

Overview Video

<https://www.youtube.com/embed/zfHHPpy41AE>

Step-by-Step Tutorial Guide

Step 1: Access the Dashboard

1. Log in to the TankhaPay dashboard.
2. After successful login, you will be redirected to the **Dashboard**.
3. The Dashboard provides a centralized overview of your organization's workforce, attendance, and important HR activities.

This page serves as the home screen for monitoring key HR metrics and employee information.

Step 2: View the Employee Summary

At the top of the dashboard, review the **Employee Summary** section.

The summary displays key employee statistics, including:

- Total Employees
- Active Employees
- New Employees
- Joining Pending Employees

These cards provide a quick overview of the organization's workforce.

Step 3: Review Attendance Summary

1. Scroll to the **Attendance** section.
2. View the attendance summary cards.

The dashboard displays employee counts for various attendance statuses, such as:

- Present
- Absent
- Half Day
- Late Comers

This section allows HR administrators to monitor daily attendance at a glance.

Step 4: Monitor Birthdays, Work Anniversaries, Leaves, and Holidays

1. Scroll down to the activity section.
2. Review the employee highlights displayed on the dashboard.

The dashboard provides separate sections for:

- Today's Birthdays
- Today's Work Anniversaries
- Employees on Leave
- Upcoming Holidays

These widgets help HR teams stay informed about important employee events.

Step 5: View Today's Birthdays

1. Locate the **Today's Birthdays** widget.
2. Review the list of employees celebrating their birthdays.
3. View employee details displayed in the widget.

This section helps HR acknowledge employee birthdays and improve employee engagement.

Step 6: View Work Anniversaries

1. Navigate to the **Today's Work Anniversaries** section.
2. Review the employees celebrating their work anniversaries.
3. View the relevant employee information displayed.

This widget helps recognize employee milestones within the organization.

Step 7: View Employees on Leave

1. Locate the **Employees on Leave** widget.
2. Review the employees who are currently on leave.
3. Verify the leave information displayed for each employee.

This section provides HR with a quick snapshot of employees who are unavailable due to approved leave.

Step 8: View Upcoming Holidays

1. Locate the **Upcoming Holidays** widget.
2. Review the upcoming holiday list.
3. View the holiday name and scheduled date.

This allows HR and employees to stay informed about upcoming organizational holidays.

Step 9: Navigate Using the Dashboard

1. Use the left-side navigation panel to access other modules in TankhaPay.
2. From the dashboard, you can quickly navigate to modules such as:
 - Employees
 - Attendance
 - Payroll
 - Leave Management
 - Recruitment
 - Performance
 - Reports
 - Business Settings
3. Click the required module to continue managing HR operations.

The dashboard acts as the central navigation point for the entire HRMS.

Key Benefits of the Dashboard

- Provides a centralized view of HR activities.
- Displays workforce statistics in real time.

- Tracks employee attendance summary.
- Highlights birthdays and work anniversaries.
- Shows employees currently on leave.
- Displays upcoming holidays.
- Enables quick navigation to all HR modules.

End of Tutorial

You have now completed the **Dashboard Overview** walkthrough in TankhaPay.

The Dashboard provides a comprehensive snapshot of your organization's workforce, attendance, and employee activities, enabling HR teams to monitor key information and navigate efficiently across different modules.

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