

Signet User Guide & Standard Operating Procedures

How every role uses the portal: attendance, leave, approvals, payroll in multiple currencies, bank changes, the credentials vault, subscriptions with VAT, people lifecycle, IT, communication and video calls, and administration — and how the platform team runs live chat, payments and plans in the console. Annotated screenshots of each screen.

Demo access, credentials and PIN

Demo only. These accounts exist only in local and staging demo data. Production never seeds them and one-click persona sign-in is disabled there.

Setting	Value
Workspace (portal)	https://demo.staging.zapronixdigital.com
Platform console	https://staging.zapronixdigital.com/platform
Password for every demo persona	given to you with the staging access sheet
Financial Security PIN used in this guide	482916 Each persona creates its own PIN at first sign-in; on the shared demo every persona already uses this one.
PIN rules	6 digits; not a sequence (123456), not repeated digits, not your birth date, phone or employee number. 5 wrong attempts lock it for 30 minutes.

Person	Email	Role	Good for trying
Root Super Admin	root@enterprise.internal	Root Super Admin (everything)	Roles, user access, settings, security desk, health, audit
Alexander Vance	ceo@enterprise.internal	Chief Executive	Final approvals: payroll, promotions, bonuses, bank changes, onboarding
Elena Rostova	hr@enterprise.internal	Head of HR	Payroll generation, people, leave, onboarding/offboarding, certificates, discipline
Marcus Wright	hrexec@enterprise.internal	HR Executive	Day-to-day HR operations
Sophia Chen	accounts@enterprise.internal	Head of Accounts	Disbursement, ledger, currencies & payouts, subscriptions
Tariq Mahmood	accountsexec@enterprise.internal	Accounts Executive	Finance operations
David Miller	devlead@enterprise.internal	Project Manager	Projects, tasks, team approvals (manager of the dev team)
Hamza Khan	dev@enterprise.internal	Employee	Self-service: attendance, leave, payslips, tasks, vault items
Liam O'Connor	devops@enterprise.internal	Team Lead + IT Administrator	IT helpdesk, assets, service accounts, vault
Aria Montgomery	design@enterprise.internal	Employee (paid in GBP)	Multi-currency payslip
Victor Sterling	vip@enterprise.internal	Employee (VIP, GBP)	Attendance rules exemption
Chloe Dubois	marketing@enterprise.internal	Employee	Self-service

Julian Alvarez	dev.probation@enterprise.internal	Employee (probation)	Probation status
Zoya Malik	qa.contract@enterprise.internal	Employee (contract, USD)	Contract staff
Chloe Bennett	intern.growth@enterprise.internal	Employee (intern)	Intern

Key ideas in two minutes

Idea	What it means for you
Role-based access	Menus, buttons and pages follow the permissions administrators manage in Roles & permissions. Managers see their reporting line; HR and finance see what their role needs.
Financial Security PIN	Payslips, bank details, attendance figures, the vault, currencies, the ledger, promotions and bonuses require your 6-digit FPIN, then stay unlocked for 15 minutes. Lock instantly from the top bar.
Approval routes	Leave, promotions, bonuses, encashments, bank changes, payroll, top-ups and onboarding move through ordered steps. You can never approve your own request or one about yourself.
Multi-currency pay	Each person is paid in their own currency (PKR, GBP, USD, EUR). Payslips show the exchange rate used; company totals are in PKR.
VAT	Recorded only for GBP subscriptions and only when the invoice charged it.
Audit trail	Sensitive actions are sealed in a tamper-evident log that administrators can verify at any time.
Live notifications	The bell, toasts and optional desktop/mobile push update instantly.
Video calls	Up to 10 people for 25 minutes on the standard plans; 30 people for 60 minutes on Enterprise or with the Extended meetings add-on. A five-minute warning comes before the end, and recorded calls are acknowledged before anyone's camera opens.
Buying and paying	Plans bought on the public site by card, PayPal or bank transfer build their workspace once payment is confirmed; invoices carry a link to pay online.

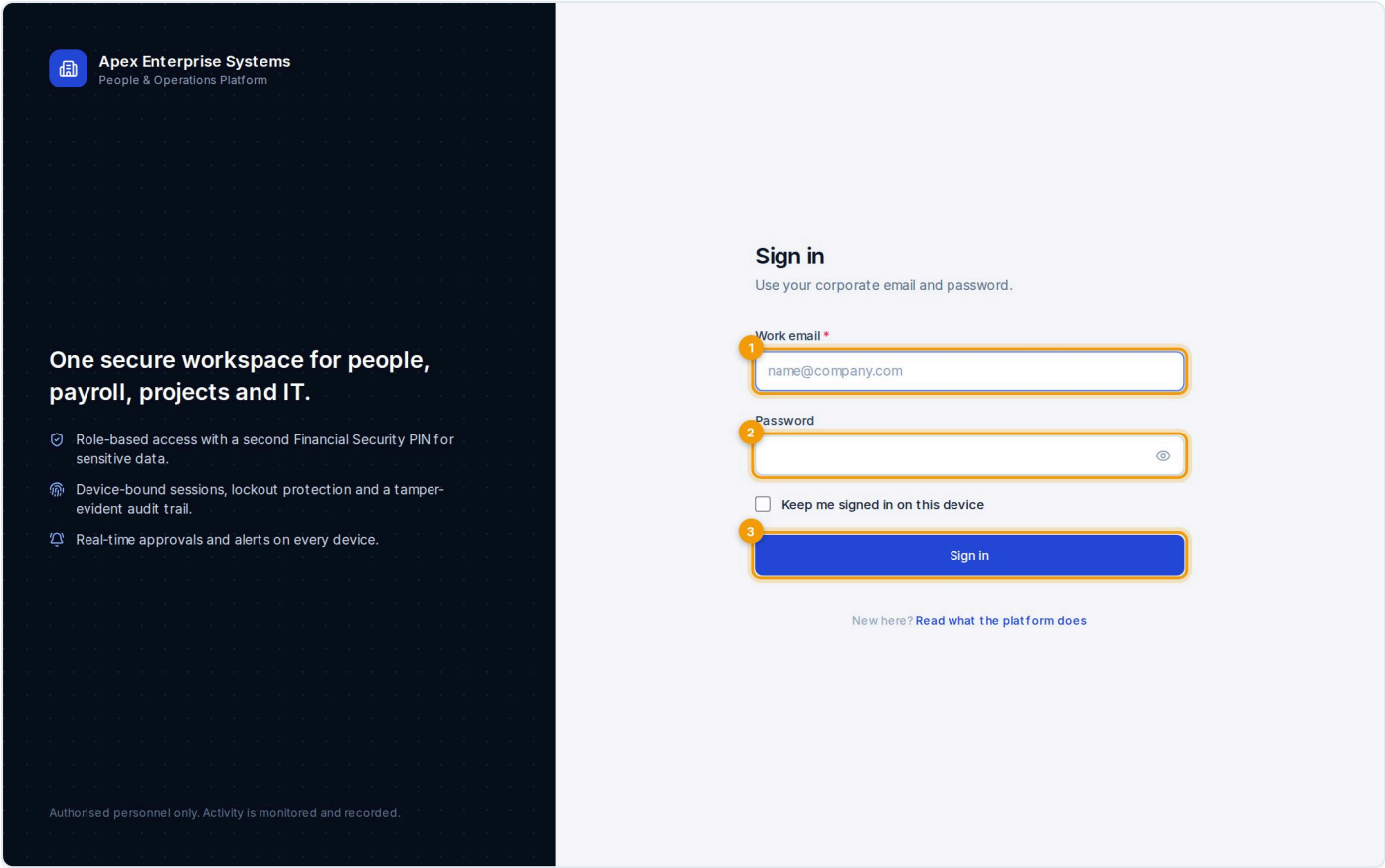
Screens in this guide

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Sign in

Shown as not signed in · /login



Everyone signs in with their work email and password. In local development the right-hand panel lists one demo persona per role for one-click sign-in; on staging it appears only when the demo team switches it on, and it is never shown in production.

How to

- 1. Enter your work email and password.
- 2. Press Sign in. Five wrong attempts lock the account for 15 minutes.
- 3. Demo only: click a persona card to sign in as that role.

On this screen

1. Work email

2. Password

3. Sign in

First sign-in: create your Financial Security PIN

Shown as dev@enterprise.internal · /

On the first sign-in every user creates a 6-digit Financial Security PIN (FPIN). It protects payslips, bank details, attendance figures, the vault and finance screens. Sequences (123456), repeated digits, birth dates and phone numbers are refused.

How to

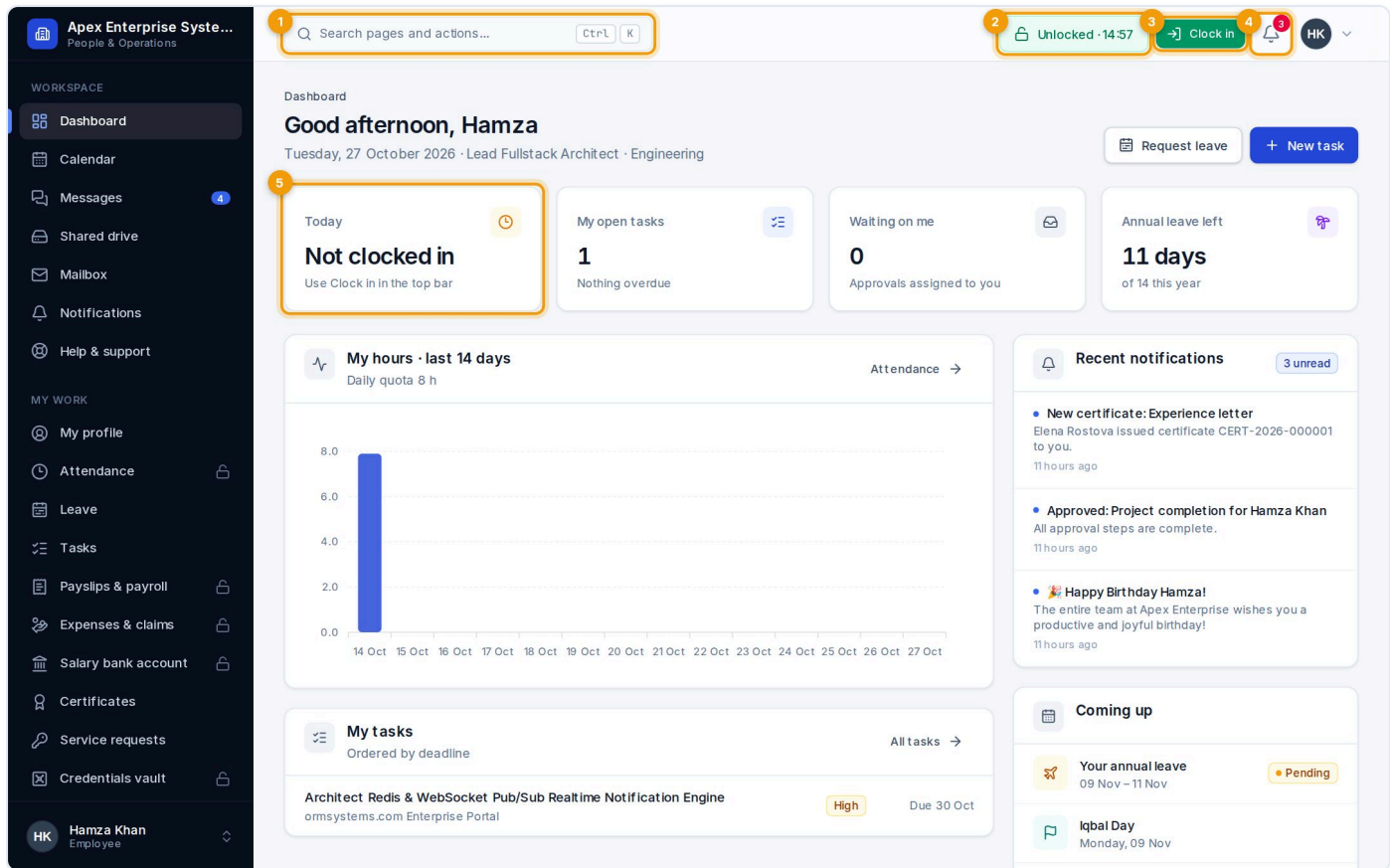
1. Type a 6-digit PIN you have not used elsewhere (the demo uses 482916).
2. Repeat it in Confirm FPIN.
3. Press Create FPIN and open my workspace.

On this screen

1. Choose a 6-digit PIN
2. Repeat it
3. Save and continue

Your dashboard

Shown as dev@enterprise.internal · /



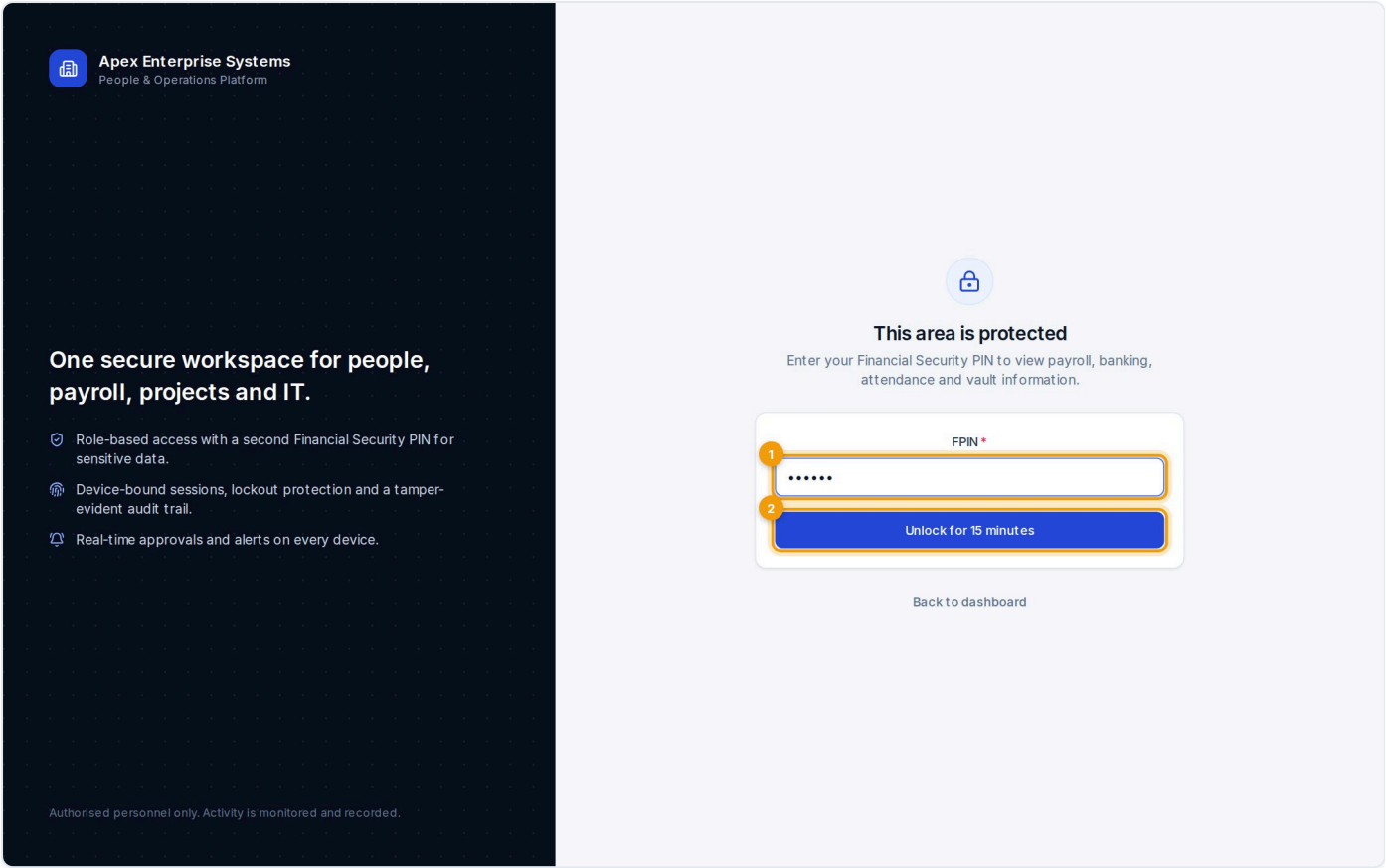
The dashboard shows today's attendance, open tasks, approvals waiting on you, leave balance, your hours chart (after FPIN unlock), tasks and notifications. The top bar holds search (Ctrl+K), the secure-area lock, Clock in/out, notifications and your account menu.

On this screen

1. Search & command palette (Ctrl+K)
2. FPIN lock state
3. Clock in / out
4. Live notifications
5. Today at a glance

Unlocking secure areas

Shown as dev@enterprise.internal · /payroll



Opening a protected screen while locked shows this page. After the PIN is accepted, protected screens stay unlocked for 15 minutes (the timer restarts with every protected action). Click the green "Unlocked" button in the top bar to lock immediately.

How to

1. Enter your FPIN.
2. Press Unlock for 15 minutes — you are taken to the page you asked for.
3. Five wrong PINs lock the FPIN for 30 minutes; IT can reset it.

On this screen

1.

Your 6-digit FPIN

2.

Unlock

Attendance

Shown as dev@enterprise.internal · /attendance

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HK Hamza Khan
Employee

Q Search pages and actions...

CtrlK

Unlocked · 14:58

→ Clock in

3

HK

Dashboard > My work > Attendance

Attendance

Your timesheet for October 2026. Shortfalls can be off set by surplus hours before payroll.

1 Today
Tuesday, 27 October

You have not clocked in yet.
Hybrid

→ Clock in

Days present
10 / 22

Hours worked
80.7 h
46% of 176 h target

Shortfall
0.3 h

Surplus
0.9 h
Net deficit after offset: 0 h

4 Daily log · October 2026

Date	In	Out	Worked	+/-	Mode	Status
Wed 14 Oct	09:10	17:02	7.87 h	-0.13 h	Hybrid	Present
Tue 13 Oct	09:04	17:14	8.17 h	+0.17 h	Hybrid	Present
Mon 12 Oct	09:02	17:27	8.42 h	+0.42 h	Hybrid	Present
Fri 09 Oct	09:12	17:16	8.07 h	+0.07 h	Hybrid	Present
Thu 08 Oct	09:00	17:02	8.03 h	+0.03 h	Hybrid	Present
Wed 07 Oct	09:12	17:07	7.92 h	-0.08 h	Hybrid	Present
Tue 06 Oct	09:14	17:23	8.15 h	+0.15 h	Hybrid	Present

2 Missed punch

3 October 2026

My missed-punch requests

No requests

Forgot to clock in or out? Submit a missed-punch request within 45 days.

Your monthly timesheet: days present against the target, hours worked, shortfall and surplus (surplus offsets shortfall before payroll). Managers and HR can switch to people in their reporting line and adjust records with a reason.

How to

- 1. Clock in from the top bar or the Today card.
- 2. Forgot to punch? Use Missed punch within 45 days — your manager or HR approves it.
- 3. Pick another month with the month selector.

On this screen

1. Clock in / out

2. Missed-punch request

3. Month

4. Daily log

Requesting leave

Shown as dev@enterprise.internal · /leave

Request leave
Your line manager approves first, then HR confirms.

1. Leave type *
Annual Leave

2. From * To *
mm/dd/yyyy mm/dd/yyyy

☐ Half day
Counts as 0.5 days; start and end must be the same date.

3. Reason *

4. Submit request

Leave balances per type are shown at the top. A request goes to your line manager first and then HR. Weekends and public holidays are not counted; overlapping requests and requests above your balance are refused.

How to

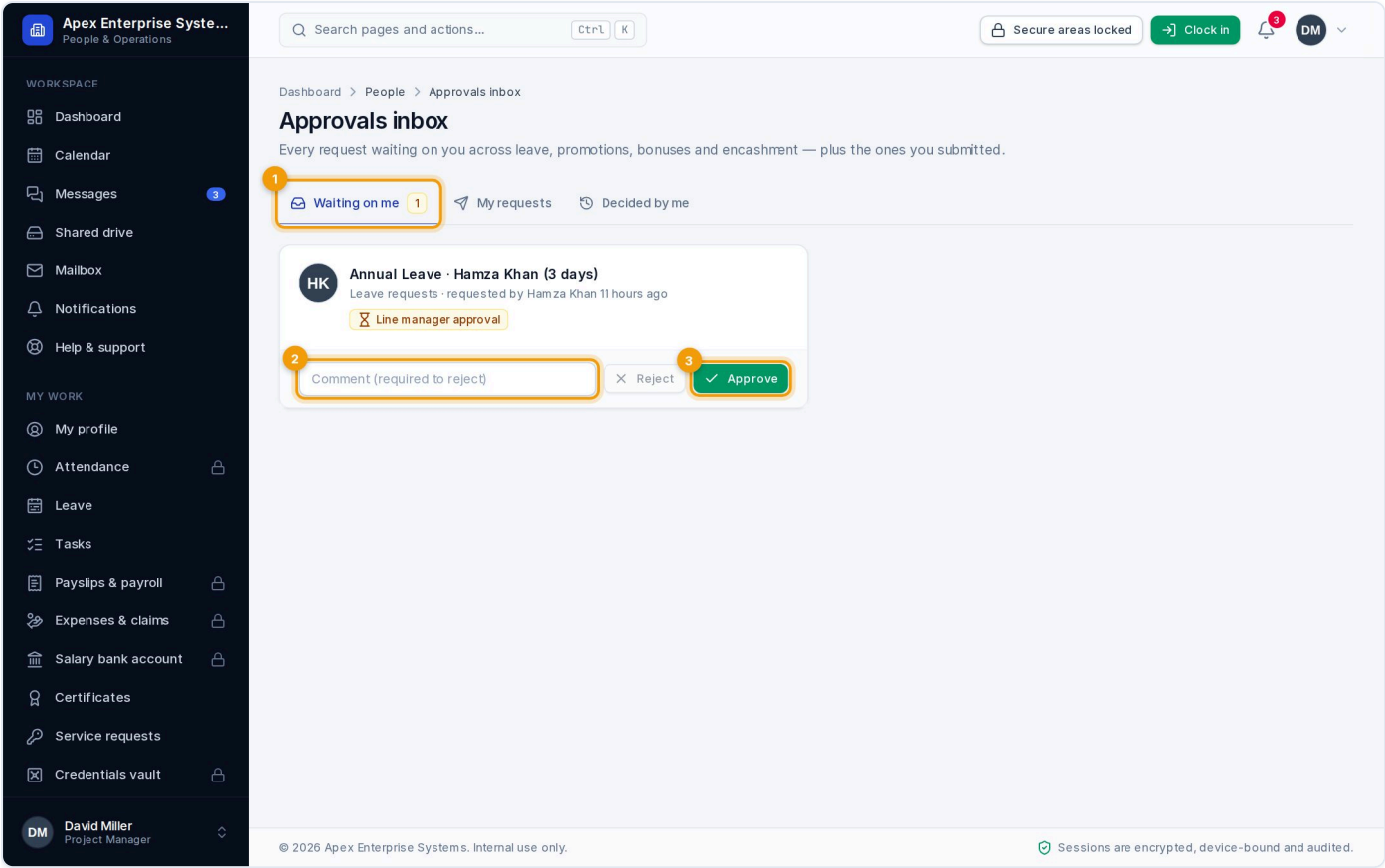
1. Press Request leave.
2. Choose the type and dates (tick Half day for half a day).
3. Add a reason and press Submit request.
4. Follow progress with Track in *My requests*.

On this screen

1. Leave type
2. From / to
3. Reason
4. Submit

Approvals inbox

Shown as devlead@enterprise.internal · /approvals



Everything waiting for your decision — leave, promotions, bonuses, encashments — in one place. Each card shows the step, who asked and whether it is past its SLA. A comment is required to reject. You can never approve your own request or one about yourself.

- On this screen
1.

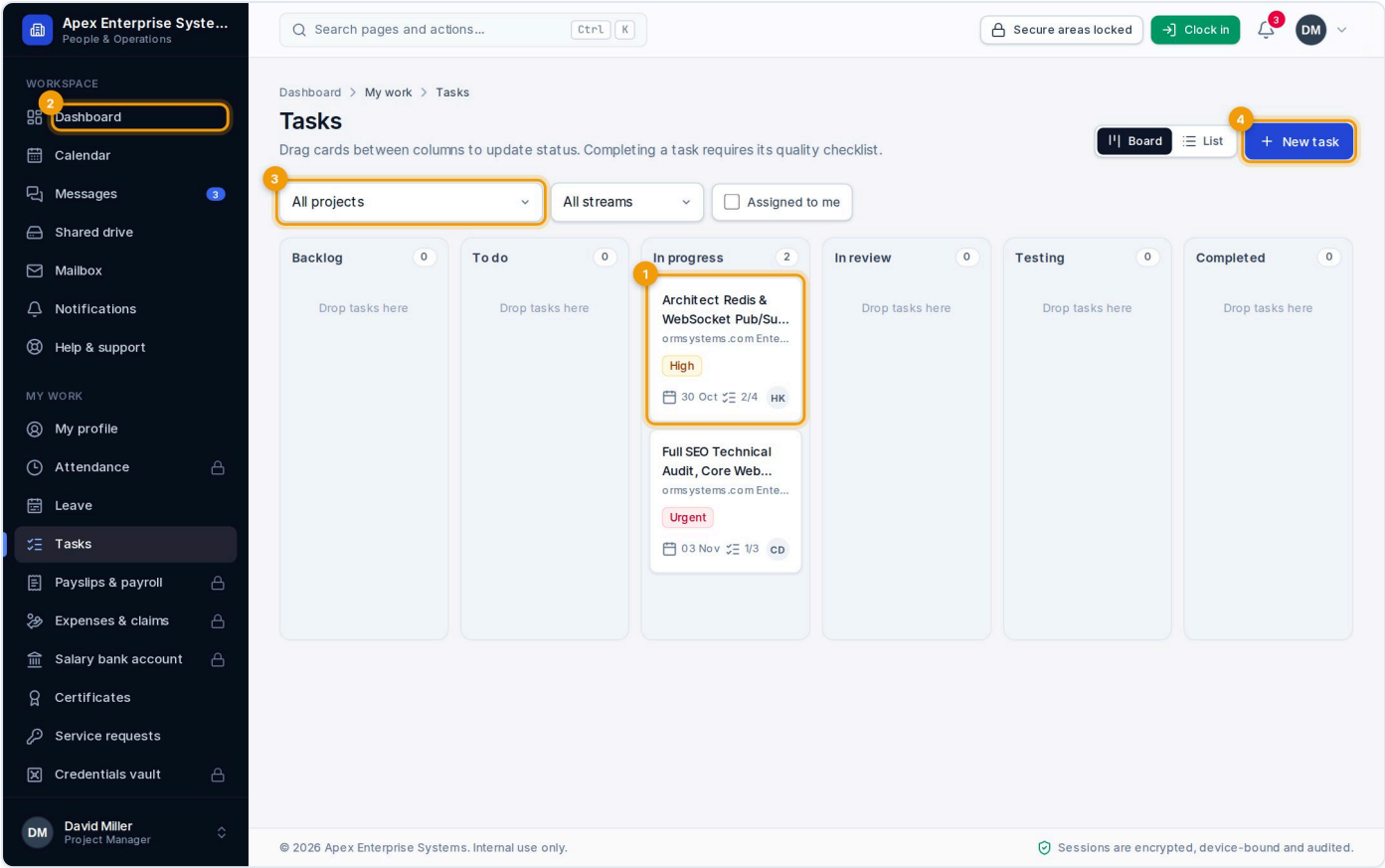
Waiting on me
2.

Comment (required to reject)
3.

Approve / reject

Task board

Shown as devlead@enterprise.internal · /tasks



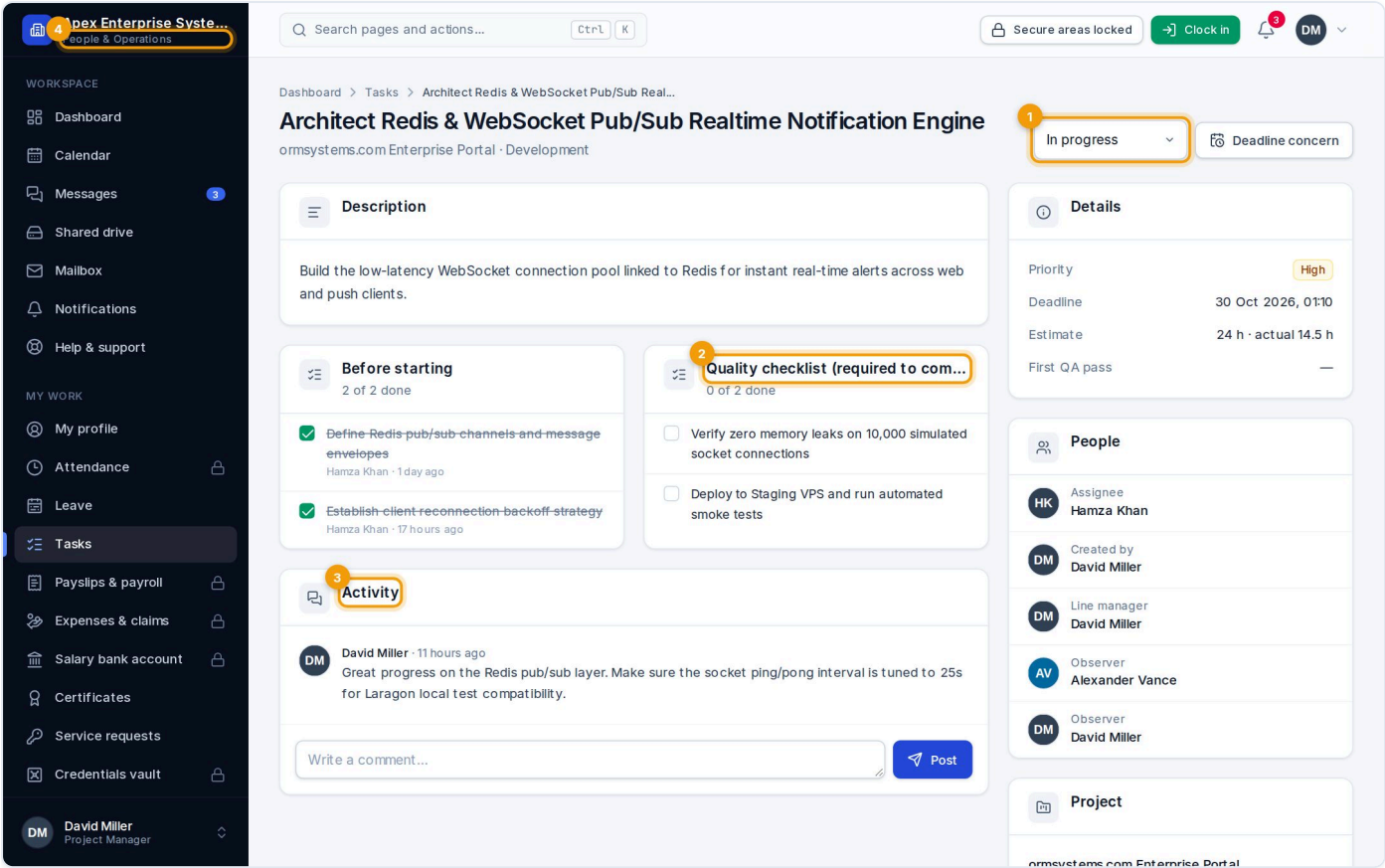
Drag cards between columns to change status. Cards show priority, deadline (red when overdue), checklist progress and flags for revisions and deadline concerns. Switch to List for a sortable table; filter by project, stream or "assigned to me".

On this screen

1. Drag a card to move it
2. Board / list view
3. Filters
4. New task

Task detail, checklists and deadline concerns

Shown as devlead@enterprise.internal · /tasks



A task cannot be completed until its quality checklist is done. If a deadline is at risk, the assignee raises a Deadline concern with a proposed date; the creator or manager accepts or rejects it. Completed work can be reopened for revision by QA/PM.

On this screen

1. Status

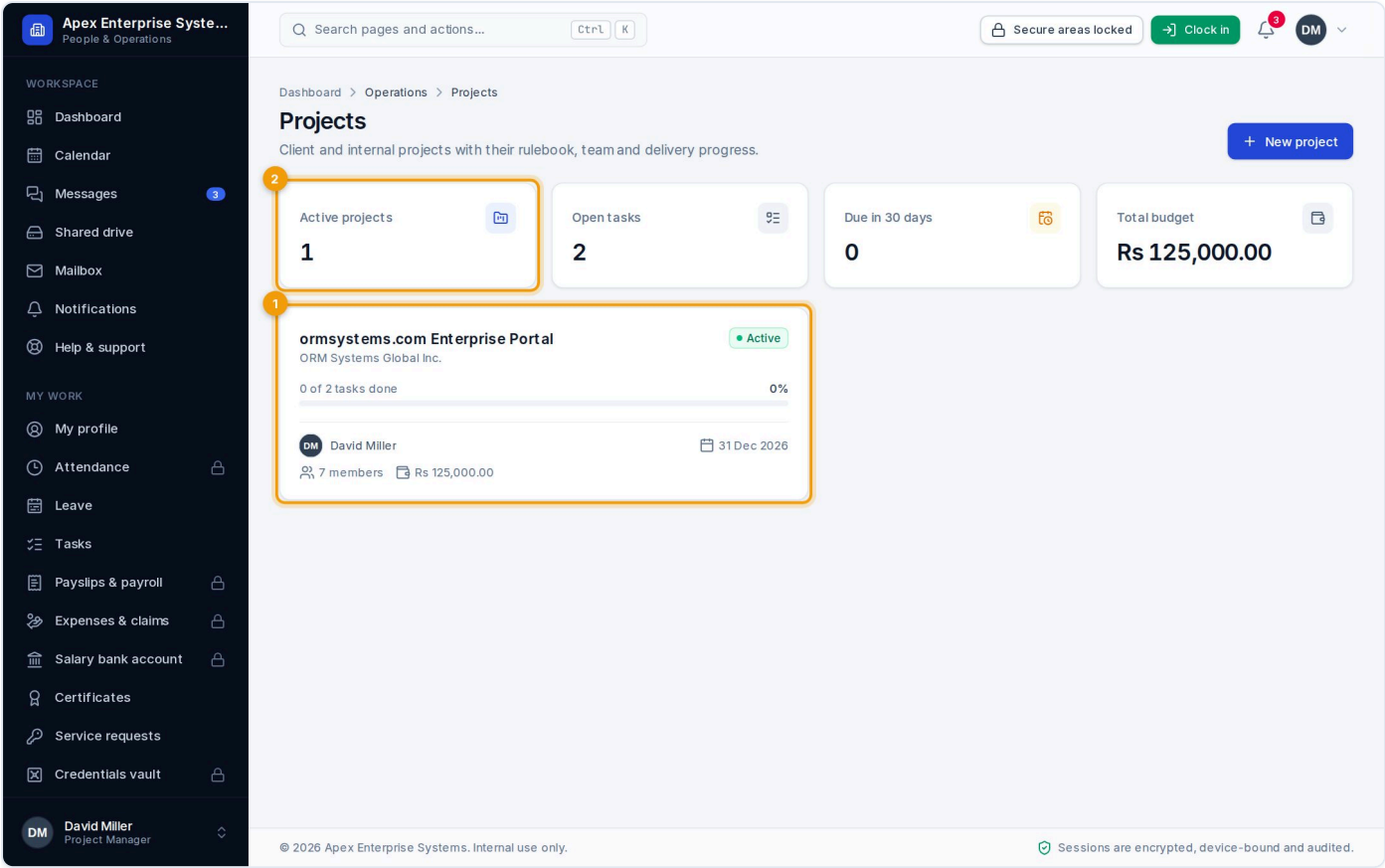
2. Quality gate

3. Comments & history

4. Assignee, manager, observers

Projects

Shown as devlead@enterprise.internal · /projects



Each project has a client, budget, deadline, team and a rulebook (definition of done). Progress bars come from completed tasks.

On this screen

1. Open a project
2. Portfolio KPIs

Payroll batches

Shown as hr@enterprise.internal · /payroll

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ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Unlocked · 14:58

→] Clock in

1

ER

Dashboard > My work > Payslips & payroll

2

Payslips & payroll

Payroll runs through HR audit, executive approval and accounts disbursement. Each payslip is calculated in the employee's payout currency.

1

Generate batch

3

My payslips

Month	Gross	Deductions	Net pay	Status	
October 2026	Rs 9,500.00	Rs 475.00	Rs 9,025.00	Hr Approved	Payslip

Payroll batches

1

HR audit

0 batch(es)

2

Executive approval

1 batch(es)

3

Accounts disbursal

0 batch(es)

Disbursed

0 batch(es)

Month	People	Gross	Deductions	Net (PKR)	Stage	Bank ref.	
October 2026	12	Rs 118,200.00	Rs 1,250.00	Rs 116,950.00	Awaiting executive approval	—	Open

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Sessions are encrypted, device-bound and audited.

Payroll runs in three stages: HR audit → Executive approval → Accounts disbursal. Each line is calculated in the employee's payout currency; totals are in the base currency (PKR). Generation is blocked until exchange rates exist for every payout currency.

How to

1. After the cut-off day HR presses Generate batch and picks the month.
2. HR reviews lines, waives deductions with a reason if justified, then Submit for approval.
3. The executive approves (or returns with notes).
4. Accounts records the bank reference — payslips are marked paid, employees notified and the ledger posted.

On this screen

1. Generate batch
2. Stage tracker
3. Your own payslips

Reviewing a payroll batch

Shown as hr@enterprise.internal · /payroll

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ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Dashboard > Payroll > 2026-10

Payroll · October 2026

12 employees · totals in PKR

Awaiting executive approval

1 HR audit

2 Executive approval

3 Accounts disbursal

4 Disbursed

Gross

Deductions

Net payable

Bank reference

Rs 118,200.00

Rs 1,250.00

Rs 116,950.00

Pending

2 Payslip lines

Employee	Gross	Bonus	Deficit	Tax	Net	H
Root Super Admin PKR · 0h short	Rs 15,000.00	—	—	Rs 750.00	Rs 14,250.00	
Alexander Vance PKR · 0h short	Rs 20,000.00	—	—	Rs 1,000.00	Rs 19,000.00	
Elena Rostova PKR · 0h short	Rs 9,500.00	—	—	Rs 475.00	Rs 9,025.00	
Marcus Wright PKR · 0h short	Rs 5,200.00	—	—	Rs 260.00	Rs 4,940.00	
Sophia Chen PKR · 0h short	Rs 11,000.00	—	—	Rs 550.00	Rs 10,450.00	
Tariq Mahmood PKR · 0h short	Rs 5,500.00	—	—	Rs 275.00	Rs 5,225.00	
David Miller						

3 Discussion

ER Elena Rostova · HR · 11 hours ago
October Payroll batch prepared and audited. Note: Hamza Khan had a minor 1.5hr deficit logged on Oct 3, but compensated with 2.5hrs overtime on Oct 4. I have activated the Full-Salary Check override with waiver justification. Forwarding to CEO for final sign-off.

AV Alexander Vance · CEO · 11 hours ago
Reviewing now. Hamza's weekend dedication on the deployment deserves the bonus as well. Looking forward to accounts processing once I execute the lock.

Add a comment...

Each line shows gross, bonus, attendance shortfall deduction, tax and net in the payout currency, with the FX rate when it is not PKR. The discussion panel keeps the HR ↔ executive ↔ accounts conversation with the batch.

On this screen

1. Stage

2. Lines in each payout currency

3. Discussion

Your payslip

Shown as dev@enterprise.internal · /payroll

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HK Hamza Khan
Employee

Q Search pages and actions...

CtrlK

Dashboard > Payroll > Oct 2026 > Payslip

Payslip

Hamza Khan · October 2026

Unlocked

Clock in

HK

Hr Approved

Print / save PDF

Apex Enterprise Systems (Pvt.) Ltd.
Floor 9, Corporate Tower, Blue Area, Islamabad

SALARY STATEMENT
October 2026
Paid in PKR

Employee
Hamza Khan

Employee ID
EMP-0008

Designation
Lead Fullstack Architect

Department
Engineering

Bank account
HSBC Premier *****1223

Payment reference
—

EARNINGS

Basic salaryRs 8,500.00

Approved bonusesRs 500.00

Gross earningsRs 9,000.00

DEDUCTIONS

Attendance shortfall (1.5 h)Rs 150.00

Income tax withheldRs 425.00

Total deductionsRs 575.00

NET PAY

Rs 8,575.00

Attendance deduction waived by HR: Deficit deduction waived by HR Head: Employee compensated hours during weekend deployment hotfix.

Computer-generated statement — no signature required.
Working hours recorded: 176 h. Keep this document confidential.

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Sessions are encrvpted, device-bound and audited.

Earnings, deductions and net pay in your payout currency, with the base-currency equivalent when they differ. Use Print / save PDF for a clean A4 copy.

On this screen

1. Earnings

2. Deductions

3. Net pay

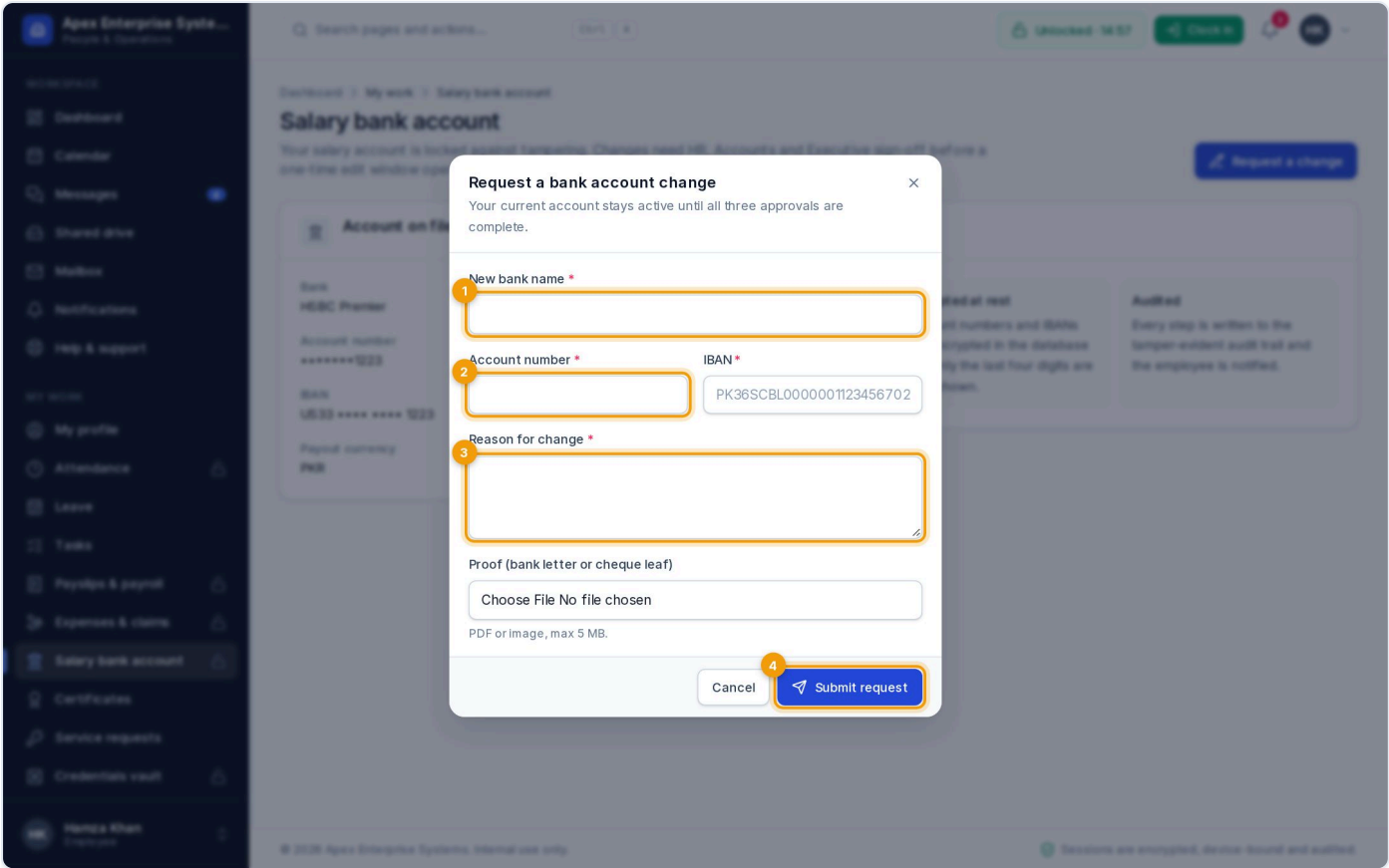
4. Print / PDF

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Changing your salary bank account

Shown as dev@enterprise.internal · /bank



Bank details are locked. A change needs HR, Accounts and Executive approval in that order; nobody can approve their own request. When all three approve, you re-enter exactly the approved account once and the record locks again. Numbers are encrypted and only the last four digits are shown.

On this screen

1.

New bank

2.

Account & IBAN

3.

Reason

4.

Submit for approval

Credentials vault

Shown as root@enterprise.internal · /vault

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Credentials vault

RS Root Super Admin
Root Super Admin

Q Search pages and actions...

CtrlK

Unlocked · 14:58

→ Clock in

RS

Dashboard > My work > Credentials vault

Vault & subscriptions

Encrypted shared credentials (AES-256-GCM) allocated per person, and every recurring SaaS cost in its billing currency.

Credentials you can open2

Monthly run-rate
Rs 1,395,125.00
£ 450.00 · \$ 4,400.00

Renewing in 14 days2

VAT recorded
£ 75.00
Per billing cycle

Credentials2

Subscriptions3

Top-up requests1

AWS Production Master Root
Server · Amazon Web Services Cloud Infrastructure

Username
sysadmin@enterprise.internal

Secret
Prod-Secret-AWS-KMS#99281!

URL
console.aws.amazon.com

Access

Hide in 29s

Preply Corporate Admin Account
SaaS · Preply Corporate Language Training

Username
people.preply@enterprise.internal

Secret
.....

URL
preply.com

Access

Reveal

Revealed secrets hide automatically after 30 seconds. Every reveal is logged with your IP address.

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Sessions are encrypted, device-bound and audited.

Shared logins are encrypted with AES-256-GCM. People only see credentials allocated to them; Reveal works after FPIN unlock, hides again after 30 seconds and is logged with your IP address. Administrators manage Access per credential.

On this screen

1. Revealed for 30 seconds

2. Reveal / hide

3. Who can open it

4. Store a credential

Signet · User Guide

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SaaS subscriptions and VAT

Shown as accounts@enterprise.internal · /vault#subscriptions

Add subscription

Service * Vendor

Category Account owner

Amount (excl. VAT) * **1** Billing currency Billing cycle

Next renewal * Seats

3 Payment method **4** Card brand **4** Card last 4 digits *

☒ Renews automatically ☐ **2** VAT charged (20%)
I tick only if the invoice shows VAT.

Notes

Cancel Save subscription

Every recurring tool with its billing currency, cycle, auto-renew, card brand and last four digits. VAT is only recorded for GBP billing and only when "VAT charged" is ticked (rate from settings, 20%). Renewals inside the reminder window are highlighted and notified.

On this screen

1. Billing currency
2. VAT checkbox (GBP only)
3. Payment method
4. Card last 4 digits

Currencies & payouts

Shown as accounts@enterprise.internal · /admin/currency

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SC Sophia Chen
Head of Accounts

Q Search pages and actions...
Ctrl K

Unlocked · 14:58

Clock in

SC

Dashboard > Finance > Currencies & payouts

Currencies & payouts

Choose which currency each person is paid in. Payroll converts everything back to PKR using the rate effective on the payroll date.

PKR payouts
11 people
Rs 89,200.00 gross / month

GBP payouts
2 people
£ 25,000.00 gross / month

USD payouts
2 people
\$ 26,000.00 gross / month

EUR payouts
0 people
Nobody assigned

Employee payout currency

Change one person inline, or tick several and assign in bulk.

Search name or employee ID... All currenc All department: Filter

2 selected PKR Assign currency Clear

Employee	Department	Gross salary	Paid in
☒ Alexander Vance EMP-0002	Executive	\$ 20,000.00	USD
☒ Aria Montgomery EMP-0010	UI/UX Design	£ 7,000.00	GBP
☐ Chloe Bennett EMP-0082	Marketing	Rs 2,000.00	PKR
☐ Chloe Dubois EMP-0011	SEO & Marketing	Rs 6,500.00	PKR
☐ David Miller	Engineering	Rs 12,500.00	PKR

Rates to PKR

Latest effective rate per currency.

1 PKR	Base currency
1 GBP	362.5 PKR
1 USD	280 PKR
1 EUR	302.75 PKR

Currency catalogue

Rs	PKR · Pakistani Rupee	11 assigned · 2 decimals	Base	
£	GBP · British Pound Sterling	2 assigned · 2 decimals		
\$	USD · US Dollar	2 assigned · 2 decimals		
€	EUR · Euro	0 assigned · 2 decimals		

Decide who is paid in PKR, GBP, USD or EUR. Change one person inline or tick several and Assign currency in bulk. Record exchange rates by effective date — payroll uses the latest rate on or before its date and stores it on each payslip.

On this screen

- 1. Payout currency per person
- 2. Current rates
- 3. Record exchange rate
- 4. People per currency

General ledger

Shown as accounts@enterprise.internal · /admin/ledger

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SC Sophia Chen
Head of Accounts

Q Search pages and actions...

CtrlK

Unlocked · 14:59

Clock in

Dashboard > Finance > General ledger

General ledger

Double-entry journal in PKR. Payroll disbursements post here automatically.

Total posted

Rs 133,420.00

All journal types

Entries

4

All

Leave Encashment

Salary Advance

Salary Disbursement

Tax Deduction

Reference

Date

Type

Employee

Debit

Credit

LED-2026-10-004
Relocation emergency advance for Julian ...

25 Oct 2026

Salary Advance

Julian Alvarez

Employee Short-Term Advances Receivable

Company Pet

LED-2026-10-003
5 encashed annual leaves disbursed to Pri...

23 Oct 2026

Leave Encashment

—

Leave Encashment Benefit Expense

Direct Employ

LED-2026-10-002
Statutory income tax and payroll deductio...

02 Oct 2026

Tax Deduction

—

Employee Withholding Tax Reserve

Federal & Sta

LED-2026-10-001
Automated salary disbursement for October 2...

02 Oct 2026

Salary Disbursement

—

Corporate Payroll Expense

JPMorgan Ch

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Sessions are encrypted, device-bound and audited.

Double-entry journal in the base currency. Payroll disbursements post automatically; finance posts manual journals with FPIN. Entries are never edited — mistakes are corrected with an adjusting entry.

On this screen

1. Post journal

2. Journal entries

Promotions and increments

Shown as hr@enterprise.internal · /promotions

Apex Enterprise Syste...
People & Operations

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Certificates

Service requests

Credentials vault

ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Unlocked · 14:58

Clock in

Dashboard > People > Promotions & increments

Promotions & increments

Every compensation change follows the approval route (manager → HR → executive) and is applied on its effective date.

In approval1

Approved, not yet effective0

Applied1

Average increment12.0%

2

Employee	Change	Designation	Salary	Effective	Status	Proposed by
AM Aria Montgomery UI/UX Design	Salary increment	Lead UI/UX & Product Design Specialist → Lead UI/UX & Product Design Specialist	£ 7,000.00 +12.00%	01 Aug 2026	Applied	David Miller
HR Hamza Khan Engineering	Promotion	Lead Fullstack Architect → Principal Software Engineer	Rs 10,030.00 +18.00%	01 Nov 2026	Pending approval HR review	David Miller

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Sessions are encrypted, device-bound and audited.

Managers and HR propose promotions, increments, transfers and confirmations. They pass line manager → HR → executive approval and apply automatically on the effective date.

- On this screen
1. Propose change

2. History and approval stage

Certificates

Shown as hr@enterprise.internal · /certificates

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Credentials vault

ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Unlocked · 14:56

Clock in

3

ER

Dashboard > My work > Certificates

Certificates

Issue (allocate) letters and certificates to one or many employees. Each one carries a serial number and a public verification link.

Q Search by employee

Search

1

Templates

+ Issue certificate

2

Serial	Certificate	Employee	Issued	Issued by	Status	
CERT-2026-000001	Experience letter	Hamza Khan	27 Oct 2026	Elena Rostova	Issued	View Revoke
CERT-2026-000002	Training completion	Aria Montgomery	27 Oct 2026	Elena Rostova	Issued	View Revoke
CERT-2026-000003	Training completion	Chloe Dubois	27 Oct 2026	Elena Rostova	Issued	View Revoke

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Sessions are encrypted, device-bound and audited.

Issue experience letters, employment verifications, training and appreciation certificates to one person or many. Each has a serial number, a digital signature and a QR code anyone can scan to verify it.

On this screen

1. Issue certificate

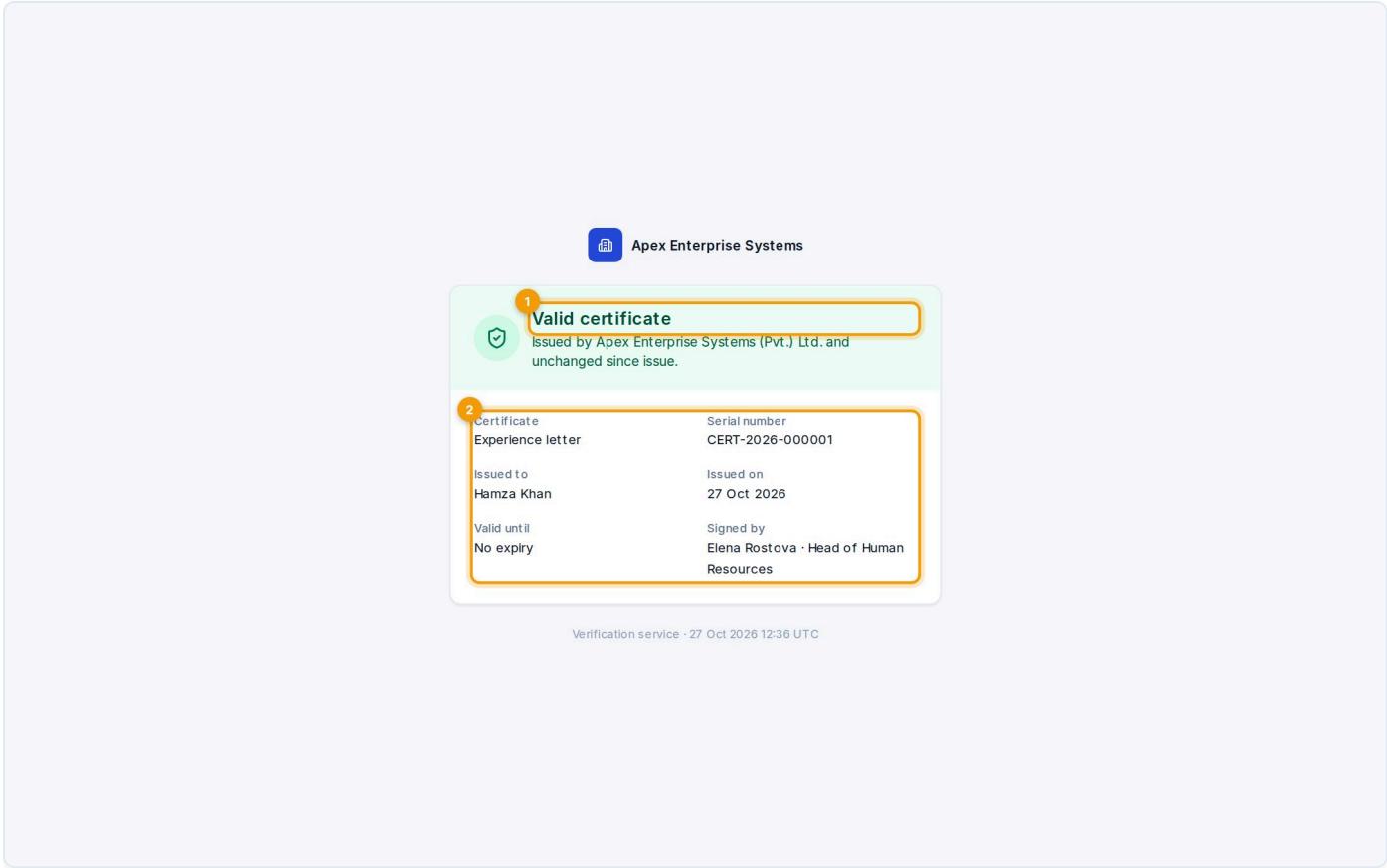
2. Issued certificates

Signet · User Guide

25 / 60

Public certificate verification

Shown as not signed in · /certificates



The QR code on every certificate opens this public page. It confirms the certificate is genuine, shows if it was revoked, and reveals nothing else about the employee.

On this screen

1. Verification result
2. Certificate details

People directory

Shown as hr@enterprise.internal · /employees

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Credentials vault

ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Unlocked · 14:52

Clock in

3

ER

Dashboard > People > Directory

People

15 people across the organisation.

Org chartOnboard

1Q Search name, email, title or ID...

2

All departmentsCurrent staffQ Search

AVAlexander Vance
Chief Executive Officer
Executive · EMP-0002
Chief Executive

AMAria Montgomery
Lead UI/UX & Product Design Specialist
UI/UX Design · EMP-0010
EmployeeReports to David Miller

CBChloe Bennett
Digital Growth Intern
Marketing · EMP-0082
EmployeeReports to Alexander Vance

CDChloe Dubois
Growth, SEO & Content Strategist
SEO & Marketing · EMP-0011
EmployeeReports to David Miller

DMDavid Miller
VP of Engineering & Project Director
Engineering · EMP-0007
Project ManagerReports to Alexander Vance

ERElena Rostova
VP of People & Culture
Human Resources · EMP-0003
Head of HRReports to Alexander Vance

HKHamza Khan
Lead Fullstack Architect
Engineering · EMP-0008
EmployeeReports to David Miller

JAJulian Alvarez
Associate Backend Engineer
Engineering · EMP-0080
Employee

LOLiam O'Connor
DevOps & Cloud Infrastructure Lead
DevOps · EMP-0009
IT AdministratorReports to David Miller

MWMarcus Wright
Senior HR Operations Specialist
Human Resources · EMP-0004
HR ExecutiveReports to Elena Rostova

RSRoot Super Admin
Principal Enterprise Architect
Executive · EMP-0001
Root Super Admin

SCSophia Chen
Chief Financial Controller
Accounts & Finance · EMP-0005
Head of AccountsReports to Alexander Vance

TMTariq Mahmood
Senior Payroll & Disbursements Officer
Accounts & Finance · EMP-0006

VSVictor Sterling
Principal Board Advisor & Technical Fellow
Executive · EMP-0012

ZMZoya Malik
Senior Automation QA Consultant
Engineering · EMP-0081

Search by name, email, title or employee ID; filter by department or status. Managers see their reporting line; HR sees everyone.

On this screen

1. Search

2. Open a profile

3. Org chart

Signet · User Guide

27 / 60

Employee profile

Shown as hr@enterprise.internal · /employees/8

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Credentials vault

ER Elena Rostova
Head of HR

Q Search pages and actions...

CtrlK

Unlocked · 14:50

Clock in

3

ER

Dashboard > People > Hamza Khan

Hamza Khan

2ID card

3Propose change

4Issue notice

1

Overview

Compensation

Documents

Assets

Work

Conduct

Employment

Employee ID
EMP-0008

Department
Engineering

Designation
Lead Fullstack Architect

Employment type
Full Time

Joining date
01 Apr 2023

Work mode
Hybrid

Direct reports
—

Notice period
—

Personal

Date of birth
15 Oct 1995

Gender
—

Blood group
O+

Nationality
—

City
—

Emergency contact
Zayd Khan · +1 555-0601

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Sessions are encrypted, device-bound and audited.

Overview, compensation (FPIN), documents (private, downloads logged), assets, work and conduct in one place. Actions: ID card, propose change, issue notice, manage access.

- On this screen
1. Profile sections

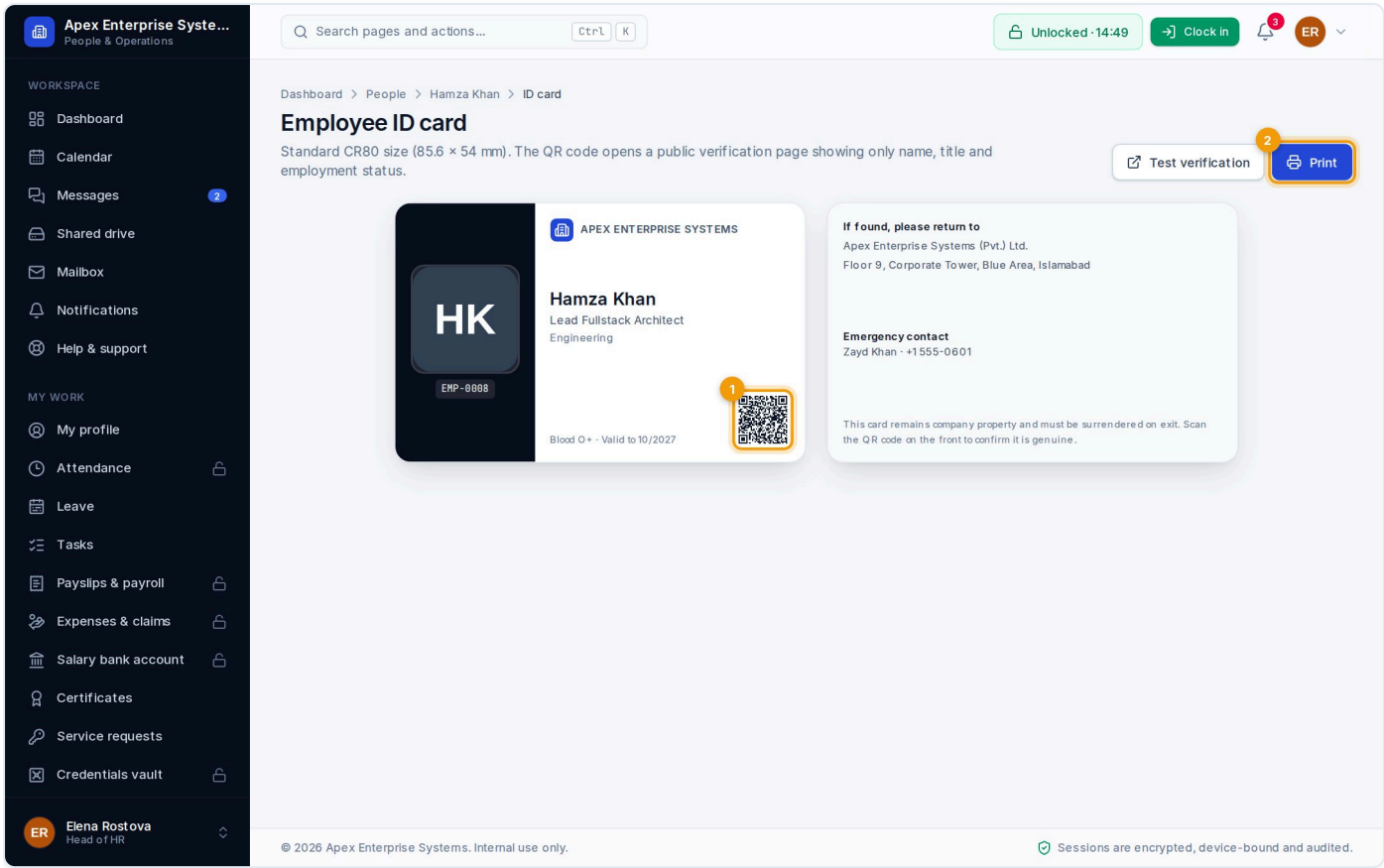
2. ID card

3. Promotion / increment

4. Conduct notice

Employee ID card

Shown as hr@enterprise.internal · /employees/8/id-card



Standard CR80 card ready to print. The QR code links to a public page that confirms the person is a current employee — without exposing contact details.

On this screen

1. Verification QR

2. Print

Onboarding

Shown as hr@enterprise.internal · /onboarding

New onboarding requisition

Roles you can assign are limited to those below your own level.

1. From candidate (optional)
— None —

First name *
Last name *

Personal email *
Phone

Department
Accounts & Finance

Designation *

2. Access role
Employee

Reports to
—

Work mode
On-site

3. Gross monthly salary (PKR) *

4. Cancel Submit requisition

HR raises a requisition (optionally from a candidate) → IT provisions email and tools → an executive approves → HR finalises, which creates the account with a one-time password. New hires change the password and create an FPIN at first sign-in.

On this screen

1. Prefill from a candidate
2. Access role (below your level)
3. Salary
4. Submit

Offboarding and clearance

Shown as hr@enterprise.internal · /offboarding

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ER Elena Rostova
Head of HR

Q Search pages and actions...CtrlK

UnlockedClock in

Dashboard > Offboarding > Marcus Wright

Marcus Wright
Senior HR Operations Specialist · last working day 11 Nov 2026

Serving Notice

Days remaining15
Resigned 12 Oct 2026

1Clearance gates3 / 4

Handover items2 / 3

SuccessorElena Rostova

Clearance gates
All four must be signed before the relieving certificate is issued. Nobody can sign their own clearance.

IT clearance
Equipment returned, access revoked
Signed

HR clearance
Exit interview, documents, ID card
Signed

3Accounts clearance
Advances, loans and final settlement

Department clearance
Work handed over to the successor
Signed

2Handover checklist

Item	Category	Successor	Due
Transfer Enterprise ATS Master Credentials Export active hiring pipelines, applicant CSV archives, and hand...	Credentials	Elena Rostova	30 Oct
Return Assigned MacBook Pro & Physical Smart Card Wipe corporate data, return Apple M3 Pro laptop, YubiKey, and ...	Ongoing tasks	—	03 Nov
Final Accounts & Travel Advance Reconciliation Submit petty cash receipts and resolve \$150 travel reimburse...	Documentation	Sophia Chen	08 Nov

Final settlement
Estimated from salary, tenure and unused leave.

Last month salary	Rs 5,200.00
Gratuity	Rs 2,450.00
Leave encashment	Rs 1,280.00
Total	Rs 3,730.00

Notice

Reason
Relocating to Europe for postgraduate studies.

Handover notes
Transferred all candidate folders, ATS access, and biometric enrollments to HR Head.

Notice period, handover checklist, settlement estimate and four clearance gates (IT, HR, Accounts, Department). Nobody signs their own gate. When all are signed the account closes and the relieving certificate is issued.

On this screen

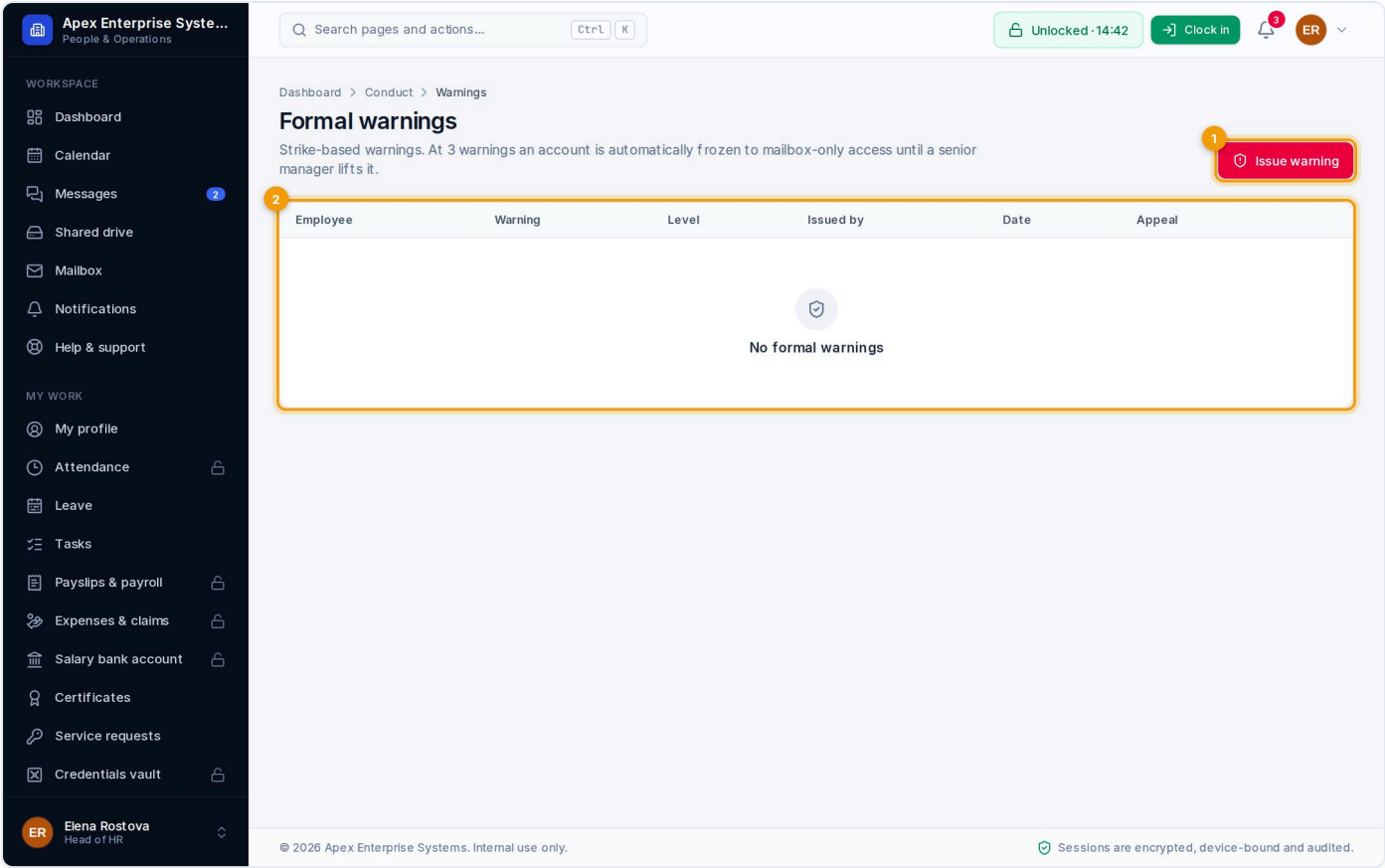
1. Four clearance gates

2. Handover items

3. Settlement estimate

Conduct, PIPs and warnings

Shown as hr@enterprise.internal · /warning

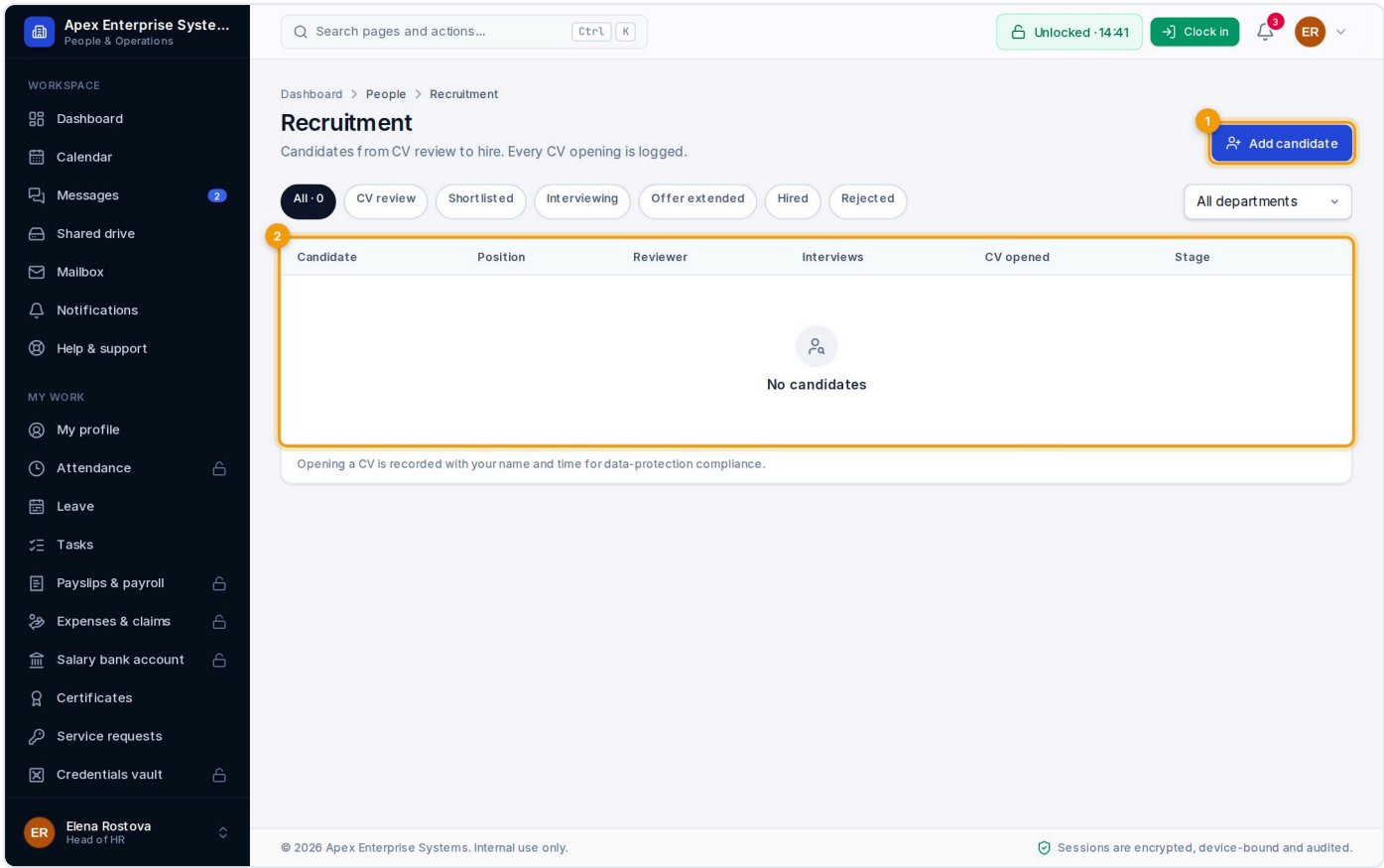


Formal strike warnings. Reaching the threshold (3 by default) — or an emergency freeze — restricts the account to the mailbox until HR or the manager lifts it; the employee then submits a justification.

- On this screen
- 1. Issue warning
 - 2. Warnings and appeals

Recruitment

Shown as hr@enterprise.internal · /recruitment



Candidates by stage, private CVs (every opening is logged), interview scheduling and handover into onboarding.

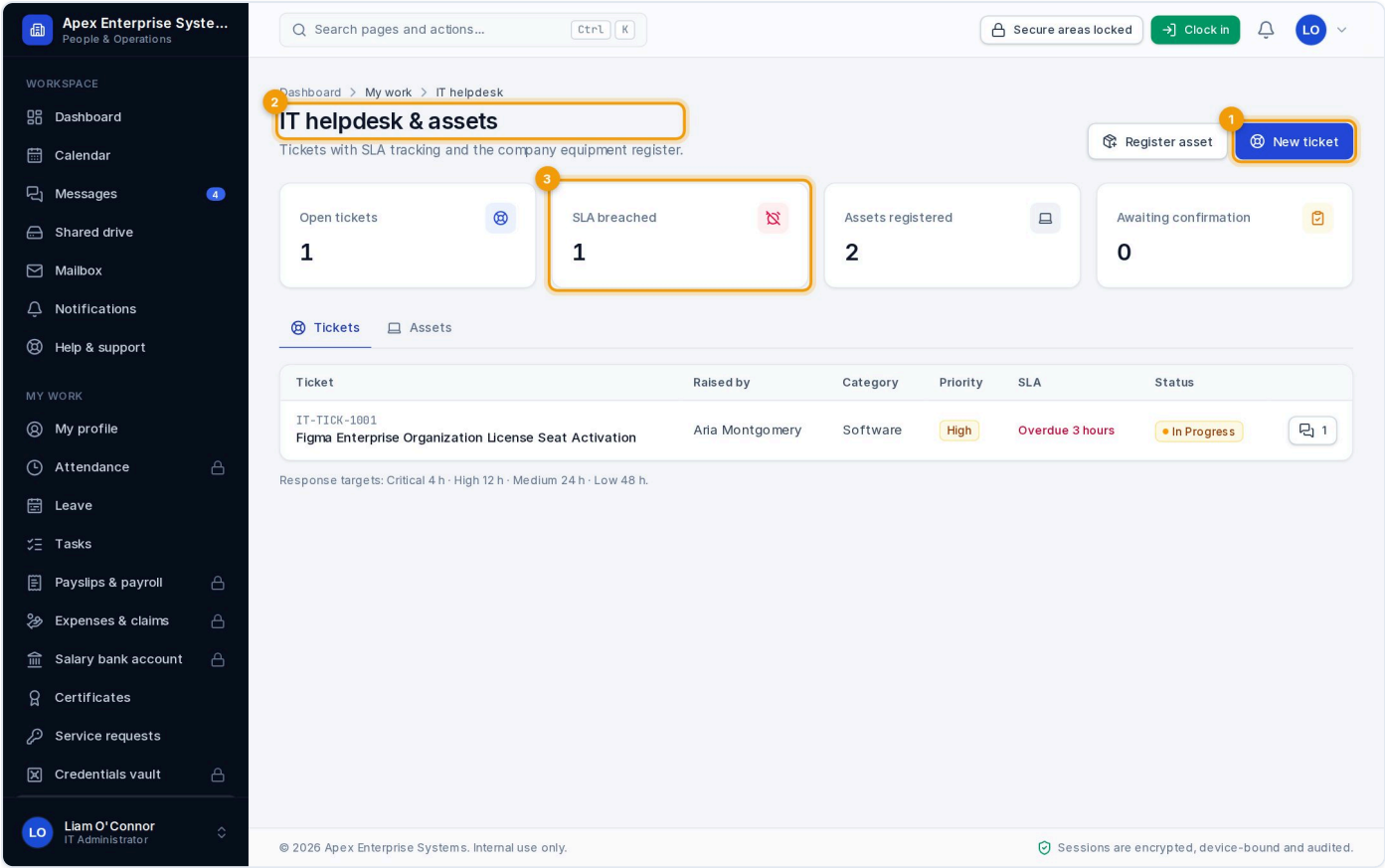
- On this screen
1.

Add candidate
2.

Pipeline

IT helpdesk and assets

Shown as devops@enterprise.internal · /it



Tickets get a number and an SLA by priority (critical 4 h ... low 48 h).
Equipment issued to someone must be confirmed by them;
discrepancies go straight back to IT.

On this screen

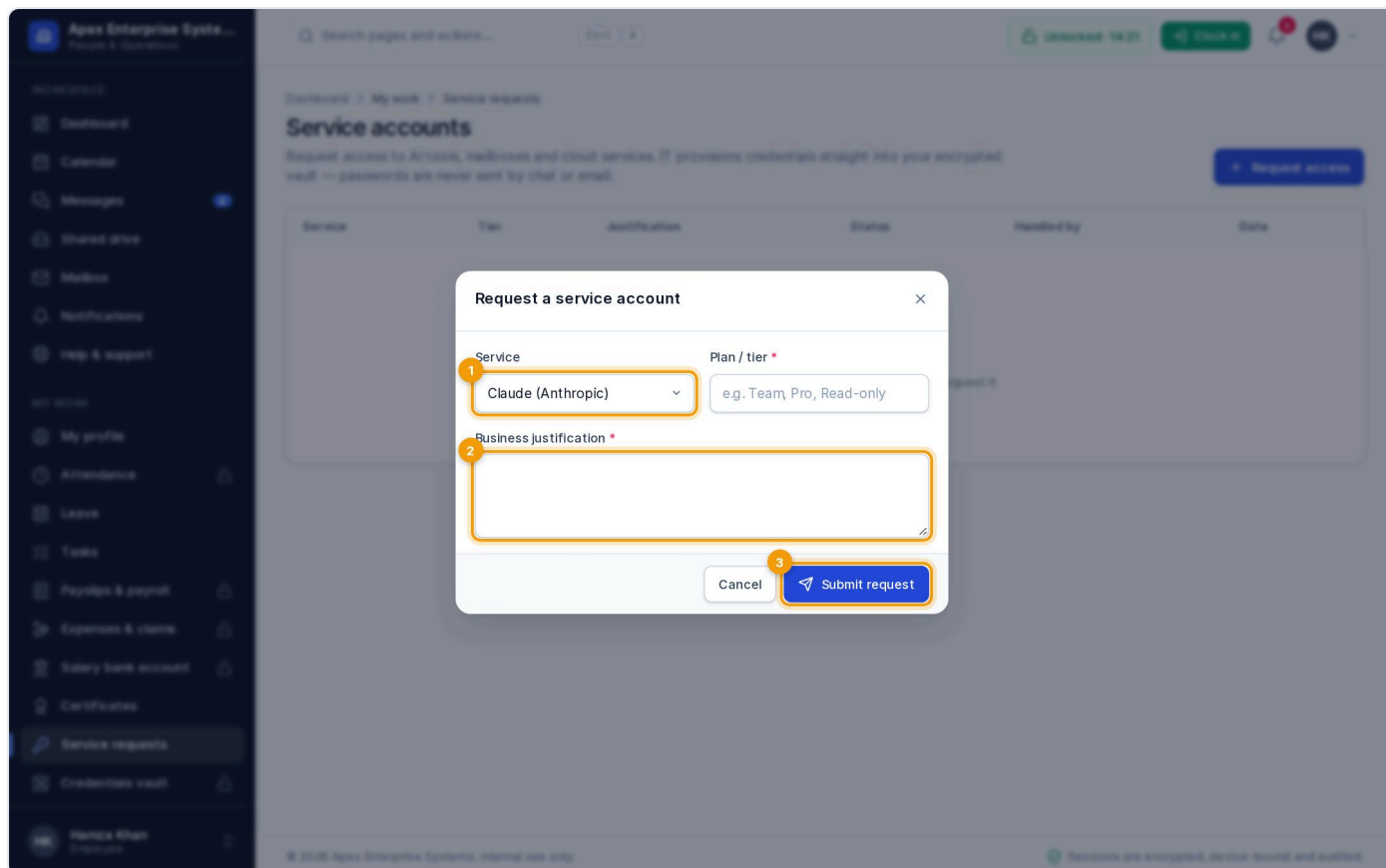
1. New ticket

2. Asset register

3. SLA breaches

Service account requests

Shown as dev@enterprise.internal · /services



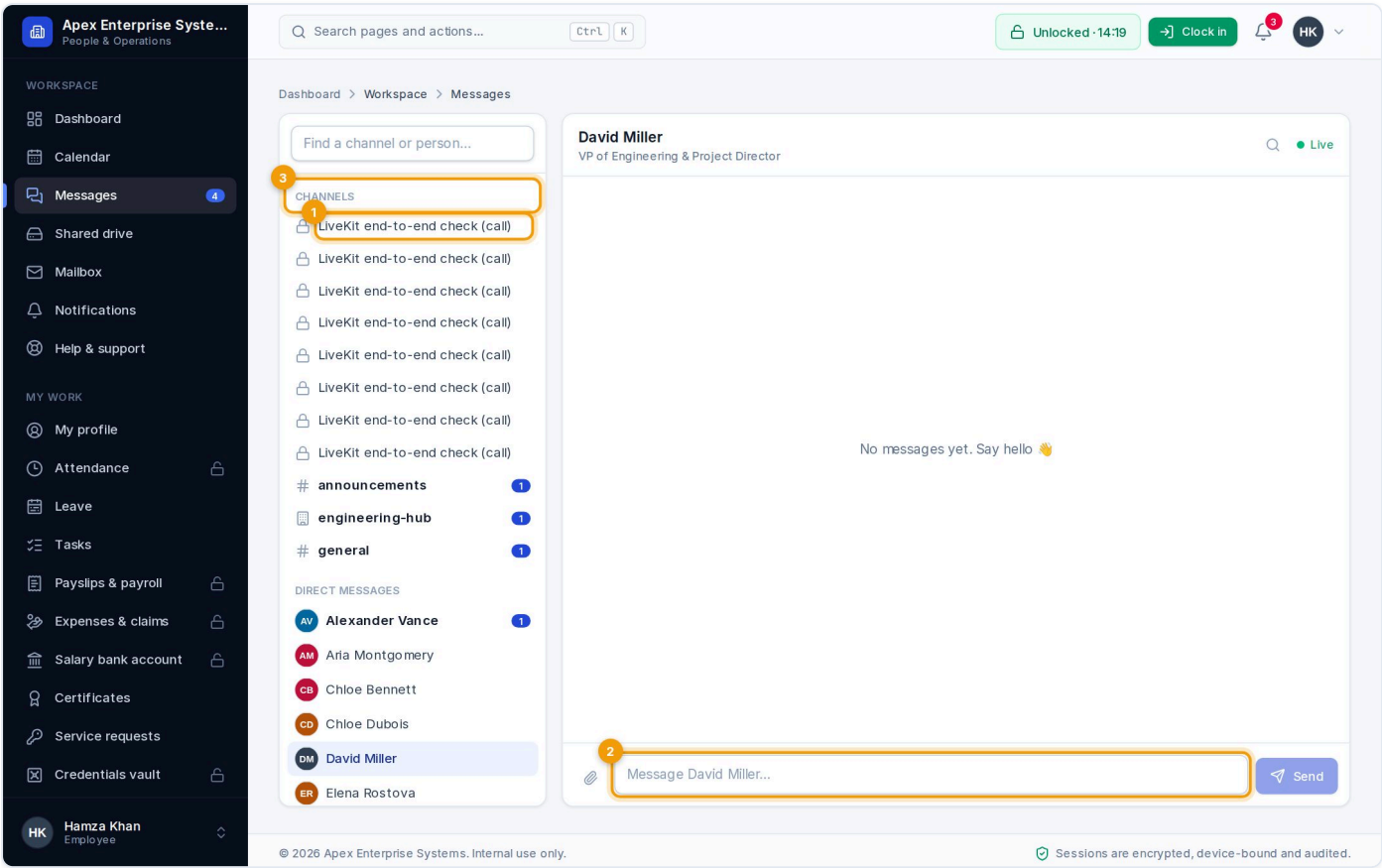
Ask for Claude, Workspace, AWS, GitHub and other accounts. IT provisions them straight into your vault — passwords never travel by chat or email.

On this screen

1. Service
2. Justification
3. Submit

Team chat

Shown as dev@enterprise.internal · /chat?user_id=7

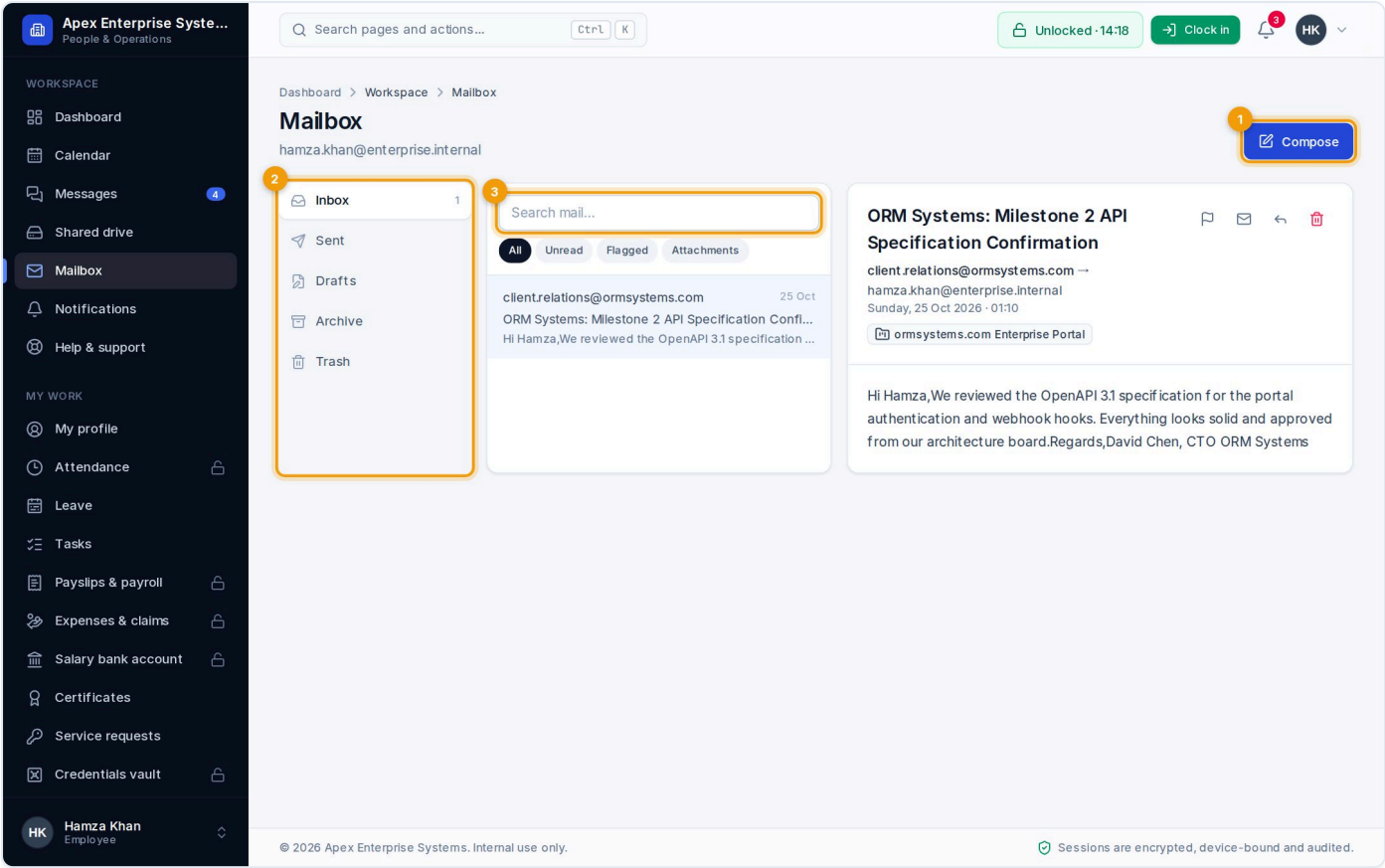


Channels and direct messages delivered instantly over a secure WebSocket ("Live"). If the connection drops the page falls back to polling automatically.

- On this screen
- 1. Live connection
 - 2. Type and press Enter
 - 3. Channels and people

Mailbox

Shown as dev@enterprise.internal · /mailbox



Folders, search, filters, flags, attachments with safe preview, and links to projects or tasks. Managers can place a retention hold so messages cannot be deleted.

- On this screen
1.

Compose
2.

Folders
3.

Search

Company calendar

Shown as dev@enterprise.internal · /calendar

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HK Hamza Khan
Employee

Q Search pages and actions...

CtrlK

Unlocked · 14:16

Clock in

HK

Dashboard > Workspace > Calendar

Company calendar

Meetings, public holidays, approved leave, birthdays and work anniversaries in one place.

Meeting Holiday Leave Birthday Anniversary

<>Today

October 2026

MonthWeekList

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

4:30 a Daily Eng

9 a Female Leac

10 a Male Ment

11 a Q4 Executiv

Company Founda

Hamza Khan's birt

Elena Rostova's b

Upcoming holidays

NOV 09

Iqbal Day

Monday · Public

DEC 25

Quaid-e-Azam Day

Friday · Public

Birthdays in the next 30 days

RS

Root Super Admin

Principal Enterprise Architect

20 Nov

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Sessions are encrypted, device-bound and audited.

Meetings, public holidays, approved leave, birthdays and work anniversaries. Click an event for details and the meeting link.

On this screen

1. Month / week / list

2. Upcoming holidays

3. Birthdays

Sales pipeline

Shown as root@enterprise.internal · /crm

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RS Root Super Admin
Root Super Admin

Q Search pages and actions...

CtrlK

Unlocked · 14:20

Clock in

RS

Dashboard > Operations > Sales pipeline

Sales pipeline

Track leads from first contact to signed deal. Drag a card to move it between stages.

Open pipeline
Rs 0.00

Won
Rs 250,000.00

Open leads
0

Win rate
100%

New lead
0

Qualified
0

Proposal sent
0

Negotiation
0

Won
250,000
1

FinTech Sovereign ...
Apex Financial Holdin...
Rs 250,000.00
Alexander Van... refer...

Lost
0

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Sessions are encrypted, device-bound and audited.

Drag leads between stages; stage totals and win rate update instantly.

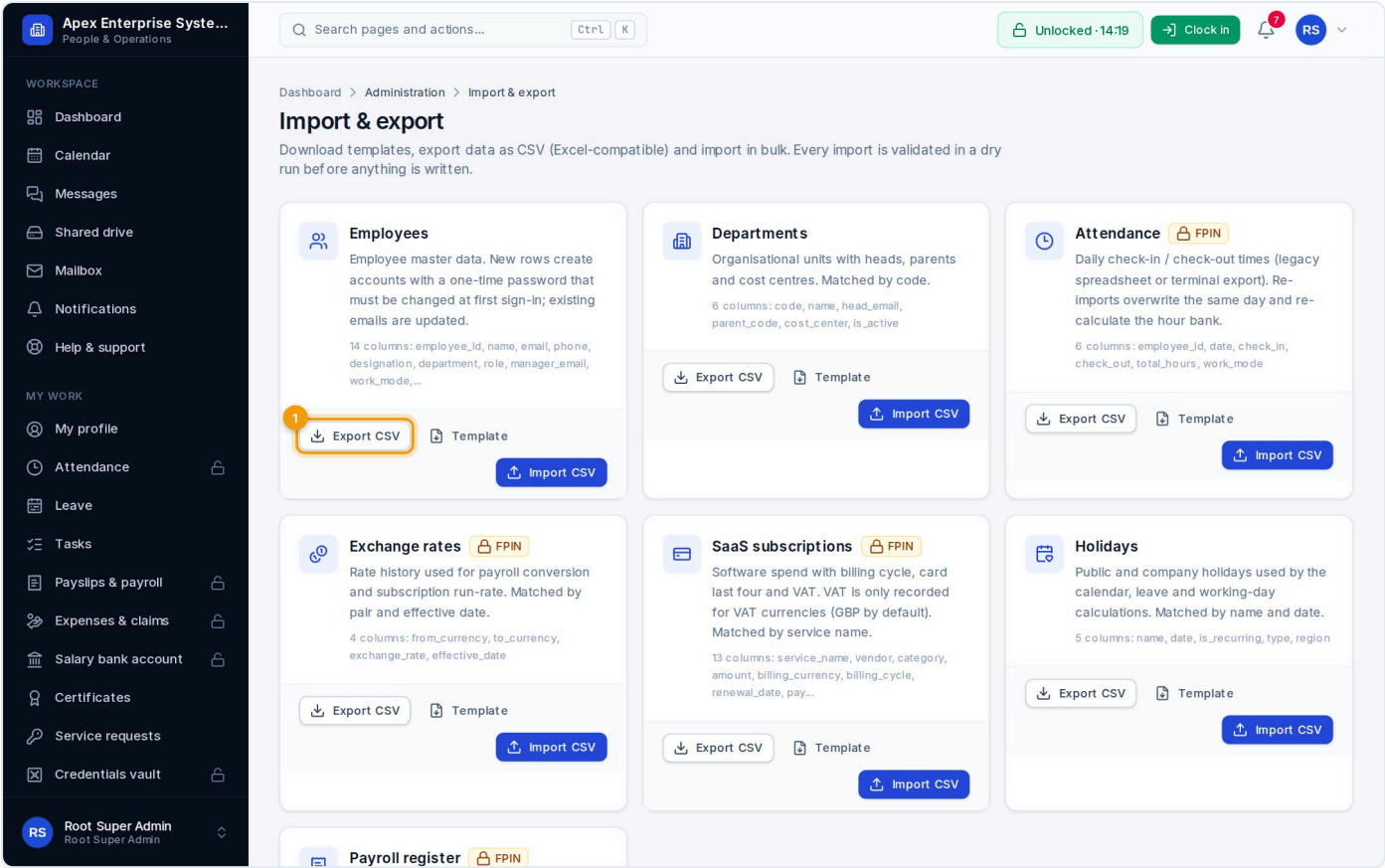
On this screen

1. Drag to change stage

2. Add lead

Import & export

Shown as root@enterprise.internal · /data-transfers



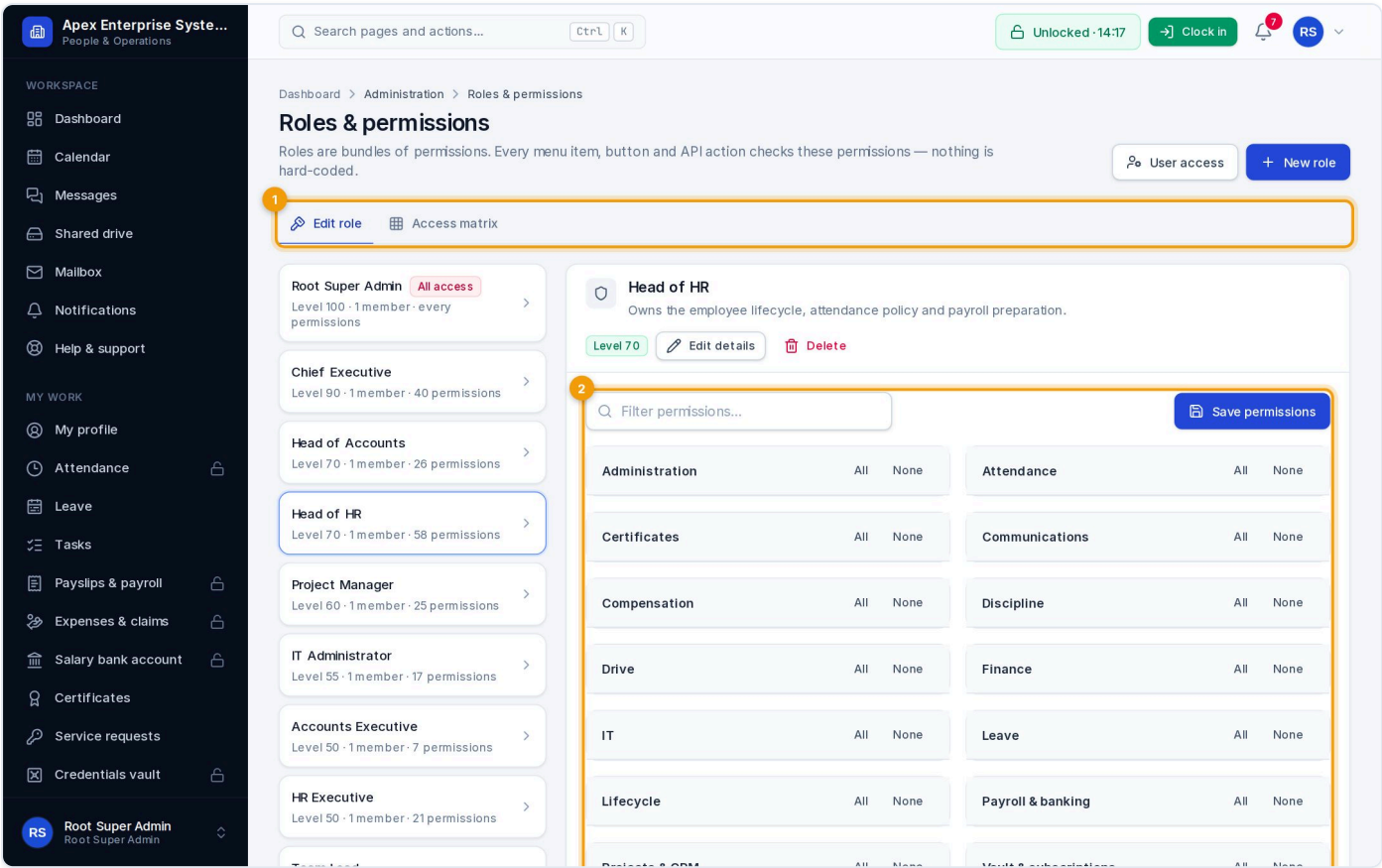
Download a template, upload a CSV, review the dry-run (nothing is written yet), then import the valid rows. Exports are protected against spreadsheet formula injection and audited.

On this screen

1. Export
2. Template
3. Run history

Roles & permissions

Shown as root@enterprise.internal · /admin/roles?role=3



Every capability is a permission stored in the database (95 in 14 modules). Roles are bundles with a level; admins edit the matrix without code changes. Padlocks mark permissions that also need the FPIN.

On this screen

1.

Edit role / access matrix

2.

Permissions by module

User access

Shown as root@enterprise.internal · /admin/access/8

Apex Enterprise Syste...
People & Operations

Meetings & calls

Call recordings

Sales pipeline

Biometric terminals

FINANCE

General ledger

Currencies & payouts

ADMINISTRATION

Security desk

Roles & permissions

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Workflows

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API tokens

Import & export

Audit trail

RS

Root Super Admin

Root Super Admin

Q Search pages and actions...

Ctrl K

Dashboard > Useraccess > Hamza Khan

Hamza Khan

Lead Fullstack Architect · Engineering

Impersonate

Profile

Roles

Effective permissions are the union of all assigned roles plus the overrides below.

☐ Root Super Admin
Level 100 · unrestricted

☐ Chief Executive
Level 90

☐ Head of HR
Level 70

☐ Head of Accounts
Level 70

☐ Project Manager
Level 60

☐ IT Administrator
Level 55

☐ Accounts Executive
Level 50

☐ HR Executive
Level 50

☐ Team Lead
Level 40

☒ Employee
Level 10

Account

Employment status

Active

☐ Exempt from attendance quota
Deficit hours are not deducted in payroll (executives, fellows).

Suspended and exited accounts are signed out immediately.

Security state

Last sign-in
27 Oct 2026, 12:35 from 2.24.46.227

Password changed
Not since account creation

FPIN
Set 1 minute ago

Issue temporary password

Reset FPIN

Active sessions

Mozilla/5.0 (X11; Linux x86_64) AppleWebKit/537.36...
2.24.46.227 · 6 seconds ago

Mozilla/5.0 (X11; Linux x86_64) AppleWebKit/537.36...
2.24.46.227 · 9 minutes ago

Mozilla/5.0 (X11; Linux x86_64) AppleWebKit/537.36...
2.24.46.227 · 9 minutes ago

Mozilla/5.0 (X11; Linux x86_64) AppleWebKit/537.36...
2.24.46.227 · 13 minutes ago

End #1

End #2

End #3

Assign roles, grant or deny single permissions temporarily (with expiry and reason), see sessions, unlock accounts, issue a one-time password or reset the FPIN.

On this screen

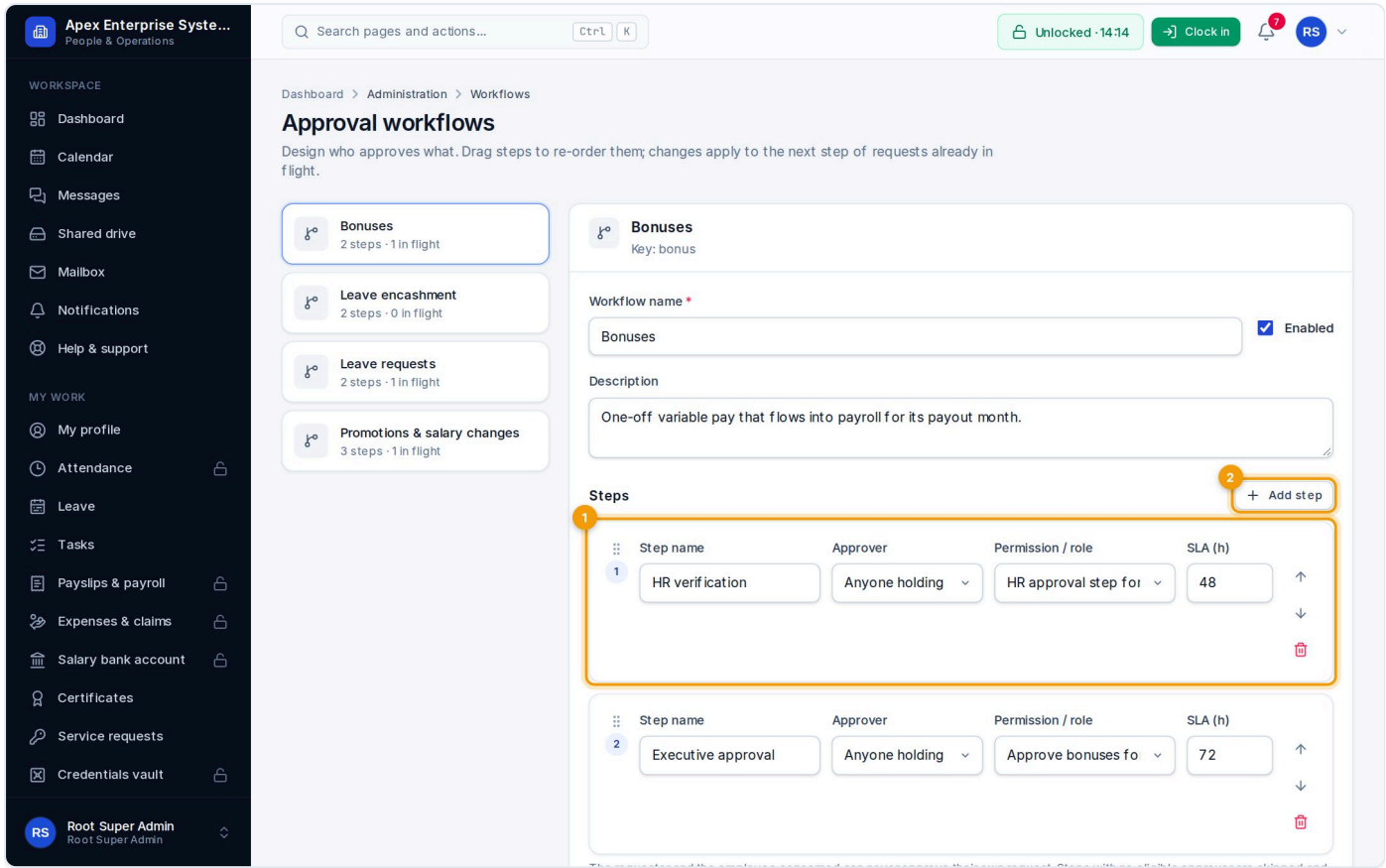
1. Roles

2. Unlock / temporary password / FPIN reset

3. Sessions

Approval workflow designer

Shown as root@enterprise.internal · /admin/workflows



Drag steps to re-order them, choose who approves each step (line manager, department head, a permission or a role) and set an SLA. Changes apply from the next step of requests already in progress.

On this screen

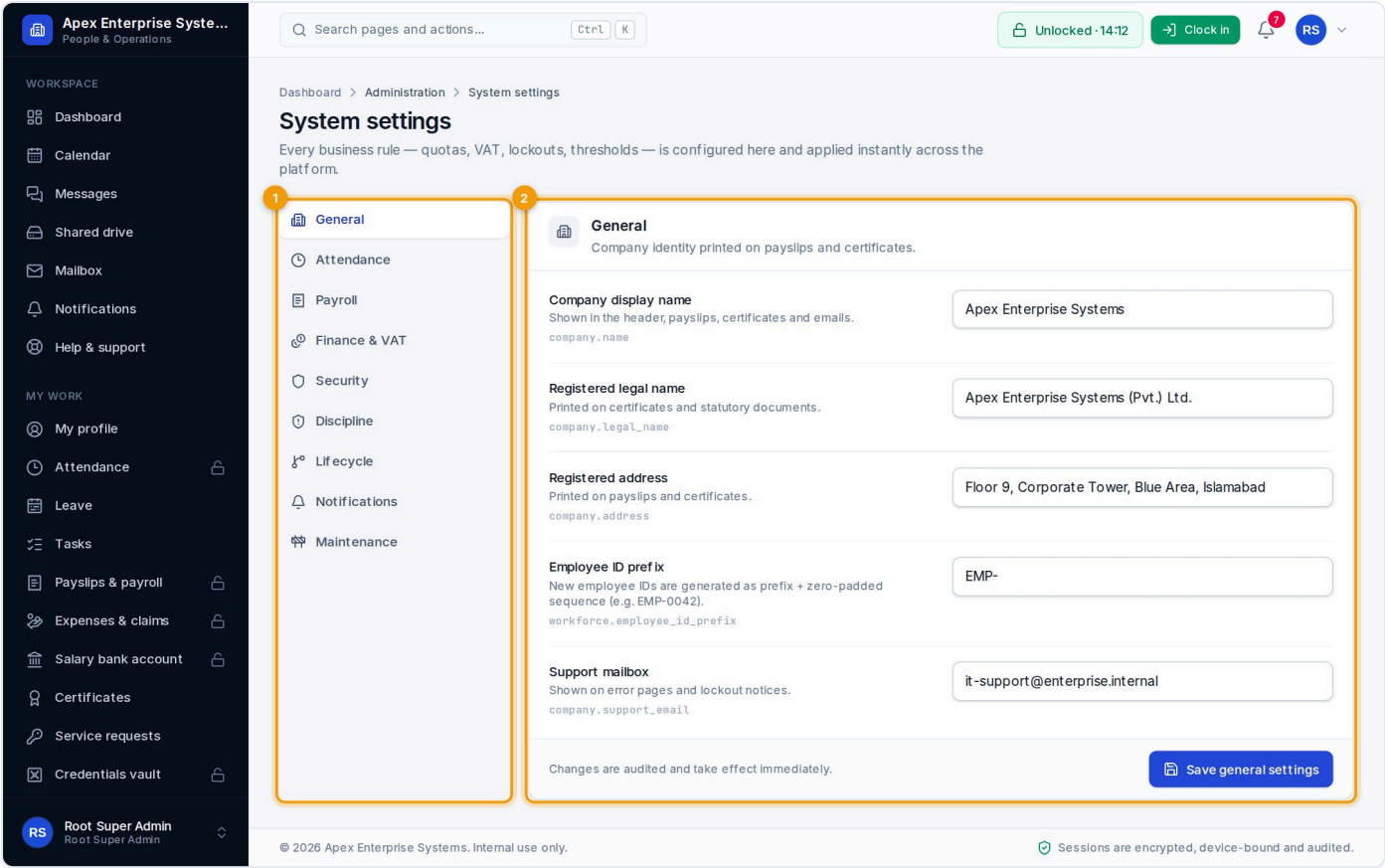
1. Drag to re-order

2. Add step

3. Save

System settings

Shown as root@enterprise.internal · /admin/settings



Company details, attendance targets, payroll tax and cut-off, VAT rate and VAT currencies, FPIN timings, lockout policy, discipline threshold, notifications and maintenance — all editable without a deployment.

On this screen

1. Setting groups

2. Typed values

Security desk

Shown as root@enterprise.internal · /admin/security

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RS Root Super Admin
Root Super Admin

Q Search pages and actions...

CtrlK

Unlocked · 14:10

Clock in

RS

Dashboard > Administration > Security desk

Security desk

Live sessions, lockouts, audited impersonation, maintenance mode and company-wide announcements.

1Active sessions22

Locked accounts0

Pending impersonation0

Maintenance modeOff

Active sessions

Sessions are bound to the browser that created them and expire after inactivity.

User	Device	IP address	Last active
Root Super Admin	Chrome	2.24.46.227	1 second ago
Hamza Khan	Chrome	2.24.46.227	11 seconds ago
Liam O'Connor	Chrome	2.24.46.227	19 seconds ago
Elena Rostova	Chrome	2.24.46.227	21 seconds ago
Guest	Chrome	2.24.46.227	34 seconds ago
Sophia Chen	Chrome	2.24.46.227	40 seconds ago
David Miller	Chrome	2.24.46.227	1 minute ago
Guest	Chrome	205.164.151.57	2 minutes ago
Guest	Chrome	2.24.46.227	5 minutes ago

Locked accounts

Locked after repeated failed passwords or PINs.

No locked accounts

Maintenance mode

Close the portal for everyone except administrators.

Message shown to users

Scheduled system upgrade in progress. We will be back shortly.

Enable maintenance

Live sessions (end one or everyone), impersonation with a written reason (silent or freeze), locked accounts, maintenance mode and company announcements.

On this screen

1. Sessions

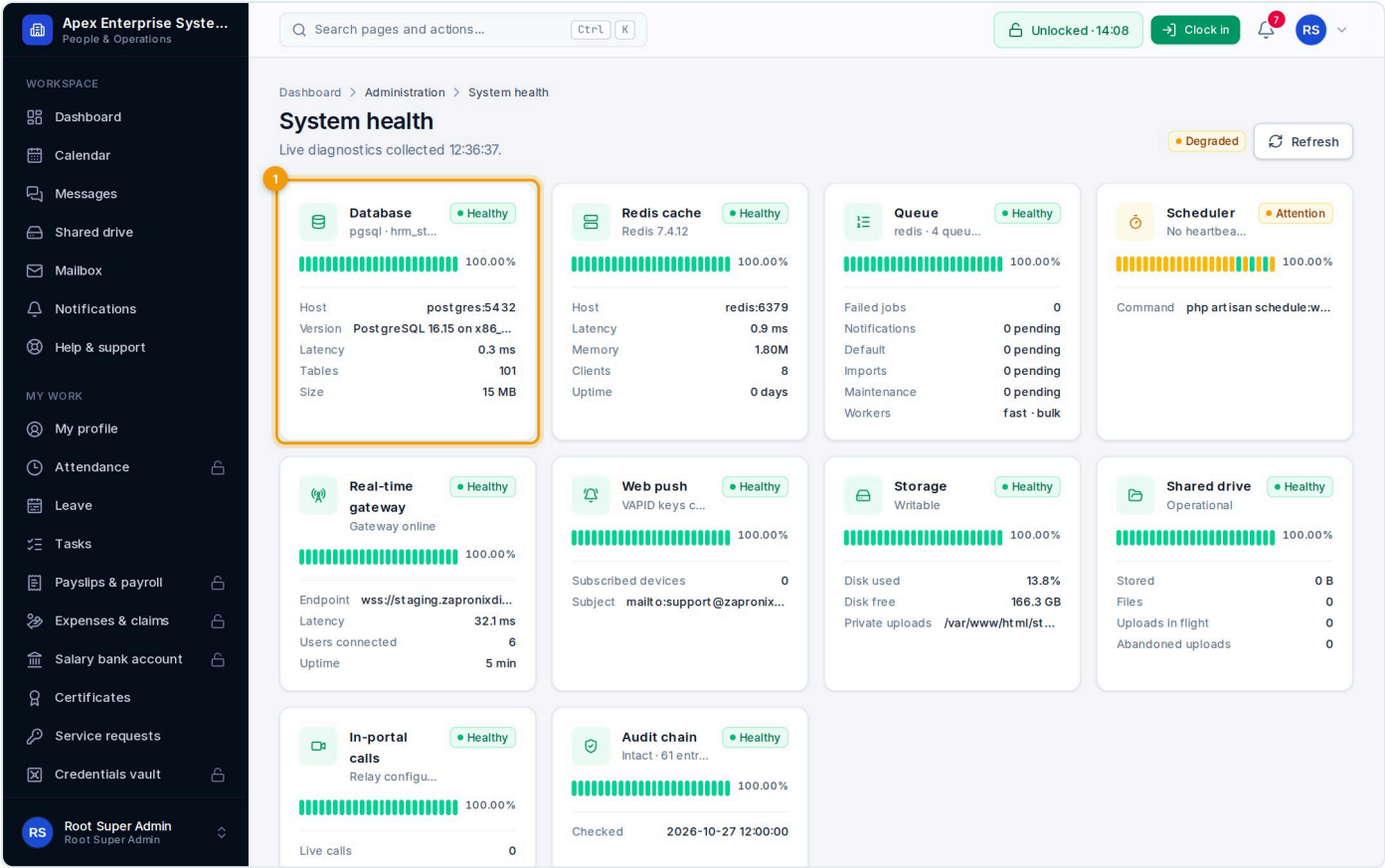
2. Audited impersonation

3. Maintenance

4. Emergency sign-out

System health

Shown as root@enterprise.internal · /admin/health



Live checks for the database, Redis, queue, scheduler heartbeat, WebSocket gateway, push keys, storage and the audit chain, with the commands to keep running.

On this screen

1. Component status
2. Required processes

Tamper-evident audit trail

Shown as root@enterprise.internal · /admin/activity-logs

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RS Root Super Admin
Root Super Admin

Q Search pages and actions...

CtrlK

Unlocked · 14:07

Clock in

RS

Dashboard > Administration > Audit trail

Audit trail

Every sensitive action, sealed into an HMAC-SHA256 chain. Editing or deleting any entry breaks the chain and is detected on verification.

Chain intact · 61 entries

Verify now

Event contains...

All modules

Anyone

Filter

2

When	Actor	Event	Description	Subject	Seal
27 Oct 12:36:16 2.24.46.227	Liam O'Connor	Login Security	Liam O'Connor signed in.	—	#85 · c3193850
27 Oct 12:35:49 2.24.46.227	Sophia Chen	Login Security	Sophia Chen signed in.	—	#84 · 2470a230
27 Oct 12:35:47 2.24.46.227	Root Super Admin	vault_secret_revealed Vault	Root Super Admin revealed "AWS Production Master Root".	VaultCredential #1	#83 · 6b1b73a4
27 Oct 12:35:44 2.24.46.227	Root Super Admin	Login Security	Root Super Admin signed in.	—	#82 · 63b8e77a
27 Oct 12:35:34 2.24.46.227	Elena Rostova	Login Security	Elena Rostova signed in.	—	#81 · 12a3ebe1
27 Oct 12:35:25 2.24.46.227	David Miller	Login Security	David Miller signed in.	—	#80 · badc3dad
27 Oct 12:35:16 2.24.46.227	Hamza Khan	fpin_created Security	Hamza Khan created their FPIN.	—	#79 · d3f81308
27 Oct 12:35:14 2.24.46.227	Hamza Khan	Login Security	Hamza Khan signed in.	—	#78 · c81f080f
27 Oct 12:27:11 2.24.46.227	Hamza Khan	Login Security	Hamza Khan signed in.	—	#77 · 1cd0272b
27 Oct 12:27:08		Login			

Every sensitive action is recorded and sealed into an HMAC hash chain. Verify now recomputes the chain — any edited or deleted entry is reported by its number.

- On this screen
1. Verify the chain

2. Events with seal numbers

Help & support, and the service status

Shown as root@enterprise.internal · /help

The screenshot displays the 'Help & support' interface of the Apex Enterprise System. The left sidebar contains navigation links for Workspace (Dashboard, Calendar, Messages, Shared drive, Mailbox, Notifications) and My Work (My profile, Attendance, Leave, Tasks, Payslips & payroll, Expenses & claims, Salary bank account, Certificates, Service requests, Credentials vault). The user is logged in as 'Root Super Admin'. The main content area has a search bar and a breadcrumb trail: Dashboard > Workspace > Help & support. The 'Help & support' section includes a banner with a callout (3) asking users to reach the team. Below this are three main sections: 'Your support tickets' (0 open), 'Service status' (No incidents), and a feedback form 'Tell us what you think'. The feedback form includes a dropdown for 'What kind of note is this?' (An idea), a dropdown for 'How is Apex working for you?' (Rather not say), a text area for 'Your note', and a 'Send feedback' button. A table at the bottom shows 'How quickly we reply' with priorities and response times. A 'Contact support' button (1) is in the top right corner. Callout (2) points to the 'Service status' section, and callout (4) points to the reply times table.

Your line to the people who build Apex. Raise a ticket and the whole thread stays here, with the reply time we promised for the priority you chose. Published incidents appear at the top — and on every page as a banner — so you are never guessing whether a problem is yours or ours. The feedback box goes straight to the product team and is open to everybody, not just administrators.

How to

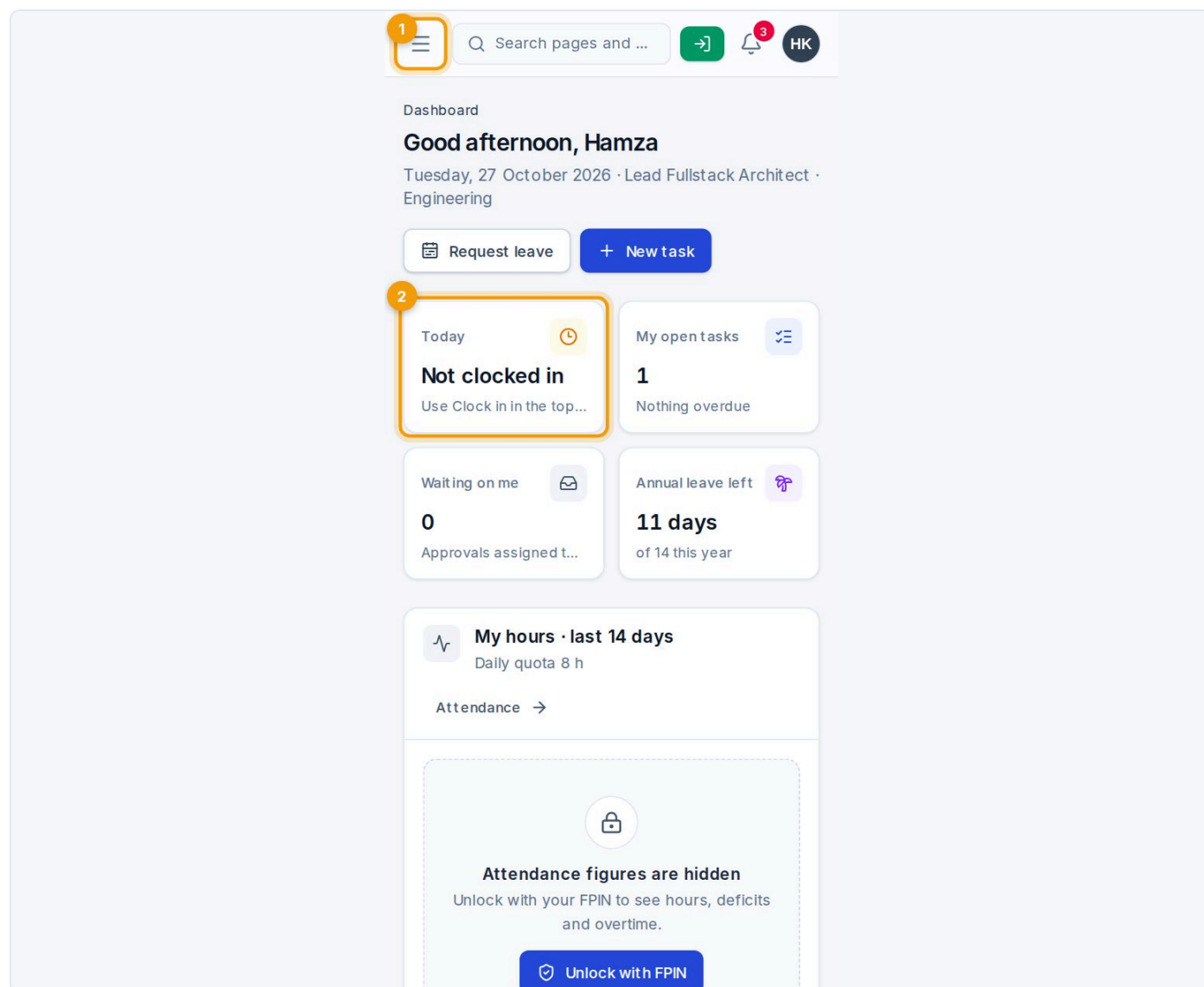
1. Press Contact support and describe what happened, what you expected, and where.
2. Pick the priority honestly — the queue is ordered by what is overdue against it.
3. Follow replies in the thread; closing it asks how the support went.
4. Anyone can send feedback without raising a ticket.

On this screen

1. Raise a ticket
2. Published incidents
3. Feedback, open to everyone
4. The reply times we promise

Phone layout

Shown as dev@enterprise.internal · /



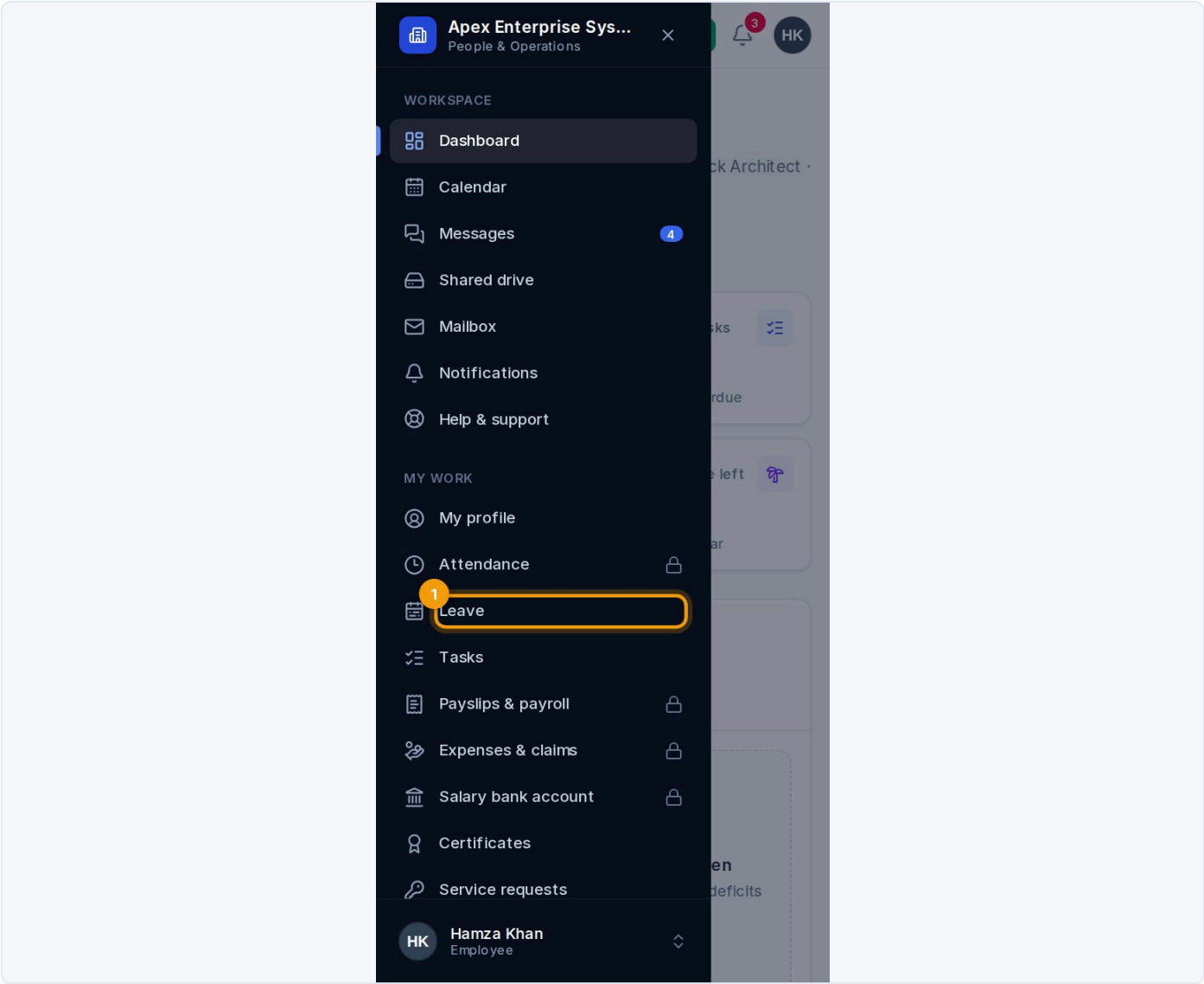
Every screen adapts down to 390 px wide: single-column cards, tables that scroll inside their card and a slide-in menu.

On this screen

1. Menu
2. Cards stack vertically

Phone navigation

Shown as dev@enterprise.internal · /



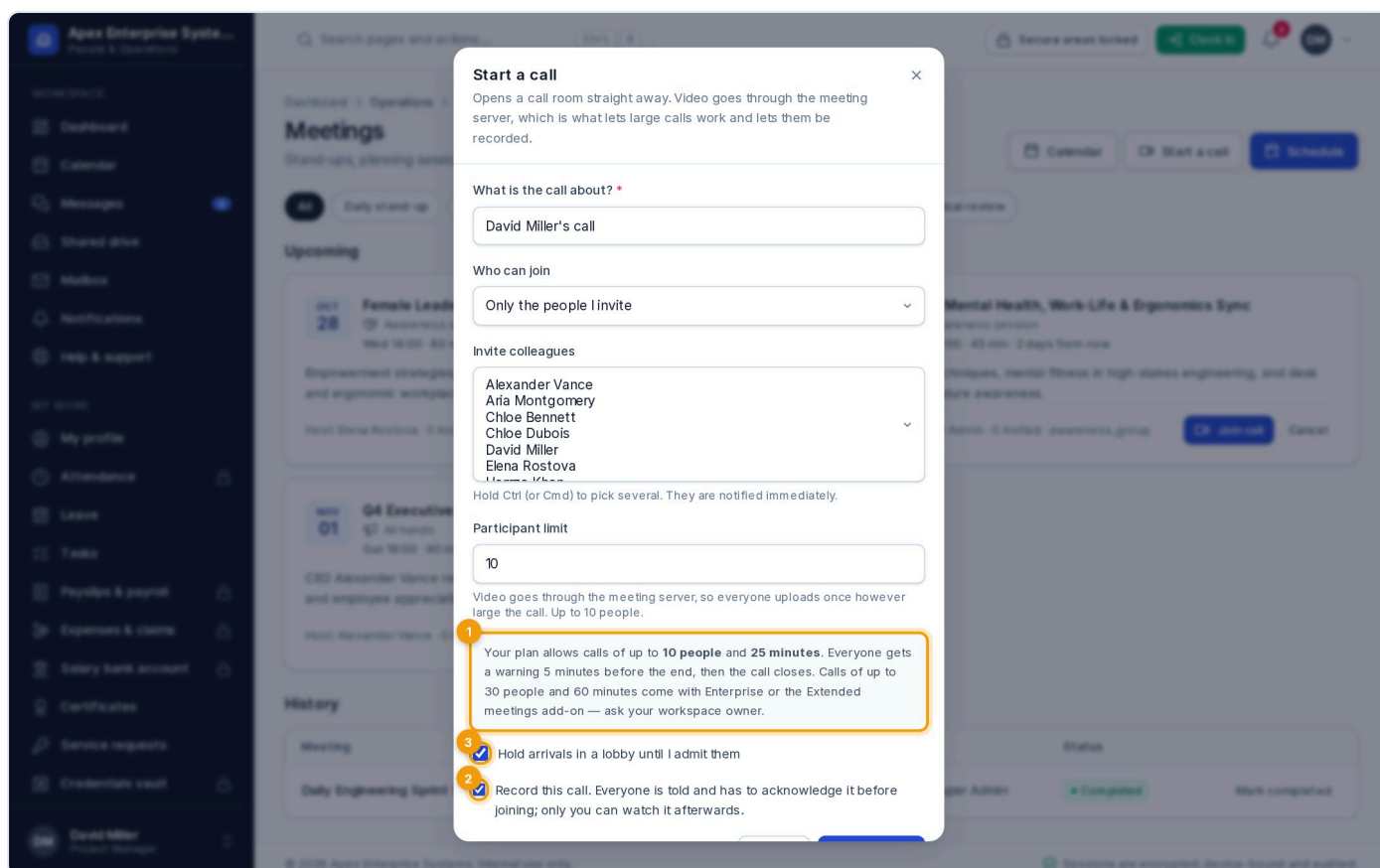
The full menu, filtered to what your role can open. Padlocks mark FPIN-protected areas.

On this screen

1. Only what you can access

Starting a video call

Shown as devlead@enterprise.internal · /meetings



Start a call straight away from Meetings. The dialog shows what your plan allows: how many people a call may hold and how long it may run. Calls are recorded by default — untick Record this call for a conversation that should not be.

How to

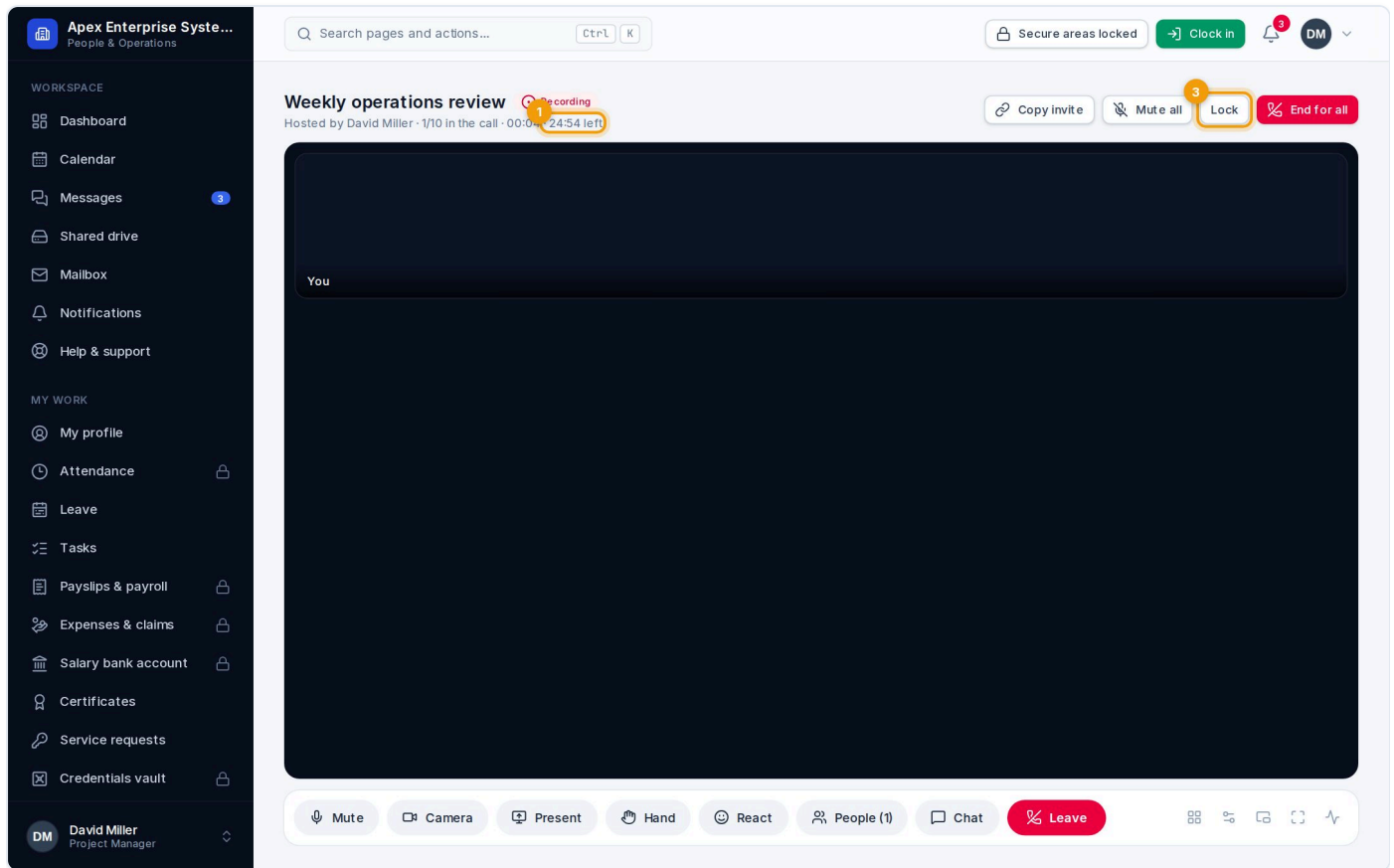
1. Open Meetings and press Start a call.
2. Name the call, choose who may join and whether people wait in a lobby.
3. Press Start the call — you go straight in, and can copy the invite link.

On this screen

1. Your plan's call limits
2. Record this call
3. Lobby on or off

In a call: countdown, recording and people

Shown as devlead@enterprise.internal · /meetings



Everyone acknowledges a recorded call before their camera opens, and the Recording badge stays on screen. The header counts down to the plan's limit; five minutes before the end everyone is warned, and at the limit the call closes for all. Hosts can lock the call, mute everyone, or remove a person from People.

How to

1. Read the recording notice and press I understand, join the call.
2. Watch the time left next to the call length.
3. Open People to pin someone, or (as host) remove them from the call.

On this screen

1. Time left on your plan
2. This call is recorded
3. Lock the call

A visitor starts a live chat

Shown as not signed in · </product/pricing>

The screenshot shows the Signet Pricing page. The header includes the Signet logo, navigation links (Product, Pricing, How it works, Guide, Compliance, Blog, Status), a currency selector (GBP), a Sign in link, and a Book a demo button. The main heading is "One figure for the whole workspace" with a subtext: "Priced by how many people you have, not by which features you need. Commit for longer and it costs less, because it is worth more to us." Below this are three pricing tiers: Starter (GBP 39/month), Growth (GBP 89/month, marked "Most chosen"), and Complete (GBP 149/month). Each tier lists features like "Up to X people", "Video calls of up to 10 people, 25 minutes each", "All 15 modules", "Your own database", "Nightly verified backups", and "Support from the people who built it". A live chat bubble is open on the right, titled "Talk to Signet", showing a message from the visitor: "Hello — does Growth include video calls for 20 people?". The chat interface includes a "Type a message" input, a send button, and a "Request a quote" button at the bottom.

Visitors to the public site can chat with the support team from any page. If nobody is at the desk the chat still reaches the inbox, and the visitor can leave an email address for the reply.

How to

1. The visitor opens the chat bubble, types a question and presses send.
2. The conversation appears in the platform console's Live chat inbox straight away.

Answering a chat, with the visitor's context

Shown as not signed in · </platform/live-chat>

The screenshot shows the 'Platform Console' interface for 'Apex Enterprise HRM'. The left sidebar contains navigation links: OVERVIEW (Dashboard), CUSTOMERS (Workspaces, Verification, Pipeline, Leads, Campaigns), MONEY (Payments, Invoices, Quotes, Tiers & pricing, Offers), SUPPORT (Live chat, Support queue, Feedback, Blog, Incidents), and PLATFORM (Backups & queues). The 'Live chat' section is highlighted.

The main area is titled 'Live chat' with the subtitle 'Visitors on the public site, and whoever is answering them.' It shows a list of conversations on the left, with one conversation from 'Nadia (sample)' selected. The right panel displays the visitor's context under 'Who you are talking to' and the conversation details.

Who you are talking to

1. APPROXIMATE LOCATION	DEVICE
Paris, Île-de-France, FR	Automated client
READING NOW	LANDED ON
https://staging.zapnixondigital.com/product/pricing · 28 s...	https://staging.zapnixondigital.com/product/pricing · 28 s...
CAME FROM	CAMPAIGN
https://www.google.com/	google / cpc / autumn-hr
ADDRESS	CHAT STARTED
2.24.46.227	27 Oct 2026, 12:41

Conversation

Visitor 07:41 AM
Hello — does Growth include video calls for 20 people?

System 07:41 AM
Nobody is at the desk right now. Leave an email address and we will reply there.

Reply

2. Type a reply. Enter sends, Shift+Enter starts a line.

Send

The console shows who you are talking to: their approximate location, device, the page they are reading now, the page they landed on, the site that sent them and any campaign tags. Location comes from our own copy of an address database — nothing about the visitor is sent elsewhere.

How to

1. Open Live chat and choose a conversation.
2. Read Who you are talking to before you reply.
3. Type the reply; Enter sends it. Close the chat when you are done.

On this screen

1. Where they came from and roughly where they are
2. Your reply

Buying a plan online

Shown as not signed in · /checkout/growth

Signet Product Pricing How it works Guide Compliance Blog Status GBP Sign in Book a demo

Checkout

Start Growth

Your own workspace and database, built the moment your payment is confirmed. Pay by bank transfer.

Your workspace

Company name *

Northwind Traders (sample)

Workspace address

1 northwind-mvqdhff .staging.zapionixdigital.com

Lowercase letters, numbers and hyphens. Your team signs in here.

Your name *

Nadia Rahman

Your work email *

nadia@northwind.example

The first sign-in details are sent here.

How often you pay

2 Monthly GBP89.00 a month

Every 2 months GBP87.22 a month · save 2%

ORDER SUMMARY

Growth

Up to 30 people · Yearly

Subtotal	GBP907.80
VAT (20%)	GBP181.56
Due today	GBP1089.36

☒ I accept the [terms of service](#) and the [privacy policy](#).

3 Get bank details

Invoiced in GBP. Cancel at the end of any term.

From Pricing, a customer presses Start now on a priced plan, names their company and workspace address, chooses how often to pay and how: card (Stripe), PayPal or bank transfer. The workspace is built the moment a card or PayPal payment is confirmed; a bank transfer waits for its receipt to be approved.

How to

1. Fill in the company, workspace address, your name and work email.
2. Choose a billing term — longer terms are discounted.
3. Choose how to pay, accept the terms and continue.

On this screen

1. Your workspace address
2. How often you pay
3. Continue

Paying by bank transfer

Shown as not signed in · /checkout/growth

Signet Product Pricing How it works Guide Compliance Blog Status GBP Sign in Book a demo

Order ORD-261027-1XUXGX

Complete your payment

Growth — 30 seats, Yearly · GBP 1,089.36

Pay by bank transfer

- | | |
|--|-------------------|
| ACCOUNT NAME | BANK |
| Signet Demo Ltd (staging - do not pay) | Demo Bank |
| IBAN | SWIFT / BIC |
| GB00 DEMO 0000 0000 0000 00 | DEMOGB2L |
| AMOUNT | PAYMENT REFERENCE |
| GBP 1,089.36 | ORD-261027-1XUXGX |
- Upload the transfer receipt

Choose File transfer-receipt.pdf

PDF, JPG or PNG, up to 8 MB. A screenshot from your banking app is fine.

Send receipt

ORDER ORD-261027-1XUXGX

Waiting for payment

For Growth — 30 seats, Yearly

Subtotal	GBP 907.80
VAT	GBP 181.56
Total	GBP 1,089.36
Paying by	Bank transfer

Keep this page's address to come back to your order. Questions? Use the chat, or reply to any email from us.

For a bank transfer the order page shows the bank details, the amount and the order reference to quote. The customer uploads the transfer receipt (PDF, JPG or PNG); the order then waits for the support team to match it against the bank statement. Once the workspace is built, the sign-in details are emailed to the owner, and the same page shows them once in the browser the order was placed from.

How to

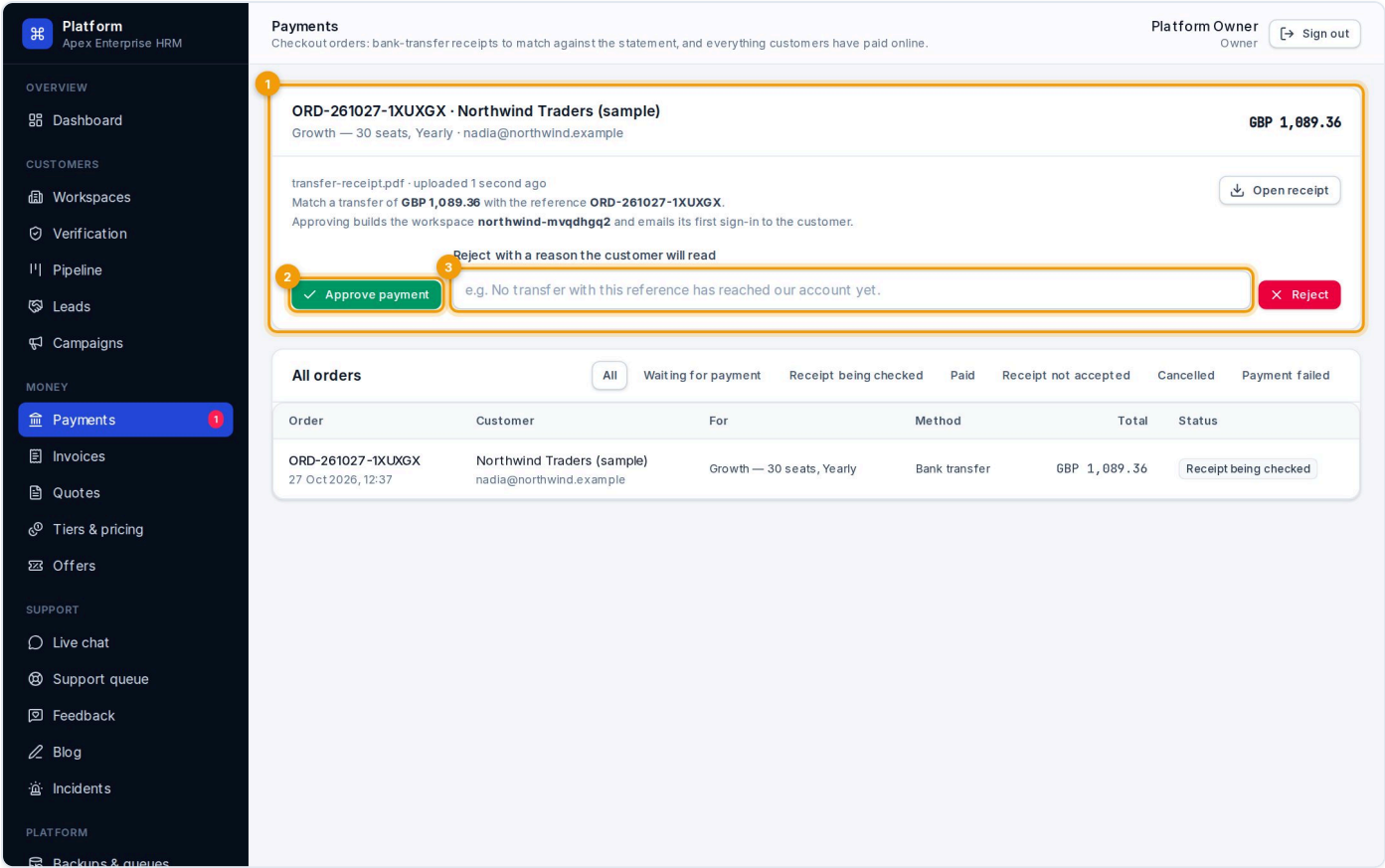
1. Transfer the amount, quoting the order reference.
 2. Upload the receipt and press Send receipt.
 3. Watch the owner's inbox — the workspace's sign-in arrives by email.
- The order page's address alone never shows the password.

On this screen

1. Bank details and your reference
2. Upload the receipt
3. Order status

Approving a bank transfer

Shown as not signed in · /platform/payments



Receipts wait in Payments. Match the amount and reference against the bank statement, then Approve payment — the workspace is built and its owner emailed the first sign-in — or Reject with a reason the customer will read; they can upload another receipt. Card and PayPal payments appear here too, already confirmed with the provider.

How to

1. Open the receipt and find the transfer on the statement.
2. Approve it, or reject it with a reason.
3. Anything paid but not completed shows at the top with Try again.

On this screen

1. A receipt to check
2. Approve
3. Reject with a reason

Call limits by plan, and the Extended meetings add-on

Shown as not signed in · </platform/tiers>

Platform
Apex Enterprise HRM

Tiers & pricing
Seats, prices and what each tier includes.

Platform Owner [Sign out](#)

Changing a tier reaches every customer on it
Customers with a module exception keep that exception. A price already invoiced is never altered.

Starter
For a small team getting started. Every module, up to 10 people. 0 workspaces

Name * Seats Monthly price (GBP)

Blank means allocated per customer. Blank means sold by quote. ☒ Offer this tier

1 People per video call **2** Minutes per video call

Blank means 10. This server carries up to 30. Blank means 25. Up to 60.

Description shown on the pricing page

Modules included

- ☐ Everything in the catalogue
- ☒ Messaging
- ☐ Payroll & finance
- ☐ Promotions & bonuses
- ☐ Sales pipeline
- ☐ Biometric terminals
- ☐ Shared drive
- ☐ Recruitment & onboarding
- ☐ Policy & discipline
- ☐ Credentials vault
- ☐ Developer tools
- ☐ Meetings & calls
- ☐ Resignations & offboarding
- ☐ Projects & delivery
- ☒ IT helpdesk & assets

What a customer pays

Monthly ☐ Every 2 months ☐ Quarterly ☐ Every 6 months ☐ Yearly ☐

Each tier sets how many people a video call may hold and how many minutes it may run (blank means the standard 10 people and 25 minutes). Enterprise allows 30 people and 60 minutes — the most this server carries. Any workspace can be given the Extended meetings add-on from its page in Workspaces, which lifts it to those limits whatever its tier.

How to

1. Open Tiers, set People per video call and Minutes per video call, and save.
2. To upsell one customer, open their workspace and press Add Extended meetings.

On this screen

1. People per call
2. Minutes per call

Who does what

Role	Main responsibilities
Employee	Clock in/out, leave, payslips (FPIN), bank change request, tasks, chat, mailbox, IT tickets, service accounts, own vault items, certificates, profile and notification preferences.
Team Lead / Project Manager	Everything an employee does, plus team attendance, leave and missed-punch approvals, tasks for others, deadline concerns, projects, meetings, promotions/bonuses for their team.
HR (Head / Executive)	People records, departments, attendance adjustments, payroll generation and audit, promotions, certificates, onboarding/offboarding, discipline, recruitment, announcements.
Accounts (Head / Executive)	Payroll disbursement, bank-change verification, currencies & payouts, ledger, subscriptions and top-ups, accounts clearance.
Chief Executive	Final approvals (payroll, promotions, bonuses, bank changes, onboarding, top-ups), audit trail.
IT Administrator	Assets and receipts, helpdesk, service-account provisioning, credentials vault, biometric terminals, IT clearance, system health.
Root Super Admin	Everything, including roles & permissions, user access, settings, workflows, security desk, archival.
Platform owner / support team (console)	Workspaces, tiers and call limits, the Extended meetings add-on, live chat with visitors, payments (approving bank-transfer receipts), invoices, quotes, leads and verification.

Troubleshooting

Problem	What to do
I keep landing on "Create your FPIN"	Finish the setup — the portal opens after the PIN (and a password change for new accounts) is saved.
A page asks for my PIN again	The unlock lasts 15 minutes from your last protected action. Enter the PIN or lock manually from the top bar.
My PIN is locked	Five wrong attempts lock it for 30 minutes. Ask IT to reset it — you will create a new one at next sign-in.
I was signed out unexpectedly	Sessions end after 60 minutes of inactivity, when the account changes state, or when the same session is used from another browser.
Payroll cannot be generated	Every payout currency needs an exchange rate — record it in Currencies & payouts.
VAT checkbox is missing	VAT applies only to GBP billing (configurable in System settings).
Chat says "Polling"	The live connection is down; messages still arrive every few seconds. IT can check System health.
My call closed on its own	Calls end at your plan's time limit (25 minutes as standard), after a five-minute warning. Start a new call to carry on, or ask about Enterprise or the Extended meetings add-on.

I cannot join a call	The host may have locked it (wait in the lobby to be let in), it may be full, or you were removed. Ask the host.
My bank-transfer receipt was rejected	The email and the order page say why. Upload a clearer receipt on the same order page; it goes back for review.
