General Features of the Boostrap Admin Backend Interface theme

* All pages have Search Engine at Top Bar
* All pages have Notification Icon at Top Bar
* All pages have Collapsible Side Menu (Use the Bullet points below to list and label the Side Menus).
* All pages have Profile Picture at Top Bar
* All pages have Profile Name at Top Bar
* All pages have Last Login at Top Bar
* All pages should be mobile responsive
* The table should have an export raw data option at the top
* All pages with form fields should be done with fancy forms.
* All tables should beautifully designed fancy tables
* Design brand color is black and white, but it can be spiced up minimally with secondary colors (See Figma of the Frontend)
* Every table must designed as data tables that can be sorted by clicking on the table column header
* Every row of all tables should allow bulk action by having checkboxes on the left of each row, and a checkbox at the top to select all.
* The top of all tables should have the total record count. For example: The Candidate Table

should have “Total Candidates: 350” at the top.

# SEE SIDE MENUS BELOW

* The side menu arrangement will be shared shortly

# Dashboard

The dashboard that should capture the following information using beautiful chart/counter/table elements. The dashboard should have a filter option to filter data by country, last 24 hours, Last 7 days, Last 1 month, and custom calendar.

The dashboard should also have an option to download raw data as csv, and also a button to print the dashboard to pdf.

* **Global Dashboard**

>> Audit Dashboard Total Successful Signups Total Failed Signups Total Successful Logins Total Failed Logins

Total Password Reset

Total Session Duration

Total Successful Signups Vs Total Failed Signups Total Successful Logins Vs Total Failed Logins Trend of Total Successful Signups

Trend of Total Failed Signups Trend of Total Successful Logins Trend of Total Failed Logins Trend of Total Password Reset Trend of Total Session Duration

>> HR Administration Dashboard Total Subscribers

Total Partners Total Employee

Total Documentary Views Total Company Intro Views Total FAQ Views

Total Gallery View Total Pokes

Trend of Total Documentary Views Trend of Total Company Intro Views Trend of Total FAQ Views

Trend of Total Gallery View Trend of Total Pokes

Trend of Total Subscribers Trend of Total Partners

>> HR Advisory Dashboard Total Subscribers

Total Partners Total FAQ Views

Total Knowlegebase Search FAQ Views Trend Knowlegebase Search Trend

FAQ Views Vs Knowlegebase Search Total Consultation Booking

Top Knowlegebase Keyword" Trend of Total Subscribers Trend of Total Partners

>>Payroll Dashboard Total Subscribers Total Partners

Total Statutory Element Total Deductable Element Total Custom Element

Total Statutory Element Vs Total Deductable Element Vs Total Custom Element Total Generated Payslips

Trend of Total Generated Payslips Trend of Total Subscribers

Trend of Total Partners

>>Cleontime Dashboard Total Subscribers

Total Partners Total Claim Types

Total Claim Requests Total Approved Claims

Total Declined Claims

Total Claim Requested Amount Total Approved Claims Amount Total Declined Claims Amount

Total Approved Claims Vs Total Declined Claims

Total Approved Claims Amount Vs Total Declined Claims Amount Trend of Total Claim Requests

Trend of Total Approved Claims Trend of Total Declined Claims

Trend of Total Claim Requested Amount Trend of Total Approved Claims Amount Trend of Total Declined Claims Amount Trend of Total Subscribers

Trend of Total Partners

>>Cleon Asset Dashboard Total Subscribers

Total Partners

Total Asset Acquisition Requests Total Approved Asset Acquisition Total Declined Asset Acquisition

Total Approved Asset Acquisition Vs Total Declined Asset Acquisition Total Guarantors

Total Asset Acquisition Requests Amount Total Approved Asset Acquisition Amount Total Declined Asset Acquisition Amount

Total Approved Asset Acquisition Amount vs Total Declined Asset Acquisition Amount Total Asset Acquisition Requests Amount Vs Total Approved Asset Acquisition Amount Total Asset Acquisition Requests Amount Vs Total Declined Asset Acquisition Amount

Trend of Total Subscribers Trend of Total Partners

>>Performance Dashboard Total Subscribers

Total Partners

Trend of Total Subscribers Trend of Total Partners

>>Learning Dashboard Total Subscribers Total Partners

Trend of Total Subscribers Trend of Total Partners Total Courses

Total Internal Courses Total External Courses Total Course Enrolments Total Facilitators

Total Internal Facilitators Total External Facilitators Total Assignments

Total Assessments Created Total Assessment Submitted

Total Course Enrolments Vs Total Pending Course Enrolment Total Internal Facilitators Vs Total External Facilitators

Total Internal Courses Vs Total External Courses Trend of Total Course Enrolments

Trend of Total Assessments Created

Trend of Total Assessment Submitted

>>Leave Management Dashboard Total Subscribers

Total Partners

Trend of Total Subscribers Trend of Total Partners Total Leave Request

Total Approved Leave Request Total Declined Leave Request

Total Approved Leave Request Vs Total Declined Leave Request Total Resumption

Total Late Resumption

Total Approved Leave Request Vs Total Declined Leave Request Total Resumption Vs Total Late Resumption

Trend of Total Leave Request

Trend of Total Approved Leave Request Trend of Total Declined Leave Request Trend of Total Resumption

Trend of Total Late Resumption"

>>Health Management Dashboard Total Subscribers

Total Partners

Trend of Total Subscribers Partners ManagementTrend of Total Partners Total Employee Enrolment

Trend of Employee Enrolment Total HMOs

Total Available Hospitals

Total Employee Hospital Checkins Trend of Employee Hospital Checkins

>>Internal Control Total Subscribers Total Partners

Trend of Total Subscribers Trend of Total Partners Total Missed Deadlines Total Late Deliveries

Total Successfully Completed Trend of Total Missed Deadlines Trend of Total Late Deliveries

Trend of Total Successfully Completed

Total Missed Deadlines Vs Total Late Deliveries Vs Total Successfully Completed"

>>Partners Dashboard Total Partners

Trend of Total Partners Total Partner Profile Views

Trend of Total Partner Profile Views Total Bids

Total Hire

Total Wallet Balance Total Earned Amount

Total Ewallet Withdrawn Amount

Total Earned Amount Vs Total Withdrawn Amount Trend of Amount Earned

Trend of Amount Withdrawn

>>Reseller Dashboard Total Resellers

Trend of Total Resellers Total Customers

Total Modules Sold Total Amount Sold Total Amount Earned Total Ewallet Balance

Total Ewallet Withdrawn Amount Trend of Total Customer

Trend of Module Sold Trend of Amount Earned

Trend of Amount Withdrawn

# User Management

>User Management

>> Candidate Management

This is table with the following columns: SN, First Name, Last Name, Email, Phone, Country, Authentication (Email, OpenID), 2FA Status (On, Off), Created On, Last Login, Action (View Profile, Edit Profile, View CV, Download CV, Login to Account, Suspend User)

The top of the table should have a button to ""Create New User"".

a The create new user button should open page with the following form fields: Update profile picture, enter first name, enter last name, enter email, enter phone, select country.

The view profile action should open a page with detailed information of the candidate.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>>Company Management

This is a table with the following columns: SN, Company Name, website, contact person, email, phone, country, Onboarded by (Cleon Direct, Partner, Reseller), Authentication (Email, OpenID), 2FA Status (On, Off), Created on, Action (View Profile, Edit Profile, Login to Account, Suspend Account)

The top of the table should have a button to ""Create Company"".

The create company button should open a page with the following form fields: enter company name, company website, company email, company phone, contact person first name, contact person last name, contact person email, contact person phone, select country.

The view profile action should open a page with detailed information of the company.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> Partner Management

This is a table with the following columns: SN, Company Name, website, contact person, email, phone, country, Authentication (Email, OpenID), 2FA Status (On, Off), Created on, Last login, Action (View Profile, Edit Profile, Login to Account, Suspend Account)

The top of the table should have a button to ""Create Partner"".

The create company button should open a page with the following form fields: enter company name, company website, company email, company phone, contact person first name, contact person last name, contact person email, contact person phone, select country.

The view profile action should open a page with detailed information of the company.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> Reseller Management

This is a table with the following columns: SN, Company Name, website, contact person, email, phone, country, Authentication (Email, OpenID), 2FA Status (On, Off), Created on, Last login, Action (View Profile, Edit Profile, Login to Account, Suspend Account)

The top of the table should have a button to ""Create Reseller"".

The create company button should open a page with the following form fields: enter company name, company website, company email, company phone, contact person first name, contact person last name, contact person email, contact person phone, select country.

The view profile action should open a page with detailed information of the company.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> Employee Data Management

This is a table with the following columns: SN, Company Name, First Name, Last Name, Email, Phone, Branch, Department, Unit, Grade Level, Created On, Last Login, Country, Action (View Profile, View Audit Trail, Login to Account, Suspend Access).

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar."

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"The admin interface of the recruitment module has the following menu > sub menu >> sub sub menu

>Manage Recruitment Module

* > Candidate Onboarding

>>> Management Recruitment Introductory Video

>>> Manage Candidate ""Who Are You"" Form

>>> Manage Candidate ""Who Are You"" Form

>>> Manage Candidate ""What You Can Do"" Form

>>> Manage Candidate ""Where Have You Done It"" Form

>>> Manage Candidate ""Achievement"" Form

* Manage Candidates

>> View All Candidate Page (View CV, View Cover Letter)

>> View All Hired Candidates

>> View All Shortlisted Candidates

>> View All Employed Candidates

>> View All Available Candidates

* Manage Company Activities

>> View All Recruiting Companies

>> View All Talent Requirement Brief

>> View All Sent Offer Letters

>> View All E-Signed Offer Letter

Below are the description of the requirement on every page

>> Management Recruitment Introductory Video

This is a simple page with a video player, where the company admin can watch the most recently updated introductory video.

There should be button or menu to update video, which should allow the admin change the introductory video file, only video is required here.

The last updated date of the video should be clearly captured on this page.

>> Manage Candidate ""Who Are You"" Form

This is a table for the form fields available to the candidate when they are filling the ""Who Are You"" form during the candidate onboarding.

The table has the following columns: SN, Field Title, Form Element, Description, Date Created, Created By, Last Updated, Action (Edit, Delete)

The top of the table should have a button that says: Add New Field

The ""Add New Field"" button should open a page with a web form with the following fields: Enter Form Title, Select Form Element, Add Description, Submit Button.

>> Manage Candidate ""What You Can Do"" Form

This is a table for the form fields available to the candidate when they are filling the ""What You Can Do"" form during the candidate onboarding.

The table has the following columns: SN, Field Title, Form Element, Description, Date Created, Created By, Last Updated, Action (Edit, Delete)

The top of the table should have a button that says: Add New Field

The ""Add New Field"" button should open a page with a web form with the following fields: Enter Form Title, Select Form Element, Add Description, Submit Button.

>> Manage Candidate ""Where Have You Done It"" Form

This is a table for the form fields available to the candidate when they are filling the ""Where Have You Done It"" form during the candidate onboarding.

The table has the following columns: SN, Field Title, Form Element, Description, Date Created, Created By, Last Updated, Action (Edit, Delete)

The top of the table should have a button that says: Add New Field

The ""Add New Field"" button should open a page with a web form with the following fields: Enter Form Title, Select Form Element, Add Description, Submit Button.

>> Manage Candidate ""Achievement"" Form

This is a table for the form fields available to the candidate when they are filling the ""Achievement"" form during the candidate onboarding.

The table has the following columns: SN, Field Title, Form Element, Description, Date Created, Created By, Last Updated, Action (Edit, Delete)

The top of the table should have a button that says: Add New Field

The ""Add New Field"" button should open a page with a web form with the following fields: Enter Form Title, Select Form Element, Add Description, Submit Button.

>> View All Candidate Page

This is a table that has the details of all candidates that has used the recruitment module to create CVs

The table has the following columns: SN, First Name, Last Name, Email, Phone, Country, Sex, Timestamp, Action (View Data, Download CV, View Cover Letter, Login to Profile)

The top of the table should have a button that says: Add New Candidate

The Add New Candidate Page should be a web form that collects information: Enter First Name, Last Name, Phone, Email, Country, Select Gender, Submit. (This will automatically send a auto-generated password to the candidate).

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Sex.

>> View All Hired Candidates

This is a table that has the details of all candidates that has been hired by a company.

The table has the following columns: SN, First Name, Last Name, Email, Phone, Country, Sex, Hire Date, Action (View Data, Download CV, View Cover Letter, Login to Profile)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Sex.

>> View All Shorlised Candidates

This is a table that has the details of all candidates that has been shortlisted by a company.

The table has the following columns: SN, First Name, Last Name, Email, Phone, Country, Sex, Hire Date, Action (View Data, Download CV, View Cover Letter, Login to Profile)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Sex.

>> View All Employed Candidates

This is a table that has the details of all candidates that have updated their status as Employed.

The table has the following columns: SN, First Name, Last Name, Email, Phone, Country, Sex, Last Updated Date, Action (View Data, Download CV, View Cover Letter, Login to Profile)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Gender.

>> View All Available Candidates

This is a table that has the details of all candidates that have updated their status as Available.

The table has the following columns: SN, First Name, Last Name, Email, Phone, Country, Sex, Last Updated Date, Action (View Data, Download CV, View Cover Letter, Login to Profile)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Gender.

>> View All Recruiting Companies

This is a table that records all the companies signed up to the Recruitment Module.

The table has the column: SN, Company Name, Email, Phone, Location, Contact Person Full Name, Contact Email, Contact Phone, Action (View Audit Trail, View Talent Briefs, View Hired Candidates, View Shortlisted Candidates)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country.

>> View All Talent Requirement Brief

This is a table that records all the ""Talent Requirement Briefs"" submitted by companies to hire candidates from the CV bank.

The table has the column: SN, Company Name, Job Title, Job Location, Job Gender, Timestamp, Total Best Match, Action (View Details, View Candidates)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Gender.

The view details action opens a page with full details of the talent requirement brief.

The view candidates action opens a page with a listing of candidates that matches the talent requirement briedf, as provided to the company when submitting the brief; this table has the following columns: SN, First Name, Last Name, Phone, Email, Tag (Colour-coded as Best Match, Matching), Hiring Status (Colour-Coded as Employed, Available).

The view candidate table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar, Country, and Gender.

>> View All Sent Offer Letters

This is a table that allow the admin to view all sent offer letters;

The table has the following column: SN, Company Name, Job Title, Job Location, Job Gender, Candidate Full Name, Timestamp

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar.

>> View All E-Signed Offer Letter

This is a table that allow the admin to view all offer letters that were e-signed;

The table has the following column: SN, Candidate First Name, Last Name, Phone, Email, Timestamp, Action (Download Signed Copy)

The table should have a filter menu to sort/filter by Last 24 hours, Last 7 days, Last One Month, Custom Calendar."

"> Admin Management

This is a table with the following columns: SN, First Name, Last Name, Email, Phone, Role Type, Created By, Last Login, Action (View Profile, View Audit Trail, Suspend Admin)

The top of the table should have a button to ""Add New Admin""

The add new admin button should open a beautiful page with form fields that allow creation of input for the following: First Name, Last Name, Phone, Email, Profile Picture, Select Role Type.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

* Support Tickets

>> Billing Support

A table that has the following columns: SN, Date, Full Name, User Type (Candidate, Company, Partner, Reseller), Country, Phone, Email, Status (Pending, Ongoing, Closed), Action (View Support Message, Assign Support, Close Support.).

The top of the table should have a design that shows the total Support.

The table should have a filter option as follows: Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

>> Technical Support

Ongoing, Closed), Action (View Support Message, Assign Support, Close Support.). The top of the table should have a design that shows the total Support.

The table should have a filter option as follows: Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

>> Customer Service

Ongoing, Closed), Action (View Support Message, Assign Support, Close Support.).

The top of the table should have a design that shows the total Support.

The table should have a filter option as follows: Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

* Content Management System

>> View All CMS Content

A table that has the following columns: SN, Creation Date, Title, Slug, Created By, Last Edited Date. Each row of the table should have action control: View Content, Edit Content.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> View Email Templates

A table that has the following columns: SN, Creation Date, Title, Created By, Last Edited Date. Each row of the table should have action control: View Template, Edit Template.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> Change Logo

A page with form element that allows the upload of logo.

* General Settings

>> Role Based Manager

This is a page that shows all created roles in the following columns: SN, Role Name, Total Permissions, Total Assigned, Action (View Permissions, Edit Role).

The top of the table should have a button that says: Add New Role

The Add New Role page should open a web form with the following fields: Role Title, Select Permissions (These are checkboxes - use several checkboxes), submit.

The table should have a filter to view date by last 24 hours, last 7 days, last one month, custom calendar.

>> Authentication Log

A table that has the following columns: SN, Timestamp, IP Address, First Name, Last Name, Email, Phone, Country, Status (Failed, Successful), Action (Ban IP Address)

The top of the table should have Total authentication.

The top of the table should have filter to Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

>> Session Log

A table that has the following columns: SN, Date, IP Address, First Name, Last Name, Email, Phone, Country, Session Start, Session End, Duration, Action (Ban IP Address).

The top of the table should have filter option to Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

>> Admin Activity Log

A table that has the following columns: SN, Date, IP Address, First Name, Last Name, Action.

The top of the table should have filter option to: Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date.

>> Password Reset Log

A table that has the following columns: SN, Date, IP Address, First Name, Last Name, Reset Status (Pending, Successful, Failed).

The top of the table should have filter option to: Sort by Last 24 hours, Sort by Last 7 days, Sort by Last Month, Sort by Custom Date."

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"The Admin Interface of the payroll Module will have menu and sub-menus has outline below. (Menu

>>Sub-Menu >>>>Sub Sub-Menu). All pages should be titled according to the menu.

Payroll Module

>>Introductory Video Manager

>>Payroll Subscriber Manager

>>>>Create New Payroll Subscriber

>>>>View Payroll Subscribers

>>>>Create Payroll Partner

>>>>View Payroll Partners

>>Payslip Manager

>>Paydate Record Manager

>>Statutory Elements Manager

>>Deductable Element Manager

>>Paygrade Record Manager

Below are the expectations from each of the above pages.

Introductory Video Manager

This page is a simple page with a video player and a dropdown menu to select country. Each country on the list can be assigned a different video.

NOTE: The list of supported countries where Cleon HR is launched can be managed in the ""Country Manager"" menu. Only countries updated in the country manager will be available in the country selection dropdown.

There will be a button that allows the update of the video.

Clicking the update button will open the local file system for the admin to select a video.

Once the uploaded video is submited, the video rendered in the video player updates to the new video. The video player should be capable to playing the video, so admin can view the upload.

>>Payroll Subscriber Manager >>>>Create New Payroll Subscriber

NOTE: Payroll Subscribers are created directly from the Cleon HR web app, however, in exceptional cases, Cleon HR might be required to create a subscriber from the admin end.

The create payroll subscriber page is a web form that collects company information before they are subscribed to Cleon HR; Below are the form fields available in the create subscriber page.

Form fields that collects company information such as company name, company address, company email, company phone, contact person, and many more.

NOTE: There are two approaches to add a payroll subscriber, it is either the admin is trying to add the payroll module to an existing company on the Cleon HR database, or the company is creating a profile for the subscriber while trying to add the payroll module.

Based on the above, the Create New Payroll Subscriber should as follows.

1. A form field that reads from the registered company database while the admin is typing, so when the company name is being typed, exisiting subscribers with similar names are suggested in the form field; the admin can either select an existing company, or create the new company.
2. Once the company is selected or created, the next form field should collect other information about the company. So more form fields will be available.
3. Admin should have 2 checkboxes after filling the form fields: Payment Receieved and Initiate Payment Collection.
4. Submit and Reset Button

If the Initiate Payment Collection is selected in the checkbox, the subscriber receives an automatic welcome message in the email address entered in the form; this email message will have a button to make payment online or via bank transfer.

If payment received is selected, the subscriber payroll module is automatically activated and the welcome message is sent to the subscriber without a payment button.

Once the admin submits the new subscriber to the database, the view all subscriber page shows the new subscriber added to the view subscriber table (With the recent subscriber appearing at the top of the table).

>>Payroll Subscriber Manager >>>>View Payroll Subscribers

This is a table that shows a listing of all payroll subscribers.

This table will have a filter menu that filters the table by country, Subscription Status (Active, Expired, Suspended), Onboarded By (Cleon, Partner, Reseller), by Last 24 Hours, Last 7 days, Last One Month, and Custom Calendar.

The columns of this table should be as follows:

SN, Country, Company Name, Staff Strength, Contact Person, Contact Person Email, Contact Person Phone, Subscription Status, Expiry Date, Last Renewal Date, Date Added, Onboarded By, Payment Method (Payment Gateway Used), Action.

The action column will have the following action menus:

View Subscriber, Activate Subscriber, Deactivate Subscriber, Suspend Subscriber, Renew Subscriber.

For the activate/deactivate/suspend/renew actions, the subscriber gets an email notification.

>>Payroll Subscriber Manager >>>>Create Payroll Partner

The partners are also companies that partnered with Cleon HR to manage on behalf of their client.

Partners do not pay to signup, but it is compulsory that partners save a payment card that can be used to debit for services they consume on behalf of the companies they manage.

To add a partner, the admin enters the information of the partner in a web form, such information includes: Partner Company Name, Partner Email, Partner Phone, Partner Contact Person, Contact Person Email, and many more information about the partner.

If the partner already exist on the database, the partner is easily selected from the form suggestion.

Once all the information required about the partner is filled in the form, the admin can submit the form, and the partner gets a welcome email.

If the partner is a newly added partner, the welcome email will have a button for the partner to save payment card via the payment gateway. Such partner addition is not complete until the payment card is successfully saved.

>>Payroll Subscriber Manager >>>>View Payroll Partners

This is a table that shows a listing of all payroll partners.

This table will have a filter menu that filters the table by country, Status (Active, Suspended), by Last 24 Hours, Last 7 days, Last One Month, and Custom Calendar.

The columns of this table should be as follows:

SN, Country, Partner Company Name, Total Partner Subscribers, Contact Person, Contact Person Email, Contact Person Phone, Partner Status, Date Added, Payment Card Status (Active, Expired), Created By, Last Updated, Action.

The action column will have the following action menus:

View Partner, Edit Partner, Suspend Subscriber, Activate Partner.

For the edit/suspend/activate actions, the subscriber gets an email notification.

>>Payslip Manager

The payslip manager is a table that allows the admin record and view all payslips available on the Cleon HR platform.

This table has a search box at the top, which allow admin search for a specific country, company or person's data.

The table has a filter menu that filters the table by country, Month, Year, by Last 24 Hours, Last 7 days, Last One Month, and Custom Calendar.

The table has the following columns: SN, Country, Company Name, Month, Year, Employee Name, Employee Email, Employee Phone, Date Generated, Action.

The action columns has the following menu:

View Payslip, Download Payslip.

>>Paydate Record Manager

The paydate record manager is a table that allows the admin record and view all paydate configured by comapnies on the Cleon HR platform.

This table has a search box at the top, which allow admin search for a specific country, or company.

The table has a filter menu that filters the table by country, by Last 24 Hours, Last 7 days, Last One Month, and Custom Calendar.

The table has the following columns: SN, Country, Company Name, Paydate, Created By, Date Created, Last Updated.

>>Statutory Elements Manager

The statutory element has 2 features to Create Statutory Element and View statutory element. The top of the page is a web form, and a table appears beneath the webform to view statutory elements.

The create statutory element is a web form that allows admin create statutory elemtns by country.

The form fields are: Select country, Element Name, Element Percentage, submit button.

It is imprtant that the total statutory element created for a country must not exceed 100% when the percentage value of created elements are added together.  
  
  
This table is automatically updated whenever an element is added with the create element web form above it.

The view Statutory element table has the following columns: SN, Country, Element Name, Assigned Percentage, Created By, Date Added, Last Updated, Action.

The action column of this table has the following menu:

Edit Element, Delete Element.

The table has a filter to filter the table by country.

>>Deductable Element Manager

The deductable element has 2 features to Create deductable Element and View deductable element. The top of the page is a web form, and a table appears beneath the webform to view deductable elements.

The create deductable element is a web form that allows admin create deductable elements by country.

The form fields are: Select country, Element Name, Element Percentage, submit button.

The view deductable element table has the following columns: SN, Country, Element Name, Assigned Percentage, Created By, Date Added, Last Updated, Action.

The table has a filter to filter the table by country.

This table is automatically updated whenever an element is added with the create element web form above it.

The action column of this table has the following menu: Edit Element, Delete Element.

>>Paygrade Record Manager

The paygrade record manager is a table that allows the admin record and view all paygrade configured by companies on the Cleon HR platform.

This table has a search box at the top, which allow admin search for a specific country, company, department/grade level, or a specific person.

The table has a filter menu that filters the table by country, Parameter (Department/Grade Level/Individual), by Last 24 Hours, Last 7 days, Last One Month, and Custom Calendar.

The table has the following columns: SN, Country, Company Name, Parameter, Paygrade, Created By, Date Created, Last Updated."

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Cleon Time Management

Below are the > sub menu and >> sub sub menu under Cleon Time Management

* Claim Type Management

This is a table with the following column: SN, Company Name, Country, Claim Title, Schedule, Payment Value, Window Start, Window End, Created By, Last Updated

The top of the table should have a button that says: Add Claim Type

The add claim type button should a page with the following form fields; Select Company, Enter Claim Title, Select Claim Schedule (Hourly, Daily, Weekly, Monthly), Enter Payment Per Schedule, Select Window Start (Calendar), Select Window End (Calendar), Submit Button.

There should be a filter option at the top of the table to filter by last 24 hours, Last 7 days, Last 1 Month, Custom Calendar.

* Manage Claim Requests

This is a table with the following column: SN, Company Name, Country, Employee Full Name, Email, Phone, Claim Title, Request Schedule, Payment Value, Approval Status (Colour Code - Pending, Declined, Approved), Timestamp.

There should be a filter option at the top of the table to filter by last 24 hours, Last 7 days, Last 1 Month, Custom Calendar.

* View Approval Log

This is a table with the following column: SN, Company Name, Country, Employee Full Name, Email, Phone, Claim Title, Approved By, Timestamp.

There should be a filter option at the top of the table to filter by last 24 hours, Last 7 days, Last 1 Month, Custom Calendar."