Employee Management App

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# 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.

# Company select

Next to home-icon there is a company that the user is in. If the user belongs multiple companies, then there is a dropdown where you can select the active company for the use.

# 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).

# Advanced search

Advanced search contains a more precise search than normal search. It is able to search companies, certificates, groups, company groups and different skills and skill levels. 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).

# Administration

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

## 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.

## Company groups

Company groups is a place where you can create groups that have companies inside of it. Superadmin can select different companies, skills, certificates and admins for the company group.

## Companies

Companies have the companies stored. Here you can create, edit, set company goals and delete companies.

## Groups

From the groups menu, you can easily create new groups. Only the group naming is necessary to create a group, but you can also add group members, group skills and select companies for the group.

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.

## Skill categories

Skill categories is a page where you can create skill categories for the skills to make them more precise. Like if you want to add category which has all the programming skills, you create new skill category and then add programming skills into it.

## 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.

# Dashboard

Dashboard is located under home-icon in the left top corner. 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 and has option to show or hide the company’s information. 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).

## Certificates

Certificates card shows current users certificates.

## 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. When user has zero groups it shows only text that user has no groups. When user has 1-3 groups it shows navigation tabs to switch between groups, and when you switch group it shows that groups skill, progress and goals. When user has more than three groups the navigation tab switches to dropdown to switch between groups.

## Courses

Courses card shows all courses that current user has enrolled or completed. It has two navigation tabs to switch between, enrolled and completed. Enrolled tab shows courses that the user has enrolled. Completed tab shows the users completed courses, grade and completion date. There is also quick link for courses page.

## Skill progression graph

Skill progression graph card shows user skills and the progress in line chart. The line chart shows all the users skills and evaluation points and dates. It has possibility to select which skills it shows.

## Lessons

Lessons card has two navigation tabs to switch between, upcoming lessons and past lessons. Upcoming lessons tab shows five upcoming lessons and past lessons tab shows five past lessons. Both tabs have information for them (course name, lesson name, location and date).

# Profile

Profile has 4 different cards. One with user information, second with user certificates, third with skill information and last with courses information. User information shows info about the user, certificates shows users certificates, skills shows users skills, current skill level, user goal level and company goal level.

# Language

In the top right corner you can change language between English and Finnish.