

# 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 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. Manager Specific Task**

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.

### 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 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.

5.3 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.

5.4 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.