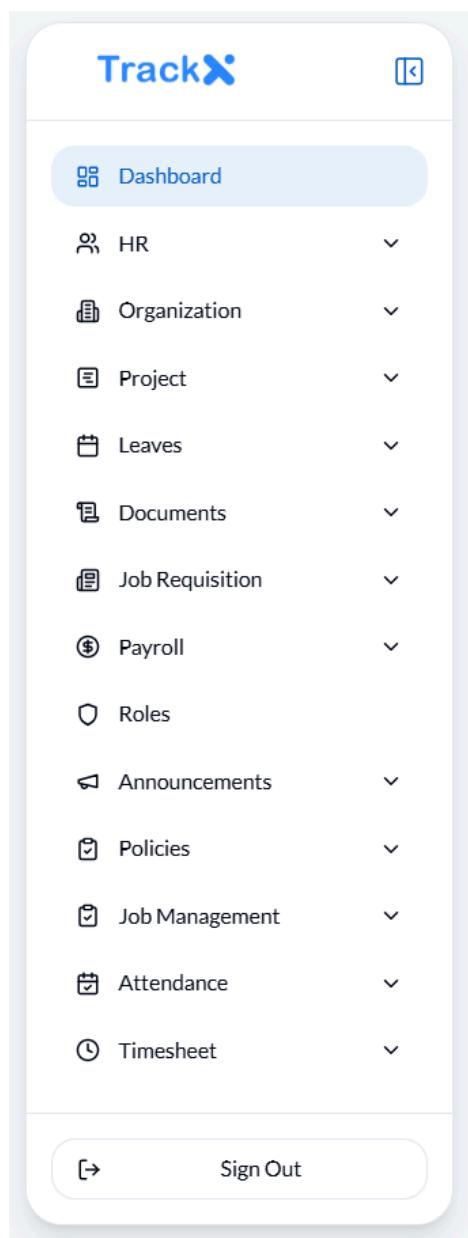


TrackX

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.

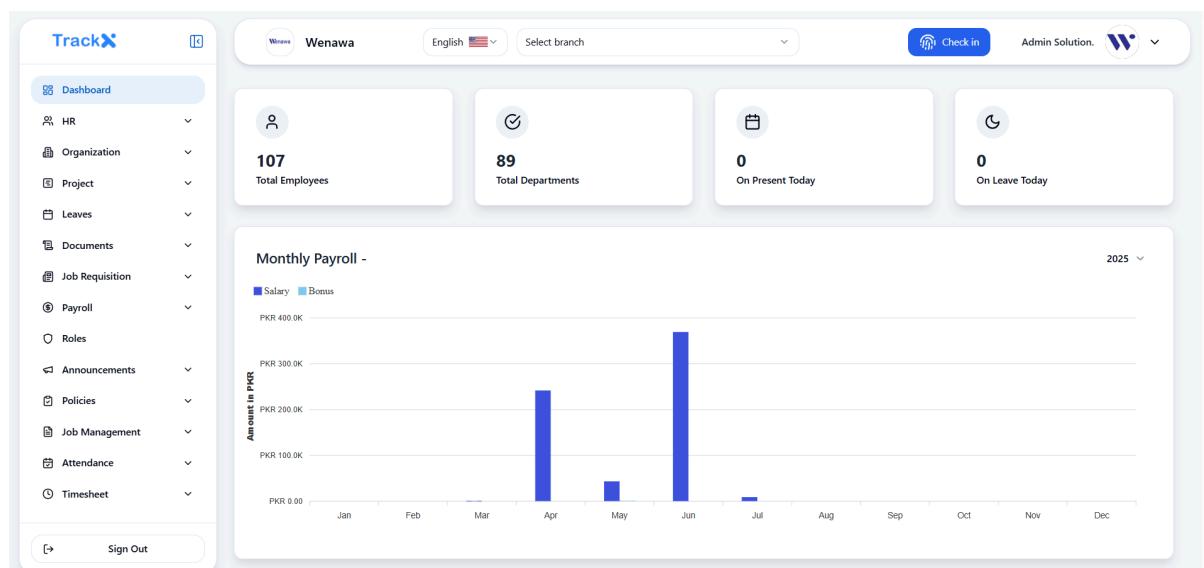
Attendance: Track and view employee attendance records.

Timesheet: Monitor and manage employee timesheets.

Settings: Access and update general system settings.

Sign Out: Logout from the system.

DASHBOARD



TrackX

Wenawa English Select branch Admin Solution.

Employee Attendance

June

Attendance June 2025

Present 0% Absent 100% On Leave 0%

Upcoming Birthdays

Hamza Emp New June 26th Birthday coming up in 9 days

Announcements

TrackX

Wenawa English Select branch Admin Solution.

Department Attendance Overview

Today's Attendance, Leave & Absence

0
Present

0
On Leave

103
Absent

Overall Attendance Rate

0% ↗

Present On Leave Absent

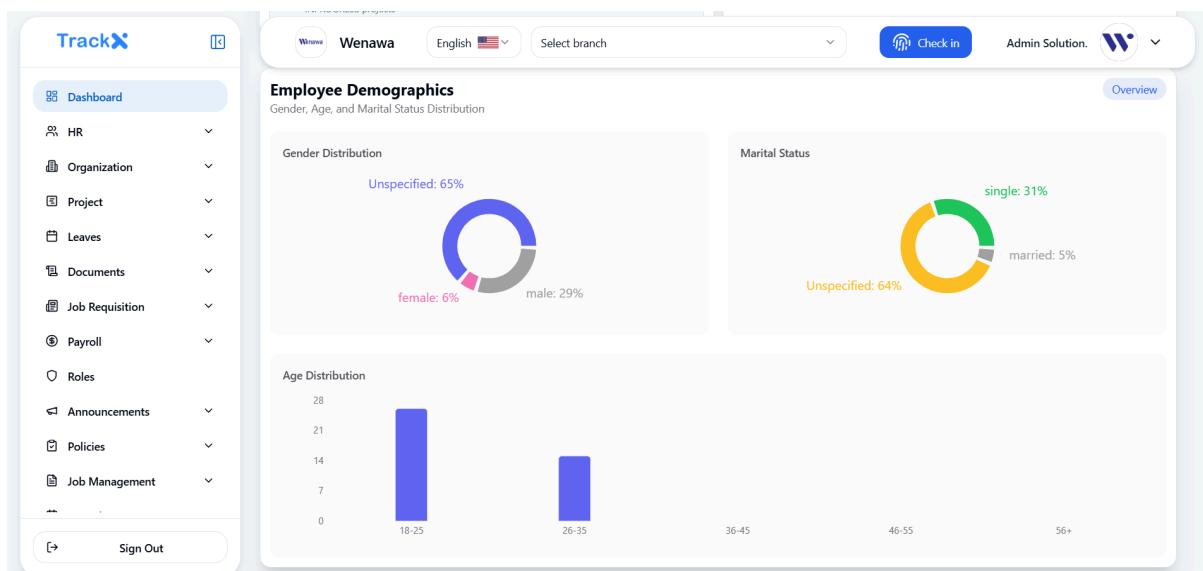
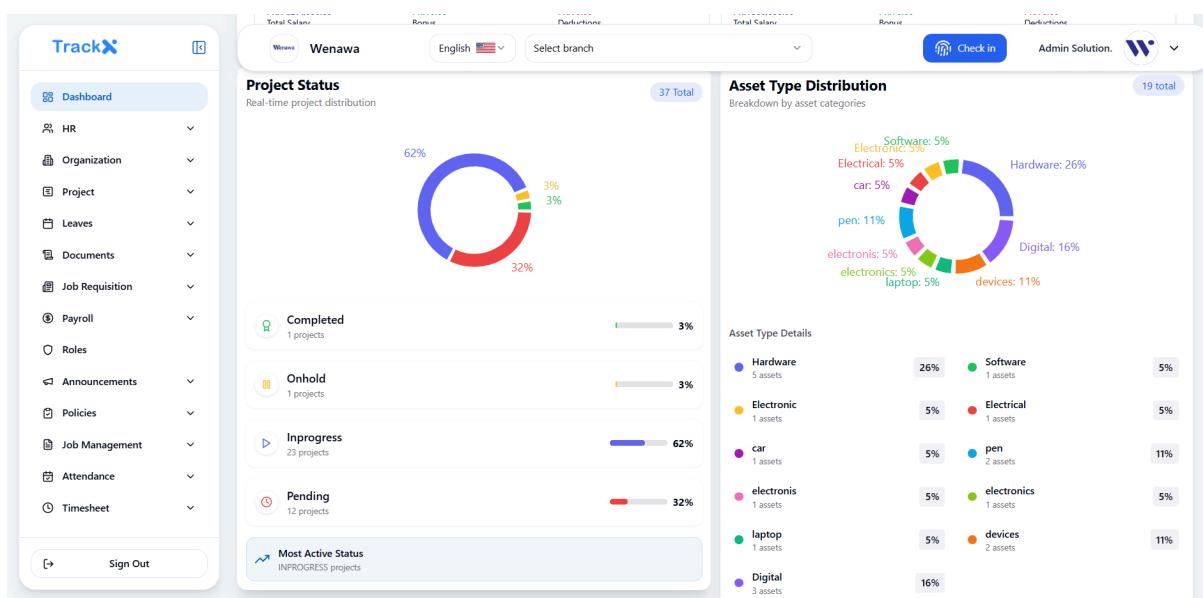
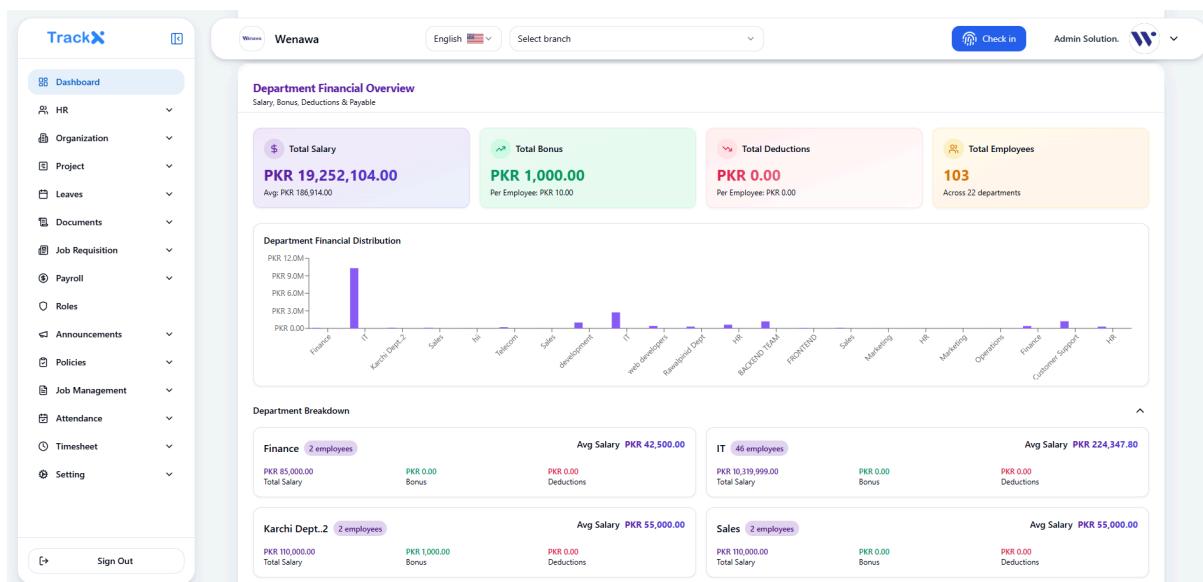
TrackX

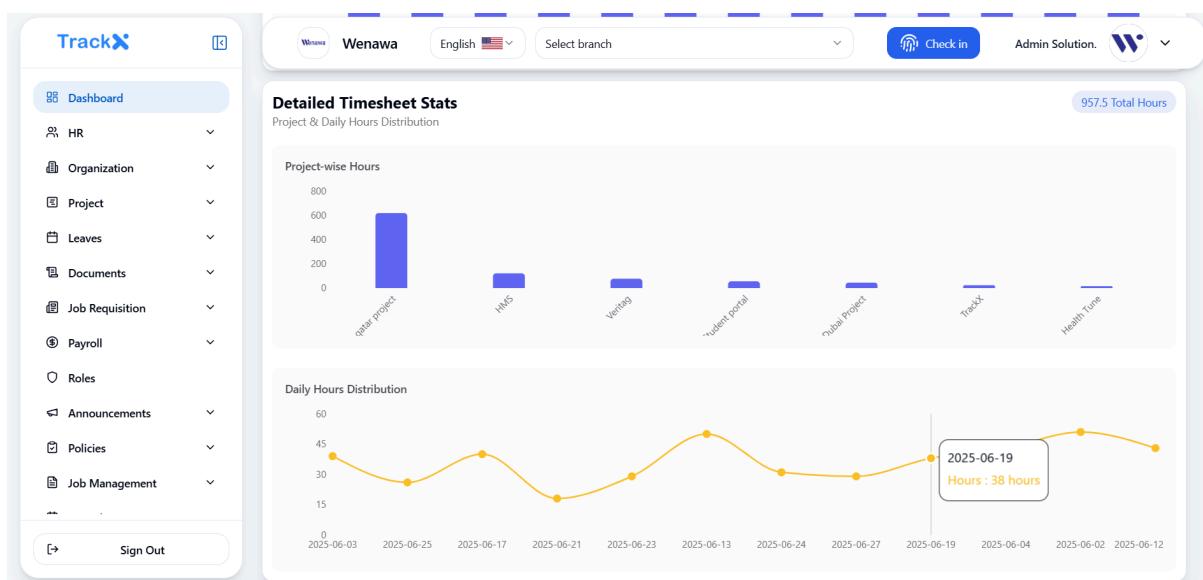
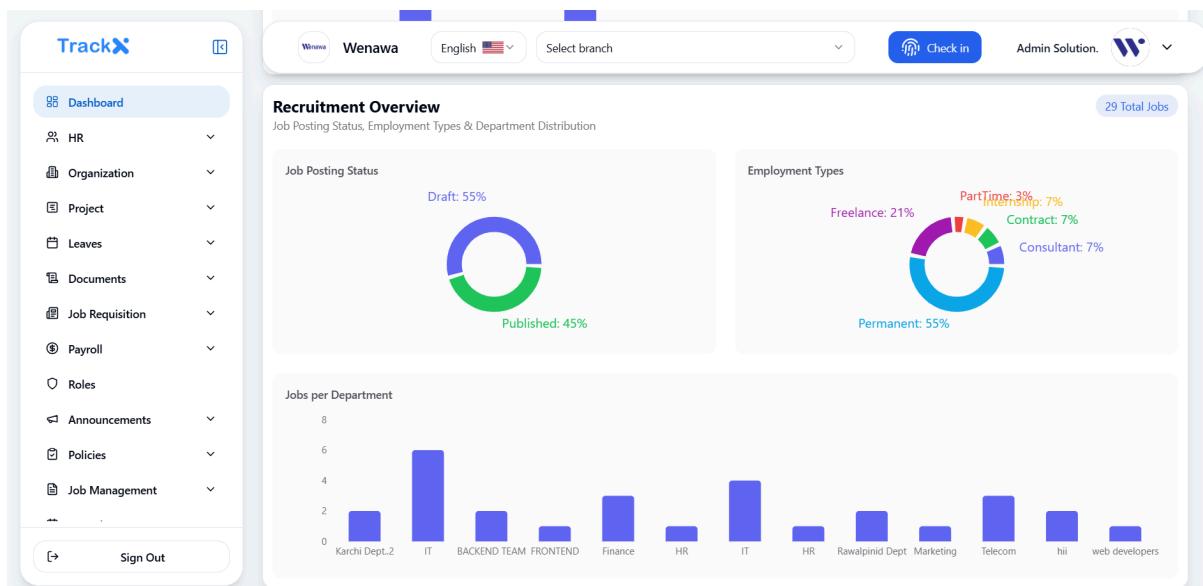
Wenawa English Select branch Admin Solution.

Attendance by Department

Department Breakdown

Department	Employees	Attendance Status	Rate
HR	2 employees	0 present, 0 on leave, 2 absent	0% ↗
Sales	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Marketing	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Operations	2 employees	0 present, 0 on leave, 2 absent	0% ↗
HR	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Marketing	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Sales	4 employees	0 present, 0 on leave, 4 absent	0% ↗
HR	1 employee	0 present, 0 on leave, 1 absent	0% ↗
IT	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Telecom	1 employee	0 present, 0 on leave, 1 absent	0% ↗
Sales development	1 employee	0 present, 0 on leave, 1 absent	0% ↗
IT	1 employee	0 present, 0 on leave, 1 absent	0% ↗
web developers	1 employee	0 present, 0 on leave, 1 absent	0% ↗
HR	1 employee	0 present, 0 on leave, 1 absent	0% ↗
FRONTEND	1 employee	0 present, 0 on leave, 1 absent	0% ↗





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

The screenshot shows the 'Employee Registration Form' within the Wenawa HR application. The form is structured with tabs at the top: Personal, Address, Qualifications, Employee, and Designation. The 'Personal' tab is currently selected. The form fields include:

- First Name* (input field: Enter first name)
- Last Name* (input field: Enter last name)
- Email* (input field: Enter email address)
- Password* (input field: Enter password with an eye icon)
- Gender* (dropdown menu: Male)
- Marital Status* (dropdown menu: Single)
- Religion (input field: Enter religion)
- EOBI (input field: Enter EOBI number)
- NTN (input field: Enter NTN number (e.g., 4174941-3))
- Profile Image (input field with a dropdown arrow)

At the bottom of the form are 'Previous' and 'Next' navigation buttons.

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.

Employee Registration Form

Address Information

Street*	City*
<input type="text" value="Enter street address"/>	<input type="text" value="Enter city"/>
State/Province*	Zip/Postal Code*
<input type="text" value="Enter state or province"/>	<input type="text" value="Enter zip or postal code"/>
Country*	
<input type="text" value="Select a country"/>	

[← Previous](#) [Next →](#)

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

Employee Registration Form

Qualifications & Skills

Skills

Add a skill (e.g., React, JavaScript) [Add](#)

Education

Degree*	Institution*
<input type="text" value="Enter degree name"/>	<input type="text" value="Enter institution name"/>
Start Date*	End Date*
<input type="text" value="mm/dd/yyyy"/> calender	<input type="text" value="mm/dd/yyyy"/> calender
Field of Study*	Result
<input type="text" value="Enter field of study"/>	<input type="text" value="Enter result (optional)"/>

[+ Add Education](#)

[← Previous](#) [Next →](#)

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

Employee Registration Form

Employee

Employee Information

Join Date*	Employment Status*
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select employment status"/>
Department*	Role*
<input type="text" value="Select department"/>	<input type="text" value="Select role"/>
Shift*	Weekly Holiday
<input type="text" value="Select shift"/>	<input type="text" value="Select weekly holiday"/>

Project Assignment

Assign Projects

qatar project (haroon majeed)

[Previous](#) [Next](#)

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

Employee Registration Form

Personal

Address

Qualifications

Employee

Designation

Experience

Certification

Designation & Salary Information

Designation*

Select designation

Salary*

0

Amount in your local currency

Salary Comments

Add any comments about the salary (optional)

← Previous

Next →

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

Employee Registration Form

Personal

Address

Qualifications

Employee

Designation

Experience

Certification

Work Experience

Company Name*

Enter company name

Job Title*

Enter job title

Start Date*

mm/dd/yyyy

End Date

mm/dd/yyyy

I currently work here

Responsibilities (Optional)

Describe your job responsibilities

+ Add Experience

← Previous

Next →

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.

Employee Registration Form

Personal Address Qualifications Employee Designation Experience Certification

Certification Name* Issuing Authority*

Enter certification name Enter issuing authority

Issue Date* Expiry Date

mm/dd/yyyy mm/dd/yyyy This certification doesn't expire

Upload Certificate File (Optional)

Select File

+ Add Certification

← Previous Submit Employee

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

HR - VIEW EMPLOYEE

The screenshot shows the Wenawa HR software interface. At the top, there is a header with the Wenawa logo, language selection (English, karachi), a check-in button, and an Admin Solution dropdown. Below the header, the page title is "View Employees". On the right, there are links to "Dashboard / View Employees" and "Import Employees". A search bar with placeholder "Select Department" is present. The main content area displays a table of employee data with columns: ID, Name, Department, Designation, Status, Shift, and Actions. Each employee row includes a small profile picture, their name, email, department, designation, status (e.g., Permanent, Half Day), shift (e.g., Morning, Night, Evening), and an "Actions" button.

ID	Name	Department	Designation	Status	Shift	Actions
EMP_0094	Asdfasd Dfsdfa. asdasfsd@gmail.com	BACKEND TEAM	BACKEND DEVELOPER/ FULL STACK	Permanent	Morning	⊕
EMP_0093	Syeda Areeba Naseer. nimra@gmail.com	FRONTEND	WEB DEVELOPER	Half Day	Night	⊕
EMP_0092	Nimra Sohail. nimra@yopmail.com	BACKEND TEAM	BACKEND DEVELOPER/ FULL STACK	Half Day	Evening	⊕
EMP_0091	Nameer Khan. nameer@yopmail.com	BACKEND TEAM	BACKEND DEVELOPER/ FULL STACK	Half Day	Morning	⊕
EMP_0089	Syed Hamza Imran. syedhamzaimran1113@gmail.com	HR	BACKEND DEVELOPER/ FULL STACK	Permanent	Morning	⊕
EMP_0088	Syed Hamza Imran. syedhamzaimran1113@gmail.com	BACKEND TEAM	BACKEND DEVELOPER/ FULL STACK	Permanent	Morning	⊕
EMP_0087	Syed Hamza Imran. syedhamzaimran22133@gmail.com	HR	BACKEND DEVELOPER/ FULL STACK	Permanent	Morning	⊕
EMP_0086	Haroon Majeed. haroons@yopmail.com	BACKEND TEAM	BACKEND DEVELOPER/ FULL STACK	Half Day	Morning	⊕

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

The screenshot displays the 'My profile' section of a software application. At the top right, there are links to 'Dashboard / My profile' and a 'Download Bio-Data' button. The main area features a placeholder image of Pikachu and the user's name, Nimra Sohail. Below this, it shows a green 'half day' status and the email nimra@yopmail.com. The user is identified as a 'BACKEND DEVELOPER/ FULL STACK'. On the right, there are sections for contact information (Contact: Not added, CNIC: Not added), date of birth (Date of Birth: Not added), and join date (Join Date: 2025-06-02). A sidebar on the left lists various profile management options: Personal Details (selected), Banks, Projects, Qualification, Experience, Certification, Designation, and Leave Policies. The 'Personal Details' section contains fields for Gender (Female), Religion (Not added), Passport (Not added), NTN (4174941-3), Department (BACKEND TEAM), Marital Status (Married), Alternate Phone (Not added), EOBI (Not added), Address (Flat A-2 Ahmed Arcade Gulshan-e-Iqbal St-13 Blk 06 P...), and Join Date (2025-06-02).

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.

Edit Profile

First Name *****: nirmal

Last Name *****: sohall

Gender *****: Female

Marital Status *****: Married

Religion: Enter religion (optional)

Email *****: nlmra@yopmail.com

Phone *****: Enter phone number

Alternate Phone: Enter alternate phone

CNIC Number: Enter CNIC number

Passport Number: Enter passport number

Address *****: Flat A-2 Ahmed Arcade Gulshan-e-Iqbal St-13 Blk 06 Pakistan Karachi

Date of Birth *****: mm/dd/yyyy

Role *****: staff

Department *****: BACKEND TEAM

Employment Status *****: half day

Join Date: 2025-06-02

EOBI Number: Enter EOBI number

NTN Number: 4174941-3

Save Changes

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

HR - EMPLOYMENT STATUS

The screenshot shows the Wenawa HR platform interface. At the top, there is a navigation bar with the Wenawa logo, user name "Wenawa", language "English" (with a dropdown arrow), location "karachi" (with a dropdown arrow), a "Check in" button, "Admin Solution.", and a blue "W" icon. Below the navigation is a breadcrumb trail "Dashboard / View Employment Status". The main content area has a title "View Employment Status" and a "Add" button. A table lists two employment statuses:

ID	Name	Description	Color	Created At	Actions
76	permanent	8 hours	Green	2025/05/29	
77	half day	work from home	Grey	2025/05/29	

EMPLOYMENT STATUS FUNCTIONALITIES

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

HR - VIEW DESIGNATIONS

The screenshot shows the Wenawa HR platform interface. At the top, there is a navigation bar with the Wenawa logo, user name "Wenawa", language "English" (with a dropdown arrow), location "karachi" (with a dropdown arrow), a "Check in" button, "Admin Solution.", and a blue "W" icon. Below the navigation is a breadcrumb trail "Dashboard / View Designations". The main content area has a title "View Designations" and a search bar with placeholder "Q Search designations...". There is also a "Is Active" toggle switch set to "On" and an "Add" button. A table lists four job titles:

Name	Actions
WEB DEVELOPER	
BACKEND DEVELOPER/ FULL STACK	
TESTING	
qa tester	

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

Id	Name	Total Employees	Actions
115	HR	2	
116	BACKEND TEAM	5	
117	FRONTEND	1	

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

The screenshot shows the Wenawa HR - Assets Management interface. At the top, there is a navigation bar with the Wenawa logo, language selection (English, USA), location (karachi), a check-in button, and an Admin Solution dropdown. Below the navigation bar, the title "Assets Management" is displayed, along with a breadcrumb link "Dashboard / Assets Management". A navigation menu below the title includes "Assets" (which is selected and underlined), "Asset Allocations", and "Asset Types". A search bar and a "Create Asset" button are also present. The main content area displays a table of assets with the following columns: ID, Name, Description, Identification, Taxable, Condition, Manufacturer, Model, Current Value, Asset Type, Created At, Is Allocated, and Actions. Two asset entries are shown:

ID	Name	Description	Identification	Taxable	Condition	Manufacturer	Model	Current Value	Asset Type	Created At	Is Allocated	Actions
15	straightner	too much high quality	4521	No	New	long terms	mn-586	10000	devices	2025/05/29	UnAllocated	
16	light	too much fancy	54698	No	New	5698	458	5020	devices	2025/06/11	Allocated	

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.

The screenshot shows the Wenawa HR - Assets Management interface, specifically the "Asset Allocations" section. The layout is similar to the previous screenshot, with a navigation bar at the top. The title "Assets Management" is followed by a breadcrumb link "Dashboard / Assets Management". A navigation menu includes "Assets", "Asset Allocations" (which is selected and underlined), and "Asset Types". A search bar and a "Allocate Asset" button are present. The main content area displays a table of asset allocations with the following columns: ID, Employee, Asset, Description, Allocated Date, Access, and Actions. One allocation entry is shown:

ID	Employee	Asset	Description	Allocated Date	Access	Actions
7	amnakan amna@yopmail.com	light	whole bunch of sets	2025/06/13	Granted	

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.

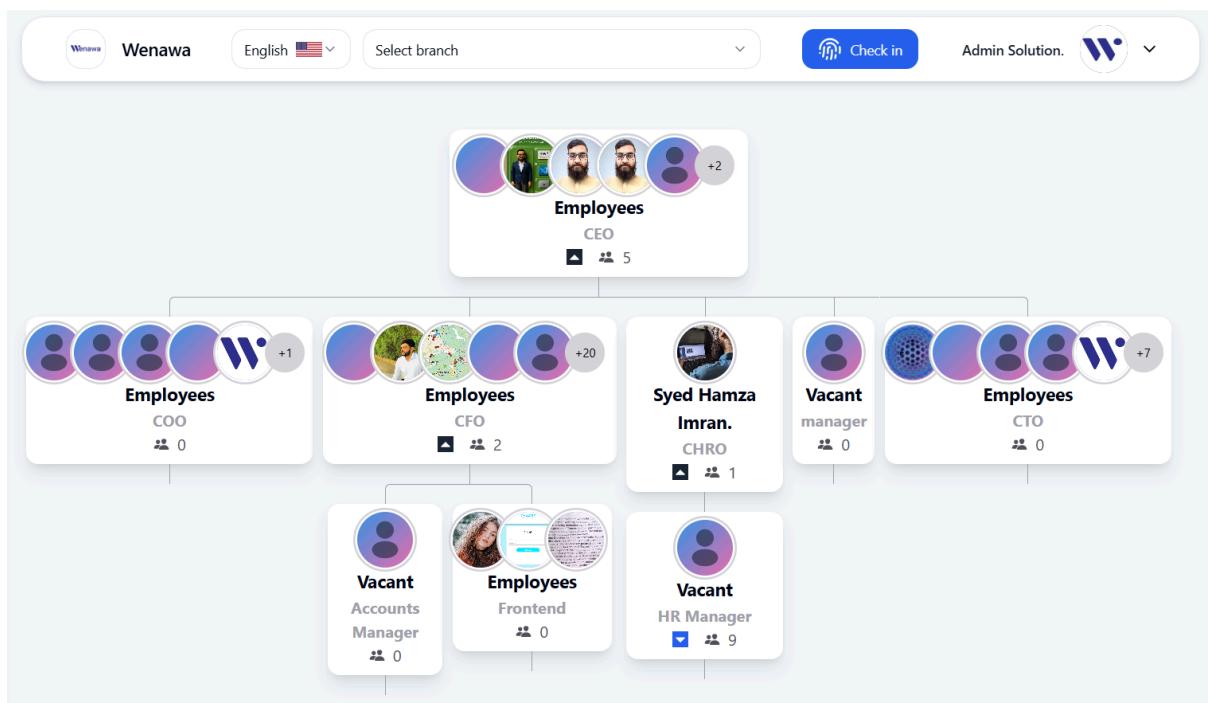
9. Once granted, the asset is officially assigned to the employee.

The screenshot shows the Wenawa Assets Management interface. At the top, there is a navigation bar with the Wenawa logo, language selection (English), location (karachi), a check-in button, and an Admin Solution dropdown. Below the navigation bar, the title "Assets Management" is displayed, along with a breadcrumb link "Dashboard / Assets Management". Under the title, there are three tabs: "Assets", "Asset Allocations", and "Asset Types", with "Asset Types" being the active tab. A blue button labeled "Create Asset Type" is located in the top right corner of this section. The main content area displays a table with two rows of asset types:

ID	Name	Actions
15	devices	
16	lights	

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

The screenshot shows the Wenawa Project Management application. At the top, there is a navigation bar with the Wenawa logo, language selection (English, Karachi), a check-in button, and an admin solution dropdown. Below the header, a search bar labeled 'All Projects' is followed by a search input field, a status filter ('All'), and two buttons: 'Export Report' and 'Add Project'. A table displays project details for a single entry: 'qatar project' managed by 'haroon majeed' (status: INPROGRESS, budget: 1,000,000, spent: 28,500). Action buttons for edit and delete are shown next to the row.

Project	Manager	Status	Budget	Spent	Actions
qatar project	haroon majeed	INPROGRESS	1,000,000	28,500	

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

The screenshot shows the 'My Leaves' section of the Wenawa platform. At the top, there are four summary boxes: 'Pending Requests' (5), 'Total Rejected' (0), 'Approved Leaves' (4), and 'Total Leave Days' (4). Below these are 'My Leave Balances' for 'Paid' (9 days left) and 'Policy 70' (0 days left). A 'Request Leave' button is available. The main area displays a table of 'My Leave Requests' with columns for Type, Date, Days, and Status.

Type	Date	Days	Status
Paid Leave	Jun 10, 2025	1	Approved
Paid Leave	Jun 6, 2025	1	Pending
Paid Leave	Jun 11, 2025	1	Approved
Paid Leave	Jun 11, 2025	1	Approved

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

The screenshot shows the Wenawa Leave Requests dashboard. At the top, there are language and location settings (English, USA, Karachi), a check-in button, and an admin solution logo. Below this, four summary boxes are displayed: Pending Approvals (1, Team leave requests awaiting approval), Total Approved (0, Total approved leave requests), Total Rejected (0, Total rejected leave requests), and Total Leave Days (0, Total days approved across team). A 'Team Leave Management' section follows, featuring a search bar for 'Select Department' and an 'Export Report' button. The main area is titled 'Team Leave Requests' and contains a table with columns: Type, Date, Days, Status, Employee, and Actions. One row is shown: 'mandatory' (Date: Jun 13, 2025 to Jun 16, 2025, Days: 4, Status: Pending, Employee: amna khan, Actions: Approve, Reject).

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

The screenshot shows the Wenawa software interface with the following elements:

- Top navigation bar: Wenawa logo, Language (English), Location (karachi), Check in button, Admin Solution, and a blue 'W' icon.
- Header: A blue button labeled "Add Leave Type" with a plus sign.
- Section title: "Leave Types".
- Table: A grid displaying five leave types with columns for Name, Description, Status, Color, and Actions (Edit and Delete).

Name	Description	Status	Color	Actions
Unpaid	Unpaid Leave	Active	#00e8ff	
Paid	Paid leave	Active	#6b1c1c	
Bereavement Leave	Bereavement Leave	Active	#59836c	
sdfsdf	asdasda	Active	#FF0000	
Hajj Leaves	Description	Active	#00e0ff	

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

The screenshot shows the Wenawa application interface with the following elements:

- Top Bar:** Includes the Wenawa logo, language selection (English, USA flag), location (karachi), a "Check in" button, and an "Admin Solution" section with a blue "W" icon.
- Page Title:** "Documents" and "Dashboard / Documents".
- Search and Filter:** A search bar with placeholder "Search documents..." and a dropdown menu for "Select Category" with options like "All", "Public", and "Private".
- Table View:** A table listing documents with columns: Title, Description, Type, Size, Visibility, Uploaded By, Uploaded At, and Actions. Two documents are listed:
 - Title:** system enable
Description: --
Type: DOCX
Size: 1545.39 KB
Visibility: PUBLIC
Uploaded By: laraib khan (laraib@yopmail.com)
Uploaded At: 2025/06/13
Actions: Download, Edit, Delete
 - Title:** zvdzxz
Description: zx dsvdwdx
Type: PDF
Size: 514.60 KB
Visibility: PUBLIC
Uploaded By: haroon majeed (haroons@yopmail.com)
Uploaded At: 2025/05/30
Actions: Download, Edit, Delete

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

The screenshot shows the Wenawa mobile application interface. At the top, there is a header bar with the Wenawa logo, language selection (English, USA), location (karachi), a check-in button, and an Admin Solution dropdown. Below the header is a modal window titled "Upload New Document". The modal contains fields for "Document Title" (with placeholder "Enter document title"), "Visibility" (set to "Public"), "Description" (placeholder "Enter document description (optional)"), "Upload File" (button labeled "Choose File" with "No file chosen" message), and "Categories" (placeholder "Select categories"). At the bottom right of the modal are "Cancel" and "Upload Document" buttons.

Wenawa English USA karachi Check in Admin Solution. W

Upload New Document

Document Title

Visibility

Description

Upload File

Categories

Cancel Upload 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

The screenshot shows the Wenawa software interface with the following elements:

- Top navigation bar: Wenawa logo, English flag, Select branch dropdown, Check in button, Admin Solution, and a W icon.
- Breadcrumbs: Dashboard / Document Categories.
- Header buttons: Document Categories (highlighted in blue) and Add Category.
- Table: Document Categories

ID	Name	Description	Color	Documents	Created At	Actions
3	HR guide	only of hrs	Grey	5	2025/05/12	
7	Leadership	--	Purple	1	2025/05/28	
4	Master	--	Light Purple	5	2025/05/14	
1	Policy Document	Policy Document For Employees	Blue	4	2025/05/12	
6	TEsting	--	Dark Blue	2	2025/05/28	
8	Team Lead	--	Light Purple	3	2025/06/12	
2	financial	financial reports	Black	2	2025/05/12	

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

The screenshot shows a user interface for managing job requisitions. At the top, there is a header with the Wenawa logo, language selection (English, karachi), a check-in button, and a dropdown for Admin Solution. Below the header is a search bar and filters for Status, Priority, and Department. A blue button labeled '+ New Requisition' is visible.

The main area displays six job requisition cards in a 2x3 grid:

- QA Engineer**: Marketing • Permanent. 2 positions. Status: Approved. Priority: Medium. Expected by: Not specified. View details.
- Job requisition**: Customer Support • Permanent. 1 position. Status: Approved. Priority: Medium. Description: adsadsdasdasdasdasdas. Expected by: Jun 30, 2025. View details.
- management officer**: Customer Support • Consultant. 1 position. Status: Approved. Priority: High. Expected by: Not specified. View details.
- Senior HR**: HR • Permanent. 5 positions. Status: Pending. Priority: Medium. Expected by: Not specified. View details.
- Flutter Developer**: IT • Permanent. 10 positions. Status: Approved. Priority: Medium. Description: asdasdasdasdasdasdasdas. Expected by: Jun 30, 2025. View details.
- Dot Net**: HR • Permanent. 1 position. Status: Approved. Priority: Medium. Description: asdasdasdasdas. Expected by: Jun 19, 2025. View details.

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

Wenawa English karachi Admin Solution.

< Back to Requisitions

Position Information

Enter the core details for this position

Position Title*
e.g., Senior Software Engineer

Department*
Select department

Employment Type*
Permanent

Number of Positions
1

Minimum Experience (years)
0

Compensation & Timing

Expected Compensation*
0 PKR

Expected By Date
mm/dd/yyyy

Shift
Select shift

Create a Job Requisition

Submit

Job Details

Job Description
Describe the responsibilities, qualifications, and other details...

Required Skills
Type and press Enter
Press Enter to add a skill

Additional Information

Hiring Reason New Position	Preferred Gender Any
Job Mode OnSite	Priority Medium

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

The screenshot shows the 'Create New Payrun' configuration page. At the top, there are navigation links for 'Configuration' and 'Preview'. Below this, the 'Payrun Configuration' section is titled 'Payrun Configuration' and describes it as 'Configure the parameters for this payrun batch'. It includes fields for 'Payrun Name' (set to 'Payroll June 2025'), 'Salary Month' (set to 'June'), 'Salary Year' (set to '2025'), and an optional 'Description (Optional)' field which is empty. At the bottom right of the configuration area is a blue 'Preview Payrun' button, and at the bottom left is a 'Cancel' button.

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.

The screenshot shows a payroll preview interface with the following details:

- Payrun Preview**: Review the payrun before generating payslips.
- Selected: 13 of 13 employees**
- Select Employees** button
- Employees**: 13
- Period**: July 2025
- Work Hours**: 81.0
- Total Payable**: PKR 8,804.00

Employee	Work Hours	Base Salary	Deductions	Total Payable
haroon majeed	0	PKR 120,000.00	PKR 0.00	PKR 0.00
Syed Hamza Imran	0	PKR 200,000.00	PKR 0.00	PKR 0.00
Syed Hamza Imran	0	PKR 20,000.00	PKR 0.00	PKR 0.00
Syed Hamza Imran	0	PKR 19,995.00	PKR 0.00	PKR 0.00
nameer khan	0	PKR 10,000.00	PKR 0.00	PKR 0.00
nimra sohail	0	PKR 10,000.00	PKR 0.00	PKR 0.00
Syeda Areeba Naseer	0	PKR 10,000.00	PKR 0.00	PKR 0.00
asdifasd dfsdfa	0	PKR 20,000.00	PKR 0.00	PKR 0.00
amna khan	0	PKR 10,000.00	PKR 0.00	PKR 0.00
laraib khan	0	PKR 1,000,000.00	PKR 0.00	PKR 0.00
asad usmani	81	PKR 50,000.00	PKR 0.00	PKR 8,804.00
Syed Hamza Imran	0	PKR 300,000.00	PKR 0.00	PKR 0.00
ahmed khan	0	PKR 100,000.00	PKR 0.00	PKR 0.00

Back button | **Generate Payrun (13)** button

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.

Venlava English Karachi

Select Employees for Payrun

Choose which employees to include in this payrun

Select All

Search employees...

Employee	Base Salary	Total Payable
<input checked="" type="radio"/> haroon majeed ID: EMP_0086	PKR 120,000.00	PKR 0.00
<input checked="" type="radio"/> Syed Hamza Imran ID: EMP_0087	PKR 200,000.00	PKR 0.00
<input type="radio"/> Syed Hamza Imran ID: EMP_0088	PKR 20,000.00	PKR 0.00
<input type="radio"/> Syed Hamza Imran ID: EMP_0089	PKR 19,995.00	PKR 0.00
<input type="radio"/> nameer khan ID: EMP_0091	PKR 10,000.00	PKR 0.00
<input type="radio"/> nimra sohail ID: EMP_0092	PKR 10,000.00	PKR 0.00

Done

Syeda Areeba Naseer 0 PKR 10,000.00

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.

The screenshot shows the Wenawa Payruns dashboard. At the top, there is a navigation bar with the Wenawa logo, language selection (English, USA), location (karachi), a check-in button, and an Admin Solution dropdown. Below the navigation bar, the title "Payruns" is displayed, along with a "Create New Payrun" button. There are two filter buttons: "All Months" and "All Years". The main area contains eight payrun cards arranged in two rows of four. Each card provides a summary of a specific payrun period (e.g., "01 - 30 June, 2025"), the status (e.g., "Paid" or "Generated"), the number of employees included, and the ID and creation date. Each card also features a "View" button and a three-dot menu button.

Period	Status	Employees	ID	Created
01 - 30 June, 2025	Paid	Includes 1 employees	ABCFFFF5	Jun 13, 2025
01 - 30 June, 2025	Generated	Includes 1 employees	828A5C2D	Jun 13, 2025
01 - 30 June, 2025	Generated	Includes 12 employees	046B1773	Jun 13, 2025
01 - 30 June, 2025	Generated	Includes 1 employees	D6BC6DB5	Jun 13, 2025
01 - 30 June, 2025	Paid	Includes 10 employees	6BA0FC6D	Jun 13, 2025
01 - 30 June, 2025	Paid	Includes 4 employees	438BFD3B	Jun 13, 2025
01 - 30 June, 2025	Paid	Includes 4 employees	491CF2E5	Jun 12, 2025
01 - 30 June, 2025	Paid	Includes 9 employees	4C151E66	Jun 12, 2025

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

The screenshot shows a software interface for managing payruns. At the top, it displays "Payrun: Payroll June 2025" and "Paid". Below this, there's a "Payrun Details" section with the following information:

ID:	046B1773
Period:	01 - 30 June, 2025
Employees:	12
Created:	Jun 13, 2025
Updated:	Jun 15, 2025

Description: Auto-generated payrun for 12 employees. A note indicates "⚠️ 11 employees have conflicting payslips".

On the right, there's a table titled "All Payslips" with a "Conflicted Payslips" tab selected, showing 11 entries. The columns include Employee Name, Salary, Payable, Bonus, Deduction, Total, Status, and Actions. Most entries show a "Conflicted" status, while one entry for Syed Hamza Imran (EMP_0103) is marked as "Valid".

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

The screenshot shows the Wenawa Payroll software interface. At the top, there is a navigation bar with the Wenawa logo, language selection (English), branch selection, a check-in button, and an Admin Solution link. Below the navigation bar, a breadcrumb navigation shows 'Back to Payroll' and the current page 'All Payslips'. The main content area is titled 'Payslips' and displays a table of employee payslips for June 2025. The table columns include Employee, Period, Payrun, Salary, Bonus, Deduction, Total, Status, and Actions. Each row shows details for an employee, such as Syed Hamza Imran (EMP_0105) with a salary of PKR 2,000,000.00 and a status of UNPAID. The 'Actions' column contains icons for View, Download, and Pay. There are also filters at the top of the table for All Months, All Years, All Payruns, and a search bar for employees.

Employee	Period	Payrun	Salary	Bonus	Deduction	Total	Status	Actions
Syed Hamza Imran EMP_0105	Jun 2025	Payroll June 2025	PKR 2,000,000.00	PKR 0.00	PKR 0.00	-PKR 5.00	UNPAID	
Syed Hamza Imran EMP_0098	Jun 2025	Payroll June 2025	PKR 300,000.00	PKR 0.00	PKR 0.00	PKR 0.00	UNPAID	
Syed Hamza Imran EMP_0097	Jun 2025	Payroll June 2025	PKR 2,000,000.00	PKR 0.00	PKR 0.00	PKR 0.00	UNPAID	
abdullah shah EMP_0065	Jun 2025	Payroll June 2025	PKR 10,000.00	PKR 0.00	PKR 0.00	-PKR 5.00	UNPAID	
ALI Khan EMP_0064	Jun 2025	Payroll June 2025	PKR 100,000.00	PKR 0.00	PKR 0.00	-PKR 5.00	UNPAID	
Syed Hamza Imran EMP_0061	Jun 2025	Payroll June 2025	PKR 100,000.00	PKR 0.00	PKR 0.00	-PKR 5.00	UNPAID	
Abdul Basit EMP_0054	Jun 2025	Payroll June 2025	PKR 12,000.00	PKR 0.00	PKR 0.00	-PKR 5.00	UNPAID	

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

The screenshot shows the 'Roles' section of the Wenawa Admin Solution. At the top, there is a navigation bar with the Wenawa logo, language selection (English, karachi), a 'Check in' button, and account information. Below the navigation is a search bar and a 'Is Active' toggle switch. The main area displays a table of roles:

ID	Name	Actions
1	admin	
2	staff	
5	finance	
20	teacher	
24	hr	
25	projectManager	
42	manager	
43	politics	

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

The screenshot shows a web-based application interface for managing leave policies. At the top, there is a header bar with the Wenawa logo, language selection (English, Karachi), a check-in button, and an admin solution icon. Below the header, a section titled "Create Policy" has a blue "Create Leave Policy" button. The main content is a table listing seven existing leave policies:

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

The screenshot shows the 'Holiday Policy' section under 'Public Holiday'. The top navigation bar includes the Wenawa logo, language selection (English, karachi), a check-in button, and an admin solution icon. The main area displays a table of public holidays with columns for ID, Name, and Actions (edit and delete icons). The listed holidays are New Year (ID 4), Christmas (ID 6), New Year (ID 10), Independence Day (ID 11), and Christmas (ID 12).

ID	Name	Actions
4	New Year	
6	Christmas	
10	New Year	
11	Independence Day	
12	Christmas	

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

The screenshot shows the 'Holiday Policy' section under 'Weekly Holiday'. The top navigation bar includes the Wenawa logo, language selection (English, karachi), a check-in button, and an admin solution icon. The main area displays a table of weekly holidays with columns for ID, Name, and Actions (edit and delete icons). The listed weekly holidays are Sunday-Friday (ID 2), Saturday-Thursday (ID 17), Sunday-Friday (ID 18), Saturday-Thursday (ID 19), Sunday-Friday (ID 20), and Saturday-Thursday (ID 21).

ID	Name	Actions
2	Sunday-Friday	
17	Saturday-Thursday	
18	Sunday-Friday	
19	Saturday-Thursday	
20	Sunday-Friday	
21	Saturday-Thursday	

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

POLICIES □ SHIFTS

ID	Name	Start Time	End Time	Work Hours	Actions
61	morning	23:00:00	17:00:00	18	
74	night	17:00:00	23:59:00	6	
75	Evening	16:00:00	12:00:00	20	
76	new one	12:15:00	00:15:00	12	
77	night-morning	01:00:00	08:36:00	7	

SHIFTS POLICY FUNCTIONALITIES

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

POLICIES □ SHIFTS □ ATTENDANCE THRESHOLDS

ID	Shift Name	Early In (mins)	Late In (mins)	Early Out (mins)	Late Out (mins)	Actions
45	Evening	10 mins	10 mins	10 mins	10 mins	
23	morning	10 mins	10 mins	10 mins	10 mins	
43	night	10 mins	15 mins	10 mins	10 mins	
47	night-morning	15 mins	15 mins	10 mins	10 mins	

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

Q Search job titles, departments...

Status Department Visibility Clear Filters

Active 2 Drafts 1 Closed 0

+ Create Job Posting

soft engineer Backend Team • Permanent	Published	...
Location karachi, kaeaci	Openings 5 positions	Application Deadline Jun 18, 2025 2 days left
Hiring Manager:	View Details	
asdasdsadas IT • Contract	Published	...
Location KARACHI, Karachi	Openings 1 positions	Application Deadline Jun 24, 2025 8 days left
Hiring Manager:	View Details	

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

The screenshot shows the Wenawa platform's job posting creation interface. At the top, there is a navigation bar with the Wenawa logo, language selection (English, Karachi), a search bar, a check-in button, and an admin solution link. Below the navigation bar, there is a back-to-job-postings link. The main form is divided into two main sections: 'Basic Information' on the left and 'Publishing Settings' on the right.

Basic Information: This section contains fields for 'Job Requisition' (dropdown, optional), 'Job Title*' (text input, e.g., Senior Software Engineer), 'Department*' (dropdown, Select a department), 'Hiring Manager*' (dropdown, Select a Hiring Manager), 'Employment Type*' (dropdown, Select an Employee Type), 'Number of Openings*' (text input, 1), and 'Referral Code' (text input, Enter referral code (if any)).

Publishing Settings: This section contains fields for 'Visibility*' (dropdown, Select visibility), 'Who can see this job posting', 'Application Deadline*' (button to 'Pick a date'), and a note 'The last day candidates can apply'.

Actions: A large blue button at the bottom right labeled 'Create Job Posting'.

Job Description

Provide details about the position

Job Overview*

Provide a brief overview of the role...

Key Responsibilities*

Enter key responsibilities (one per line)...

Enter one responsibility per line

Qualifications & Requirements*

Enter required qualifications (one per line)...

Enter one qualification per line

Location & Work Mode

Specify where the work will be performed

Work Mode*

Select a Work Mode

City

e.g., San Francisco

State/Province

e.g., CA

Country

e.g., USA

Salary Information

Specify salary details or mark as confidential

Confidential Salary

Check this box if you don't want to disclose the salary range

Minimum Salary

e.g., 50000

Maximum Salary

e.g., 80000

Currency

USD

CREATE JOB POSTING FUNCTIONALITIES

- 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.
- 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

The screenshot shows the 'View Details' page for a job posting. At the top, there's a navigation bar with the Wenawa logo, language selection (English, USA), location (karachi), a 'Check in' button, and an 'Admin Solution' dropdown. Below the navigation, a breadcrumb link 'Back to Job Postings' is visible. The main content area is divided into several sections: 'Job Overview' (must be hardworking), 'Key Responsibilities' (list includes 'all office responsibility managed'), 'Required Qualifications' (list includes 'graduated must be'), and a 'Quick Actions' sidebar with buttons for 'Unpublish Job', 'Edit Posting', and 'View Public Page'. A shareable public link is provided: <https://dev-trackx.wenawa.com/careers/36?ref=...>.

The screenshot shows a job posting for a 'Mearn Stack' position. At the top, there's a navigation bar with 'Wenawa', language selection ('English'), location ('karachi'), a 'Check in' button, and 'Admin Solution.' with a 'W' logo. Below this, a status badge says 'Published' with '1 day remaining'. The main content area has tabs for 'Job Description' and 'Job Details'. Under 'Basic Information', details include: Job Title 'Mearn Stack', Department 'FRONTEND', Employment Type 'Freelance', Location 'OnSite', Application Deadline 'June 17, 2025', Salary Range 'Confidential', Number of Openings '1 position', Hiring Manager 'amna khan', and Visibility 'Public'. A 'Quick Actions' sidebar offers 'Unpublish Job', 'Edit Posting', and 'View Public Page'. Another sidebar for 'Employee Referral' provides a link 'https://dev-trackx.wenawa.com/careers/36?ref=' and a 'Share Referral Link' button. At the bottom, a 'Timestamps' section lists 'Created' (June 17, 2025), 'Last Updated' (June 17, 2025), and 'Published' (June 17, 2025).

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

The screenshot shows a job listing for a "Mearn Stack" position. At the top, there are tabs for "Job Openings", "About Us", "Our Culture", and "Benefits". A "Employee Login" button is in the top right. Below the tabs, a "Back to all jobs" link is present. The job title is "Mearn Stack". It includes filters for "FRONTEND", "Freelance", "OnSite", and a deadline of "Apply by June 17, 2025". A green "Published" button is also visible. A large blue "Apply Now" button is centered at the top of the job description area. The job description states: "must be hardworking". The key responsibilities are listed as: "all office responsibility managed". The required qualifications are: "graduated must be". To the right, a "Job Details" section lists: Department (FRONTEND), Job Type (Freelance), Location (OnSite), Work Mode (OnSite), Positions (1), Posted On (June 17, 2025), and Deadline (June 17, 2025). Below the job details is a "Share this Job" section with a "Copy Link" button. At the bottom is a "Ready to Apply?" section with a "Submit your application today" message and a blue "Apply for this Position" button.

The screenshot shows a "Career Opportunities" page. At the top, there are tabs for "Job Openings", "About Us", "Our Culture", and "Benefits", along with an "Employee Login" button. Below the tabs, a search bar with placeholder "Search jobs..." and a dropdown menu for "All Departments" are shown. A "Clear Filters" button is also present. Two job listings are displayed: 1) "Mearn Stack" (Freelance, 1 day left) posted on Jun 17, 2025, with a deadline of Jun 17, 2025. The description includes: "must be hardworking ...". A "View Details" button is available. 2) "React Developer" (Permanent, 10 days left) posted on Jun 16, 2025, with a deadline of Jun 26, 2025. The description includes: "asdasdasdasdasdasdasdasdasd ...". A "View Details" button is available.

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

The screenshot shows the Wenawa recruitment management software interface. At the top, there are navigation links for 'Wenawa', 'Check in', 'Admin Solution.', and a user icon. Below the header, there are five summary boxes: 'Total Applications' (6), 'New Applications' (3), 'Shortlisted' (1), 'Interviews' (0), and 'Hired' (1). A search bar and filters for 'All Departments', 'All Job Postings', and 'All Statuses' are also present. The main content area displays a table of candidates with columns for Candidate, Position, Status, Applied, and Actions. Each candidate row includes a profile picture, name, email, position, stack, status (e.g., HIRED, SHORTLISTED, APPLIED, OFFER EXTENDED), applied date, and a 'View' action button.

Candidate	Position	Status	Applied	Actions
Syeda Areeba Naseer areebaanaseer@gmail.com	Mearn Stack FRONTEND	Hired	Jun 17, 2025, 01:05 AM via Direct	
Syed Hamza Imran syedhamzaimran3@gmail.com	React Developer IT	Shortlisted	Jun 16, 2025, 04:53 PM via aasdasdasd	
%PDF-1.5 areebaanaseer@gmail.com	senior hr HR	Applied	Jun 16, 2025, 04:41 PM via Direct	
Syeda Areeba Naseer areebaanaseer@gmail.com	QA Engineer Marketing	Offer Extended	Jun 10, 2025, 03:30 PM via Direct	
Syed Hamza Imran syedhamzaimran3@gmail.com	Dot Net HR	Applied	Jun 10, 2025, 10:56 AM via Direct	
Syed Hamza Imran syedhamzaimran3@gmail.com	soft engineer BACKEND TEAM	Applied	Jun 7, 2025, 12:10 AM via Direct	

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

The screenshot shows the Wenawa software interface for viewing attendance. At the top, there are navigation links for 'Wenawa', 'English' (with a dropdown arrow), 'karachi' (with a dropdown arrow), a blue 'Check in' button with a Wi-Fi icon, 'Admin Solution.', and a 'W' logo with a dropdown arrow. Below this, the title 'View Attendance' is displayed, along with a breadcrumb trail 'Dashboard / View Attendance'. A search bar at the top includes date filters ('May 17, 2025 - Jun 17, 2025'), 'Select Employee' (with a magnifying glass icon), and 'Select Department' (with a magnifying glass icon). The main content area is a table titled 'View Attendance' showing two rows of employee punch records:

ID	PunchedBy	In Date	In Time	InTime Status	Out Date	Out Time	OutTime Status	Hours Logged	Work Mode	Comment	Image
148	nimra sohail	2025/06/03	1:12 AM	Early	2025/06/03	1:34 AM	Early	0:22	remote	--	--
135	haroon majeed	2025/05/30	12:01 AM	Early	2025/05/30	11:59 PM	Late	23:57	remote	--	--

VIEW ATTENDANCE FUNCTIONALITIES

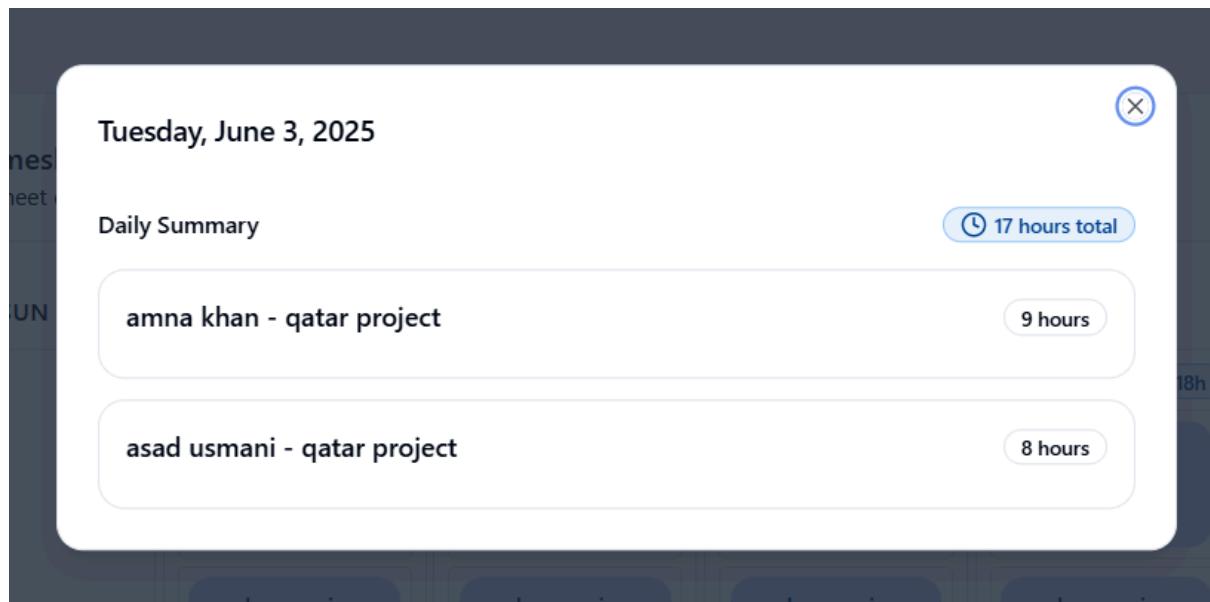
1. View attendance using a calendar view for easy tracking.
2. Select Employee to check individual attendance records.
3. Select Department to filter and view attendance of all employees within that department.

TIMESHEET □ VIEW TIMESHEET

The screenshot shows the Wenawa Timesheet interface. At the top, there are navigation buttons for 'Today', a date range 'June 15-21, 2025', a 'Saved' button, and a search bar with 'amna khan'. On the right, there are 'Check in' and 'Admin Solution.' buttons. Below the header, a summary box displays 'Work Days 0/21', 'Hours 179/378h', 'Overtime +0h', and 'Shortage -199h'. The main area shows a grid of hours worked for each day of the week, categorized by project ('qatar project'). A total row at the bottom summarizes the hours worked.

Project Name / Code	Sun 15 Jun	Mon 16 Jun	Tue 17 Jun	Wed 18 Jun	Thu 19 Jun	Fri 20 Jun	Sat 21 Jun	Total
qatar project		9	9	9	9	9		45.0
Total Hours	0.0	9.0	9.0	9.0	9.0	9.0	0.0	45.0

The screenshot shows the Wenawa Timesheet interface in a monthly calendar view for June 2025. The calendar grid displays daily timesheet entries for employee 'amna khan' working on the 'qatar project' from Monday to Friday. Each entry shows a duration of 9 hours. The days of the week are labeled 'SUN', 'MON', 'TUE', 'WED', 'THU', 'FRI', and 'SAT'. The month is labeled 'June 2025' at the top right.



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

The screenshot shows the 'Settings' section of the Wenawa application. At the top, there are navigation links for 'Wenawa', language ('English'), location ('karachi'), a 'Check in' button, and user information ('Admin Solution.'). Below this, the 'Settings' header is displayed with a sub-header 'Manage your application settings'. There are four tabs: 'Tax' (selected), 'Branch', 'General', and 'Notifications'. The 'Tax' tab contains a sub-section titled 'Tax Settings' with the sub-header 'Manage tax configurations for your application'. It includes a search bar, a blue 'Add Tax' button, and a table listing five tax entries:

Name	Value	Type	Status	Min Amount	Max Amount	Actions
custom tax	1000	FIXED	Active	-	-	...
tax	5	FIXED	Active	10	15	...
sales tax	20%	PERCENTAGE	Active	-	-	...
Sales Tax	12%	PERCENTAGE	Active	100	2000	...

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.

The screenshot shows the 'Settings' section of the Wenawa application. At the top, there are navigation links for 'Wenawa', language ('English'), location ('karachi'), a 'Check in' button, and user information ('Admin Solution.'). Below this, the 'Settings' header is displayed with a sub-header 'Manage your application settings'. There are four tabs: 'Tax' (selected), 'Branch' (selected), 'General', and 'Notifications'. The 'Branch' tab contains a sub-section titled 'Branch Settings' with the sub-header 'Manage branch locations and configurations'. It includes a search bar, a blue 'Add Branch' button, and a table listing six branch entries:

Name	Code	Phone Number	Email	Address	Status	Actions
Islamabad-2	BRN_KM3E	2343	newbranch@test.com	street address, islamabad, Paki...	Inactive	...
karachi	BRN_I3Z2	03307081486	aliza@yopmail.com	Flat A-2 Ahmed Arcade Gulsha...	Active	...
quetta	BRN_7NB5	03307081481	areebaanaseer@gmail.com	Flat A-2 Ahmed Arcade Gulsha...	Active	...
Quetta	BRN_1Z85	03172548069	yousufbranch@gmail.com	35 Prem Pracha, Tambon Uthai...	Active	...
Rawalpindi	BRN_RTOO	03302463066	syedhamzaimran3@gmail.com	Asda Park Royal Superstore, W...	Active	...
Karachi Branch	BRN_01VF	1234567890	central@example.com	123 Main St, New York, USA	Inactive	...

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.

The screenshot shows the Wenawa application settings page. At the top, there are navigation links for 'Wenawa', 'Check in', 'Admin Solution', and a user icon. Below the header, a search bar has 'karachi' typed into it. The main content area is titled 'Settings' with the subtitle 'Manage your application settings'. A navigation bar at the top of this section includes tabs for 'Tax', 'Branch', 'General' (which is selected), and 'Notifications'. The 'General' tab is further divided into sections: 'General Settings' (with 'Manage general application settings' subtitle), 'Application Settings' (with an 'Edit Settings' button), 'Display Settings', and 'Company Logo'. Under 'General Settings', there are fields for 'Company Name' (Wenawa), 'Tag Line' (Build Your Dream), 'Address' (Nipa, Gulshan Iqbal), 'Phone Number' (+92331808889), 'Email' (wenaaa123@test.com), 'Website' (https://www.wenawa.com), 'Footer Text' (My Footer), and 'Currency' (PKR - Pakistani Rupee). The 'Company Logo' section displays the Wenawa logo.

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.

The screenshot shows the Wenawa mobile application interface. At the top, there is a navigation bar with the Wenawa logo, language selection (English, USA flag), location (karachi), a dropdown menu, a check-in button with a signal icon, and an Admin Solution section with a blue 'W' icon.

Settings
Manage your application settings

Tax Branch General Notifications

Notification Settings
Manage your notification preferences

Notification settings content will appear here.

NOTIFICATION SETTINGS FUNCTIONALITIES

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