
POMS

Purple Operations Management System

Complete Product Feature Documentation

40+

Modules & Views

100+

Features

6

Categories

One Platform. Every Operation. Zero Compromise.

1. Product Overview

Purple OMS (POMS) is a unified, all-in-one Operations Management System built for startups and growing businesses. It eliminates the need for multiple disconnected tools by bringing together communication, task management, document collaboration, HR, finance, employee engagement, and system utilities into a single platform — accessible from one login.

POMS is structured around purpose-built 'Views' — each a dedicated module for a specific business function. The platform's persistent navigation menu gives instant access to all 40+ modules, while the home workspace provides a personalised overview of performance, mentions, and tasks from the moment a user logs in.

2. Platform Structure — Module Categories

Category	Modules Included	Count
OMS Modules	ChatView, TaskView, NoteView, CredView, Writer, ViewPoint, Connect, Perview	8 modules
HR / Finance	HR View, Expenditure View	2 modules
Communication	Mailbox, New Email, Status Updates	3 modules
File / Management	Manage Files, Manager Portal, Leave Requests, Daily Attendance, ASK HR, Admin Portal, Tech Support, Archives, Employee Details	9 modules
Employee Tools	Pulse Check, Access Surveys, My Drive, Org Structure, Quick Meet, Virtual Conference, Learning Portal, Assessments, Exit Requests, Whistleblower	10 modules
Utility / System	Accounting, Visualizer, Screen Recorder, My Timesheet, Approve Timesheet, Reports	6 modules

3. OMS Modules

The OMS Modules form the operational core of the POMS platform. These eight purpose-built views cover communication, task management, knowledge management, document collaboration, integrations, and performance — all within a unified interface.

OMS ChatView — Company-Wide Real-Time Messaging

OMS ChatView is POMS's built-in company messaging application — a dedicated internal Slack-like environment that keeps all team communication within the platform. It supports direct messages, department channels, file sharing, and emoji reactions across every team.

Feature	Description
Team Member Directory	Full searchable list of all employees with name, avatar, and department shown in the sidebar.
Department Channels	Group chat channels organised by department — IT, Development, Marketing, Operations, and more.
Direct Messaging (DM)	Private one-on-one conversations with any team member, accessible from the member list.
Search People or Chat	Quickly find a colleague or an existing chat thread using the top search bar.
File & Reference Sharing	Attach files, images, and document references directly inside any chat message.
Emoji Picker	React to messages or add personality to conversations with built-in emoji support.
Rich Message Composer	Full-featured message input with emoji, attachment, and send controls.
Profile Avatars	Custom profile photos or initials avatars shown alongside every message for quick identification.
Multi-Department Visibility	Users can join or view channels across departments for cross-functional collaboration.

OMS TaskView — Task & Agile Project Management

OMS TaskView is the core project and task management engine of POMS. It supports agile sprint methodology, Kanban boards, list views, and detailed task cards — with 309+ live tasks in the system and filters across projects, sprints, and employees.

Feature	Description
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List View	Structured list of all tasks with key metadata — assignee, status, estimate, due date, sprint, project, type.
Kanban Board View	Drag-and-drop visual board organising tasks by status column for agile workflow management.
Create New Task	Create tasks with title, assignee, estimated hours, due date, sprint, project, task type, and priority level.
Task Status Workflow	Tasks progress through: To Do → In Progress → In Review → On Hold → Done.
Priority Levels	Assign Medium, High, Low, or Critical priority — shown as colour-coded badges on each task card.
Unique Task ID System	Every task is auto-assigned a unique numeric ID for quick search and reference.
Task Comments & @Mentions	Comment on any task and @mention teammates to notify and loop them into discussions.
Estimated Hours	Set time estimates per task to plan sprint capacity and monitor team workload.
Due Date Assignment	Assign due dates with a date picker; overdue tasks are visually flagged.
Sprint Management	Organise tasks into numbered sprint cycles for agile delivery planning.
Multi-Project Support	Tasks belong to separate projects — e.g., BMB_Marketplace, Purple_OMS — and can be filtered accordingly.
Task Type Tagging	Categorise tasks by type: Product - Seller, Full Main Product, View, Bug, Feature, etc.
My Tasks Filter	One-click filter to display only tasks assigned to the currently logged-in user.
All Projects Filter	Filter the board to show tasks from a single project or across all projects at once.
All Employees Filter	Filter tasks by assignee to view any individual team member's workload.
All Sprints Filter	Filter tasks to a specific sprint or view work across all sprints simultaneously.
Search by Task ID	Instantly retrieve any specific task using its unique numeric ID in the search bar.
View Sprint Analytics	Access a dedicated sprint analytics screen to review velocity, completion rates, and team output.
Download Sprint CSV	Export any sprint's full task data to a CSV file for external reporting or stakeholder sharing.
View / Edit / Delete	Inline action buttons on every task card for quick viewing, editing, or deletion.
Go to Notes	Quick-navigation button linking directly from TaskView to the NoteView module.

OMS NoteView — Personal Note-Taking System

OMS NoteView is a personal note-taking workspace embedded directly inside POMS. Users capture ideas, meeting summaries, action items, and references without needing a separate notes app — everything stays linked to their POMS account.

Feature	Description
Create New Note	Compose personal notes from scratch using the built-in note editor.
All Notes View	Browse every note created by the logged-in user in a single, organised view.
Important Notes Filter	Mark any note as 'Important' and filter to display only high-priority notes.
Note Count Display	The interface displays the total number of notes at a glance for quick reference.
Cross-Module Navigation	One-click links to navigate between NoteView, TaskView, and CredView without returning to the home screen.
Private Note Repository	Notes are personal and private to each user — a secure individual workspace.

OMS CredView — Secure Credentials Manager

OMS CredView is a built-in credentials and secrets management tool. Teams store login credentials, API keys, and access tokens securely inside POMS — eliminating risky practices like sharing passwords over chat or spreadsheets.

Feature	Description
Credential Storage	Securely store usernames, passwords, API keys, and access tokens for internal and external tools.
Team Credential Sharing	Share stored credentials with specific team members or departments in a controlled manner.
Credential Organisation	Organise stored credentials by category, tool, project, or department for easy retrieval.
Cross-Module Links	Navigate directly to NoteView or TaskView from CredView for seamless workflow continuity.
Access Control	Credentials are visible only to authorised users based on role and sharing settings.

OMS Writer — In-Platform Document Editor

OMS Writer is POMS's built-in word processing tool. Teams draft, edit, and store written content — SOPs, policies, proposals, marketing copy, meeting minutes — directly within the platform without switching to external editors.

Feature	Description
Rich Text Editor	Full word-processor-style editor with text formatting, headings, lists, and styling options.
Internal Document Storage	Drafted documents are saved and accessible directly within the POMS platform.
Team Document Access	Documents can be shared and accessed by relevant team members for collaboration.
Document Templates	Start from pre-built templates for common business writing formats.
Version History	Track and revert to previous versions of any document to prevent accidental data loss.

OMS ViewPoint — Document Management & Collaboration Hub

OMS ViewPoint is the central document management and collaboration system within POMS — functioning as an internal Google Drive. It supports folder organisation by department, multi-format file uploads, in-platform spreadsheet creation, and tracker management.

Feature	Description
Department Folders	Pre-structured folders for Development, HR, Marketing, Operations, Testing, and Misc.
Create Custom Folders	Create new folders with custom names and descriptions for any team or project.
Document Upload	Upload files in any format: DOCX, PDF, XLSX, PPTX, images, and more.
All Documents View	Browse every document uploaded across all folders in a flat, searchable list.
Create Spreadsheet	Build and manage spreadsheets directly inside POMS without needing external tools.
Spreadsheets Tab	Dedicated section listing all spreadsheet files with quick access and organisation.
Trackers	Create custom operational or project trackers within ViewPoint for ongoing process monitoring.
File Type Tagging	Documents are tagged with their format type (PDF, DOCX, XLSX, etc.) for instant recognition.
File Descriptions	Add contextual descriptions to any file — e.g., 'Current emailing and calling list'.

Edit & Delete Controls

Inline Edit and Delete buttons on every folder and document for quick content management.

OMS Connect — Integration & Connection Hub

OMS Connect is POMS's integration layer, enabling the platform to connect with external tools, third-party services, and APIs. It ensures POMS can work seamlessly alongside other products in a startup's tool stack.

Feature	Description
Third-Party Integrations	Connect POMS with external platforms such as CRM tools, marketing platforms, and ERPs.
API Connectivity	Expose and consume REST APIs to push or pull data between POMS and external systems.
Webhook Support	Trigger real-time events in connected systems when actions occur inside POMS.
OAuth & SSO	Support for Single Sign-On and OAuth-based authentication with external identity providers.
Integration Dashboard	View and manage all active connections and integration statuses from a single screen.

OMS Perview — Performance Tracking & Reviews

OMS Perview is the performance management module within POMS. It enables HR and managers to set goals, track individual and team performance, and conduct structured performance reviews — all within the platform.

Feature	Description
Performance Tracking	Monitor real-time individual and team performance metrics against defined benchmarks.
Goal & KPI Setting	Define individual, team, and company-level OKRs and KPIs within the platform.
Performance Reviews	Conduct structured appraisal cycles with customisable review templates and rating scales.
360-Degree Feedback	Collect feedback from peers, subordinates, and managers for holistic performance evaluation.
Performance History	Maintain a full audit trail of all past reviews, ratings, and appraisal outcomes per employee.
Increment & Promotion	Manage salary revisions and promotion decisions linked directly to appraisal outcomes.

4. HR / Finance

The HR / Finance category covers the two primary operational pillars for people and money management — providing a full HR lifecycle system and a complete expense management workflow within POMS.

HR View — Complete Human Resources Management

HR View is the master HR module in POMS, providing a centralised interface for all human resources operations. It covers the complete employee lifecycle — onboarding through payroll to exit — and connects with every other HR-related sub-module in the platform.

Feature	Description
Employee Lifecycle Management	Manage every stage of the employee journey: hire, onboard, manage, grow, and exit.
Recruitment Tracking	Track candidates through hiring stages from application to offer letter.
Onboarding Workflows	Automated task checklists and document flows to get new hires productive from day one.
Payroll Processing	Run payroll with automated salary computation, deductions, bonuses, and disbursements.
Salary Structures	Define flexible pay components: Basic, HRA, allowances, PF, ESI, PT, and custom items.
Payslip Generation	Auto-generate and distribute digital payslips directly to employee accounts.
Statutory Compliance	Built-in support for PF, ESI, PT, Gratuity, TDS, and year-end Form 16 generation.
HR Dashboard	Central overview of all HR metrics — headcount, attendance, leave balances, and payroll summaries.

Expenditure View — Business Expense Management

Expenditure View enables employees to submit and track business expenses and gives managers full visibility into company spending — without requiring a separate expense management tool.

Feature	Description
Expense Submission	Employees submit expense claims with amount, category, date, and purpose.

Receipt Attachment	Attach digital receipts or invoices to each expense claim for auditability.
Approval Workflow	Managers review, approve, or reject expense claims within the platform.
Expense Categorisation	Categorise expenses by type: travel, software, marketing, operations, miscellaneous.
Expenditure Dashboard	Visual overview of total company spending by team, category, and time period.
Expense History	Full log of all submitted, approved, and rejected expense claims with timestamps.
Budget Tracking	Monitor actual expenditure versus allocated budgets at department or project level.

5. Communication

The Communication category houses all email and announcement tools within POMS — giving teams a fully integrated email client and broadcast system so all external and internal communications happen in one place.

Mailbox — Integrated Email Inbox

Mailbox is POMS's built-in email inbox, allowing employees to receive, read, and manage all work emails directly within the platform without switching to an external email client.

Feature	Description
Unified Inbox	All incoming emails are accessible from a single, organised inbox within POMS.
Email Threading	Conversations are grouped into threads for easy reading and context tracking.
Search Emails	Search through all received emails by sender, subject, or keyword.
Email Labels & Folders	Organise emails using labels, folders, or categories for structured inbox management.
Attachment Handling	View, download, and save email attachments directly from the Mailbox.
Read / Unread Status	Emails are marked as read or unread with visual indicators for easy triage.

New Email — Email Composition & Sending

New Email allows users to compose and send emails to internal team members or external contacts directly from within POMS, keeping all communications in one place.

Feature	Description
Email Composer	Full-featured email composition window with To, CC, BCC, Subject, and body fields.
Rich Text Formatting	Format email content with bold, italics, lists, links, and inline images.
File Attachments	Attach documents, images, or files from your computer or POMS Drive to outgoing emails.
Internal & External Send	Send emails to colleagues within POMS or to any external email address.
Draft Saving	Save unfinished emails as drafts to return to and complete later.
Email Templates	Use pre-written templates for common communication types — proposals, follow-ups, onboarding.

Status Updates — Company-Wide Announcements

Status Updates is the official broadcast channel within POMS, allowing leadership and HR to publish company-wide or team-specific announcements, policy changes, and operational updates.

Feature	Description
Broadcast Announcements	Post company-wide updates visible to all employees immediately upon publishing.
Team-Specific Updates	Target status updates to specific departments or teams rather than the whole company.
Pinned Updates	Pin important announcements to the top so they remain visible until manually unpinned.
Update History	Browse a chronological archive of all past status updates and company announcements.
Rich Media Support	Include images, links, and formatted text within status update posts.

6. File / Management

File / Management is the largest operational category in POMS, covering HR administration, attendance, leave, employee data, and internal support systems. These nine modules form the backbone of day-to-day people operations.

Manage Files — HR Document & File Repository

Manage Files is the HR-focused file management hub within POMS. It stores employment contracts, offer letters, compliance documents, and all employee-related files in an organised, accessible repository.

Feature	Description
HR File Storage	Upload and store HR documents: contracts, offer letters, appraisal reports, compliance files.
Employee-Linked Files	Attach specific files directly to an employee's profile for easy retrieval.
Folder Organisation	Organise HR files into folders by employee, department, or document type.
File Access Control	Restrict file access to authorised HR staff, managers, or specific individuals.
Document Version Control	Maintain multiple versions of the same document with version history.
Search & Filter	Search for any file by name, employee, or document type across the repository.

Manager Portal — Team Management Interface for Line Managers

The Manager Portal gives line managers a dedicated interface to oversee their direct reports, approve requests, monitor attendance, and manage day-to-day team operations — all from a single view.

Feature	Description
Team Overview	View all direct reports in one place with their current status, attendance, and leave balance.
Leave Approval	Review and approve or reject leave requests submitted by team members.
Expense Approval	Approve or reject expense claims raised by direct reports.
Timesheet Review	Review and approve timesheets submitted by team members for payroll processing.

Performance Visibility	Access individual performance data and review histories for all direct reports.
Task Assignment	Assign and monitor tasks for team members directly from the Manager Portal.

Leave Requests — Employee Leave Application & Approval

Leave Requests is the self-service module where employees submit leave applications and managers process approvals — all digitally within POMS, eliminating paper forms and email chains.

Feature	Description
Leave Application	Employees submit leave requests specifying type, dates, and reason directly in POMS.
Leave Types	Supports multiple leave types: Annual, Sick, Casual, Maternity, Paternity, and custom types.
Manager Approval Flow	Submitted requests notify the line manager, who approves or rejects with a single click.
Leave Balance Display	Employees can view their remaining leave balance for each leave type at any time.
Leave Calendar	Team-level calendar showing all approved leave, helping managers plan coverage.
Leave History	Full log of all past leave taken, pending requests, and rejection reasons per employee.
Leave Policy Rules	HR configures accrual rates, carryover limits, and eligibility rules per leave type.

Daily Attendance — Attendance Tracking & Monitoring

Daily Attendance tracks the daily presence, check-in and check-out times of all employees. It provides HR and managers with real-time visibility into who is present, absent, or working remotely.

Feature	Description
Check-In / Check-Out	Record employee check-in and check-out times via web, mobile, or biometric integration.
Daily Attendance Log	Maintains a day-by-day attendance record for every employee in the system.
Absent & Present Summary	Instant view of who is present, absent, or on leave for any given day.
Late Arrival Flagging	Automatically flags employees who check in after the defined start time.

Attendance Reports	Generate individual or team-level attendance summaries for any date range.
Holiday Calendar	Configure national and regional public holidays to auto-mark them as non-working days.
Overtime Tracking	Capture hours worked beyond the standard working hours for payroll computation.

ASK HR — Employee HR Query Channel

ASK HR is a dedicated Q&A channel within POMS where employees can raise HR-related questions and receive official responses from the HR team — replacing ad-hoc emails and hallway conversations.

Feature	Description
Query Submission	Employees submit HR questions or concerns directly through the ASK HR interface.
HR Response System	HR team members respond to queries within the platform, visible to the submitting employee.
Query Categorisation	Queries are categorised by topic — payroll, leave, policy, compliance, benefits — for efficient routing.
Query Status Tracking	Employees can track the status of their submitted queries: pending, in-progress, resolved.
Knowledge Base Integration	Common Q&A pairs are archived as a searchable knowledge base for self-service.
Anonymous Submissions	Option to submit HR queries anonymously for sensitive topics.

Admin Portal — Super-Admin System Configuration

The Admin Portal gives designated super-admins complete control over the entire POMS platform — from managing users and roles to configuring system-wide settings, permissions, and module access.

Feature	Description
User Management	Create, edit, deactivate, and manage all user accounts across the organisation.
Role & Permission Control	Define roles and assign granular module-level access permissions to each role.
System Configuration	Configure global platform settings: working hours, leave policies, salary structures, and more.

Module Access Control	Enable or disable specific POMS modules for individual users, teams, or departments.
Audit Logs	Full system-wide audit trail of every action taken by every user, with timestamps.
Company Settings	Manage company profile, branding, locations, departments, and organisational units.
Data Management	Import, export, and manage bulk employee and company data within the platform.

Tech Support — Internal IT Helpdesk

Tech Support is POMS's internal IT helpdesk module. Employees log technical issues and IT teams track, assign, and resolve them — all within the platform, replacing external ticketing tools.

Feature	Description
Issue Logging	Employees submit technical issues with a description, priority level, and category.
Ticket Assignment	Tech support team assigns tickets to the appropriate IT personnel for resolution.
Priority Classification	Issues are classified by severity: Low, Medium, High, or Critical.
Status Tracking	Ticket status progresses from Open → In Progress → Resolved → Closed.
Resolution Notes	Support staff add resolution notes and steps taken for each closed ticket.
SLA Monitoring	Track resolution times against defined service level agreements per priority level.
IT Knowledge Base	Common issues and resolutions are archived for self-service troubleshooting.

Archives — Long-Term Record Storage

Archives provides a secure, organised long-term storage area within POMS for inactive records, historical documents, and past employee data — ensuring compliance and auditability without cluttering active workspaces.

Feature	Description
Inactive Employee Records	Archive records of employees who have left the organisation for compliance and reference.
Historical Documents	Store past contracts, appraisals, policies, and reports in the long-term archive.

Searchable Archive	Search archived records by employee name, document type, date, or department.
Access-Controlled Archive	Only authorised HR and admin users can access the archived records.
Retention Policy Support	Define how long specific record types are retained before permanent deletion.

Employee Details — Comprehensive Employee Profiles

Employee Details houses the complete digital profile for every employee in the organisation — from personal information and employment history to bank details, documents, and performance records.

Feature	Description
Personal Information	Store and manage name, contact details, date of birth, address, and emergency contacts.
Employment History	Track role, department, manager, and employment dates for each position held.
Salary & Compensation	View current salary structure, revision history, and compensation components.
Document Repository	Attach and manage employee documents: ID proofs, contracts, certificates, appraisals.
Bank Details	Store bank account details for payroll disbursement, with secure access controls.
Performance Summary	Quick-view of the employee's latest appraisal rating and goal completion status.
Leave & Attendance Summary	Snapshot of current leave balance and recent attendance record for each employee.

7. Employee Tools

Employee Tools empower individuals within the organisation — from personal storage and learning to engagement, collaboration, and wellbeing. These ten modules ensure POMS serves every employee, not just managers and HR.

Pulse Check — Employee Sentiment & Engagement Surveys

Pulse Check is POMS's anonymous employee sentiment tool. Regular short surveys help leadership and HR understand team morale, identify issues early, and act on employee feedback before problems escalate.

Feature	Description
Anonymous Surveys	Employees respond to pulse surveys anonymously, encouraging honest and open feedback.
Scheduled Pulse Cycles	Configure recurring pulse surveys — weekly, bi-weekly, or monthly — automatically.
Sentiment Scoring	Aggregate responses into a sentiment score showing overall team morale over time.
Department-Level Insights	Break down pulse results by department to identify team-specific engagement issues.
Response Rate Tracking	Monitor how many employees have completed each pulse survey to ensure representation.
Trend Analysis	View sentiment trend charts over time to track the impact of management decisions.

Access Surveys — Custom Survey Builder & Distribution

Access Surveys enables HR and management to create, distribute, and analyse custom surveys for any purpose — skills assessments, feedback collection, training evaluations, or research.

Feature	Description
Custom Survey Builder	Design surveys with multiple question types: multiple choice, rating scales, open text.
Survey Distribution	Send surveys to specific employees, teams, or departments with a single action.
Response Collection	Collect and aggregate responses in real time as employees complete the survey.
Results Analysis	View response summaries, charts, and breakdowns for all completed surveys.

Survey Templates	Use pre-built survey templates for common scenarios — exit surveys, training feedback, onboarding.
Anonymous Mode	Enable anonymous responses for sensitive topics where honesty is critical.

My Drive — Personal Cloud Storage

My Drive is each employee's personal cloud storage space within POMS. Store, organise, and access personal work files from anywhere — without needing external cloud storage like Google Drive or Dropbox.

Feature	Description
Personal File Storage	Each employee gets a private storage area for their own work files and documents.
File Upload & Download	Upload files from any device and download them from anywhere via POMS.
Folder Organisation	Create folders within My Drive to organise files by project, topic, or date.
File Sharing	Share files from My Drive with specific colleagues or teams directly within POMS.
Storage Overview	View total storage used and remaining capacity at a glance.

Org Structure — Visual Organisational Chart

Org Structure provides a live, visual organisational chart of the entire company — showing departments, reporting lines, roles, and team hierarchies at a glance.

Feature	Description
Visual Org Chart	Interactive chart displaying the full company hierarchy from leadership to individual contributors.
Department View	Drill down into any department to see its members, roles, and internal reporting structure.
Reporting Lines	Clearly shows who reports to whom at every level of the organisation.
Employee Profile Links	Click any node in the org chart to jump directly to that employee's full profile.
Real-Time Updates	Org chart automatically updates when employees are added, promoted, or depart.

Quick Meet — Instant Internal Video / Audio Meetings

Quick Meet enables any POMS user to instantly launch a video or audio meeting with one or more colleagues — no scheduling, no external conferencing link required.

Feature	Description
Instant Meeting Launch	Start a video or audio call with any team member in one click from within POMS.
Multi-Participant Calls	Invite multiple participants to join the same quick meeting session.
Screen Sharing	Share your screen with meeting participants for demos, reviews, or troubleshooting.
In-Meeting Chat	Text chat sidebar within the meeting for sharing links and notes during a call.
Meeting History	Log of past Quick Meet sessions including participants and duration.

Virtual Conference — Large-Scale Virtual Meeting Rooms

Virtual Conference provides a full-featured virtual meeting room for larger team sessions — all-hands meetings, town halls, training sessions, and company-wide webinars — hosted directly within POMS.

Feature	Description
Conference Room Creation	Set up named virtual conference rooms for recurring or one-time large meetings.
Large Participant Support	Accommodate large numbers of attendees in a single virtual conference session.
Presenter & Attendee Roles	Assign presenter and attendee roles to manage who can speak, share, or present.
Recording	Record virtual conference sessions for later playback by those who could not attend.
Screen Sharing & Slides	Present slides, screens, or documents to all conference participants simultaneously.
Q&A and Polling	Interactive Q&A and live polling features to engage attendees during sessions.

Learning Portal — Internal Training & E-Learning Hub

The Learning Portal is POMS's internal L&D hub, where organisations deliver training content, onboarding materials, and skill-development courses directly to employees — replacing external LMS tools.

Feature	Description
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Course Library	Browse a catalogue of internal training courses, guides, and learning materials.
Course Assignment	HR or managers assign specific courses to employees or teams based on role or need.
Progress Tracking	Track each employee's course completion status and learning progress.
Completion Certificates	Issue digital completion certificates upon finishing assigned courses.
Content Upload	Upload training videos, PDFs, presentations, and articles as learning resources.
Learning Path Creation	Group multiple courses into structured learning paths for role-based onboarding.

Assessments — Skill & Knowledge Testing

Assessments allows HR and managers to create and administer knowledge tests and skill assessments — for hiring evaluation, training validation, or periodic competency checks.

Feature	Description
Assessment Builder	Create assessments with multiple question types: MCQ, true/false, short answer.
Assessment Assignment	Assign assessments to specific employees, teams, or new hires for completion.
Timed Assessments	Set time limits on assessments to simulate exam-like conditions.
Auto-Scoring	Objective questions are auto-scored immediately upon submission.
Result Reports	View individual and aggregate assessment scores and performance reports.
Retake Management	Configure how many times an employee can retake an assessment.

Exit Requests — Employee Resignation & Off-boarding Management

Exit Requests manages the complete off-boarding process when an employee resigns or is exited — from resignation submission through clearance checklists to final settlement.

Feature	Description
Resignation Submission	Employees submit official resignation requests with notice period and last working day.
Exit Workflow Automation	Automated off-boarding checklist covering IT access revocation, asset return, and knowledge transfer.

Clearance Tracking	Track completion of departmental clearance tasks: IT, HR, Finance, and Operations.
Exit Interview	Conduct structured exit interviews and capture feedback within the platform.
Final Settlement	Calculate and process final pay, leave encashment, and other settlement components.
Experience Letter	Generate and issue experience and relieving letters directly from POMS.

Whistleblower — Anonymous Concern Reporting

The Whistleblower module provides a secure, confidential channel for employees to report misconduct, policy violations, ethical concerns, or workplace issues — safely and without fear of identification.

Feature	Description
Anonymous Reporting	Employees submit reports without disclosing their identity, ensuring full confidentiality.
Concern Categorisation	Reports are categorised by type: misconduct, harassment, financial irregularity, policy violation.
Case Management	HR or compliance teams can manage and investigate reported cases within POMS.
Status Updates	Anonymous reporters receive case status updates without compromising their identity.
Audit Trail	All reports and actions taken are logged in a secure, tamper-evident audit trail.

8. Utility / System

Utility / System modules power the financial, analytical, and productivity backbone of POMS. From accounting and reporting to screen recording and timesheet management, these six modules handle the critical operational infrastructure.

Accounting — Core Financial Management

The Accounting module provides POMS users with essential financial management capabilities — tracking income, expenses, invoices, and generating financial statements — without needing a separate accounting package.

Feature	Description
Income & Expense Tracking	Record and categorise all business income and expenses within POMS.
Invoice Management	Create, send, and track invoices to clients and vendors with due date monitoring.
Payment Tracking	Record payments received and outstanding balances against each invoice.
Profit & Loss Summary	Auto-generated P&L view showing revenue vs. expenses for any selected period.
Tax Management	Track GST, TDS, and other tax obligations with computation and filing support.
Financial Reports	Generate balance sheets, income statements, and cash flow summaries on demand.
Bank Reconciliation	Match recorded transactions against bank statements to ensure accuracy.
Vendor Management	Manage vendor records, purchase orders, and supplier payment history.

Visualizer — Data Visualisation & Charting Tool

The Visualizer transforms raw POMS data into clear, interactive charts and graphs — giving teams a visual lens on performance, trends, and business metrics without exporting to external tools.

Feature	Description
Chart Builder	Create bar charts, line graphs, pie charts, and more from any data in POMS.
Cross-Module Data	Pull data from Tasks, HR, Finance, and other modules into a single visual dashboard.

Interactive Dashboards	Build interactive, filterable dashboards that update dynamically with live data.
Custom Metrics	Define custom metrics and KPIs and visualise them in your preferred chart format.
Export Charts	Export charts and visualisations as images or PDF for reports and presentations.
Shared Dashboards	Share visual dashboards with specific team members or across the organisation.

Screen Recorder — Built-In Screen Recording for Teams

Screen Recorder is a built-in screen recording tool within POMS that enables employees to capture their screen activity for documentation, training, remote work accountability, and knowledge sharing.

Feature	Description
Screen Capture	Record your full screen or a specific application window directly within POMS.
Audio Recording	Include microphone audio in recordings for narration and walkthroughs.
Recording Library	Access and manage all past recordings stored within POMS.
Share Recordings	Share recorded videos with teammates or attach them to tasks and notes.
Training & Documentation	Use recordings to create how-to guides, onboarding videos, and process documentation.
Accountability Tracking	Optionally use screen recordings for remote team work verification and time accountability.

My Timesheet — Personal Time Logging

My Timesheet allows each employee to log their daily hours worked against specific tasks, projects, or activities — creating an accurate record for payroll, billing, and resource planning.

Feature	Description
Daily Hour Logging	Log hours worked each day against specific tasks, projects, or general categories.
Task-Linked Timesheets	Link time entries directly to TaskView tasks for project-level time tracking.
Weekly Timesheet View	View and manage a full week of time entries in a structured weekly grid.
Timesheet Submission	Submit completed timesheets to a manager for review and approval.

Time Entry Notes	Add notes or descriptions to each time entry for context and clarity.
Timesheet History	Access all past submitted and approved timesheets for personal reference.

Approve Timesheet — Manager Timesheet Review & Approval

Approve Timesheet gives managers a dedicated interface to review, approve, or reject timesheets submitted by their direct reports — ensuring accuracy before payroll and billing processing.

Feature	Description
Pending Timesheet Queue	View all timesheets awaiting approval from direct reports in a single queue.
Line-by-Line Review	Inspect each time entry in detail — task, hours, date, and description — before approving.
Approve / Reject Actions	Approve individual timesheets or reject with a written reason for correction.
Bulk Approval	Approve multiple timesheets simultaneously when entries have been pre-verified.
Approval History	Full log of all timesheets reviewed, including approval and rejection decisions with timestamps.
Payroll Integration	Approved timesheet data feeds directly into payroll computation for accurate processing.

Reports — Unified Cross-Platform Reporting

The Reports module is POMS's centralised reporting engine — aggregating data from every module into configurable reports, scheduled deliveries, and exportable formats for leadership and operations teams.

Feature	Description
Cross-Module Reports	Generate reports drawing data from Tasks, HR, Finance, Attendance, and more in one place.
Sprint Analytics	Sprint-level reports showing velocity, task completion rates, and team output over time.
HR & Attendance Reports	Headcount, leave utilisation, attendance rates, attrition summaries, and payroll reports.
Financial Reports	Expenditure summaries, invoice status, P&L, and budget vs. actuals comparisons.
Performance Reports	Individual and team performance scores, goal completion rates, and appraisal summaries.

Custom Report Builder	Drag-and-drop tool to build custom reports from any combination of POMS data.
Saved Report Templates	Save frequently used report configurations for one-click regeneration.
Scheduled Report Delivery	Automatically email reports to stakeholders on a daily, weekly, or monthly schedule.
Export Options	Export any report to Excel (CSV), PDF, or print-ready formats with one click.
Audit Trail Reports	Generate system audit logs showing every user action, change, and event with timestamps.

9. Complete Module Reference

Quick-reference index of every module in POMS, organised by category as they appear in the platform navigation.

Category	Module Name	One-Line Purpose
OMS Modules	OMS ChatView	Company-wide real-time messaging and team communication.
OMS Modules	OMS TaskView	Agile task and project management with Kanban, sprints, and analytics.
OMS Modules	OMS NoteView	Personal note-taking and important reference management.
OMS Modules	OMS CredView	Secure credential and password storage for teams.
OMS Modules	OMS Writer	In-platform document drafting and editing tool.
OMS Modules	OMS ViewPoint	Document management, folders, spreadsheets, and trackers.
OMS Modules	OMS Connect	Integration hub connecting POMS with external tools and APIs.
OMS Modules	OMS Perview	Employee performance tracking, reviews, and goal management.
HR / Finance	HR View	End-to-end human resources and payroll management.
HR / Finance	Expenditure View	Business expense submission, approval, and tracking.
Communication	Mailbox	Integrated email inbox within POMS.
Communication	New Email	Compose and send emails to internal or external recipients.
Communication	Status Updates	Company-wide and team-specific broadcast announcements.
File / Mgmt	Manage Files	HR document repository with access controls.
File / Mgmt	Manager Portal	Dedicated team management interface for line managers.
File / Mgmt	Leave Requests	Employee leave application and manager approval system.
File / Mgmt	Daily Attendance	Employee check-in/check-out and attendance tracking.
File / Mgmt	ASK HR	Employee HR query and official response channel.
File / Mgmt	Admin Portal	Super-admin system configuration and user management.
File / Mgmt	Tech Support	Internal IT helpdesk and issue ticketing system.

File / Mgmt	Archives	Long-term secure storage for historical records.
File / Mgmt	Employee Details	Comprehensive digital employee profile management.
Employee Tools	Pulse Check	Anonymous employee sentiment and engagement surveys.
Employee Tools	Access Surveys	Custom survey builder and distribution for any purpose.
Employee Tools	My Drive	Personal cloud file storage for each employee.
Employee Tools	Org Structure	Interactive visual organisational chart.
Employee Tools	Quick Meet	Instant one-click internal video/audio meetings.
Employee Tools	Virtual Conference	Large-scale virtual meeting rooms for all-hands and webinars.
Employee Tools	Learning Portal	Internal e-learning and training content delivery.
Employee Tools	Assessments	Skill and knowledge testing for employees.
Employee Tools	Exit Requests	Resignation and complete off-boarding management.
Employee Tools	Whistleblower	Confidential anonymous concern reporting channel.
Utility / System	Accounting	Core financial management: invoices, P&L, tax, reports.
Utility / System	Visualizer	Data visualisation and interactive charting tool.
Utility / System	Screen Recorder	Built-in screen recording for training and accountability.
Utility / System	My Timesheet	Personal daily hour logging against tasks and projects.
Utility / System	Approve Timesheet	Manager timesheet review and approval for payroll.
Utility / System	Reports	Unified cross-module reporting engine with export and scheduling.

Purple OMS (POMS) — One Platform. Every Operation.
