

Basic Tutorial

Creating New Account

To create your company profile, you must register with your company's main admin account by visiting:

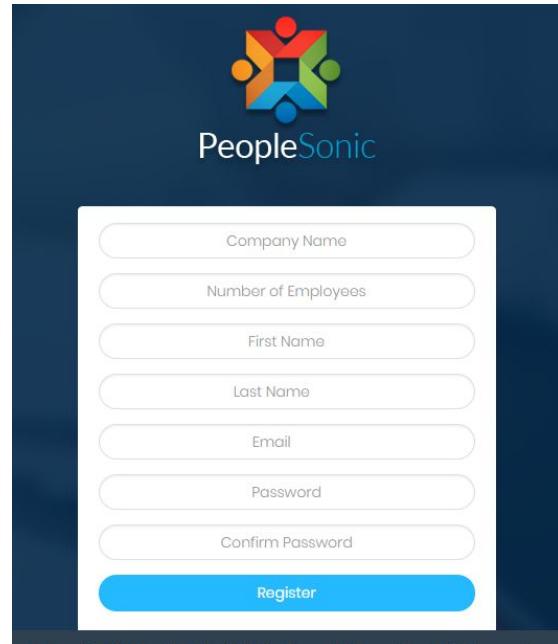
<https://hk.peoplesonic.com/#/register>

Fill the following information correctly to sign up at PeopleSonic.

- Company Name
- Number of Employees
- First Name
- Last Name
- Email
- Password
- Confirm Password

After you fill in the required information, you will receive a confirmation email at your registered email address to activate your company.

You would need to click on the link mentioned in the email in order to activate the company account. The best approach is to register with your company admin email account because it will become your main company admin which will have all the rights to configure your company. Also make sure you add your employees with company email addresses.

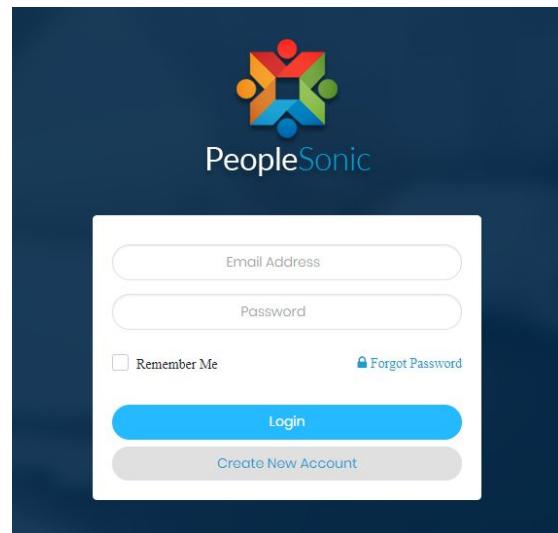


Login to PeopleSonic:

Once your company is registered and activated. You can login to the portal by visiting:

<https://hk.peoplesonic.com/#/login>

Please make sure you bookmark the login url address for future reference.



Dashboard

When you login with your account you will be presented with the “Dashboard” which consists of different stats in order to give you a birds eye view of the company.

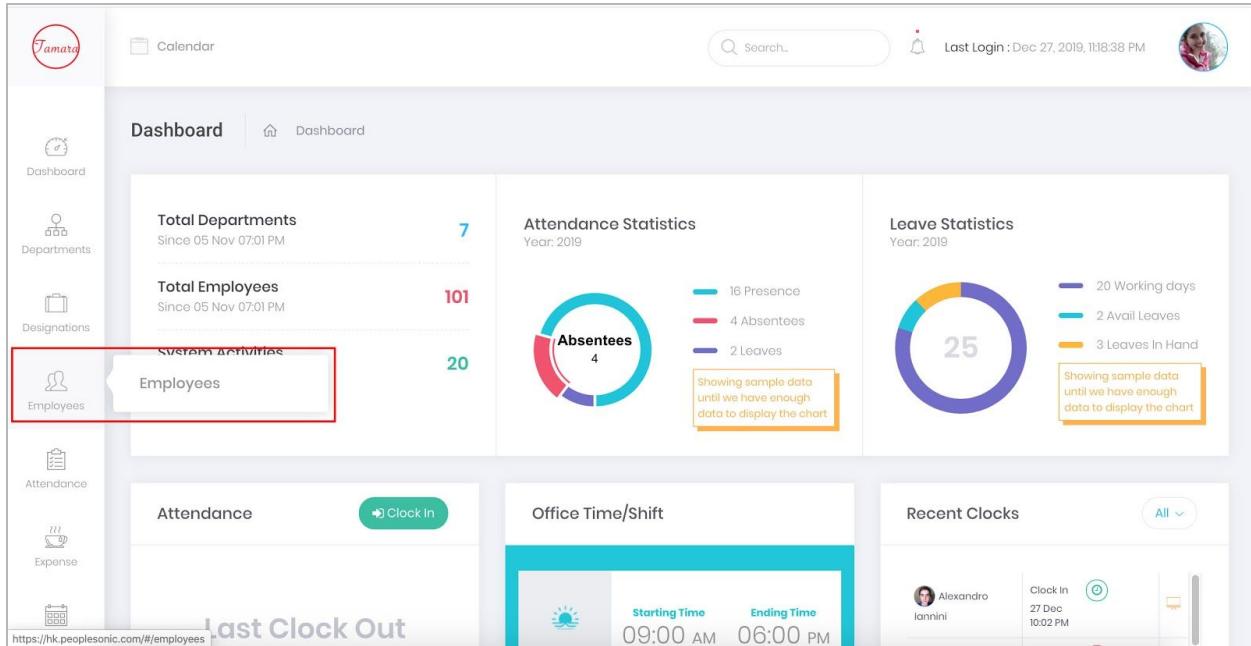
The dashboard includes a left menu which will be used to access different sections of the portal. If you click on your avatar at the right top of the screen, then it will open a popup which has a profile and settings link.

The screenshot displays the dashboard interface with the following components:

- Left Sidebar:** A vertical sidebar with icons and labels for: Dashboard, Departments, Designations, Employees, Attendance, Expense, Leaves, Payroll, and Documents. The 'Dashboard' icon is highlighted.
- Header:** Includes a user profile picture (Tamara), a 'Calendar' icon, a search bar with placeholder 'Search...', a notification bell icon, and the text 'Last Login: Dec 10, 2019, 5:20:33 AM'.
- Dashboard Section:** A main area with three cards:
 - Total Departments:** Since 06:01 (7)
 - Overall Attendance Statistics:** A donut chart showing 16 Presence, 4 Absentees, and 2 Leaves.
 - Overall Leave Statistics:** A donut chart showing 20 Working days, 2 Avail Leaves, and 3 Leaves In Hand.
- Attendance Section:** A card showing 'Attendance' with a 'Clock Out' button and the text 'Last Clock In 12/10/2019, 6:13 PM'.
- Office Time/Shift Section:** A card showing 'Office Time/Shift' with a starting time of 09:00 AM and an ending time of 06:00 PM, and average clock in and out times of 10:02 PM and 03:43 AM respectively.
- Recent Clocks Section:** A card showing recent clock-in and clock-out events for users like Allyn Beddows and Alexandro.
- Recent Activities Section:** A card showing a list of recent activities by user Chin Meaw, such as updating clock entries for 'carry ma' and 'khurram abc'.
- Upcoming Leaves Section:** A card showing a list of upcoming leaves for users like Tamara Allen, Ania Clarkin, Adolpho Grinham, and Ad Larter, with status (Pending, Approved, Rejected) and leave duration (1, 2, 3, 62, 12, 12, 1 days).

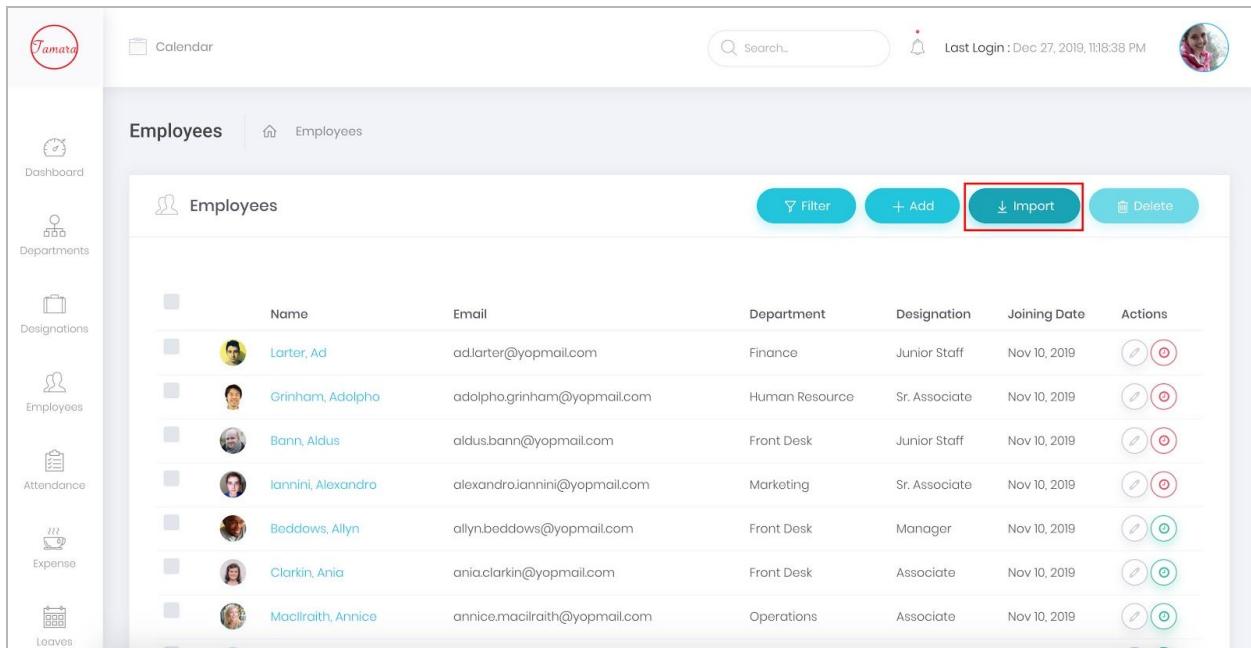
Setting up your company

The easiest way to setup a new company is from bulk import functionality. Select the Employee section from the left menu to view the employee section.



The screenshot shows the PeopleSonic dashboard with a sidebar on the left containing icons for Dashboard, Departments, Designations, Employees (which is highlighted with a red box), Attendance, Expense, and a clock icon. The main content area has a 'Dashboard' tab selected. It displays several statistics: 'Total Departments' (7), 'Total Employees' (101), and 'System Activities' (20). There are three circular charts: 'Attendance Statistics' (Year: 2019) showing 16 Presence, 4 Absentees, and 2 Leaves; 'Leave Statistics' (Year: 2019) showing 20 Working days, 2 Avail Leaves, and 3 Leaves In Hand; and a 'Last Clock Out' section. A search bar and a 'Last Login' timestamp (Dec 27, 2019, 11:18:38 PM) are at the top right.

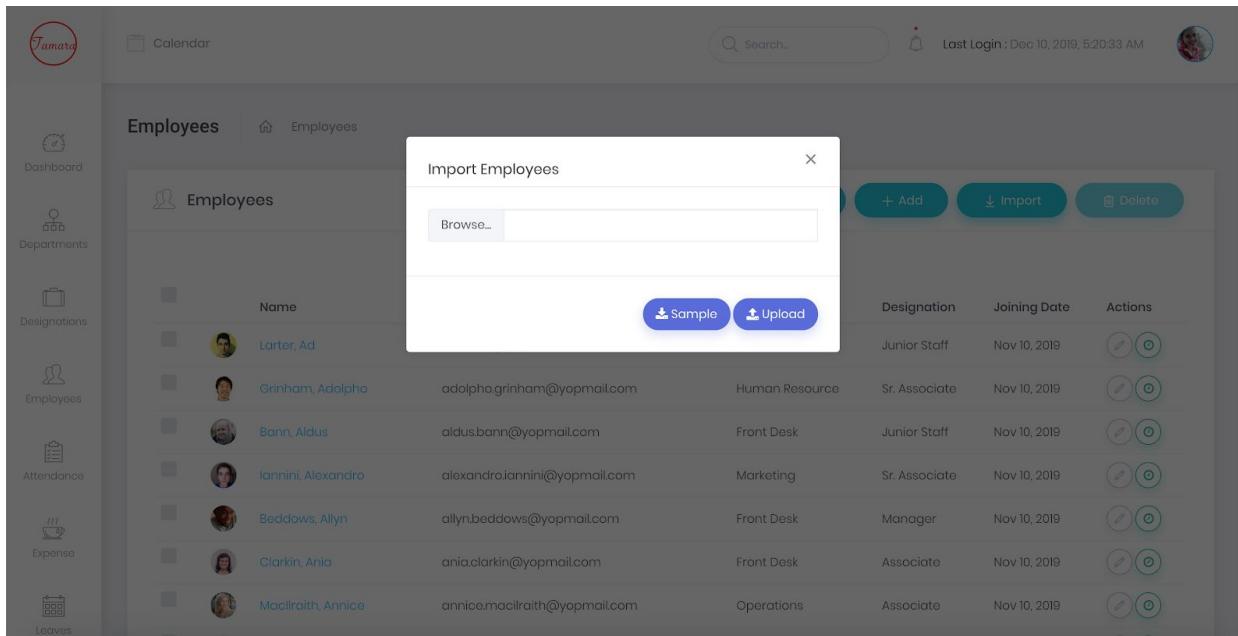
Then click the “**import**” button at the top right corner of the panel window.



The screenshot shows the 'Employees' list page. On the left is a sidebar with icons for Dashboard, Departments, Designations, Employees, Attendance, Expense, and Leaves. The main area has a header with 'Employees' and a search bar. Below is a table of employee data with columns: Name, Email, Department, Designation, Joining Date, and Actions. A red box highlights the 'Import' button in the top right of the table header.

Name	Email	Department	Designation	Joining Date	Actions
Larter, Ad	ad.larter@yopmail.com	Finance	Junior Staff	Nov 10, 2019	 
Grinham, Adolpho	adolpho.grinham@yopmail.com	Human Resource	Sr. Associate	Nov 10, 2019	 
Bann, Aldus	aldus.bann@yopmail.com	Front Desk	Junior Staff	Nov 10, 2019	 
Iannini, Alexandro	alexandro.iannini@yopmail.com	Marketing	Sr. Associate	Nov 10, 2019	 
Beddows, Allyn	allyn.beddows@yopmail.com	Front Desk	Manager	Nov 10, 2019	 
Clarkin, Ania	ania.clarkin@yopmail.com	Front Desk	Associate	Nov 10, 2019	 
Macilraith, Annice	annice.macilraith@yopmail.com	Operations	Associate	Nov 10, 2019	 

This will open a pop-up window. You can download the sample Excel file to know the required format.



The screenshot shows a 'Import Employees' pop-up window. It has a 'Browse...' file input field, a 'Sample' button, and an 'Upload' button. The background shows the same employee list as the previous screenshot, with the 'Import' button highlighted.

You can add your employees list along with their department, designation manager and other related information. Then upload an excel file in order to automatically create departments, designation, roles, employee managers etc.

The sample sheet when downloaded contains one example entry, which will give you an idea of how you can replicate it for your employees for bulk entry.

The screenshot shows a Microsoft Excel spreadsheet titled 'bulk_import_employees (26).xls' in Compatibility Mode. The table contains 20 rows of employee data, with the first row serving as the header. The columns are labeled from A to Q, representing various employee details. The data includes columns for First Name, Last Name, Email, Department, Designation, Manager Email, Role, Contact Number, Gender (Male/Female), Password, Date of Birth, Date of Joining, Country, City, State, and Street Add. The table is currently sorted by the 'First Name' column. The 'Env' row is highlighted in yellow, indicating it is the current active row.

1	First Name	Last Name	Email	Department	Designation	Manager Email	Role	Contact Number	Gender (Male/Female)	Password	Date of Birth	Date of Joining	Country	City	State	Street Add	
2	Sam	Tiron	sam.tiron@yopmail.com	Human Resource	Sr. Associate	tamara@gleetech.com	Employee	5144711452	Female	12345678							
3	Jeanette	Rosson	jeanette.rosson@yopmail.com	Front Desk	Manager	tamara@gleetech.com	Manager	651234567890	Female	12345678							
4	Melvin	Wiles	melvin.wiles@yopmail.com	Marketing	Junior Staff	tamara@gleetech.com	Manager	9459072345	Male	12345678							
5	Ronald	Hombuckle	ronald.hombuckle@yopmail.com	Front Desk	Manager	tamara@gleetech.com	Manager	2763727080	Male	12345678							
6	Meredith	Love	meredith.love@yopmail.com	Marketing	Junior Staff	tamara@gleetech.com	Employee	4038168117	Female	12345678							
7	Annie	MacInraith	annie.macinraith@yopmail.com	Operations	Associate	tamara@gleetech.com	Manager	9712200145	Female	12345678							
8	Ekatserina	Spicer	ekatserina.spicer@yopmail.com	Operations	Associate	tamara@gleetech.com	Manager	2318163535	Female	12345678							
9	Jeanne	Wescott	jeanne.wescott@yopmail.com	Front Desk	Associate	tamara@gleetech.com	Employee	2386892939	Male	12345678							
10	Roxi	Argo	roxid.argo@yopmail.com	Marketing	Junior Staff	tamara@gleetech.com	Employee	9339569845	Male	12345678							
11	Katey	Hablot	katey.hablot@yopmail.com	Human Resource	Associate	tamara@gleetech.com	Employee	4245027834	Female	12345678							
12	Dionia	Coombs	dionia.coombs@yopmail.com	Operations	Associate	tamara@gleetech.com	Manager	5814444802	Female	12345678							
13	Monica	Idomar	monica.idomar@yopmail.com	Front Desk	Sr. Associate	tamara@gleetech.com	Manager	9131681340	Male	12345678							
14	Howard	Heasey	howard.heasey@yopmail.com	Marketing	Manager	tamara@gleetech.com	Employee	9380178905	Male	12345678							
15	Christi	Comian	christi.comian@yopmail.com	Finance	Sr. Associate	tamara@gleetech.com	Employee	3704050909	Female	12345678							
16	Adolpho	Graham	adolpho.graham@yopmail.com	Human Resource	Sr. Associate	tamara@gleetech.com	Manager	4719193058	Male	12345678							
17	Famel	McKnumrie	famel.mcknumrie@yopmail.com	Human Resource	Associate	tamara@gleetech.com	Manager	8034991140	Male	12345678							
18	Bryana	Tice	bryana.tice@yopmail.com	Finance	Manager	tamara@gleetech.com	Employee	3088158770	Female	12345678							
19	Tessila	Same	tessila.same@yopmail.com	Finance	Manager	tamara@gleetech.com	Manager	7233404510	Female	12345678							
20	Env	Stotherfield	env.stotherfield@yopmail.com	Front Desk	Manager	tamara@gleetech.com	Employee	9778891398	Male	12345678							
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Bulk upload salaries

You can add all employee salaries by uploading a salary import function. You will need to go to the **Payroll** section from the left menu then click **Salaries** to view the salaries of all employees.

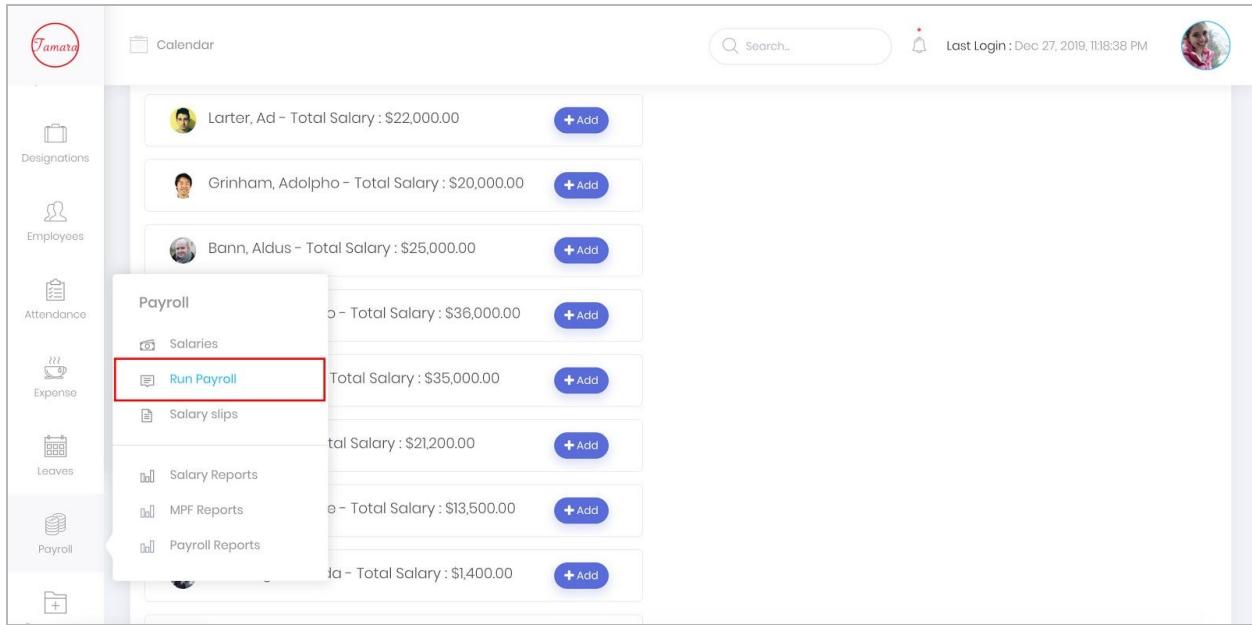
Name	Email	Department	Designation	Joining Date	Actions
Larter, Ad	ad.larter@yopmail.com	Finance	Junior Staff	Nov 10, 2019	
Grinham, Adolpho	adolpho.grinham@yopmail.com	Human Resource	Sr. Associate	Nov 10, 2019	
Bann, Aldus	aldus.bann@yopmail.com	Front Desk	Junior Staff	Nov 10, 2019	
Iannini, Alexandro	alexandro.iannini@yopmail.com	Marketing	Sr. Associate	Nov 10, 2019	
Beddows, Allyn	allyn.beddows@yopmail.com	Front Desk	Manager	Nov 10, 2019	
Clarkin, Anica	anica.clarkin@yopmail.com	Front Desk	Associate	Nov 10, 2019	
MacIlraith, Annice	annice.macilraith@yopmail.com	Operations	Associate	Nov 10, 2019	
Good, Arda	arda.thorogood@yopmail.com	Finance	Manager	Nov 10, 2019	
Atlante, Atlante	atlante.whetnell@yopmail.com	Human Resource	Manager	Nov 10, 2019	
Fray, Aube	aube.fray@yopmail.com	Marketing	Junior Staff	Nov 10, 2019	
Kynson, Averell	averell.kynson@yopmail.com	Human Resource	Associate	Nov 10, 2019	

Then using the import button you can add salaries of all employees. Currently, we support three types of employee earnings: **Basic, Addition and Deduction**. You can download a sample file and modify the file accordingly in order to upload different types of employee earnings.

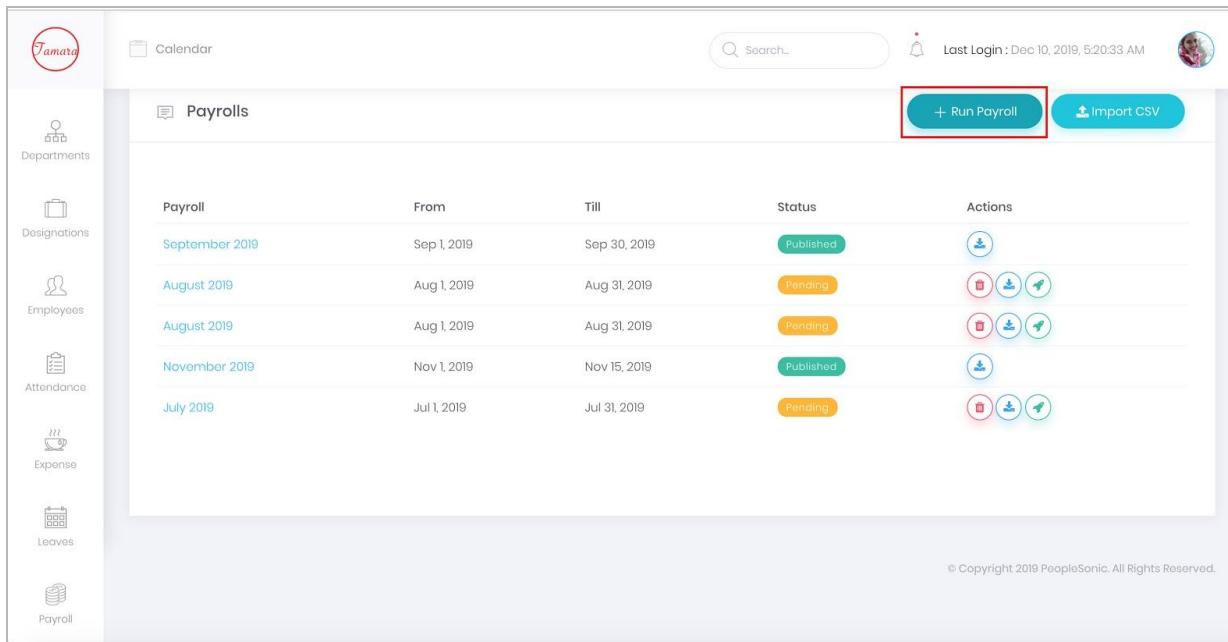
Larter, Ad - Total Salary : \$2,000.00	
Grinham, Adolpho - Total Salary : \$2,000.00	
Bann, Aldus - Total Salary : \$5,000.00	
Iannini, Alexandro - Total Salary : \$6,000.00	
Beddows, Allyn - Total Salary : \$5,000.00	
Clarkin, Anica - Total Salary : \$4,200.00	
MacIlraith, Annice - Total Salary : \$3,500.00	
Atlante, Atlante - Total Salary : \$1,400.00	

Run Payroll

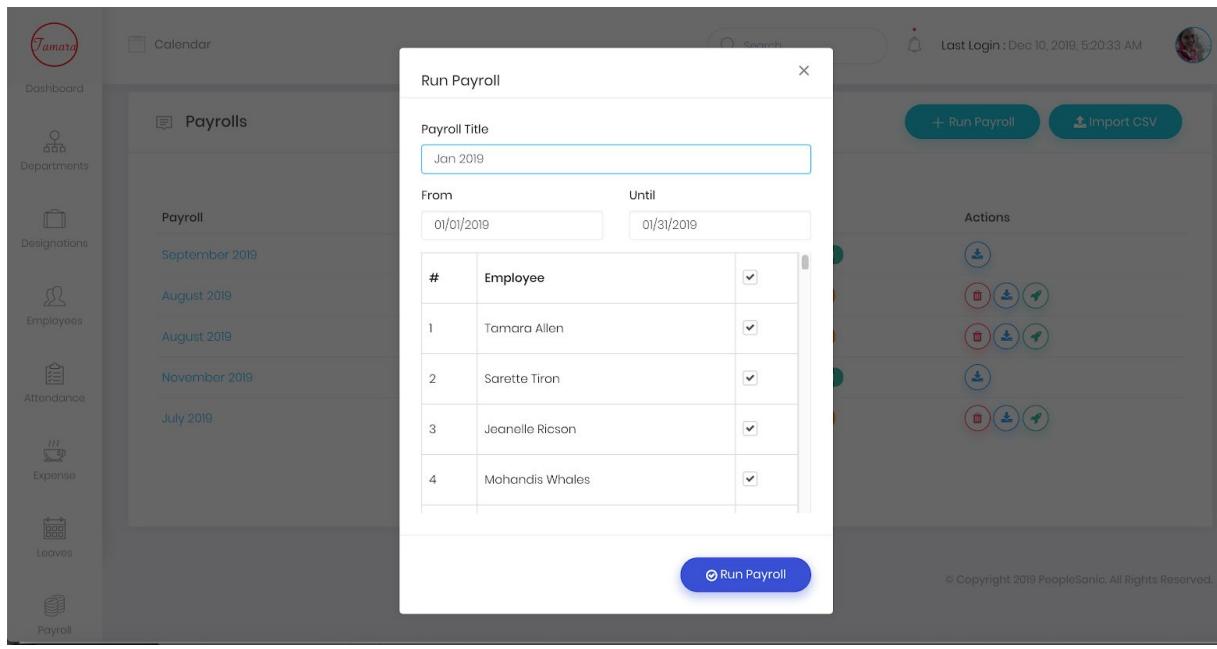
Running a payroll is simple. You can go to the Payroll section and click the **Run Payroll** button in order to view the previous payrolls.



Then click on the Run Payroll button at the top which will show you the Payroll popup screen.

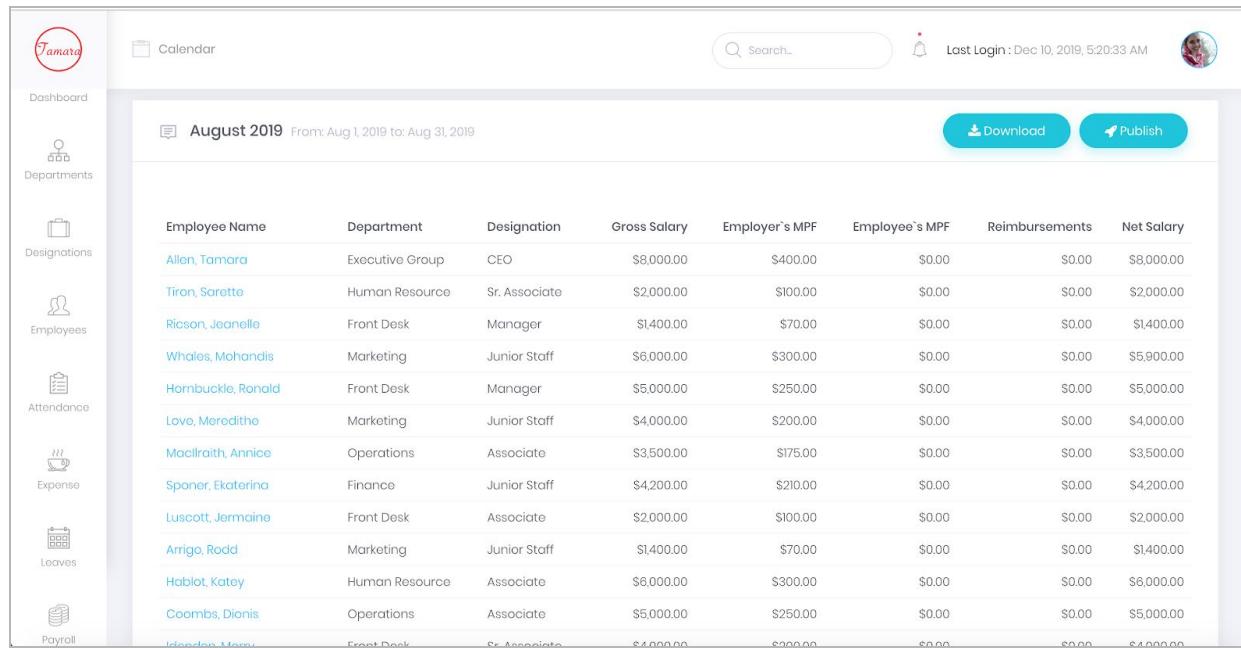


Provide the title, start date, end date of the payroll and select the employees for generating a payroll for that specific dates and selected employees.



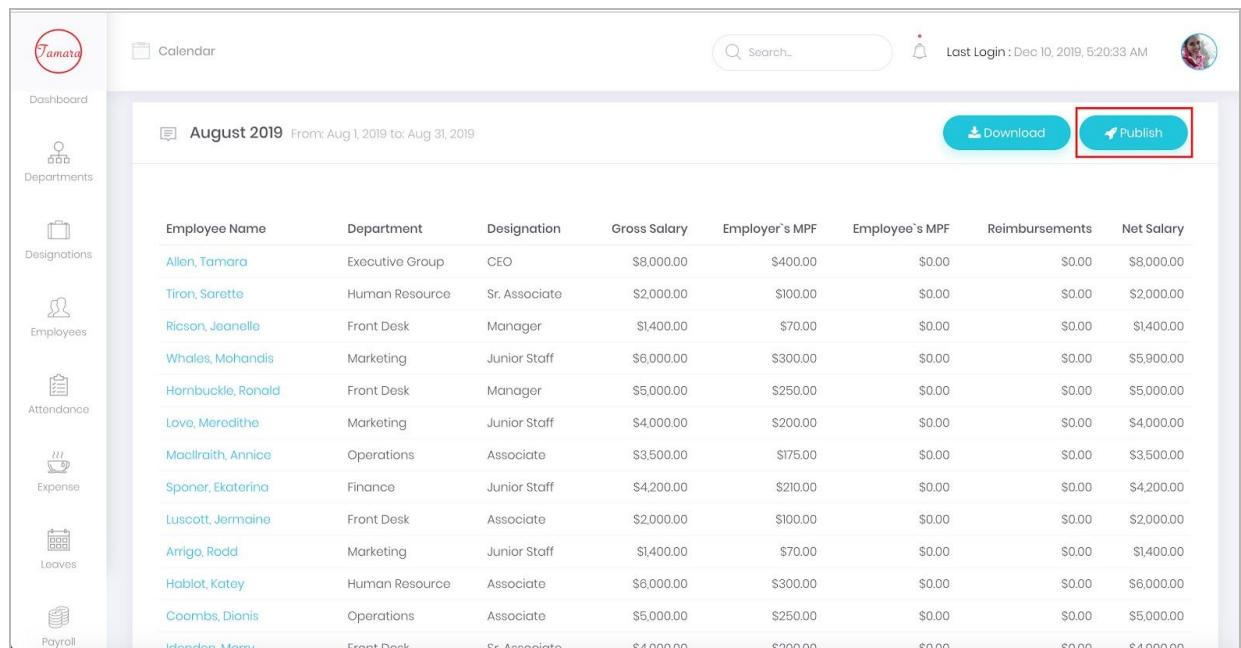
Please note, the payroll is generated but not published. You can download all the salary slips of the employees by clicking the download icon or publish the payroll by clicking on the rocket icon.

Clicking on the payroll title from the list of payrolls will show you the details of the payroll.



Employee Name	Department	Designation	Gross Salary	Employer's MPF	Employee's MPF	Reimbursements	Net Salary
Allen, Tamara	Executive Group	CEO	\$8,000.00	\$400.00	\$0.00	\$0.00	\$8,000.00
Tiron, Sarette	Human Resource	Sr. Associate	\$2,000.00	\$100.00	\$0.00	\$0.00	\$2,000.00
Ricson, Jeanelle	Front Desk	Manager	\$1,400.00	\$70.00	\$0.00	\$0.00	\$1,400.00
Whales, Mohandis	Marketing	Junior Staff	\$6,000.00	\$300.00	\$0.00	\$0.00	\$5,900.00
Hornbuckle, Ronald	Front Desk	Manager	\$5,000.00	\$250.00	\$0.00	\$0.00	\$5,000.00
Love, Meredith	Marketing	Junior Staff	\$4,000.00	\$200.00	\$0.00	\$0.00	\$4,000.00
Macilraith, Annice	Operations	Associate	\$3,500.00	\$175.00	\$0.00	\$0.00	\$3,500.00
Sponer, Ekaterina	Finance	Junior Staff	\$4,200.00	\$210.00	\$0.00	\$0.00	\$4,200.00
Luscott, Jermaine	Front Desk	Associate	\$2,000.00	\$100.00	\$0.00	\$0.00	\$2,000.00
Arrigo, Rodd	Marketing	Junior Staff	\$1,400.00	\$70.00	\$0.00	\$0.00	\$1,400.00
Hablot, Kately	Human Resource	Associate	\$6,000.00	\$300.00	\$0.00	\$0.00	\$6,000.00
Coombs, Dionis	Operations	Associate	\$5,000.00	\$250.00	\$0.00	\$0.00	\$5,000.00
Idowu, Mavis	Front Desk	Sr. Associate	\$4,000.00	\$200.00	\$0.00	\$0.00	\$4,000.00

You can click the publish button to send the salary slips via emails to all the listed employees of the payroll.



Employee Name	Department	Designation	Gross Salary	Employer's MPF	Employee's MPF	Reimbursements	Net Salary
Allen, Tamara	Executive Group	CEO	\$8,000.00	\$400.00	\$0.00	\$0.00	\$8,000.00
Tiron, Sarette	Human Resource	Sr. Associate	\$2,000.00	\$100.00	\$0.00	\$0.00	\$2,000.00
Ricson, Jeanelle	Front Desk	Manager	\$1,400.00	\$70.00	\$0.00	\$0.00	\$1,400.00
Whales, Mohandis	Marketing	Junior Staff	\$6,000.00	\$300.00	\$0.00	\$0.00	\$5,900.00
Hornbuckle, Ronald	Front Desk	Manager	\$5,000.00	\$250.00	\$0.00	\$0.00	\$5,000.00
Love, Meredith	Marketing	Junior Staff	\$4,000.00	\$200.00	\$0.00	\$0.00	\$4,000.00
Macilraith, Annice	Operations	Associate	\$3,500.00	\$175.00	\$0.00	\$0.00	\$3,500.00
Sponer, Ekaterina	Finance	Junior Staff	\$4,200.00	\$210.00	\$0.00	\$0.00	\$4,200.00
Luscott, Jermaine	Front Desk	Associate	\$2,000.00	\$100.00	\$0.00	\$0.00	\$2,000.00
Arrigo, Rodd	Marketing	Junior Staff	\$1,400.00	\$70.00	\$0.00	\$0.00	\$1,400.00
Hablot, Kately	Human Resource	Associate	\$6,000.00	\$300.00	\$0.00	\$0.00	\$6,000.00
Coombs, Dionis	Operations	Associate	\$5,000.00	\$250.00	\$0.00	\$0.00	\$5,000.00
Idowu, Mavis	Front Desk	Sr. Associate	\$4,000.00	\$200.00	\$0.00	\$0.00	\$4,000.00

In the Payroll detail page, if the payroll is not published, then you can also modify the payroll of a specific employee by clicking on the name of the employee and updating the records.

Employee Name: Tiron, Sarette
 Department: Human Resource
 Pay Date: Aug 1, 2019 - Aug 31, 2019
 Working Period: Nov 10, 2019 - Dec 14, 2019
 Payment Method: Autopay
 Payroll: Pending

Shift	Total Days	Working Days	Present	Absent	Holidays
Morning	31	22	0	22	9

MPF CONTRIBUTIONS

Employee's MPF Contribution:	Employer's MPF Contribution:
\$0.00	\$100.00

Earnings

	Amounts	Actions
Basic	\$2,000.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
Total Earnings	\$2,000.00	

Deductions

	Amounts	Action
Employee MPF	\$0.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
Total Deductions	\$0.00	

Net Salary

	Amounts
Net Salary	\$2,000.00

Employee's MPF **Reimbursements** **Net Salary**

Employee's MPF	Reimbursements	Net Salary
\$0.00	\$0.00	\$8,000.00
\$0.00	\$0.00	\$2,000.00
\$0.00	\$0.00	\$1,400.00
\$0.00	\$0.00	\$5,900.00
\$0.00	\$0.00	\$5,000.00
\$0.00	\$0.00	\$4,000.00
\$0.00	\$0.00	\$3,500.00
\$0.00	\$0.00	\$4,200.00
\$0.00	\$0.00	\$2,000.00
\$0.00	\$0.00	\$1,400.00
\$0.00	\$0.00	\$8,000.00
\$0.00	\$0.00	\$5,000.00
\$0.00	\$0.00	\$4,000.00

Download **Print** **Cancel** **Save**

The salary slip for individual employees can be downloaded by clicking on the download button in the popup or the download icon on the Payroll detail page. The salary slip includes the company logo, employee details, salary details, MPF contributions and the leave details of an employee.



Salary Slip

Employee Name:	Tamara Allen	Days Worked:	1
Location:		Leaves	0
Department:	Executive Group	Overtime	0 Hour(s)
Designation:	CEO		
Working Period:	01 Nov, 2019 - 15 Nov, 2019		
Address:			
Payment Method:	Autopay		

MPF CONTRIBUTIONS	
Employee's MPF Contribution	Employer's MPF Contribution
\$0.00	\$400.00

SALARY SUMMARY					
Earnings			Deductions		
Title	Standard	Current month	Title	Standard	Current month
Basic	\$8,000.00	\$8,000.00	Employee MPF	\$0.00	\$0.00
Total	\$8,000	\$8,000	Total	\$0.00	\$0.00

Gross Pay	\$8,000.00	Total Deduction	\$0.00
Payable	\$8,000.00	Eight Thousand	

ANNUAL LEAVE SUMMARY		
01 Jan, 2019 to 31 Dec, 2019	Entitled: 20 day(s) Taken*: 0 day(s) Remaining: 20 day(s)	

Configuring Employees Leaves

PeopleSonic has pre-configured different types of leaves according to your country labour laws. Company admin can add new type or modify the pre-configured leaves by visiting the **Setting -> Leaves** section.

Dashboard

Total Departments 7 Since 05 Nov 07:01 PM

Total Employees 101 Since 05 Nov 07:01 PM

System Activities 20 Since 05 Nov 07:01 PM

Attendance Statistics Year: 2019

Presence: 16 (16 Presence, 4 Absentees, 2 Leaves)

Leave Statistics: 25 (3 Leaves In Hand)

Recent Clocks

Last Clock Out: [Clock Out icon]

Office Time/Shift: Starting Time [sun icon], Ending Time [clock icon]

Recent Clocks: Ad Larter, Clock In 30 Dec 08:58 PM

Profile: Tamara Allen, Tamara Pvt Ltd, My Profile, Settings, Logout

Settings

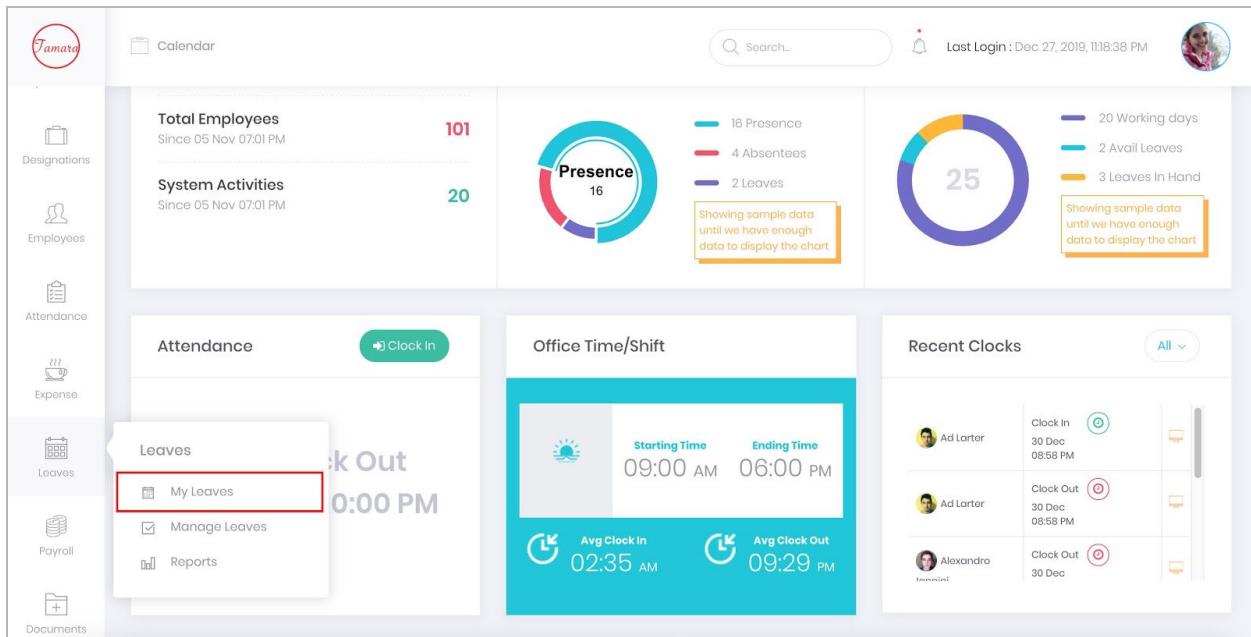
Leave Types

Add Type

Name	Allowed	Status	Actions
(Consecutive) Sick	120	Active	[Edit] [Delete]
Paternity	3	Active	[Edit] [Delete]
Maternity	70	Active	[Edit] [Delete]
Sick	5	Active	[Edit] [Delete]
Annual	20	Active	[Edit] [Delete]

Applying for Leaves

Users can visit **Leave -> My Leaves** section to view the currently applied leaves.



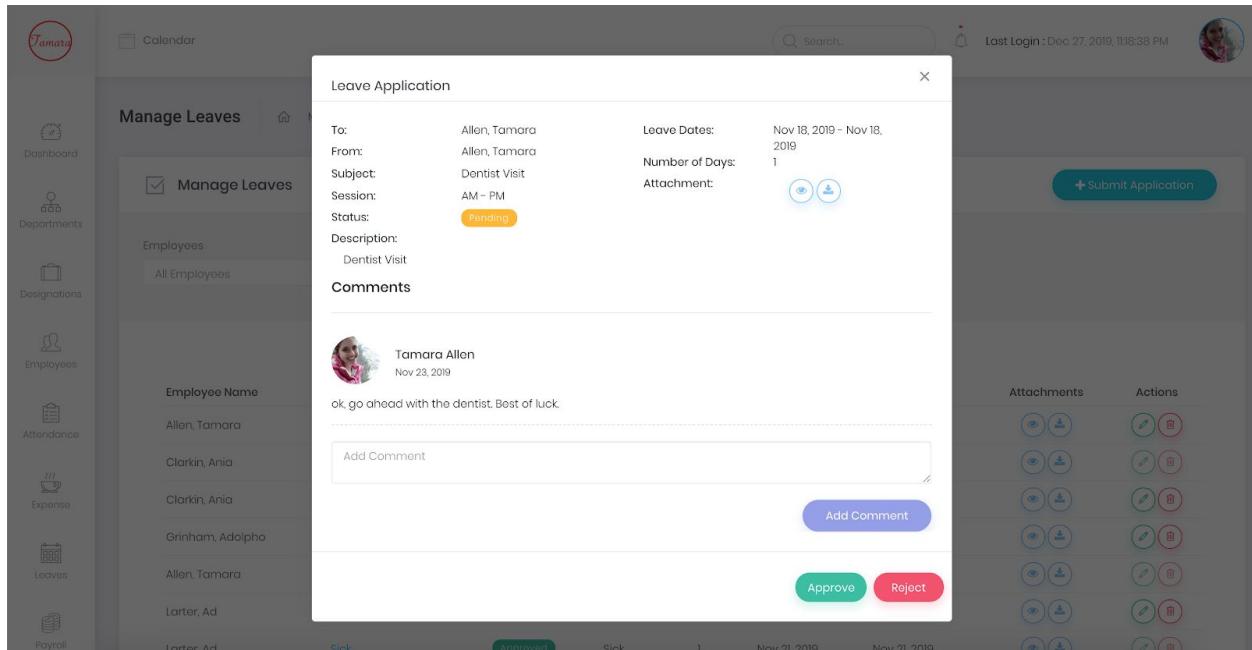
Users can submit a new leave request by clicking the submit leave button at the top right of the leave panel. Once the submit leave button is clicked, the submit leave popup is displayed where the user can add the desired leave type along with the rest of the details to submit the leave application.

The 'Submit Leave' form is displayed. The 'Type' dropdown is set to 'Annual'. The 'Start Date' and 'End Date' fields are present with AM/PM buttons. A note below the dates specifies: 'AM specifies the morning session whereas PM indicates the evening session.' The 'Subject' field is empty. The 'Add Attachment' field has a 'Browse...' button. The 'Description' field is empty. A 'Submit' button is at the bottom. The background shows a list of leaves with subjects like 'Dentist Visit' and 'Going Overseas' and their status (Pending or Approved).

If the leave type has a half day option then the user would be able to apply for the half day leave otherwise the user can only apply for the full day leave for that leave type.

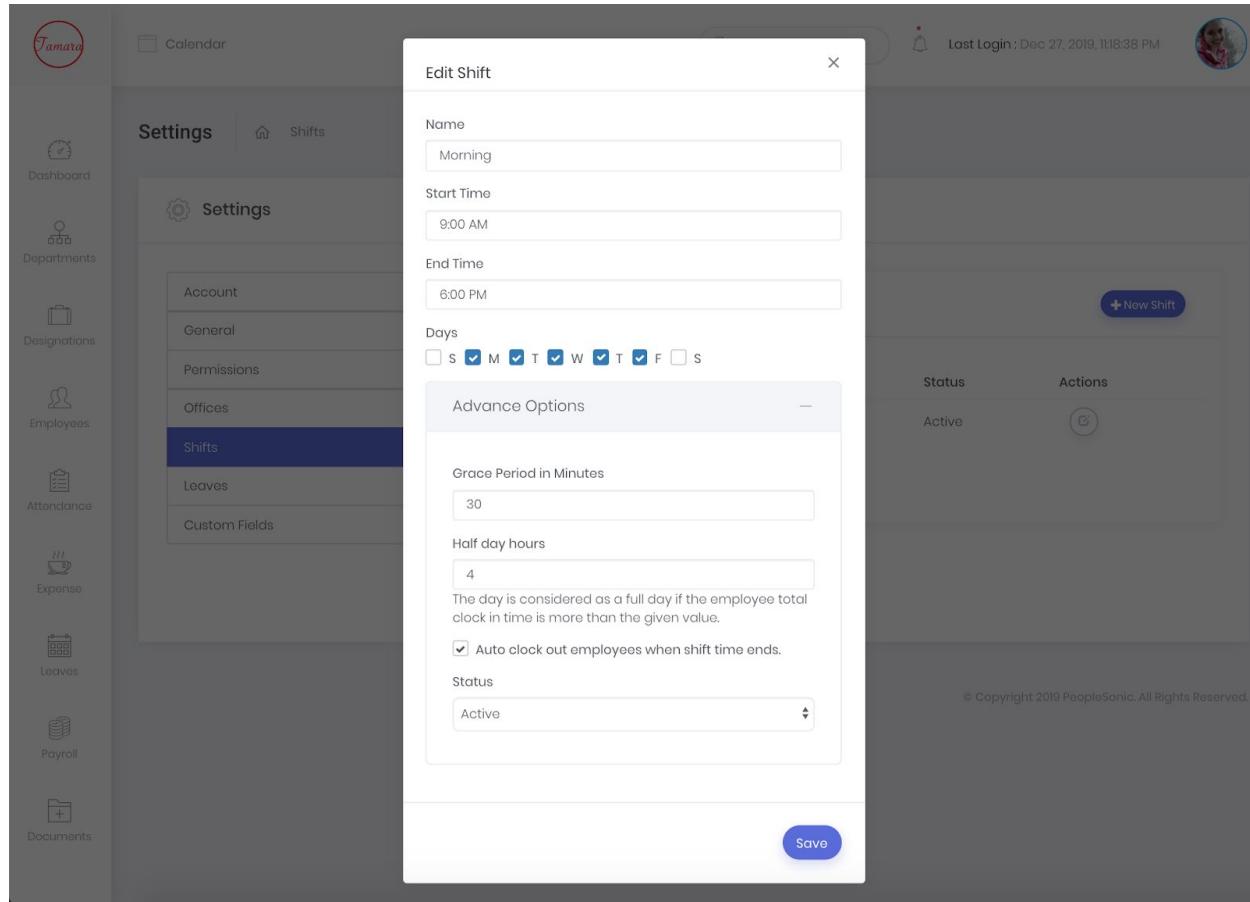
Approving Leave Request

Managers will get an email notification when there is a new leave submission from their subordinates. Then managers can visit the Leave -> Manage Leaves section to view the applied leaves from their subordinates and can approve/reject them by clicking their name and clicking the appropriate button.



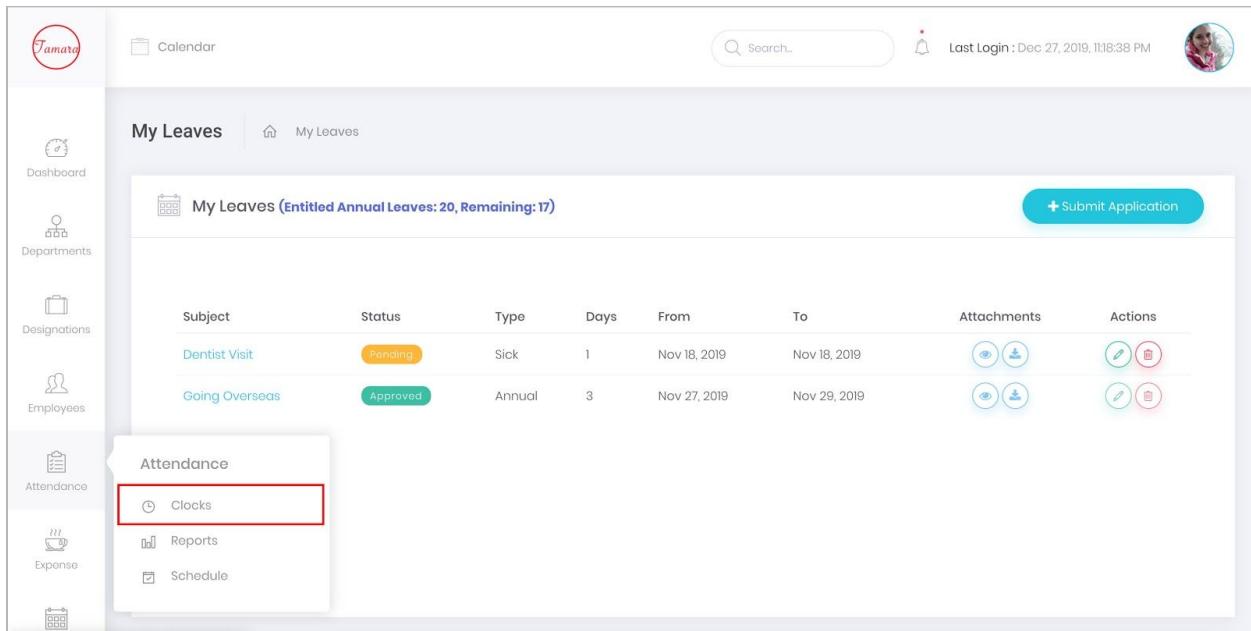
Configuring Time and Attendance

By default morning shift is configured with working hours from 9:00AM to 6:00PM from Monday to Friday. There is also a 30 minutes grace period threshold for determining if the employee was on-time or not and a 4 hours threshold to determine if the employee logged hours should be considered full day or half day. This shift is added to all employees, but the company admin can add a new shift or can modify the default shift configurations by visiting **Settings-> Shift section**.



Adding Employee Attendance

There are multiple ways to add employees' attendance. The employee can login to the system and use dashboard widget to clock in/out. If the employee has permission to manually mark the attendance then the employee can visit **Attendance -> Clocks** and manually add the clock in/out record for his attendance.



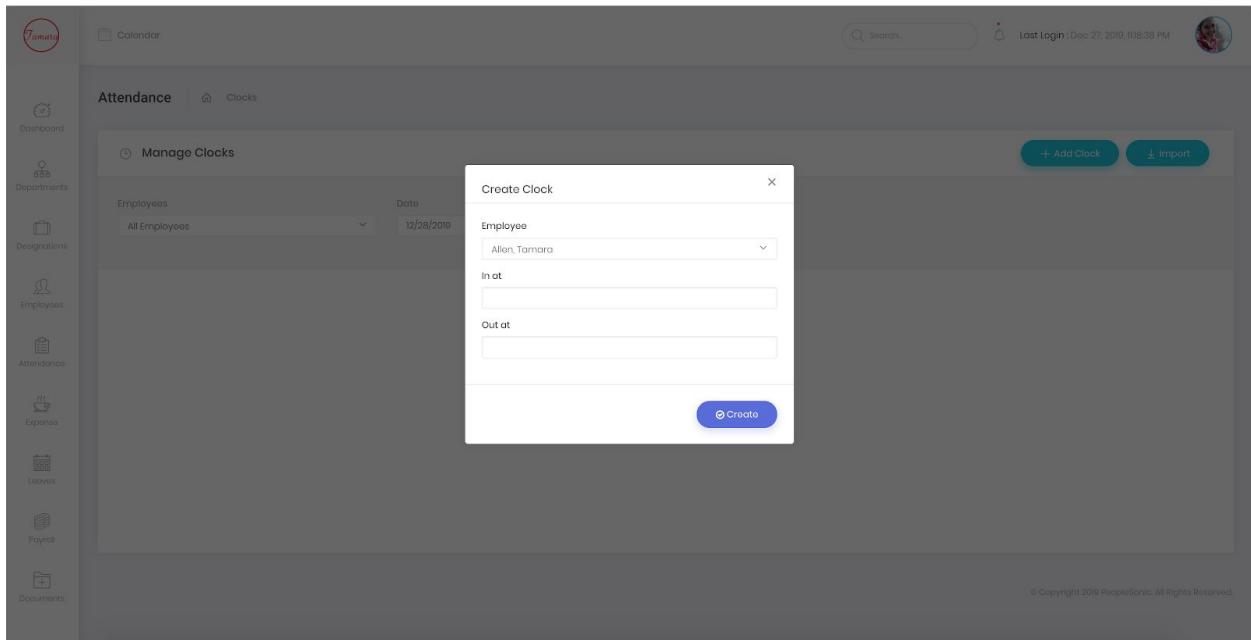
My Leaves (Entitled Annual Leaves: 20, Remaining: 17)

Subject	Status	Type	Days	From	To	Attachments	Actions	
Dentist Visit	Pending	Sick	1	Nov 18, 2019	Nov 18, 2019			
Going Overseas	Approved	Annual	3	Nov 27, 2019	Nov 29, 2019			

Attendance

- Clocks
- Reports
- Schedule

The employees' manager can also manually mark the attendance of the subordinates by visiting Attendance -> Clocks and clocking on Add clock.



Attendance

Manage Clocks

Employees: All Employees Date: 12/28/2019

Create Clock

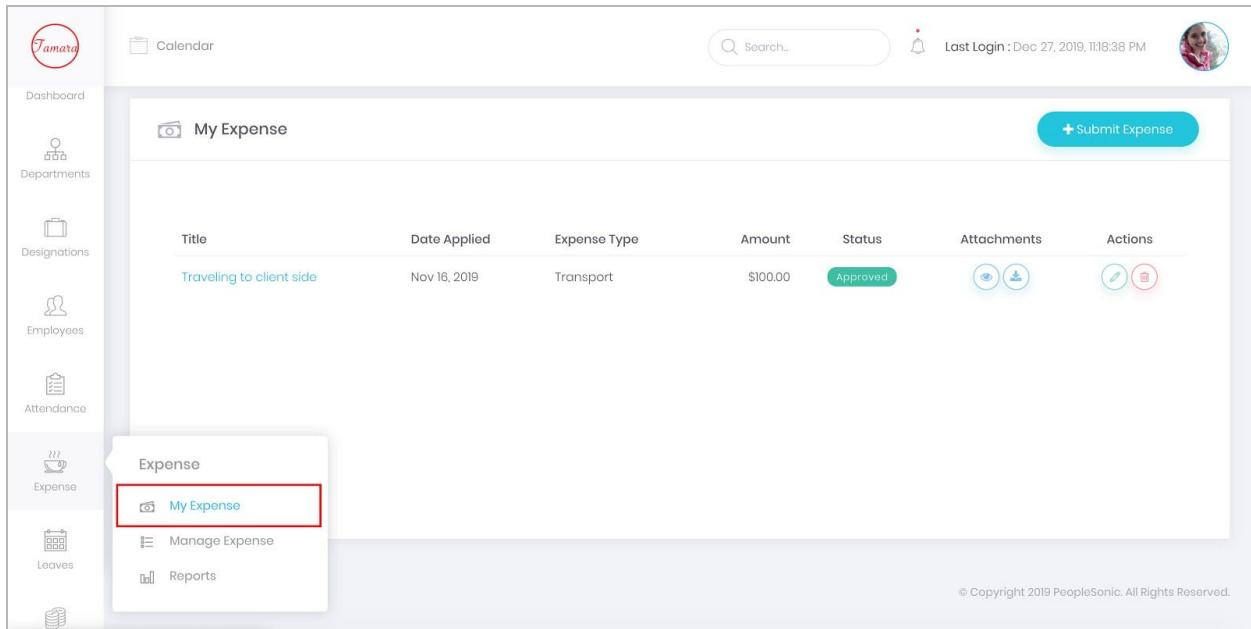
Employee: Alien Tamara

In at:

Out at:

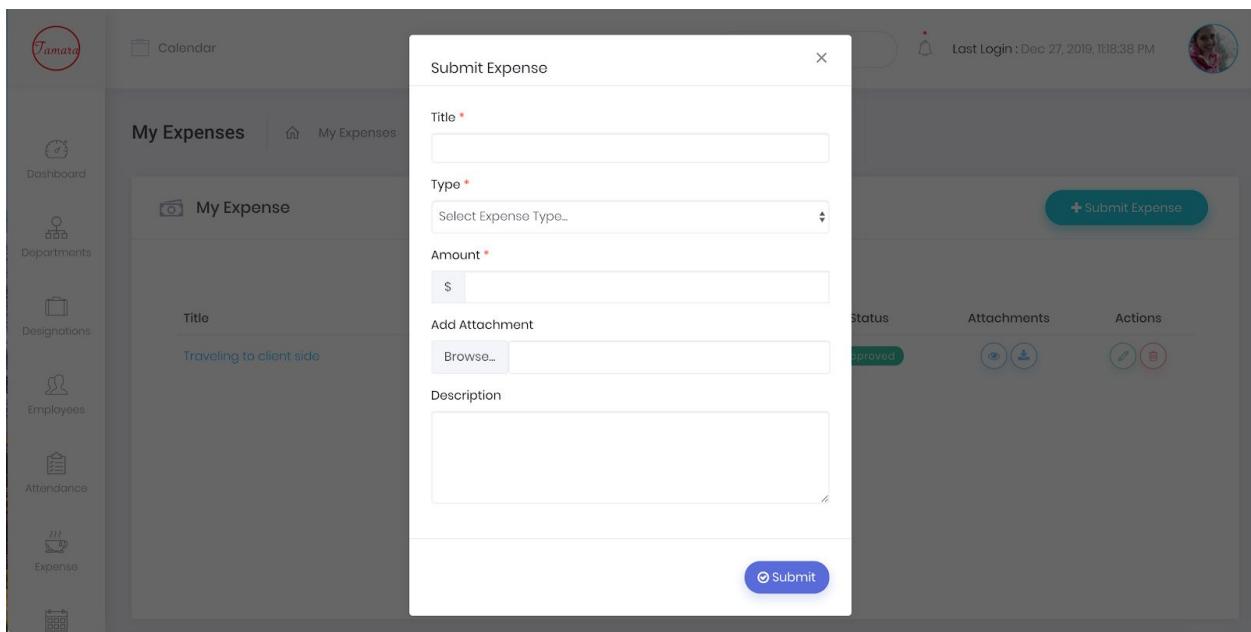
Applying for Expenses

Users can visit **Expense -> My Expense** section to view the currently applied expenses.



The screenshot shows the 'My Expense' section of a HR management software. On the left, a vertical sidebar lists various modules: Dashboard, Departments, Designations, Employees, Attendance, Expense (which is currently selected and highlighted with a red border), and Leaves. The main content area displays a table of applied expenses with columns: Title, Date Applied, Expense Type, Amount, Status, Attachments, and Actions. One expense is listed: 'Traveling to client side' applied on Nov 16, 2019, for Transport, amounting to \$100.00, with an 'Approved' status. A 'Submit Expense' button is located at the top right of the main area. A navigation menu is open, showing 'Expense' as the parent category with 'My Expense' (selected and highlighted with a red border), 'Manage Expense', and 'Reports' as sub-options.

Users can submit a new expense request by clicking the submit expense button at the top right of the screen. Once the submit expense button is clicked, the submit expense popup is displayed where the user can add the desired expense type along with the rest of the details to submit the expense claim.

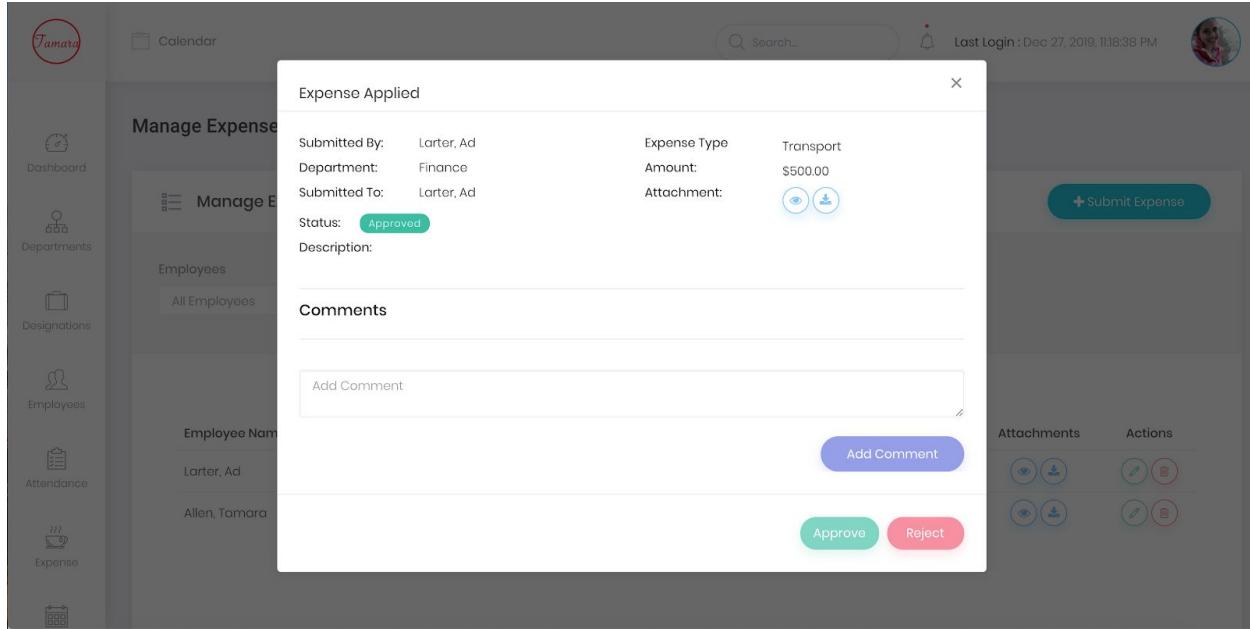


The screenshot shows a 'Submit Expense' modal window. The form fields include: 'Title *' (input field), 'Type *' (dropdown menu with 'Select Expense Type...'), 'Amount *' (input field with a '\$' symbol), 'Add Attachment' (button with 'Browse...'), and 'Description' (text area). At the bottom right of the modal is a 'Submit' button. The background shows the 'My Expenses' section of the application, which lists an expense titled 'Traveling to client side'.

Approving Expense Requests

Managers will get an email notification when there is a new expense submission from their subordinates. Then managers can visit the **Expense -> Manage Expense** section to view the applied

expense from their subordinates and can approve/reject them by clicking their name and clicking the appropriate button.



Once the expense is approved it is added as an reimbursement in the employee payroll.

Dashboard Details

The interface has been tailored to make sure that customers can get the information they require in the shortest time and without any hassle. The side bar consists of the following menus:

- i. Dashboard
- ii. Departments
- iii. Designation
- iv. Employees
- v. Attendance
- vi. Leaves
- vii. Payroll
- viii. Documents

Dashboard

Dashboard is your recent activity log, where you will be presented with recent changes within your company and employees. It is divided into different sections, each presenting you with overall stats for that said department.

The Dashboard shows the following overall stats:

Over All Company Stats

This section will give you the overview of your current total number of Departments, Employees and System Activities.

Overall Attendance Statistics

At the start it will display a sample of attendance. With time as you add your employees, and they add their attendance it will be updated accordingly with your company stats.

Overall Leave Statistics

At the start it will display a sample of leave statistics. With time as you add your employees, and they apply for leaves, it will be updated accordingly with your company stats.

Attendance

This section will be filled with the attendance clocked by your employees.

Office/Time Shift

This is the area where office shifts timings are displayed. You can set them up in the settings, you can even have two shifts if you so desire for your company.

Recent Clocks

This area will be filled with your employees check ins from there systems through there logins. Clocks are of two types that is; time of arrival and time of leaving the office.

Recent Activities

This area will be filled with recent changes within your organization.

Upcoming Leaves

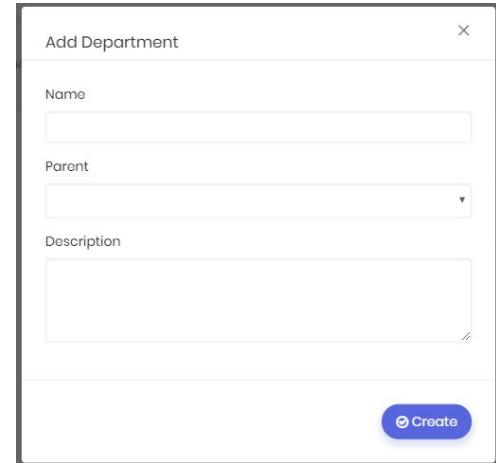
This section will be filled with the applied leaves by your employees for you to review.

Departments

Departments is the area where you will have the option to define your company structure according to your requirements. You will have full control over the settings of any department, as well as assigning employees and delegating admin rights of each department to a specific admin with admin rights.

a) Add Department

To add a department for your organization, just click on the “Add Department” blue colored button at the top right side. This will open up a pop-up window where you will have the option to fill the relevant information to create the department.



The image shows a pop-up window titled "Add Department". It contains three input fields: "Name", "Parent", and "Description". A blue "Create" button is located at the bottom right of the form.

Designation

Designation is the area where you will have the option to define your company designation structure according to your requirements. You will have the option to assign any designation to employees when you add them through the Employee section.



The image shows a pop-up window titled "Add Designation". It contains a single input field for "Name" and a blue "Add" button at the bottom right.

Employees

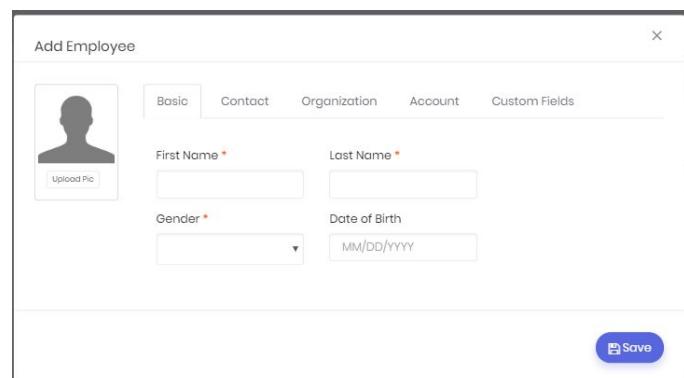
Employee is the area where you will have the option to add your company employees according to your requirements. You will have the option to add descriptions, assign departments, and assign designations to your employees within this area. You will be able to see all the employees currently added to your company here. At the top right side, you will have four buttons: Filter, Add, Import and delete

Filter

Filter button when clicked will open a pop-up window, that will have options to sort out the list of employees by Gender, Department, Designation or Employee status.

Add:

Add button when clicked will open a pop-up window, that will have subsections that you have the option to fill accordingly. The areas with a red “*” are mandatory and will not let you add an employee if you don't fill it.



The image shows a pop-up window titled "Add Employee". It has tabs for "Basic", "Contact", "Organization", "Account", and "Custom Fields". The "Basic" tab is selected. It contains fields for "First Name"*, "Last Name"*, "Gender"*, and "Date of Birth". There is a "Upload Pic" button and a "Save" button at the bottom right.

You can upload the current employee picture by clicking on the “Upload Pic” button under the picture frame. That will prompt a separate popup window for you to select a picture from your computer to upload to the system.

The sub-sections in the Add Employee are

Custom Field

This area is reserved for more custom modifications requested by your company if needed. All the custom options will show up here for employees that you will request.

Bulk Import Employees

The “Import” button at the top right corner, is a quick way for you to add bulk employees through. When the button is clicked a pop-up, a window appears where you can download a sample Microsoft Excel file, and upload your own after adding data into the excel sheet.

The sample sheet when downloaded contains one example entry, which will give you an idea of how you can replicate it for your employees for bulk entry.

Once you have filled the excel sheet with your employee’s data, click on the “Browse” button under “Import Employees” this will let you browse the file from your computer, once selected click on “Upload” button to create bulk users for your company.