



ManplanDX User Manual

Workforce Management Application Guide



Product Name

ManplanDx - *Strategic Manpower Management (AI Based)*



Developed By

Daxton IT Services & Solutions PVT LTD



Version

V3.0



Release Date

Jan 2026



Applicable For

- Workforce Planners
- MIS / WFM Executives
- Business Unit Heads & CXO
- HR & Training Teams



Access Level

WFM / MIS Executives

Registered Admins

Registered Super Admins

Manager & above

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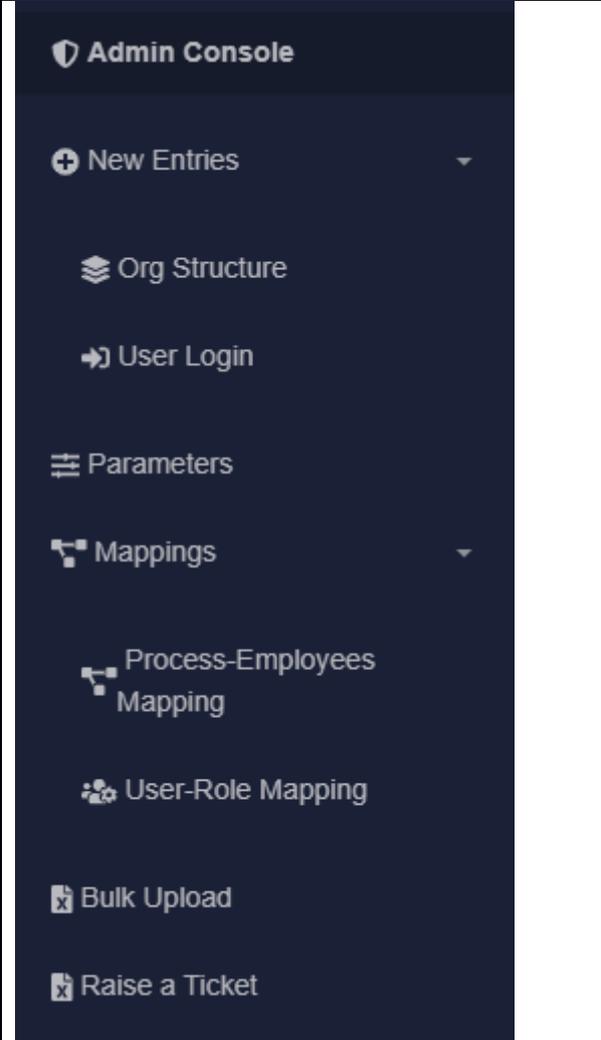
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Admin Console – For Admins & Super Admins

A registered admin is the one who can set up an organization & define the parameters with calculations, map the user/s to process/es, Raise a ticket, perform bulk upload activities.

Admin Console	Explanation
 <p>The screenshot shows a dark-themed sidebar menu with the following items: Admin Console (with a shield icon), New Entries (with a plus icon and a dropdown arrow), Org Structure (with a stack icon), User Login (with a right arrow icon), Parameters (with a list icon), Mappings (with a puzzle piece icon and a dropdown arrow), Process-Employees Mapping (with a puzzle piece icon), User-Role Mapping (with a puzzle piece icon), Bulk Upload (with a document icon), and Raise a Ticket (with a ticket icon).</p>	<ul style="list-style-type: none"> • New Entries → Admins can Add & Modify an Organization Structure • Create and provide access to another users • Map a Process for a user • Add & Modify Desk Level Language Settings • Perform Bulk Upload activities viz <ul style="list-style-type: none"> – Bulk Upload Org Structure – Bulk Upload Weekly Parameter inputs – Bulk Upload Holiday Calendar – Bulk Upload User Logins • Admins can also raise a ticket through the application in case of feedback, suggestions, issues, queries, change request.

New Entries – Org Structure

An admin with the help of the below form can add or modify the org structure.

1. Node Type – This contains values related to categorization of Org Structure Type Clusters, Tower, Process, LOB & Sub LOBs.
2. Parent – To map a particular value under a Node e.g. Tower Can be mapped under Cluster, Process under Tower, LOB under a Process
3. The admin must set the Calculation Method Type. Here we have two types -- FTE Based & Transaction Based.
4. Give a Name to the Node Type e.g. ProcessName, LOB Name, Tower Name etc.
5. Cost Code is not a mandate field, however, if the application must track the activities based on Cost Code, this will be useful
6. Status while adding remains active. However, if the process has shut down, in such situation this can be changed to Inactive.
7. At the time of adding a new Org, a set of Parameters get added automatically. Users may deactivate if they don't need and instead create new ones. But it's recommended to keep these, which helps in providing insights in a better way.
 - a. HeadCount Required
 - b. Hiring Recommendation – HC
 - c. Shift Days
 - d. Working Days

Add / Edit Org Structure

Type *	Parent *	Calculation Method *
<input type="text" value="--Node Type--"/>	<input type="text" value="-- Root --"/>	<input type="text" value="Calculation Method"/>
Name *	Cost Code	Status *
<input type="text"/>	<input type="text"/>	<input type="text" value="Active"/>

New Entries – User Login

A New User can be created from this page and can be allocated to one Node. If the lowest Node is selected automatically or parent nodes are allocated to the user.

Create User Login

Node *

Employee ID* Employee * Employee Email*

Role * Status *

On the Main User Login page, Admin can search and employee and reset the password or make the account inactive. The Default Password is **ManPlanDx@12**

Create User Login

Employee *

Show entries Search:

Employee	EmployeeID / LoginID	Role	Created by	Created date	Status
AtzaKK <small>Reset Password</small>	DITSS05	Admin	Ulra Husain	15-Jan-26	<input checked="" type="checkbox"/> Active

Showing 1 to 1 of 1 entries

Previous 1 Next

Parameters

To add or map standard parameters is one of the minimum requirements to implement and use the tool successfully.

Parameter Fields

1. Display Parameter – System based suggestions will come in this drop down. If nothing is available use can select as per their preference else select from pre-defined.
2. Parameter Type → Select from this whether the parameter is
 - a. Input / Actuals → This type is to hold actuals values of the parameters
 - b. Matrix / Planned → This type is to freeze the projected/planned/matrix value
 - c. Calculated / Formulated → To set the Parameter as formulated. If a Parameter is set to Calculated – A Field name Formulated will be

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visible.

3. Parameter Group → Parameter Group is to group all similar parameters together e.g. Headcount, or Volume Projections.
4. Priority Order & Parameter Group Order → Parameter Priority Order defines which parameter to be on the top (lowest on top). Parameter Group Order is to decide which group to be on the top
5. Round Off → Choose a decimal if required. Enter 0,1,2
6. Unit → The type of measurement that is required for a parameter
7. Aggregation → Choose a Percentage, Sum or other type of aggregation if it must be used for Monthly Reports
8. Holiday Country → This option will get populated only when the System Parameter “Working Days” is selected. Just select the Country to apply the Holiday list in the calculation.
9. Formula → To enter a formula press “ { “ curly bracket. It will populate the list of added parameters, select the required one. End the “ } “ curly bracket. You may use “+”, “-”, “*”, “/”.
E.g {application_latency_planned_2}-{application_latency_actuals_1}
“if” can also be used in the formula field e.g.
if({application_latency_actuals_1}>1,{application_latency_planned_2},0)
10. Ensure brackets and commas are used properly.

Map Standard Parameters

ManPlanDx has a set of readily available parameters. The Parameters are based on Erlang and generalized logic. Use can select from these and later have it edited through [View Mapped Parameters](#). To map the standard parameters, select the Org Name. It's advisable to add the parameters to the lowest Org Level. E.g. Sub LOB or if Sub LOB isn't present then LOB Level.

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Select	Parameter ID	Parameter	Type	Parameter Code
<input type="checkbox"/> x	13	Application Latency - Actuals	Input	application_latency_actuals_13
<input type="checkbox"/> x	14	Application Latency - Planned	Matrix	application_latency_planned_14
<input type="checkbox"/> x	15	Application Latency - Delta	Calculated	application_latency_delta_15
<input type="checkbox"/> x	16	Attrition - Actuals	Input	attrition_actuals_16
<input type="checkbox"/> x	17	Attrition - Planned	Matrix	attrition_planned_17
<input type="checkbox"/> x	18	Attrition - Delta	Calculated	attrition_delta_18
		Attrition Weekly -		

View Mapped Parameters

Once Standard Parameter’s mapping use can now edit the parameter as per process/job requirement by clicking on Parameter Name.

ID	Parameter	Parameter Type	Formula	Unit	Aggregation
1	Display Parameter: Application Latency - Actuals Code: application_latency_actuals_1	Type: Input Group: null		Number	Sum
2	Display Parameter: Application Latency - Planned Code: application_latency_planned_2	Type: Matrix Group: null		Number	Sum

Popup will appear from where they can change the inputs as per the process requirement.

Edit Parameter

Display Parameter * Parameter Type * Priority Order (0,1,2..) *

RoundOff (0,1,2..) * Parameter Group * Parameter Group Order(0,1,2..) * Unit *

Aggregation *

Add New Parameter

This is like what we followed in Edit Parameters. The only difference is that you must select an Organization Name first to start adding Parameters.

Map Processes & Employees

Only the allocated users can see the respective Process/LOBs/Towers/Sub Lobs. For this the user/employee must be allocated to the process.

This is a bulk activity wherein the admin can download the Format → update the excel & upload it.

Map Processes - Employees

[Download Format](#)

Choose File No file chosen

[Upload](#)

Map Processes - Employees

Show 10 entries

ID	Employee	Process	LOB
1554	Afzal Kadar EMPID:1	Now TV	Chat
1555	Afzal Kadar EMPID:1	Now TV	Broadband
1556	Afzal Kadar EMPID:1	Achieve	First Party
1557	Afzal Kadar EMPID:1	E.ON	Next Unidentified

Map Roles to Employees

This too is a bulk activity, wherein users are aligned roles.

Map Roles - Employees

[Download Format](#)

Choose File No file chosen

[Upload](#)

Bulk Upload

Bulk Uploads - Org Structure

[Download Format](#)

Choose File No file chosen

[Upload](#)

Bulk Uploads - Parameter Weekly Inputs

[Download Format](#)

Choose File No file chosen

[Upload](#)

Bulk Uploads - User Login

[Download Format](#)

Choose File No file chosen

[Upload](#)

Bulk Uploads - Leave Calendar

[Download Format](#)

The Bulk Upload page uploads all bulk data.

1. Org Structure
2. Parameter Weekly Inputs
3. User Login
4. Holiday Leave Calendar

The admins can download the format and update the excel; post which they can upload into the

Raise a Ticket

If the user faces any issues or have some feedback they can fill in the details and Daxton will take care of the same

Raise a Ticket

Ticket Type *

Subject *

Your Phone *

Your Email *

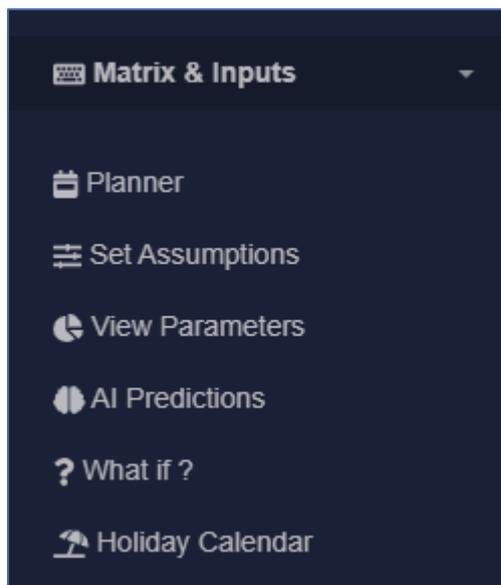
Related Page

Message *

[Insert](#)

Matrix & Inputs

Set Assumptions



Matrix & Inputs are specifically for WFM / MIS Executives, and this will be a regular activity for them.

After the parameters are set the first thing the WFM / MIS should set the Assumptions. If the target values are not set the Planner will not work.

Set Assumptions Page has two tabs:

1. Current Assumptions → After selecting a node the user will get the list of all parameters with values in it. In this they can edit the value by clicking on Edit Icon

Current Assumptions
[Set Assumption Value](#)

Node *

Start Month *

End Month *

[Show Assumptions](#)

Org Node Name	Month	Parameter	Parameter Value

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2. Set Assumptions → Once the Node & the Start Month & End Month is selected, all the Matrix Parameters will be listed. They just must enter the value in the input field. If the End Month is not selected, then the value will be assigned automatically. This is to ensure wrong values don't get into the table by default.

Current Assumptions Set Assumption Value

Node *
Cluster2>ProcessA>LOB2>SubLOB4

Start Month * End Month * Status *

Application Latency - Planned

Matrix / Number / RoundOff: 0

View Parameters

The WFM / MIS Executives can view all parameters that is set for the process once the node is selected. Executives can't edit or delete these parameters. They may download it.

Node *
Cluster2>ProcessA>LOB2>SubLOB4

Show entries Search:

ID	Parameter	Parameter Type	Formula	Unit	Aggregation	Round Off	Calculation	Created
1	Display Parameter:Application Latency - Actuals Code: application_latency_actuals_1	Type:Input Group: Generic		Number	Sum	1	FTE Based	A
2	Display Parameter:Application Latency - Planned Code: application_latency_planned_2	Type:Matrix Group: null		Number	Sum	0	FTE Based	A
3	Display Parameter:Application Latency - Delta Code: application_latency_delta_3	Type:Calculated Group: null	{application_latency_planned_2}- {application_latency_actuals_1}	Number	Sum	0	FTE Based	A
9	Display Parameter:Test Code: Test_9	Type:Calculated Group: Actual HeadCount	if({application_latency_actuals_1}>1, {application_latency_planned_2},0)	Number	Avg	2	FTE Based	A

What if?

This page is to play around with the data to finalize the target. Basis the formula entered in the parameters section and the matrix inputs, the use fi entered the actuals, will display the calculated numbers. Basis which they can change the matrix through set assumptions.

What if Analysis

Node * Month * Status *

Application Latency - Planned - Application Latency - Delta - Test - Application Latency - Actuals -

Parameter Type: Matrix / Units: Number / RoundOff: 0 Parameter Type: Calculated / Units: Number / RoundOff: 0 Parameter Type: Calculated / Units: Number / RoundOff: 2 Parameter Type: Input / Units: Number / RoundOff: 1

Working Days - Parameter Type: Calculated / Units: Number / RoundOff: 0

Holiday List

The Users can see the list of holiday and the country its applicable for.

Show entries Search:

Holiday/Leave Date	Holiday Leave Name	Country	Created By	Created Date
01-Jan-26	New Year	India	Atzal Kadar	08-Jan-26

Showing 1 to 1 of 1 entries

AI Prediction

This feature helps the user to finalize a target. This page will show the results of how the data is going to change from next 24 weeks and hence what target is best for the LOB/SUBLOB. But for the page to work properly, the tool needs enough data -- at least a year's data.

Org Node - Parameter Wise Predictions

Results will be accurate only if the data is available for at least 6 months

Node *

Month * Prediction On Parameter *

Planner

This is the page from where the Manpower/Capacity is calculated. The user must select the Node, Start Month, End Month (if end month is not selected it takes 3rd month from the Start Month), Planner Frequency → The user must selected weekly to input and make changes. Monthly Planner Frequency is for display and download only. Calculations happen at the backend.

The collapsed sections are the parameter group that we set in Parameters Page. If expanded the parameters will display under that group. Only the parameters with Inputs / Actuals will be in an editable form, rest will be disabled. If the users enter the actuals for a week date, the same gets applied for rest selected period. The user then can change the rest of the values if they need. The value changes happen on Forward basis not Backwards.

Parameter	05-Jan-26	12-Jan-26	19-Jan-26	26-Jan-26	02-Feb-26	09-Feb-26	16-Feb-26	23-Feb-26	02-Mar-26	0
Test	10.00	0.00	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Generic										
Parameter	05-Jan-26	12-Jan-26	19-Jan-26	26-Jan-26	02-Feb-26	09-Feb-26	16-Feb-26	23-Feb-26	02-Mar-26	0
Application Latency Actuals	2.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Working Hours & Days										
Parameter	05-Jan-26	12-Jan-26	19-Jan-26	26-Jan-26	02-Feb-26	09-Feb-26	16-Feb-26	23-Feb-26	02-Mar-26	0
Working Days	5	5	5	5	5	5	5	5	5	5

Post the changes user need to click on Calculated and Insert. Calculation gets applied into the database and saved.

Organization Structure

Once the Org Structure is created through Admin Panel, users can see the hierarchy chart under Organization Structure Menu on Top Left.

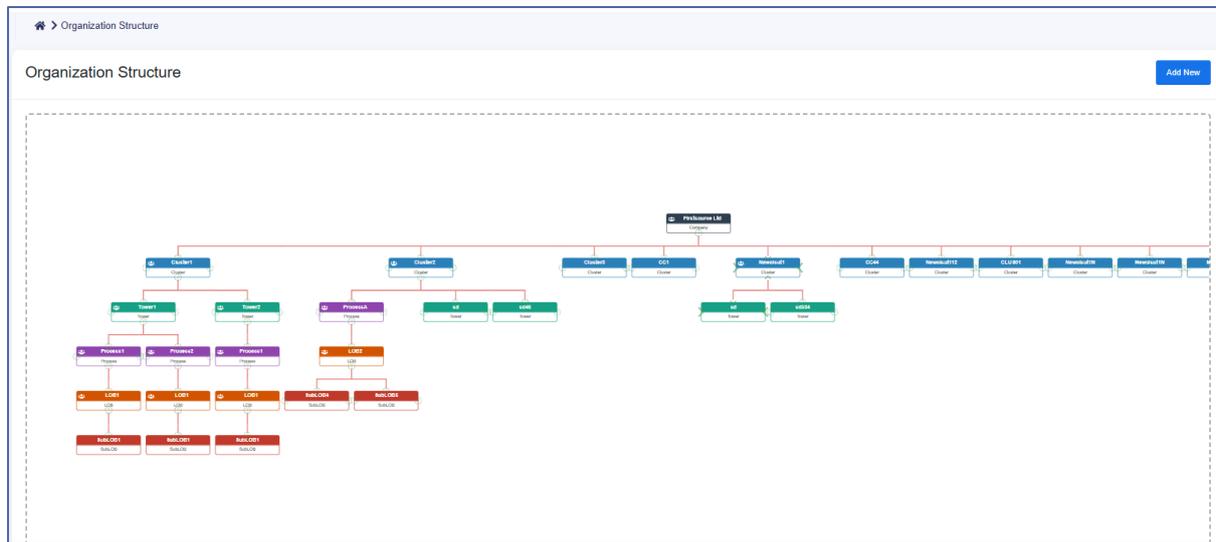


Chart Builder

Create Chart

The user once selects the Node the Parameters gets displayed in Primary Y Axis & Secondary Y Axis. X Axis remains Month. The Start & End Month shows a pre-selected value for the current year Jan and Dec respectively. On Clicking Generate Chart it gets saved and when refreshed it will show up in the saved graphs field.

Additionally, it will show up in the below Choose Chart Type. Once selected and added goes into Dashboard Page. Hence each user will have their own set of graphs displayed in the Dashboard.

Select	Org Name	Chart Name	xAxis	Primary Y Axis	Secondary Y Axis	Status	Delete
<input type="checkbox"/>	Cluster2>ProcessA>LOB2>SubLOB4	Application Latency - Actuals vs Application Latency - Planned	MonthKey	application_latency_actuals_1	application_latency_planned_2	Active	Delete
<input type="checkbox"/>	Cluster2>ProcessA>LOB2>SubLOB4	Application Latency - Delta vs Application Latency - Planned	MonthKey	application_latency_delta_3	application_latency_planned_2	Active	Delete

[Add to Dashboard](#)

Profile – Change Password & Upload Photo

The User can change the password & upload a display image from the top right-hand corner of the page, by selecting the “My Profile” Menu from the Name.

Home > Profile

Update Password

[Change Password](#)

Profile Info

User Image	Employee Name	Email
Choose File WhatsApp Image 2024-11-06 at 15.01.51_178edc8d.jpg	Atzal Kadar	atzal.kader@daxtonitss.com

 [Upload](#)