

STATUS REPORT TOOL

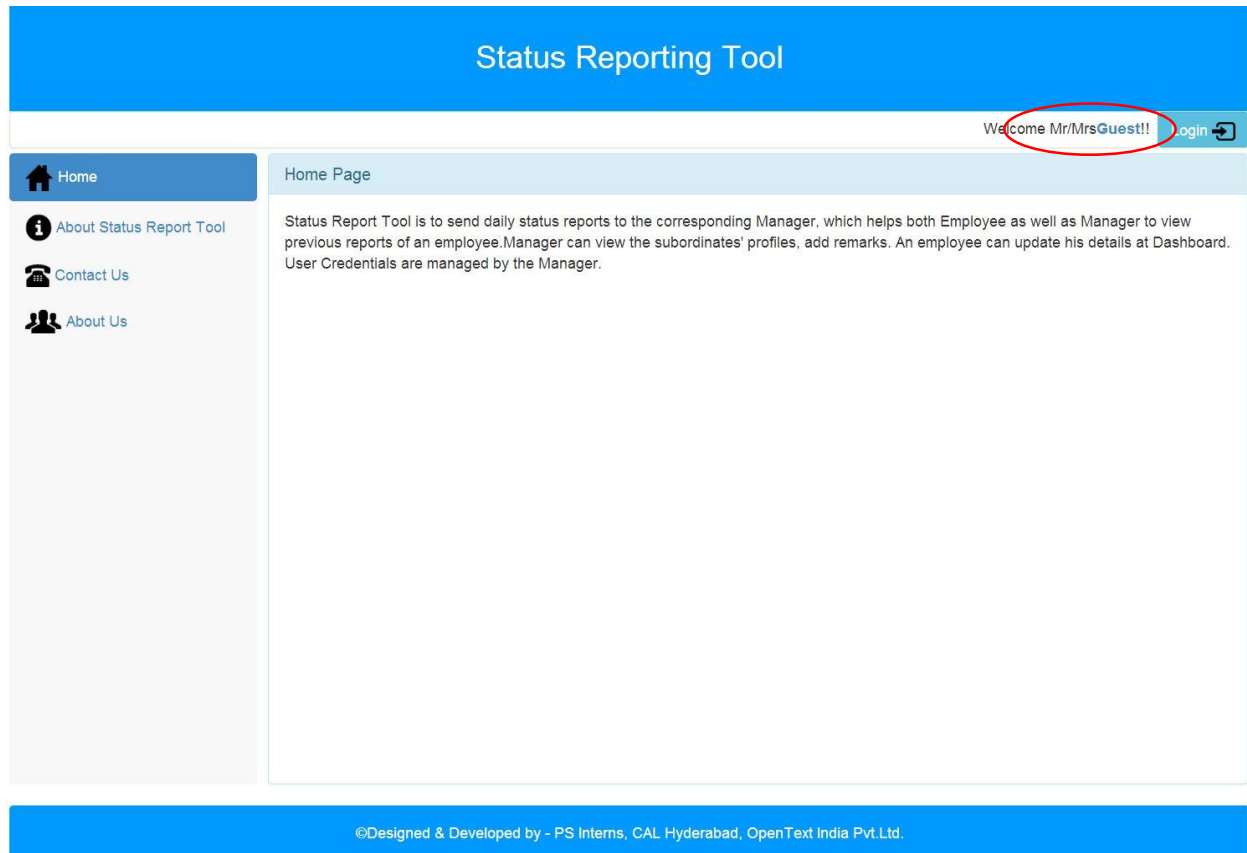
USER MANUAL

Modules: -

1. Manager
2. Employee

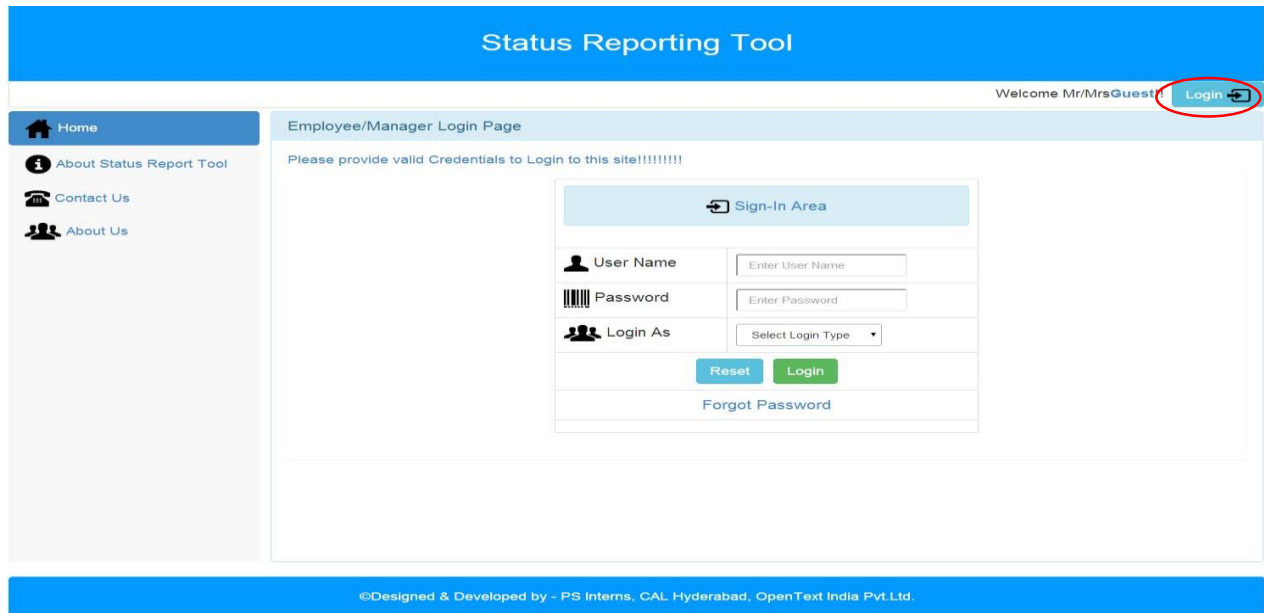
Home page: -

When user launches a **Status Report Tool** in their system the home page looks as following. Which contains only **Guest** view initially.



Login Page: -

User can login into an application by using login button at to right corner. Once user click on login button he/she can find login page with User Name, Password and Login As fields and in Login As field user can select MANAGER/EMPLOYEE based on their **designation**. **The page looks as following.**



1)Manager: - If User is Manager then his/her home page looks with following options.

Manager Home Page: -



Manager View Reports: - Manager can view reports which was sent by his/her subordinates. The following view illustrates about view reports page. Manager can view reports in different formats

- 1) Can view **all** employee reports by a particular date,
- 2) Can view **single** employee details by a particular date,
- 3) can view employee details in a particular **period of time**.

View all by date: Manager Can view all employee reports by a particular date.

The screenshot displays the 'Status Reporting Tool' interface. On the left, a sidebar menu includes 'Home', 'View Reports' (highlighted with a red circle), 'View Remarks', 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', 'Manager as Employee', 'Send Status', 'View Status', 'To-do's', 'Compose', and 'InBox'. The main content area is titled 'View Reports' and contains three sections: 'View All by Date' (highlighted with a red circle), 'View Single By Date', and 'By Time Period'. The 'View All by Date' section shows a date selector set to '07/31/2014' and a 'Go' button. Below this, a green banner indicates 'Viewing all Employee reports as on: 31-JUL-2014'. The main area lists three employee reports with their email addresses and status messages, each with a 'Send Message' button. The footer contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt Ltd.'

View single by Date: Manager Can view single employee details by a particular date.

The screenshot displays the 'Status Reporting Tool' interface. On the left, a sidebar menu includes 'Home', 'View Reports' (highlighted with a red circle), 'View Remarks', 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', 'Manager as Employee', 'Send Status', 'View Status', 'To-do's', 'Compose', and 'InBox'. The main content area is titled 'View Reports' and contains three sections: 'View All by Date', 'View Single By Date' (highlighted with a red circle), and 'By Time Period'. The 'View Single By Date' section shows an 'Emp ID' field with 'tiru@opentext.com' and a 'Date' field with '07/31/2014', both with 'Go' buttons. Below this, a green banner indicates 'Showing Status Report of tiru@opentext.com on: 31-JUL-2014'. The main area shows a single employee report for 'tiru@opentext.com' with the status 'done testing...'. The footer contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt Ltd.'

By time period: Manager can view employee details in a particular period of time.

Status Reporting Tool

Welcome Mr/Mrs. shiva@opentext.com !! Logout

View Reports

By Time Period

Showing Status Report of tiru@opentext.com From:29-JUL-2014 To:31-JUL-2014

tiru@opentext.com

Sent On: 2014-07-30
hello...

tiru@opentext.com

Sent On: 2014-07-31
done testing...

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Manager View Remarks: -

Manager can view remarks of employee, what he/she was made earlier and can view remarks in following formats

- 1) can view remarks of particular employee by using employee id,
- 2) can view remarks of particular employee in particular period of time.

The following snapshot illustrates view remarks page of manager.

Status Reporting Tool

Welcome Mr/Mrs. shiva@opentext.com !! Logout

View Remarks

View Remarks By Time Period

Employee ID: Enter Employee ID Go

Emp ID: Enter Employee ID
From: mm/dd/yyyy
To: mm/dd/yyyy Go

Remarks

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View remarks by employee id:

using employee id.

Manager can view remarks of particular employee by

The following snapshot illustrates viewing remarks of particular employee by using employee id.

The screenshot displays the 'Status Reporting Tool' interface. On the left, a sidebar menu includes 'Home', 'View Reports', 'View Remarks' (highlighted with a red circle), 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', and 'Manager as Employee'. The main content area is titled 'View Remarks' and contains two sections: 'View Remarks By ID' (highlighted with a red circle) and 'View Remarks By Time Period'. The 'View Remarks By ID' section has a form with 'Employee ID' and a 'Go' button. The 'View Remarks By Time Period' section has fields for 'Emp ID', 'From', and 'To', each with a 'Go' button. Below these forms, a green banner states 'Viewing all Remarks of tiru@opentext.com'. The remarks are listed in a table with columns for date and text. The footer indicates '©Designed & Developed by - PS Interns, CAL, Hyderabad, OpenText India Pvt.Ltd.'

Date	Remarks
2014-07-30	Good
2014-07-31	GOOD DONE TESTING
2014-07-31	mm

View remarks by time period:

The following snapshot illustrates manager viewing all remarks of particular employee in a given period of time.

The screenshot displays the 'Status Reporting Tool' interface. On the left, a sidebar menu includes 'Home', 'View Reports', 'View Remarks' (highlighted with a red circle), 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', and 'Manager as Employee'. The main content area is titled 'View Remarks' and contains two sections: 'View Remarks By ID' and 'View Remarks By Time Period' (highlighted with a red circle). The 'View Remarks By Time Period' section has a form with 'Emp ID', 'From', and 'To', each with a 'Go' button. Below these forms, a green banner states 'Viewing all Remarks of tiru@opentext.com From:2014-07-01 To: 2014-07-30'. The remarks are listed in a table with columns for date and text. The footer indicates '©Designed & Developed by - PS Interns, CAL, Hyderabad, OpenText India Pvt.Ltd.'

Date	Remarks
2014-07-30	Good

View Subordinates: -

Manager can view his subordinates to ensure how many employees are working under him/her. The following screenshot illustrates the number of employees working under a manager.

The manager can also add remarks for employee and can view employee profiles.

The screenshot displays the 'Status Reporting Tool' interface. On the left is a sidebar with navigation links: Home, View Reports, View Remarks, View Subordinates (highlighted with a red circle), Manage Subordinates, View Profile, and Dashboard. Below these are links for 'Manager as Employee' including Send Status, View Status, To-do's, Compose, and Inbox. The main content area is titled 'List of Subordinates' and contains a table with the following data:

Sl. No	Emp ID	Emp Name	Add Remark	View Profile
1	himakar@opentext.com	himakar (employee)	Add Remark	View Profile
2	dilip@opentext.com	dilip (manager)	Add Remark	View Profile
3	ttammine@opentext.com	tiru (employee)	Add Remark	View Profile
4	udurbha@opentext.com	uma (employee)	Add Remark	View Profile
5	cbalaji@opentext.com	balaji (employee)	Add Remark	View Profile
6	tiru@opentext.com	tiru (employee)	Add Remark	View Profile (highlighted with a red circle)

The top of the interface shows a welcome message 'Welcome Mr/Mrs. shiva@opentext.com !!' and a 'Logout' button. The footer states '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

ADDING REMARKS: -

Manager can add remarks of particular employee based on performance of employee.

The following screenshot illustrates adding remarks on employee.

This screenshot shows the 'Write Remark' form within the 'Status Reporting Tool'. The sidebar is identical to the previous screenshot, with 'View Subordinates' highlighted. The main content area is titled 'Write Remark for ttammine@opentext.com'. It features a 'Remark on:' field containing 'ttammine@opentext.com' (highlighted with a red circle) and a 'Write Remarks:' text area containing 'Good Testing... :-}'. An 'Add Remark' button (highlighted with a red circle) is located at the bottom right of the form. The footer remains the same: '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Viewing profile: -

The following screenshot illustrates that manager viewing his/her subordinates profiles .

The screenshot displays the 'Status Reporting Tool' interface. The left sidebar contains navigation links: Home, View Reports, View Remarks, View Subordinates, Manage Subordinates, View Profile (highlighted with a red circle), Dashboard, Manager as Employee, Send Status, View Status, To-do's, Compose, and InBox. The main content area is titled 'View Profile' and shows details for an employee named 'balaji'. The details are organized into two sections: 'Organizational Information' and 'Personal Information'. The 'Organizational Information' section includes fields for Employee Name (balaji), Employee ID (cbalaji@opentext.com), Email (email@ot.com), Designation (employee), and Superior (shiva@opentext.com). The 'Personal Information' section includes fields for Permanent Address (Update your address) and Mobile No (0123456789). A placeholder image for the employee's profile is shown next to the name. The footer of the page states: ©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.

Organizational Information	
Employee Name	balaji
Employee ID	cbalaji@opentext.com
Email	email@ot.com
Designation	employee
Superior	shiva@opentext.com,

Personal Information	
Permanent Address	Update your address
Mobile No	0123456789

Manage Subordinates: -

Manager can manage his/her subordinates either by adding new employees or by activating/deactivating

- 1) If new employee is added then he can add employee details.
- 2) If existing employee is shifted to another department/left the job from present company then manager can deactivate his account by giving employee id.
- 3) If bulk employees are needed to add then manager can choose a file to add bulk employees' details.

The screenshot displays the 'Status Reporting Tool' interface for the 'Manage Employees' section. The left sidebar is identical to the previous screenshot, with 'Manage Subordinates' highlighted with a red circle. The main content area is titled 'Manage Employees' and contains three sections: 'Add New Employee', 'Activate/Deactivate Employee', and 'Import Bulk Employee'. The 'Add New Employee' section has input fields for Emp Name, Emp ID, and Designation, with a 'Go' button. The 'Activate/Deactivate Employee' section has an input field for Enter Employee ID and a 'Go' button. The 'Import Bulk Employee' section has a 'Choose File' button and a 'Go' button. Below these sections is a 'Page RESULTS:' area. The footer of the page states: ©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.

Add New Employee

Emp Name:
Emp ID:
Designation:

Activate/Deactivate Employee

Import Bulk Employee

No file chosen

Page RESULTS:

Manager view Profile: -

Manager can view his/her profile by clicking view profile option. The organization details and personal details are included here. **The following screenshot illustrates profile of manager.**

The screenshot displays the 'View Profile' page within the 'Status Reporting Tool'. The left sidebar contains navigation options: Home, View Reports, View Remarks, View Subordinates, Manage Subordinates, View Profile (highlighted with a red circle), Dashboard, Manager as Employee, Send Status, View Status, To-do's, Compose, and InBox. The main content area is titled 'View Profile' and contains two sections: 'Organizational Information' and 'Personal Information'. The 'Organizational Information' section includes fields for Employee Name (Shiva Kumar), Employee ID (shiva@opentext.com), Email (shiva2035.iit@gmail.com), Designation (manager), and Superior. The 'Personal Information' section includes fields for Permanent Address (India, Hyderabad) and Mobile No (9963808956). A user profile icon is visible next to the Employee Name field. The footer of the page states: '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Dashboard: -

In Dashboard manager can manage his/her own profile. Here he/she can update his address information and can change his/her password. **The following screenshot illustrates Dashboard of manager.**

The screenshot displays the 'Dashboard' page within the 'Status Reporting Tool'. The left sidebar is identical to the previous screenshot, with 'Dashboard' (highlighted with a red circle) selected. The main content area is titled 'Dashboard' and contains two sections: 'Change Password' and 'Profile Settings'. The 'Change Password' section includes input fields for Old Password, New Password, and New Password (Again), along with a 'Change Password' button. The 'Profile Settings' section includes input fields for Permanent Address, Mobile No, and email, along with 'Cancel' and 'Update Profile' buttons. The footer of the page states: '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Send Status: - Manager can send his/her status to his superiors through this send status option.

The following screenshot illustrates how to send status to his/her superiors.

The screenshot shows the 'Status Reporting Tool' interface. The top header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar shows 'Welcome Mr/Mrs. shiva@opentext.com !!' and a 'Logout' button. The left sidebar contains a list of menu items: 'Home', 'View Reports', 'View Remarks', 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', 'Manager as Employee', 'Send Status' (highlighted with a red circle), 'View Status', 'To-do's', 'Compose', and 'InBox'. The main content area is titled 'Sending Status Report to Manager'. It contains a form with a 'To:' field (a dropdown menu labeled 'Select Your Manager'), a 'Write Status:' label, and a large text area for writing the status. A 'Send Status' button is located at the bottom right of the form. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

View Status: - Manager can view his /her status whatever he/she posted earlier. The following screenshot illustrates viewing his/her statuses whatever he/she posted.

The screenshot shows the 'Status Reporting Tool' interface for viewing a status report. The top header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar shows 'Welcome Mr/Mrs. shiva@opentext.com !!' and a 'Logout' button. The left sidebar contains a list of menu items: 'Home', 'View Reports', 'View Remarks', 'View Subordinates', 'Manage Subordinates', 'View Profile', 'Dashboard', 'Manager as Employee', 'Send Status', 'View Status' (highlighted with a red circle), 'To-do's', 'Compose', and 'InBox'. The main content area is titled 'Showing Status Report of shiva@opentext.com'. It displays a status report for the date '2014-07-30' with the text 'I completed Status Report Tool project today...'. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

To-do: - Here manager can put reminders to complete his/her pending tasks in given period of time.

The following screenshots illustrates reminders of manager.

Status Reporting Tool

Welcome Mr/Mrs. shiva@opentext.com !! Logout

Home

- View Reports
- View Remarks
- View Subordinates
- Manage Subordinates
- View Profile
- Dashboard

Manager as Employee

- Send Status
- View Status
- To-do's**
- Compose
- InBox

Add Tasks To- Do

Task Title: Enter Task Title

Write Task: Enter Task Description here

Deadline: mm/dd/yyyy

Discard Add New Task

task4 [2014-07-31 11:29]
date task:

task title 2 [2014-07-31 5:30 PM]
Hello you havve to complete this task by tomorrow

task title 2 [2014-07-31 5:30 PM]
Hello you havve to complete this task by tomorrow

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Compose: - Manager can compose message to his/her colleagues, superiors and subordinates.

The following screenshot illustrates compose message.

Status Reporting Tool

Welcome Mr/Mrs. shiva@opentext.com !! Logout

Home

- View Reports
- View Remarks
- View Subordinates
- Manage Subordinates
- View Profile
- Dashboard

Manager as Employee

- Send Status
- View Status
- To-do's
- Compose**
- InBox

Compose Message to null

To: Enter recepiant email ID

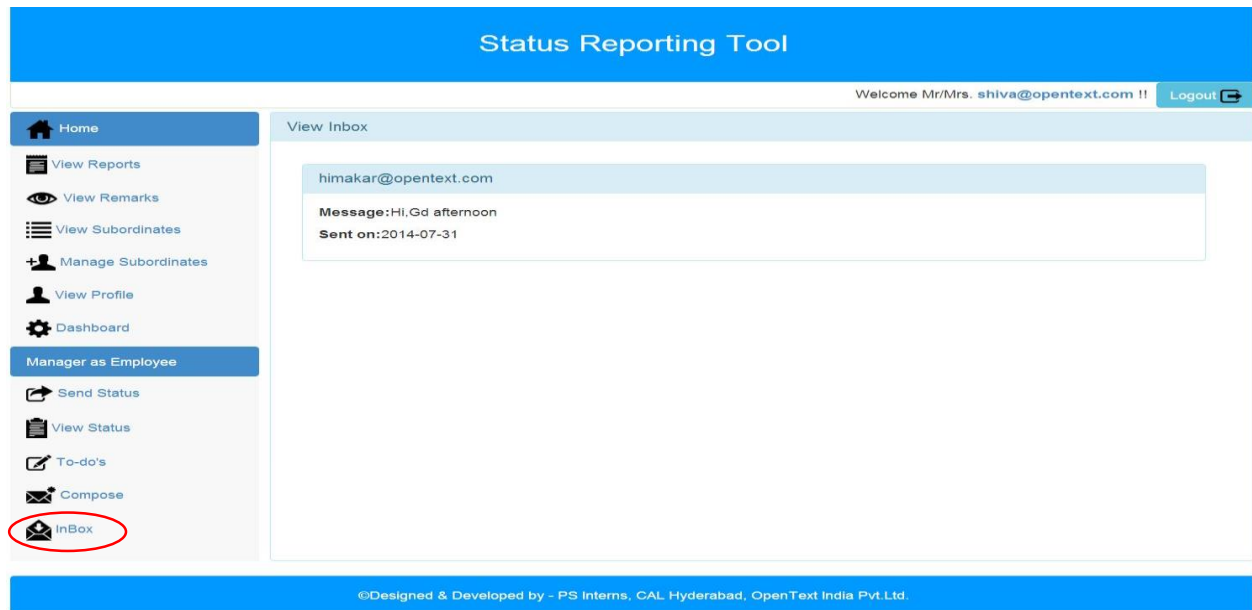
Compose Message: Write the Message here

Send Message

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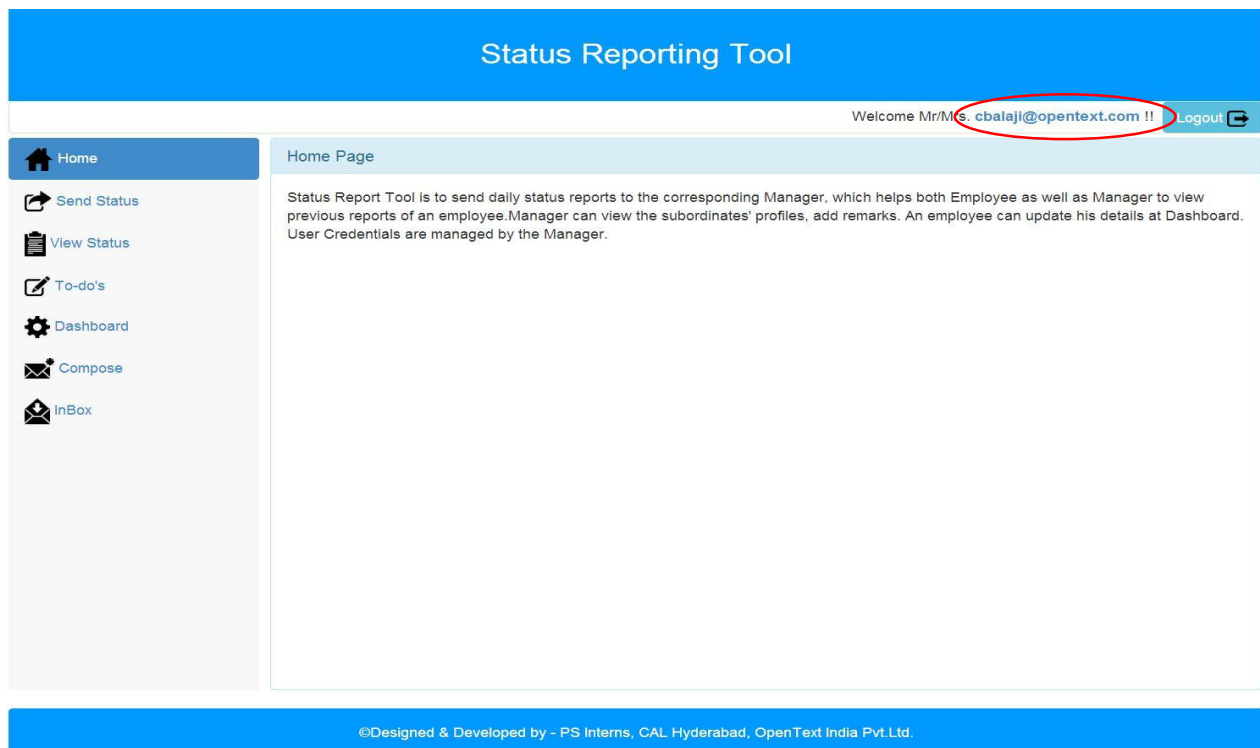
Inbox: - Inbox contains messages that are received from other employees.

The following screenshot illustrates Inbox of manager.



2) Employee:-

Home page: - If user login as employee then his/her home page looks as following screenshot.



Send status page: - Employee send status to his/her superior to ensure up to what extent he/she finished their tasks. **The following screenshot illustrates sending status to his/her superiors.** After sending status he/she get notification whether status sent successfully or not.

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View Status page: - Employee can view his /her status whatever he/she posted earlier. The following screenshot illustrates viewing his/her statuses whatever he/she posted.

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To-do's Page: - Here Employee can put reminders to complete his/her pending tasks in given period of time.

The following screenshots illustrates reminders of Employee.

The screenshot shows the 'Status Reporting Tool' interface. The top header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar contains 'Home', 'Send Status', 'View Status', 'To-do's' (highlighted with a red circle), 'Dashboard', 'Compose', and 'InBox'. The main content area is titled 'Add Tasks To- Do'. It contains a form with fields for 'Task Title' (with a placeholder 'Enter Task Title'), 'Write Task' (with a placeholder 'Enter Task Description here'), and 'Deadline' (with a placeholder 'mm/dd/yyyy'). There are 'Discard' and 'Add New Task' buttons. Below the form, a message box says 'my tasks balaji [2014-07-31 5:30 PM]' and 'Hello balaji, You have to complete this by today evening'. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Dashboard page: - In Dashboard Employee can manage his/her own profile. Here he/she can update his address information and can change his/her password.

The following screenshot illustrates Dashboard of Employee.

The screenshot shows the 'Status Reporting Tool' interface. The top header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar contains 'Home', 'Send Status', 'View Status', 'To-do's', 'Dashboard' (highlighted with a red circle), 'Compose', and 'InBox'. The main content area is titled 'Dashboard'. It contains two sections: 'Change Password' and 'Profile Settings'. The 'Change Password' section has fields for 'Old Password', 'New Password', and 'New Password(Again)', with a 'Change Password' button. The 'Profile Settings' section has fields for 'Permanent Address', 'Mobile No.', and 'email', with 'Cancel' and 'Update Profile' buttons. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Compose page: - Employee can compose messages to his/her colleagues/superiors.

The following screenshot illustrates compose of messages.

The screenshot shows the 'Compose Message' page of the 'Status Reporting Tool'. The header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar contains 'Welcome Mr/Mrs. cbalaji@opentext.com !!' and a 'Logout' button. A left sidebar lists navigation options: Home, Send Status, View Status, To-do's, Dashboard, Compose (highlighted with a red circle), and InBox. The main content area is titled 'Compose Message to null' and contains a 'To:' field with the value 'ttammine@opentext.com', a 'Compose Message:' text area with the text 'hello tirumalesh..', and a 'Send Message' button. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'

Inbox page: - Inbox contains messages that are received from other employees.

The following screenshot illustrates Inbox of Employee.

The screenshot shows the 'View Inbox' page of the 'Status Reporting Tool'. The header is blue with the title 'Status Reporting Tool'. Below the header, a navigation bar contains 'Welcome Mr/Mrs. cbalaji@opentext.com !!' and a 'Logout' button. A left sidebar lists navigation options: Home, Send Status, View Status, To-do's, Dashboard, Compose, and InBox (highlighted with a red circle). The main content area is titled 'View Inbox' and displays a message from 'shiva@opentext.com' with the text 'Message: Hello please do some work here...' and 'Sent on: 2014-07-30'. The footer is blue and contains the text '©Designed & Developed by - PS Interns, CAL Hyderabad, OpenText India Pvt.Ltd.'