Dashboard Module

This manual provides a comprehensive overview of the Dashboard module, which serves as your personalized homepage and central information hub within the application. It offers quick access to key metrics, personal schedules, and important updates.

Private Dashboard

The Private Dashboard is designed to give you a quick summary of your most relevant information. It's often highly customizable and may vary slightly based on your user role and configured settings.

Top Section:

- **Welcome Message:** Greets the logged-in user (e.g., "Welcome Adam Harith").
- **Current Time & Clock-In/Out:** Displays the current time (e.g., "03:56 AM") and provides a "Clock In" button. This indicates an attendance tracking feature.
  - **Clock In / Clock Out Button:** Click this button to record your attendance. Its text will likely change between "Clock In" and "Clock Out" based on your current attendance status.

User Profile and General Stats:

- **User Profile Picture & Name:** Displays your profile picture and name (e.g., "Adam Harith").
- **Employee ID:** Your unique employee identifier (e.g., "Employee ID - EMP-220").
- **Open Tasks:** A quick count of tasks that are currently open.
- **Projects:** A quick count of projects you are involved in.
- **Tasks Summary:** A summary of your tasks, typically showing counts for "Pending" and "Overdue" tasks, with an icon linking to the full Tasks list.
- **Projects Summary:** A summary of your projects, typically showing counts for "In Progress" and "Overdue" projects, with an icon linking to the full Projects list.

Personal and Work-Related Information Widgets:

The Dashboard is comprised of various "widgets" that display specific information. These may include:

- **Shift Schedule:**
  - **Purpose:** Shows your assigned work shifts for upcoming days.
  - **Content:** Lists dates, days of the week, the assigned "General Shift" (or other shift name), and indicates if it's the "default shift".
  - **Employee Shift Button:** Likely a link to manage or view more details about your employee shifts.
- **Week Timelogs (This Week):**
  - **Purpose:** Provides a quick overview of your logged work hours for the current week.
  - **Content:** Days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and overall duration/break.
  - **How to Use:** You might be able to click on individual days to see detailed time logs.
- **My Tasks:**
  - **Purpose:** A condensed list of tasks specifically assigned to you.

  - **Content:** Columns for "Task Id", "Task", "Status", and "Due Date".
  - **Current Status:** "No record found." indicates no tasks are assigned yet.
- **Tickets:**
  - **Purpose:** A summary of support tickets relevant to you.
  - **Content:** Columns for "Ticket Id", "Ticket Subject", "Status", and "Requested On".
  - **Current Status:** "No record found." indicates no tickets are assigned or recently active for you.
- **My Calendar:**
  - **Purpose:** A personal calendar view integrated with your events and other scheduled activities.
  - **Content:** Displays the current week (e.g., "Jun 30 - Jul 6, 2025") and navigation arrows/buttons similar to the main Events module calendar.
  - **View Options:** Month, Week, Day, List.
  - **Current Status:** "No events to display" indicates no events are scheduled for the current period.
- **Birthdays:**
  - **Purpose:** Lists upcoming birthdays of colleagues or relevant contacts.
  - **Current Status:** "No record found." indicates no birthdays are recorded for the period.
- **Employee Appreciations:**
  - **Purpose:** Displays recognitions or appreciations received by or given to employees.
  - **Current Status:** "No record found." indicates no appreciations are recorded.
- **On Leave Today:**
  - **Purpose:** Shows which employees are currently on leave.
  - **Current Status:** "No record found." indicates no employees are on leave today.
- **On Work From Home Today:**
  - **Purpose:** Shows which employees are currently working from home.
  - **Current Status:** "No record found." indicates no employees are working from home today.
- **Today's Joinings & Work Anniversary:**
  - **Purpose:** Highlights new employee joinings and work anniversaries for the current day.
  - **Current Status:** "No record found." indicates no relevant events for today.
- **Notices:**
  - **Purpose:** Displays recent important announcements from the Notice Board.
  - **Current Status:** This area is blank, suggesting no notices are currently displayed or visible to you.
- **Notice Period Duration:**
  - **Purpose:** Shows information about ongoing notice periods (e.g., for departing employees).
  - **Current Status:** "No record found." indicates no relevant records.
- **Probation Date:**
  - **Purpose:** Displays information about probation periods for employees.
  - **Current Status:** "No record found." indicates no relevant records.
- **Internship Date:**
  - **Purpose:** Displays information about internship periods for employees.

    - **Current Status:** "No record found." indicates no relevant records.
- **Contract Date:**
    - **Purpose:** Displays information about contract end dates or durations.
    - **Current Status:** "No record found." indicates no relevant records.

Dashboard Navigation Options (Left Sidebar Sub-items):

- **Private Dashboard:** This is likely the default personalized dashboard view you are on.
- **Advanced Dashboard:** This might lead to a more detailed or analytical dashboard with additional reports and insights, possibly customizable for administrators.

Advance Dashboard

The "Advanced Dashboard" provides a more detailed, analytical view of key metrics across different aspects of your business. It's designed to give you a deeper insight into your operations.

Overview of Advanced Dashboard Tabs

The Advanced Dashboard is organized into several tabs, each focusing on a specific area of your business:

- **Overview:** Provides a high-level summary of key performance indicators.
- **Project:** Focuses on project-related metrics.
- **Client:** Displays client-centric data and performance.
- **HR:** Shows Human Resources and employee-related statistics.
- **Ticket:** Presents data related to your support tickets.
- **Finance:** Offers insights into your financial performance.

Each tab typically displays summary cards at the top with overall counts/totals, followed by more detailed widgets with charts or lists (even if they show "Not enough data" initially).

Common Features Across Tabs:

- **Date Range Filter:** At the top right, you'll see a date range selector (e.g., "01-06-2025 To 30-06-2025"). Click this to filter the data displayed on the dashboard for a specific period.
- **Settings Icon:** The gear icon near the date filter might allow for customization of the widgets displayed on the dashboard.
- **Refresh Icon:** The circular arrow icon is for refreshing the data.

Overview Tab

This tab provides a general summary of your business's overall health.

- **Total Clients:** Number of clients in the system.
- **Total Employees:** Number of employees.
- **Total Projects:** Number of projects.
- **Due Invoices:** Number of invoices that are overdue for payment.
- **Hours Logged:** Total work hours logged across the system.
- **Pending Tasks:** Number of tasks awaiting completion.

- **Today Attendance:** Daily attendance count (e.g., employees present out of total).
- **Unresolved Tickets:** Number of support tickets that are still open.
- **Income (Widget):** Likely displays graphs or data related to your income.
- **Timesheet (Widget):** Likely displays data related to employee timesheets.

Project Tab

This tab focuses specifically on project performance and status.

- **Total Projects:** Overall count of projects.
- **Overdue Projects:** Number of projects that have passed their deadline.
- **Hours Logged:** Total hours logged across all projects.
- **Status Wise Projects (Widget):** Likely displays a breakdown of projects by their status (e.g., pie chart).
- **Pending Milestone (Widget):** Lists upcoming or overdue project milestones.

Client Tab

This tab provides insights into your client base and deal performance.

- **Total Clients:** Total number of clients.
- **Total Leads:** Total number of leads generated.
- **Total Deals:** Total number of deals in the pipeline.
- **Deal Conversions:** Percentage of leads converted into deals.
- **Contracts Generated:** Number of contracts created.
- **Contracts Signed:** Number of contracts that have been signed.
- **Client Wise Earnings (Widget):** Shows earnings broken down by client.
- **Client Wise Timelogs (Widget):** Shows timelogs broken down by client.

HR Tab

This tab displays key metrics related to Human Resources and employee management.

- **Leaves Approved:** Number of employee leave requests that have been approved.
- **Employees:** Total and new employee counts.
- **Employee Exits:** Number of employees who have left the company.
- **Today Attendance:** Daily attendance overview.
- **Average Attendance:** Average attendance percentage.

- **Department Wise Employee (Widget):** Likely a breakdown of employees by department.
- **Designation Wise Employee (Widget):** Likely a breakdown of employees by their job designation.

Ticket Tab

This tab offers an overview of your support ticket system's performance.

- **Tickets:** A summary of unresolved and resolved tickets.
- **Total Unassigned Ticket:** Number of tickets awaiting assignment to an agent.
- **Type Wise Ticket (Widget):** Likely a breakdown of tickets by their type (e.g., Bug, Query).
- **Status Wise Ticket (Widget):** Likely a breakdown of tickets by their current status (e.g., Open, Closed, Pending).
- **Channel Wise Ticket (Widget):** Likely a breakdown of tickets by the channel they were submitted through (e.g., Email, Phone).
- **Open Tickets (Widget):** A detailed view or list of currently open tickets.

Finance Tab

This tab provides a summary of your financial data.

- **Information Note:** "The earnings are mentioned in your base currency. (RM)" clarifies the currency used for financial figures.
- **Invoices:** A summary of paid and due invoices.
- **Finance (Summary):** Total Expenses and Total Earnings.
- **Total Pending Amount:** The total amount from pending invoices or estimates.
- **Invoice Overview (Widget):** Likely provides a visual summary or trends for invoices.
- **Estimate Overview (Widget):** Likely provides a visual summary or trends for estimates.
- **Client Wise Earnings (Widget):** (Not fully visible, but likely similar to Client tab's widget).