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# **THE BASILISKS**

# **HR OPERATIONS MANAGER**

## **HR HEAD 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 expanded, 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

Give Attendance  
View 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 with the 'View Attendance' option selected. It displays a table of attendance logs for Alex McCall, showing 'IN' and 'OUT' times for each date from 2013-04-05.

**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

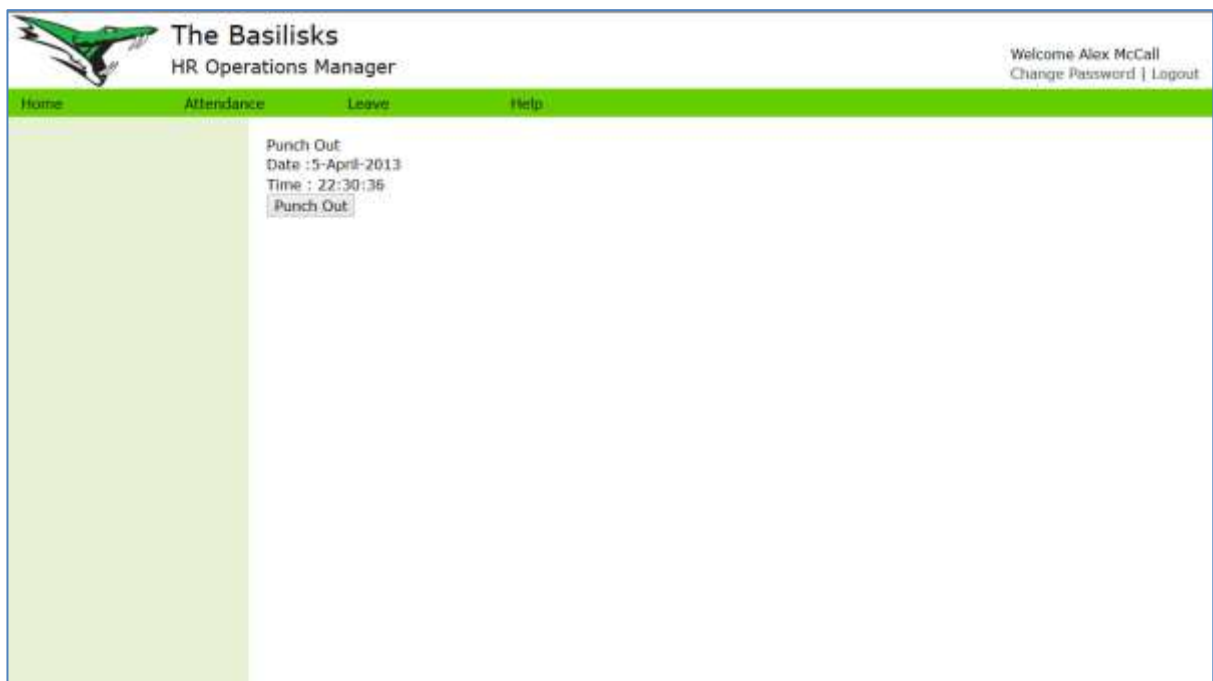
#### 4.3.2 Mark Attendance

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.

Home	Attendance	Leave	Help
<p>Punch In Date : 5-April-2013 Time : 22:29:55 <input type="button" value="Punch In"/></p>			



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 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.

Home	Attendance	Leave	Help
<p>Punch Out Date : 5-April-2013 Time : 22:30:36 <input type="button" value="Punch Out"/></p>			

#### 4.4 Leave

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

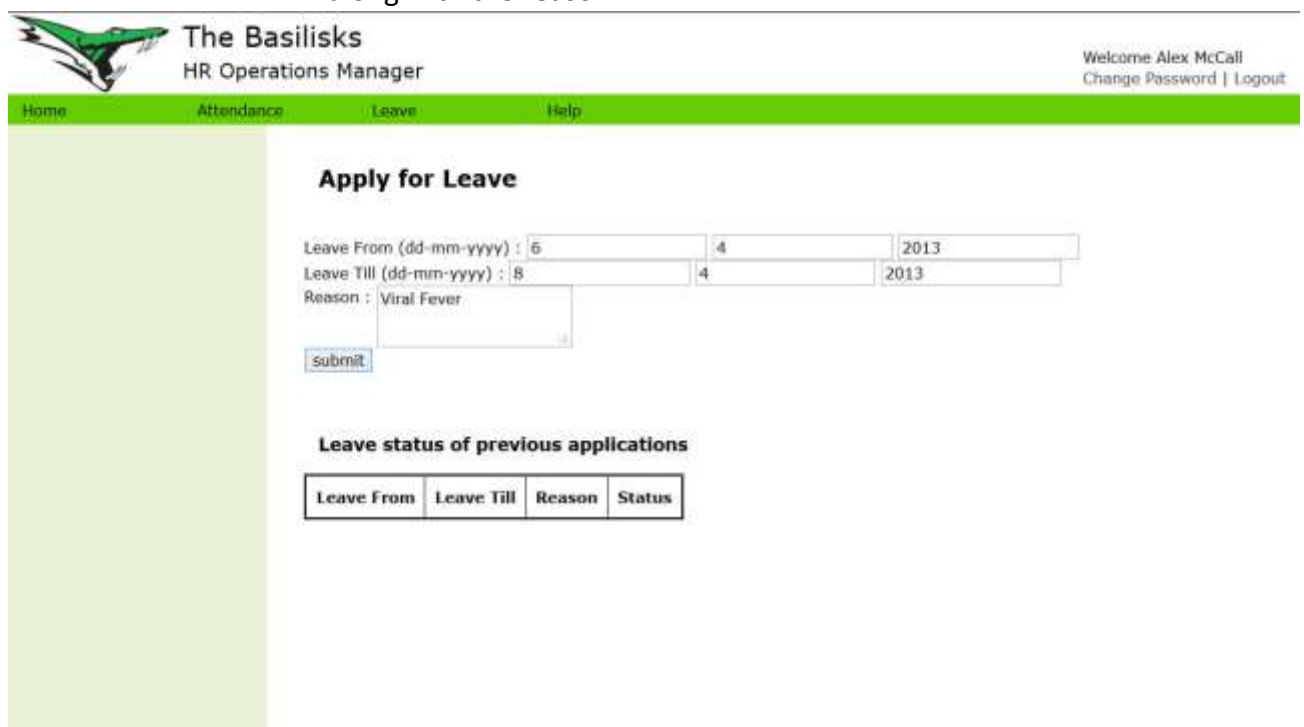


The screenshot shows the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Attendance', 'Leave', and 'Help'. The 'Leave' option is highlighted, and a dropdown menu is visible with options: 'Give Attendance', 'View Attendance', and 'Employee Details'. The 'Employee Details' option is selected, displaying the following information for Alex McCall:

- ID : 30
- Name : Alex McCall
- Gender : Male
- Qualification : Masters
- Department : IT
- Position : Programmer
- Supervisor : Sandi Roberts
- Date of Hiring : 2013-04-05
- Salary : 25000

##### 4.4.1 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 top navigation bar includes 'Home', 'Attendance', 'Leave', and 'Help'. The 'Leave' option is highlighted, and a dropdown menu is visible with options: 'Give Attendance', 'View Attendance', and 'Employee Details'. The 'Employee Details' option is selected, displaying the following information for Alex McCall:

- ID : 30
- Name : Alex McCall
- Gender : Male
- Qualification : Masters
- Department : IT
- Position : Programmer
- Supervisor : Sandi Roberts
- Date of Hiring : 2013-04-05
- Salary : 25000

The 'Apply for Leave' form includes the following fields:

- Leave From (dd-mm-yyyy) : 6 / 4 / 2013
- Leave Till (dd-mm-yyyy) : 8 / 4 / 2013
- Reason : Viral Fever

A 'submit' button is located below the form fields.

Below the form, there is a section titled 'Leave status of previous applications' with a table showing the status of previous applications:

Leave From	Leave Till	Reason	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



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 (Viral Fever) and one for Employee ID 29 (Appointment with Doctor). The 'Approval' column for each application 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"/>

depending upon the reason specified.



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		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.



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 Larry Houston' with links for 'Change Password' and 'Logout'. A green navigation bar contains links: 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The main content area is titled 'Employee Details' and lists the following information for Larry Houston: Employee ID : 26, Name : Larry Houston, Gender : Male, Qualification : Masters, Department : IT, Position : Manager, Supervisor : John Smith, Date of Hiring : 2013-03-01, Salary : 50000, and Special Role : HR.

The Basilisks HR Operations Manager		Welcome Larry Houston <a href="#">Change Password</a>   <a href="#">Logout</a>
<a href="#">Home</a>	<a href="#">Select Task</a>	<a href="#">Attendance</a>
		<a href="#">Leave</a>
		<a href="#">Help</a>
<b>Employee Details</b>		
Employee ID : 26		
Name : Larry Houston		
Gender : Male		
Qualification : Masters		
Department : IT		
Position : Manager		
Supervisor : John Smith		
Date of Hiring : 2013-03-01		
Salary : 50000		
Special Role : HR		

## 5. HR Specific Tasks



**The Basilisks**  
HR Operations Manager

Welcome Larry Houston  
[Change Password](#) | [Logout](#)

HomeSelect TaskAttendanceLeaveHelp

### Employee Details

Employee ID : 26  
Name : Larry Houston  
Gender : Male  
Qualification : Masters  
  
Department : IT  
Position : Manager  
Supervisor : John Smith  
Date of Hiring : 2013-03-01  
Salary : 50000  
Special Role : HR

Tasks: The various tasks of the HR are:





### 5.1 View New Application

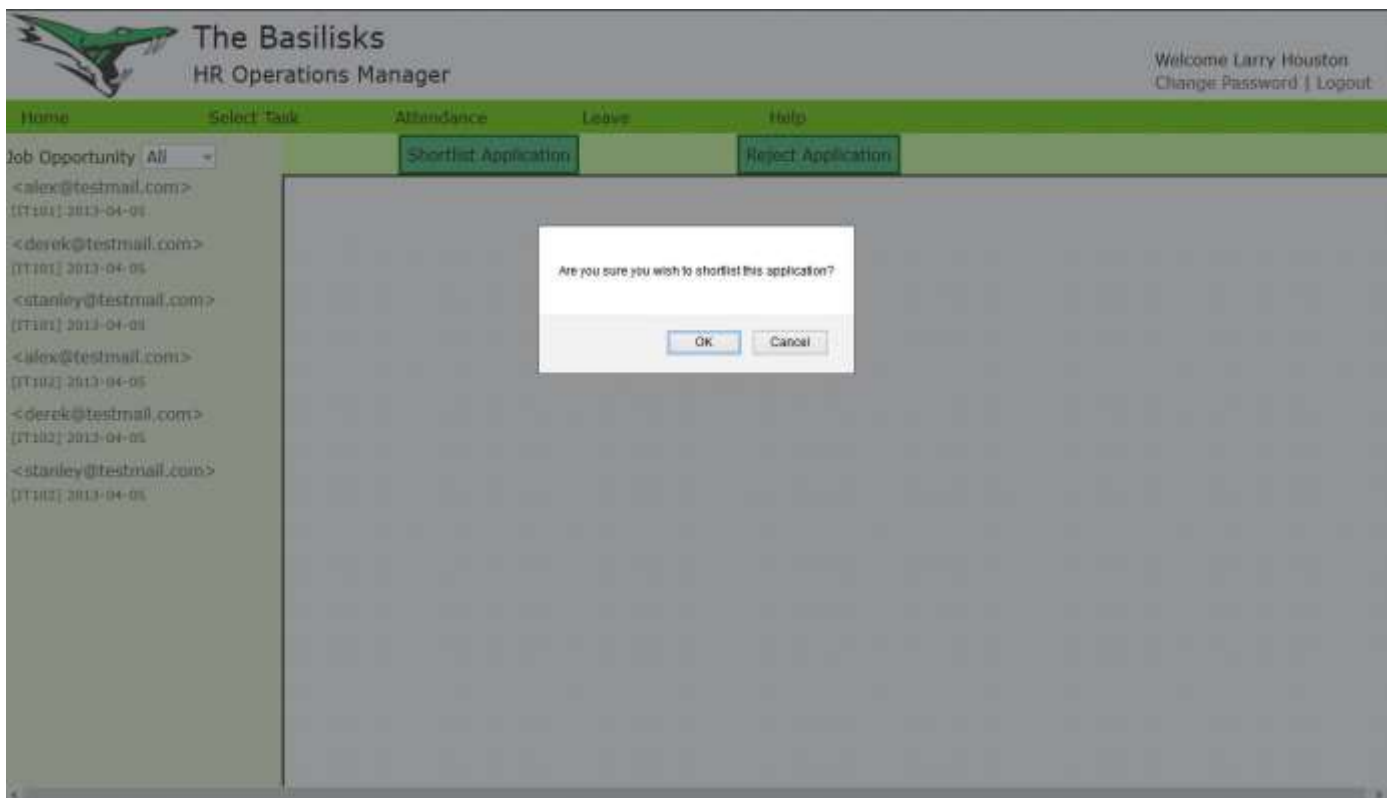
All the New Application sent by the Applicants will be show here. Upon Clicking this Option the bottom pane will be divided into two parts-Left and Right.

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.

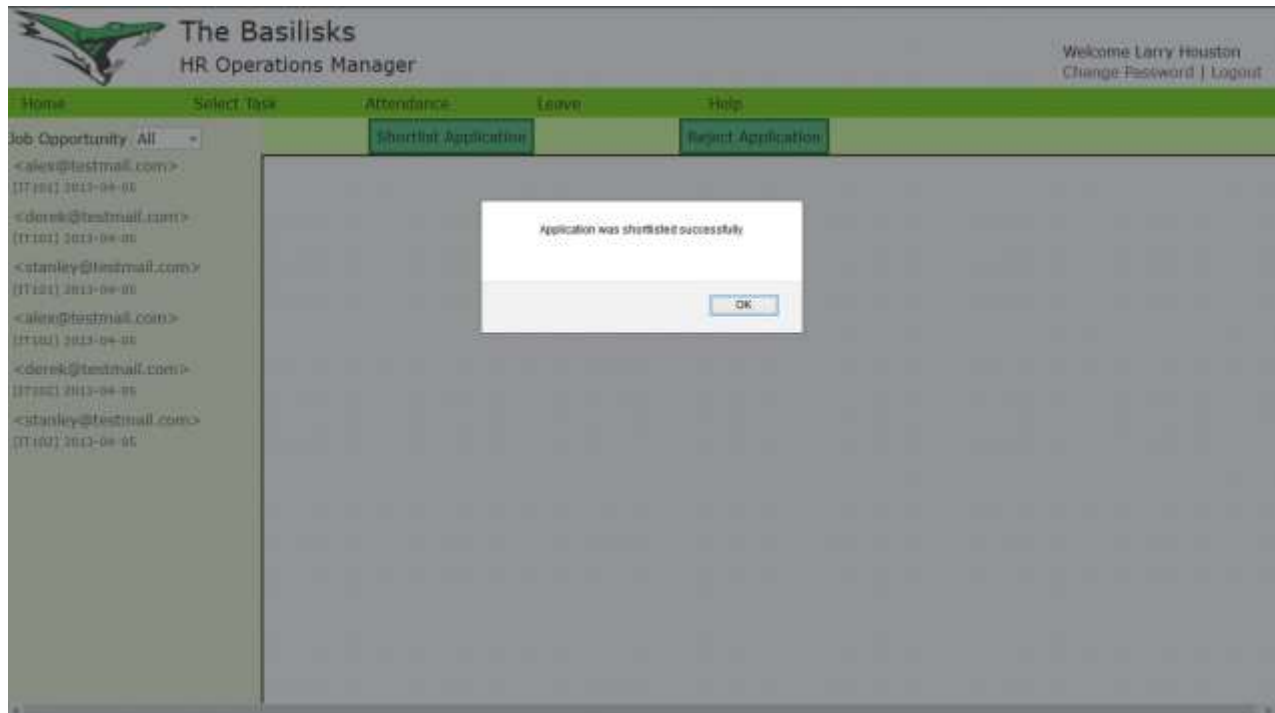


### To Shortlist an Application

- 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. A confirmation message will come on the screen. Click on the OK button.

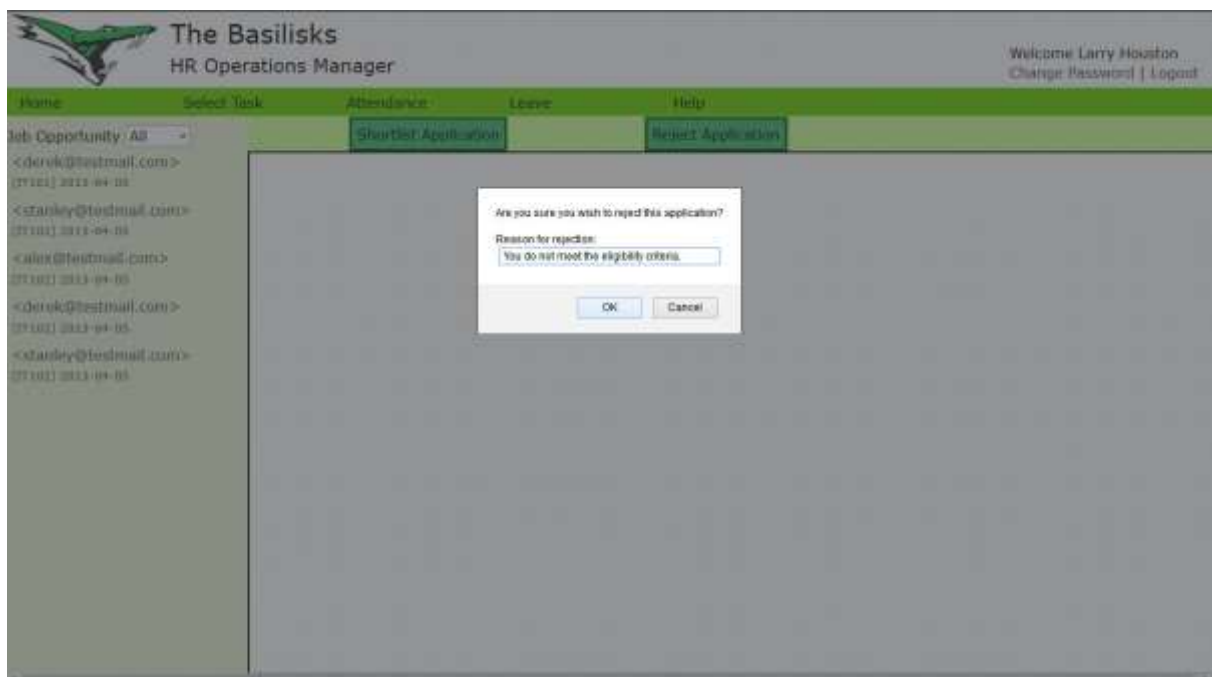


This will be followed by another alert message that the applicant has been selected.



#### To reject an Applicant:

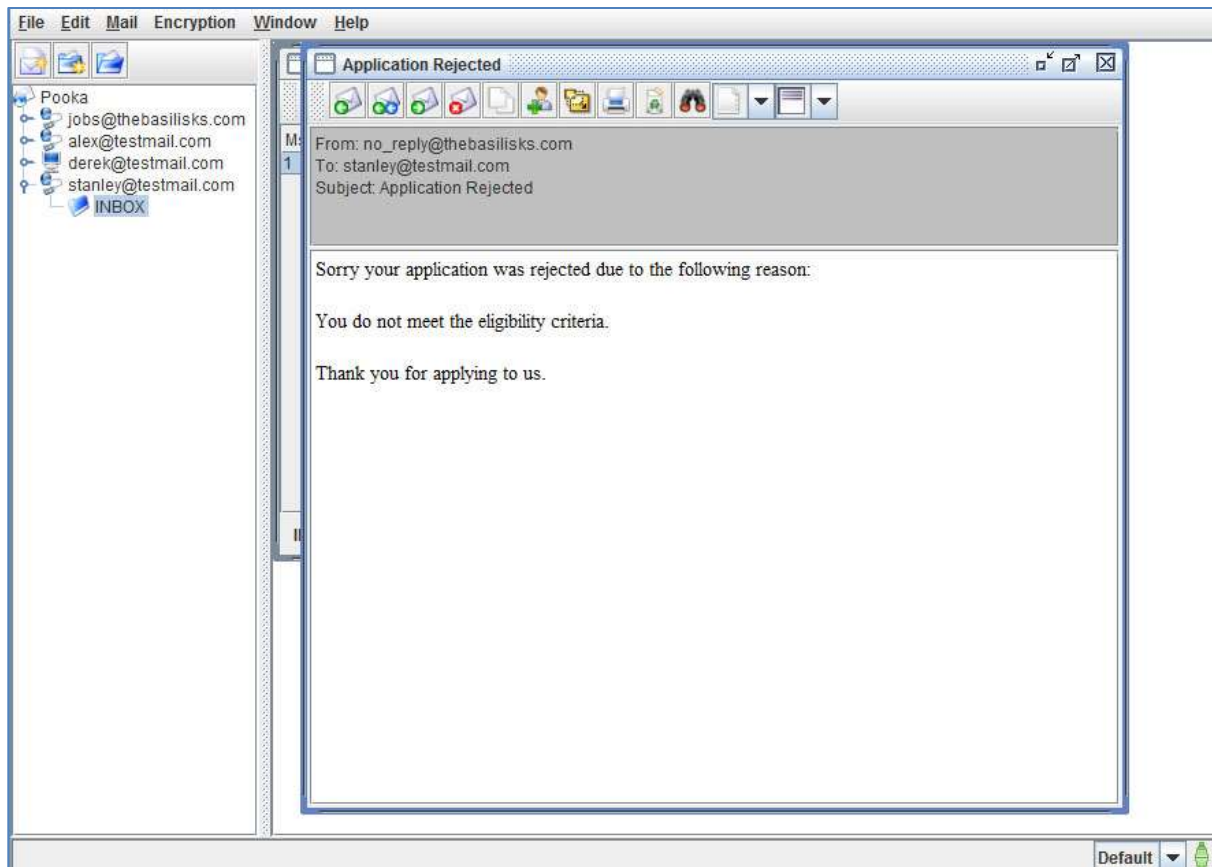
- Click on the View New Application
- The Left pane will display all the Application on which have arrived and no action have been taken on it.
- Click on the Application on the left pane and the corresponding applicants Resume will be shown on the right along with the options to shortlist and Reject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



This will be followed by followed by an alert box stating that Applicant has been rejected



After the application has been rejected, a mail will be sent to the the applicant stating about his rejection. A sample rejection will look something like this:



## 5.2 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.

The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The 'Select Task' dropdown menu is open, showing options: 'View New Applications', 'View Shortlisted Applications' (highlighted), 'View Rejected Applications', and 'View Hire Applicants'. The left sidebar lists job opportunities with email addresses and dates. The main content area shows the profile of 'Stanley Garner', an MBA graduate from Oxford University. It includes a 'Career Objective' section with three bullet points, an 'Education' table, and a 'Certifications' section.

Education	Degree	Specialization	Year of Graduation	Grades/CGPA
	MBA	Finance	2014 (expected)	9
	12th	Commerce	2010	98%
	10th	English, SST, Math, science.....	2008	88%

**Certifications**

- Fundamental Course in French Speaking.

## 5.3 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.

The Basilisks HR Operations Manager interface. The top navigation bar includes Home, Select Task, Attendance, Leave, and Help. The user is logged in as Larry Houston. The left pane shows a list of job opportunities, with the selected one being for Stanley Garner. The right pane displays the resume for Stanley Garner, including his contact information, career objective, and education details.

**Stanley Garner**  
MBA, Oxford University  
21, Male  
E-mail: stanley@testmail.com  
Ph : 43211385

**Career Objective**

- Seeking a professional environment to apply my skill sets which I have acquired in my study years.
- Want to work for growth of the company and society.
- Believe in keen learning.

**Education**

Degree	Specialization	Year of Graduation	Grades/ CGPA
MBA	Finance	2014 (expected)	9
12th	Commerce	2010	98%
10th	English, SST, Math, science.....	2008	88%

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

#### 5.4 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 it's 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

The Basilisks HR Operations Manager interface. The top navigation bar includes Home, Select Task, Attendance, Leave, and Help. The user is logged in as Larry Houston. The left pane shows a list of job opportunities, with the selected one being for IT101. The right pane displays the list of applicants for this job opportunity, including their names, email addresses, and application dates. The bottom pane shows the 'Hire Selected Applicants' button.

**Job Opportunity: IT101**

No. of vacancies : 5

<input type="checkbox"/>	<alex@testmail.com>	[IT101] 2013-04-05
<input type="checkbox"/>	<derek@testmail.com>	[IT101] 2013-04-05
<input type="checkbox"/>	<sunny@testmail.com>	[IT101] 2013-04-05

Hire Selected Applicants

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.

The screenshot displays the 'The Basilisks HR Operations Manager' web application. The top navigation bar includes 'Home', 'Select Task', 'Attendance', 'Leave', and 'Help'. The user is logged in as 'Larry Houston' with options to 'Change Password' or 'Logout'. The main interface is divided into a left sidebar and a main content area. The sidebar shows a 'Job Opportunity' dropdown set to 'IT101', a list of applicants with checkboxes, and a 'Hire Selected Applicants' button at the bottom. The main content area shows details for the selected applicant, Alex McCall, including his contact information, personal details, and a statement of objective. A 'Reject Application' button is visible in the top right of the main content area.

**The Basilisks**  
HR Operations Manager

Welcome Larry Houston  
Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity IT101 No. of vacancies : 5 Interview Score : 7 Reject Application

☒ <alex@testmail.com> [IT101] 2013-04-05  
☐ <derek@testmail.com> [IT101] 2013-04-05  
☒ <sunny@testmail.com> [IT101] 2013-04-05

Hire Selected Applicants

**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

- 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.

This screenshot shows the same interface as the previous one, but with a confirmation dialog box displayed in the center. The dialog box contains the text 'Applications were selected successfully' and an 'OK' button. The background interface is dimmed, showing the same sidebar and main content area as before.

**The Basilisks**  
HR Operations Manager

Welcome Larry Houston  
Change Password | Logout

Home Select Task Attendance Leave Help

Job Opportunity IT101 No. of vacancies : 5 Interview Score : 7 Reject Application

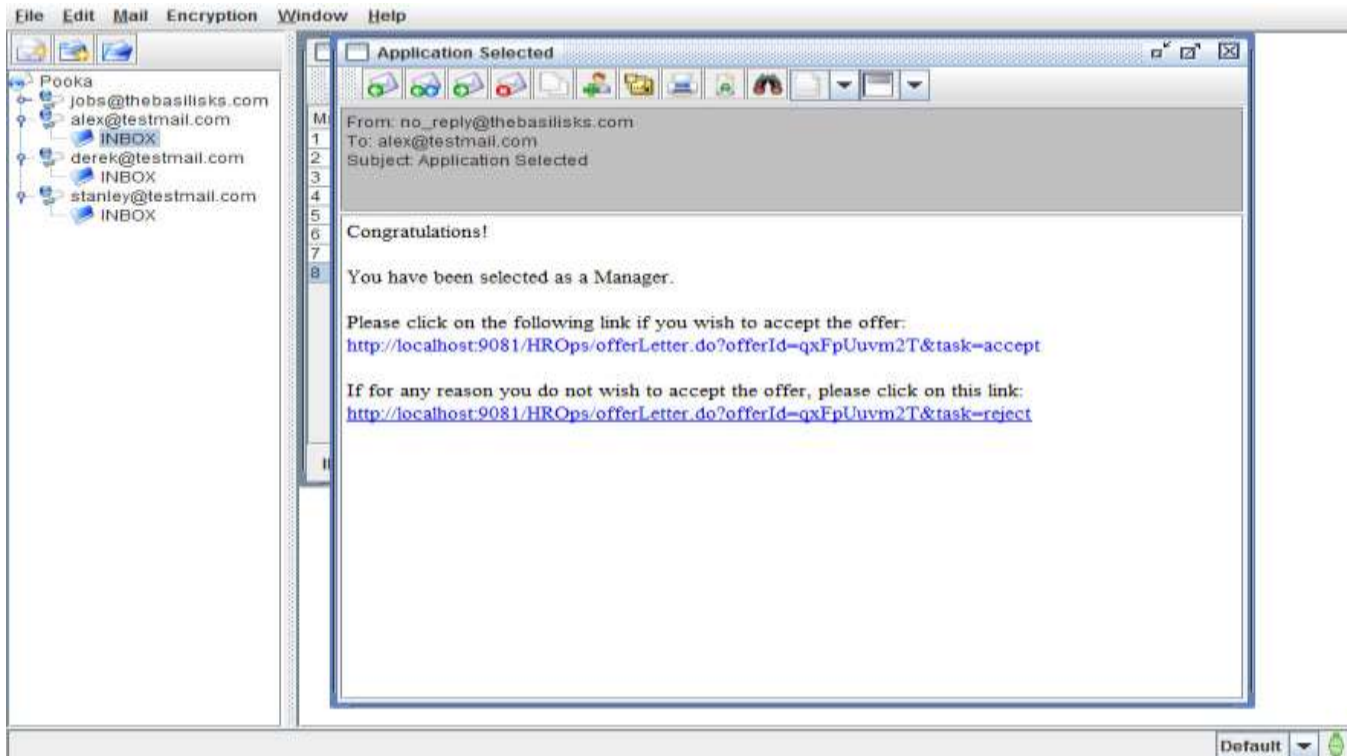
☒ <alex@testmail.com> [IT101] 2013-04-05  
☐ <derek@testmail.com> [IT101] 2013-04-05  
☒ <sunny@testmail.com> [IT101] 2013-04-05

Hire Selected Applicants

Applications were selected successfully  
OK



A sample mail to the applicant with Offer letter will look something like this:



If Applicant accepts the offer, the screen would like the following.



If applicant declines the offer, they would get the following:

You have chosen to reject our offer letter. We would have loved to have you as our employee.

To Reject 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 the checkbox of the application that is to be rejected and click on the Reject button from the Application menu bar(the one on the right pane just below the Employee menu bar)
- A reason will be asked to be stated for the rejection and click on the OK button.

## 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).