



PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA MINISTRY OF  
HIGHER EDUCATION AND RESEARCH  
SCIENTIST  
NATIONAL SCHOOL TOP COMPUTER

User Manual

# HR-Lab

Human Resources Management



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## 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.

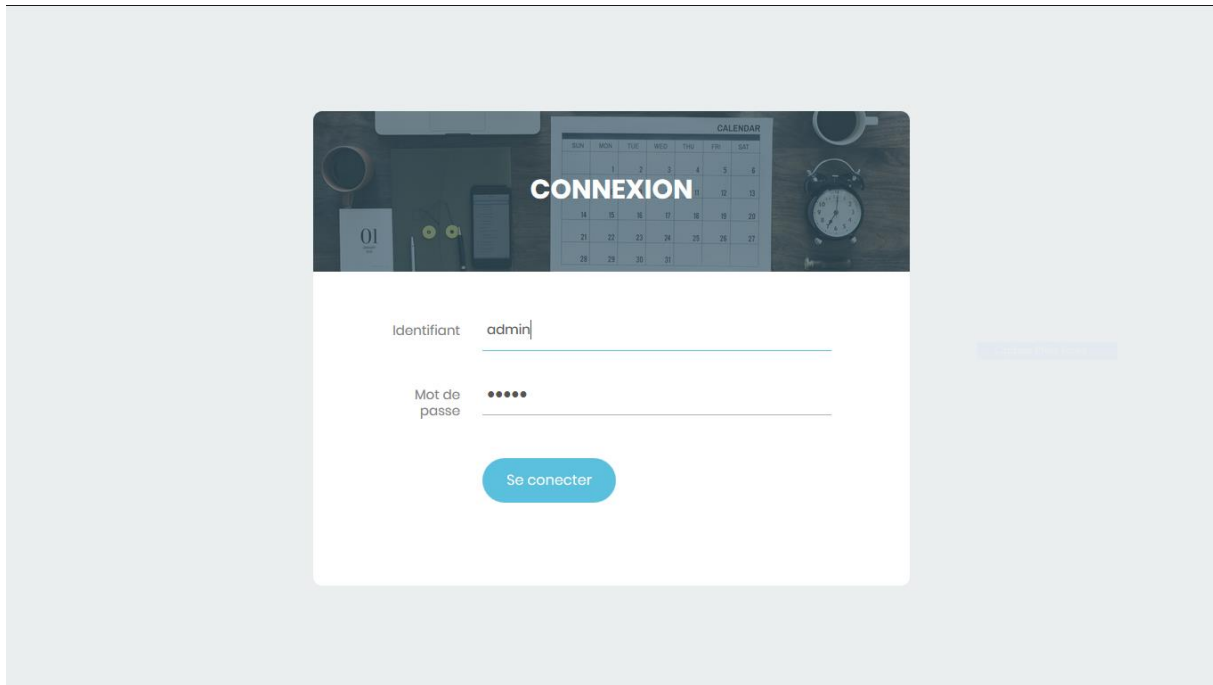
## II. Introducing HR-Lab:

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"

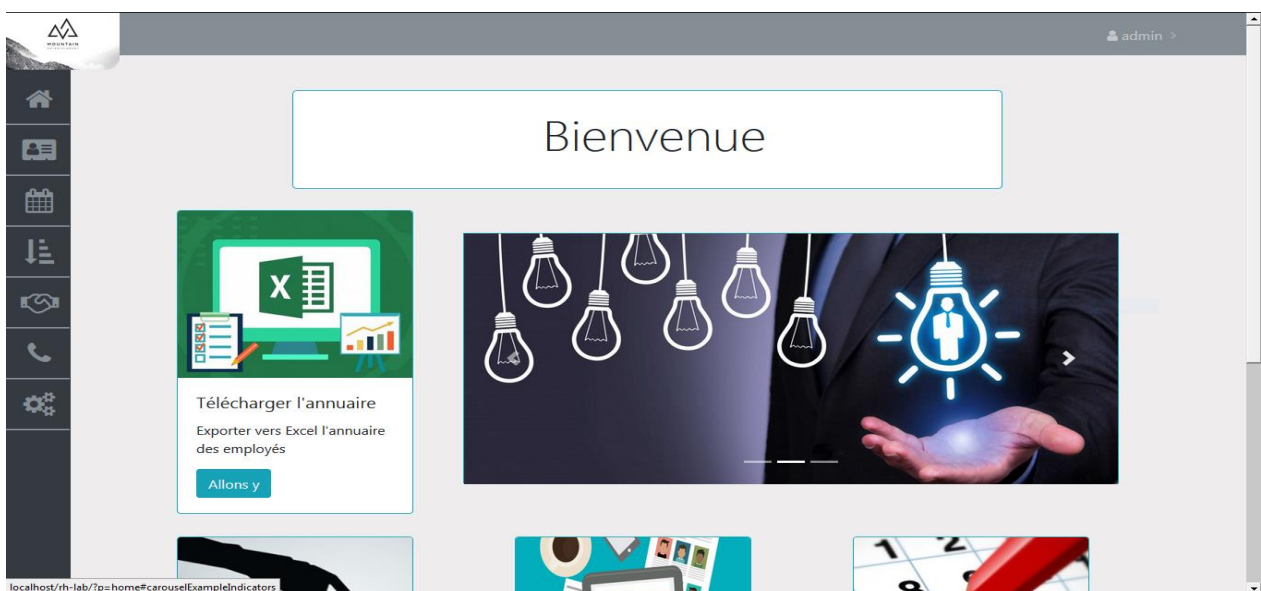


- If you already have an account, enter the username and password.
- If this is your first use of the application, log in with the account (Username: admin, password: admin).
- An error message appears when an error in entering the username or password.

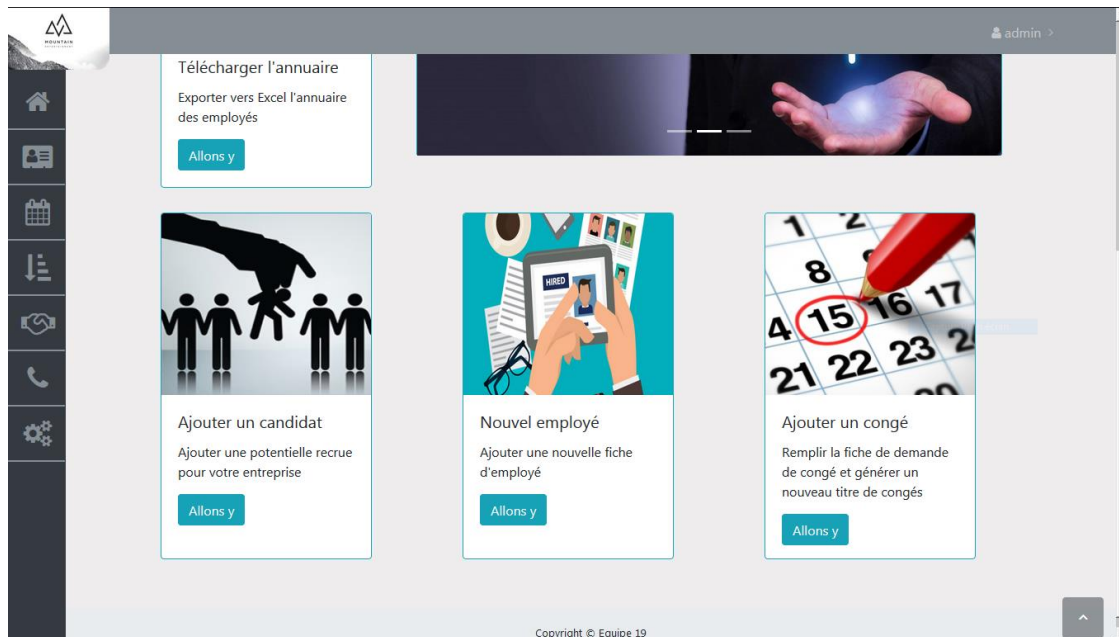
## IV. features:

### 1) Home :

Once logged into your Account, the 1st view and you have the home page:

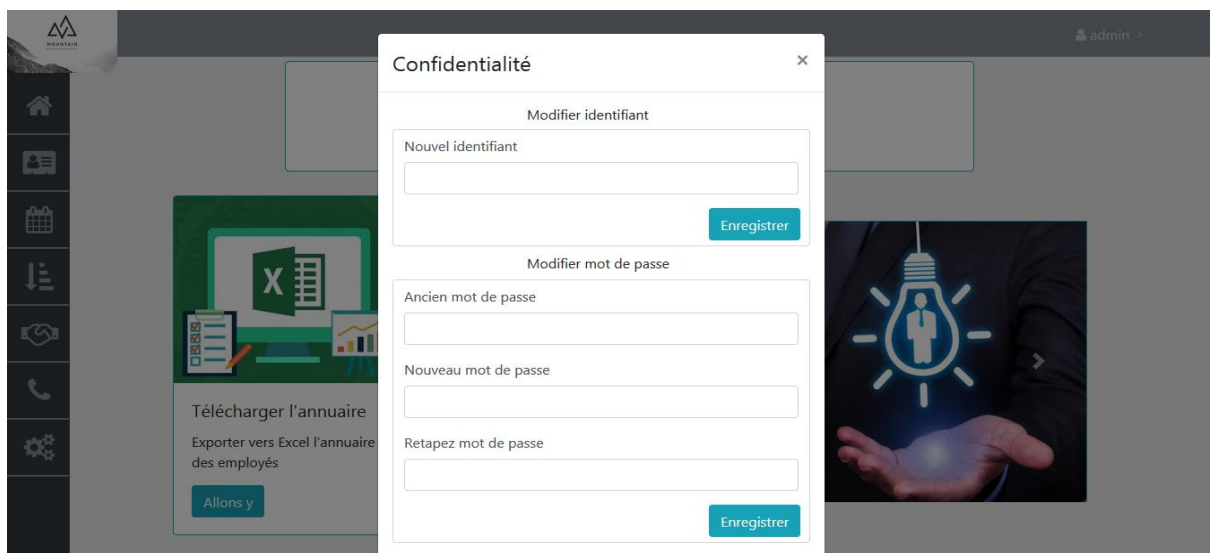


On this customizable page in the settings, you can access the most important features through shortcuts:

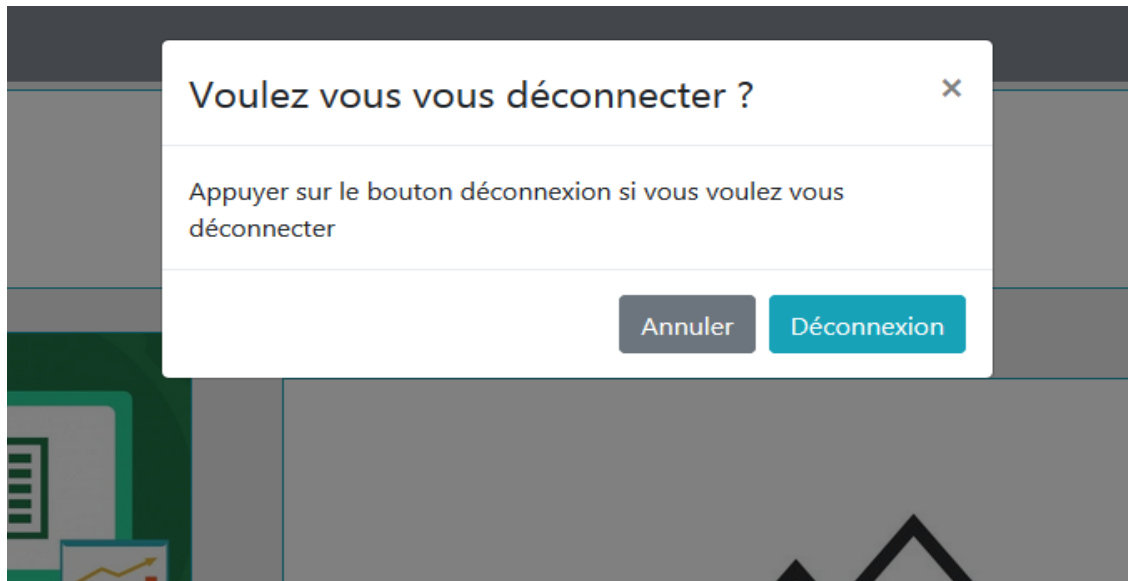


- Download employee directory as an Excel file.
- Add a candidate you can view / edit the information in the Recruitment section.
- Add a new employee who will be visible in the Admin section.
- Add a holiday that you took part in the holidays or you can generate off for your employees.

You can also change your password and your username by clicking on your username in the upper left and confidentiality:

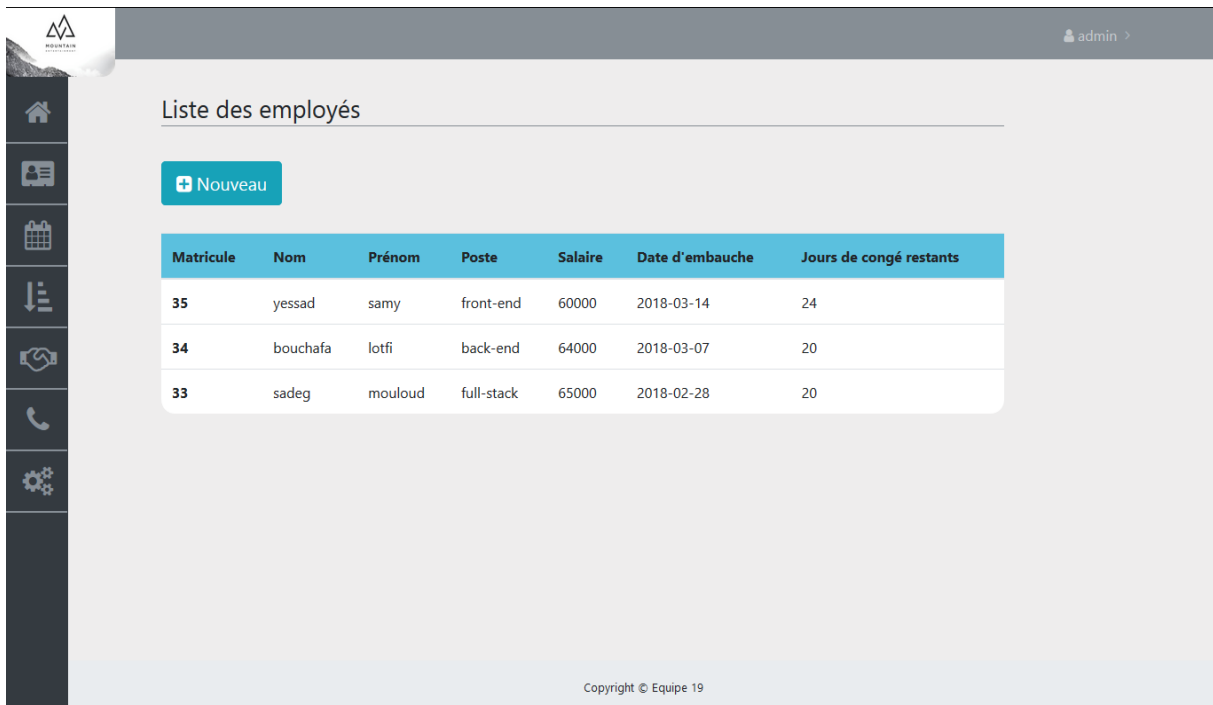


You can also log in using the same process but this time by clicking on Disconnect:



## 2) Administrative management :

The first interface of the administration module allows to view the list of employees:



Liste des employés

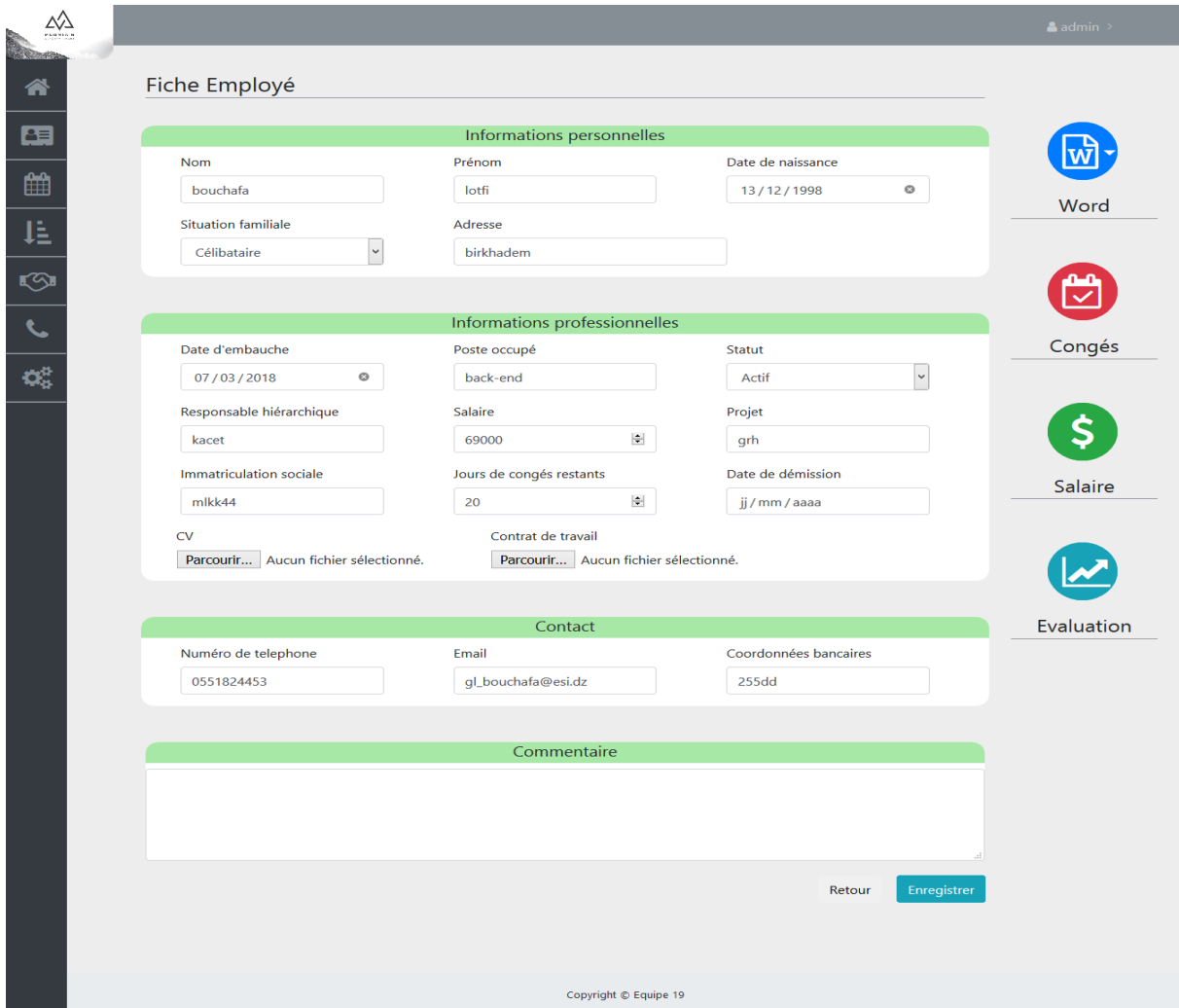
[+ Nouveau](#)

Matricule	Nom	Prénom	Poste	Salaire	Date d'embauche	Jours de congé restants
35	yessad	samy	front-end	60000	2018-03-14	24
34	bouchafa	lotfi	back-end	64000	2018-03-07	20
33	sadeg	mouloud	full-stack	65000	2018-02-28	20

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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":



**Fiche Employé**

**Informations personnelles**

Nom: bouchafa  
 Prénom: lotfi  
 Date de naissance: 13 / 12 / 1998  
 Situation familiale: Célibataire  
 Adresse: birkhadem

**Informations professionnelles**

Date d'embauche: 07 / 03 / 2018  
 Poste occupé: back-end  
 Statut: Actif  
 Responsable hiérarchique: kacet  
 Salaire: 69000  
 Projet: grh  
 Immatriculation sociale: mlkk44  
 Jours de congés restants: 20  
 Date de démission: jj / mm / aaaa  
 CV: Parcourir... Aucun fichier sélectionné.  
 Contrat de travail: Parcourir... Aucun fichier sélectionné.

**Contact**

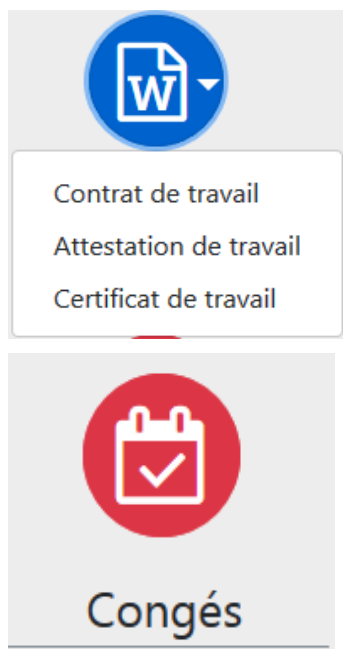
Número de telephone: 0551824453  
 Email: gl\_bouchafa@esi.dz  
 Coordonnées bancaires: 255dd

**Commentaire**

Retour Enregistrer

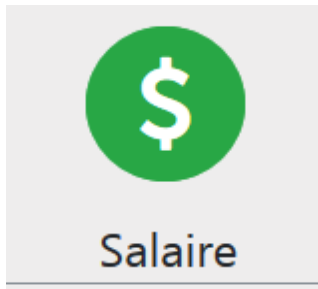
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**Word**  
**Congés**  
**Salaire**  
**Evaluation**



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

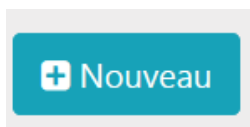
Salary of that employee.



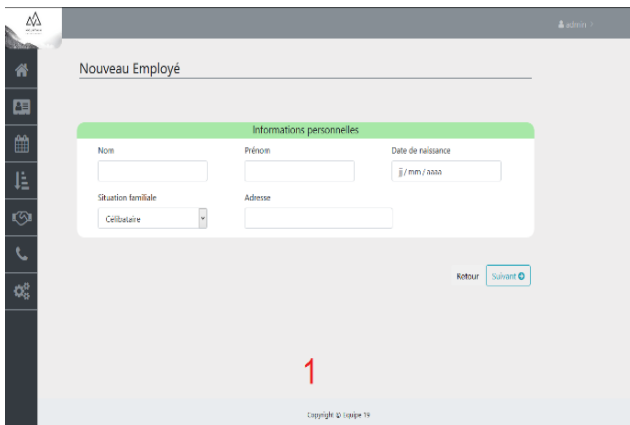
The "Assessment" icon in turn, is used to access

The historical assessments of the employee.

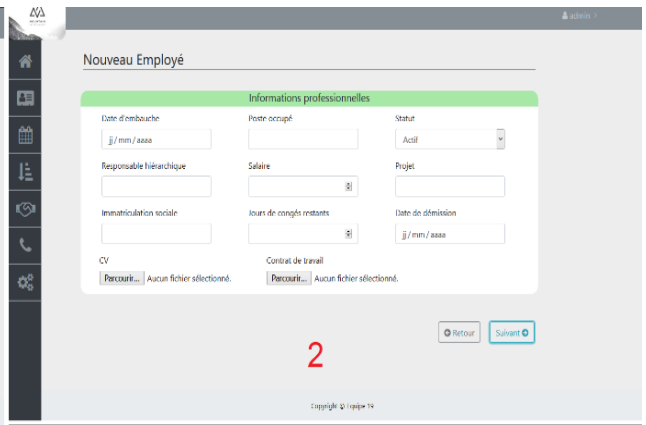
On the "List of employees", you can click on the "New" button to add a new employee, you will access the page



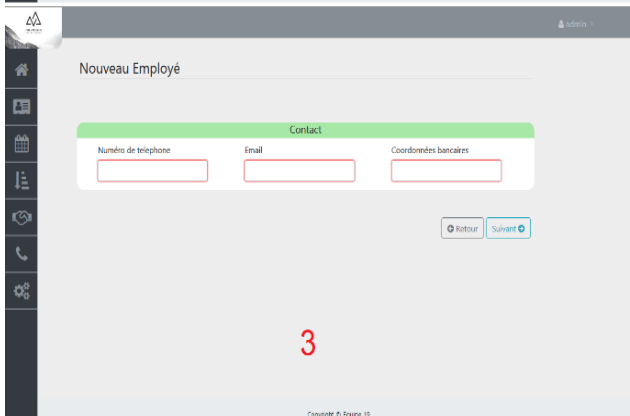
"New Employee" that contains a form, and you must complete all information from the employee that you want to add:



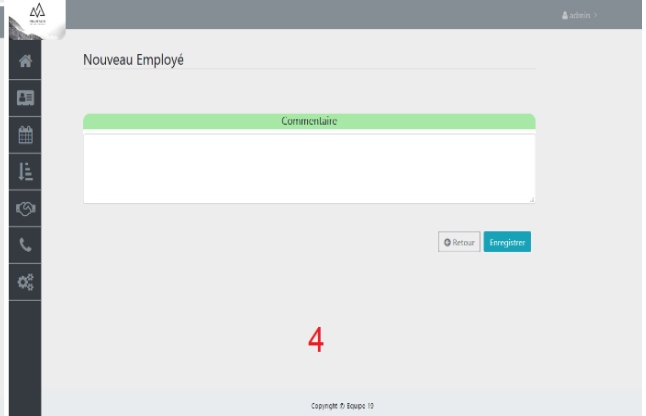
1



2



3

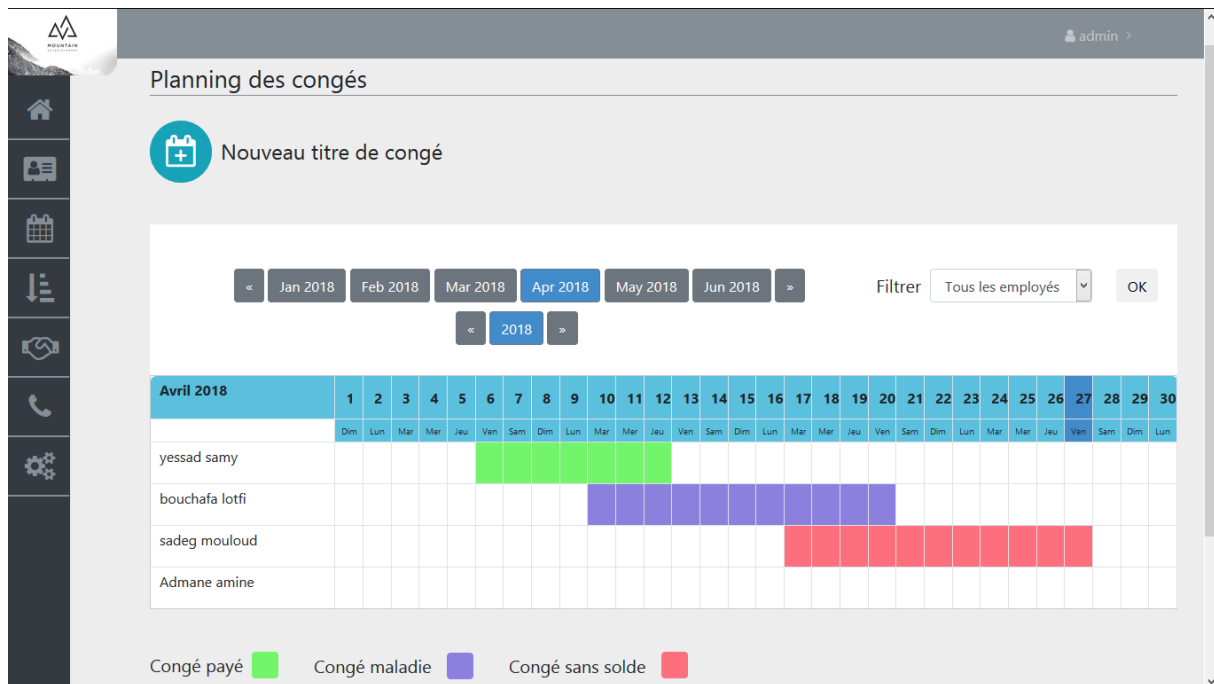


4

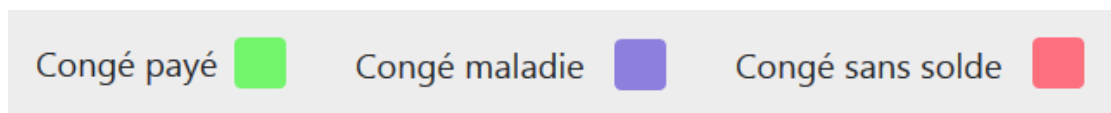


### 3) leave:

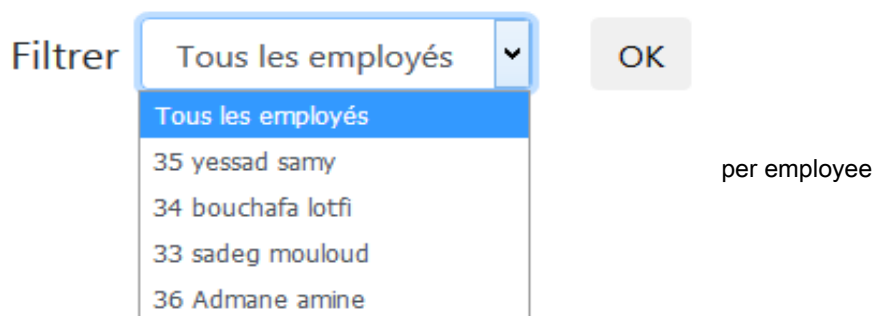
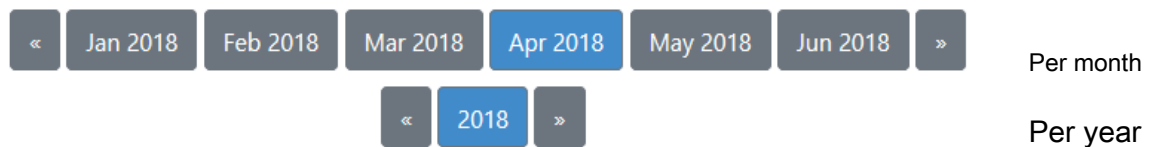
The schedule of employee leave is represented by a calendar, each colored box corresponds to leave:



Each type of leave has a specific color in order to identify:



You can filter the holidays according to 3 criteria:





## Nouveau titre de congé

To generate a new leave,

Just click on the button

"New Title leave"

### Générer titre de congé



Identifiant employé

35 yessad samy

Date de début de congé

Date de fin de congé

Type de Congé

Congé payé

Quitter

Enregistrer

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

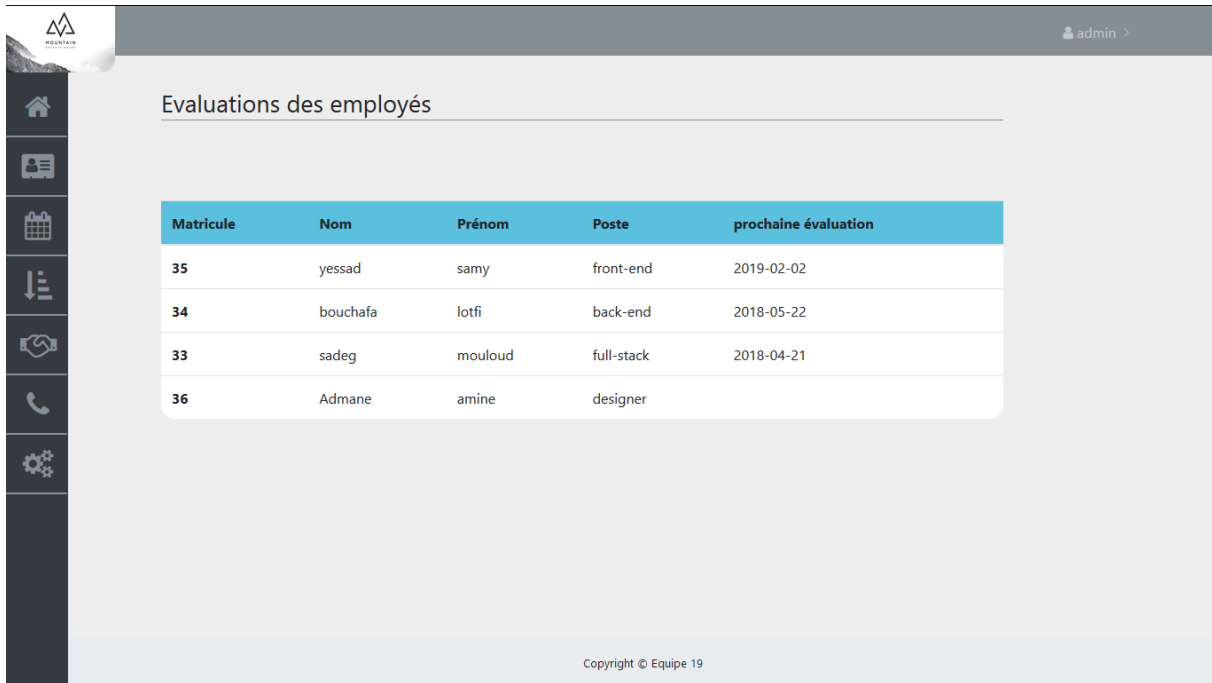
returns a message

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:

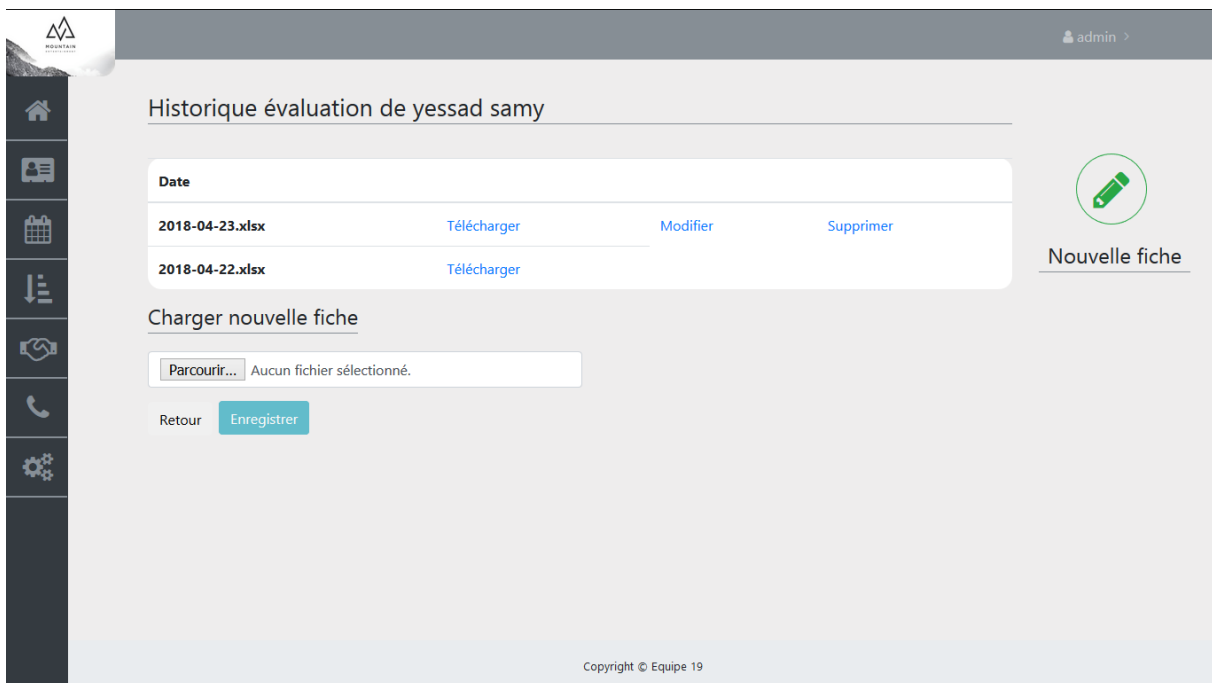


**Evaluations des employés**

Matricule	Nom	Prénom	Poste	prochaine évaluation
35	yessad	samy	front-end	2019-02-02
34	bouchafa	lotfi	back-end	2018-05-22
33	sadeg	mouloud	full-stack	2018-04-21
36	Admane	amine	designer	

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To access historical assessments click on the corresponding line to the employee that you want to view the history:



**Historique évaluation de yessad samy**

Date			
2018-04-23.xlsx	<a href="#">Télécharger</a>	<a href="#">Modifier</a>	<a href="#">Supprimer</a>
2018-04-22.xlsx	<a href="#">Télécharger</a>		

[Nouvelle fiche](#)

**Charger nouvelle fiche**


Aucun fichier sélectionné.

[Retour](#)

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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).


admin >

## Fiche évaluation

yessad samy

### Entretien annuel d'évaluation

Date de la dernière évaluation	jj / mm / aaaa
Date de l'évaluation en cours	jj / mm / aaaa
Date de la prochaine évaluation	02 / 02 / 2019 ©

### Objects périodes écoulées

Rappel des objectifs précédents	.d
Résultats	.d

### Objetifs période actuelle

\*A : Dépassé
\*B : Atteint
\*C : Partiellement atteint
\*D : Non atteint
\*E : Abandonné

Objectifs à court terme (06 mois)	Evaluation de A à E	Commentaires / Remarques
1		.d
2		.d
3		.d
4		.d
5		.d
6		.d
Objectifs à moyen terme (12 mois)	Evaluation de A à E	Commentaires / Remarques
1		.d
2		.d
3		.d
4		.d
5		.d
6		.d

### Objetifs prochaine période

\*A : Dépassé
\*B : Atteint
\*C : Partiellement atteint
\*D : Non atteint
\*E : Abandonné

Objectifs à long terme (24 mois)	Evaluation de A à E	Commentaires / Remarques
1		
2		
3		
4		
5		
6		

### Commentaires libres

Commentaires libres du collaborateur	Commentaires libres de l'évaluation
	.d

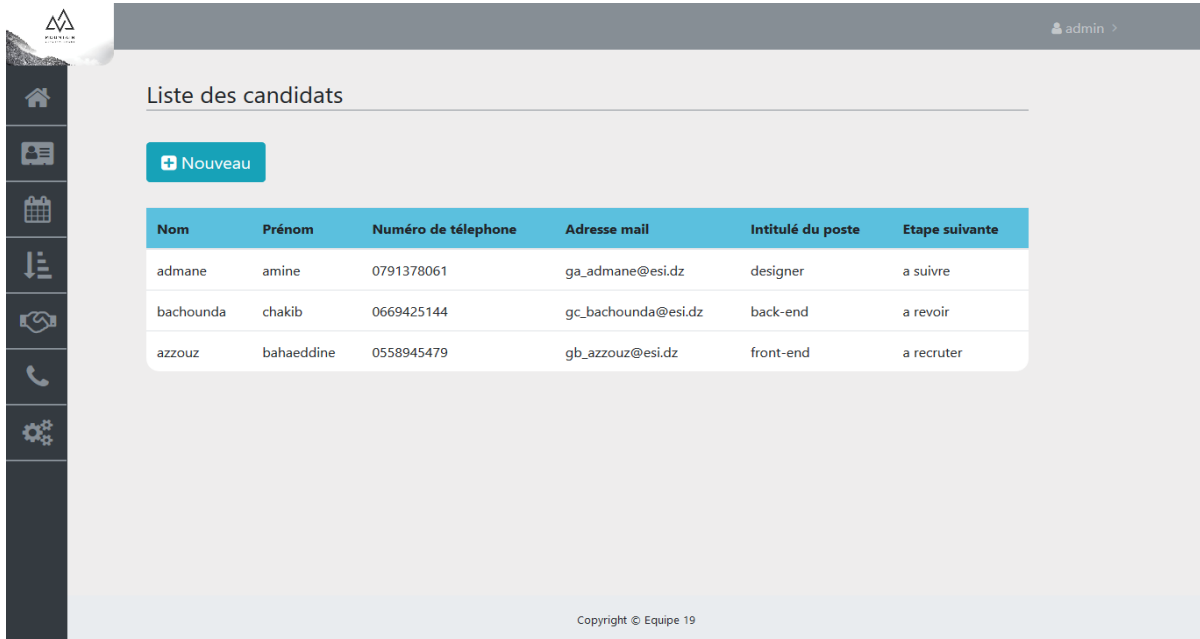
Retour

Enregistrer et valider
Enregistrer

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## 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:



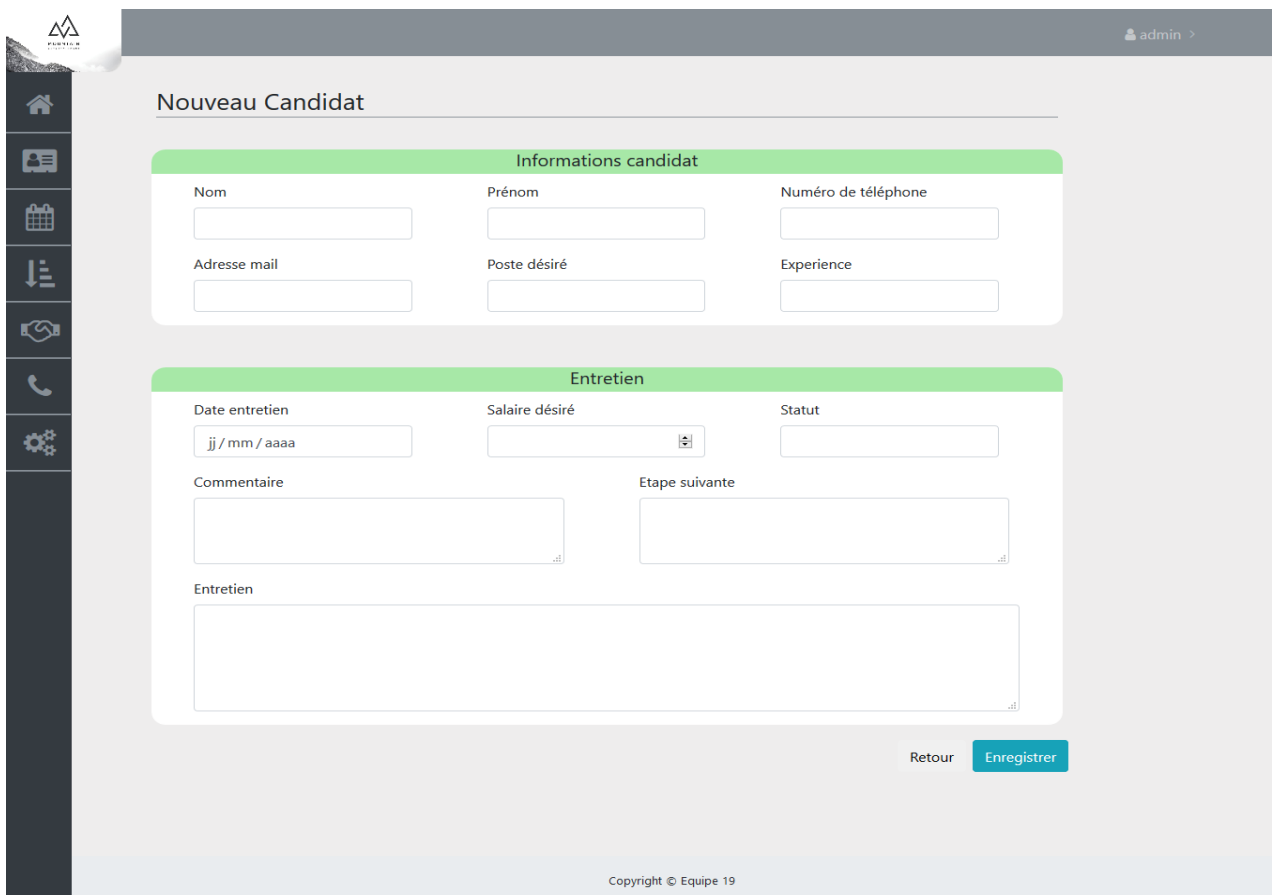
Liste des candidats

[+ Nouveau](#)

Nom	Prénom	Numéro de téléphone	Adresse mail	Intitulé du poste	Etape suivante
admane	amine	0791378061	ga_admane@esi.dz	designer	a suivre
bachounda	chakib	0669425144	gc_bachounda@esi.dz	back-end	a revoir
azzouz	bahaeddine	0558945479	gb_azzouz@esi.dz	front-end	a recruter

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[+ Nouveau](#) The "New" button allows the addition of a new candidate by filling out the following form:



Nouveau Candidat

**Informations candidat**

Nom

Prénom

Numéro de téléphone

Adresse mail

Poste désiré

Experience

**Entretien**

Date entretien

Salaire désiré

Statut

Commentaire

Etape suivante

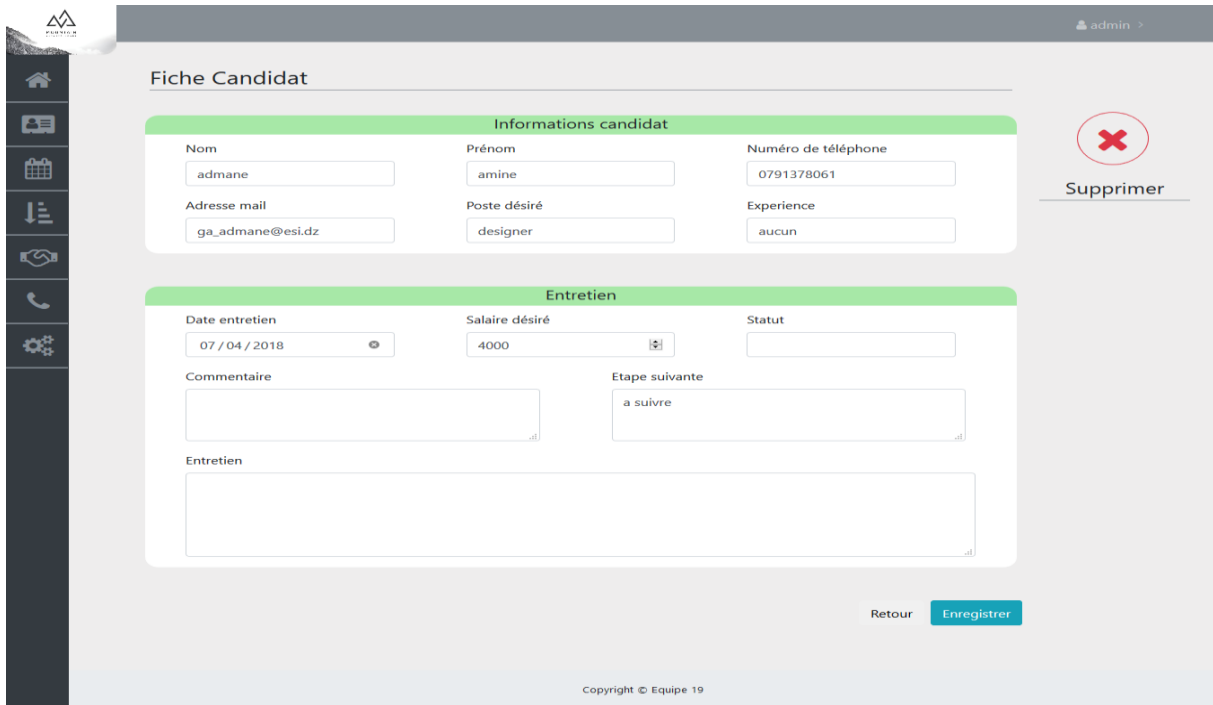
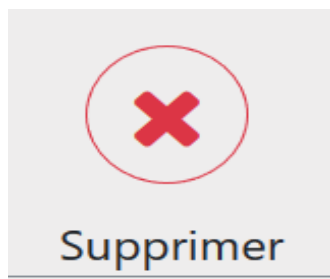
Entretien

[Retour](#) [Enregistrer](#)

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Fields' candidate information "are required while maintenance and completed the required day.

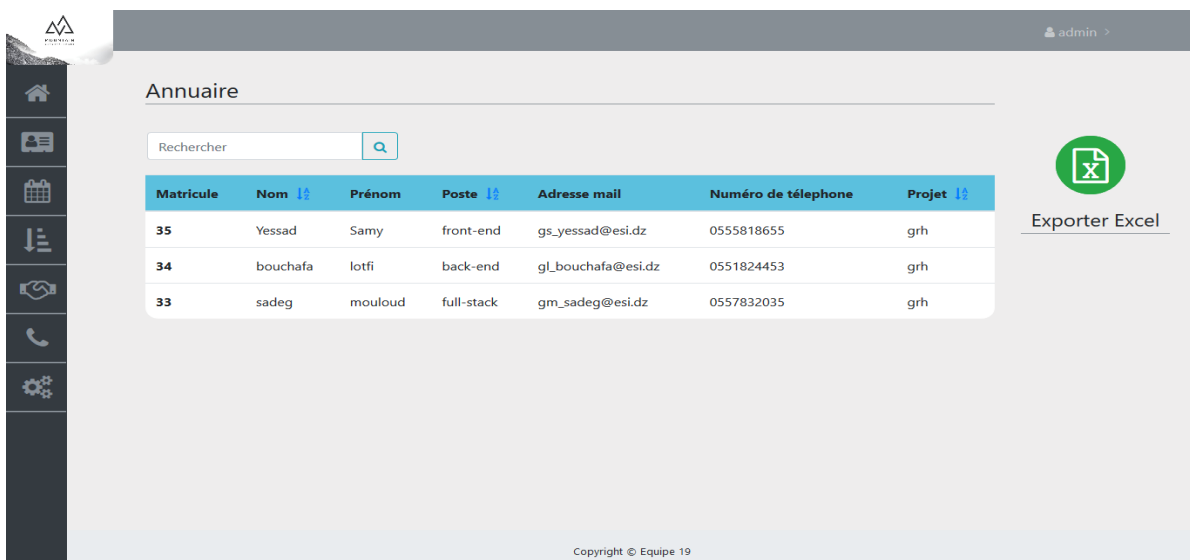
You also have the option to view information of candidates already added by clicking on one of them in the "List of candidates" page with the possibility of change:

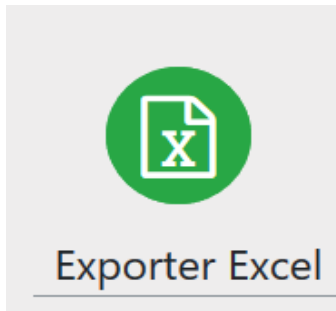
The "Delete" button is used to clear a candidate, a confirmation will be required before final deletion.

#### 6) Phone book :

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




Matricule	Nom	Prénom	Poste	Adresse mail	Numéro de téléphone	Projet
35	Yessad	Samy	front-end	gs_yessad@esi.dz	0555818655	grh
34	bouchafa	lotfi	back-end	gl_bouchafa@esi.dz	0551824453	grh
33	sadeg	mouloud	full-stack	gm_sadeg@esi.dz	0557832035	grh



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

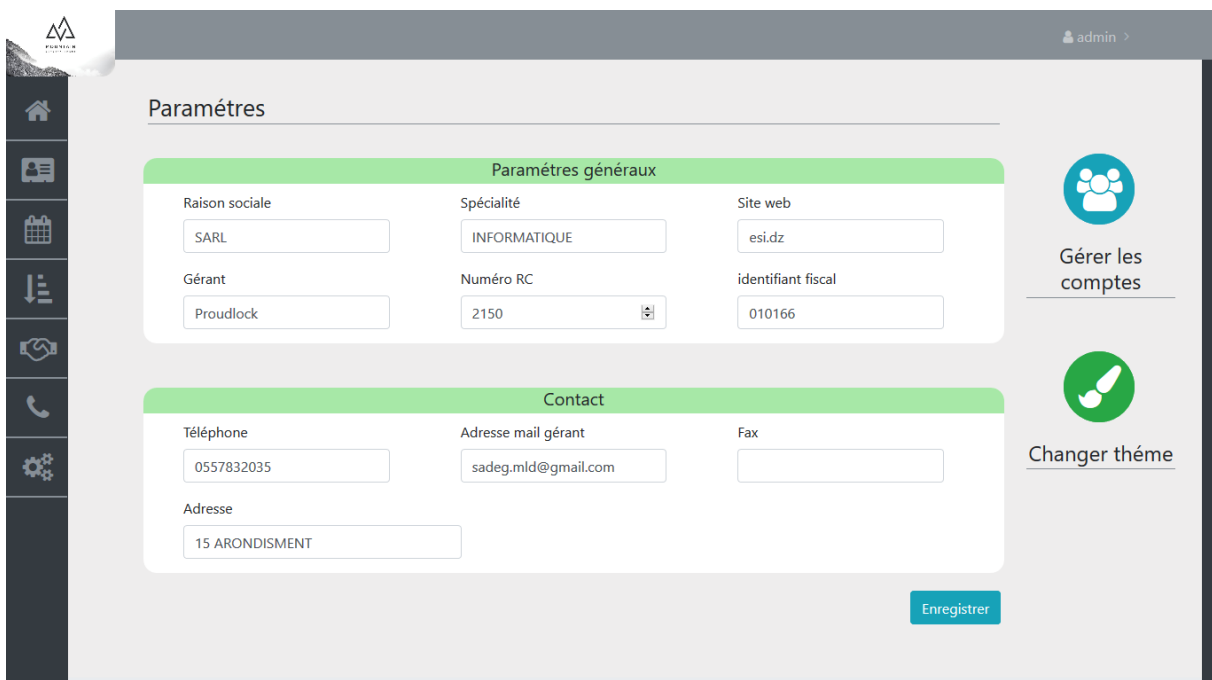
Button on the following:



## 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:



admin >

### Paramètres

#### Paramètres généraux

Raison sociale	Spécialité	Site web
<input type="text" value="SARL"/>	<input type="text" value="INFORMATIQUE"/>	<input type="text" value="esi.dz"/>
Gérant	Numéro RC	identifiant fiscal
<input type="text" value="Proudlock"/>	<input type="text" value="2150"/>	<input type="text" value="010166"/>

#### Contact

Téléphone	Adresse mail gérant	Fax
<input type="text" value="0557832035"/>	<input type="text" value="sadeg.mld@gmail.com"/>	<input type="text"/>
Adresse	<input type="text" value="15 ARONDISMENT"/>	

Enregistrer

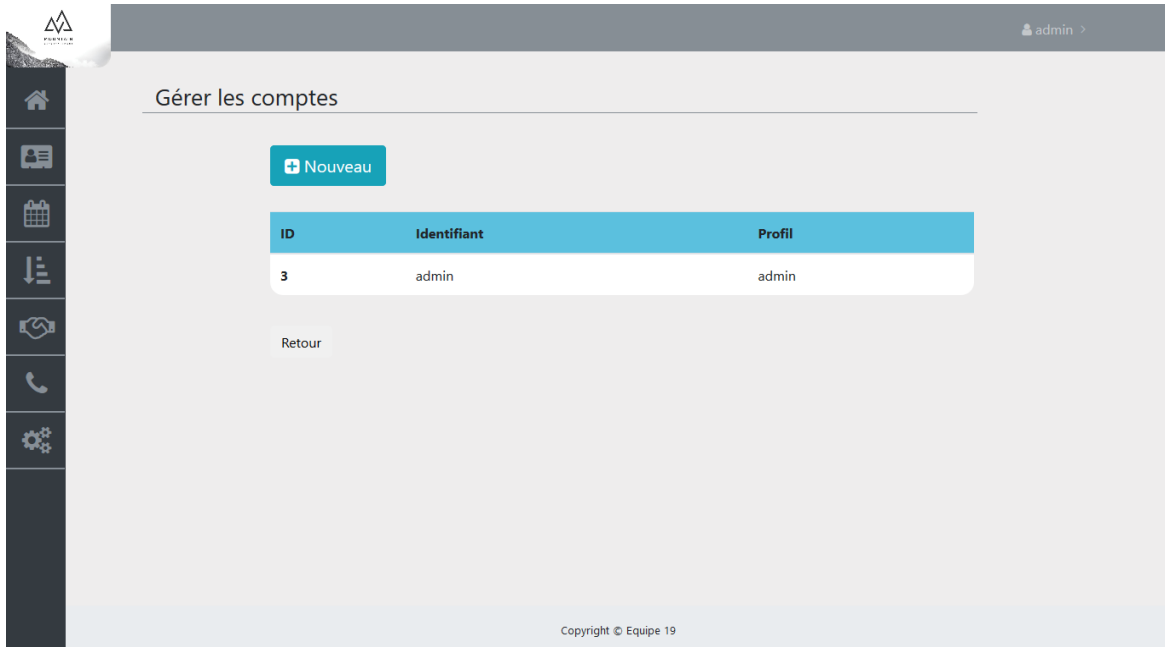
Gérer les comptes

Changer thème



Gérer les comptes

This button provides access to the list of all accounts existing:



The screenshot shows the 'Gérer les comptes' page. At the top, there is a 'Nouveau' button. Below it is a table with the following data:

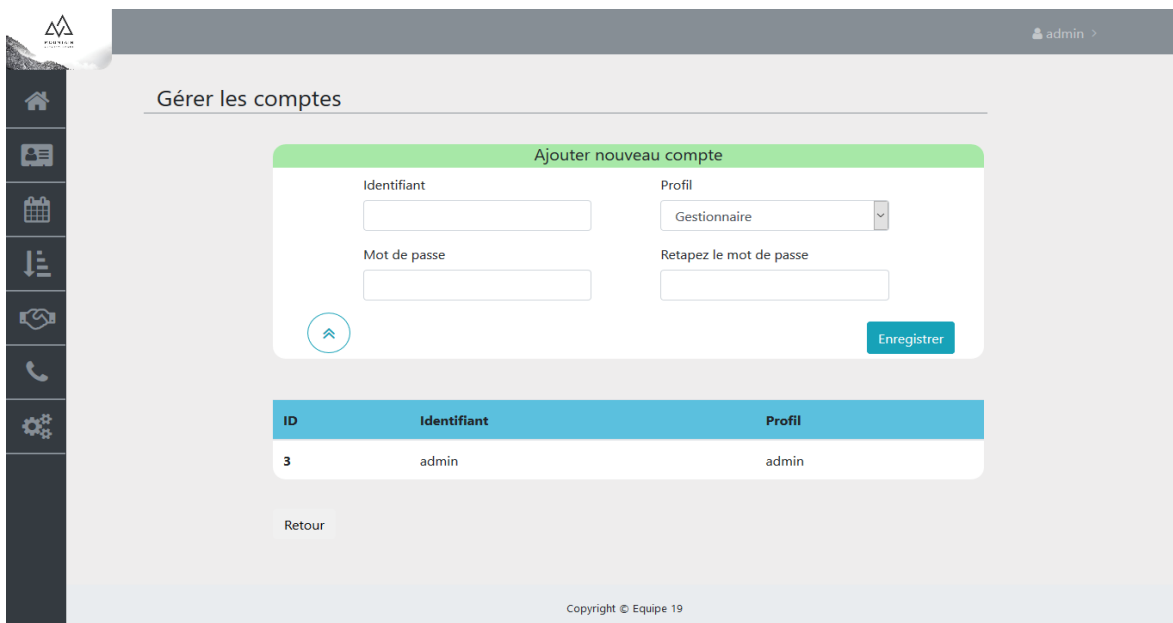
ID	Identifiant	Profil
3	admin	admin

Below the table is a 'Retour' link. The footer indicates 'Copyright © Equipe 19'.

 Nouveau

This button creates a new account indicating the username, password and type of account

(Manager / Director):



The screenshot shows the 'Ajouter nouveau compte' form. It includes the following fields:

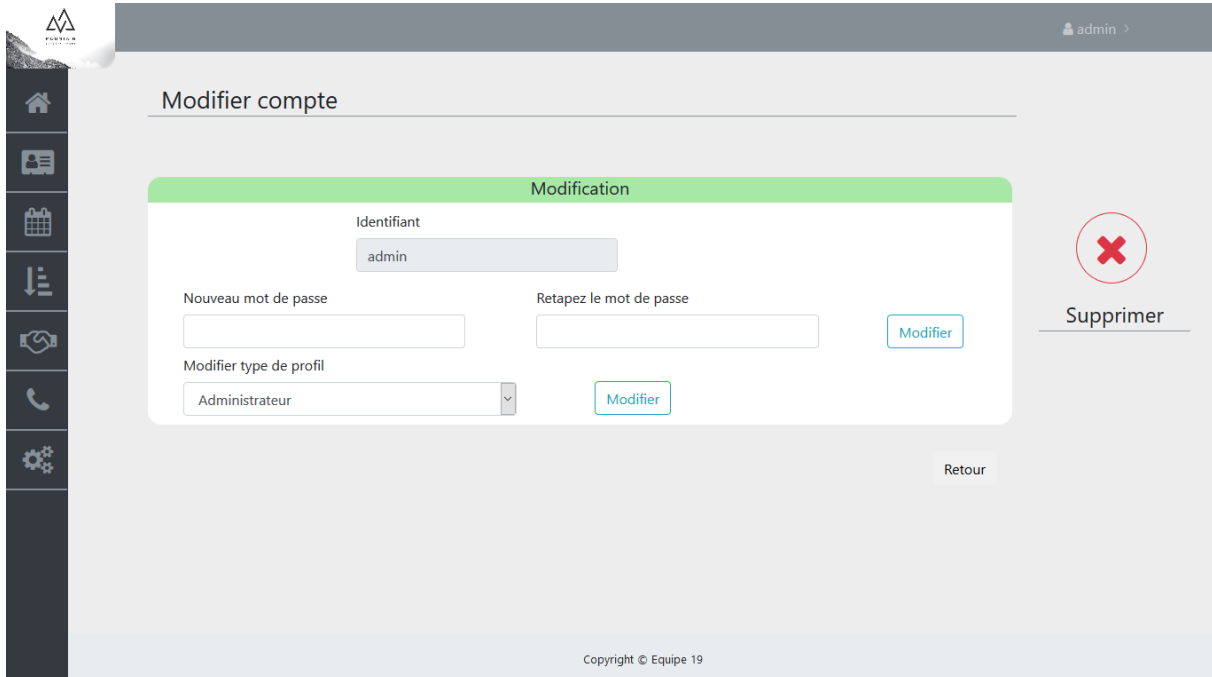
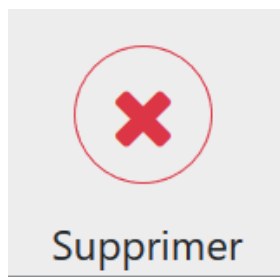
- Identifiant:
- Mot de passe:
- Profil:
- Retapez le mot de passe:

There is an 'Enregistrer' button and a 'Retour' link. The footer indicates 'Copyright © Equipe 19'.

The application returns an error message if an existing identifier is entered.



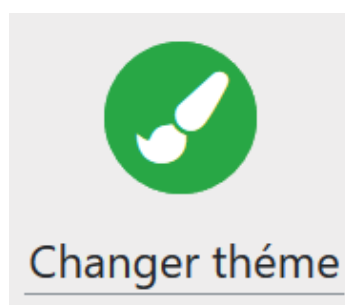
-To change the type of profile or the password of an existing account (if the password has been forgotten by the example manager) click on the desired account and you will be redirected to the following page:


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:


admin >

## Thème

Couleur du thème

Logo




Parcourir...
Aucun fichier sélectionné.

Message d'accueil


Bienvenue

Votre message


Image d'accueil



Parcourir...
Aucun fichier sélectionné.



Parcourir...
Aucun fichier sélectionné.



Parcourir...
Aucun fichier sélectionné.

Diaporama

\*Si vous choisissez image unique seule la 1ère image sera affichée

Retour

Enregistrer

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