**Tasks descriptions**

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| **Regarding notifications** |

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| **Regarding notifications** |

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| **Regarding notifications** |

**Subject: Laptop Configuration Details – HP EliteBook 840 G3**

**Dear [Manager's Name],**

**I hope you are doing well.**

**I am writing to share the configuration details of my current laptop (HP EliteBook 840 G3), as requested or for your reference. Please find the key specifications below:**

* **Processor: Intel(R) Core(TM) i5-6300U CPU @ 2.40GHz**
* **RAM: 8.00 GB (7.88 GB usable)**
* **Graphics Card: Intel(R) HD Graphics 520 (128 MB)**
* **Storage: 238 GB SSD**
* **Operating System: Windows 10 Pro (Version 2009, OS Build 19045.5965)**
* **System Type: 64-bit Operating System, x64-based processor**
* **Touch Support: Available with 10 touch points**

**I have also attached screenshots of the "About" and "Windows Specifications" sections for complete reference.**

**Please let me know if any further information is needed.**

**Best regards,  
Md Shahid Raza**

**1. Name**

**Md Shahid Raza**

**2. Designation**

**Laravel Developer**

**3. Reporting Head**

**Vishal Agarwal *(or update with your actual reporting head)***

**4. Current Products/Assignments**

* **Timesheet and Attendance Management System**
* **Assignment Budgeting Module**
* **Admin Panel Enhancements**
* **Role and Permission Management**
* **API Integration and Optimization**

**5. Please list your typical day-to-day tasks/responsibilities**

* **Develop and maintain backend functionality using Laravel**
* **Write optimized SQL queries for large datasets**
* **Perform database migrations and schema design**
* **Create and consume RESTful APIs**
* **Implement role-based access control**
* **Optimize queries and controllers for performance**
* **Debug and resolve application issues**
* **Collaborate with frontend developers on API integration**
* **Maintain code versioning using Git**
* **Participate in daily stand-ups and sprint planning**
* **Write unit and feature tests**
* **Review code for peers**
* **Handle bug fixing and production support issues**
* **Document technical processes and updates**
* **Work on hosting, deployment, and domain setup**
* **Support UI/UX improvements and feedback integration**

**6. Do you feel your daily tasks align with your defined KRAs?**

**✅ Mostly**

**7. If not fully aligned, please explain where the gaps are.**

**Some tasks like support-related bug fixes and admin-side adjustments are frequent but not explicitly listed in my defined KRAs. Additionally, contributing to architecture decisions or long-term technical planning is something I do occasionally but could be more involved in.**

**8. List your top 3–5 KRAs/Job Responsibilities**

1. **Backend Development using Laravel**
2. **API Development and Integration**
3. **Performance Optimization**
4. **Database Design and Query Optimization**
5. **Code Maintenance, Deployment, and Support**

**9. For each of the Top 5 KRAs/Job Responsibilities, list 2–3 responsibilities that you're handling related to it.**

**1. Backend Development using Laravel**

* **Implementing core business logic in Laravel controllers and models**
* **Building new modules like Attendance, Budgeting, etc.**

**2. API Development and Integration**

* **Creating RESTful APIs for frontend integration**
* **Handling API request validation and response formatting**

**3. Performance Optimization**

* **Optimizing heavy database queries**
* **Caching frequently used data to improve speed**

**4. Database Design and Query Optimization**

* **Designing normalized schemas**
* **Writing efficient joins and raw queries for data-heavy tables**

**5. Code Maintenance, Deployment, and Support**

* **Managing Git branches, resolving merge conflicts**
* **Handling bugs in production and releasing hotfixes**
* **Updating the codebase post-deployment and coordinating with DevOps**

**10. Which KRA do you spend the most time on?**

**Backend Development using Laravel**

**11. Which KRA do you want to contribute more to? Why?**

**Performance Optimization – because optimizing backend performance in large-scale applications can have a high impact and improve user experience significantly. It also deepens my understanding of Laravel and database internals.**

**12. What blockers or challenges are you currently facing in your role?**

* **Occasional lack of clear documentation or legacy code understanding**
* **Incomplete Figma or design references from frontend side**
* **Delay in decision-making from stakeholders which stalls development**
* **Tight timelines on some features due to last-minute scope changes**

**13. Is there any support, tool, or process improvement that could make your work more effective?**

* **Clear and updated technical documentation**
* **Access to performance profiling tools like Laravel Telescope or Blackfire**
* **Improved sprint planning and task prioritization**
* **Regular code review cycles and feedback sessions**

**14. What languages/Tech stack are you currently using to fulfill your duties?**

* **Backend: PHP (Laravel)**
* **Database: MySQL**
* **Frontend (Basic): HTML, CSS, JavaScript**
* **Tools: Git, Postman, XAMPP, phpMyAdmin**
* **Others: jQuery, DataTables, AJAX**

**15. Any Technical skill you feel you need to learn to grow in your role?**

* **Laravel Livewire/Inertia.js**
* **Advanced Laravel Testing (PestPHP, Mockery)**
* **Docker and CI/CD pipelines**
* **Redis and Queues**
* **Frontend frameworks like Vue.js or React for better full-stack understanding**

**16. Any additional feedback or suggestions for the HR/Leadership team?**

* **Regular training sessions or webinars to upskill the tech team**
* **Encourage cross-team collaboration to enhance knowledge sharing**
* **Provide more visibility into long-term product roadmap**
* **Recognize and appreciate backend contributions which are not always visible in UI changes**

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| **ZipArchive vs ZipStream: Major Differences** |

**ZipArchive vs ZipStream: Major Differences**

| **Feature 🔍** | **ZipArchive 🗂** | **ZipStream 🚀** |
| --- | --- | --- |
| **Working Mechanism** | **Creates ZIP file on disk first, then serves it.** | **Streams ZIP file directly to the response, without creating a physical file.** |
| **Performance** | **Uses more disk space and memory (writes the entire ZIP file to disk).** | **Uses less memory (streams files one by one, no temporary storage needed).** |
| **Best for** | **When you need to store or manipulate ZIP files later.** | **When you need to serve ZIP files dynamically without saving them.** |
| **File Handling** | **Creates and saves the ZIP file in a folder (storage/zip/).** | **Doesn't save ZIP file, sends it directly to the browser.** |
| **Large Files Handling** | **Can struggle with large files due to memory/disk usage.** | **Handles large files efficiently because it doesn't load everything in memory.** |
| **Usage Scenario** | **Generating ZIP files for later download or storage.** | **Downloading ZIP files on-the-fly without storing them.** |
| **Laravel Usage** | **ZipArchive (built-in PHP class).** | **ZipStream (requires STS\ZipStream package).** |

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| **Regarding notifications** |

**Below description was written by Shahid.**

**Steps to Navigate:**

**For Admin & Partner IDs to Promotion/Rejoining:**

1. **Navigate to the application.**
2. **Click on the 'Dashboard'.**
3. **Click on the 'Promotion/Rejoining' section.**

**After promoting or rejoining a user, we need to test all the points mentioned below**

**For Admin, Partner, Manager, Promoted User and Rejoined User Ids**

**1.Assignment, Assignment related All date like saved timesheet, submitted timesheet, rejected timesheet etc:**

* **If a new assignment is created after promotion/rejoining → Show new staff code.**
* **If an old assignment (created before promotion/rejoining) → Show old staff code.**

**2.Apply Leave, Timesheet Request & Leave Request:**

* **Requests made before rejoining/promotion → Old staff code should be displayed.**
* **Requests made after rejoining/promotion → New staff code should be displayed.**

**3.we have to test on report, client/assignment, team , Promotion/Rejoining and Human Resources tab,**

**4.We need to test all dropdown fields where the staff code appears**

**5.we have to test all section on dashboard,**

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| **Regarding notifications** |

**Notifications Behavior Across Portals:**

* **Admin Portal:** All notifications will be displayed.
* **Partner Portal:** Only partner-specific notifications will be displayed.
* **Manager Portal:** Only manager-specific notifications will be displayed.
* **Staff Portal:** Only staff-specific notifications will be displayed.

**Targeted Notifications:**

* When sending notifications to specific individuals, a **Teammember Selection Box** will appear. Notifications will only be displayed on the targeted individual's portal and the Admin portal.

**Read/Unread Functionality:**

* **Unread notifications** will appear in **red** color.
* **Read notifications** will appear in **black** color.

**1st Notification**  
**Steps:**

1. Navigate to the application.
2. On the dashboard, locate the notification section.

**2nd Notification**  
**Steps:**

1. Navigate to the application.
2. Click on the "Notification List" dropdown.

**3rd Notification**  
**Steps:**

1. Navigate to the application.
2. On the dashboard, locate the notification icon in the top header area.

**Admin-Only Feature: Add Announcement**

**Steps:**

1. Navigate to the application.
2. Click on the "Notification List" dropdown.
3. Click on "Add Announcement."
4. Fill out the form and click the "Send" button.

**Promotion and Rejoining on Other Posts**

1. If a user worked on attendance as a manager, the staff code will display as a manager.
2. If a user worked on attendance as a partner, the staff code will display as a partner.
3. In the joining date column, the newest joining date will be displayed.

**Steps:**

1. Navigate to the application.
2. Click on the **'Report'** dropdown.
3. Click on **'Attendance'**.
4. Locate the **Joining Date** column.

**Timesheet Access on Exit Day**

When a user exits, allow them to fill out their timesheet on the same day before 6 PM.

**On Admin ID**

**Steps:**

1. Navigate to the application.
2. Click on the **'Dashboard'**.
3. Click on the **'Team Member Box'**.
4. Click on the **Team Member Name hyperlink**.
   * Here, you can see the **Timesheet Access** field.

**For Partner, Manager, and Staff IDs**

**Steps:**

1. Navigate to the application.
2. Click on the **'Human Resources'** dropdown.
3. Click on the **'Timesheet'** dropdown and navigate to **'My Timesheet'**.
4. Click on **'Add Timesheet'**.

**Inactive Assignments for Users**

Ensure assignments do not appear for users after being marked inactive for that assignment.

**For Admin ID**

**Steps:**

1. Navigate to the application.
2. Click on **'View All Assignments'** in the **Assignment Section**.
3. Click on the **Assignment ID hyperlink**.
4. Go to the **Teammember List** section.
   * Here, you can see the **Active/Inactive** button.

**For Manager and Staff IDs**

**Steps:**

1. Navigate to the application.
2. Click on the **'Dashboard'**.
3. Click on the **'Open Assignment Box'**.
   * Inactive assignments will be hidden.

**Additional Steps:**

1. Navigate to the application.
2. Click on the **'Dashboard**.

Inactive assignments will be hidden in Assignment Section

**Alternative Steps:**

1. Navigate to the application.
2. Click on the **'Client'** dropdown.
3. Navigate to the **'Assignment List'** page.
4. Click on the **Client Name hyperlink** and click on year.

Inactive assignments will be hidden.

**Manager-Specific Tab**

This tab is available **only for managers** and not for staff.

**Steps:**

1. Navigate to the application.
2. Click on the **'Client'** dropdown.
3. Navigate to the **'Client List'** page.
4. Click on the **Client Name hyperlink** and select **Assignment**.

Inactive assignments will be hidden.

* The box will display the **Total Travel Days** based on attendance records.
* The total travel days in attendance will be reflected in the **Total Travel Days Box** on the dashboard.

**For Partner, Manager, and Staff IDs**  
**Steps:**

1. Navigate to the application.
2. Click on the **'Dashboard'**.
3. Locate and click on the **'Total Travel Days Box'**.

* Before applying the filter, data will be displayed created first ,approved and in the last rejected.
* After applying the filter, the data should be displayed in ascending order by Request date (latest first).

**For Admin IDs**  
**Steps:**

1. Navigate to the application.
2. Click on the **'Human Resources'** dropdown.
3. Click on the **'Apply Leave'** tab.
4. Use the filter to sort and display data.

* Every **Wednesday** and **Saturday**, an email is sent to the Admin containing an Excel report.
* The report includes:
  1. User's name.
  2. User's email ID.
  3. Last timesheet submission date.
* Every **Wednesday** and **Saturday**, an email is sent to the Admin containing an Excel report.
* The report includes:
  1. Users who saved the timesheet but did not submit it.
  2. Users who never filled out the timesheet.