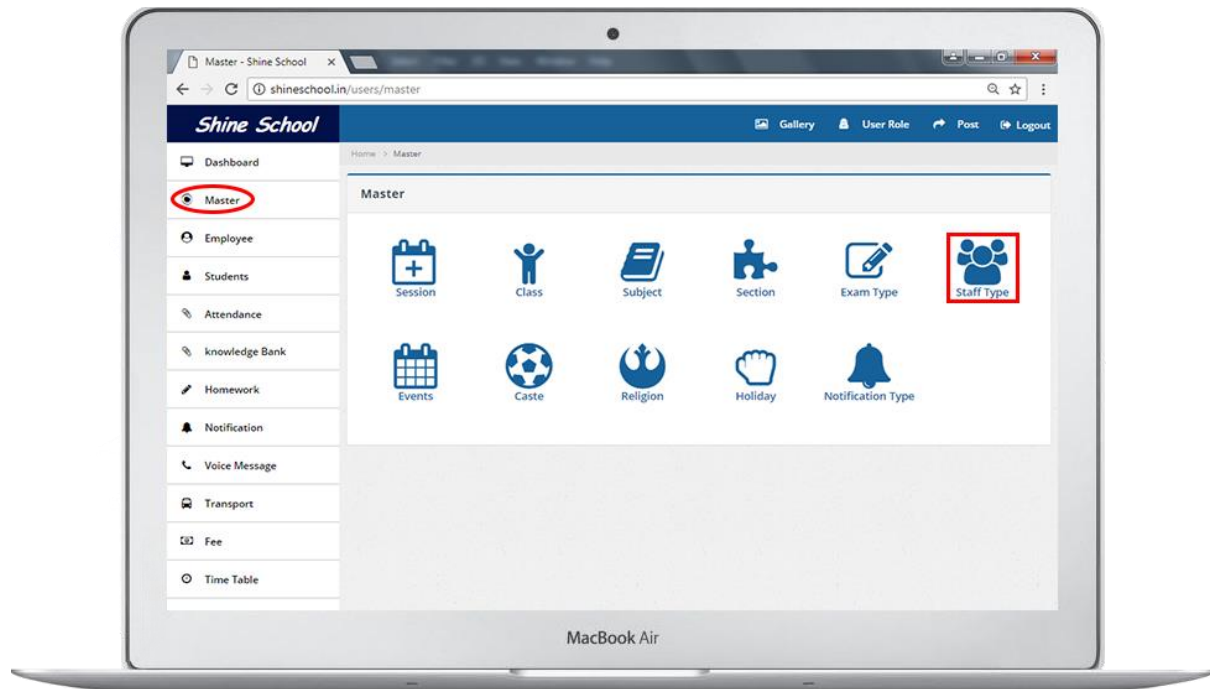


ADD EMPLOYEE COMPONENTS:

Step 1: Master

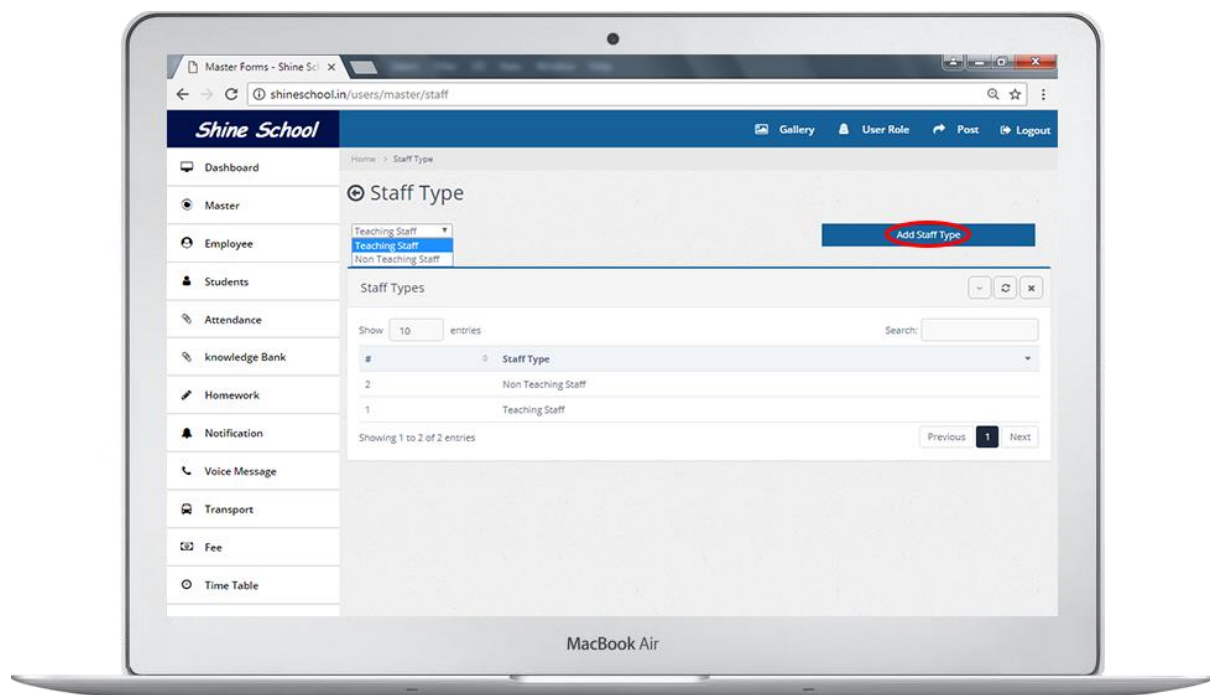
1). Select **Master** module to create Employee type.



2). To click **Staff Type** button and add two types of Employees.

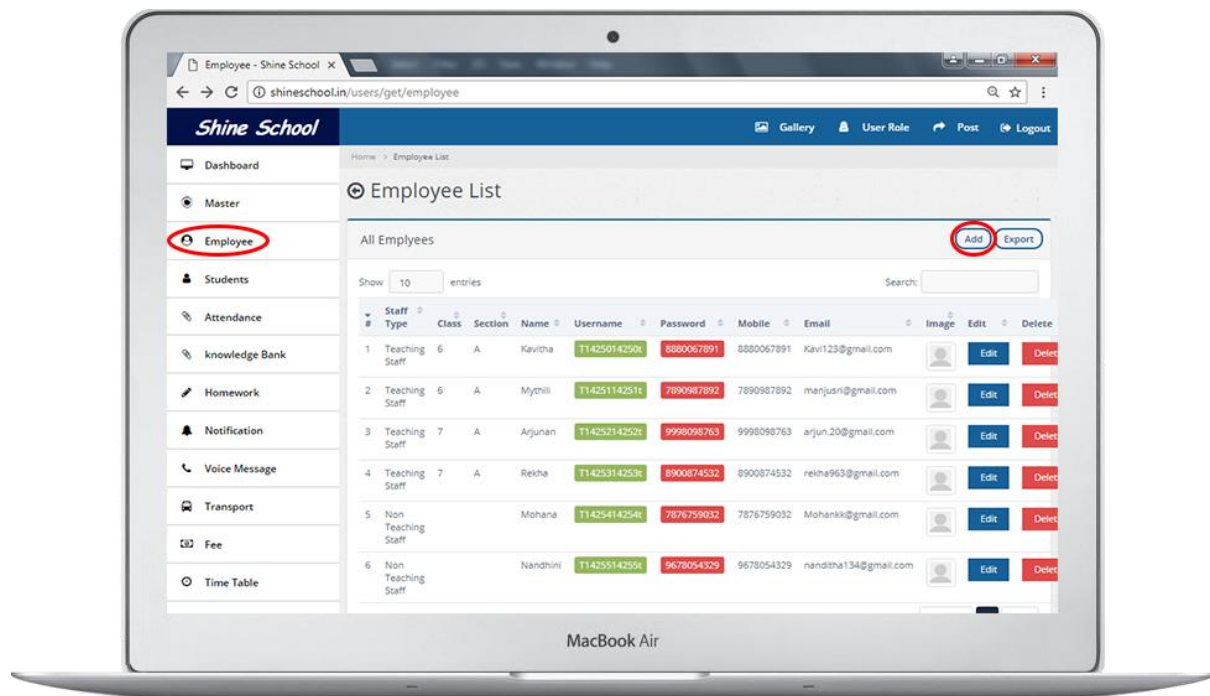
1). **Teaching staff**

2). **Non teaching staff**

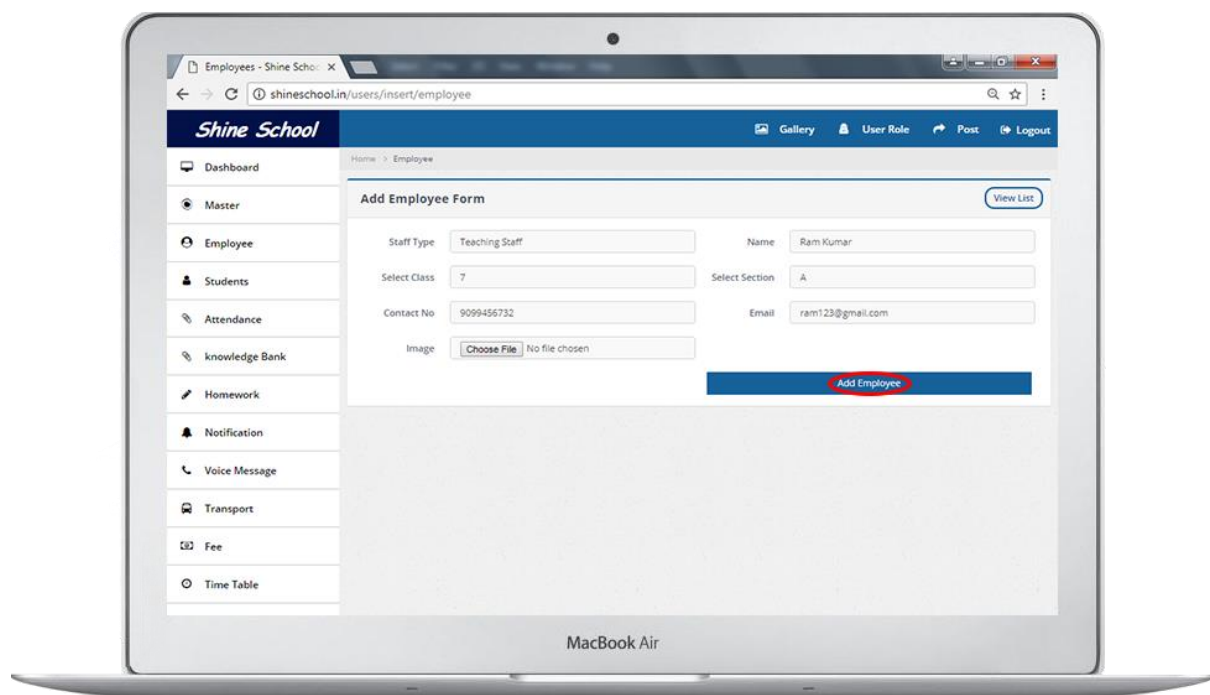


Step 2: Employee

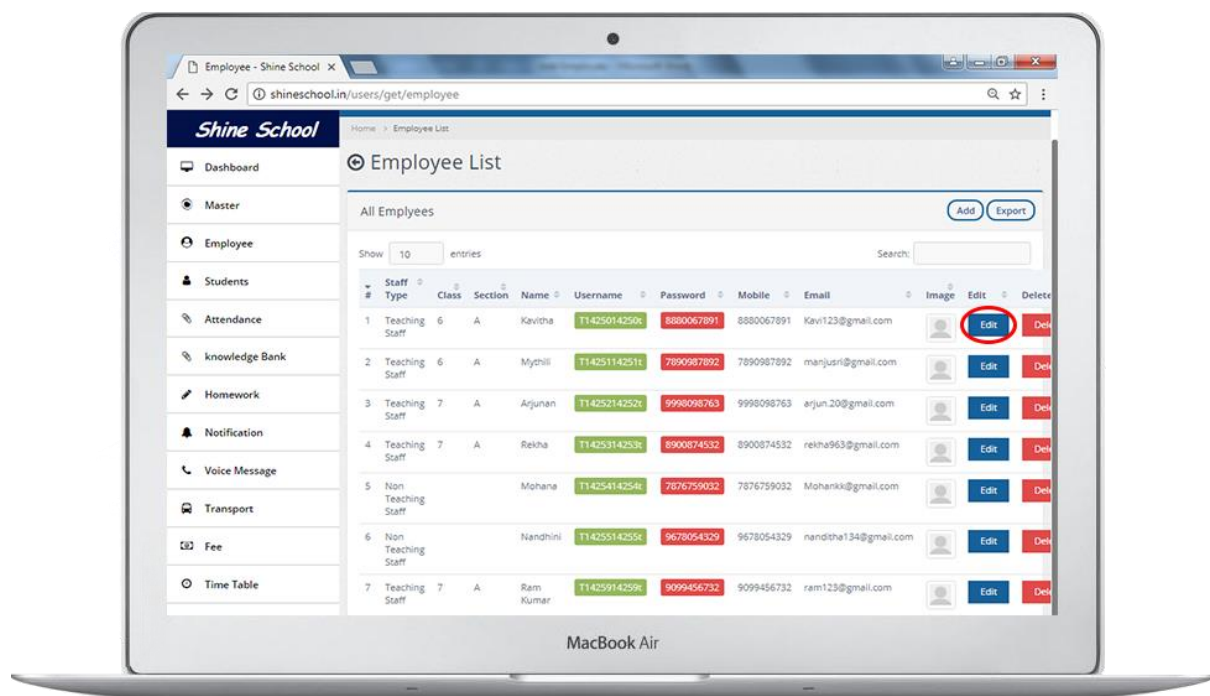
1). Select Employee module and click the **Add** button for adding a single Employee details.



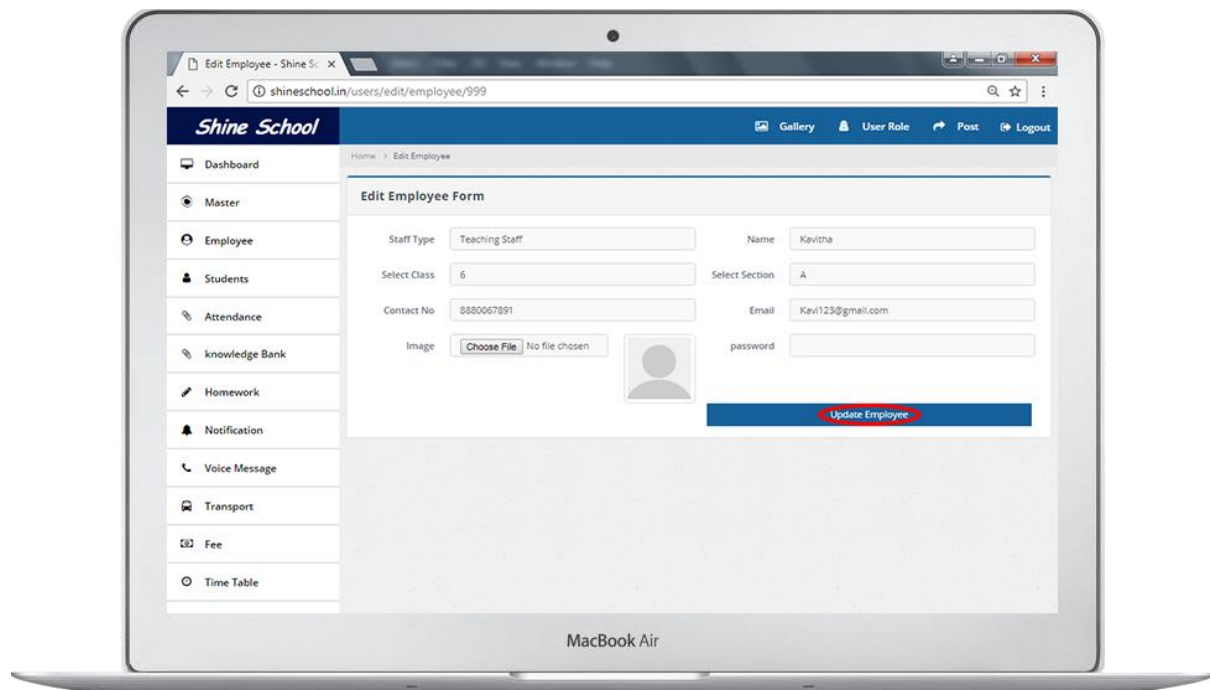
2). To fill all the require correspondent data and then to click the **Add Employee** button.



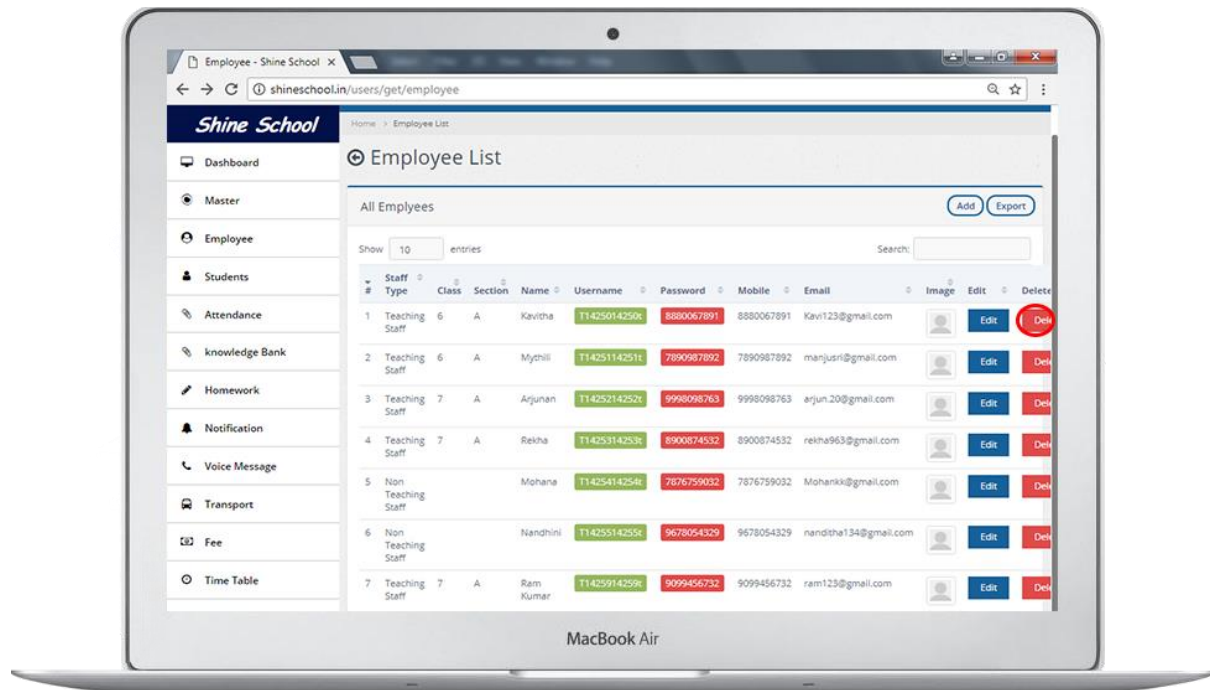
3). If you want to update any Employee data, to click the **Edit** button.



4). To click the **Update Employee** button after you have changed the Employee data.

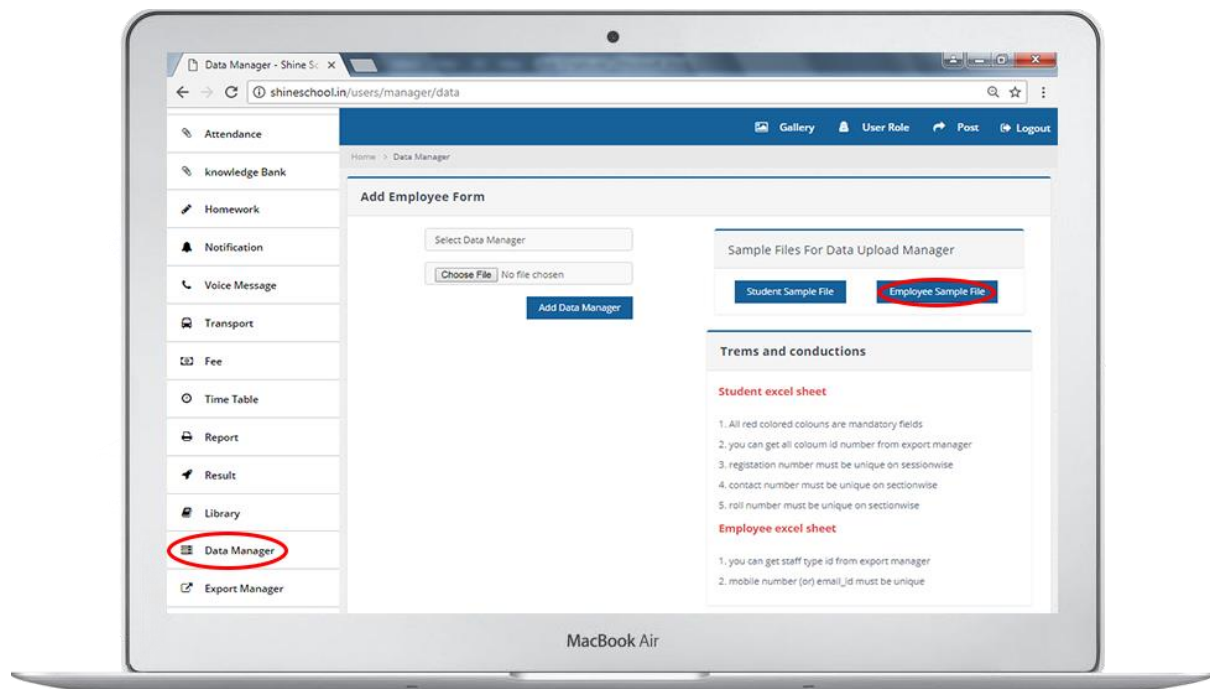


5). If you want to delete any Employee, then to click the **Delete** button of Employee page.

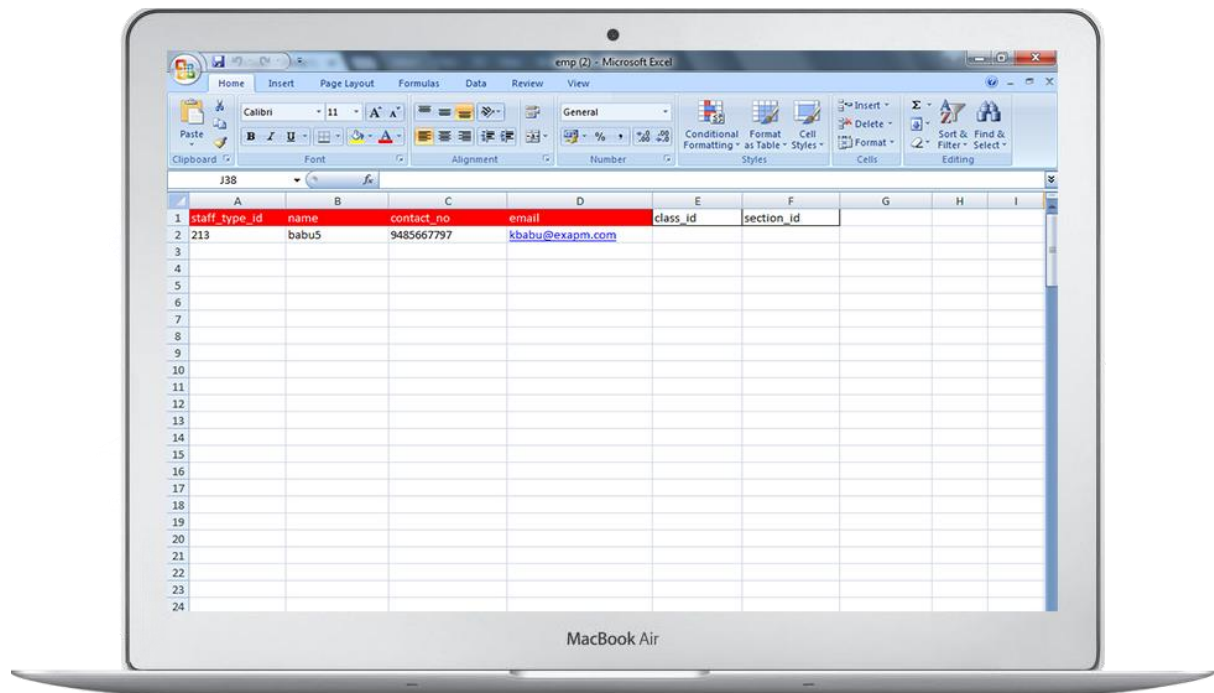


Step 3: Data Manager

1). Select Data Manager module and click the **Employee Sample File** to download the Excel Sheet for adding multiples types of employee at a time.



2). To fill the data as per below terms and conditions, then to select the Employee in Data Manager and to upload the Excel file for adding multiple Employees.

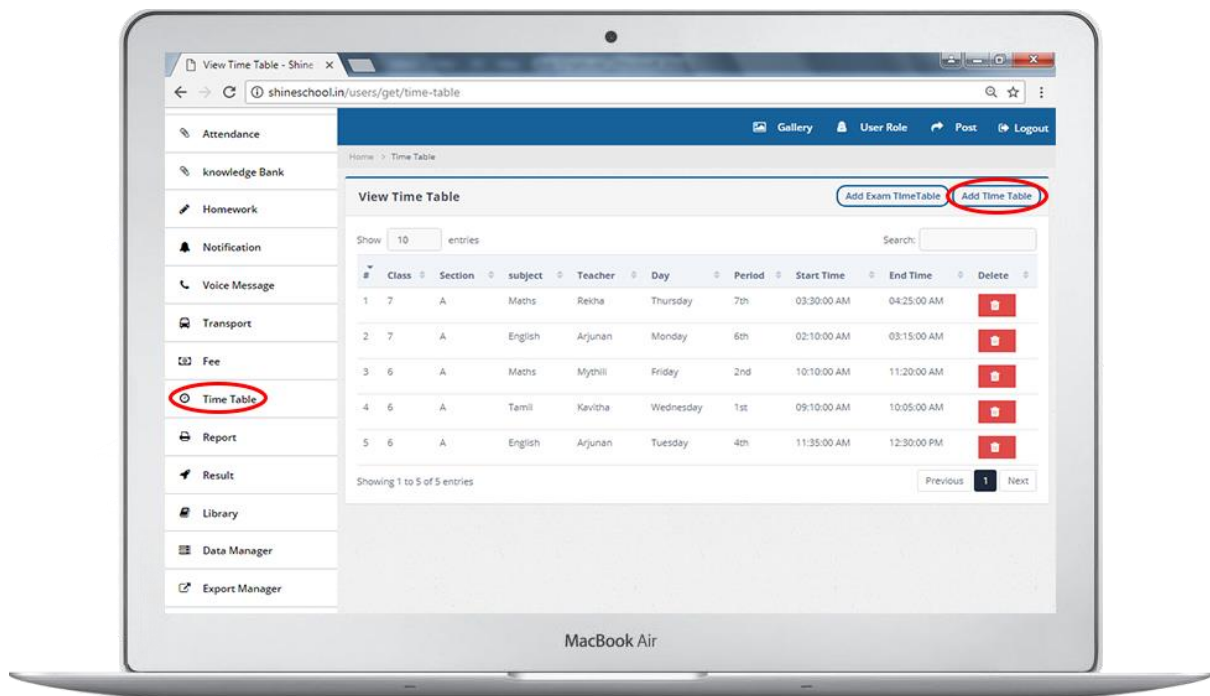


Terms and conditions for Employee excel sheet

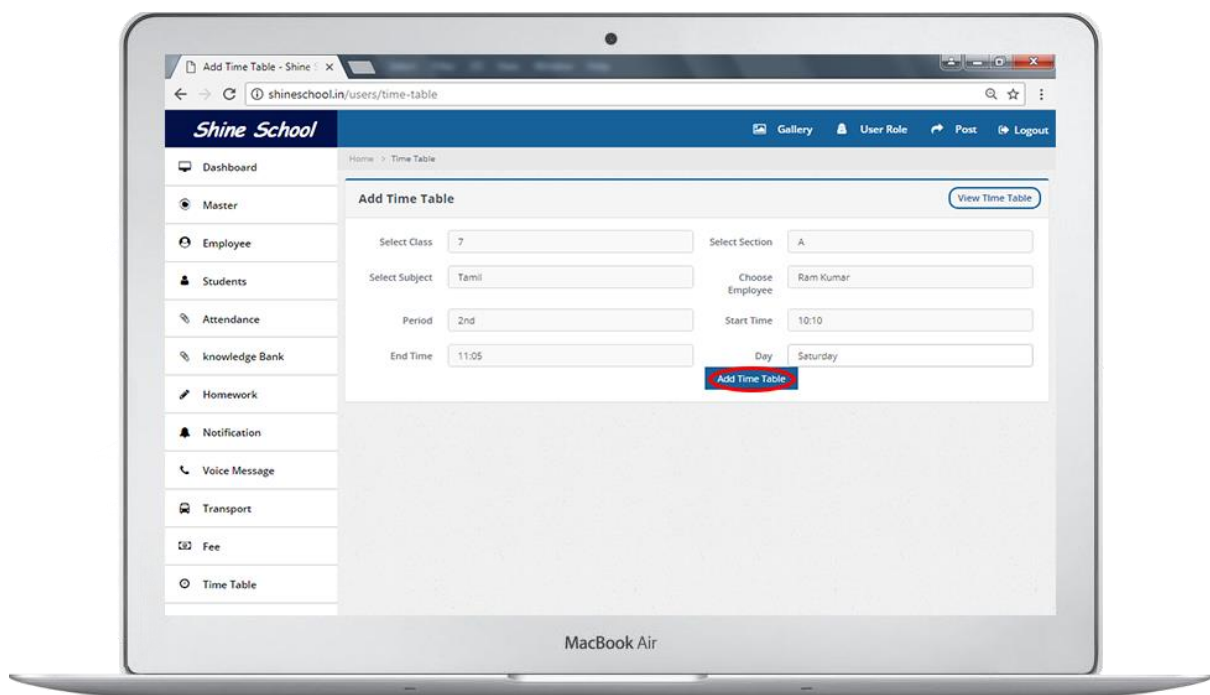
- 1). You can get the staff type id from the Export Manager.
- 2). Mobile number (or) email_id must be unique.

Step 4: Time Table

1). Select Time Table module and click the **Add Time Table** button for creating new class time Schedule.

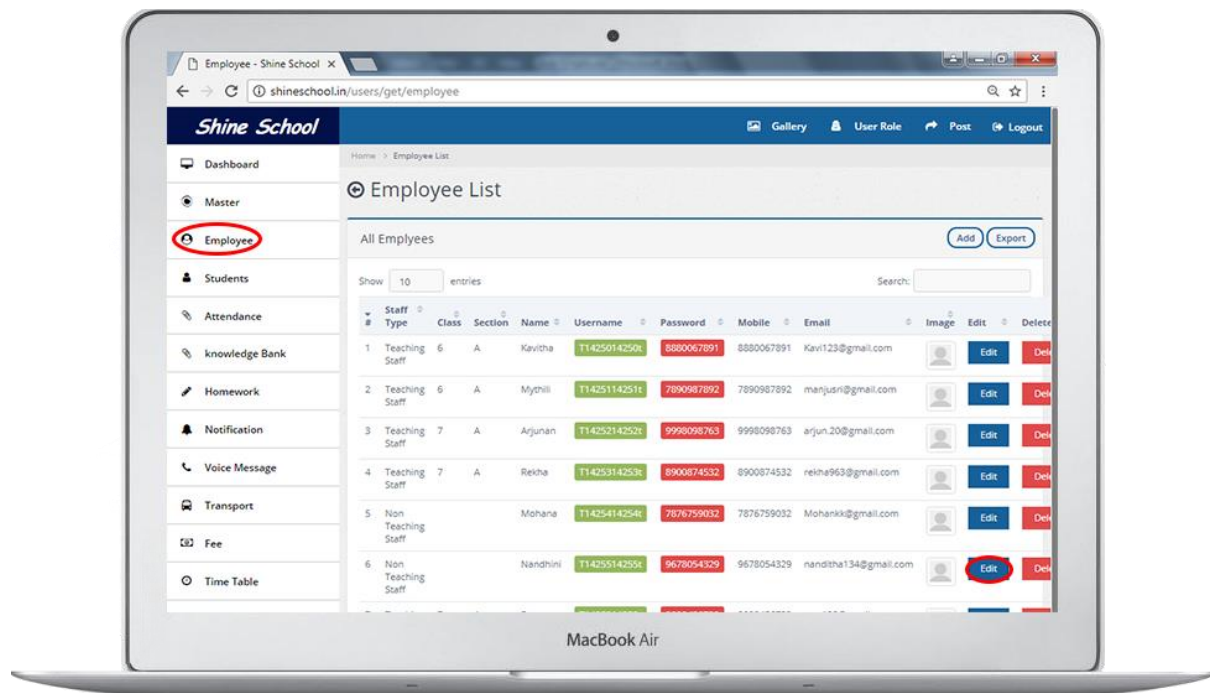


2). To fill all the require correspondent data, then to click the **Add Time Table** button.

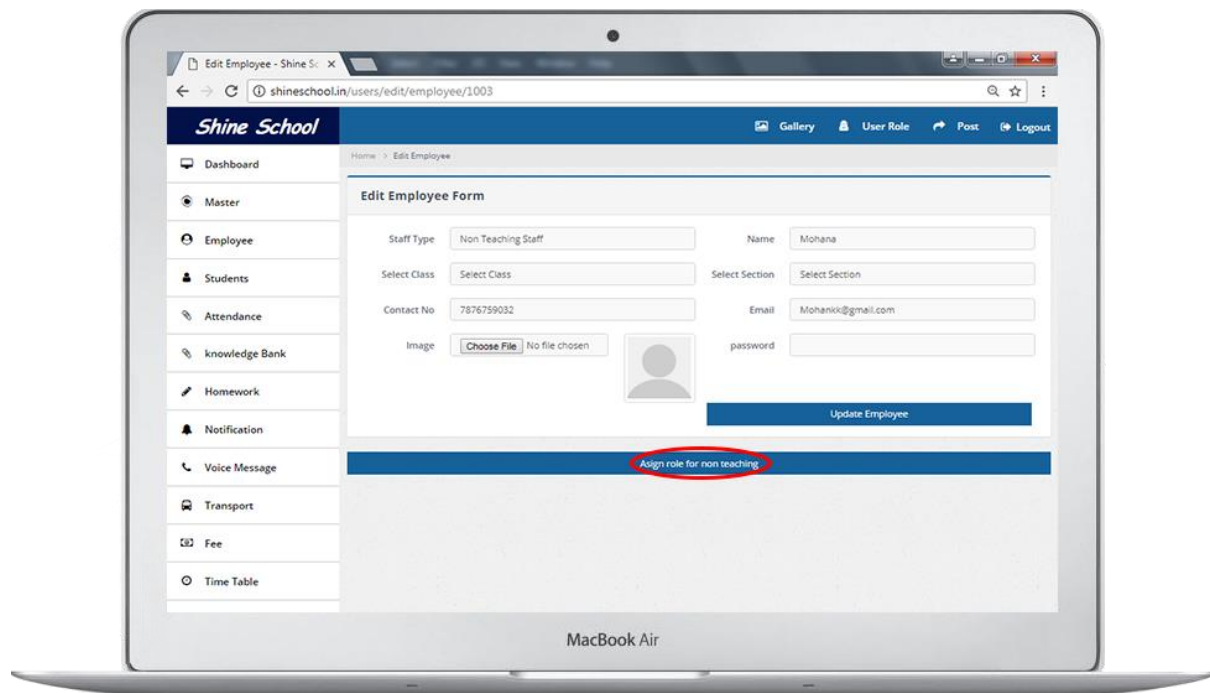


Step 5: User Role

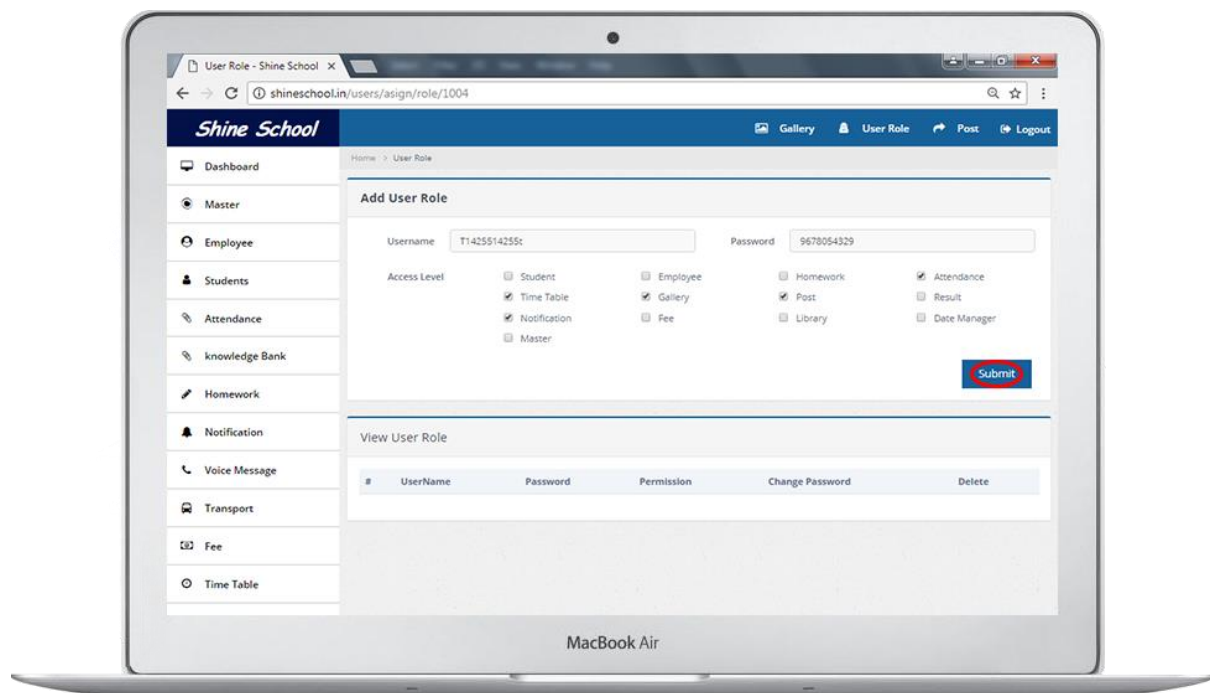
1). Select **Employee** module and click the **Edit** button of **Non teaching staff**.



2). To click the **Assign role for non teaching staff** button for assigning works to Non Teaching Staff.

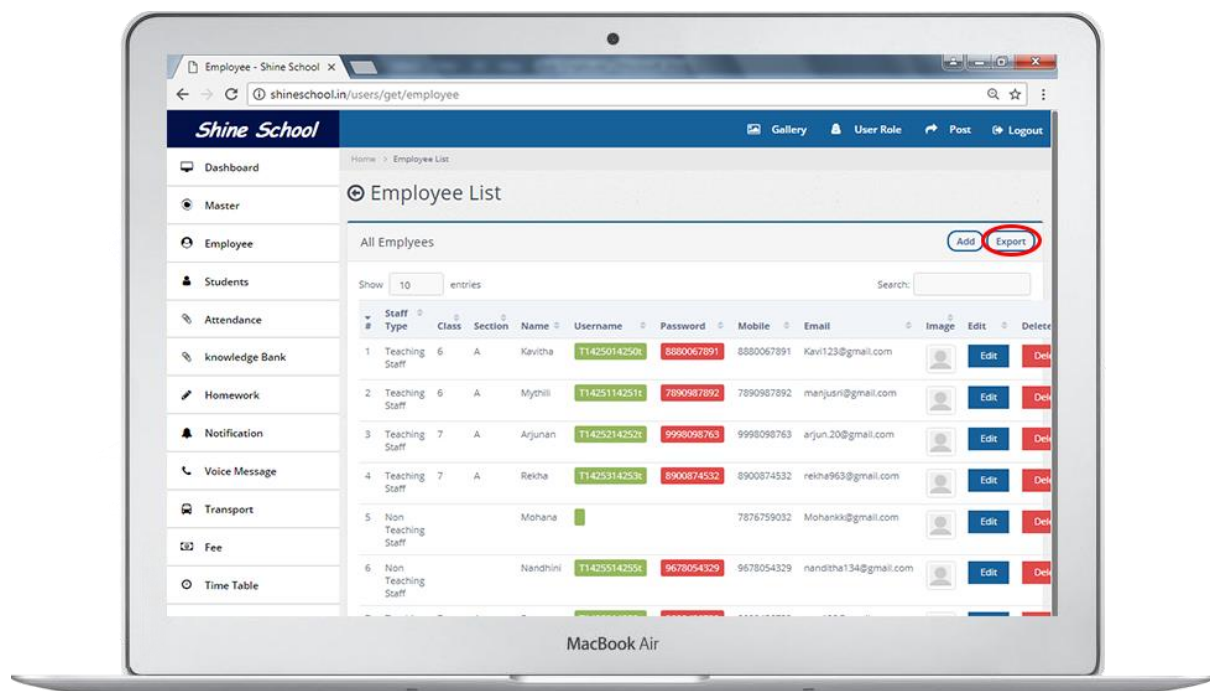


3). You can select the roles for Non Teaching Staff, to click the **Submit** button.



Step 6: Export

1). Select **Employee** module. If you want Employee report in Excel sheet, to click the **Export** button.



2). It generates the Employee report in **Excel Sheet**.

