**Summary of website pages**

# Calendar Page

* **Create Events/Goals**: Add new events or set goals to manage your schedule and objectives.
* **Weekly Overview**: View a weekly layout of upcoming events and goals for a comprehensive overview.
* **Daily Overview**: See a detailed view of daily events and goals to plan your day effectively.
* **Event/Goal Details**: Access detailed information for each event or goal, including time, location, and description.
* **Notifications**: Receive reminders and alerts for upcoming events or deadlines.

# Dashboard Page

* **Percentage Completion**: View graphical representations of completion percentages for KRAs, JDs, SOPs, and training.
* **Notifications**: Receive updates and alerts related to your tasks and training progress.
* **Overview of Metrics**: Get a summary of key metrics and performance indicators.
* **Customizable Widgets**: Personalize the dashboard layout with widgets that display relevant information.

# JD Page

* **View JD List**: Access a list of all Job Descriptions (JDs) assigned to you or available.
* **Complete Pending JDs**: Track and complete any pending JDs.
* **JD Details**: Review the details of each JD, including role expectations and requirements.
* **Update Status**: Change the status of JDs from pending to completed.

# KRA Page

* **View KRA List**: Access a list of Key Result Areas (KRAs) assigned to you.
* **Complete Pending KRAs**: Track and complete any pending KRAs.
* **KRA Details**: Review the specifics of each KRA, including objectives and performance metrics.
* **Update Status**: Change the status of KRAs from pending to completed.

# SOP & Policies Page

* **View SOPs and Policies**: Access and review Standard Operating Procedures (SOPs) and departmental policies.
* **Search and Filter**: Use search and filter options to locate specific SOPs or policies.
* **Document Details**: View detailed information for each SOP and policy, including applicability and guidelines.

# Social Page

* **View Endorsements**: Access and review endorsements received from colleagues.
* **View Feedbacks**: Check feedback given by others and provide your own feedback.
* **Give Feedback**: Offer feedback to colleagues based on their performance or contributions.

# FAQs Page

* **View Commonly Asked Questions**: Access a list of frequently asked questions and their answers.
* **Contact HR**: Find contact information for HR and submit queries if needed.
* **Search FAQs**: Use search functionality to find specific questions and answers.

# JD Form Page

* **Create JD**: Design and create new Job Descriptions (JDs).
* **Assign JD**: Assign created JDs to relevant employees or roles.
* **Manage JD Details**: Edit or update details of the JD as needed.

# SOP Form Page

* **Create SOP**: Design and create new Standard Operating Procedures (SOPs).
* **Assign SOP**: Assign SOPs to relevant departments or teams.
* **Manage SOP Details**: Edit or update SOP details and ensure alignment with departmental needs.

# KRA Form Page

* **Create KRA**: Design and create new Key Result Areas (KRAs).
* **Assign KRA**: Assign KRAs to relevant employees or teams.
* **Manage KRA Details**: Edit or update KRA details and ensure they reflect current objectives.

# Manager's Rating Page

* **Rate Tasks**: Rate the performance of employees on various tasks and projects.
* **Rating Scales**: Use predefined scales to ensure consistent evaluations.
* **Detailed Feedback**: Provide feedback and comments to offer insights into performance.
* **Performance Summary**: View a summary of ratings and feedback for each employee.

# To-Do List Page

* **Task Creation**: Create new tasks with details like title, description, and due date.
* **Task Organization**: Organize tasks by categories or projects.
* **Due Dates and Deadlines**: Set and track deadlines for tasks.
* **Task Prioritization**: Prioritize tasks based on importance and urgency.
* **Progress Tracking**: Mark tasks as complete, in-progress, or pending.

# Add Media/Update or Delete Media Page

* **Add Media**: Upload new files (videos, images, audio) to a course.
* **Media Details**: Provide titles, descriptions, and tags for media files.
* **Preview Media**: View files before adding them.
* **Update Media**: Modify details or replace existing media files.
* **Delete Media**: Remove media files from a course.
* **Media Management**: Organize and manage media files with folders or tags.
* **User-Friendly Interface**: Intuitive navigation for media management tasks.

# Enroll Employee Page

* + **Employee Enrollment**: Enroll employees into specific courses.
  + **Course Selection**: Choose the course for enrollment.
  + **Employee Search**: Locate and select employees using filters.
  + **Batch Enrollment**: Enroll multiple employees at once.
  + **Enrollment Confirmation**: Review and confirm enrollment details.

# Display Training Page

* + **Training Overview**: View a list of all assigned training sessions.
  + **Training Details**: Access detailed information about each training session.
  + **Status Tracking**: Track the completion status of each training.
  + **Upcoming Training**: View upcoming sessions and dates.

# Quiz Creation Page

* + **Create Quiz**: Design new quizzes for existing courses.
  + **Question Types**: Add various question types (e.g., multiple-choice, short answer).
  + **Question Bank**: Use or build a question bank.
  + **Quiz Settings**: Configure time limits, attempts, and scoring methods.
  + **Preview Quiz**: Review the quiz before publishing.

# Attempt Quiz Page

* + **Quiz Attempt**: Start and complete the quiz.
  + **Question Navigation**: Navigate through questions.
  + **Timer**: View countdown if applicable.
  + **Save Progress**: Save and resume the quiz.
  + **Immediate Feedback**: Receive feedback on answers.
  + **Results Analysis**: View detailed results and performance insights.

# New Employee Registry Page

* + **New Employee Registration**: Add new employees with essential details.
  + **Employee Information**: Input details like job title and hire date.
  + **Document Upload**: Attach relevant documents.
  + **Role Assignment**: Assign roles and permissions.
  + **Custom Fields**: Include additional information.
  + **Search and Filter**: Locate specific employees easily.

# Settings

* + **Account Management**: Update personal details, username, and email.
  + **Password Management**: Change or reset the password for account security.
  + **Notification Preferences**: Set preferences for notifications and alerts.
  + **Privacy Settings**: Adjust who can view your information and interactions.
  + **Language and Region**: Configure language and regional settings.
  + **Linked Accounts**: Manage and link external accounts or integrations.
  + **Theme and Appearance**: Customize visual themes and interface appearance.
  + **Account Security**: Enable features like two-factor authentication (2FA).
  + **Data Management**: Export, import, or delete personal data.
  + **User-Friendly Interface**: Easy navigation through various settings options.

# Update Employee

* + **Edit Employee Information**: Modify details such as name, contact info, job title, and department.
  + **Update Role and Permissions**: Change the employee's role, access levels, or permissions.
  + **Document Management**: Update or replace attached documents (e.g., certifications, contracts).
  + **Save Changes**: Confirm and save updated information.
  + **Audit Trail**: Track changes for accountability and historical reference.
  + **User-Friendly Interface**: Intuitive and clean navigation for ease of use.

# Delete Employee

* + **Remove Employee Record**: Delete an employee’s record from the system.
  + **Confirmation Process**: Confirm deletion to prevent accidental removal.
  + **Impact Assessment**: Evaluate the effect of deletion on related data.
  + **Data Archiving**: Option to archive information before deletion for compliance.
  + **Notifications**: Notify relevant personnel or departments about the deletion.
  + **User-Friendly Interface**: Simple and clear navigation for managing deletions.