To-do list of Eco-nest:

Admin

**🔒 1. Full Access to All Data**

* View **all employee records** (active/inactive)  ✅
* View **audit logs** (who edited what and when) ❌
* View **HR, Manager, and Employee dashboards**

**📝 2. Create, Edit, or Delete Any User**

* Add new employees, HRs, or Managers
* Reset or update anyone's credentials or profile.(Pass, email, suspend account)
* Disable/reactivate user accounts

**🛡️ 3. Role Management**

* Change a user's role (e.g., promote an employee to HR)
* Assign department heads or managers
* Define role-based permissions (create/update policy flags)

**📁 4. Department Management**

* Create new departments
* Rename, merge, or deactivate departments
* Assign department managers

**🧾 5. Access to Internal Reports**

* View/download organization-wide reports:
  + Employee counts by department
  + HR performance metrics ❌
  + Joining/leaving trends ❌
* Filterable views with export to CSV/PDF

**📦 6. Storage and Document Control**

* Access all uploaded images/documents
* Delete or replace files
* View storage usage

**🧑‍💻 7. Settings & Configuration Panel**

* Update app-wide settings (e.g., branding, notification preferences)
* Toggle features (e.g., enable/disable image upload)
* Manage system email templates (welcome, reset password, etc.)

**🔐 8. Security Controls**

* View login history per user
* Force logout/reset tokens
* Enable/disable 2FA per user or globally

**🔄 9. Audit Trail & Activity Logs**

* View logs of:
  + Who updated which fields
  + When users last logged in
  + File access/downloads
* Useful for compliance and transparency

**📨 10. Broadcast Messaging**

* Send announcements or notices to:
  + All users
  + Specific roles or departments

Employee

## ✅ **Essential Features (Must-Have)**

| **Feature** | **Description** |
| --- | --- |
| 🔐 **Secure Login** | Login with email + password (via Supabase Auth) |
| 👤 **View Personal Profile** | See their own name, email, department, designation, etc. |
| 📝 **Edit Profile** | Update editable fields (phone number, address, etc.) |
| 📸 **Upload/Change Profile Picture** | Store personal image in Supabase storage |
| 🔑 **Change Password** | Update login password securely |
| 📅 **View Joining Date & Department Info** | Contextual awareness about their role and team |

## ✨ **Recommended Features (Good to Have)**

| **Feature** | **Description** |
| --- | --- |
| 🔔 **Notification Center** | View reminders or messages from HR/Admin (e.g., deadlines, events) |
| 📨 **Message Board / Announcements** | Read announcements from Admin or Manager |
| 📁 **Access to Personal Documents** | Download offer letter, ID, payslip, etc. if stored |
| 📈 **View Activity Log** | (Optional) See recent profile updates or login activity for transparency |
| ✅ **First Login Checklist** | Prompt to upload photo, fill missing info, change password |

## 🎁 **Optional/Advanced Features (Nice-to-Have)**

| **Feature** | **Description** |
| --- | --- |
| 🧭 **Org Chart View** | See their team/department hierarchy or org structure |
| 📊 **Performance Feedback** | See feedback, appraisal history, or goals (if you build an HR module later) |
| 📆 **Leave Tracker** | See how many leave days are available or used (if applicable) |
| 🆘 **Contact HR** | Button to raise a support ticket or send request to HR |
| 🔄 **Download/Export Info** | Let them export their profile data (for compliance/transparency) |

HR

## ✅ **Core HR Features (Must-Have)**

| **Feature** | **Description** |
| --- | --- |
| 👥 **View All Employees** | See a list of all employee profiles (with filters by department, role, etc.) |
| 🔍 **Search Employees** | Search by ID, name, email, etc. |
| ✏️ **Edit Employee Info** | Update contact info, address, email, NID, profile photo, etc. (excluding login credentials) |
| 🧾 **Add New Employees** | Create a new employee record and trigger an invitation email if needed |
| ❌ **Deactivate/Offboard Employees** | Mark someone as inactive/left without deleting their data |
| 📤 **Upload Docs to Profile** | Attach files like ID copies, offer letters, or contracts to a user’s profile |
| 📅 **View Department Info** | See department-wise staff lists and counts |
| 📊 **Generate Basic Reports** | Export CSV/PDF of employee data by filters (e.g., all Marketing dept. hired in 2024) |

## ✨ **Recommended HR Features**

| **Feature** | **Description** |
| --- | --- |
| 📨 **Send Messages/Notices** | HR can send notices to individuals or groups (e.g., "Please update your emergency contact") |
| 📆 **Set Review Dates or Reminders** | Add internal notes or follow-up dates for employees |
| 📝 **Comment on Employee Profile** | Internal notes visible to HR/Admin only (e.g., “Missing NID copy”) |
| 👨‍👩‍👧 **Family/Emergency Info** | Add/manage secondary employee data like emergency contact, next of kin, etc. |
| 🔄 **Track First Login Status** | See which employees haven’t completed onboarding |

## 🔐 **What HR Should Not Be Able To Do (Without Admin Privileges)**

| **Action** | **Reason** |
| --- | --- |
| Change a user’s **role** | Role upgrades/downgrades should be admin-controlled |
| Change login email/password | Security-sensitive; avoid accidental lockouts |
| Delete user permanently | Should only be done by Admin for audit compliance |
| Modify HRs or Admins | Shouldn’t be able to override their own access level |