



User manual

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Introduction

Human Talent Management is a website that has been developed to simplify and streamline processes related to the management of permits, transfer of EPS and disabilities within the organization.

The purpose of this software user manual is to provide users, whether individuals or members of an organization, with a clear and comprehensive guide on how to download, install, and configure the "Human Talent Management" software. This document is intended to streamline the software implementation process efficiently and seamlessly, ensuring that users can effectively leverage all its functionalities. Additionally, it aims to provide information about technical requirements, common troubleshooting solutions, and security considerations.

How to use. Main functions

Sign up

To register on the website, you must complete a registration form, which is divided into three parts.

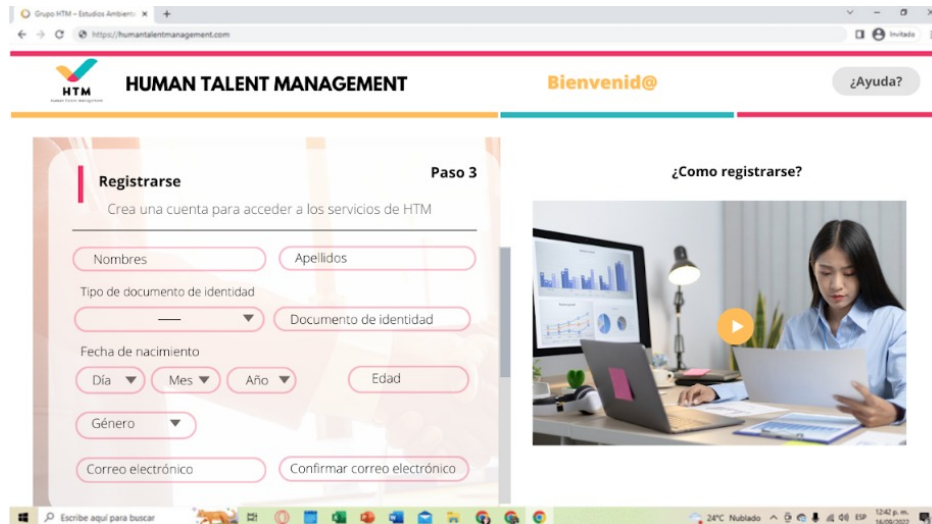
First, you should enter your business email, and the system will validate this information.

The screenshot shows the HTM website interface. The header includes the HTM logo, the text "HUMAN TALENT MANAGEMENT", a "Bienvenid@" greeting, and a "¿Ayuda?" link. The main content area is divided into two sections. The left section, titled "Registrarse" and "Paso 2", instructs the user to "Crea una cuenta para acceder a los servicios de HTM" and "Escribe tu correo electrónico empresarial para continuar". It features two input fields: "Correo electrónico" and "Confirma tu correo electrónico", followed by a "Validar" button. The right section, titled "¿Cómo registrarse?", contains a video player showing a woman working at a desk with a laptop and a monitor displaying charts.

Then, a verification code will be sent to your email, and you'll need to enter that code in the second part of the form.

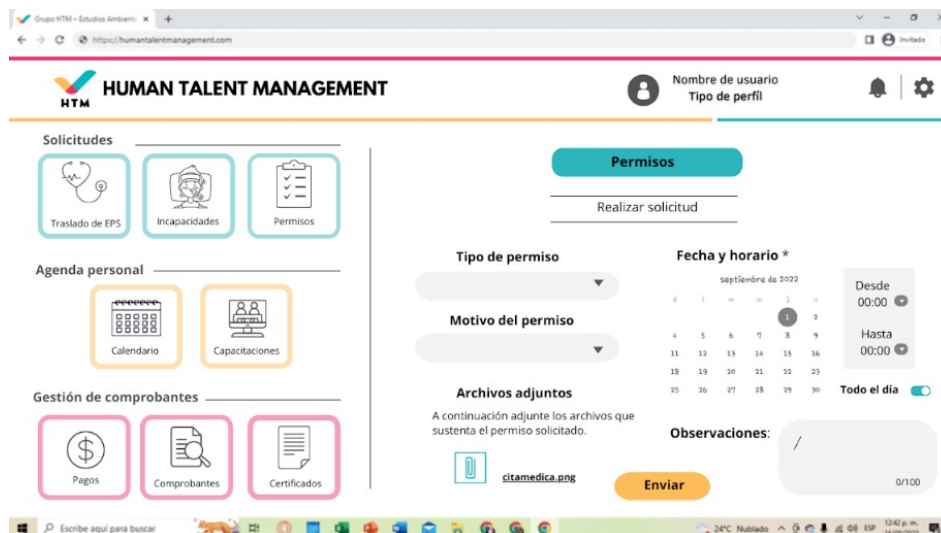
This screenshot shows the same HTM website interface as the previous one, but at a later stage of the registration process. The left section, still titled "Registrarse" and "Paso 2", now instructs the user to "Escribe el código de registro dado por su empresa". It features a row of five empty input fields for the verification code, followed by a "Validar" button. The right section, titled "¿Cómo registrarse?", remains the same, showing the video player with the woman working at a desk.

Afterward, click on "validate" and you can complete the registration process by providing your other personal information, such as name, last name, phone number, etc.



Make requests

The website allows company employees to submit requests for leave, transferring healthcare providers (EPS), and reporting sick leaves. To do this, the user needs to fill out a form. The process for all three requests mentioned is very similar. You only need to fill out the form with the corresponding data and click the "Submit" button



Accept/Reject requests

This function is exclusive to users who are part of the human resources department of the company, as they have the task of approving or rejecting the requests made by employees. To do this, they must go to the "requests to be evaluated" section and select the one they are interested in (leave - EPS transfer - sick leaves). There, they will be presented with a table displaying the request records of all company employees.

Grupo HTM - Estudios Ambientales

HTM HUMAN TALENT MANAGEMENT

Nombre de usuario
Tipo de perfil

Solicitudes por evaluar

Traslado de EPS Incapacidades Permisos

Agenda empresarial

Calendario Capacitaciones

Mostrar por

Fecha solicitada

Tipo de permiso

Motivo del permiso

Área de la empresa

Estado

Permisos

Activas

A continuación se presenta la lista de solicitudes de permisos (No activas)

Empleado	Área	Fecha solicitada	Hora	Tipo de permiso	Estado
Maria Camila Losano Rendón	Administración	02/06/2022	2:00 AM	Medico	Revisado Aprobado
Juan Miguel Ruiz Lombardo	Producción	02/07/2022	Todo el día	Oblig. personal	Revisado Aprobado
Camilo Gutierrez Giraldo	Ventas	03/07/2022	Todo el día	Oblig. publica	Revisado No Aprobado
Mateo Cadavid Ruiz	Recursos Humanos	06/06/2022	03:00 PM	Medico	Revisado Aprobado
Alejandra Velez Vira	Administración	18/06/2022	10:00 AM	Medico	Revisado Aprobado
Laura Cecilia Montoya Cadavid	Ventas	20/05/2022	Todo el día	Oblig. publica	Revisado Aprobado

Ordenario automáticamente

Seleccione esta opción para ordenar esta lista de solicitud de permisos de acuerdo al nivel de prioridad (fecha, tipo, estado y motivo de permiso)

Finally, they only need to click on the request they want to review, view the details, and add a comment if desired. Then, select either "approve" or "do not approve the request" and click the "Submit" button.

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Maria Camila Losano Rendón

Administración

Medico

Procedimiento medico

Jueves, 1 de sep

Jueves, 1 de sep

8:00 am

9:00 am

Todo el día

Archivos adjuntos

Cita medica.pdf

Cita medica 2.pdf

Observación del empleado:

Llevo mucho tiempo intentando...

Observación:

Aprobado:

Si No

Regresar

Enviar

Glossary

- **EPS transfer request:**

Process of changing the health provider entity by the employee, generally to improve medical care.

- **Permission history:**

It is a record of all the requests made to request a permission, this history is found in the end user such as the administrator.

- **Permit Request:**

Action of requesting authorization to be absent from work for a specific period. The request can be made by filling out a form in the permit application section.

- **type of user:**

On the website there are two types of user, the end user which corresponds only to the person who is going to make a request and view their history. And there is the administrator user who is the human resources employee in charge of reviewing the requests and approving them or not.

- **User Account:**

This is an individual and personalized profile that each employee of the organization must create to access the platform and use its functionalities.

FAQ

- **How can I make sure my personal data is protected and secure on this page?**

Your personal data is protected and secure through our security measures and privacy policies

- **What if I forgot my password?**

You can click on 'Forgot your password?' on the login page and follow the instructions to reset it.

- **What if I forgot my username?**

Your username is your ID number