**Enterprise Task Scheduler User Manual**

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| **Adding employee** | |
|  | Step 1 |
| Click “Employee” button |
|  | Step 2 |
| Click “Add Employee” at Popup Menu |
|  | Step 3 |
| Input the Employee Information  Note: For “Level”, “Department” and date Input box, please use the arrow button besides to select information |
|  | Step 4 |
| Click “Add” Button to add the Employee to database |
|  | Step 5 |
| A toast window will show up to inform you that the information has been added sucessfully |

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| **Adding Task** | |
|  | Step 1 |
| Click “Task” button |
|  | Step 2 |
| Click “Add Task” at Popup Menu |
|  | Step 3 |
| Input the Employee Information  Note:   1. For “Level”, “Department” and dates Input box, please use the arrow button besides to select information   Please fill on information in order |
|  | Step 4 |
| Click “Add” Button to add the Task to database |
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|  | Step 5 |
| An toast window will show up to inform you that the information has been added sucessfully and you will be direct to a page to send email to inform the Employee about their new assigment  Click “Send” to send the email or Click “Skip Email” to skip sending email |

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| View and update employee information | |
|  | Step 1 |
| Click “Employee” button |
|  | Step 2 |
| Click “Search Employee” at Popup Menu |
|  | Step 3 |
| You will enter into a List which shows all employees |
|  | Step 4 |
| To search for particular information, click the search button |
|  |  |
|  | Step 5 |
| Type the information you want to search and the list with automatically update itself |
|  | Step 6 |
| To view different information in the list, click the “setting” button |
|  | Step 7 |
| Select the coloumn you would like to display and then click “Apply” Button  The list with be updated then |
| Click | Step 8 |
| To view the detailed information for individual employee, just click on the employee you would to view |
|  | Step 9 |
| All Employee information can be viewed within this view.  To send an Email to Employee, click “Contact” button  By Clicking “Assign Task” Button, you can jump to Task Assignement Page to Assign Task to this particular Employee  To Update Employee Information, click Pencil button |
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|  | Step 9 |
| After Clicking the “Pencil” Button, you will be direct to Employee Editing page.  You can update all Employee information within this View  Click “Edit” to Save the Change  Click “Cancel” to abort the Change |
| A Toast Message will show up if the Employee information has been updated successfully |

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| View and update Task information | |
|  | Step 1 |
| Click “Task” button |
|  | Step 2 |
| Click “Search Task” at Popup Menu |
|  | Step 3 |
| You will enter into a List which shows all tasks |
|  | Step 4 |
| To search for particular information, click the search button |
|  | Step 5 |
| Type the information you want to search and the list with automatically update itself |
|  | Step 6 |
| To view different information in the list, click the “setting” button |
|  | Step 7 |
| Select the coloumn you would like to display and then click “Apply” Button  The list with be updated then |
| Click | Step 8 |
| To view the detailed information for individual task, just click on the task you would to view |
|  | Step 9 |
| All Task information can be viewed within this view.  To update the Task Status as Complete, click “Mark as Complete” button  To update the Task Status as Cancel, click “Mark as Cancel” button  To update task Information, click Pencil button |
|  |  |
|  | Step 9 |
| After Clicking the “Pencil” Button, you will be direct to Task Editing page.  You can update all Task information within this View  Click “Apply” to Save the Change  Click “Cancel” to abort the Change |
| A Toast Message will show up if the Employee information has been updated successfully |

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| **Adding employee by batch** | |
|  | Step 1 |
| Prepare an CSV file with same format as showed |
|  | Step 2 |
| Save the file into your Cellphone |
|  | Step 3 |
| Click “Employee Button” |
|  | Step 4 |
| Click “Load csv” Button |
|  |  |
|  | Step 5 |
| Direct to the location where the csv file is saved and click the file |
|  | Step 6 |
| A Toast message will pop up to indcicate that you have successfully load the employee information |