

Contents

1. About This Help Manual	2
1.1 Purpose	2
1.2 Who should use this manual?	2
2. About The Basilisk HR Operation Manager	2
3. System Users	2
4. Tasks Common To All Employees	2
4.1 Login	2
4.2 Home	2
4.3 Attendance	2
4.3.1 View Attendance	3
4.3.2 Mark Attendance	4
4.4 Leave	5
4.4.1 Apply for Leave	5
4.4.2 Grant Leave	6
4.5 Change Password	7
4.6 Logout	7
4.7 Help	7
5. Employee Specific Tasks	7
5.1 Schedule Interview	8
5.2 View Interview Results	11
5.2 View Selected Application	13
5.3 View Rejected Application	14
6. Some Common Problems and their troubleshoot	15

THE BASILISKS

HR OPERATIONS MANAGER

Manager Help Manual

1. About This Help Manual

1.1 Purpose

This guide provides comprehensive guidelines and step by step instruction on how to use The Basilisks HRM, the Human Resource Management software.

1.2 Who should use this manual?

The manual is meant for all the end users, i.e. the employees of the company.

2. About The Basilisk HR Operation Manager

The Basilisk HR Operation Manager is an automated Human Resource Management Software. It's a project undertaken to automate most of the tasks of the Human Resource Department of any company.

3. System Users

- 3.1 Admin
- 3.2 Manager
- 3.3 H.R
- 3.4 Interviewer
- 3.5 Other Employees

4. Tasks Common To All Employees

4.1 Login

This is the first page of the HRM (if the employee has not already logged in). The employees irrespective of the role need to enter their unique employee id and their password. Upon authentication, they are redirected to their homepage.

4.2 Home

The first option of the employee's menu bar and the first page the employee will see upon Login. It displays all the Information of the employee.

4.3 Attendance

This is the third option in the employee Menu bar. Upon Mouse hover, two more options pop up.



The screenshot shows the 'The Basilisks' HR Operations Manager interface. The top navigation bar is green with links for Home, Attendance, Leave, and Help. The 'Attendance' link is highlighted. On the right, a user greeting says 'Welcome Alex McCall' with links for 'Change Password' and 'Logout'. The main content area is titled 'Employee Details' and displays information for an employee with ID 30. The employee's name is Alex McCall, gender is Male, and qualification is Masters. The department is IT, position is Programmer, supervisor is Sandi Roberts, date of hiring is 2013-04-05, and salary is 25000. A dropdown menu is open under the 'Attendance' link, showing options for 'Give Attendance' and 'View Attendance'.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

Employee Details

ID : 30
Name : Alex McCall
Gender : Male
Qualification : Masters

Department : IT
Position : Programmer
Supervisor : Sandi Roberts
Date of Hiring : 2013-04-05
Salary : 25000

4.3.1 View Attendance

This option shows the entire log of the attendance of the employee.



The screenshot shows the 'The Basilisks' HR Operations Manager interface. The top navigation bar is green with links for Home, Attendance, Leave, and Help. The 'Attendance' link is highlighted. On the right, a user greeting says 'Welcome Alex McCall' with links for 'Change Password' and 'Logout'. The main content area displays a table of attendance logs for the employee. The table has four columns: Date, Time, Date, and Time, grouped under 'IN' and 'OUT' headers. The data shows attendance records for the date 2013-04-05, with times ranging from 22:30 to 22:48.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

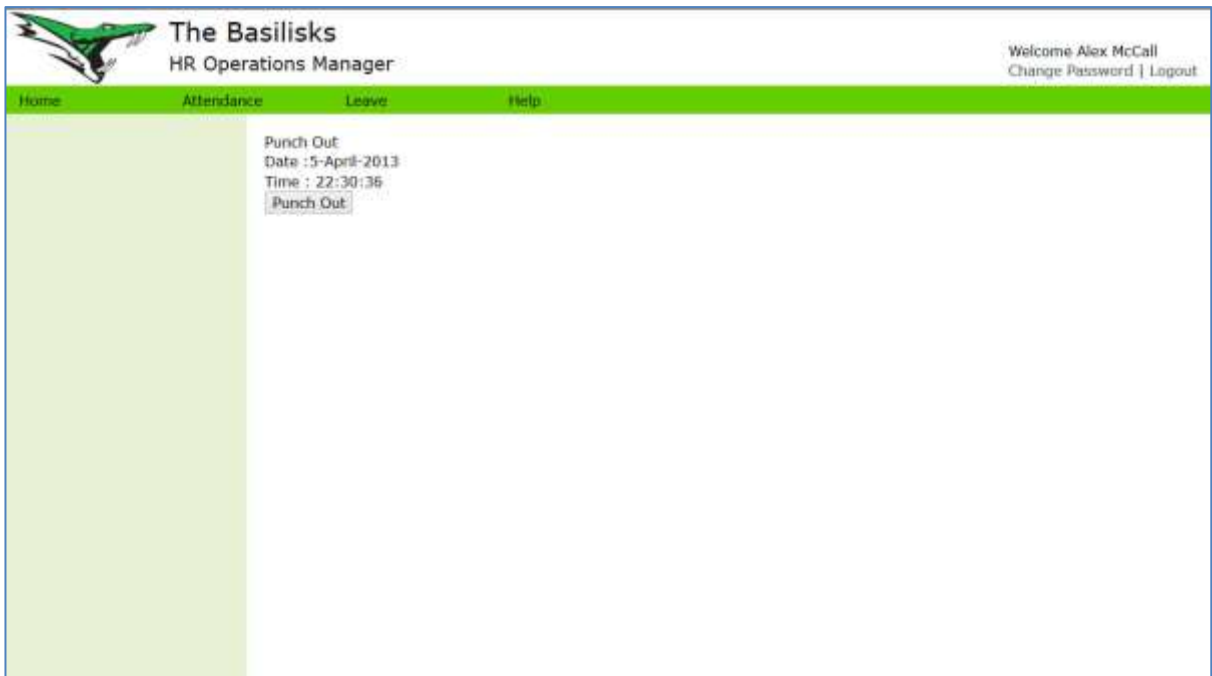
IN		OUT	
Date	Time	Date	Time
2013-04-05	22:30	2013-04-05	22:31
2013-04-05	22:32	2013-04-05	22:35
2013-04-05	22:36	2013-04-05	22:39
2013-04-05	22:39	2013-04-05	22:41
2013-04-05	22:42	2013-04-05	22:45
2013-04-05	22:46	2013-04-05	22:48

4.3.2 Mark Attendance

To mark the attendance, the employee has to click on the punch-In button, and while going he just needs to click the punch-Out button.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes a logo of a green basilisk, the title 'The Basilisks HR Operations Manager', and a user greeting 'Welcome Alex McCall' with links for 'Change Password' and 'Logout'. A green navigation bar contains links for 'Home', 'Attendance', 'Leave', and 'Help'. The main content area has a light green sidebar on the left. The central panel displays 'Punch In' information: 'Date : 5-April-2013' and 'Time : 22:29:55', followed by a 'Punch In' button.



The screenshot shows the same 'The Basilisks HR Operations Manager' web application. The header and navigation bar are identical to the previous screenshot. The main content area displays 'Punch Out' information: 'Date : 5-April-2013' and 'Time : 22:30:36', followed by a 'Punch Out' button.

4.4 Leave

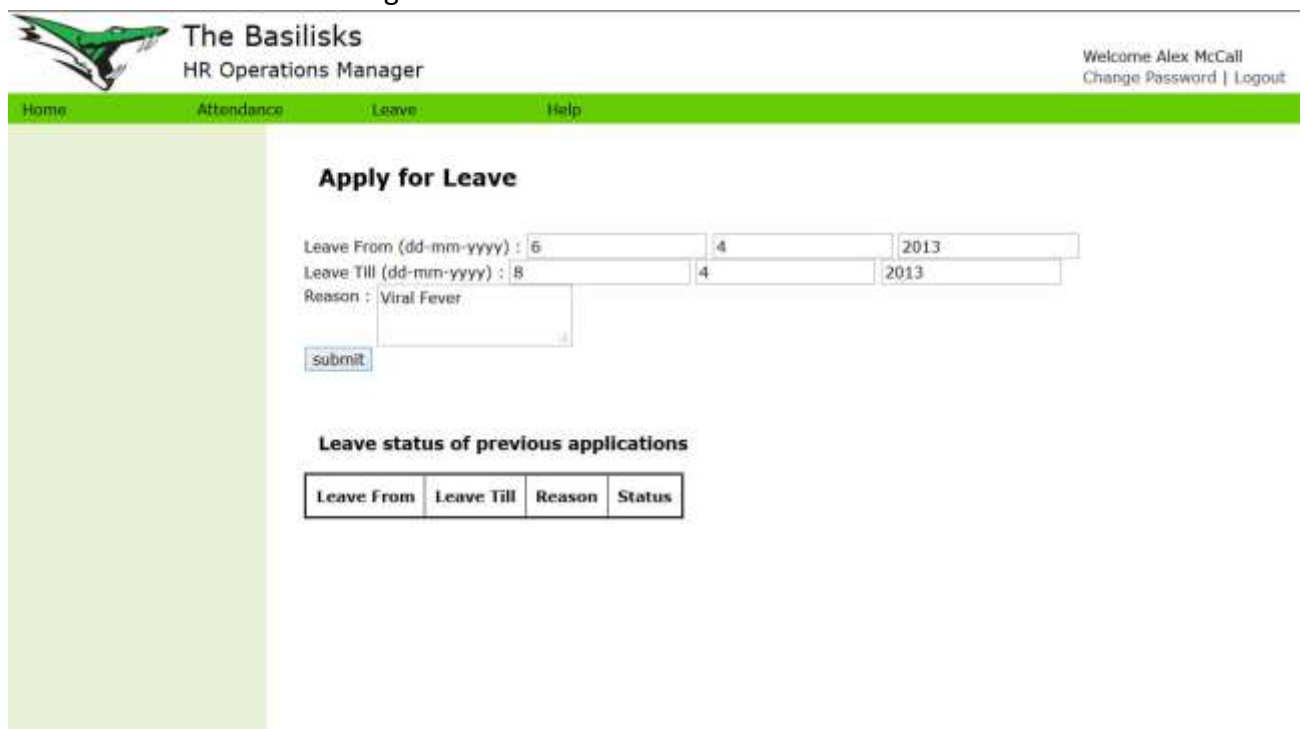
The fourth option in the employee's menu bar. Upon mouse Hover, two more options Pop Up



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The top navigation bar is green with links for Home, Attendance, Leave, and Help. The 'Leave' link is highlighted. A dropdown menu is visible under 'Leave', showing options: Give Attendance, View Attendance, and another option. The main content area displays 'Employee Details' for Alex McCall, including ID, Name, Gender, Qualification, Department, Position, Supervisor, Date of Hiring, and Salary.

4.4.1 Apply for Leave

Employee needs to fill this form to apply for the leave which will later be granted/Not granted by his supervisor. Employee needs to specify the dates for which he/she wants the leave, along with the reason.



The screenshot shows the 'Apply for Leave' form in the 'The Basilisks HR Operations Manager' web application. The form includes fields for 'Leave From (dd-mm-yyyy)', 'Leave Till (dd-mm-yyyy)', and 'Reason'. The 'Leave From' field is set to 6/4/2013, and the 'Leave Till' field is set to 8/4/2013. The 'Reason' field contains 'Viral Fever'. A 'submit' button is visible. Below the form, there is a section titled 'Leave status of previous applications' with a table showing columns for 'Leave From', 'Leave Till', 'Reason', and 'Status'.

4.4.2 Grant Leave

This module is for supervisors. Upon clicking the Option the employee will be presented with the outstanding leave Applications and he may grant them or discard them



Employee ID	From Date	To Date	Reason	Approval
30	2013-04-06	2013-04-08	Viral Fever	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>
29	2013-04-10	2013-04-11	Appointment with Doctor	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>

depending upon the reason specified.



Employee ID	From Date	To Date	Reason	Approval
30	2013-04-06	2013-04-08	Viral Fever	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>
29	2013-04-10		with Doctor	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>

success

OK

4.5 Change Password

Allows the employee to change his/her password. Employee needs to enter his/her old password, new password and confirm the new password again.

4.6 Logout

Present at the right top corner, beneath the name of the employee.
Used to close the current session of the employee.

4.7 Help

The last menu in the Employee Menu Bar. Upon clicking this option the Employee will be presented with a user manual file according to their role in the Company.

5. Employee Specific Tasks



The screenshot displays the 'The Basilisks HR Operations Manager' web application. At the top left is a logo of a green basilisk. The top right shows a welcome message for 'Sandi Roberts' with links for 'Change Password' and 'Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Employee Details' and lists the following information:

Employee ID : 27
Name : Sandi Roberts
Gender : Male
Qualification : Masters
Department : IT
Position : Manager
Supervisor : Larry Houston
Date of Hiring : 2013-03-01
Salary : 40000
Special Role : MANAGER

The various tasks of Manager are



The Basilisks
 HR Operations Manager

Welcome Sandi Roberts
[Change Password](#) | [Logout](#)

Home	Select Task	Attendance	Leave	Help
	Schedule Interviews	Employee Details ID : 27 Sandi Roberts Male Position : Masters Department : IT Manager Reporting : Larry Houston Starting : 2013-03-01 Salary : 10000 Special Role : MANAGER		
	View			
	Interview			
	Results			
	View			
	Selected			
	Applications			
	View			
	Rejected			
	Applications			

5.1 Schedule Interview

It is manager's Job to Schedule the interview for a particular applicant. When the manager will click on this option the left pane of the will be populated with the applications that have been selected by HR. Upon Clicking of the application, the right pane will give the options to schedule the interview.



The Basilisks HR Operations Manager

Welcome Sandi Roberts
Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity: All ▾

- <alex@testmail.com>
[IT101] 2013-04-05
- <derek@testmail.com>
[IT101] 2013-04-05
- <stanley@testmail.com>
[IT101] 2013-04-05
- <alex@testmail.com>
[IT102] 2013-04-05
- <derek@testmail.com>
[IT102] 2013-04-05

Select Date (dd/mm/yyyy) : 10 / 4 / 2013

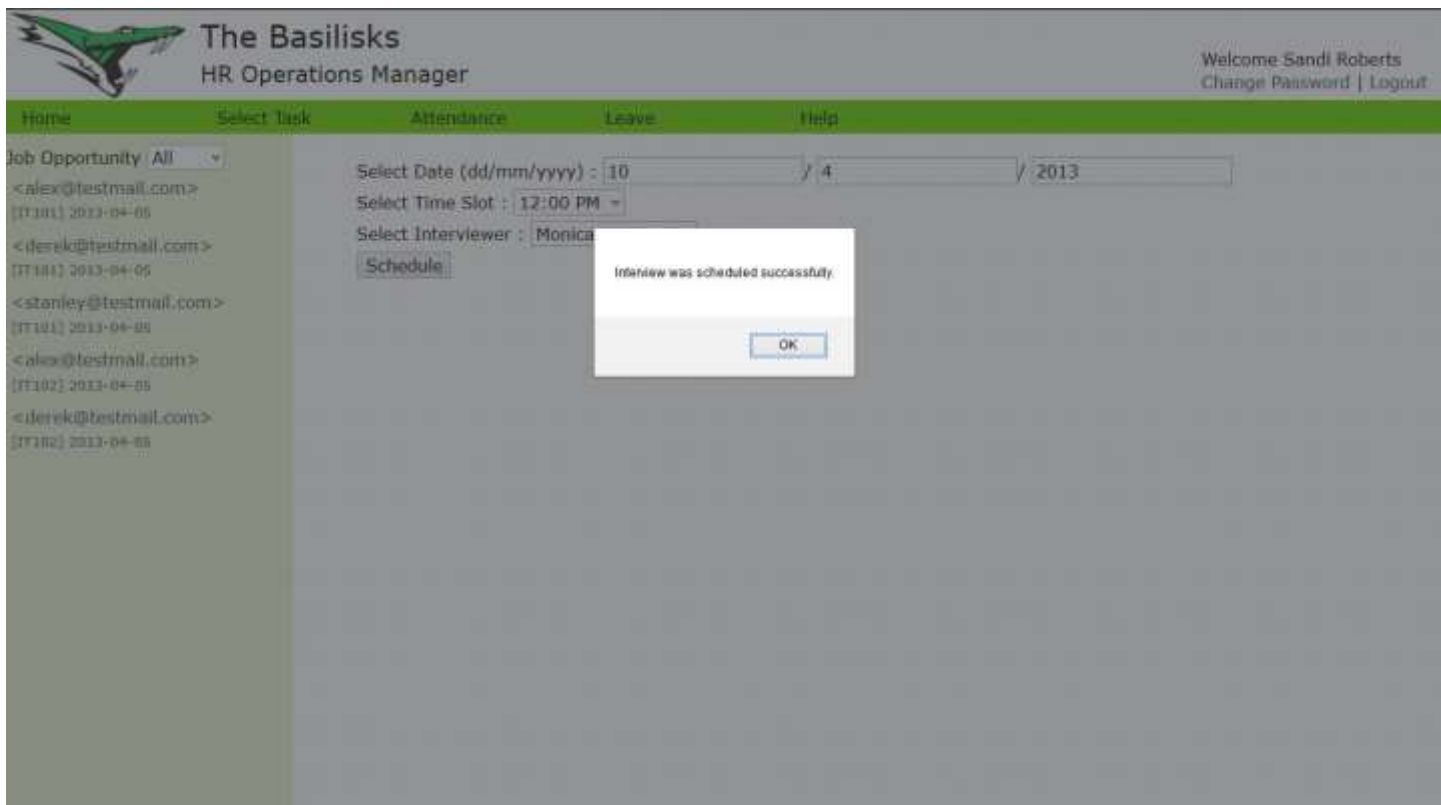
Select Time Slot : 12:00 PM ▾

Select Interviewer : Monica Bing(29) ▾

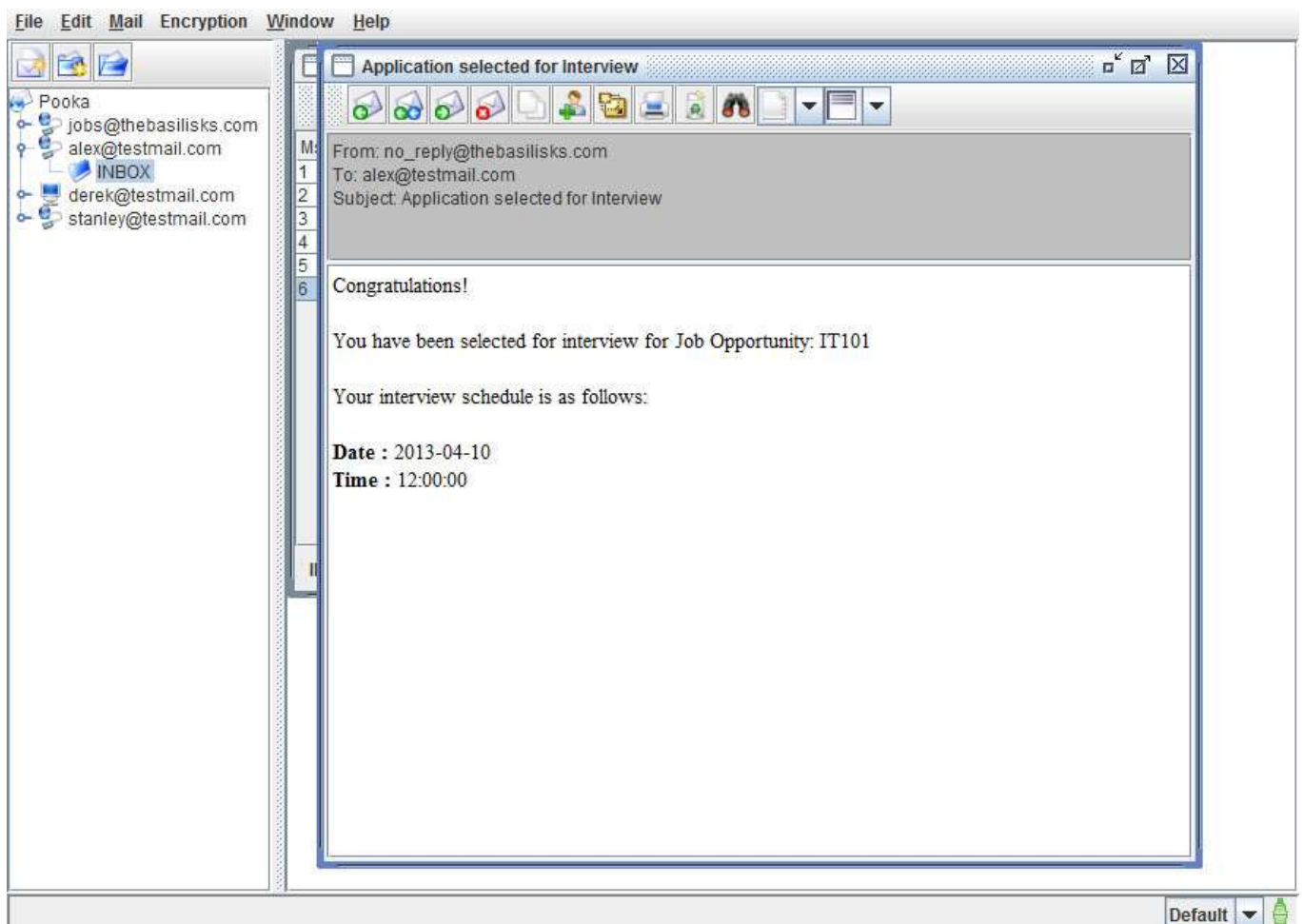
Schedule

To Schedule the interview

- Select Schedule Interview Option from the second menu of the Employee's menu-bar
- The left pane will be populated by the List of the application which need to be scheduled by the manager
- Upon clicking the application on the left pane, a form will be loaded on the right pane to schedule it.
- Fill the Interview Date in the Text Field
- Select the appropriate time Slot.
- Select the interviewer.
- Click on the Submit Button.
- The interview is scheduled.



The mail is sent to the applicant and the screen looks like the following



5.2 View Interview Results

Its manager's job to View interview Result and then again select employees on the basis of the score.

The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. A green bar below the navigation contains 'Job Opportunity' (set to 'All'), 'Interview Score : 7', and buttons for 'Select Application' and 'Reject Application'. The left sidebar lists three job opportunities: '<alex@testmail.com> [IT101] 2013-04-05', '<stanley@testmail.com> [IT101] 2013-04-05', and '<derek@testmail.com> [IT102] 2013-04-05'. The main content area shows the details for 'Alex McCall', an 'M. Tech' graduate in 'Computer Science & Engineering' with email 'alex@testmail.com'. Below this is the 'PERSONAL INFORMATION' section, including 'Date of Birth - 27-march-1987', 'Address - 56, Baker Street, London, Pin-988371', and 'Phone. No. - 81843423529'. The 'OBJECTIVE' section states: 'To seek a position in the professional world where I can work with passion and creativity exploiting my potential to an optimum level and finally to grow with the organization.'

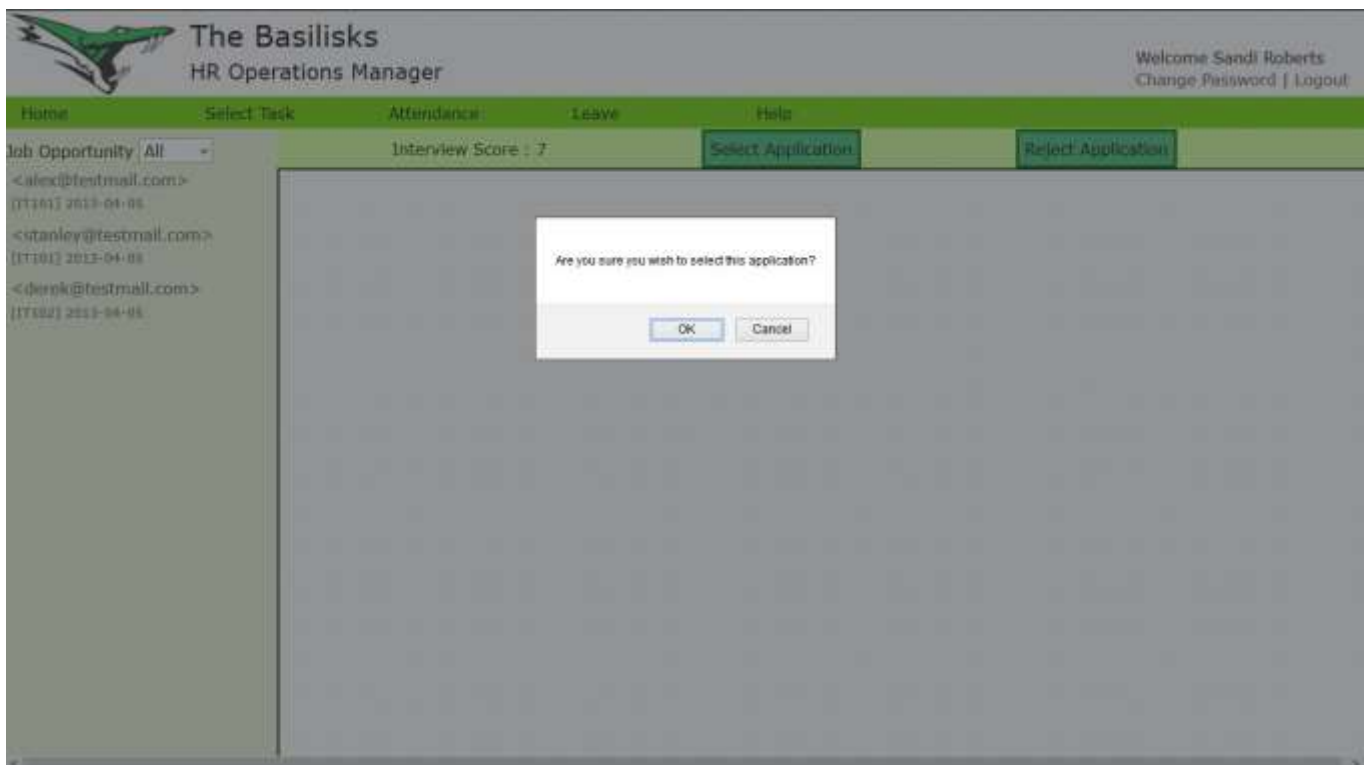
To View Interview Result

- Select the view Interview Option from the second menu of the Employee's menu-bar
- Click on the Application on the left pane to view their Resume and their Interview score on the Application bar (the green bar below the Employee menu bar in the right pane).

Now on the basis of the score and Resume Manager can either Accept or Reject the employee.

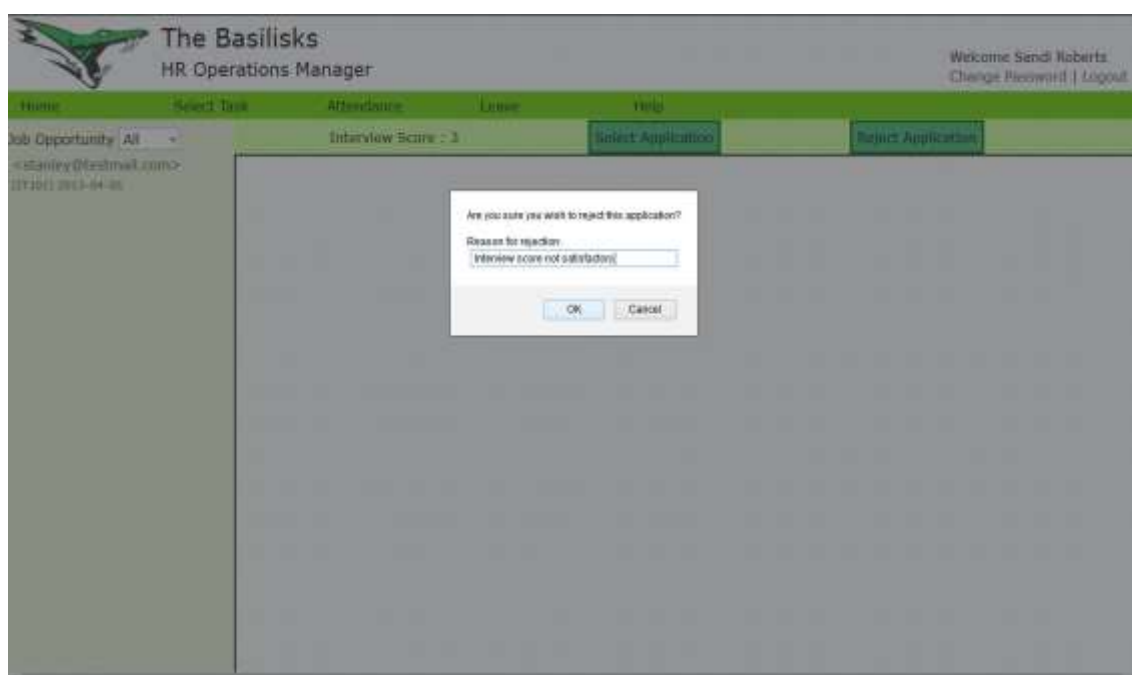
To select an Applicant:

- Open the view interview Result option from the Select task option of Employee Menu bar.
- Click on the application displayed in the left pane. The candidate's respective Interview scores will be displayed in Application menu bar.
- If application is to be selected, then click on the Select Application button on the Application menu bar.
- Click on the ok button to confirm it.



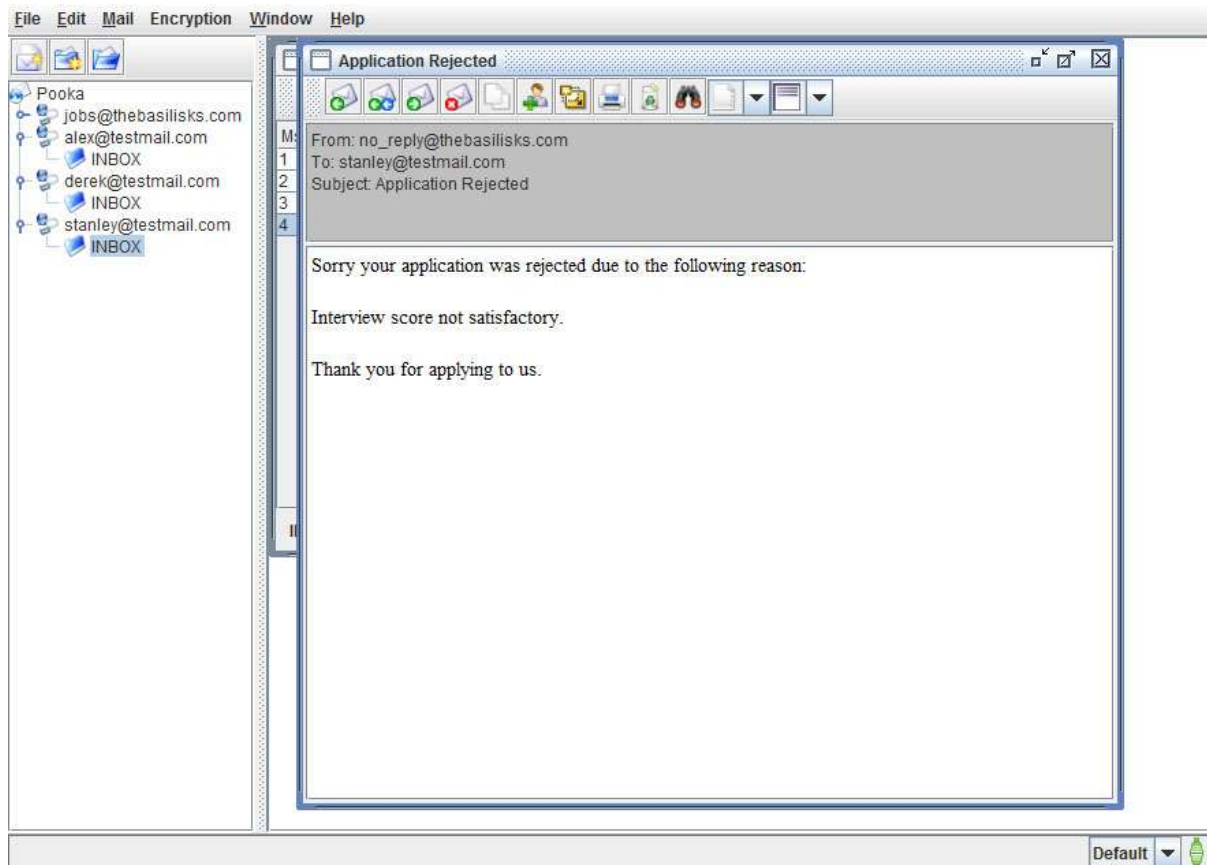
To reject an Applicant

- Open the view interview Result option from the Select task option of Employee Menu bar.
- Click on the application displayed in the left pane. The candidate's respective Interview scores will be displayed in Application menu bar.
- If application is to be rejected, then click on the Reject Application button on the Application menu bar.
- A reason will be asked before the final rejection. State the reason and click on the ok button.




- After the rejection, a rejection mail will be sent to the applicant, stating the reason of the rejection.

A sample mail is something like this



5.2 View Selected Application

Using this Option, managers can see all the application that has been selected and upon clicking those on the right pane, they can see the respective Resume



The Basilisks
 HR Operations Manager

Welcome Sandi Roberts
[Change Password](#) | [Logout](#)

[Home](#)
[Select Task](#)
[Attendance](#)
[Leave](#)
[Help](#)

Job Opportunity: All
 <alex@testmail.com>
 [IT101] 2013-04-05
 <derek@testmail.com>
 [IT102] 2013-04-05

Derek Dev
 B.Tech. Computer Science & Engineering
 Cambridge University
 21, Male

E-mail: derek@testmail.com
 Ph : 98272910394

Career Objective

- Seeking a professional environment to apply my skill sets which I have acquired in my study years.
- Want to work for growth of the company and society.
- Believe in keen learning.

Education	Degree	Specialization	Year of Graduation	Grades/CGPA
	B.Tech	Computer Science & Engg	2014 (expected)	7.83 (till 5 th Semester)
	10 th	Physics, Chemistry and Maths....	2010	78%
	12 th	English,SST, Math.science.....	2008	88%

5.3 View Rejected Application

Using this Option, Manager can see all the application that has been rejected in the complete hiring process and upon clicking them can see their resume and the reason for rejection will be at the top just beneath the main menu-bar



The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes links for Home, Select Task, Attendance, Leave, and Help. A green banner at the top right welcomes 'Sandi Roberts' and provides links for 'Change Password' and 'Logout'. Below the navigation bar, a sidebar on the left shows a 'Job Opportunity' dropdown set to 'All', an email address '<stanley@testmail.com>', and a date '[17101] 2013-04-08'. The main content area features a green banner with the text 'Reason for rejection: Interview score not satisfactory.' Below this, the profile of 'Stanley Garner' is shown, including his contact information: 'MBA, Oxford University, 21, Male', 'E-mail: stanley@testmail.com', and 'Ph : 43211385'. Under the 'Career Objective' section, three bullet points are listed: 'Seeking a professional environment to apply my skill sets which I have acquired in my study years.', 'Want to work for growth of the company and society.', and 'Believe in keen learning...'. The 'Education' section contains a table with three rows of data.

Education	Degree	Specialization	Year of Graduation	Grades/CGPA
	MBA	Finance	2014 (expected)	9
	12th	Commerce	2010	98%
	10th	English, SST, Math, science.....	2008	88%

6. Some Common Problems and their troubleshoot

- Problems with GUI

The Application is tested with Chrome, Mozilla Firefox, and Opera & IE. We recommend using the latest version of Mozilla Firefox or Google Chrome for best user experience.

- **Something is wrong with the Mailing system. System doesn't fetch new Applications for the recruitment process.**

Well sometimes it may happen. May be the SMTP server is not configured properly or may be the wrong username and password is being used to authenticate the mailing system on the server. The best way is to use admin's Web interface to re-configure the SMTP and IMAP settings.

- **I am unable to view Candidate's Resume upon clicking on the Application; instead it asks me to download it. Why?**

Please don't use any third party plugins (Except Adobe Reader's) and Download Managers (like IDM, DAP etc).