ADMIN 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. Admin 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 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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

5.6 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.