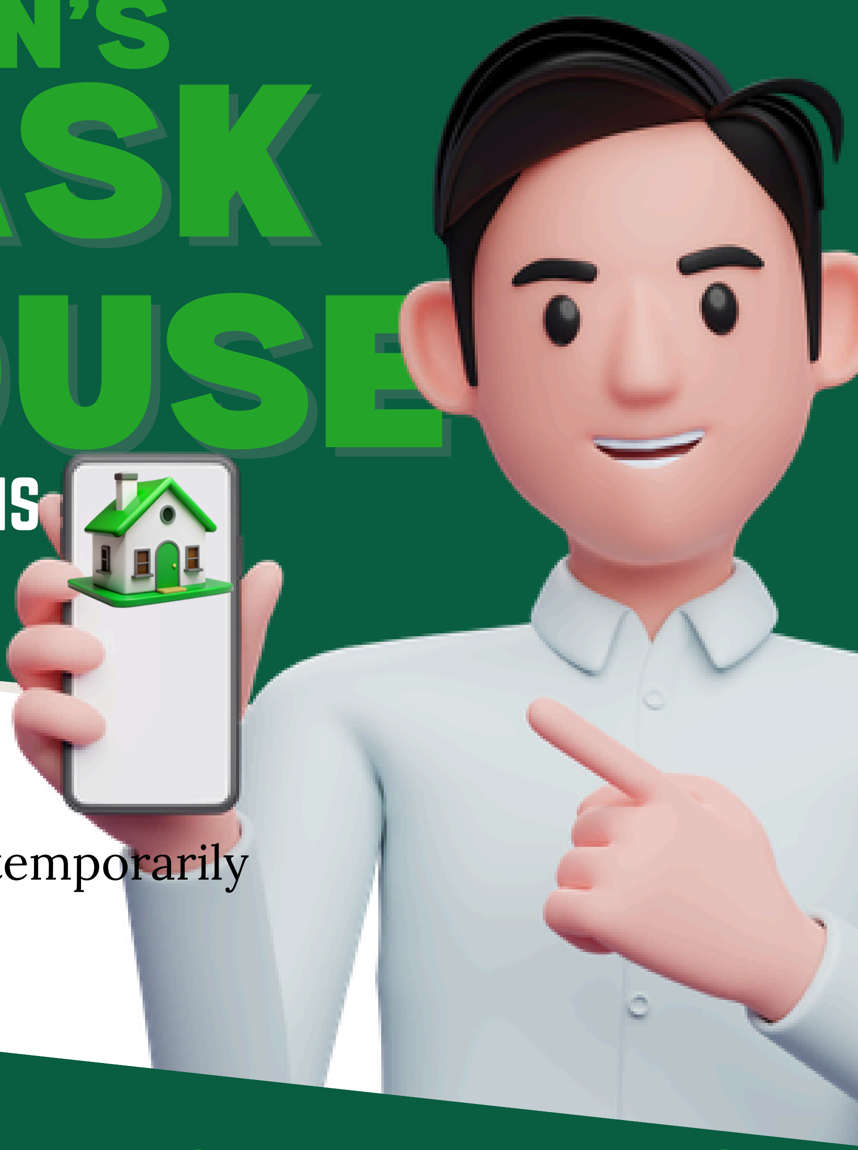
INTERN'S TASK HOUSE



STEP-BY-STEP INSTRUCTIONS (INTERN INTERFACE)

1. Log In to Your Account

Use the credentials provided to temporarily log in to your account.

ATTENTION

2. Update Your Profile Information

- Navigate to the profile modal located beside the sidebar.
- Fill in the required information accurately.
- Select the appropriate Company ID where you belong.
- Once everything is complete, click the Add Information button to save your details..

Reminder: You can only submit this information once, so make sure to double-check everything carefully before proceeding.

3. Update Your Login Credentials

- To update your password or profile picture, go to the upper-right corner beside the log-out button.
- Follow the prompts to make changes to your account.

4. Logging In, Taking Breaks, and Logging Out

- After completing your profile setup, you can now use the Log In, Break, Back to Work, and Log Out buttons as needed.

5. Managing Pending Time Logs

- Click the Request Button to view your pending time logs.
- Your HR or manager will either approve or decline these requests.

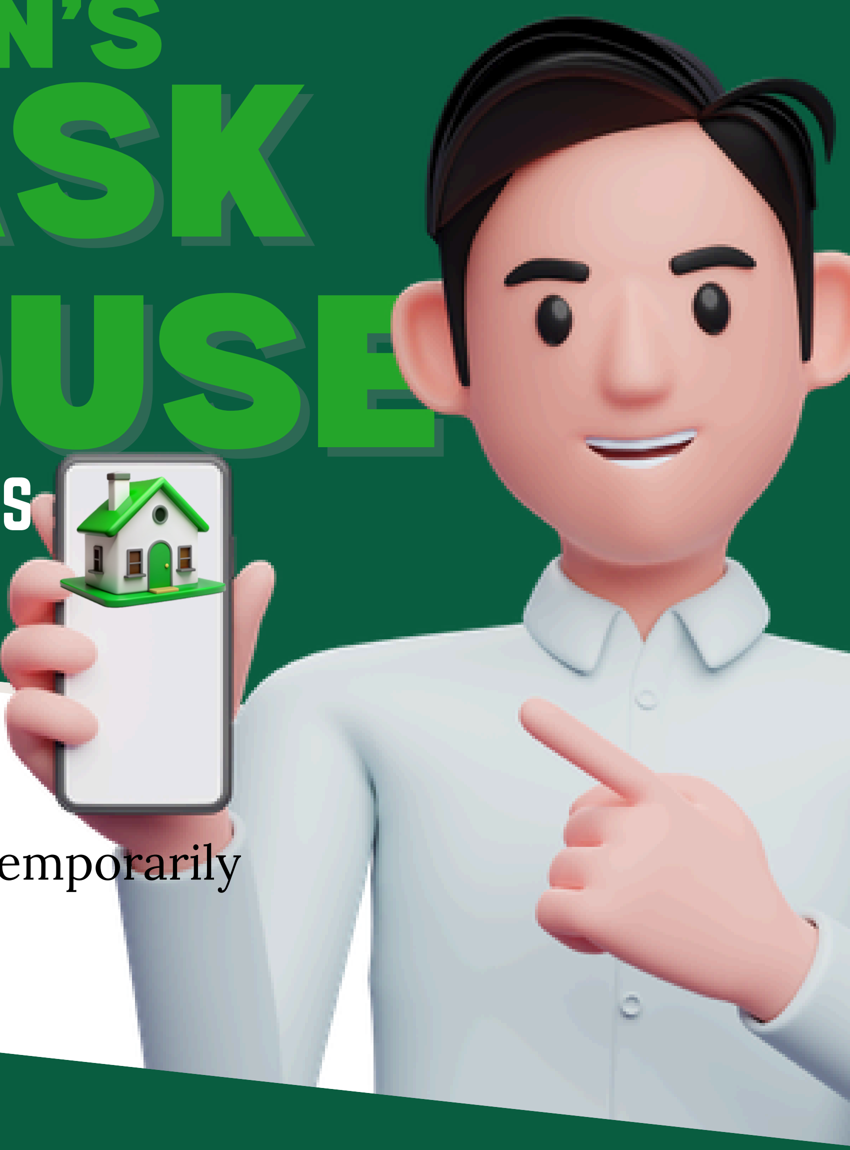
6. Attendance and Required Hours

- GO TO THE ATTENDANCE BUTTON TO CHECK YOUR REMAINING REQUIRED HO
- APPROVED TIME LOGS WILL BE REFLECTED IN THIS SECTION.

7.Print Your Documents

If needed, use the Print Button to generate and print your documents directly from the system.

INTERN'S TASK HOUSE



STEP-BY-STEP INSTRUCTIONS (HR/MANAGER INTERFACE)

1. Log In to Your Account

Use the credentials provided to temporarily log in to your account.

2. Manage Intern Requests

- Navigate to the Requests section via the sidebar.
- Review the list of pending requests in the table.

  -Each row displays details like Intern ID, Admin ID, and Task Details.
- Actions Available:

  -Approve: Click the green button to approve the request.

  -Decline:
- Click the red button to decline.
- A form will appear to input the reason for the decline.
- Update: Click the yellow button to edit the request details, including times and tasks, before approval.

3. Update Your Profile

- Click the Settings icon in the
- header to open the Update
- Credentials Modal.

  -Update your profile image:
- Click the Choose Image button to upload a new profile picture.
- Submit the form to save the change.

  -Change your password:
- Enter your current password.
- Set a new password and confirm it.
- Click Update Password to save changes.

4. View Active Interns

- IN THE DASHBOARD, SCROLL DOWN TO THE INTERN AVAILABILITY STATUS S
- VIEW A TABLE OF ACTIVE INTERNS, INCLUDING:

  -INTERN ID

  -INTERN NAME

  -STATUS (E.G., ACTIVE, ON BREAK)

  -PROFILE IMAGE