END USER 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 Basilisk HRM, the Human Resource Management software.

1.2 Who Should use this Manual
The manual is meant for all the end users that is the employees of the company.

2.About Basilisk HRM

Basilisk HRM is a full fledged Human Resource Management Software. It's a project undertaken to automate most of the task 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.Task 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 the the third option in the employee Menu bar. Upon Mouse Hover, two more options Pop Up.

4.3.1 View Attendance : This option shows the entire log of the attendance of the employee.

4.3.2 Mark Attendance : To mark the attendance, the employee has to click on the Punch-In button. And while going he just need to click the Punch-Out button.

4.4 Leave : The Fourth Option in the employee's menu bar. Upon Mouse Hover, two more options Pop Up

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 need to specify the dates for which he/she wants the leave along with the reason.

4.4.2 Grant Leave : This module is for supervisor. Upon clicking the option the employee will be presented with the outstanding leave applications and he may grant them or discard them depending upon the reason specified.

4.5 Change Password : Helps to change the employee his/her password. Employee needs to enter his/her old password, new password and 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 Task

All Employee have got separate roles in the company and all roles which comes under certain employee is under option 2 in Employee's Menu bar.

5.1 Admin

5.1.1 Configure Server: This Menu is used to configure the server, so that the HRM can work properly. There are various types of configuration possible and all are done in the same window.

The various types of configuration that are possible are:

- Database configuration: These is used to configure the database connection. Under this field admin can edit
    - username(By Default db2admin)
    - password (By Default root)

- IMAP Configuration : This option is used to configure the IMAP protocol that the application will use to fetch email of the employee. The admin can set

  - Hostname (By default localhost)
  - Port (By default 143)
  - Username (By Default test@testdomain
  - Password (By Default test)
  - Polling frequency (The interval after which mails should be fetched. (By default 20000)

- SMTP Configuration : This option is used to configure the SMTP properties of the Application that it uses to connect to its SMTP server. The various properties that can be configured are
  - smtp host(By default localhost)
  - port (By default 25)
  - From (From which mail id, the mail should be sent, by default test2@testdomain)
  - username (By default test@testdomain
  - Password(By default test)
  - Server PORT (The port on which application is running,by default 9081)

- Automated Email Configuration : It deals with the template of the message that should be sent via e-mails.

  - Subject for offer letter : Deals with the subject when offer letter is sent
  - Body for offer letter : Deals with the body of offer letter. Delimiters like `{position}, {offer_accept_link}, {offer_reject_link} can be used`
  - Subject For interview : Subject of email when letter for interview details is sent
  - Body for interview :Deals with the Body of the Email when letter for interview details is sent. Delimiters like `{opportunity_id} and {interview_schedule}` can be used to provide information regarding their job opportunity and their interview schedule.
  - Subject for rejection letter : Deals with the subject of the e-mail when a rejection letter is sent
  - Body for Rejection letter : Deals with the body of the E-mail when rejection letter is sent. Delimiters like `{reject_reason}` can be used to state the reason of rejection
  - Subject While Sending Password : Deals with the subject of the E-mail When the Employee has been registered in the employee database.
  - Body while Sending Password : Deals with the Body of the E-mail that is to be sent when employee has been registered. Delimiters like {employee_id}, {password} can be used to tell the employee about its username and password
  - Subject for automated Rejection Letter : Deals with the subject Of the automatic mail sent

- Body for automated Rejection Letter : Deals with the body of the automated mail sent. Delimiters like {mailProcessor_reject_reason} can be used to state the reason for rejection.

5.1.2 Update Employee : Only Admin has the right to change any of the employee's information. Upon Clicking on the option the bottom right part of the page gets populated with a search bar and a button.

To Change an Employee's Information :

- Enter the employee Id of the person whose information is to be changed.
- The Bottom part of the page get populated with Some fields that shows the current information. Change the information that needs to be changed and click on Update Button.
- A text Box with a certain message will be displayed.

5.1.3 Create Job Opportunity : Only Admin has the right to Create a new Job Opportunity. Upon Clicking on the Option the bottom right part of the page gets populated with certain Text Fields.

To create a New Job Opportunity :

- Enter a Job Opportunity Id
- Select the Department For which the position is to be created
- Select the Position Id
- Enter the No. Of vacancies
- Enter Last Date of Application
- Click On the Button a Success Message Should be Displayed. If not then Opportunity Id is already there, Change it.

5.1.4 Create Department : Only Admin has the right to Create a new Department or Update the Department. Upon Clicking on the Option the bottom right part of the page gets divided into two parts- Create Department and Update Department.

To Create A new Department

- In the upper Part of the Page, the part headed by the Create department is the place to create a new department.
- Enter the name of the New Department and click on the Submit button and a success message should appear on the screen.

To Update Existing Department

- In the upper Part of the Page, the part headed by the Update Deartment is the place to Update department.
- Select the Department name From the dropdown list and it's corresponding Department Head will show up on the list.
- Upon Clicking a success message should be displayed on the screen.

5.1.5 Create Position : Only Admin has the right to Create a new Position. Upon Clicking on the Option the bottom right part of the page will get populated by a Text field and a button.

To Create a New Position

- Write the name of the New Position/Post For the employees in the Text Field.
- Click on the submit button
- A message should be displayed on the screen

5.1.6 Create Qualification : Only Admin has the right to Create a Qualification. Upon Clicking on the Option the bottom right part of the page will get populated by a Text field and a button.

To Create a new Qualification

- Write the name of the new Type of Qualification required by the company.
- Click on the Submit Button.
- A message should appear on the screen confirming success of the creation.

5.2 Manager :

5.2.1 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.

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

5.2.2 View Interview Results : It's managers job to View interview Result and then again select employee's on the basis of the score.

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 right pane.
- Now on the basis of the score and Resume Manager can either Accept or Reject the employee.
- On Rejection, a reason is asked from the manager and a Rejection mail will be sent to the applicant while on acceptance it is transferred to the HR for final selection.

5.2.3 View Selected Application : Using this Option manager can see all the application that have been selected and upon clicking them on the right pane can again see their Resume.

5.2.4 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.

5.3 HR :

5.3.1 View New Application : All the New Application sent by the Applicants will be show here. Upon Clicking this Option The bottom pane will be divided into two parts-Left and Right.

Left Pane will show all the New Applications with its Sending Email Id, For which Opportunity ID and Date of arrival of Application. Upon Clicking the application, the right pane will display the Resume of the applicant and the bar between resume and Employee Menu bar will show the option for Shortlisting the Applicant or Rejecting the applicant. On Rejection the HR will be asked for the reason for the Rejection and if shortlisted the application gets forwarded to manager.

To Shortlist a Application

- Click on the View New Application

- The Left pane will display all the Application on which have arrived and no action have been taken on it.
- Click on the Application on the left pane and the corresponding applicants Resume will be shown on the right along with the options to shortlist and Reject the application.

- If applicant is to be shortlisted then click on the Shortlist Button, and if applicant is to be rejected then click on the Reject button and a dialog box will appear asking for the reason. State the reason and click on the OK button.

  5.3.2 View Shortlisted Application : Upon clicking this Option from the menu the HR will be presented with all the applicants that have been shortlisted(cleared first round of selection) in the left pane.

  Upon clicking the application their respective Resume will be shown in the right pane of the window.

  5.3.3 View Rejected Application : Upon clicking this Option from the menu the HR will be presented with all the applicants that have been Rejected (Rejected in first round of selection) in the left pane.

  Upon clicking the application their respective Resume will be shown in the right pane of the window

  5.3.4 Hire Applicants : This is the final round of the selection process in which the applicants selected by the manager (on the basis of the score) after the interview process is displayed and finally its the task of the HR to select the most appropriate employee and fill the requisite number of Position for that job opportunity.

To Hire an Applicant :

- Click on the Hire Applicant option from the Select Task of the Menu Bar.

- The Left Pane will be Populated with the list of the Application of the applicants that have the potential to become the employee of the company with a check box beside it and the right pane will display the no of Vacancies in the Application menu bar which is just below the employee Menu bar.

- Click on a certain application and its Resume will be shown in the right pane along with the interview Results over it.

- If the applicant has to be rejected, click on the Reject button on the Application menu bar in between Resume and Employee menu bar. A dialog box will appear asking for the Reason for the rejection, fill it and a mail will be sent to the applicant about his rejection.

- To hire the applicants select the check box of the employees and click on the Hire Applicant button at the bottom of the Left Pane. A mail will be sent to the applicants about their Selection and will be provided with the offer letter and a link upon clicking they will accept the job.

5.4 Interviewer: The following set of modules are used by the Interviewer

5.4.1 View Interview Schedule : This module is used by the interviewers to see their Interview Schedules.

To view The Interview Schedule

- Click on the View Interview Schedule from Select Task.
- The bottom Pane will display a Combo box that will display all the Date for which he has to conduct the interview
- Select the Date from the Combo box
- A table will appear below the Combo box showing the Interview Time and and the number of applicants for which he has to take the interview

5.4.2 Update Interview Result : This module is used when the Interviewer is taking the interview of the Applicant.

To Update Interview Result :

- Click in the Update Interview Result from the Select Task
- The bottom pane will be divided into two parts.
- The combo Box will display all the scheduled date for the Interviewer.
- Select one of the date form the combo Box. A second combo box will appear that will show all the available time slots for the employee.
- Select one of the available time slot.
- Upon selection of the time slot. All the applications that belong to that time slot will be displayed in the left pane.
- Upon clicking the right pane will display the Applicants Resume and a Text field & a button to update applicant interview score.(Caution : Score can be any value greater than 0).

- This Score Card is now transferred to Manager, for further selection of the applicant.