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THE BASILISKS

HR OPERATIONS MANAGER

Administrator 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. A dropdown menu is visible under 'Attendance' with options: Give Attendance, View Attendance, and Attendance. The 'View Attendance' option is selected, displaying the 'Employee Details' for Alex McCall. The details include: ID : 30, Name : Alex McCall, Gender : Male, Qualification : Masters, Department : IT, Position : Programmer, Supervisor : Sandi Roberts, Date of Hiring : 2013-04-05, and Salary : 25000.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

Give Attendance
View Attendance
Attendance

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. The 'View Attendance' option is selected, displaying the 'Attendance Log' for Alex McCall. The log shows a table with columns for IN (Date, Time) and OUT (Date, Time) for the date 2013-04-05.

The Basilisks
HR Operations Manager

Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

Attendance Log

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.



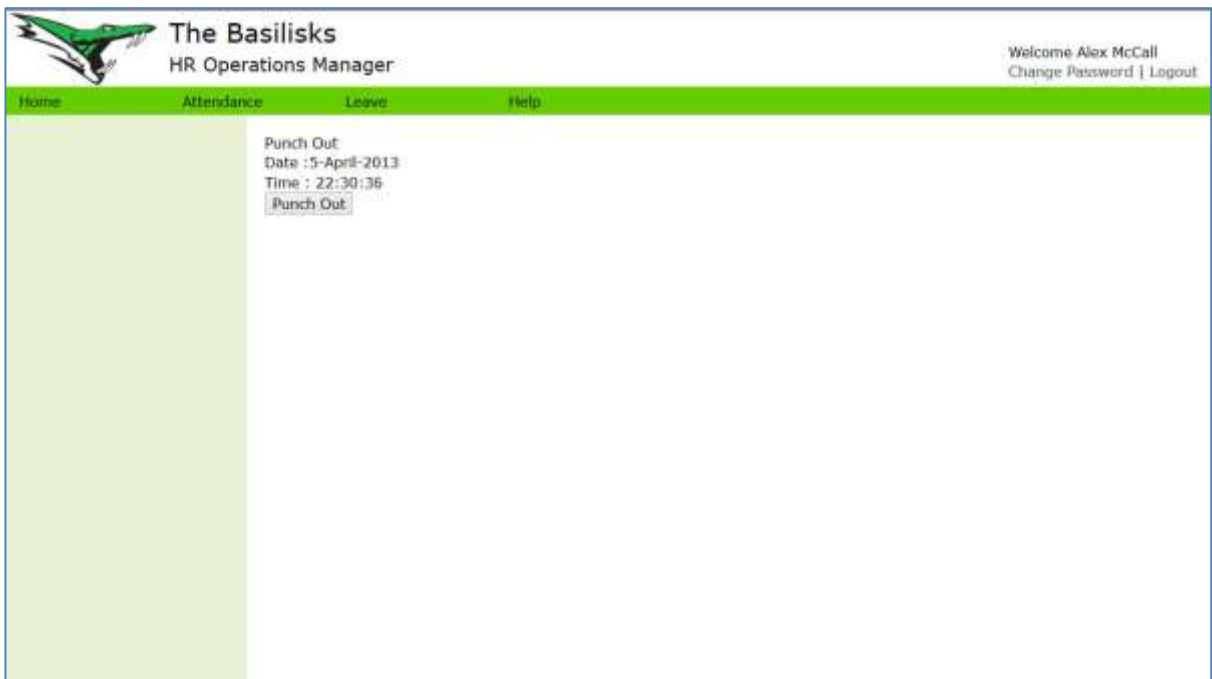
The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the company logo, name, and a user welcome message for Alex McCall. A green navigation bar contains links for Home, Attendance, Leave, and Help. The main content area displays the 'Punch In' button, along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

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 web application interface as the previous one, but now displaying the 'Punch Out' button. The date and time are updated to 22:30:36.

The Basilisks
HR Operations Manager

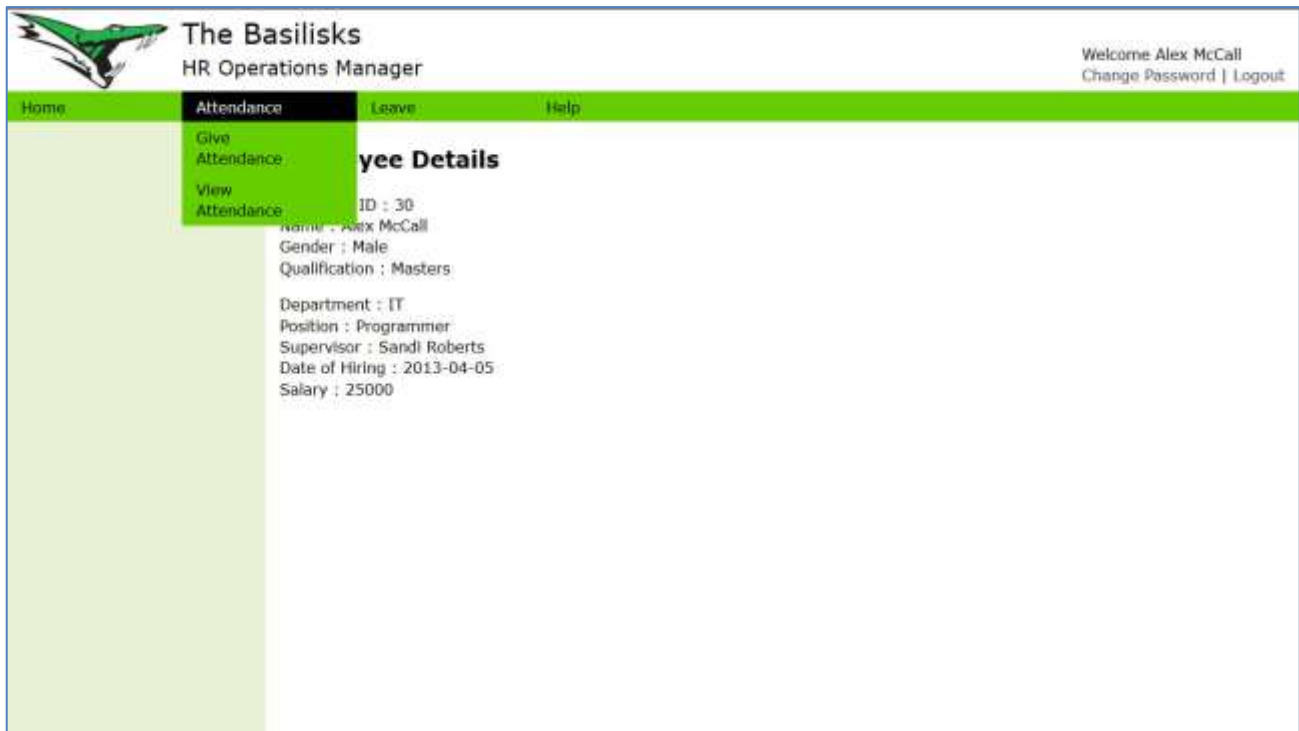
Welcome Alex McCall
Change Password | Logout

Home Attendance Leave Help

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

4.4 Leave

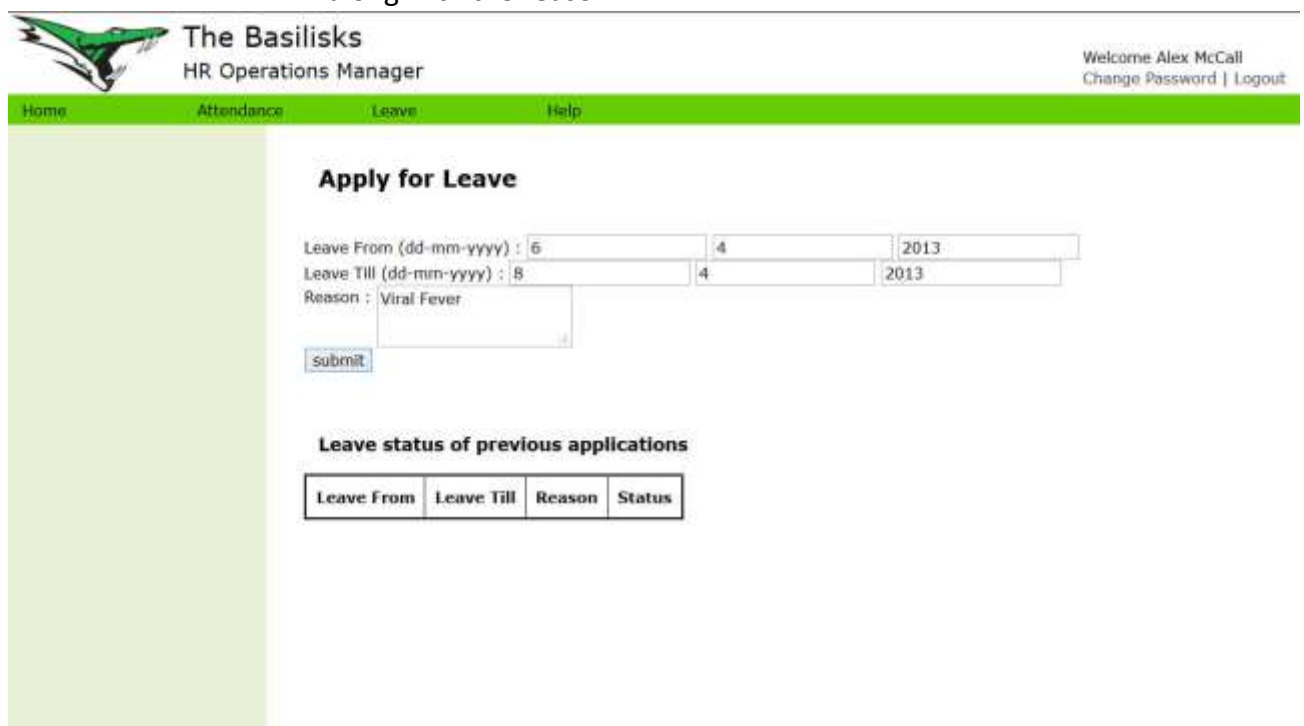
The fourth option in the employee's menu bar. Upon mouse Hover, two more options Pop Up



The screenshot shows the 'The Basilisks HR Operations Manager' interface. The top navigation bar is green with 'Home', 'Attendance', 'Leave', and 'Help' options. The 'Leave' option is highlighted. A dropdown menu is visible under 'Leave' with options 'Give Attendance' and 'View Attendance'. The 'Employee Details' section is visible, showing information for Alex McCall, ID: 30, Gender: Male, Qualification: Masters, Department: IT, Position: Programmer, Supervisor: Sandi Roberts, Date of Hiring: 2013-04-05, and Salary: 25000.

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 'The Basilisks HR Operations Manager' interface with the 'Apply for Leave' form. The top navigation bar is green with 'Home', 'Attendance', 'Leave', and 'Help' options. The 'Leave' option is highlighted. The 'Apply for Leave' form is displayed, showing fields for 'Leave From (dd-mm-yyyy)', 'Leave Till (dd-mm-yyyy)', and 'Reason'. The 'Leave From' field is filled with '6/4/2013' and the 'Leave Till' field is filled with '8/4/2013'. The 'Reason' field is filled with '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'.

Leave From	Leave Till	Reason	Status
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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 depending upon the reason specified.



The screenshot shows the 'The Basilisks HR Operations Manager' interface. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The 'Leave' tab is active. The main content area displays a table of outstanding leave applications. The table has columns for Employee ID, From Date, To Date, Reason, and Approval. Two applications are listed: one for Employee ID 30 with a reason of 'Viral Fever' and another for Employee ID 29 with a reason of 'Appointment with Doctor'. The 'Approval' column for each row contains radio buttons for 'Accept' and 'Reject', and a 'Submit' button.

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"/>



The screenshot shows the same interface as the previous one, but with a 'success' dialog box displayed in the center. The dialog box has the text 'success' and an 'OK' button. The table of outstanding leave applications is still visible in the background.

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		Appointment with Doctor	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Submit"/>

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. Admin Specific Tasks

All employees have got separate roles in the company and all roles which come under certain employee is under option Two (Select Task) in Employee's Menu bar.



The screenshot displays the 'The Basilisks HR Operations Manager' web application. At the top left is a logo of a green basilisk. The header area includes the text 'The Basilisks HR Operations Manager' and a user greeting 'Welcome John Smith' with links for 'Change Password' and 'Logout'. Below the header is a green navigation bar with buttons for 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is divided into a light green sidebar on the left and a white panel on the right titled 'Employee Details'. This panel lists the following information: Employee ID : 25, Name : John Smith, Gender : Male, Qualification : Masters, Department : IT, Position : President, Date of Hiring : 2013-03-01, Salary : 60000, and Special Role : ADMIN.

5.1 Configure Server

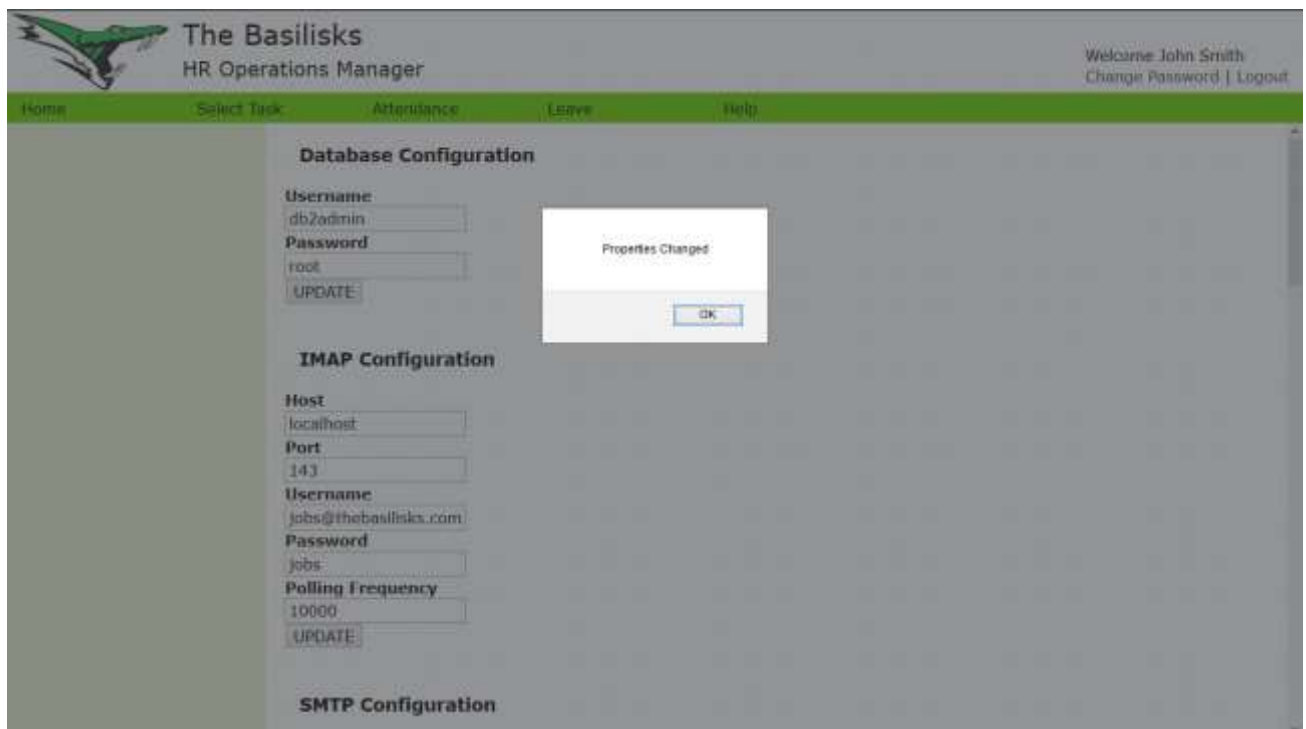
This menu is used to configure the server, so that the HRM can work properly. There are various types of configuration possible and all are done in the same window.

The various types of configuration that are possible are:

- Database configuration: These are used to configure the database connection. Under this field admin can edit
 - Username (default: db2admin)
 - Password (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 (default: localhost)
 - Port (default: 143)
 - Username (Default: jobs@thebasilisks.com)
 - Password (Default: jobs)
 - Polling frequency (The time-interval in milliseconds after which mails should be fetched. (Default: 10000))
- 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 (default: localhost)
 - Port (default: 25)
 - From (email id to use while sending mails. Default: no_reply@thebasilisks.com)
 - Username (Default: no_reply@thebasilisks.com)
 - Password (Default: test)
 - Server PORT (The port on which application is running. 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. Substitution variables 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.

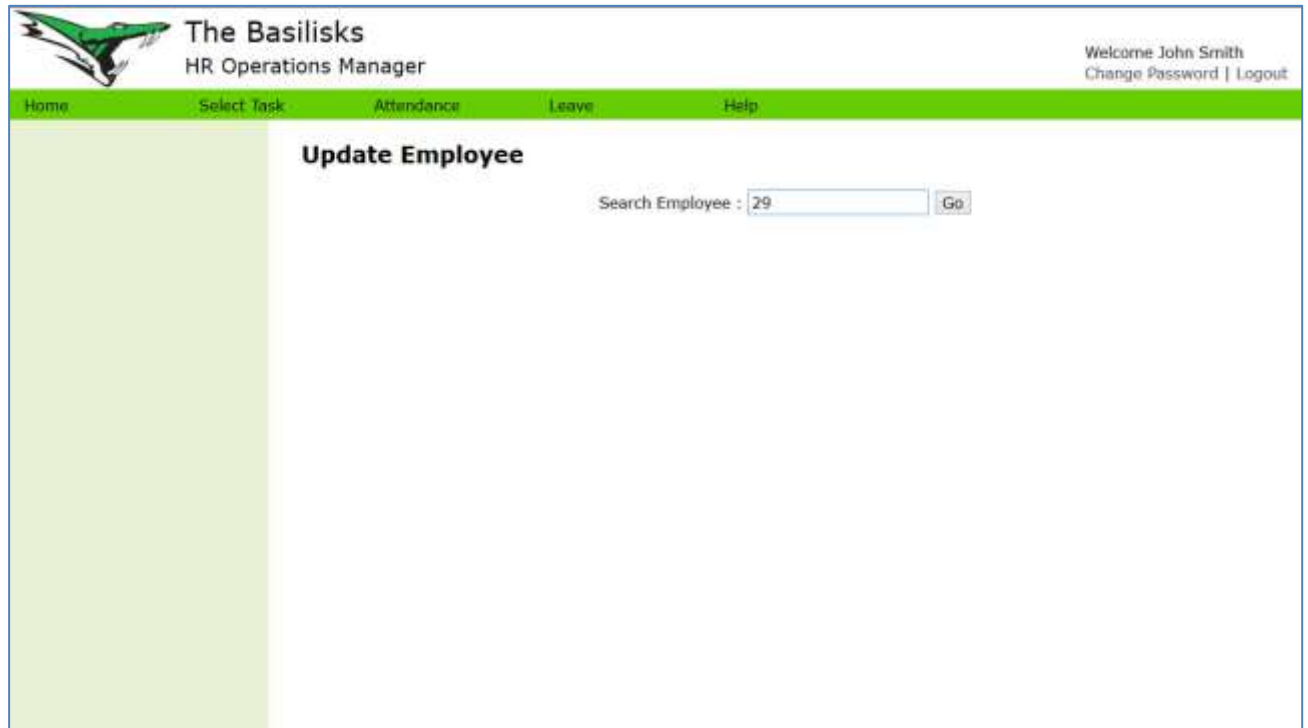


The screenshot displays the 'The Basilisks HR Operations Manager' web interface. The top navigation bar includes links for Home, Select Task, Attendance, Leave, and Help. The main content area is divided into three configuration sections: Database Configuration, IMAP Configuration, and SMTP Configuration. In the Database Configuration section, the Username is 'db2admin' and the Password is 'root'. An 'UPDATE' button is present. A modal dialog box titled 'Properties Changed' with an 'OK' button is overlaid on this section. The IMAP Configuration section shows Host as 'localhost', Port as '143', Username as 'jobs@thebasilisks.com', and Password as 'jobs'. The SMTP Configuration section is partially visible at the bottom.

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.



The screenshot displays 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 welcome message 'Welcome John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links for 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Update Employee' and features a search bar with the text 'Search Employee : 29' and a 'Go' button. A large, empty light green rectangular area is visible on the left side of the main content area.

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 gets populated with some fields that show 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.



The Basilisks
 HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

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

Update Employee

Search Employee :

Name :

gender :
☐ Male ☒ Female

Employee Role :

Salary :

Position :


Supervisor :

Department :

Qualification :

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.



The Basilisks
 HR Operations Manager

Welcome John Smith
[Change Password](#) | [Logout](#)

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

Create Job Opportunity

Opportunity Id :

Department Id :

Position Id :

No of Vacancies :

Last Date Of Application(dd/mm/yyyy) : / /

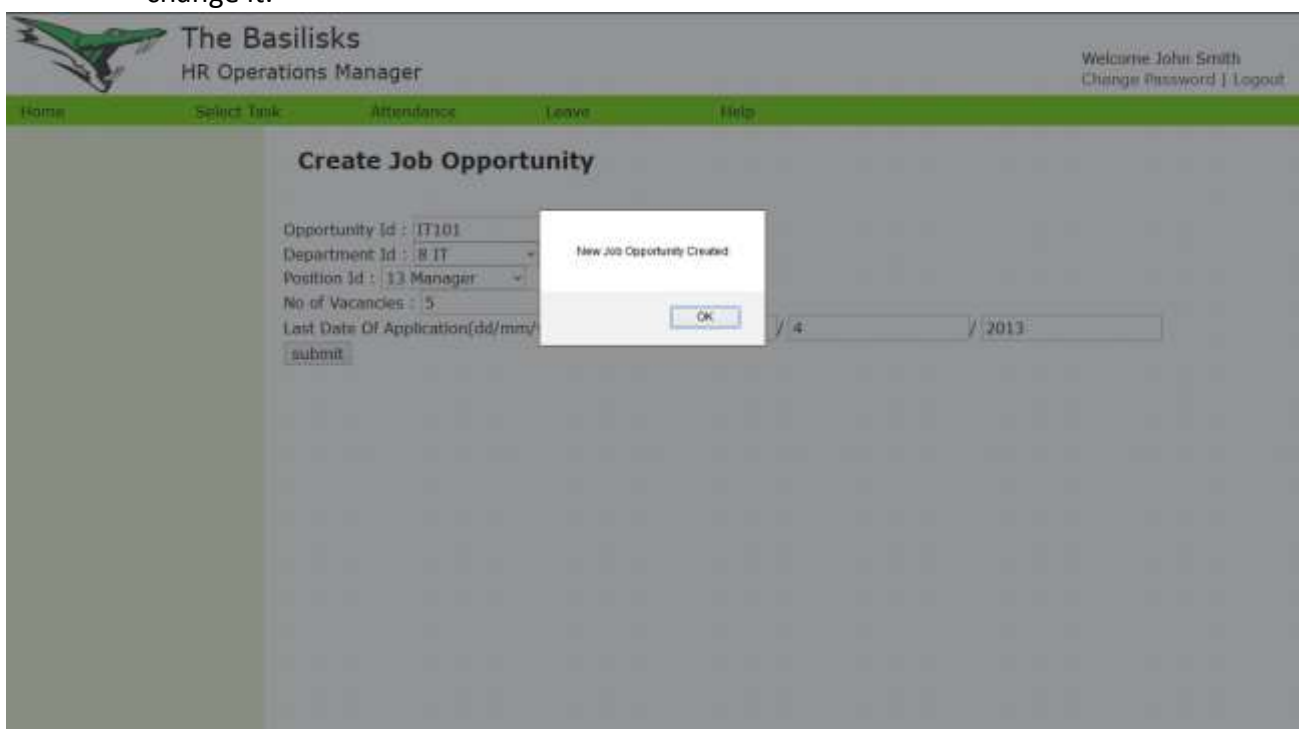
To create a New Job Opportunity:

- 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.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the logo, title, and user information (Welcome John Smith, Change Password | Logout). A green navigation bar contains links: Home, Select Task, Attendance, Leave, and Help. The main content area is titled 'Create Job Opportunity' and contains a form with the following fields: Opportunity Id (text input with value IT101), Department Id (dropdown menu with value 8 IT), Position Id (dropdown menu with value 13 Manager), No of Vacancies (text input with value 5), and Last Date Of Application (dd/mm/yyyy) (text input with value 10/4/2013). A 'submit' button is located below the form.

- Click on the button.
- A success message should be displayed. If not then opportunity Id is already there, change it.



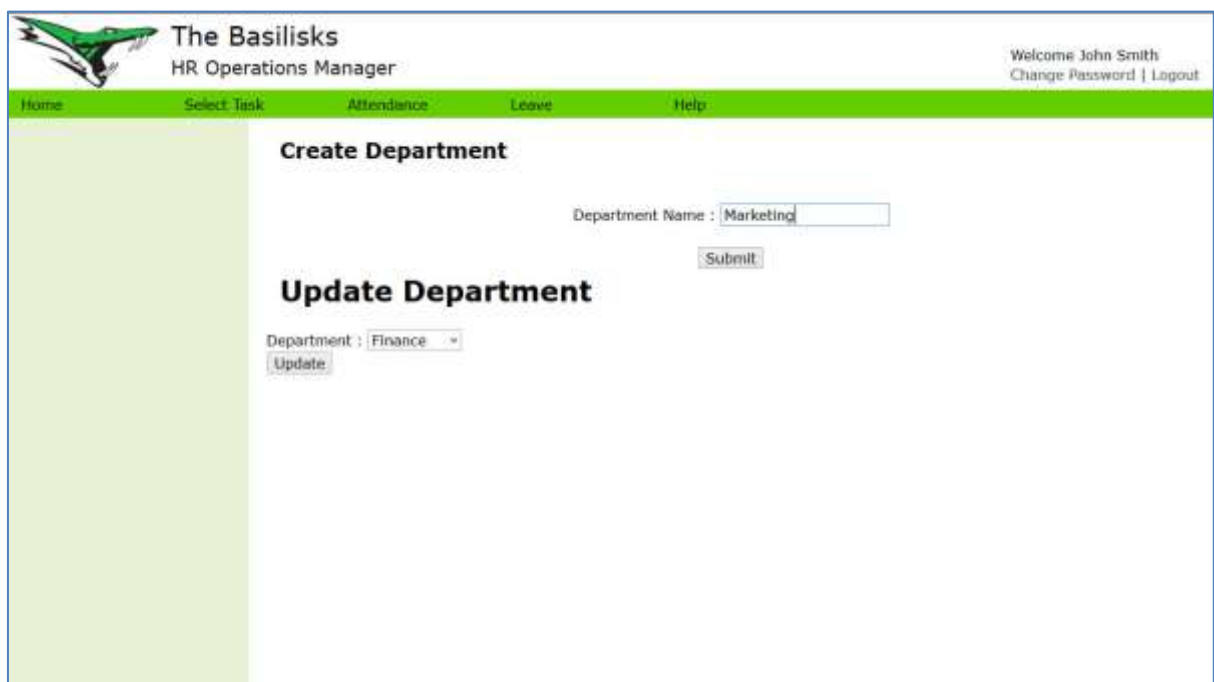
This screenshot shows the same 'Create Job Opportunity' form as the previous one, but with a success message displayed. The message box, titled 'New Job Opportunity Created', contains the text 'New Job Opportunity Created' and an 'OK' button. The form fields remain the same: Opportunity Id (IT101), Department Id (8 IT), Position Id (13 Manager), No of Vacancies (5), and Last Date Of Application (10/4/2013). The 'submit' button is still visible.

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.

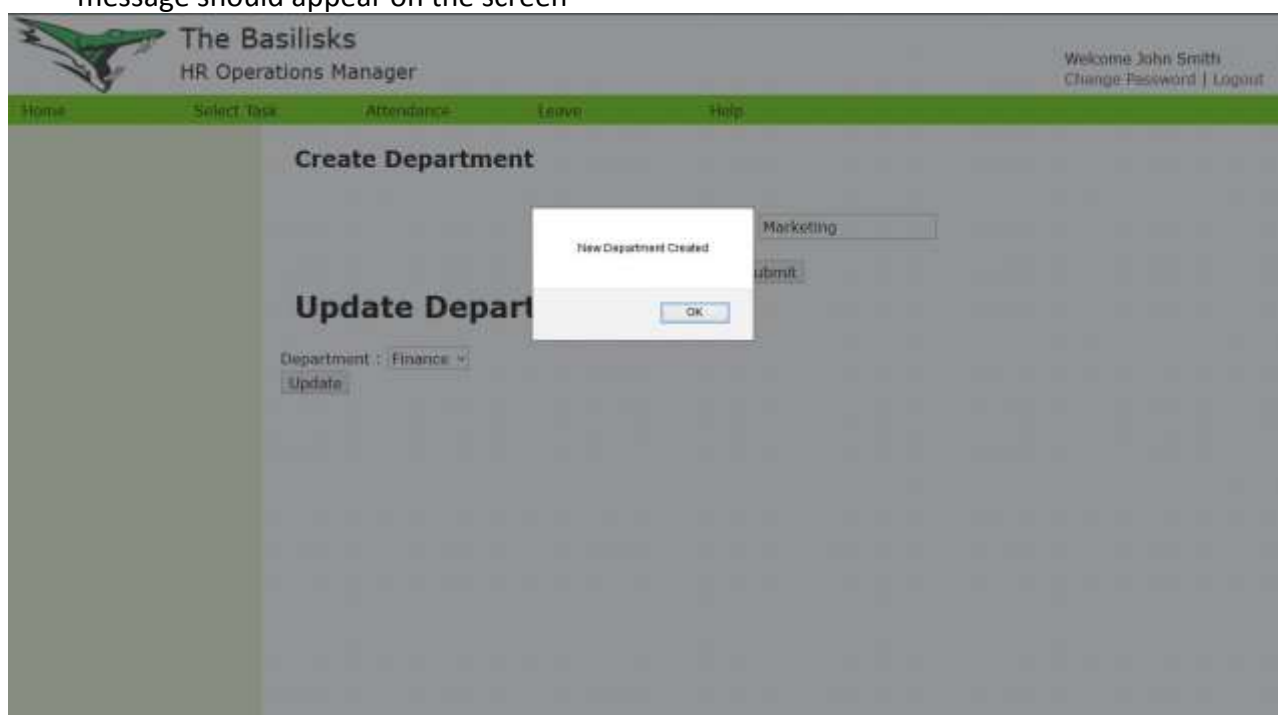
To Create a New Department

- In the upper part of the page, the part headed by the create department is the place to create a new department.



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. The user is logged in as John Smith, with options to Change Password or Logout. The main content area is divided into two sections: 'Create Department' and 'Update Department'. The 'Create Department' section has a text input field for 'Department Name' containing 'Marketing' and a 'Submit' button. The 'Update Department' section has a dropdown menu for 'Department' set to 'Finance' and an 'Update' button.

Enter the name of the new department and click on the submit button and a success message should appear on the screen



This screenshot shows the same interface as the previous one, but with a modal dialog box displayed in the center. The dialog box contains the text 'New Department Created' and an 'OK' button. The background content, including the 'Create Department' and 'Update Department' sections, is dimmed.

To Update Existing Department

- In the upper part of the page, the part headed by the Update Department is the place to update department.
- Select the department name from the dropdown list and its 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.



The screenshot displays 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 John Smith' with links for 'Change Password' and 'Logout'. A green navigation bar contains links for 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Create Position' and features a form with a label 'Position :', a text input field containing 'Salesman', and a 'Submit' button. A large green sidebar is visible on the left side of the page.

To Create a New Position

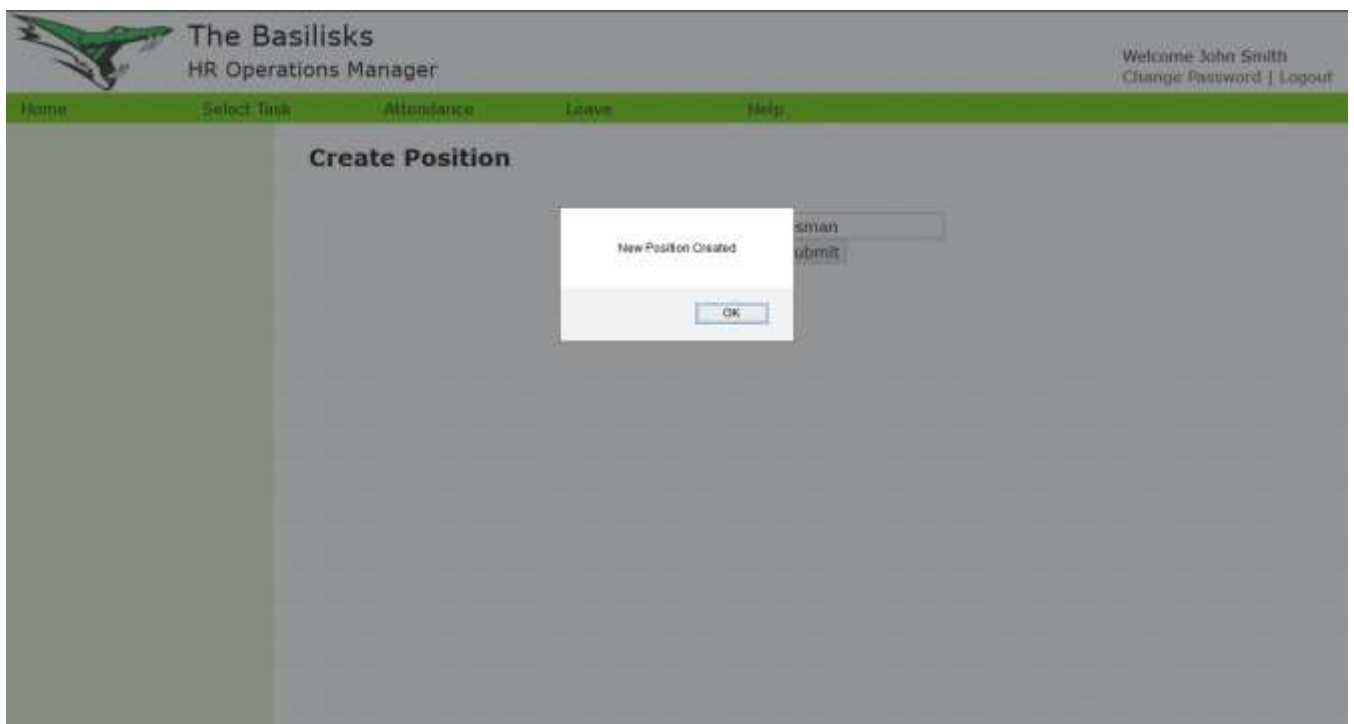
- Write the name of the new position/post for the employees in the text Field.

- Click on the submit button



The screenshot shows the 'Create Position' form in The Basilisks HR Operations Manager. The header includes the logo, title, and user information. A green navigation bar contains links to Home, Select Task, Attendance, Leave, and Help. The form has a light green sidebar and a main content area with the title 'Create Position'. A text input field labeled 'Position :' contains the text 'Salesman', and a 'Submit' button is located below it.

- A message should be displayed on the screen



The screenshot shows the 'Create Position' form after a successful submission. A modal dialog box is displayed in the center of the screen with the message 'New Position Created' and an 'OK' button. The background of the form is dimmed.

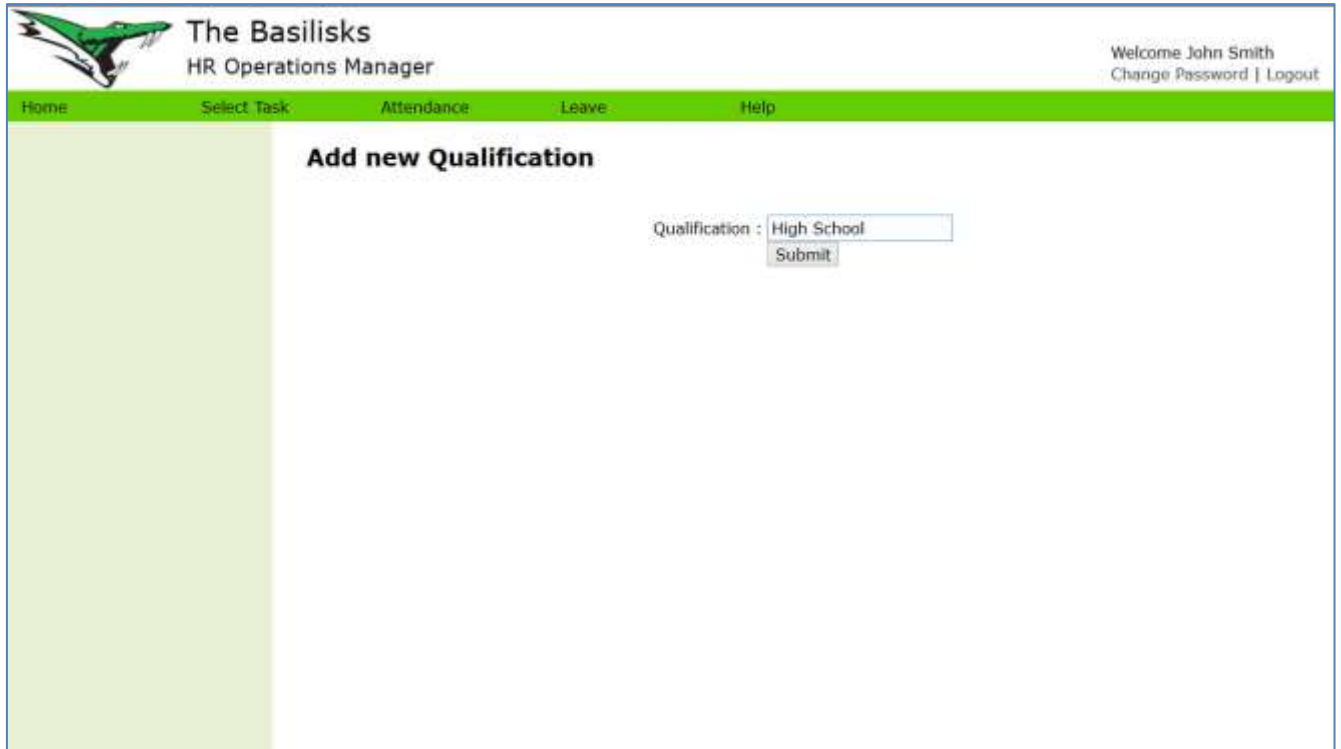
5.6 Create Qualification

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.

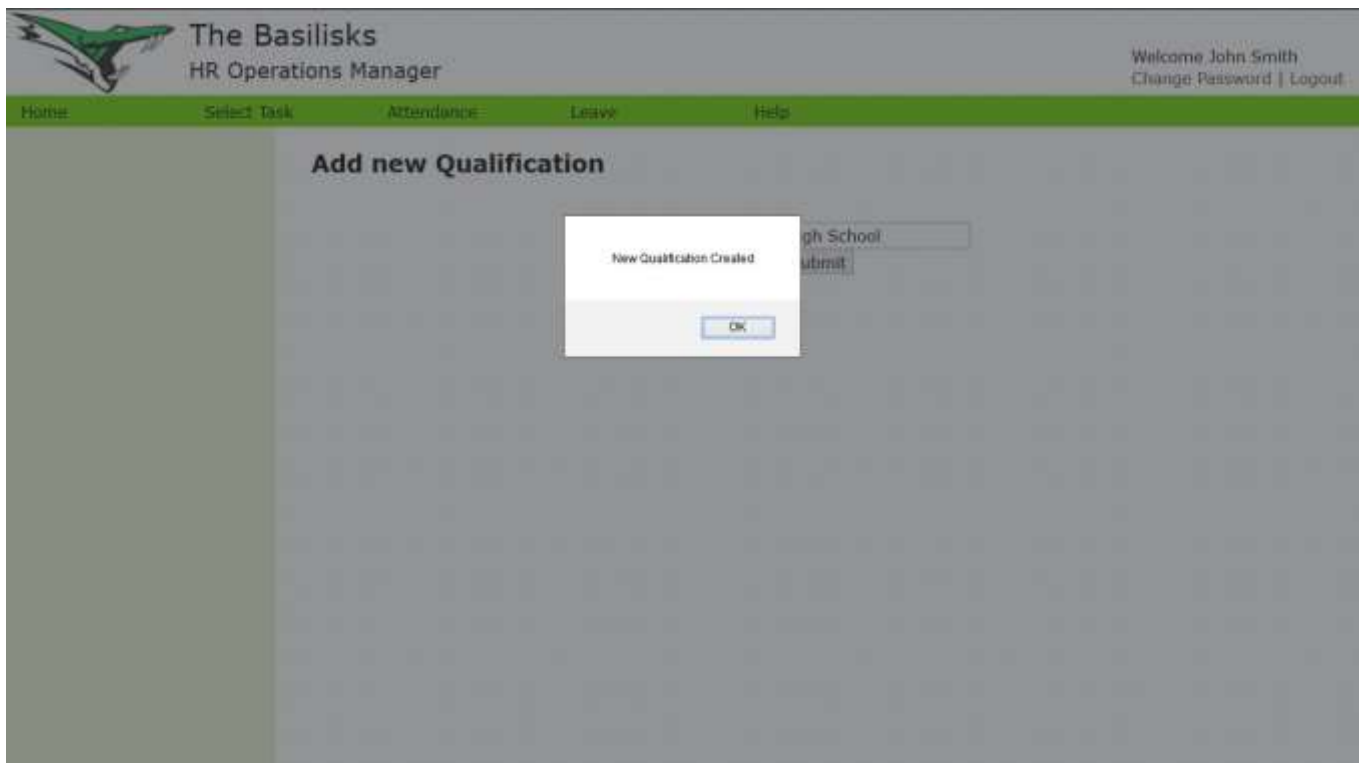
To create a new Qualification

Write the name of the new type of qualification required by the company.

Click on the submit button.



The screenshot shows the 'The Basilisks HR Operations Manager' web application. The header includes the company logo, name, and user information: 'Welcome John Smith' and 'Change Password | Logout'. A green navigation bar contains links for 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Add new Qualification'. It features a text input field labeled 'Qualification :' with the value 'High School' entered, and a 'Submit' button below it.



This screenshot shows the same 'Add new Qualification' page, but with a confirmation dialog box displayed in the center. The dialog box has the title 'New Qualification Created' and an 'OK' button. In the background, the 'Qualification :' input field now shows 'gh School' (partially obscured) and the 'Submit' button is visible.

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).