

**CORPORATE WEB DASHBOARD MODULES STATUS REPORT**

Date: 30 July 2019

Members:

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Item No.	Module	Description	Remarks COMNET
1	Dashboard Login	UI lets you log in using your assigned username and password (may be changed later). Captures company, user and role ids.	<ul style="list-style-type: none">- Had a problem using the given "Admin Account" last July 26 and 29, 2019- Was able to access super user and admin account today July 30, 2019
2	Daily Activity Report (DAR) Update	Clicking on the "Add Activity" button gives you access to add activity or accomplishments into your DAR. Information shown is ordered by last time of update.	<ul style="list-style-type: none">- Policy not yet endorsed by client
3	Centralized Attendance Registry (CENAR)	Let's you log in or log out attendance thru the Dashboard. Module automatically computes for tardiness upon log in and total billable hours upon log out.	<ul style="list-style-type: none">- Policy not yet endorsed by client
4	User Notifications	Lists notifications that is directly associated to the user. Statuses of applied leaves, OBs, etc. as well as notifications of user's regarding subordinate's applications. New posts from the GM's corner will also appear, if any.	<ul style="list-style-type: none">- Policy not yet endorsed
5	Home (Date Parameters)	Clicking on "Refresh" will automatically list your DAR, Log ins, Log outs and Notifications based on your given date parameters.	<ul style="list-style-type: none">- Not yet active on the system
6	Electronic 201 File	Employee Information Summary Personal Information Employment Information Compliance Documents Data Profile Picture	<ul style="list-style-type: none">- Enrollment of employee in E201 do recognize my personal details- Employee should send request to HR in updating information in 201 account- Can we assign default check box for employees who have fix schedule- Encoding family details can we put "comma" to separate name
7	Automated Leave Application System (ALAS)	UI lets user apply for leave. Applications follow the company's policies. History of applications are shown.	<ul style="list-style-type: none">- ALAS, duration days not yet active to be used.- Pending to provide leave history fields for sorting reports

9	Official Business Trip Tracker	UI lets user apply for official business trip. Applications follow the company's policies. History of applications are shown.	<ul style="list-style-type: none"> - Policy not yet endorsed (Accountable to ELM) - Fields of OB Trip History for Cash Advance and purpose
10	Send to OB Trip	UI lets user (on a supervisory level) send a subordinate to an OB trip. Applications follow the company's policies.	
11	Overtime Filing System	UI lets user apply for overtime. Applications follow the company's policies. History of applications are shown.	<ul style="list-style-type: none"> - Policy not yet endorsed (Accountable to ELM) - Add text box for the following: Remarks, Location, Location Classification Field/Office-Based - Duration not yet active on the system
12	Early Out System	UI lets user apply for early out. Applications follow the company's policies. History of applications are shown.	<ul style="list-style-type: none"> - Policy not yet being endorsed (Accountable to ELM)
13	Management (Access Rights)	Let's user assign specific modules to a specific user	<ul style="list-style-type: none"> - Policy not yet being endorsed (Accountable to ELM)
14	Management (Enroll Employee)	Let's user enroll an employee/user	<ul style="list-style-type: none"> - Employee Company Number modification in setting
15	Management (Electronic 201 Document)	Let's user upload scanned documents or PDF files	<ul style="list-style-type: none"> - Can be printable by Human Resource
16	Management (Maintenance)	<p>Allows user with specific access rights to ADD and EDIT the following:</p> <ul style="list-style-type: none"> • Agencies • Companies • Departments • Positions • Job Levels • HMOs • Employee Status • Relationships • Classifications • Work Shifts • Work Days • User Roles 	<ul style="list-style-type: none"> - Had a problem in creating department last July 26 and 29, 2019 - Today, July 30, 2019, was able to access all modules
17	Reports	<p>Allows user to export to Excel the following data reports:</p> <ul style="list-style-type: none"> • Leave History • Attendance Logs • Employee Compliance Document Data • Daily Activity Reports • Early Out Reports • Employment Information • Employee Alphabet • Official Business Trips • Overtime History • Employee Personal Information 	<ul style="list-style-type: none"> - Leave History fields - Sorting of filed report for all module
18	Corner	Company Bulletin Board Messages from the General Manager	<ul style="list-style-type: none"> - Add parameter for "corner" for sorting specific announcement

Noted by:


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