

M-6 WORKFORCE MANAGER

Overall System Review

- ➔ The name to change from Guard force to M-6 Workforce Manager
- ➔ Time on the system is 3 hours behind
- ➔ Important uploads that must be available for confirmation by admin includes:
 - Letter of chief where the service provider stays
 - certificate of good conduct
 - KRA pin certificate
 - ID card copy both sides
 - Passport photo
- ➔ Important fields that must be field in order to be on-boarded by admin
 - Address and location where the service provider resides
 - ID number
 - MPESA mobile number
 - KRA pin certificate

Service providers

- ➔ When viewing service providers a “reassign” button should be visible so that the service providers may be reassigned to new workstation with ease.
- ➔ When viewing service provider history the following should be made visible
 - workstation history to show the service provider movement across various workstations
 - Shift history show whats shifts day/night has worked in.
 - Disciplinary history that includes absent without approval from the management, the number of incidents the service provider has been involved in. warnings issued to the service provider etc.
 - leave of absence history, the number of leave days taken by service provider.
- ➔ When on-boarding a service provider the approve button to change to “Submit” button. The data to be submitted to the admin for review and approval of which the “Approve” button should be activated for admin to confirm that the service provider has met all the requirements to be admitted to the system.
- ➔ When viewing service providers the service provider on leave should be visible
- ➔ When assigning service providers shift status should be visible in order to assign which shift to which service provider.

Accounting and finance

- ➔ On the salary configuration the daily rate to change to monthly rate, and service providers marked absent total payment calculated from the base pay (monthly salary) to the nearest shilling.
- ➔ Instead of generating payslip the system to generate invoice with the service providers KRA Pin, days worked displayed, MPESA payment details plus other basic details.

Attendance and Register

- ➔ When checking service provider register all the service providers to marked automatically present and the “Mark” button to change to “Mark Absent” and “Confirm Mark Absent” notification button to be initiated.
- ➔ When viewing service providers the service provider on leave, the service on leave should be visible and their mark absent button disabled

Operations

- ➔ The operations module should include the companies transportation mode that includes the vehicles and motorbikes. Of which the following fields should be filled;
 - Vehicle model
 - Vehicles registration number
 - Name of the service provider assigned to it
 - Fuel consumption history f which there's is form to be filled. The form is attached to the document.
 - Last service date or repair date
- ➔ When each vehicle is viewed the following information should be visible
 - Person assigned to the mode of transportation
 - Service history
 - Fuel consumption history
- ➔ Also in operations an incident occurrence form should be created, attached to this document. When the occurrence form is filled the system should be able to generate a report based on the information filled on the occurrence form.

Admin Panel

- ➔ Job position field and roles to be created and and only accessed by admin, who can create the various job position and roles and the assign them when on-boarding a service provider.
- ➔ The admin panel should be able to create users and assign roles based on the modules created so that each assigned role has distinct functionality.

Workstation

- ➔ Service providers can be moved/assigned from one workstation to another as a reliever or posted to a workstation as the duty guard posted on that particular workstation. The system should be able to perform Scheduling and shift management
- ➔ The system should be able to perform Workflow monitoring, notification to various responsible personnel in real time.

Dashboard

- ➔ The dash board design is attached to this document
- ➔ The system should have a management dashboard with real-time data and metrics with the following showing on admin dashboard;
 - Client tab which when clicked to show the client list and their respective workstations
 - Incident occurrence tab which when clicked to show the generated report from the occurrence form filled
 - Service provider tab which when clicked to show attendance history of service providers, disciplinary issues and incidents involved from the occurrence form filled.