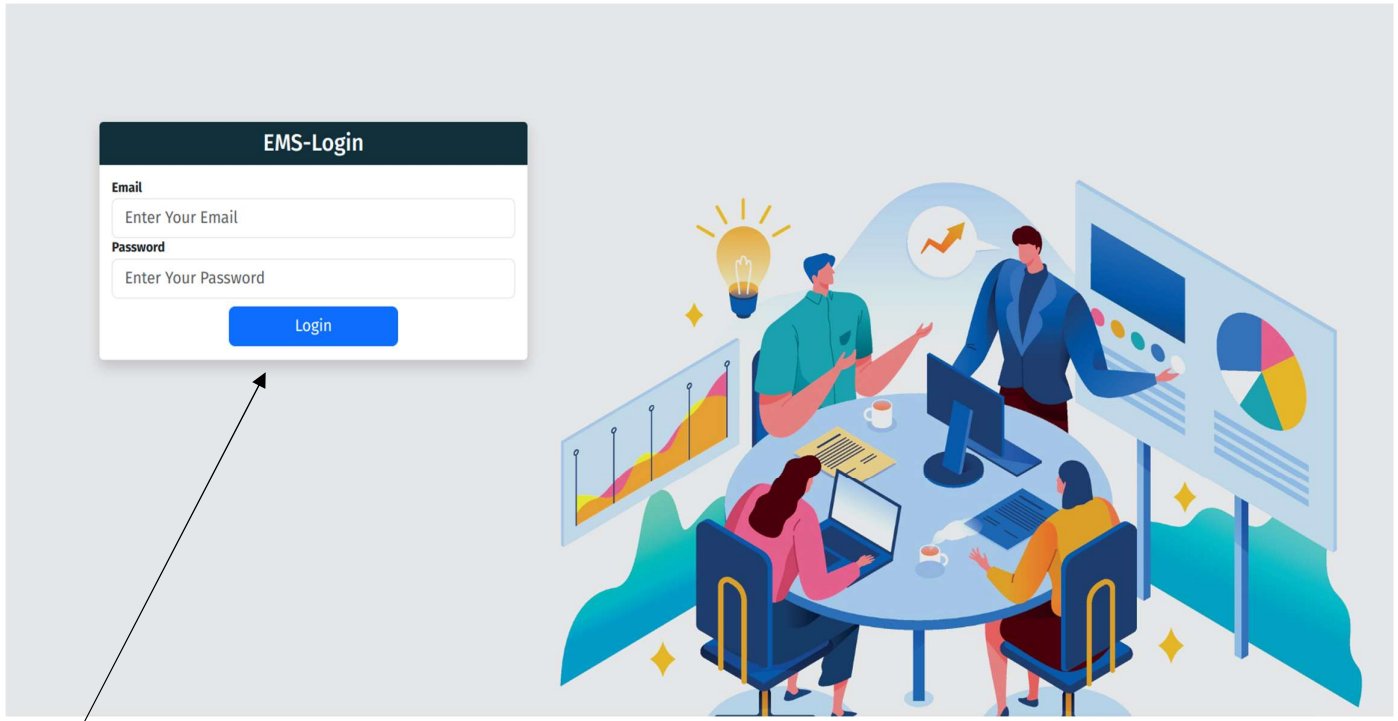


User Manual- Administrator Guide

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:

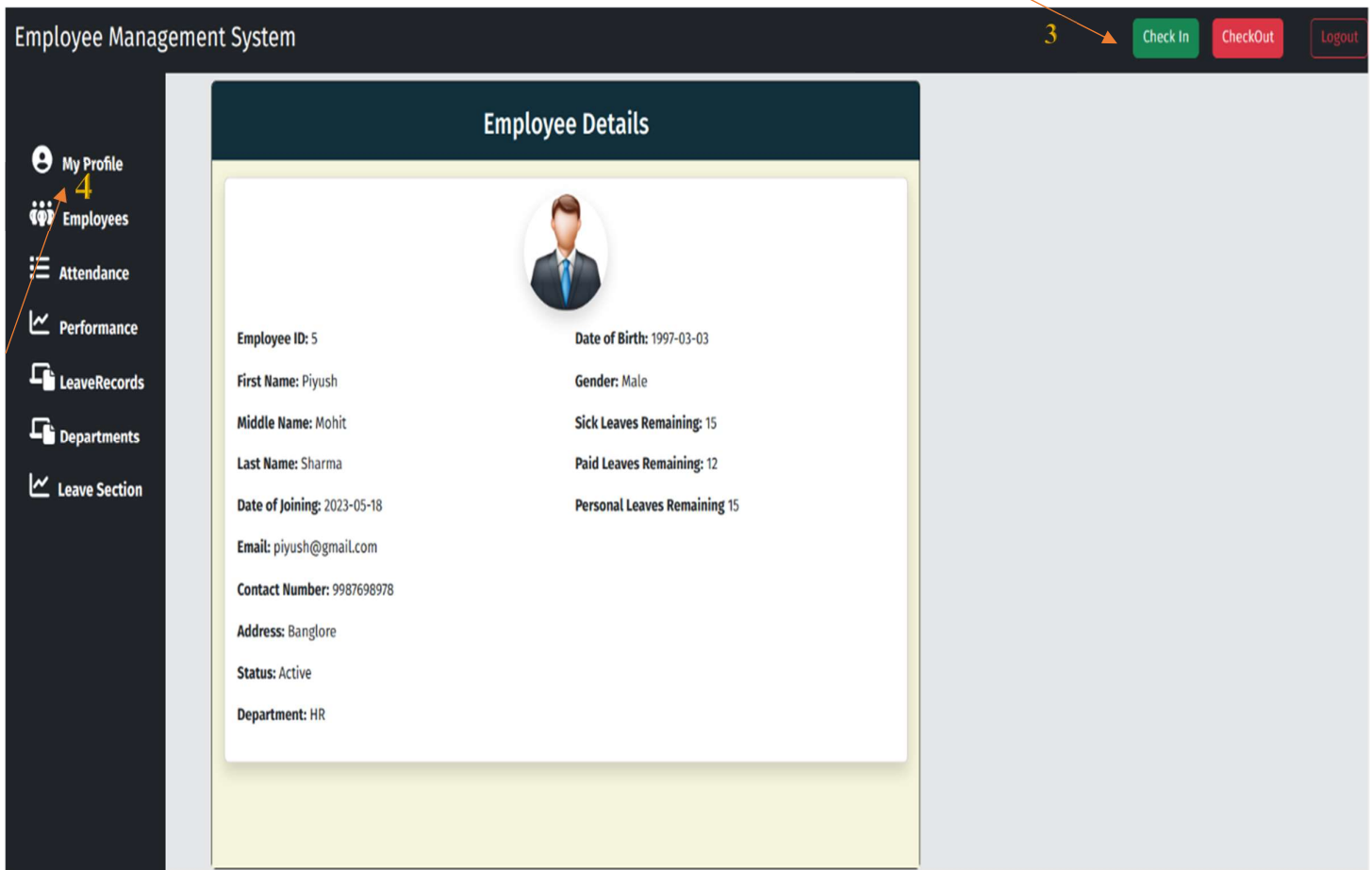
- ✚ The dashboard provides an overview of profile, employee-related information, such as total employees and attendance records, performance records, leave records, leave section, update details, evaluate employee and check in and checkout
- ✚ Use the navigation menu to access various features and functionalities

3. Check in:

- ✚ Click on the “check in” (attendance is marked) in the navigation
It 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.

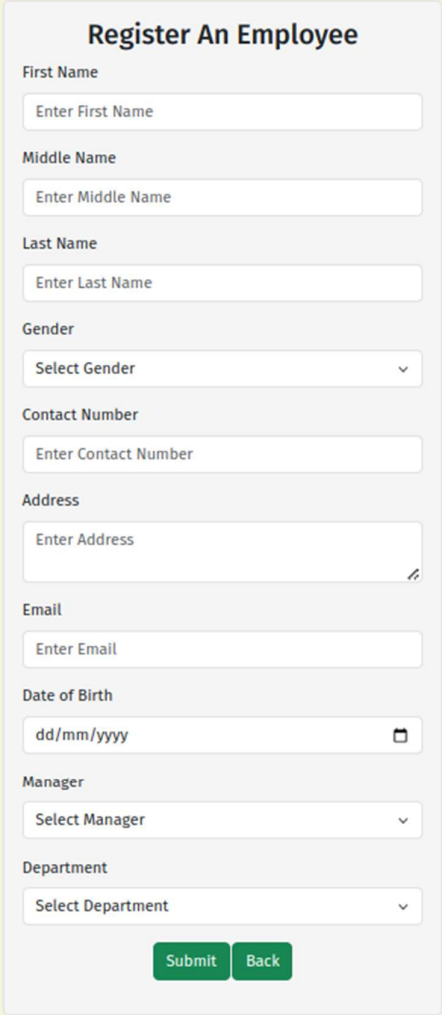
d. CSV Download:

- ✚ 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.

The screenshot shows the 'Employee Records' interface. On the left is a dark sidebar with navigation links: My Profile, Employees, Attendance, Performance, LeaveRecords, Departments, and Leave Section. The main area has a title 'Employee Records' and a search bar (labeled B). Below the search bar are 'Copy' and 'CSV' buttons (labeled D). The table below has columns: Emp Id, First Name, Middle Name, Last Name, Date of Joining, Gender, Contact, Address, Email, Date of Birth, Status, and Action. The first row (EMS01) is highlighted. In the Action column for the first row, there are two icons: a pencil (labeled F) and a trash can. A 'Register Employee' button is in the top right (labeled E). At the bottom, it says 'Showing 1 to 10 of 16 entries' and has pagination controls (Previous, 1, 2, Next).

Emp Id	First Name	Middle Name	Last Name	Date of Joining	Gender	Contact	Address	Email	Date of Birth	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."



The image shows a web form titled "Register An Employee" on a light green background. The form is a light gray box with the following fields: First Name (text input), Middle Name (text input), Last Name (text input), Gender (dropdown menu), Contact Number (text input), Address (text input with a clear icon), Email (text input), Date of Birth (date picker), Manager (dropdown menu), and Department (dropdown menu). At the bottom are "Submit" and "Back" buttons.

Register An Employee

First Name
Enter First Name

Middle Name
Enter Middle Name

Last Name
Enter Last Name

Gender
Select Gender

Contact Number
Enter Contact Number

Address
Enter Address

Email
Enter Email

Date of Birth
dd/mm/yyyy

Manager
Select Manager

Department
Select Department

Submit Back

- 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.

Employee Management System

Check In Check Out Logout

My Profile
Employees
Attendance 6
Performance
LeaveRecords
Departments
Leave Section

Attendance Records

Copy CSV Search:

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

Showing 1 to 10 of 19 entries

Previous 1 2 Next

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.

Performance Records

Copy CSV Generate Bar Graph

Search:

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."

The screenshot shows the 'Add Performance' form within the Employee Management System. The form is titled 'Add Performance' and is located in the center of the page. It features a dropdown menu for 'Employee Name' with the text 'Select Employee'. Below this, there are six performance metrics, each with a star rating system (five stars):

- Communication: ★ ★ ★ ★ ★
- Productivity: ★ ★ ★ ★ ★
- Organizational Skills: ★ ★ ★ ★ ★
- Attendance: ★ ★ ★ ★ ★
- Efficiency: ★ ★ ★ ★ ★
- Learning and Development: ★ ★ ★ ★ ★

At the bottom of the form, there are two buttons: 'Submit' and 'Back'.

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.

Employee Management System

Check In CheckOut Logout

My Profile
Employees
Attendance
Performance
LeaveRecords 8
Departments
Leave Section

Leave Records

Search:

Copy CSV

Emp Id	Employee Name	Gender	Email	Department	From	To	No of Days	LeaveType	Status
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2023-07-13	2023-07-14	1	PAID	APPROVED
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2023-07-17	2023-07-24	6	SICK	APPROVED
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2023-07-21	2023-07-28	6	SICK	PENDING
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2023-07-21	2023-07-21	1	SICK	PENDING
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2023-07-21	2023-07-21	1	SICK	PENDING
EMS01	Vaibhav Tode	Male	todevaibhav2@gmail.com	IT	2024-10-23	2024-10-23	1	PAID	PENDING
EMS02	Parth Deshmukh	Male	parth@gmail.com	IT	2023-07-13	2023-07-15	2	SICK	REJECTED
EMS02	Parth Deshmukh	Male	parth@gmail.com	IT	2023-07-17	2023-07-25	7	PERSONAL	REJECTED
EMS02	Parth Deshmukh	Male	parth@gmail.com	IT	2023-07-25	2023-07-28	4	PAID	PENDING
EMS03	Souvik Dhara	Male	souvikdhara0001@gmail.com	IT	2023-07-13	2023-07-17	4	SICK	REJECTED

Showing 1 to 10 of 21 entries

Previous 1 2 3 Next

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.

The screenshot shows the 'Department Records' page. On the left is a navigation menu with items: My Profile, Employees, Attendance, Performance, LeaveRecords, Departments (highlighted with an orange box and a red '9'), and Leave Section. The main content area has a title 'Department Records' and a search bar. Below the search bar is a table with columns: Department Id, Department Name, and Action. The table contains 7 rows of department data. Below the table, it says 'Showing 1 to 7 of 7 entries'. At the bottom right of the table are 'Previous', '1', and 'Next' links. Annotations with letters point to specific elements: 'C' points to the 'Copy' button, 'D' points to the 'CSV' button, 'B' points to the 'Add Department' button, 'E' points to the search bar, and 'F' points to the action icons in the table.

Department Id	Department Name	Action
DPT0100	IT	[Edit] [Delete]
DPT0101	Forex	[Edit] [Delete]
DPT0102	Sales	[Edit] [Delete]
DPT0103	DevOps	[Edit] [Delete]
DPT0104	Security	[Edit] [Delete]
DPT0105	HR	[Edit] [Delete]
DPT0106	SUPER-ADMIN	[Edit] [Delete]

- 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."

The screenshot shows the 'Add Department' form. The title is 'Add Department'. Below the title is a label 'Department Name' and a text input field with the placeholder 'Enter Department Name'. At the bottom of the form are two green buttons: 'submit' and 'Back'.

Employee Management System

Check In CheckOut Logout

My Profile
Employees
Attendance
Performance
LeaveRecords
Departments
Leave Section

Add Department

Department Name

Enter Department Name

submit

Back

- 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."

The screenshot displays the 'Employee Management System' interface. On the left is a dark sidebar with navigation links: 'My Profile', 'Employees', 'Attendance', 'Performance', 'LeaveRecords', 'Departments', and 'Leave Section' (which is highlighted with an orange box and a yellow '10'). The main content area has a dark header with 'Check In' (green), 'CheckOut' (red), and 'Logout' (grey) buttons. Below the header is a light blue box titled 'Apply for leave' containing a form with fields for 'From:' (mm/dd/yyyy), 'To:' (mm/dd/yyyy), and 'Leave Type' (a dropdown menu with 'Select Leave Type' selected). A green 'Submit' button is at the bottom of the form. To the right of the form, two orange arrows point to the 'Check In' and 'CheckOut' buttons, labeled '11' and '12' respectively.

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 has complete control over hr.


The screenshot displays the 'Employee Management System' interface. On the left is a dark sidebar with navigation links: 'My Profile', 'Employees', 'Attendance', 'Performance', 'LeaveRecords', 'Departments', and 'Leave Section'. The main content area is divided into two panels. The 'Employee Details' panel shows information for Employee ID: 26, including a profile picture, first name (Swagatam), middle name (Sudhir), last name (Bardhan), email (developerswagatam@gmail.com), contact number (7768852346), address (Tripura, Agartala), and department (SUPER-ADMIN). The 'Employee List' panel shows a card for Employee ID: 5, with name (Piyush Sharma) and email (piyush@gmail.com). A 'Logout' button is located in the top right corner of the header.


Employee Details	
Employee ID: 26	Date of Birth: 1997-05-15
First Name: Swagatam	Gender: Male
Middle Name: Sudhir	
Last Name: Bardhan	
Email: developerswagatam@gmail.com	
Contact Number: 7768852346	
Address: Tripura, Agartala	
Department: SUPER-ADMIN	


Employee List	
Employee ID: 5	Name: Piyush Sharma
	Email: piyush@gmail.com


Can Approve and Reject the leave requests from Hr or Admin


 My Profile


 Employees

 Attendance

 Performance

 LeaveRecords

 Departments

 Leave Section

Leave Requests

Requested by: Piyush Sharma

Starting Date: 2023-07-19

Ending Date: 2023-07-25

No. of Days: 5

Type of Leave: PERSONAL

Approve

Reject