**K&O**

**Personnel Management Systems**

**User Manual**

Logo

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# 1 Introduction

Tracking and monitoring personnel in an organization is a strenuous and demanding task. The K&O Personnel Management System Application, combined a with secure and reliable online network and database system, the process of tracking individuals is easy and efficient.

# 1.1 Who can benefit from a Personnel Management System

* CEO of an organization
* Employers
* Managers
* Supervisors
* Employees

# 1.2 Key Features

* Friendly user interface that is easy to use.
* Generates unique ID number by use of a barcode generator.
* Includes a separate login screen for employees and administrators
* Separate interface for admin users to track and monitor employees
* The Admin interface includes well-designed built in tables that track current employee status
* Runs on a secure web server that uses HTTPS over TLS protocol
* Life-time warranty with software support services included.

# 2 Technical Specifications

**PENDING**

# 3 Computer Requirements

# 3.1 Minimum PC Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Windows Requirements** | **Mac Requirements** | **Linux Requirements** |
| **Operating System** | Windows 8 or later | OS X El Capitan 10.11 or later | 64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+ |
| **Processor** | Intel Pentium 4 or later that's SSE3 capable. | Intel | Intel Pentium 4 or later that's SSE3 capable. |
| **Memory** | 2 GB minimum | | |
| **Screen resolution** | 1280x800 or larger | | |
| **Application window size** | 280x653 or larger | | |
| **Internet connection** | Required | | |

# 3.2 Recommended PC Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Windows Requirements** | **Mac Requirements** | **Linux Requirements** |
| **Operating System** | Windows 8 or later | macOS Sierra 10.12 or later | 64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+ |
| **Processor** | Intel Pentium 4 or later | Intel | Intel Pentium 4 or later |
| **Memory** | 4 GB or higher recommended | | |
| **Screen resolution** | 1280x1024 or larger | | |
| **Application window size** | 768x1024 or larger | | |
| **Internet connection** | Required | | |

# 3.3 Supported web browsers

|  |  |  |
| --- | --- | --- |
|  | Version |  |
| Mozilla Firefox | Current 86.0(64bit) or higher |  |
| Chrome | Version 88.0.4324.190 (Official Build) (64-bit) current or higher |  |
| Microsoft Edge | Version 86.0.622.56 (Official build) (64-bit) current or higher |  |
| Safari |  |  |

# 4. Security

Security is top priority here at K&O Personnel Management Systems. Our system consist of multiple security protocols that are set in place to ensure user data is fully protected from potential threats. Though no system is 100% invulnerable against outside threats, we can assure you that our security protocol is top tier.

# 4-1. Secure Hash Algorithm

This program uses a SHA based algorithm to encrypt user data and protect against outsider threats.

# 4-2. Web Security

The web application is secured using HTTPS with transport layer security 1.2. A strict Content Security Policy is set in place to prevent Cross Site Scripting (XXS). The Domain Name System (DNS) is also secured with DNSSEC that adds additional cryptographic authentication.

# 5. Getting Started

# 5-1. Main Screen

Navigation bar

Footer

Main Body

Graphical user interface, application, website

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**Main Screen**

The main screen consist of a navigation bar with links , display body, and footer with links.

Navigation Bar

1. Navigation Buttons

* K&O Home Button
* Access Menu
* Create Account Menu
* Info Menu
* Admin Login
* Admin Sign up

1a. K&O: Redirects to Home page

1b. Access Menu

* Clock-in- Redirects to user Login Page (Refer to add Link)
* Clock-Out- Redirects to user Log Out Page (Refer to add Link)
* Admin Login- Redirects to Admin Login Page (Refer to add Link)

1c. Create Account Menu

* Create Admin Account- Redirects to Admin Registration Page (Refer to add Link)
* Create User Account- Redirects to User Registration Page(Refer to add Link)

1d. Info

* About - Redirects to “About Company” Page. (Refer to add Link)
* Mission- Redirects to “Company Mission” Page (Refer to add Link)
* Contact- Redirects to “Company Contact” Page (Refer to add Link)

1e. Admin Login

* Redirects to Admin Login Page()(Refer to add Link)

1f. Admin Sign up

* Redirects to Admin Registration Page. (Refer to add Link)

**Footer**

1. Footer Buttons

* Services
  + A.Web Design
  + B. Development
  + C. Hosting
* About
  + A. Company
  + B. Team
  + C. Careers
* Connect With Us
  + Facebook
  + Twitter
  + Google Plus
  + YouTube

1a. Services

* Add
* Add
* Add

1b. About

* Company- Redirects to company information page (Refer to add Link)
* Team- Redirects to company team page(Refer to add Link)
* Careers- Redirects to company careers page (Refer to add Link)