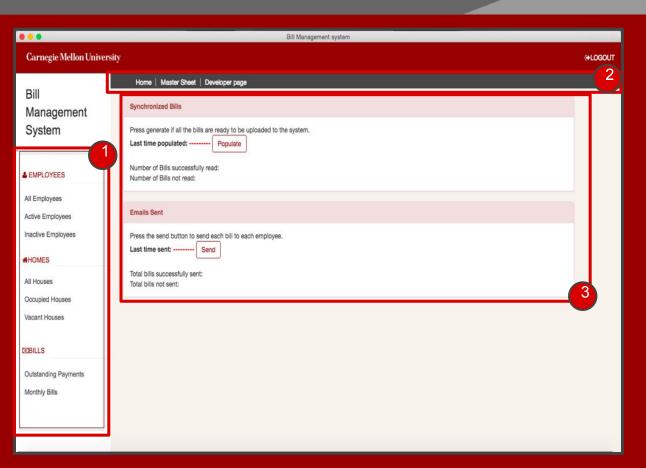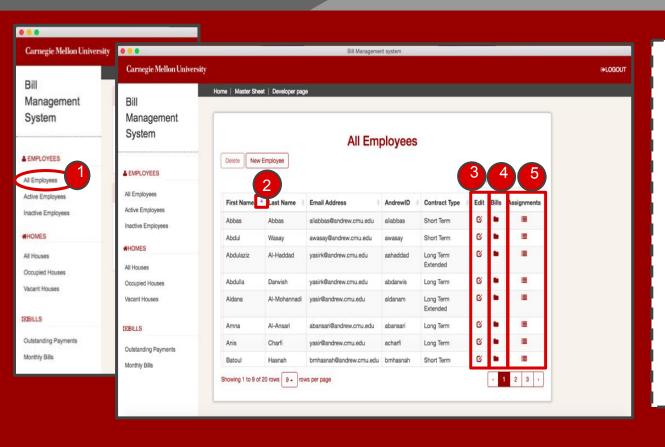# Change Password

Navigation and DashBoard

1. **Side navigation Bar:**
   a. <u>Employees</u>: You can view and edit employees.
   b. <u>Houses</u>: You can view and edit houses and assignments.
   c. <u>Bills</u>: You can view all bills and outstanding payments.

2. **Top navigation bar:**
   a. <u>Home</u>: Takes you to the dashboard.
   b. <u>Master Sheet</u>: Takes you to the Master sheet that have the current status of the landlines.
   c. <u>Developer Page</u>: Takes to a page that introduces the team and their contact information.

3. **Dashboard:** You can upload/send bills by pressing populate/send and it will notify the time when they were sent/populated and summary regarding the actions made.
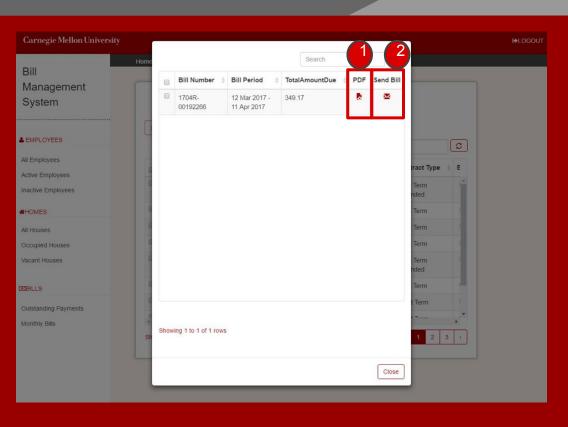
All Employees

1. **All Employees:** Press to go to all Employees.

2. **Sorting:** Press to sort all sort of Information.

3. **Edit:** Press to edit a specific employee.

4. **Bills:** Press to view and send bills for an employee.

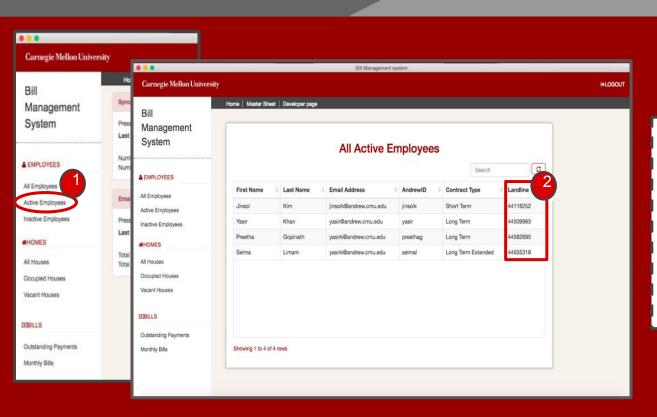5. **Assignment:** Press to check current assignment and past assignments of an employee.
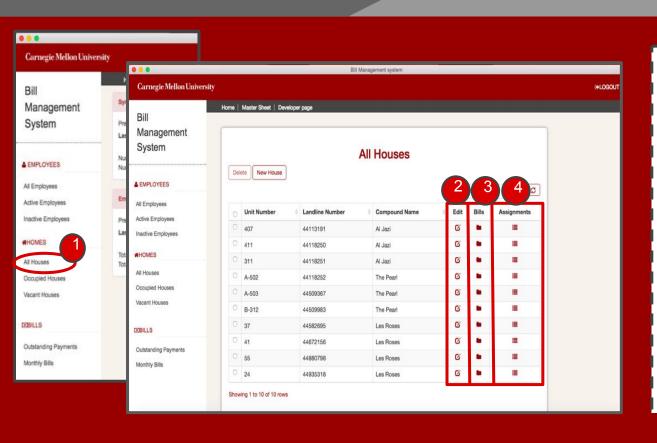
All Employees

PDF: Press to open the bill in pdf form.

Send Bill: Press to send a bill to employee.
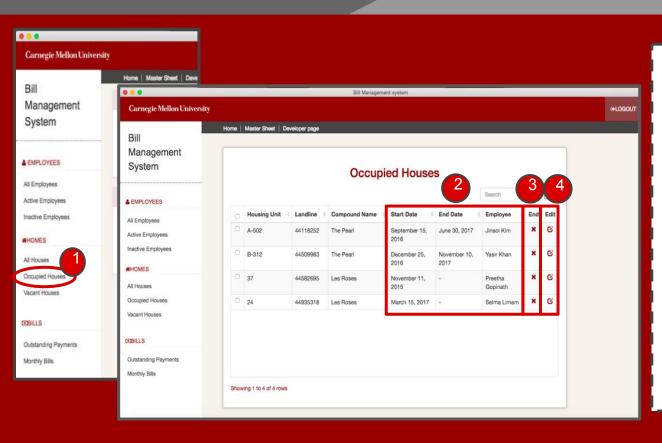
Active Employees

Active Employees: Press to go to all employees that are assigned to a landline number.

Landline: shows the Landline the employee is associated with.

All Houses
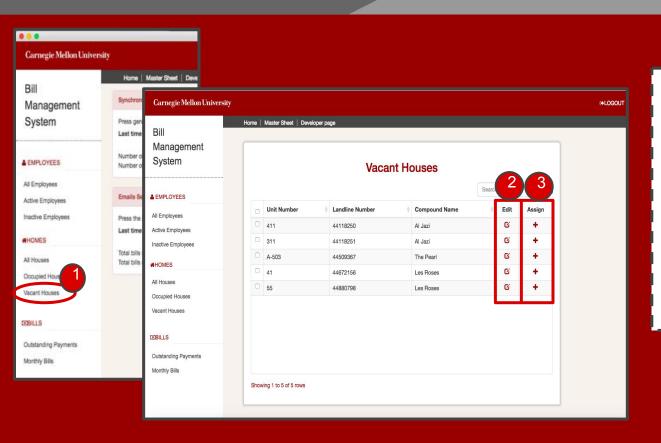

1. **All Houses:** Press to go to all Houses.

2. **Edit:** Press to edit a specific house.

3. **Bills:** Press to view bills for a House.

4. **Assignments:** Press to check current assignment and past assignments of a House.
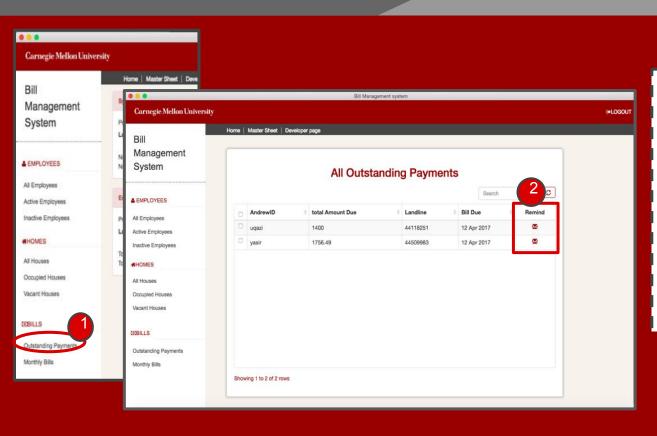
Occupied Houses

1. **Occupied Houses:** Press to go to occupied Houses.

2. **assignment:** has information of the assignment.

3. **End:** Press to end an assignment by choosing and end date.

4. **Edit:** Press to edit house and assignment information.
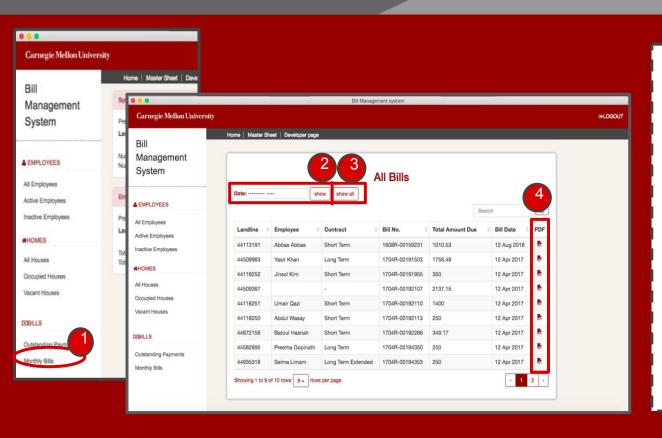
Vacant Houses

1. **Vacant Houses:** Press to go to vacant Houses.

2. **Edit:** Press to edit house information.

3. **Assign:** Press to assign a selected house to an inactive employee.

Outstanding Payments

1. **Outstanding:** Press to go to all outstanding bills that has a total amount >1000.

2. **Remind:** Press to send a reminder email to an employee if occupied or to the finance department if vacant or in short term contract.

All & Monthly Bills

1 **1-Monthly bills:** Press to view to all and monthly bills.

2 **Date:** You can view certain month bills by choosing a month and a year and press show to apply.

3 **Show All:** Press 'show all' to list all the bills issued so far.
By default, the page is set to show all bills.

4 **PDF:** Press to open the bill in pdf form