MDL Document Management System (DMS)

**1.1 User Management:**

1. Admin: Should have full access to the UI page. Adding Employee, edit, and delete

No restriction

1. Lab Manager: User will be able to access the UI page.

When the Lab Manager login to the DMS Page, We need the Dashboard page, Please have the placeholder for the dashboard, we will review the content Later. Lab user should be able to search the Personnel, add documents, and approvals.

**1.2 Personnel Section:**

This section will have the list of Employees who work in the Lab. Employee can be from different department, positions, title etc.

When the user clicks the Personnel link from the menu, will take the user to the personnel search page

Search criteria should be minimum of first three letters of Last Name, and it should list of employee starts with those three letters. Below are the fields with the search results

* First Name
* Last Name
* Department
* Termination Date
* Date of Hire
* Title
* New York positions
* Clinical Lab positions
* Years of Experience

When the user selects the Employee, will take the user to the detailed view of the Employee page. That includes personal details, work history and certification

Employee can have multiple Title and position based on NY or NY job description

Each position has its own Job description.

First Tab: Work history

It should be listed as New York Position in the top and Clinical Laboratory Positions bottom

Second Tab: Certificates

Four Categories of certificates: Excel will be provided with the rules and the validation required

1. Credentials
2. Laboratory Competency Assessments
3. Training
4. Technician Continuing Education Tests

Add New Employee: Enter the first name and last name should search in the ADP API first to see the user is able to retrieve from ADP Portal.

If the College/university is not domestic, select other, should enable the text box to enter the name of college, STATE and Country.

If it is foreign degree, US equivalency evaluation report by accredited Evaluators is required. That can go under Credentials.