**Department Dashboard Features (HR/IT/Finance/Legal)**

**1️⃣ Smart Inbox**

**Description:** A list of incoming messages for each department with smart filtering and automatic classification.

**AI Support:**

* Automatic classification by type (Leave, Complaint, Technical Support, etc.)
* Priority detection (High, Medium, Low) using text analysis

**Creative Additions:**

* **Auto Re-route:** If an employee sends a message to the wrong department, AI suggests the correct one and redirects it automatically
* **Sentiment Highlight:** Color-code messages based on sentiment (Angry, Concerned, Neutral)

**2️⃣ Message Details Panel**

**Description:** View full details of each message along with tools to manage it.

**AI Support:**

* **Auto Summary:** Summarizes long messages into concise points
* **Suggested Replies:** Provides suggested responses based on message type and context

**Creative Additions:**

* **Action Buttons:** AI recommends quick actions like Approve, Reject, Forward, Escalate
* **Follow-up Reminder:** Automatically reminds about messages that require follow-up after a certain period

**3️⃣ Reports & Analytics**

**Description:** Statistics about department performance and requests

**AI Support:**

* Analyze response times for each type of request
* Predict future workload for the department

**Creative Additions:**

* **AI Insights:** AI suggests ways to improve efficiency or reduce response times
* **Visual Dashboards:** Interactive charts showing requests by type and priority

**4️⃣ Knowledge Base**

**Description:** Central library of information and standard procedures for responding to requests

**AI Support:**

* Smart document search using NLP
* Suggests relevant articles or policies automatically when reading messages

**Creative Additions:**

* **Interactive FAQ Bot:** AI bot answers frequently asked questions from employees directly in the system
* **Document Auto-Update:** Automatically updates KB when policies or procedures change

**5️⃣ Auto-Tagging & Workflow**

**Description:** Adds tags to messages and automatically routes them through the workflow

**AI Support:**

* Automatic tagging (Urgent, Payroll, IT, Legal)
* Suggests next steps for recurring messages

**Creative Additions:**

* **Smart Workflow Templates:** AI generates automated workflow for each new request type
* **Escalation Alerts:** AI notifies manager automatically if a message is not responded to on time

**6️⃣ Notifications & Reminders**

**Description:** Alert system for department staff

**AI Support:**

* Automatic alerts for new or pending messages
* Reminders for high-priority or overdue messages

**Creative Additions:**

* **AI Smart Push:** Suggests optimal time to send reminders based on employee schedule and activity
* **Summary Emails:** AI generates daily or weekly summaries of important messages and requests

**7️⃣ Creative & Future Features**

* **AI-Powered Suggestion Board:** Displays suggestions for improving department operations
* **Predictive Staffing:** AI predicts workload and suggests task distribution among employees
* **Voice Assistant Integration:** Voice-based interaction for responding to messages or checking request status
* **Cross-Department Coordination:** AI suggests sharing messages or requests between related departments automatically

**Employee Portal – AI-Powered Features (Updated)**

**1️⃣ Overview**

* Employees type any request or message in a single input field
* AI handles everything automatically:
  + Determines the responsible department (HR / IT / Finance / Legal)
  + Assigns priority (High / Medium / Low)
  + Detects if a message requires urgent response or follow-up

**2️⃣ Main Features**

**A. Smart Request Submission**

* Employee writes the message only; AI analyzes text and assigns the correct department automatically
* AI auto-tags the request (Urgent, Payroll, Technical, etc.)
* Employee doesn’t need to select anything manually; fully automated

**B. AI-Powered Dashboard**

* Requests displayed as clear **cards**
* **AI Summary:** quick overview for each request
* **Status Tracking:** Pending, Approved, Rejected (color-coded)
* AI highlights requests that require urgent attention

**C. Smart Notifications & Reminders**

* Automatic notifications for updates on requests
* Reminders for pending or follow-up requests
* AI suggests optimal times for response based on daily activity

**D. Suggested Actions**

* AI suggests steps to improve the request before submission
* Example: “Your request requires an attachment – click here to upload before sending”

**E. Search & Insights**

* Smart search using natural language queries
* AI Insights: suggests recurring or similar requests to save time

**F. User-Friendly Interface**

* Navigation: New Request, My Requests, Notifications, Profile
* Interactive elements: AI auto-suggestions inside the request input, hover effects for each request card

**G. Creative AI Additions**

* **Smart Attachments:** AI recommends required documents based on request text
* **Follow-up Prediction:** AI predicts if a request will need follow-up and notifies the employee automatically.

**Figma**: [HR Dashboard UI/UX Design – Figma Make](https://www.figma.com/make/hFey8JVYLU0Cy82biZTNY4/HR-Dashboard-UI-UX-Design?node-id=0-1&p=f&t=5AL4ekl8umscc43y-0&fullscreen=1)