management & HOD will be directed to Assessment -> List;

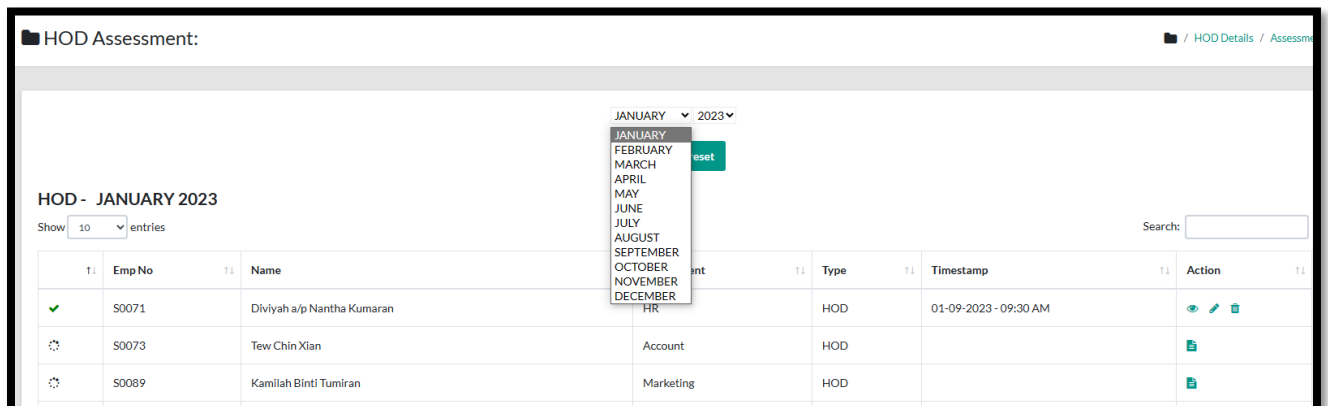
- Table shown employee group by their type;
- Click 'assessment' button;



The screenshot shows the 'HOD Details' page with an 'Assessment' tab selected. A table lists employees with columns for Emp No, Name, Department, Type, Status, and Action. Two employees are listed: Diviyah a/p Nantha Kumaran (HR, HOD) and Tew Chin Xian (Account, HOD).

Emp No	Name	Department	Type	Status	Action
S0071	Diviyah a/p Nantha Kumaran	HR	HOD	●	👁️
S0073	Tew Chin Xian	Account	HOD	●	👁️

- Choose Month and Year;
- Click 'document' icon button to start assessment;
- Click 'eye' icon button to view;
- Click 'pencil' icon button to edit;
- Click 'trash' icon button to delete assessment;



The screenshot shows the 'HOD Assessment' page. A dropdown menu is open for selecting the month and year, showing 'JANUARY' and '2023'. The table below lists assessments with columns for Emp No, Name, Department, Type, Timestamp, and Action. Three assessments are listed for January 2023.

Emp No	Name	Department	Type	Timestamp	Action
✓ S0071	Diviyah a/p Nantha Kumaran	HR	HOD	01-09-2023 - 09:30 AM	👁️ ✎️ 🗑️
⚙️ S0073	Tew Chin Xian	Account	HOD		📄
⚙️ S0089	Kamilah Binti Tumiran	Marketing	HOD		📄

3. Click KPI -> Monthly KPI to view employee KPI;
- Click 'export' button to print out;

Employee Monthly KPI

Employee Monthly KPI

JANUARY2023

searchresetExport

- JANUARY 2023

Show10entries

Search:

Emp No	Emp Name	Department	Type	Performance	Grade	Att	Grade	KPI	Grade	Status
S0071	Diviyah a/p Nantha Kumaran	HR	HOD	100%	A	-	-	-	-	Active

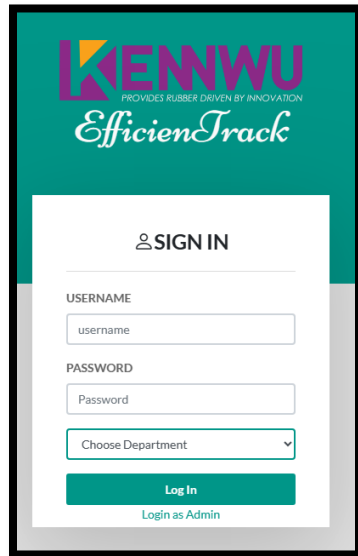
Total Employees: 15

LEADER



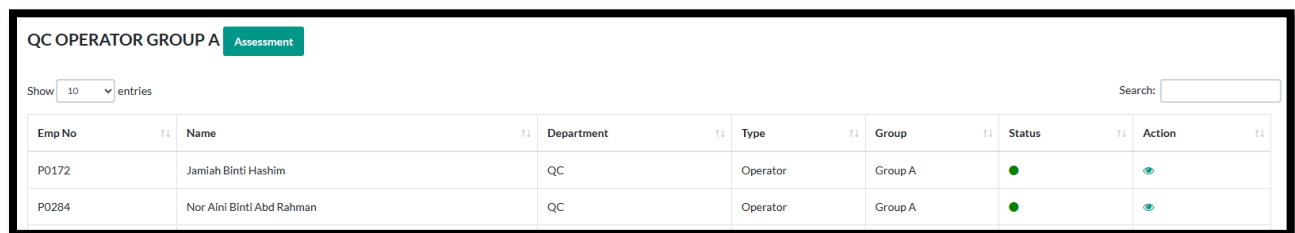
1. Login As User;

- Insert Username and Password;
- Choose department;
- Click 'login' button;



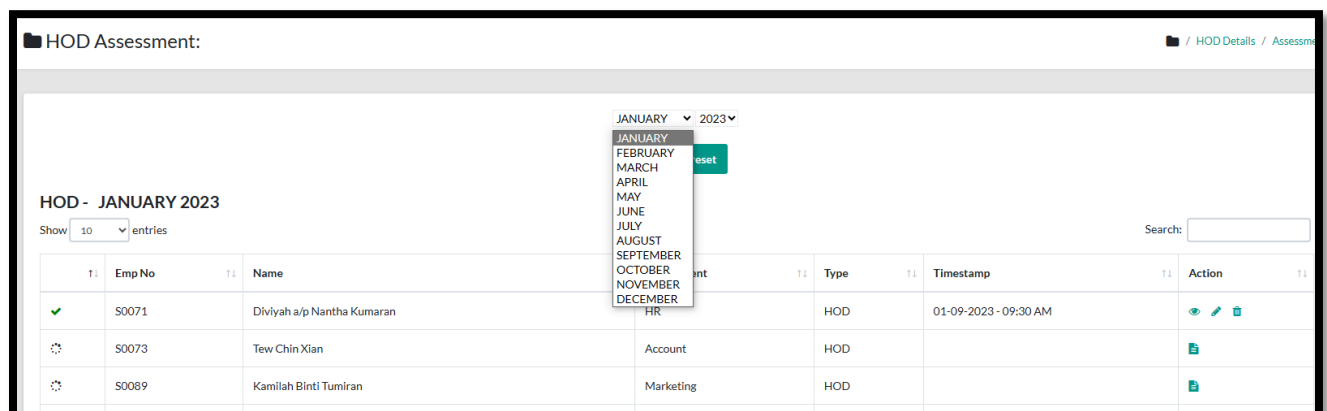
2. Leader will be directed to Assessment -> List;

- Table shown employee group by their type;
- Click 'assessment' button;



Emp No	Name	Department	Type	Group	Status	Action
P0172	Jamiah Binti Hashim	QC	Operator	Group A	●	👁
P0284	Nor Aini Binti Abd Rahman	QC	Operator	Group A	●	👁

- Choose Month and Year;
- Click 'document' icon button to start assessment;
- Click 'eye' icon button to view;
- Click 'pencil' icon button to edit;
- Click 'trash' icon button to delete assessment;



Emp No	Name	Department	Type	Timestamp	Action
✓ S0071	Diviyah a/p Nantha Kumaran	HR	HOD	01-09-2023 - 09:30 AM	👁 🖋 🗑
⚙ S0073	Tew Chin Xian	Account	HOD		📄
⚙ S0089	Kamilah Binti Tumiran	Marketing	HOD		📄