

# 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). The main content area 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."
- Buttons**: At the bottom, there are two buttons: a red 'Cancel' button and a green 'Save' button, which is highlighted with a red border.

The background shows the 'Employee Certificate' tab selected in the top navigation bar, and the 'Add Certificate' button is visible in the top right corner of the main content area.

## 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 #3  
Created 9 October 2023 18:02:32 by Thamarai  
Updated 13 October 2023 21:17:52 by Thamarai