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THE BASILISKS

HR OPERATIONS MANAGER

Interviewer 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 includes 'Home', 'Attendance', 'Leave', and 'Help'. The 'Attendance' menu is open, showing 'Give Attendance' and 'View Attendance'. The 'Employee Details' section for Alex McCall is visible, displaying personal and professional information.

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 with the 'View Attendance' log displayed. The log table shows attendance records for Alex McCall on 2013-04-05, including 'IN' and 'OUT' times.

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.



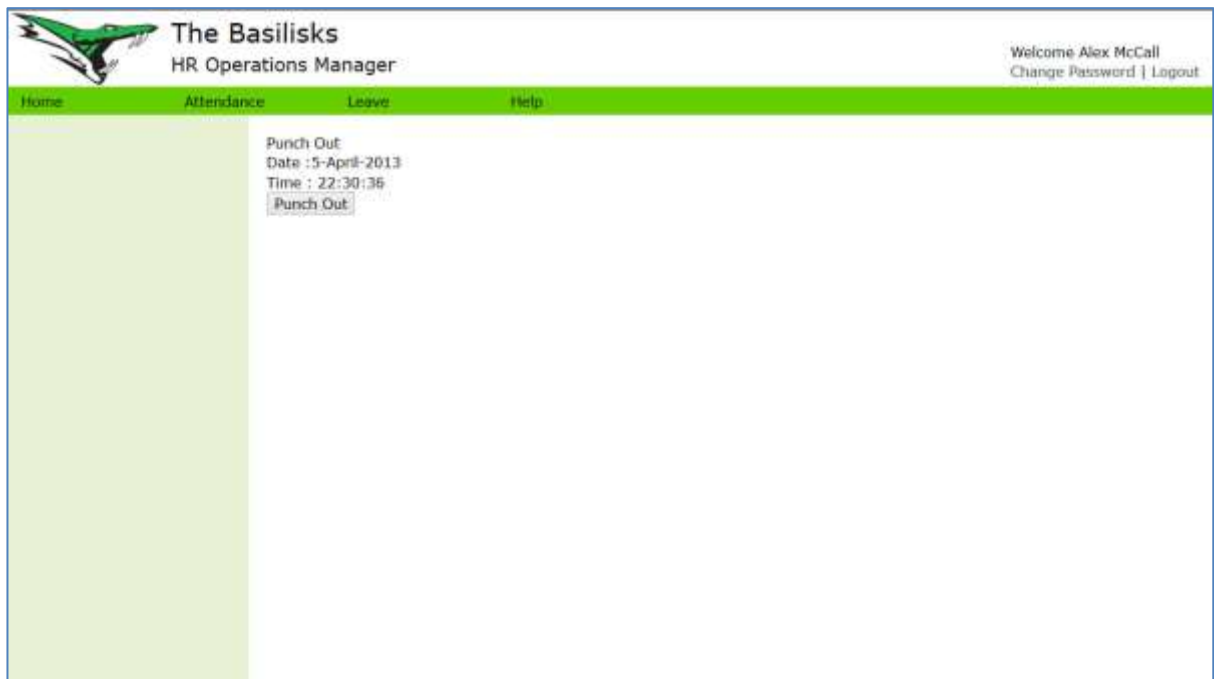
The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the company logo, name, and a user welcome message for Alex McCall. A green navigation bar contains links for Home, Attendance, Leave, and Help. The main content area displays a 'Punch In' form with the date '5-April-2013' and time '22:29:55'. A 'Punch In' button is visible at the bottom of the form.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

Punch In
Date : 5-April-2013
Time : 22:29:55
Punch In



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 a 'Punch Out' form with the date '5-April-2013' and time '22:30:36'. A 'Punch Out' button is visible at the bottom of the form.

The Basilisks
HR Operations Manager

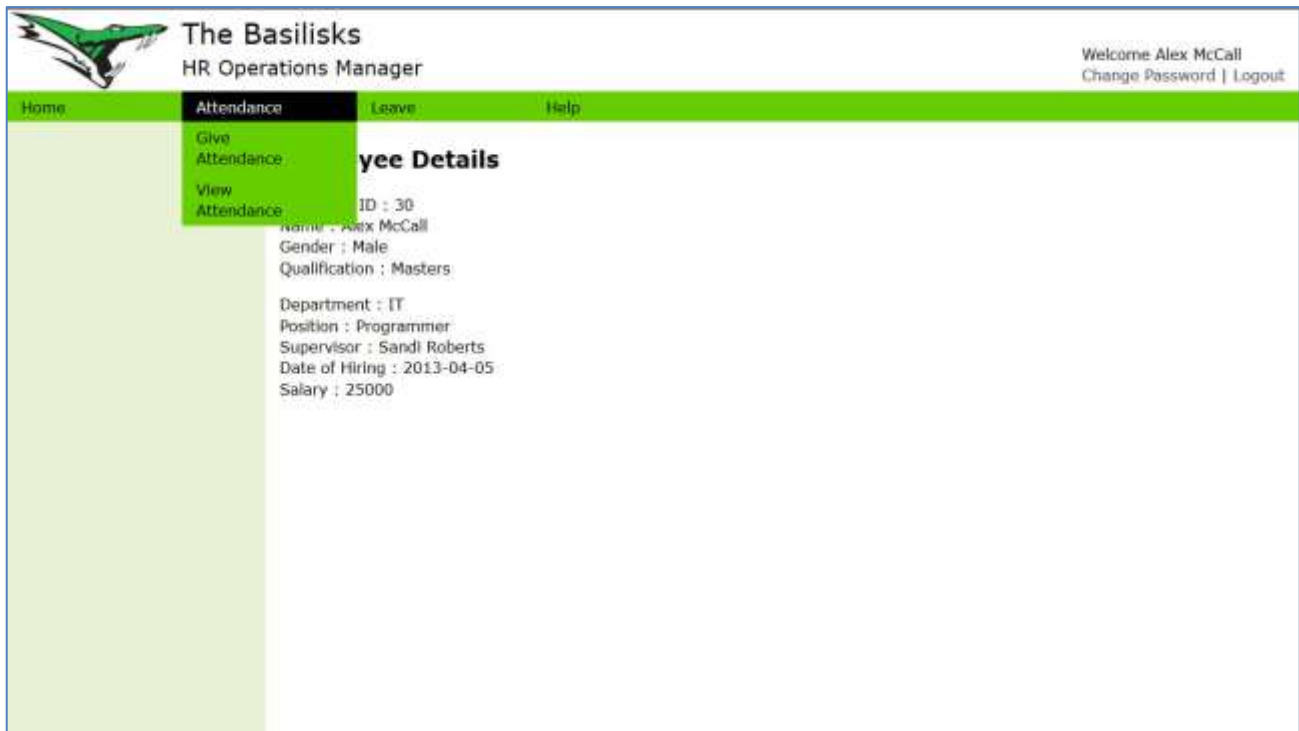
Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

Punch Out
Date : 5-April-2013
Time : 22:30:36
Punch Out

4.4 Leave

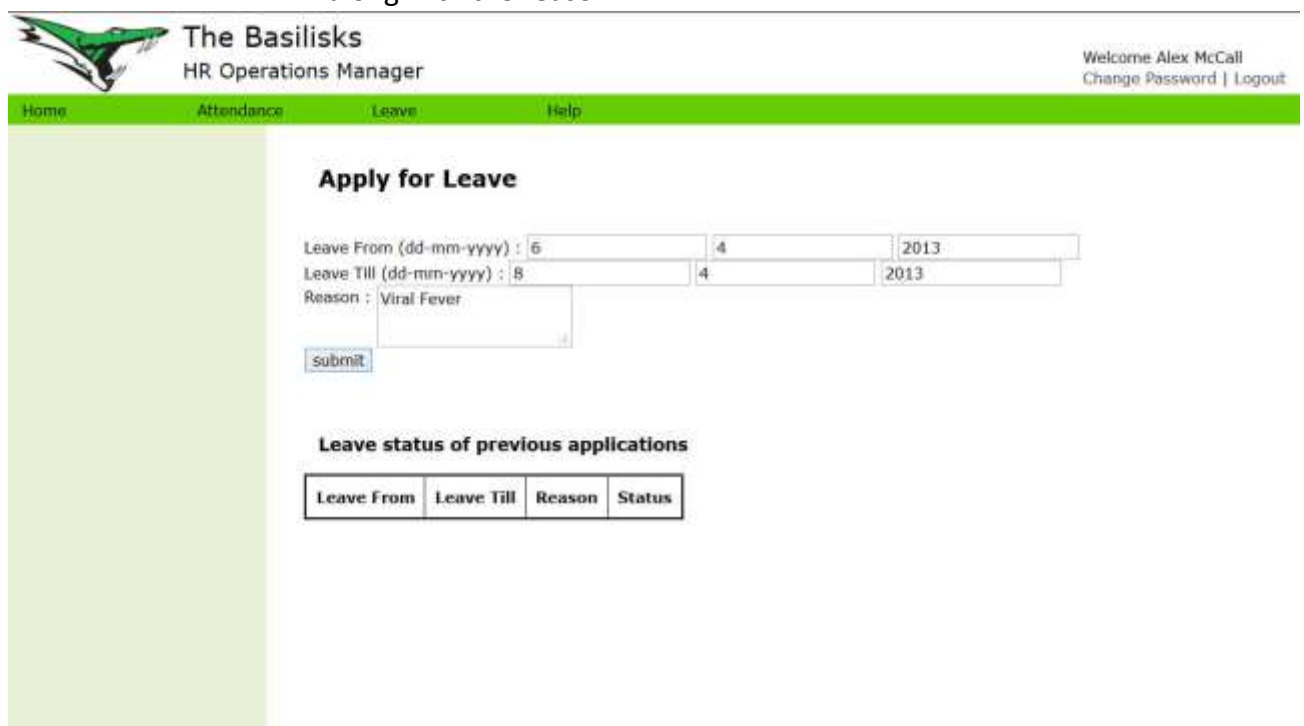
The fourth option in the employee's menu bar. Upon mouse Hover, two more options Pop Up



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 for 'Give Attendance' and 'View Attendance'. 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 located below the form. 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 Basilisks
HR Operations Manager

Welcome Monica Bing
[Change Password](#) | [Logout](#)

HomeSelect TaskAttendanceLeaveHelp

Employee Details

Employee ID : 29
Name : Monica Bing
Gender : Female
Qualification : Bachelors

Department : IT
Position : Programmer
Supervisor : Sandi Roberts
Date of Hiring : 2013-03-01
Salary : 30000
Special Role : INTERVIEWER

The Following are the task of the interviewer



The Basilisks
HR Operations Manager

Welcome Monica Bing
[Change Password](#) | [Logout](#)

HomeSelect TaskAttendanceLeaveHelp

[View](#)
[Interview](#)
[Schedule](#)
[Update](#)
[Interview](#)
[Results](#)

Employee Details

ID : 29
Name : Monica Bing
Gender : Female
Qualification : Bachelors

Department : IT
Position : Programmer
Supervisor : Sandi Roberts
Date of Hiring : 2013-03-01
Salary : 30000
Special Role : INTERVIEWER

5.1 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 the number of applicants for which he has to take the interview.



Select Date : 2013-04-10

Interview Time	No. of Applicants
12:00:00	2
15:00:00	1

5.2 Update Interview Results

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 slots.



Select Date 2013-04-10 ▾

Select Time ▾
12:00:00
15:00:00

- 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).

The Basilisks
HR Operations Manager

Welcome Monica Bing
Change Password | Logout

Home Select Task Attendance Leave Help

Select Date: 2013-04-10
Select Time: 12:00:00

Interview Score: 7

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

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

Alex McCall
M. Tech
Computer Science & Engineering.
E-mail: alex@testmail.com

PERSONAL INFORMATION
Date of Birth - 27-march-1987
Address- 56, Baker Street, London.
Pin-988371
Phone. No. - 81843423529

OBJECTIVE
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.

EDUCATIONAL RECORD

- After Updating the score an alert box will be generated stating that Result has been updated
- This score card is now transferred to manager, for further selection of the applicant.

The Basilisks
HR Operations Manager

Welcome Monica Bing
Change Password | Logout

Home Select Task Attendance Leave Help

Select Date: 2013-04-10
Select Time: 12:00:00

Interview Score: 7

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

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

The result was updated successfully

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).