

VCS Portal > Admin > User Role.

VCS

SETUP.

User Role.

USER ROLE

Add User Role

Role	Default Access	Status	Action
-----	<div>②</div>	---	<div>"</div>

<Mod. Name> : <Submod name>
<Submod. name>

<Mod. Name> : <Submod. Name>
:
:
:

Edit
Assign Access
Change Status

Edit

Add User Role.

Edit: User Role X

Role

Back Submit

Add User Role. X

Role

Back Submit

Assign. Access

Change Status

Assign Access

<Module Name>

☐ <Sub mod Name> ☐ <Sub mod Name>
☐ <Submod name> -----


<mod Name>
☐ -----

Change Status X

Status @Active
O Inactive

Back Submit

VCS Portal : Admin > Employee


VCS

SETUP

Employee

EMPLOYEE

Code	Name	Designation	Role	Department	Status	Action
						<div>view Details Edit Assign Access (Web) Assign Access (App) change Password change Status Block User</div>

Add Employee

Add Employee

First Name*

Middle Name

Last Name*

Employee Code

Role*

Designation

Department*

Email*

Phone

~~Signature~~ Date of Joining

supervisor Code

Signatory

0 Yes

0 No

Back

Submit

Edit

Edit Employee Details.

First Name*	<input type="text"/>	Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
Employee code	<input type="text"/>	Role*	<input type="text"/>		
Designation	<input type="text"/>	Department*	<input type="text"/>		
Email*	<input type="text"/>	Phone	<input type="text"/>	<input type="text"/>	
Date of Joining	<input type="text"/>	Supervisor Code	<input type="text"/>		
Signatory	<input type="radio"/> Yes <input type="radio"/> No				
<input type="button" value="Back"/>		<input type="button" value="Submit"/>			

validation:

it must exists for other employee.

Assign Access (Web)

Assign Access (Web)	
< Module Name >	
<input checked="" type="checkbox"/> < submod. Name >	<input checked="" type="checkbox"/> < submod. Name >
<input type="checkbox"/> < submod Name >	
...	
< Module Name >	
<input type="checkbox"/> < submod. Name >	<input checked="" type="checkbox"/> < submod. Name >
<input type="checkbox"/> - - - -	<input type="checkbox"/> - - - -
...	
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

Assign Access (App) → Same as Assign Access (Web)

Change Password

Resetting Password

Back

Reset

On resetting, system generated password will be sent to employee's email.

Block User

Block User

Change Status

☐ Block ☒ Unblock

Back

Submit