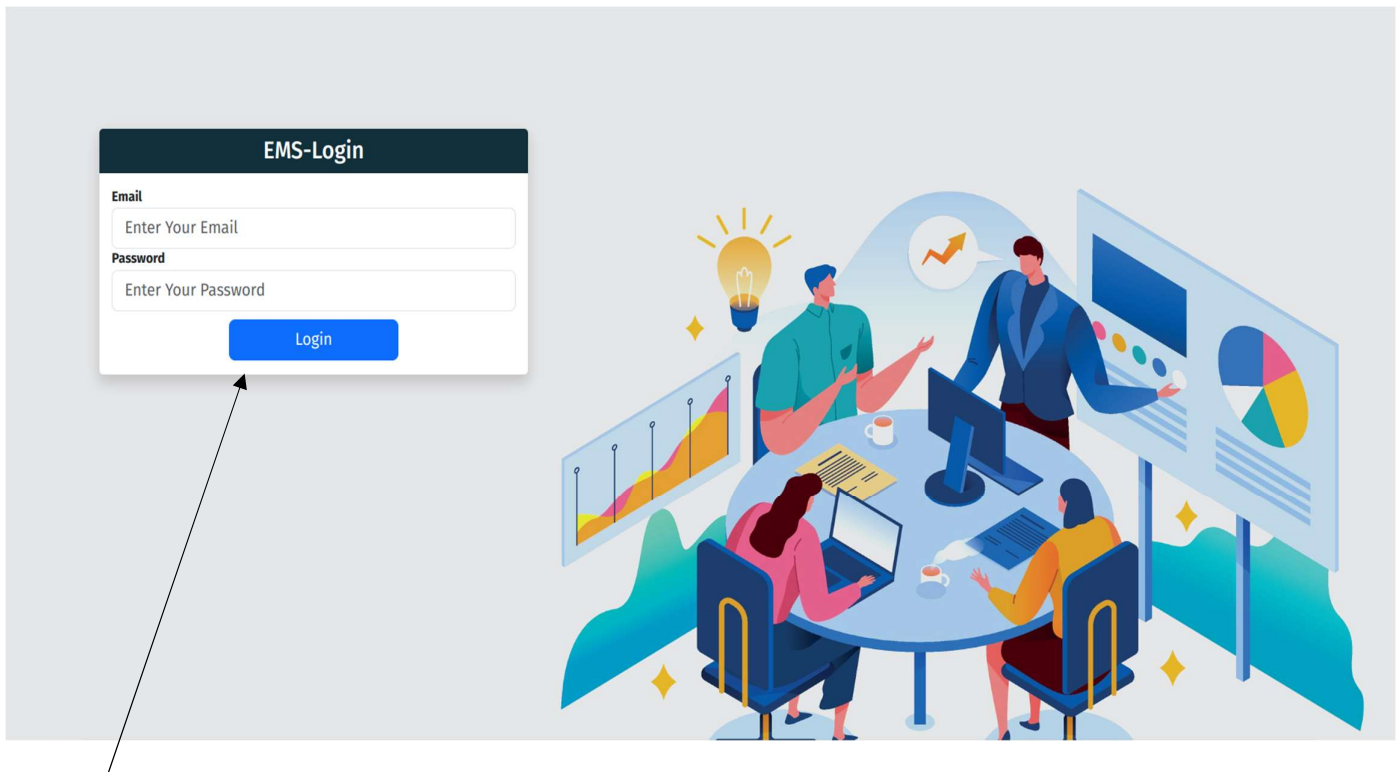


USER Manual-Administrator:

Role: **USER**

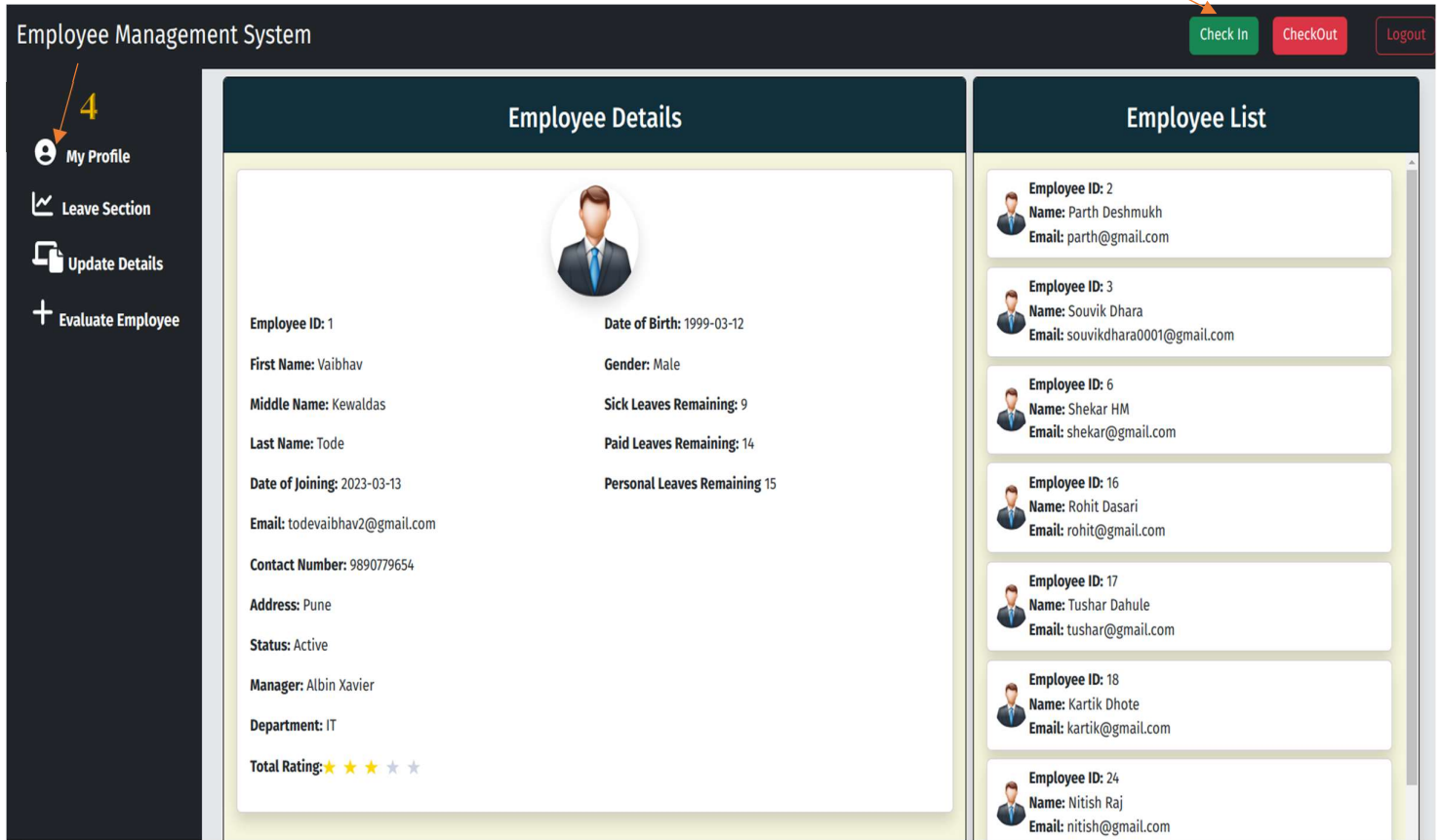
1. Login:

- ✚ Enter your administrator credentials (username and password) provided during setup.
- ✚ Click the "Login" button to access the administrator dashboard.



2. Dashboard:

- ✚ The dashboard provides an overview of profile, employee-related information, leave section, update details, evaluate employee and check in and checkout
- ✚ Use the navigation menu to access various features and functionalities



3. Check in:

Click on the “check in” (attendance is marked) in the navigation

its shows a pop notification “Check in Successful!!”

4. Profile:

Click on the profile it shows the login employee details and employees list under the employee.

5. Leave Section:

Click on “Leave Section” in the side navigation menu its display the two section .

- Apply for Leave
- Leave Requests

a. Apply for Leave:

- ✚ This section for employees to apply for leave.
- ✚ Within the section, display a form where employees can enter relevant details such as leave start date, end date, leave type.
- ✚ Validate the input data to ensure it meets the required criteria, such as checking for vali
- ✚ Fill in the required details and click "Submit."

b. Leave Requests:

- ✚ Retrieve the leave requests from the database or data structure and display them in a table or list format within this section.
- ✚ Include relevant information in the table or list, such as employee name, leave dates, leave type, reason, and current status.
- ✚ Implement functionality that allows managers or administrators to review and take actions on leave requests.
- ✚ Actions may include approving, rejecting, modifying, or requesting additional information for a particular leave request.
- ✚ When a manager takes an action on a leave request, update the status of the request in the database or data structure accordingly.

- ✚ Notify the employee of the decision, providing details about the approved or rejected leave request.

The screenshot displays the 'Employee Management System' interface. The top navigation bar includes 'Check In', 'CheckOut', and 'Logout' buttons. The left sidebar contains 'My Profile', 'Leave Section', 'Update Details' (highlighted with a yellow '5' and an orange arrow), and 'Evaluate Employee'. The main content area is divided into two panels: 'Apply for leave' (labeled 'a') and 'Leave Requests' (labeled 'b').

Apply for leave (a):

- From: dd/mm/yyyy
- To: dd/mm/yyyy
- Leave Type: Select Leave Type
- Submit button

Leave Requests (b):

- Requested by: Parth Deshmukh**
Starting Date: 2023-07-25
Ending Date: 2023-07-28
No. of Days: 4
Type of Leave: PAID
Buttons: Approve, Reject
- Requested by: Souvik Dhara**
Starting Date: 2023-07-21
Ending Date: 2023-07-21
No. of Days: 1
Type of Leave: SICK
Buttons: Approve, Reject
- Requested by: Shekar HM**
Starting Date: 2023-07-26
Ending Date: 2023-08-01
No. of Days: 5
Type of Leave: PERSONAL
Buttons: Approve, Reject

6. Update Details:

- ✚ Click on the “Update Details” in the side navigation menu its display the details of the login employee edit the information and click on the “submit” data is saved.

My Profile

Leave Section

Update Details6

Evaluate Employee

Update Details

First Name

Ayush

Middle Name

Kumar

Last Name

Badoni

Gender

Male

Contact Number

9872256453

Address

Lucknow

Email

ayush@gmail.com

Date of Birth

1998-06-17

Submit

7. Evaluate Employee:

- Click on the “Evaluate Employee” in the side navigation menu it display the performance form of the employee. Just select name of employee give the rating and click on “submit” data is saved.

Add Performance

Employee Name

Select Employee

Communication

★ ★ ★ ★ ★

Productivity

★ ★ ★ ★ ★

Organizational Skills

★ ★ ★ ★ ★

Attendance

★ ★ ★ ★ ★

Efficiency

★ ★ ★ ★ ★

Learning and Development

★ ★ ★ ★ ★

Submit

Back

8. Check out:

- Click on the “Check out” button in the navigation its shows a pop notification “Check Out Successful!!”

9. Logout:

- Click the "Logout" button in the navigation menu to securely log out from the employee management system.

The screenshot displays the 'Employee Management System' interface. At the top right, there are three buttons: 'Check In' (green), 'CheckOut' (red), and 'Logout' (red). Arrows labeled '8' and '9' point to the 'CheckOut' and 'Logout' buttons respectively. On the left side, a dark sidebar contains navigation options: 'My Profile', 'Leave Section', 'Update Details', and 'Evaluate Employee'. The main content area is divided into two panels. The 'Employee Details' panel on the left shows information for Employee ID: 1, including name, date of birth, gender, leaves remaining, and contact details. The 'Employee List' panel on the right shows a list of other employees with their IDs, names, and emails.

Employee Details	
Employee ID: 1	Date of Birth: 1999-03-12
First Name: Vaibhav	Gender: Male
Middle Name: Kewaldas	Sick Leaves Remaining: 9
Last Name: Tode	Paid Leaves Remaining: 14
Date of Joining: 2023-03-13	Personal Leaves Remaining: 15
Email: todevaibhav2@gmail.com	
Contact Number: 9890779654	
Address: Pune	
Status: Active	
Manager: Albin Xavier	
Department: IT	
Total Rating: ★ ★ ★ ★ ☆	

Employee List	
Employee ID: 2	Name: Parth Deshmukh Email: parth@gmail.com
Employee ID: 3	Name: Souvik Dhara Email: souvikdhara0001@gmail.com
Employee ID: 6	Name: Shekar HM Email: shekar@gmail.com
Employee ID: 16	Name: Rohit Dasari Email: rohit@gmail.com
Employee ID: 17	Name: Tushar Dahule Email: tushar@gmail.com
Employee ID: 18	Name: Kartik Dhote Email: kartik@gmail.com
Employee ID: 24	Name: Nitish Raj Email: nitish@gmail.com