**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

Graphical user interface, application, website

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Main Body

Footer

Navigation bar

**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. [(Link)](#_6-1_Registration_Screen)
* Create User Account- Redirects to User Registration Page [(Link)](#_6-1_Registration_Screen)

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)

# Figure 6-1 Registration Screen

Graphical user interface

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**Registering for an Admin/User Account**

**1. Input Data**

1a. If you are registering for an Administrative account, you will be required to fill out every block on the form as accurate as possible. If the information you input is not accurate, you will be restricted from the system until an administrator reviews your form. Access will be granted once your data is verified and clear.

**2. Create Pin**

2a. You will be required to create a 4–10-digit pin number that will be used to log you in and out of the system.

2b. You will be required to re-enter the 4–10-digit pin number. For the form to process correctly, you must ensure both pin numbers match. If they do not match, an error page will be display and you will be redirected to the registration page.

**3. Unique ID**

3a. All Admins and Basic Users will be given an auto-generated unique identification number. This number will be encoded in the barcode and is required to gain access to the system.

# Figure 6-2 Accepted Registration

Graphical user interface

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Print Button

Accepted Registration

1. Print Barcode

1a. Select the print button and print the document. You have the option to either print or save the document to a PDF. \*Note: You will not be able to return to the barcode print page after selecting the home button. Ensure you retain a copy of your access barcode before leaving the barcode print page.