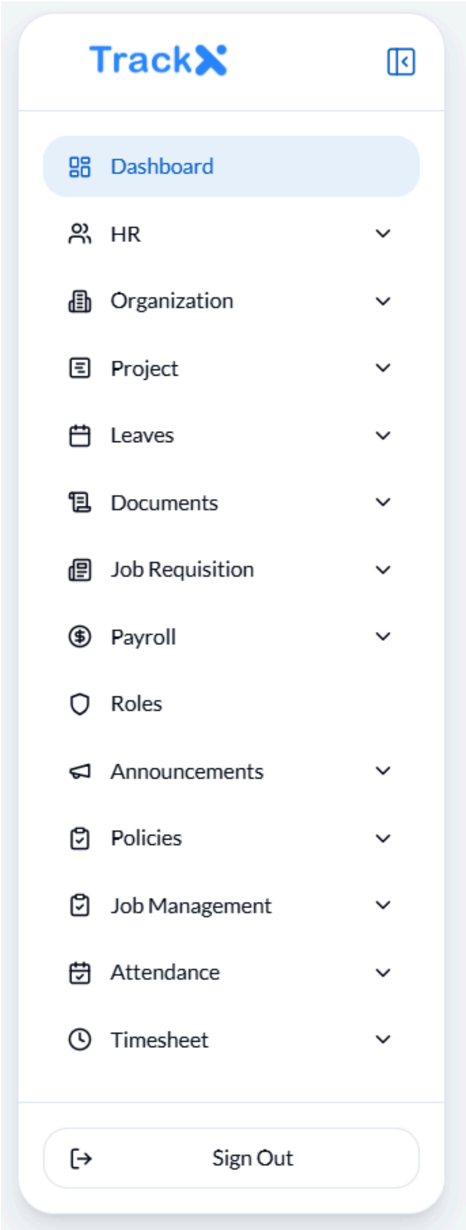
Documentation

TRACKX

v1.0.0



This sidebar provides easy navigation to all major modules of the system:

Dashboard: Overview of system stats and activities.

HR: Manage employee records, statuses, designations, departments, and asset assignments.

Organization: View and manage the company hierarchy structure.

Project: View and track project details.

Leaves: Submit and manage leave applications and leave requests.

Documents: Upload, categorize, and manage company documents.

Job Requisition: Create and manage job requisition forms and listings.

Payroll: Calculate payroll and access the list of generated pay slips.

Roles: Manage user roles and responsibilities across the system.

Announcements: Create and manage organization-wide announcements.

Policies: View leave policies, holidays, and shift schedules.

Job Management: Handle job postings and related details.

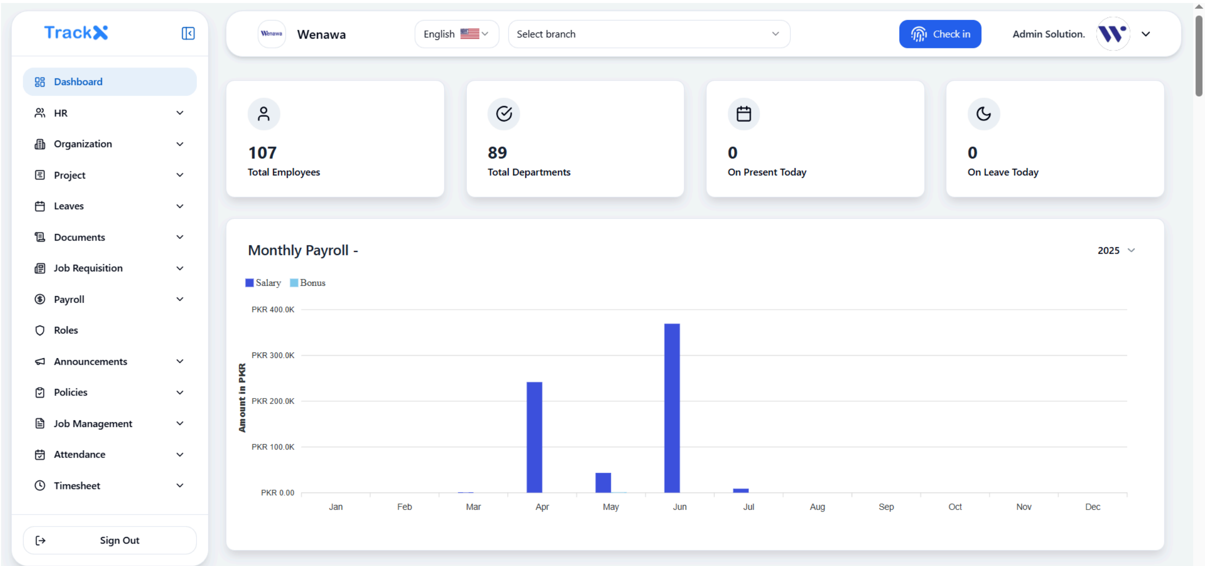
Attendance: Track and view employee attendance records.

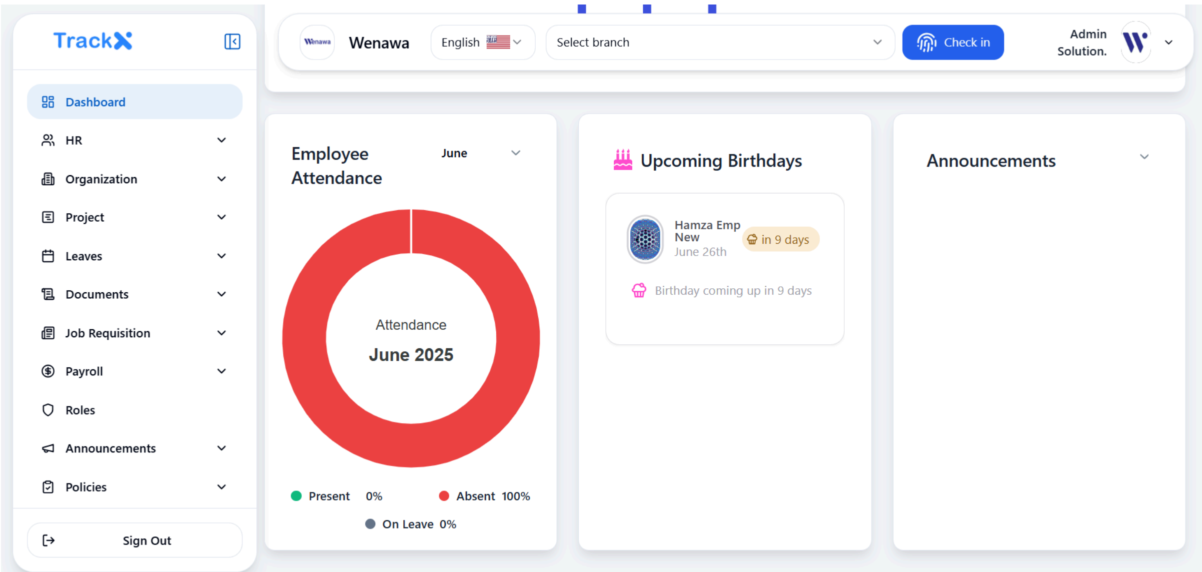
Timesheet: Monitor and manage employee timesheets.

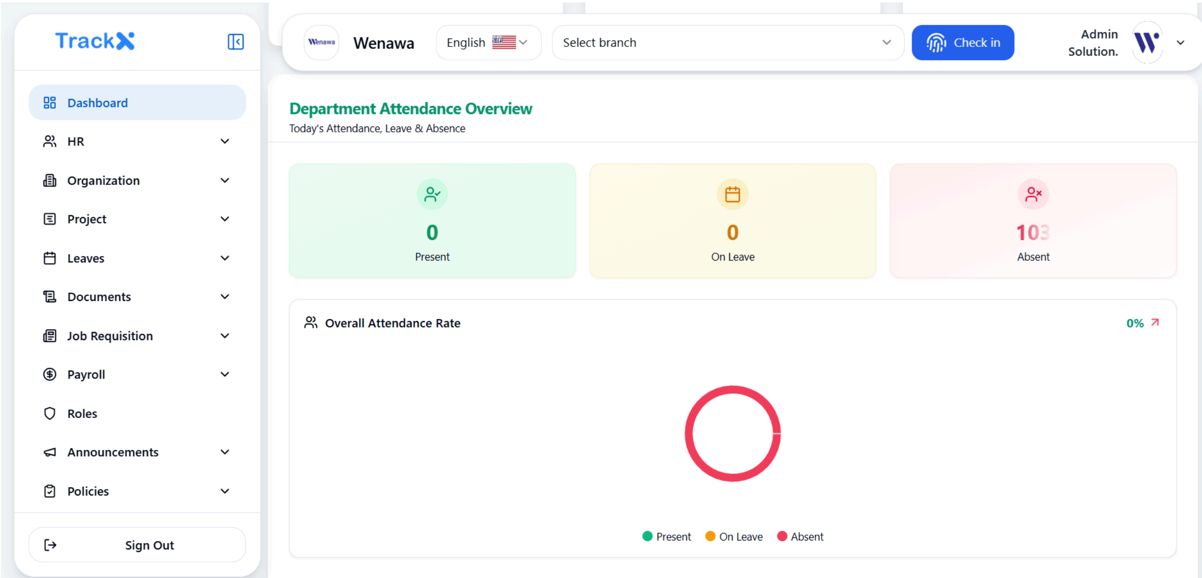
Settings: Access and update general system settings.

Sign Out: Logout from the system.

DASHBOARD




TrackX
Dashboard
HR
Organization
Project
Leaves
Documents
Job Requisition
Payroll
Roles
Announcements
Policies
Sign Out
Wenawa
English
Select branch
Check in
Admin Solution.
Employee Attendance
June
Attendance
June 2025
Present 0%
Absent 100%
On Leave 0%
Upcoming Birthdays
Hamza Emp New
June 26th
in 9 days
Birthday coming up in 9 days
Announcements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Announcements
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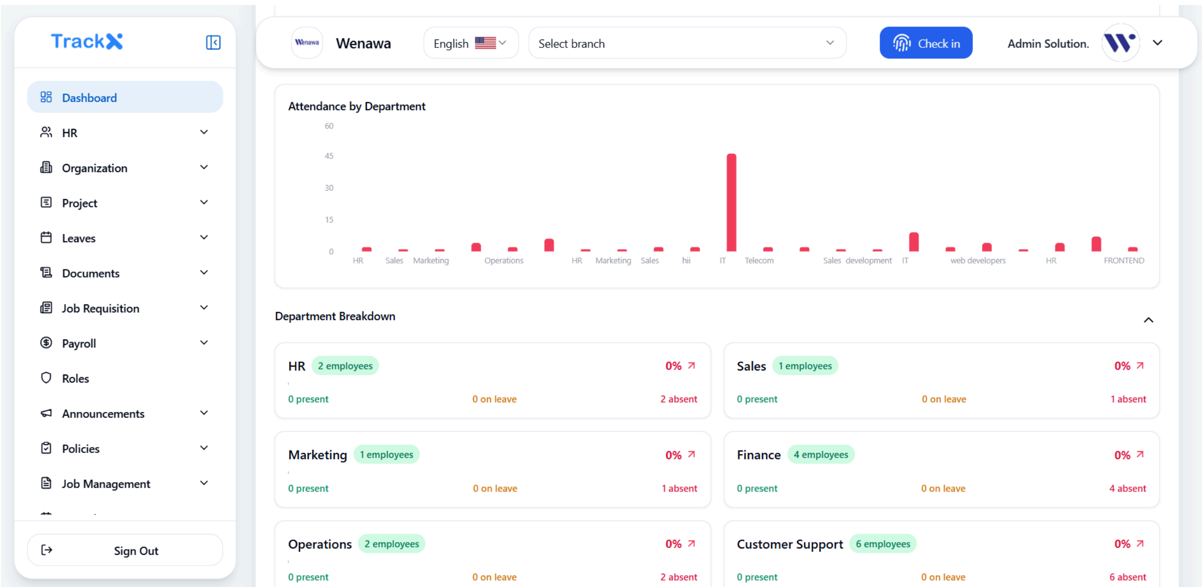
Sign Out
Wenawa
English
Select branch
Check in
Admin Solution.
Department Attendance Overview
Today's Attendance, Leave & Absence
0
Present
0
On Leave
Absent
Overall Attendance Rate
0%
Present
On Leave
Absent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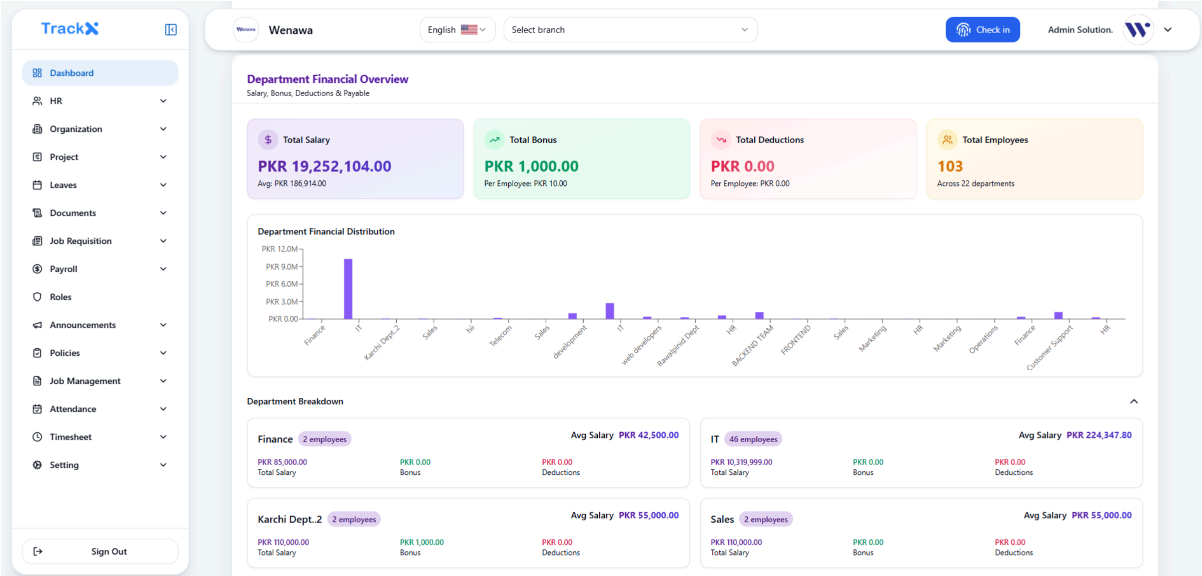
Job Management
Sign Out
Wenawa
English
Select branch
Check in
Admin Solution.
Attendance by Department
60
45
30
15
0
Department Breakdown
HR 2 employees 0%
0 present 0 on leave 2 absent
Sales 1 employees 0%
0 present 0 on leave 1 absent
Marketing 1 employees 0%
0 present 0 on leave 1 absent
Finance 4 employees 0%
0 present 0 on leave 4 absent
Operations 2 employees 0%
0 present 0 on leave 2 absent
Customer Support 6 employees 0%
0 present 0 on leave 6 absent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Select branch
Check in
Admin Solution.
Department Financial Overview
Salary, Bonus, Deductions & Payable
Total Salary
PKR 19,252,104.00
Avg: PKR 186,914.00
Total Bonus
PKR 1,000.00
Per Employee: PKR 10.00
Total Deductions
PKR 0.00
Per Employee: PKR 0.00
Total Employees
103
Across 22 departments
Department Financial Distribution
PKR 12.0M
PKR 9.0M
PKR 6.0M
PKR 3.0M
PKR 0.00
Department Breakdown
Finance 2 employees
Avg Salary PKR 42,500.00
PKR 85,000.00 Total Salary
PKR 0.00 Bonus
PKR 0.00 Deductions
IT 46 employees
Avg Salary PKR 224,347.80
PKR 10,319,999.00 Total Salary
PKR 0.00 Bonus
PKR 0.00 Deductions
Karchi Dept..2 2 employees
Avg Salary PKR 55,000.00
PKR 110,000.00 Total Salary
PKR 1,000.00 Bonus
PKR 0.00 Deductions
Sales 2 employees
Avg Salary PKR 55,000.00
PKR 110,000.00 Total Salary
PKR 0.00 Bonus
PKR 0.00 Deductions


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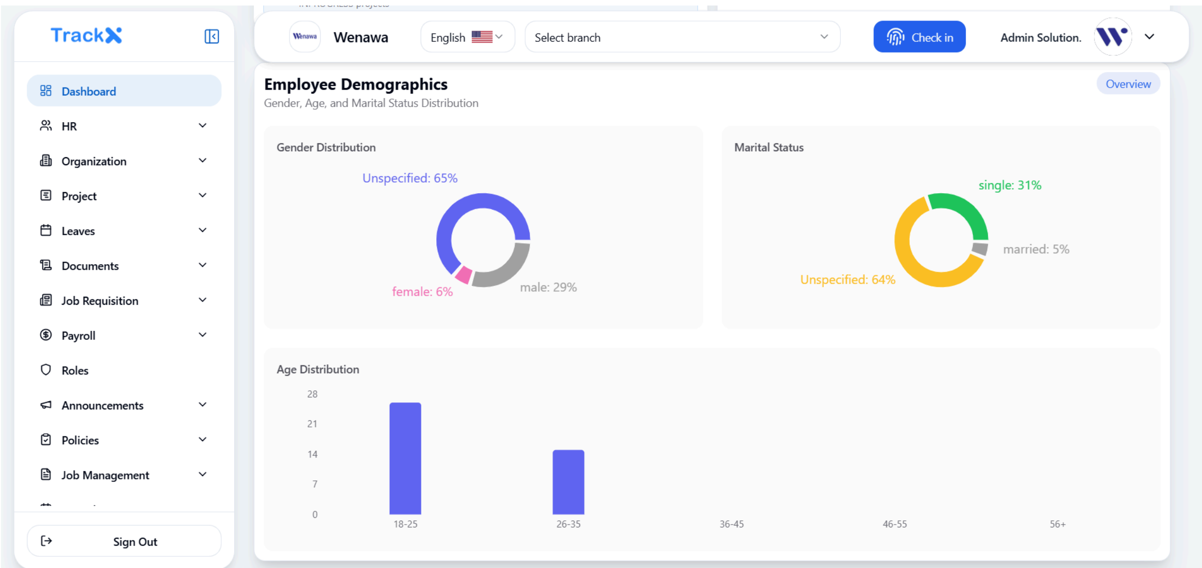
Select branch
Check in
Admin Solution.
Project Status
Real-time project distribution
37 Total
62%
3%
3%
32%
Completed
1 projects
3%
Onhold
1 projects
3%
Inprogress
23 projects
62%
Pending
12 projects
32%
Most Active Status
INPROGRESS projects
Asset Type Distribution
Breakdown by asset categories
19 total
Software: 5%
Electronic: 5%
Electrical: 5%
car: 5%
Hardware: 26%
pen: 11%
Digital: 16%
electronis: 5%
electronics: 5%
laptop: 5%
devices: 11%
Asset Type Details
Hardware 5 assets 26%
Software 1 assets 5%
Electronic 1 assets 5%
Electrical 1 assets 5%
car 1 assets 5%
pen 2 assets 11%
electronis 1 assets 5%
electronics 1 assets 5%
laptop 1 assets 5%
devices 2 assets 11%
Digital 3 assets 16%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English
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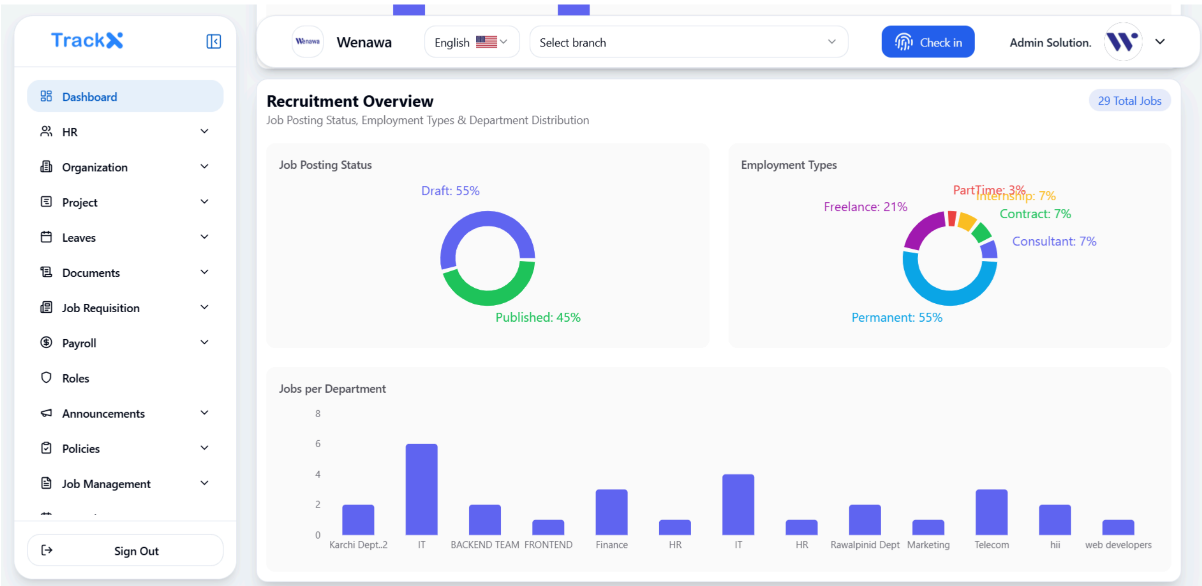
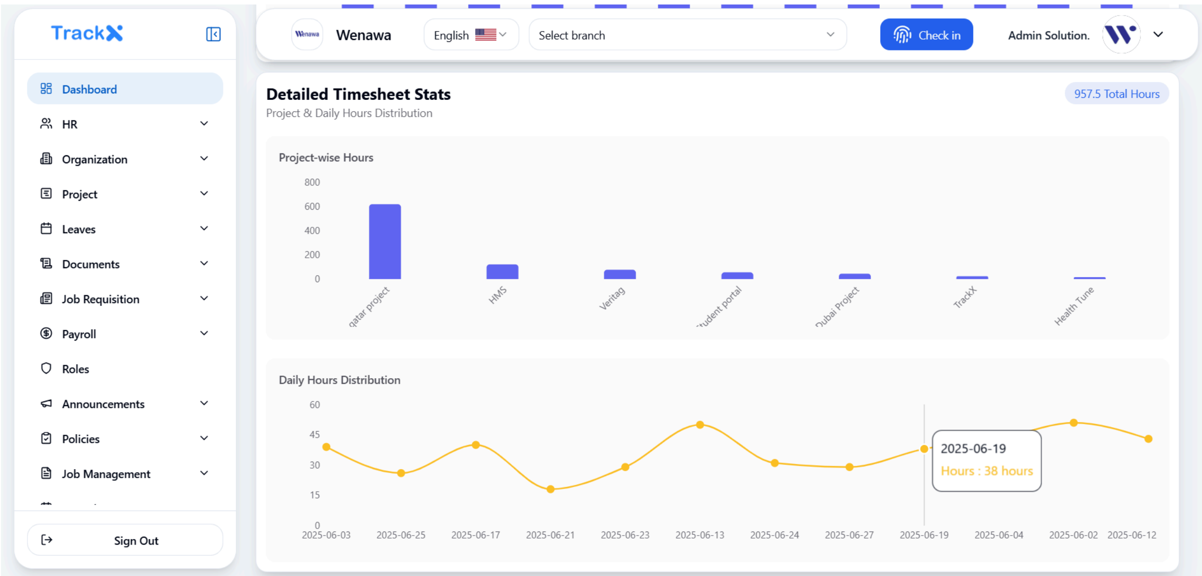
Check in
Admin Solution.
Employee Demographics
Gender, Age, and Marital Status Distribution
Overview
Gender Distribution
Unspecified: 65%
female: 6%
male: 29%
Marital Status
single: 31%
married: 5%
Unspecified: 64%
Age Distribution
28
21
14
7
0
18-25
26-35
36-45
46-55
56+





DASHBOARD FUNCTIONALITIES

- Language Switch: Option to select between English and Arabic.
- Select Branch: Select branches: dashboard data updates based on selected branch.
- Check-In: Users can mark their attendance directly from the dashboard.
- My Profile: Quick access to personal profile.
- Logout: Logout option available from the dashboard interface.

SUMMARY CARDS

- Total Employees
- Total Departments
- Present Today
- On Leave Today

CHARTS AND GRAPHS

- Monthly Payroll: Displayed using a bar chart showing monthly payroll distribution.
- Employee Attendance: Shown using a pie chart (Present, Absent, On Leave) with a month filter.
- Upcoming Birthdays: Shown in a summary card.
- Announcements: Listed in a card with latest organizational announcements.

DEPARTMENT ATTENDANCE OVERVIEW

- Overall Attendance Rate: Displayed using a pie chart.
- Attendance by Department: Shown using a bar chart.
- Department Breakdown: Data categorized by each department.

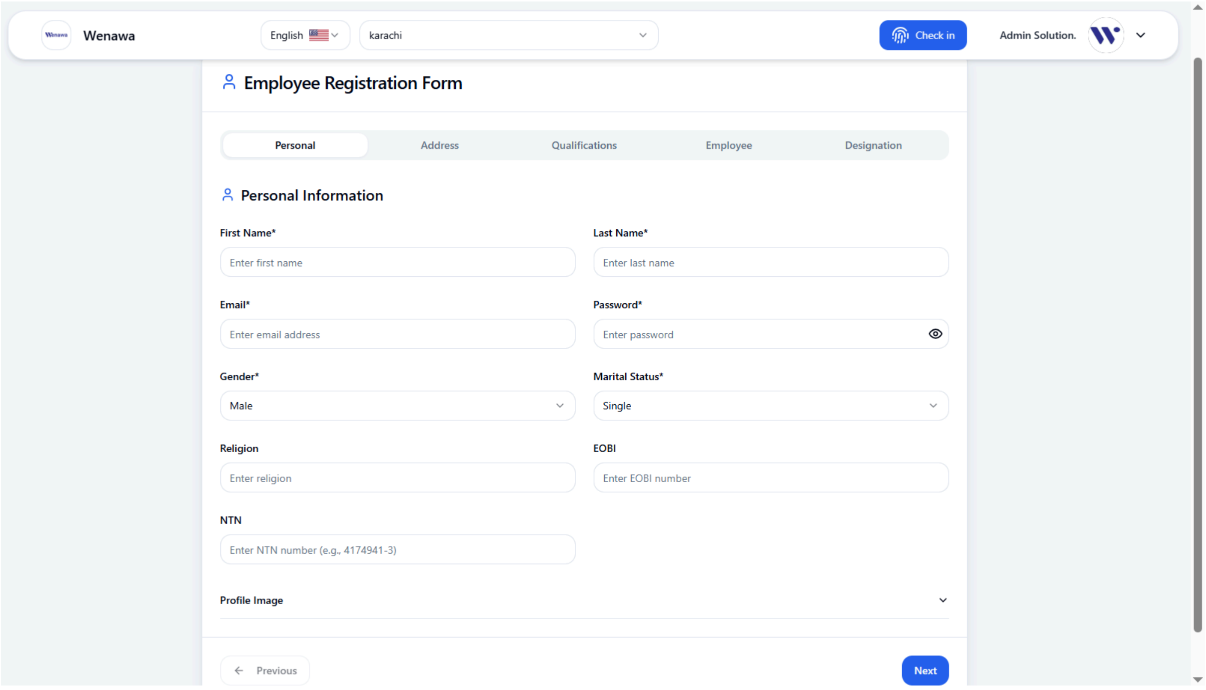
DEPARTMENT FINANCIAL OVERVIEW

- Financial Distribution: Shown in a bar chart by department.
- Department Breakdown: Financial data grouped per department.

ADDITIONAL VISUAL ANALYTICS

- Project Status: pie chart shown (completed, in progress, on hold, pending).
- Asset Type Distribution: pie chart shown breakdown by asset categories, list of asset type details.
- Employee Demographics: Pie and bar chart showing age, gender, status, etc.
- Recruitment Overview: Pie and bar chart showing job posting status, employment types, jobs per department.
- Detailed Timesheet Stats: Graph and bar chart displaying project-wise hours and daily hours distribution.

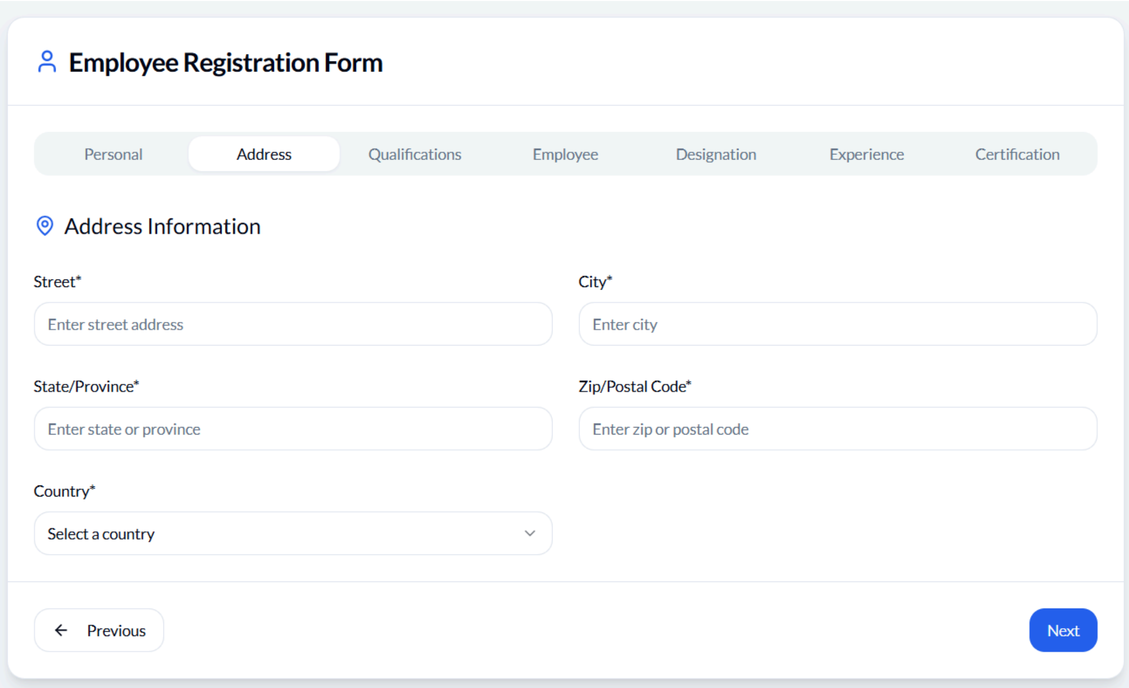
HR - ADD EMPLOYEE



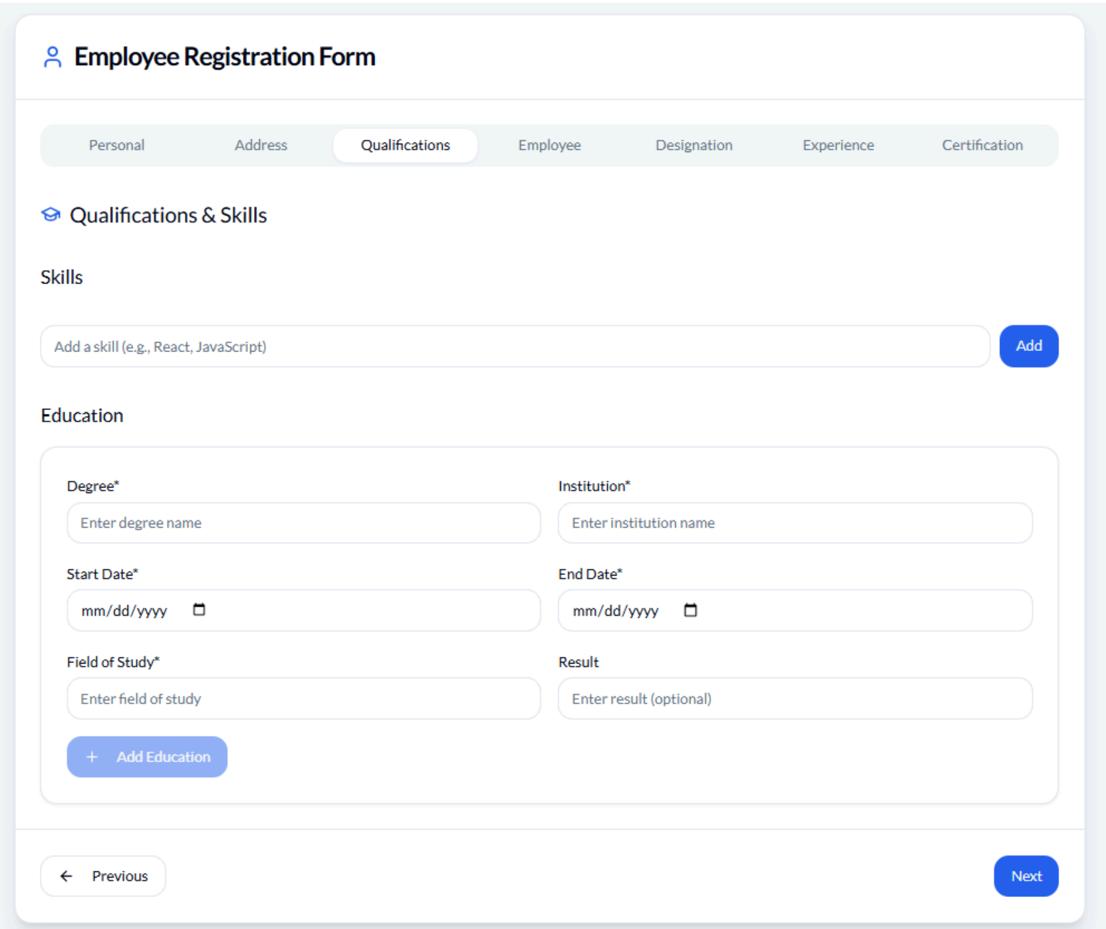
ADD EMPLOYEE FUNCTIONALITIES

1. Register a new employee into the system with detailed personal information.

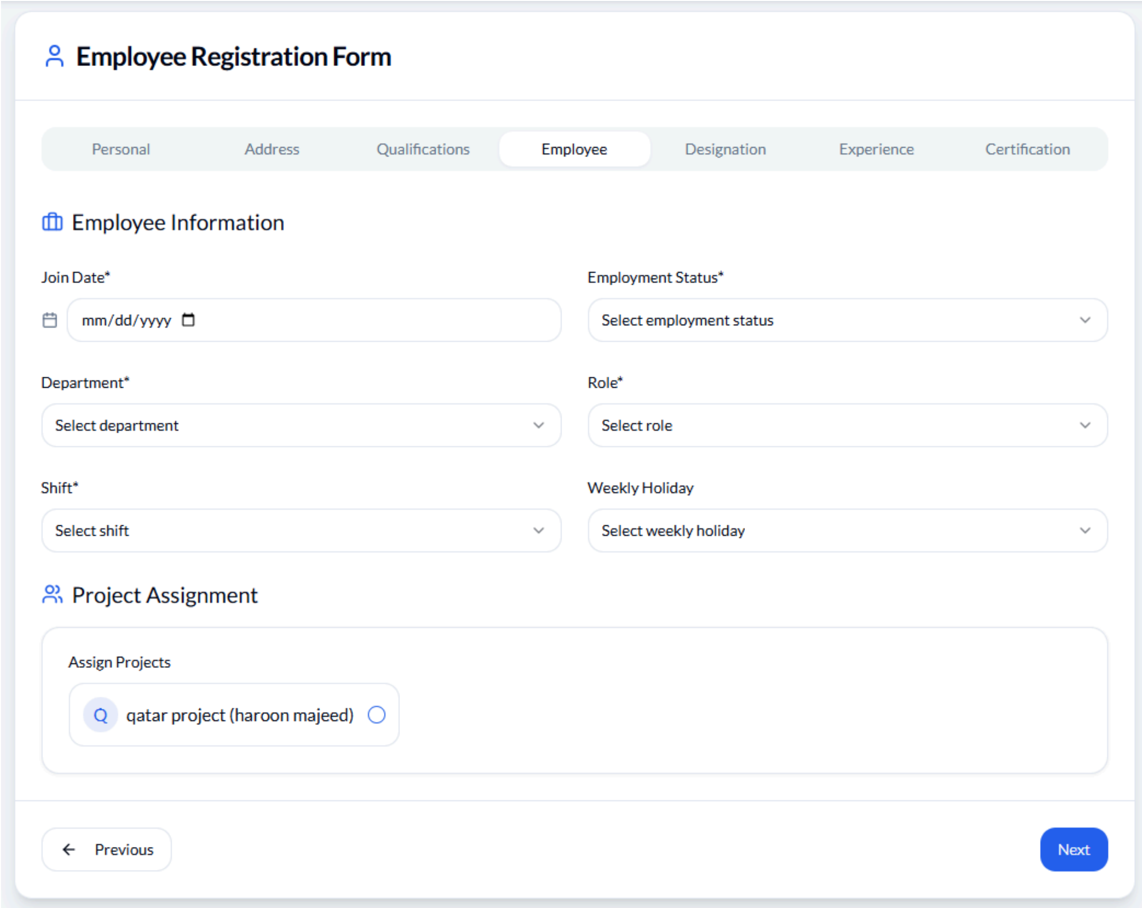
2. Enter the employee's full name, email address, password, select gender and marital status from predefined options, employee's religion, EOBI number, NTN and Upload a profile picture of the employee.



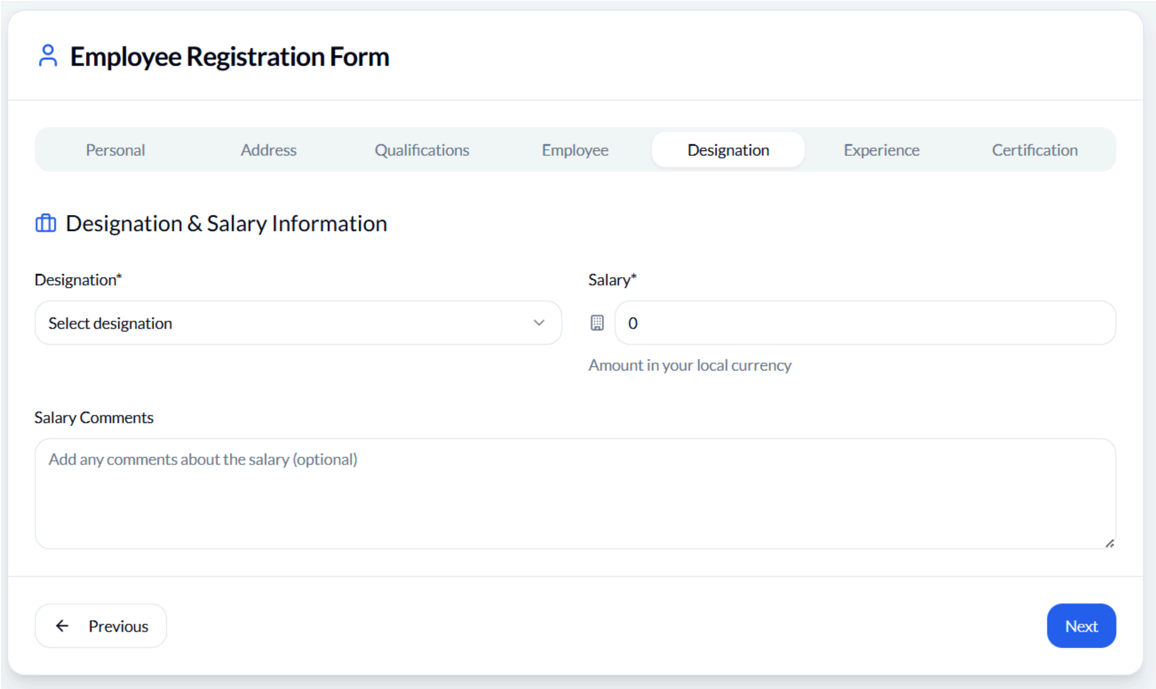
3. Enter the full street address, city, state or province, postal or zip code and select the country from the dropdown.



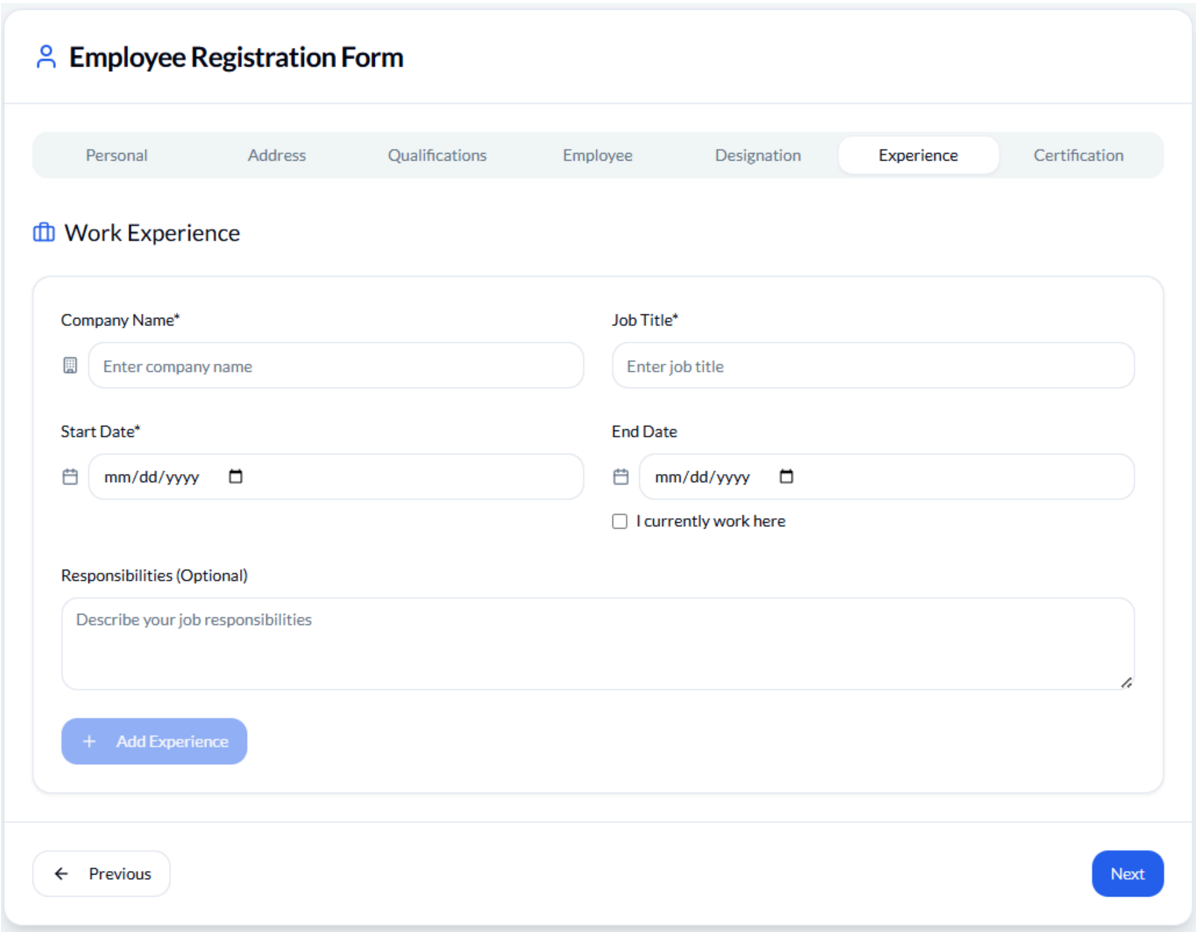
4. Add skills, education include fields (degree, institution, start and end date, field of study, result)



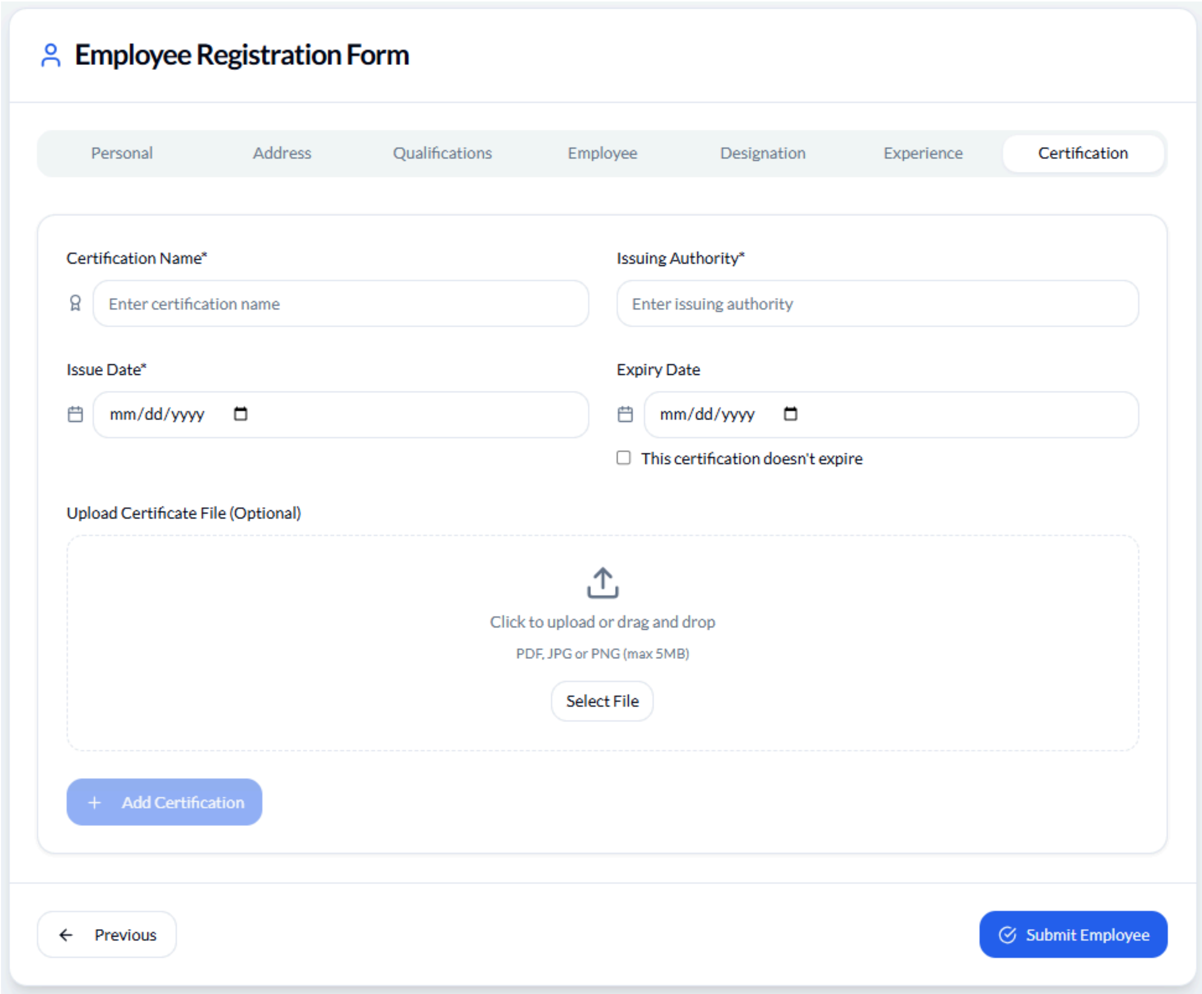
5. The official date the employee starts working, select employment status, department, role, shift, weekly holidays, from dropdown. Assign the employee to specific projects.



6. The official job title assigned to the employee, employee's monthly salary amount, Additional notes or remarks related to the salary.

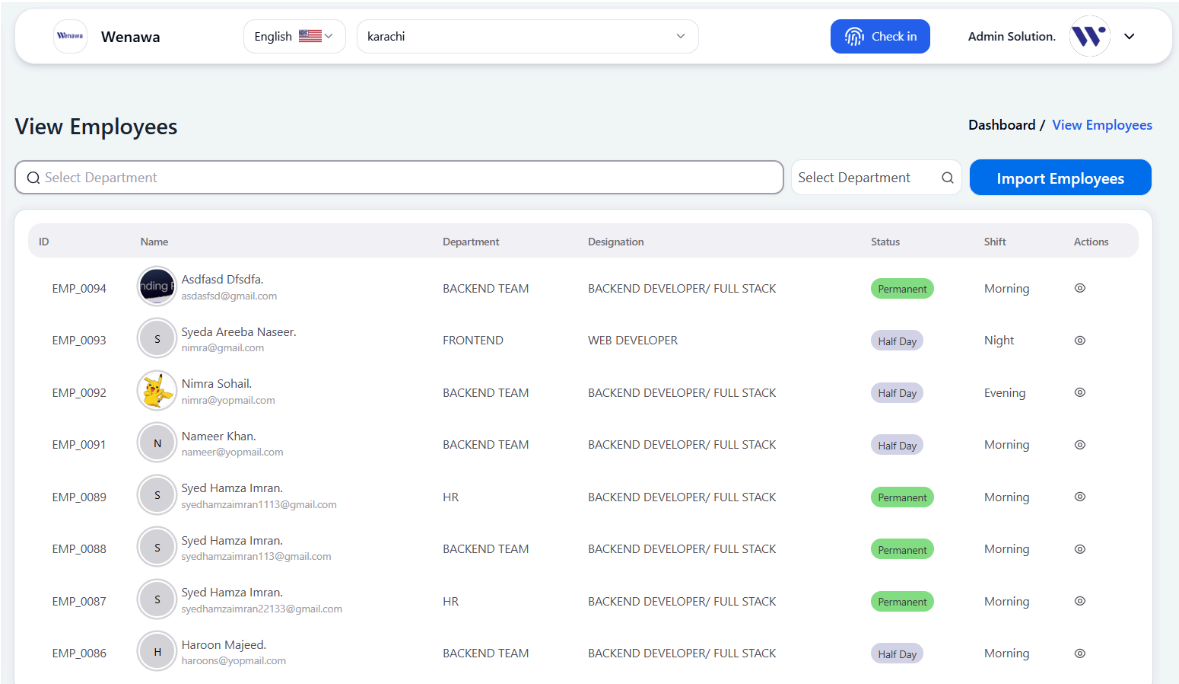


7. Write name of the organization where the employee previously worked, job title, duration of employment. A brief description of duties and responsibilities handled in that job.



8. Enter certification name, issuing authority, issue date, expiry date, and Allows uploading a digital copy (PDF/Image).

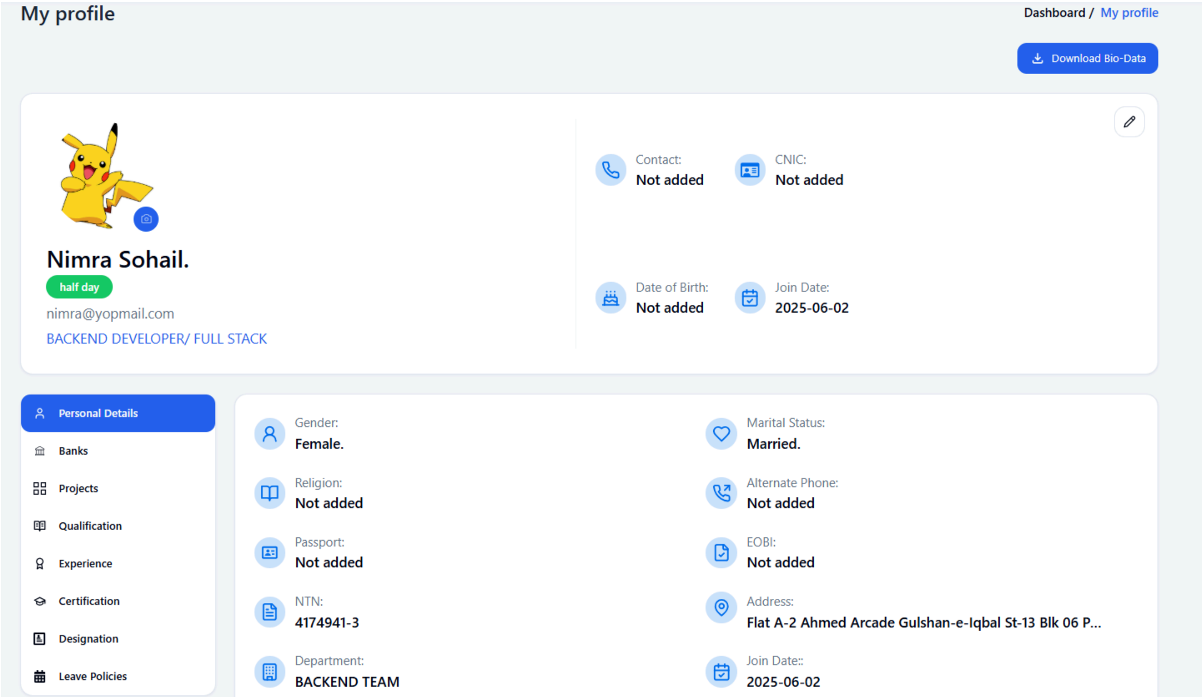
HR - VIEW EMPLOYEE



VIEW EMPLOYEE FUNCTIONALITIES

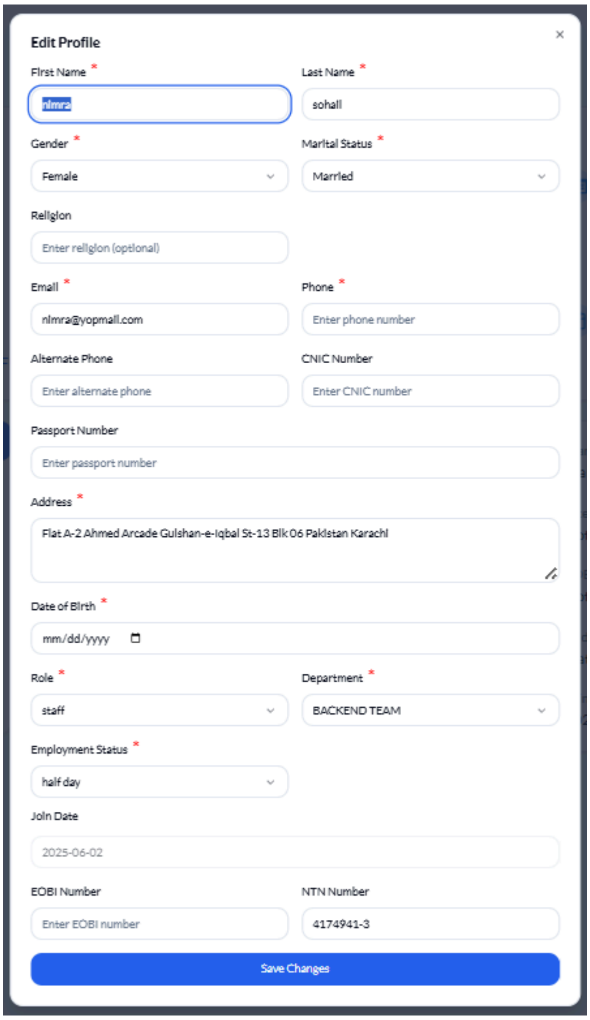
1. Upload employee data using a structured file format (e.g., CSV/Excel).
2. Filter employees based on their assigned departments.
3. Quickly find specific employees by entering their employee ID or name in the search bar.
4. View full employee profiles including personal, professional, and salary details.

MY PROFILE



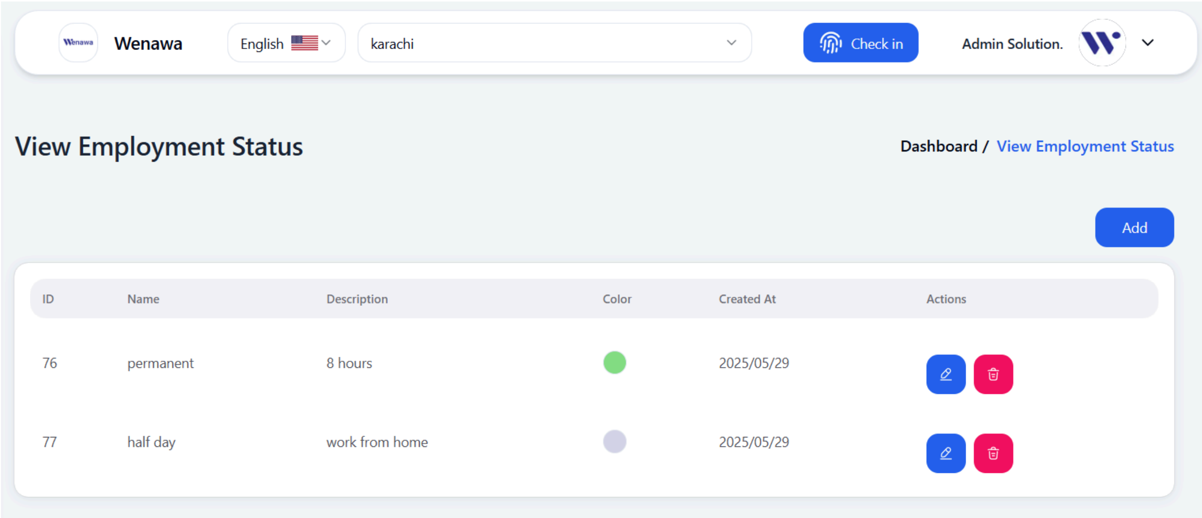
MY PROFILE FUNCTIONALITIES

1. View and edit personal information such as name, contact, and identification details.
2. Add or update bank information for payroll processing.
3. View a list of projects currently assigned to the employee.
4. Add, view, or update academic qualifications with institution details.
5. Maintain a record of past job roles, responsibilities, and durations.
6. Upload certifications along with issuing authority, issue and expiry dates.
7. Track designation changes and career progress over time.
8. Monitor remaining leave quota across various leave types.
9. Download a structured bio-data document for official use.
10. Upload or change the profile picture.



11. Access an editable form to update all profile-related fields.

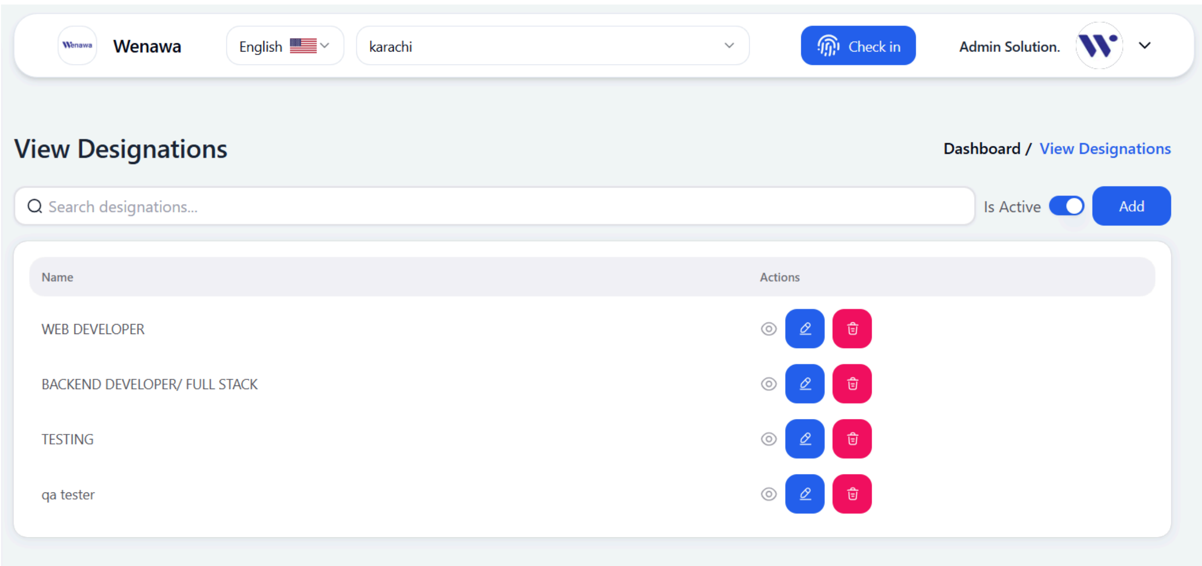
HR - EMPLOYMENT STATUS



EMPLOYMENT STATUS FUNCTIONALITIES

1. Create new employment status.
2. Edit existing employment status names or descriptions.
3. Delete employment status.

HR - VIEW DESIGNATIONS

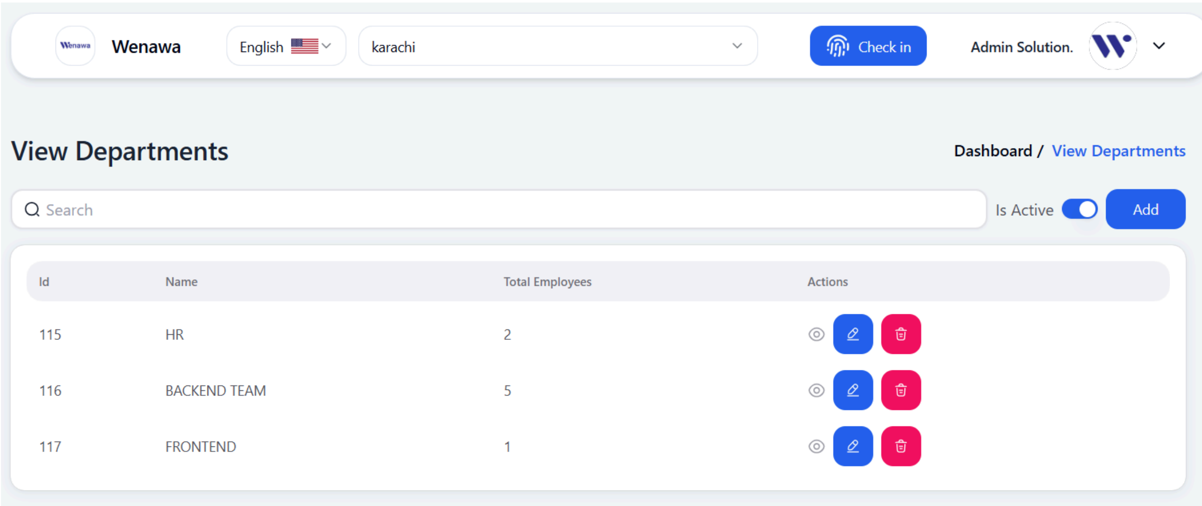


VIEW DESIGNATION FUNCTIONALITIES

1. Create a new job title or designation and optionally assign a reporting authority.
2. Designate a superior role or position that the new designation reports to.

3. View designation details.
4. Edit the name or reporting structure of an existing designation.
5. Delete designations that are no longer needed.
6. Quickly search a specific designation using the search bar by their name.
7. Enable or disable a designation's active status through the toggle switch.

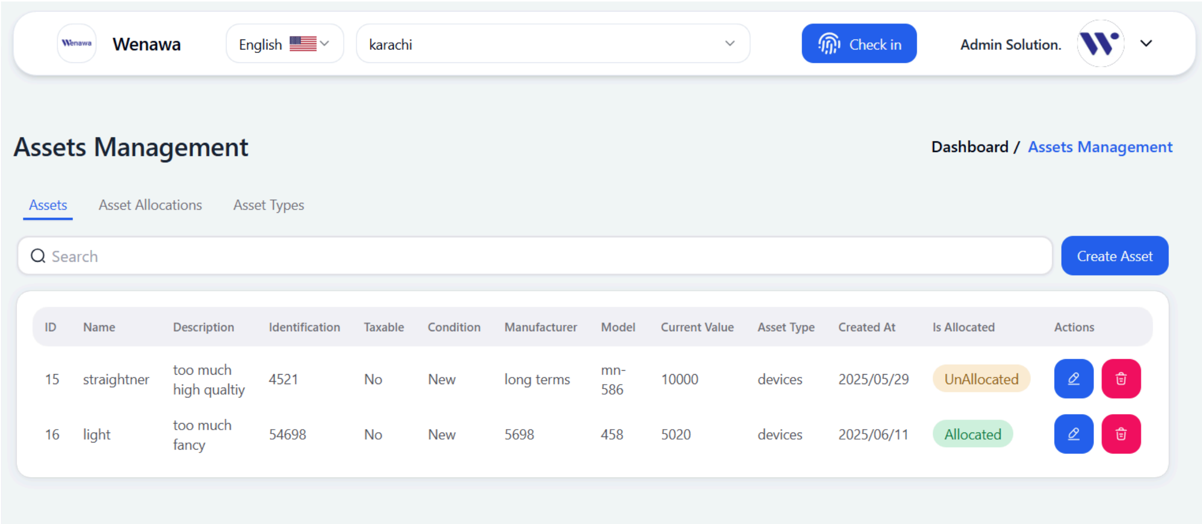
HR - VIEW DEPARTMENTS



VIEW DEPARTMENTS FUNCTIONALITIES

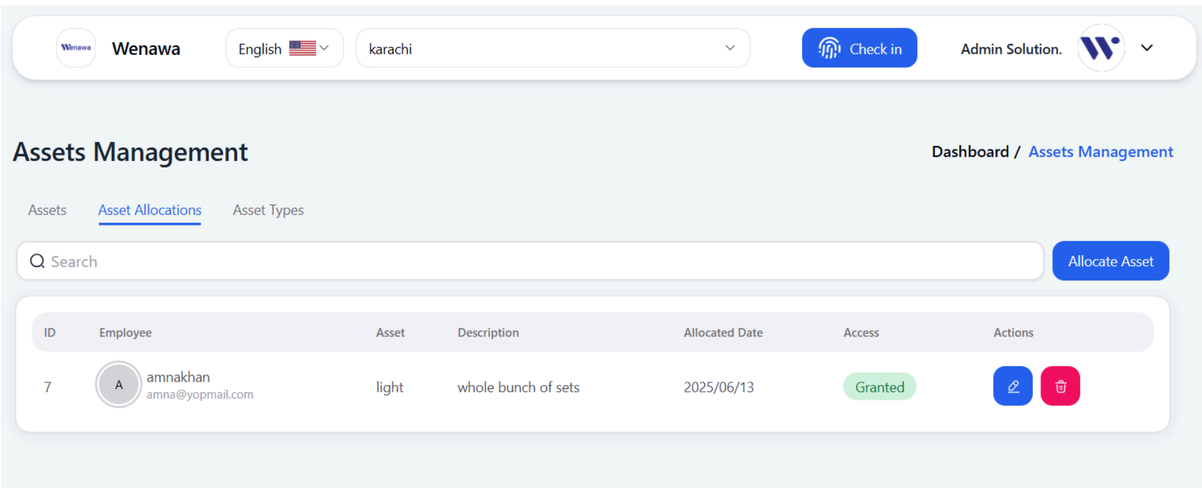
1. Create new departments as needed for organizing employees.
2. Quickly find departments by typing in the search bar by their name.
3. Display a list of all departments with employee counts.
4. Update the department's name or other relevant details.
5. Delete departments that are no longer required.
6. Activate or deactivate departments using the toggle button.
7. View department details.

HR - ASSETS



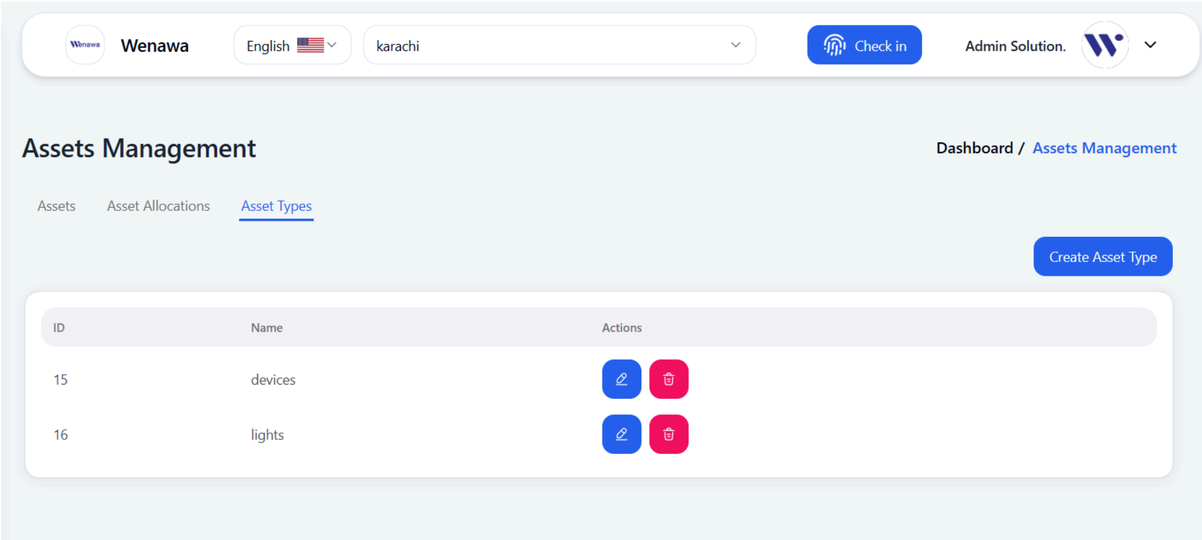
VIEW ASSETS FUNCTIONALITIES

1. Search assets using any column names shown in the asset table.
2. Add new assets by filling in relevant details such as name, asset type, ID, identification, etc.
3. Update existing asset details as needed.
4. Delete assets that are outdated or no longer in use.



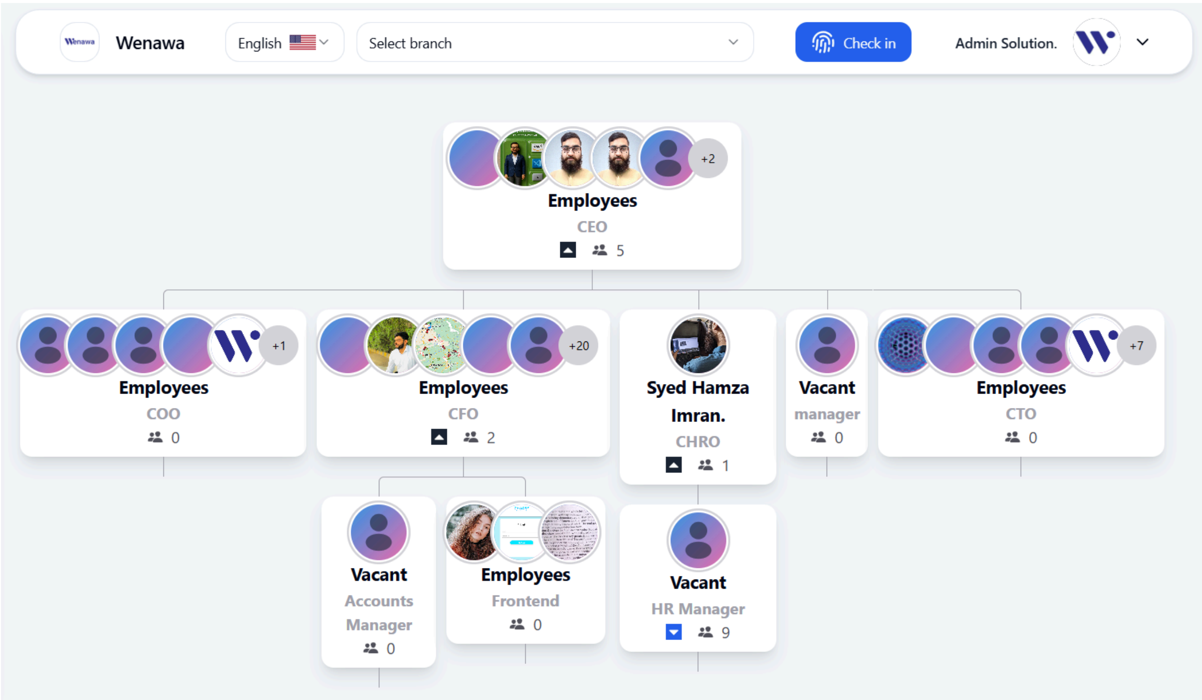
5. Assign assets to employees by filling in required details (employee, asset, date, etc.).
6. Find specific asset allocations using search functionality.
7. Edit or Delete any allocation as needed.
8. Once granted, the asset is officially assigned to the employee.

9. Once granted, the asset is officially assigned to the employee.



10. In Asset Type, you can create, edit, and delete.

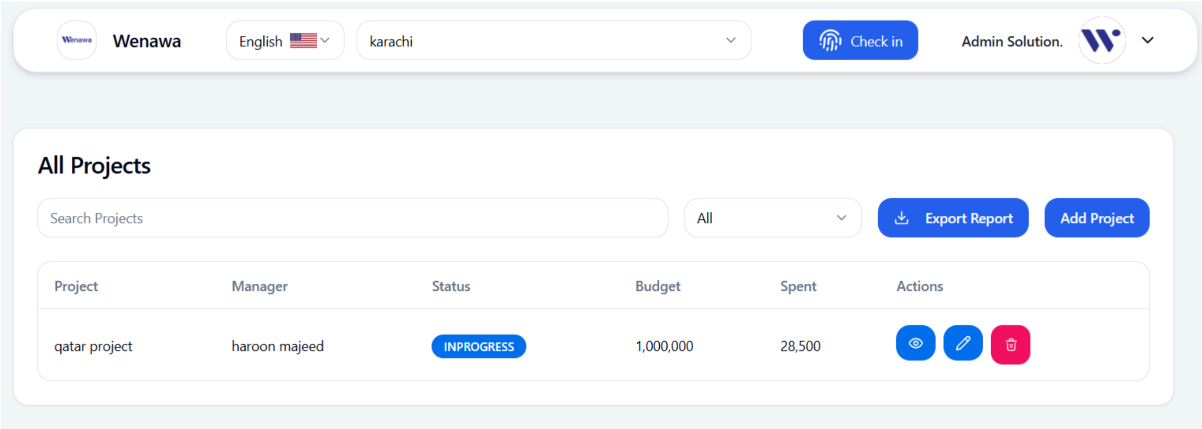
ORGANIZATION HIERARCHY



ORGANIZATION HIERARCHY FUNCTIONALITIES

1. Visual representation of the organization's reporting structure.

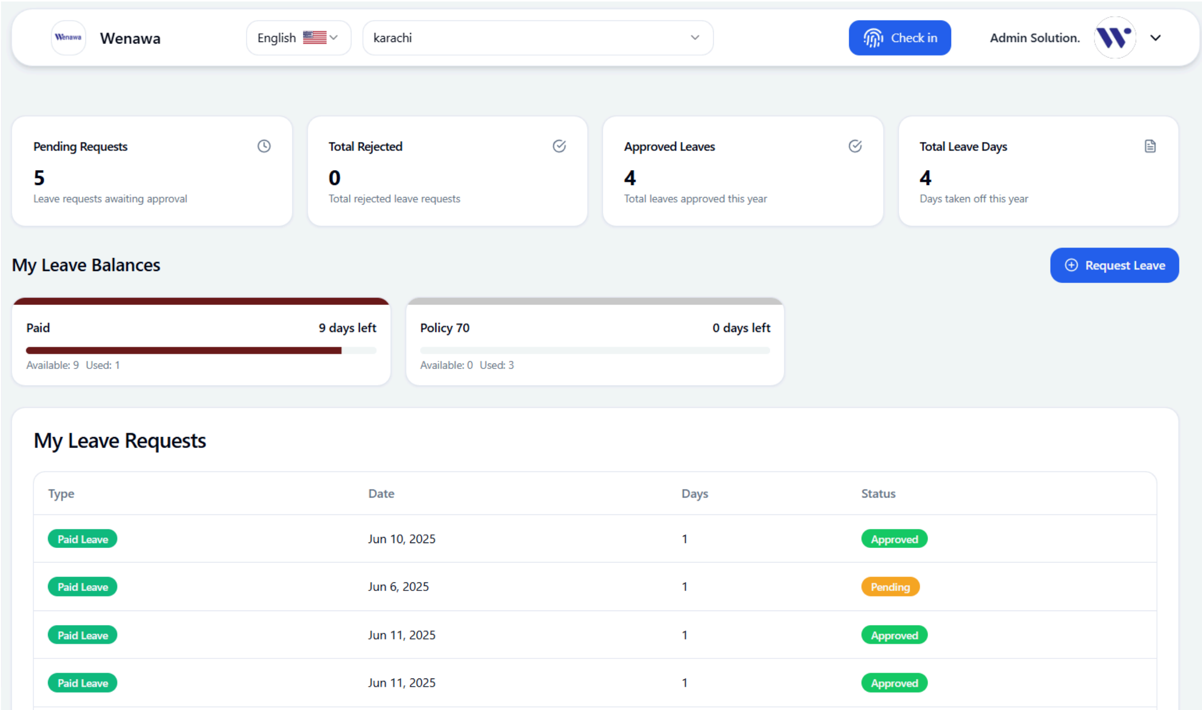
PROJECT



PROJECT FUNCTIONALITIES

1. Create a new project by filling in all required fields such as title, description, start and end date, priority, and status.
2. While creating a project, assign relevant employees to the project.
3. Search for a specific project by project name using the search bar.
4. Use filters to view projects based on their status: All, In Progress, Pending, On Hold, or Completed.
5. Export the list of projects in a downloadable format for reporting or backup.
6. View detailed project information including assigned team members and timeline.
7. Edit project details like dates, team members, or status.
8. Delete a project from the system if no longer needed.

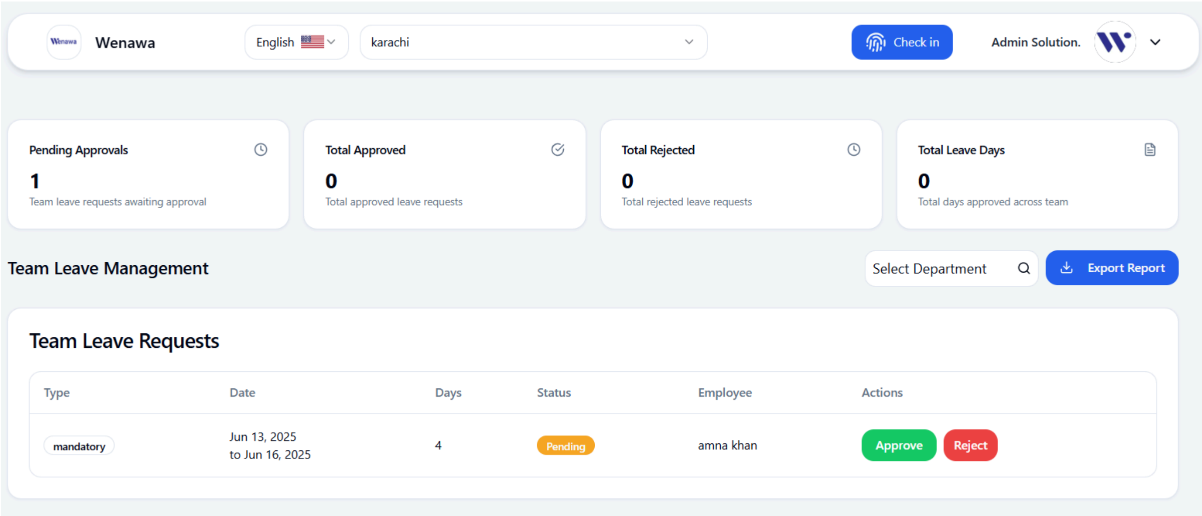
LEAVES - MY LEAVES



MY LEAVES FUNCTIONALITIES

1. View real-time stats including pending requests, total rejected, approved leaves, and total leave days.
2. Check remaining paid and unpaid leave days.
3. Submit a new leave request by selecting leave type, duration, and providing necessary details.
4. View a detailed list of all submitted leave requests with columns for leave type, dates, number of days, and current status.

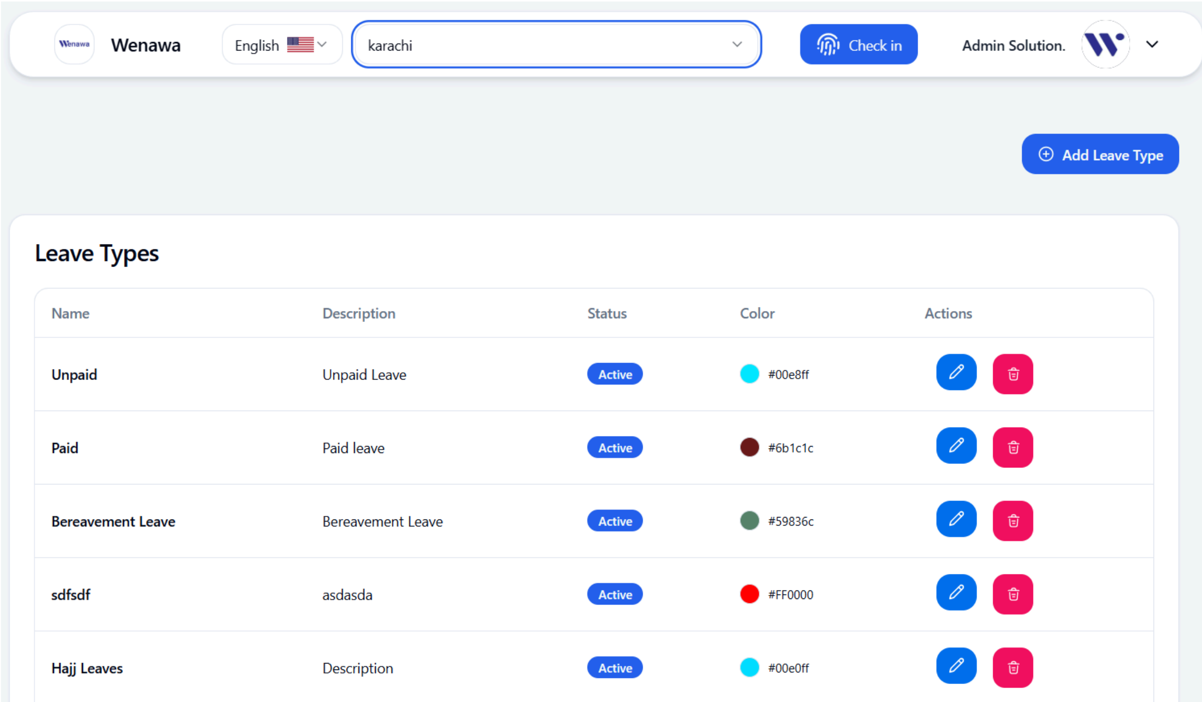
LEAVES - LEAVE REQUESTS



LEAVE REQUEST FUNCTIONALITIES

1. Export complete team leave data for reporting.
2. Select a specific department to view leave requests for that team only.
3. Search leave requests by employee name or related details.
4. Displays each employee's leave details including type, date, days, status, and available actions.
5. Admin can approve or reject leave requests after reviewing each.
6. Shows summarized all employee leave statistics such as pending approvals, total approved, total rejected, and total leave days.
7. Only admins have visibility and control over the team leave request section.

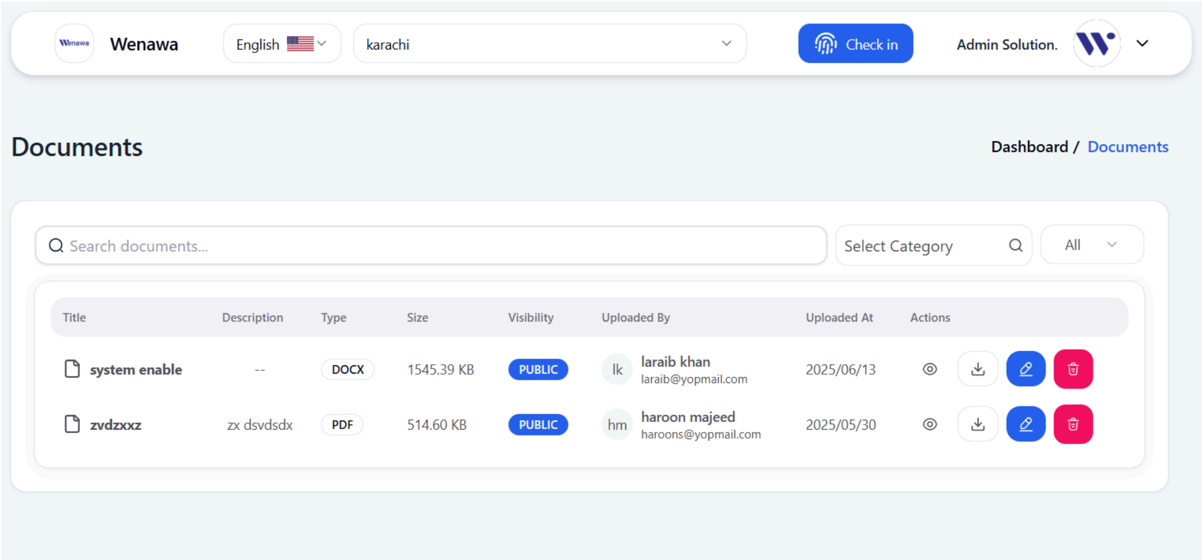
LEAVES - LEAVE TYPES



LEAVE TYPES FUNCTIONALITIES

1. Create new leave types by specifying name, description, color, and status.
2. Modify or remove existing leave types as needed.
3. Displays all leave types with columns for name, description, status (active/inactive), color, and action buttons for edit/delete.

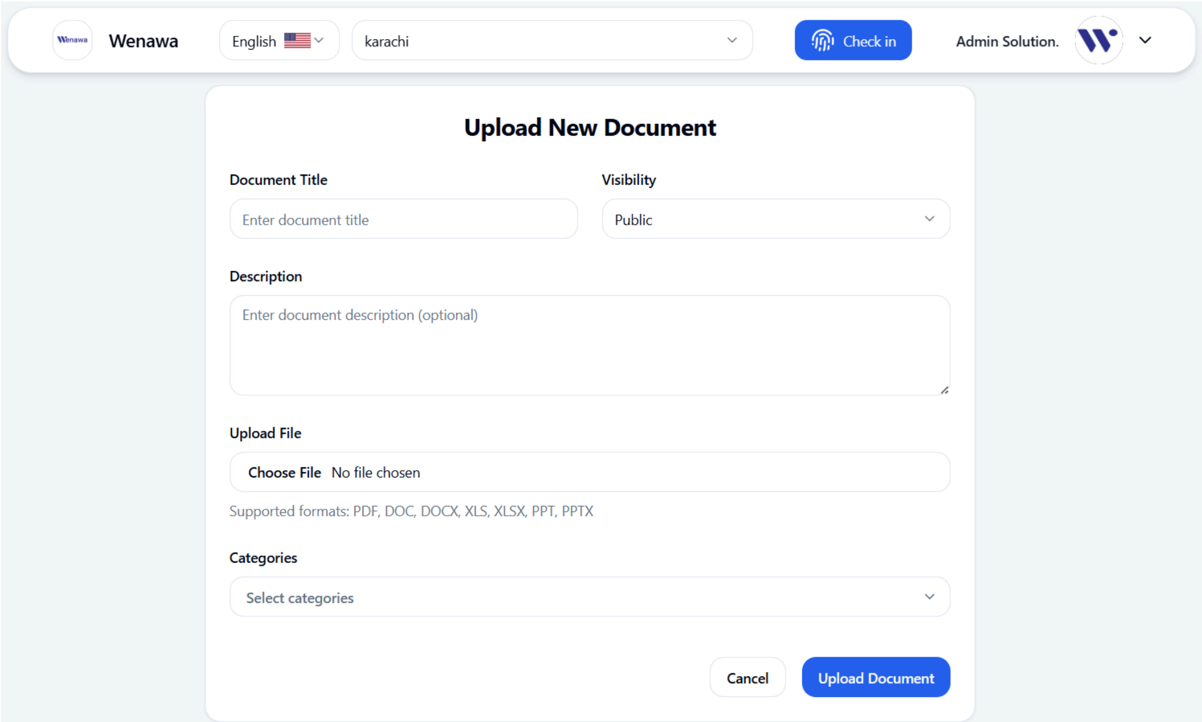
DOCUMENTS - VIEW DOCUMENTS



DOCUMENTS FUNCTIONALITIES

1. Use the search bar to find documents by name or related keywords.
2. Filter documents based on their assigned category for easier navigation.
3. View documents by selecting filters like All, Public, or Private.
4. View, edit, delete, or download documents as needed.
5. Documents are tied to the user's branch. For instance, if a user from the *Karachi* branch creates a document, that document will only be visible when the *Karachi* branch is selected by the admin.

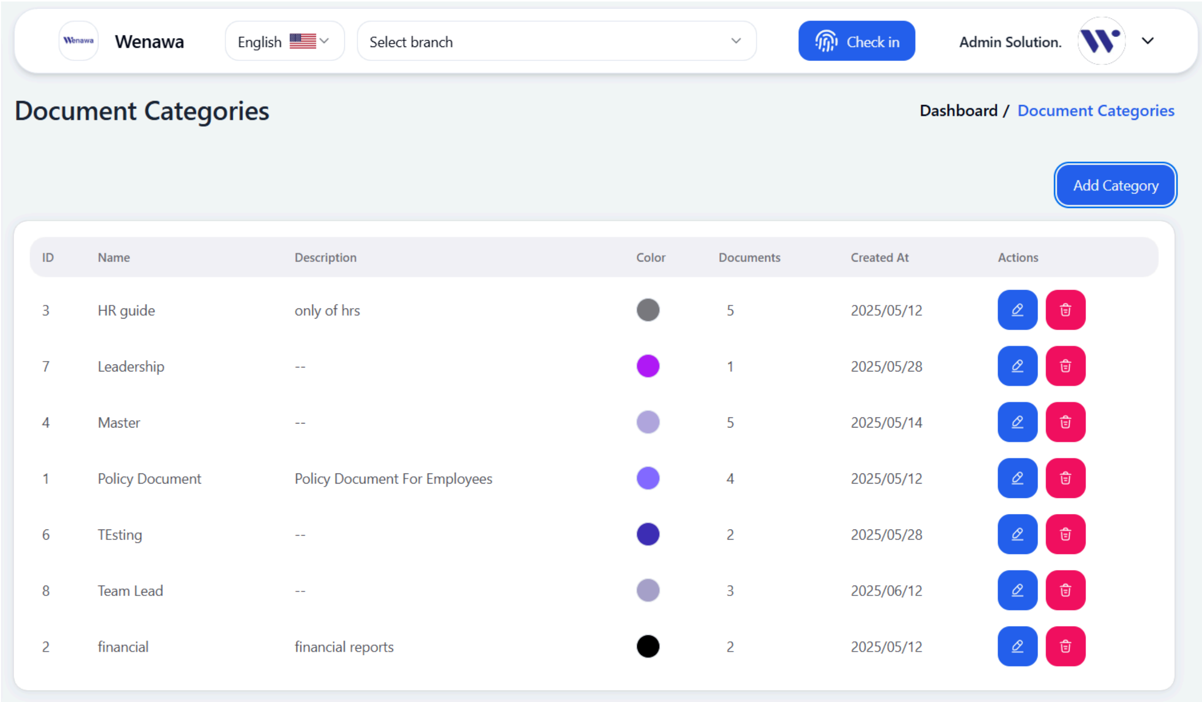
DOCUMENTS - NEW DOCUMENT



NEW DOCUMENT FUNCTIONALITIES

1. To upload a new document these fields are properly filled: Enter the name of the document, select visibility (public or private), Provide a brief detail about the document, Upload the actual document file, Choose the appropriate document category.

DOCUMENTS - CATEGORY



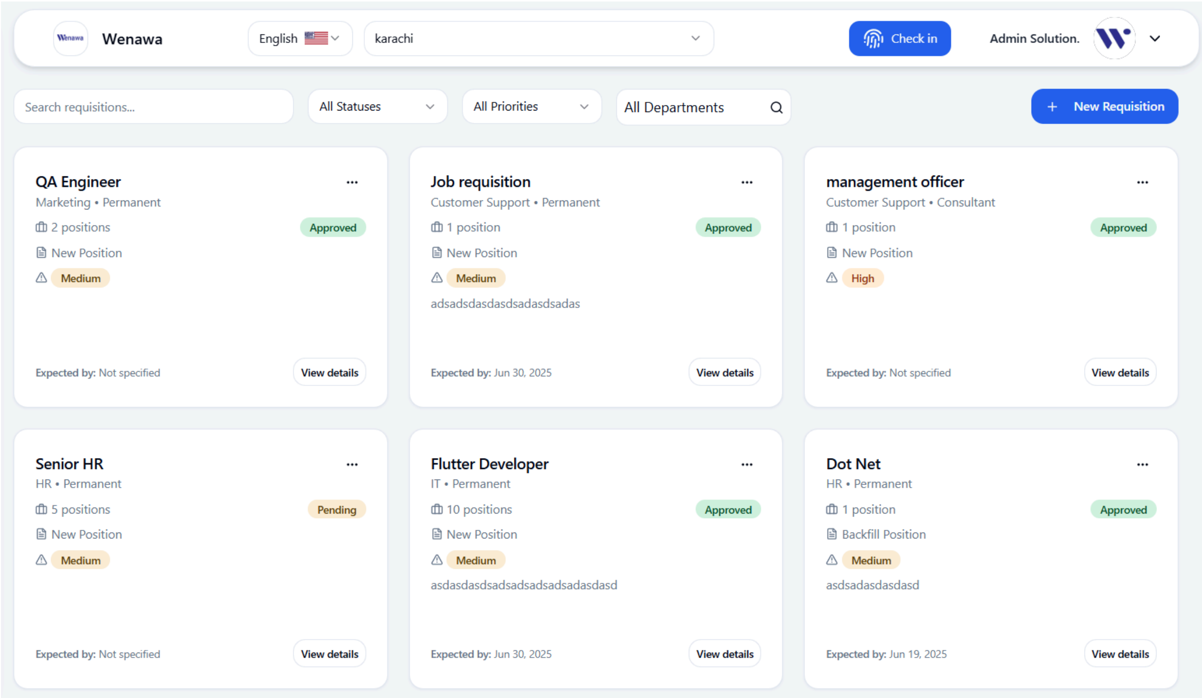
DOCUMENT CATEGORIES FUNCTIONALITIES

1. Add new document categories.

2. Edit or Delete existing categories.

3. Document categories table includes the following columns: ID, Name, Description, Color, Total number of documents associated with the category, Created At and Actions (Edit/Delete).

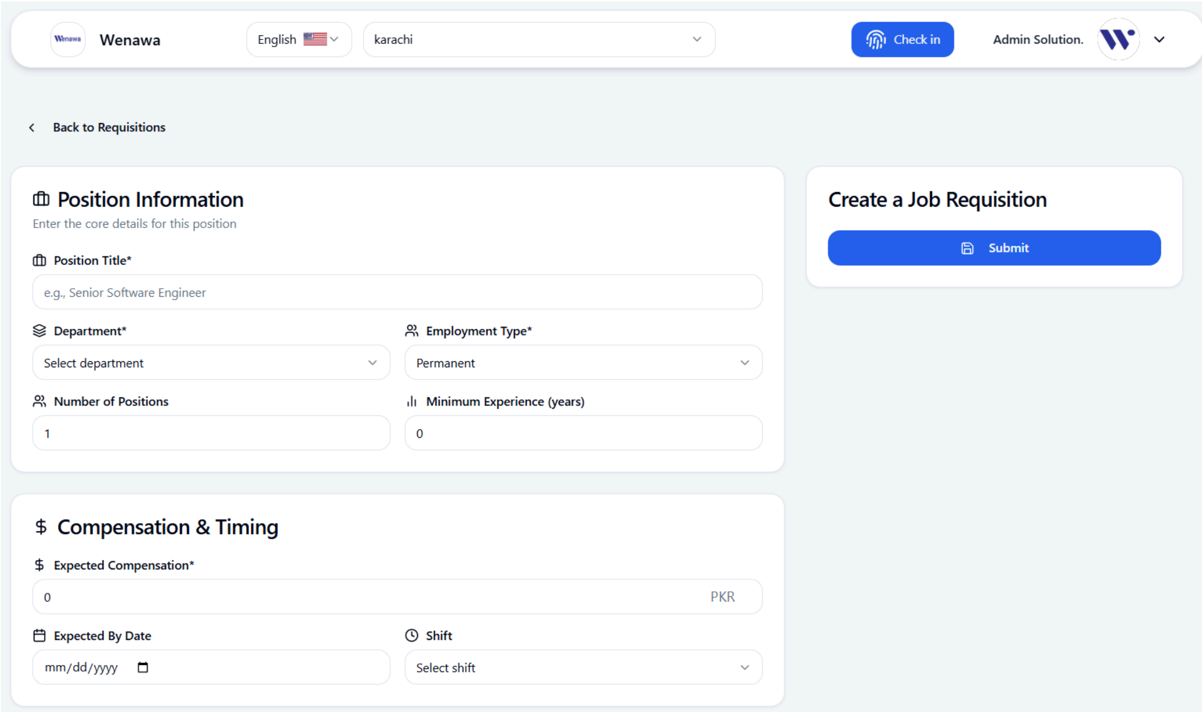
JOB REQUISITION - MANAGE JOB REQUISITIONS

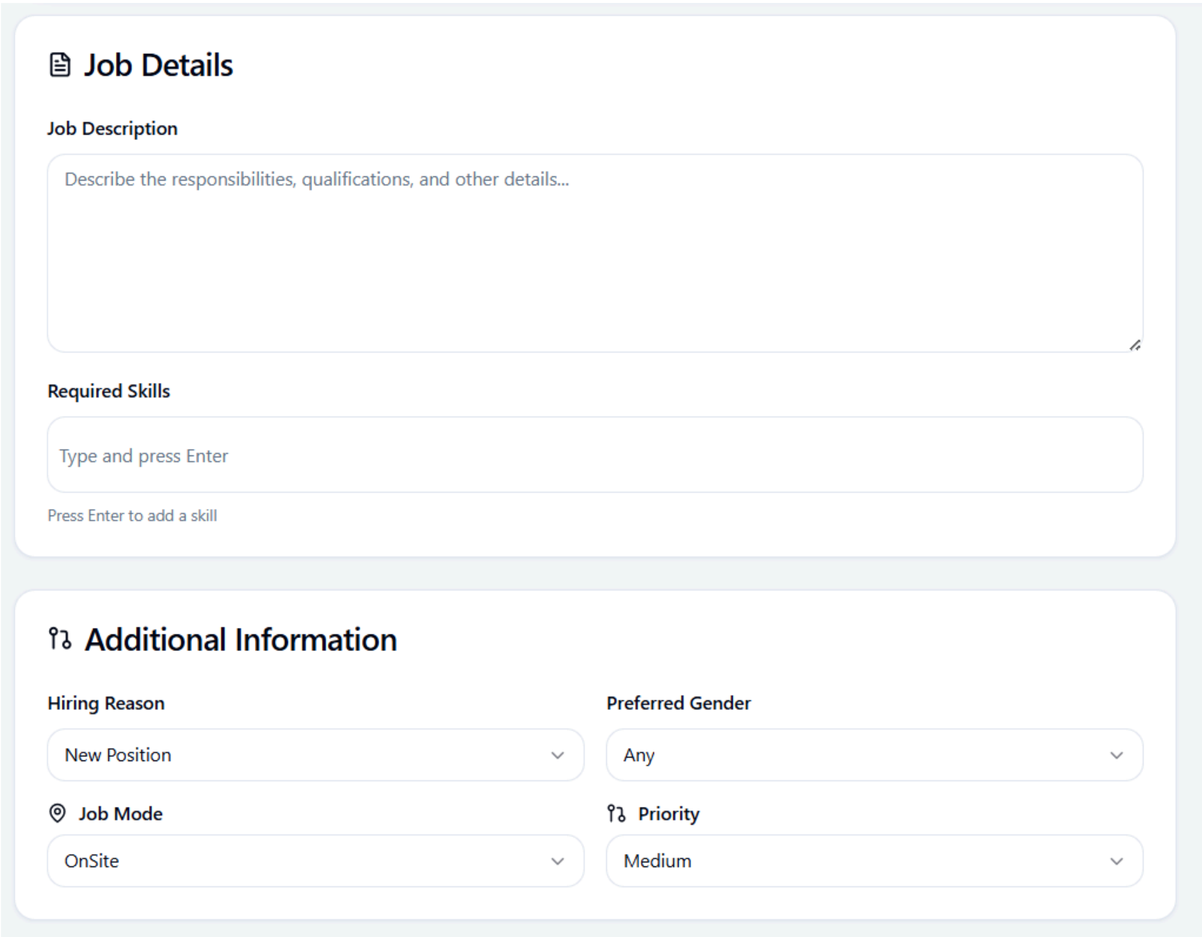


MANAGE JOB REQUISITIONS FUNCTIONALITIES

1. Search job requisitions using the search bar
2. Filter requisitions by status: Pending, Approved, Rejected and All Statuses.
3. Search requisitions by department.
4. View detailed information of each requisition through individual cards.
5. Add new job requisitions.

JOB REQUISITION □ NEW JOB REQUISITIONS





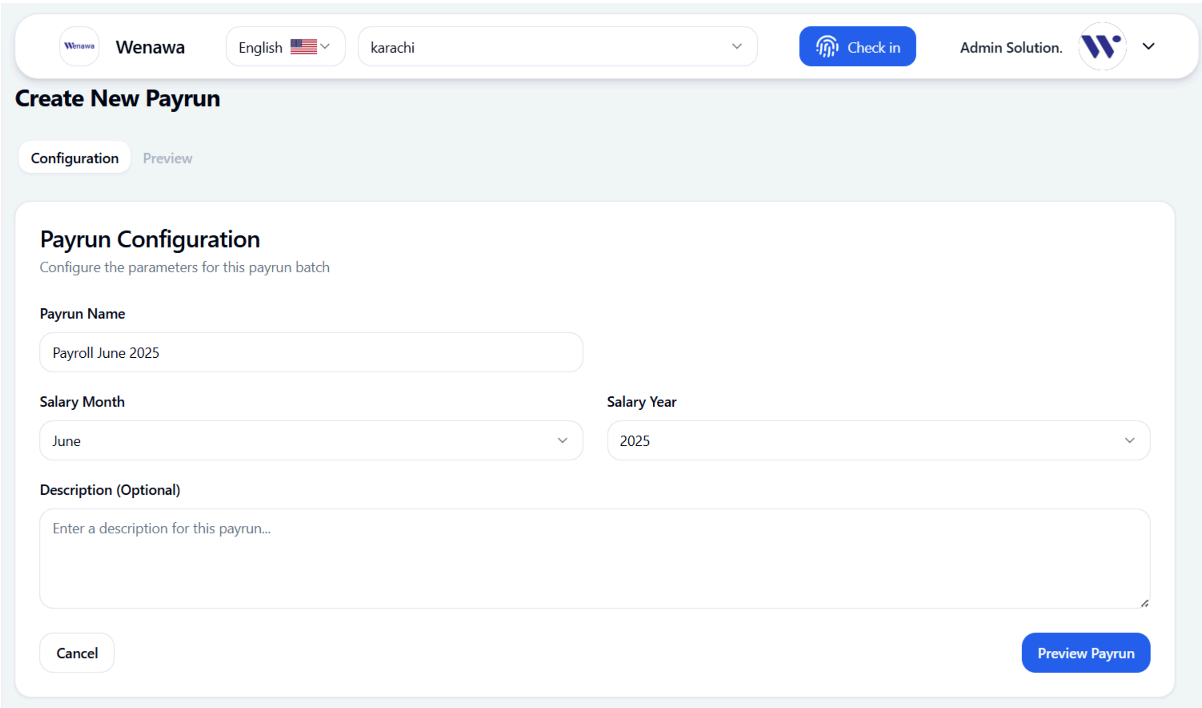
NEW JOB REQUISITIONS FUNCTIONALITIES

1. Fill in all required details across multiple sections:

- **Position Information** (position title, department, number of positions, employment type, minimum experience).
- **Compensation & Timing** (expected compensation, expected by date, shift).
- **Job Details** (job description, required skills).
- **Additional Information** (hiring reason, preferred gender, job mode, priority).

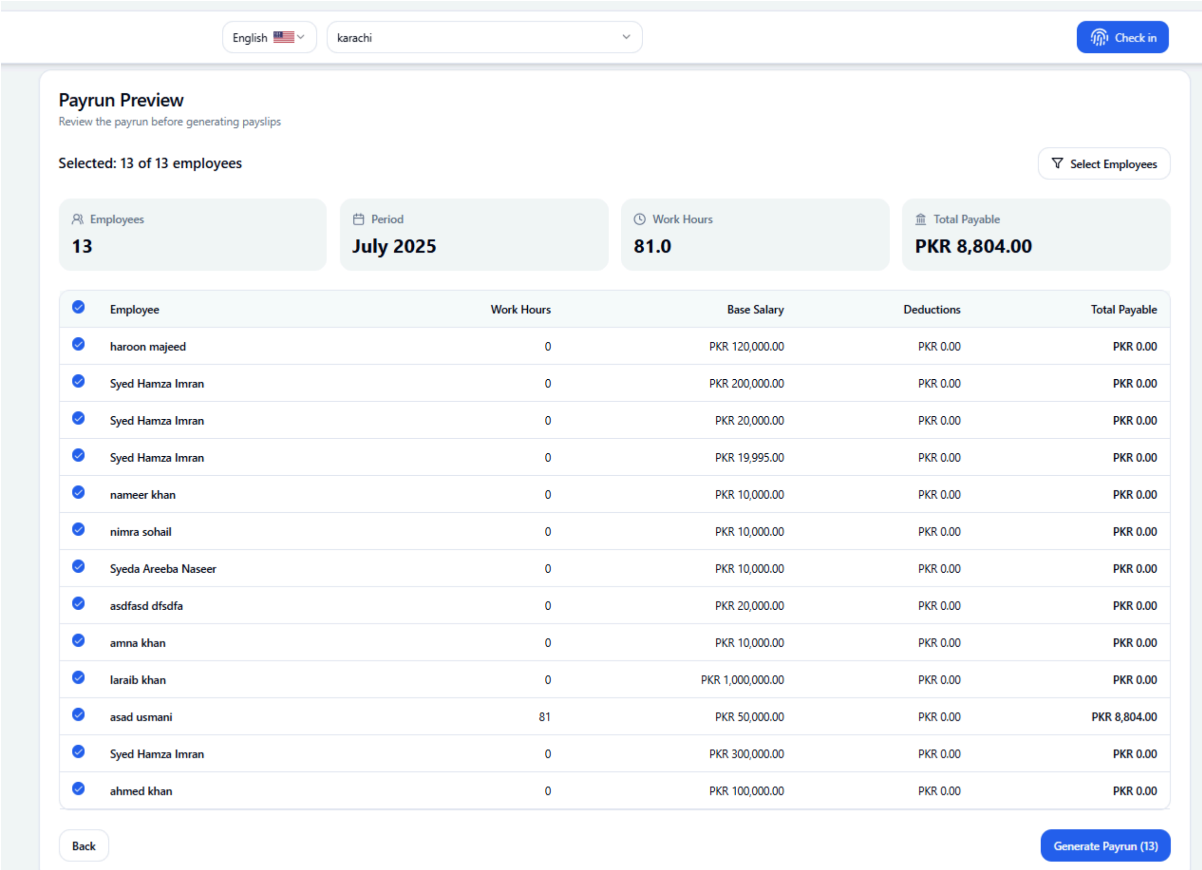
2. Submit the completed form to create a new job requisition.

PAYROLL PAYRUNS



CREATE PAYRUN FUNCTIONALITIES

1. Enter Payrun Name, Salary Month, and Salary Year**.**
2. Add an optional Description for the payrun.
3. Click Preview Payrun to review salary data before generation.
4. Option to Cancel the payrun creation process at any time.



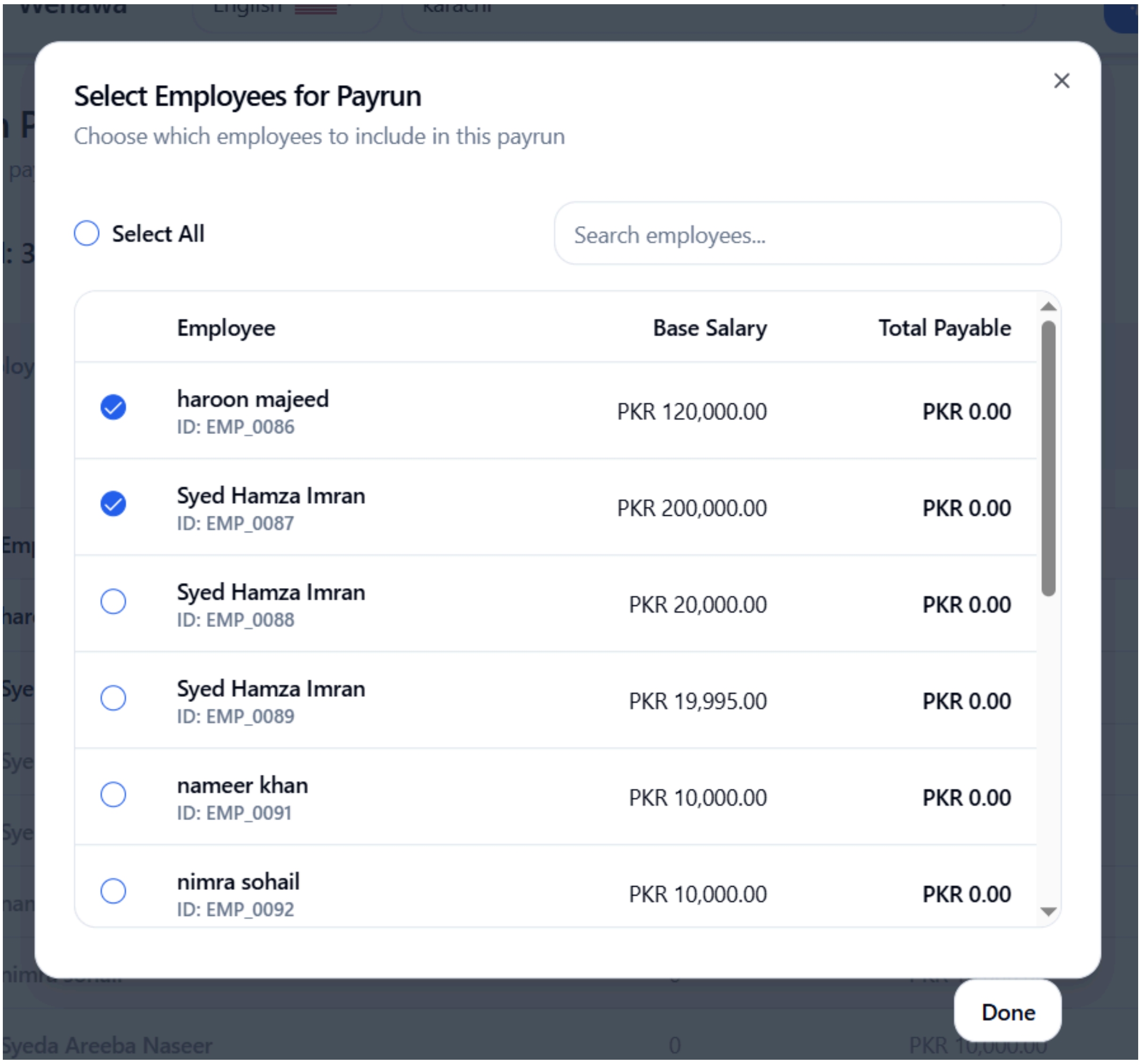
5. Employees, Period, Work Hours, and Total Payable are displayed in the top summary card.

6. Select Employees option allows choosing which employees to include in the payroll.

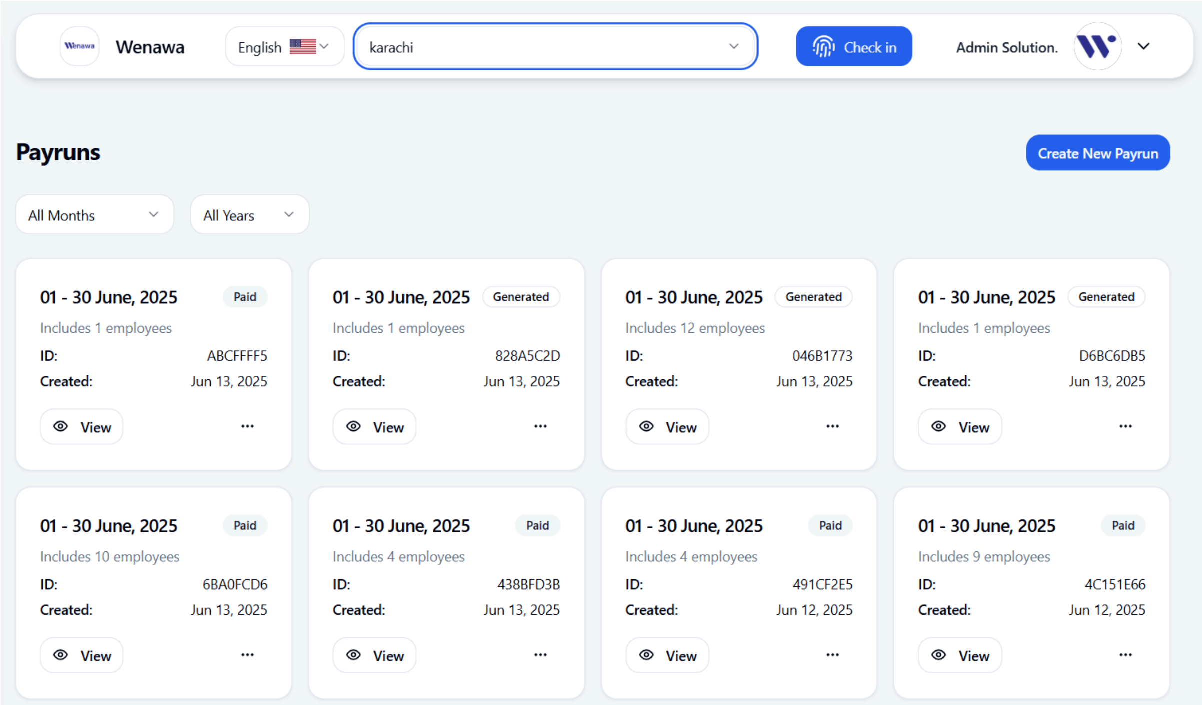
7. Generate Payrun button finalizes the payrun process.

8. Back option is available to return to the previous screen.

9. Detailed tables are shown in list that are Employee Name, Work Hours, Base Salary, Deductions, and Total Payable.



10. Search Employees functionality is available to quickly find specific employee.
11. Selection Option allows choosing which employees to include in the payrun.
12. Only basic details are shown: Employee Name, Base Salary, and Total Payable.
13. After selecting, click Done to proceed.



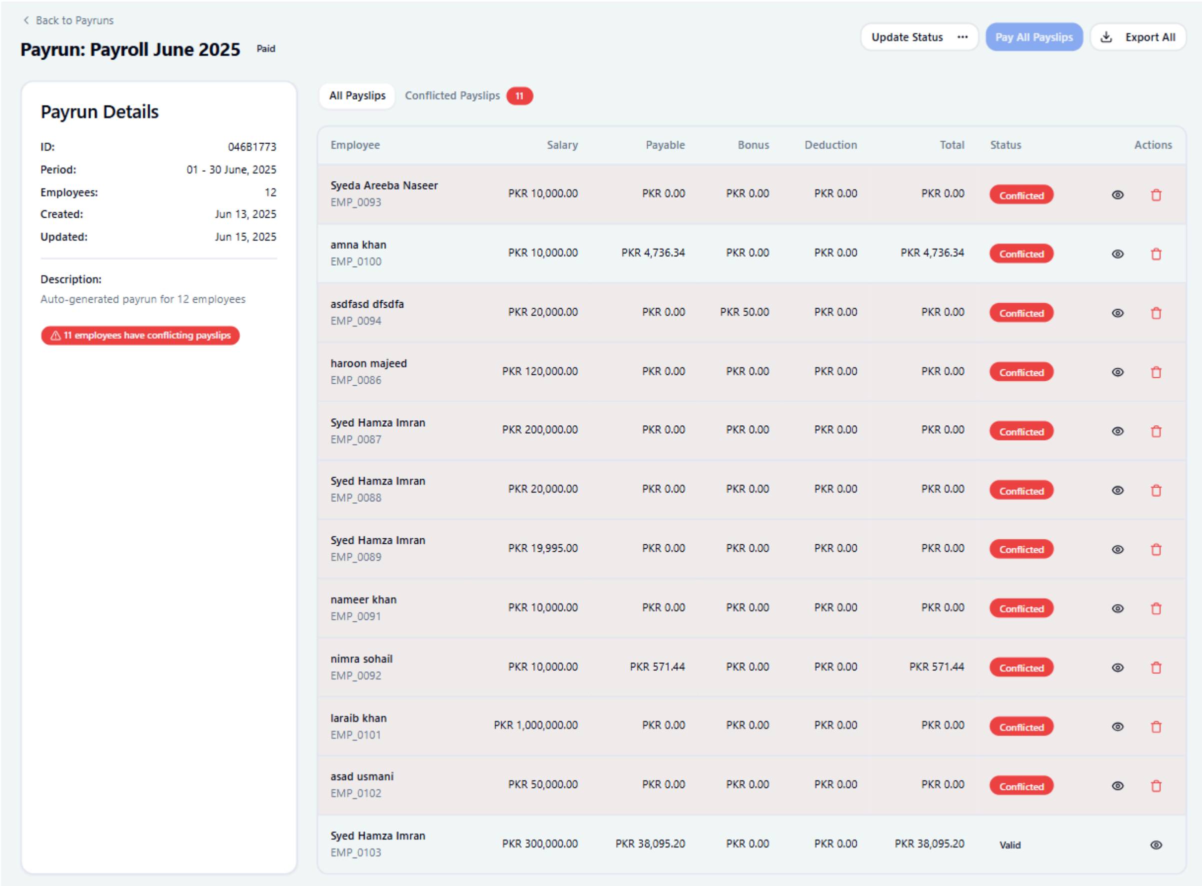
PAYRUNS FUNCTIONALITIES

1. Create a new payrun by filling the required details.
2. Once created, the payrun appears as a card on the dashboard with summarized information.
3. Each card includes actions:

- View detailed breakdown of the payrun.
- Mark as Generated, Mark as Sent, and Mark as Paid to update its status.

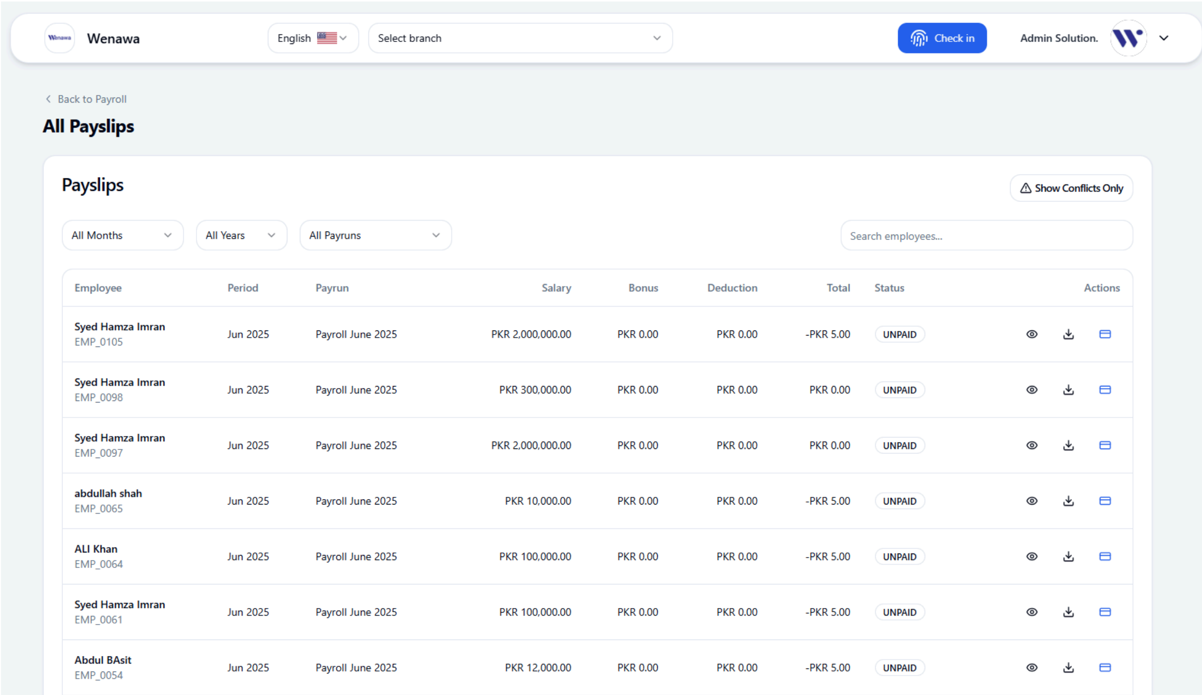
4. The current status ("Payslip Generated" or "Paid") is clearly shown on each card.
5. You can filter and view payruns by All Months and All Years for easy navigation.

VIEW PAYRUNS



6. View detailed information for payrun after generating .
7. See a list of all payslips generated for that specific month.
8. Conflicted payslips are highlighted for review.
9. Option available to Update Status of payslips.
10. Use Pay All Payslips to mark all as paid in bulk.
11. Option to Export All payslips data for record-keeping.

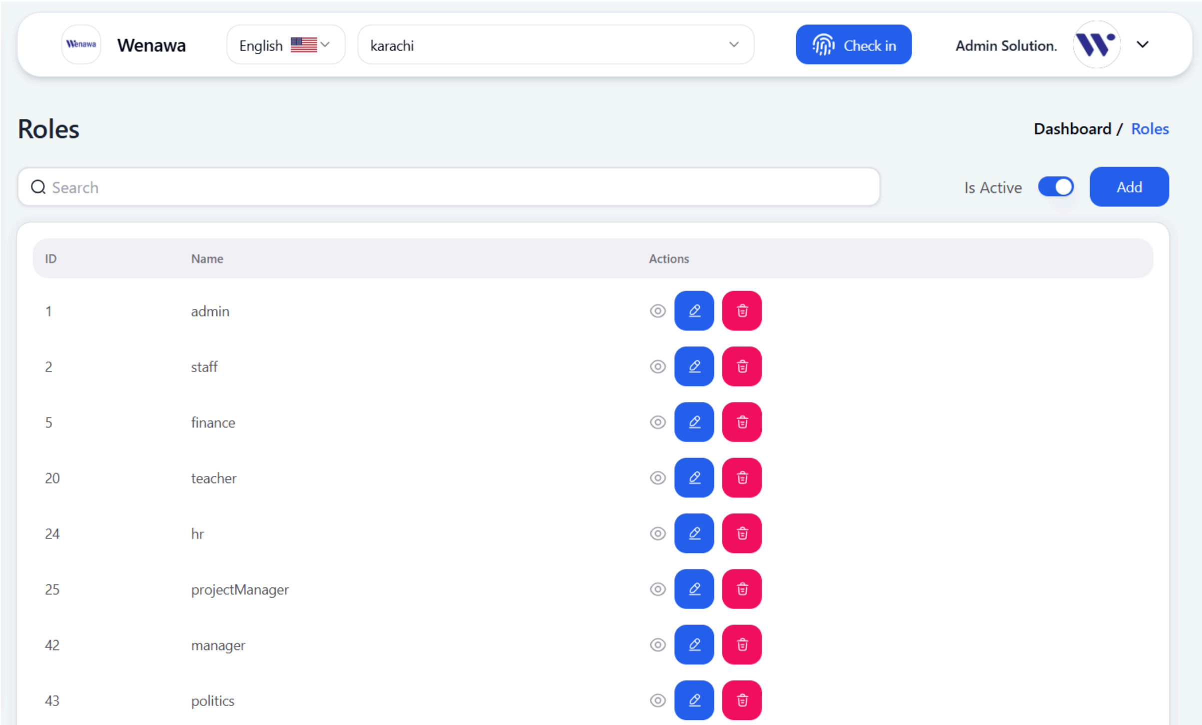
PAYROLL □ PAYSLIP LIST



PAYSLIP FUNCTIONALITIES

1. Search Employees using the search bar.
2. Use filters like All Months, All Years, and All Payruns to view specific payslips.
3. Options include: View, Download, and Pay for each payslip.
4. Pagination is enabled for easy navigation through multiple pages.
5. Show Conflicts Only and All Payslips options are available to refine visibility.
6. The payslip table displays: Employee, Period, Payrun, Salary, Bonus, Deduction, Total, Status, and Actions.

ROLES



ROLES FUNCTIONALITIES

1. Add Role by filling in required role information.
2. Search existing roles using the search bar.
3. Use Is Active toggle to filter roles:

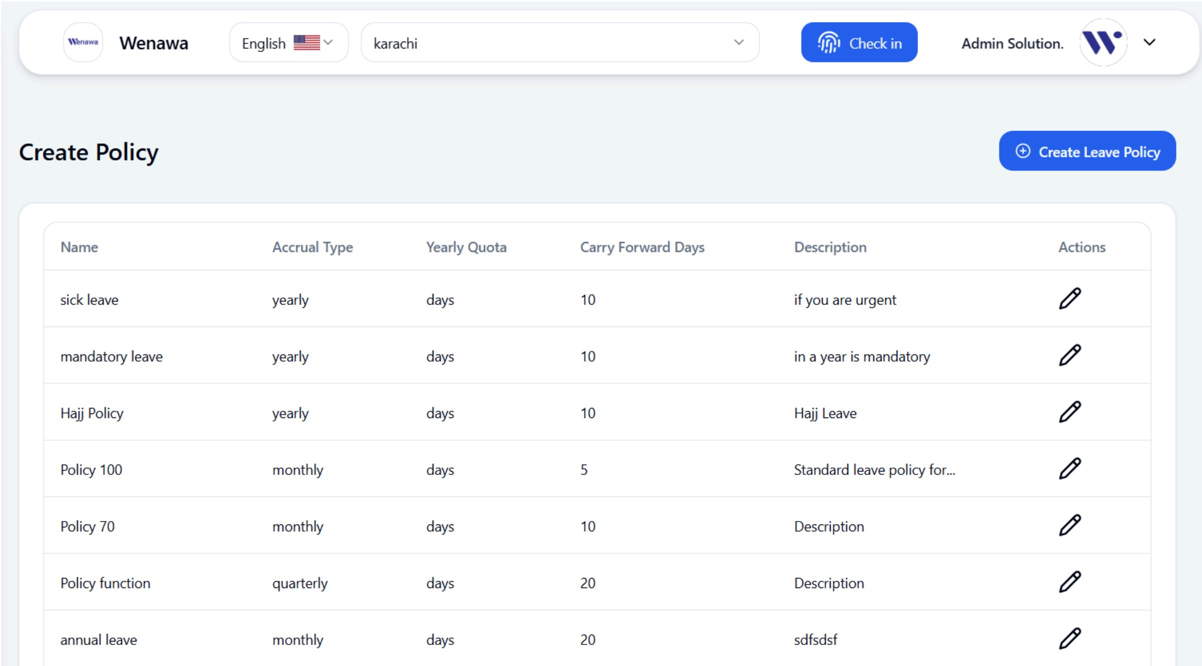
- If a role is deleted, it appears with active turned off.
- If active is on, it shows only those roles that are currently visible in the list.

4. Perform Edit, View, and Delete actions on each role.

ANNOUNCEMENTS

ANNOUNCEMENTS FUNCTIONALITIES

POLICIES □ LEAVE POLICY

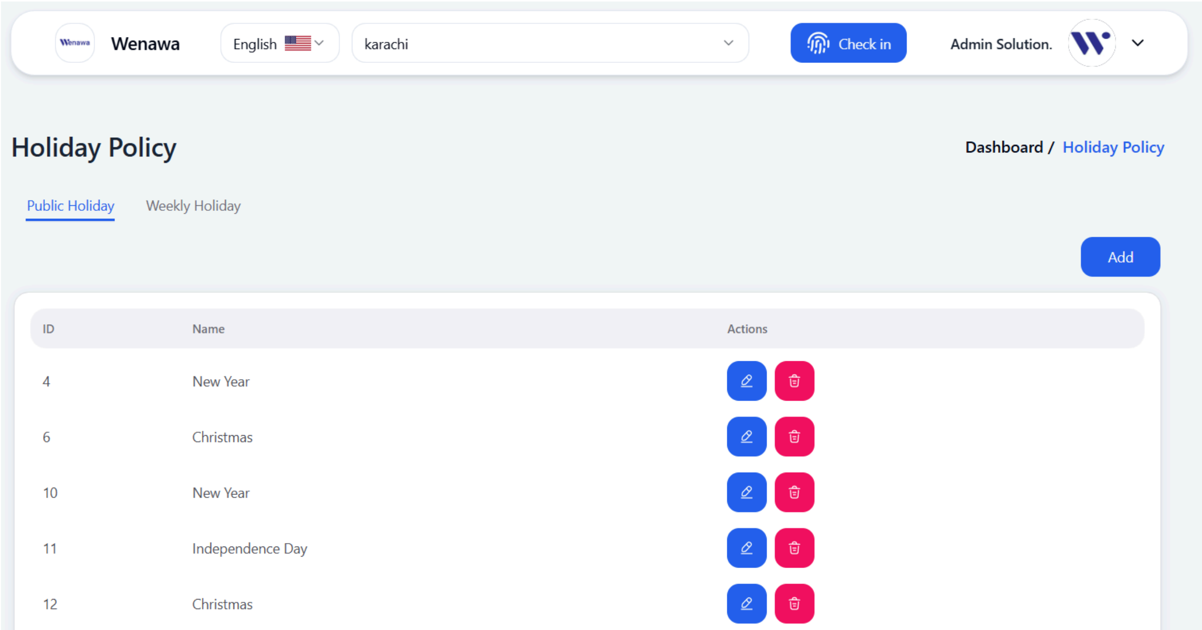


Name	Accrual Type	Yearly Quota	Carry Forward Days	Description	Actions
sick leave	yearly	days	10	if you are urgent	
mandatory leave	yearly	days	10	in a year is mandatory	
Hajj Policy	yearly	days	10	Hajj Leave	
Policy 100	monthly	days	5	Standard leave policy for...	
Policy 70	monthly	days	10	Description	
Policy function	quarterly	days	20	Description	
annual leave	monthly	days	20	sdfsdsf	

LEAVE POLICY FUNCTIONALITIES

1. Allows creation of new leave policies by filling in required fields.
2. Leave Policy Table Includes: Name, Actual Type, Yearly Quota, Carry Forward Days, Description, and Actions.
3. Existing leave policies can be edited using the action button.

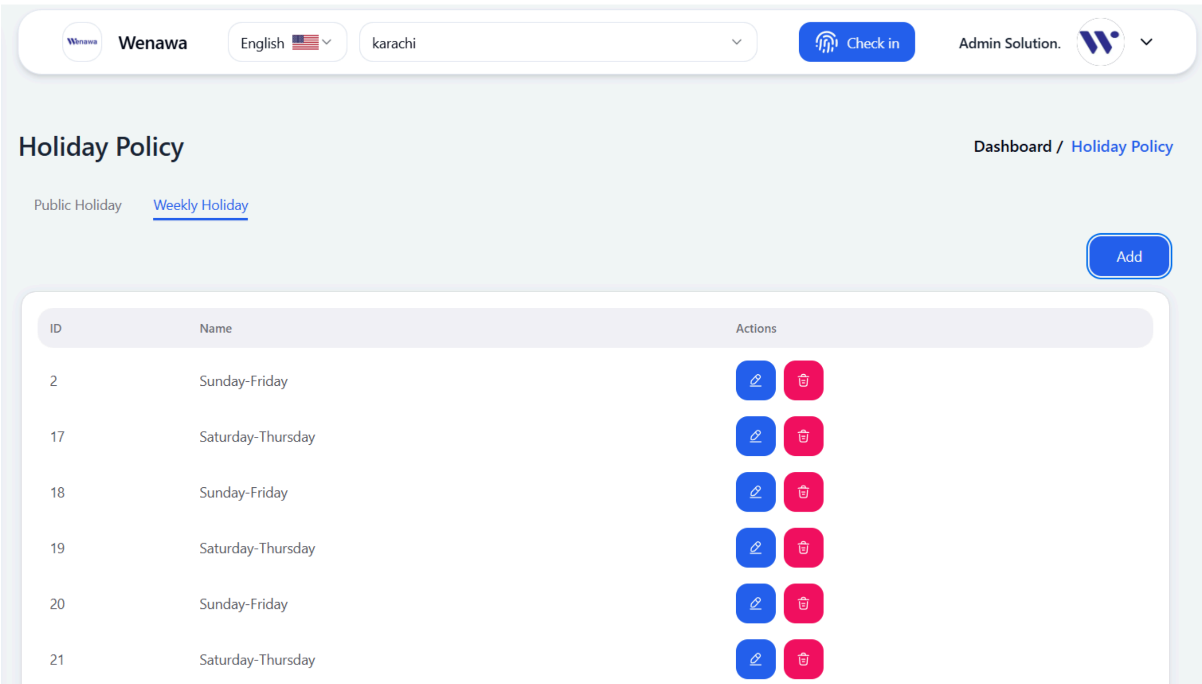
POLICIES □ HOLIDAYS □ PUBLIC HOLIDAY



HOLIDAY POLICY FUNCTIONALITIES

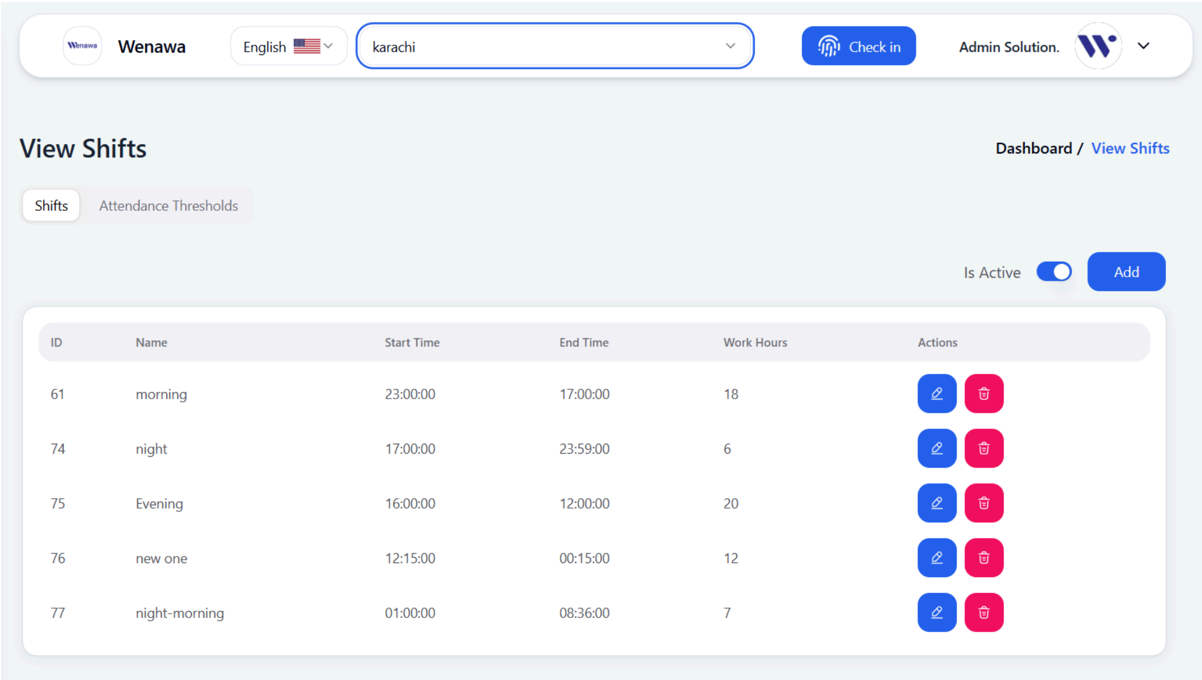
1. Allows admin to add new public holidays with relevant details.
2. Edit the existing holiday details as needed.
3. Delete a holiday entry from the list.

POLICIES □ HOLIDAYS □ WEEKLY HOLIDAY



4. Allows admin to define weekly holidays for specific days within a week.

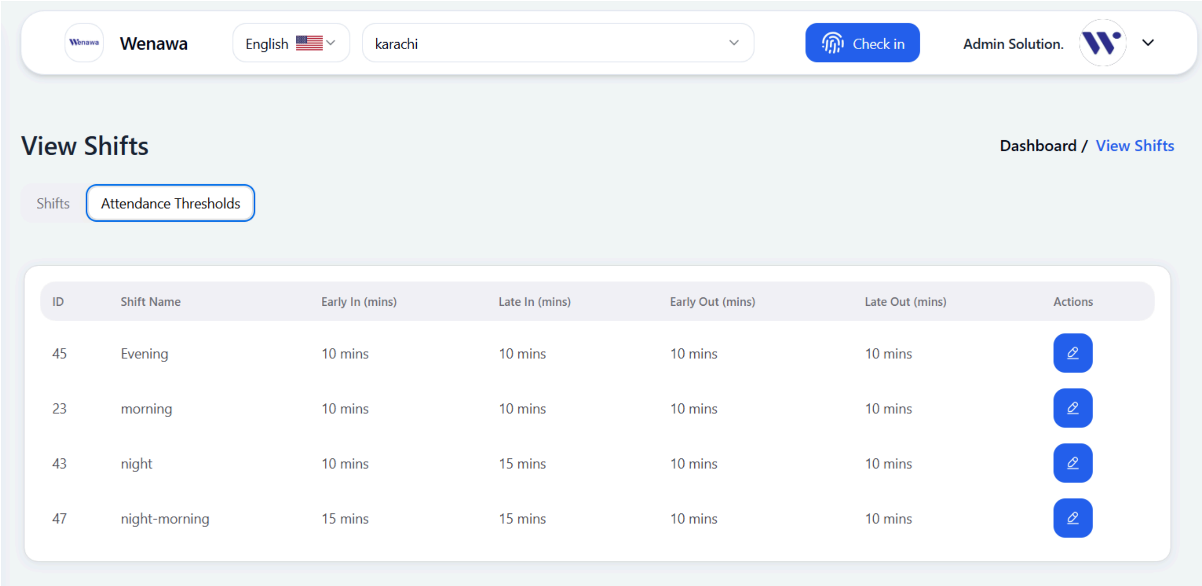
POLICIES □ SHIFTS



SHIFTS POLICY FUNCTIONALITIES

1. Admin can create new shift schedules by specifying relevant details.
2. Update existing shift information like timings or name.
3. Delete a shift from the system.
4. The shift list displays ID, Name, Start Time, End Time, Work Hours, and Actions.

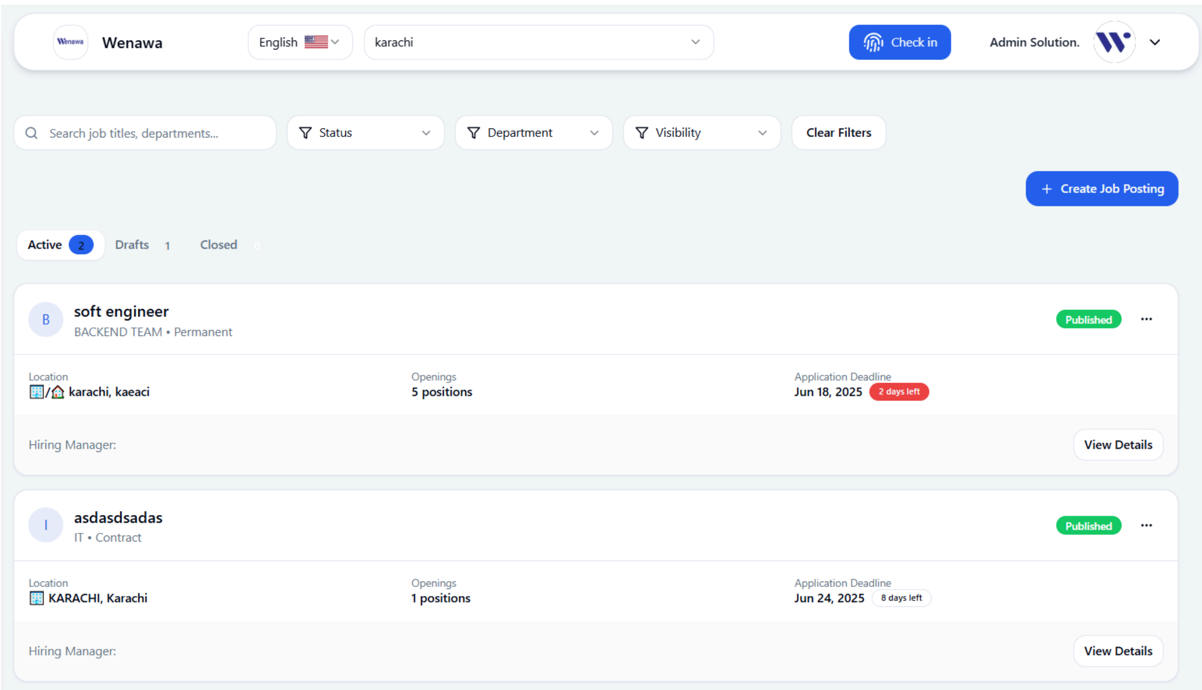
POLICIES □ SHIFTS □ ATTENDANCE THRESHOLDS



5. Edit Attendance Threshold

- **Early In (mins)** – Number of minutes considered early for check-in.
- **Late In (mins)** – Number of minutes after which check-in is marked late.
- **Early Out (mins)** – Number of minutes before shift end considered early checkout.
- **Late Out (mins)** – Number of minutes after shift end considered late checkout.

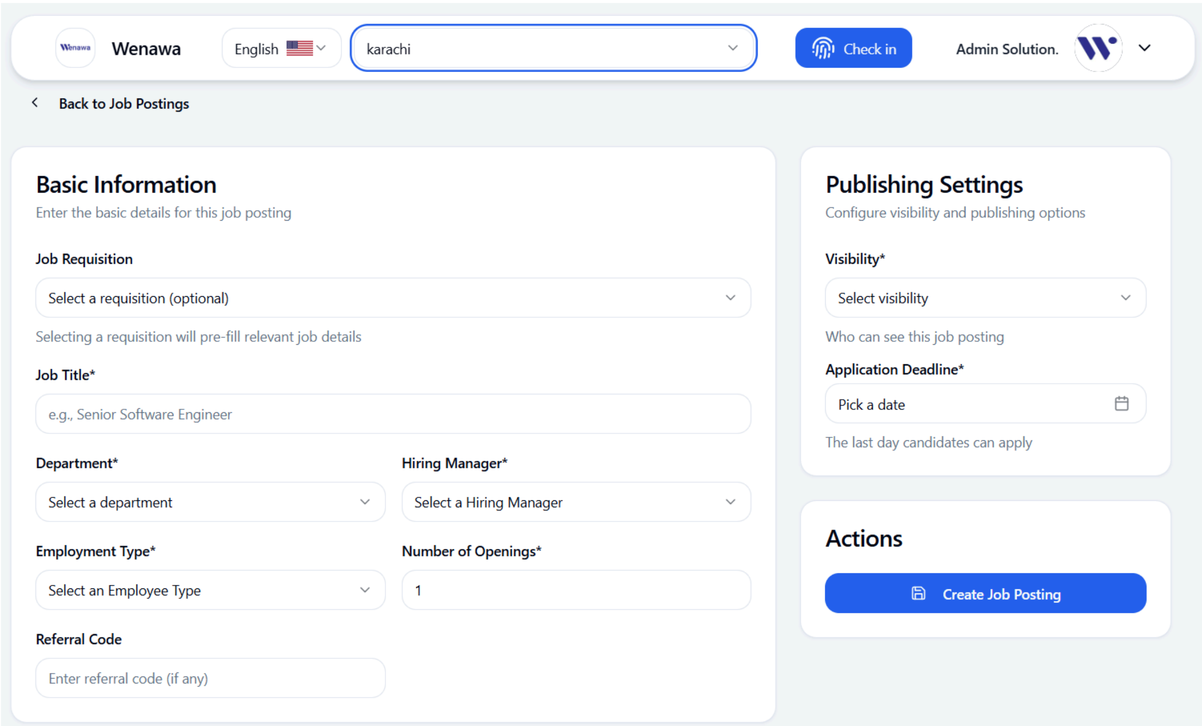
JOB MANAGEMENT □ JOB POSTINGS

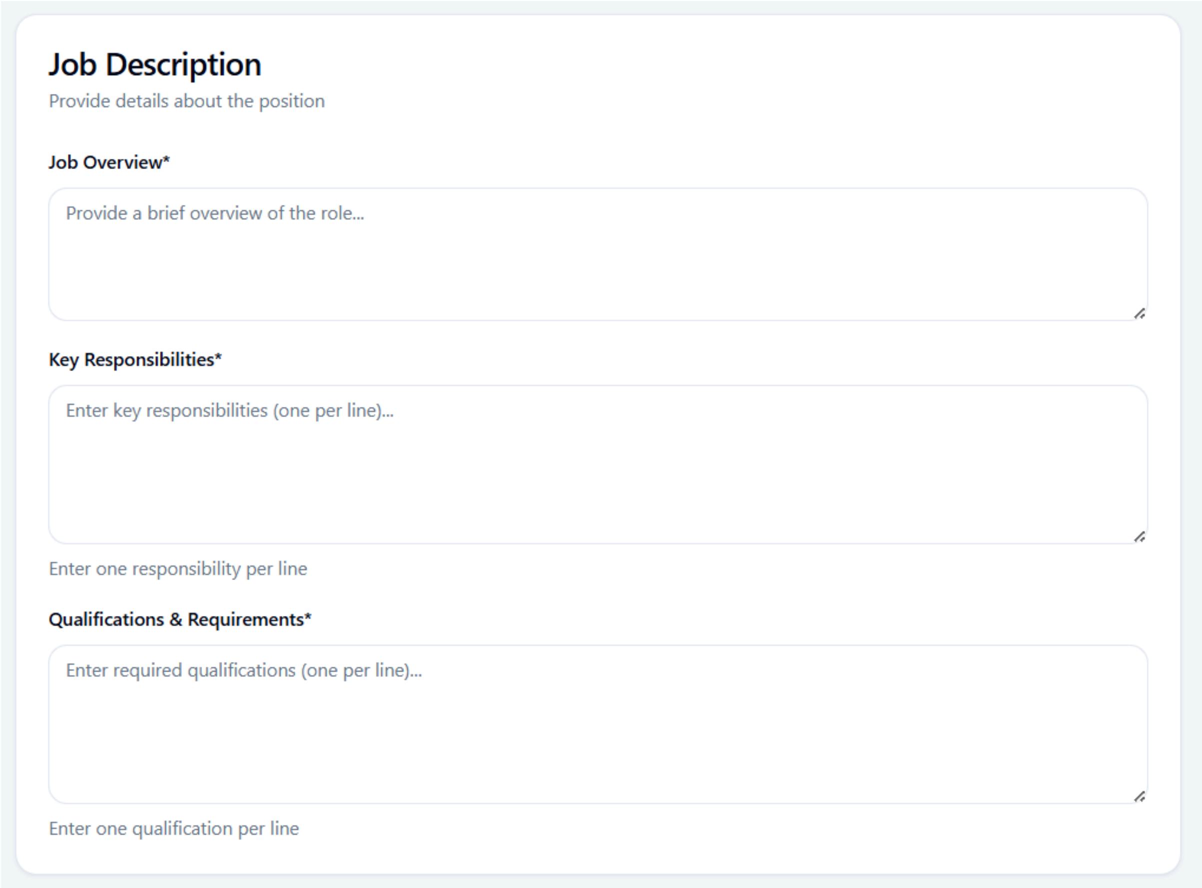


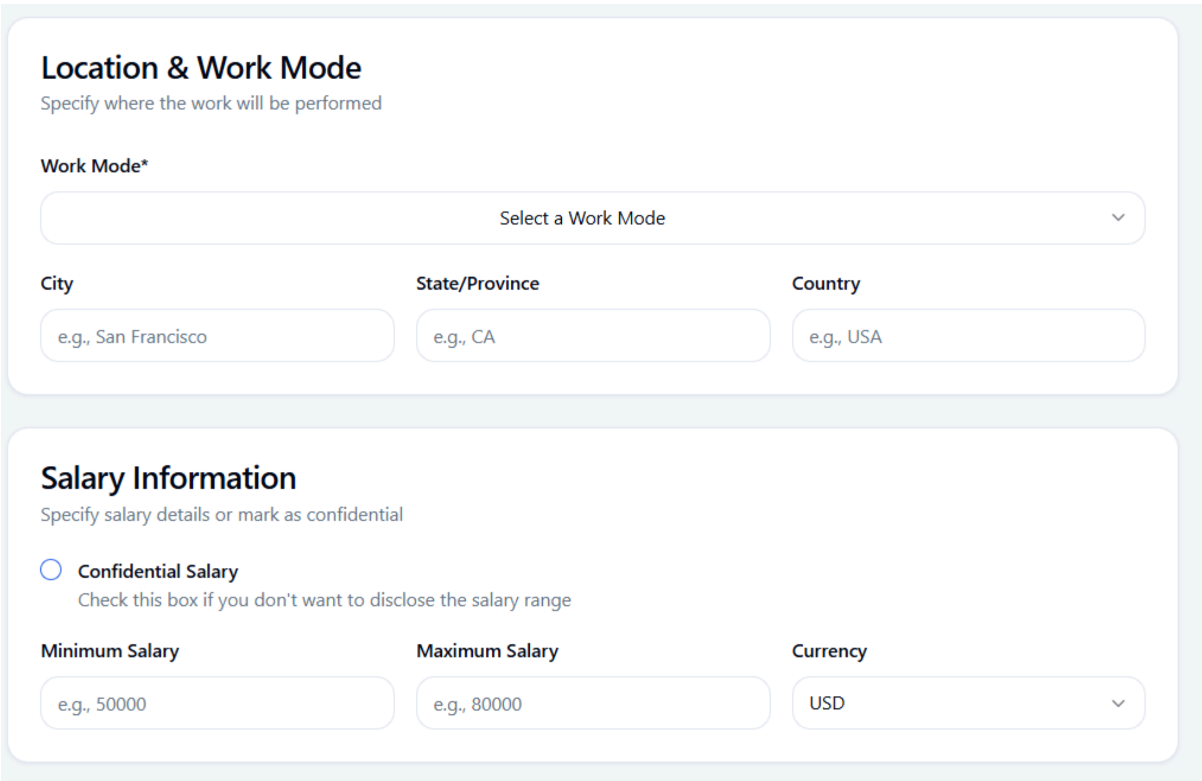
JOB POSTINGS FUNCTIONALITIES

1. Search posting using the search bar by their titles, departments, and other.
2. Search status by their filter: All, Draft, Under Review, Published, Expired, Archived.
3. Search department by dropdown lists all available departments.
4. Filter job postings based on visibility: Internal, Public, or Both.
5. Option available to reset all applied filters at once.
6. Each posting is displayed in a separate card format.
7. Each card shows the application deadline prominently at the top.
8. View Details, Edit, and Delete options available within each job card.
9. Active, Drafts, and Closed postings are shown in sections.
10. Create job posting button also available.

CREATE JOB POSTING





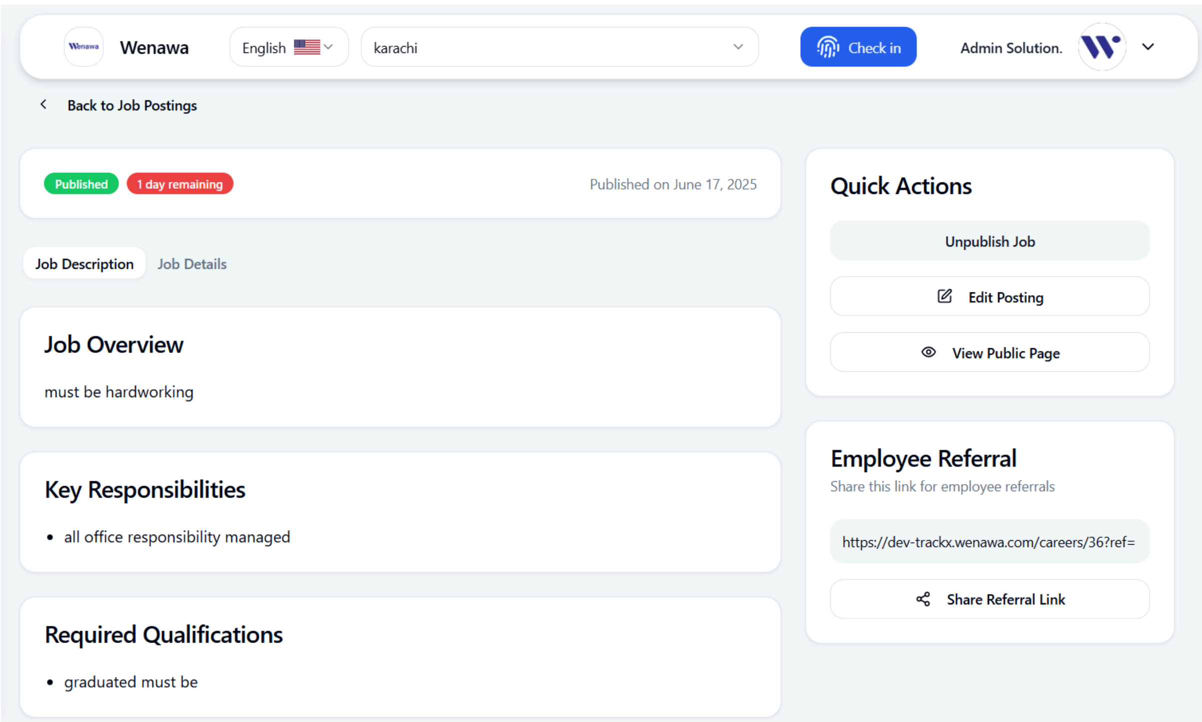


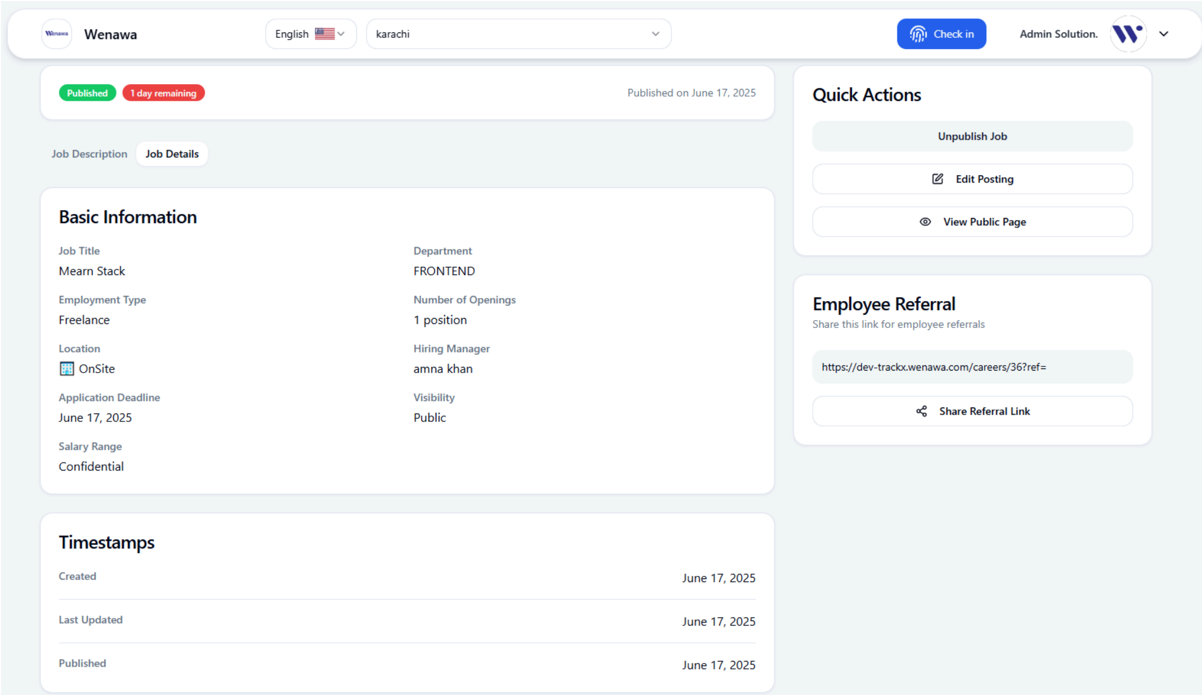
CREATE JOB POSTING FUNCTIONALITIES

1. Once you fill in all the required fields in the Create Job Posting form and click the "Create Job Posting" button, the job posting will be successfully created and added to the job postings list.

2. After the job posting is created, it is initially saved in Draft status. Then, the admin reviews the posting details and changes its status to Published from the job posting details view.

VIEW DETAILS JOB POSTING





VIEW DETAILS JOB POSTING FUNCTIONALITIES

1. Full Job Description is displayed clearly for review.

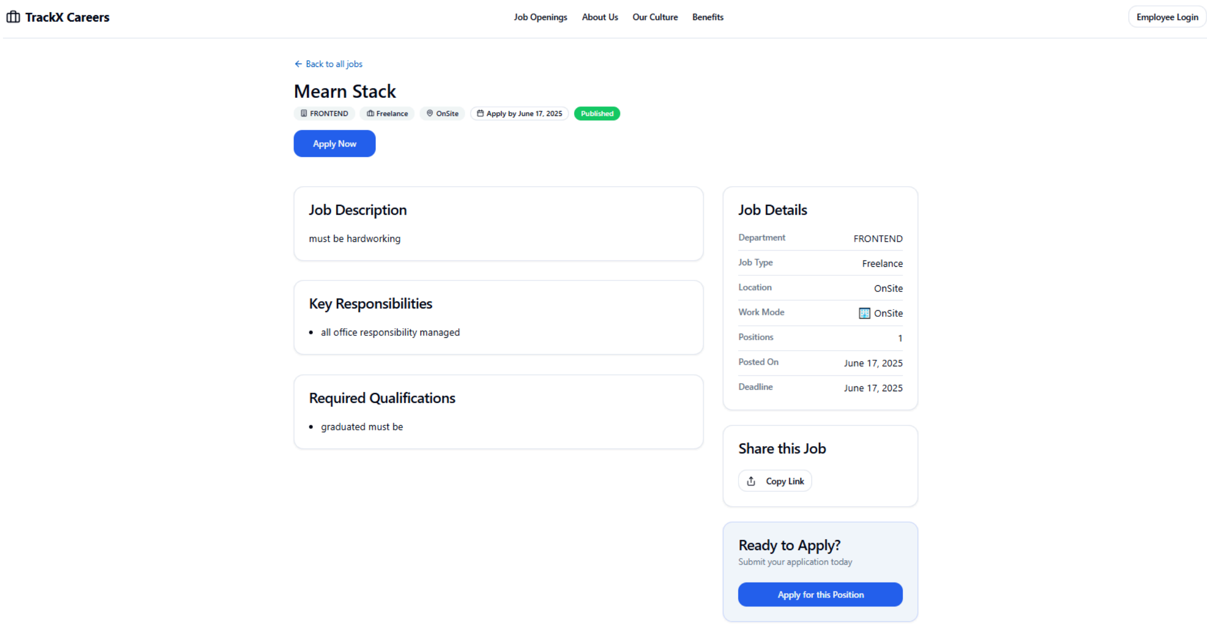
2. In Job Details, all Basic Information along with timestamps (like created at, updated at, published at) are shown.

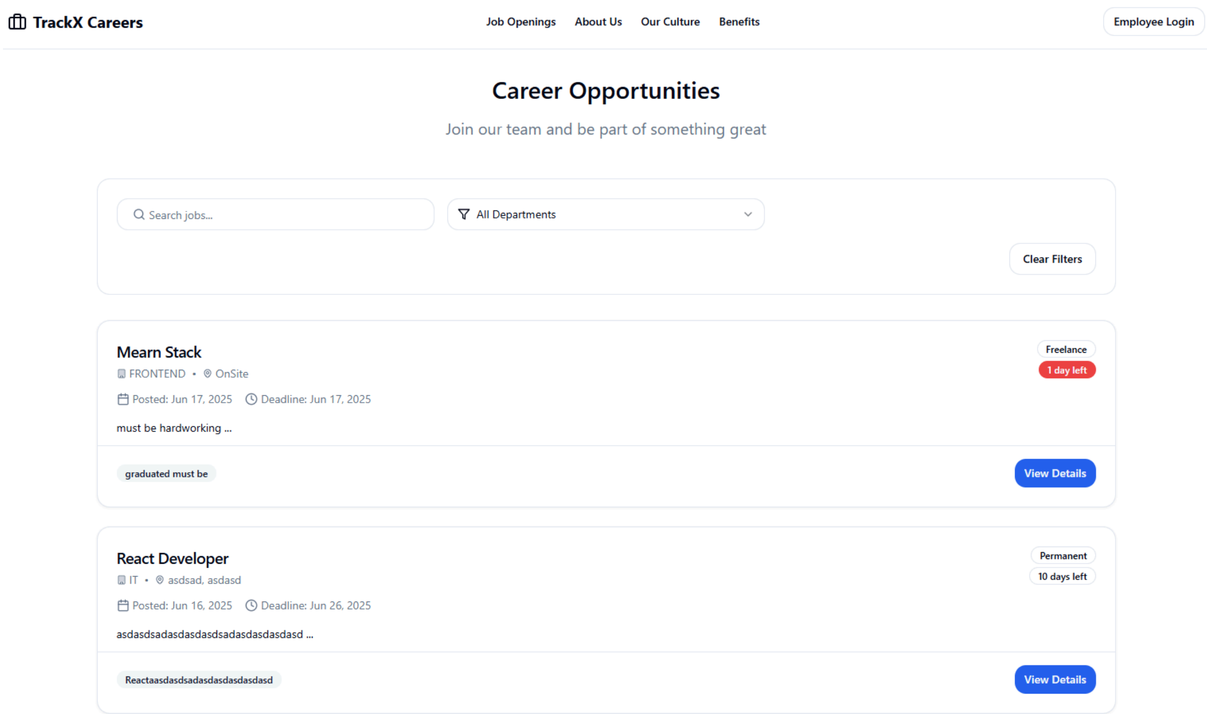
3. A Quick Actions section provides the following: Publish / Unpublish Job button, Edit Posting to update job information, View Public Page to see how the posting appears publicly.

4. An Employee Referral Link is available, which you can copy and share with others.

5. At the top, a status badge (Published / Unpublished) is displayed. A label shows how many days remain until the application deadline. The publishing date is also mentioned, indicating when the job was or will be published.

APPLY FOR THIS POSITION



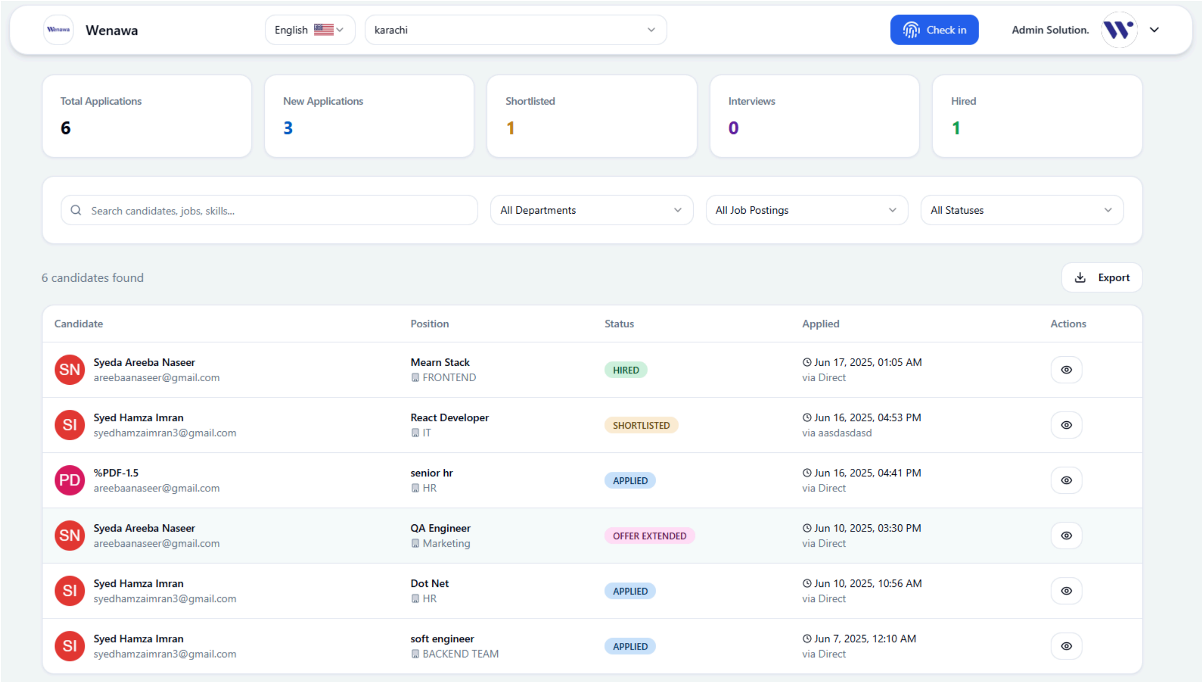


6. When the referral/public link is opened, it leads to a dedicated job details page.

7. There is an "Apply Now" button available for applicants to submit their application directly.

8. The header includes a "Job Openings" option. By clicking it, users can view a list of all currently open vacancies, users can search for jobs using keywords, Filter by department to view department-specific postings, a "Clear Filters" button is available to reset all applied filters.

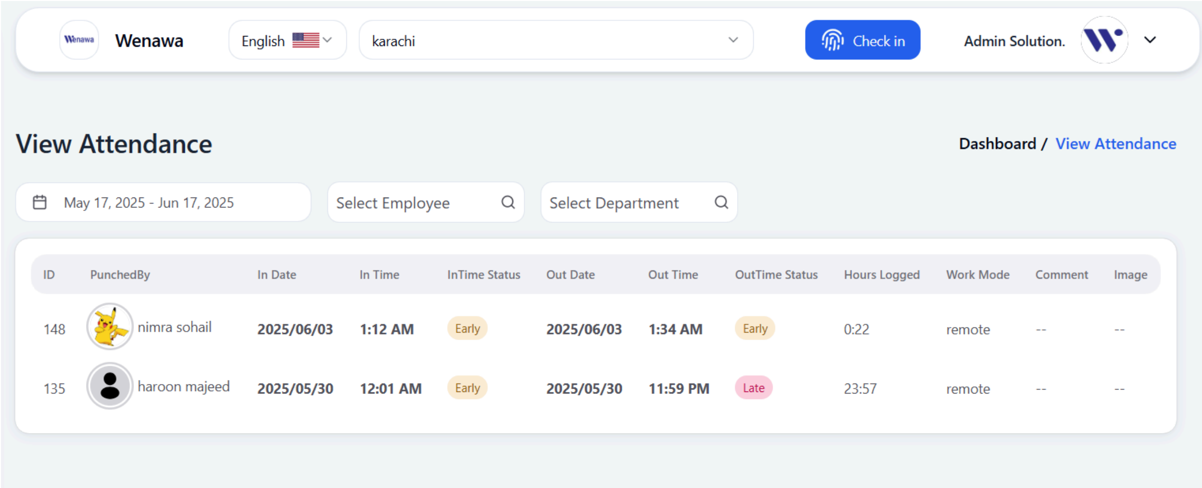
JOB MANAGEMENT □ JOB APPLICANTS



JOB APPLICANTS FUNCTIONALITIES

1. Candidates who applied via job postings are listed here.
2. You can search candidates by: Name, Job title, Skills, Department (all departments filter), Job posting (all job postings filter), Application status (all statuses filter).
3. You can export the applicants list.
4. View details of each candidate to see: experience, education, skills, linden, Gmail and phone number.
5. Under actions, you can: Change application status (e.g., shortlist, reject, hire), Schedule interviews, download resume, Send email to candidate.
6. Add internal comments for team collaboration, HR and manager.
7. View application details.

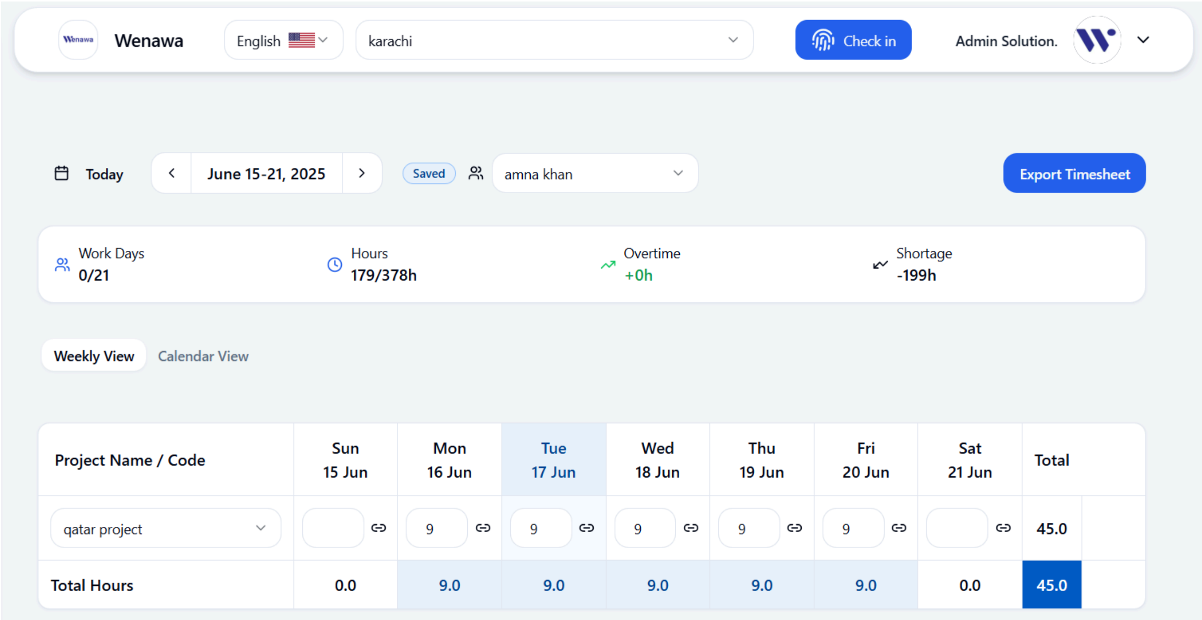
ATTENDANCE □ VIEW ATTENDANCE

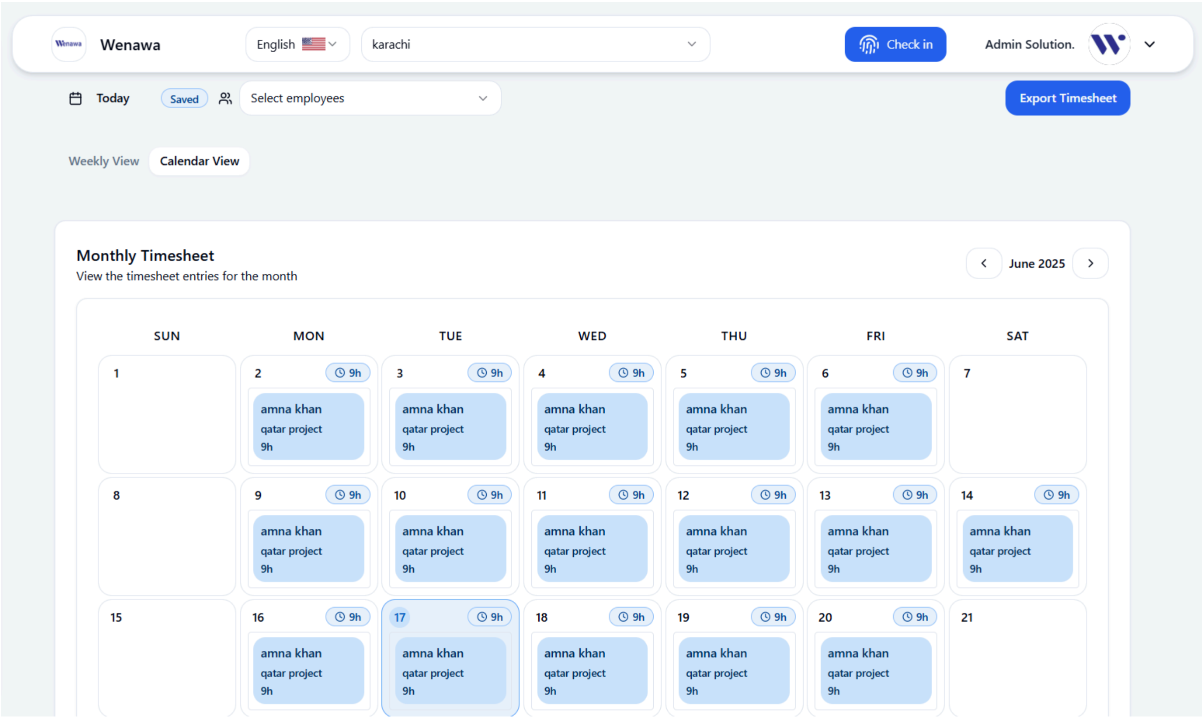


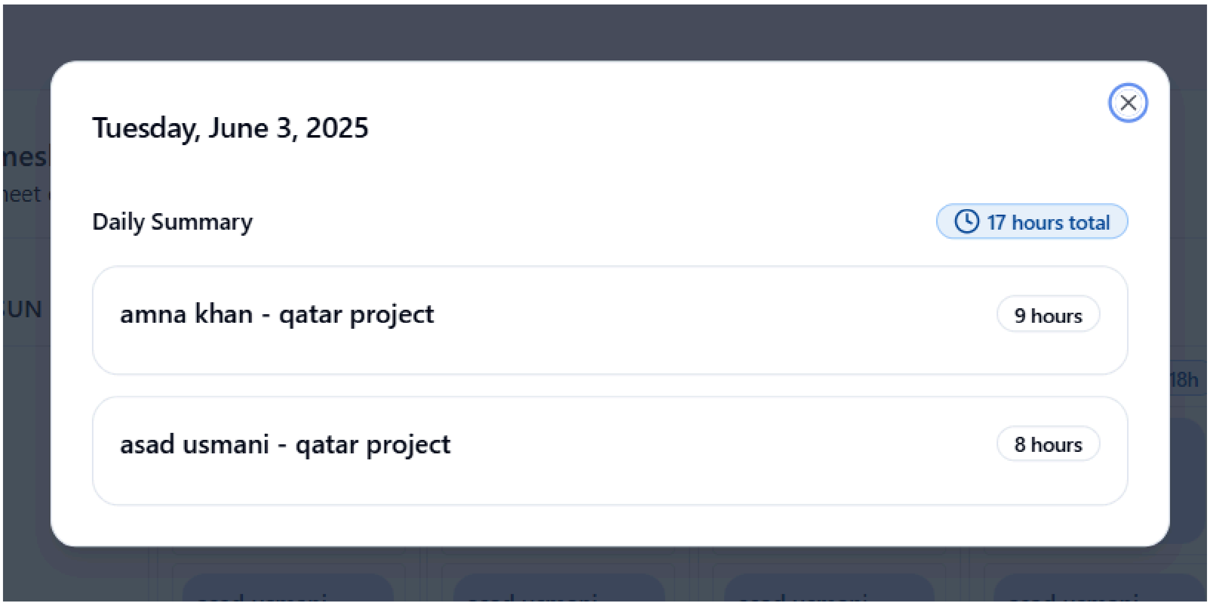
VIEW ATTENDANCE FUNCTIONALITIES

1. View attendance using a calendar view for easy tracking.
2. Select Employee to check individual attendance records.
3. Select Department to filter and view attendance of all employees within that department.

TIMESHEET □ VIEW TIMESHEET



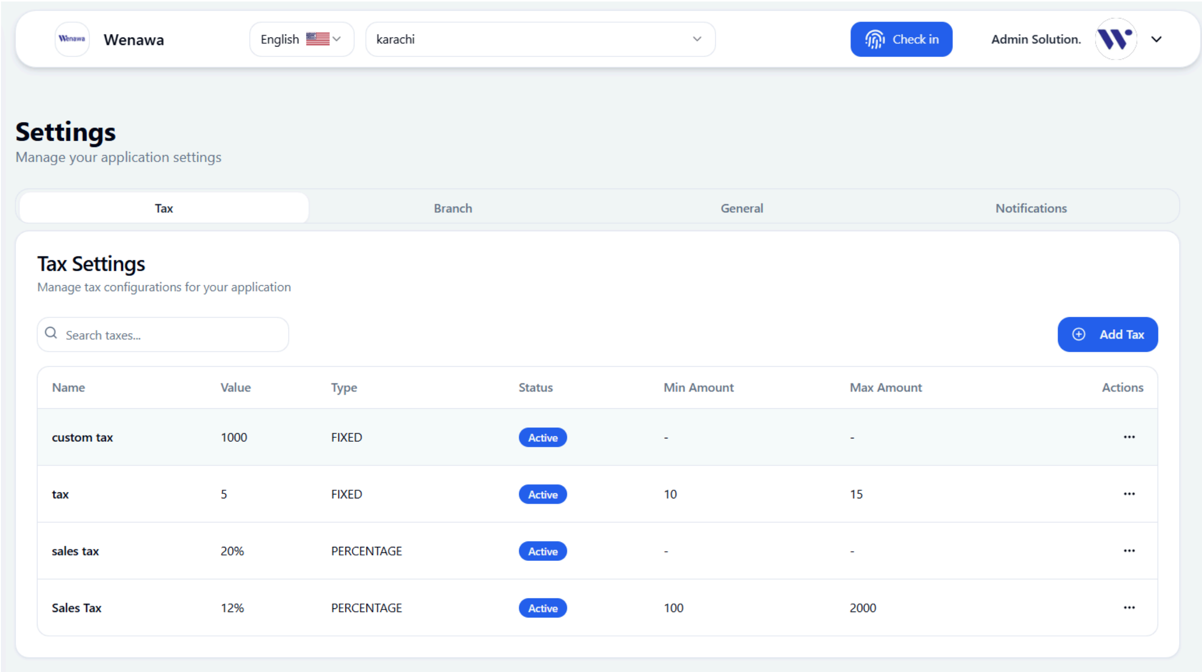




VIEW TIMESHEET FUNCTIONALITIES

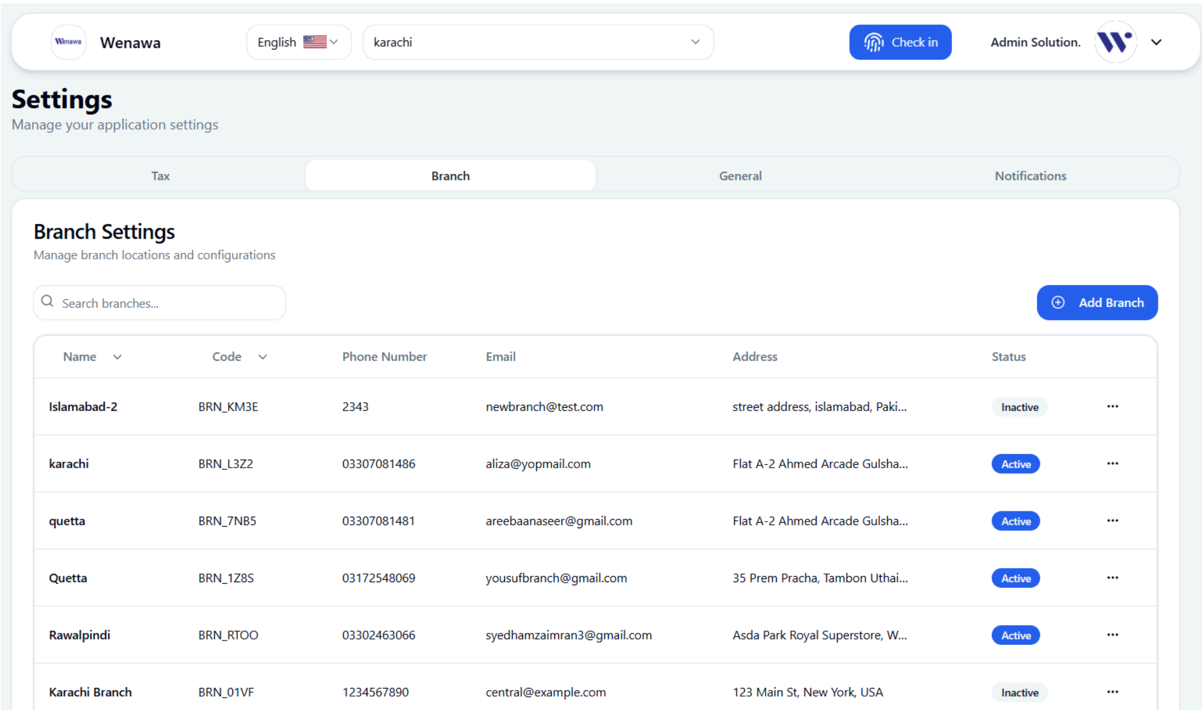
1. Export Timesheet to download and review records externally.
2. Change Week using the date selector to view different weeks.
3. Select Employee to view their specific weekly timesheet.
4. Top cards show summary data including Workdays, Total Hours, Overtime, and Shortage.
5. Fill in the timesheet by selecting the project and entering the hours worked for each day.
6. Displays monthly timesheet in a calendar format.
7. Allows selection of multiple employees at once to view their individual timesheets collectively.
8. Helps in tracking daily logged hours across the month for selected employees.

SETTINGS □ VIEW SETTINGS



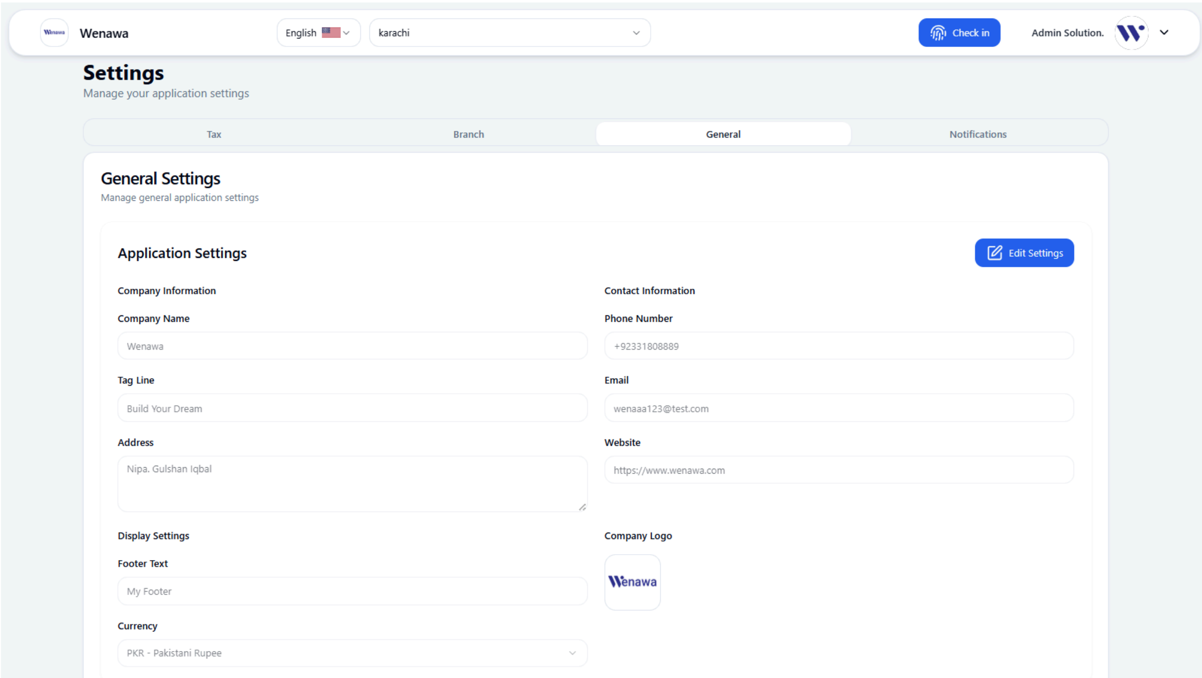
TAX SETTINGS FUNCTIONALITIES

1. Add new tax rules for system-wide application.
2. Edit existing tax configurations.
3. Delete tax entries that are no longer needed.
4. Search taxes by name or applicable criteria.



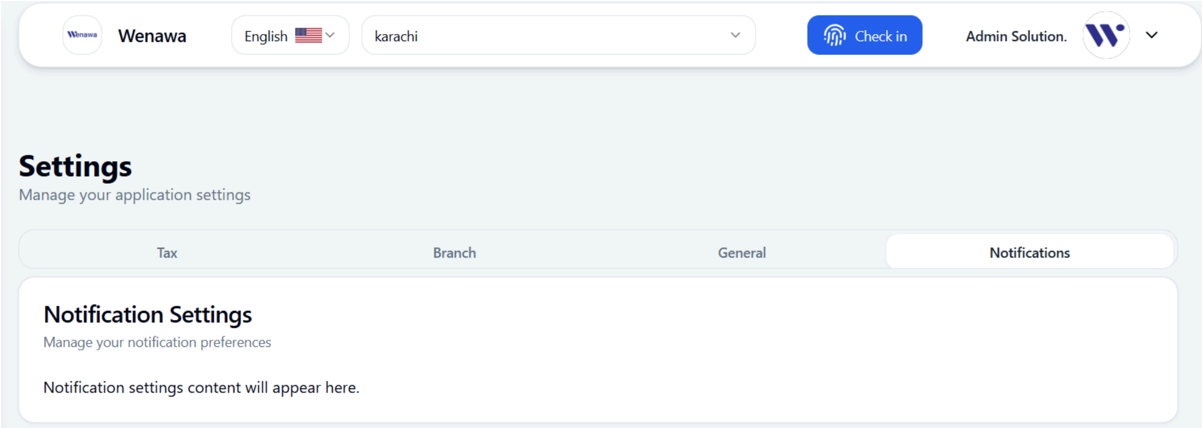
BRANCH SETTINGS FUNCTIONALITIES

1. Add new branch for system-wide application.
2. Edit existing branch configurations.
3. Delete branch entries that are no longer needed.
4. Search branch by name or other things.



GENERAL SETTINGS FUNCTIONALITIES

1. Company Information: Update company name, tagline, and address.
2. Contact Information: Modify phone number, email, and website URL.
3. Display Settings: Customize footer text and set preferred currency.
4. Company Logo Management: Upload or change the company logo.
5. Edit Settings Button: Enables all fields for editing when clicked.



NOTIFICATION SETTINGS FUNCTIONALITIES

1. Whatever happens in the system, its notification will be shown.