1:- "- Update the current header name of the pie chart to ""Employee Phishing Metrics."" - Change the description in the pie chart to ""Total Emails Received."" - Modify the labels ""Open"" and ""Click"" to ""Opened"" and ""Clicked.""" please describe it in simple language

ANS:-  **Change the title** at the top of the pie chart to "Employee Phishing Metrics."

  **Update the description** of the pie chart to "Total Emails Received."

  **Rename the labels**:

* Change "Open" to "Opened."
* Change "Click" to "Clicked."

2 :-Modify the Select Employee field to provide auto-suggestion functionality, similar to other select employee fields. When typing a name, it should automatically bring up the matching employee names to the top of the list Please describe it in little line.

Ans:- Add auto-suggestion to the Select Employee field so that as users type a name, the field will show a list of matching employee names, with the best matches appearing at the top

3:- - Eliminate the numbers that are automatically placed in front of uploaded file names.

Ans:- To remove the numbers that are automatically placed in front of uploaded file names, follow these steps:

1. **Identify the files**: Locate the files that have numbers in front of their names.
2. **Rename the files**: For each file, remove the numbers at the beginning of the name.
3. **Save the changes**: Ensure the files are saved with their new names, without the leading numbers.

**11**- Implement a feature to automatically send quiz scores to admins when employees complete their quizzes. This can be done via email or through the admin dashboard.

#### Ans:- Goal

When employees finish their quizzes, the scores should be automatically sent to the admins. This can be done either through an email or displayed directly on the admin dashboard.

**Steps to Implement**

1. **Track Quiz Completion**:
	* Set up a system that detects when an employee completes a quiz. This could be a "submit" button that, when clicked, marks the quiz as completed.
2. **Calculate Quiz Score**:
	* After the quiz is completed, calculate the employee's score based on their answers.
3. **Send Notification**:
	* **Option 1: Email Notification**:
		+ Use an email service to send the score to the admins. This can include:
			- Admin's email addresses.
			- A template for the email that includes the employee's name, quiz title, and score.
	* **Option 2: Admin Dashboard Notification**:
		+ Update the admin dashboard to display new quiz scores. This can be a notification or a new entry in a "Recent Quiz Scores" section

12:- "- Fix and ensure the functionality that allows admins to create landing pages and attach them to phishing emails. - Ensure that employees are redirected to the appropriate landing page upon interacting with a phishing email, making sure the system works as intended."

Ans:-  **Admin Landing Page Creation:** Make sure that administrators can easily create special web pages (landing pages) and link them to phishing emails.

 **Employee Redirection:** Verify that when employees click on phishing emails, they are taken to the correct landing page, ensuring everything works smoothly.

13:- When the admin assigns a course or task to an employee, an email notification is sent to the employee informing them about the assignment

Ans:- When a course or task is given to an employee by the admin, the employee will receive an email telling them about this new assignment.

14:- If an employee hasn't started an assigned course or task within 7 days, a reminder email is sent to them. Additionally, an email is sent to the admin informing them about the employee's status.

Ans:- Sure! So, imagine you have a job and your boss assigns you a task or a course to do. If you haven't even started it after a week, your boss will send you an email reminding you to get started. At the same time, your boss will also send an email to the person in charge (we'll call them the admin) to let them know that you haven't started yet. This helps everyone stay on track and make sure things get done on time.

15:- Admin receives an email notification once any employee starts an assigned task or course.

Ans:- Sure! So, imagine you're the boss or the admin of a company. Whenever one of your employees begins working on a task or starts a training course that you've given them, you get an email telling you about it. This way, you can keep track of what everyone is doing and stay updated on their progress. It's like a heads-up to keep you in the loop!

16:- There's a page similar to the one for admins, but it displays progress on courses, tasks, and phishing emails for each employee. Admins can click on an employee's name to view their progress in detail.

Ans:- got it no need

17:- Employees can retake course quizzes up to 3 times if needed. please describe it in simple language

Ans:- Sure! If an employee takes a quiz for a course and doesn't do well, they can take it again, but only up to three times. So, if they need to improve their score, they have three chances to do it.

18:- Employees are shown whether they got quiz answers correct or incorrect after completing the quiz
 Ans :- got it no need more details

9:- Enable multiple admins to manage the same account. This means allowing the creation, management, and permissions for multiple admin users under one account.

Ans:- Sure thing! Imagine you have a clubhouse where you organize events and activities. Now, instead of just having one person in charge of everything, you can have multiple admins who help run the clubhouse. These admins can help create events, manage memberships, and decide who can do what within the clubhouse. So, enabling multiple admins to manage the same account means letting several people share the responsibilities and powers of running things smoothly.

8:- - Implement functionality to allow courses to be reassigned to employees who have previously completed them.
- Ensure that if an employee clicks/opens a phishing email, they are required to retake the training course in accordance with the client's policy.

Ans:-  **Reassigning Courses:** Imagine you've finished a class, but later on, your boss decides you need to do it again. This means giving the same class to someone who already finished it. So, we're adding a way to do just that in our system.

 **Retaking Training after Clicking Phishing Emails:** Think of phishing emails like traps set by bad guys trying to trick you into giving them your information. If someone accidentally falls into one of these traps by clicking on a bad email, we want to make sure they retake a special class to learn how to avoid falling for those tricks again. This is to follow a rule the client has about security.

7:-

|  |
| --- |
| Create export function for trackable data. Taking suggestions on best way to accomplish this. Maybe place a export button option with drop down for file types, .pdf, .csv, etc. This is for audit purposes, if client gets audited for compliance, they will need to export the data to paper copies. 1. Ans:- **Add an Export Button:** Place a button on your interface labeled "Export Data" so users can easily access it.
2. **Dropdown Menu for File Types:** Next to the Export button, include a dropdown menu where users can choose the file format they want to export the data to. Options might include PDF, CSV, or Excel.
3. **Export Functionality:** When the user clicks the Export button, your system should gather the relevant data based on the user's selections (filters, date range, etc.).
4. **Generate File:** Once the data is gathered, generate the selected file type (PDF, CSV, etc.) containing the data. For example, if the user selects PDF, convert the data into a PDF document.
5. **Download or Email Option:** Provide the user with options to either download the file directly to their device or send it via email.
6. **Confirmation Message:** After the export is completed, display a confirmation message to the user indicating that the export was successful.

By following these steps, you'll create a user-friendly export function that allows users to easily export trackable data in various file formats for compliance audits. |
|
|
|
| 6:-

|  |
| --- |
| Create a Policies quick link and page that is pretty much a copy of the resources page, where client can upload company policies. Ans:- got it no need to explain  |
|
|
|
|
|
|

5:- On Resources page, make created date in this format, Month, Day, YearAns:- no need to explain4:- On Resources page, switch around the columns, File Name, Created, File TypeAns:- no need to explain |

19.**Quiz should be able to be assigned again after the three attempts. This will be indefinitely. please explain in simple language**

Ans:-- If someone takes a quiz and uses up all three tries, they should be able to take the quiz again. This can happen as many times as needed, with no limit on the number of times the quiz can be retaken.

20. **Quiz should show incorrect/correct, and after the first attempt, if the employee still gets it incorrectly, show them the correct answer.**

Ans:-  **Question Display**: The employee is shown a quiz question.

 **First Attempt**: The employee answers the question.

* If the answer is **correct**, they are told it's correct.
* If the answer is **incorrect**, they are told it's incorrect and can try again.

 **Second Attempt**: The employee tries to answer the question again.

* If the answer is **correct** this time, they are told it's correct.
* If the answer is **still incorrect**, they are told it's incorrect and then shown the correct answer.

21 Quiz, upon passing a quiz, a smiley face, or clapping hands, or something congratulating the employee on passing should pop up, and or if they fail, a sad face pops up. Doesn't have to be super complex, just something logical

Ans:- When employee passed the quiz then there should be a popup of smiling emoji if he fails then there will be sad emoji

22

**Also, on the export function already in scope, just some clarification on that. From Enrollment tracking page, we can already filter for each metric shown, export function of the complete and filtered data to say for example spreadsheet or word doc that is basically a completion list. Because we filtered for an employee, then filtered for completed. Also, on the export function already in scope, just some clarification on that. From Enrollment tracking page, we can already filter for each metric shown, export function of the complete and filtered data to say for example spreadsheet or word doc that is basically a completion list. Because we filtered for an employee, then filtered for completed**.

Ans:-  **Enrollment Tracking Page**: This is where you can see all the details about employees and their enrollment statuses.

 **Filtering Data**: You can apply filters to narrow down the information. For example:

* Filter by a specific employee to see only their records.
* Filter by completion status to see only the records where the training is completed.

 **Export Function**: Once you've filtered the data to show exactly what you need, you can use the export function to save this filtered information.

 **Export Options**:

* You can export the data to a spreadsheet (like Excel).
* You can export the data to a Word document.

 **Output**: The exported file will contain a list that matches your filtered criteria. For example, if you filtered for a specific employee and only their completed training, the exported file will show just that.

23

**Aman, one more thing today Sir and I'll leave you alone. When adding employees, create a dropdown field allowing admins to associate the new employee as either a member of "Used Cars" or " New Cars", which will add another column on the employees list page that shows the admin that the employee is a member of new or used side of dealership. Later, we will implement this as an option that will be turned off and on like one of the manage quick links option. Hope that's not confusing Sir. Thank you so much. Also any suggestions on best ways to implement would be helpful. Aman, one more thing today Sir and I'll leave you alone. When adding employees, create a dropdown field allowing admins to associate the new employee as either a member of "Used Cars" or " New Cars", which will add another column on the employees list page that shows the admin that the employee is a member of new or used side of dealership. Later, we will implement this as an option that will be turned off and on like one of the manage quick links option. Hope that's not confusing Sir. Thank you so much. Also any suggestions on best ways to implement would be helpful.**

**Ans:-**

Aman, one more thing today Sir and I'll leave you alone. When adding employees, create a dropdown field allowing admins to associate the new employee as either a member of "Used Cars" or " New Cars", which will add another column on the employees list page that shows the admin that the employee is a member of new or used side of dealership. Later, we will implement this as an option that will be turned off and on like one of the manage quick links option. Hope that's not confusing Sir. Thank you so much. Also any suggestions on best ways to implement would be helpful. please explain in simple language and short line

ChatGPT

Sure, here's a simple explanation of how to implement the requested feature:

1. **Add a Dropdown Field:**
	* In the employee creation form, add a dropdown menu.
	* Options in the dropdown: "Used Cars" and "New Cars".
2. **Store the Selection:**
	* Save the selected option (Used or New) in the employee's data.
3. **Modify Employee List Page:**
	* Add a new column in the employee list table.
	* Display whether the employee is associated with "Used Cars" or "New Cars".
4. **Toggle Option:**
	* Later, add a feature to enable/disable this column, similar to the "manage quick links" option.