



Project Manager



Department Leader



Director and Administrator



Employee

Staff Management



To Add an Employee

Go to **Project Management** tab > Choose **Add New** > **Employee** > **New Employee**

or

Go to **Project Management** tab > **Employees** > **Add New Employee** > **New Employee**



To Add a Department

Go to **Project Management** tab > Choose **Add New** > **Department** > **New Department**

or

Go to **Project Management** tab > **Departments** > **Add New Department** > **New Department**



To Add a Timeslot

Go to **Attendance Tracking** tab > Choose **Add New** > **Timeslot** > **New timeslot**

or

Go to **Attendance Tracking** tab > **Timeslots** > **Add New Timeslot** > **New timeslot**



To Add Leave Request

Go to **Attendance Tracking** tab > Choose **Add New** > **Leave Request** > **New Leave Request**

or

Go to **Attendance Tracking** tab > **My Leave Request** > **Add New Leave Request** > **New Leave Request**



To Add Public Holiday

Go to **Attendance Tracking** tab > Choose **Add New** > **Holiday** > **New holiday**

or

Go to **Attendance Tracking** tab > **Public Holidays** > **Add New Holiday** > **New holiday**