

Business Requirement Specification (BRS)

Trackforce

Revision History

[illegible]

BRS OF Trackforce

Introduction to Trackforce

TrackForce is an intelligent employee tracking and productivity management software designed to help organizations monitor, analyze, and optimize workforce performance in real time. Built for both on-site and remote teams, TrackForce ensures transparency, accountability, and efficiency across all levels of operation.

By combining activity monitoring, time logging, and automated reporting, TrackForce empowers managers to make data-driven decisions while giving employees a clear structure for their daily tasks. Whether it's tracking attendance, managing field operations, or evaluating performance trends, TrackForce provides a single, easy-to-use dashboard to keep your team aligned and productive.

With privacy-focused technology and a user-friendly interface, TrackForce transforms traditional employee management into a smart, seamless, and measurable process — helping businesses save time, reduce errors, and boost overall performance.

Purpose

The purpose of TrackForce is to provide organizations with a reliable, efficient, and transparent system for tracking employee activity and productivity. It bridges the gap between management and workforce by offering real-time insights into employee performance, work patterns, and project progress.

TrackForce aims to help businesses:

- Improve accountability by monitoring performance on a day-to-day basis.
- Enhance productivity through data-driven performance analysis and time optimization.

- Streamline operations by automating manual reporting and reducing administrative workload.
- Support remote and field teams with instant updates.
- Ensure transparency with clear visibility of work hours, progress, and performance metrics.

Scope

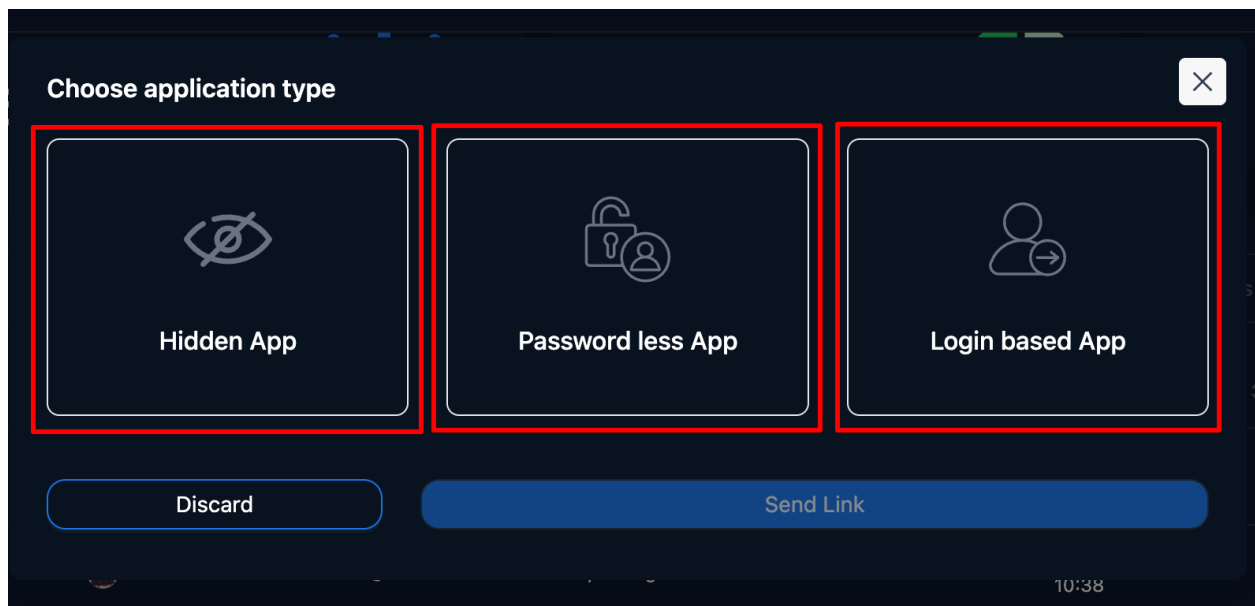
- **Active Time and Break Count:** Automated working hours and break time count.
- **Activity Monitoring:** Task progress, idle time, and productivity reports, along with daily, monthly workload reports.
- **Analytics & Reports:** Custom summaries for HR and management insights.
- **Admin Controls:** Role-based access, secure data handling, and cloud access.

In essence, TrackForce is designed to empower both employers and employees, creating a balanced environment where efficiency, trust, and clarity drive better business outcomes.

References <https://www.teramind.co/>

Installation Process

There are 3 ways to access TrackForce -



Hidden App

Purpose: Likely runs in the background without a visible UI.

Steps:

1. Obtain the Hidden App Installer from the Super Admin panel.

Run using command line or IT deployment tools like Intune or Group Policy.

Example command:

`TrackForceSetup.exe /silent /org=YourCompany /mode=hidden`

2. The app installs in background mode and starts tracking automatically on system startup.
3. No desktop icon or user interface will be visible.
4. Users (employees) will have no control over the monitoring. For users accessing the system through this method, monitoring will start immediately when their devices are turned on and stop immediately when the devices are turned off.

Password less App

Purpose: Fetches the employee ID from the employee who uses one-time links.

Steps:

1. A link will be sent to the emails of employees
2. Run the Passwordless installer.
3. Employees are not required to put a password; rather, their individual employee ID will be shown along with the app name.
4. User doesn't need to enter any password — the app starts monitoring immediately after launch.

Login-based App

Purpose: Requires username and password credentials to access.

Steps:

1. Download the login-based app version.
2. Run setup and complete installation.
3. Launch TrackForce → Enter Email / Username and Password. Only for once.
4. Once logged in, click Start Monitoring to begin tracking activity.

Install Trackforce:

A professional guide for installing TrackForce in your laptop is given in the following steps:

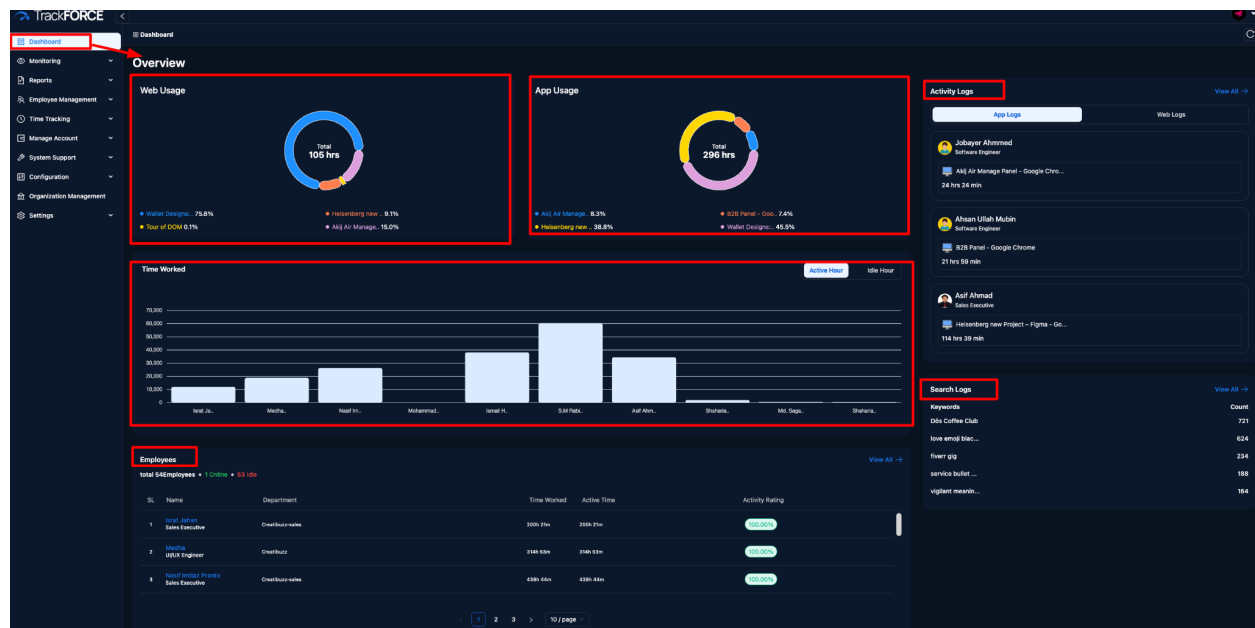
Steps:

1. First, the admin will buy a package from the super admin with the allotted features of monitoring.
2. Then the super admin will create an account for the admin for his organisation.
3. The admin can later on create employee profiles themselves or send a registration link to the team leads and employees of that specific organisation.
4. Admin can log in to the TrackForce web portal (administrator view) and add users: managers, team leads, and employees.
5. Admin can upload the employee list or import via Excel or CSV.
6. Create departments and assign users.
7. Assign roles and permissions and start monitoring.

1. Features (Admin Panel)

1.1 Dashboard

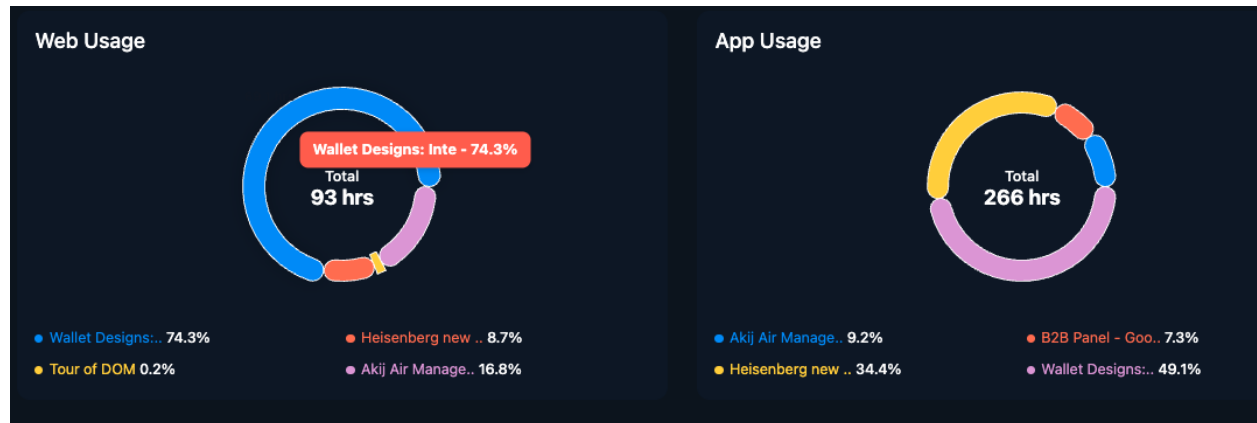
The TrackForce Dashboard provides a real-time overview of employee activity, time tracking, and productivity metrics in a single, visually organised interface. It's designed for managers and team leads to monitor performance efficiently through data visualisation and quick insights.



1.1.1 Overview Panel

The overview panel displays two pie charts summarising total web usage, like 93 hrs, and app usage, like 266 hrs in total, within the duration of one month.

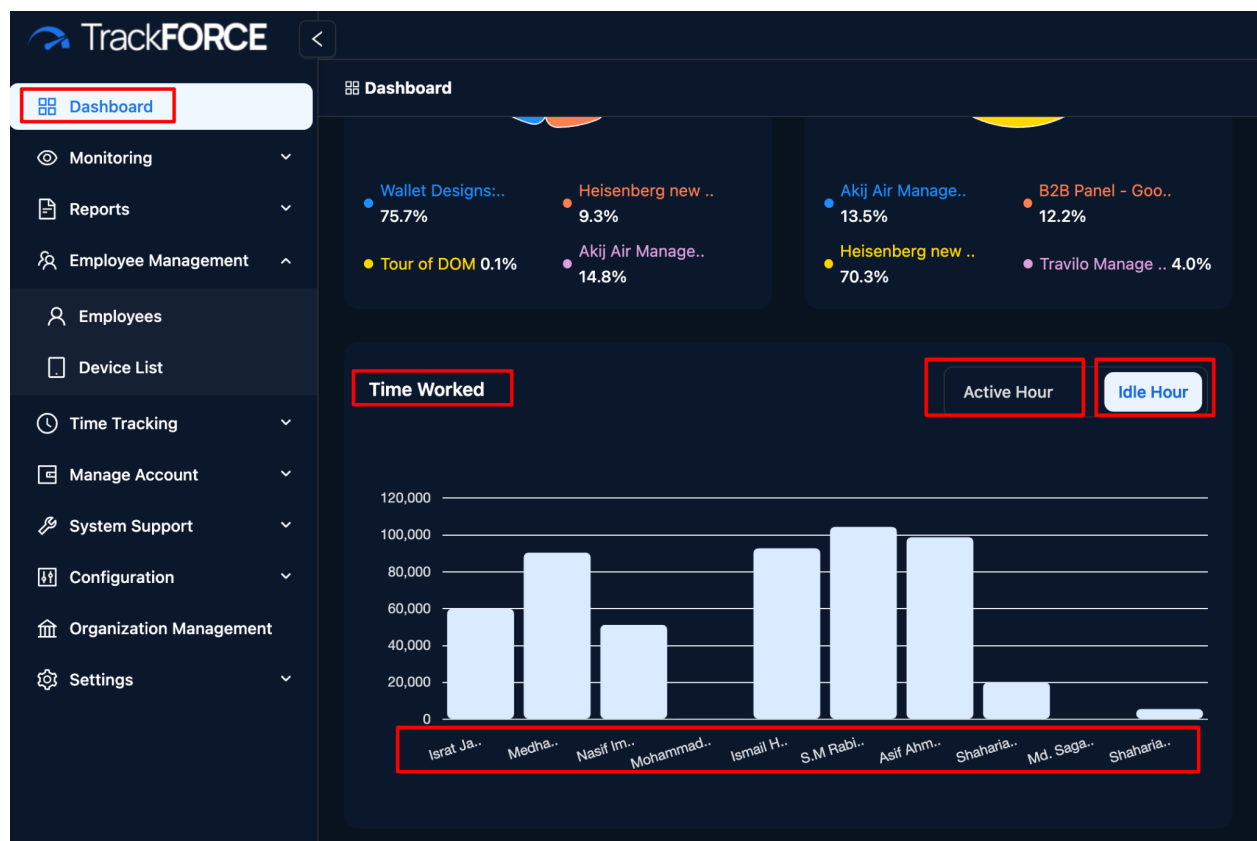
Only the top four contributors (the ones that spent the most time in projects overall) are colour-coded by project or client, such as Wallet Designs, Akij Air Manage, Heisenberg New, etc., allowing managers to instantly identify where employees are spending the most [time](#). It shows the percentage of time spent in the top four projects.

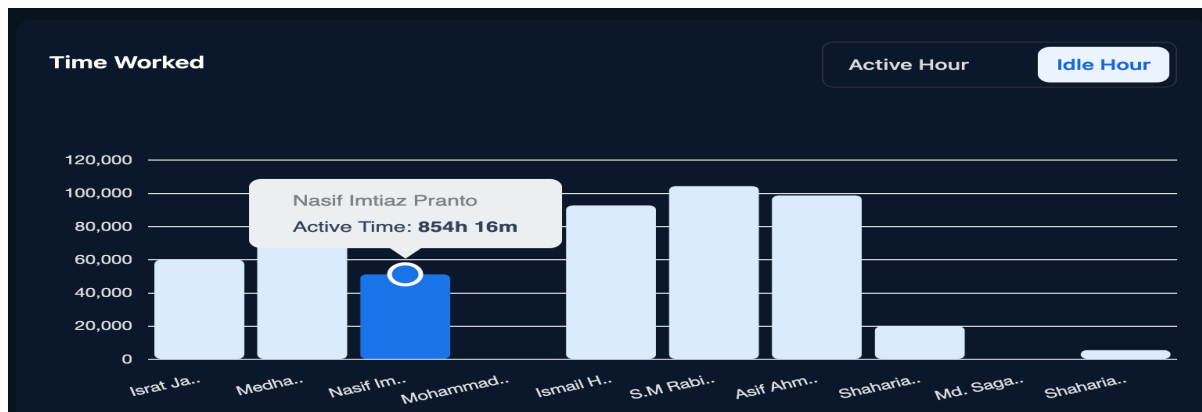


1.1.2 Time Worked Graph

A bar chart shows total work hours per employee, divided into Active Hour and Idle Hour states. It shows the active hours and idle hours of ten employees at a time during the span of one month.

This helps visualise workload distribution and identify top contributors.





1.1.3 Employee Summary Table

Lists all employees with details such as name, department, time worked, active time, and activity rating percentage. Online and idle statuses are highlighted for quick reference, like 6 Online, 48 Idle.

Employees View All →

total 54Employees • 5 Online • 49 Idle

SL	Name	Department	Time Worked	Active Time	Activity Rating
1	Israt Jahan Sales Executive	Creatibuzz-sales	200h 21m	200h 21m	100.00%
2	Medha UI/UX Engineer	Creatibuzz	347h 2m	347h 2m	100.00%
3	Nasif Intiaz Pranto Sales Executive	Creatibuzz-sales	438h 44m	438h 44m	100.00%

When clicked on View All, it redirects to the Employees Page

1.1.4 Activity Logs (Right Sidebar)

Displays live logs of employee activities in which the highest amount of time is invested — including application and website usage.

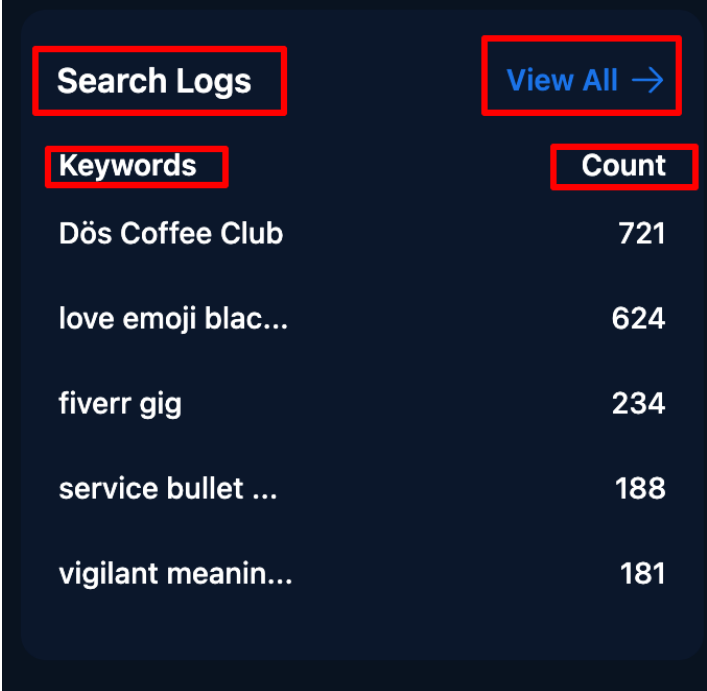
Each entry shows the employee name, project or application name, and total time spent, like Jobayer Ahmed spent 24 hours and 24 minutes on the Akij Air Manage [Panel.It](#) only displays the name and role of the highest contributor, along with the largest amount of time spent on the project, as well as the project name, application name, and time duration. When clicked on View all, it will redirect users to the Applications section.

The screenshot displays a dark-themed sidebar titled "Activity Logs" with a "View All →" link. Below the title are two tabs: "App Logs" (selected) and "Web Logs". The sidebar lists three employees, each with a profile picture, name, role, a list of active applications with icons, and a total time spent.

Employee Name	Role	Applications	Time Spent
Jobayer Ahmmed	Software Engineer	Akij Air Manage Panel - Google Chrome	24 hrs 24 min
Asif Ahmad	Sales Executive	Heisenberg new Project - Figma - Google Chrome	130 hrs 2 min
Ahsan Ullah Mubin	Software Engineer	B2B Panel - Google Chrome	21 hrs 59 min

1.1.5 Search Logs

The search logs summarizes top-searched keywords and their frequency counts, providing insight into employee research or browsing behavior, like “Fiverr gig” — [234.It](#) only shows the keywords that have the highest count of search browsing by all employees.



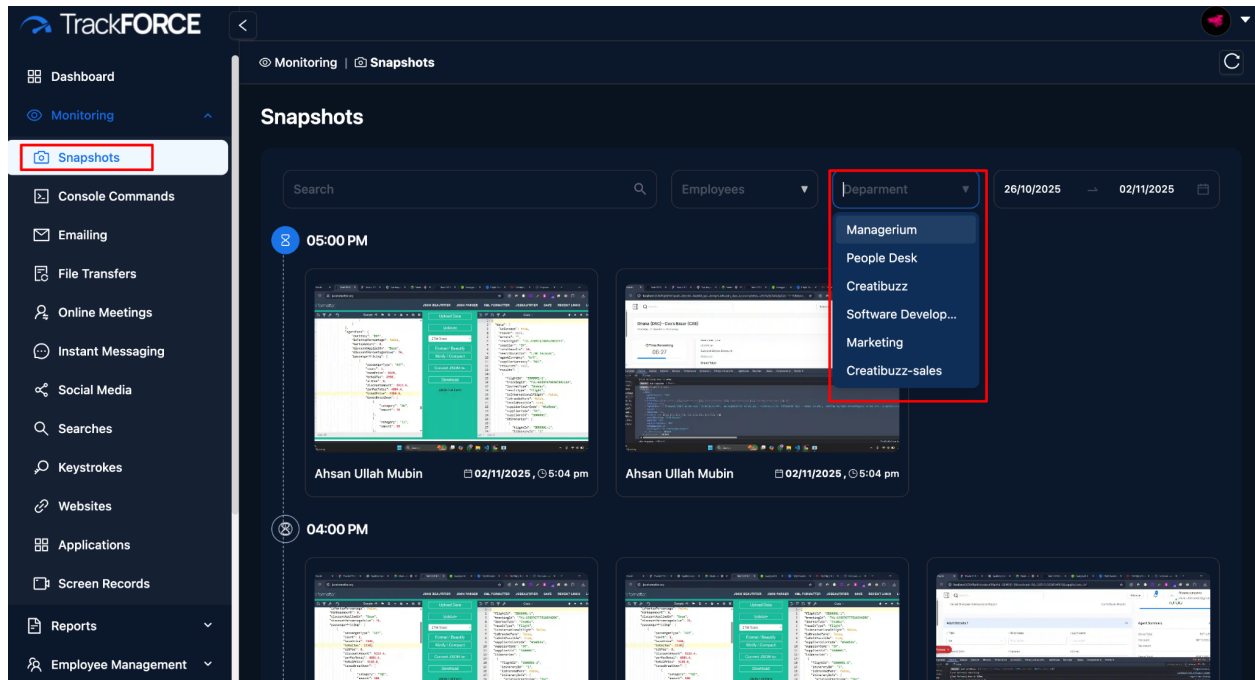
The screenshot shows a dark-themed interface for 'Search Logs'. At the top left, the title 'Search Logs' is highlighted with a red box. To its right, a 'View All →' link is also highlighted with a red box. Below these, there are two columns: 'Keywords' and 'Count', both highlighted with red boxes. The table lists five keywords with their corresponding counts.

Keywords	Count
Dös Coffee Club	721
love emoji blac...	624
fiverr gig	234
service bullet ...	188
vigilant meanin...	181

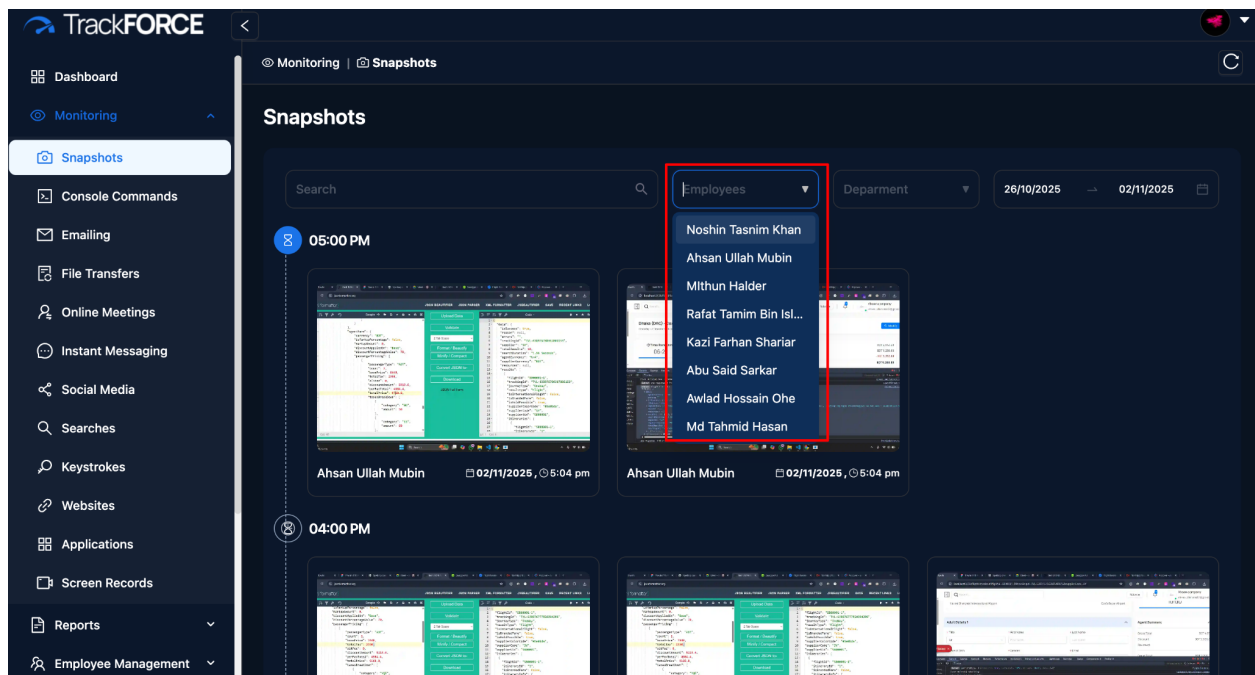
1.2 Monitoring

1.2.1 Snapshots

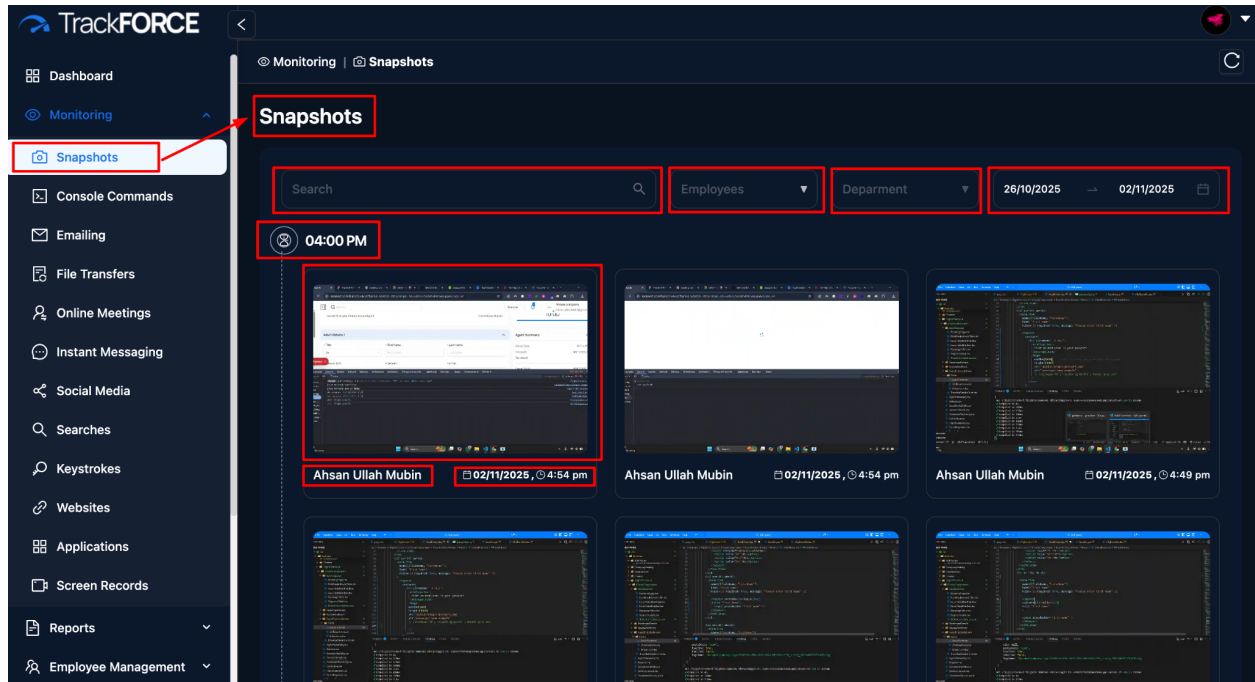
The top bar includes options to filter snapshots by employees, departments, and date range. Departments like Creatibuzz, Software Development, Marketing, and Creatibuzz-Sales can be selected from a dropdown for focused monitoring. Later, a Snapshot Grid View shows live or recent screen captures of multiple employees, where each card includes:



- Employee name
- Timestamp
- Thumbnail of their active screen

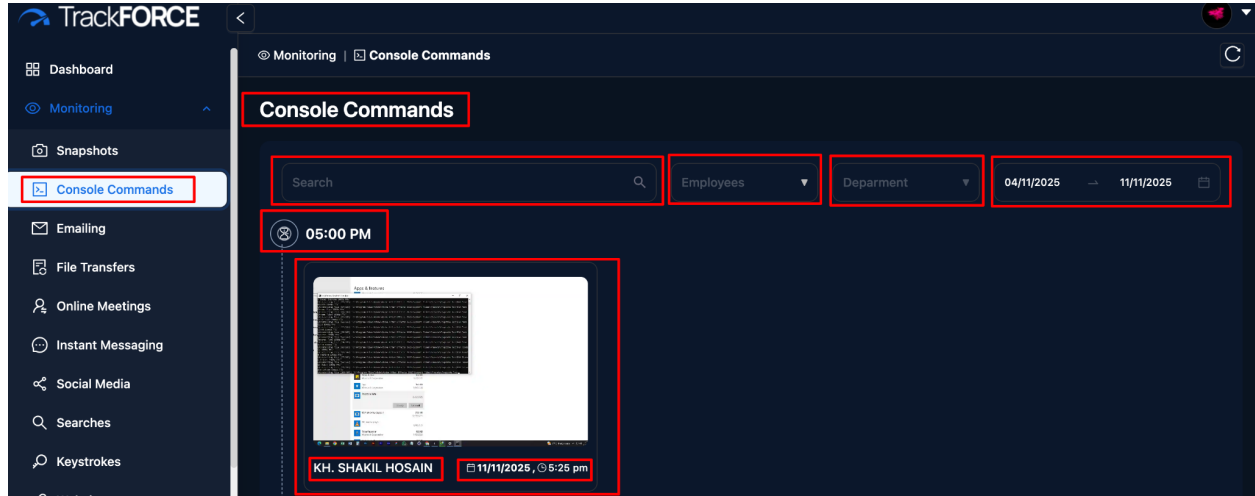


Snapshots are grouped by time, helping managers review all employees' activities during a specific hour.

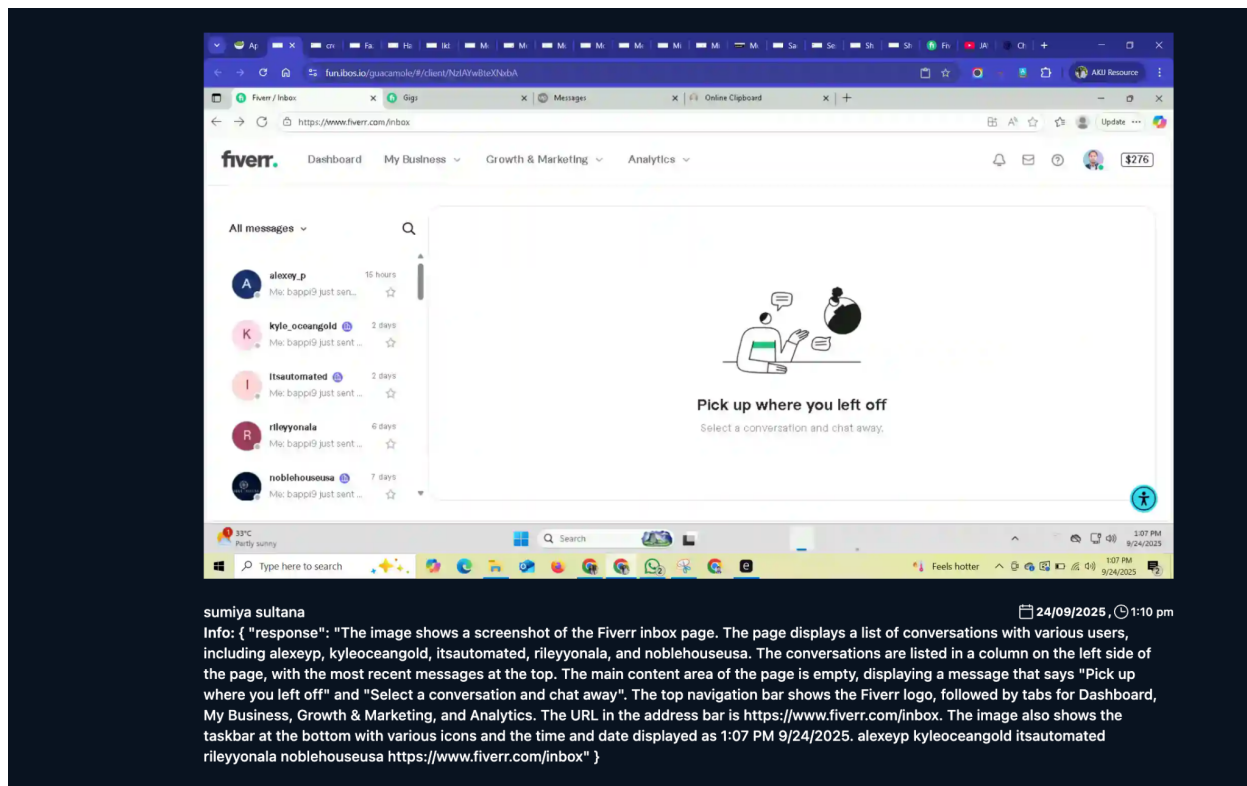


1.2.3 Console Commands

Console command captures the commands run by users on the console of their desktop



1.2.4 Emailing



When the screenshot captures text containing words like mail, it analyzes the screen to understand the content.

1.2.5 File Transfer

The File Transfer section in TrackForce provides detailed visibility into all file activities performed by employees — including creation, modification, and movement of files within their systems. It is designed to help organizations ensure data security, compliance, and accountability in file handling.

Monitoring File Transfers				
File Transfer				
Search [] Employees [] Department [] 14/10/2025 - 21/10/2025				
Sl.	Name	Date/Time	Event Type	File Path
1	Aul Ahmad Sales Executive	21/10/2025 11:34 am	Modified	E:\Track Force\DB_Profile 42.db, E:\Track Force\DB_Profile 42.db, E:\Track Force\DB_Profile 44.db, E:\Track Force\DB_Profile 44...
2	Aul Ahmad Sales Executive	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Guest Profile.db, E:\Track Force\DB_Guest Profile.d...
3	Aul Ahmad Sales Executive	21/10/2025 11:30 am	Modified	E:\Track Force\DB_Profile 33.db, E:\Track Force\DB_Profile 33.db, E:\Track Force\DB_Profile 34.db, E:\Track Force\DB_Profile 34.db, E:\Track Force\DB_Profile 34...
4	Aul Ahmad Sales Executive	21/10/2025 11:28 am	Modified	E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Guest Profile.db, E:\Track Force\DB_Guest Profile.d...
5	Aul Ahmad Sales Executive	21/10/2025 11:27 am	Modified	E:\Track Force\DB_Profile 42.db, E:\Track Force\DB_Profile 42.db, E:\Track Force\DB_Profile 44.db, E:\Track Force\DB_Profile 44.db, E:\Track Force\DB_Profile 44...
6	Aul Ahmad Sales Executive	21/10/2025 11:25 am	Modified	E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Guest Profile.db, E:\Track Force\DB_Guest Profile.d...
7	Aul Ahmad Sales Executive	21/10/2025 11:18 am	Modified	E:\Track Force\DB_Profile 67.db, E:\Track Force\DB_Profile 67.db, E:\Track Force\DB_Profile 68.db, E:\Track Force\DB_Profile 68.db, E:\Track Force\DB_Profile 68...
8	Aul Ahmad Sales Executive	21/10/2025 11:16 am	Modified	E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Guest Profile.db, E:\Track Force\DB_Guest Profile.d...
9	Aul Ahmad Sales Executive	21/10/2025 11:10 am	Modified	E:\Track Force\DB_Profile 42 db, E:\Track Force\DB_Profile 42.db, E:\Track Force\DB_Profile 44.db, E:\Track Force\DB_Profile 44.db, E:\Track Force\DB_Profile 44...
10	Aul Ahmad Sales Executive	21/10/2025 11:10 am	Modified	E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Default.db, E:\Track Force\DB_Guest Profile.db, E:\Track Force\DB_Guest Profile.d...

The top bar allows filtering by employee, department, and date range. A search bar is also available to locate specific users or file paths quickly.

The

The Data Table lists detailed records of each file event with columns for:

- Name of the employee
- Date/Time of the action
- Event Type

File Path showing where the file is stored or edited, like E:\Track Force\DB_Profile_42.db. There is a Details Button to view in-depth information about the file activity of an employee, like below-

File Event Details



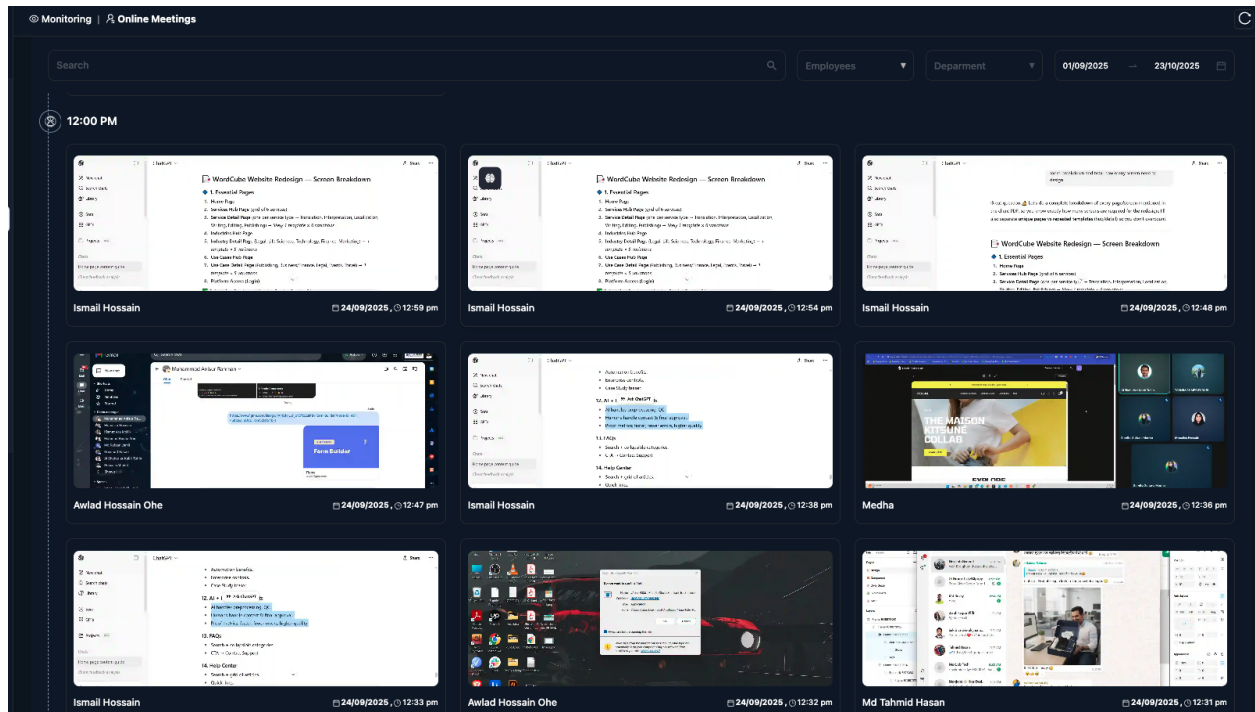
Asif Ahmad
Sales Executive

SL	Date/Time	Event Type	File Path
1	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 42.db
2	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 42.db
3	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 44.db
4	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 44.db
5	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 44.db
6	21/10/2025 11:32 am	Modified	E:\Track Force\DB_Profile 49.db

Event Log entries show frequent file modifications, allowing managers to monitor changes in database or project files and identify unusual or unauthorized activity.

1.2.6 Online Meetings

The Online Meetings section is within the Monitoring module of the TrackForce system. It visually captures employee activity during virtual meetings, allowing administrators to verify real-time engagement, collaboration, and communication behavior across work hours. The captured screens show synchronized timestamps, indicating a shared meeting session among multiple users.



On the top section-

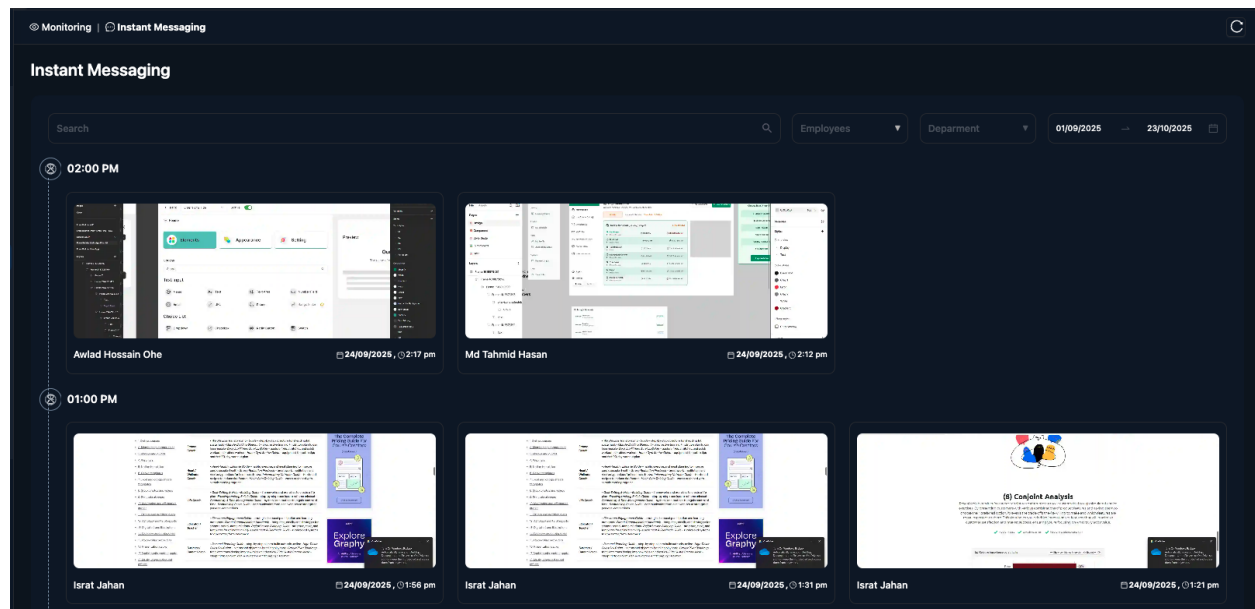
- A search bar for finding specific users.
- Filters for Employees, Departments, and Date Range.

The dashboard is structured chronologically, grouped by time slots. Each slot contains visual evidence of ongoing meetings or collaborative sessions, arranged as a grid of screenshots.

Each card displays:

- A screenshot preview of the participant's screen.
- The employee's name
- A timestamp

1.2.7 Instant Messaging



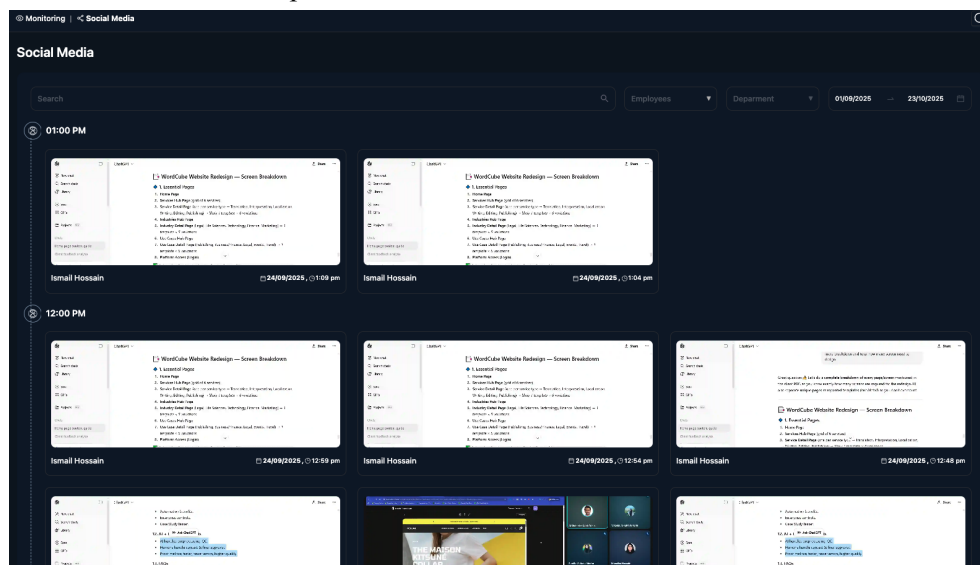
On the top section-

- A search bar for finding specific users.
- Filters for Employees, Departments, and Date Range.

Whenever the captured screenshot shows chat or a message written, it analyzes the screenshot using AI.

1.2.8 Social Media

This Social Media section is dedicated to tracking and reviewing employee interactions or content access related to social or communication platforms.



The top section includes filters for:

- Employee Name

- Department
- Date Range

If the captured screenshot shows any form of social media open in an employee's window, that screenshot will be analyzed and displayed here.

1.2.9 Searches

This module provides insight into employees' research activity, software usage, and focus areas during work hours. It can help detect irrelevant browsing or ensure compliance with company internet policies and ensure productive use of time during work hours.

[@ Monitoring](#) | [Searches](#)

Searches

SL	Name	Date/Time	Search Keywords	Web Links
1	S.M Rabdul Islam UI/UX Engineer	21/10/2025 12:38 pm	https://links.clickup.com/s/cjZ2UYbrqkXgUjFa8Pllmye6_Ex6Z4qCRS4d4sXrDGGTS2S7VmSvHfFuOb...	https://www.google.com
2	Azif Ahmad Sales Executive	21/10/2025 12:32 pm	287318f7cc9f813d9be3e7ae6f1f78de, 287318f7cc9f813d9be3e7ae6f1f78de, 287318f7cc9f8181ac5...	https://spangled-polyanthus-911.notion.site, https://spangled-polyanthus-911.notion.site,... Details
3	S.M Rabdul Islam UI/UX Engineer	21/10/2025 12:22 pm	f, f	https://www.figma.com, https://www.figma.com
4	S.M Rabdul Islam UI/UX Engineer	21/10/2025 12:09 pm	f, claude ai	https://www.figma.com, https://www.google.com
5	S.M Rabdul Islam UI/UX Engineer	21/10/2025 11:58 am	f, f	https://www.figma.com, https://www.figma.com
6	S.M Rabdul Islam UI/UX Engineer	21/10/2025 11:43 am	f, f	https://www.figma.com, https://www.figma.com
7	S.M Rabdul Islam UI/UX Engineer	21/10/2025 11:30 am	f, color name finder	https://www.figma.com, https://www.google.com
8	S.M Rabdul Islam UI/UX Engineer	21/10/2025 11:17 am	f, color name finder	https://www.figma.com, https://www.google.com
9	S.M Rabdul Islam UI/UX Engineer	21/10/2025 11:04 am	f	https://www.figma.com
10	S.M Rabdul Islam UI/UX Engineer	21/10/2025 10:58 am	f, f, f	https://www.figma.com, https://www.figma.com, https://www.figma.com

The top bar includes a search field and filters for employee, department, and date range. These filters allow precise monitoring of specific teams or individuals. In the data Table, each row represents a recorded search activity, with the following columns:

- **Name:** Employee name and designation
- **Date/Time:** Exact timestamp of the search
- **Search Keywords:** The text or query entered by the user
- **Web Links:** The URLs accessed through the search

The Details Button allows viewing extended information for each entry.

searches.header.modalTitle

 **Asif Ahmad**
Sales Executive

SL	Date/Time	Search Keywords	URL
1	21/10/2025 03:43 am	287318f7cc9f813d9be3e7aef61f78de	https://spangled-polyanthus-911.not..
2	21/10/2025 03:43 am	287318f7cc9f813d9be3e7aef61f78de	https://spangled-polyanthus-911.not..
3	21/10/2025 03:43 am	287318f7cc9f813d9be3e7aef61f78de	https://spangled-polyanthus-911.not..
4	31/12/2024 08:31 pm	upwork	https://www.google.com
5	21/10/2025 12:22 pm	google docs	https://www.google.com
6	01/02/2025 01:21 am	upwork	https://www.google.com

1.2.10 Keystrokes

Monitoring | Keystrokes

Keystrokes

Search

Employees

Department

15/10/2025 - 22/10/2025

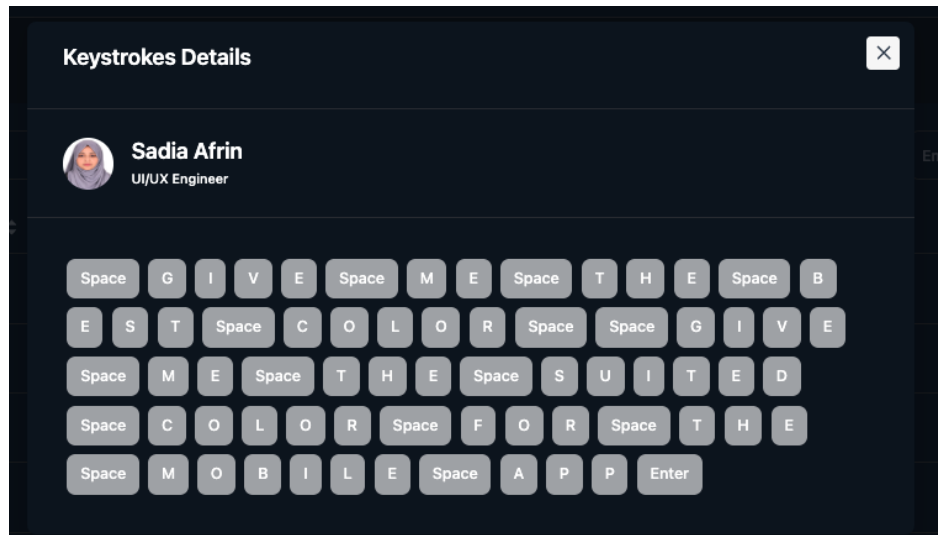
SL	Name	Date/Time	Keystrokes
1	Sadia Afrin UI/UX Engineer	22/10/2025 09:38 am	LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl
2	Sadia Afrin UI/UX Engineer	22/10/2025 09:36 am	LeftAlt, V, LeftCtrl, Backspace, Backspace
3	Sadia Afrin UI/UX Engineer	22/10/2025 09:35 am	LeftAlt, LeftCtrl, V, LeftCtrl, LeftCtrl, LeftAlt, V, LeftCtrl, LeftCtrl, LeftShift, LeftCtrl
4	Sadia Afrin UI/UX Engineer	22/10/2025 09:34 am	LeftCtrl, LeftCtrl, LeftCtrl, LeftShift, LeftCtrl, C, LeftCtrl, V, LeftCtrl, LeftCtrl, V, LeftCtrl, K
5	Sadia Afrin UI/UX Engineer	22/10/2025 09:33 am	Space, G, I, V, E, Space, M, E, Space, T, H, E, Space, B, E, S, T, Space, C, O, L, O, R, Space, Space, G, I, V, E, Space, M, E, Space, T, H, E, Space, S, U, I, T, E, D, Space, C, O, L, O, R, Space, Details
6	Sadia Afrin UI/UX Engineer	22/10/2025 09:32 am	LeftCtrl, C, H, A, T, Space, G, P, T, Enter, V, LeftCtrl, Enter, LeftShift, Enter, LeftShift, T, H, I, S, Space, I, S, Space, M, Y, Space, P, R, O, J, E, C, T, Space, B, R, E, I, F
7	Sadia Afrin UI/UX Engineer	22/10/2025 09:30 am	P, O, G, R, A, P, H, Y, LeftCtrl
8	Sadia Afrin UI/UX Engineer	22/10/2025 09:19 am	LeftCtrl, C, LeftCtrl, V, LeftCtrl, C, LeftCtrl, V, C, LeftCtrl, V, LeftCtrl, Backspace, Backspace, Backspace, Backspace, Backspace, LeftShift, T, Y
9	Sadia Afrin UI/UX Engineer	22/10/2025 09:18 am	LeftCtrl, VK_, LeftCtrl, LeftCtrl, C, LeftCtrl, V, C, LeftCtrl, LeftCtrl, V
10	Sadia Afrin UI/UX Engineer	22/10/2025 09:17 am	LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl, LeftCtrl

The page header shows filter tools for Employees, Department, and Date Range, allowing focused data retrieval. In the Keystroke Log Table, each entry logs specific keystroke events with-

Name: Employee name and role

Date/Time: Timestamp when keystrokes were recorded

Keystrokes: The exact key sequences pressed, such as - LeftCtrl, LeftShift, Space, Enter, Backspace. Clicking on the Details Button expands full event details like this-



This page allows pagination.

1.2.11 Websites

The Websites section in TrackForce provides a real-time overview of all websites visited by employees during their working hours. It helps organizations track browsing habits, analyze productivity, and ensure that internet usage aligns with company policies.

Websites							
Search				Employees	Department	15/10/2025	22/10/2025
SL	Name	Date/Time	Site Name	Process/URL	Visit Count	Duration	
1	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:51 am	firsttrip.com	https://firsttrip.co...	5	0h 0m 14s	
2	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:51 am	firsttrip.com	https://firsttrip.co...	2	0h 0m 0s	
3	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	20	0h 0m 1s	
4	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	15	0h 0m 24s	
5	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	4	0h 0m 30s	
6	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	16	0h 0m 9s	
7	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	20	0h 0m 0s	
8	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	15	0h 0m 6s	
9	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	2	0h 0m 4s	
10	Isfak Sarder UI/UX Engineer	22/10/2025 10:44 am	www.figma.com	https://www.figma.co...	2	0h 0m 1s	

The top bar includes a search field and filters for employees, departments, and date range.

The main table logs each website interaction with the following information:

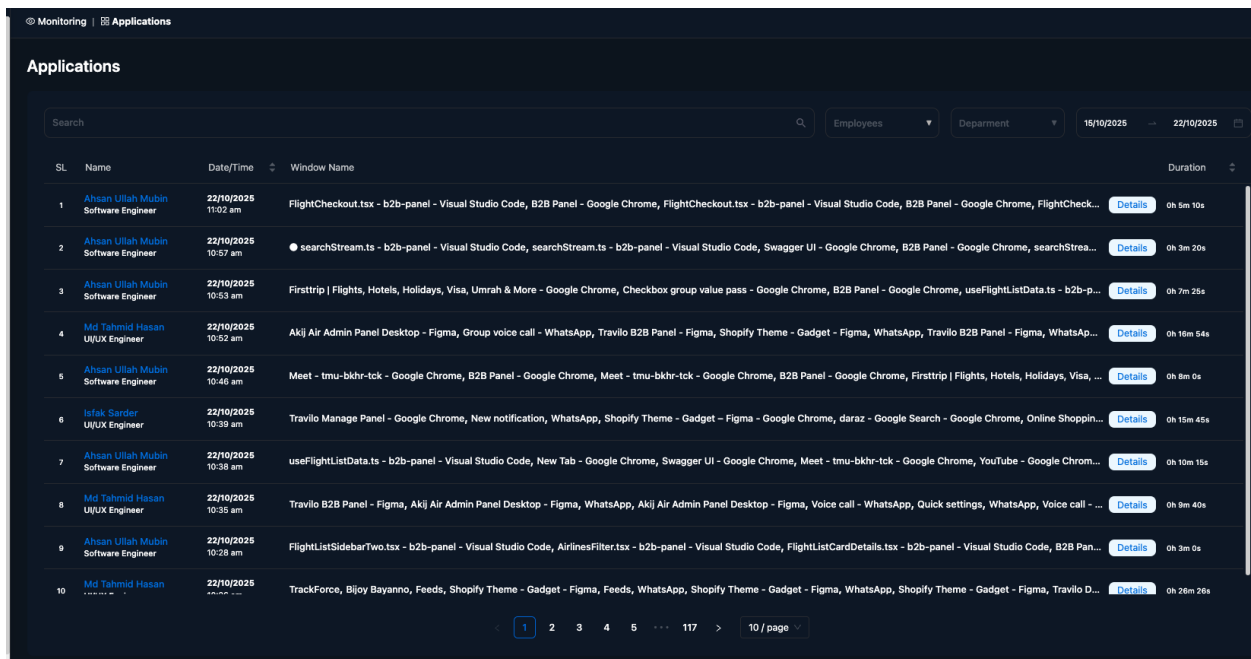
- Name: Employee name and role
- Date/Time: Timestamp of the visit

- Site Name: The domain visited, like -firsttrip.com, figma.com.
- Process/URL: The full link of the visited website, with an external link icon for direct access.
- Visit Count: The number of times the site was visited within the tracked period.
- Duration: Total time spent on that website

This page allows pagination.

1.2.12 Applications

The Applications page in TrackForce provides a comprehensive log of all software and application usage by employees during their working hours. It helps organizations monitor tool engagement, identify workflow efficiency, and track which applications are being used for productive or non-productive tasks.



The screenshot shows the 'Applications' page in the TrackForce interface. At the top, there's a navigation bar with 'Monitoring' and 'Applications' tabs. Below the tabs is a search bar and filters for 'Employees', 'Department', and a date range from '15/10/2025' to '22/10/2025'. The main table displays application usage logs with columns for SL, Name, Date/Time, Window Name, and Duration. The table contains 10 rows of data, each representing a different employee's activity. Each row has a 'Details' button next to it. At the bottom, there's a pagination bar showing '1' of 117 pages.

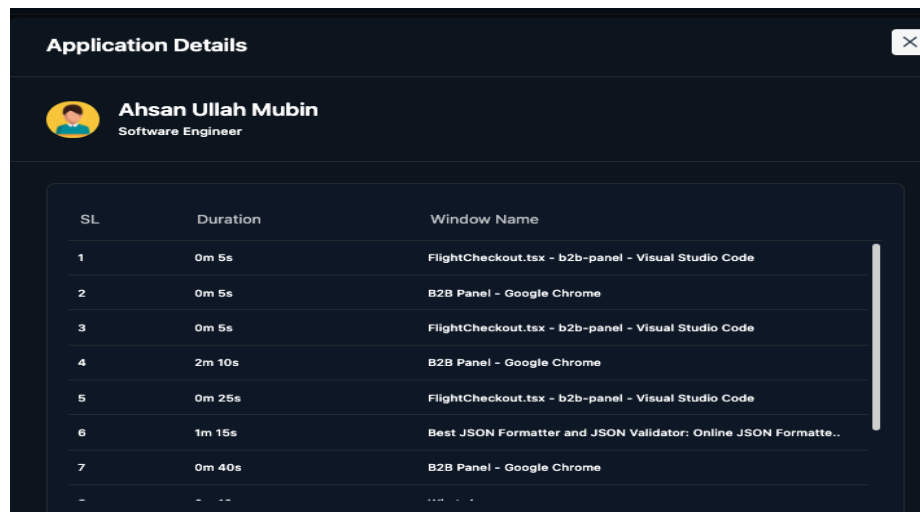
SL	Name	Date/Time	Window Name	Duration
1	Ahsan Ullah Mubin Software Engineer	22/10/2025 11:02 am	FlightCheckout.tsx - b2b-panel - Visual Studio Code, B2B Panel - Google Chrome, FlightCheckout.tsx - b2b-panel - Visual Studio Code, B2B Panel - Google Chrome, FlightCheck...	0h 5m 10s
2	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:57 am	searchStream.ts - b2b-panel - Visual Studio Code, searchStream.ts - b2b-panel - Visual Studio Code, Swagger UI - Google Chrome, B2B Panel - Google Chrome, searchStrea...	0h 3m 20s
3	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:53 am	Firsttrip Flights, Hotels, Holidays, Visa, Umrah & More - Google Chrome, Checkbox group value pass - Google Chrome, B2B Panel - Google Chrome, useFlightListData.ts - b2b-p...	0h 7m 25s
4	Md Tahmid Hasan UI/UX Engineer	22/10/2025 10:52 am	Akij Air Admin Panel Desktop - Figma, Group voice call - WhatsApp, Travilo B2B Panel - Figma, Shopify Theme - Gadget - Figma, WhatsApp, Travilo B2B Panel - Figma, WhatsApp...	0h 16m 54s
5	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:46 am	Meet - tmu-bkhr-tck - Google Chrome, B2B Panel - Google Chrome, Meet - tmu-bkhr-tck - Google Chrome, B2B Panel - Google Chrome, Firsttrip Flights, Hotels, Holidays, Visa, ...	0h 8m 0s
6	Istak Sarder UI/UX Engineer	22/10/2025 10:39 am	Travilo Manage Panel - Google Chrome, New notification, WhatsApp, Shopify Theme - Gadget - Figma - Google Chrome, daraz - Google Search - Google Chrome, Online Shoppin...	0h 15m 45s
7	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:38 am	useFlightListData.ts - b2b-panel - Visual Studio Code, New Tab - Google Chrome, Swagger UI - Google Chrome, Meet - tmu-bkhr-tck - Google Chrome, YouTube - Google Chrom...	0h 10m 15s
8	Md Tahmid Hasan UI/UX Engineer	22/10/2025 10:35 am	Travilo B2B Panel - Figma, Akij Air Admin Panel Desktop - Figma, WhatsApp, Akij Air Admin Panel Desktop - Figma, Voice call - WhatsApp, Quick settings, WhatsApp, Voice call - ...	0h 8m 40s
9	Ahsan Ullah Mubin Software Engineer	22/10/2025 10:29 am	FlightListSidebarTwo.tsx - b2b-panel - Visual Studio Code, AirlinesFilter.tsx - b2b-panel - Visual Studio Code, FlightListCardDetails.tsx - b2b-panel - Visual Studio Code, B2B Pan...	0h 3m 0s
10	Md Tahmid Hasan UI/UX Engineer	22/10/2025 10:28 am	TrackForce, Bijoy Bayanno, Feeds, Shopify Theme - Gadget - Figma, Feeds, WhatsApp, Shopify Theme - Gadget - Figma, WhatsApp, Shopify Theme - Gadget - Figma, Travilo D...	0h 26m 26s

The top bar includes a search field, along with filters for employees, departments, and date range. These options enable managers to review app activity for specific users or teams over a selected timeframe.

The main area displays detailed logs of application activity, organized by the following information:

- Name: Employee name and role
- Date/Time: When the activity was recorded
- Window Name: The title or identifier of the active application window, such as -
FlightCheckout.tsx – Visual Studio Code, Meet – Google Chrome, Akij Air Admin Panel – Figma
- Duration: Total time the window or application remained active

Upon clicking on the details button, users can see the duration and window name of employees.



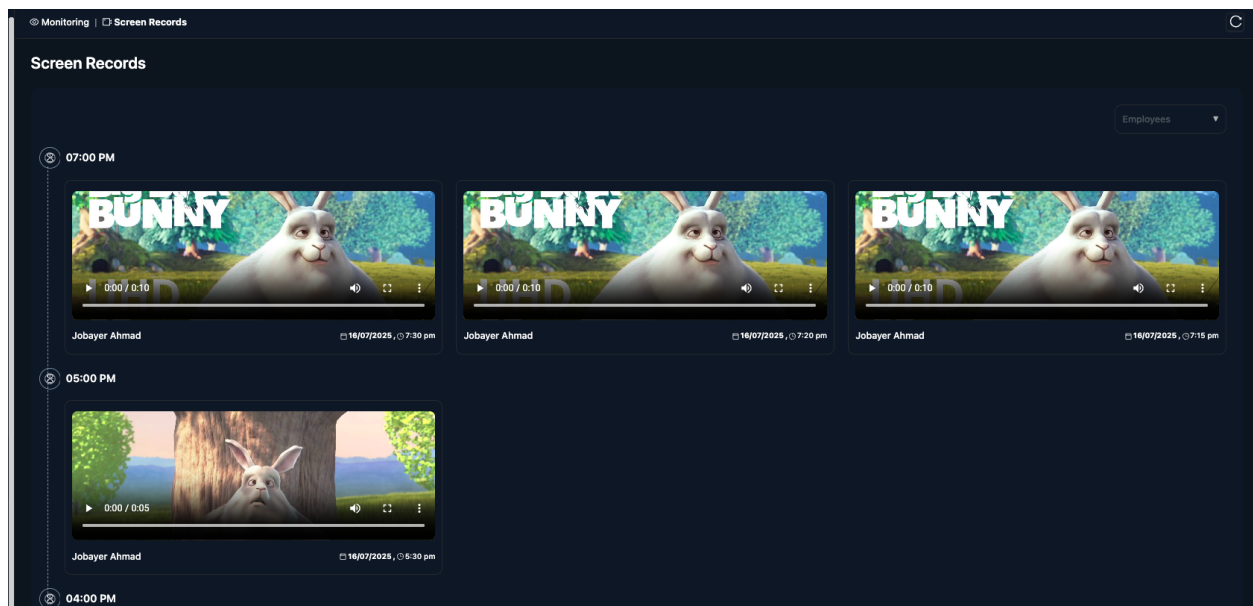
Application Details

 **Ahsan Ullah Mubin**
Software Engineer

SL	Duration	Window Name
1	0m 5s	FlightCheckout.tsx - b2b-panel - Visual Studio Code
2	0m 5s	B2B Panel - Google Chrome
3	0m 5s	FlightCheckout.tsx - b2b-panel - Visual Studio Code
4	2m 10s	B2B Panel - Google Chrome
5	0m 25s	FlightCheckout.tsx - b2b-panel - Visual Studio Code
6	1m 15s	Best JSON Formatter and JSON Validator: Online JSON Formatte..
7	0m 40s	B2B Panel - Google Chrome
-	-	-

1.2.13 Screen Records

The Screen Records section in TrackForce visually captures and archives employee desktop sessions as short video clips. This feature provides managers with direct visibility into on-screen activities, ensuring transparency, task validation, and accountability during work hours.



The users can search using the employee's name to see their screen recordings. Screen recordings are grouped chronologically by hourly time slots, like 07:00 PM, 05:00 PM, and 04:00 PM, allowing supervisors to monitor workflow patterns throughout the day. Each recorded video appears as a thumbnail

preview with playback controls. Videos are arranged in a clean, card-style layout, showing different screen events captured over time.

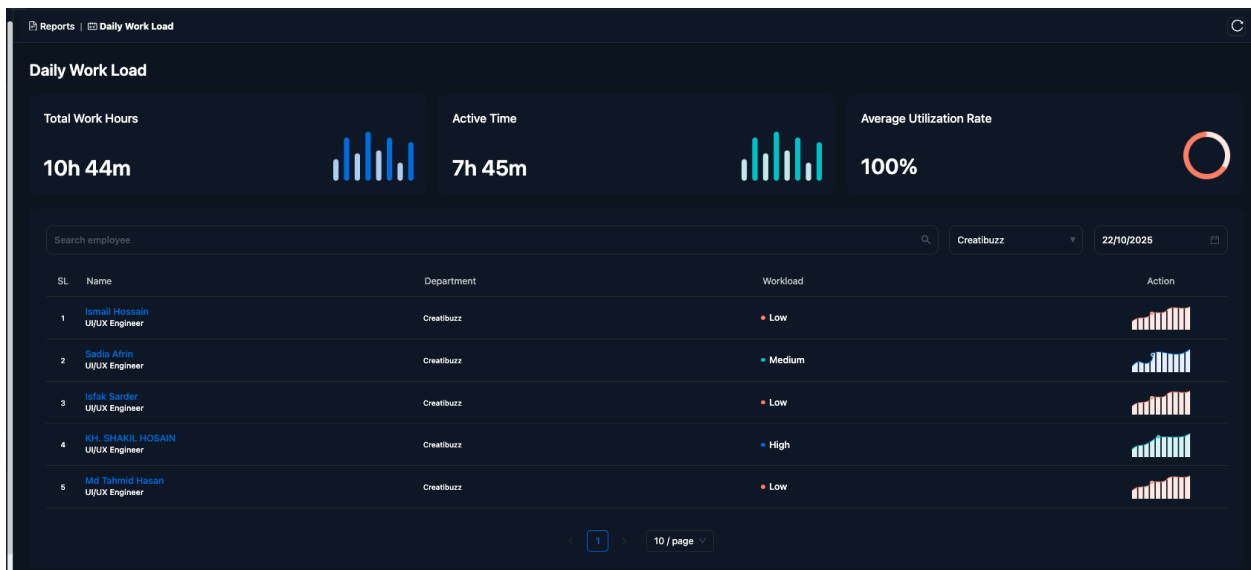
Each recording can be played directly from the dashboard, allowing managers to observe on-screen actions — ideal for verifying task engagement, identifying inactive periods, or resolving work disputes.

1.3 Reports

The Reports section in TrackForce is a centralized analytics module that compiles and visualizes all employee activity data — including attendance, productivity, app usage, web history, keystrokes, and project engagement. It transforms raw monitoring data into actionable insights for management and HR teams.

1.3.1 Daily Work Load

This page is a dashboard-style analytics page from the Reports module of TrackForce, designed to summarize employee productivity and daily engagement metrics. It visually consolidates total work hours, active time, and workload distribution across employees for a selected date and department.



The top section of the dashboard highlights three key productivity indicators:

Total Work Hours: It represents the combined working duration logged by all tracked employees within the selected day.

Active Time: It indicates the total time employees were actively engaged with their systems or tasks, excluding idle or break periods.

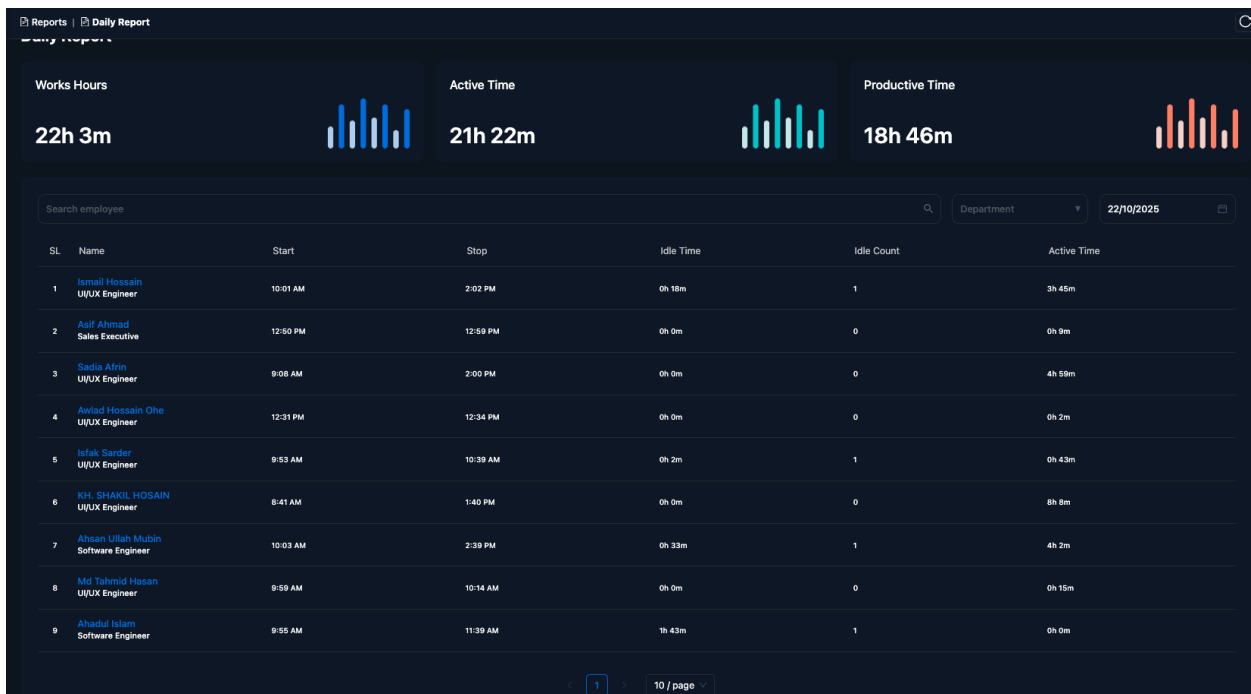
Average Utilization Rate: It is shown with a circular progress indicator; this metric reflects overall efficiency, suggesting that employees were fully productive during their active periods. Next, a detailed table lists individual employee performance data, such as -

The table also includes a search field, department filter dropdown, and a date selector, allowing dynamic report customization.

- Name and Role
- Department
- Workload Level: Color-coded indicators show relative load — Low (orange), Medium (cyan), High (blue).
- Action Column: Mini bar graphs display activity trends over the day, reflecting variations in task engagement and productivity intensity.

1.3.2 Daily Report

The Daily Report dashboard in TrackForce provides a time-based summary of employee activity, offering precise insights into total work hours, active time, idle time, and productivity across a single day. It serves as a detailed performance tracker for individual and team-level efficiency.



The first section displays the following information-

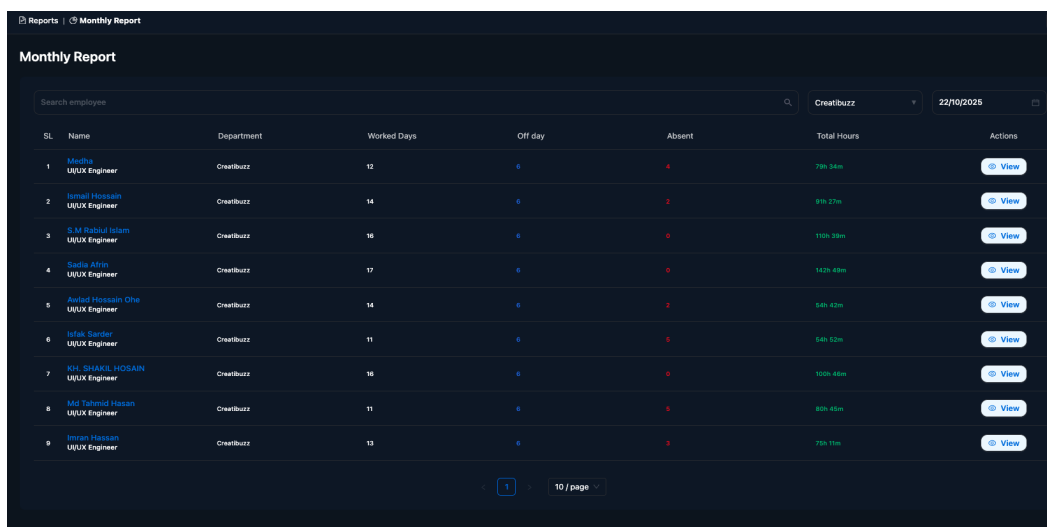
Work Hours: It is the total combined working hours for all employees during the selected day.

Active Time: This is the total time employees were engaged in active work sessions.

Productive Time: It is the duration spent specifically on task-oriented or productive activities.

1.3.3 Monthly Report

The Monthly Report page in TrackForce provides a comprehensive summary of employee attendance and total working hours for a given month. It consolidates all workday records, off days, and absences in a structured, easy-to-read table, helping managers track consistency and performance at a glance.



SL	Name	Department	Worked Days	Off day	Absent	Total Hours	Actions
1	Mehar UI/UX Engineer	Crealbuzz	12	0	4	79h 34m	View
2	Imran Hassan UI/UX Engineer	Crealbuzz	14	0	2	90h 27m	View
3	S.M.Rabul Islam UI/UX Engineer	Crealbuzz	16	0	0	109h 39m	View
4	Sadia Aftin UI/UX Engineer	Crealbuzz	17	0	0	143h 49m	View
5	Aurad Hossain Ohe UI/UX Engineer	Crealbuzz	14	0	2	94h 42m	View
6	Isak Sarder UI/UX Engineer	Crealbuzz	11	0	0	84h 52m	View
7	KH. SHAKIL HOSAIN UI/UX Engineer	Crealbuzz	16	0	0	100h 45m	View
8	Md. Jannat Hassan UI/UX Engineer	Crealbuzz	11	0	0	80h 45m	View
9	Imran Hassan UI/UX Engineer	Crealbuzz	13	0	0	79h 15m	View

A date filter at the top-right allows users to generate daily summaries for specific days, while the department filter enables focused analysis of specific teams.

The table below provides a breakdown of each employee's individual activity details, including:

- Name and Role: Name and Designation of the employee.
- Start and Stop Time: When the employee began and ended work for the day.
- Idle Time: Total duration of inactivity
- Idle Count: Number of idle periods detected.
- Active Time: Productive duration actively recorded per employee

1.3.4 Risk User

The Risk User section in TrackForce identifies employees who display potential performance or attendance risks based on their daily work behavior. This report highlights deviations such as missing work hours, excessive breaks, or late logins, helping management take preventive or corrective actions.

Reports

Risk User

Risk User

Search employee

Q

Department

22/10/2025

SL	Name	Work Hour	Break	Late Hour
1	Medha UI/UX Engineer	✗ No	✓ Yes	✗ Yes
2	Ismail Hossain UI/UX Engineer	✗ No	✗ No	✗ Yes
3	Azif Ahmad Sales Executive	✗ No	✓ Yes	✗ Yes
4	Shaharier Kabir SQA Engineer	✗ No	✓ Yes	✗ Yes
5	Sadia Afrin UI/UX Engineer	✗ No	✗ No	✓ No
6	Azif Hossain Ohe UI/UX Engineer	✗ No	✓ Yes	✗ Yes
7	Irfak Sarder UI/UX Engineer	✗ No	✓ Yes	✗ Yes
8	KH. SHAKIL HOSAIN UI/UX Engineer	✓ Yes	✗ No	✓ No
9	Ahsan Ullah Mubin Software Engineer	✗ No	✓ Yes	✗ Yes
10	Md Tahmid Hasan UI/UX Engineer	✗ No	✓ Yes	✗ Yes

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10 / page

Work Hour: Tracks whether the employee completed the required working hours for the day.

Break: Indicates if a break was taken during working hours.

Late Hour: Detects late login or delayed start of work.

Each cell uses a color-coded tag system for quick identification:

Green “Yes” — Compliant or normal behavior.

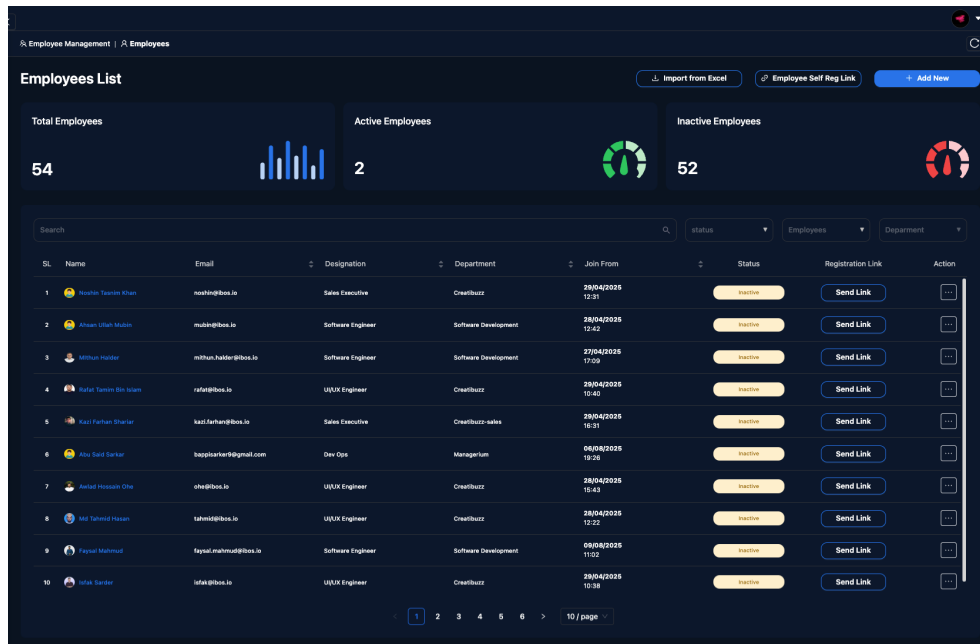
Red “No/Yes” — Indicates potential risk or non-compliance.

1.4 Employee Management

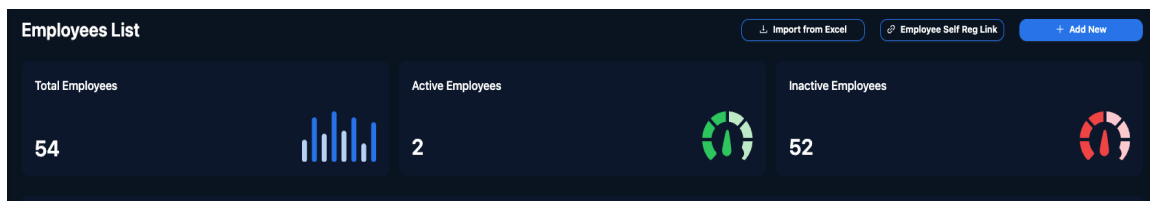
The Employee Management module in TrackForce serves as the central control system for organizing, monitoring, and maintaining employee data across the platform. It enables administrators to manage profiles, track activities, assign roles, and oversee performance efficiently — all from a single, unified dashboard.

1.4.1 Employees

The Employees List page in TrackForce serves as the central hub for managing all employee records within the organization. It provides administrators and HR managers with a clear, data-driven view of employee activity, status, and registration progress — enabling efficient workforce management.



At the top of the dashboard, three visual indicators summarize the workforce distribution:



Total Employees: It represents all users registered in the system.

Active Employees: Number of employees currently active within TrackForce, shown with a blue bar graph visualization.

Inactive Employees: Number of employees who are not yet registered or currently inactive, represented with a red performance gauge.

Several key controls streamline employee management operations:

Import from Excel: Users can upload bulk employee data directly from spreadsheets.

Employee Self-Reg Link: Users can generate and distribute a registration link for new users to onboard themselves.

Add New Button: Users can manually add a new employee record to the database.

The interface includes multiple filtering options, such as:

- Search by name or email
- Filter by employment status (Active/Inactive)
- Filter by department or specific teams

Sl.	Name	Email	Designation	Department	Join From	Status	Registration Link	Action
1	 Nadeem Tariq Khan	nadeem@bos.io	Sales Executive	Creatibuzz	28/04/2025 12:31	inactive	Send Link	 
2	 Khan Uthman Mubin	mubin@bos.io	Software Engineer	Software Development	28/04/2025 12:42	inactive	Send Link	 
3	 Mithun Hader	mithun_hader@bos.io	Software Engineer	Software Development	27/04/2025 17:09	inactive	Send Link	 
4	 Rafat Tareem Bin Isam	rafat@bos.io	UI/UX Engineer	Creatibuzz	28/04/2025 10:40	inactive	Send Link	 
5	 Kazi Farhan Sharif	kazi.farhan@bos.io	Sales Executive	Creatibuzz-sales	28/04/2025 16:31	inactive	Send Link	 
6	 Abu Saad Sarkar	saad.sarkar@gmail.com	Dev Ops	Managerium	06/04/2025 19:26	inactive	Send Link	 
7	 Arafat Hassan Ota	ota@bos.io	UI/UX Engineer	Creatibuzz	28/04/2025 16:43	inactive	Send Link	 
8	 Md Tahmid Hasan	tahmid@bos.io	UI/UX Engineer	Creatibuzz	28/04/2025 12:22	inactive	Send Link	 
9	 Fayaz Mahmud	fayaz_mahmud@bos.io	Software Engineer	Software Development	08/04/2025 11:02	inactive	Send Link	 
10	 Rafak Sarker	rafak@bos.io	UI/UX Engineer	Creatibuzz	28/04/2025 10:38	inactive	Send Link	 

The main section contains a detailed table listing all employees with structured fields for easy management and tracking. Each record includes:

Name & Email: Employee identity and contact

Designation: Employee’s role.

Department: Team or division name.

Join From: The date and time the employee joined the system.

Status: Displayed as Active or Inactive using color-coded badges for clarity.

Registration Link: A button labeled “Send Link” to email self-registration invites to inactive employees.

Action Menu: Provides options for administrative updates or employee profile management.has edit and delete options.

1.4.2 Devices List

The Device List page in TrackForce displays detailed hardware and system information for all registered employee devices. This section helps administrators monitor connected machines, system performance, and network activity — ensuring workplace transparency and security.

Employee Management
Device List

Device List

Search

Q

Employees
Department

SL	Name	Date/Time	Device	RAM Size	RAM Usage	IP Address	OS	MAC Address	App Version	CPU Usage (%)
1	Jibayer Ahmad Software Engineer	10/08/2025 12:01 pm	JOBAYER-PC	7.79 GB	6.67 GB	192.168.0.100, ...	Windows 11 (22H2)	14:16:9E:82:D0:AA	2.7.3	0.00 %
2	Jibayer Ahmad Software Engineer	24/07/2025 09:23 am	JOBAYER-PC	7.79 GB	6.67 GB	192.168.0.100, ...	Windows 11 (22H2)	14:16:9E:82:D0:AA	2.7.3	0.00 %
3	Jibayer Ahmad Software Engineer	08/07/2025 10:16 am	JOBAYER-PC	7.79 GB	6.67 GB	192.168.0.100, ...	Windows 11 (22H2)	14:16:9E:82:D0:AA	2.7.3	0.00 %
4	Mohammad ankur Rahman Software Engineer	09/08/2025 10:48 am	ANUR-564679	15.85 GB	10.09 GB	2404:1c40:1be5::...	Windows 11 (26100)	F8:9D:AC:18:D1:99	2.7.2	90.48 %
5	Md. Sagar Miah Software Engineer	09/08/2025 09:37 am	DESKTOP-D96D772	15.73 GB	7.94 GB	192.168.110.3, ...	Windows 11 (26100)	C4:EF:BB:85:8A:02	2.7.2	86.87 %
6	Nasif Imtiaz Pranto Sales Executive	05/09/2025 09:05 pm	Nasif	3.82 GB	3.50 GB	192.168.0.101, ...	Windows 11 (26100)	A8:B1:3B:15:89:76	2.7.3	100.00 %
7	Nasif Imtiaz Pranto Sales Executive	09/08/2025 09:16 am	Nasif	3.82 GB	3.50 GB	192.168.0.101, ...	Windows 11 (26100)	A8:B1:3B:15:89:76	2.7.3	100.00 %
8	Nasif Imtiaz Pranto Sales Executive	23/07/2025 12:33 pm	Nasif	3.82 GB	3.50 GB	192.168.0.101, ...	Windows 11 (26100)	A8:B1:3B:15:89:76	2.7.3	100.00 %
9	Nasif Imtiaz Pranto Sales Executive	08/07/2025 07:21 am	Nasif	3.82 GB	3.50 GB	192.168.0.101, ...	Windows 11 (26100)	A8:B1:3B:15:89:76	2.7.3	100.00 %

12/10/2025 1:00 PM

REMARKS

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The main section presents a structured table listing each device’s technical specifications and performance data.

Each row contains the following information:

Name: Identifies the employee.

Date/Time: The last recorded session timestamp.

Device Name: The name or ID of the workstation.

RAM Size & Usage: Displays total memory and current usage.

IP Address: Shows the local network address.

OS: Indicates the operating system.

MAC Address: Lists the unique hardware identifier for each system.

App Version: Specifies the installed TrackForce agent version.

CPU Usage (%): Real-time processor activity level shown in percentage.

1.5 Time Tracking

1.5.1 All Tasks

1.5.2 Employee Cost

1.5.3 Task Cost

1.6 Manage Account

1.6.1 Billing

1.7 System Support

1.7.1 Help Center

1.8 Configuration

1.8.1 Restriction

1.9 Organization Management

1.10 Settings

1.10.1 Account

In the account section, administrators can manage key account details and update organizational information. The interface combines simplicity with functionality, allowing quick edits to essential data such as organization name, admin credentials, and profile visuals.

The screenshot shows a dark-themed user interface for 'Akij iBOS'. At the top left, there is a profile icon and the text 'Organization Akij iBOS Email: kahir@ibos.io'. Below this, there are two tabs: 'Update Account Info' (active) and 'Change Password'. The 'Update Account Info' section contains three input fields: 'Organization Name' with the value 'Akij iBOS', 'Organization Email' with the value 'kahir@ibos.io', and 'Admin Name' with the value 'Shaharir Kabir'. To the right of these fields is a 'Profile Photo' section with a large '+ Upload' button. At the bottom left of the 'Update Account Info' section is a blue 'Update Profile' button. A note at the bottom right states: 'N.B.: Updating your profile helps us personalize your experience. Ensure all details are accurate before saving changes.'

At the top section, organization information is displayed as follows-

- Organization Name
- Email
- Profile Icon

The user can update these three sections. On the right, there's an area to upload or change the organization's profile photo with a large upload box labeled "+ Upload. Next to "Update Account Info," a "Change Password" tab is available for secure credential management, allowing admins to update their login credentials directly from this interface.

1.10.2 Date

The user can choose the date format in the following formats-

The screenshot shows a settings screen titled 'Choose Your Date Format'. It has a breadcrumb trail 'Settings | Date'. Below the title is a dropdown menu currently showing 'DD/MM/YYYY'. The dropdown is open, showing four options: 'DD/MM/YYYY' (selected), 'DD-MM-YYYY', 'D MMMM YYYY', and 'DD/MM/YYYY' (repeated). The background is dark blue.

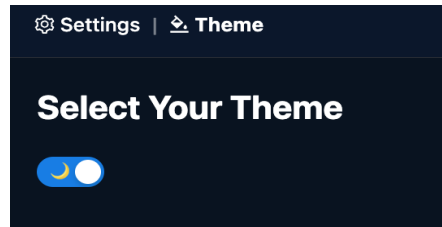
1.10.3 Language

From this section, the user can select the language to be used everywhere on Trackforce.

The screenshot shows a settings screen titled 'Select Your Language'. It has a breadcrumb trail 'Settings | Language'. Below the title are two buttons: 'English' and 'বাংলা' (Bangla). The background is dark blue.

1.10.4 Theme

The user can choose a dark or light theme for the application.



1.8 Role Management Setup

The Role Management system in TrackForce defines a structured hierarchy that ensures security, accountability, and efficient control over employee monitoring operations. Each role has specific permissions and visibility limits tailored to its responsibilities — from system-wide configuration to department-level oversight. The access hierarchy ascends from super admin, admin, manager, team lead, and ends at employee.

1.8.1 Super Admin(System Owner)

The responsibilities of the Super Admin are as follows-

- Has complete system access, including all modules, dashboards, and reports.
- Creates and manages organizations, departments, and admin accounts.
- Controls license activation, subscription, and server configurations.
- Manages data policies, security settings, and backup operations.
- Approves and oversees system-wide user role definitions.
- Can view all employee monitoring data such as screenshots, keystrokes, reports, etc..
- Responsible for maintaining compliance and ensuring data privacy regulations are followed.

1.8.2 Admin (Organization Administrator)

The responsibilities of the Admin are as follows-

- Manages departments, employee accounts, and user assignments.
- Sets up role-based permissions for Managers and Team Leads.

- Reviews and approves daily, weekly, and monthly activity reports.
- Controls employee onboarding/offboarding, like adding, deactivating, or assigning users.
- Oversees data accuracy and security compliance at the organizational level.
- Can configure monitoring policies such as screenshot frequency, tracking hours, or privacy exclusions.
- Coordinates with Super Admin for technical and operational updates.

1.8.3 Manager (Department-Level Supervisor)

The responsibilities of the Manager are as follows-

- Manages team leads and employees within their specific department or project.
- Monitors employee productivity, attendance, and engagement through dashboards.
- Generates and reviews activity reports, keystrokes, app usage, and file transfer logs.
- Can assign or reassign employees within the department.
- Provides performance feedback based on monitoring analytics.
- Escalates compliance issues or policy violations to the Admin.
- Cannot access or modify data outside their department.

1.8.4 Team Lead (Project / Team-Level Role)

The responsibilities of the Team Lead are as follows-

- Supervises a specific group of employees within a department.
- Tracks team performance, daily workload, and time utilization.
- Can view real-time activity dashboards for assigned team members.
- Assists in creating daily, weekly, and monthly productivity summaries.
- Provides feedback and mentorship based on individual reports.
- Cannot edit user roles, system settings, or add and remove users.
- Acts as a bridge between employees and the department Manager.

1.8.5 Employee (Monitored User)

The responsibilities of the Employees are as follows-

- Uses assigned device during designated work hours.
- Activities such as app usage, file transfer, websites visited, and time logs are tracked automatically.
- Can view their own performance summary.

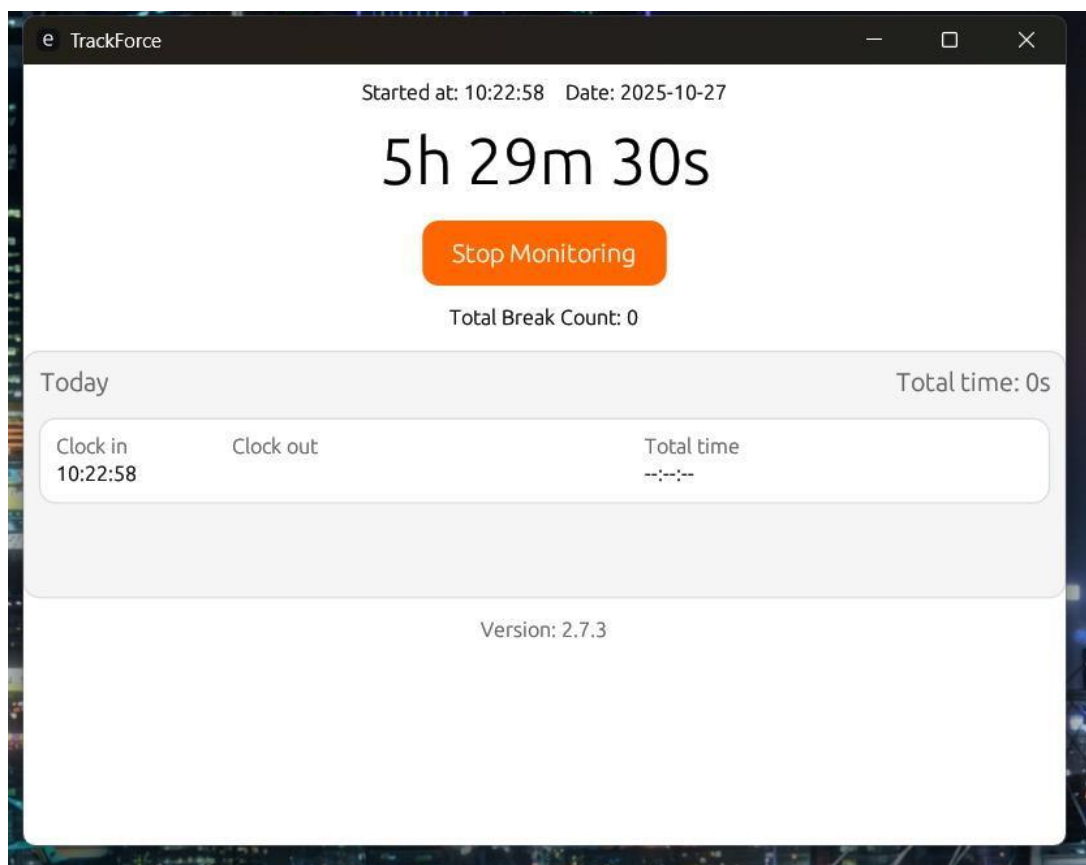
- Must comply with organizational productivity and monitoring policies.

1.8.6 Scope, Accessible modules, and Access-levels

Role	Accessible Modules	Scope	Access-levels
Super Admin(System Owner)	All - Monitoring, Reports, Organization Management, System Support, Configuration, etc.	Entire organization and multi-tenant control.	Full control across all organizational data, configurations, and user roles.
Admin (Organization Administrator)	- Monitoring, Reports, Employee Management, Device List, Configuration, and Organization Management. -No access to core system-level or multi-organization settings.	Entire organization (all departments and users under that company).	Organization-wide administrative control, which is below Super Admin.
Manager (Department-Level Supervisor)	-Monitoring like Screenshots, Websites, Applications, Keystrokes, Meetings, Reports, and Employee Management. - No access to Organization Settings, System Configurations, or cross-departmental data.	Department-level only.	Department-wide monitoring and reporting control.
Team Lead (Project /	-Limited Monitoring like Screenshots, Time Tracking,	Team-level only.	Limited to direct team visibility and task-level

Team-Level Role)	Reports, Activity Logs. - No access to administrative modules, employee management, or configurations.		monitoring.
Employee (Monitored User)	-Personal analytics is optional; the login portal is only available if self-service is enabled. -No access to monitoring data or other user reports.	Self only.	No administrative control; limited to their personal profile (if enabled).

2. Features (User)



Main Tracking Section

Started at the time when monitoring began.

Date: current system date.

Active Timer: Displays the total time elapsed since clock-in.

Stop Monitoring Button: A button in the center, clearly visible for stopping the tracking session.

Total Break Count: No breaks have been recorded so far during this session.

Daily Log Section

Labeled “Today”, showing:

Clock in — the time the user started working.

Clock out: blank because it’s not yet logged, meaning tracking is still ongoing.

Total time: Duration of monitoring.

Total time summary (top-right): — total calculated work duration for the day until the session ends.