

# 1 Employee Setup

This is the page for managing the employees in the organization. This page handles addition of new employees as well as updating data of existing employees.

## 1.1 Add New Employee

Once loaded, the page will be automatically in **Add New Employee** mode. New employees can be added to the application when in this mode.

The screenshot shows the 'Add New Employee' form in the Studio Pulse application. The form is organized into several sections:

- Header:** 'Studio Pulse' logo on the left, a user profile picture on the right, and navigation buttons 'Return', 'New', and 'Save'.
- Search:** A search bar labeled 'Search Employee' with a dropdown arrow.
- Form Fields:**
  - Personal Information:** First Name (Joseph), Middle Name (T), Last Name (Flores), SSN (343-09-8888), Gender (Male), Date of Birth (08/23/1982).
  - Address:** A text area containing 'Address: 2993 Patterson Fork Road, Lombard, 60148, Florida, United States' and 'Contact: JosephTFlores@rhyta.com, 312-671-3204'.
  - Employment Details:** Reports To (Christopher), Login Email (JosephTFlores@rhyta.com), Date of hire (05/01/2014), Location (Main Studio - SD), Job function (Accounts), US Citizen (YES), Active (YES), Pay Frequency (Bi-Weekly).
  - Benefits:** A section with a red star icon, containing '2500', 'Salaried', and '05/01/2014'.
  - Designation:** Accounts Manager.
  - About:** Incharge of studio accounts.

### 1.1.1 Mandatory Fields

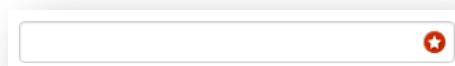
- First Name
- Last Name
- Login Email
- Pay Frequency

### 1.1.2 Preloaded Fields

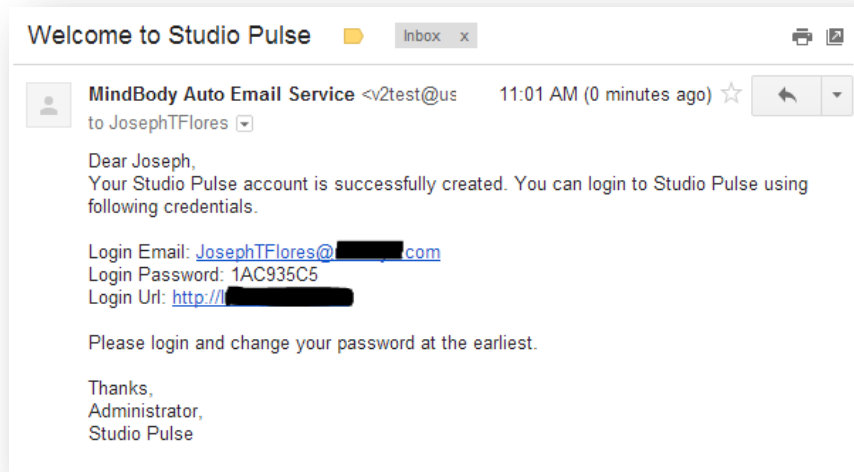
- Gender
- Reports To

All other fields are optional.

Mandatory fields can be identified by the **Red Star** inside the textbox

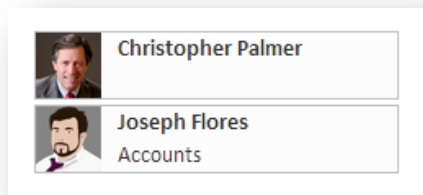


Once an employee is added a user login account will be also created and login details will be sent to the employee's registered email id.



## 1.2 Edit Employee

A user can be edited by clicking on a user tile. The form will be automatically converted to **Edit** mode



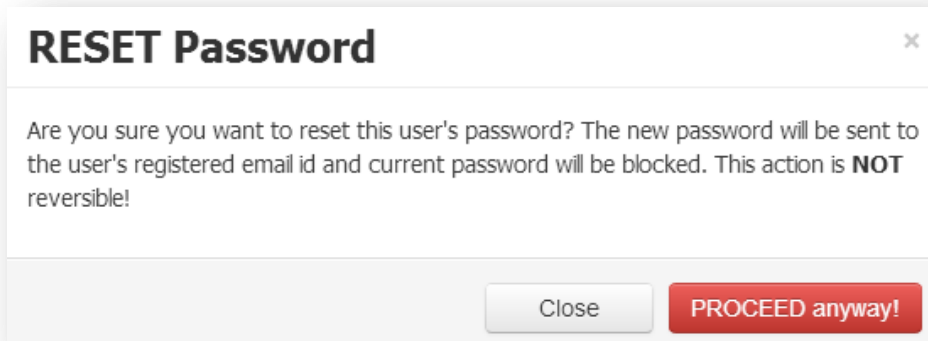
After making necessary changes, click on save button to save the changes made.

## 1.3 Reset Password

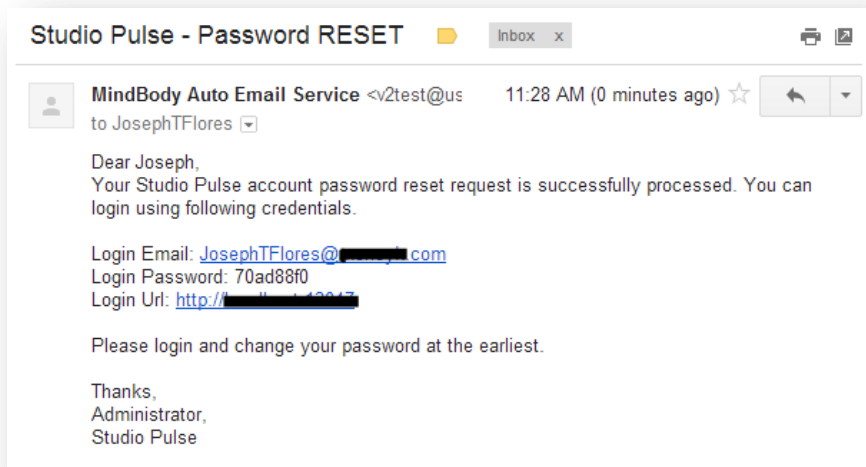
Administrator can replace the current password with a computer generated password by clicking on **Reset Password** button. The new password will be intimated to the employee by an email.



Once the password is reset the employee won't be able to login again with the old password. So a confirmation message will be asked before resetting the password.



After resetting the password, a new computer generated password will be sent to the employee's registered email address.



#### 1.4 Return

A **Return** button is provided at the top right corner of the page. Clicking on this button will lead the user to the previous page. 

#### 1.5 New

Clicking on **New** button will change the mode to **Add New Employee**. 