

Title: PayHours Software User Manual

Version: 2024

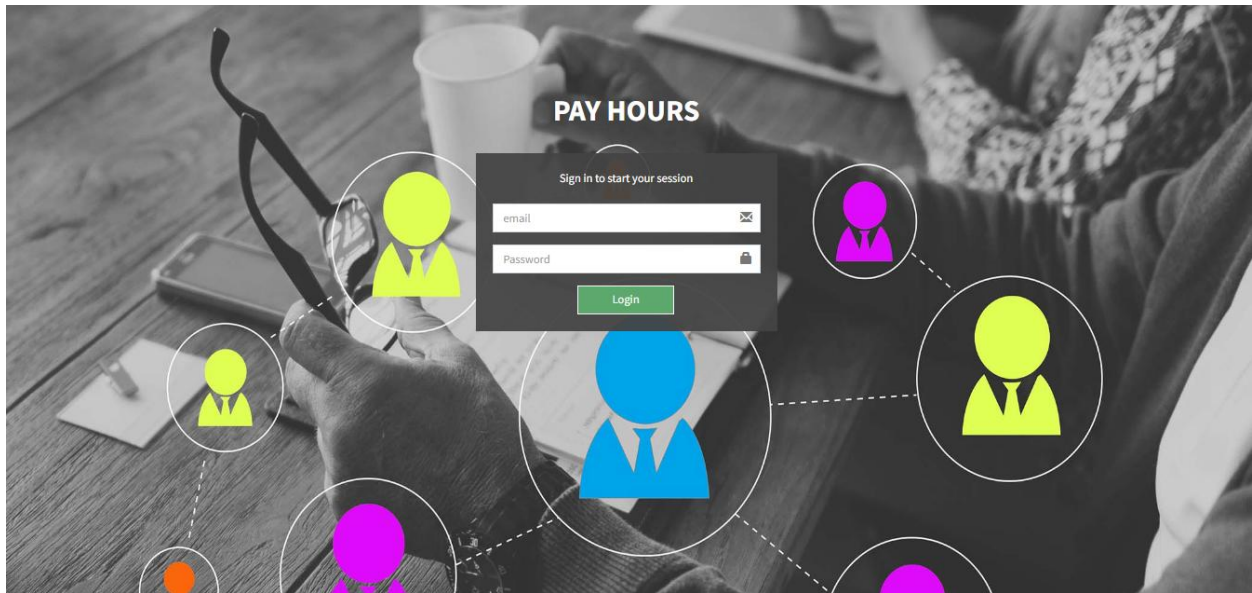
PAYHOURS

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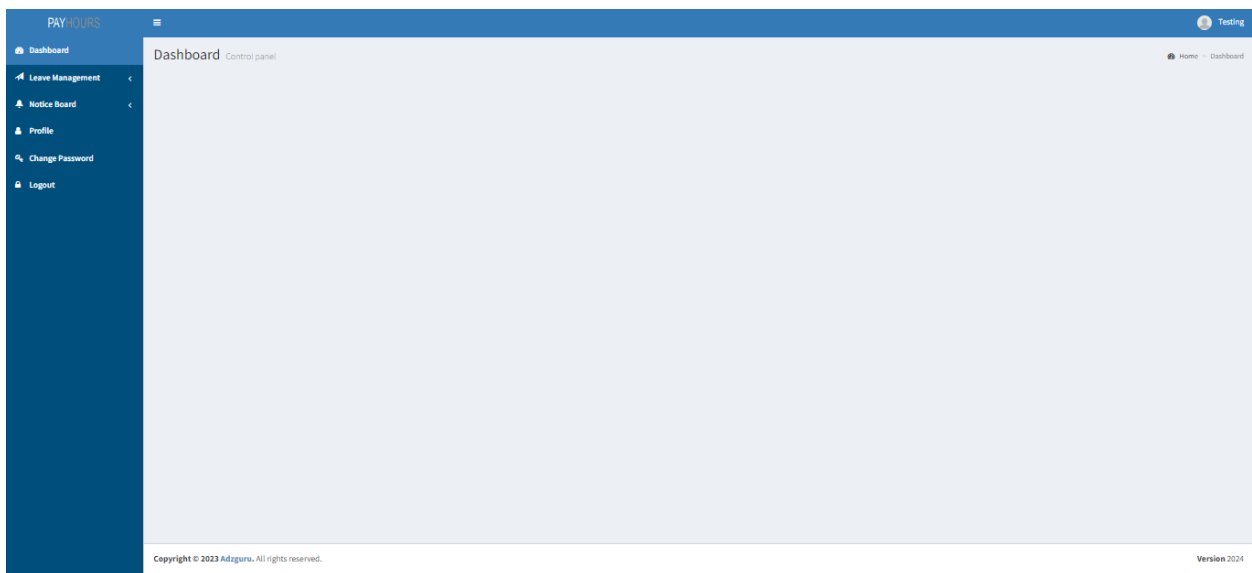
Employee Login:

After opening the website, put your employee credentials to login .



Employee Dashboard:

After login, you will be redirected to employee dashboard section.



Leave management:

- a) If you click on Leave Management, the first option will be “New Leave Application”. Clicking here will open the following page, where you have to choose leave category like, Casual Leave, Sick Leave, Paid Leave etc., then have to choose the leave period (start date and end date). Date of return of employee’s last taken leave, Period of last taken leave, Category of last taken leave, next is to add a brief description on taking the leave, Name of the performing person during your leave (the person who will take care of your ongoing work during your leave period), lastly reason of the leave. After that click on Add leave application.

PAY-HOURS

Dashboard

Leave Management

New Leave Application

Leave Application Manage

Notice Board

Profile

Change Password

Logout

Testing

Dashboard > Setting > Add Leave Application > Add Leave Application

Add Leave Application

Enter New Application details. All field are required.

Leave Category *

Select one

Start Date:

2024-03-22

End Date:

2024-03-22

Date of return from Last Leave:

Period of Last Leave

Enter Period of Last Leave..

Category of Last Leave

Select one

Leave Address

Enter leave_address..

- b) Under Leave management, the 2nd option is leave application manage, from this section employee's can found the number of leave they have taken for the month and year. From this section by clicking Add leave application employees can add a new leave request just like the above section.

PAYHOURS

Dashboard
Leave Management
New Leave Application
Leave Application Manage
Notice Board
Profile
Change Password
Logout

APPLICATION

Dashboard > Leave > Leave application

Leave application

Add leave application

Sl#	Reason	Starts Date	End Date	Leave Days	Leave category	Created at	Status	Actions
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Notice Board:

In this section employees can check the notices, which company HR or Management uploads

The screenshot shows the 'NOTICE' section of the PAY-HOURS dashboard. On the left is a sidebar with navigation links: Dashboard, Leave Management, Notice Board (selected), Profile, Change Password, and Logout. The main content area has a header 'NOTICE' and a sub-header 'Notice'. Below this, there are two notice cards. The first card is titled 'Office Holidays' and contains the text: 'We're delighted to inform you that our company will be observing [holiday name] as an official holiday. This day provides us with an opportunity to rest, relax, and spend quality time with our loved ones.' The second card is titled 'Office Party' and contains the text: 'We are excited to announce that our company will be hosting an office party. This is a fantastic opportunity for us to come together, unwind, and enjoy some quality time together outside of the usual work environment. Your attendance is highly encouraged, and we hope to see you all there!' Each card has a 'Status' button that says 'Active'.

Profile:

In this section employee can add his/her full name, present residential address, personal email, permanent residential address, contact no, gender, website(if any), date of birth, profile picture. After fillup all the information, to save the details employee must click on update profile button.

The screenshot shows the 'PROFILE' section of the PAY-HOURS dashboard. On the left is a sidebar with navigation links: Dashboard, Leave Management, Notice Board, Profile (selected), Change Password, and Logout. The main content area has a header 'PROFILE' and a sub-header 'Update Profile'. Below this, there is a form with several fields: 'Full Name *' (text input), 'Email *' (text input), 'Contact No *' (text input), 'Web *' (text input), 'Profile Picture *' (file upload button), 'Present Address *' (text input), 'Permanent Address *' (text input), 'Gender *' (dropdown menu), and 'Date of Birth' (date picker). A message at the top of the form says: 'You can update your profile. All (*) field are required.' At the bottom of the form is a blue button labeled 'Update Profile'.

Change Password:

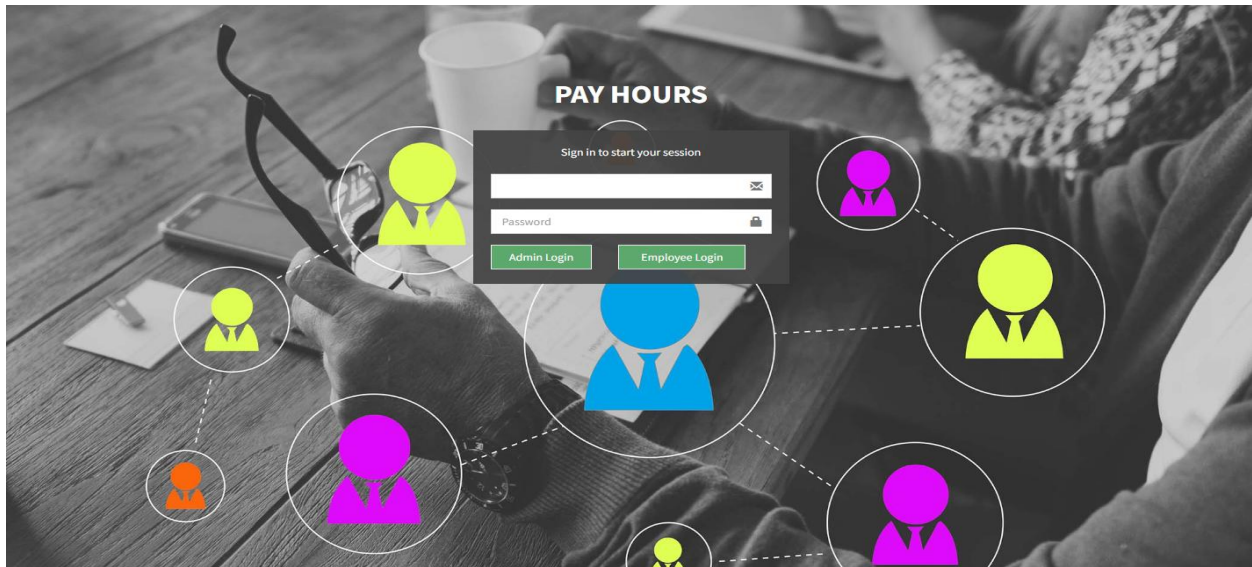
In this section employee can set their employee password to login their own dashboard.

The screenshot shows the 'PASSWORD' section of the PAY-HOURS dashboard. On the left is a sidebar with navigation links: Dashboard, Leave Management, Notice Board, Profile, Change Password (selected), and Logout. The main content area has a header 'PASSWORD' and a sub-header 'Change Password'. Below this, there is a form with two text input fields: 'New Password *' and 'Confirm Password *'. A message at the top of the form says: 'Enter file details. All field are required.' At the bottom of the form is a blue button labeled 'Edit'.

Lastly, to exit from the dashboard, employee has to click the final left side button LOGOUT.

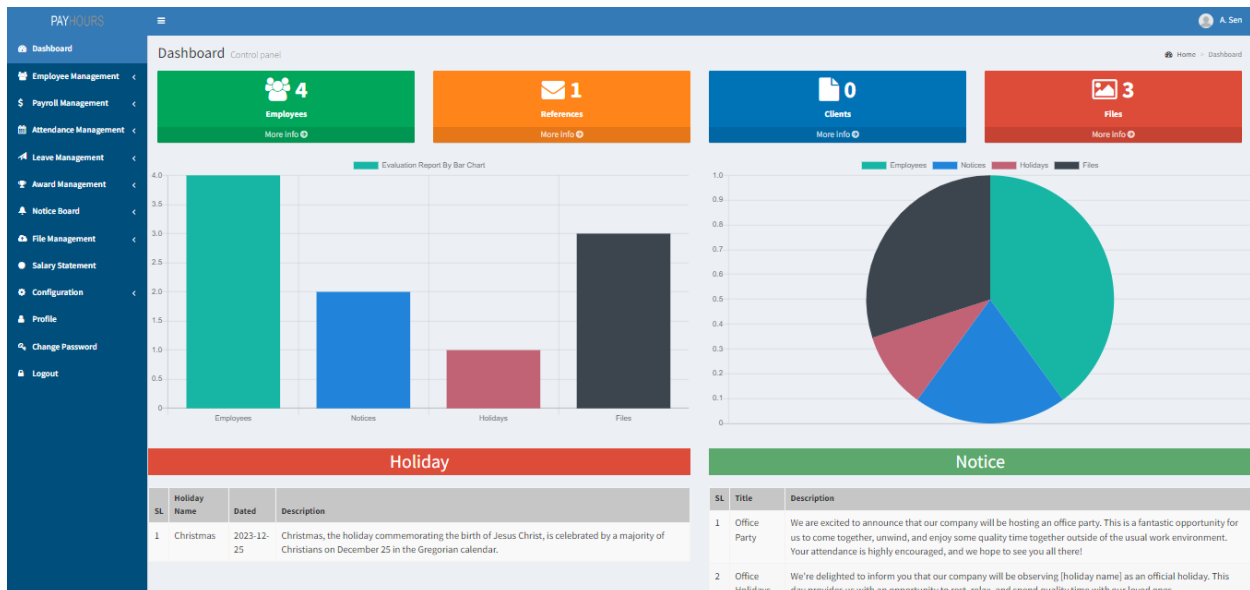
Admin Login:

After opening the website, put your admin credentials to login.



Admin Dashboard:

Here in this dashboard section admin can have the overview of no. of employees, references, no. of clients, no of files, upcoming holidays and notice (in a chart).



Employee Management:

Under employee management admin can add new employee ID (auto generated), along with employee's full details like Name, Address, Department, Academic and Professional Qualification, Experience and many more. Click on Add button below to save the details.

PAY-HOURS | **EMPLOYEE** | Add Employee

Enter team member details. All (*)field are required. (Default password for added user is 12345678)

ID *: EMPID14

Name *: Enter name..

Fathers Name: Enter fathers name..

Mothers Name: Enter mothers name..

Spouse Name: Enter spouse name..

Present Address*: Enter present address..

Permanent Address: Enter permanent address..

Reference *: Select one

Email *: Enter email address..

Contact No*: Enter contact no..

Emergency Contact: Enter emergency contact no..

Gender *: Select one

Marital Status: Select one

Date of Birth: 2024-03-22

Joining Date*: yyyy-mm-dd

End Date*: yyyy-mm-dd

Designation *: Select one

Department *: Select one

Photo ID Name: Select one

Photo ID Number: Enter id number..

Role*: Select one

Academic Qualification: Enter academic qualification..

Professional Qualification: Enter professional qualification..

Experience: Enter experience..

Buttons: Cancel, Add

Manage Employee:

At manage employee section admin can edit any employee details by clicking edit on the right hand side button also can add new employee details by clicking add in the add button (left side top)

PAY-HOURS | **Employee** | Manage Employee

Buttons: Add, Print

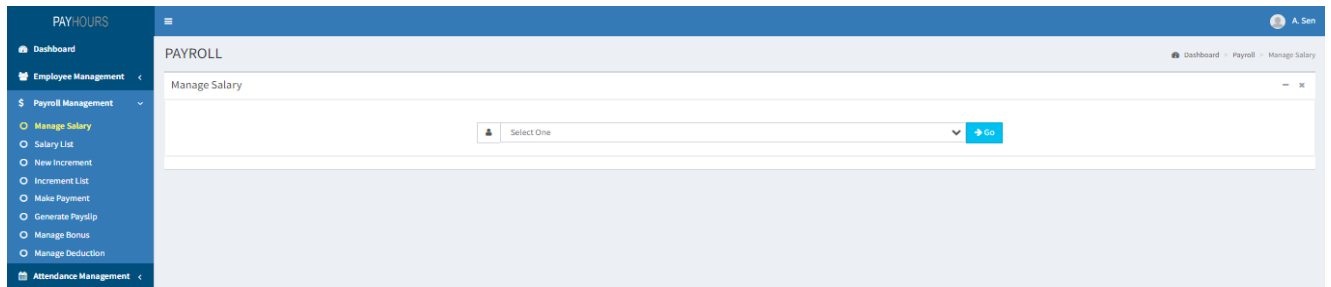
Search: Search..

Sl#	ID	Name	Designation	Contact No	Added	Actions
1	11	Nikhil Basak	Sr. Executive	6546454	31 August 2019	Edit
2	12	B. Das	Sr. Executive	123	31 August 2019	Edit
3	13	Biplob	Sr. Executive	01921588567	06 September 2019	Edit
4	13	Testing	Executive	12345678	20 February 2024	Edit

Payroll Management:

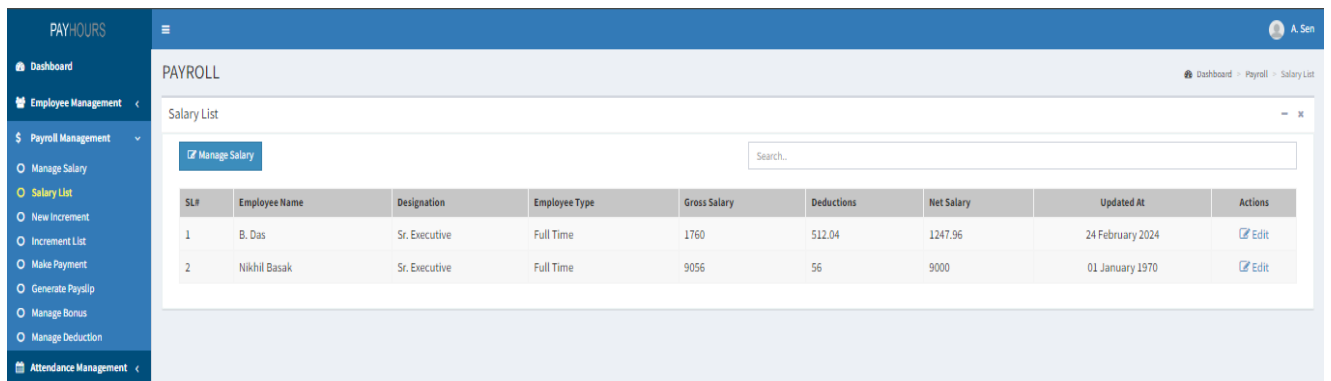
Manage Salary:

Under payroll management the first point is manage salary. In this section admin have to choose the employee name from the drop down section and click on GO button.



Salary List:

In this section, admin will get the employee list, where admin can manage the employee salary by clicking edit from the right side button.



New Increment:

In this section, admin can select the employee name from the drop down section, then have to select the month (from which date of month it will be implement), next have to put the increment amount, and then purpose of the increment of that selected employee. Lastly click add increment button to save the details.

The screenshot shows the 'Manage Increment' form in the PAY-HOURS system. The form is located under the 'Payroll Management' menu. It contains the following fields:

- Employee Name:** A dropdown menu with 'Select One' as the placeholder.
- Select Month:** A date picker showing '2024-03'.
- Increment Amount:** A text input field with the placeholder 'Amount'.
- Increment Purpose:** A text input field with a placeholder for the purpose.
- Add Increment:** A blue button with a right-pointing arrow and the text 'Add Increment'.

Increment List:

In this section, admin can check the entire members/candidates ID, Created y, Employee name, Increment date, Increment amount & Increment purpose at once. By clicking the print button the entire data will be ready for print.

The screenshot shows the 'Manage Increment' table in the PAY-HOURS system. The table is located under the 'Payroll Management' menu. It contains the following data:

SL	ID NO	Created By	Employee	Increment Date	Increment Amount	Increment Purpose
1	INCR2	A. Sen	Nikhil Basak	01 September 2023	12	Testing
2	INCR3	A. Sen	Nikhil Basak	01 September 2023	12	Testing
3	INCR12	A. Sen	Nikhil Basak	01 September 2023	56	Testing
4	INCR13	A. Sen	Nikhil Basak	01 December 2023	55	Testing
5	INCR14	A. Sen	Nikhil Basak	01 October 2023	60	Testing
6	INCR15	A. Sen	Nikhil Basak	01 September 2023	60	Testing
7	INCR16	A. Sen	Nikhil Basak	01 September 2023	60	Testing
8	INCR17	A. Sen	Nikhil Basak	01 September 2023	2000	Yearly
9	INCR18	A. Sen	Nikhil Basak	01 October 2023	3000	Performance

Make Payment:

In this section, you have to choose an employee name from the drop down section and select month to process the payment by clicking Go button.

The screenshot shows a web application interface for managing salary payments. At the top, there is a blue header bar with a menu icon on the left and a user profile 'A. Sen' on the right. Below the header, a breadcrumb trail reads 'Dashboard > Salary > Manage Salary Payment'. The main section is titled 'Manage Salary Payment' and contains a form with two fields: 'Employee Name' with a dropdown menu currently showing 'Select One', and 'Select Month' with a calendar icon and the date '2024-03'. Below these fields is a blue button with a right arrow and the text 'GO'.

After clicking go button, the following window will open, where you can see the payment details page of that selected employee. Here you can add final payment amount, Payment type and note. And finally click the make payment option to pay the employee.

The screenshot displays the 'PAYROLL' section of the application. It features a header bar with a menu icon and a user profile 'A. Sen'. The breadcrumb trail is 'Dashboard > Salary > Manage Salary'. The main content area is titled 'Employee Details' and includes a 'Back' button. Below this, there is a table with employee information: Employee Name (W. Das), Department (Marketing), Designation (Sr. Executive), and Joining Date (22 August 2019). To the left of the main table, there is a sidebar with 'Payment For: March 2024' and fields for Gross Salary (1700.00), Total Deduction (100.00), Net Salary (1600), Superannuation Fund (300), and Payment Amount (1600). Below these fields are 'Payment Type' (a dropdown menu) and a 'Note' field. At the bottom of the sidebar is a red button labeled 'Make Payment'. The main table on the right is titled 'Payment Details For: March 2024' and contains a table with 4 columns: 'sl#', 'Item Name', 'Debits', and 'Credits'. The table lists 7 items: Basic Salary (1500), House Rent Allowance (150), Medical Allowance (50), Special Allowance (35), Provident Fund Contribution (200), Other Allowance (25), and Provident Fund Deduction (100).

sl#	Item Name	Debits	Credits
1	Basic Salary		1500
2	House Rent Allowance		150
3	Medical Allowance		50
4	Special Allowance		35
5	Provident Fund Contribution		200
6	Other Allowance		25
7	Provident Fund Deduction	100	

Generate Payslip:

In this section select the date, month and year and select Go button, after that for that selected month you can see the employees' details and create payslip accordingly.

GENERATE PAYSリップ

Dashboard > Salary > Generate Payslip

Generate Payslip

mm/dd/yyyy mm/dd/yyyy

GO

Manage Bonus:

In this section admin can add bonus to an employee. After clicking add bonus button, select the employee name from the dropdown, Can add bonus name, month, Bonus amount and Bonus description. Click on add bonus button from below to save the bonus or cancel to exit from the section.

PAY-HOURS

Dashboard

Employee Management

Payroll Management

Manage Salary

Salary List

New Increment

Increment List

Make Payment

Generate Payslip

Manage Bonus

Manage Deduction

Attendance Management

Leave Management

BONUS

Dashboard > Bonus > Manage Bonuses

Manage Bonuses

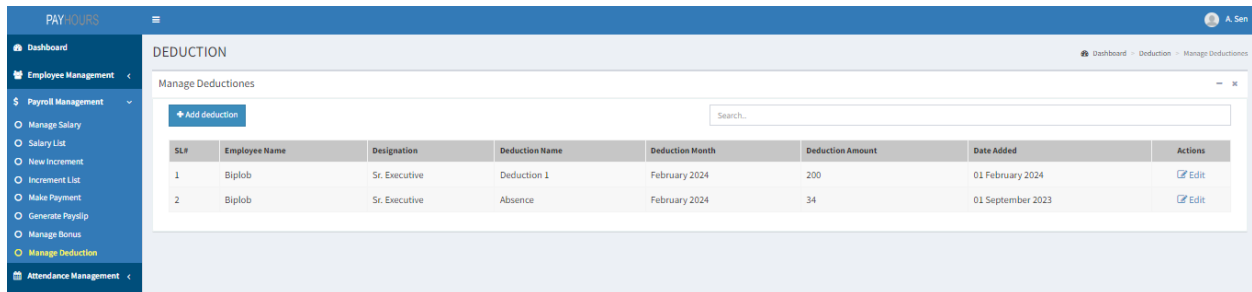
Add bonus

Search...

SL#	Employee Name	Designation	Bonus Name	Bonus Month	Bonus Amount	Date Added	Actions
1	Nikhil Basak	Sr. Executive	DDR	October 2023	5000	04 September 2023	Edit
2	Nikhil Basak	Sr. Executive	Working Perf.	November 2023	4000	04 September 2023	Edit
3	Nikhil Basak	Sr. Executive	Eid	November 2023	7000	04 September 2023	Edit

Manage Deduction:

In this section, admin can deduct the employee salary(if any). After clicking the add deduction button select the employee name from the dropdown section, Deduction name, deduction month, deduction amount and a brief details on deduction reason and click on add deduction button to save it or click on cancel to exit from the section.

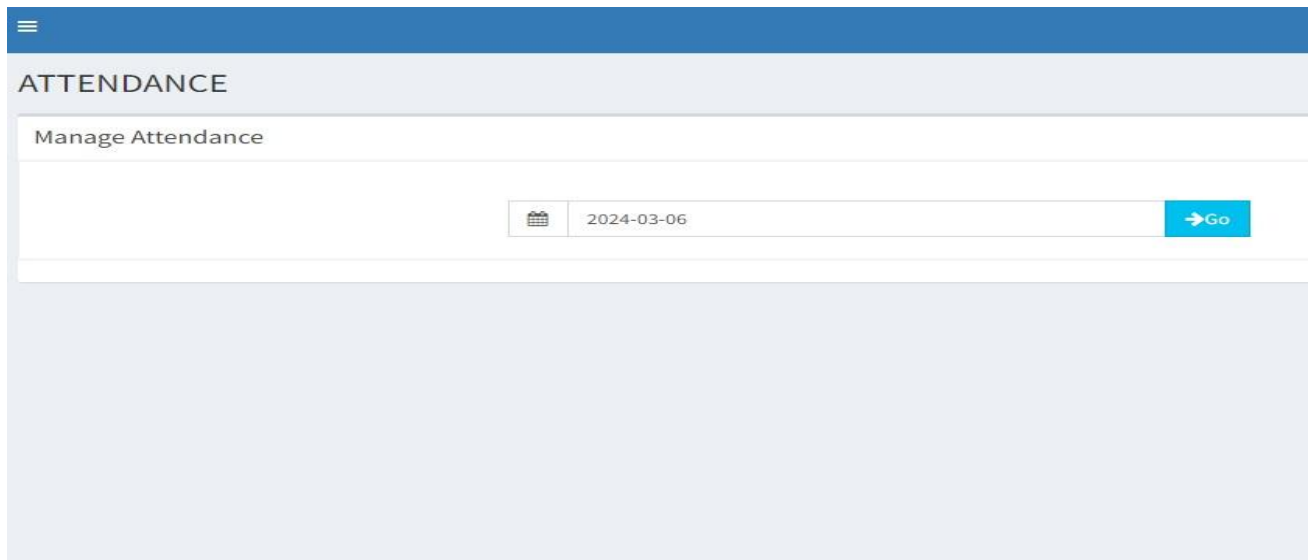


SL#	Employee Name	Designation	Deduction Name	Deduction Month	Deduction Amount	Date Added	Actions
1	Biplob	Sr. Executive	Deduction 1	February 2024	200	01 February 2024	Edit
2	Biplob	Sr. Executive	Absence	February 2024	34	01 September 2023	Edit

Attendance Management:


Manage Attendance:

In this section, admin have to select a date and click on “Go” button to check and view the attendance of the employee. If any employee is absent and take leave, admin can uncheck the attendance and can also select a leave reason from the dropdown. And click on Save button to save the data.



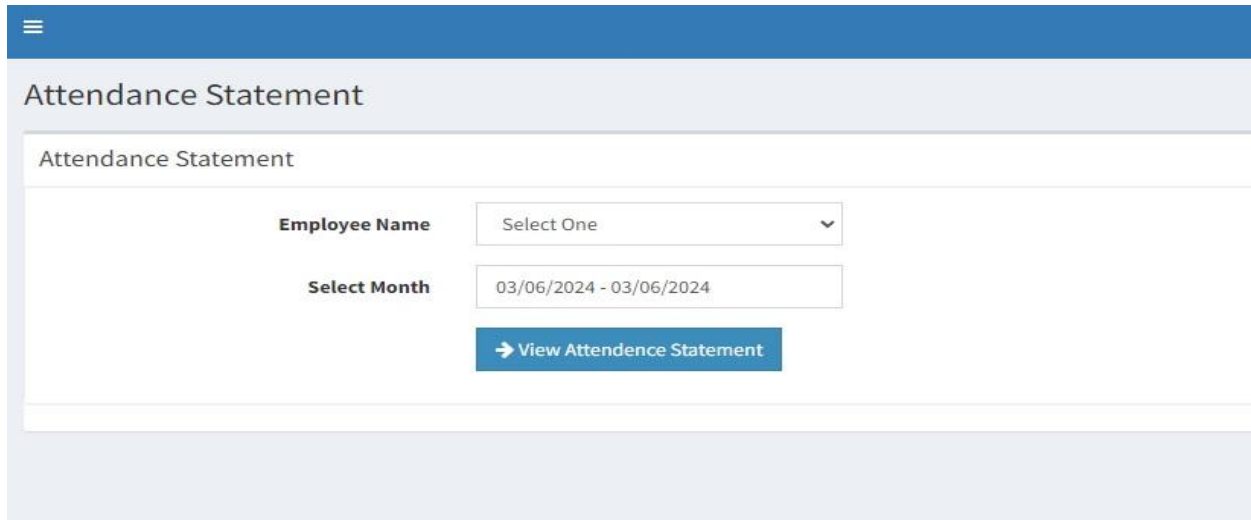
ATTENDANCE

Manage Attendance

 2024-03-06 [Go](#)

Attendance Statement:

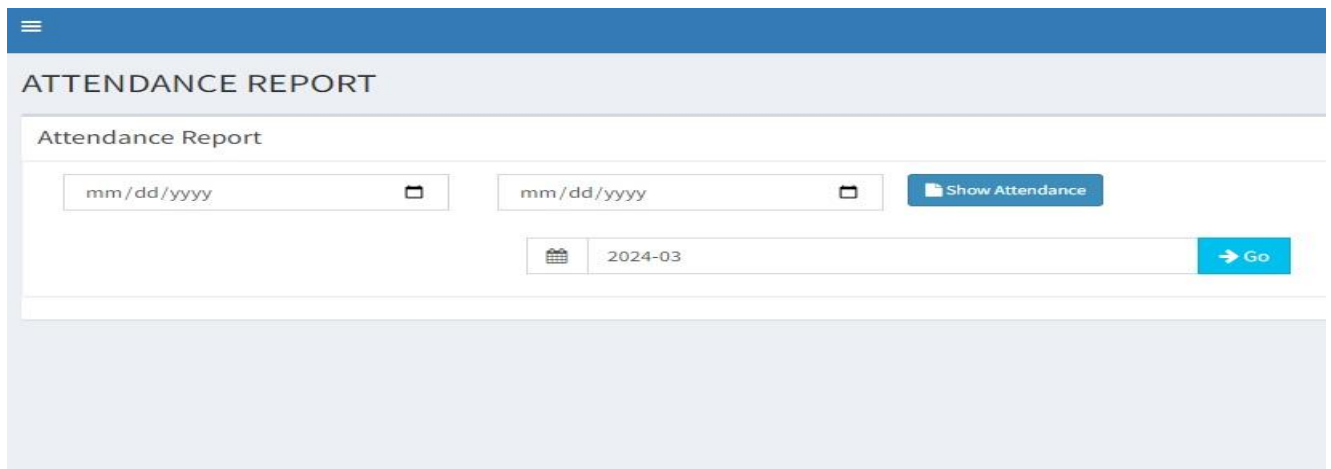
In this section, admin have to check an employee name from the drop-down section and select the date range from select month section. After clicking “View Attendance Statement” button admin can view the entire attendance statement of the selected employee.



The screenshot shows a web interface for the 'Attendance Statement' section. It features a blue header bar with a menu icon. Below the header, the title 'Attendance Statement' is displayed. The form area contains two input fields: 'Employee Name' with a dropdown menu showing 'Select One', and 'Select Month' with a date range '03/06/2024 - 03/06/2024'. A blue button labeled 'View Attendance Statement' is positioned below the date range field.

Attendance Report:

In this section, admin have to select the month and then click on Go button to check the attendance report of all the employee's at once.

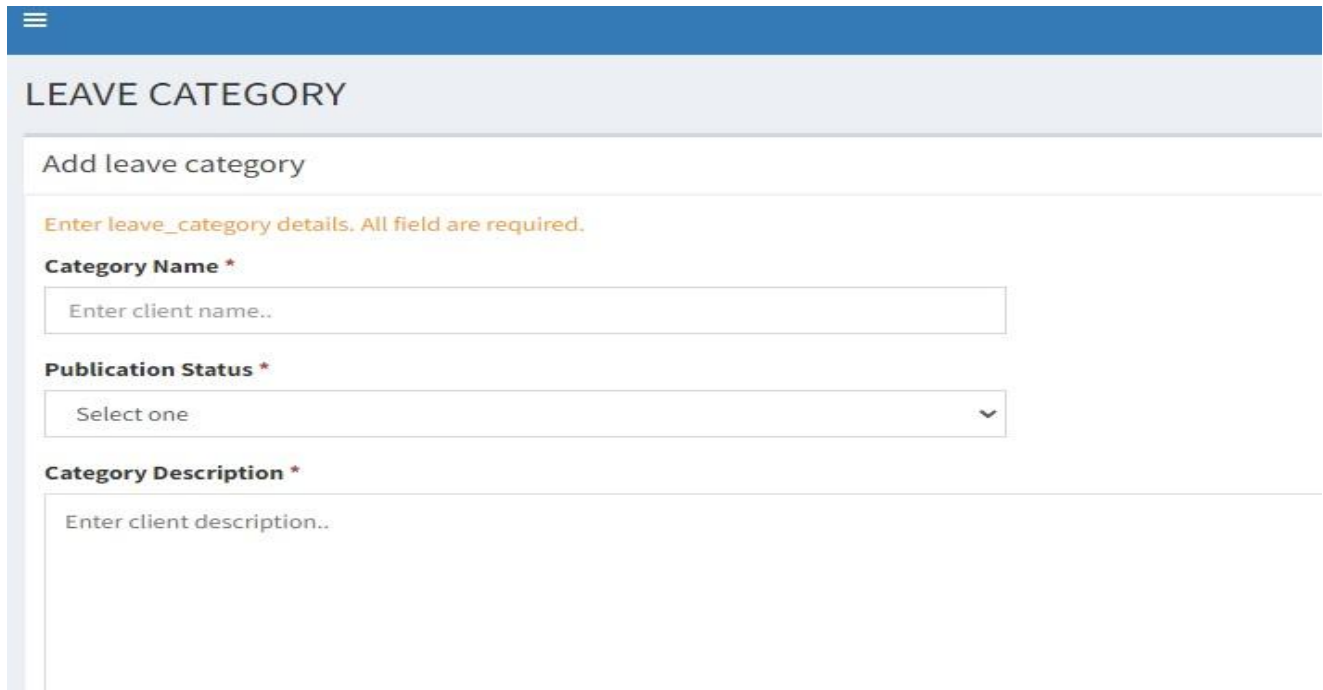


The screenshot shows a web interface for the 'ATTENDANCE REPORT' section. It features a blue header bar with a menu icon. Below the header, the title 'ATTENDANCE REPORT' is displayed. The form area contains two date input fields, each with a calendar icon, and a blue button labeled 'Show Attendance'. Below these fields, there is a date input field with a calendar icon and the text '2024-03', followed by a blue button labeled 'Go'.

Leave Management:

New Leave Category:

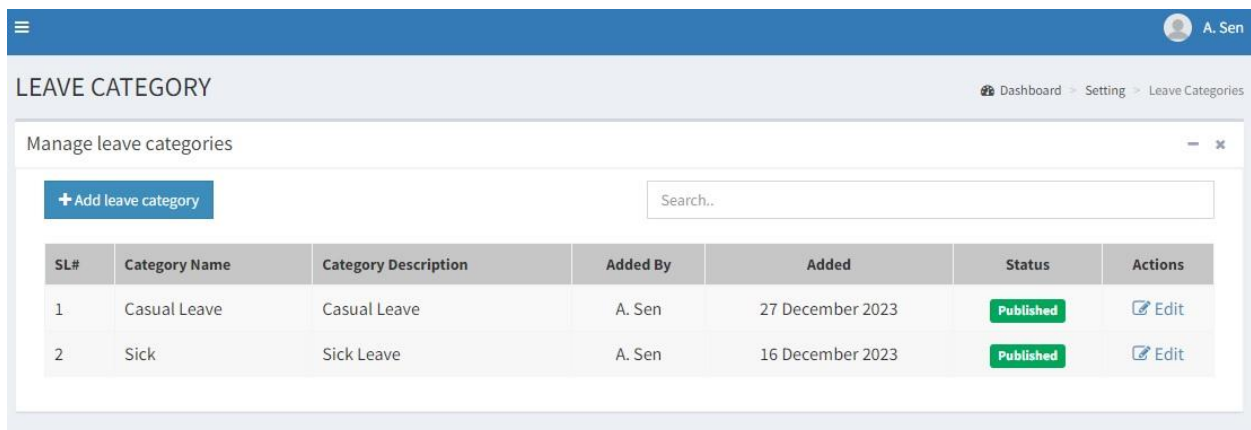
Here in leave category section, if admin wants to add leave category, only then admin have to enter the leave category name, publication status and a brief description of the new leave category then click on Add leave Category button to save the details.



The screenshot shows a web interface for managing leave categories. At the top, there is a blue header with a menu icon. Below it, the title 'LEAVE CATEGORY' is displayed. The main section is titled 'Add leave category'. A message in orange text says 'Enter leave_category details. All field are required.' There are three required fields: 'Category Name *' with a text input field containing the placeholder 'Enter client name..', 'Publication Status *' with a dropdown menu showing 'Select one', and 'Category Description *' with a text area containing the placeholder 'Enter client description..'. A blue button labeled '+ Add leave category' is at the bottom left of the form.

Leave Category List:

In this section, admin can view all the leave category at once and what are the status of the category.

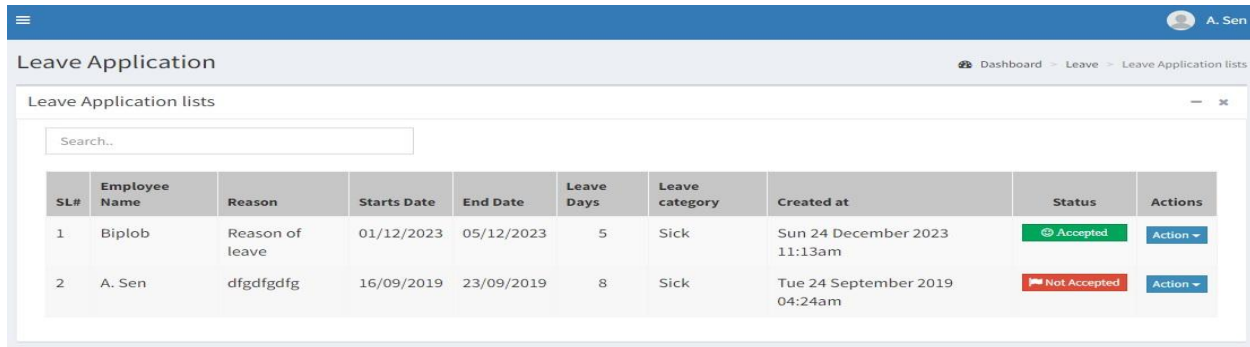


The screenshot shows the 'LEAVE CATEGORY' list view. At the top, there is a blue header with a menu icon and a user profile 'A. Sen'. Below it, the title 'LEAVE CATEGORY' is displayed. A breadcrumb trail shows 'Dashboard > Setting > Leave Categories'. The main section is titled 'Manage leave categories'. There is a blue button labeled '+ Add leave category' and a search input field with the placeholder 'Search..'. Below these is a table with the following data:

SL#	Category Name	Category Description	Added By	Added	Status	Actions
1	Casual Leave	Casual Leave	A. Sen	27 December 2023	Published	Edit
2	Sick	Sick Leave	A. Sen	16 December 2023	Published	Edit

Leave Application List:

In this section, admin can view and change the leave application status of the employee's (by clicking the action button)

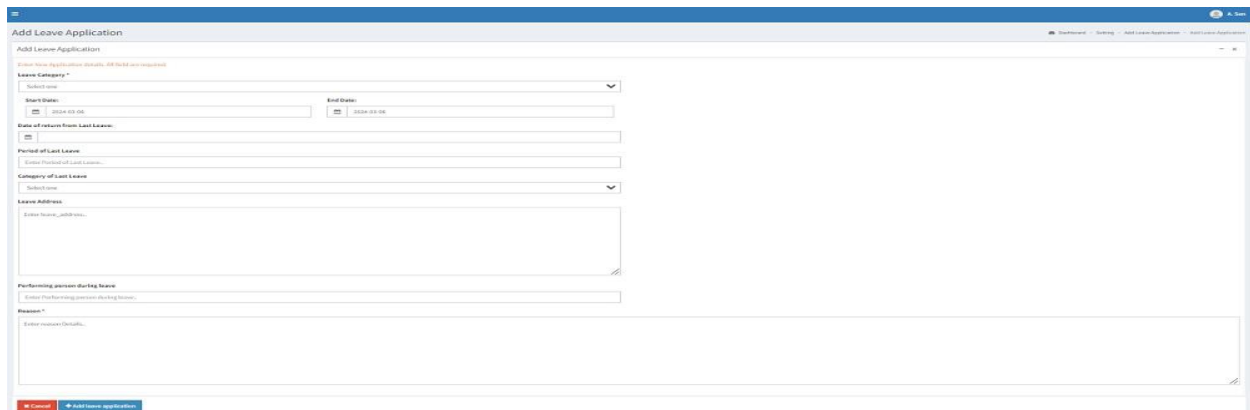


The screenshot shows a web application interface for managing leave applications. At the top, there is a blue header bar with a menu icon on the left and a user profile 'A. Sen' on the right. Below the header, a breadcrumb trail reads 'Dashboard > Leave > Leave Application lists'. The main content area is titled 'Leave Application lists' and includes a search bar. Below the search bar is a table with the following columns: SL#, Employee Name, Reason, Starts Date, End Date, Leave Days, Leave category, Created at, Status, and Actions. The table contains two rows of data. The first row shows an application for 'Biplob' with reason 'Reason of leave', dates '01/12/2023' to '05/12/2023', 5 days, 'Sick' category, created on 'Sun 24 December 2023 11:13am', and status 'Accepted'. The second row shows an application for 'A. Sen' with reason 'dfgdfgdfg', dates '16/09/2019' to '23/09/2019', 8 days, 'Sick' category, created on 'Tue 24 September 2019 04:24am', and status 'Not Accepted'. Each row has an 'Action' button.

SL#	Employee Name	Reason	Starts Date	End Date	Leave Days	Leave category	Created at	Status	Actions
1	Biplob	Reason of leave	01/12/2023	05/12/2023	5	Sick	Sun 24 December 2023 11:13am	Accepted	Action
2	A. Sen	dfgdfgdfg	16/09/2019	23/09/2019	8	Sick	Tue 24 September 2019 04:24am	Not Accepted	Action

New Leave Application:

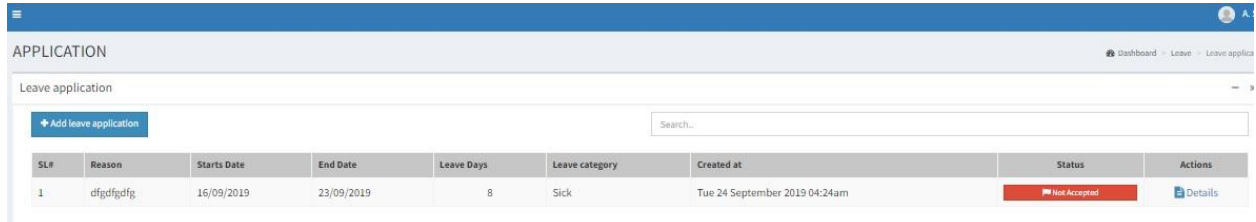
In this section an employee can add their leave application. First they have to select the leave category, leave date and leave end date, date of last leave return, time of last leave, category of last taken leave, leave reason, during leave the person name who will manage his/her work and reasons. Click on add leave application to proceed.



The screenshot shows the 'Add Leave Application' form in the web application. The form is titled 'Add Leave Application' and includes a sub-header 'Enter New Application details. All fields are required'. The form fields are: 'Leave Category' (a dropdown menu), 'Start Date' (a date picker), 'End Date' (a date picker), 'Date of return from last leave' (a date picker), 'Period of last leave' (a dropdown menu), 'Category of last leave' (a dropdown menu), 'Leave Address' (a text area), 'Performing person during leave' (a text field), and 'Reason' (a large text area). At the bottom of the form, there are two buttons: 'Cancel' and 'Add New Application'.

Leave Application Manage:

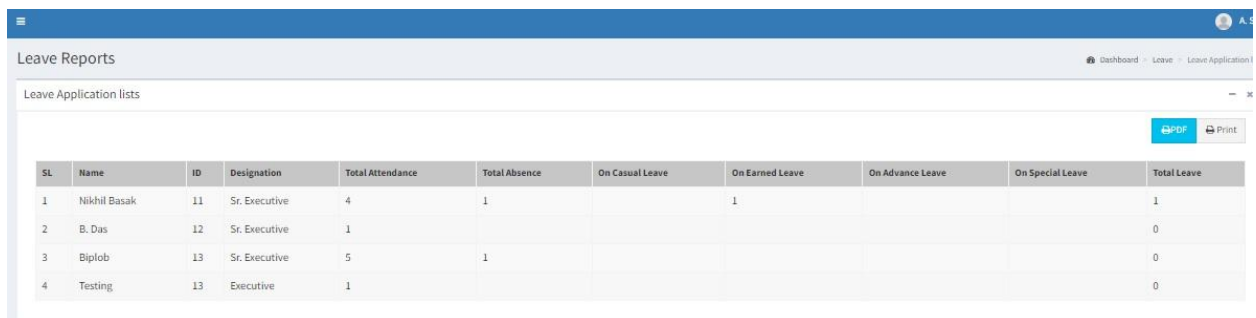
In this section, leave status and details can be seen, also from this section, can add new leave application by clicking add leave application button from upper right hand side.



SL#	Reason	Starts Date	End Date	Leave Days	Leave category	Created at	Status	Actions
1	dfgdfgdfg	16/09/2019	23/09/2019	8	Sick	Tue 24 September 2019 04:24am	Not Accepted	Details

Leave Reports:

In this section admin can see all the employess's leave application at once as well as attendance.

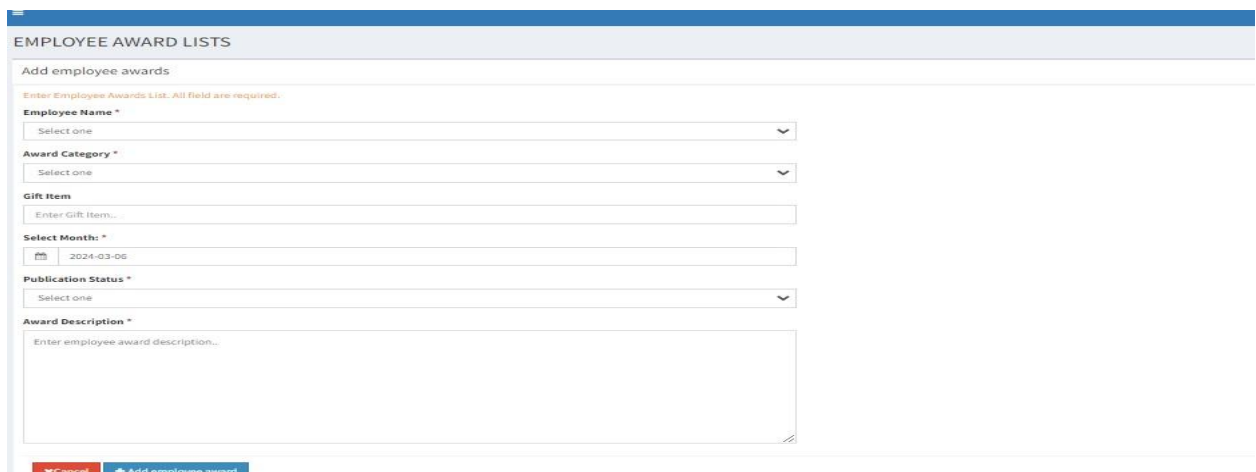


SL	Name	ID	Designation	Total Attendance	Total Absence	On Casual Leave	On Earned Leave	On Advance Leave	On Special Leave	Total Leave
1	Nikhil Basak	11	Sr. Executive	4	1		1			1
2	B. Das	12	Sr. Executive	1						0
3	Biglob	13	Sr. Executive	5	1					0
4	Testing	13	Executive	1						0

Award Management:

New Award:

In this section, admin can add the employee name from the drop down section, award category, name of the gift item, select the month of award, publication status, award description and then click on the following button named add employee award to add the award.



EMPLOYEE AWARD LISTS

Add employee awards

Enter Employee Awards List. All field are required.

Employee Name *
Select one

Award Category *
Select one

Gift Item
Enter Gift Item...

Select Month: *
2024-03-06

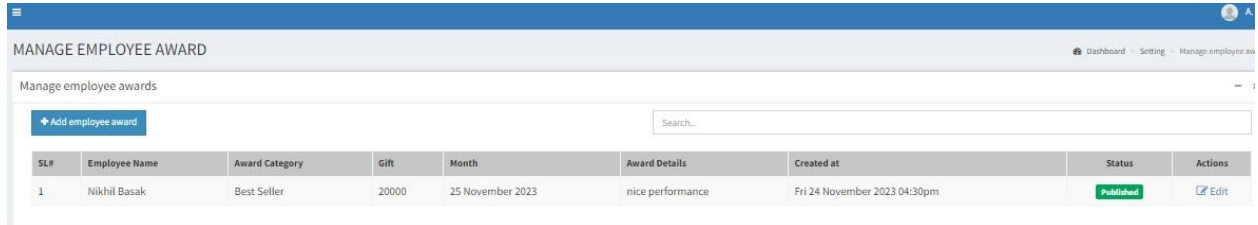
Publication Status *
Select one

Award Description *
Enter employee award description...

Cancel Add employee award

Manage Award:

In this section, admin can see the employee's name at once (those who selected/given the awards). From this section admin can add new award by clicking the upper button named add employee award.

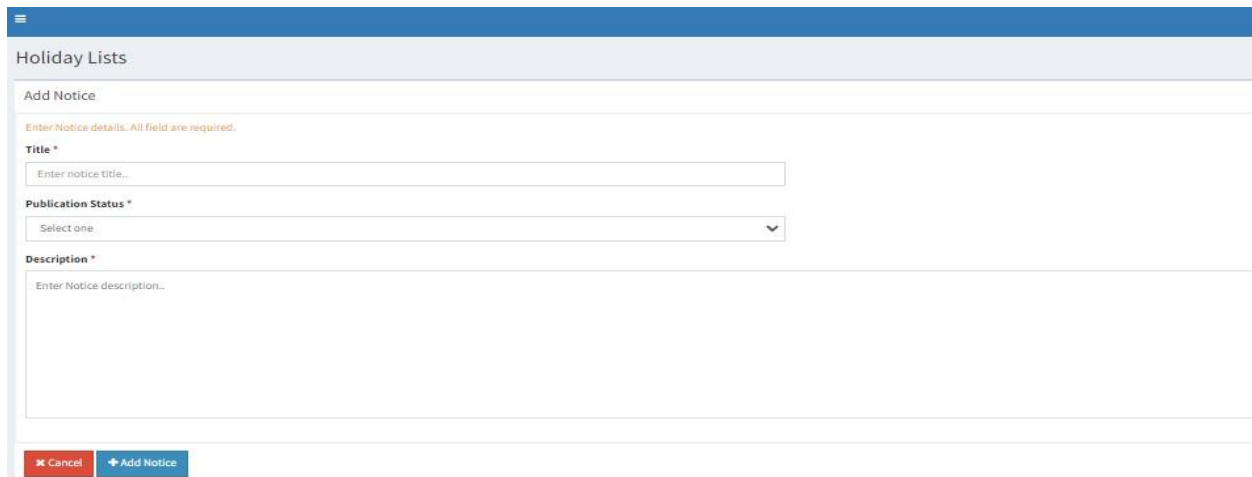


SLIP	Employee Name	Award Category	Gift	Month	Award Details	Created at	Status	Actions
1	Nikhil Basak	Best Seller	20000	25 November 2023	nice performance	Fri 24 November 2023 04:30pm	Published	Edit

Notice Board:

New Notice:

In this section, admin can add any kind of notice on behalf of the organization. First he/she has to put the notice title, then publications status, and then brief details of the notice. After that click on Add Notice button below to proceed.



Holiday Lists

Add Notice

Enter Notice details. All field are required.

Title *

Enter notice title...

Publication Status *

Select one

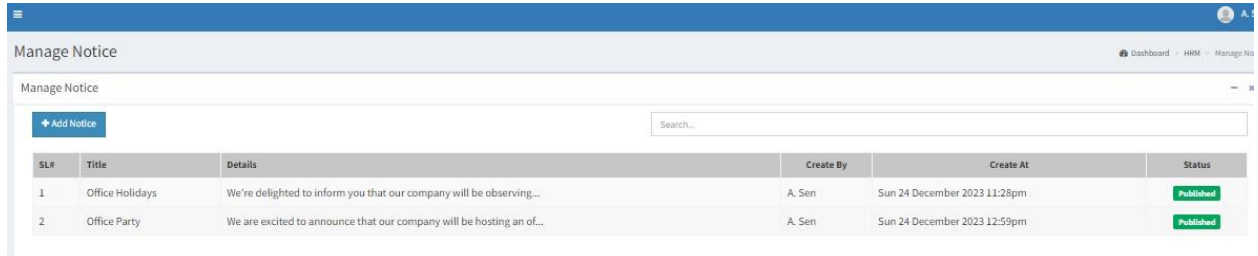
Description *

Enter Notice description...

Cancel Add Notice

Manage Notice:

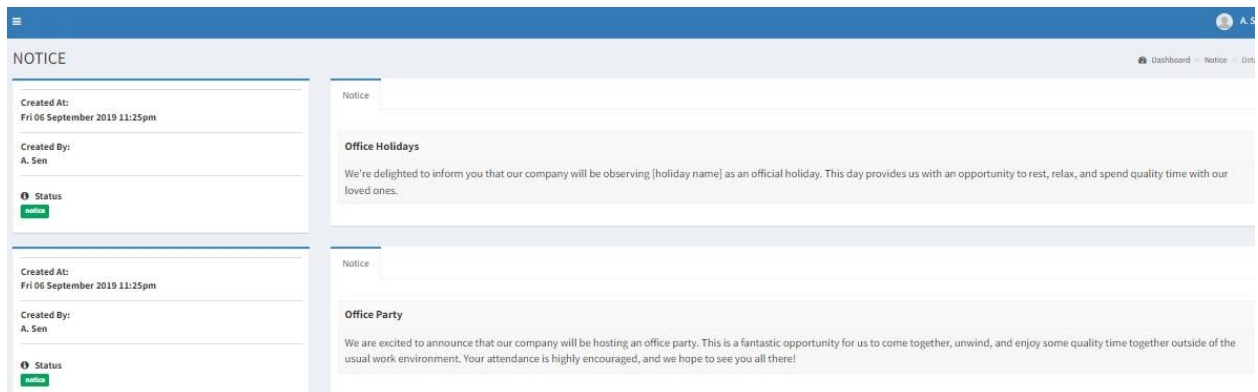
In this section admin can view all the notice which is published and unpublished at once. From upper right hand button add notice, admin can also add a new notice.



SL#	Title	Details	Create By	Create At	Status
1	Office Holidays	We're delighted to inform you that our company will be observing...	A. Sen	Sun 24 December 2023 11:28pm	Published
2	Office Party	We are excited to announce that our company will be hosting an of...	A. Sen	Sun 24 December 2023 12:53pm	Published

Notice List:

In this section admin and employee's can check the entire notice list at once.



NOTICE

Created At: Fri 06 September 2019 11:25pm

Created By: A. Sen

Status: notice

Office Holidays

We're delighted to inform you that our company will be observing (holiday name) as an official holiday. This day provides us with an opportunity to rest, relax, and spend quality time with our loved ones.

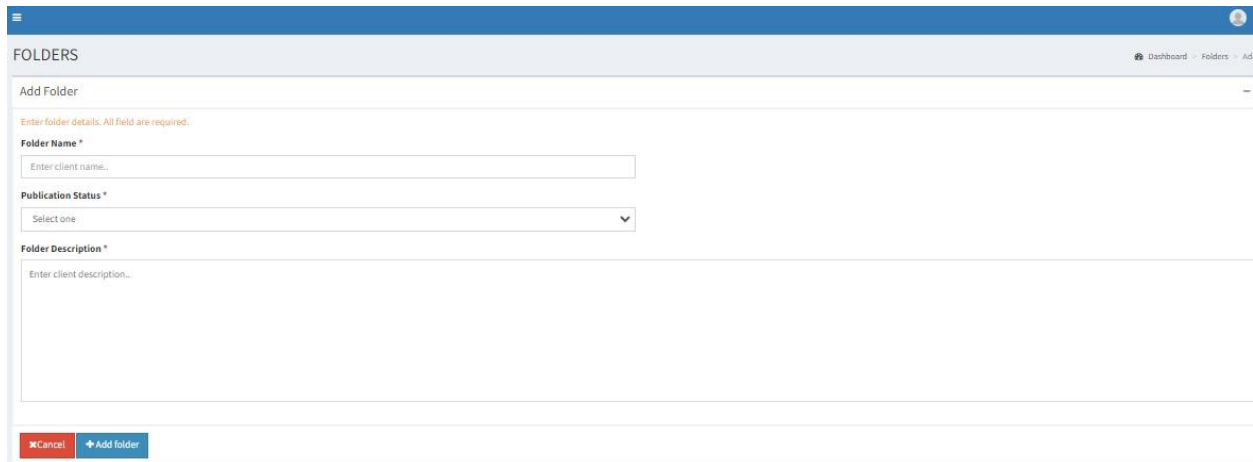
Office Party

We are excited to announce that our company will be hosting an office party. This is a fantastic opportunity for us to come together, unwind, and enjoy some quality time together outside of the usual work environment. Your attendance is highly encouraged, and we hope to see you all there!

File Management:

New Upload:

In this section, employee and admin both can add client name under folder name, publication status should be published, and a brief description should write under folder description section. Click on add folder button .



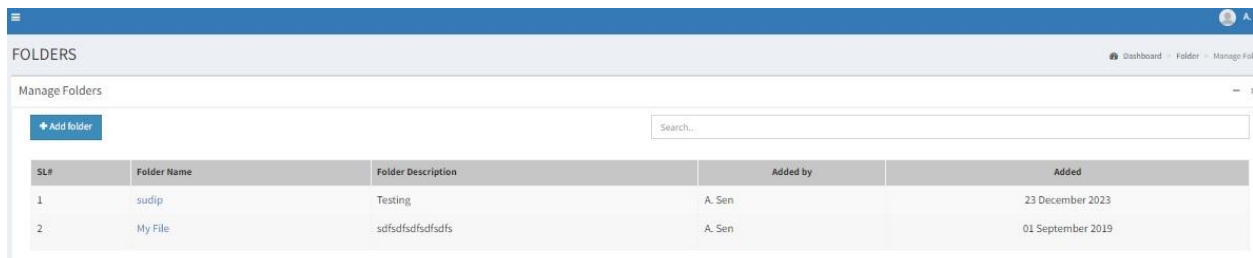
The screenshot shows a web application interface for adding a new folder. The page has a blue header with a menu icon and a user profile icon. Below the header, the breadcrumb trail is 'Dashboard > Folders > Add Folder'. The main content area is titled 'Add Folder' and contains a form with the following fields:

- Folder Name ***: A text input field with the placeholder text 'Enter client name...'.
- Publication Status ***: A dropdown menu with the placeholder text 'Select one'.
- Folder Description ***: A text area with the placeholder text 'Enter client description...'.

At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Add folder' button.

File List:

Now on file list section, you can see the entire created folder list.

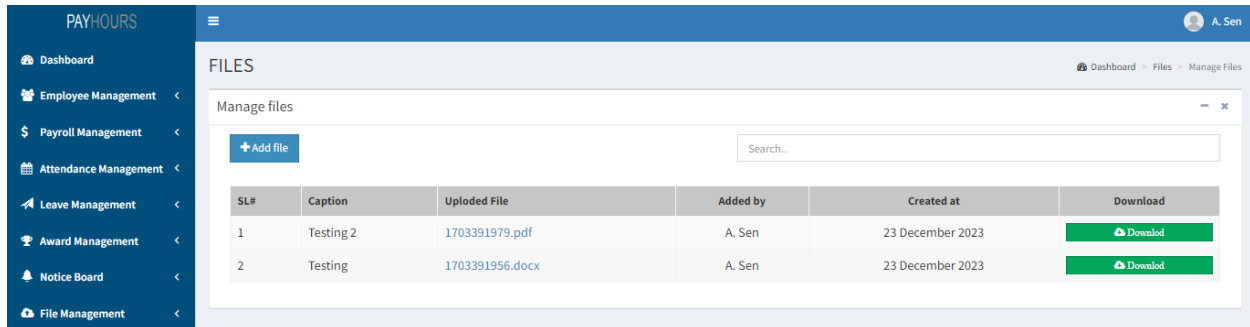


The screenshot shows a web application interface for managing folders. The page has a blue header with a menu icon and a user profile icon. Below the header, the breadcrumb trail is 'Dashboard > Folder > Manage Folders'. The main content area is titled 'Manage Folders' and contains a table with the following data:

SL#	Folder Name	Folder Description	Added by	Added
1	sudip	Testing	A. Sen	23 December 2023
2	My File	safdsfdfsdfsdfs	A. Sen	01 September 2019

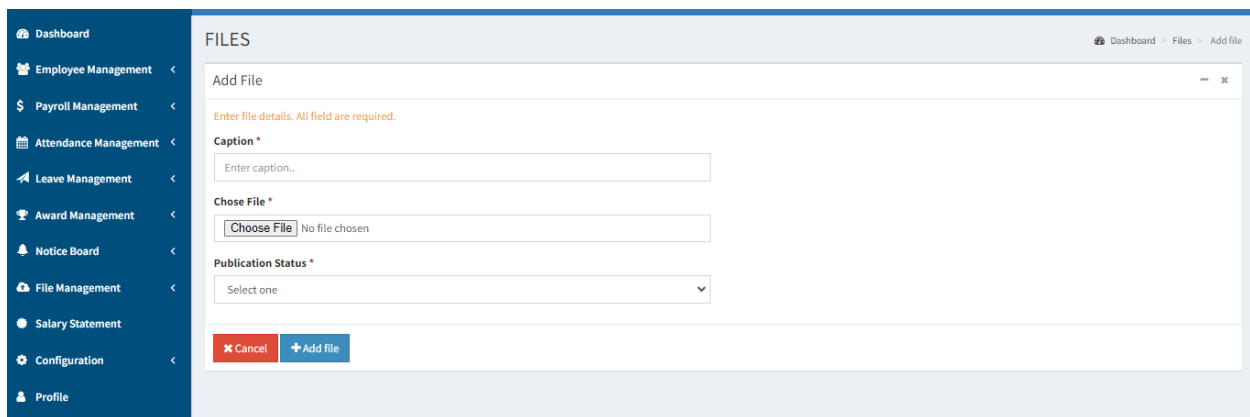
How to upload a file for each Folder (Client):

Click on the folder name from the file list section, then you can see the following section (Which is under each folder list)



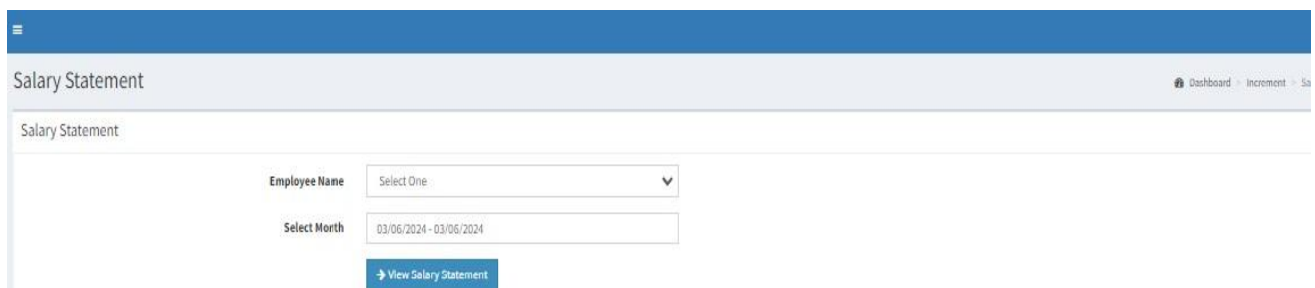
How to add file under each folder:

Click on Add File button to view the upload section (picture given below). Here you can add caption, choose file and publication status for each folder (clients). After uploading click on add file button to finish the process.



Salary Statement:

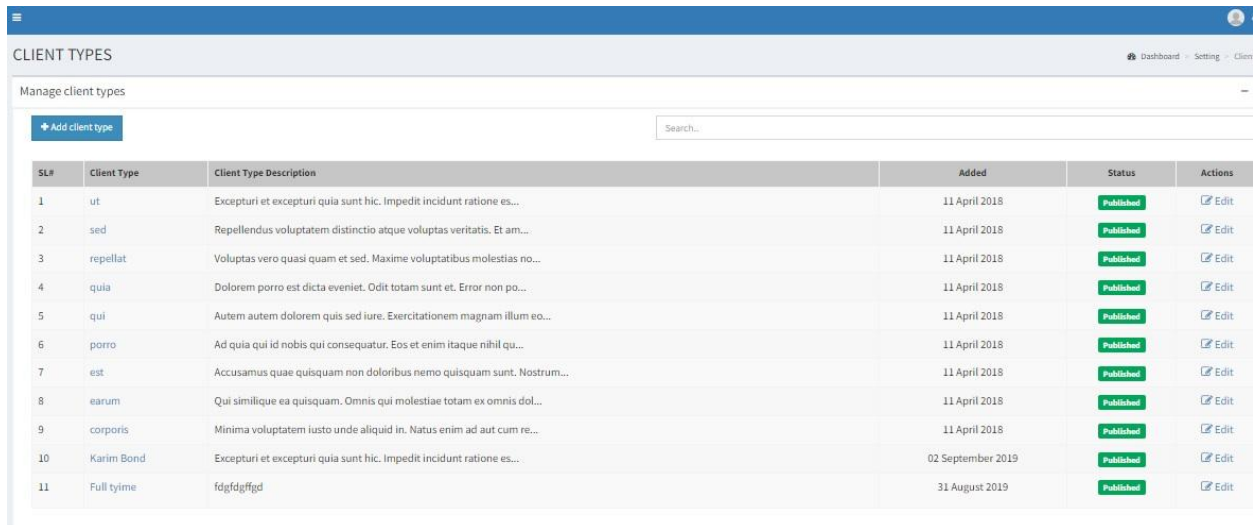
In this section, select the employee name from the drop down section and select month to view the salary statement of that selected employee.



Configuration:

Manage Client Types:

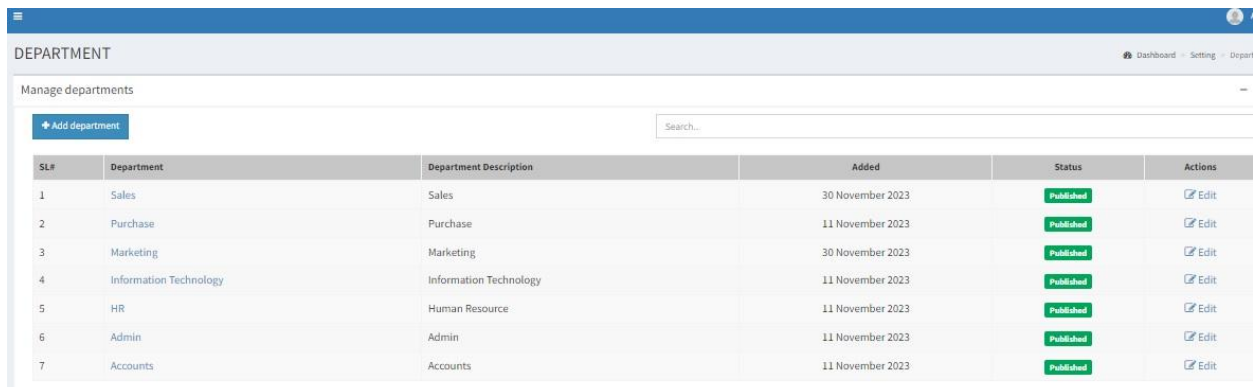
In this section admin can see all the clients details at once, and if want to add new clients details, click on add client type button from upper section and then fill up the form and submit.



SL#	Client Type	Client Type Description	Added	Status	Actions
1	ut	Excepturi et excepturi quia sunt hic. Impedit incidunt ratione es...	11 April 2018	Published	Edit
2	sed	Repellendus voluptatem distinctio atque voluptas veritatis. Et am...	11 April 2018	Published	Edit
3	repellat	Voluptas vero quasi quam et sed. Maxime voluptatibus molestias no...	11 April 2018	Published	Edit
4	quia	Dolorem porro est dicta eveniet. Odit totam sunt et. Error non po...	11 April 2018	Published	Edit
5	qui	Autem autem dolorem quis sed iure. Exercitationem magnam illum eo...	11 April 2018	Published	Edit
6	porro	Ad quia qui id nobis qui consequatur. Eos et enim itaque nihil qu...	11 April 2018	Published	Edit
7	est	Accusamus quae quisquam non doloribus nemo quisquam sunt. Nostrum...	11 April 2018	Published	Edit
8	earum	Qui similique ea quisquam. Omnis qui molestiae totam ex omnis dol...	11 April 2018	Published	Edit
9	corporis	Minima voluptatem iusto unde aliquid in. Natus enim ad aut cum re...	11 April 2018	Published	Edit
10	Karim Bond	Excepturi et excepturi quia sunt hic. Impedit incidunt ratione es...	02 September 2019	Published	Edit
11	Full tyime	fdgfdgffgd	31 August 2019	Published	Edit

Manage Departments:

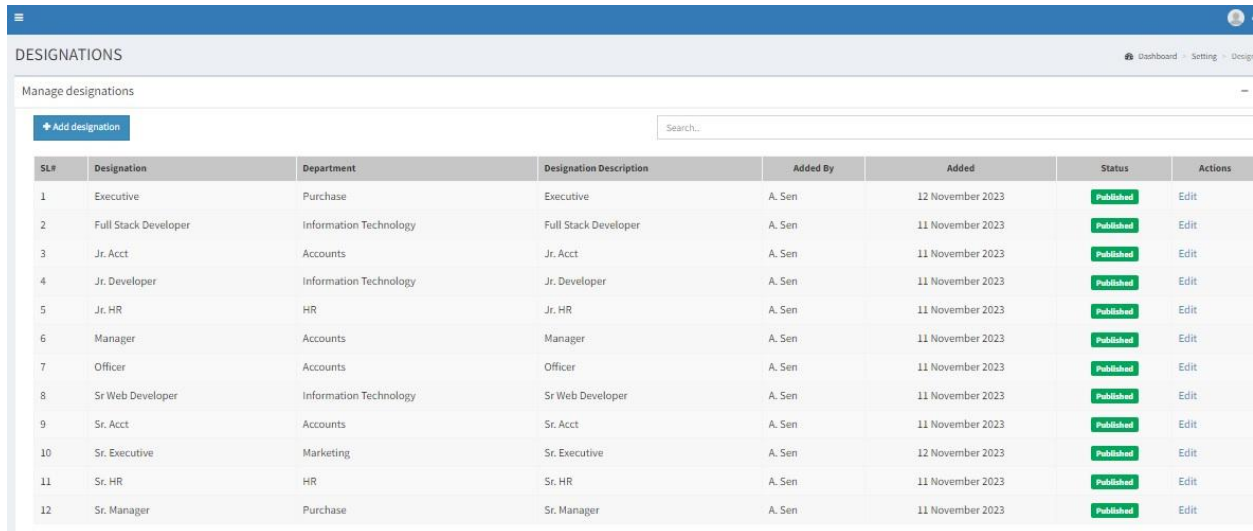
In this section, admin can check the entire clients/projects departments at once. Also by clicking add department button, can add new department.



SL#	Department	Department Description	Added	Status	Actions
1	Sales	Sales	30 November 2023	Published	Edit
2	Purchase	Purchase	11 November 2023	Published	Edit
3	Marketing	Marketing	30 November 2023	Published	Edit
4	Information Technology	Information Technology	11 November 2023	Published	Edit
5	HR	Human Resource	11 November 2023	Published	Edit
6	Admin	Admin	11 November 2023	Published	Edit
7	Accounts	Accounts	11 November 2023	Published	Edit

Manage Designations:

In this section, admin can view all the projects and who is responsible person of that project including his/her designation. If needed then can also add new project with a new member with his/her designation by clicking add designation button.



SL#	Designation	Department	Designation Description	Added By	Added	Status	Actions
1	Executive	Purchase	Executive	A. Sen	12 November 2023	Published	Edit
2	Full Stack Developer	Information Technology	Full Stack Developer	A. Sen	11 November 2023	Published	Edit
3	Jr. Acct	Accounts	Jr. Acct	A. Sen	11 November 2023	Published	Edit
4	Jr. Developer	Information Technology	Jr. Developer	A. Sen	11 November 2023	Published	Edit
5	Jr. HR	HR	Jr. HR	A. Sen	11 November 2023	Published	Edit
6	Manager	Accounts	Manager	A. Sen	11 November 2023	Published	Edit
7	Officer	Accounts	Officer	A. Sen	11 November 2023	Published	Edit
8	Sr Web Developer	Information Technology	Sr Web Developer	A. Sen	11 November 2023	Published	Edit
9	Sr. Acct	Accounts	Sr. Acct	A. Sen	11 November 2023	Published	Edit
10	Sr. Executive	Marketing	Sr. Executive	A. Sen	12 November 2023	Published	Edit
11	Sr. HR	HR	Sr. HR	A. Sen	11 November 2023	Published	Edit
12	Sr. Manager	Purchase	Sr. Manager	A. Sen	11 November 2023	Published	Edit

Leave Category List:

In this section, by clicking the same window will open which opens under leave management, leave category list.

Set Working Day:

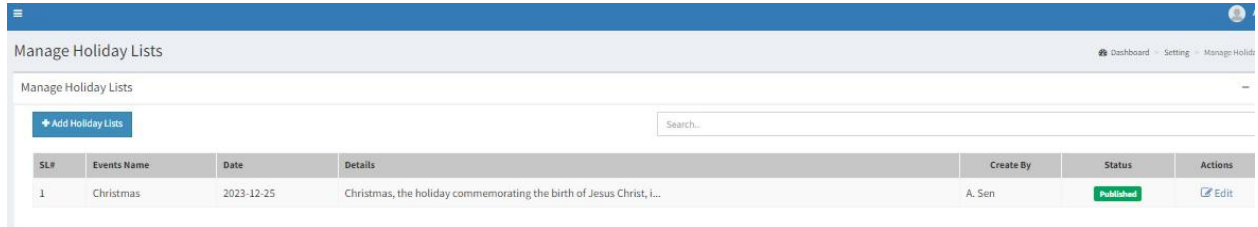
In this section admin can set the upcoming working days by clicking check box and clicking update button.



WORKING DAYS						
Manage working days						
<input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon	<input checked="" type="checkbox"/> Tue	<input checked="" type="checkbox"/> Wed	<input checked="" type="checkbox"/> Thu	<input checked="" type="checkbox"/> Fri	<input checked="" type="checkbox"/> Sat
<input checked="" type="checkbox"/> Update						

Holiday List:

In this section admin can add upcoming holiday list or full year holiday list at once with date and description and click on add holiday list button.

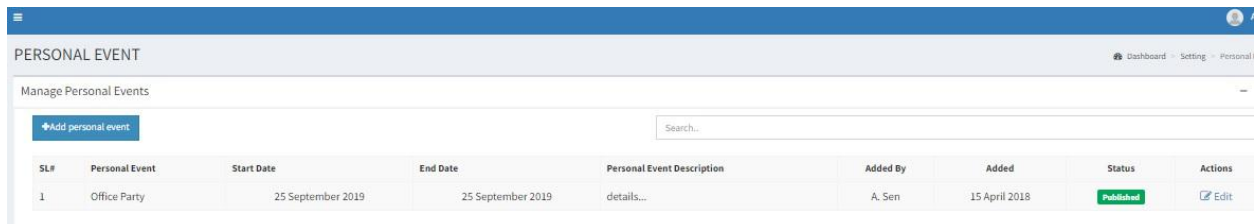


The screenshot shows the 'Manage Holiday Lists' page. It has a blue header with a menu icon and a user profile icon. Below the header is a breadcrumb trail: 'Dashboard > Setting > Manage Holiday Lists'. The main content area has a title 'Manage Holiday Lists' and a search bar. There is a blue button labeled 'Add Holiday Lists'. Below this is a table with columns: SL#, Events Name, Date, Details, Create By, Status, and Actions. The table contains one row for 'Christmas' on '2023-12-25', created by 'A. Sen', with a status of 'Published' and an 'Edit' link.

SL#	Events Name	Date	Details	Create By	Status	Actions
1	Christmas	2023-12-25	Christmas, the holiday commemorating the birth of Jesus Christ, i...	A. Sen	Published	Edit

Personal Event:

In this section admin can add if there will be any upcoming events like, office party, employee birthday celebration, etc. Clicking on add personal event button to add the same and see the lists here.



The screenshot shows the 'Manage Personal Events' page. It has a blue header with a menu icon and a user profile icon. Below the header is a breadcrumb trail: 'Dashboard > Setting > Personal Event'. The main content area has a title 'Manage Personal Events' and a search bar. There is a blue button labeled 'Add personal event'. Below this is a table with columns: SL#, Personal Event, Start Date, End Date, Personal Event Description, Added By, Added, Status, and Actions. The table contains one row for 'Office Party' on '25 September 2019', added by 'A. Sen' on '15 April 2018', with a status of 'Published' and an 'Edit' link.

SL#	Personal Event	Start Date	End Date	Personal Event Description	Added By	Added	Status	Actions
1	Office Party	25 September 2019	25 September 2019	details...	A. Sen	15 April 2018	Published	Edit

Manage Award Category:

In this section, admin can see all the names of the employees who are or will be given award on behalf of the organization. To enlist a new name for this category, simply click on add award category list button and fill up the box and click on add award list.

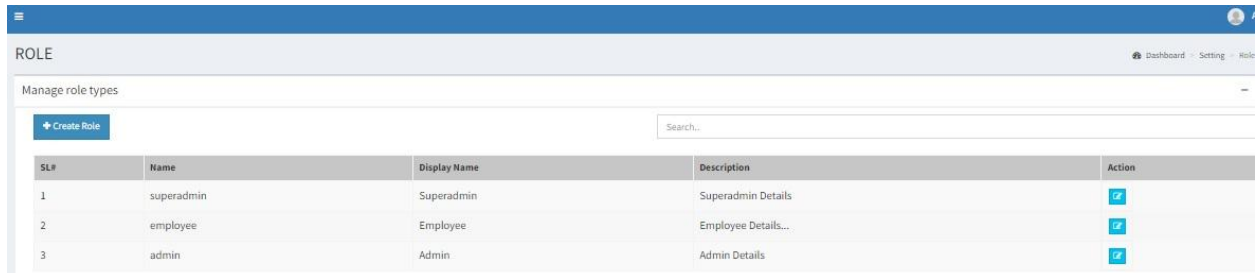


The screenshot shows the 'Manage Award Category' page. It has a blue header with a menu icon and a user profile icon. Below the header is a breadcrumb trail: 'Dashboard > Setting > Manage Award Category'. The main content area has a title 'Manage Award Category' and a search bar. There is a blue button labeled 'Add Award Category Lists'. Below this is a table with columns: SL#, Award Name/Title, Create By, Status, and Actions. The table contains one row for 'Best Seller', created by 'A. Sen', with a status of 'Published' and an 'Edit' link.

SL#	Award Name/Title	Create By	Status	Actions
1	Best Seller	A. Sen	Published	Edit

Role:

In this section admin can add each employee's job role as per their job category by clicking create role button from the button.

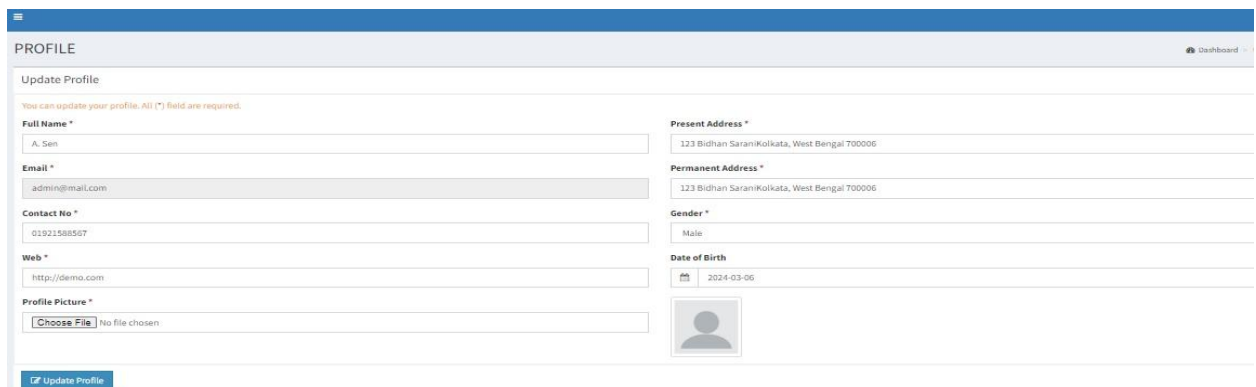


The screenshot shows the 'ROLE' management section of a dashboard. It includes a 'Manage role types' header with a 'Create Role' button and a search bar. Below is a table with columns: SL#, Name, Display Name, Description, and Action. The table lists three roles: 'superadmin', 'employee', and 'admin', each with a corresponding 'Action' button.

SL#	Name	Display Name	Description	Action
1	superadmin	Superadmin	Superadmin Details	
2	employee	Employee	Employee Details...	
3	admin	Admin	Admin Details	

Profile:

Here in this section everyone can add their full information including a profile picture. And clicking on update profile button to save the information.



The screenshot shows the 'PROFILE' update section. It contains a 'Update Profile' header and a form with various fields. The form is divided into two columns. The left column includes fields for Full Name, Email, Contact No, Web, and Profile Picture. The right column includes fields for Present Address, Permanent Address, Gender, and Date of Birth. A 'Choose File' button is next to the Profile Picture field. At the bottom, there is an 'Update Profile' button.

Update Profile

You can update your profile. All (*) field are required.

Full Name *

A. Sen

Email *

admin@mail.com

Contact No *

01921585567

Web *

http://demo.com

Profile Picture *

No file chosen

Present Address *

123 Bidhan SaraniKolkata, West Bengal 700006

Permanent Address *

123 Bidhan SaraniKolkata, West Bengal 700006

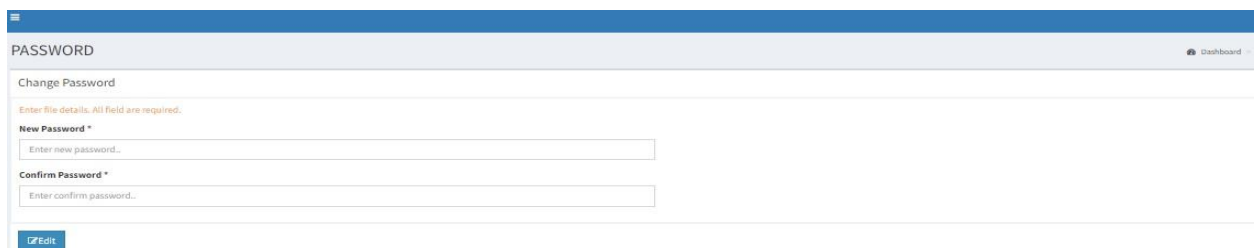
Gender *

Male

Date of Birth

Change Password:

Here everyone can change their dashboard password according to their own. They have to put a new password according to their own twice and click on edit button to update the same.



The screenshot shows the 'PASSWORD' change section. It includes a 'Change Password' header and a form with two input fields: 'New Password' and 'Confirm Password'. Both fields have placeholder text 'Enter new password...' and 'Enter confirm password...' respectively. At the bottom, there is an 'Edit' button.

PASSWORD

Change Password

Enter file details: All field are required.

New Password *

Enter new password...

Confirm Password *

Enter confirm password...

Logout:

By clicking this button everyone gets logged out from the dashboard.