**EMPLOYEE DASHBOARD**

**MODULE**

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# Employee

## My Dashboard

This section displays the Employee details including the Notification, Leave Details, Attendances, Events, Time Table, and Syllabus Progress. The Notification detail section displays Notification sent by the Principal. The Leave Detail section displays the Leave Type, Max. No. of Leaves, Leave Applied, Leave Balance.The Attendances Detail section displays the Attendance of the respective Employee. The Event detail section displays Event. The Time Table field displays the informationof the subject, class and day.The Syllabus Progress field displays the informationhow much syllabus complete by employee.

## Attendances

Employee attendance detail for the selected month & year will be displayed. To view the attendance for different dates change the month and year from the “Select Date” field.

## Apply Leave

This Page displays the Employee Leave. The Leave Details section displays the Leave Type, Max. No. of Leaves, Leave Applied, Leave Balance. The Apply Leave Details section displays the Leave Apply by Employee or Not. The Apply for Leave Details section displays the

* **Leave Type\*** - Enter the type ofleave.
* **Is Half day** -Enter the Mark Box of the half day leave.
* **From date** - Enter the start date of the leave.
* **To Date** - Enter the End date of the leave.
* **Reason** -Enter the Reason for the leave.

### Submit- Click to submit the form.

### Cancel – Click to cancel the form.

## Send Notification

# Clicking on send notification tab will direct the user to the admin notification page. Notification can be sent to different users. Select the option of all in the Send To field to send the notification to everyone. If however, the user wants to send the notification to only students/employees/parents, then she can select the option from the drop down list provided in the field “Send To”. If the user selects “Parents” as the choice in the “Send To” field then the user has to provide the batch in the “Select Batch” field. After the batch is selected the list of parents corresponding to the selected batch will be populated. If the notification needs to be sent to some specific students, then select the required students from the batch field. When the notification is to be sent to employees, select employee in the “Send To” field, and then select the department of the employees. Select one department for the employees. In the text box provided for the subject field enter the Notification subject. In the text box provided for the message field type the message that needs to be sent in the notification. Click on submit to send the notification to the intended recipients.

## Show Notification

# Clicking on the show notification tab on the right side of the home page will redirect the user to the show notification page. This page displays the notification received by the admin. Clicking on the notification mail icon signifies that the mail is seen by the user. In the right side of the navigation bar of the user home page the notification icon is given. As the messages are viewed subsequently the number displaying on the notification icon will reduce. Count number displayed along the notification icon represents the number of unseen messages .To make a seen message as unseen the user needs to click on the “mark as unseen button. To see the detail of the notification, click on the corresponding notification to view the subject, sender and description of the mail. It is possible to identify the messages already read by the user, by different colour in the row of the corresponding message.

## Events

# This section lists all the upcoming events. The date of any particular event can be changed by clicking on the button provided on the left side of the page. By clicking on the month/week/day button on the left side of the calendar page the user can view the monthly/weekly/daily events respectively. To create a new event click on the particular day for which the event needs to be created. A dialogue box will appear, enter the event details. To edit an existing event for a particular day, click on that day. A dialogue box will appear which displays the event details. Edit the information as per requirement. Click on submit to save the changes. Click cancel to cancel the action. Click delete to delete the event from the date.

## Profile

This section displays the Employee details including the Employee Name, Employee Code. The General detail section displays Employee no., joining date. The General Details section displays the Name, Gender, date of birth, Mother Tongue, Blood Group, Employee category, Employee type, Employee profile, Employee department, job title, Qualification, Total Year Experience, and Total Month Experience. The Personal details section displays Married Status, Mother’s Name, Father’s Name, and Country. The Current Address detail section displays thedisplays Address Line1, Address Line2, City, State, Pin code and Country. The Permanent Address detail section displays thedisplays Address Line1, Address Line2, City, State, Pin code and Country. The Contact Detail section displays the Phone Number, Mobile Number and Email Id.

**Edit:** Present on the right corner of the Current Address, Permanent Address and Contact Details. Click on edit button to edit the fields as per requirement. Click on submit button to save the changes made. Click on cancel button to cancel the action.

**Change Password:** Click to change password.

**Download Profile**: Click to download profile.

## Subjects

This section displays the subjects assigned to a particular employee

## Syllabus Progress

This section displays the Syllabus Progress details including the Syllabus, unit, topic, date, expected class and section. Here Two Button also displays.

**Add Actuals:** Click the button to add actuals and create the syllabus.

* **Select Syllabus -** Enter the syllabus of subject.
* **Select Unit -** Enter the unit.
* **Select Topic -**Enter the topic.
* **Class &Section** -Enter the class & section.
* **Expected Class –** Enter expected class.
* **Date –** Enter the date of beginning the topic.

### Submit- Click to submit the form.

### Cancel – Click to cancel the form.

**See Progress:** Click the button to see progress and we can show the chart of syllabus.

**Edit:** Click the button to edit the details for the respective syllabus progress.

**Delete:** Click on delete button to delete the syllabus progress. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

## Upload Files

This section displays the File Management details. The File Management detail section displays the Folder and Document Details. Whenever we click any Folder for details Section it will displays create Folder, Upload File, Delete Folder, File Name, File Size, actions. Whenever we click Create Folder for details Section it will displays create new folder by clicking on the create new folder icon. Click on the plus icon in the left side of the folder displays all the sub folders for the main folder. Click on the minus icon hide the subfolders inside the main folder. Click on submit button to save the changes made. Click on cancel button to cancel the action. The shared Document detail section displays the File name, File size, Class & section, Actions.

**Delete:** Click on delete button to delete the shared document. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

## My Content

This page displays the Content List details. The Content List detail section displays the Title and Actions Details.

**New Content:** Click the button to New Content and we create the Content.

* **Title -** Enter the title of content.
* **Content -** Enter the message or text.

### Submit- Click to submit the form.

### Back – Click to return to the previous page.

**Show:** Click the button to show the details for the respective Content.

**Edit:** Click the button to edit the details for the respective Content.

**Share Content:** Click the button to Share content the details for the respective Content will be share on any class and Section. Click on submit button to save the changes made. Click on cancel button to cancel the action.

**Delete:** Click on delete button to delete the content. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

## Time Table

### This section displays the Time Table details including the Employee timetable will give you the information of in which batch employee want to take the class, also give the information of what subject he want to take. Time table also provides the timing for each subject also.

## Student Attendance

### This section displays the Student Attendance details including the Quick Attendance, Select Section, and Select Date. The Quick Attendance Details Section provides a check box which can be checked if quick is needed.