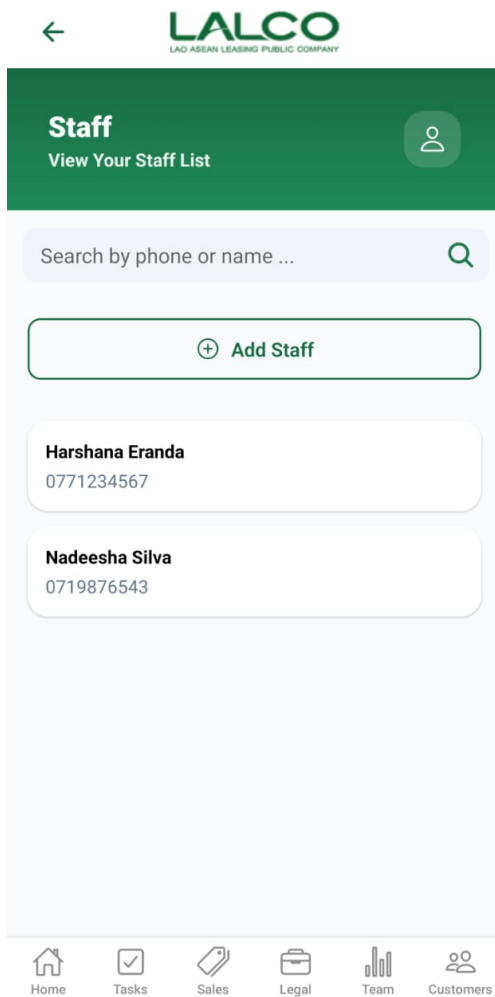


# Staff Screen



The **Staff Screen** allows users to view and manage all staff members in the system. It provides a searchable list of staff and an option to add new users.

---

## Header Section

### Page Title

**Staff**

---

# Description

View Your Staff List

---

# Search Function

## Search Bar

Search by phone or name

Allows users to search staff by:

- Name
  - Phone number
- 

# Add Staff

## Add Staff Button

+ Add Staff

Allows users to create a new staff account.

---

# Staff List

Each item represents a staff member.

# Example:

Harshana Eranda  
0771234567

---

## Information Displayed

Each record shows:

- **Staff Name**
  - **Phone Number**
- 

# How to Use

## View Staff

1. Open the **Staff section**
  2. Browse or search staff members
- 

## Add New Staff

1. Tap **Add Staff**
  2. Fill in required details
  3. Tap **Save User**
- 
- 

# Add New User Screen

Phone \*

Enter phone number

Email

Enter email (optional)

Family Book \*

Enter Family Book

Birth Date

Mar 20, 2026

ROLE & DEPARTMENT

Role \*

Select roles...

Department \*

Select departments...

ADDRESS

Address Unit \*

Enter address unit

Province

Select Province

City

Select City

Village

Select Village

Password \*

Min 8 chars, 1 uppercase, 1 number

Confirm Password \*

Re-enter password

Save User

Home Tasks Sales Legal Team Customers

The **Add New User Screen** allows administrators to create new staff accounts

by entering personal, role, and address details.

---

# Personal Information

- **Name** → Full name of staff
- **Phone** → Contact number
- **Email** → Optional email address
- **Family Book** → Additional identification
- **Birth Date** → Date of birth

---

# Role & Department

- **Role** → Select user role
  - **Department** → Select department
- 

# Address

- **Address Unit** → Street or unit
  - **Province** → Select province
  - **City** → Select city
  - **Village** → Select village
- 

# Security

- **Password** → Minimum 8 characters (with uppercase & number)
  - **Confirm Password** → Re-enter password
- 

# Actions

## Save User

Creates the new staff account after validation.

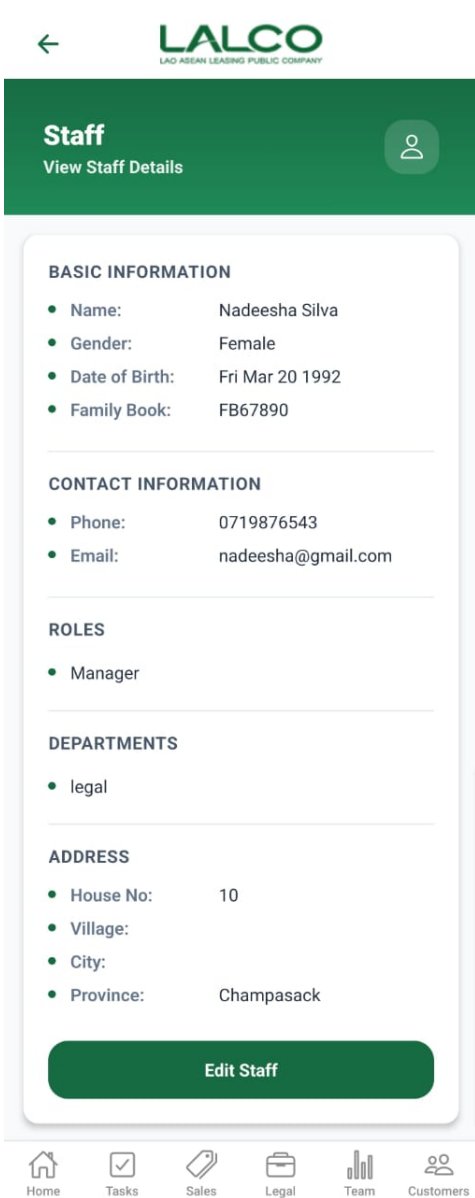
---

# Navigation

Menu → Staff → Add Staff → Save User

---

# Staff Details Screen



# Header Section

## Page Title

Staff

## Description

View Staff Details

# Basic Information

Displays personal details of the staff member:

- **Name** → Full name of the staff member
  - **Gender** → Male or Female
  - **Date of Birth** → Staff member's birth date
  - **Family Book** → Official identification/reference number
- 

# Contact Information

- **Phone** → Contact number
  - **Email** → Email address
- 

# Roles

Shows the role assigned to the staff member.

Example:

- Manager
- 

# Departments

Displays the department the staff belongs to.

Example:

- Legal
-

# Address

- **House No** → House number
  - **Village** → Village name
  - **City** → City name
  - **Province** → Province
- 

# Actions

## Edit Staff

Allows users to update or modify staff information.

---

# How to Use

## View Staff Details

1. Open the **Staff section**
  2. Select a staff member
  3. View all details
- 

## Edit Staff

1. Tap **Edit Staff**
  2. Update required fields
  3. Save changes
- 
-

# Edit User Screen

← **LALCO**  
LAD AHEAD LEADING PUBLIC COMPANY

## Add New User

Create a new user account

**PERSONAL INFORMATION**

Name \*  
Nadeesha Silva

Phone \*  
0719876543

Email  
nadeesha@gmail.com

Family Book\*  
FB67890

Birth Date  
Mar 20, 1992

**ROLE & DEPARTMENT**

Role \*  
Manager

Department \*  
legal

**ADDRESS**

Address Unit \*  
Enter address unit

Province  
Champasack

City  
Select City

Village  
Select Village

**Save User**

**SECURITY**

Reset Password

Home Tasks Sales Legal Team Customers

The Edit **New User Screen** allows administrators to create a new staff account by entering personal, role, and address details.

---

# Personal Information

- **Name** → Staff full name
  - **Phone** → Contact number
  - **Email** → Email address
  - **Family Book** → Identification number
  - **Birth Date** → Date of birth
- 

# Role & Department

- **Role** → Select staff role (e.g., Manager)
  - **Department** → Select department (e.g., Legal)
- 

# Address

- **Address Unit** → House or unit number
  - **Province** → Select province
  - **City** → Select city
  - **Village** → Select village
- 

# Actions

## Save User

Creates the new staff account after entering all required details.

---

# Security

## Reset Password

Option to reset or assign a password for the user.

---

# How to Use

## Add New User

1. Open **Edit Staff**
2. Enter all required information
3. Select role and department
4. Fill address details
5. Tap **Save User**

---

Revision #1

Created 19 March 2026 11:24:04 by Nawoda Dissanayake

Updated 23 March 2026 04:12:57 by Nawoda Dissanayake