**✅ Common Features for All Roles (Landing Page after Login)**

These will appear for everyone, just with slight variations depending on the role:

* 👋 **Welcome message with user's name & role**
* 👤 **View & edit profile**
* 🔒 **Change password**
* 📅 **View dashboard summary (e.g., notifications, updates)**
* 🔔 **Notifications panel**
* 📤 **Logout button**

**✅ Feature Distribution by Role**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Feature** | **Admin** | **HR Manager** | **Department Manager** | **Employee** |
| **1. Employee Directory** | 🔍 View All | ✅ Add/edit, assign IDs, upload docs | 🔍 View dept. staff | 🔍 Search by name/skills |
| **2. Department Structure** | ✅ Full edit (drag-drop, color code) | 🔍 View | 🔍 View own dept. structure | 🔍 View (read-only) |
| **3. Leave Requests** | 📊 View all leave data | ✅ Manage policies, view history | ✅ Approve/reject | ✅ Submit requests |
| **4. Performance Reviews** | 📅 Schedule cycles | ✅ Oversee reviews, track progress | ✅ Evaluate dept. staff | 📝 Self-assessment |
| **5. Document Storage** | ✅ Access all | ✅ Upload/manage docs, control access | 🔍 View shared dept. files | 🔍 View own docs |
| **6. Company Announcements** | ✅ Post high-priority notices | ✅ Post, target departments | ✅ Post dept. announcements | 💬 React/acknowledge |
| **7. Training Records** | 📊 View reports | ✅ Add courses, manage records | ✅ Monitor team training | 🎓 Register, view progress |
| **8. Org Chart** | ✅ Edit & export | ✅ Maintain structure | 🔍 View team structure | 🔍 Navigate org tree |
| **9. Timesheets** | 📊 View all logs | ✅ Monitor hours | ✅ Approve timesheets | ⏱️ Clock in/out, log hours |
| **10. Exit Interviews** | ✅ Review feedback | ✅ Manage offboarding docs | ✅ Asset checklist (if needed) | 📝 Complete forms |

**🧩 Feature-to-Screen Mapping**

**🔹 1. Employee Directory**

* **Screens**: Employee List, Profile Viewer, Advanced Search
* **Access**: HR adds/edits, others can search/view
* **Export**: Only HR/Admin

**🔹 2. Department Structure**

* **Screens**: Department Editor, Reporting Lines
* **Access**: Admin full control, others view only

**🔹 3. Leave Requests**

* **Screens**: Leave Calendar, Approval Workflow, Balance Tracker
* **Employee → Submit**, **Manager → Approve**, **HR/Admin → Audit**

**🔹 4. Performance Reviews**

* **Screens**: Review Template, 360° Feedback, Goal Tracking
* **HR → Schedule**, **Managers → Evaluate**, **Employees → Self-assess**

**🔹 5. Document Storage**

* **Screens**: Document Vault, Version Control
* **HR → Upload, manage access**, **Others → View (based on permission)**

**🔹 6. Company Announcements**

* **Screens**: News Feed, Priority Alerts
* **HR/Admin → Post**, **All → Read/react**

**🔹 7. Training Records**

* **Screens**: Training Catalog, Transcripts, Certification Tracker
* **Employee → Register**, **Manager → Track**, **HR → Administer**

**🔹 8. Org Chart**

* **Screens**: Interactive Chart, Profile Cards
* **All roles → View**, **Admin → Edit**

**🔹 9. Timesheets**

* **Screens**: Weekly Timesheet, Approval Queue
* **Employee → Submit**, **Manager → Approve**, **HR/Admin → Monitor**

**🔹 10. Exit Interviews**

* **Screens**: Exit Form, Knowledge Transfer
* **HR → Manage**, **Employee → Fill**, **Manager → Final checklist**