




HR User Guide: Welcome to the HR Onboarding Tracker

1. What Is This Tool?

The **HR Onboarding Tracker** is a simple web-based application that helps HR managers track employee onboarding progress.

It allows you to:

-  View all employees and their onboarding status
-  Assign onboarding tasks
-  Monitor task completion across departments

This guide will help you understand how to use the app for your daily HR operations.

2. Getting Started

Employees

- Visit the application using the provided link.
- **New Employee?** Click **Sign Up** and create a new account with:
 - Full Name
 - Email Address
 - Password
 - Department

- **Existing User?** Use your email and password to log in.




Admins

- Admins **do not** sign up manually.
 - Credentials are shared by the technical team directly.
-

3. **User Roles Explained**






Employee

Employees can:

-  View a personal checklist of onboarding tasks
 -  Mark tasks as **Completed** or leave them as **Pending**
 -  Update task progress anytime
-

Admin

Admins have access to additional features:

-  View **all employee records**
 -  Assign onboarding tasks
 -  Filter tasks by:
 -  **Completion Status** (Completed / Pending)
 -  **Department**
-

4. How to Use

Mark a Task as Completed (*Employee*)

1. Log in and go to your **Dashboard**
 2. Locate the task you'd like to update
 3. Click the "**Mark as Completed**" button next to it
-



Filter Tasks (*Admin Only*)

1. Log in and go to the **Admin Dashboard**
 2. Use the **filter dropdowns** to select:
 - A specific **Department**
 - Task **Status** (Completed or Pending)
 3. The task list updates automatically
-

Create & Assign Tasks (*Admin Only*)

1. Go to the **Admin Dashboard**
 2. Click "**Task Assignment**" in the navigation bar
 3. Use the dropdowns to:
 - Select a **Department**
 - Choose an **Employee**
 - Assign tasks accordingly
-

5. Access Roles

-  **Employees** cannot access the Admin dashboard
-  **Admins** can:
 - Assign tasks
 - Create departments
 - View all employee records

Need Help?

If you need assistance, please contact your **IT administrator** or **technical team**.
