Remote Work Tracker

Manager Dashboard — User Guide

Monitor your team, manage tasks and leave, and generate reports — all in one place

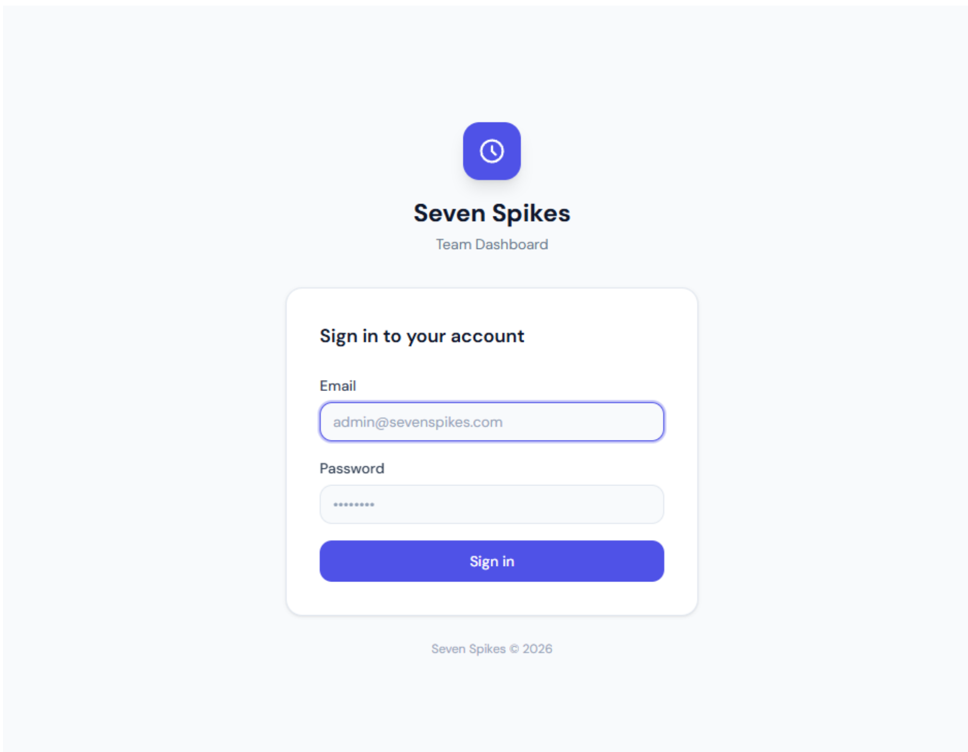
Version 6.0 • 2026

1. Logging In

The Manager Dashboard is a web application that gives you full visibility and control over your team. Access it from any browser — no installation required.

1.1 How to Access

1. Open your browser and go to https://tracker.ssrprojects.online and log in with your credentials.
2. Enter your email address and password.
3. Click Sign In.



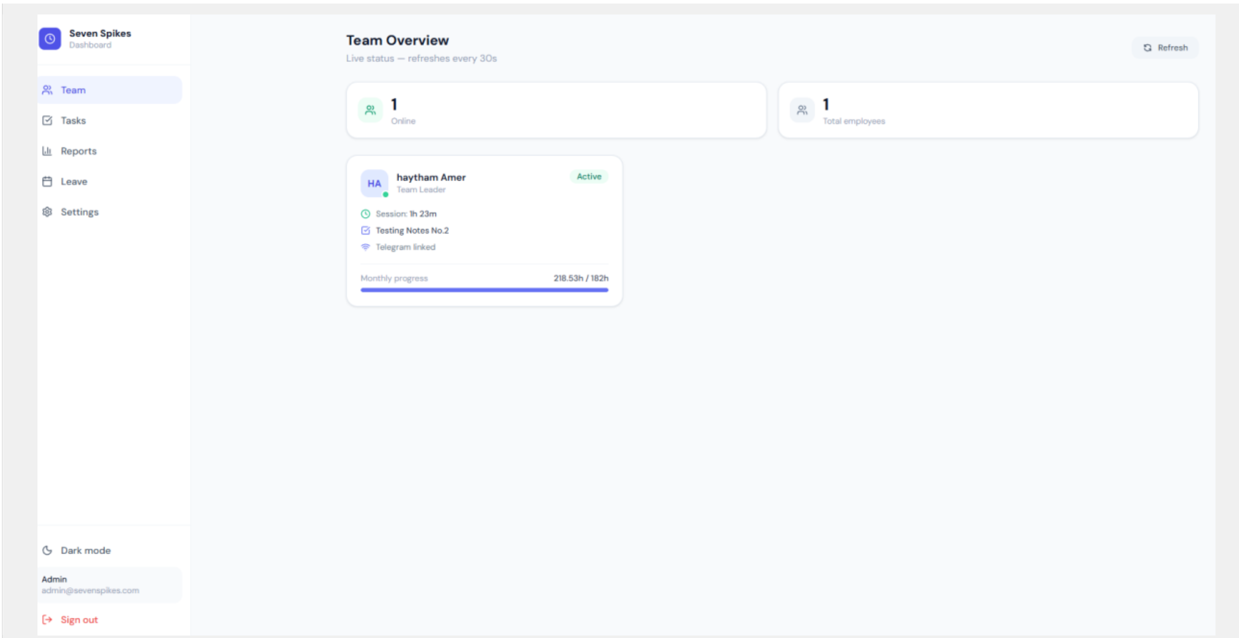
1.2 Dashboard Roles

There are three types of dashboard users:

Role	Permissions
🛡 **Admin**	Full access to all pages including Settings. Can manage employees, dashboard users, and create other Admin accounts.
👤 **Manager**	Access to Team, Tasks, Reports, and Leave pages. Cannot access Settings.

2. Team Overview

The Team page is your real-time window into what your team is doing right now. It updates live as employees check in, work on tasks, and check out. The page shows two summary counters: Online (currently checked in) and Total Employees.



2.1 Employee Status Cards

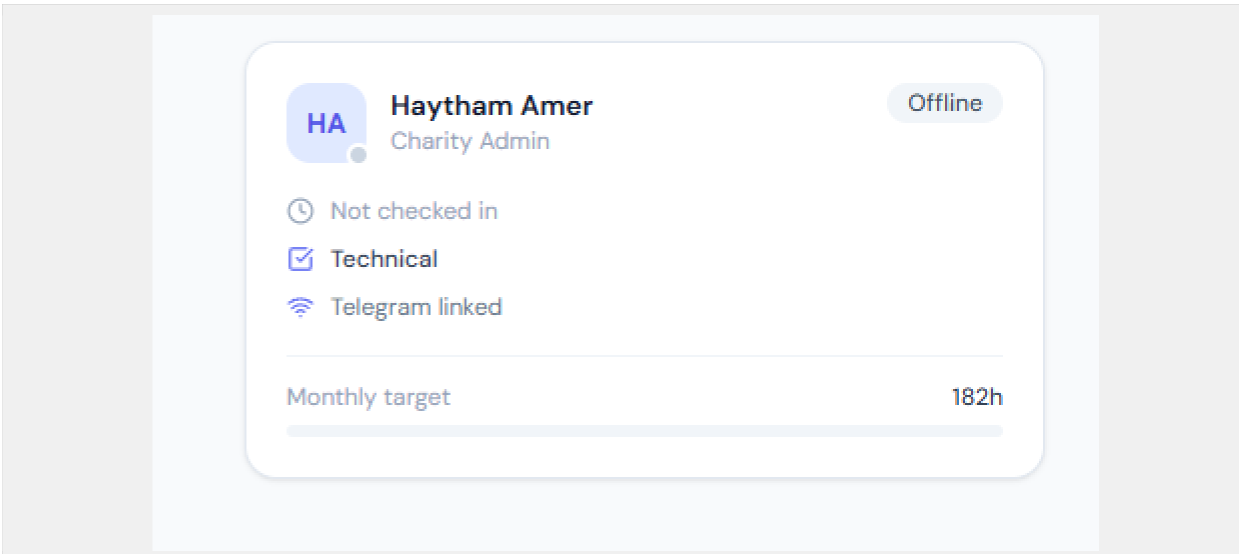
Each employee appears as a card showing:

- Current status: Active (green), On Break (amber), or Offline (gray)
- Time checked in today and progress toward daily target
- Current task being worked on (if any)
- Telegram connection status

Status	Meaning
🟢 **Active**	Employee is currently checked in and working
⚫ **Offline**	Employee has not checked in today

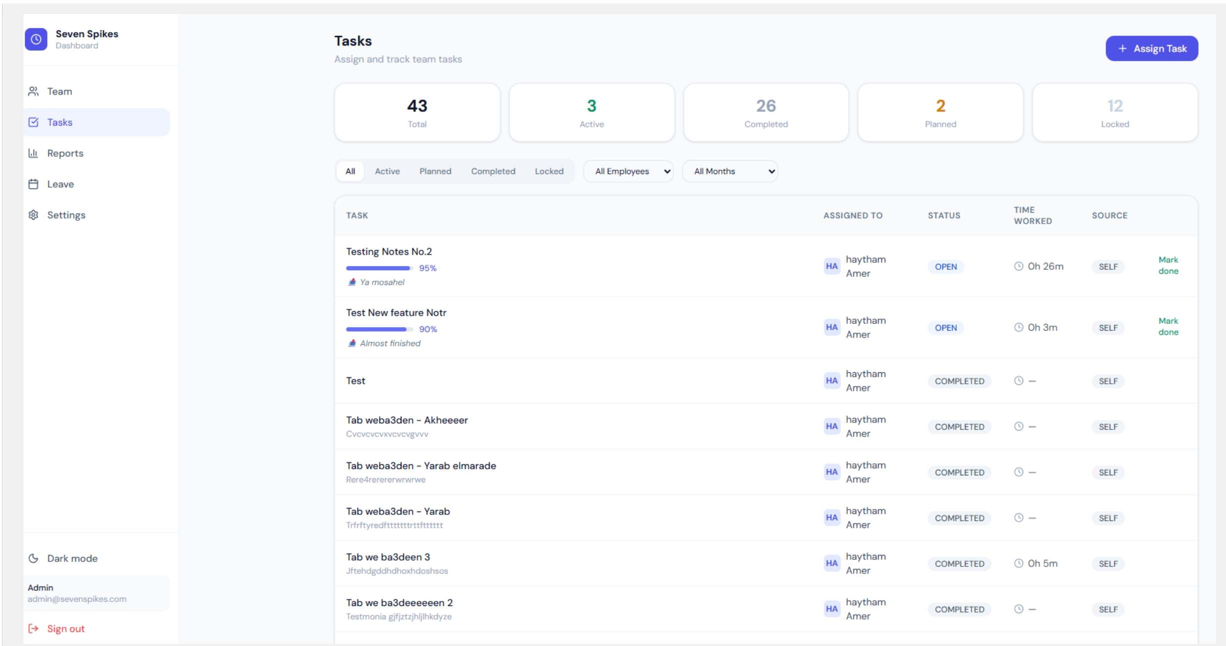
2.2 Monthly Progress

Below the live status you'll see each employee's progress for the current month. The progress bar and hours counter show actual worked hours (sessions + approved leave bonus) vs. their monthly target — displayed as e.g. 155h / 182h. This matches the figures in the monthly Excel report.



3. Task Management

The Tasks page lets you create and assign tasks to employees, monitor their progress, and keep work organized across your team.



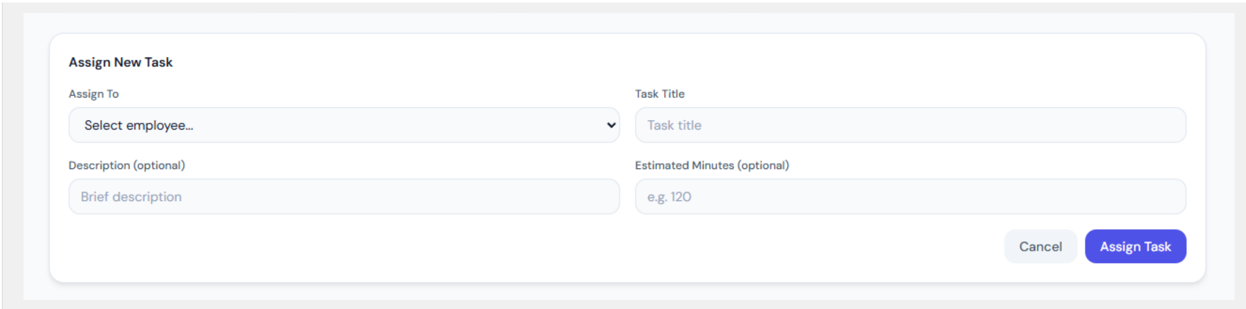
3.1 Viewing Tasks

Use the filter bar at the top to find tasks by:

- Employee — show tasks for one specific person or all employees
- Status tab — All, Active, Planned, Completed, or Locked
- Month — show tasks created in a specific month (last 6 months available)

3.2 Assigning a Task

4. Click the ➕ Assign Task button (top right).
5. Select the employee from the dropdown.
6. Enter the task title and an optional description.
7. Optionally set an estimated time (e.g. 2 hours).
8. Click Assign. The employee receives an instant Telegram notification.



📬 *When you assign a task, the employee receives a Telegram notification immediately showing the task title and your name.*

3.3 Task Status Reference

Status	Meaning
⭕ **Active (Open)**	Employee is currently working on this task
📋 **Planned**	Task created but not yet started
✅ **Completed**	Task has been marked complete by the employee
🔒 **Locked**	Task is locked after payroll period — read only

3.4 Employee Progress Notes

Employees can add private progress notes to their active tasks from the Telegram bot. When an employee chooses to share a note, it appears directly under the task title in the Tasks page.

Shared notes show:

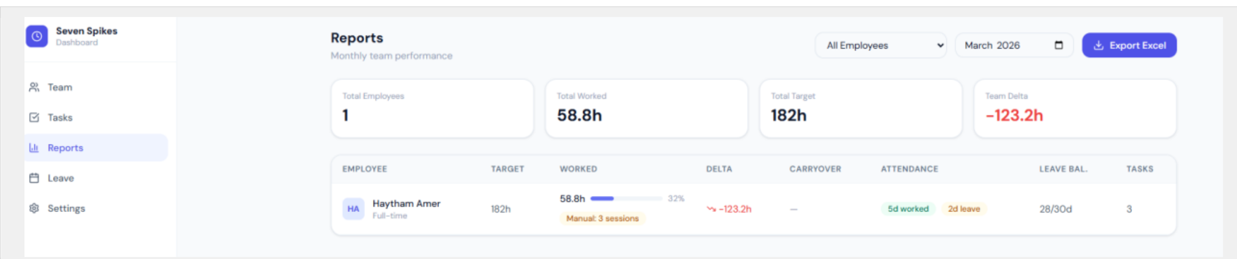
📊 A progress bar with the latest percentage the employee reported (e.g. 75%)

📤 The most recent shared note text below the progress bar

> 🔒 *Notes are private by default — the employee controls what gets shared. You will only see notes the employee has explicitly chosen to share with you. Shared notes also appear in the Progress Notes column of the Tasks Detail sheet in the Excel export.*

4. Reports

The Reports page provides a monthly breakdown of each employee's attendance, hours worked, overtime/undertime, leave taken, and task summary. All figures are calculated from actual session data.



4.1 Viewing Reports

- Select the month using the date picker at the top right.
- Use the Employee filter to view one employee or the full team.
- The table shows: days worked, total hours, monthly target, difference (±), leave taken, leave balance, and tasks completed.

4.2 How Worked Hours Are Calculated

The Worked Hours figure includes all of the following:

- Actual check-in sessions (real-time and manual entries)
- Annual Leave and Public Holiday days: each approved Annual Leave or Public Holiday day adds 7 hours to the employee's worked total

> 📊 *Annual Leave and Public Holiday days each contribute 7 hours to worked hours. Annual leave is counted regardless of whether it was submitted as a future request or logged retroactively. Public*

Holidays are applied by an Admin and counted automatically. This is consistent with company policy (182h/month fixed target).

4.3 Exporting to Excel

9. Select the month and (optionally) an employee from the filters.
10. Click the 📥 Export Excel button.
11. A .xlsx file downloads automatically with the employee name in the filename (e.g. report-2026-03-Haytham-Amer.xlsx).

📊 The Excel export includes 6 sheets: Summary (monthly overview), Sessions Log (every session with time in/out, duration, and Manual Entry flag), Daily Breakdown (day-by-day status), Tasks Detail (hours per task + Progress Notes column showing shared employee notes), Carryover History, and Leave Calendar. Annual Leave and Public Holiday days appear as rows in Sessions Log with 7:00 hours. All rows are sorted chronologically. If no employee is selected, all employees are exported in a single file.

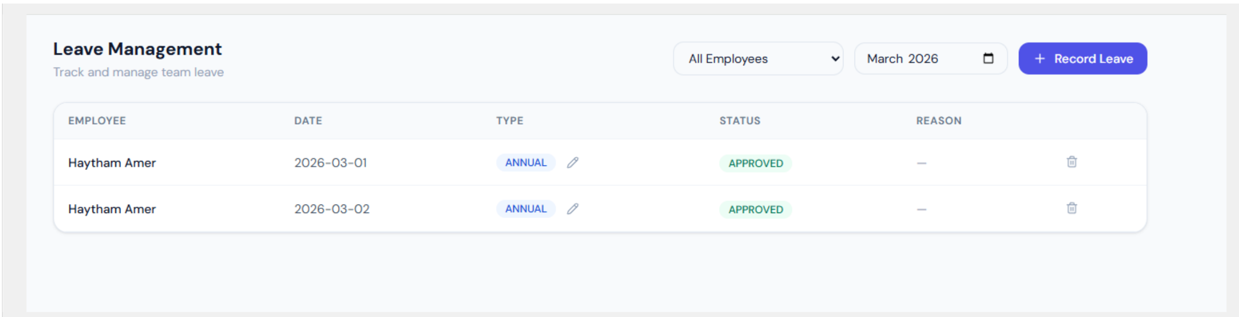
4.4 Understanding the Sessions Log Sheet

The Sessions Log in the Excel export shows every working session for the selected period:

- Regular sessions show actual Time In, Time Out, and duration
- Manual sessions are marked 'Manual Entry' in the Notes column
- Annual leave days appear as rows with Task = 'Annual Leave', Duration = 420 min, Total Hours = 7:00. Public Holiday days appear similarly with Task = 'Public Holiday', Duration = 420 min, Total Hours = 7:00

5. Leave Management

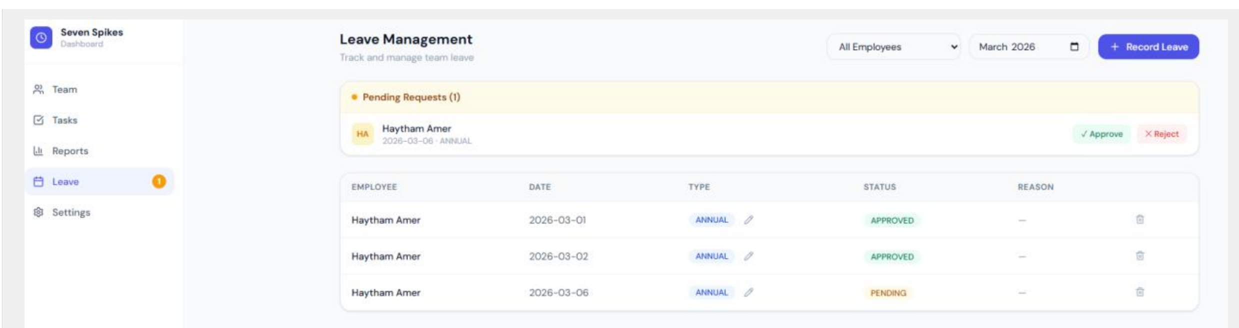
The Leave page lets you review and approve employee leave requests, record leave manually, and track leave history for the whole team.



5.1 Approving or Rejecting Requests

When an employee submits a future leave request through the Telegram bot, it appears in the Pending Requests section at the top of the page.

12. Open the Leave page — you'll see a badge showing the number of pending requests.
13. Review each request: employee name, date, and leave type.
14. Click ✓ Approve to approve, or ✕ Reject to reject.
15. The employee receives an instant Telegram notification with the decision.



⚡ *Pending requests are shown regardless of which month you're viewing — you'll never miss a request because it's in a future month.*

ℹ️ *Annual leave days logged by employees using 'Log Past Leave' on the bot are auto-approved and do not appear in Pending Requests — they go directly to Approved status.*

5.2 Recording Leave Manually

You can also record leave directly from the dashboard (e.g. for past dates or on behalf of an employee):

16. Click ➕ Record Leave.
17. Select the employee, date, and leave type. Note: Public Holidays are applied via the dedicated 🎌 Public Holiday button — not through Record Leave.
18. Add a reason or notes (optional).
19. Click Save. The leave is recorded as Approved immediately.

5.2.1 Applying a Public Holiday

Use the 🎌 Public Holiday button to apply a public holiday to your team. This is separate from the regular Record Leave flow and is designed for company-wide holidays.

20. Click 🎌 Public Holiday in the top-right area of the Leave page.
21. Select the date of the public holiday.
22. Choose Apply To: All Employees (applies to everyone) or Specific Employee (select one person).
23. Click 🎌 Apply Holiday to confirm.

> 📅 *Public Holidays are applied with AUTO status — no approval needed. If an employee already has a different leave type on the same date, the Public Holiday takes priority and replaces it. Each Public Holiday day counts as 7 worked hours in reports — same as Annual Leave.*

5.3 Editing and Deleting Leave Records

24. Click the ✏️ pencil icon next to any leave record to edit its type (e.g. change from Annual to Sick).
25. Select the new leave type from the dropdown and click Save. The annual leave balance adjusts automatically.
26. Click the 🗑 delete icon to remove a leave record. A confirmation prompt will appear. Annual leave balance is restored automatically upon deletion.

5.4 Unclassified Days

If an employee had working days with no check-in session and no leave recorded, they appear in the Unclassified Days warning at the top of the page. You can classify these days individually or use the Bulk Classify option to classify multiple days at once.

📷 *Screenshot: Unclassified Days warning banner showing employee names and dates*

5.5 Leave Types

Type	Description
🌴 **Annual**	Counted against employee's annual balance (default: 30 days/year). Each day adds 7 hours to monthly worked total.
💼 **Unpaid**	Does not affect annual leave balance
🎌 **Public Holiday**	Applied by Admin to all employees or specific employees. Counts as 7 worked hours — same as Annual Leave. Does not affect annual leave balance.

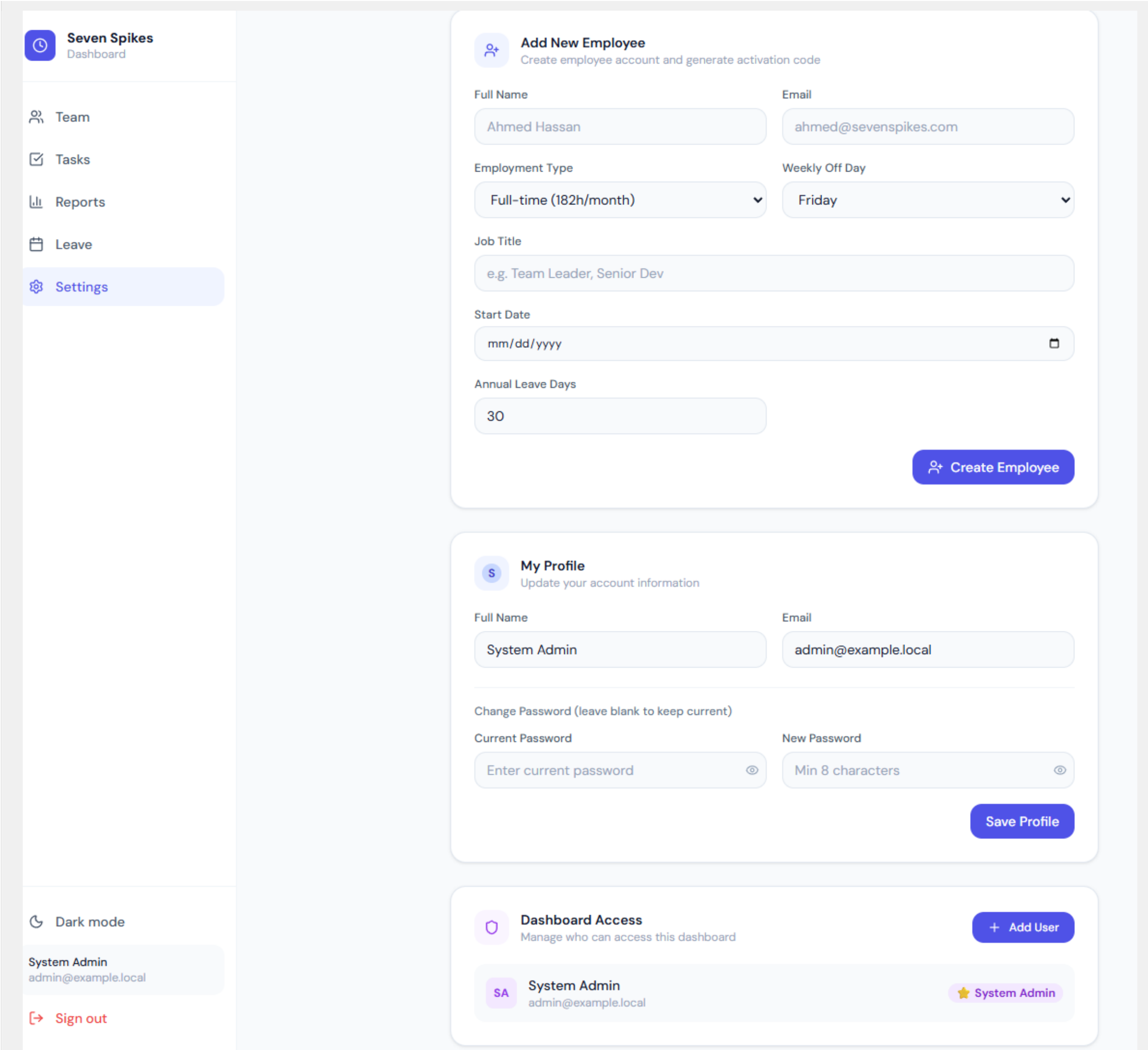
5.6 How Leave Affects Reports

Annual leave is fully integrated into the reporting system:

- Each Annual Leave or Public Holiday day adds 7 hours to the employee's monthly worked hours total
- Leave balance is calculated live — the system always reads directly from the leave records table, ensuring Dashboard, Bot, and Excel always show the same balance
- Approved, Pending, and Auto-approved leave days all count toward worked hours. Only Rejected leave is excluded.

6. Settings

The Settings page is only accessible to Admin users. It covers three areas: your personal profile, employee management, and dashboard access control.



6.1 My Profile

Update your own account information:

- Full Name — update your display name
- Email — change the email used to log in
- Password — change your password (requires current password for verification)

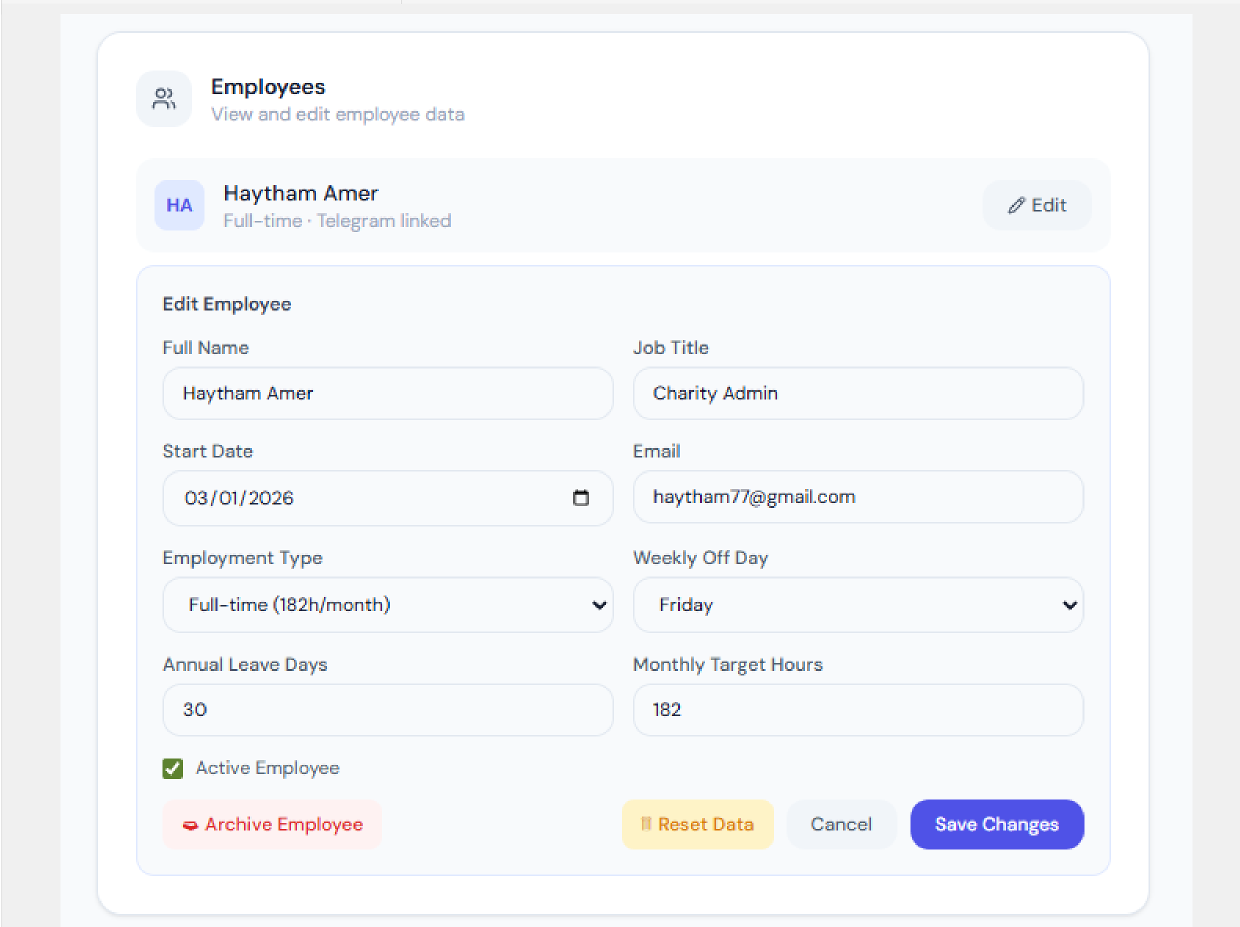
🔒 *Password must be at least 8 characters. You must enter your current password to set a new one.*

6.2 Managing Employees

The Employees section lists all employees registered in the system. Click Edit on any employee to modify their profile.

Editable Fields

Field	Description
Full Name	Employee's display name
Job Title	Optional job title shown on the employee card (e.g. Charity Admin, Designer)
Employment Type	Full-time (182h/month) or Part-time (custom daily hours)
Weekly Off Day	Which day of the week the employee doesn't work
Annual Leave Days	Total annual leave entitlement (default: 30 days)
Monthly Target / Daily Hours	Target hours per month (full-time) or per day (part-time)
Active Status	Whether the employee account is active
Start Date	The date the employee officially started. Days before this date are not counted as absences in reports.



Archiving an Employee

If an employee leaves or goes inactive. This action is available to Admin users only.

27. Open their Edit form.
28. Click 📤 Archive Employee.
29. Their Telegram account is disconnected immediately — they can no longer use the bot.
30. All historical data (attendance, tasks, reports) is preserved.

> *🔁 To restore an archived employee, click ✅ Restore Employee in their Edit form, then generate a new Activation Code for them to reconnect on Telegram.*

Permanently Removing an Employee

If you need to completely remove an employee from the system. This action is available to Admin users only.

31. The employee must be archived first.
32. Open their Edit form and click 🗑 Remove Permanently.
33. A confirmation dialog will appear warning that all data will be deleted.
34. Click Yes, Delete to confirm. This action cannot be undone.

> *⚠️ Permanent deletion removes ALL data including attendance history, tasks, reports, and leave records. Archive instead if you may need their data in the future.*

Resetting Employee Data

If you need to erase all attendance data for an employee but keep their account (e.g. to clear test data before go-live), use the Reset Data option. This is available to Admin users only.

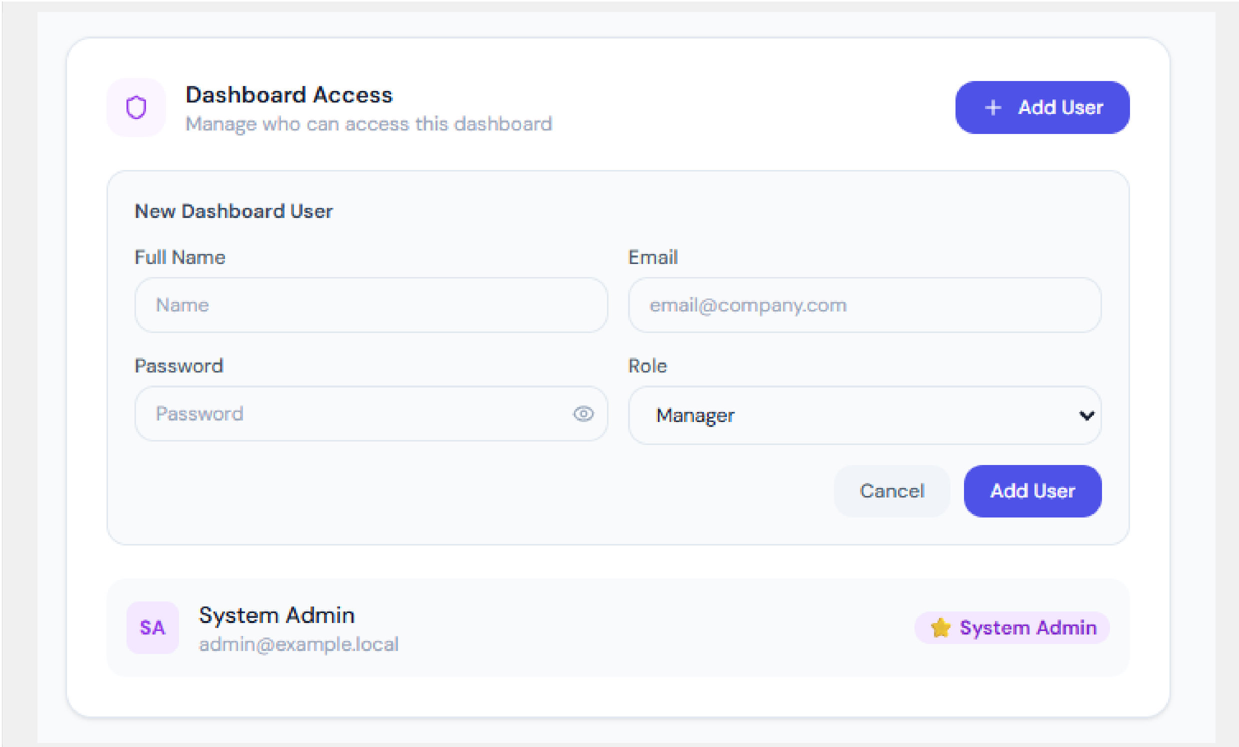
35. Open the employee's Edit form.
36. Click 🗑 Reset Data.
37. Confirm the warning dialog. All sessions, tasks, work logs, leave records, and carryover history are permanently deleted.
38. The employee profile and account remain intact.

6.3 Dashboard Access Control

This section manages who can log in to the dashboard. Only Admin users can see and use this section.

Adding a Dashboard User

39. Click ➕ Add User.
40. Enter the full name, email address, password, and role (Manager or Admin).
41. Click Add User. They can now log in immediately.



> ⭐ *Admin users can add other Admin or Manager accounts. Managers cannot add Admin accounts.*

Editing a Dashboard User

Admin users can edit the profile of any other Manager or Admin — useful for resetting a forgotten password or updating contact details.

42. Click the ✏️ pencil icon next to any user in the list.
43. Update the Full Name, Email, or set a New Password (leave blank to keep the current password).
44. Click Save Changes.

> 🔒 *Only Admin users can see the edit button. The edit button does not appear on your own account — use My Profile to update your own details.*

Removing a Dashboard User

Click the 🗑 delete button next to any user to remove their dashboard access. You cannot delete your own account.

7. Quick Reference

Common Actions at a Glance

Task	Where to find it
Add a new employee	Settings → Employees → Add Employee
Generate activation code	Settings → Employees → click employee → Generate Activation Code
Assign a task	Tasks → Assign Task
Approve leave	Leave → Pending Requests → Approve
Record leave manually	Leave → Record Leave
Export monthly report	Reports → select month → Export Excel
Archive an employee	Settings → Employees → Edit → Archive Employee
Add a manager/admin	Settings → Dashboard Access → Add User
Change your password	Settings → My Profile → Change Password
Reset employee data	Settings → Employees → Edit → Reset Data (Admin only)

Tips

- Use the Employee filter on Tasks, Reports, and Leave pages to focus on one person.
- The Pending Requests badge on the Leave page always shows the current count — check it regularly.
- Excel exports include the employee name in the filename for easy organization.
- Dark mode is available — look for the toggle in the top navigation bar.
- Leave balance shown in Reports and Leave pages is always calculated live — it reflects the current state of all leave records.

Need more help?

Contact your system administrator.