# I-SUITE
## SIGNATURE SOFTWARE

**ITEC**

## HUMAN RESOURCES

### The Core of Business Management.

# Features & Benefits

### KPI TRACKING

**Overview:** The KPI tracking feature enables HR and management to set, monitor, and assess employee and department performance through predefined KPIs.

**Key Components:**
- Set and track individual, team, and department KPIs.
- Visual dashboards and reports to monitor progress.
- Autom ated performance reviews based on KPIs.
- Real-time feedback and performance insights.
- Goal alignment with company objectives.

### PROJECT MANAGEMENT

**Overview:** This feature allows HR to track employee involvement in projects, including project timelines, deadlines, and individual contributions.

**Key Components:**
- Task assignment, tracking, and completion status.
- Project timelines and milestone tracking.
- Resource allocation and workload management.
- Collaboration tools (e.g., messaging, document sharing).
- Project reporting and analysis tools.

## Lynx Solve
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# TRAINING MILESTONES REPORTING

**Overview:** Provides detailed reports on employee training progress, certifications, and development milestones.

**Key Components:**
- Track completion of mandatory and optional training programs.
- Automatic reminders for training deadlines.
- Certifications and qualifications tracking.
- Customisable training dashboards for employees and HR managers.
- Training effectiveness evaluation and feedback collection.

# ACCESS CONTROL AND BIOMETRIC INTEGRATION

**Overview:** This module integrates biometric authentication(fingerprint, facial recognition, etc.) for secure access control to physical locations and systems.

**Key Components:**
- Biometric login for employees to access systems.
- Secure door access control using biometric data.
- Real-time access monitoring and logs.
- Integration with attendance management systems.
- Support for multiple biometric modalities (e.g., fingerprint, facial recognition, retina scan).

# ADDITIONAL FEATURES

- **Employee Database Management:** Centralised database for employee records, including personal details, employment history, and benefits.
- **Document Management:** Secure document storage for HR-related documents such as contracts, evaluations, and training certifications.
- **Reporting & Analytics:** Comprehensive reporting on performance, project progress, and training development, with customisable filters and visual analytics tools.
- **Integration with HRMS Ecosystem:** Seamless integration with payroll, recruitment, and benefits management systems for a unified HR experience.
- **Mobile Accessibility:** A mobile-friendly interface for HR managers, employees, and project managers to access information, manage projects, and track KPIs on-the-go.

## USER ROLES AND PERMISSION

**HR Admin:** Full access to all modules, reports, and employee data. Can configure KPIs, project milestones, and training programs.

**Project Manager:** Access to project management tools, including task assignment, status updates, and team collaboration features.

**Employee:** Access to personal performance KPIs, project tasks, training milestones, and biometric login functionalities,

**IT Admin:** Configuration and management of biometric systems, security features, and user access levels.

## USER INTERFACE & EXPERIENCE

**Dashboard:** A customisable dashboard that aggregates KPIs, project statuses, training progress, and biometric access data into one central interface.

**Interactive Reports:** Reports with filtering options, drill-down capabilities, and visual charts for easy understanding of key metrics.

**Mobile Interface:** An intuitive mobile application to view KPIs, manage tasks, track training progress, and utilise biometric access.