



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.



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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



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 green circle with a white “+” 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.

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.

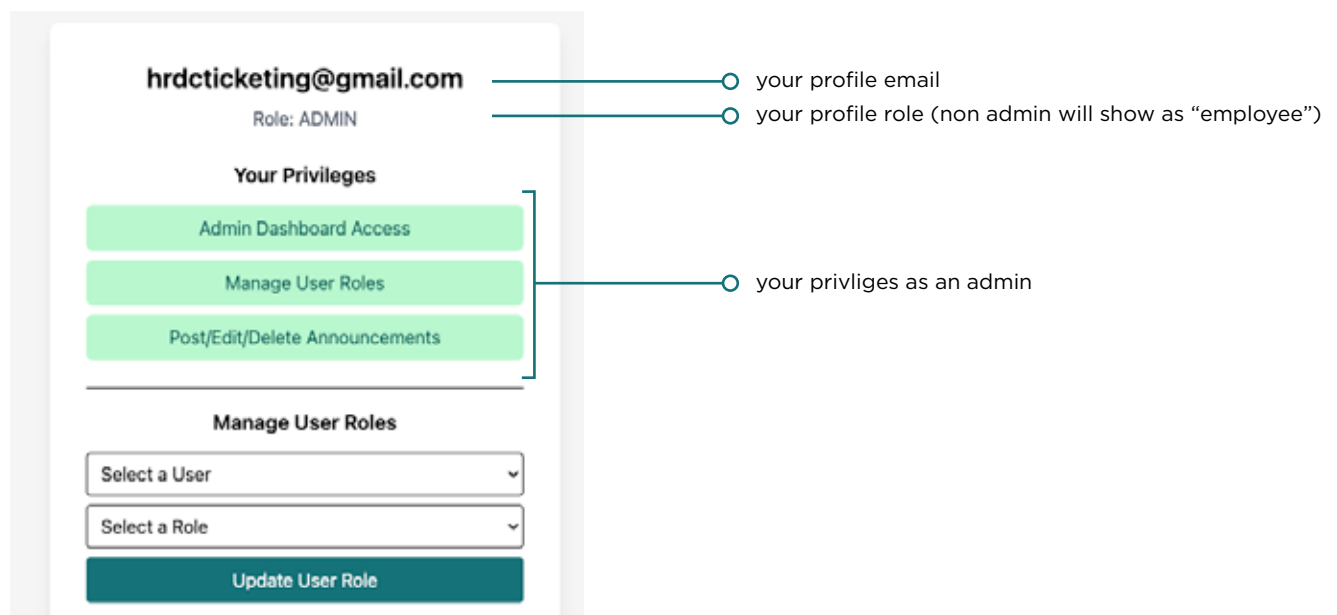


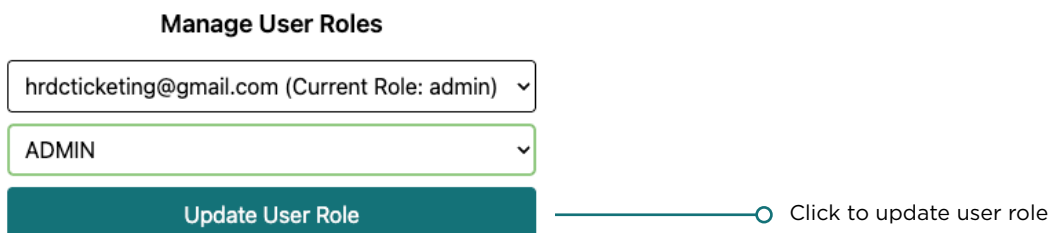
figure 1. Example Admin dashboard.

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.



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 blue 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 red delete button
- The announcement post will be deleted.

