IIY PORTAL DISCUSSION

DATE: 28.09.2023

SESSION – CREATE AND EDIT:

1. It need to be with fields as Select Month, Superior head, Select Week session and Employee name, functional head.

→ **PLANNED** should be with options as IIY session date, No. Of participant, Hours planned, meeting start and end time.

→ **ACTUAL** should contain meeting status with options as Happen, Cancelled and Rescheduled.

→ While selecting **happen** it should be listed with options as IIY session date, No. of participant, Hours planned, meeting start and end time, topics covered, is there any presentation and remarks. If the user selects **cancelled** all the meetings details need to disable. If the user **rescheduling** the meeting, it must have calendar option with the meetings details added previously.

2. Need to remove IIY Spoc, function, from date and to date.
3. Merge create or Edit.

SCORE CARD:

1. Daily report - need to remove Completion in words and add export feature option.
2. Weekly report - need to remove total.

ADD USER:

1. Need to remove IIY L&D.

WEEKLY LOGIN REPORT:

1. Must have frontend headers as department, total employee, logged in and session planned, Actual session.

DASHBOARD:

1. It need to display **IIY report** with Date wise session & session planned, **Session** with Session count & Duration**, Overall** with total session & total Duration.
2. And also it need to display session count for all respective month with department, session planned, session conducted, session cancelled, reschedule and adherence%.

ACTION:

1. Add Vertical – Unable to add Corporate (its shows as it is already existed).