USER GUIDE

SETUP

Step 1: Create a mysql database named project and Import project.sql to a it

Step 2: Edit and change the password and database name in db.js in a text editor.

Step 3: Open command prompt and type “node app”. Make sure mysql is running.

Step 4: Type localhost:3000 on your browser and you should reach the index page.

USE OF QWERTY MEDICAL LEAVE SYSTEM

If u wish to login as a supervisor you can login as

id: kenny

password:123

if u wish to login as an employee u can login as

id:kennedy

password:123

APPLYING LEAVE

Once log on, you will reach the dashboard page.

Go to apply urgent medical leave page.

Once u fill up the form, u will be able to see in your leave history that it has been filed and its approval status is pending.

You should go to write important notice to supervisor page and alert your supervisor on your absence and meetings you won’t be able to attend.

Once submitted, your supervisor will be able to view it in his/her notification page.

Once you are back from the hospital/clinic, you will need to go to the upload medical certificate page.

Once you upload your medical certificate, your supervisor will be able to view it under approve medical leave page.

You will be able to view your leave status under the leave history page.

Employee leave history

As a supervisor, you will be able to view all the employee leave history under the employee history page. There, you will be able to see how many mc have the employee taken this year.

Clinic list

You will be able to see the approved clinic list under the list of qwerty approved clinic tab.

Supervisors will be able to edit the list simply by changing the .txt file called clinic.txt.

In any case, if they find any difficulties such as forgot password, the should go to the contact page.