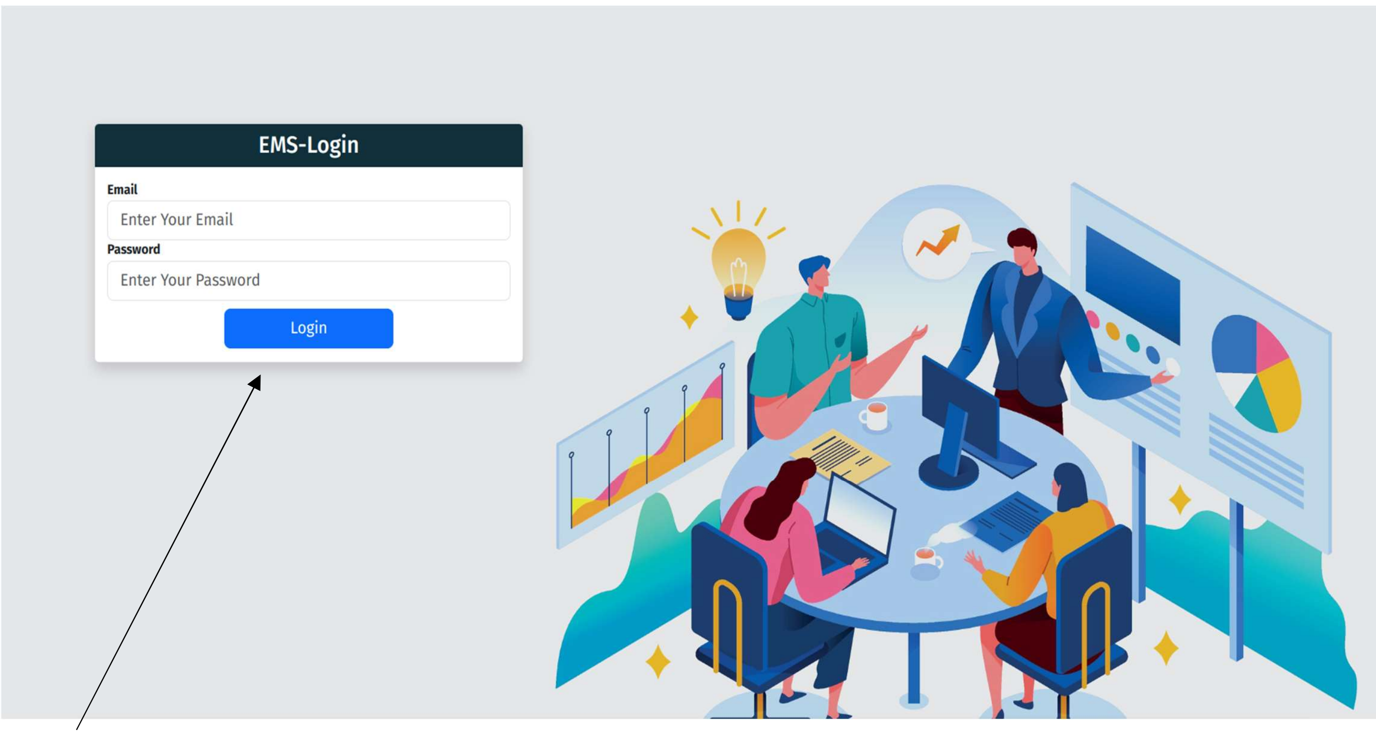
User Manual- Administrator Guide

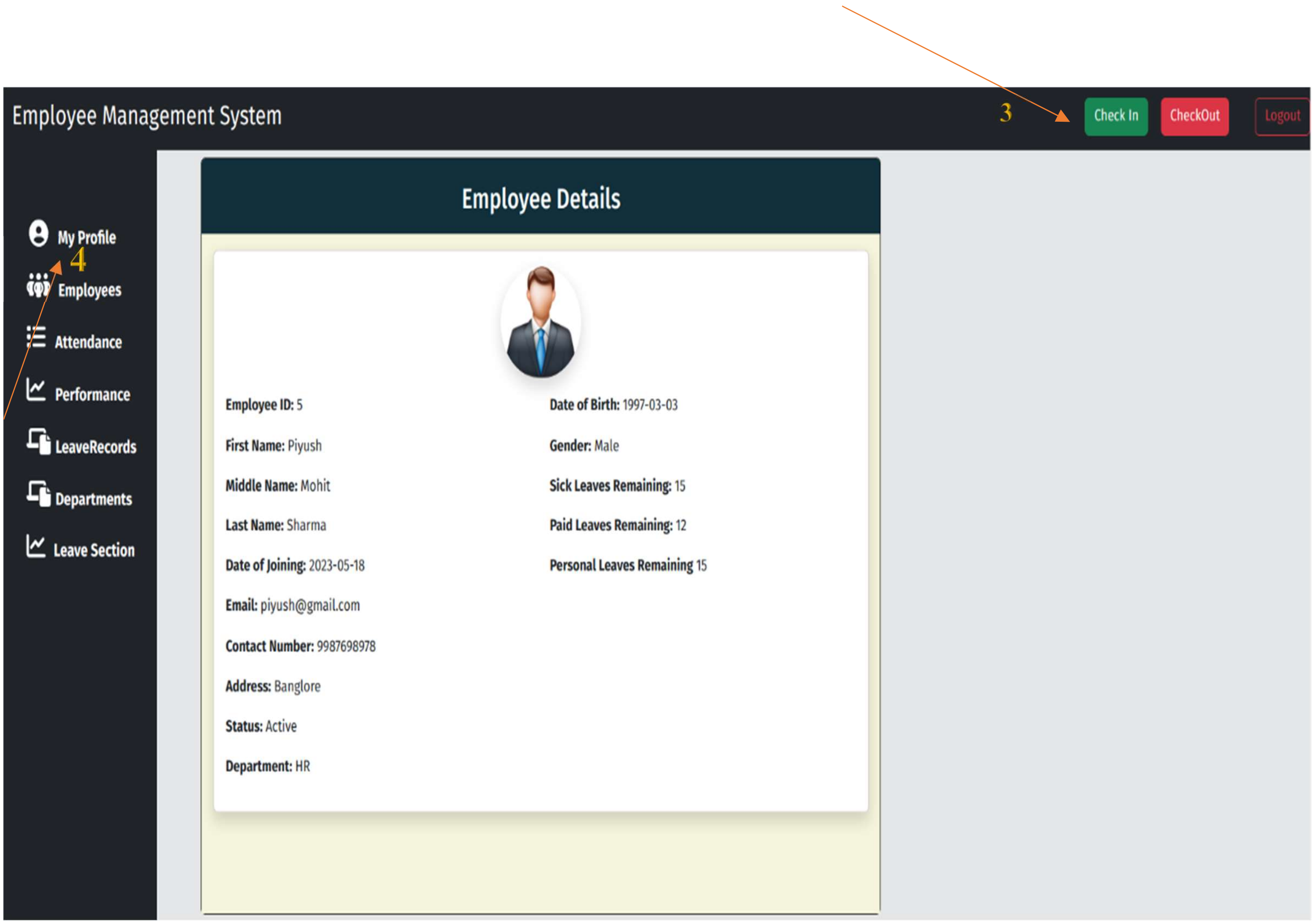
Role: ADMIN

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, such as total employees and attendance records, performance records, leave records, 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. Employees:

A. Employee List:

- Access the "Employees" section in the side navigation menu.
- You will see a table displaying a list of employees with their details, such as name, department, email, etc.
- The table may include pagination or scrolling functionality to handle large employee lists.

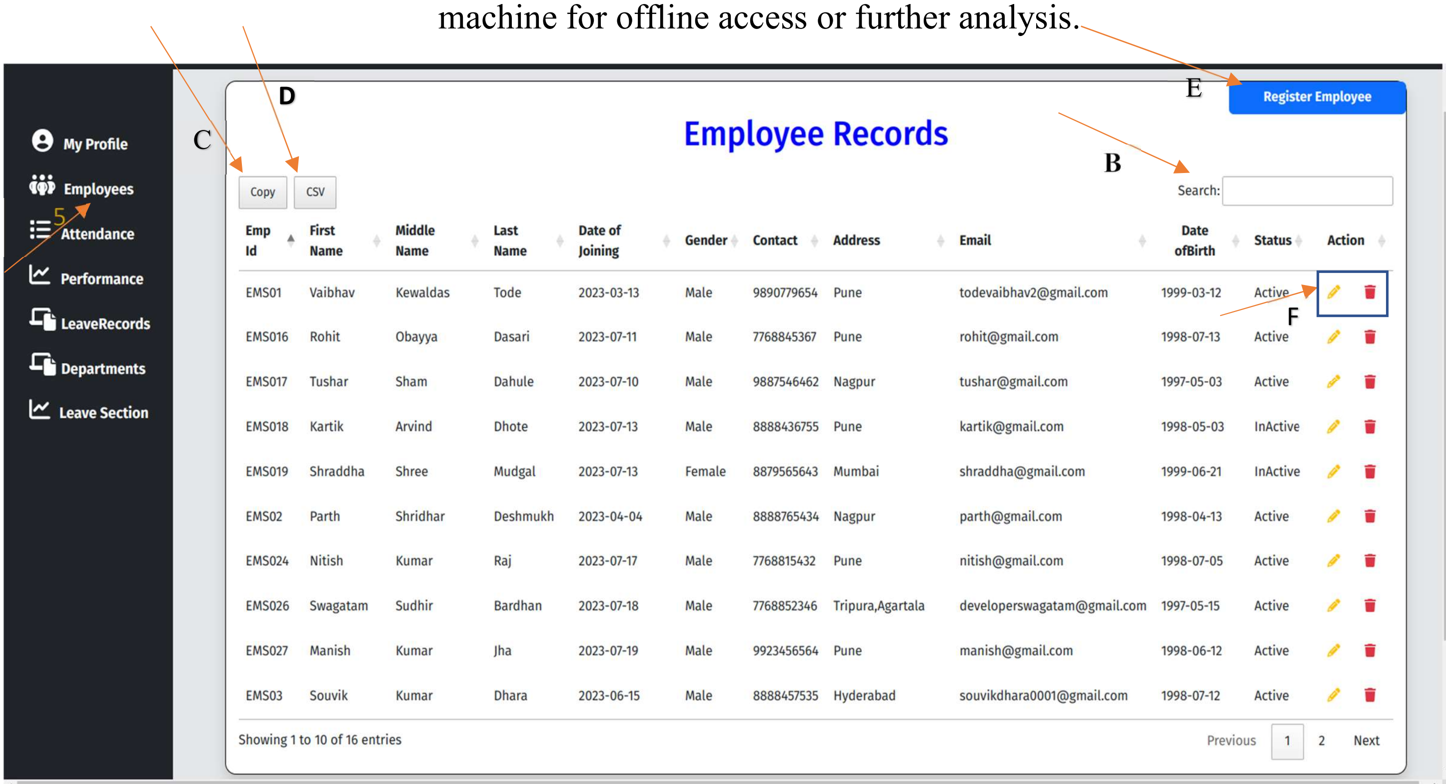
B. Search Employee:

- Above the employee list table, you will find a search bar.
- Enter a keyword or employee name in the search bar to filter the employee list based on the search criteria.

- As you type, the table will dynamically update to display only the employees matching the search query.

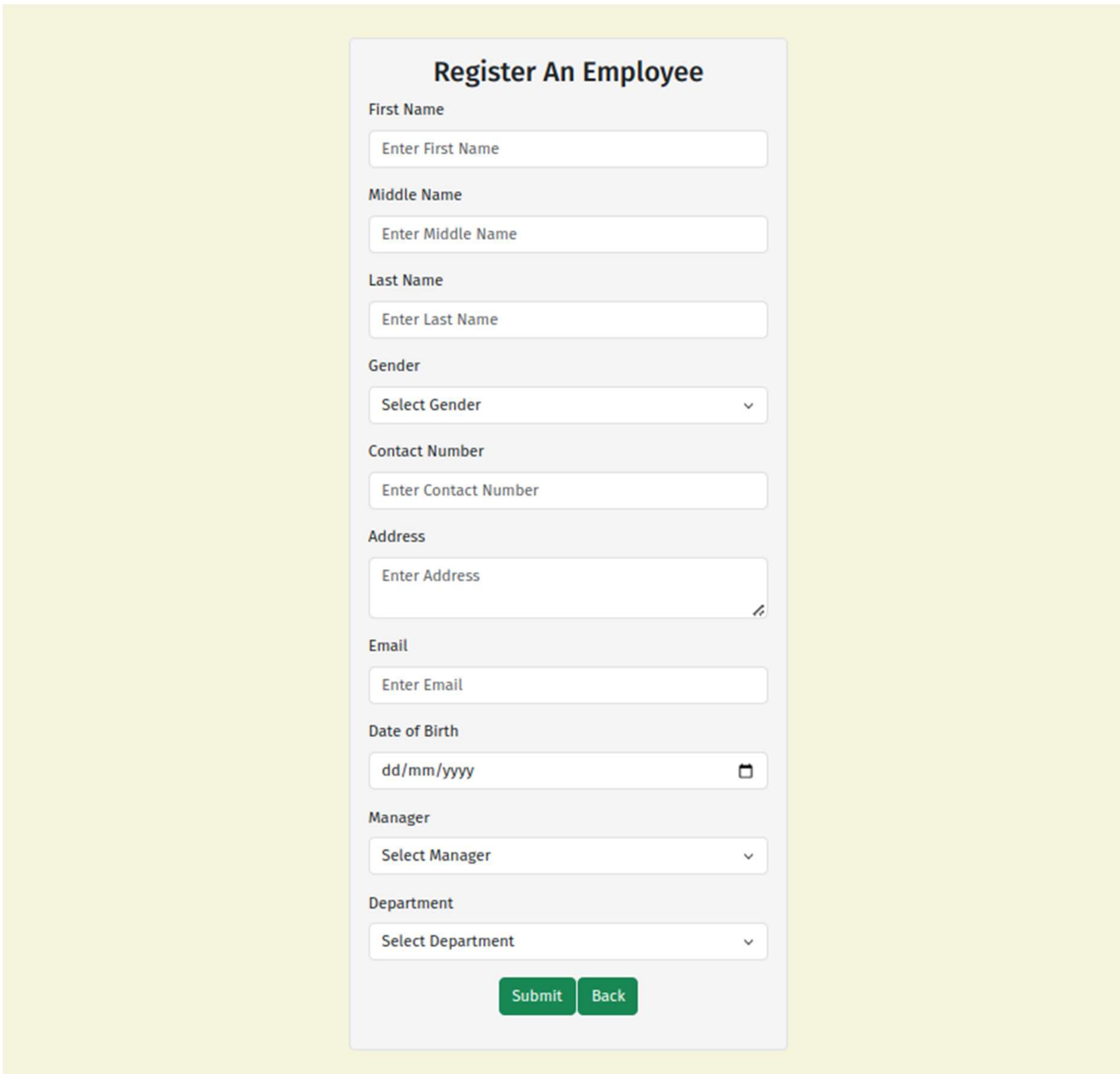
C. **Copy Employee Data:**
- Each row in the employee list table will have a copy button/icon next to it. Click on the copy button/icon for a specific employee's row to copy all the employee's data (e.g., name, department, email) to the clipboard.
- This feature is useful for quickly copying an employee's information to use in other applications or documents.

D. **CSV Download:**
- Below the employee list table, you will find a "Download CSV" button. Click on the "Download CSV" button to initiate the download of all employee data in CSV format.
- The CSV file will include columns for each employee attribute (e.g., name, department, email) and rows representing individual employees.
- The downloaded CSV file can be saved locally on the user's machine for offline access or further analysis.



Emp Id	First Name	Middle Name	Last Name	Date of Joining	Gender	Contact	Address	Email	Date ofBirth	Status	Action
EMS01	Vaibhav	Kewaldas	Tode	2023-03-13	Male	9890779654	Pune	todevaibhav2@gmail.com	1999-03-12	Active	
EMS016	Rohit	Obayya	Dasari	2023-07-11	Male	7768845367	Pune	rohit@gmail.com	1998-07-13	Active	
EMS017	Tushar	Sham	Dahule	2023-07-10	Male	9887546462	Nagpur	tushar@gmail.com	1997-05-03	Active	
EMS018	Kartik	Arvind	Dhote	2023-07-13	Male	8888436755	Pune	kartik@gmail.com	1998-05-03	InActive	
EMS019	Shraddha	Shree	Mudgal	2023-07-13	Female	8879565643	Mumbai	shraddha@gmail.com	1999-06-21	InActive	
EMS02	Parth	Shridhar	Deshmukh	2023-04-04	Male	8888765434	Nagpur	parth@gmail.com	1998-04-13	Active	
EMS024	Nitish	Kumar	Raj	2023-07-17	Male	7768815432	Pune	nitish@gmail.com	1998-07-05	Active	
EMS026	Swagatam	Sudhir	Bardhan	2023-07-18	Male	7768852346	Tripura,Agartala	developerswagatam@gmail.com	1997-05-15	Active	
EMS027	Manish	Kumar	Jha	2023-07-19	Male	9923456564	Pune	manish@gmail.com	1998-06-12	Active	
EMS03	Souvik	Kumar	Dhara	2023-06-15	Male	8888457535	Hyderabad	souvikdhara0001@gmail.com	1998-07-12	Active	

E. **Register Employees**: Click on the "Employees" section in the navigation menu and select "Register Employee" to add a new employee. Fill in the required details and click "Submit."



F. **Edit/Delete Employees**: In the "Employees" section, you can view a list of employees. Click on an employee's name to edit their information or use the delete button to remove an employee from the system.

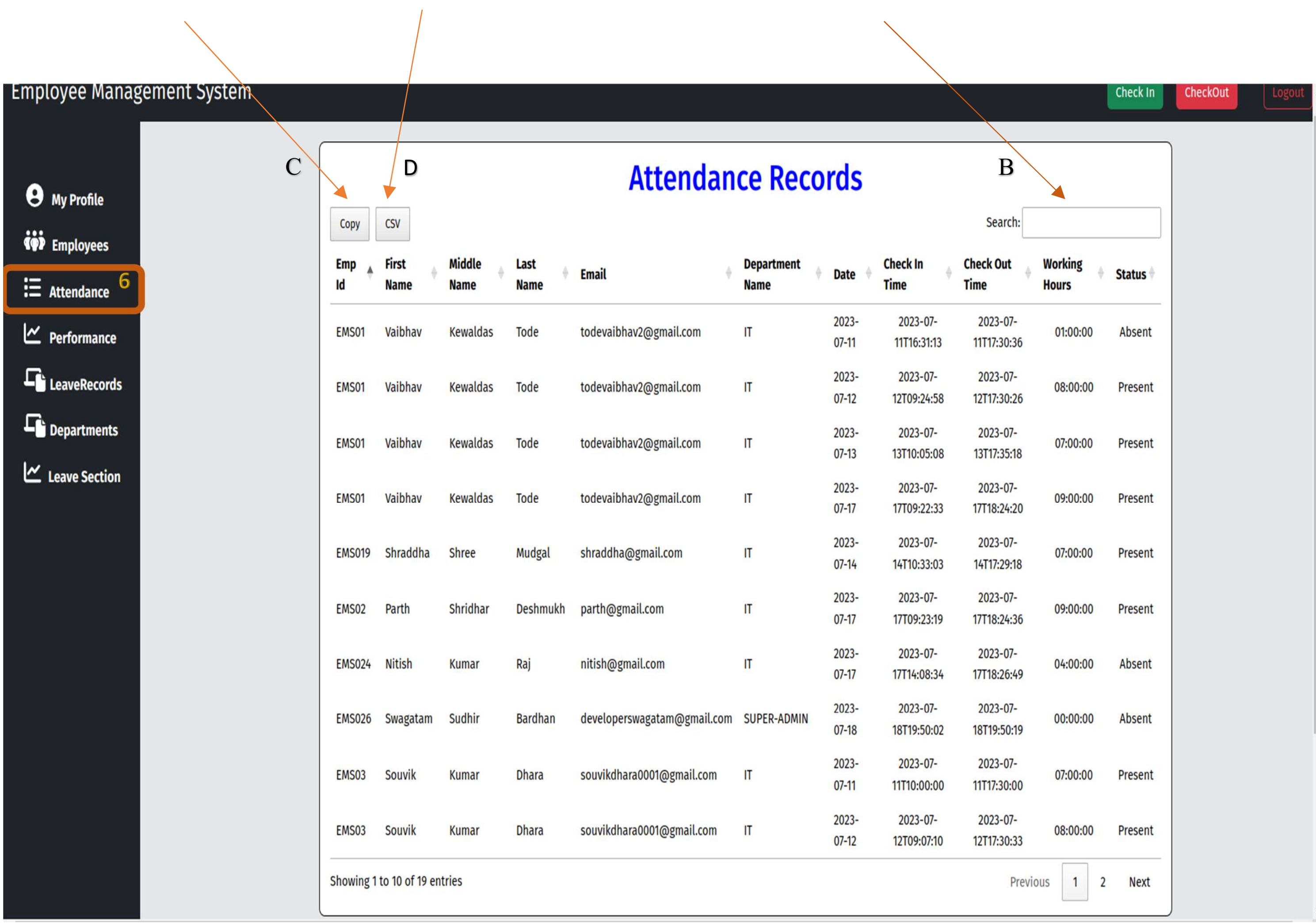
6. **Attendance**:

A. **Attendance Record**:

- Access the "Attendance" section in the side navigation menu.
- You will see a table displaying the attendance records of employees. The table may include columns such as date, employee name, time-in, time-out, etc. Each row represents the attendance record of a specific employee for a particular date.

B. **Search Employee**:

- Above the attendance record table, you will find a search bar. Enter a keyword or employee name in the search bar to filter the attendance records based on the search criteria. As you type, the table will dynamically update to display only the attendance records of employees matching the search query.



Emp Id	First Name	Middle Name	Last Name	Email	Department Name	Date	Check In Time	Check Out Time	Working Hours	Status
EMS01	Vaibhav	Kewaldas	Tode	todevaibhav2@gmail.com	IT	2023-07-11	2023-07-11T16:31:13	2023-07-11T17:30:36	01:00:00	Absent
EMS01	Vaibhav	Kewaldas	Tode	todevaibhav2@gmail.com	IT	2023-07-12	2023-07-12T09:24:58	2023-07-12T17:30:26	08:00:00	Present
EMS01	Vaibhav	Kewaldas	Tode	todevaibhav2@gmail.com	IT	2023-07-13	2023-07-13T10:05:08	2023-07-13T17:35:18	07:00:00	Present
EMS01	Vaibhav	Kewaldas	Tode	todevaibhav2@gmail.com	IT	2023-07-17	2023-07-17T09:22:33	2023-07-17T18:24:20	09:00:00	Present
EMS019	Shraddha	Shree	Mudgal	shraddha@gmail.com	IT	2023-07-14	2023-07-14T10:33:03	2023-07-14T17:29:18	07:00:00	Present
EMS02	Parth	Shridhar	Deshmukh	parth@gmail.com	IT	2023-07-17	2023-07-17T09:23:19	2023-07-17T18:24:36	09:00:00	Present
EMS024	Nitish	Kumar	Raj	nitish@gmail.com	IT	2023-07-17	2023-07-17T14:08:34	2023-07-17T18:26:49	04:00:00	Absent
EMS026	Swagatam	Sudhir	Bardhan	developerswagatam@gmail.com	SUPER-ADMIN	2023-07-18	2023-07-18T19:50:02	2023-07-18T19:50:19	00:00:00	Absent
EMS03	Souvik	Kumar	Dhara	souvikdhara0001@gmail.com	IT	2023-07-11	2023-07-11T10:00:00	2023-07-11T17:30:00	07:00:00	Present
EMS03	Souvik	Kumar	Dhara	souvikdhara0001@gmail.com	IT	2023-07-12	2023-07-12T09:07:10	2023-07-12T17:30:33	08:00:00	Present

C. **Copy Attendance Data:**

- Each row in the attendance record table will have a copy button/icon next to it. Click on the copy button/icon for a specific attendance record's row to copy all the attendance data (e.g., date, employee name, time-in, time-out) to the clipboard.
- This feature is useful for quickly copying an employee's attendance information to use in other applications or documents.

D. **CSV Download:**

- Below the attendance record table, you will find a "Download CSV" button. Click on the "Download CSV" button to initiate the download of all attendance records in CSV format.
- The CSV file will include columns for each attendance attribute (e.g., date, employee name, time-in, time-out) and rows representing individual attendance records.
- The downloaded CSV file can be saved locally on the user's machine for offline access, analysis, or further processing.

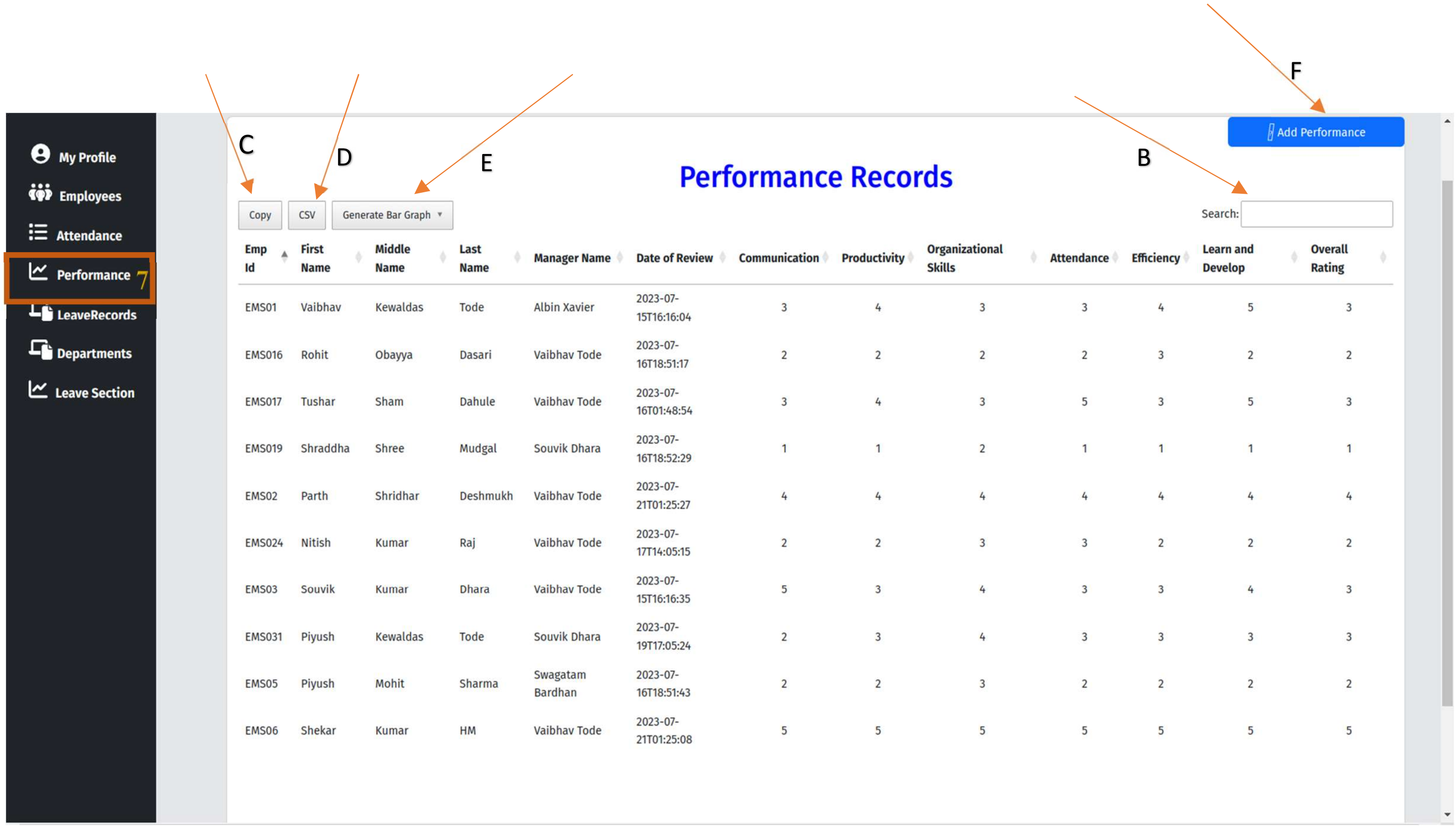
7. Performance:

A. Performance Record:

- Access the "Performance" section in the side navigation menu. You will see a table displaying the performance records of employees. The table may include columns such as employee name, rating etc. Each row represents the performance record of a specific employee.

B. Search Employee:

- Above the performance record table, you will find a search bar. Enter a keyword or employee name in the search bar to filter the performance records based on the search criteria. As you type, the table will dynamically update to display only the performance records of employees matching the search query.



Emp Id	First Name	Middle Name	Last Name	Manager Name	Date of Review	Communication	Productivity	Organizational Skills	Attendance	Efficiency	Learn and Develop	Overall Rating
EMS01	Vaibhav	Kewaldas	Tode	Albin Xavier	2023-07-15T16:16:04	3	4	3	3	4	5	3
EMS016	Rohit	Obayya	Dasari	Vaibhav Tode	2023-07-16T18:51:17	2	2	2	2	3	2	2
EMS017	Tushar	Sham	Dahule	Vaibhav Tode	2023-07-16T01:48:54	3	4	3	5	3	5	3
EMS019	Shraddha	Shree	Mudgal	Souvik Dhara	2023-07-16T18:52:29	1	1	2	1	1	1	1
EMS02	Parth	Shridhar	Deshmukh	Vaibhav Tode	2023-07-21T01:25:27	4	4	4	4	4	4	4
EMS024	Nitish	Kumar	Raj	Vaibhav Tode	2023-07-17T14:05:15	2	2	3	3	2	2	2
EMS03	Souvik	Kumar	Dhara	Vaibhav Tode	2023-07-15T16:16:35	5	3	4	3	3	4	3
EMS031	Piyush	Kewaldas	Tode	Souvik Dhara	2023-07-19T17:05:24	2	3	4	3	3	3	3
EMS05	Piyush	Mohit	Sharma	Swagatam Bardhan	2023-07-16T18:51:43	2	2	3	2	2	2	2
EMS06	Shekar	Kumar	HM	Vaibhav Tode	2023-07-21T01:25:08	5	5	5	5	5	5	5

C. **Copy Performance Data:**

- Each row in the performance record table will have a copy button/icon next to it. Click on the copy button/icon for a specific performance record's row to copy all the performance data (e.g., employee name, performance metrics, rating, feedback) to the clipboard. This feature allows you to quickly copy an employee's performance information for use in other applications or documents.

D. CSV Download:

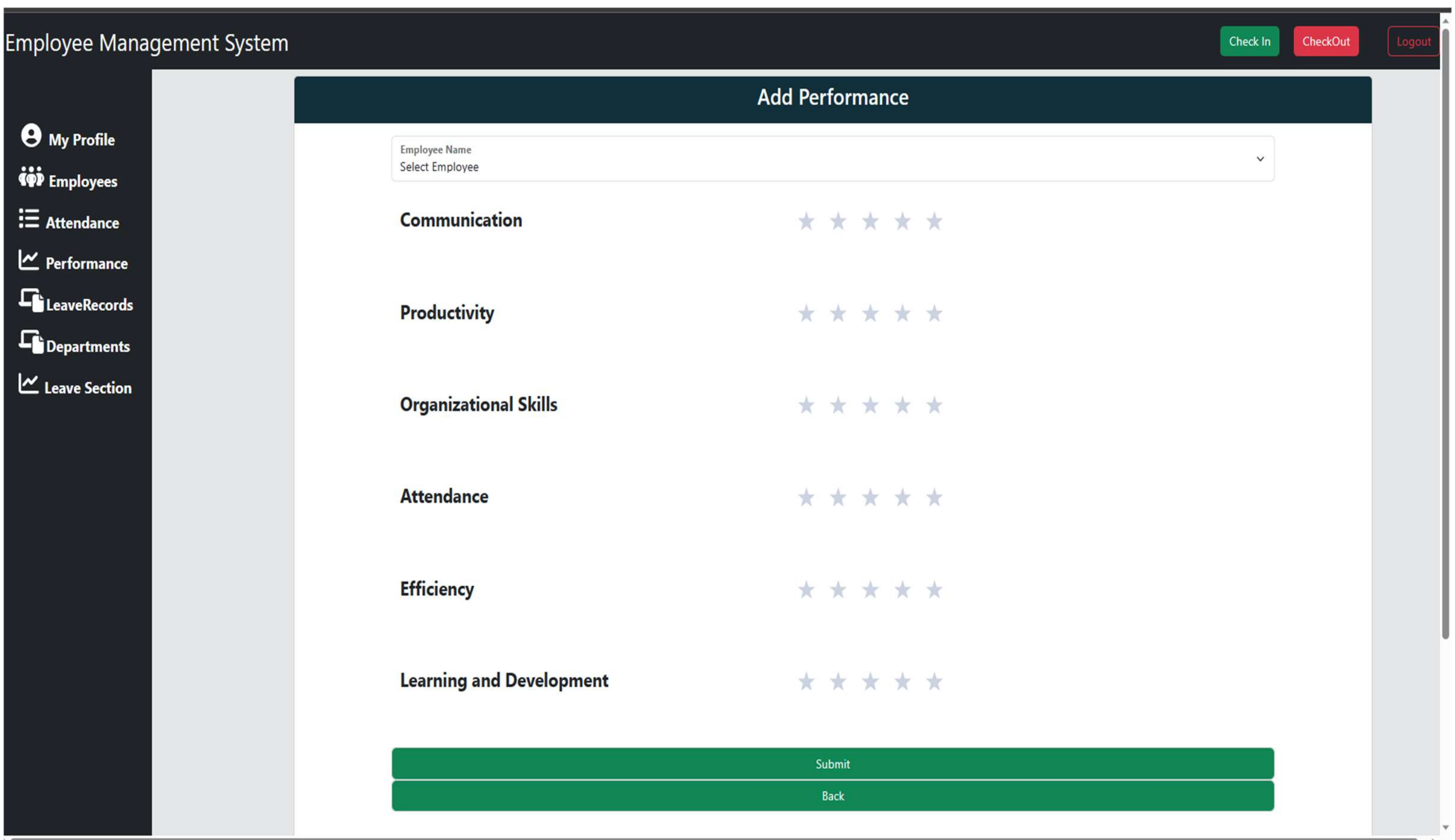
- Below the performance record table, you will find a "Download CSV" button. Click on the "Download CSV" button to initiate the download of all performance records in CSV format. The CSV file will include columns for each performance attribute (e.g., employee name, performance metrics, rating, feedback) and rows representing individual performance records. The downloaded CSV file can be saved locally on the user's machine for offline access, analysis, or further processing.

E. Generate Graph Bar:

- Click on "Generate Bar Graph" feature to create a visual representation of employee performance data in the form of a bar graph. This graph provides a quick and easy-to-understand overview of the performance metrics, aiding in data analysis and decision-making.

F. Add Performance:

- Click on the "Performance" section in the navigation menu and select "Add performance" to add a new performance of employee. Fill in the required details and click "Submit."



8. Leave Records:

a. Leave Records:

- Access the "Leave Records" section in the side navigation menu. You will see a table displaying the leave records of employees. The table may include columns such as employee name, gender, email, start date, end date, leave type, and status. Each row represents the leave record of a specific employee.

b. Search Employee:

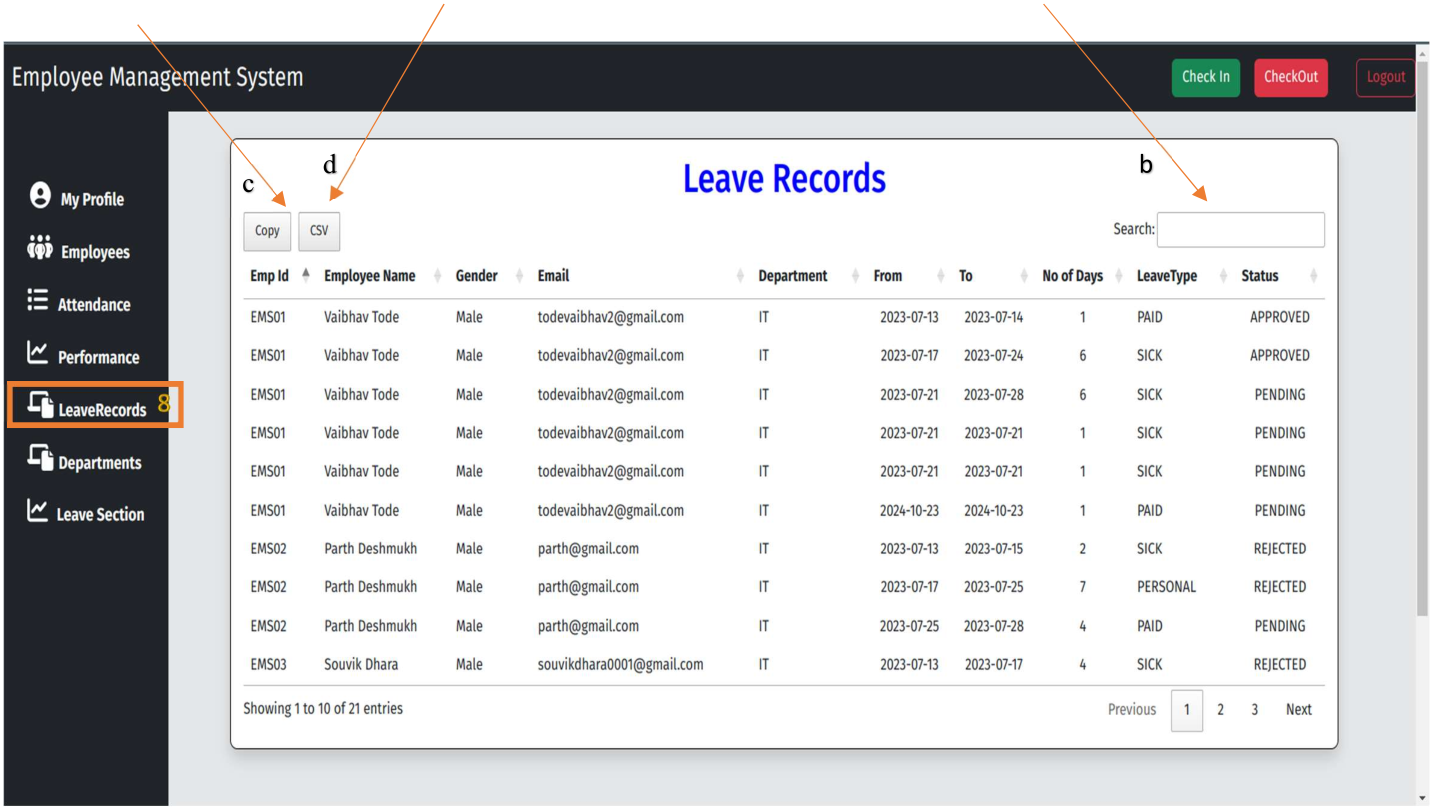
- Above the leave record table, you will find a search bar. Enter a keyword, employee name, or any other relevant search criteria in the search bar to filter the leave records based on the search query. As you type, the table will dynamically update to display only the leave records of employees matching the search criteria.

c. Copy Leave Data:

- Each row in the leave record table will have a copy button/icon next to it. Click on the copy button/icon for a specific leave record's row to copy all the leave data (e.g., employee name, gender, email, start date, end date, leave type, status) to the clipboard. This feature allows you to quickly copy an employee's leave information for use in other applications or documents.

d. CSV Download:

- Below the leave record table, you will find a "Download CSV" button. Click on the "Download CSV" button to initiate the download of all leave records in CSV format. The CSV file will include columns for each leave attribute (e.g., employee name, gender, email, start date, end date, leave type, status) and rows representing individual leave records. The downloaded CSV file can be saved locally on the user's machine for offline access, analysis, or further processing.



9. Departments:

A. Department List:

- Access the "Departments" section in the side navigation menu.
- You will see a table displaying a list of department id, department name
- The table may include pagination or scrolling functionality to handle large departments list.

B. Search Department:

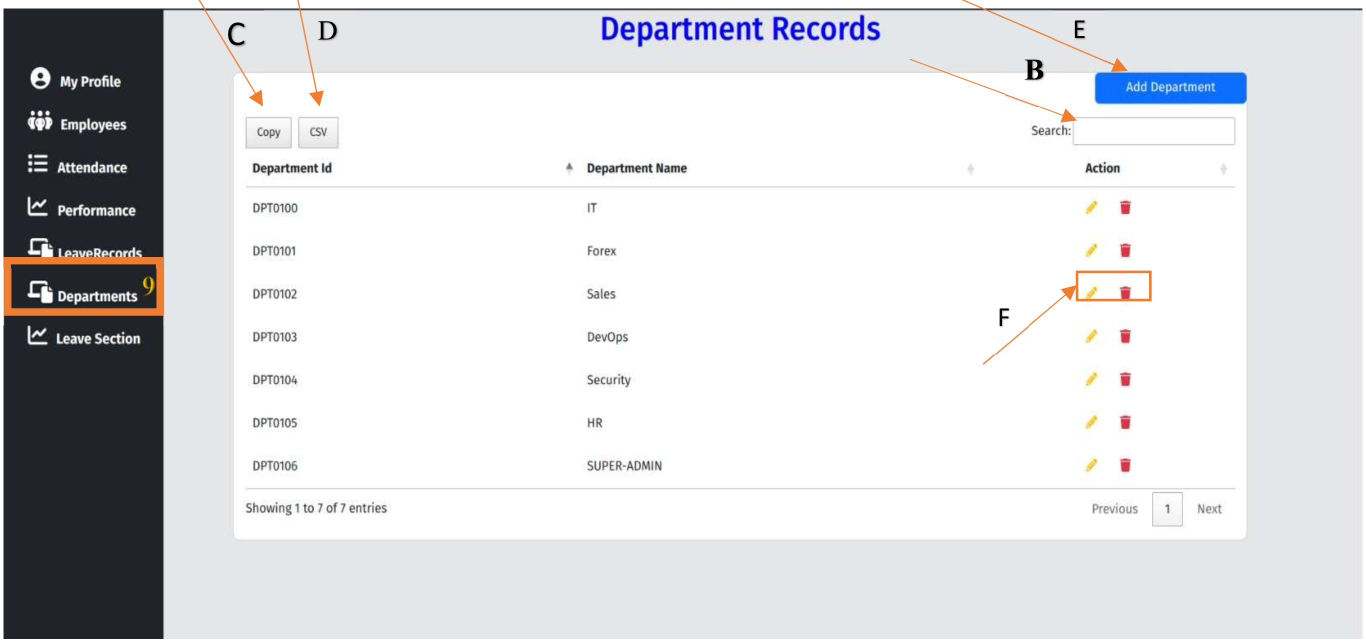
- Above the department list table, you will find a search bar.
- Enter a keyword or department name in the search bar to filter the department list based on the search criteria.
- As you type, the table will dynamically update to display only the departments matching the search query.

C. Copy Department Data:

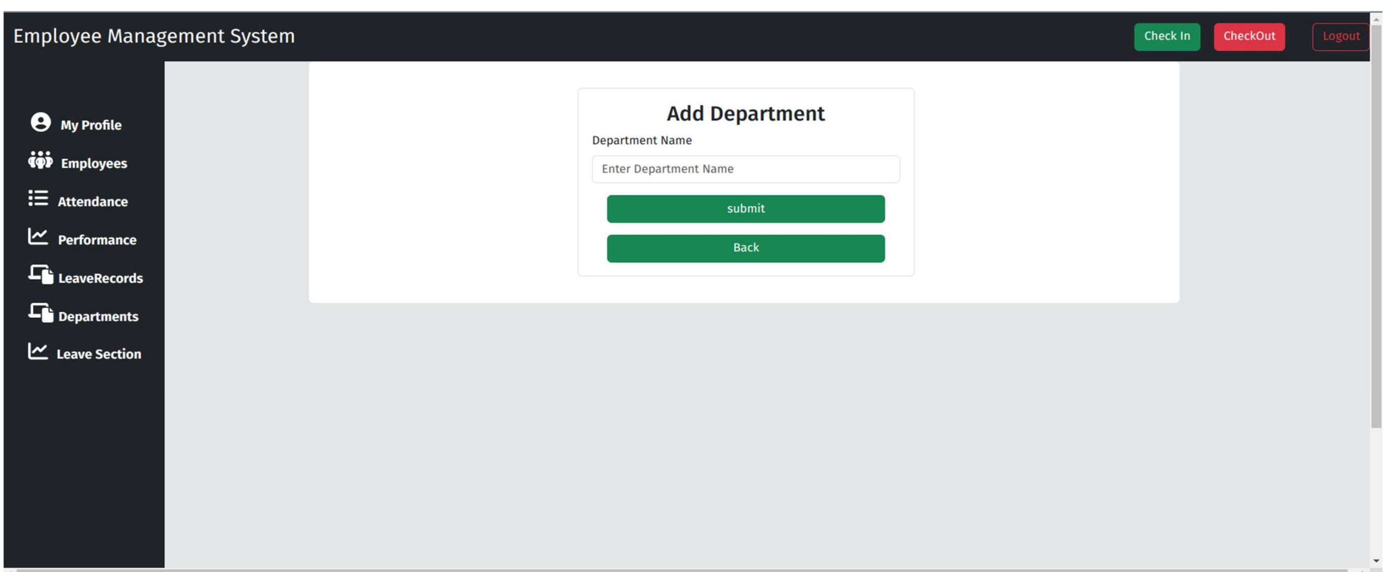
- Each row in the department list table will have a copy button/icon next to it. Click on the copy button/icon for a specific department's row to copy all the department's data to the clipboard.

D. **CSV Download:**

- Below the department list table, you will find a "Download CSV" button. Click on the "Download CSV" button to initiate the download of all departments data in CSV format.
- The CSV file will include columns for each department attribute and rows representing individual departments.



E. **Add Department**: Click on the "Departments" section in the navigation menu and select "Add Department" to add a new department. Fill in the required details and click "Submit."



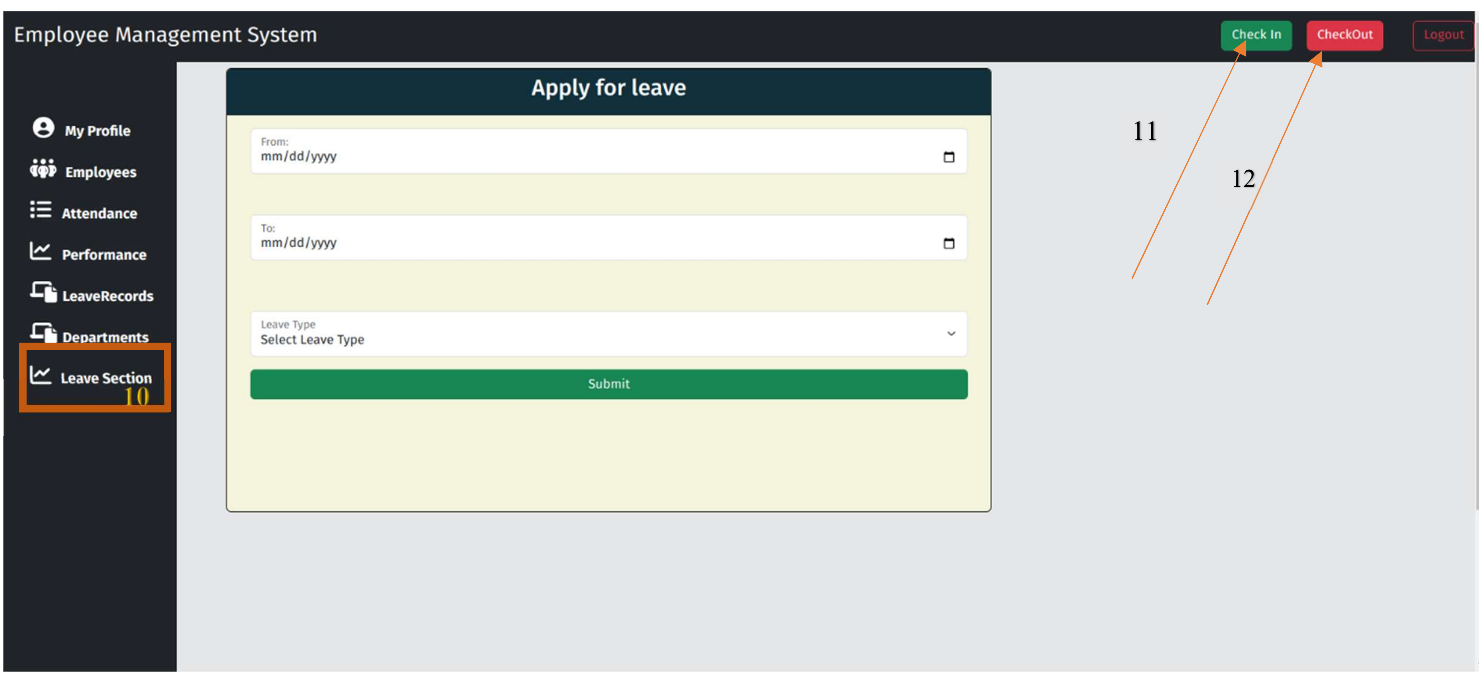
F. **Edit/Delete Departments:** In the "Departments" section, you can view a list of departments. Click on an department's name to edit their information or use the delete button to remove a department from the system.

10.Leave Section:

- Click on "Leave Section" in the side navigation menu its display the section . Apply for Leave

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."



11. Check out:

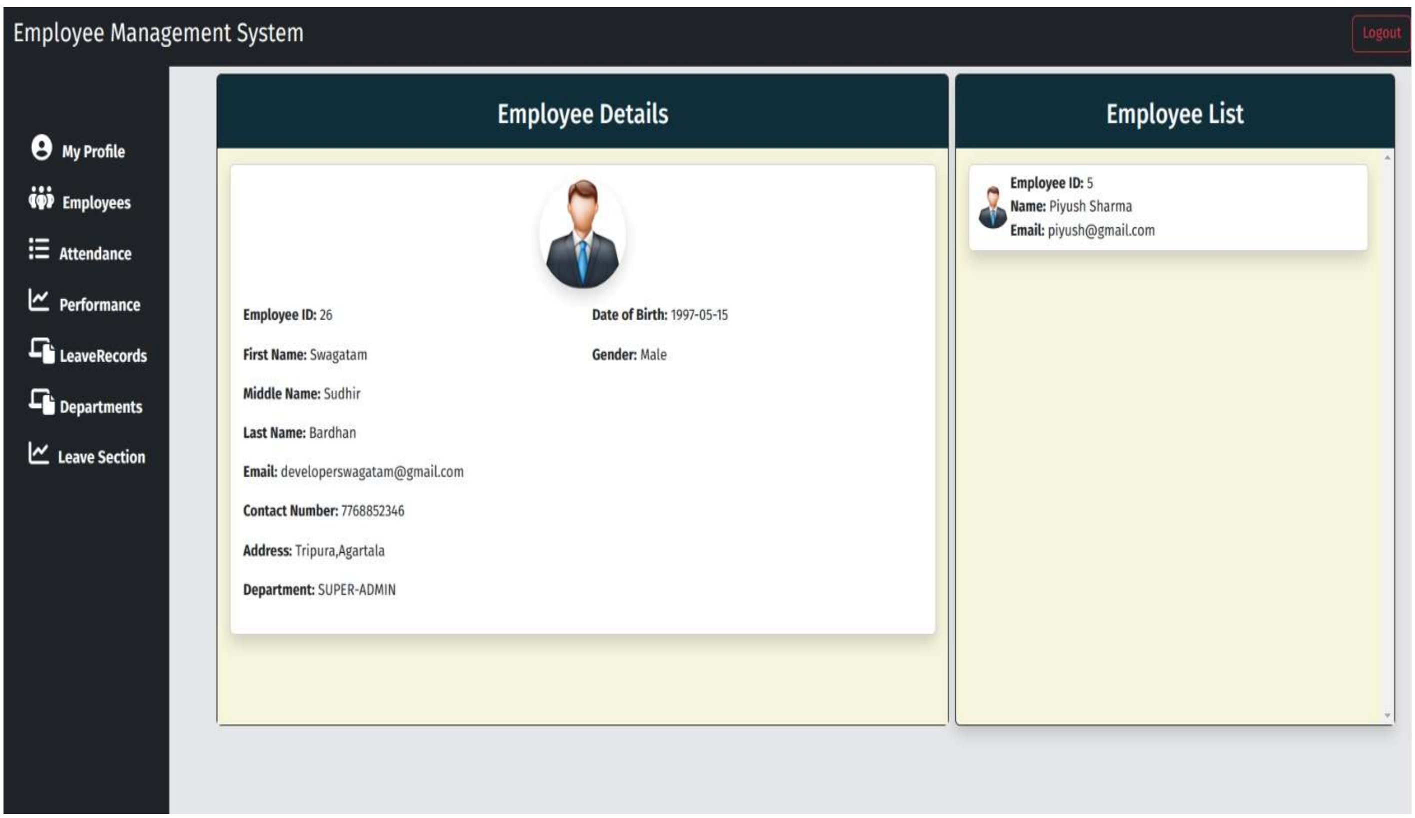
Click on the "Check out" button in the navigation its shows a pop notification "Check Out Successful!!"

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

Role: Super Admin

Super Admin:

- Super Admin contains same old features as that of the admin module but the difference is Super Admin cannot apply for leave.
- Super admin as complete control over hr.



- Can Approve and Reject the leave requests from Hr or Admin