

## Staff

In Staff we can add, view, update, deleting of a staff details can be done using Staff.

**Managing Staff**

[Add Staff](#)

Section      Employee    Token      Status      Designation

TKDAdmin            Active    --All--

### a) View Staff

- Click on Staff under User management Module.
- Managing staff page displays.
- Select Section, Employee, Token, Status ,Designation from drop down menu .
- Click on Go Option.

**Managing Staff**

[Add Staff](#)

Section      Employee    Token      Status      Designation

TKDAdmin            Active    --All--   

Showing 16 Records Out of 1

S.No	Token	Employee Name	Section	Designation	PF Number	Mobile No	Blood Group	Status	DoJ
1	--	<a href="#">Adiya Legha</a>	TKDAdmin	ADEE	--	9717647728	B+	Active	01/01/2014
2	1115	<a href="#">Chhotu R</a>	TKDAdmin	KH	85706345	--	NA	Active	25/10/1985
3		<a href="#">ED ME Transformation</a>	TKDAdmin	ADMIN (COMP)			A+	Active	01/11/1988
4	--	<a href="#">ELS TKD Admin</a>	TKDAdmin	ADMIN (COMP)	--	--	NA	Active	--
5	--	<a href="#">Gaurav Sarivastava</a>	TKDAdmin	DEE	--		B+	Active	15/10/2014

### b) Add Staff

- Click on Staff under User management Module.
- Managing Staff page displays.

**Managing Staff**

[Add Staff](#)

Section	Employee	Token	Status	Designation	
TKDAdmin			Active	--All--	Go

- Click on [Add Staff](#) Link to add New staff Details.

**Add Staff**

First Name	<input type="text" value="vijay"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="d"/>	DoB	<input type="text" value="18/02/1983"/>
Gender	<input type="text" value="Mr"/>	Blood Group	<input type="text" value="AB+"/>
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"/>	Phone Number(Alternate)	<input type="text"/>
Token	<input type="text"/>	Email ID	<input type="text"/>
DoJ	<input type="text"/>	Section	<input type="text" value="M3HR"/>
Category	<input type="text" value="Others"/>	Designation	<input type="text" value="TECH.II"/>
Access Type	<input type="text" value="Card"/>	Status	<input type="text" value="Active"/>
Present Address	<input type="text" value="hyderabad"/>		
Click here for same Address	<input checked="" type="checkbox"/>		
Permanent Address	<input type="text" value="hyderabad"/>		
Description	<input type="text" value="New joining on 01/08/2022"/>		

- Enter all the required and mandatory fields .
- Click on Save option.

### c) Update Staff

- Click on Staff under User management Module.
- Managing Staff page displays
- Click on Employee name Link to update the staff details.

Managing Staff

[Add Staff](#)


Section: M3HR Employee: vijay Token: Status: Active Designation: --All-- Go

Showing 2 Records Out of 2

S.No	Token	Employee Name	Section	Designation	PF Number	Mobile No	Blood Group	Status	DoJ
1		vijay.d	M3HR	TECH.II		7412589630	AB+	Active	--
2	769	vijay.Singh	M3HR	TECH.III	15703083	--	NA	Active	21/05/1984

- Enter all the required details.
- If needed upload the photo .
- Click on Save option.

Update Staff

First Name	<input type="text" value="vijay"/>	Middle Name	<input type="text"/>	 <p>Choose File No files chosen</p> <p>Upload</p>
Last Name	<input type="text" value="d"/>	DoB	<input type="text" value="18/02/1983"/>	
Gender	<input type="text" value="Mr"/>	Blood Group	<input type="text" value="AB+"/>	
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"/>	Phone Number(Alternate)	<input type="text"/>	
Token	<input type="text"/>	Email ID	<input type="text"/>	
DoJ	<input type="text" value="--"/>	Section	<input type="text" value="M3HR"/>	
Category	<input type="text" value="Others"/>	Designation	<input type="text" value="TECH.II"/>	
Access Type	<input type="text" value="Card"/>	Status	<input type="text" value="Active"/>	
Present Address	<input type="text" value="hyderabad"/>			
Click here for same Address	<input type="checkbox"/>			
Permanent Address	<input type="text" value="hyderabad"/>			
Description	<input type="text" value="New joining on 01/08/2022"/>			