



TRACOLAB

Plot No-511 Sarahah Tower, Subhash Nagar
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www.tracolab.com

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HRMS

Job Posting, Forms Applied & Selection

To give New Employment organization Has to Post the Job On His Own Web site Carrier Page .

An application form is an official document that a potential employer will require candidates to complete when applying for a vacancy. The application form allows the employer to pose a series of specific questions that every candidate must answer



Offer letter send

A job offer letter is a formal document sent to candidates selected for employment. It's a good idea to have written confirmation of an offer so that both the employee and the employer are clear on the conditions of a job.

Monthly Attendance Report & Leave Management

This report shows the employees monthly attendance record over a period of time. Leave management, also called time-off management, is the set of processes that controls the application, approval and tracking of employee leave in an organization.



Experience Certificate

A company experience letter is a formal document written by a current or former employer confirming the time an employee spent with the company and the knowledge, skills and experience they gained while there.

Terminating Employee & issue of Notice

A termination letter is a formal document informing an employee regarding their termination from the job. It states the termination date and details the reason for termination.



TASK & EMPLOYEE MANAGEMENT



Task Management

Task management is defined as the process of handling the entire life-cycle of a task, right from planning to tracking to execution. It helps teams track tasks from the beginning, setting deadlines, prioritizing tasks, and assigning them to the right people.

Own Attendance Views

Attendance management is the process of preventing employee time theft by tracking employee working hours, login time, departures, breaks, and time off.



Timesheet

Go to time sheet Report –chose the month-chose the year- chose the employee click on Display –view the total time sheet of the concern employee.

Mispunch

On Biometric Attendant System save times employee unable to give his finger print or attendant due to technical or any other issues .in this situations employee can give the reason of attendance issues to his her authority



Employee Circular

Many companies use circulars as notices in business communication to enforce dress codes and policies or invite employees to meetings or luncheons. Circulars can also be used as an advertising tool.

CRM

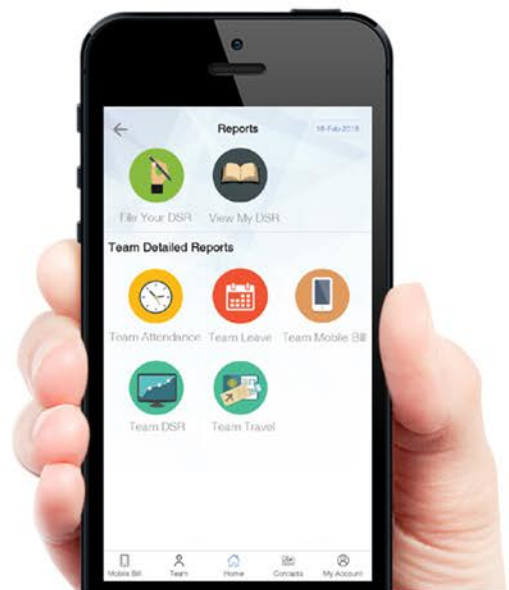


Reporting System

By this system employee can remotely monitor a employee's computer. He can view and record what is working on the pc monitor.

Sales Report

By the system Employee can track the location of the marketing personals. He can calculate and give the task to the filled office staffs. By the system business can be easier for management.



Lead Management

This tools has been designed for one person multiple business. in this tools one can handle multiple business in his mobile. He can monitor financial expences for his business.



ATTENDANCE/PAYROLL



➤ Biometric Attendance entry

Stock management devices such as bar-code scanners and stock management software can help drastically improve your efficiency and productivity. These tools will help eliminate manual processes so your employees can focus on other, more important areas of the business.

➤ Payroll Processing

Production management is defined as the planning and control of all activities necessary to produce a set of products. For a typical metalworking job shop type of company, production management thus comprises important functions such as: Product development and technological planning.



➤ Salary slip Generation

An online expense management software helps streamline expense reporting, processing, and reimbursing through automation. If used properly, it can help businesses achieve their financial goals more efficiently.

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STOCK INVENTORY



➤ Stock Management

Stock management also involves keeping records of changes in your inventory over time. This helps you keep the right amount of each product or item in stock to keep up with customer demand.

➤ Sales Order

A sales order is a document generated by the seller specifying the details about the product or services ordered by the customer. Along with the product and service details, sales order consists of price, quantity, terms, and conditions etc.



➤ Stock Transfer & Accept

When ever one store transfer products \ stocks to another view the stock transfer list on his stock transfer accept list .

➤ Date & Product Wise Stocking Log

chose the month-chose the year- chose the employee click on Display –view the total time sheet of the concern employee.



ACCOUNTS



➤ Payment

Who ever admin or account ant release payment ,they wants to note the payment for cash book management .

➤ Income Entry

To view and add the income of the company yoo can use the income entry sales also automatically entered to the income



➤ Date Wise Payment

To calculate and view the exact and accurate calculation for a certain user yoo can use the menu .

➤ User Wise Payment

To calculate and view the exact and accurate calculation for a certain user yoo can use the menu .



➤ Account Wise Payment

At the time of Annual Auditing or any other requirement yoo can view and calculate the account summary By this menu .



Quotation Management

We provide a tool to send and manage the quotation to the customers more easily, which also stores the data of clients.



Email Marketing

We provide Bulk email forwarding service by collecting huge quantities of emails from various sources. Which will make it more easier to reach near the customer.



Bulk Sms

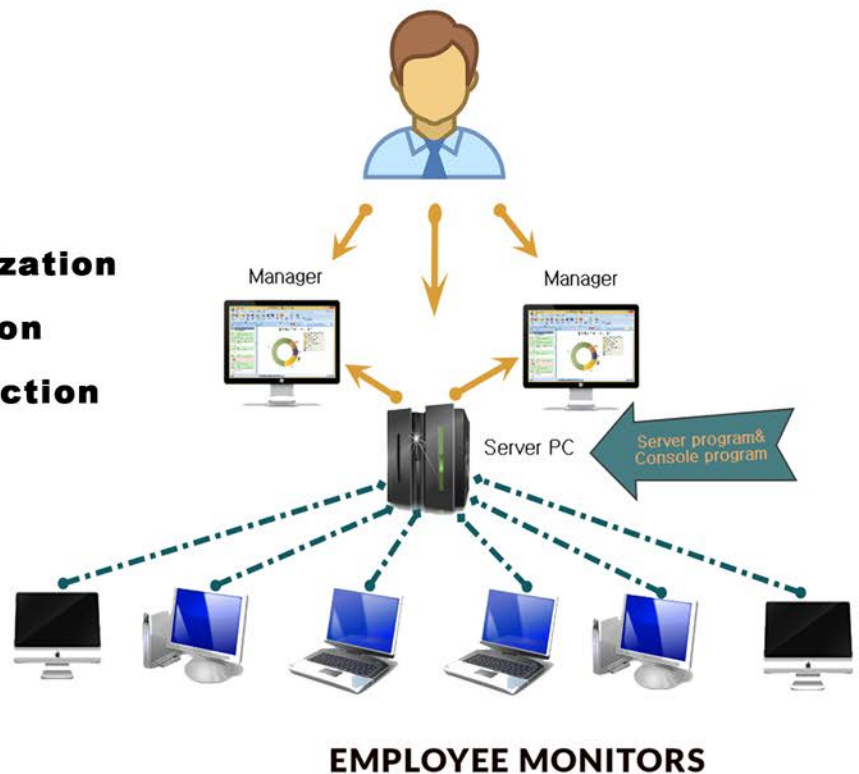
We provide Bulk sms forwarding service by collecting huge quantities of sms from various sources. Which will make it more easier to reach near the customer.

EMPLOYEE MONITORING SYSTEM



DESKTOP MONITORING

- **Screen Recording**
- **Time Tracking**
- **Compliances**
- **Productivity Optimization**
- **Data Theft Protection**
- **Insider Threat Detection**



EMPLOYEE TRACKING

With location transparency, it is extremely easy to find the best suited person for any job. Assign your team with the latest location updates powered by GPS. Works on both Android and iPhones.

MULTIPLE BUSINESS IN A SINGLE ERP



TRACOLAB ERP is a AI (Artificial Intelligence) supported ERP system which provides various category of business in a single Platform. If someone has more than one business then he can Add/Manage all his business in this ERP. Basically Entrepreneur or Business has no time to sit in a single place or office. To support them we provide Mobile App, which can be downloaded from Google Play store and our website. Tracolab Admin Mobile app also consists of Unlimited Business addition



TRACOLAB erp System Provides unlimited user addition to our customers by which admin can add unlimited Employees and Unlimited Store etc. as and when required.

VIRTUAL OFFICE



➤ Office space at metro Cities

Open your office at our premises at a minimal monthly rent. We provide offices at various metro cities to establish the business without appointing employees. Keep a track of all the operations at your office venue using our real time monitoring system from your desired location

➤ Physical Meeting Arrangement

We provides Physical Meeting arrangement at Virtual office address at a very minimal price. The meeting will be held at our meeting hall with all necessary arrangement.



➤ Remotely Office Management

By Taking the Virtual office from us you can manage the office employees remotely from your home or office without reaching the office. We provides cloud management tool to monitoring the system(Work from home) but you feel as if the office is running at that place.



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