

## Baraza HR installation- Windows guide:

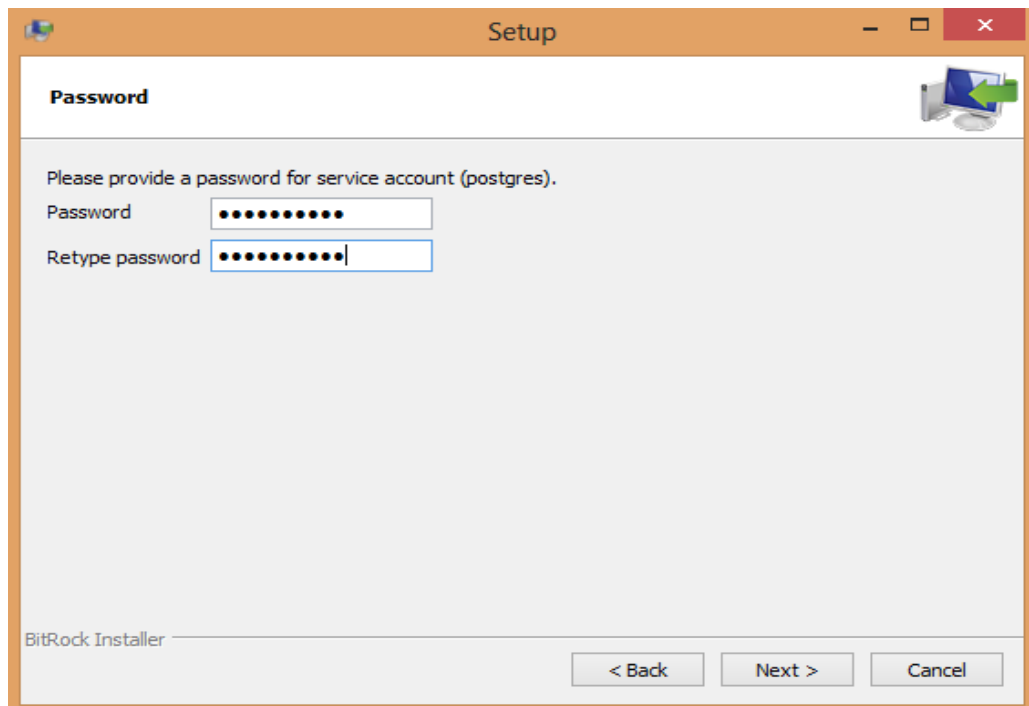
1. Install java (the latest version)
2. Download the hr application from <http://sourceforge.net/projects/obhrms/files/hr.app.2.4.11.zip/download>
3. Extract the zipped folder to a folder of your choice; do not extract to the desktop because it is difficult to trace the path.
4. Download the latest Postgresql version e.g. Postgresql 9.2.3 and install it.

Click Next to continue the installation process.

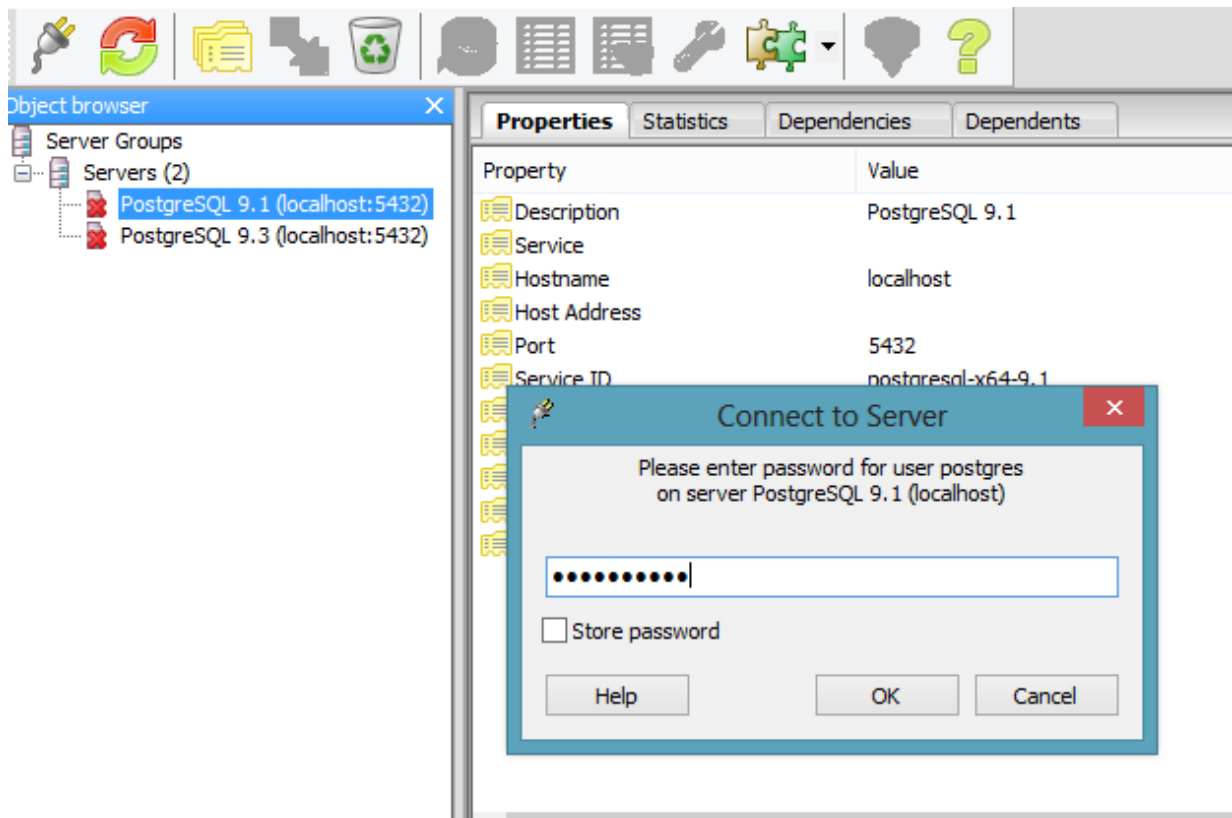
The password to enter on the installation wizard is **Baraza2011**.

### Note:

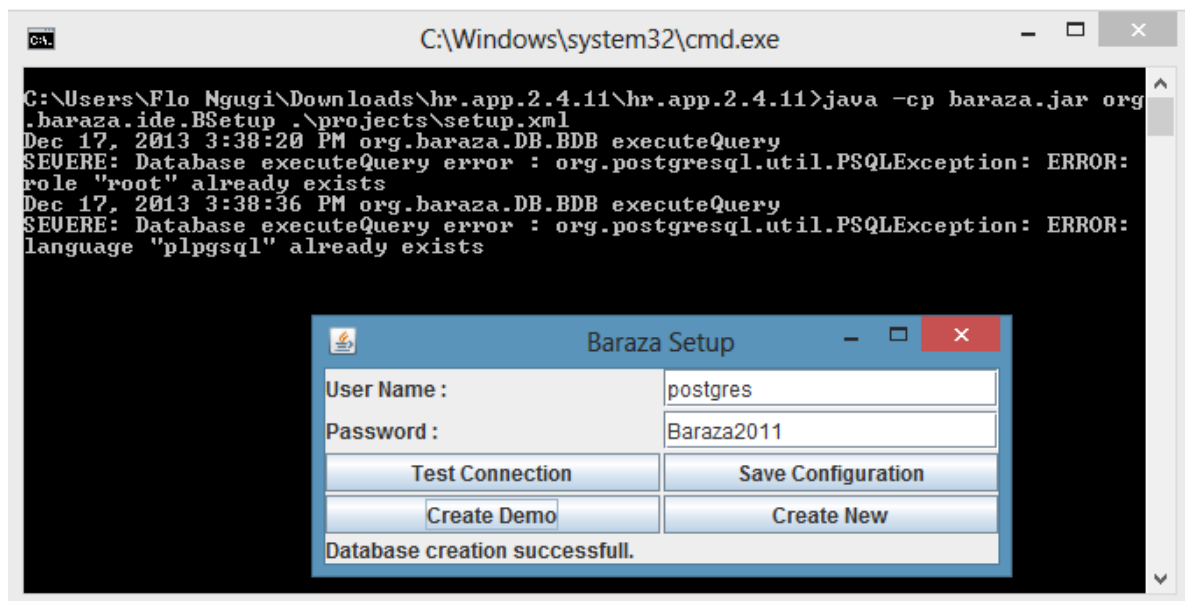
In case of an error while entering the password during the installation, delete the user account with the postgres database and start the process all over again.



5. Test the connection to the database on pgAdmin by right clicking on the database name. The password remains **Baraza2011**

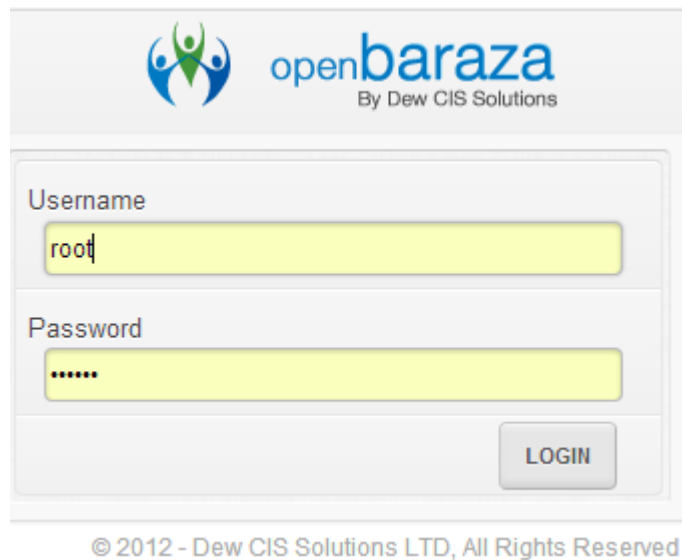


6. Setup the database by double clicking on the **setup Batch file** on the list of files in the unzipped folder. This will give you a setup window where you create a new database or a demo database.



After setup is complete, close that window, start the server by double clicking on the **server Batch file**.

8. Run the application on the browser on **<http://localhost:9090/>"localhost:9090**

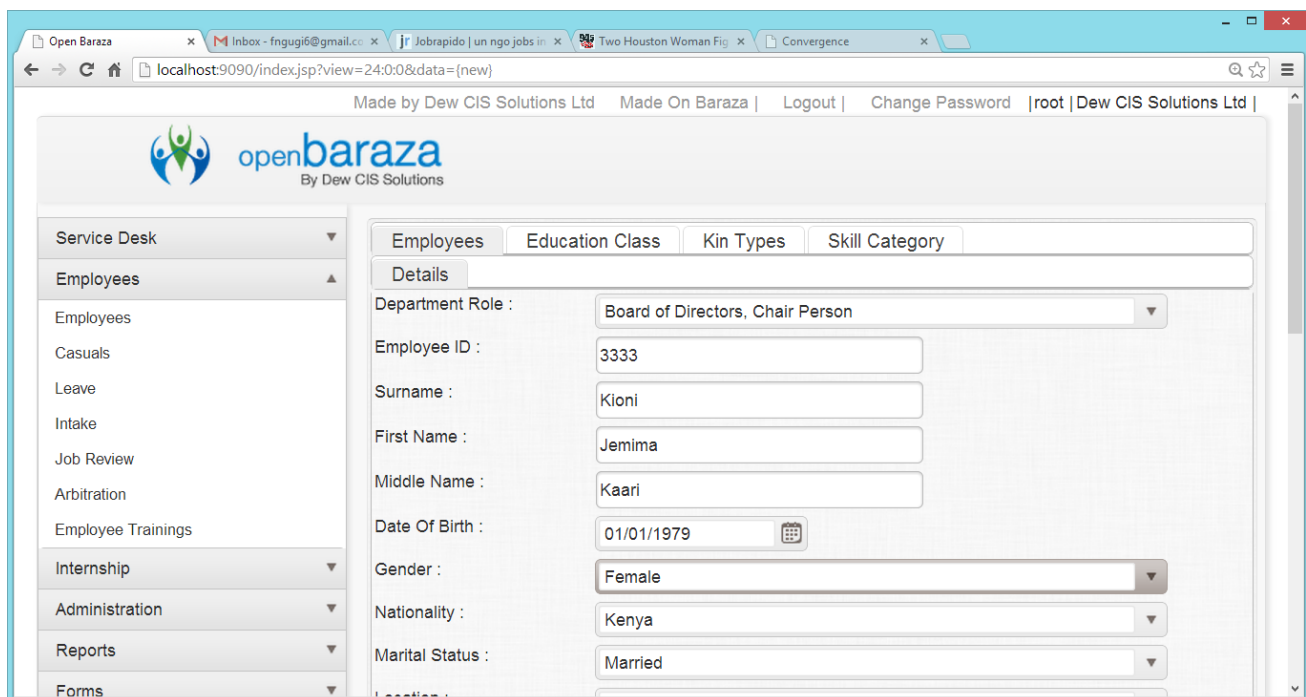


The image shows a login form for 'openbaraza' by Dew CIS Solutions. It features a logo at the top left with the text 'openbaraza' and 'By Dew CIS Solutions'. Below the logo are two input fields: 'Username' with the text 'root' and 'Password' with masked characters '.....'. A 'LOGIN' button is positioned to the right of the password field. At the bottom, a copyright notice reads '© 2012 - Dew CIS Solutions LTD, All Rights Reserved'.

On the Control Panel, click on Payroll > HR > Employees > Employees and click on New tab at the top to add employees. Save.

Each employee is an entity.

Enter all the required details for every entity.




The image shows a screenshot of the Open Baraza web application. The browser address bar shows 'localhost:9090/index.jsp?view=24:0:0&data={new}'. The page header includes 'Made by Dew CIS Solutions Ltd', 'Made On Baraza', 'Logout', 'Change Password', and the user 'root | Dew CIS Solutions Ltd'. The main content area has a sidebar on the left with a menu: Service Desk, Employees (selected), Casuals, Leave, Intake, Job Review, Arbitration, Employee Trainings, Internship, Administration, Reports, and Forms. The main panel shows the 'Employees' tab with sub-tabs: Employees, Education Class, Kin Types, and Skill Category. The 'Details' sub-tab is active, displaying a form for a new employee. The form fields are: Department Role (Board of Directors, Chair Person), Employee ID (3333), Surname (Kioni), First Name (Jemima), Middle Name (Kaari), Date Of Birth (01/01/1979), Gender (Female), Nationality (Kenya), and Marital Status (Married).

For a user to access the Payroll module, on the Control Panel, click on HR > Payroll ;

This allows a user to access their entity details, an administrator is able to add new entities and edit their details. When there are new entities, the system will generate usernames and a default password for each user.

Enter details of an organization and **Save**. Enter all the possible Currencies an organization trades in, and the locations/branches.



By Dew CIS Solutions

Control Panel ▾  
Entries ▲  
Organisation  
Employees  
Monthly Payroll  
Payroll Archive  
Loans ▾  
Forms ▾  
Reports ▾  
HR


Select Organisation   Organisation   Currency   Locations

Address   Organisation

Address

Country : Kenya ▾  
Post Office Box : 3446  
Postal Code : 00201  
Town : Nairobi  
Premises : Barclays Plaza  
Street : Loita Street  
Phone Number : 0725863512  
Extension :  
Mobile : 0722855855  
Fax :  
Email : dewcis@dewcis.com  
Details :

The administrator creates payroll periods and specifies start and end dates of each, overtime and per diem rates. This enables the calculations of net salaries





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Control Panel ▾  
Entries ▲  
Organisation  
Employees  
Monthly Payroll  
Payroll Archive  
Loans ▾  
Forms ▾  
Reports ▾  
HR


Periods   Advances

Periods

Start Date : 01/12/2013   
End Date : 31/12/2013   
Overtime Rate : 1.50 ▴ ▾  
Per Diem Tax Limit : 2,000.00 ▴ ▾  
Activated : ☒  
Closed : ☐  
Payroll Account : 8000  
Bank Account : 3200  

Bank Address   Bank Header   Details

Employees on Payroll module is where all deductions and allowances are calculated.



Control Panel ▾  
Entries ▲  
Organisation  
Employees  
Monthly Payroll  
Payroll Archive  
Loans ▾  
Forms ▾  
Reports ▾  
HR

Employees
Kin Types

Details
Statutory Deductions
Allowances
Deductions
Expences
Kins

Deductions

Deduction :
HELE

Amount :


Final Date :

Active :
☐

Balance :

Narrative :

Kin Types is a list af any applicable kin to the employee.



Control Panel ▾  
Entries ▲  
Organisation  
Employees  
Monthly Payroll  
Payroll Archive  
Loans ▾  
Forms ▾  
Reports ▾  
HR

Employees
Kin Types

+ NEW
REFRESH
EXPORT
PRINT

Kin Type ID	Kin Type Name	Go
1	Wife	➔
2	Husband	➔
3	Daughter	➔
4	Son	➔
5	Mother	➔
6	Father	➔
7	Brother	➔
8	Sister	➔
9	Others	➔