

Employee Dashboard – User Guide

Overview

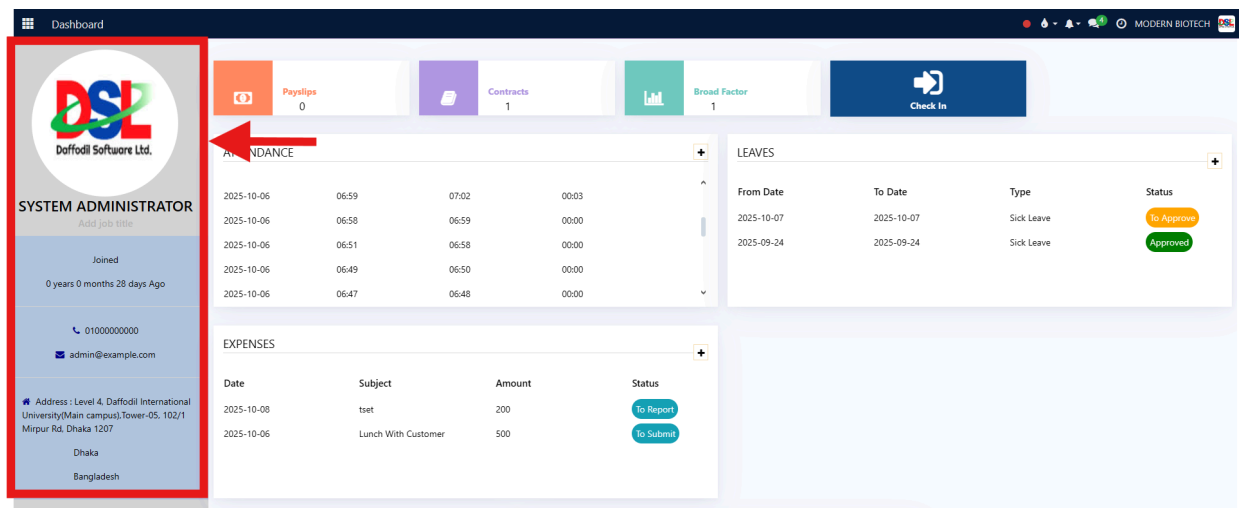
The **Employee Dashboard** is your personal workspace inside the **System**.

It gives you quick access to everything related to your job — your profile, attendance, leaves, payslips, announcements, and more — all in one place.

Depending on your role and access level, some features may look different from other employees. For example, managers may see extra reports or team details, while regular employees see only their own data.

The dashboard is designed to be **simple, clear, and easy to use**, helping you manage your daily work efficiently.

1. Personal Information (Left Side Panel)



On the left side of the dashboard, you'll see your **personal profile details**, such as:

- Your **name, job title, and department**
- **Profile photo**
- **Contact information** (email, phone, etc.)
- Your **employment type** (full-time, intern, contractor, etc.)

This section helps you quickly confirm your details and ensures your information stays up to date.

2. Payslips

The screenshot shows the DSL System Administrator dashboard. The top navigation bar includes a 'Dashboard' label and a 'MODERN BIOTECH' logo. The main content area features a sidebar on the left with the DSL logo, user information for 'SYSTEM ADMINISTRATOR', and contact details. The main panel has a top navigation bar with three sections: 'Payslips' (0), 'Contracts' (1), and 'Broad Factor' (1). The 'Payslips' section is highlighted with a red box. Below this, there are three main sections: 'ATTENDANCE', 'LEAVES', and 'EXPENSES'. The 'ATTENDANCE' section displays a table of attendance records for the dates 2025-10-06 to 2025-10-06. The 'LEAVES' section displays a table of leave records for the dates 2025-10-07 to 2025-09-24. The 'EXPENSES' section displays a table of expense records for the dates 2025-10-08 to 2025-10-06.

Date	Subject	Amount	Status
2025-10-08	tset	200	To Report
2025-10-06	Lunch With Customer	500	To Submit

The **Payslips** section allows you to:

- **Request your salary slip** when needed
- **Check the status** of past salary requests (e.g., approved or pending)
- **View or download** your payslips for record keeping

This helps you track your earnings and payment history easily.

3. Contracts

The screenshot shows the DSL System Administrator dashboard. The top navigation bar includes a 'Dashboard' label and a 'MODERN BIOTECH' logo. The main content area features a sidebar on the left with the DSL logo, user information for 'SYSTEM ADMINISTRATOR', and contact details. The main panel has a top navigation bar with three sections: 'Payslips' (0), 'Contracts' (1), and 'Broad Factor' (1). The 'Contracts' section is highlighted with a red box. Below this, there are three main sections: 'ATTENDANCE', 'LEAVES', and 'EXPENSES'. The 'ATTENDANCE' section displays a table of attendance records for the dates 2025-10-06 to 2025-10-06. The 'LEAVES' section displays a table of leave records for the dates 2025-10-07 to 2025-09-24. The 'EXPENSES' section displays a table of expense records for the dates 2025-10-08 to 2025-10-06.

Date	Subject	Amount	Status
2025-10-08	tset	200	To Report
2025-10-06	Lunch With Customer	500	To Submit

Here, you can view the details of your **employment contract**, including:

- Start and end dates
- Job position and department
- Contract type (permanent, temporary, etc.)
- Contract status

This section helps you stay informed about your official work agreement with the company.

4. Broad Factor (Company Leave Overview)

The screenshot shows a dashboard for DSI (Daffodil Software Ltd.) with a sidebar for a SYSTEM ADMINISTRATOR. The main content area has a top navigation bar with 'Paystips 0', 'Contracts 1', and 'Broad Factor 1' (highlighted with a red box). Below this, there are three sections: 'ATTENDANCE', 'LEAVES', and 'EXPENSES'. The 'LEAVES' section shows a table with columns for From Date, To Date, Type, and Status. The 'EXPENSES' section shows a table with columns for Date, Subject, Amount, and Status.

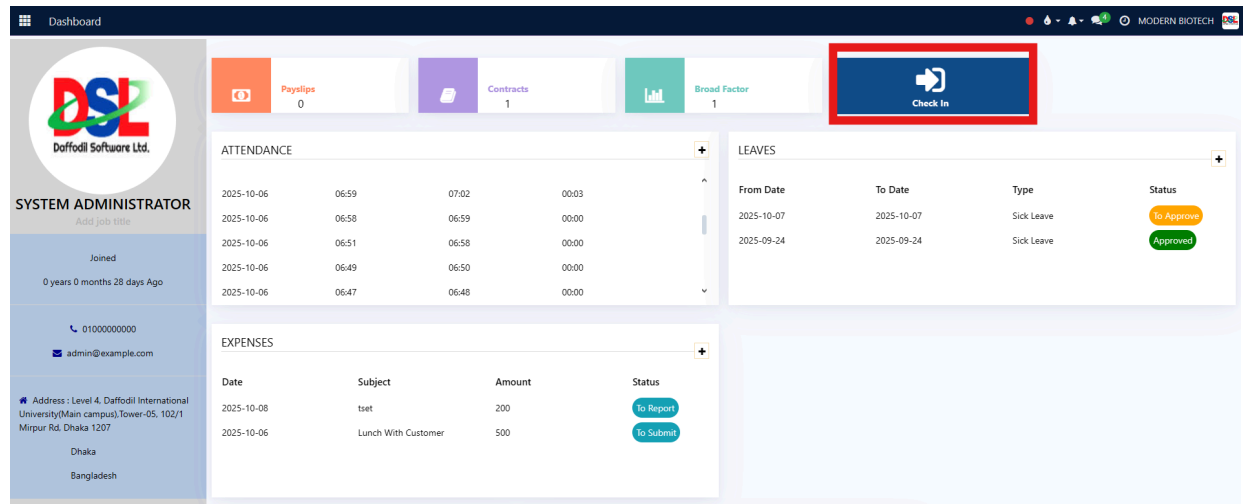
From Date	To Date	Type	Status
2025-10-07	2025-10-07	Sick Leave	To Approve
2025-09-24	2025-09-24	Sick Leave	Approved

Date	Subject	Amount	Status
2025-10-08	tret	200	To Report
2025-10-06	Lunch With Customer	500	To Submit

This feature shows you **who in the company is currently on leave**.

It helps you plan your work and know when teammates are away, ensuring better coordination across departments.

5. Check In / Check Out



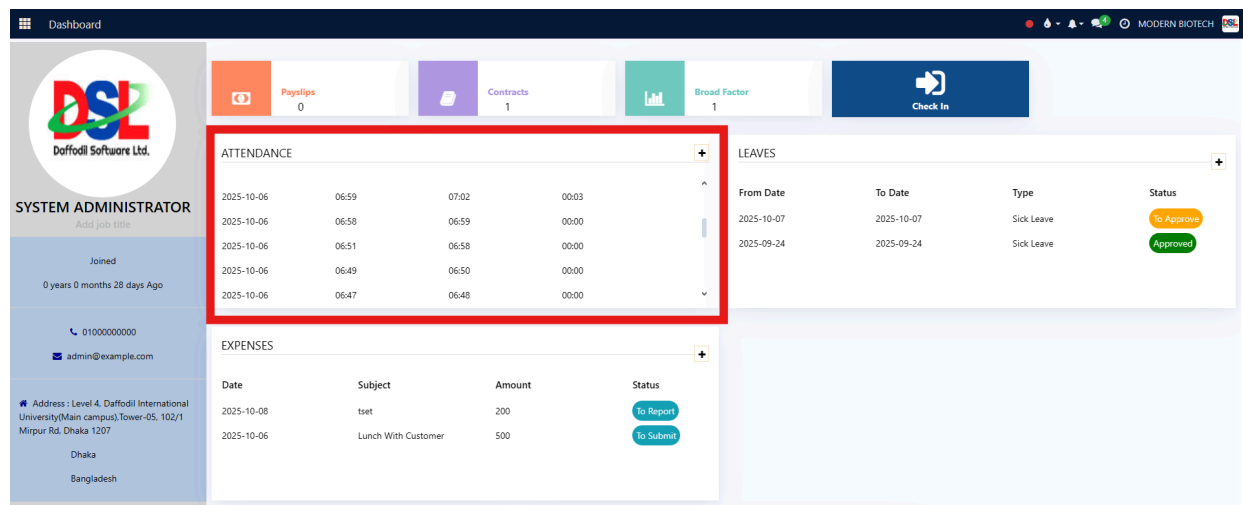
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The **Check In/Out** button allows you to **mark your attendance** directly from the dashboard. Simply:

- Click **Check In** when you start work
- Click **Check Out** when you finish

The system records your daily work hours automatically.

6. Attendance History



This section keeps a record of your past attendance. You can:

¹@Daffodil Software Ltd.

- View your check-in/check-out history
- Review total working hours
- Track late entries or absences

It's an easy way to monitor your attendance and ensure everything is correct.

7. Leaves

The screenshot shows the dashboard of Daffodil Software Ltd. The left sidebar contains the company logo, the title 'SYSTEM ADMINISTRATOR', and contact information. The top navigation bar includes links for 'Payrolls', 'Contracts', 'Broad Factor', and a 'Check In' button. The main content area is divided into three sections: 'ATTENDANCE', 'EXPENSES', and 'LEAVES'. The 'LEAVES' section is highlighted with a red box and contains a table with the following data:


From Date	To Date	Type	Status
2025-10-07	2025-10-07	Sick Leave	To Approve
2025-09-24	2025-09-24	Sick Leave	Approved

In the **Leaves** section, you can:

- See your approved, pending, and rejected leave requests
- Check your remaining leave balance
- Review your past leave history

This helps you plan vacations or personal time off with clarity.

8. Expenses



SYSTEM ADMINISTRATOR
Add job title

Joined
0 years 0 months 28 days Ago

01000000000
admin@example.com

Address : Level 4, Daffodil International University(Main campus),Tower-Q5, 102/1 Mirpur Rd, Dhaka 1207
Dhaka
Bangladesh

Pay slips0

Contracts1

Blood Factor1

Check In

ATTENDANCE

2025-10-06	06:59	07:02	00:03
2025-10-06	06:58	06:59	00:00
2025-10-06	06:51	06:58	00:00
2025-10-06	06:49	06:50	00:00
2025-10-06	06:47	06:48	00:00

LEAVES

From Date	To Date	Type	Status
2025-10-07	2025-10-07	Sick Leave	To Approve
2025-09-24	2025-09-24	Sick Leave	Approved

EXPENSES

Date	Subject	Amount	Status
2025-10-08	tset	200	To Report
2025-10-06	Lunch With Customer	500	To Submit


The **Expenses** section helps you manage any work-related cost reimbursements. You can:

- See your past expense requests
- Check the approval or payment status
- Review old submissions for reference


This ensures your reimbursements are processed smoothly.

9. Upcoming Birthdays

Upcoming Birthdays



System Administrator
1990-01-01
~281 Days Left



Sarika Akther Shrabony
2000-10-24
15 Days Left

Announcements

New CBO joining
Date : 2025-10-07 --- 2025-10-14

Here, you'll find a list of **colleagues' upcoming birthdays**.

It's a small feature that helps build workplace connections and celebrate special days together.

10. Announcements

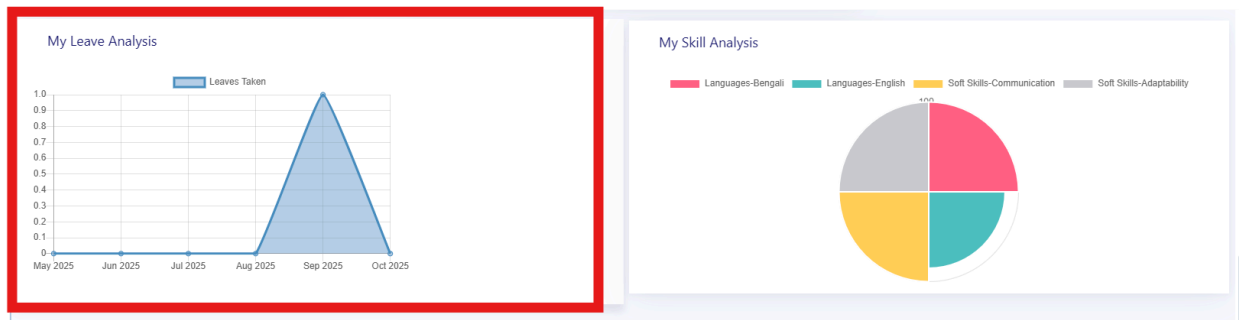


All company-related news and updates appear here.
You can view:

- HR or departmental announcements
- Policy updates
- Event notices or general messages

This section keeps everyone informed and connected to company updates.

11. My Leave Analysis

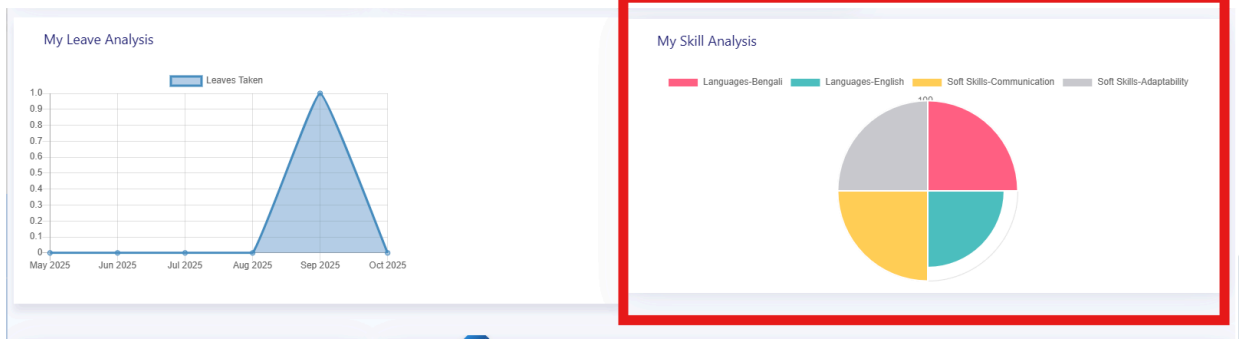


This shows a **visual graph** of your leave activity.
You can see:

- The number and type of leaves taken
- Your overall leave trends over time

It helps you understand your attendance pattern and manage your leave balance better.

12. My Skill Analysis

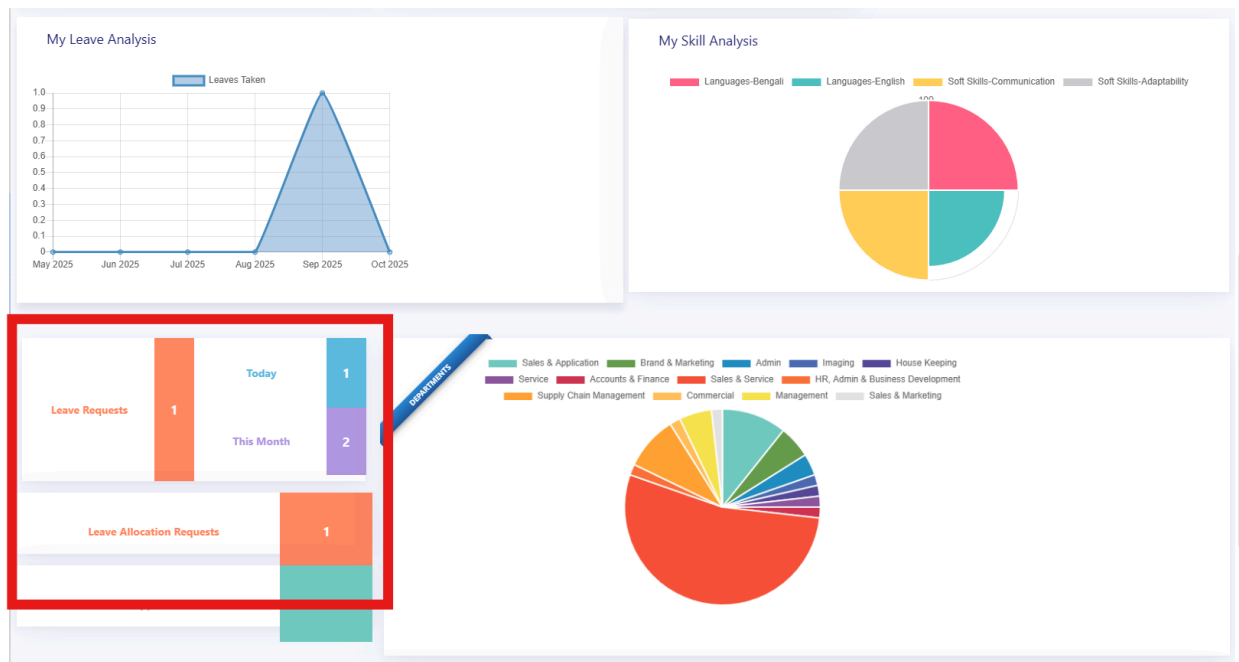


A **pie chart** displays the skills linked to your employee profile. This includes:

- Technical skills
- Soft skills
- Language abilities, etc.

It's a visual way to review your strengths and areas where you might want to grow.

13. Leave Requests



This section allows employees and managers to manage leave activities directly from the dashboard.

For Employees:

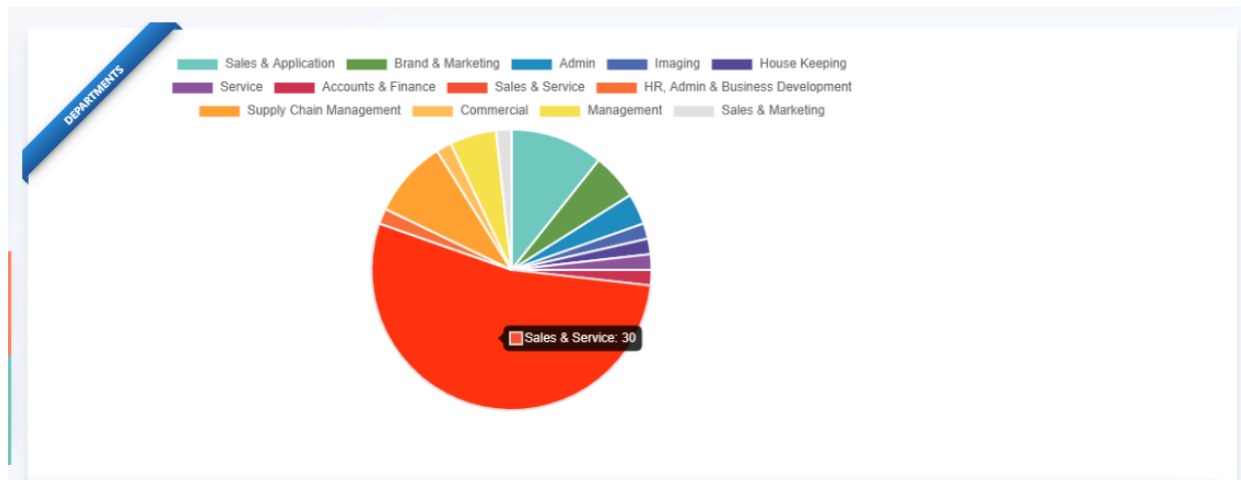
- You can **submit a new leave request** by clicking **Leave Requests**.
- View your **today's leave** and **monthly leave count**.
- Track the status of your leave applications (approved, pending, or rejected).

For Managers (Leave Allocation Requests):

- Managers can **view and manage leave requests** from employees under their supervision.
- They can **approve, reject, or modify** leave applications.
- Managers can also handle **Leave Allocation Requests**, allowing them to assign or adjust leave balances for their team members.

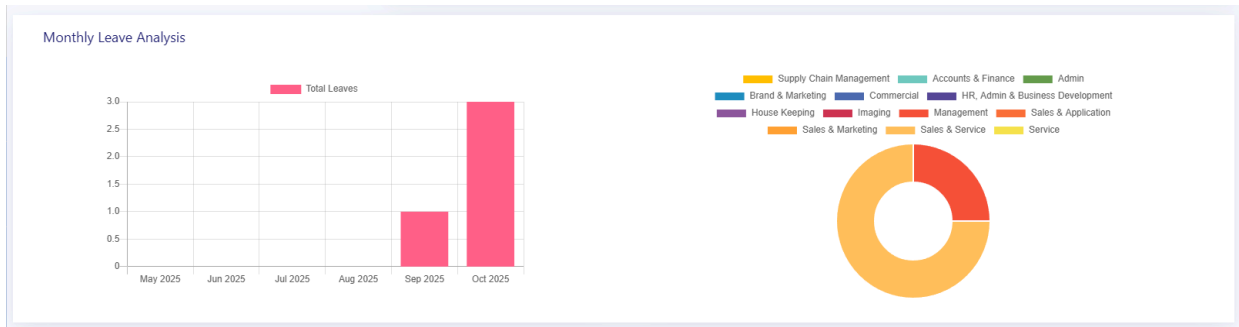
This section provides a complete view of both personal and team leave management in one place.

14. Employee Graph



This chart shows how employees are distributed across different **departments** in the company. Each color in the pie chart represents a different department, giving a clear view of the workforce structure.

15. Monthly Leave Analysis

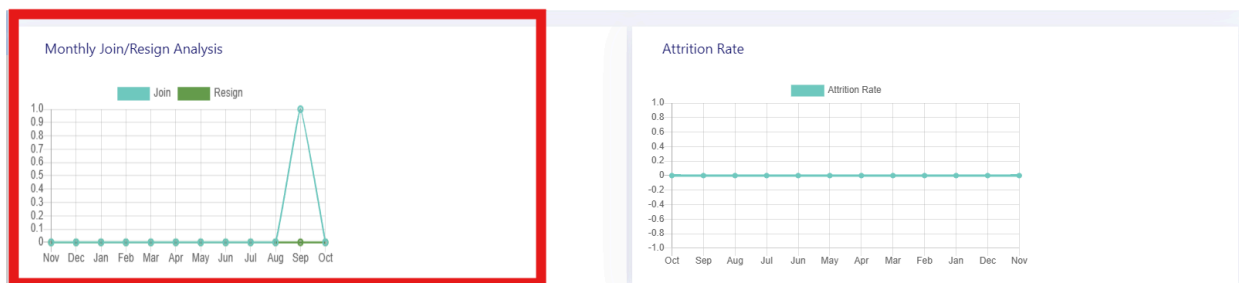


This section shows the company's **overall leave trends** each month:

- A **bar graph** shows total leaves taken across the company.
- A **pie chart** shows which departments took how many leaves.

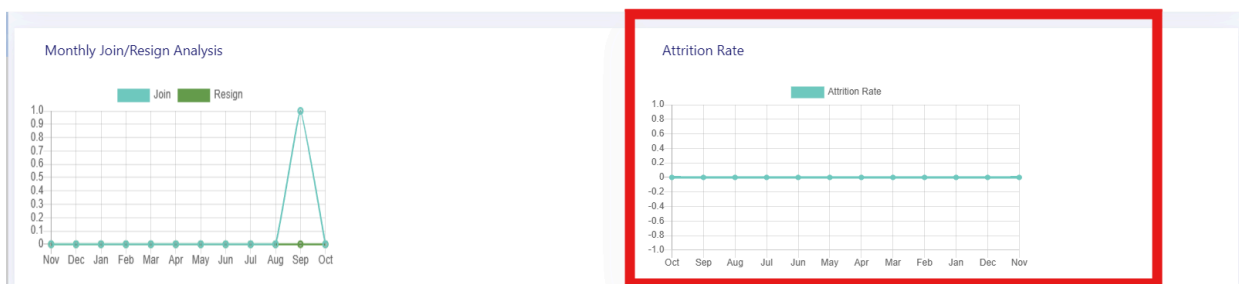
It's a great way to see company-wide attendance patterns.

16. Monthly Join/Resign Analysis



This report shows the **number of employees who joined and resigned** each month. It helps visualize team growth and turnover trends within the company.

17. Attrition Rate



The **Attrition Rate** measures how often employees leave the company during a specific period. It's an important HR metric used to understand:

- Employee retention
- Workforce stability
- Overall organizational health

This helps management plan better hiring and retention strategies.

Conclusion

The **Employee Dashboard** is your all-in-one control center for managing your work life.

From checking attendance and requesting leave to reviewing payslips, contracts, and announcements — everything you need is just a click away.

Use this dashboard regularly to stay updated, manage your records, and make the most of your workplace tools.

It's designed to make your daily work simpler, more transparent, and better organized.