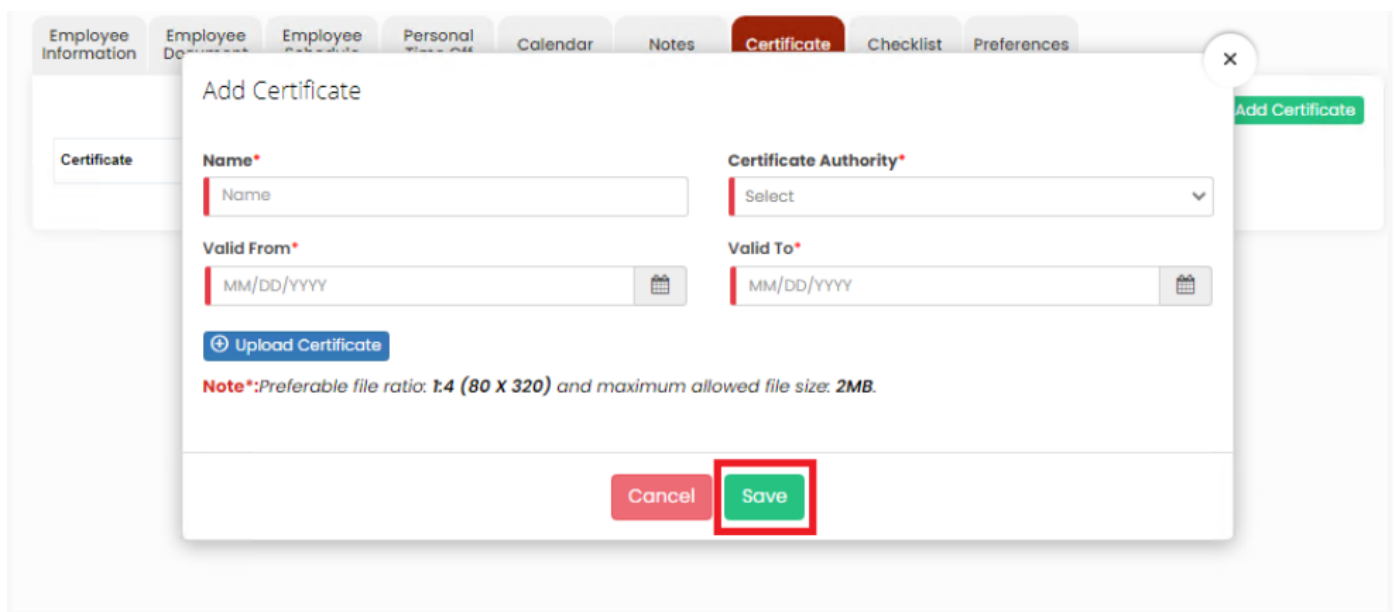


# Employee Certificate, Checklist and Preferences

## 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 is titled 'Add Certificate' and has a close button (X) in the top right corner. It contains the following fields and controls:

- Name\***: A text input field with a red asterisk indicating it is required.
- Certificate Authority\***: A dropdown menu with a red asterisk indicating it is required.
- Valid From\***: A date input field with a red asterisk indicating it is required, showing the format MM/DD/YYYY.
- Valid To\***: A date input field with a red asterisk indicating it is required, showing the format MM/DD/YYYY.
- Upload Certificate**: A blue button with a plus icon and the text 'Upload Certificate'.
- Note**: A red text note stating: "Note\*:Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB."
- Cancel**: A red button.
- Save**: A green button, which is highlighted with a red rectangle in the image.

The background shows the 'Employee Tab' with various sub-tabs: Employee Information, Employee Document, Employee Schedule, Personal Time Off, Calendar, Notes, Certificate (selected), Checklist, and Preferences. A green 'Add Certificate' button is visible in the top right corner of the background interface.

## 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

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