Employee Management App

**Table of Contents**

[1. Getting Started 3](#_Toc38013558)

[2. Employees 3](#_Toc38013559)

[3. Courses 3](#_Toc38013560)

[4. Administration 4](#_Toc38013561)

[4.1 Roles 4](#_Toc38013562)

[4.2 Groups 4](#_Toc38013563)

[4.3 Skills 4](#_Toc38013564)

[4.4 Certificates 4](#_Toc38013565)

# Getting Started

When you run the app, you need to create a user. This user will be given admin rights. Any subsequent users will only have the “User” level permissions. You can read more about permissions in the Permissions.pdf that is included in the files.

Username

Note that you can’t select a username. Instead you must give a first and a last name, and the username is constructed from these. For instance: if your name is “John Doe”, your username would be “JohnDoe”.

Password

Your password must be strong enough to be accepted. It must contain the following:

* Uppercase Letter
* Number
* Non-Alphanumeric character (for example: \_)

Once you have registered, you can log in with your new account. This user has access to all the admin features.

# Employees

Employee menu can be accessed by everyone, but its functions are limited for normal users. You can view all the basic information of every user, and you can view/edit more advanced statistics of yourself, including skills, courses, and certificates.

As admin, you can also view and edit all the advanced statistics of every user. You can also **create new users** from this menu.

# Courses

Courses page is where you can browse and manage various training courses. As user, you can view all the courses, and choose which ones you want to join. By clicking on any course, you can expand it to view the course description and the lessons associated with the course. You can attend individual lessons here.

Admins have access to some additional features. They can create new courses and lessons, as well as mass add users to courses and lessons. They can also change the course status for each attending member, as well as grade their performance (0-5).

# Administration

Admin users also have access to the “Administrator” panel. It has four different options.

## Roles

Roles menu has limited functionality, as all the authorization in the app is hardcoded to either “User” or “Admin”. This is also why no one can delete those two roles, as doing so would break the functionality of the application. As admin, you can add new roles, but they serve no purpose other than categorizing users. For most uses it’s a much better idea to just use “Groups”.

## Groups

Groups are a more powerful way to manage users. From the groups menu, you can easily create new groups. Creating a group is a three-part process. First you must name the group, then you add skill goals to the group, and finally you select members for the group. Of these parts, only the group naming is necessary to create a group. You don’t have to create goals or add members right away.

Skill goals are what determines what skills users can evaluate. You can set it as anywhere between 0 and 5. If you set it to 0, it’s visible to users as a skill to evaluate, but it won’t have a goal. Think of it as “not necessary to have, but if you do, great” skill. If a skill goal is not set at all, then the user won’t see that skill in their evaluation form.

Each group has a “View” button next to it. It takes you to the statistics page, where you can view general information about the group, including number of members, date the goals have been set, and the average skills of members compared to the goals. It also has buttons that allow you to edit the group name, goals, and membership. If you want, from here you can also delete the group.

Before creating a group, however, it is advised to add some skills to the database first.

## Skills

The skills menu is simple, but it has an important functionality. Skills are needed for skill goals to be able to be set. **First thing you should do in the application is add some skills to the list.** You can also edit their names and delete them. Note that editing the name of the existing skill updates all the database entries of that skill with the new name.

## Certificates

Certificate menu is similar to the skills menu. Here you can add, edit, and delete certificates. You can’t add them to users from here. To do that, you must go the “Employees” page and select the “Certificates” tab of an employee.

## Advanced search

Advanced search is more powerful search than normal. From advanced search you can search with multiple filters and narrow the results down. It is only administrator tool so normal user can’t search with it. Superadmin can search everyone and admin can search everyone in the same company (others are shown as anonymous).

# Dashboard

Dashboard is located under greeting dropdown on the top right. Dashboard page has multiple different cards.

## Company

Company card is only available for superadmins and admins. Company card shows the company name and info about the company. It has quick link to the company page.

## Profile

Profile card shows current users profile information like; email, phone number and company. It has quick link to the profile page.

## Quick options

Quick options card is only available for superadmins and admins. Quick options card has same options as administrator dropdown menu but in quick links (roles, groups, skills, certificates and advanced search).

## Groups and skills

Groups and skills card shows current users group names, skills and skill goals for group. It shows progress bar between current skill and skill goal and it has quick link for skills.

## Courses and lessons

Courses and lessons card shows all courses that current user has enrolled or completed. If course has been completed, it shows the grade and completion date. It shows five upcoming lessons and five past lessons and information for them (course name, lesson name, location and date). It has quick link for courses.

## Certificates

Certificates card shows current users certificates and has a quick link to certificates.