<u>Workflow Management (Super Admin)</u>

Technical Information:

This software is used for project workflow. A project starts from the planning and ends with a bug-free release without missing any deadline.

This software is tracked to work with an effective flow that employees regularly update. Give them a daily task and if any issues are found it will be recorded in this software.

Super Admin:

A Super admin has all types of access. Super admin creates the other Employee, Clients, Projects, Tasks, and Tickets. Also, a super admin creates department-wise tasks and is assigned by the department head for every department. A super admin has a unique dashboard where each part of this management system.

First of all, we need a sign-in page where we indicate all-purpose logins like super admin, admin employee, and client. For super admin, we use super admin's id and password for logging in. After id and password input then we show the dashboard.

Dashboard:

Super Admin sees the following things in the dashboard:

- Total project (unique id)
- Total task (unique id)
- Total client (unique id)
- Total employee (unique id)
- Today's present employee
- Task Report (Today / Any date)
- Today's absent employee
- weekly total working hour
- Monthly total working hour
- Today's absent leave
- Notice
- Total Department

The top left of the dashboard includes a search bar for every type of search and the right top includes a notification bar and my profile option which has a dropdown menu for my task, Members (Total involved members or employees in the company), Sign Out and Add personal account (As like a Super Admin) option was included. All Dashboard small carts are clickable and they will go to the individual page if we click the cart and also include carts as like pie chart where we can see in progress, Complete and upcoming status also include in the leave list and event & Announcement list after that present a project activity log report in the right bottom in the dashboard.

Projects:

All projects are listed on the project list page and all projects are added from the Add project page.

Project List: Top navbar was the same as the dashboard page, then the project list grid view and list view option were included. After that, on the left side of the list starts, the line show option presents 10, 20, and 30 lines on a page. And the right-side filter dropdown option is included. At the end **project list** would be presented with the following information:

- **Project ID**
- **Project Name:**

  Click on the project name from any row here to open the individual project details page. The top navbar is the same as the dashboard, Then the next line right-side edit button for editing the entire project information. A Single project page has open with some other information pages Like:

- **Overview:**

  This page overviews the full project by arranging it like an individual cart. Here is Included project details cart, todo list, Done and progress with a pie cart, Client details cart, add employee cart, about the project, Assigned employee list into a slider, Total Hours work, Total assigned employee, Complete work seen with percentage.

- **Task List :**

  After the navbar first row was started with the add task button it would be taken to the add task popup. show line in 10, 20, or 30 rows on a single page on the left side of the line. Then on the right-side filter, Assigned to, Status, Deadline option, and search bar were included.

The task list would be listed by ID, Task name, start date, Deadline, Assigned to, Milestone, Collaborators, Status, and action where the action column would be taken by the edit and delete button.

- **Task Kanban:** From the navbar to before the list starts it will be the same as the task list. After that, there was a task manager where the to-do list, Progress list, Done, or the complete list would be carted with a single column.
- Milestone:
- Gantt
- Files
- Timesheet
- Invoice
- Payments
- Expenses
- Activity Log
- Contact

- **Assigned Employee:**

  Hover and click on the assigned employee section for the individual employee list here Employees are shown by opening a cart.

  - Start Date
  - Estimate Delivery Time
  - End Date
  - Attachment
  - Duration
  - Status
  - Action: The action column would be taken preview (preview the project), edit (edit the project), and delete (delete the project) option with an icon.

Add Project:

The top nav was the same as the dashboard page. After that, it would start with a blank box for data boxes named Project ID (Unique ID for an individual project), Project name, Project description, Project category, upload project image, upload document, project start date, project deadline, Notifications, Project assign person, project budget, project status, project priority. After completing all of the information clicks on the add project button to add the project. After adding a project it would be added to the project list on the project list page.

Tickets:

The top nav was the same as the dashboard page. Then include an add ticket button.

- **Add Ticket :**

  If we click on this add ticket button here a popup was open. Input some data like Subject, Project name, Project ID, Assigned name, Ticket ID, Created ID, Priority. After inputting data click on the add button to add the ticket.

- **Ticket List:**

  After adding a ticket the added ticket would be listed in the ticket list row. Before the list starts here we show the total tickets cart, pending tickets cart, Closed tickets cart, and Deleted tickets cart would be included in different colors.

Ticket lists are listed with Ticket ID, Project ID, Subject, Project name, show, assigned, priority, created date, Due date, Status, and action. Action Column was designed with edit, delete, close, mark as read button which is shown as a dropdown list. If we click on the edit button for which project edit popup would be open. If we need to update any information, update and click on add button data will be updated. If we click on the delete button data would be deleted, and marked as read data would be assigned like read it identity with color.

Clients:

After the Ticket section, the clients option would be presented. Enter the client's page here all client information would be shown in a cart for individual clients. The top right side would have an add client button for add clients,

Add Client:

Click on the add-click button to open a popup like a form, if need to add a client then complete all the information fields properly. Here included client name, company name, user name, a client id (unique id), password, email, phone, client description, upload image, client attachment with a project.

After that, there is some instruction with a horizontal checklist with the projects, tasks, chat, estimates, invoice, and timing sheets. And vertically read, write, create, delete, import, export, screenshot column added. If the client fills the form and checks the list then the super admin would show what activities are regularities in that client and it would be added to the client's profile.

Client profile:

After adding a client go back to the client profile page, and click on the individual client cart to see the individual client profile page. If we click on the view profile button then open the individual client profile. After entering a client page here a short profile would be shown with some information like Designation, photo, chatbox, mobile number, email address, name, and description, and edit and delete button would be placed on the right side of the profile info. After that, we would show two different client activities 1. Client active product 2. Client delivered product. It would be separated by a cart. All carts have edit and delete options.

Invoice

After the invoice section here is a list with the client's history like project name, date started, date end, total cost, paid, due, status.

Employees:

- **Employee:**

Here the top navbar would be the same as the dashboard. Then would present all employee's profile carts with edit, delete, chat, add task, and view profile buttons.

If we click on the view profile button we would go to the employee's main profile. Entered the profile here five carts are arranged for different parts of the information.

The first cart has taken name, id, user name, designation, status, password, and upload cv. Already present edit and delete options.

The second cart has personal details like the father’s name, mother’s name, present address, permanent address, date of birth, marital status, religion, about employee, email, gender, NID, Phone number, emergency contact, birth certificate no, passport no, bank account no, joining date. Then reference would be present. At Least two references would be added with name, address, or email address and contact no.

The third cart has taken education and training info. These are the last achieved educational degree (Degree Name, University/Institute Name, Major Name, Upload Certificate, Achieved Reward If any, Result, Passing Year), training (Training Name, Institute Name, Training Period, Upload Document, Topics, Duration, Location), experience name (Company Name, Experience Area, Responsibility, Duration, From date, End Date, Company Location, Upload Document) with edit and delete button.

The fifth cart has taken promotion info where Promotion Letter Issue Date, Effective Date, Previous Designation, Promoted Designation, Approval Doc Attachment, Increment Amount, Previous Basic, New Basic, Previously Received Salary, New Gross Salary with edit and delete option.

The sixth cart has assigned training info where training assignment is the heading and textbox with this type of information:

Training Program Name, End Date, Duration, Location, Approval Doc Attachment, About Training. Last, of all, the update and finished button would be taken. Update info would be added to the employee's main profile page.

- **Add employee info:**

If we go to add employee profile we see that the right side presents some tabs with individual single pages.

The first tab was account info where a form would be present with some information like employee name, employee ID, designation, status, user name, password, upload images, upload cv and a save button for saving the information into the employee profile page and a next button to go to the next tab.

The second tab was the open personal details page. Here employee's name, father's name, mother's name, present address, permanent address, about employee, date of birth, gender (dropdown), marital status (dropdown), religion (dropdown), Emergency contact, NID no, phone no, email, birth certificate no, passport no, reference no 1, relation with referral (1), reference contact no(1), reference no 2, relation with referral (2), reference contact no(2) a save button for saving the information into the employee profile page and a previous button to go to the previous tab (account info page) and also a next button to go to the next page.

The third tab was education & training where add a last achieved educational degree like degree name, university/ institute, passing year (dropdown), result, upload certificate, major name, achieved reward (if any).

Training section whereas training name, topic, institute name, duration, training period, location, upload document option would be present. Experience section whereas company name, responsibility, experience area, duration, from date, end date, company location, upload doc, and a save button for saving the information into the education & training page and a previous button to go to the previous tab (personal details page) and also a next button to go to the next page.

The fourth tab was promotion info where promotion details were included like as employee name, promotion letter issue date effective date, previous designation, promoted designation, approval doc attachment, increment amount, previous basic, new basic, previously received salary, new gross salary a save button for saving the information into the promotion info page and a previous button to go to the previous tab (education & training page) and also a next button to go to the next page.

The fifth tab was training assignment where training program name, training start date, end date, duration, location, approval doc attachment, invite employee, about training and also a previous button for go to previous tab (promotion info page) and a finished button for complete the input for an employee's information.

- **Leave Request:**

First of all, the leave request page’s top right side has a leave form button where if we click a form it will pop up on the screen and the form looks like heading with manage leave with leave date (calendar), Reason (reason for leave), Duration (how many hours or days to leave), category (sick leave, paid leave or unpaid leave, etc), Explanation then the add and done button for complete leave form. After that, a new row starts where the right side has an excel sheet export and print option and a search bar. The next row has lift sideshow line options for showing 10, 20, and 30 lines. The right side starts with a sheet showing from which month to which and with a leave status (dropdown). Then a list will start with id (unique id), employee name, leave type, date, day & hours, hours, status, action (edit and delete button was included), leave history (a show button was included if we click on the show button the whole leave history was open like a popup. After the list, the page previous and next option would be seen as 1 2 3, etc depending on list length.

- **Attendance:**
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    Here first of all top navbar-like dashboard and a show as an option for 10, 20, and 30 line show on the same page. After that, identify the attendance types like full day present (green), Absent (black), half-day leave (yellow), leaves (red), off day work (brown), and off-day/holiday (blue) with colors to differentiate easily.

After that, the right side of that section has edit attendance and filter option where the edit attendance option has opened an edit popup form where select employee (dropdown), select date, attendance type (dropdown) and explains edit reason has present and last of all a save button was included if click on the save button edited attendance data was saved on the attendance list. The attendance list starts with id, employee name, designation, and then days for the month. Last, of all, a column named work time where for each row there is a show button when clicking on the button a working time popup would be open for this employee's total working hour would be shown at a glance.

- **Report:**

If we click on the report button there is a popup open where select employee name (dropdown), select month (dropdown), select year (dropdown) have present if we select an employee’s name with a month and year then submit the info. After submitting it then the report will be open. The first cart from the report page is how many days we will need to show it would be selected from date to date and on the right side days, weeks, months, and years present like a dropdown list.

- **Task Report:**

Here the task report is a report for the super admin where they show the employee work history and project progress report at a glance.

The first column is the employee name that was linked with every employee’s profile. If you click on the name of a specific employee name we will go to the employee's profile.

The second column is employee id. If we click on the employee’s specific task report here, the employee’s task report rows would be open.

The third column is project id. Every project has a unique id. If we click on the project id we would go to the specific project page.

The fourth column is the project name.

The fifth column is the task id. It is also a unique id that is provided when a task is created.

The sixth column is the task name. Where a unique name is created for every task.

The seventh column is the task start date which means assigning the task to an employee to start counting the start date.

The eighth column is the deadline when a task would be finished is the counting time to the deadline.

The ninth column is today's work line. Where in progress, complete, closed, deadline over would be seen with a colored bar.

The tenth column is work duration where an employee's assigned work time was included automatically from the task details page.

The eleventh column is working time. How many times an employee spends on a specific task.

The twelfth column is task status where we will see the task condition in the min time. There are some status included that is in progress, closed, complete, deadline over. It will be included with the individual text colors.

- **Department:**

Click on the Department option here the department page was open. The top navbar was the same as the dashboard navbar. After that, an add department button was included. Click on the add department button and a popup would be opened. Where department name, department head, underwork (how many employees work under the head) then click on submit button it would be assigned on the department list. The Department list would contain the received data from the added form. Also include an extra column that is an action where the edit and delete button was present.

- **Official calendar:**

It was a calendar page where the left side of the first row was included to create some of the events and the meeting days button and popup were added. The first button is to create a new event, create new meeting, edit/add holiday, recent event, upcoming event, upcoming meeting. After the buttons, the right side of the page has a calendar.

- **Chat:**

A chat section is included like messenger, skype, WhatsApp. Here if we want an audio call, video call, add a person in the chat, open a group chat, and if we need we delete the whole chat.

- **Holiday:**

Here, first of all, the top navbar is the same as the dashboard navbar. Then an add holiday button was included for add a holiday. Click on the add holiday button here a popup form was open. Which is included as holiday name, start day, end day, start date, end date, duration, month, and year and after all, a save button was included. The list would be open like form design.

- **Payroll:**

Workflow Management (Employee)

Technical Information:

This software is used for project workflow. A project starts from the planning and ends with a bug-free release without missing any deadline.

This software is tracked to work with an effective flow that employees regularly update. Give them a daily task and if any issues are found it will be recorded in this software.

Employee:

An employee has specific types of access. Employees can only show their profile, assigned project, assigned task, assigned tickets, their workflow Gantt chart, To-do list, and Project logs. An employee has a unique and simple dashboard.

First of all, we need a sign-in page where we indicate all-purpose logins like super admin, admin employee, and client. For employees, we use employee's unique IDs and passwords for logging in. After id and password input then we show the dashboard.

Dashboard:

An employee sees the following things in the dashboard:

- Clock in (start timer)
- Total project
- Total task
- Total attendance
- Total leave
- Clock out (Stop timer)
- Assigned project log

The top left of the dashboard includes a search bar for every type of search and the right top includes a notification bar and my profile option which has a dropdown menu for settings and sign out. All Dashboard small carts are clickable and they will go to the individual page if we click the cart and also include carts like a pie chart where we can see my project. My tickets are also included in the assigned project activity log report at the right bottom of the dashboard.

My profile:

Here employees see their profile with given information that was given by the super admin’s id. If any kind of changes is needed then send an update request in the super admin's profile.

My project:

Assigned project:

Here is an assigned project list where the first row and left side with the show option present 10, 20, and 30 lines on a page, and on the right side of the row is a filter button with dropdowns like as all, upcoming, started, completed, deadline over, updated.

After that, the list would start with the project name, assigned employee, start date, deadline, attachment, status, priority, and show task (show task button to go to the task list). If we click on the show task for a specific project here open this project with all assigned tasks.

Here the tasks have a list named task list. The second row of the task list would start with a show task with 10,20 and 30 lines, the right side would be present task type (dropdown with different task types such as simple, complex, compound), Deadline (dropdown with different given deadlines with priority base such as deadline over, in 15 days, custom), Status (dropdown with different status such as in progress, closed, testing. For this whole dropdown selection, an employee can filter their whole task into their priority wise.

After all, start the list heading with important rows such as ID, Task name, start date, deadline, status, task type, and task update (show button for individual task update list). If we click on the show button there is the open details page for a specific task name. A navbar was present with some needed things like Task list, Gantt, Task kanban, Milestones, Files, Activity log, and a timer.

Here the task name page would show is details about the assigned task like a form view such as Task assign date, estimated time duration, deadline date, submission date, attached file, Completion view