User Manual

HR-Lab

Human Resources Management

Contents

I.   Introduction:

For efficient and less expensive human resources management, it is imperative for any business to have effective ways to manage employees.

This is a use of HR-Lab application guide, it is configured in the form of screenshots accompanied by operating instructions detailing the options and resources available at each page and the means to access it.

II. Introducing HR-Lab:

HR-Lab is a web application developed for human resource management (HRM), to ensure better organization of the company, a good evolution and performance of workers. It includes of course all the basic features, such as displaying the list of employees and modification of their information, leave, evaluations of employees, lists of candidates, the display and modification of their information. HR-Lab offers two types of profile, administrator and manager. Each director has access to the app's settings as well as a possibility of customization. This application has a simple and rich interface, facilitating the user's task by providing a clear display, organized and structured.

## III. Login to your account HR-Lab:

Click "Go to Application"
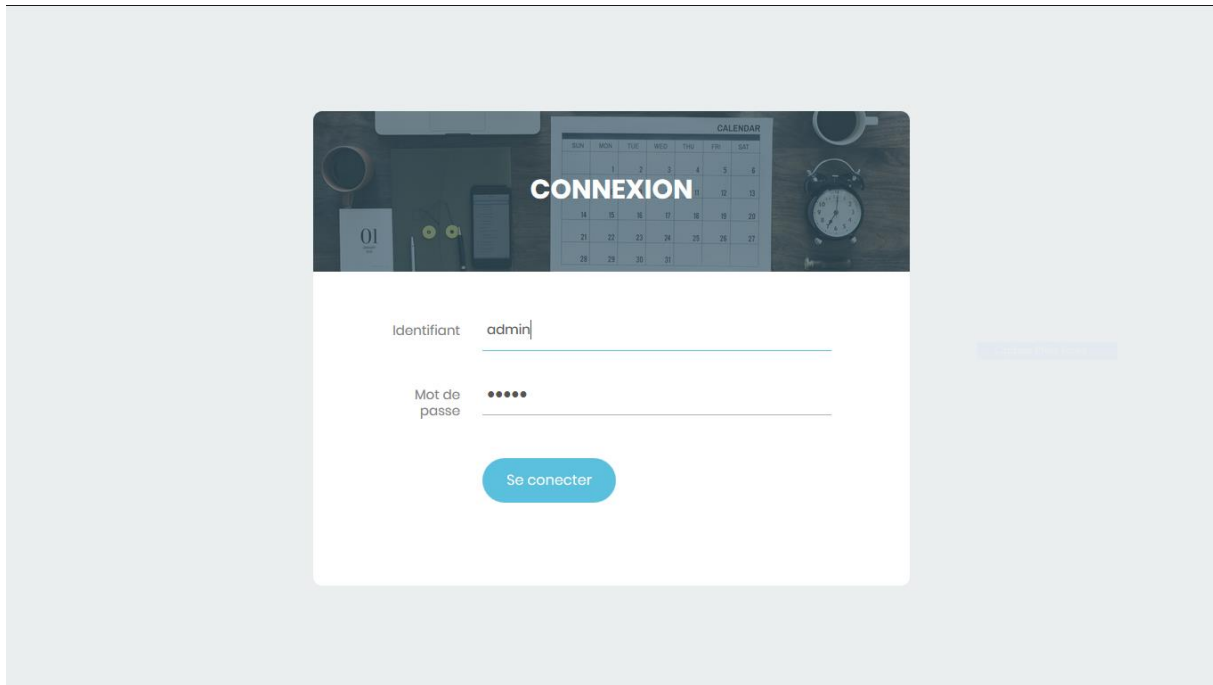
- If you already have an account, enter the username and password.
- If this is your first use of the application, log in with the account (Username: admin, password: admin).
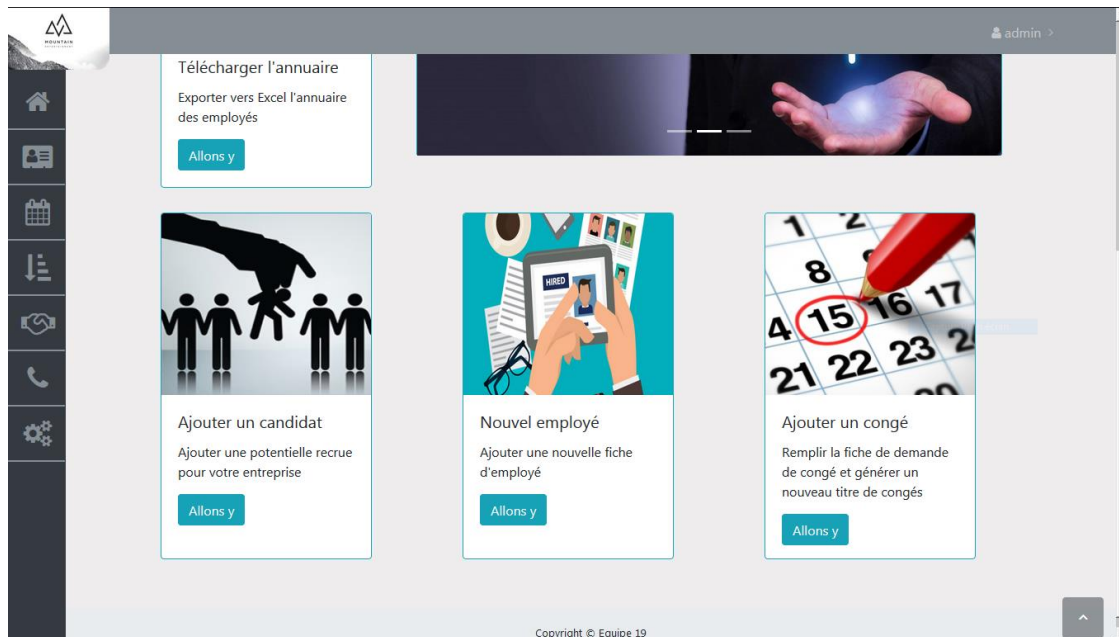- An error message appears when an error in entering the username or password.

IV. features:

1) Home :

Once logged into your Account, the 1st view and you have the home page:
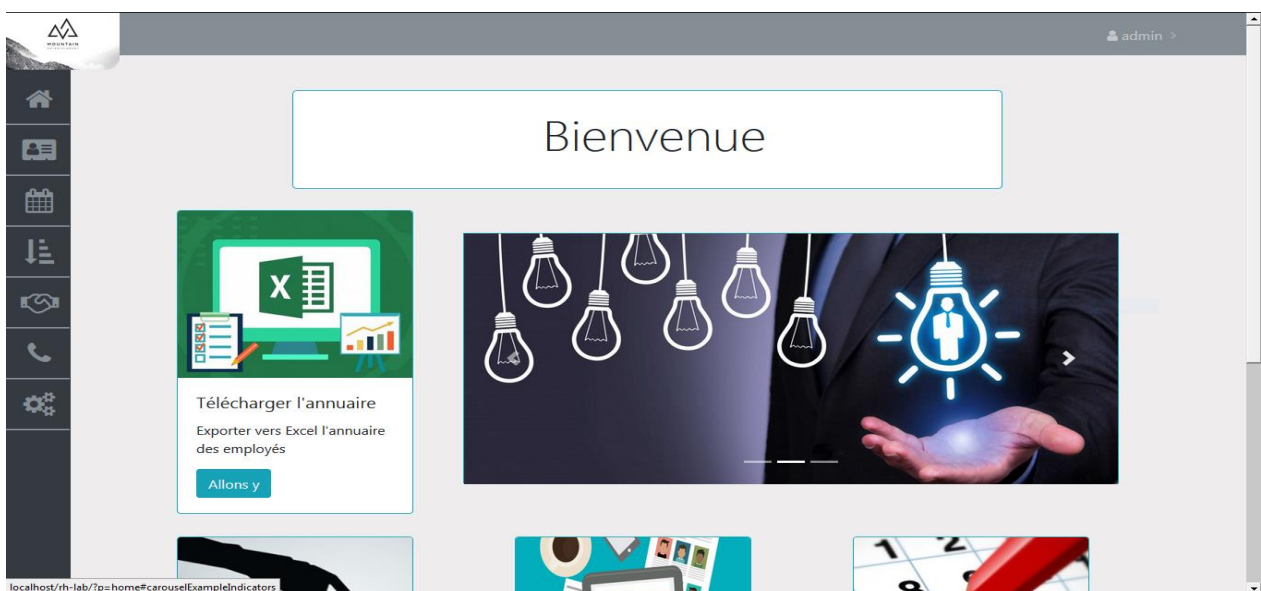
On this customizable page in the settings, you can access the most important features through shortcuts:

- Download employee directory as an Excel file.
- Add a candidate you can view / edit the information in the Recruitment section.

- Add a new employee who will be visible in the Admin section.

- Add a holiday that you took part in the holidays or you can generate off for your employees.

  You can also change your password and your username by clicking on your username in the upper left and confidentiality:
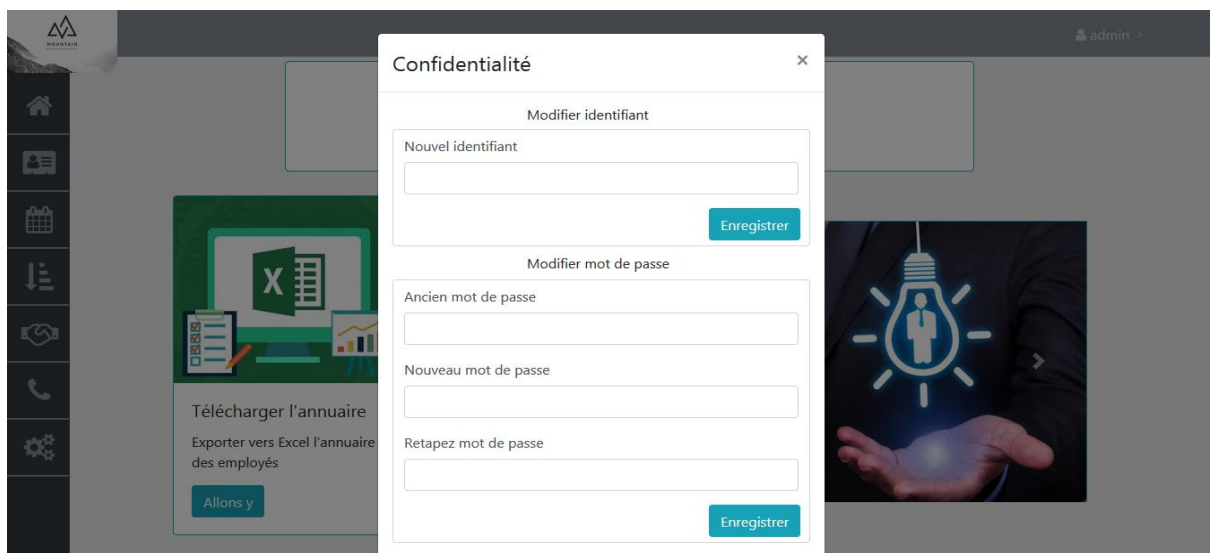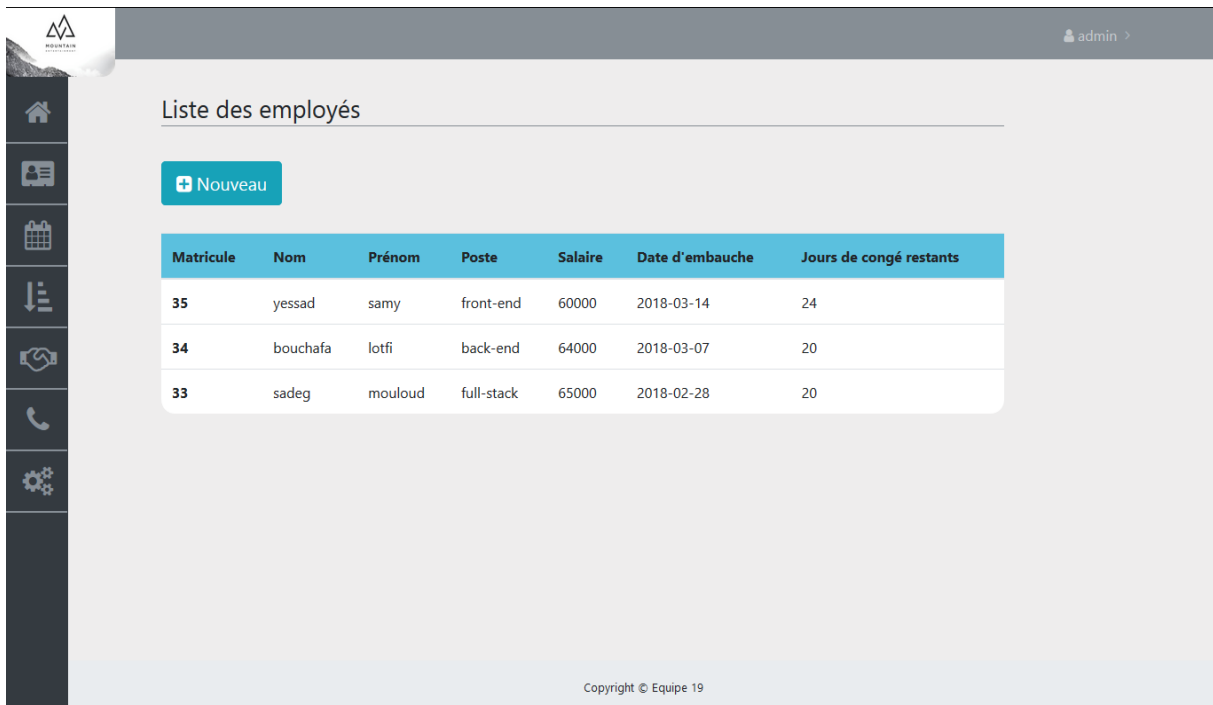
You can also log in using the same process but this time by clicking on Disconnect:
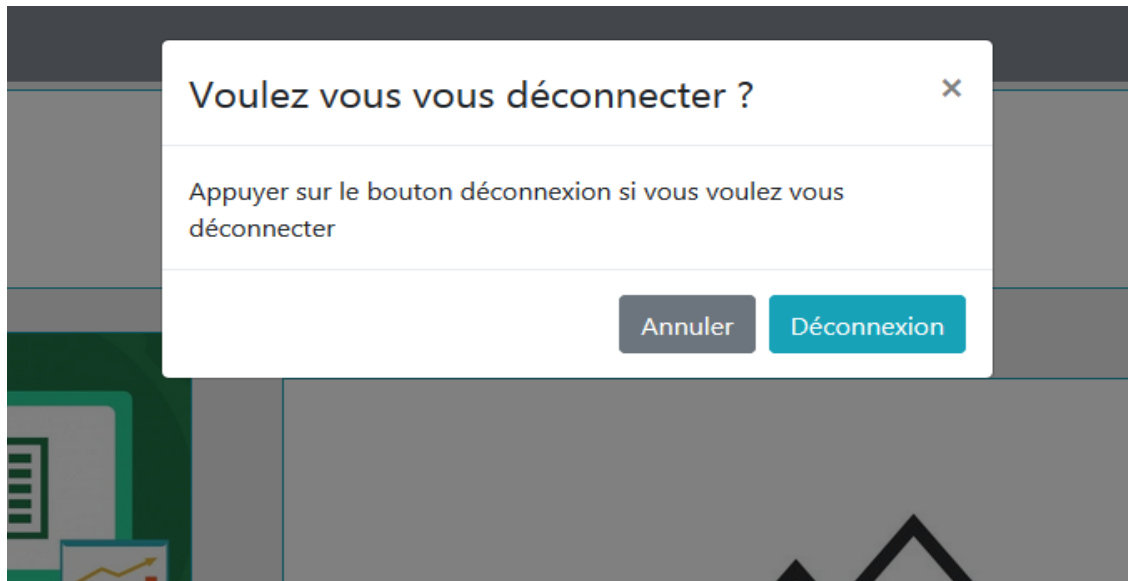
2) Administrative management :

The first interface of the administration module allows to view the list of employees:
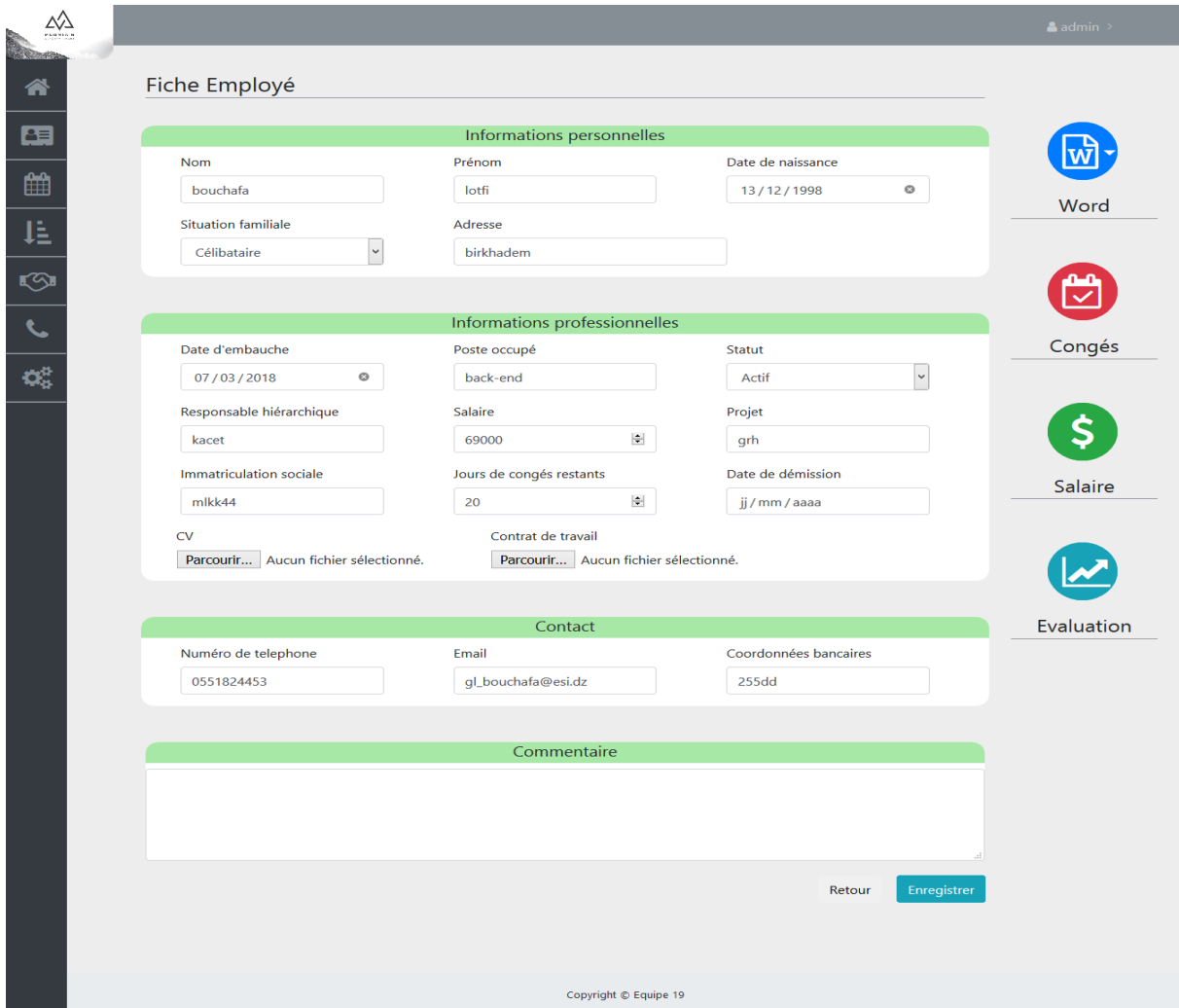
On this page, click on an employee, you have access to details about this employee, you can view / edit the information for this

employee. To save the changes just press the button "Save":

The "Word" icon on the top right, is used to generate the

Contract, certificate and certificate of employment of the

Employee.

The "Leave" icon allows you to leave

This employee.
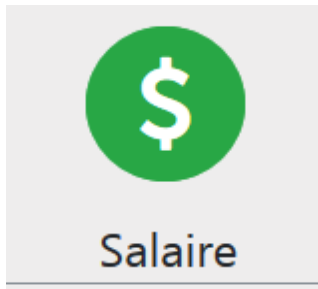
The "Salary" icon to view history

Salary of that employee.
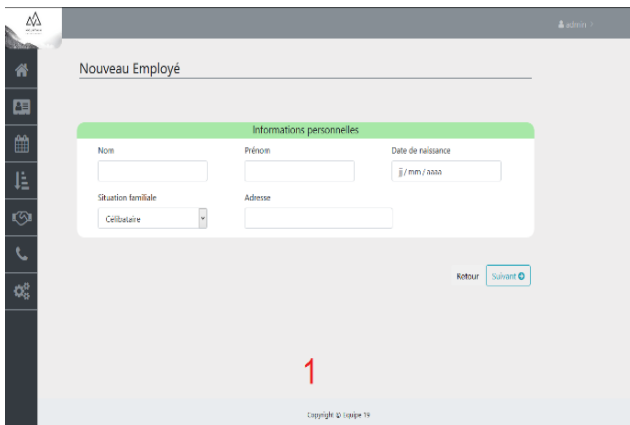
The "Assessment" icon in turn, is used to access

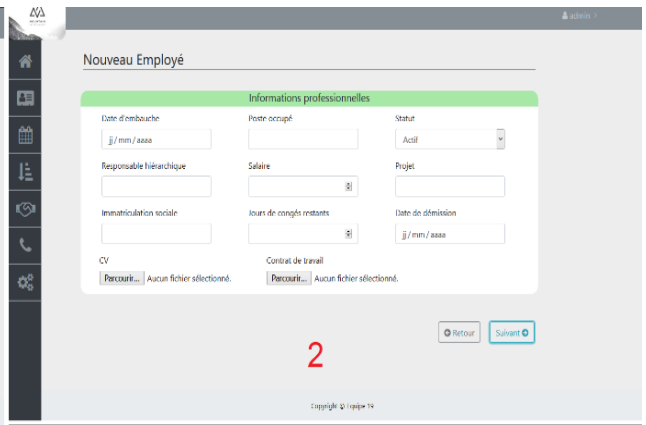The historical assessments of the employee.

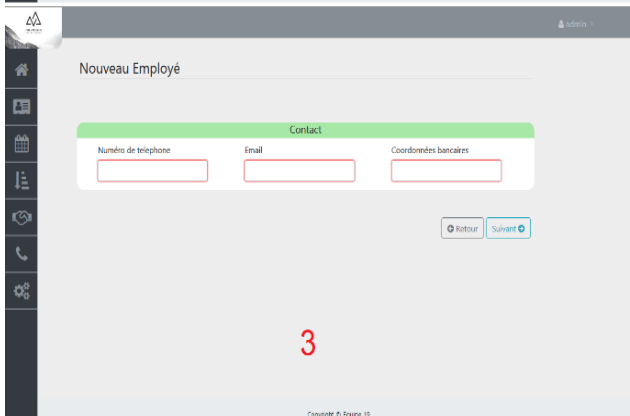On the "List of employees", you can click on the "New" button to add a new employee, you will access the page
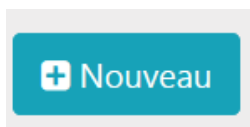
"New Employee" that contains a form, and you must complete all information from the employee that you want to add:
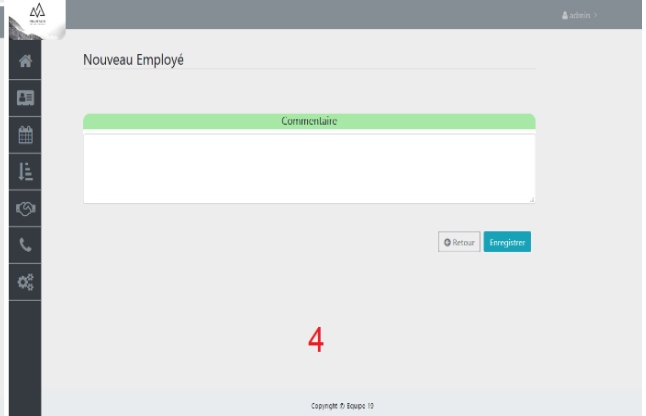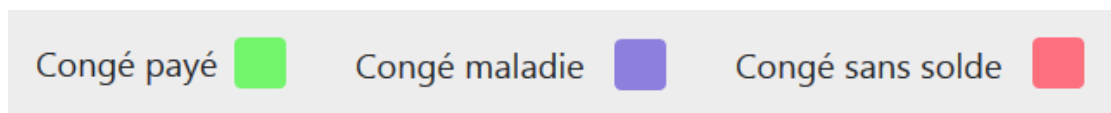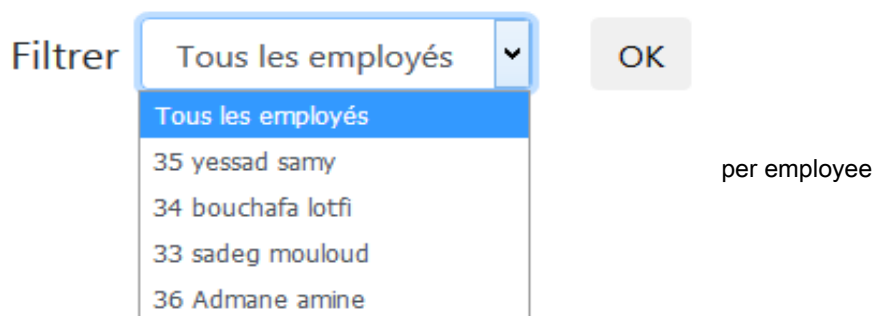
3) leave:

The schedule of employee leave is represented by a calendar, each colored box corresponds to leave:
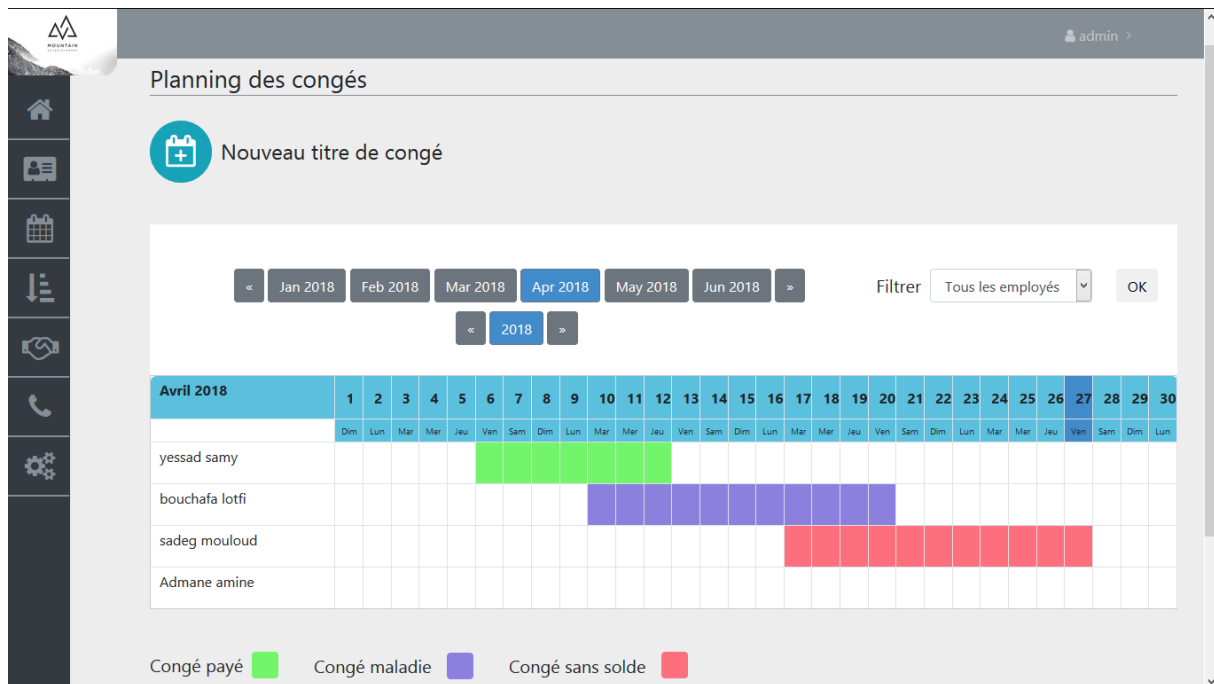
Each type of leave has a specific color in order to identify:

You can filter the holidays according to 3 criteria:

Per month

Per year
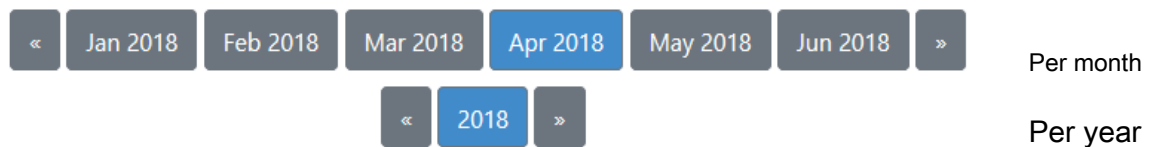
per employee

To generate a new leave,

Just click on the button

"New Title leave"

Then enter the name of

The employee, the start date

and end of the leave and also the

kind of leave (paid for,

No disease or balance). Yes

the number of days off

remaining employee is

insufficient application
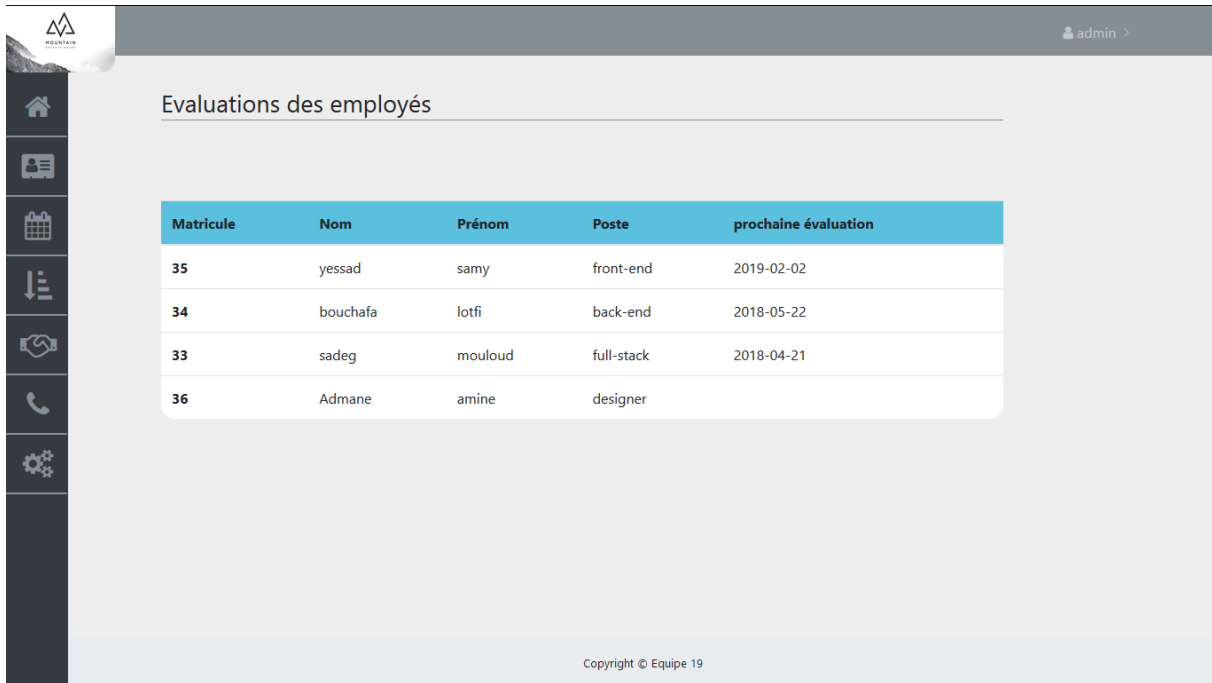
returns a message error.

(You can change the number of days off in the profile of the employee).

4) Evaluations and objectives:

The first interface Rating module allows to view the list of employees with the date of their next assessments:
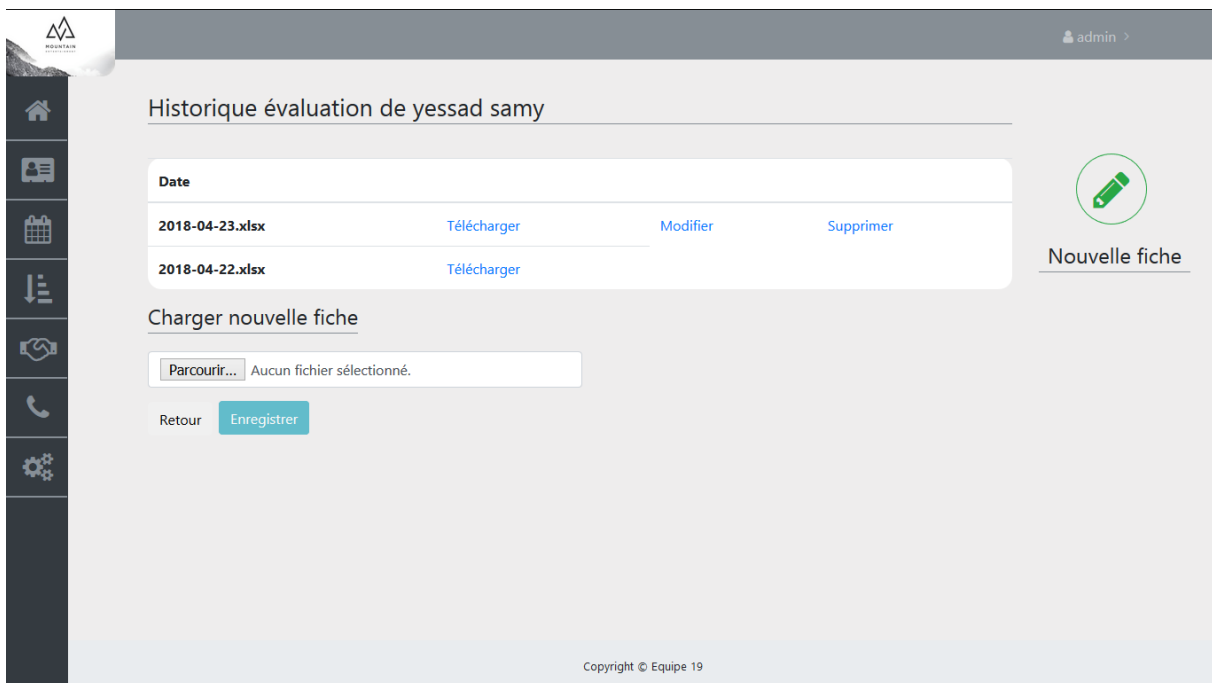
To access historical assessments click on the corresponding line to the employee that you want to view the history:

This new page offers you the possibility to download the feedback sheets in Excel format, and also to modify or delete the last unverified listing.

To create a new profile without leaving the application click "New card." To export a listing press "Browse" and then "Save" (You can create / export a new card only if the last card is validated).

5) recruitment:

In this module you have access to the list of candidates, with their personal information and the next step for each of them:
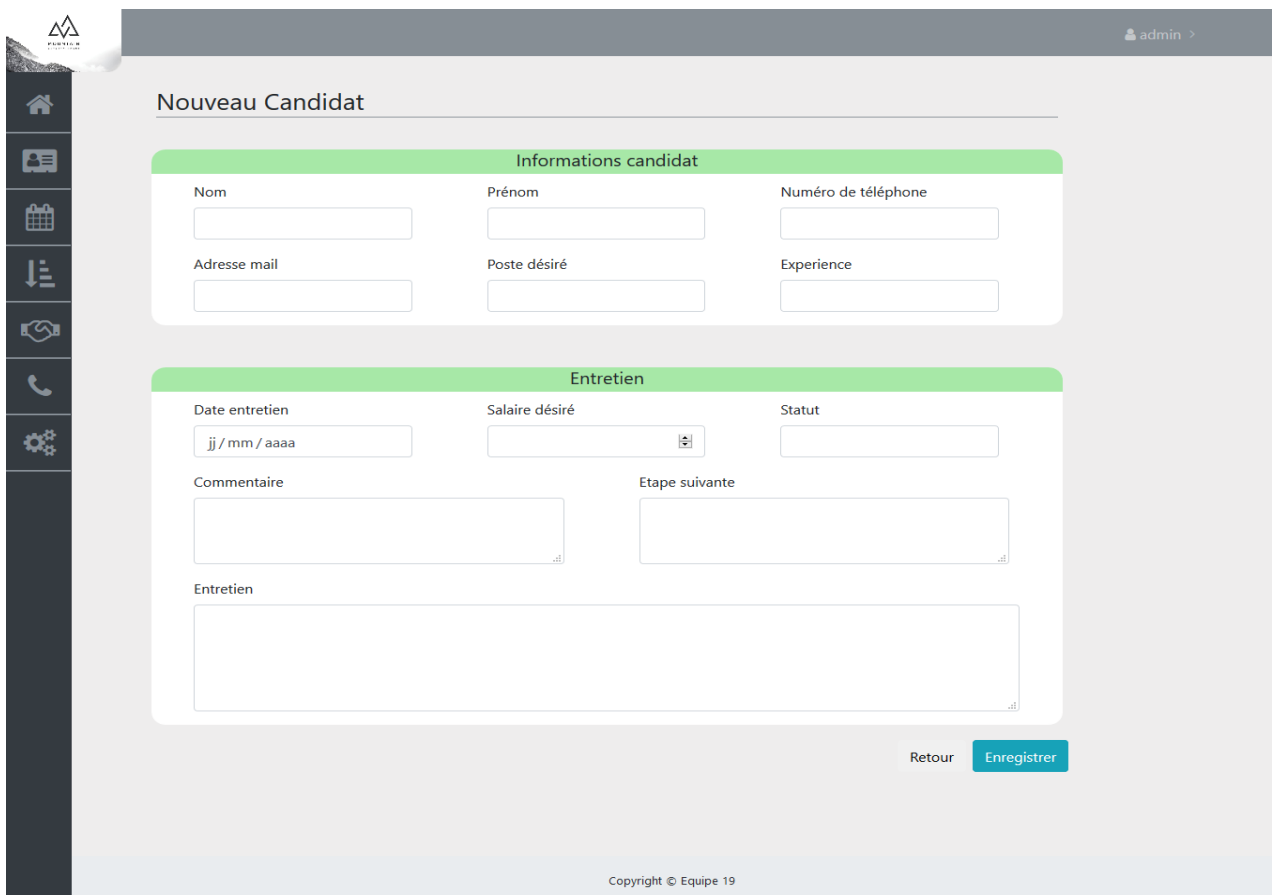
The "New" button allows the addition of a new candidate by filling out the following form:
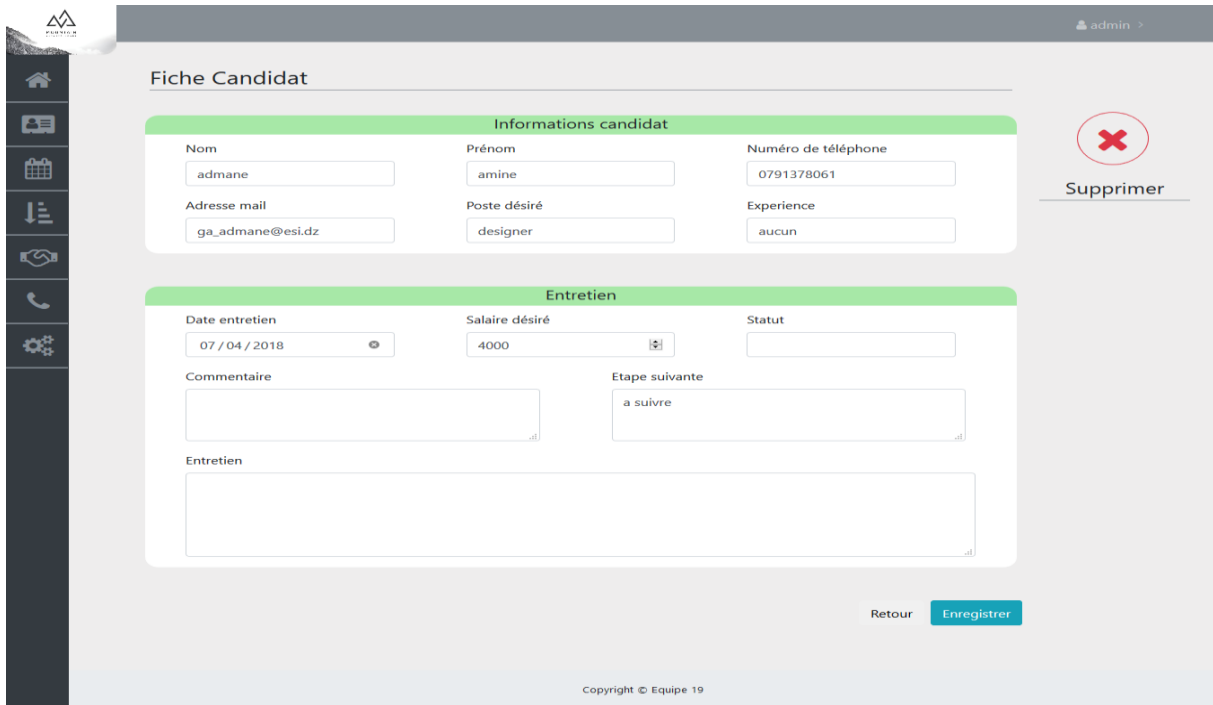
Fields' candidate information "are required while maintenance and completed the required day.
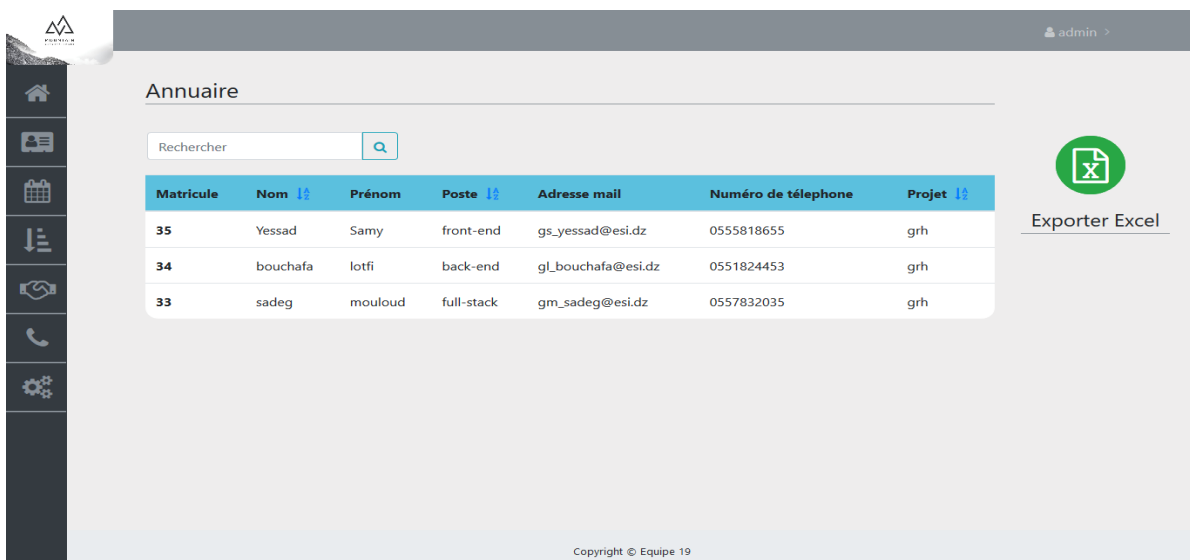
You also have the option to view information of candidates already added by clicking on one of them in the "List of candidates" page with the possibility of change:
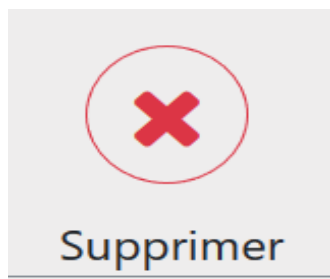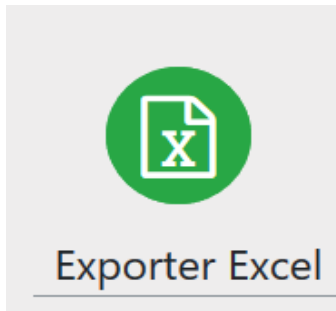

The "Delete" button is used to clear a candidate, a confirmation will be required before final deletion.

6) Phone book :

The directory displays a list of employees with their personal information:

This button lets you export the directory in Excel format.

You also have the option to search the directory by typing what you want in the next bar.

Or also to filter according to the 3 following criteria: name, position and project by clicking
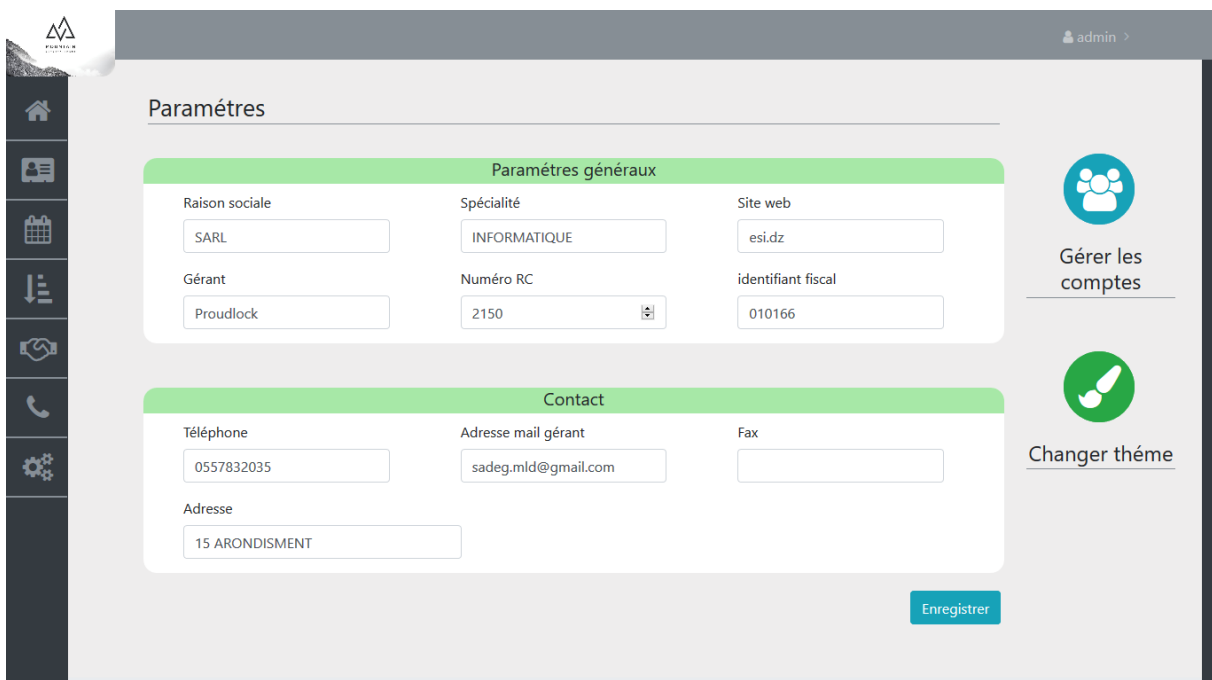
Button on the following:

7) Settings :

The Settings module is only available to the Administrator type profiles to customize the application and manage the managers accounts.

The first page of this module to modify the parameterized business generals:
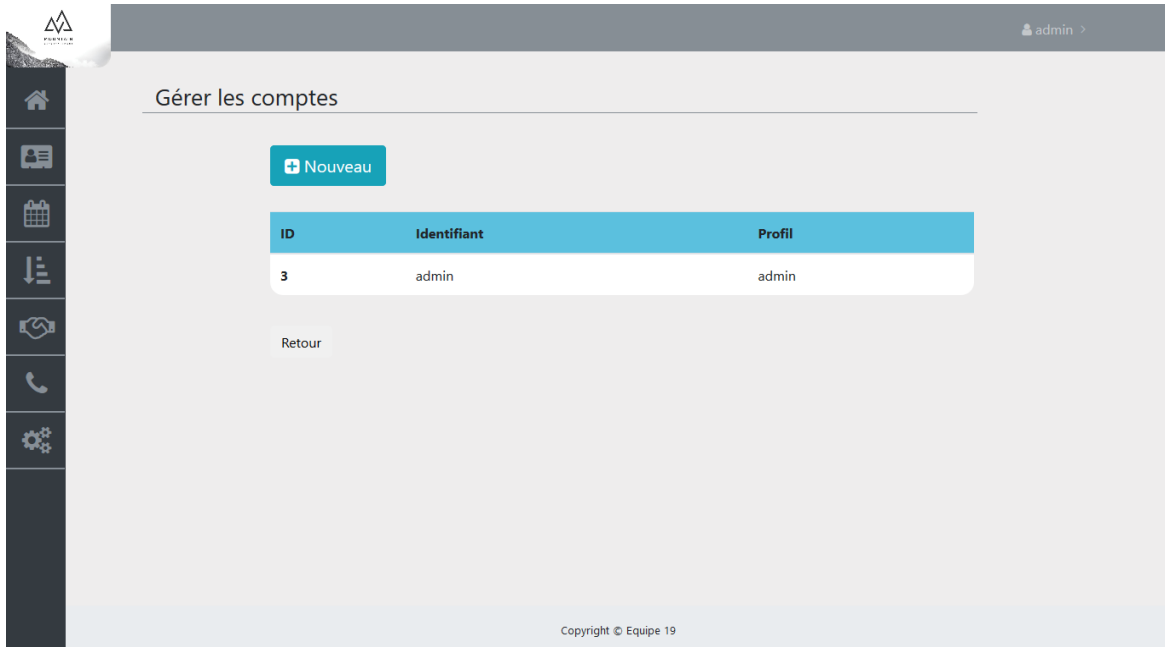
This button provides access to the list of all accounts existing:
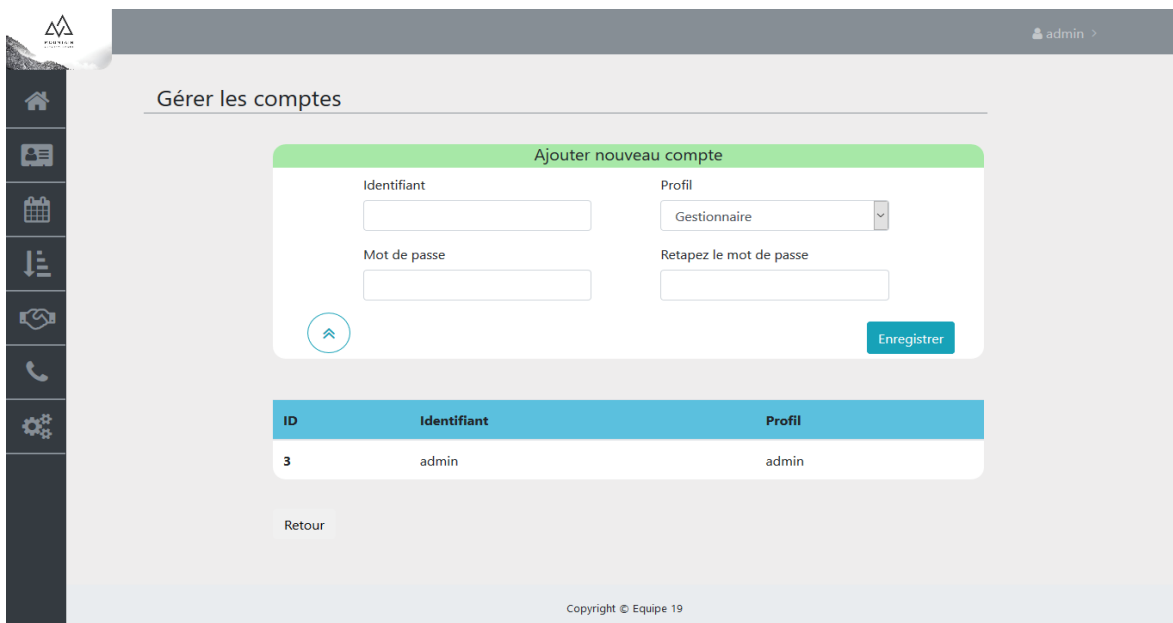
This button creates a new account indicating the username, password and type of account (Manager / Director):
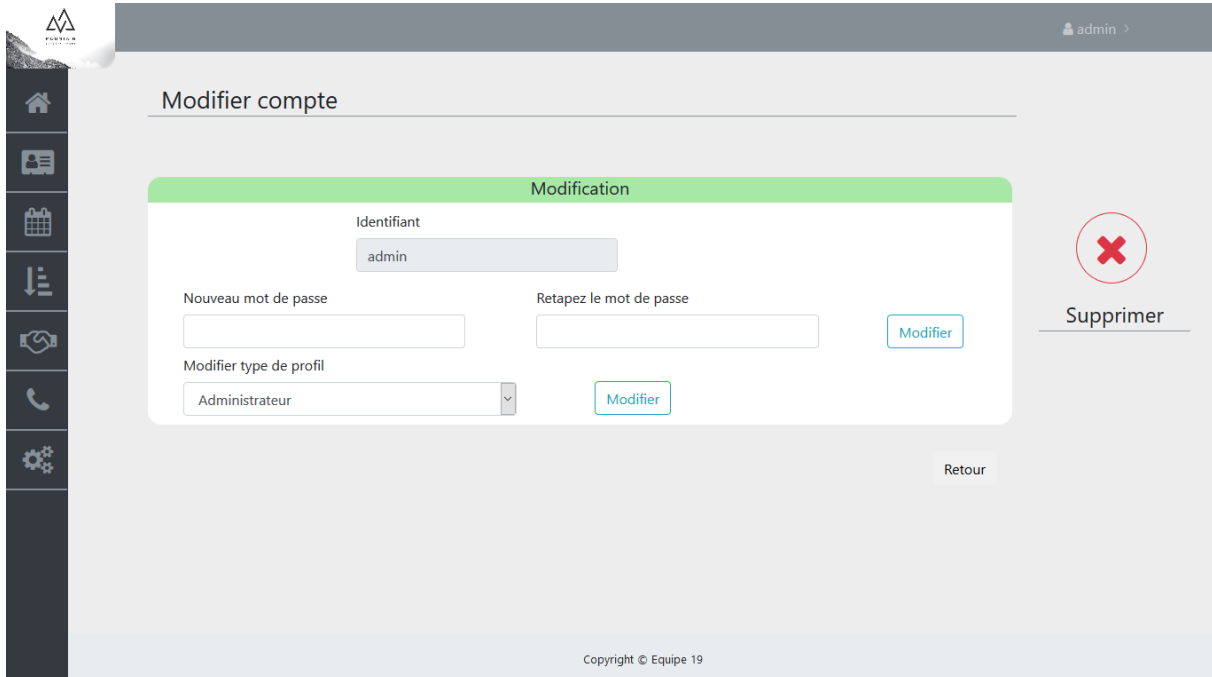
The application returns an error message if an existing identifier is entered.

- To change the type of profile or the password of an existing account (if the password has been forgotten by the example manager) click on the desired account and you will be redirected to the following page:
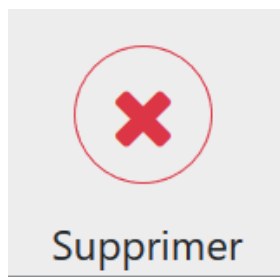
This button allows you to delete the account in question, a confirmation will be required before final deletion.

(It is impossible for an administrator to delete his own account).

- To customize the theme of the application, click on the "Change Theme" button in the settings page:
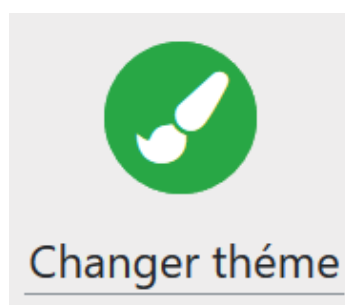
You will then see the theme color, logo, picture and greeting with ability to change according to your tastes and preferences: