

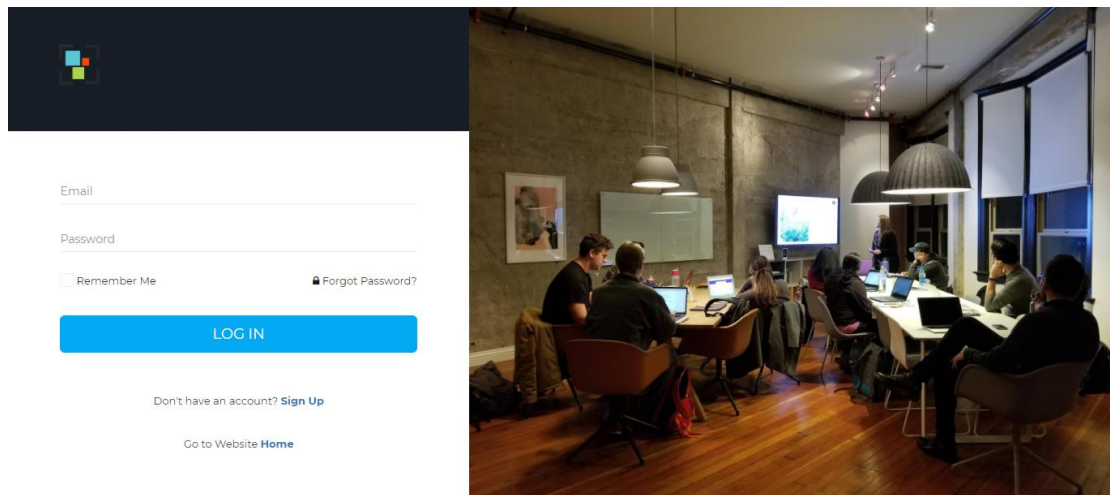
Collaborate,manage projects,create leads and tasks, reach new productivity peaks - accomplish it all with Keva.

KEVA SOFTWARE USER GUIDE:

A Step-by-Step Guide to Project Management Keva software - Employee Panel

LOGIN:

Login with your registered email and password.If you're a new user click on the 'sign up' option, present below the login option of the login panel.



SIGNUP:

The signup panel appears as the attached screenshot:
Register with the company name,address and password.

KEVA SOFTWARE Home Features Pricing Contact Login **Get Started**

SIGN UP

Company Name

Your Email Address

Password

Confirm Password

Sign Up

DASHBOARD:

Dashboard displays an overview of what is happening in the software, including tasks, projects and many more.

Dashboard

Start Timer

Total Projects 0

Hours Logged 0 hrs

Pending Tasks 0

Completed Tasks 0

ATTENDANCE

CLOCK IN

CLOCK IN IP

27.4.140.144

Working From

Clock In

OVERDUE TASKS

No open tasks.

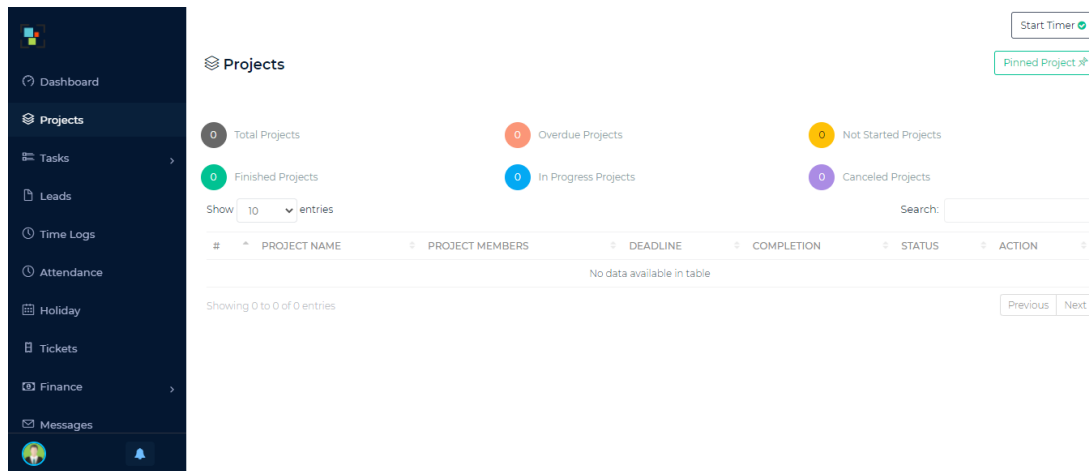
PROJECTS:

On the left side of the Keva application panel, is the 'Projects' tab. To get started, simply click on this tab.

The project dashboard displays Total,Overdue,Not started,Finished,In-progress and Canceled projects.

The project details-Project name,Members,Deadline,Completion and status is also displayed. User can view and edit the details of the project by clicking on 'Action'.

User can also search for particular project in the project dashboard.

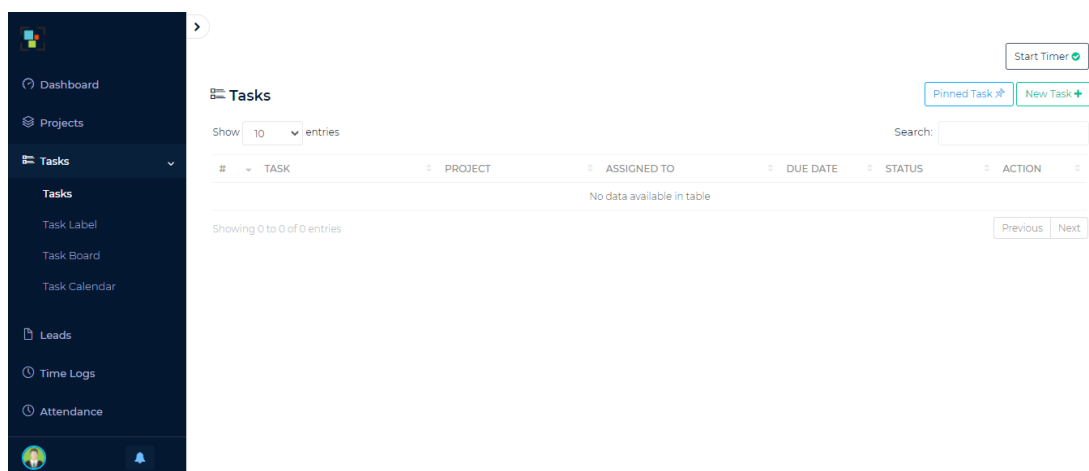


TASKS:

The task panel ,present below the projects panel has the following sub-panels where various tasks can be added and performed.

- i. Tasks
- ii. Task Label
- iii. Task Board
- iv. Task Calendar

Tasks



Task details such as the project,assigned to,due date,status is displayed in the tasks dashboard. Create a task - Click on the 'New task' tab on the upper right in the tasks panel. On-clicking ,the following panel will appear.

Fill out all the details like Project Name,Task Category,Title,Description and click save present below.

Dashboard

Projects

Tasks

Tasks

Task Label

Task Board

Task Calendar

Leads

Time Logs

Attendance

Tasks

NEW TASK

Project

--

Task Category

No task category added.

Title *

Description

B

I

U

13

Task Label

Dashboard

Projects

Tasks

Tasks

Task Label

Task Board

Task Calendar

Leads

Time Logs

Attendance

Task Label

Start Timer

Create Label

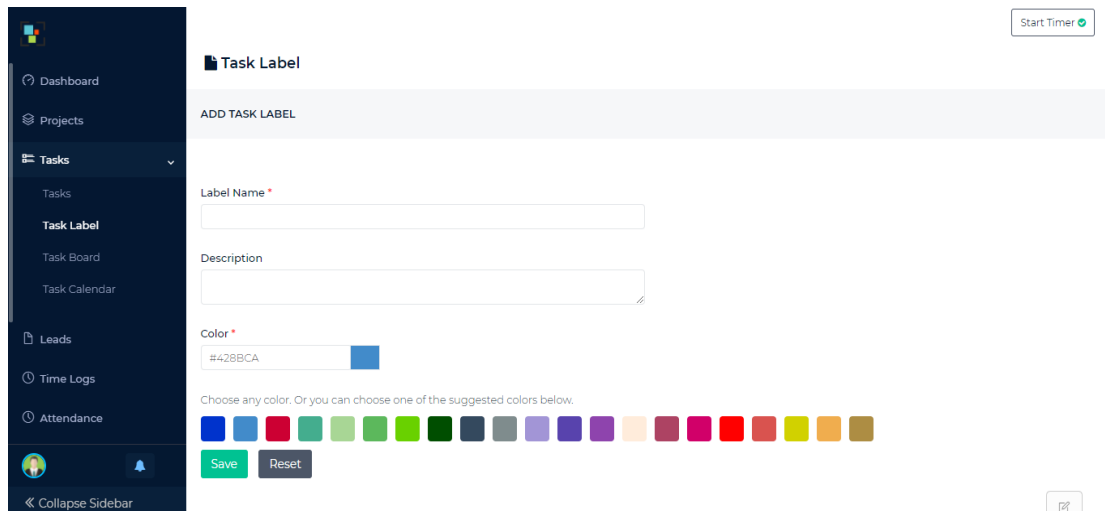
#	LABEL NAME	DESCRIPTION	ACTION
No data available in table			

On-clicking the sub-panel Task Label the following panel appears.

Create Label-The user can create Label by clicking on the 'Create Label' tab present on the upper right corner.

The task label is created after filling up the mandatory fields like Label Name,Description,Colour and by clicking on the save button.

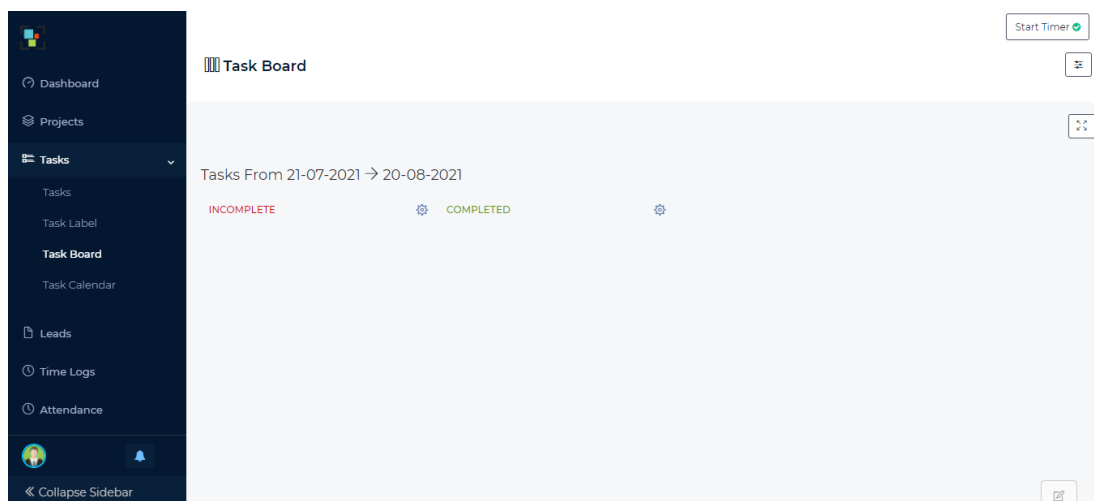
The user can also view the created label in the Task Label Dashboard



Task Board

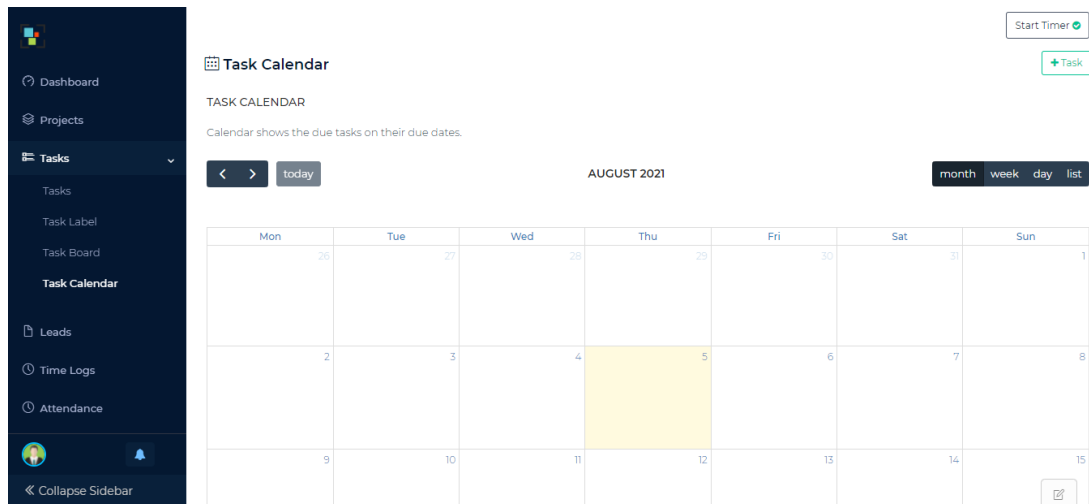
Upon clicking the sub-panel Task board from the left side of the Keva software ,the user can view the Task Board panel

The tasks that are completed and yet to be completed can be viewed in the Task board panel.



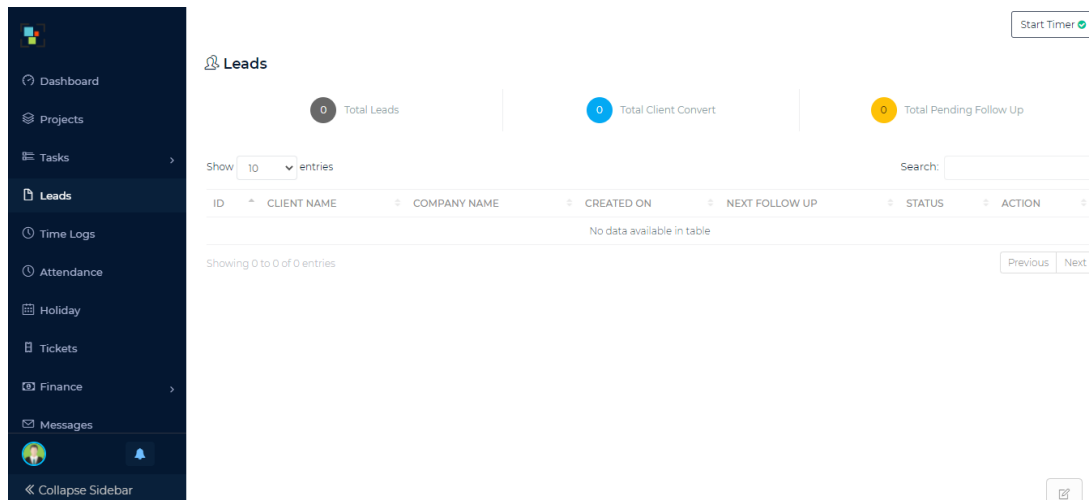
The user can view the upcoming tasks that are assigned by clicking on the Task Calendar sub-panel.

Creation of tasks to be marked on the calendar is also possible by clicking on the 'Task' bar on the upper-right corner of the panel.

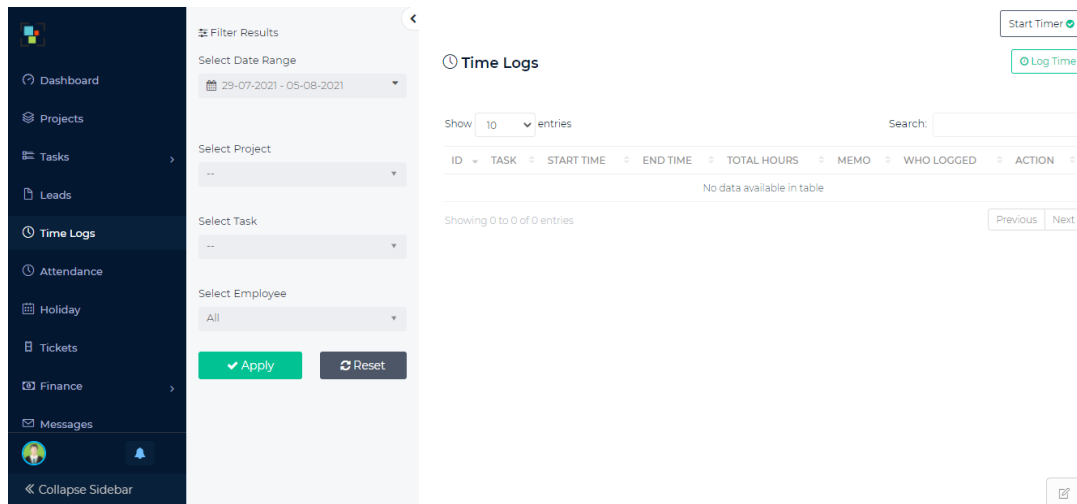


LEADS:

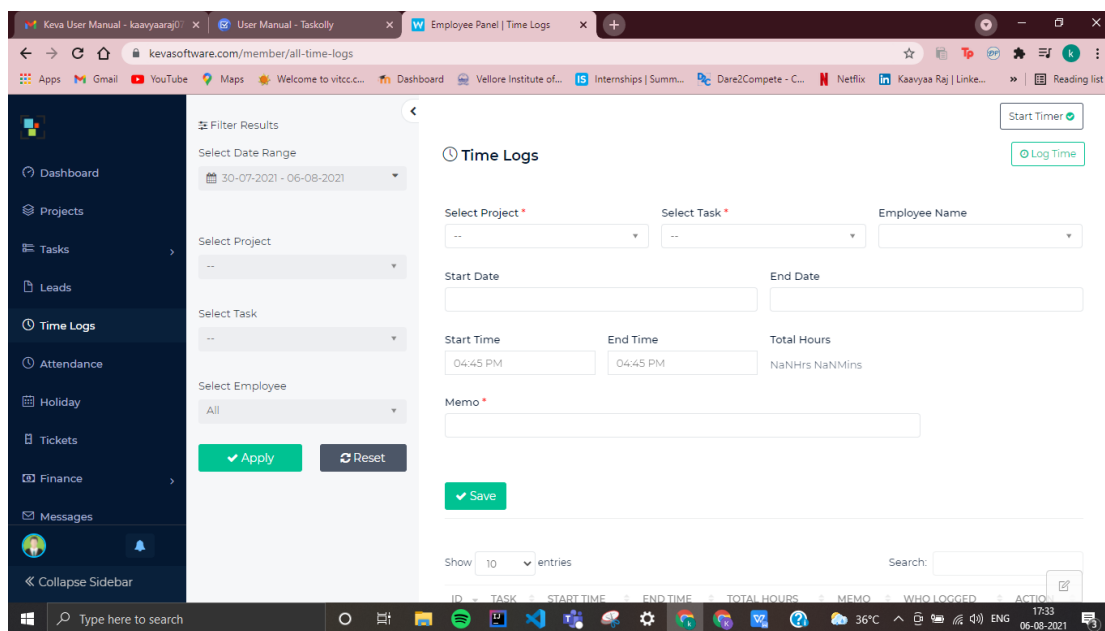
On-clicking upon the 'Leads' panel below the tasks panel,
Total Lead, Total client Convert, Total pending follow up can be viewed in the Dashboard.



TIME LOGS:



User can also create a time log by clicking on the 'Log time' bar on the upper-right corner of the time logs panel. The following panel shows up, after filling out the details and clicking 'save', the time log created would be displayed.

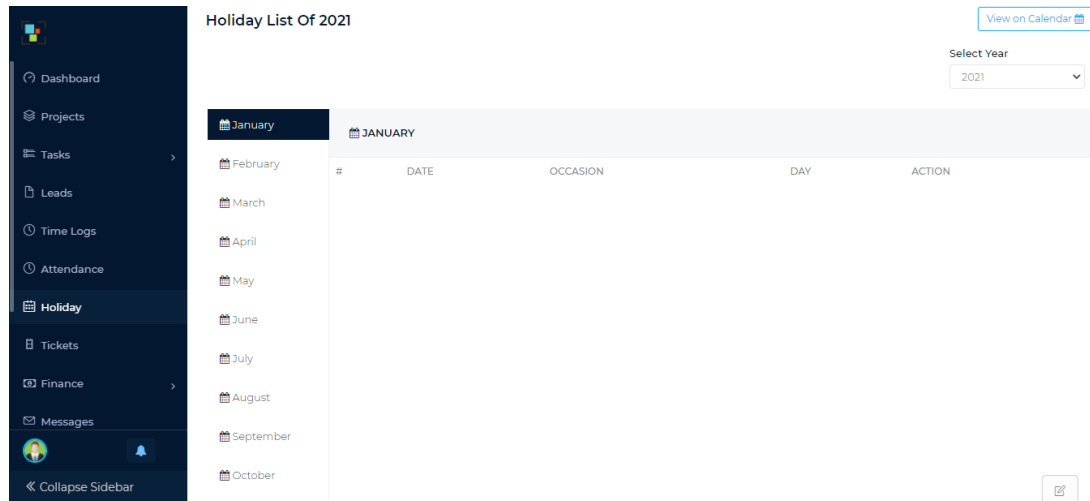


ATTENDANCE:

The attendance of the user whether absent or present is displayed in this pane, present below the 'time logs' panel. User can select the date range and the particular attendance data gets displayed along with Total Working days, days present, days late, Half day, Days absent and days present.

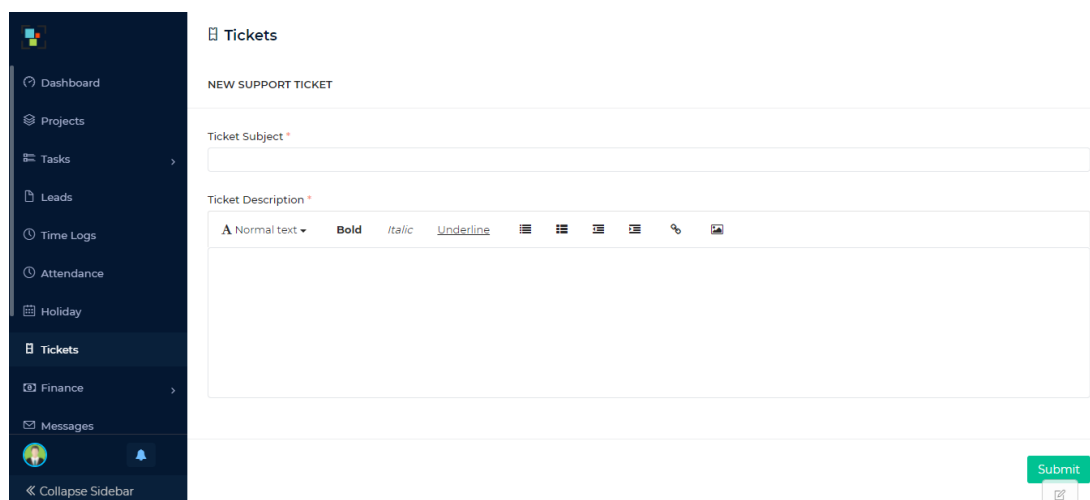
HOLIDAY:

The user can view the holiday list of the present year by clicking on the sub-panel Holiday List



TICKETS:

The user can view the tickets in the ticket dashboard and can also create new tickets by clicking on the 'New ticket' tab present on the upper right corner. The following panel appears:



EXPENSES:

The screenshot displays the 'Expenses' section of a software application. On the left is a dark sidebar with navigation links: Dashboard, Projects, Tasks, Leads, Time Logs, Attendance, Holiday, Tickets, Finance (expanded), and Expenses. The main content area is titled 'Expenses' and includes a 'Start Timer' button, an 'Add Expense +' button, and a search bar. Below these is a table with columns: ID, PROJECT, ITEM NAME, PRICE, PURCHASE DATE, STATUS, and ACTION. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons for 'Previous' and 'Next' are at the bottom right of the table area.

Add a expense-Click on the 'add expense' tab,the following panel shows up ,fill out the details and click save to create the desired expense.

This screenshot shows the 'ADD EXPENSE' form within the 'Expenses' section. The form contains the following fields: 'Project' (a dropdown menu with 'Select Project...' as the placeholder), 'Currency' (a dropdown menu with 'Dollars - (\$)' as the placeholder), 'Item Name *' (a required text input field), 'Price *' (a required text input field), 'Purchased From' (a text input field), and 'Purchase Date *' (a required date input field). A 'Save' button is located at the bottom right of the form.

EXPENSES RECURRING:

Add recurring expense-Click on the 'add recurring expense' tab,the following panel shows up ,fill out the details and click save to create the desired recurring expense.

User can also export the data in terms of CSV of excel files.

Dashboard

Projects

Tasks

Leads

Time Logs

Attendance

Holiday

Tickets

Finance

Expenses

Expenses Recurring

ADD EXPENSE

Item Name *

Expense Category

No project category added.

Description

B

I

U

S

13

Choose Member

Project

Admin

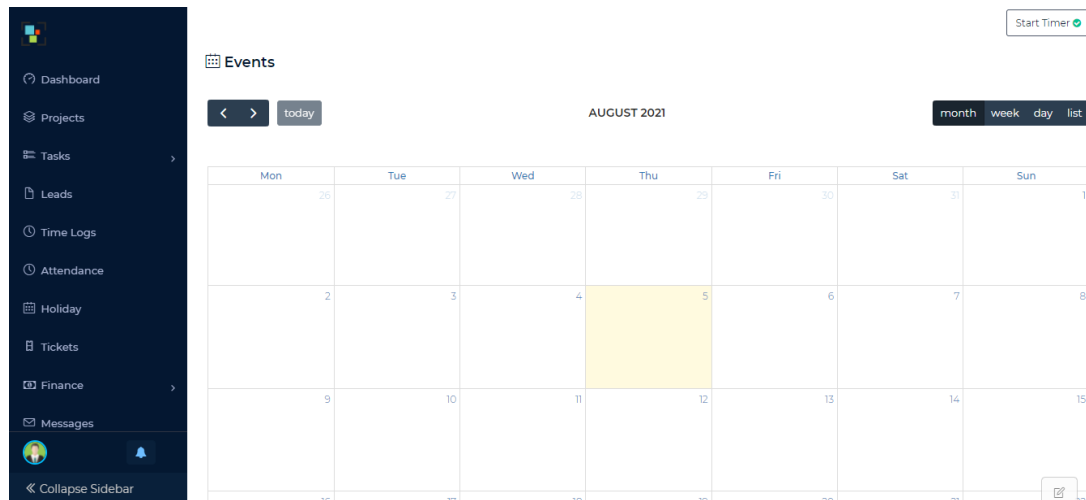
Select Project

MESSAGES:

To engage with other users via message, the user will simply click on the 'Message' panel on the left side of the software below Finance.

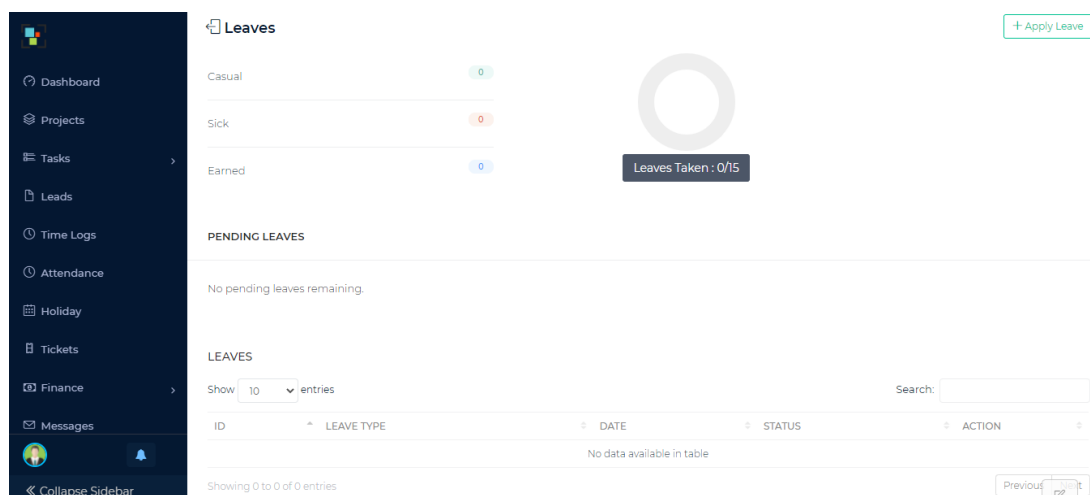
On-clicking 'Start conversation' ,user can send message to the desired co-user.(Documents can also be attached)

EVENTS:



LEAVES:

Leaves taken by the user are displayed in the panel.



The user(Employee) can apply for leave by clicking on 'Apply Leave' tab and by providing the Leave type, Duration, Date and the reason for absence.

Leaves

ASSIGN LEAVE

Leave Type
Casual

Select Duration
☒ Single ☐ Multiple ☐ Half Day

Date

Reason for absence

Save

Start Timer

NOTICE BOARD:

The notices posted by admin can be viewed in the 'Notice Board' panel.

Notice Board

Filter Results

Select Date Range

Apply Reset

Show 10 entries

Search:

ID	NOTICE	DATE	ACTION
No data available in table			

Showing 0 to 0 of 0 entries

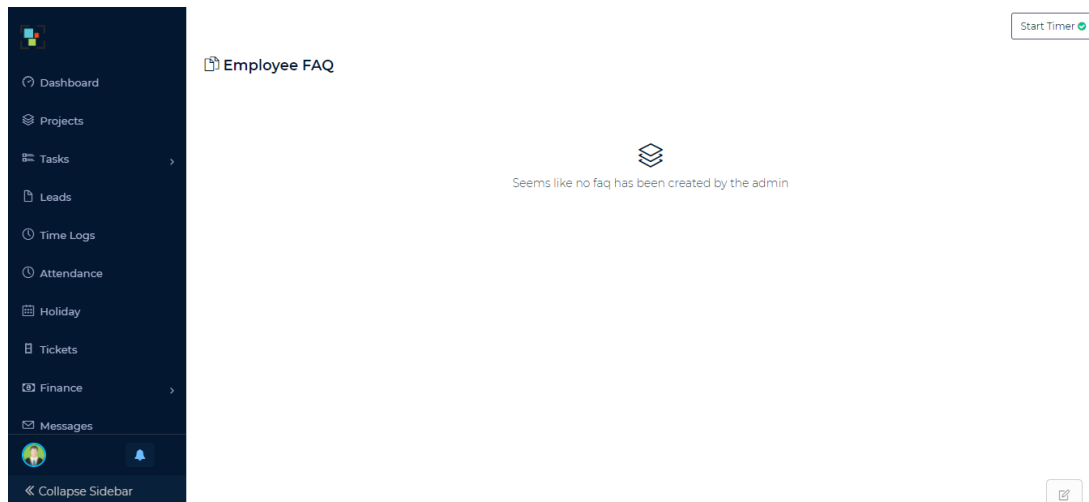
Previous Next

Save

Start Timer

EMPLOYEE FAQ:

The user (Employee) can view the Frequently asked Questions created by the admin by clicking on the 'Employee FAQ panel' present below Notice Board.



KEVA SOFTWARE