

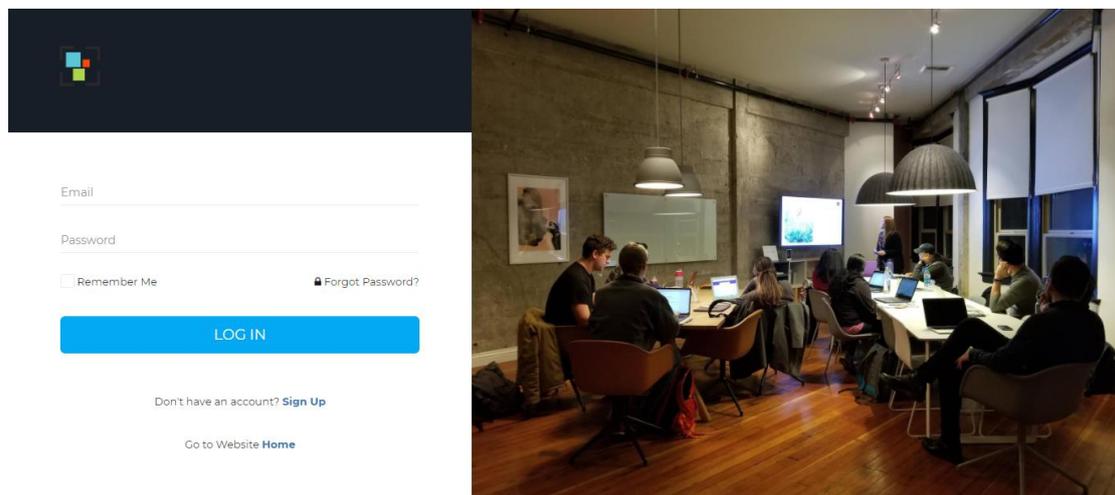
Collaborate,manage projects,create leads and tasks, reach new productivity peaks - accomplish it all with Keva.

## **KEVA SOFTWARE USER GUIDE:**

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

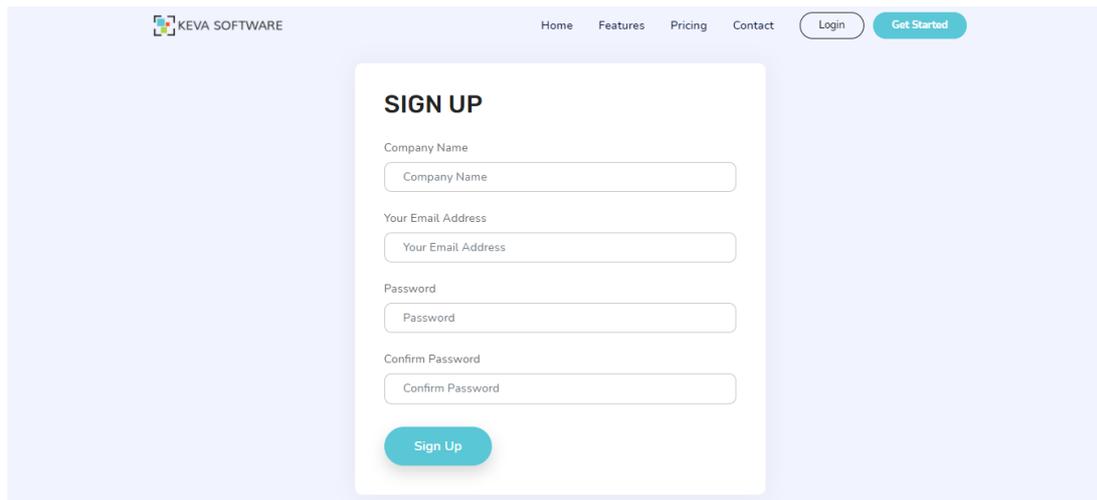
### **LOGIN:**

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.



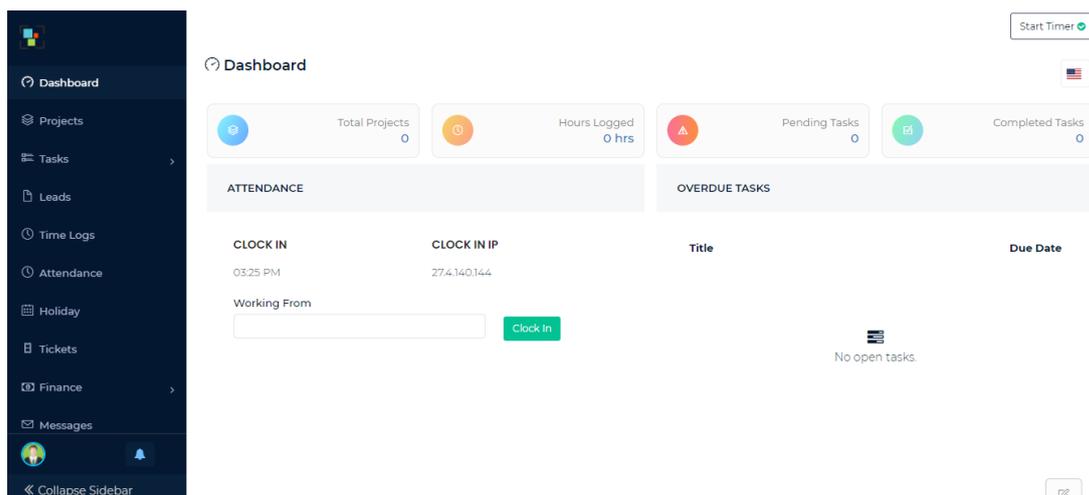
### **SIGNUP:**

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



## DASHBOARD:

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



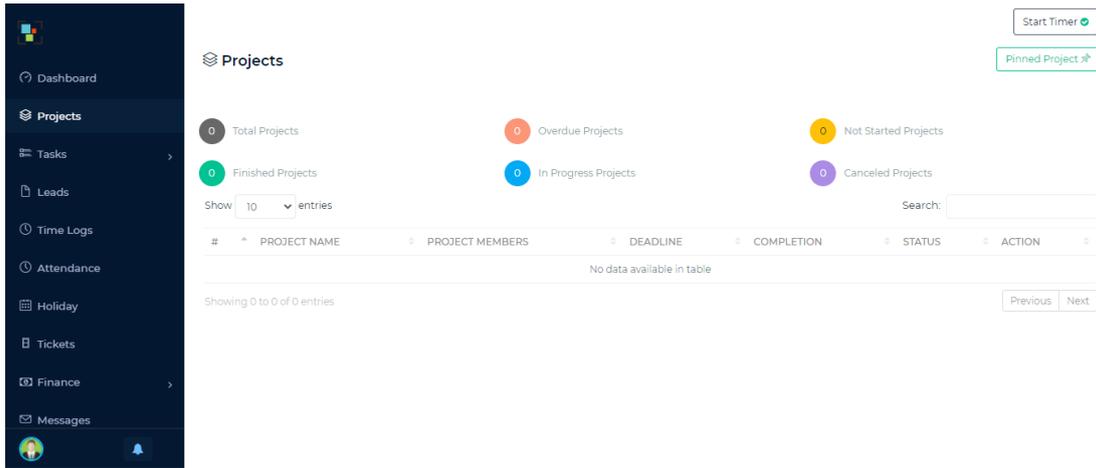
## PROJECTS:

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.

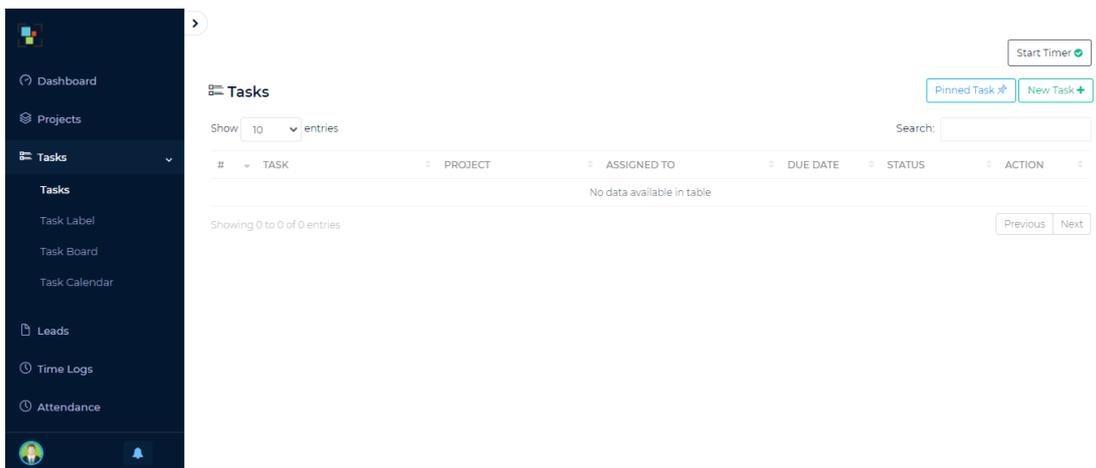


## TASKS:

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

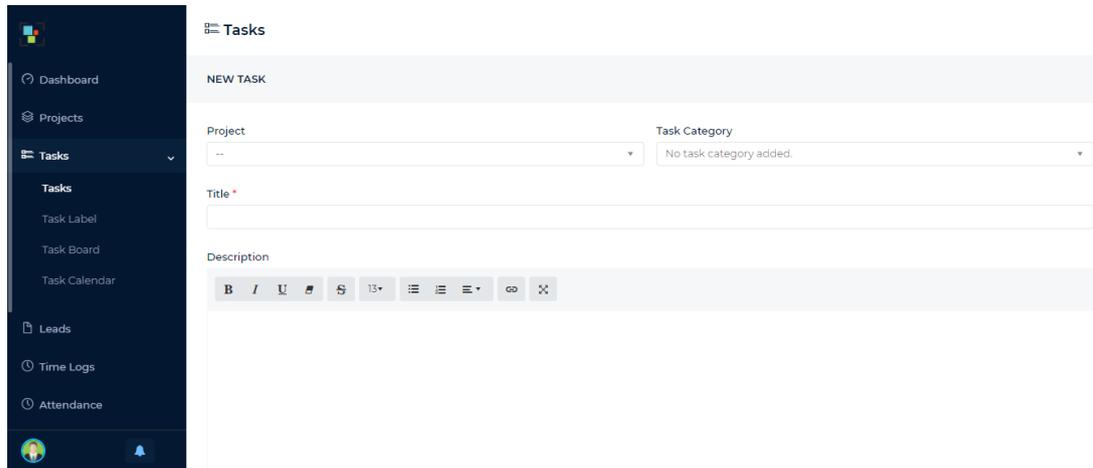
- i. Tasks
- ii. Task Label
- iii. Task Board
- iv. Task Calendar

## Tasks



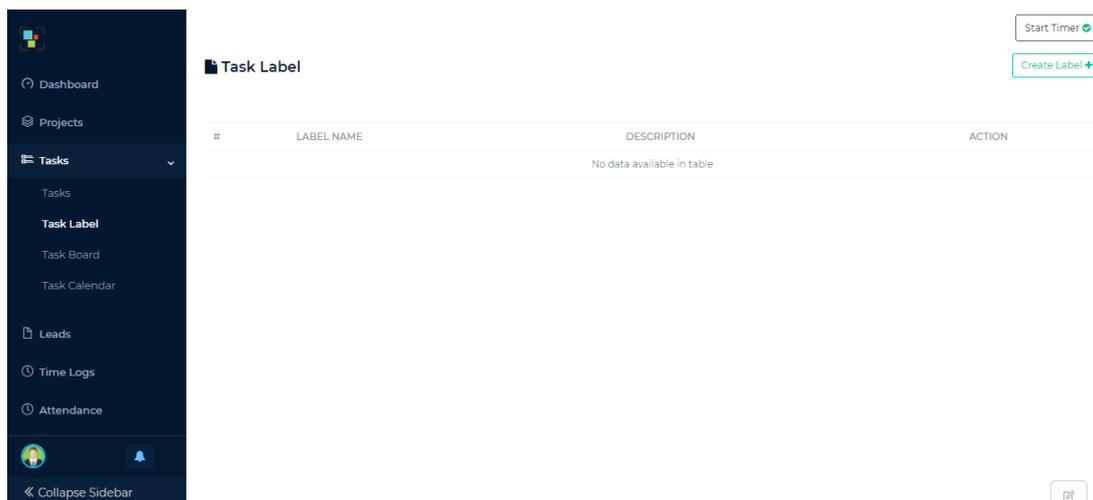
Task details such as the project,assigned to,due date,status is displayed in the tasks dashboard. Create a task - Click on the 'New task' tab on the upper right in the tasks panel. On-clicking ,the following panel will appear.

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



The screenshot shows a 'NEW TASK' form. On the left is a dark sidebar with navigation options: Dashboard, Projects, Tasks (selected), Task Label, Task Board, Task Calendar, Leads, Time Logs, and Attendance. The main content area is titled 'Tasks' and contains a 'NEW TASK' section. It has two dropdown menus: 'Project' (with a double dash) and 'Task Category' (with the text 'No task category added.'). Below these is a 'Title' field with a red asterisk. The 'Description' field is a large text area with a rich text editor toolbar above it, including icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and outdent.

## Task Label



The screenshot shows the 'Task Label' dashboard. The sidebar is the same as in the previous image. The main content area is titled 'Task Label' and features two buttons in the top right: 'Start Timer' and 'Create Label'. Below the buttons is a table with the following structure:

#	LABEL NAME	DESCRIPTION	ACTION
No data available in table			

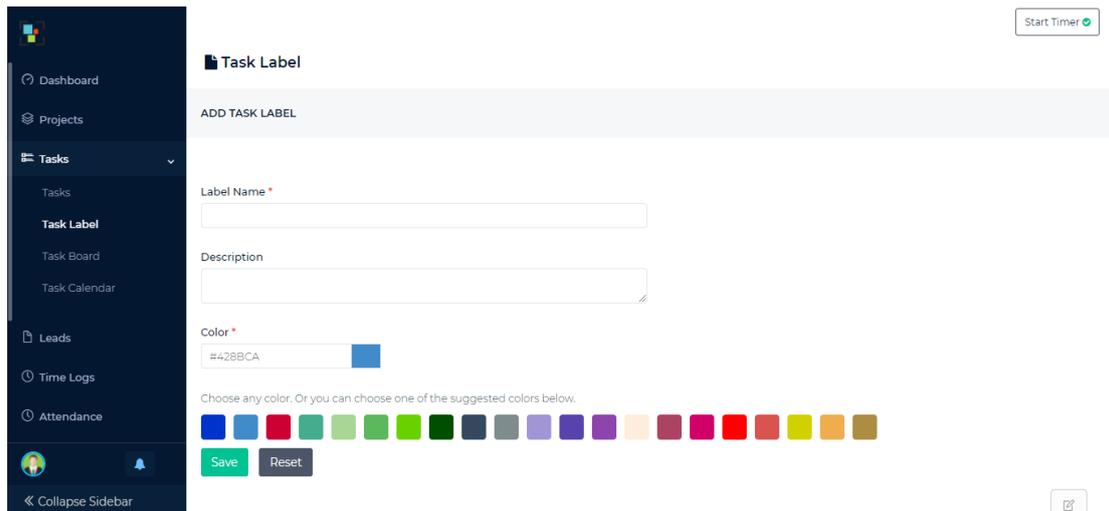
At the bottom left of the sidebar, there is a 'Collapse Sidebar' button. At the bottom right of the main content area, there is a small icon of a document with a plus sign.

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.

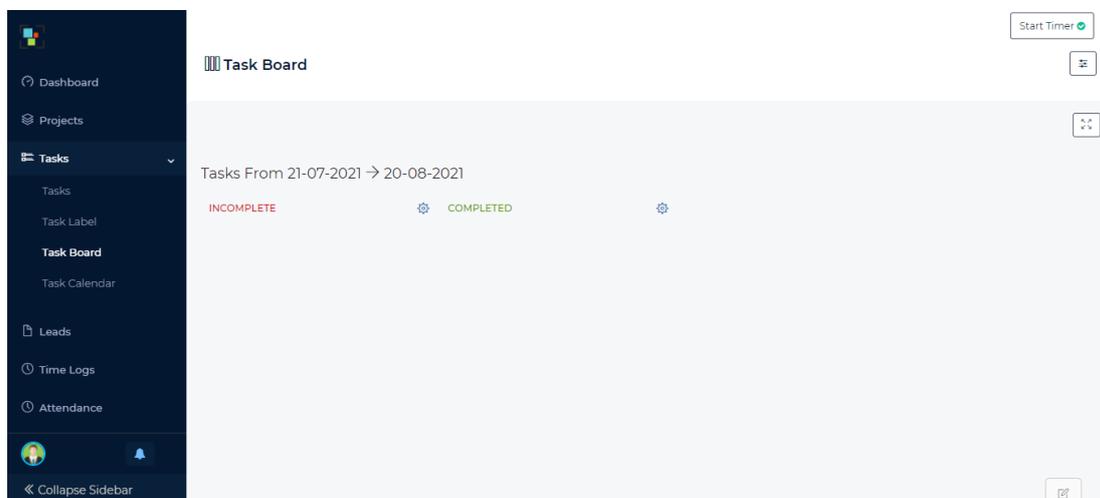
The user can also view the created label in the Task Label Dashboard



## 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.



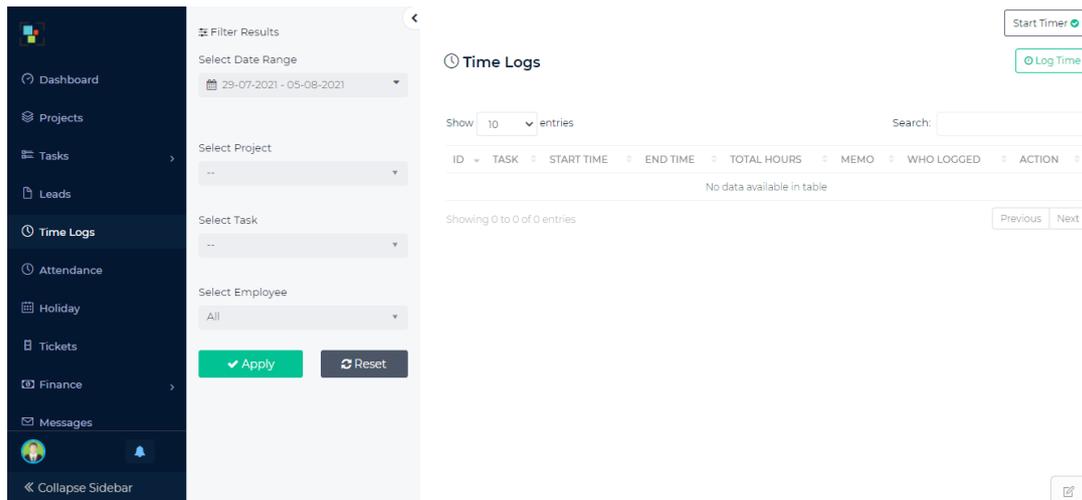
The user can view the upcoming tasks that are assigned by clicking on the Task Calendar sub-panel.

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.

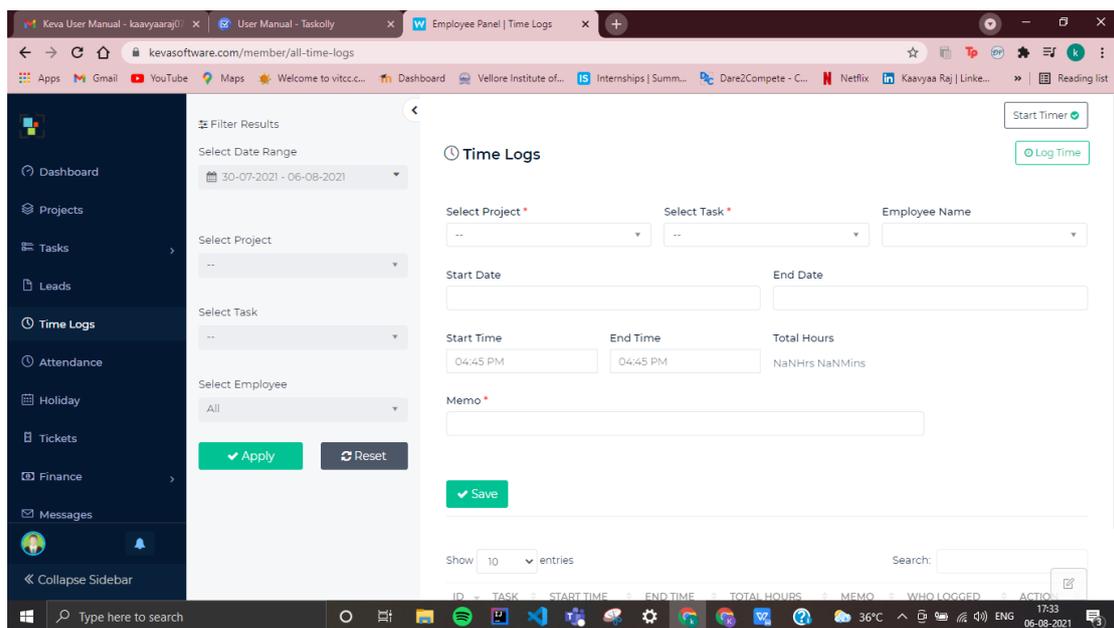
**LEADS:**

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.

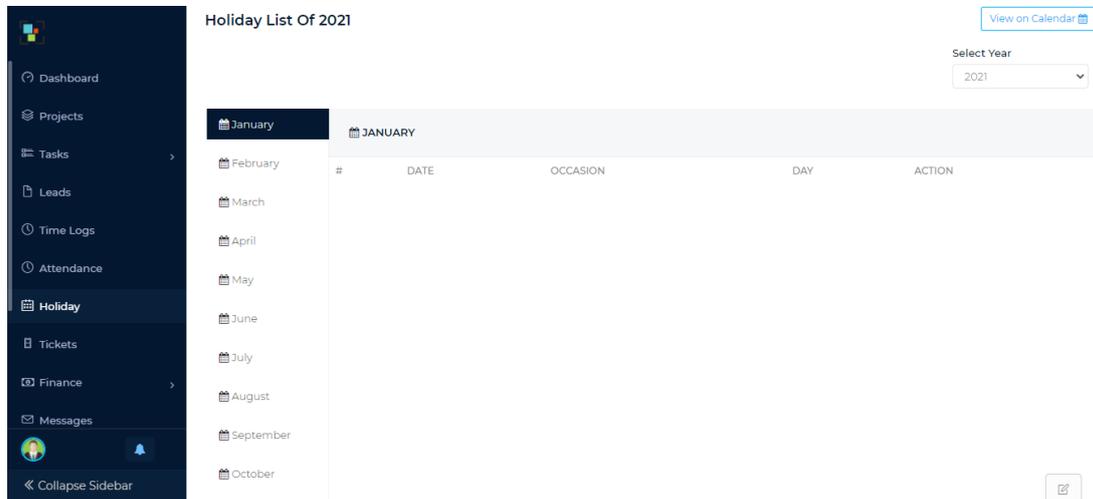


## ATTENDANCE:

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:

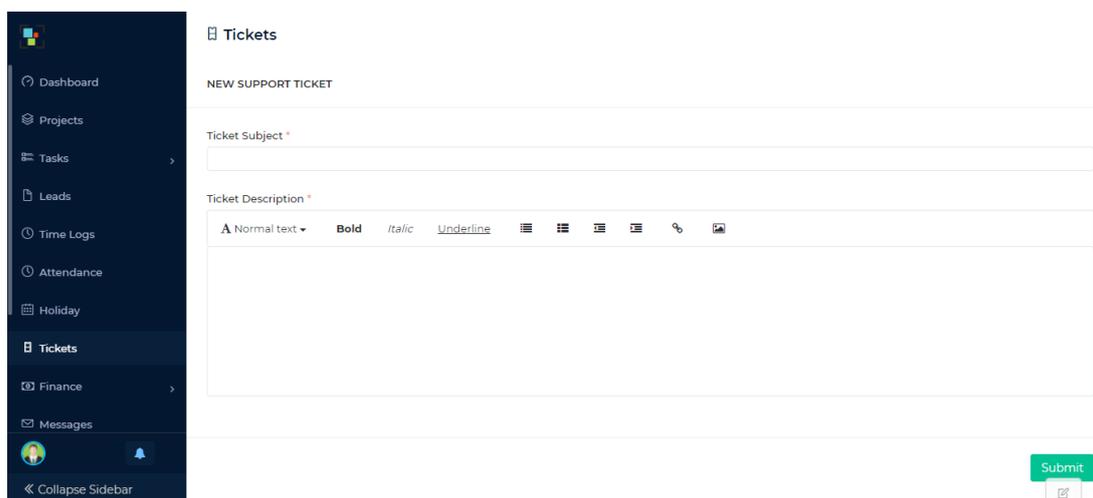
The user can view the holiday list of the present year by clicking on the sub-panel Holiday List



The screenshot shows a web application interface for viewing the holiday list for 2021. On the left is a dark sidebar with navigation options: Dashboard, Projects, Tasks, Leads, Time Logs, Attendance, Holiday (selected), Tickets, Finance, and Messages. The main content area is titled "Holiday List Of 2021" and includes a "View on Calendar" button and a "Select Year" dropdown menu set to "2021". Below this is a calendar view for January, with a table header showing columns for #, DATE, OCCASION, DAY, and ACTION. The table body is currently empty. A "Collapse Sidebar" button is at the bottom left, and a small icon is at the bottom right.

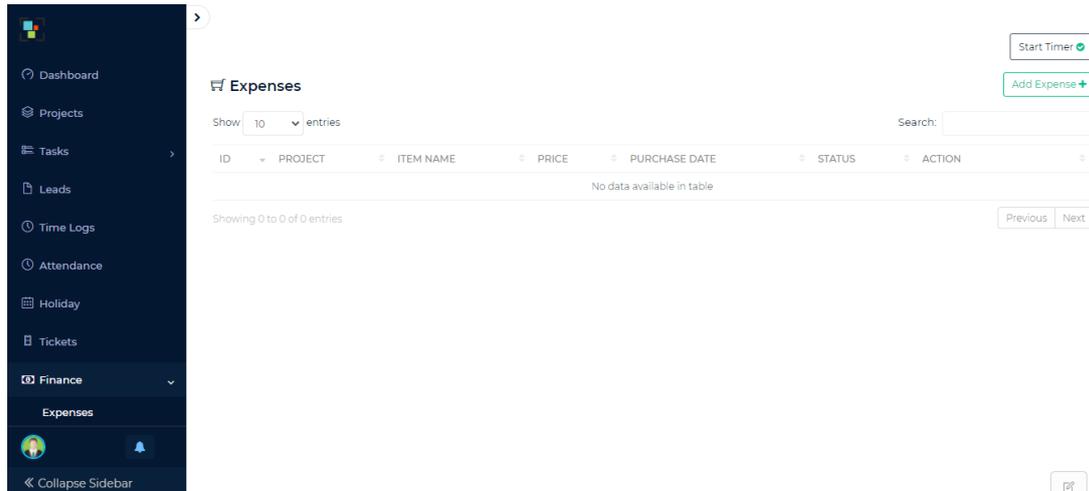
## TICKETS:

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:

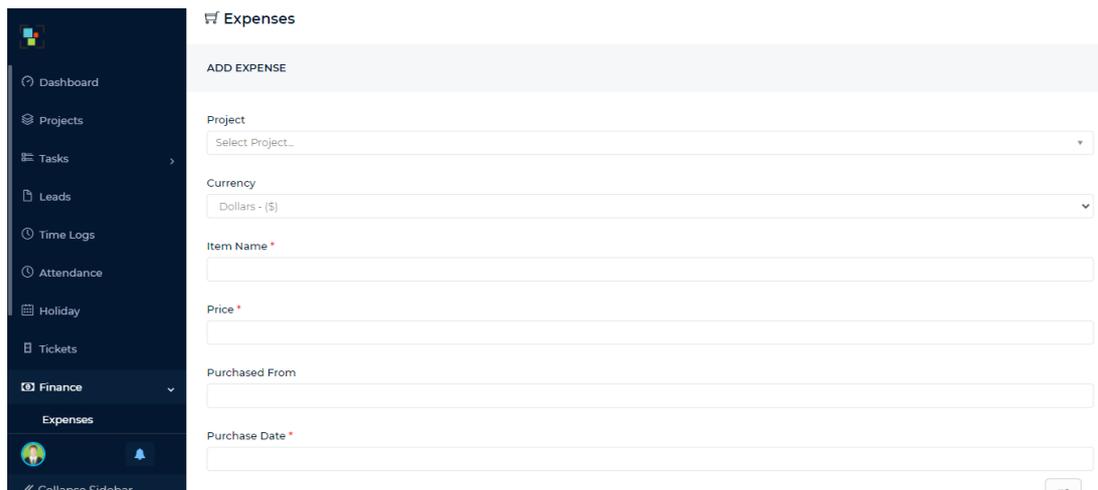


The screenshot shows the "New Support Ticket" form in the application. The sidebar on the left is the same as in the previous screenshot, with "Tickets" selected. The main content area is titled "Tickets" and "NEW SUPPORT TICKET". It features two input fields: "Ticket Subject" and "Ticket Description". The "Ticket Description" field has a rich text editor toolbar with options for Normal text, Bold, Italic, Underline, bulleted list, numbered list, link, unlink, and image. A green "Submit" button is located at the bottom right of the form area, along with a small icon.

## EXPENSES:



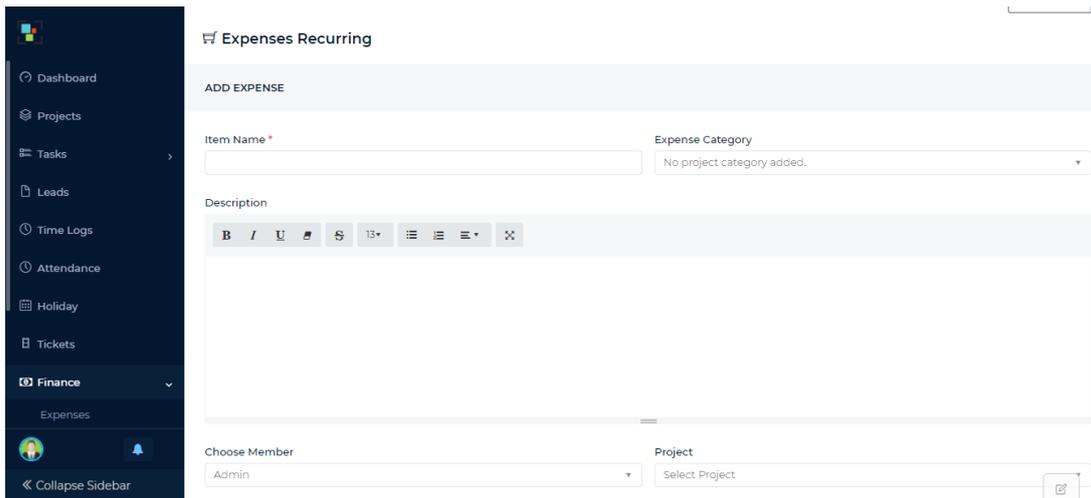
Add a expense-Click on the 'add expense' tab,the following panel shows up ,fill out the details and click save to create the desired expense.



## 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.

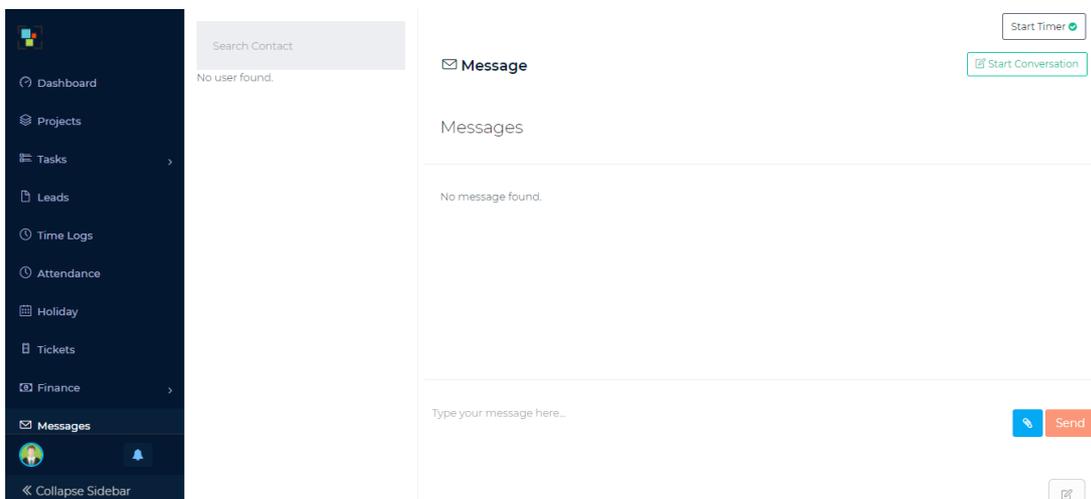
User can also export the data in terms of CSV of excel files.



## 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:

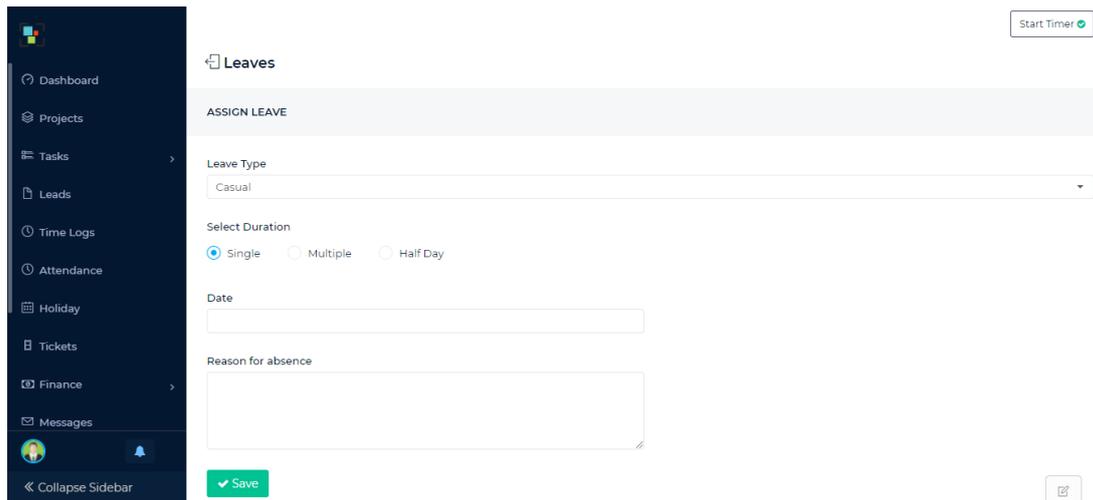
The screenshot shows a user interface for viewing events. On the left is a dark sidebar with navigation options: Dashboard, Projects, Tasks, Leads, Time Logs, Attendance, Holiday, Tickets, Finance, and Messages. The main content area is titled 'Events' and displays a calendar for 'AUGUST 2021'. The calendar grid shows days from Monday to Sunday. The date August 5th is highlighted in yellow. Navigation controls include arrows for previous and next days, a 'today' button, and view toggles for 'month', 'week', 'day', and 'list'. A 'Start Timer' button is located in the top right corner.

## LEAVES:

Leaves taken by the user are displayed in the panel.

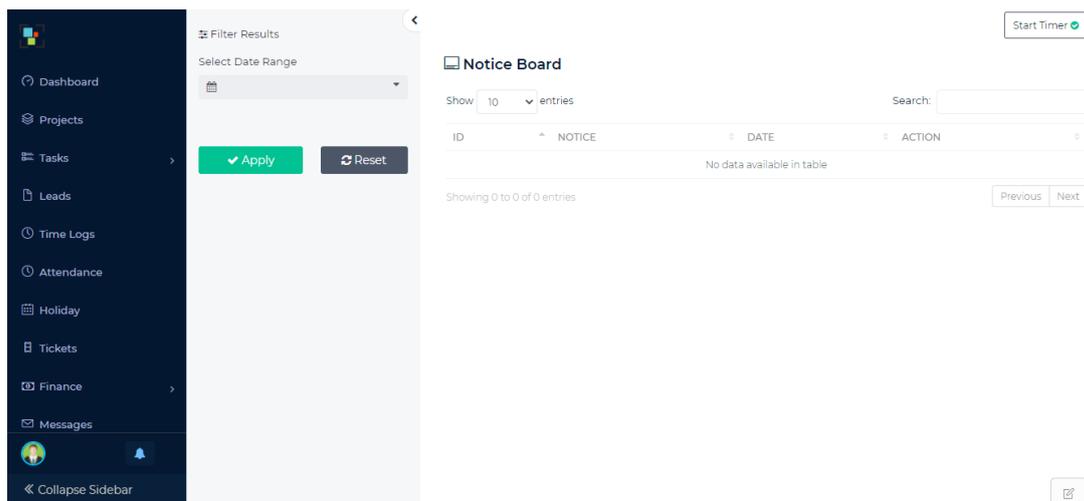
The screenshot shows a user interface for managing leaves. The sidebar on the left is identical to the Events page. The main content area is titled 'Leaves' and features a '+ Apply Leave' button in the top right. Below the title, there are three rows representing leave types: 'Casual' with a green circle and '0', 'Sick' with an orange circle and '0', and 'Earned' with a blue circle and '0'. A central circular progress indicator shows 'Leaves Taken : 0/15'. Below this, a section titled 'PENDING LEAVES' contains the text 'No pending leaves remaining.'. The 'LEAVES' section includes a 'Show 10 entries' dropdown, a search input field, and a table with columns: ID, LEAVE TYPE, DATE, STATUS, and ACTION. The table is currently empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and a 'Previous' button.

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.



## NOTICE BOARD:

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



## 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.

Dashboard  
Projects  
Tasks  
Leads  
Time Logs  
Attendance  
Holiday  
Tickets  
Finance  
Messages

Avatar icon | Notification bell icon

« Collapse Sidebar

## Employee FAQ

Start Timer



Seems like no faq has been created by the admin



# KEVA SOFTWARE