

## 5.0 Admin Module



### Description

The Admin Module provides you with full control of all settings that affect the action of your OrangeHRM implementation. Through the Admin Module, you can:

- Define the company hierarchy, pay grades, work shifts, projects, memberships, qualifications etc.
- Add other administrators, and set access levels for each user
- Handle security issues
- Configure email notifications
- Configure language localization and date format that will be reflected throughout the whole system.
- Enable/Disable Module display

The Admin Module is the central control of the system and setting it up accurately is important for smooth operation.



*Figure 1.1: Admin Module*

The Admin Module consists of:

**User Management:** Add multiple HR Admins who will control the system, create logins for general users through ESS Users.

**Job:** Allows the HR admin to define job titles, specifications, pay grades, employment status, job categories and work shifts.

**Organization:** Allows the HR admin to enter/store general company info, structure of the organization and locations of sites.

**Qualifications:** Define various skills set, education background, license types, languages and memberships.

**Nationalities:** Define different nationalities

**Configuration:** Configure all email notifications, language localization and enable/disable module display.

# Organization

 Attach

 Create subtask

 Link issue



 Embed+



Description

**Organization:** Allows the HR admin to enter/store general company info, structure of the organization and locations of sites.

The Organization section can be accessed in the Admin module.

**General Information:** Basic details of the company can be entered on this screen.







**Locations:** Under Locations, the HR admin can add details of sites and branches of the company. You are also able to track the number of employees working for a particular location once employees are tagged to the locations when building up the PIM Module.

**Structure:** This feature allows the admin to define the hierarchy of the company by defining sub units. Since the parent company is already defined in the General Information, it would automatically appear in the Company Structure screen.

Linked issues

+

relates to

|                                     |      |                     |   |   |        |
|-------------------------------------|------|---------------------|---|---|--------|
| <input checked="" type="checkbox"/> | OH-3 | General Information |  |  | DONE ✓ |
| <input checked="" type="checkbox"/> | OH-4 | Locations           |  |  | DONE ✓ |
| <input checked="" type="checkbox"/> | OH-5 | Structure           |  |  | DONE ✓ |

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|                                     |      |                     |   |  |      |
|-------------------------------------|------|---------------------|---|--|------|
| <input checked="" type="checkbox"/> | OH-3 | General Information | ^ |  | DONE |
| <input checked="" type="checkbox"/> | OH-4 | Locations           | = |  | DONE |
| <input checked="" type="checkbox"/> | OH-5 | Structure           | = |  | DONE |

- Done
- Done
- Actions

|                       |   |
|-----------------------|---|
| Details               |   |
| Assignee              | <div>Unassigned</div> <div>Assign to me</div>     |
| Reporter              | <div>IuliaS</div>                                 |
| Development           | <div>Create branch</div> <div>Create commit</div> |
| Labels                | None  |
| Epic Link             | 5.0 Admin Module                                  |
| Fix versions          | Human Resource Manage...                          |
| Priority              | High  |
| Better PDF Exporter   | Export PDF  |
| Better Excel Exporter | Export Excel                                      |
| Xporter               | Open Xporter                                      |
| BigTemplate           | Open BigTemplate                                  |

## General Information

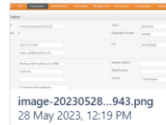
Attach Create subtask Link issue Embed+ ...

## Description

Basic details of the company can be entered on this screen. To start adding information, go to Admin>> Organization>> General Information and click "Edit". Click "Save" once fields are entered as shown in Figure 2.6.

Figure 2.6: General Information

## Attachments (1)



## Organization

Attach Create subtask Link issue Embed+ ...

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## Linked issues

relates to

|                                     |      |                     |      |
|-------------------------------------|------|---------------------|------|
| <input checked="" type="checkbox"/> | OH-3 | General Information | Done |
| <input checked="" type="checkbox"/> | OH-4 | Locations           | Done |
| <input checked="" type="checkbox"/> | OH-5 | Structure           | Done |

Done Done Actions

Details

Assignee: Unassigned  
[Assign to me](#)

Reporter: IuliaS

Development: [Create branch](#)  
[Create commit](#)

Labels: None

Epic Link: [5.0 Admin Module](#)

Fix versions: [Human Resource Manage...](#)

Priority: High

Better PDF Exporter: [Export PDF](#)

Better Excel Exporter: [Export Excel](#)

Xporter: [Open Xporter](#)

BigTemplate: [Open BigTemplate](#)

Done Done Actions

Details

Assignee: Unassigned  
[Assign to me](#)

Reporter: IuliaS

Development: [Create branch](#)  
[Create commit](#)

Labels: None

Epic Link: [5.0 Admin Module](#)

Fix versions: [Human Resource Manage...](#)

Priority: High

Better PDF Exporter: [Export PDF](#)

Better Excel Exporter: [Export Excel](#)

Xporter: [Open Xporter](#)

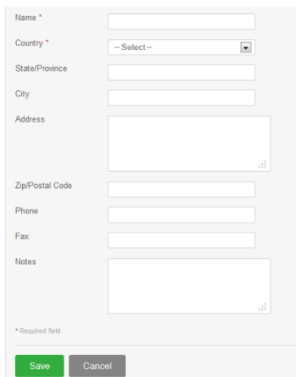
BigTemplate: [Open BigTemplate](#)

## Locations

 Attach  Create subtask  Link issue  Embed+ 

### Description

Under Locations, the HR admin can add details of sites and branches of the company. You are also able to track the number of employees working for a particular location once employees are tagged to the locations when building up the PIM Module. To add a location go to Admin>>Organization>>Location and click "Add" and the screen as shown in Figure 2.7 would appear. Click "Save" once the fields are added



Name \*

Country \* --Select--

State/Province

City

Address

Zip/Postal Code

Phone

Fax

Notes

\* Required field

Save Cancel

**Figure 2.7: Add Location**



Once a location is added, it will be listed as shown in Figure 2.8. You may also enter multiple locations. You may view location details by clicking on "Location Name".




| Name | Location | Created Date | Created By | Location Name |
|------|----------|--------------|------------|---------------|
| 1    | 1        | 1            | 1          | 1             |


**Figure 2.8: Location List**



To delete a location click on the check box next to the location name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking "Delete".

**Done**  Done  Actions


### Details


Assignee  Unassigned  
[Assign to me](#)


Reporter  IuliaS


Development  Create branch  
 Create commit


Labels None


Epic Link  5.0 Admin Module


Fix versions  Human Resource Manage...

Priority  Medium


Better PDF Exporter  Export PDF


Better Excel Exporter  Export Excel


Xporter  Open Xporter

BigTemplate  Open BigTemplate

### More fields

Original estimate  0m

Time tracking  No time logged

Components  None

Created May 28, 2023 at 12:21 PM  
Updated 20 minutes ago

 Configure

## Structure

 Attach  Create subtask  Link issue  Embed+ ...

### Description

This feature allows the admin to define the hierarchy of the company by defining sub units. Since the parent company is already defined in the General Information, it would automatically appear in the Company Structure screen. \*Note: You need to define the company name of the parent company before you create the Company Structure.

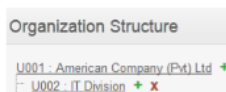
To add a sub- unit to the company structure, go to Admin>> Organization>> Structure and click on [+] as shown in Figure 2.9 and the screen shown in Figure 3.0 would appear.



**Figure 2.9: Add Sub-Unit**

**Figure 3.0: Sub-Unit Details**

**\*Note:** Company Structure may be defined according to the company's specifications and hierarchy. When entering the fields, you need to specify if the sub-unit is a Department, Division or Team. Once you have entered the field, click "Save" and the Sub-Unit will appear as shown in Figure 3.1.





**Figure 3.1: Sub-Unit Structure**

You may also add further sub-units by clicking [+] option next to the relevant fields to indicate the hierarchy levels of the company and create a pyramidal structure of your organization as shown in Figure 3.2.



**Figure 3.2: Company Structure Hierarchy**

To delete an entry, you can simply click "x" next to the relevant sub units. Click "Done" below the screen to save the information. You can also collapse/expand the sub-units by clicking on the (-) and (+) on the right hand side of the sub-units to further view the company structure hierarchy

**Done**  Done  Actions

---

**Details**

Assignee: Unassigned  
[Assign to me](#)

Reporter: IuliaS


Development: [Create branch](#)  
[Create commit](#)


Labels: None

Epic Link: [5.0 Admin Module](#)

Fix versions: [Human Resource Manage...](#)

Priority: Medium

Better PDF Exporter:  Export PDF

Better Excel Exporter:  Export Excel

Xporter: Open Xporter

BigTemplate: Open BigTemplate

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**More fields**

Original estimate: 0m

Time tracking: No time logged

Components: None

Created May 28, 2023 at 12:23 PM

 Configure

Updated 20 minutes ago

Resolved 20 minutes ago