

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 a web application interface with a modal window titled "Add Certificate". The modal contains the following fields and elements:

- Name***: A text input field with the placeholder "Name".
- Certificate Authority***: A dropdown menu with "Select" as the current selection.
- Valid From***: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Valid To***: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Upload Certificate**: A blue button with a plus icon.
- Note**: A red text note stating: "Note*:Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB."
- Buttons**: "Cancel" and "Save" buttons at the bottom. The "Save" button is highlighted with a red box.

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 Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences
Checklist								
Name		Email		Date		Address		
Marry Delna		delnamarry@gmail.com		06/07/2023		Aathir Ladies Hostel		
Cell		Mobile Phone						
Cell		Mobile Phone						
Identification Requirements				Expiration Date		Date of Completion		
<input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Alien Card <input type="checkbox"/> Passport <small>Copy of one, but if ALIEN, copy of Alien Card is required</small>				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Copy of SS Card				MM/DD/YYYY		MM/DD/YYYY		
Competency and Continued Competency Requirement								
<input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> LSW <input type="checkbox"/> CNA <input type="checkbox"/> Other				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Current Certificate of Continuing Education or Training				MM/DD/YYYY		MM/DD/YYYY		
<input type="checkbox"/> Current Resume				MM/DD/YYYY		MM/DD/YYYY		

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 Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences
Notification Preferences								
<input type="checkbox"/> Send Email <input type="checkbox"/> Send SMS <input type="checkbox"/> Web notification <input type="checkbox"/> Mobile-app notification								
								<input type="button" value="Save Notification Preferences"/>

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