Sys Admin

1. Employee Management

Instructions-

* The user can add a new Employee here.
* The user can Update an existing record of Employee here.
* The user can Verify an existing record of Employee here.
* The user can Delete an existing record of Employee here.
* The user can Update a Verified Employees existing record here.
* List of existing Employees can be generated here.

Help ! -

* An Employee is defined based upon Office Level and Office.
* The hierarchy of State and District must be followed while adding a New Employee.
* Mandatory fields required for addition of New Employee First Name, Date of Birth, Gender, Mobile and Emergency number, City, State, Office level, Office, Employee type, Designation.
* A list of Employee records can be viewed in Update Employee section. An existing Employee record can be Updated, Verified and permanently Deleted using the Update, Verify and Deleteicon.
* List of Employees can be generated, and downloaded to the client machine using the Download icon.
* User can update Personal, Contact, Official, Photo, License, Weekly Rest details of a verified employee.

