

Employee Certificate, Checklist and Preferences

Employee Certificate

The Employee Certificate can be uploaded in the system by using the Certificate Tab. Click + Add Certificate option, update the required information and upload the Certificate.

Employee Tab >> List >> Employee Name >> Certificate

The screenshot shows the 'Add Certificate' modal form. The form has a title bar with a close button (X). Below the title bar, there are two columns of fields. The left column contains 'Name*' (text input), 'Valid From*' (date picker), and an 'Upload Certificate' button. The right column contains 'Certificate Authority*' (dropdown menu) and 'Valid To*' (date picker). At the bottom of the form, there is a note: 'Note*: Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.' Below the note are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.

Employee Checklist

The user can check the documents in the checklist and update the Expiration date and Date of Completion in the checklist.

Employee Tab >> List >> Employee Name >> Checklist

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Checklist

Name

Marry Delna

Email

delnamarry@gmail.com

Date

06/07/2023

Address

Aathir Ladies Hostel

Cell

Cell

Mobile Phone

Mobile Phone

Identification Requirements	Expiration Date	Date of Completion
<div><input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Alien Card <input type="checkbox"/> Passport</div> <div>Copy of one, but if ALIEN, copy of Alien Card is required</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Copy of SS Card</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
Competency and Continued Competency Requirement		
<div><input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> LSW <input type="checkbox"/> CNA <input type="checkbox"/> Other</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Current Certificate of Continuing Education or Training</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>
<div><input type="checkbox"/> Current Resume</div>	<div>MM/DD/YYYY</div>	<div>MM/DD/YYYY</div>

Employee Preferences

The user can update the Employee Preferences by using the Preferences option. Check the Preferences from the list and click Save Notification Preferences option.

Employee Tab >> List >> Employee Name >> Preferences

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Notification Preferences

☐ Send Email

☐ Send SMS

☐ Web notification

☐ Mobile-app notification

Save Notification Preferences

Revision #1

Created 7 November 2023 19:03:56 by Thamarai

Updated 7 November 2023 19:03:57 by Thamarai