

# Staff



The staff page in a loan management system is primarily used for creating new staff accounts within the system. This allows you to grant access to authorized personnel who will be involved in managing loans.

Here's a breakdown of its purpose:

- **New Staff Accounts:** The staff page provides a central location to add new staff members to the system. This ensures they have the necessary permissions to perform their loan management tasks.
- **Security and Access Control:** By creating individual accounts, the system can restrict access to sensitive loan data based on user roles and permissions. This helps maintain data security and compliance.

## Functionalities

- List All Staff
- Edit existed staff details
- Import/Export staff data

- Set Access to individual staff

## Add Staff Page

There are few fields to create a staff/user.

1. Staff No
2. First Name
3. Last Name
4. First Name (Lao)
5. Last Name (Lao)
6. Nickname
7. Date of Birth - date field
8. Gender - dropdown
9. Marital Status - dropdown
10. Country
11. Province
12. City
13. Village
14. Contact Info
15. Profile Image
16. Payment Team
17. Email
18. Password
19. Role
  - There are 3 roles, fields are change according to the role
    - Staff - Mentor, Manager, Department
    - Manager - Mentor, Department
    - Admin - Mentor
  - User Bank Details - Bank Account Number, Bank Account Name, Currency
  - User Status Details - User Status, Date

## Staff List Page

- Here, user can see the existing user details.
- There is a options to Import and export bulk staffs.
- Can be able to edit existing user details.
- Can be able to activate and deactivate the users.

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