# F2 Fintech EMS Documentation

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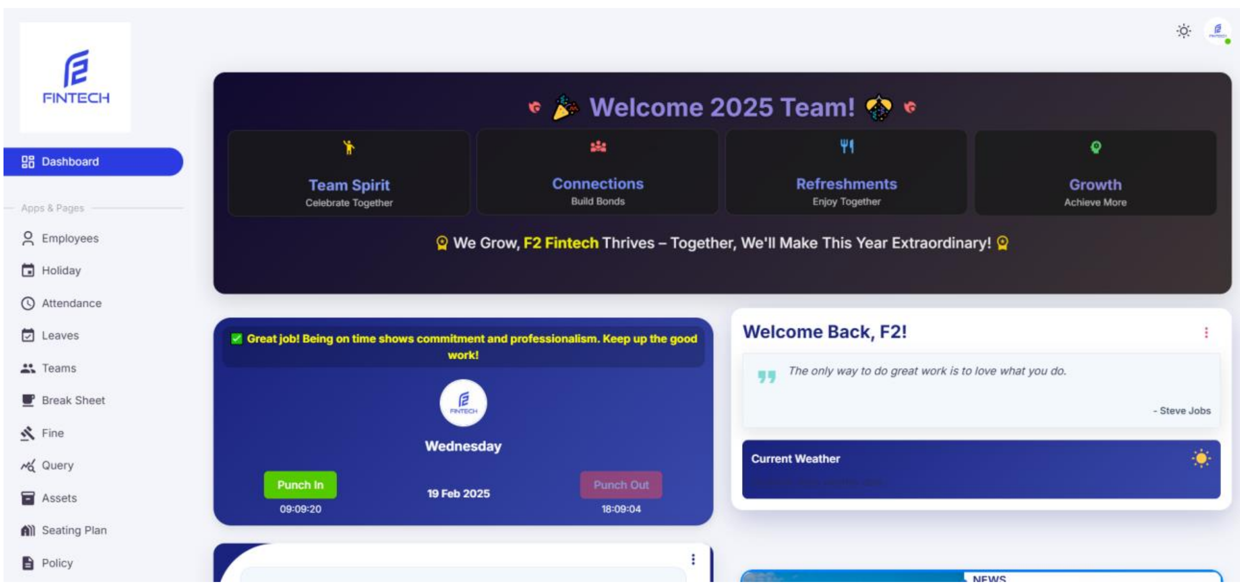
## Dashboard Overview

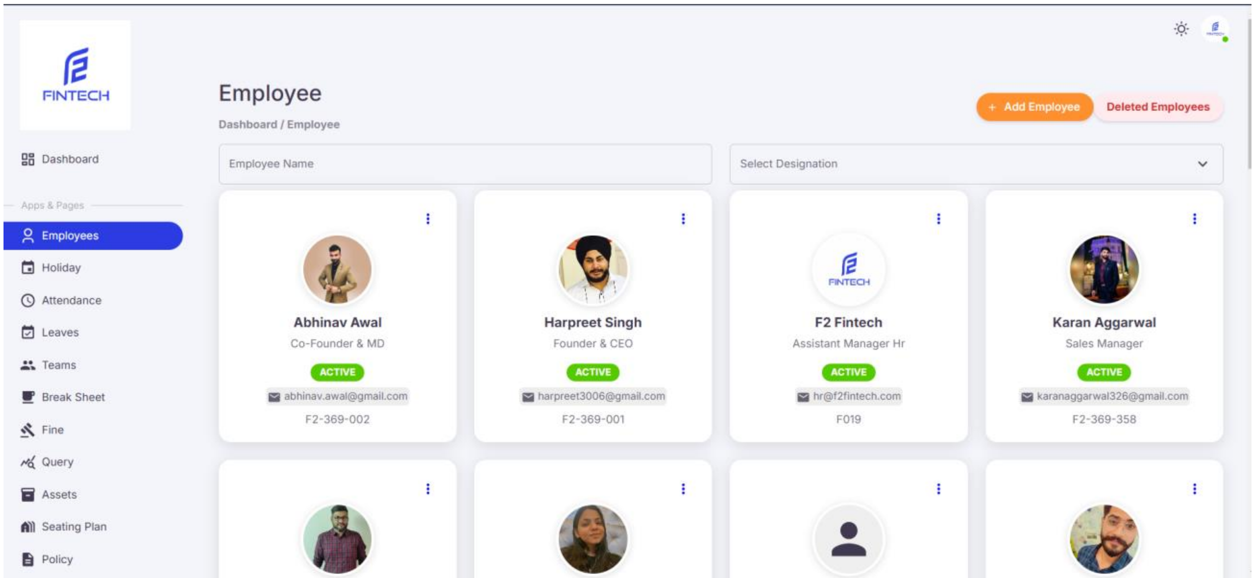
The Dashboard serves as the central hub of F2 Fintech EMS, providing quick access to employee management, attendance, and other essential HR functionalities. It includes a welcome banner, employee recognition section, and a real-time weather update.




## Employees Module

The Employees Module allows you to manage employee records, including adding, editing, and viewing employee details.

**Important**: Before creating an employee, make sure the "Designation" is first added through the Admin section.




### *Add an Employee*

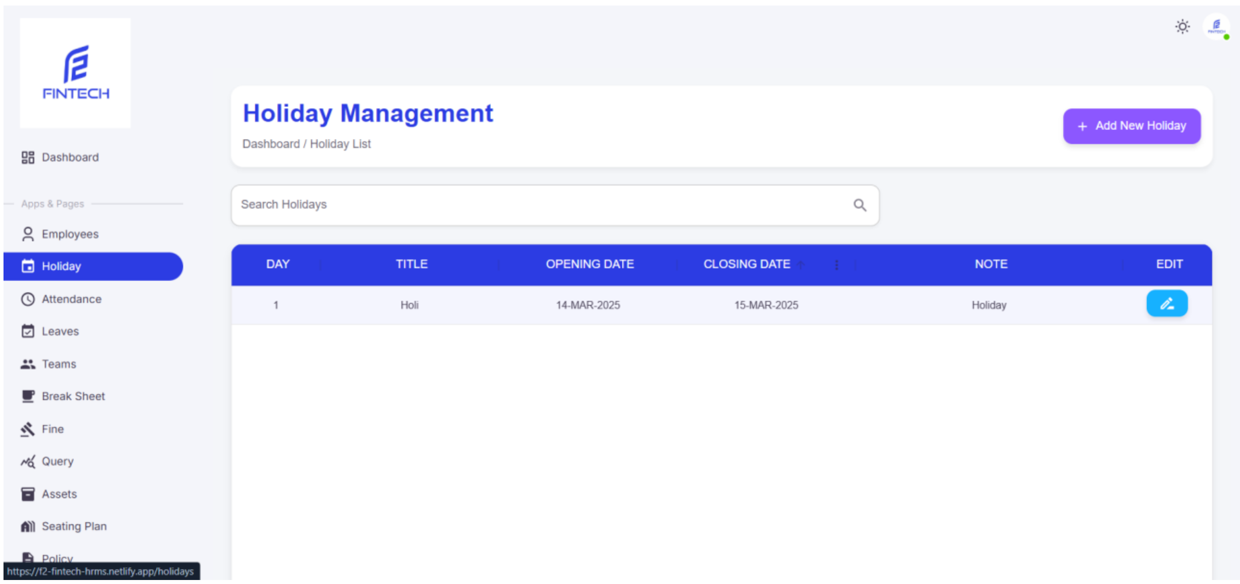
1. Click on the Employees option from the sidebar menu.
2. Click on the Add Employee button.
3. A dialog box will appear with the following fields:
    a. First Name
    b. Last Name
    c. Contact
    d. Email
    e. Work Email
    f. Date of Birth (DOB)
    g. Gender
    h. Password and Confirm Password
    i. Joining Date
    j. Status (Active/Inactive)
    k. Role
    l. Designation (Make sure this is added first in the Designation section)
    m. Employee Code
    n. Branch Selection
    o. Upload Image
4. Fill in the required details and click **Add Employee** to save the record.

### *Edit an Employee*

1. On the Employees page, select the employee you want to edit.
2. Click on the Edit option from the action menu (three dots on the employee card).
3. Update the necessary information in the dialog box.
4. Click Save to update the employee details.

## Holiday Management

Manage company holidays by adding, editing, and deleting holiday records.




Holiday Management

### *Add a Holiday*

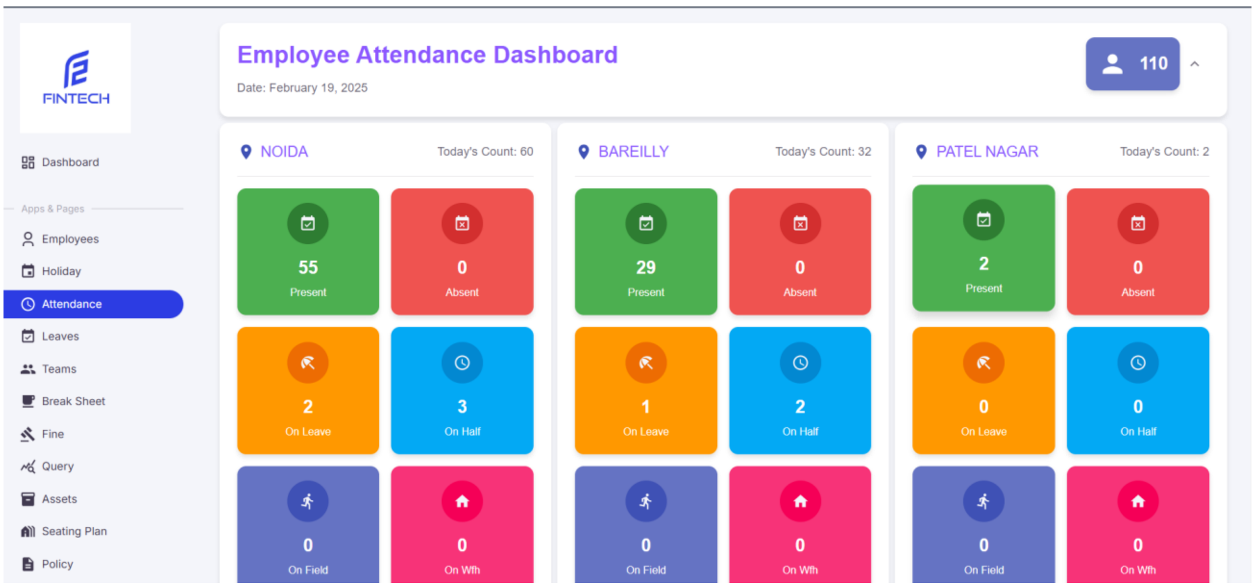
1. Click on the Holiday option from the sidebar menu.
2. Click on the **Add New Holiday** button.
3. A dialog box will appear with the following fields:
    a. Title
    b. Opening Date
    c. Closing Date
    d. Day
    e. Note
4. Fill in the required details and click **Add Holiday** to save the record.

### *Edit a Holiday*

1. On the [Holiday Management](#) page, locate the holiday you want to edit.
2. Click on the Edit button next to the holiday record.
3. Update the necessary information in the dialog box.
4. Click Save to update the holiday details.

## Attendance Management

Manage attendance by viewing, adding, and editing attendance records.

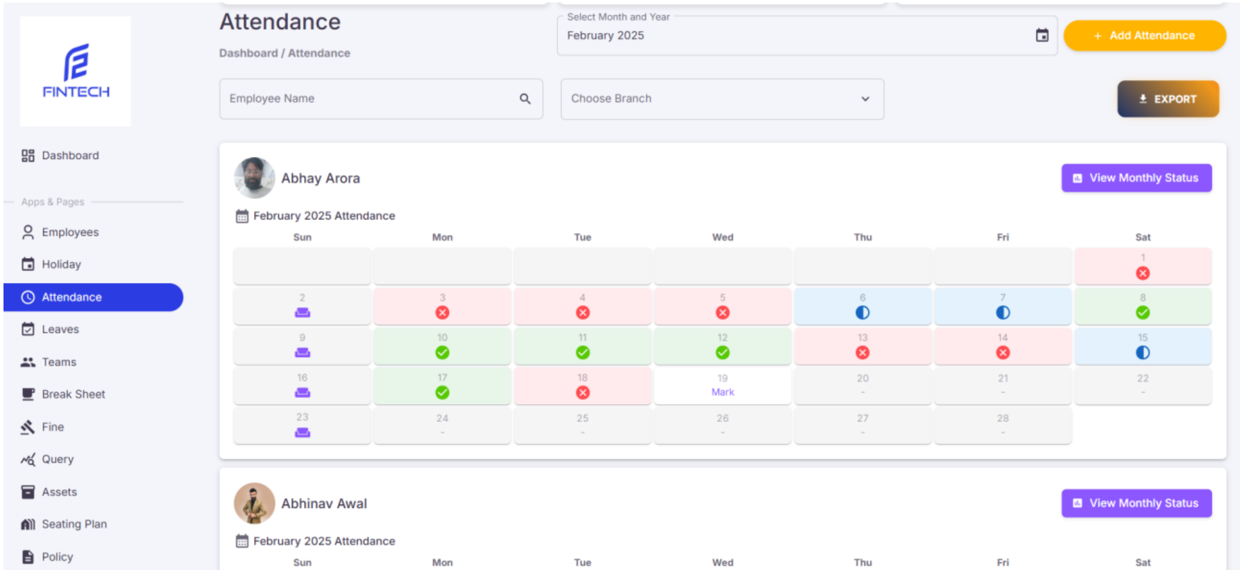



[Attendance Management](#)

### *View Attendance*

Attendance is displayed branch-wise, showing the number of employees who are present, absent, on leave, on field duty, or working from home. Branches can be added in the Settings menu under the profile dropdown.

The system visualizes the monthly attendance of the first 10 employees, with others accessible via pagination.




### *Add Attendance*

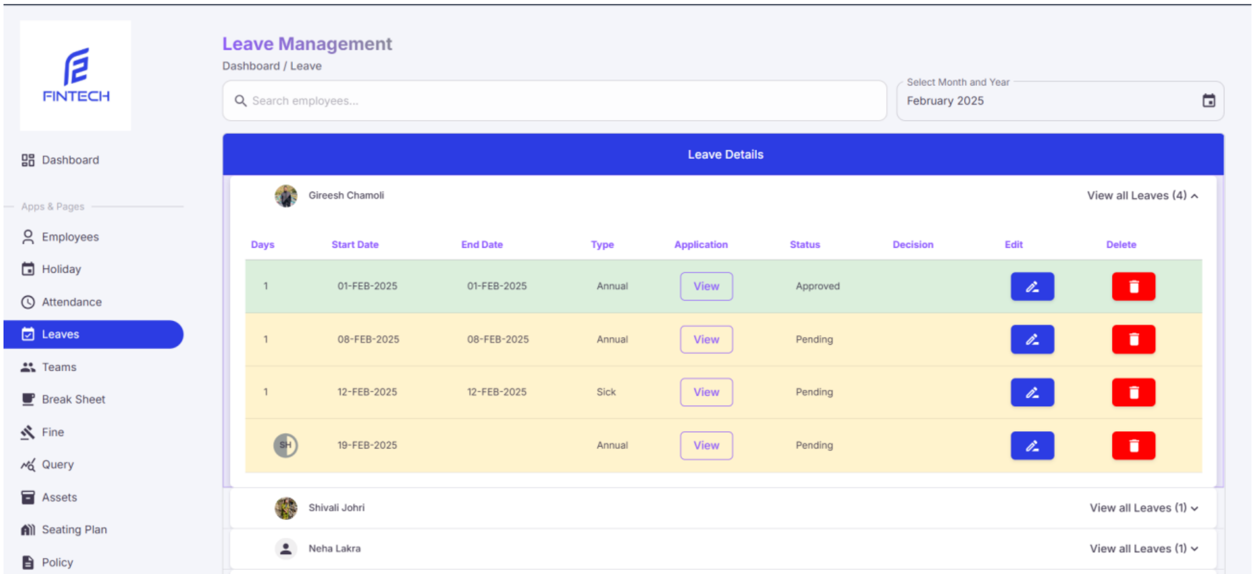
1. Click on the Attendance option from the sidebar menu.
2. Click on the **Add Attendance** button.
3. A dialog box will appear with the following fields:
    a. Date
    b. Select Employee
    c. Status (Present, Absent, On Leave, etc.)
    d. Time Completion
4. Fill in the required details and click **Add Attendance** to save the record.

### *Edit Attendance*

1. On the Attendance Management page, locate the employee whose attendance you want to edit.
2. Click on the attendance entry to open the edit dialog.
3. Update the necessary information.
4. Click Save to update the attendance record.

## Leave Management

Manage leave requests and update their statuses.




Leave Management

### *View Leave Requests*

The Leave Management page displays all leave requests submitted by employees. Each request contains the following details:

- Employee Name
- Leave Type (Casual, Sick, Unpaid, etc.)
- Start Date & End Date
- Application Reason
- Status (Pending, Approved, Rejected)

Admins can search for specific employees and filter leaves by month and year.

### *Update Leave Status*

Admins cannot add leave requests, as employees are responsible for submitting their own leave requests.

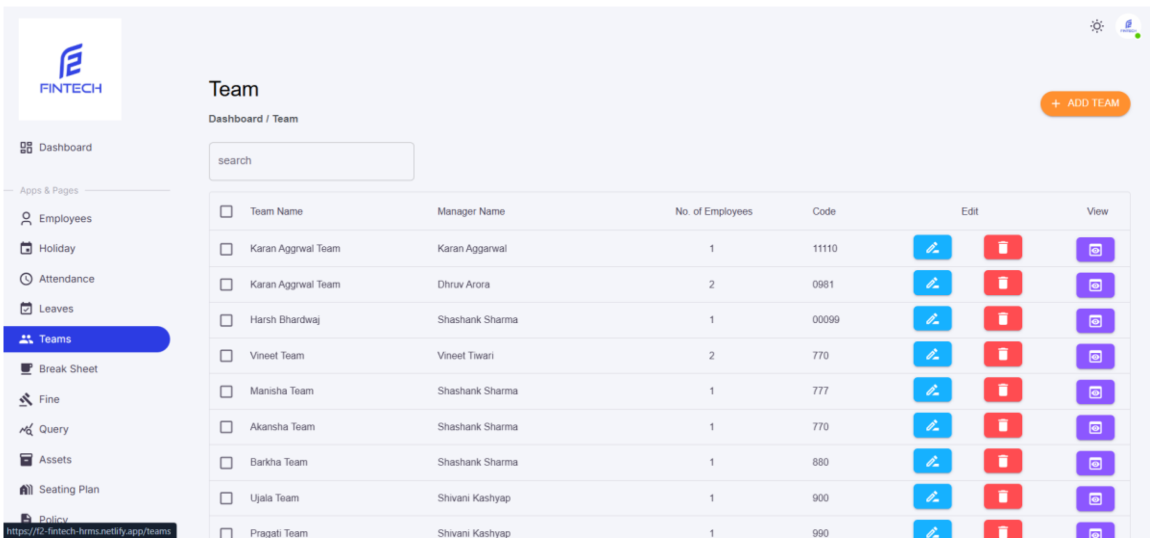
1. Click on the Edit button next to a leave entry.
2. A dialog box appears with the following fields:
    a. Leave Type
    b. Number of Days
    c. Half-day Option (if applicable)

d. Reason for Approval/Rejection
e. Status (Pending, Approved, Rejected)

3. Update the necessary details.
4. Click **Update Leave** to save changes.

## Teams Management

Manage teams by adding, editing, and deleting teams.




Teams Management

### *Add a Team*

1. Click on the Teams option from the sidebar menu.
2. Click on the **Add Team** button.
3. A dialog box will appear with the following fields:
   a. Team Name
   b. Select Manager
   c. Select Employees
   d. Team Code
4. Fill in the required details and click **Add Team** to save the record.

### *Edit a Team*

1. On the Teams Management page, locate the team you want to edit.

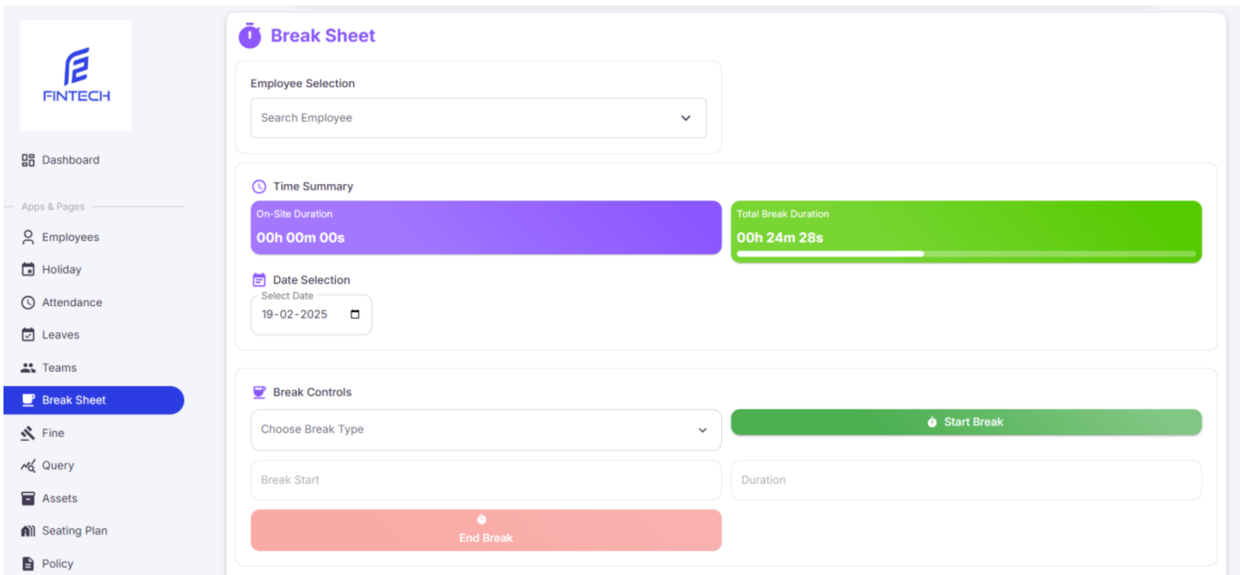
2. Click on the Edit button next to the team record.
3. Update the necessary information in the dialog box.
4. Click Save to update the team details.

### *Delete a Team*

1. On the Teams Management page, locate the team you want to delete.
2. Click on the Delete button next to the team record.

## Break Sheet

The Break Sheet allows employees to log and track their break times, including break start and end times, duration, and total on-site hours.

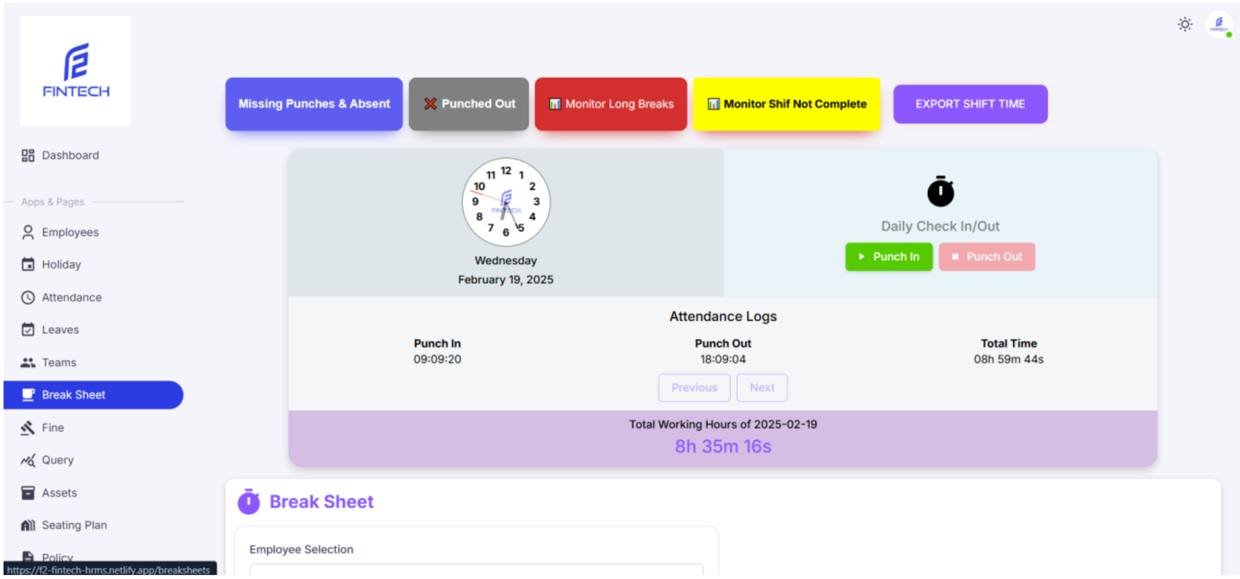



Break Sheet

### *Punch In and Punch Out*

1. Punch In: Employees can log their start time by clicking on the **Punch In** button.
2. Punch Out: Employees can log their end time by clicking on the **Punch Out** button.

The system tracks the total working hours for the day and displays them on the dashboard.

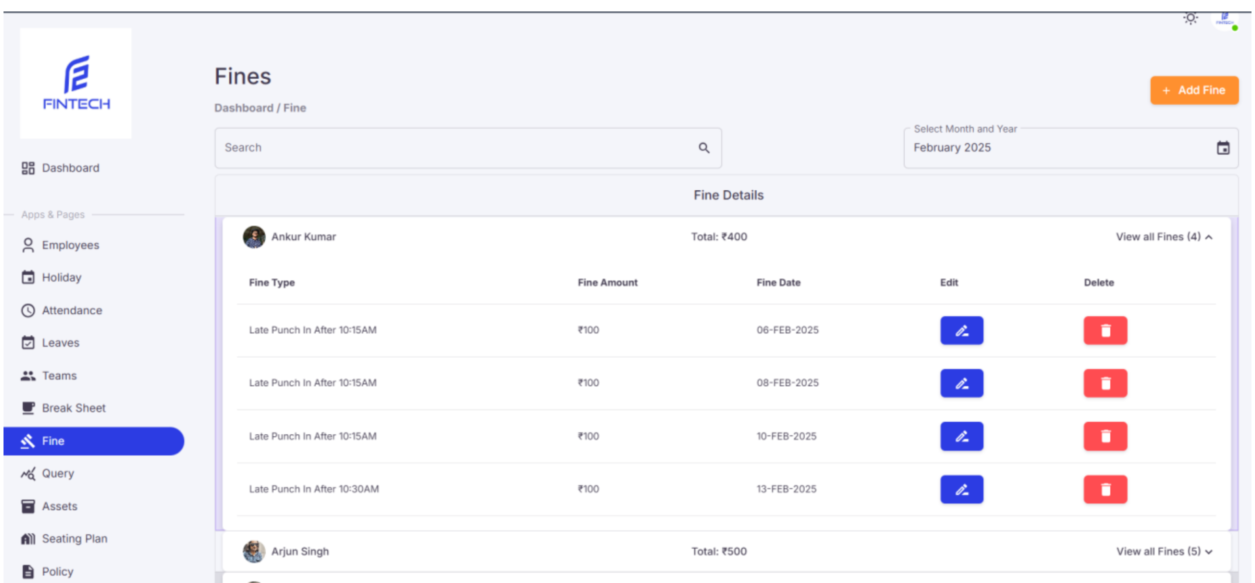



### *Time Summary*

- **On-Site Duration**: Displays the total time spent on-site for the day.
- **Total Break Duration**: Tracks the total time spent on breaks.

## Fine Management

Track and manage employee fines.




[Fine Management]()

### *Add a Fine*

1. Click on the Fine option from the sidebar menu.
2. Click on the **Add Fine** button.
3. A dialog box will appear with the following fields:
    a. Search Employee: Select the employee to whom the fine will be applied.
    b. Fine Type: Choose the reason for the fine (e.g., late punch-in).
    c. Fine Amount: Enter the fine amount.
    d. Fine Date: Select the date the fine was imposed.
4. Click **Create Fine** to save the record.

### *Edit a Fine*

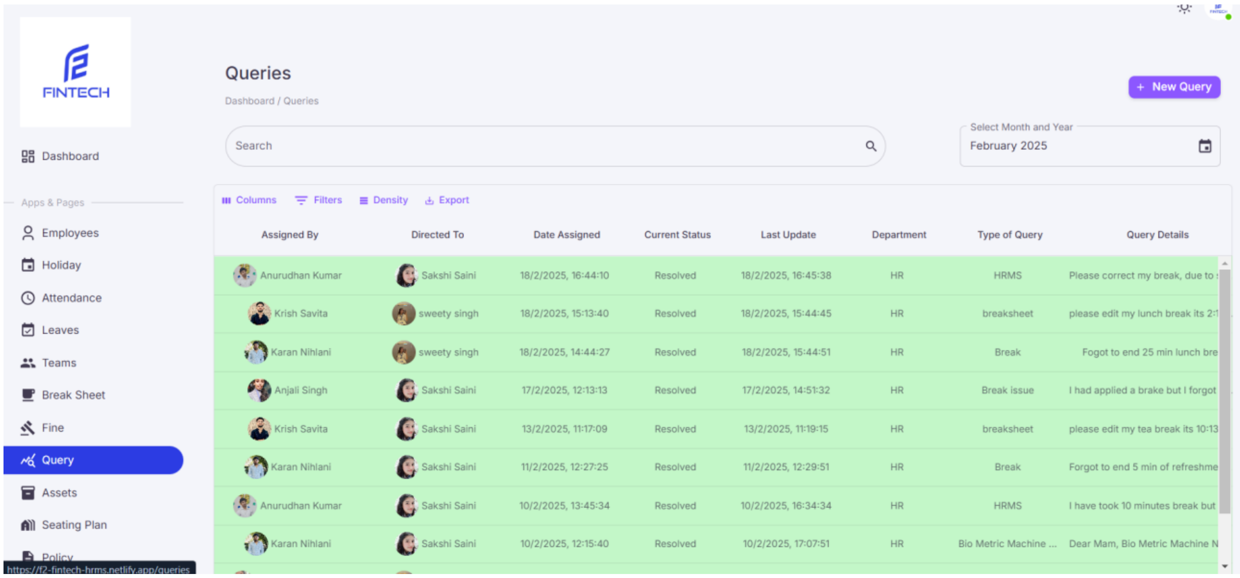
1. On the Fine Management page, locate the fine entry you want to edit.
2. Click on the Edit button next to the fine record.
3. Update the necessary information.
4. Click Save to update the fine details.

### *Delete a Fine*

1. On the Fine Management page, locate the fine entry you want to delete.
2. Click on the Delete button next to the fine record.
3. Confirm the deletion.

## Query Management

The Query Management section allows employees to raise and track queries, while administrators can assign and resolve them.




## Query Management

### *Create a New Query*

1. Click on the Query option from the sidebar menu.
2. Click on the **Create New Query** button.
3. A dialog box will appear with the following fields:
   a. Assigned To: Select the employee to assign the query to.
   b. Department: Choose the department relevant to the query (e.g., HR, Sales).
   c. Query Type: Select the type of query (e.g., Break, HRMS, etc.).
   d. Status: Set the status of the query (e.g., Pending, Resolved).
   e. Description: Enter a description detailing the query.
4. Click **Submit Query** to create the query.

### *Track and Resolve Queries*

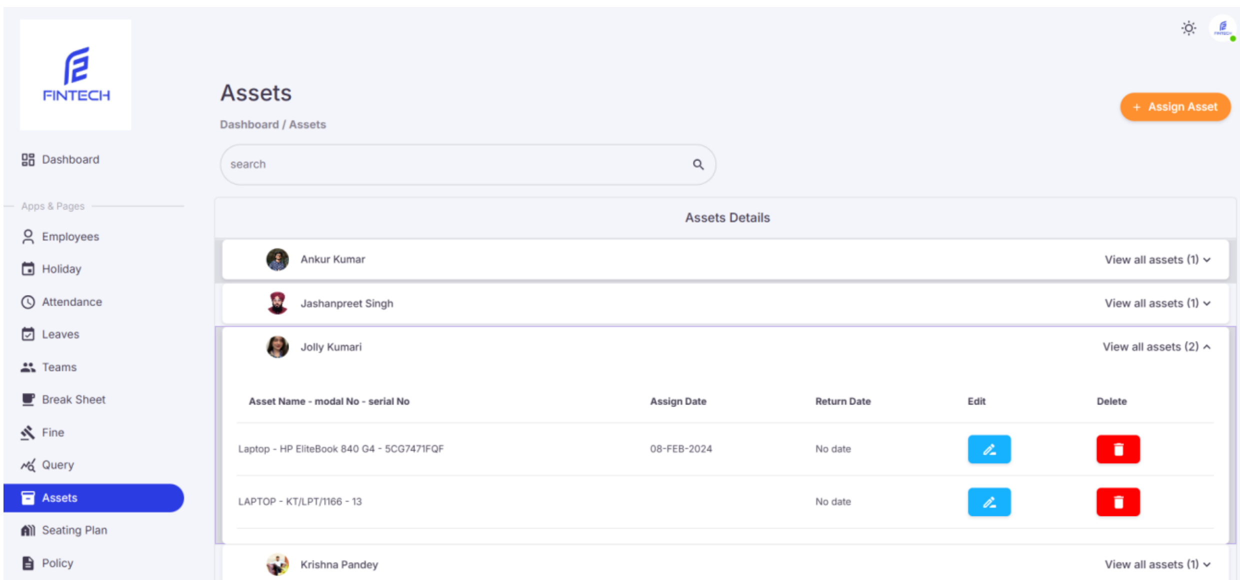
1. The Queries page displays all queries raised by employees, including details like:
   a. Assigned By: Who raised the query.
   b. Directed To: Who the query is assigned to.
   c. Date Assigned: When the query was created.
   d. Current Status: The current status of the query (e.g., Pending, Resolved).
   e. Last Update: When the query was last updated.
   f. Type of Query: The category of the query.
   g. Query Details: Description of the query.
2. Admins can search for specific queries, filter by status, and manage the resolution.

### *Edit a Query*

1. To edit a query, click on the Edit button next to the query.
2. Update the necessary information in the dialog box.
3. Click Save to update the query.

## Assets Management

Manage and assign company assets to employees.




Assets Management

### *Assign an Asset*

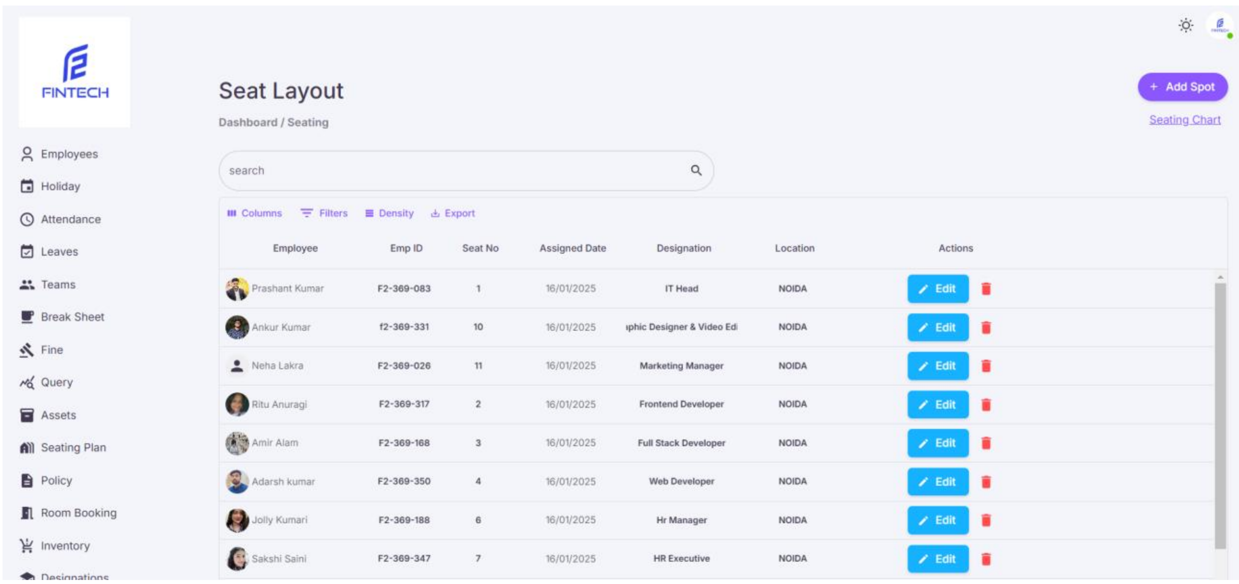
1. Click on the Assets option from the sidebar menu.
2. Click on the **Assign Asset** button.
3. A dialog box will appear with the following fields:
    a. Select Employee: Choose the employee to whom the asset will be assigned.
    b. Select Asset: Choose the asset being assigned (e.g., laptop, mobile).
    c. Assignment Date: Select the date the asset is assigned to the employee.
4. Click **Add Asset** to save the record.

### *Edit an Asset*

1. On the [Assets Management](#) page, locate the asset entry you want to edit.
2. Click on the Edit button next to the asset record.
3. Update the necessary information in the dialog box.
4. Click Save to update the asset details.

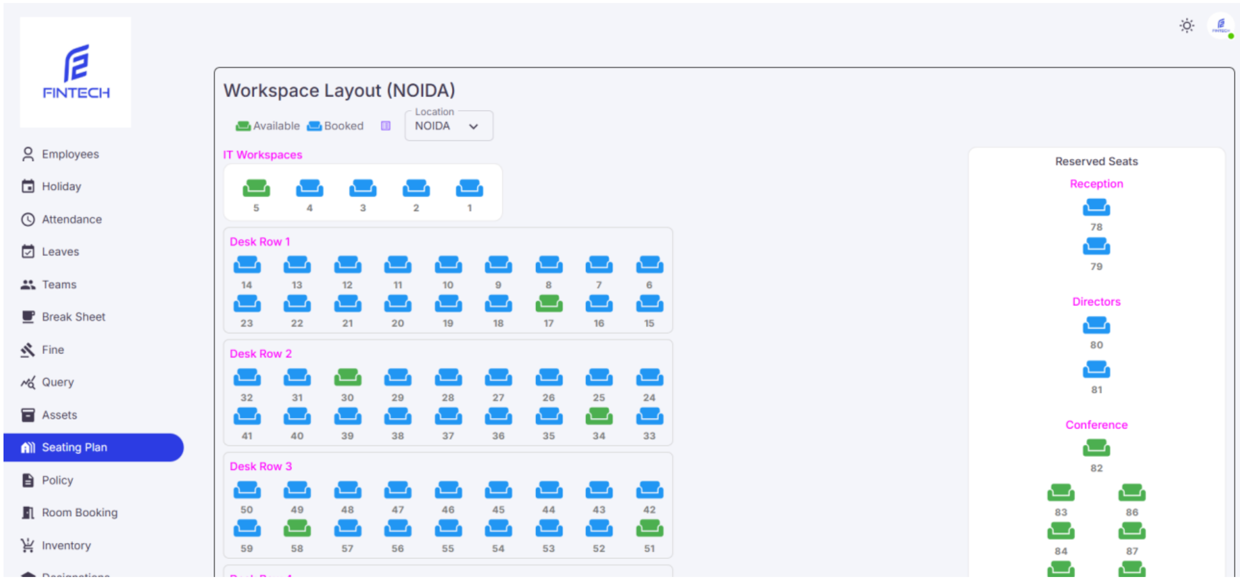
## Seating Plan

Manage seating arrangements for employees.




[Seating Plan](#)

### *View Seating Layout*




The layout shows available and booked seats in the office.

Each seat is marked with the following colors:

- **Green**: Available seat
- **Red**: Booked seat
- **Blue**: Reserved seat for specific departments or roles

Reserved seats (e.g., Reception, Directors, Conference) are also displayed separately for easier management.

### *Edit Seat Assignment*

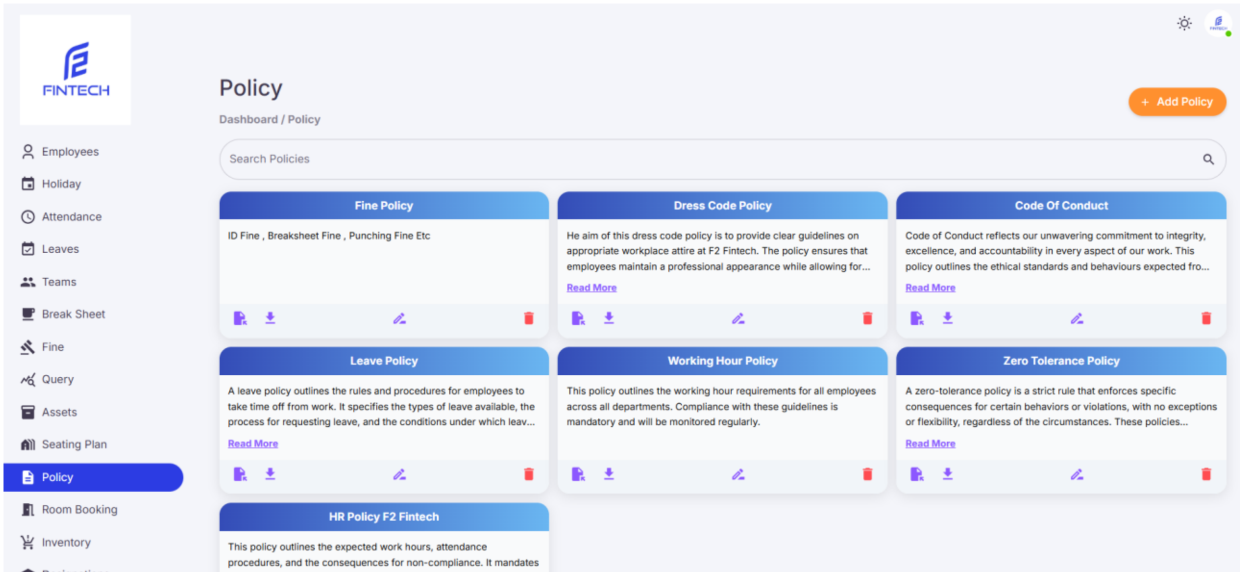
1. Click on the Seating Plan option from the sidebar menu.
2. Click on the **Edit** button next to the employee's seat assignment.
3. Update the Employee, Seat Number, or Assigned Date as needed.
4. Click Save to update the seat assignment.

### *Add a New Spot*

1. Click on the **Add Spot** button to add a new seating arrangement.
2. Select the Employee, Seat, and Assignment Date.
3. Click **Save** to complete the process.

## Policy Management

Manage company policies.




[Policy Management]

### *View Policies*

The Policy Management page displays a list of all company policies, each with a Name, Description, and the option to **Download** or **Edit**.

### *Add a New Policy*

1. Click on the **Add Policy** button.
2. A dialog box will appear with the following fields:
    a. Name: Enter the name of the policy.
    b. Description: Provide a brief description of the policy.
    c. Upload Document: Attach any related document if necessary.
3. Click **Add Policy** to save the new policy.

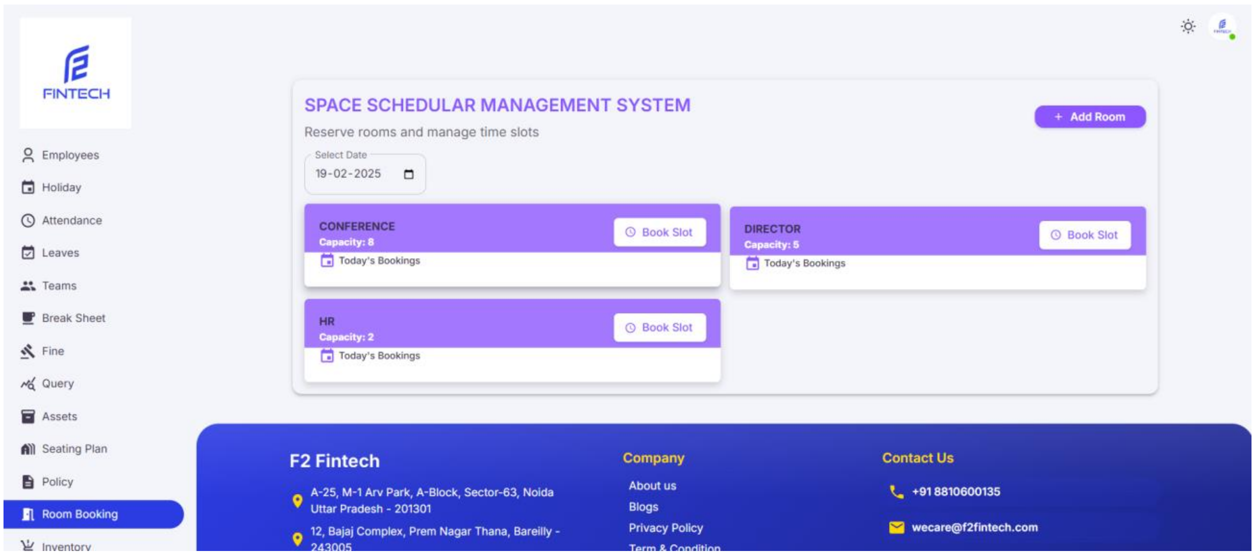
### *Edit or Delete a Policy*

1. To edit a policy, click the **Edit** button next to the policy.

2. To delete a policy, click the **Delete** button next to the policy and confirm the deletion.

## Room Booking

Book meeting rooms and manage time slots.




Room Booking

### *Add a Room*

1. Click on the Room Booking option from the sidebar menu.
2. Click on the **Add Room** button.
3. A dialog box will appear with the following fields:
    a. Room Name: Enter the name of the room (e.g., Conference Room).
    b. Capacity: Specify the room's seating capacity.
4. Click **Add Room** to save the room.

### *Book a Slot*

1. On the Room Booking page, select the room you want to book (e.g., Conference, HR, Director).
2. Click on the **Book Slot** button.
3. Select an available time slot to book the room for meetings or other activities.
4. Confirm the booking once the time slot is selected.

### *View Room Bookings*

The page will show the current bookings of each room, including the time and details of the event or meeting. Admins can edit or delete bookings by clicking on the corresponding buttons next to the booking.