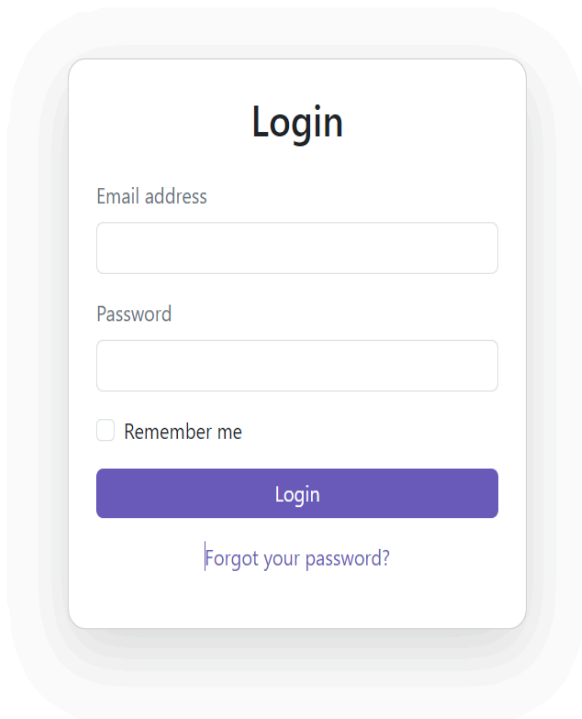


# ERP Software Documentation

User Side:

Login - Section:

A login form UI mockup with a white background and rounded corners, set against a light gray shadow. The form is titled "Login" in bold black text. It contains two input fields: "Email address" and "Password", both with light gray borders. Below the password field is a checkbox labeled "Remember me". A solid purple button with the text "Login" in white is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgot your password?" in a smaller, lighter purple font.

Login

Email address

Password

☐ Remember me

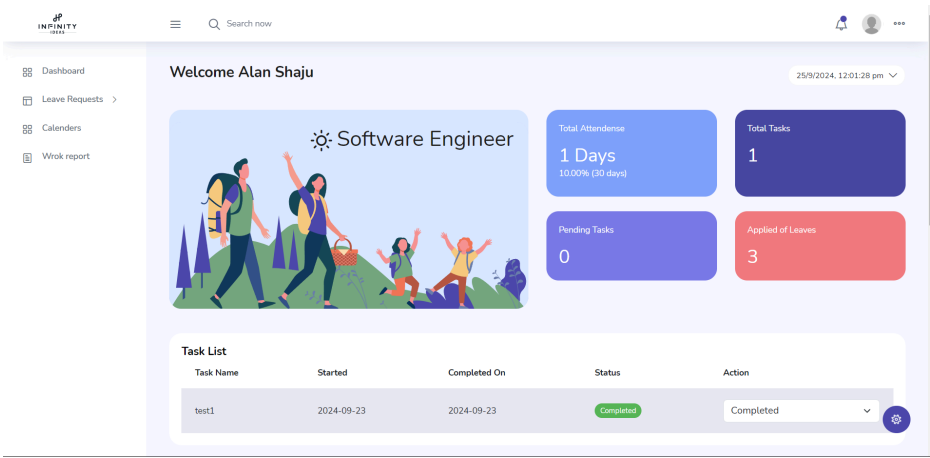
Login

[Forgot your password?](#)

User Can Login using  
Username and password.

Detail the comprehensive operations that users are permitted to perform within the application.

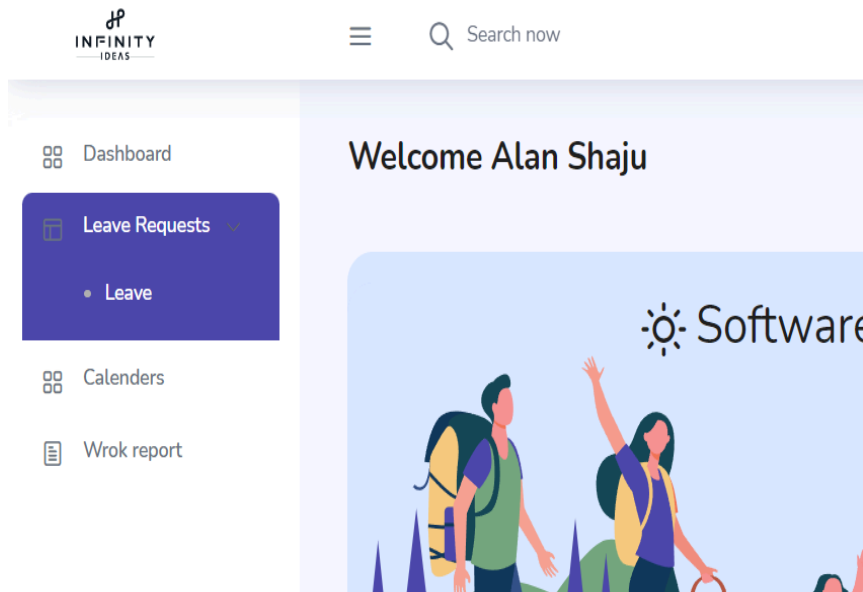
User Home Section or Control Panel:



User Control panel

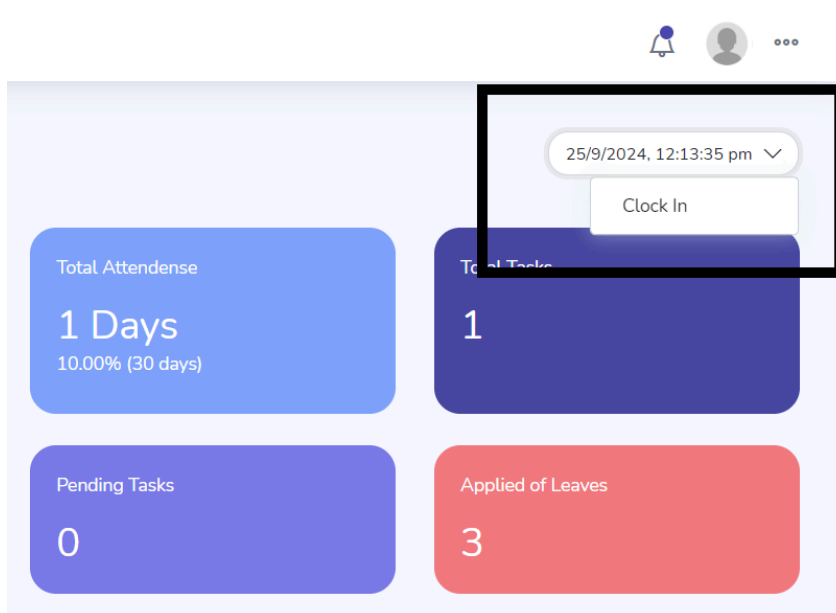
Users can engage in various activities, including clocking in and out, receiving notifications, managing a daily to-do list, organizing task lists, overseeing lead management, submitting leave applications, and managing client calendars. Additionally, users have access to metrics such as total working days, total task counts, pending tasks, and the number of leave applications submitted.

Navigation and properties:

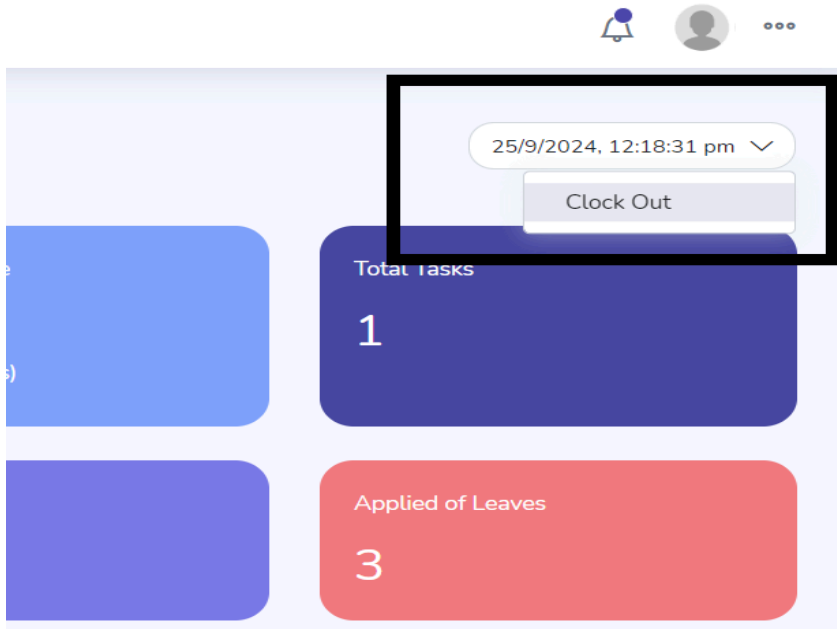


This is the user-side navigation tab, allowing access to operations such as Leave Management, Calendars, and Work Reports.

## Clock in and Out Functionalities:

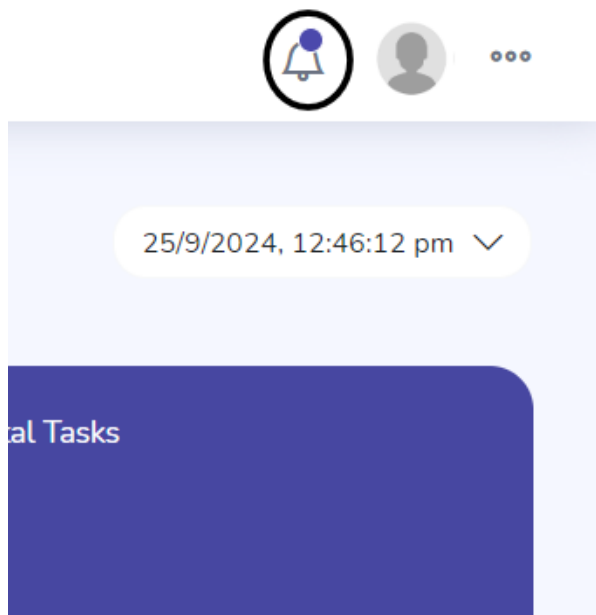


When the user clicks the **Clock In** button, the system records the user's attendance accordingly and starts monitoring the working hours.

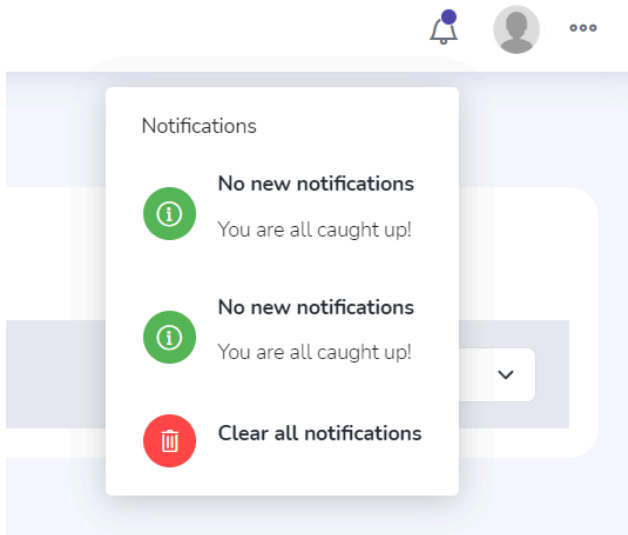


When the user clicks the **Clock Out** button, the system records and stores the total working hours for that day.

Notification Centre:

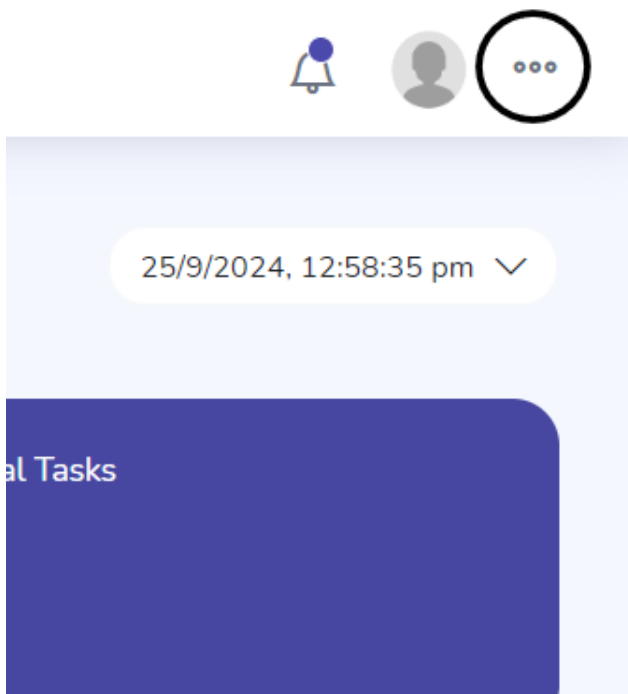


When the user clicks the **notification** icon, a popup displays the user's notifications.

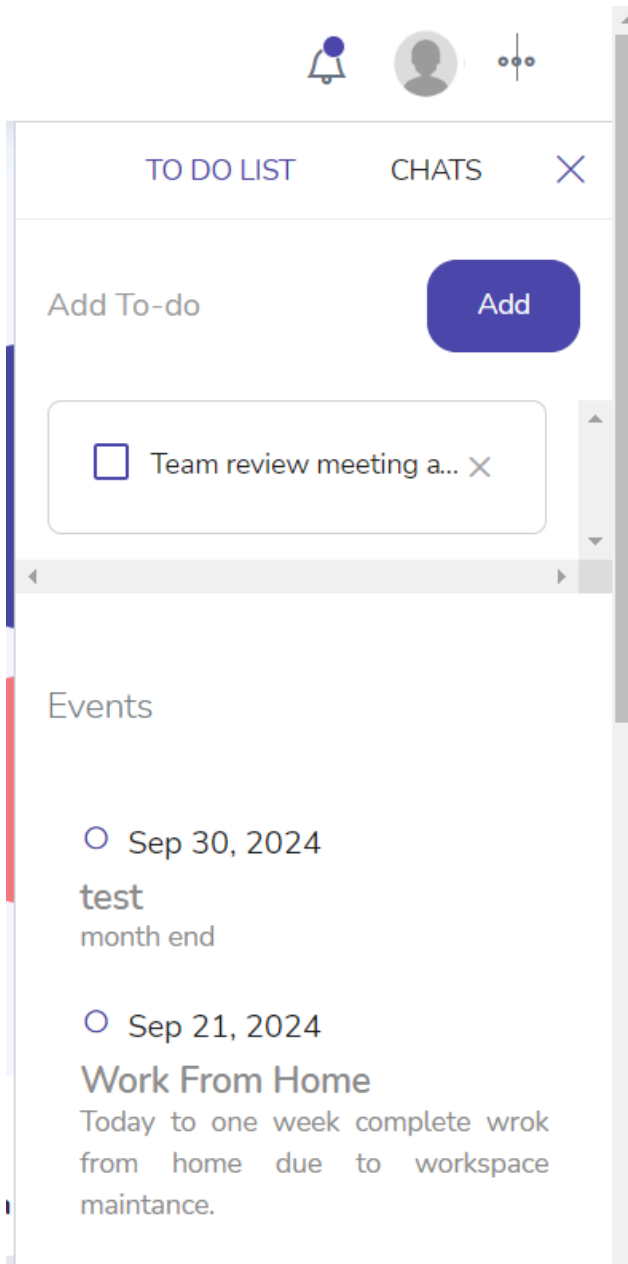


The notifications primarily display the current user's leave status updates.

## Daily To-Do List:



When the user clicks the **More** icon, a side tab opens, providing additional options for the user to perform various actions.



When the user clicks the **More** icon, a side window opens, displaying the to-do list and upcoming events, with the option to add daily tasks.

TO DO LIST   CHATS   ✕

someting

Add

☐ Team review meeting a... ✕

In the input field, the user can enter a task and click the **Add** button to store it. The task will then be displayed below the current task list.

## Task Management:

Task List				
Task Name	Started	Completed On	Status	Action
test1	2024-09-23	---	Pending	Pending ▾

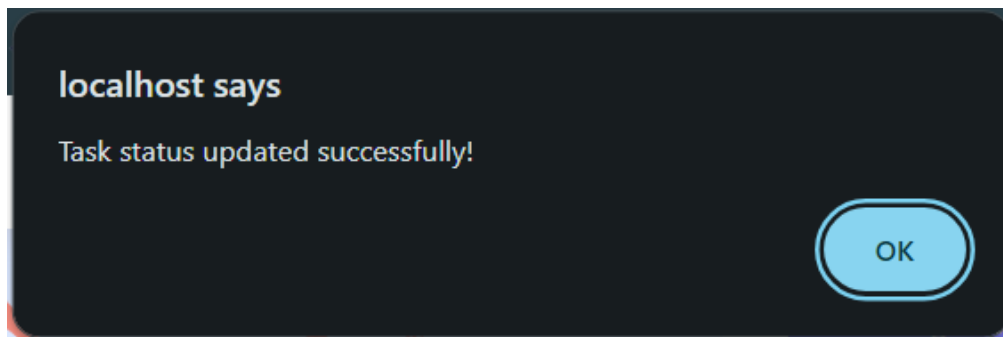
The task list panel displays the user's tasks along with a status menu for updates.

Action

Pending

▼

Once a task is completed, the user can update its status by selecting the appropriate option from the dropdown menu.



When the user selects the status, an alert message appears. The user must click the **OK** button to confirm and update the task status.

Started	Completed On	Status	Action
2024-09-23	2024-09-25	Completed	Completed ▼

Finally, a confirmation message will indicate that the task has been successfully



updated.

## Leads Management:

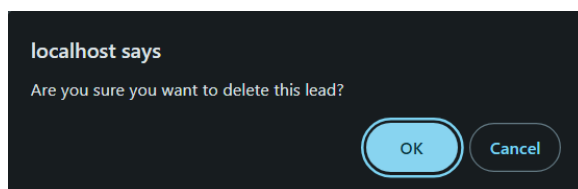
Search:

Status	Updated At	Actions
Exited	2024-09-23 13:44:01	<button>Edit</button> <button>Delete</button>
Exited	2024-09-17 15:41:13	<button>Edit</button> <button>Delete</button>
Interested	2024-09-18 09:25:35	<button>Edit</button> <button>Delete</button>
Exited	2024-09-19 09:25:35	<button>Edit</button> <button>Delete</button>

In the leads table, users can search for specific lead elements efficiently.

Updated At	Actions
2024-09-18 09:32:11	<button>Edit</button> <button>Delete</button>
2024-09-21 07:33:14	<button>Edit</button> <button>Delete</button>

Users can delete any inactive or exited leads as needed.



When the user clicks the **Delete** button, an alert prompts for confirmation of the deletion process. If the user clicks the **OK** button, the lead will be permanently deleted. Conversely, if the user clicks the **Cancel** button, the deletion

operation will be terminated.

Next Follow-up	Status	Updated At	Actions	
2024-09-28	Exited	2024-09-23 13:44:01	Edit	Delete
2024-09-25	Exited	2024-09-17 15:41:13	Edit	Delete
2024-09-21	Interested	2024-09-18 09:25:35	Edit	Delete
2024-09-30	Exited	2024-09-19 09:25:35	Edit	Delete
2024-09-21	Interested	2024-09-18 09:29:36	Edit	Delete

When the user clicks the **Edit** button, a popup window appears, allowing them to make updates. After making the desired changes, the user can click the **Save** button, prompting an alert message to confirm the saving of the changes.

Leave Application:

## Apply for Leave

Leave Type

Sick Leave

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Reason

Submit Leave

Back

## Your Leave Requests

Leave Type	Start Date	End Date	Reason	Status
casual	2024-09-26	2024-09-27	test	approved
casual	2024-09-28	2024-09-29	test	rejected

The user can select the leave type from the dropdown menu above, choose the desired date range, and click the **Submit** button to apply for leave. If the user clicks the **Back** button, the application will be terminated, and they will return to the control panel. Upon successful submission, the leave request will be displayed at the bottom of the leave application form.

Social Media Management:

## Social Media Management

Select Client

-- Select Client --

Add Event

Download CSV

Download PDF

September 2024

today

<

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Social Media Man

ent

test client

September 2024

Sun

Mon

1

8

Fri

Sat

6

13

14

Add Event

Client ID

1

Title

Description

Event Date

mm/dd/yyyy

Save Event

The user can access the social media management system. Upon selecting a client from the dropdown menu above, the calendar displays the social media engagements for that specific client. If the user selects a client and clicks the **Add Event** button, a

popup window appears, allowing the user to set the event details, including the date, title, and description. Additionally, users have the option to download the calendar for the specified client in both PDF and Excel formats.

### Work Report Section:

Submit Work Report

Report Date

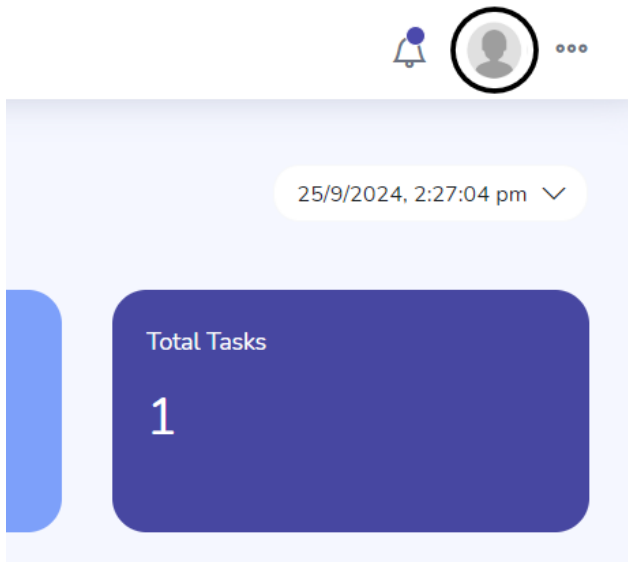
mm/dd/yyyy

Work Description

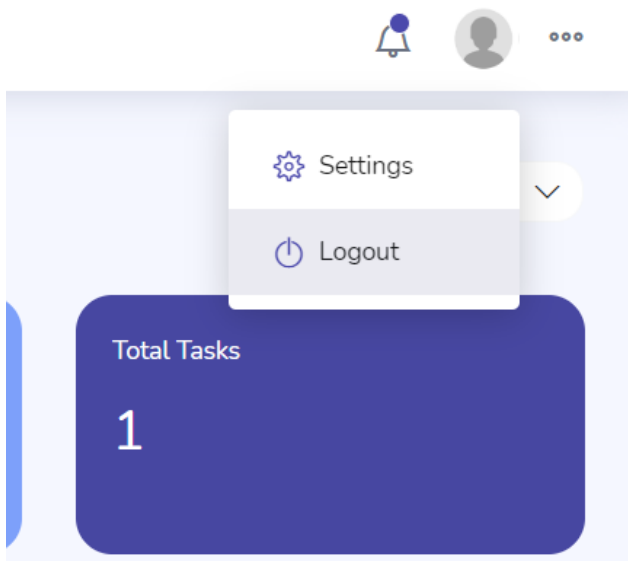
Submit Report

Users can submit their daily work reports through this portal.

### Logout Section:



When the user clicks on the avatar image, a popup appears displaying the logout section.



When the user clicks the **Logout** button, all operations associated with the logged-in user are terminated, and the user is redirected to the login page.