

Overview Video

https://www.youtube.com/embed/_eDMCbqs8SM

Step-by-Step Tutorial Guide

Step 1: Open the Live Tracking Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Attendance Management**.
3. Click **Live Tracking**.
4. The **Live Tracking** dashboard opens.

This module allows administrators to monitor employees' real-time locations and review their movement history.

Step 2: Search for an Employee

1. Locate the **Employee Search** field at the top of the page.
2. Search for the required employee by entering the employee's name or selecting them from the list.
3. Click **Search**.
4. The selected employee's live tracking information is displayed.

This helps you quickly locate a specific employee.

Step 3: View the Employee's Live Location

1. After selecting an employee, the system displays the employee's current location on the map.
2. Review the location marker displayed on the map.
3. Verify the employee's current position.

The map provides a real-time view of the employee's location.

Step 4: View Employee Details

Below the map, review the employee information displayed on the screen.

The details may include:

- Employee Name
- Current Location
- Check-in Time
- Check-out Time
- Working Status
- Total Distance Covered

This information provides a quick overview of the employee's field activity.

Step 5: View the Movement History

1. Navigate to the **Movement History** section.
2. Review the employee's recorded travel history.
3. The system displays movement details such as:
 - Date
 - Time
 - Location
 - Distance Covered
 - Duration
4. Click on a movement record to view additional details, if required.

This feature helps track the employee's travel throughout the working day.

Step 6: View the Route on the Map

1. Select a movement history record.
2. The corresponding route is highlighted on the map.
3. Review the travel path and visited locations.
4. Zoom in or out on the map for better visibility.

This provides a visual representation of the employee's movement during the selected period.

Step 7: Access the Live Tracking Report

1. From the left-side navigation panel, click **Live Tracking Report**.
2. The report page displays all available live tracking records.
3. Review employee-wise tracking information for the selected period.

This report provides a consolidated view of employee location data.

Step 8: Export the Live Tracking Report

1. On the **Live Tracking Report** page, click the **Export** icon.
2. The system generates the report.
3. Download the report for future reference or record keeping.

Exporting the report helps maintain employee movement records for analysis and auditing purposes.

Important Notes

- Employees must **allow location permission as "Always Allow"** on their mobile devices for live tracking to function correctly.
- Live tracking will only work when the required location permissions are enabled.
- Ensure the employee's device location services are active while using the application.

Key Benefits of the Live Tracking Module

- Monitor employee locations in real time.
- View employee movement history on an interactive map.
- Track travel routes and visited locations.
- Generate and export live tracking reports.
- Improve field workforce visibility.
- Enhance attendance monitoring and operational transparency.

End of Tutorial

You have now completed the **Live Tracking** walkthrough in TankhaPay.

This module enables organizations to monitor employee locations in real time, review movement history, and generate location reports, helping improve field workforce management and operational efficiency.

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