

# Overview Video

<https://www.youtube.com/embed/e7qq96YnEaM>

# Step-by-Step Tutorial Guide

## Overview

This tutorial explains how to use and manage the Live Tracking module in TankhaPay. The walkthrough covers:

- Accessing the Live Tracking module
- Viewing real-time employee locations
- Monitoring field workforce activity
- Tracking attendance through live location
- Reviewing movement history
- Managing tracking filters
- Monitoring employee productivity and travel activity

## Step 1: Open the Live Tracking Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **Live Tracking**.
3. Click on **Live Tracking** to open the module.
4. The live tracking dashboard displays workforce tracking information.

This section helps organizations monitor field employees and track workforce movement in real time.

# Step 2: View the Live Tracking Dashboard

1. On the dashboard, review employee tracking information.
2. The dashboard may display:
  - Active Employees
  - Live Locations
  - Attendance Status
  - Last Activity Time
  - Travel Routes
  - Check-In/Check-Out Status
3. Use the map interface to monitor employee movement.

This provides real-time visibility into workforce activity.

# Step 3: Search and Filter Employees

1. Use the search or filter options.
2. Filter employees based on:
  - Employee Name
  - Department
  - Branch
  - Region
  - Tracking Status
  - Attendance Status
3. Apply filters to view specific employee groups.

Filters help administrators quickly locate and monitor employees.

# Step 4: View Employee Live Location

1. Select an employee from the tracking list.
2. The system displays the employee's live location on the map.
3. Review details such as:
  - Current Location
  - Last Updated Time
  - Travel Status
  - GPS Coordinates
4. Monitor movement activity in real time.

Live location tracking helps improve field workforce management.

# Step 5: Monitor Employee Movement History

1. Open the employee tracking history.
2. Review movement details such as:
  - Travel Route
  - Location Timeline
  - Check-In Points
  - Distance Covered
  - Time Spent at Locations
3. Analyze movement activity for operational monitoring.

Movement history helps organizations review field employee productivity and travel records.

# Step 6: Review Attendance Through Tracking

1. Navigate to attendance-linked tracking records.
2. Verify:
  - Check-In Location
  - Check-Out Location
  - Attendance Time
  - Shift Status
3. Cross-check attendance activity using live tracking data.

This helps organizations improve attendance accuracy for field teams.

## Step 7: Monitor Employee Activity Status

1. Review employee activity indicators.
2. Activity status may include:
  - Active
  - Idle
  - Traveling
  - Checked In
  - Checked Out
3. Monitor workforce engagement in real time.

Activity tracking helps managers improve operational oversight.

## Step 8: Access Route and Travel Details

1. Open route details for a selected employee.
2. Review:
  - Travel Path
  - Stops and Visits
  - Total Distance Covered
  - Route Timeline
3. Analyze travel efficiency and field coverage.

This feature helps optimize employee travel management.

# Step 9: Generate Tracking Reports

1. Navigate to the reports section.
2. Select the required tracking report.
3. Configure filters such as:
  - Date Range
  - Employee Name
  - Region
  - Department
4. Generate the report.
5. Export reports in available formats.

Tracking reports help management review workforce activity and performance.

# Step 10: Export Live Tracking Data

1. Click on the export or download option.
2. Select the required format.

Available formats may include:

- Excel
  - CSV
  - PDF
3. Download the tracking records.

Exported reports can be used for:

- Operational monitoring
- Travel reimbursement verification
- Attendance validation
- Productivity analysis
- Compliance and audit purposes

# Step 11: Access Historical Tracking Records

1. Navigate to historical tracking data.
2. Search using filters such as:
  - Employee Name
  - Date Range
  - Location
  - Tracking Status
3. Review historical movement and attendance records.

Historical records help maintain long-term workforce tracking documentation.

## Key Benefits of the Live Tracking Module

- Real-time workforce visibility
- Accurate field employee monitoring
- GPS-based attendance validation
- Travel route and movement tracking
- Improved operational efficiency
- Better field team accountability
- Centralized activity monitoring and reporting

## End of Tutorial

You have now completed the walkthrough of the TankhaPay Live Tracking module.

The Live Tracking module helps organizations efficiently monitor field employees, manage workforce movement, validate attendance activity, and track operational performance through real-time location tracking.

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