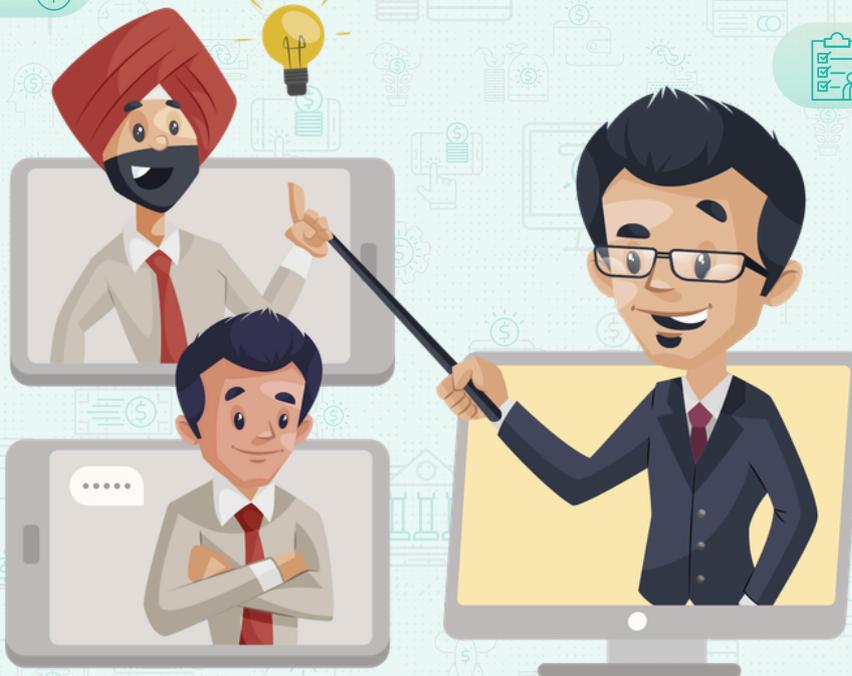




How to **View Employee** in CA CloudDesk

Add Employee 

 View Employee



Manage Employee 

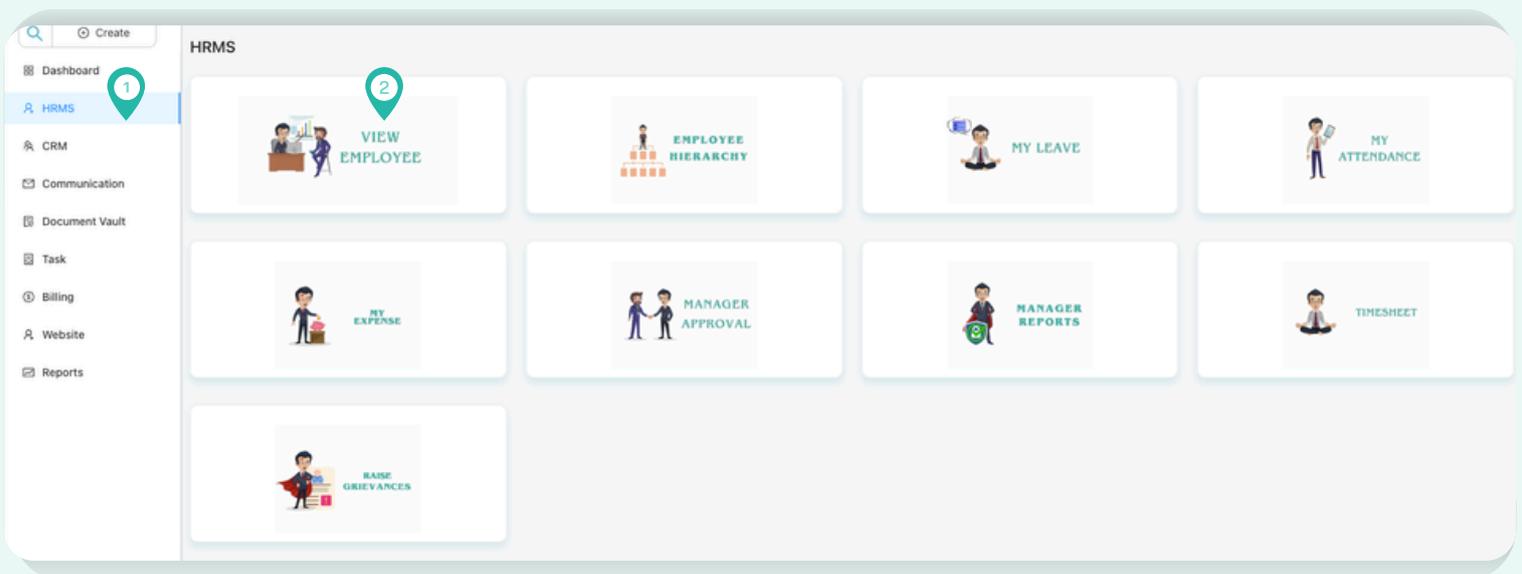
Step 1: Open HRMS Module

From the CA CloudDesk left navigation menu, go to HRMS and Select [View Employee](#) to start the process.



1 Click on HRMS.

2 Click on View Employee



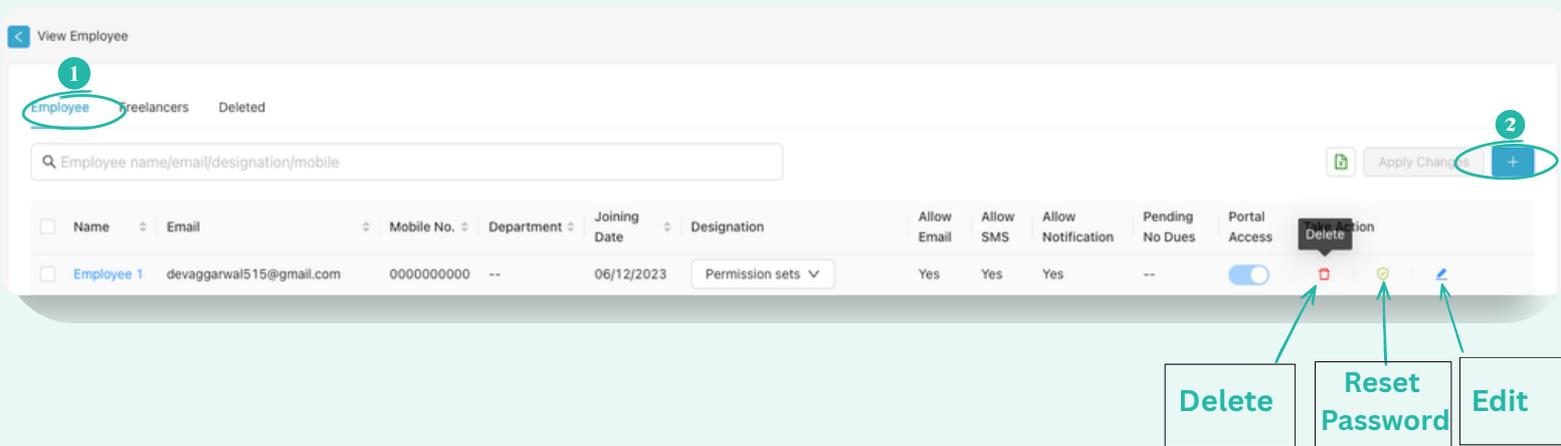
Step 2: Go to "View Employee" Tab

Select View Employee to view all current employees & manage employee records.



Step 3: Click on + icon "Add Employee"

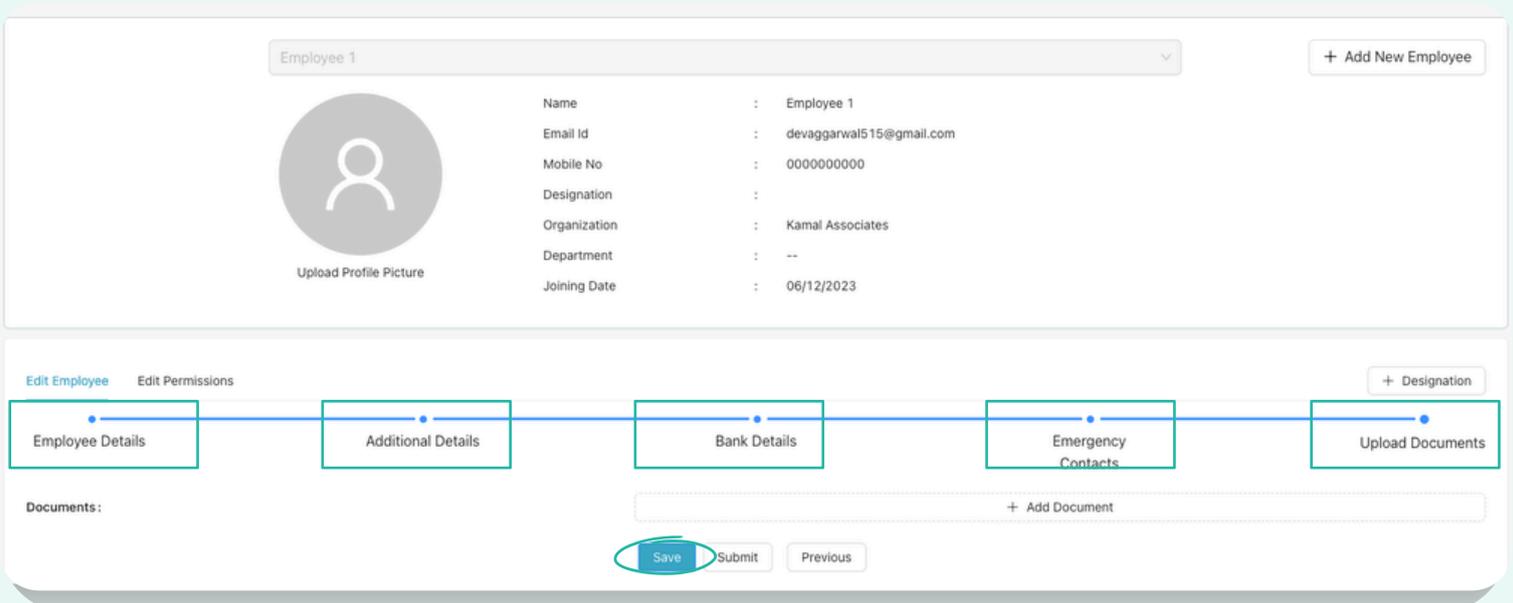
Click the Apply Leave button or icon to start a new leave request.



Name	Email	Mobile No.	Department	Joining Date	Designation	Allow Email	Allow SMS	Allow Notification	Pending No Dues	Portal Access	Delete	Reset Password	Edit
Employee 1	devaggarwal515@gmail.com	0000000000	--	06/12/2023	Permission sets	Yes	Yes	Yes	--	<input type="checkbox"/>			

Step 4: Click on + icon "Add Employee"

On the View Employee screen you can see all employees in a table. Use the Employee tab (or Freelancers / Deleted as needed). You can search by employee name, email, designation, or mobile.



Employee 1 + Add New Employee



Upload Profile Picture

Name : Employee 1

Email Id : devaggarwal515@gmail.com

Mobile No : 0000000000

Designation :

Organization : Kamal Associates

Department : --

Joining Date : 06/12/2023

Edit Employee
Edit Permissions
+ Designation

Employee Details

Additional Details

Bank Details

Emergency Contacts

Upload Documents

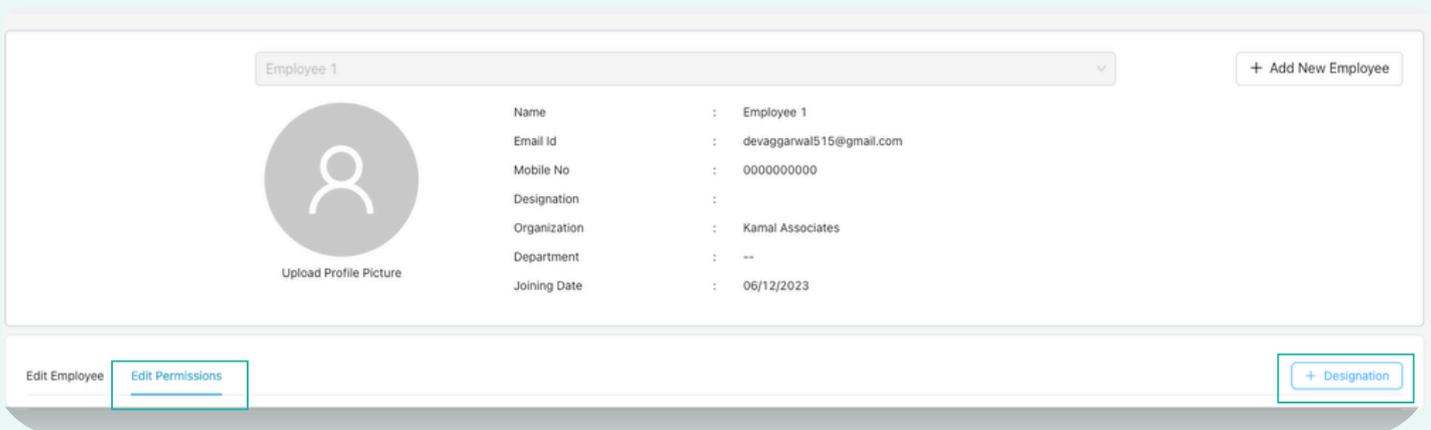
Documents: + Add Document

Save
Submit
Previous

Step 5: Designation & Edit Permission.

You can set or change an employee's designation and edit their permissions:

- + Designation button - Use the + Designation button (next to the edit steps) to create or manage designations. Assign a designation to the employee from the Designation dropdown in the table or in Edit Employee.
- Edit Permissions - Switch to the Edit Permissions tab to control access by module. Permissions can follow the designation or be adjusted per employee.



The screenshot displays the 'Employee 1' management page. At the top left, there is a dropdown menu for 'Employee 1' and a '+ Add New Employee' button. Below this is a profile picture placeholder with the text 'Upload Profile Picture'. To the right, a list of employee details is shown:

Name	:	Employee 1
Email Id	:	devaggarwal515@gmail.com
Mobile No	:	0000000000
Designation	:	
Organization	:	Kamal Associates
Department	:	--
Joining Date	:	06/12/2023

At the bottom, there are three buttons: 'Edit Employee', 'Edit Permissions' (highlighted with a blue border), and '+ Designation' (highlighted with a blue border).

COMPLETED

