#### SCRIPTKIDDIES

# USER MANUAL EMPLOYEE MANAGEMENT SYSTEM



### **GETTING** STARTED >



With Script Kiddies **Employee** Management System (EMS)

Script Kiddies Employee Management System (EMS) is a system management software that stores and manages personal and work-related information of employees of a company or an organization.

This employee management system is intended for the utilization of employees, staffs and managers of a company. It gives better employee database management, employee payroll, and employee analytics.

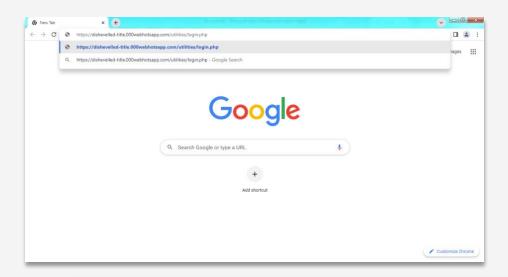


To access Script Kiddies EMS, go to any internet browser and type down or copy the link:

https://dishevelled-

title.ooowebhotsapp.com/utilities/login.php

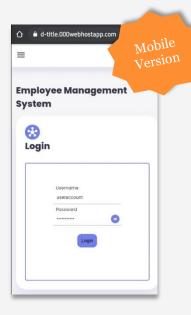
For developers, you can access the project's github repo here: <a href="https://github.com/BlackMoFan/script-kiddies?">https://github.com/BlackMoFan/script-kiddies?</a>



The website will open in your browser and you will be asked to login with your username and password.

Login credentials are given to employees beforehand by the company's website admin.

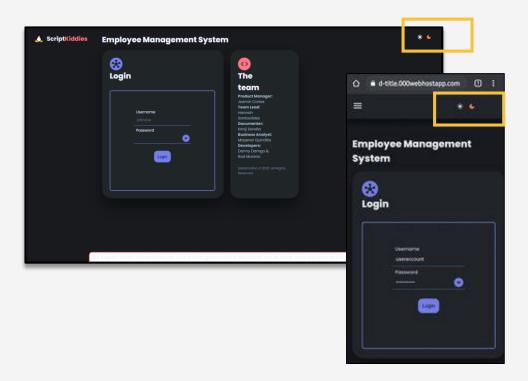
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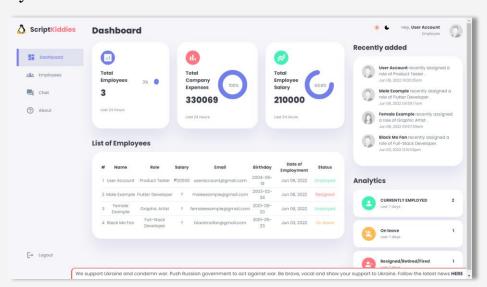


For the user preference, there is a website feature where you can opt for the dark mode.



After entering your login credentials and once you clicked the log in button, you will be instantly directed to the dashboard of the system.

The dashboard contains the real-time data of the employee analytics.







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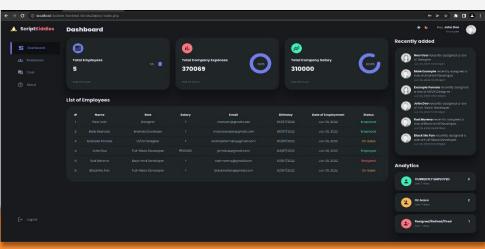
SCRIPT KIDDIES

# EMPLOYEE AS A USER

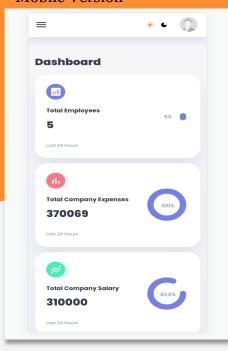


E.M.S. FEATURES

Desktop Version

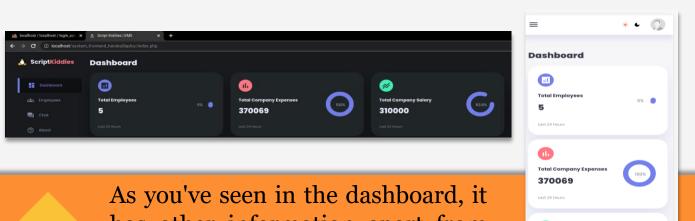


#### **Mobile Version**



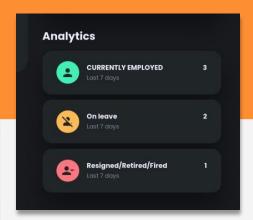
### DASHBOARD PANEL

This is what the dashboard looks like in the Employees account. You can see the total of Employees being added, list of employees, the expenses, salary, employee activities and the analytics.



has other information apart from employee data. We can identify how many employees the company currently has, the total company expenses, and the total company salary.

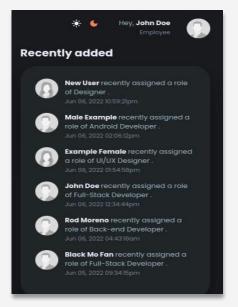




Analytics is the track or record of the employees if they are currently employed, on leave, resigned, retired and being fired.

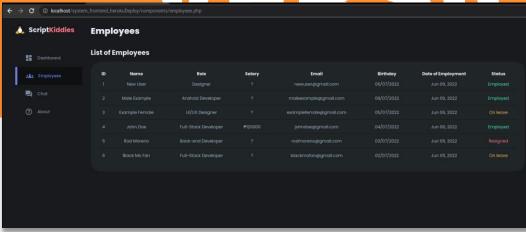
Recently added is the activity where it tracks the movements of the employees.







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### **EMPLOYEE TAB**

When you are done signing up and you've logged in as an employee, you will be able to view other employees' information. You can go to the Employees tab by clicking Employees under the Dashboard in the side navigation bar and there you will see the list of employees with their basic information (name, company role, email address, date of birth, date of employment, and their employment status).

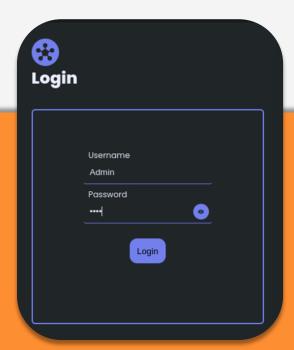
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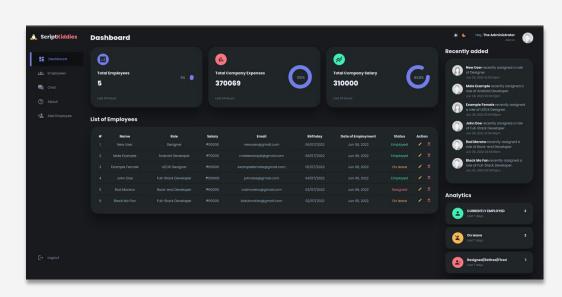
**Employees** 



## ADMINISTRATOR AS A USER

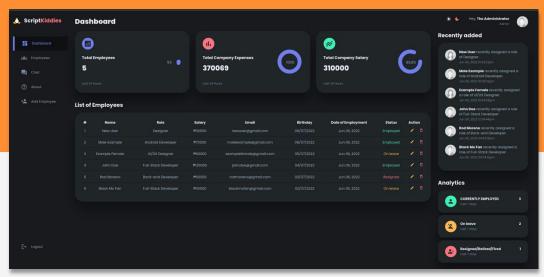


As you log in as an Administrator, you will be directed to the Dashboard panel.



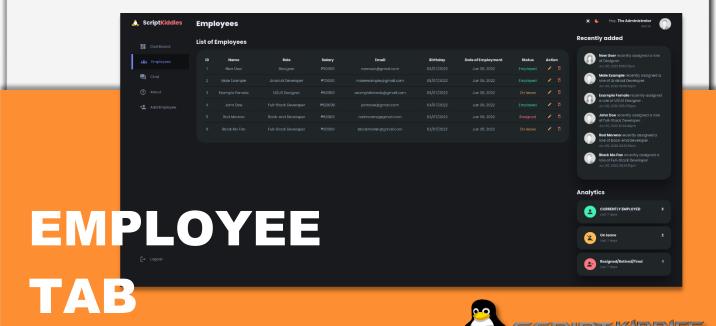


### DASHBOARD



The same set of features as a regular employee account but with additional administrative privileges such as the right to delete, edit, and add employee accounts.

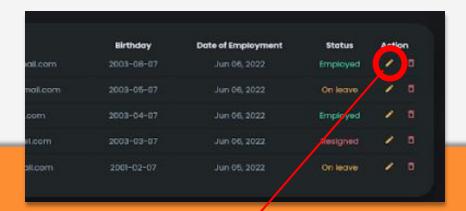
Note: Details about changing, adding and deleting an Employee will be discussed in the next page

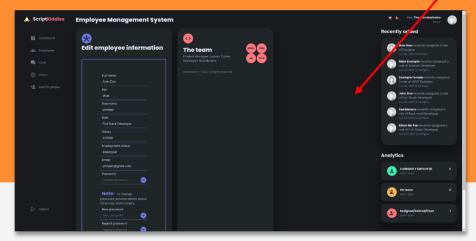


## EDIT EMPLOYEE INFORMATION

This allows the admins to change employee information. Here the admin can modify:

- Employee Details
- Employee Status
- Change password



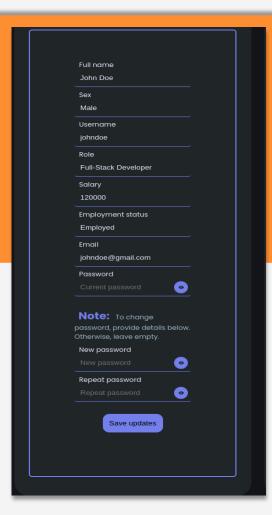


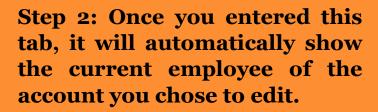


Question: How to Edit an Employee's information?

Step 1: On the Dashboard or Employees tab, press the pencil button. It will direct you to the Edit Employee Information tab.



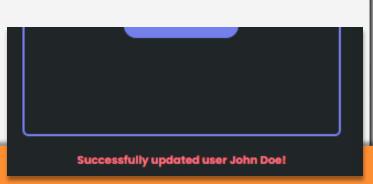




Don't forget to fill in the password, otherwise it would tell you 'Please fill out this field.' And progress would not be saved.



There would be a message saying "Successfully updated user (Employee's user name)!"





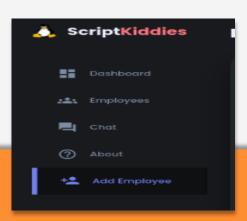
### ADD EMPLOYEE

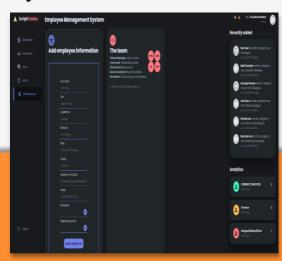
This enables the admin to add new employees to the company EMS.



Question: How to Add an Employee?

Step 1: Select 'Add Employee' from the vertical tabs.

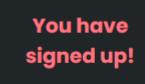






Fill in all fields!





entering

invalid

prompt you to 'Fill in all fields!' "



Step 2: Fill in the required information. Placeholders are used to prevent users from

put incomplete information, the system will

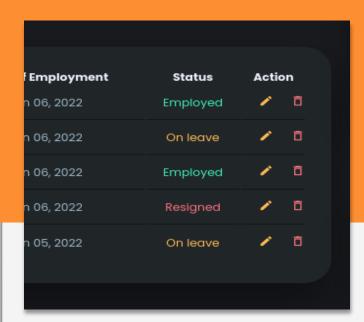
information.

Step 3: Click the 'Add to organization". The

page will refresh with an empty form and a 'You have signed up!' The employee information will appear on the 'Employees' on the vertical bar.

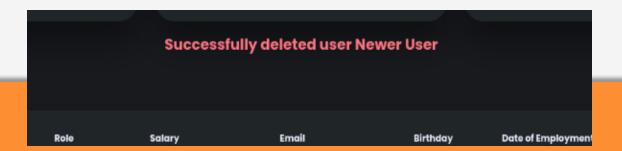


## DELETE EMPLOYEE



Step 1: To delete an employee, go to the dashboard side tab.

Step 2: Under the column "Action" press the Bin icon



Step 3: Once action is done, a confirmation just above the list of employees will appear, stating "Successfully deleted user (user's name)".



## CHAT ROOM





You can send messages to other employees through the chat room. Enter your message in the chat bar and click send. You can also see other's messages and the time they sent it beside their username.



