



HRDC EMPLOYEE INTRANET USER DOCUMENTATION





OVERVIEW

Overview

The HRDC Intranet is a user-friendly platform designed to streamline access to files stored in a Google Drive repository. It includes a homepage with a search bar, profile login, and the HRDC logo for straightforward navigation.

Web Address

<https://hrdc.fly.dev>

ADMIN TEST LOGIN DETAILS

email: hrdcticketing@gmail.com
password: Testpassword12!

EMPLOYEE TEST LOGIN DETAILS

email: Test@TestEmail.com
password: Testpassword12!

TROUBLESHOOTING AND SUPPORT

For internal assistance, contact the support team at [HRDC IT team]

For Developer support, contact loganschuman406@gmail.com.



CONTENTS

Overview

HRDC User Documentation

Features

How to Use

Navigation

Documents

Admin Privileges



FEATURES

Employee Announcements

Important announcements can be posted directly on the homepage, ensuring they are immediately visible to all users upon login. This central placement helps keep everyone informed about critical updates, upcoming events, or policy changes without the need to navigate through multiple pages. By highlighting announcements on the homepage, communication becomes more efficient and accessible.

Document Search

The home page includes a search bar where users can input keywords to look up files in Google Drive. Files are named in the format: year month file_name (e.g., 2024 03 Financial_Report). The search function filters results based on the entered keywords.

Quick Links Section

The documents tab includes a "Quick Links" section for easy access to important features:

- Important Files: Direct access to crucial documents.
- Modify Documents: Allows users to edit or update existing documents.
- User Privileges: Displays and manages user roles and access levels.
- Document Directory: Provides an organized listing of all available documents.

Employee Profile Creation

In the top right of the navigation bar, users are able to click on the silhouette icon to create a profile. If they already have a profile created they are able to login to their profile through this icon. If they are already logged in, users can view their profile and they are also able to logout.



FEATURES

Schedule and Time Off Request

The Schedule tab serves as a central hub for essential company dates, including deadlines, meetings, and holiday schedules. Additionally, it offers a convenient feature that allows employees to request time off directly, streamlining both planning and communication across the organization.

Support

Easily create a support ticket that goes directly to a supervisor.



HOW TO USE

BASIC USER FEATURES INSTRUCTIONS

1. Searching for Files:

- The Document tab allows users to type relevant keywords into the search bar. (e.g., 2024 03 Financial_Report)
- Press “Enter” or click the search button to display matching files.
- Click on a file from the search results to open or download it.

2. User Log In:

- Click on the profile icon in the top right corner.
- Choose between Google sign-in or username/password login.
- Follow the on-screen prompts to authenticate.

3. Creating a new account:

- Click the profile icon in the top right corner. below the login button underneath the email and password input fields choose the option to create an account.
- Fill in your email address, choose a password and confirm your password.
- Click “create account” and your account will be processed and you will be taken to your account details page.



HOW TO USE

BASIC USER FEATURES INSTRUCTIONS CONTINUED

4. Schedule:

- The schedule tab displays important company dates. Logged in users are also able to submit time off requests through the built in submission form to be approved by supervisors.

5. Paychecks and Paystubs:

Through the Schedule tab, scroll to the bottom to find the link to paystubs login. login with your credentials to view your paystub account details.

6. Support Tickets:

Using the Support tab, create a support request by filling out the three fields displayed on the page. Briefly state your issue, provide your email and give a brief summary of your request or issue in the message field. Submit the ticket and a supervisor will follow up with you as soon as they can.

6. Returning to the Home Page:

Click on the HRDC logo at any time to go back to the main search page.

7. Creating an announcement

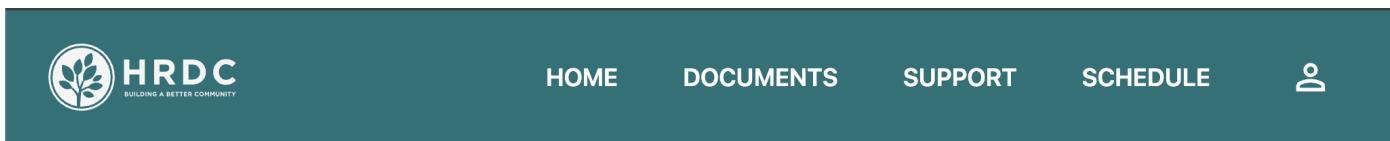
From the home screen, click the icon with a white “+ New Post” in the bottom left of the screen. Title your post, and say what your announcement is in the input field. click “post” to view your post.



NAVIGATION

The navigation bar for the adapts to the users device based on if the user is viewing the application on a computer screen or a mobile device screen.

DESKTOP VIEW - full navbar



MOBILE VIEW - dropdown navbar

On mobile devices the app will display the navigation bar in a dropdown menu format. Click the three stacked lines in the right hand corner to see the full menu options.

condensed dropdown menu



expanded dropdown menu





DOCUMENTS

DOCUMENTS TAB

Accessing Employee Handbook

In the pinned priority links section there is a direct link to the HRDC employee handbook. This will open a new tab with a browser viewable version of the handbook be available.

Document Search

Underneath the priority links you will find the document search feature. In the input field, type the name of your document or a keyword related to what you are looking for and click the blue search button to the right of the search bar. The results of your search will be listed below in the results section.

PRIORITY LINKS

EMPLOYEE HANDBOOK

FIND A DOCUMENT

search input field Photos

Results x

Photos from event on april 12 ▼



ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

View your privileges:

- log in with your email and password
- click on the profile icon in the top right
- click on my profile

From your admin dashboard you will see your privileges listed in green boxes.

The screenshot shows the HRDC Admin Dashboard. At the top, it displays the email address **hrdcticketing@gmail.com** and the role **ADMIN**. Below this, under the heading **Your Privileges**, there are three green buttons: **Admin Dashboard Access**, **Manage User Roles**, and **Post/Edit/Delete Announcements**. To the right of these buttons, three callout lines point to them with the text: "your profile email", "your profile role (non admin will show as “employee”)", and "your privileges as an admin". Below the privileges section is a heading **Manage User Roles**, followed by two dropdown menus: "Select a User" and "Select a Role", and a large teal button labeled **Update User Role**.

figure 1. Example Admin dashboard.



ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

Managing a user's role :

while logged in as an admin account, go to your profile page. under your privileges find the manage users role section. from here you can select a user account from the “select a user” dropdown menu. Then, from the “select a role” dropdown menu you can either give a user account admin privileges or switch them back to the role of employee. click the “update user role” button to save changes.

Manage User Roles

✓ Select a User

- hrdticketing@gmail.com (Current Role: admin)
- randomemail@msn.com (Current Role: admin)
- test@testemail.com (Current Role: employee)
 - (Current Role: admin)
 - (Current Role: employee)
 - (Current Role: employee)
 - (Current Role: admin)
 - (Current Role: employee)
 - (Current Role: admin)

Select a User dropdown menu

Manage User Roles

hrdticketing@gmail.com (Current Role: admin) ▾

✓ Select a Role

- ADMIN
- EMPLOYEE

Select a Role dropdown menu

Manage User Roles

hrdticketing@gmail.com (Current Role: admin) ▾

ADMIN ▾

Update User Role

Click to update user role



ADMIN

FEATURES OF ACCOUNTS MARKED WITH ADMIN PRIVILEGES

Editing and Deleting Announcements :

While logged in as an admin account, go to the home page. From the home page you will see that you have the ability to edit and delete announcement posts with admin privileges.

To Make an Edit:

- Click on the pen icon edit button
- An edit window will open at the top of the page, make your changes
- Click “update post” to save your changes to the announcement

To Delete an Announcement post:

- Click on the trash can icon to delete post
- The announcement post will be deleted.

The screenshot shows the HRDC website's announcement edit interface. At the top, there's a header with the HRDC logo, the text "BUILDING A BETTER COMMUNITY", and a timestamp "2025-04-28". Below the header is a form with fields for "HRDC", "Position", and "04/28/2025". The main content area contains a rich text editor toolbar with icons for Normal, Bold, Italic, Underline, etc., followed by a preview of the announcement text: "Welcome to HRDC, where you'll find us working to improve our neighbors' lives by building a better community in Southwest Montana. We invite you to become part of our HRDC family whether you need help or are able to provide help." At the bottom of the interface are buttons for "Add Media" and "Select User Logo", and a footer with "Save" and "Cancel" buttons. Callout lines from the right side point to specific features: a pin icon for pinning, a pen icon for editing, a trash can icon for deleting, and a "Save" button for saving changes.