# Employee Management System Documentation

## Overview

The Employee Management System is a role-based platform with two main roles: Admin and Employee. This system facilitates the management of employee data, departmental information, and leave requests.

## Authentication

### Login Page

- Allows both Admin and Employee to log in.  
- Role-based redirection to respective dashboards.  
- No registration page; only Admins can create users.  
- 'Forgot Password' functionality:  
 - User enters registered email.  
 - System sends reset password link to the email.  
 - User can reset password and log in again.

## Admin Side

### Dashboard

- Displays common information:  
 - Total number of employees.  
 - Number of active employees.  
 - Number of employees by department.  
 - Number of registered departments.

### Profile Management

- Admin can view and update their profile details, including:  
 - Name  
 - Email  
 - Phone number  
 - Address  
 - Role  
 - Profile picture

### Department Management

- View all departments and their respective data.  
- Add a new department by submitting:  
 - Department name  
 - Status (active/inactive)  
- Edit the status of a department to active/inactive.

### Employee Management

- View all employees in the company.  
- Search employees by:  
 - Assigned ID  
 - Name  
 - Email  
 - Phone number  
- Filter employees by:  
 - Department  
 - Role  
 - Status (active/inactive)  
- Add new employees by entering:  
 - First name  
 - Last name  
 - Phone number  
 - Email  
 - Username  
 - Address  
 - Country  
 - City  
 - Town  
 - Department  
 - Birth date  
 - Role  
 - Profile picture  
 - Password  
 - Confirm password  
- Update employee data, including changing status (default active, can be deactivated).

### Leave Requests Management

- View all leave requests:  
 - New requests  
 - Approved requests  
 - Rejected requests  
- Accept or reject leave requests.

### Leave Type Management

- Add a new leave type by entering:  
 - Leave name  
 - Date allowed  
 - Status  
- Update existing leave types.  
- Remove leave types.

### Audit Logs

- Track and view changes made by admins.

### Reports and Analytic

- Generate and visualize reports on:  
 - Leave requests

### Notifications and Alerts

- Send notifications to employees for important updates.  
- Alert admins for pending leave requests.

# Employee Side

## Dashboard

- Displays personalized information such as:  
 - Upcoming leave requests status  
 - Notifications for any updates or changes  
- A button to ask leave request, view accepted requests, and rejected requests

## Profile Management

- Employee can view and update their profile details, including:  
 - Name  
 - Email  
 - Phone number  
 - Address  
 - Profile picture  
- Employees can update their password by entering:  
 - Current password  
 - New password  
 - Confirm password

## Department Information

- View list of departments and their respective details, including the number of employees each department holds

## Leave Management

- Employees can apply for leave by submitting:  
 - Leave type  
 - From date  
 - To date(by calculating the date gap the system accept or decline the date gap , the calculation is based on the leave type , because the admin set the allowed leave date based on the leave type   
 - Leave description  
- The status is pending by default until approved by the admin.  
- Employees can update or remove their leave requests.( if the status is still pending)  
- View all submitted leave requests.  
- Sort leave requests by status and leave type.