

Staff

In this Section user can Add/View/Update/Delete the required staff for TLC operations.

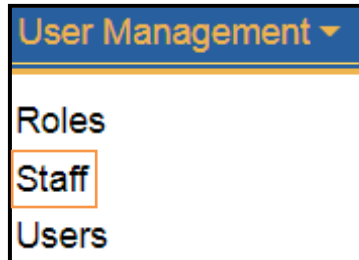


Image - 1

a. Add Staff:

- Click on "Staff" sub menu under "User Management" side menu.
- "Managing Staff" screen is displayed along with ["Add Staff"](#) link.

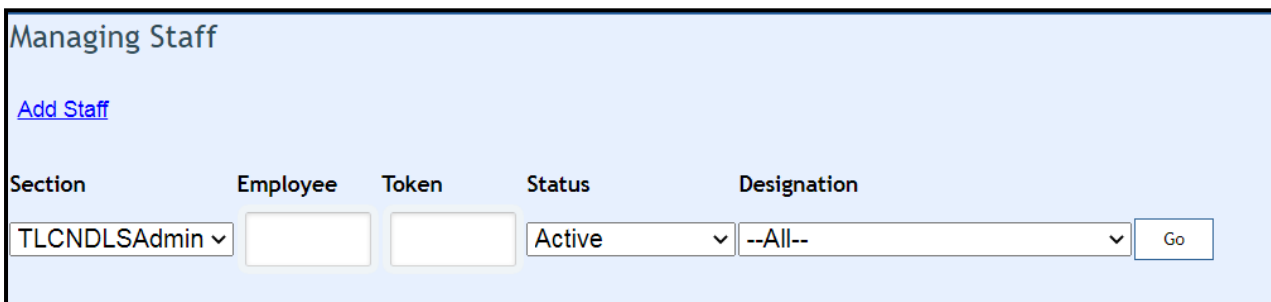
A screenshot of the 'Managing Staff' screen. At the top left, the text 'Managing Staff' is displayed. Below it, there is a blue link labeled 'Add Staff'. Underneath the link is a search form with five fields: 'Section' (a dropdown menu with 'TLCNDLSAdmin' selected), 'Employee' (an empty text input), 'Token' (an empty text input), 'Status' (a dropdown menu with 'Active' selected), and 'Designation' (a dropdown menu with '--All--' selected). To the right of these fields is a 'Go' button.

Image - 2

- Click on ["Add Staff"](#) link, "Add Staff" screen is displayed.
- User can submit the mandatory details to add new staff,
- Click on [Save](#) button to save the details.

Add Staff

First Name	<input type="text" value="vijay"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	DoB	<input type="text"/>
Gender	<input type="text" value="Mr"/>	Blood Group	<input type="text" value="--Select--"/>
Qualification	<input type="text" value="Graduate"/>	PF Number	<input type="text"/>
PAN Number	<input type="text"/>	Aadhar No	<input type="text"/>
RU Id	<input type="text"/>	Mobile Number	<input type="text" value="(+91) 74125896"/>
Phone Number	<input type="text" value="9282465464"/>	Phone Number(Alternate)	<input type="text"/>
Token	<input type="text" value="123"/>	Email ID	<input type="text"/>
DoJ	<input type="text" value="05/02/2022"/>	Section	<input type="text" value="CONTROL"/>
Category	<input type="text" value="Others"/>	Designation	<input type="text" value="JE"/>
Access Type	<input type="text" value="None"/>	Status	<input type="text" value="Active"/>
Present Address	<input type="text"/>		
Click here for same Address	<input type="checkbox"/>		
Permanent Address	<input type="text"/>		
Description	<input type="text"/>		

Image - 3

b. View Staff:

- Click on "Staff" sub menu under "User Management" side menu.
- "Managing Staff" screen is displayed.
- On providing the filter options like Section, Employee, Status, Token , Designation, click on button.
- The Staff details will be generated in a tabular format as shown in the below image.

Managing Staff

[Add Staff](#)

Section: Employee: Token: Status: Designation:

Showing 1 Records Out of 1

S.No	Token	Employee Name	Section	Designation	PF Number	Mobile No	Blood Group	Status	DoJ
1	--	TLC NDLS Admin	TLCNDLSAdmin	ADMIN (COMP)	--	--	NA	Active	--

1

Image - 4

c. Update Staff:

- By clicking on the Employee Name link in "Managing Staff" screen, user will be navigated to "Update Staff" Screen.
- In this screen, user can update the necessary fields and documents can be loaded by choosing the file and clicking on **Upload** button.
- Later click on **Save** button to save the details.

Image - 5

d. Update Employee Status:

- By clicking on the Token link in "Managing Staff" screen, "Update Employee Status" page is popped up.
- Select date, Status and enter the Remarks.
- Now click on **Save** button to save the details.
- Hence the Status of the employee will be changed accordingly.

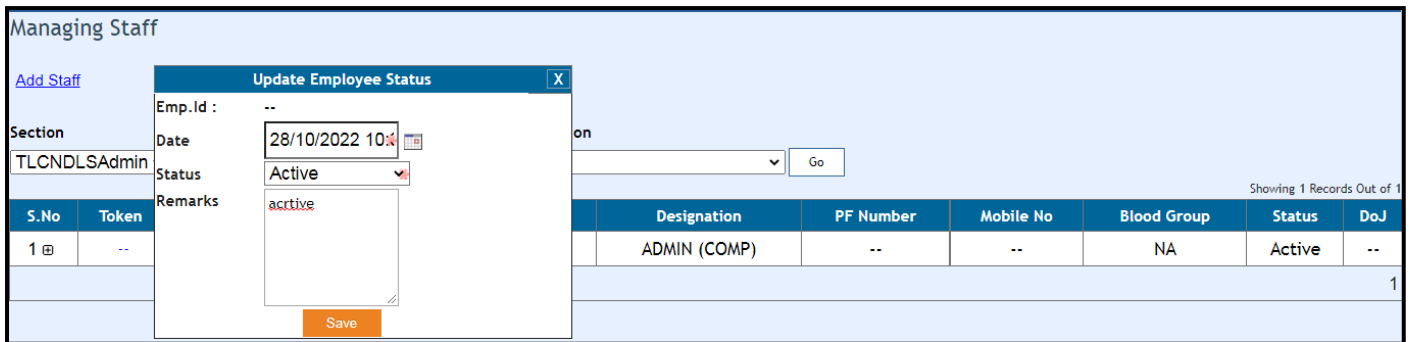


Image - 6

In this Section user can View the TLC staff details such as Name, Section, Designation, Mobile Number, Status and PF Number.

View Staff:

- Click on "Staff" sub menu under "User Management" side menu.
- "View Staff" screen is displayed.
- On providing the filter options like Section, Employee, Status, Token , Designation, click on button.
- The Staff details will be generated in a tabular format as shown in the below image.

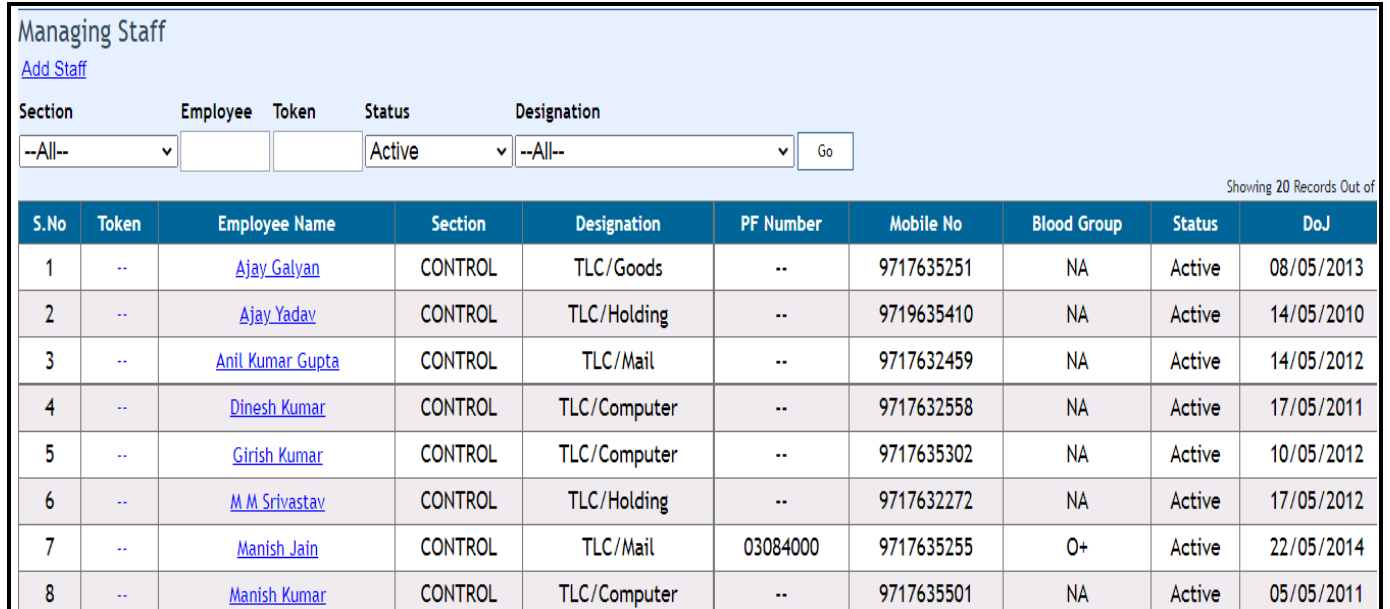


Image - 7