Overview Video

https://www.youtube.com/embed/Hqum-Le76vw

Step-by-Step Tutorial Guide

Overview

This tutorial provides a complete overview of the TankhaPay platform and its core modules. The walkthrough covers:

- Accessing the TankhaPay dashboard
- Understanding the platform layout
- Navigating core HRMS modules
- Reviewing dashboard analytics
- Managing employee operations
- Accessing reports and workflows
- Understanding centralized HR and payroll management

Step 1: Log In to the TankhaPay Platform

1. Open the TankhaPay login page.
2. Enter your registered credentials.
3. Click on **Login** to access the dashboard.
4. After successful login, the main platform dashboard opens.

The dashboard acts as the central control panel for HR, payroll, employee, and operational management.

Step 2: Understand the Main Dashboard Layout

1. Review the dashboard interface.
2. The dashboard typically contains:
    - Left-side navigation menu
    - Top navigation bar
    - Notifications panel
    - User profile settings
    - Dashboard analytics widgets
3. The dashboard provides quick access to all modules and organizational activities.

This layout helps users navigate the system efficiently.

Step 3: Review Dashboard Analytics and Summary Cards

1. On the home screen, review organizational summary data.
2. Dashboard insights may include:
    - Total Employees
    - Attendance Summary
    - Pending Approvals
    - Leave Requests
    - Payroll Status
    - Recruitment Activity
    - Live Tracking Information
3. Use the dashboard to monitor daily HR and payroll operations.

These analytics provide quick operational visibility.

Step 4: Explore Core Platform Modules

From the left-side navigation panel, users can access multiple modules such as:

- Employee Management
- Attendance Management
- Leave Management
- Payroll & Payouts
- Reports
- Approvals
- ATS
- PMS
- Training & Development
- Broadcast
- Live Tracking
- Business Settings
- Help & Support

Each module is designed to manage a specific HR or operational function.

Step 5: Access Employee Management Features

1. Open the **Employee Management** module.
2. Review employee records and profiles.
3. Manage:
    - Employee Details
    - Departments
    - Designations
    - Documents
    - Employee Status

This module centralizes workforce information and employee lifecycle management.

Step 6: Review Attendance and Leave Operations

1. Open the **Attendance Management** module.
2. Monitor:
   - Employee Attendance
   - Punch-In/Punch-Out Records
   - Shift Details
   - Working Hours
3. Open the **Leave Management** module.
4. Configure leave policies and review leave requests.

These modules help organizations manage employee time and attendance efficiently.

Step 7: Access Payroll and Payout Features

1. Open the payroll or payouts section.
2. Review payroll processing workflows.
3. Manage:
   - Salary Processing
   - Employee Payouts
   - Bank Transfers
   - Compliance Deductions
   - Payroll Reports

This helps organizations streamline salary and payment management.

Step 8: Review Recruitment and Performance Modules

1. Open the **ATS** module.
2. Manage:
   - Job Openings
   - Candidate Applications
   - Interview Scheduling
   - Hiring Pipelines
3. Open the **PMS** module.
4. Review:
   - Goal Tracking
   - Appraisals
   - Performance Reviews
   - KPI Management

These modules help organizations manage hiring and employee performance processes.

Step 9: Access Reports and Analytics

1. Open the **Reports** module.
2. Generate reports related to:
   - Payroll
   - Attendance
   - Employee Data
   - Compliance
   - Leave Management
3. Apply filters and export reports when required.

Reports help organizations analyze workforce and operational data efficiently.

Step 10: Review Communication and Support Features

1. Open the **Broadcast** module.
2. Send announcements, notifications, and employee updates.
3. Open the **Help & Support** module.
4. Raise support tickets and track issue resolution.

These features help improve communication and operational support management.

Step 11: Configure Business and System Settings

1. Open the **Business Settings** module.
2. Configure:
    - Company Information
    - Payroll Settings
    - Attendance Policies
    - User Permissions
    - Branches and Departments
3. Save configuration updates.

Business settings help organizations customize the platform according to operational requirements.

Step 12: Use Live Tracking and Training Features

1. Open the **Live Tracking** module.
2. Monitor field employee activity and movement.
3. Open the **Training & Development** module.
4. Manage employee training programs and learning progress.

These features support workforce productivity and employee development.

Key Benefits of the TankhaPay Platform

- Centralized HR and payroll operations
- End-to-end workforce management
- Real-time attendance and tracking visibility
- Streamlined payroll and payout processing
- Structured recruitment and performance workflows
- Advanced reporting and analytics
- Improved employee communication and support
- Flexible organizational configuration

End of Tutorial

You have now completed the walkthrough of the TankhaPay platform overview.

TankhaPay provides organizations with a centralized HRMS ecosystem to efficiently manage employees, payroll, attendance, recruitment, performance, communication, reporting, and operational workflows through a unified platform.

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