

# Employee

## Employee manual

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# Introduction

Employee tool can be found under "Employee" menu

employee-en.png

# Calendar

# Document

Document

# Introduction

Following chapter describes document-related feature

Click "Document" under Employee menu to access dashboard

employee-document-en.png

Following is a sample of document dashboard

The chapter describes features available within the dashboard.

document-en.png

Document

# Create Document

Click "New Document" on upper right corner of document table

document-create-en.png

When document modal appears, enter all information and click "Create" button

document-create-document-en.png

Document

# Update Document

Click "Update" button to the right of the document

document-update-en.png

When document modal appears, update information and click "Update" button

document-update-document-en.png

Document

# View Document

Click "View" button to the right of the document

document-view-en.png

Document modal appears

document-view-document-en.png



Document

# Download Document

Click "Download" button to the right of the document to trigger download

document-download-en.png

Document

# Delete Document

Click "Delete" button to the right of the document

document-delete-en.png

When document modal appears, click "Delete" button to confirm deletion

document-delete-document-en.png

# Expense

# Introduction

Following chapter describes expense-related feature

Any expense goes through life cycle illustrated in following flow-chart. **Blue** text denotes action; black text denote status



Click "Expense" under Employee menu to access dashboard

employee-expense-en.png

Following is a sample of expense dashboard

The chapter describes features available within the dashboard.

expense-en.png

Expense

# Create Expense

Click "New expense" on upper right corner of expense table

expense-new-en.png

When expense modal appears, enter all information and click "Create" button.

Click "+ Add line" if needed

expense-new-expense-en.png

Expense

# Update Expense

Click "Update" button on the right of expense

If no "Update" button, the expense can not be updated.

expense-update-en.png

when expense modal appears, update expense data and click "Update" button

Click "+ Add line" if needed

expense-update-expense-en.png

Expense

# View Expense

Click "View" button on the right of expense

expense-view-en.png

Expense modal appears

expense-view-expense-en.png

Expense

# Submit Expense

Click "Submit" button on the right of expense

If no "Submit" button, the expense can not be submitted.

expense-submit-en.png

When expense modal appears, click "Submit" button to confirm submission

expense-submit-expense-en.png



Expense

# Retract Expense

Click "Retract" button on the right of expense

If no "Retract" button, the expense can not be retracted.

expense-retract-en.png

When expense modal appears, click "Retract" button to confirm retraction

expense-retract-expense-en.png

Expense

# Approve Expense

Click "Approve" button on the right of expense

expense-approve-en.png

When expense modal appears, click "Approve" or "Disapprove" button to confirm

expense-approve-expense-en.png

# Interaction

# Email

# File upload

File upload

# Introduction

Following chapter describes file-transfer-related feature

Click "File Upload" under Employee menu to access

employee-upload-en.png

File upload

# File Upload

Click "Browse file" to select file; then click "Upload" to upload

upload-en.png

File upload

# File Download

After successful upload, a download link appears. Please pass the link to file recipient

download-en.png