



How To Add
USER

- 🏠 Dashboard
- 📄 Download Section
- 👤 Organization
- 👥 Customer
- 🏢 Company
- 📅 Tasks
- ✍️ Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)
- ⚖️ Company Law
- 🤖 Robot
- 👤 **Human Resource**
- 📋 Activities
- 📊 Reports
- 📁 File Manager
- 📄 Delivery Challan
- 📞 Communication

Human Resource

You Can Also Use Shortcut For The Same By Clicking + Icon Showing Here

Wednesday 16th August - 2023, Time 6:28:16 PM

🔄 Clock In

Departments	Users	Apply & Track Your Leave	Marketing & Lead
Departments	User	Leave Management	Leads
Attendance	Announcement		
Time History	Announcement		
Time Change Request			
Attendance Report			

Step 1

To Add New User "Select" the same Tab in Human Resource' Section Showing Below



DEEPAK AMARSHI VARIYA

Last Login: 16-08-2023 5:08 PM

Online

- Dashboard
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- Activities

User

Wednesday 16th August - 2023, Time: 6:31:47 PM

[Clock In](#)

Filter

User List

Show 10 entries

Search:

Photo	Name	Email	User Type	Department	Status	Created Date	Last Login Time	Action
	DEEPAK AMARSHI VARIYA	accounts@davandco.com	Admin	Account Department	Active	16/08/2023 17:08	16-08-2023 17:08:43	
	RONAK SHAH	csdav.test2@gmail.com	Admin	CS Department	Active	16/08/2023 12:12	16-08-2023 12:12:11	
	PIYUSH CHHAGANBHAI KALSARIYA	csdav.test3@gmail.com	Admin	CS Department	Active	16/08/2023 10:49	16-08-2023 10:49:45	
	KRISHNA VIJAY PATHAK	csdav.test20@gmail.com	Staff	CS Department	Active	16/08/2023 09:39	16-08-2023 09:39:19	
	SAYALI PADVEKAR	csdav.test6@gmail.com	Staff	CS Department	DeActive	08/08/2023 10:35	04-08-2023 18:45:38	
	SANJANA PATIL	csdav.test7@gmail.com	Staff	CS Department	DeActive	07/08/2023 15:13	04-07-2023 09:22:23	
	SHIVANI PATIL	csdav.test4@gmail.com	Staff	CS Department	Active	16/08/2023 10:19	16-08-2023 10:19:14	
	CA TEAM	csdav.test14@gmail.com	Staff	CA Department	Active	21/07/2022 17:03	30-11--0001 00:00:00	
	AJAY KULE	csdav.test15@gmail.com	Staff	CS Department	Active	16/08/2023 10:17	16-08-2023 10:17:02	
	NEIL THAKAR	csdav.test16@gmail.com	Staff	Account Department	DeActive	07/08/2023 15:14	17-07-2023 19:09:48	

Showing 1 to 10 of 24 entries

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

Step 2

NOW "CLICK" ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM



DEEPAK VARIYA

Last Login: 07-04-2023 1:53 AM

Online

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Human Recourse
- Departments
- User
- Leave Management

User

Friday 7th April - 2023, Time 2:50:49 AM

[Clock Out](#)

User List Add User

Full Name *

ABCD

Password *

Strong!

Confirm Password *

Profile Photo

Remove

Email *

anupalanonline@gmail.com

Mobile *

+919876543210

Phone

e.g

Skype id

e.g

User Type *

Staff

Department *

ABCD

Designation *

MANAGER

Is he/she Department head?

No

You Can Switch It By Choice YES OR No

After Completing The Form
Press On Create User Button

Create User

Cancel



DEEPAK VARIYA

Last Login: 07-04-2023 1:53 AM

Online

- Dashboard
- Download Section
- Organization
- Customer
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- Tasks
- Digital Signature
- Expense >
- Items
- Sales >
- Purchase >
- Auto Bank Reconciliation (ABR)
- Company Law >
- Human Recourse ▾
- Departments
- User
- Leave Management

User

Friday 7th April - 2023, Time 3:11:44 AM

[← Clock Out](#)

Filter

+

User List

⚙

Show 10 entries

Search:

Photo	Name	Email	User Type	Department	Status	Created Date	Last Login Time	Action
	DEEPAK VARIYA	anupalanlimited@gmail.com	Admin	Account Department	Active	07/04/2023 01:53	07-04-2023 01:53:50	
	ABCD	anupalanonline@gmail.com	Staff	ABCD	Active	07/04/2023 03:11	30-11--0001 00:00:00	

Showing 1 to 2 of 2 entries

Previous

Next

Here You'll Get 2 Options
Edit Or Delete

Great.. You've Successfully Completed The Session See You In Next Slide..



DEEPAK AMARSHI VARIYA

Last Login: 16-08-2023 5:08 PM

Online

🔍 Search in menu...

🏠 Dashboard

📄 Download Section

👤 Organization

👥 Customer

🏢 Company

📅 Tasks

🖋️ Digital Signature

💰 Expense

📦 Items

🛒 Sales

🛒 Purchase

🏦 Auto Bank
Reconciliation (ABR)

📄 Company Law

🤖 Robot

👤 Human Resource

📅 Activities

User

Wednesday 16th August - 2023, Time 6:34:25 PM

🕒 Clock In



DEEPAK AMARSHI VARIYA

Account Department ⇒ Admin

479:20:47

Company Hours

51:45:59

Tasks Hours

7 : 17 m

This month Working Hours

135 : 55 m

Working Hours

Basic Details

Bank Details

Documents Details

Tasks

Company

Update Profile

DEEPAK AMARSHI VARIYA



Full Name : DEEPAK AMARSHI VARIYA

Password : [Reset Password](#)

Joining Date: 01-07-2022

Gender: Male

Date Of Birth: 22-07-2022

Maratial Status: Married

Fathers Name: AMARSHI VARIYA

Mothers Name: Kamla VARIYA

Email : accounts@davandco.com

Phone : 9930319777

Mobile : 9930319776

Skype id :

Present Address :

Trial Plan Start Date :

Trial Plan Expired Date :

Plan Start Date : 14-06-2022

Plan Expired Date : 14-06-2023

**Fill-up The Necessary
Details, Bank Details,
& Kyc Of Respective Users**