# Neo.hris: Training Day 2

After login into system,

1. Re-check Employee Profile
   1. Document Upload
   2. Training History
   3. Experience History
2. System
   1. Role Setup
   2. Menu Setup [define access level to list of roles]
   3. User setup [create user account for employee with defined role]
   4. Dashboard [define dashboard view based on user role and dashboard view type i.e. Human Resource and Employee]
   5. Notification
      1. System [where all notification will be displayed on two categories such as seen and unseen]
      2. Email [email template for list of different action]
3. Setup
   1. Leave [Allow Halfday, Default days, Paid, Cashable, Carry Forward]
   2. Holiday [gender, branch, halfday]
   3. Shift [current shift, default shift, two day shift]