1. Introduction

FlexTrack is a Hybrid Work Compliance Application developed to ensure transparency and accountability in our hybrid work model. It helps track attendance and monitor adherence to pre-agreed in-office working days. This document provides a step-by-step guide for employees to understand how to use the application effectively.

2. Accessing the Application

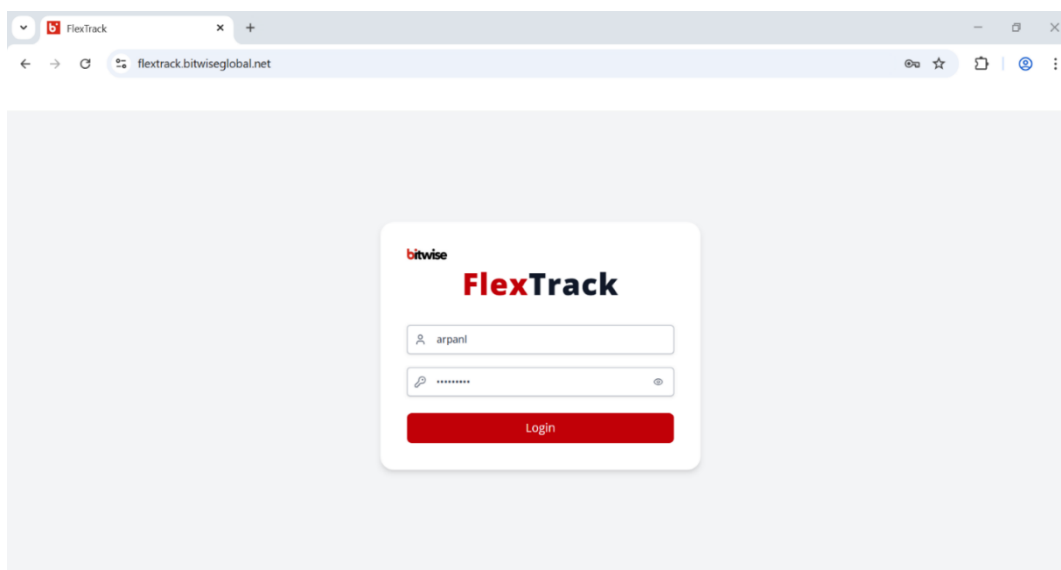- The application is web-based and accessible via Bitwise Credentials on Bitwise Network

Example:

Username: arpanl

Password: Your System Password

- **Recommended Browser**: Google Chrome

Steps:

1. Open the application link below:
   https://flextrack.bitwiseglobal.net/

2. Log in using your Bitwise credentials.


3. Employee Dashboard Overview

Once logged in, the following sections will be visible on the left side menu:

- **Team Agreement Days** – Your assigned 30 work from office days for the Quarter.10 Days from each month.

- **Raise Exception** – This section allows you to raise an exception request if you are unable to work from the office on any of the agreed in-office days. You can select dates and a reason from the dropdown list, add comments (if you select reason as "Other Reason"), and submit the request for your manager's approval.

- **Compliance Status** – Overview of your attendance compliance percentage.
- **Exception History** – Status and history of exceptions raised by you.

4. Viewing Team Agreement Days

- Navigate to the *Team Agreement Days* section
- You'll see the specific 10 days in the current month when you're expected to work from the office. You can also navigate to the next months to see the work from the office days for respective month of the current quarter.
- Email notifications will also be sent with these dates.
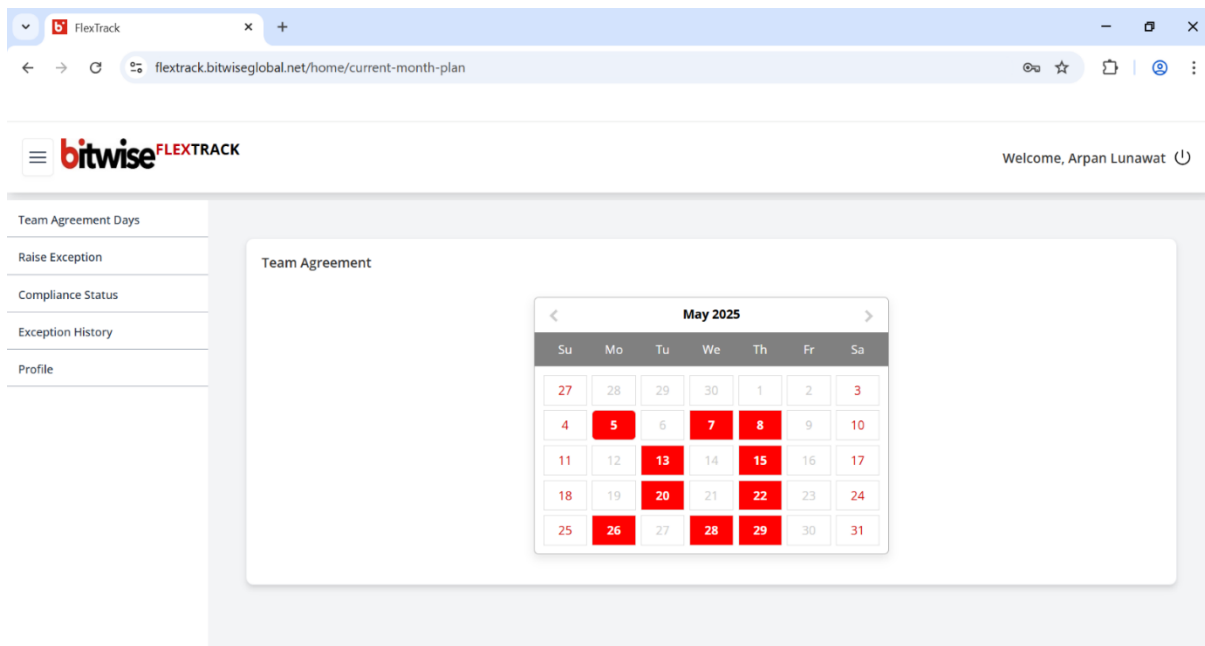
5. Raising an Exception Form

If you cannot attend the office on a pre-agreed day, you must raise an exception request in advance.

Steps to Raise an Exception Form:

1. Click on Raise Exception Form
2. Select the Days for which you are seeking an exception. You can only select days that are set as work from office days by your manager.
3. Select the reason from the dropdown menu. If your reason is not listed, choose "Other Reason"
4. Add supporting comments (In Case Reason is "Other Reason").
5. Submit the form for your manager's approval.

6.Tracking Your Compliance

Visit the *Compliance Status* section to view:

- Your attendance record matched   the agreed in-office days.

- Your compliance percentage for the month.

- Any flagged defaulter entries (if applicable).

Please note the actual compliance % will be available post the end of the current month once the leave data is reconciled.
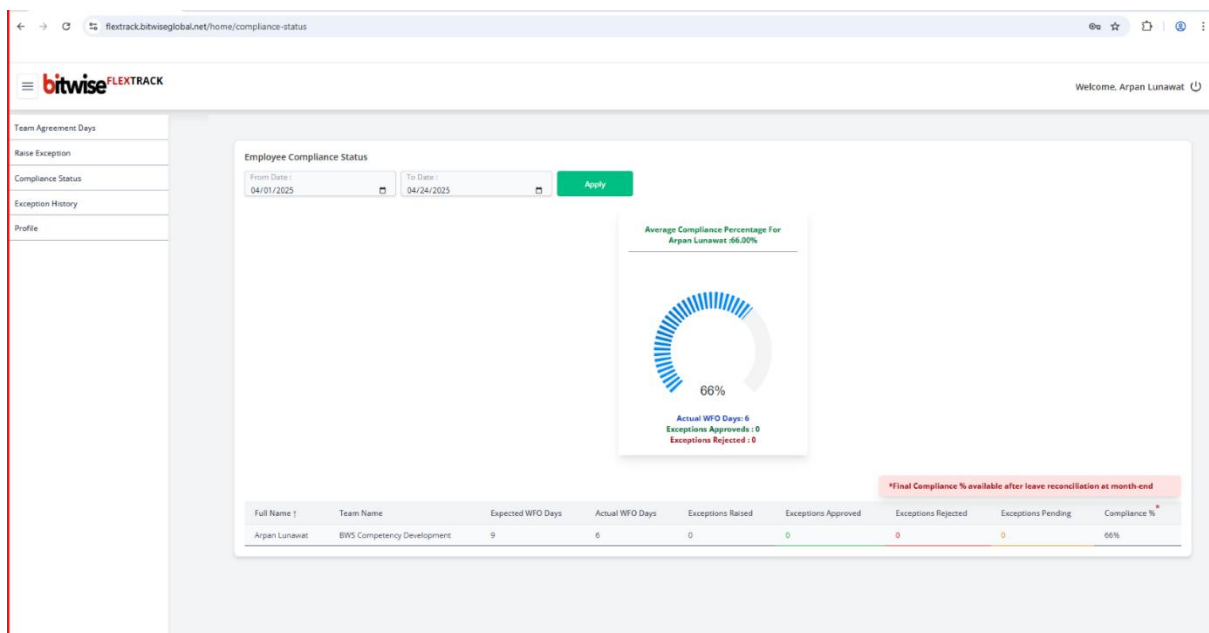
7. Checking Exception History

Go to the *Exception History* section. You can check:

- Status: Pending / Approved / Rejected.

- History of all exception request

8. Notifications & Alerts

You will receive the following emails from flextrack@bitwiseglobal.com:

- Email reminders about your assigned office working days.

- Email notifications for exception form submission, approval, and rejection – sent to both the employee and the respective manager.

9. Contact & Support

- For any issues, please raise a ticket through Bitwise ticket tracker under HR > Issue Type as "FlexTrack".