

1. Introduction

Welcome to the User Manual for the HRM Web-Based System. This document serves as a comprehensive guide to help you effectively utilize the features and functionalities of the HRM system. The web-based HRM system is designed to streamline human resource management processes, enhance organizational efficiency, and empower users with powerful tools for employee management, reporting, leave management, and more.

2. Getting Started

Before accessing the HRM system, ensure you have the necessary login credentials provided by the HR administrator. Once logged in, you will have access to various tabs and features based on your assigned role.

2.1 Login

- To access the HRM system, follow these steps:
 1. Open your preferred web browser on your computer.
 2. Enter the URL <https://192.168.200.201> for accessing the HRM system.
 3. You will be directed to the login page of the HRM system.
 4. Enter your username and password in the respective fields.

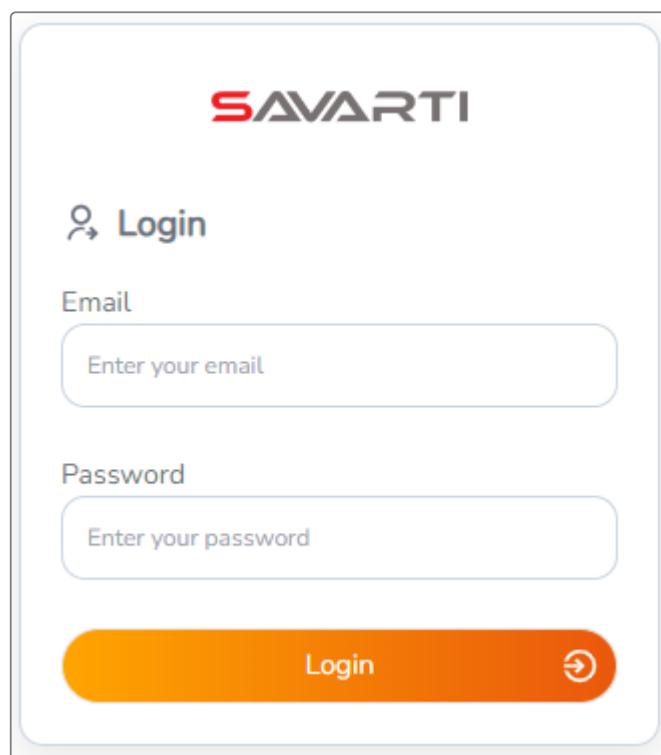


Figure 1

5. Click on the "Login" button to proceed.
- Upon successful authentication, you will be logged into the HRM system and directed to your Self Profile



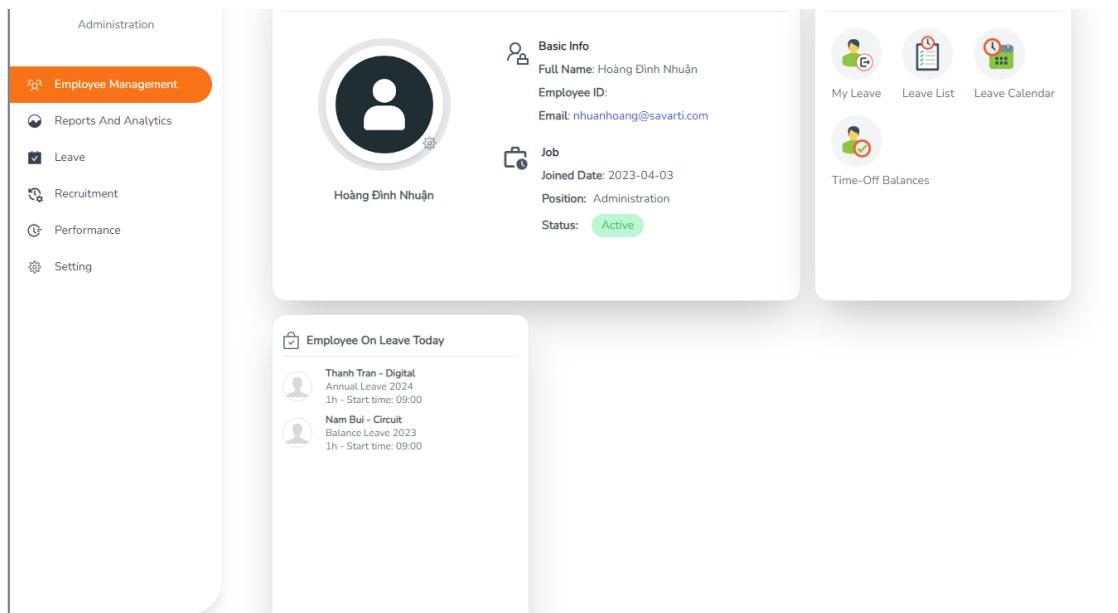


Figure 2

2.2 User Interface Overview

Once logged in, take a moment to familiarize yourself with the user interface. Here's an overview of the main components:

- Self Profile:** Your Self Profile provides comprehensive information about yourself.
- Navigation Menu:** Located typically on the left of the screen, the navigation menu provides access to different modules and features of the HRM system. Commonly accessed tabs may include Employee Management, Report and Analysis, Leave Management, Performance, Recruitment, Settings.

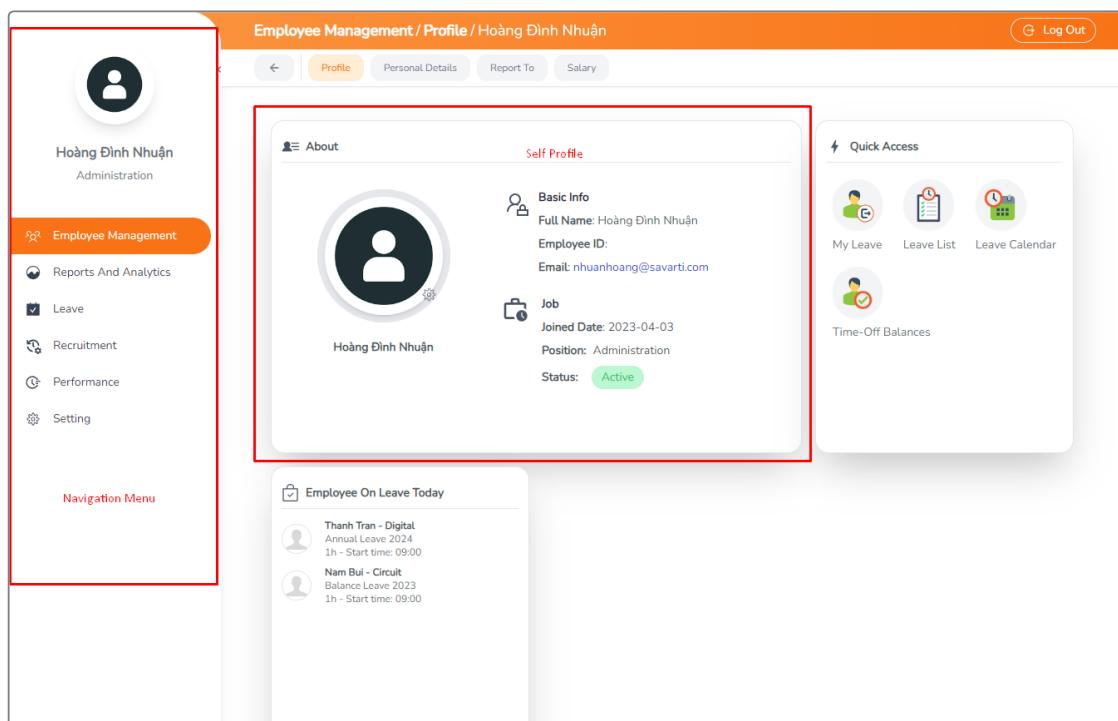


Figure 3

2.3 Role-based Access

- The HRM system is designed to provide role-based access, ensuring the users only have access to the features and functionalities relevant to their job responsibilities. Your assigned role will determine the tabs and features you can access within the system.
- Admin Role:** User with administrative privileges have full access to all features and functionalities of the HRM system. They can manage user accounts, configure system settings, and perform administrative tasks such as managing employee profiles and generating reports.
- Supervisor Role:** Supervisors typically have access to features related to managing their team members. This may include viewing/editing employee profiles, reviewing attendance records, and managing leave requests for their team.
- Employee role:** Regular employees have limited access within the HRM system. They can typically view and edit their own profile information, view leave submitted, and access certain self-service functionalities.

3. Settings (Only for Master role)

The Settings module allows administrators (Master) to configure various aspects of the HRM system, including user roles, permissions, and employee attributes. This section provides detailed information on the functionalities available within the Settings module.

3.1. CRUD Roles

This functionality allows users to manage user roles, including creating, reading, updating, and deleting roles, to control access and permissions within the system.

#	Role Name	Type	Actions
1	Administration	Master	
2	Employee	ESS	
3	HR-Admin	Admin	
4	Leader	Supervisor	
5	Manager	Supervisor	

Figure 4

3.1.1. View Existing Roles:

- Description:** Users (Master role) can view a list of existing roles to understand the current role structure within the system.
- Steps :** 1. Navigate to the Setting module. 2. Click on the "Manage Roles" tab.

#	Role Name	Type	Actions
1	Administration	Master	
2	Employee	ESS	

3	HR-Admin	Admin		
4	Leader	Supervisor		
5	Manager	Supervisor		

Figure 5

3.1.2. Add a new role

- Description:** Users can add a new role by specifying the role name, role type, and selecting the appropriate permissions.
- Steps:** 1 Navigate to the Setting module. 2 Click on the "Manage Roles" tab. 3 Click on the "+" button to create a new role. 4 Enter the role name, role type, and select the appropriate permissions. 5 Click "Save" to create the new role.

#	Role Name	Type	Actions
1	Administration	Master	
2	Employee	ESS	
3	HR-Admin	Admin	
4	Leader	Supervisor	
5	Manager	Supervisor	

Figure 6

Role Type: Supervisor

Role Name: HR

Group permissions:

- Employee Management
- Report and Analysis

Report and Analysis - Reports	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Update	<input type="checkbox"/> Create	<input type="checkbox"/> Delete
Report and Analysis - Report Folders	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Update	<input type="checkbox"/> Create	<input type="checkbox"/> Delete

Figure 7

3.1.4. Update role

- Description:** Users can update a role by selecting the desired role from the list, making necessary changes, and clicking on the "Save" button to apply the updates.

- **Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Roles" tab. 3. Select the desired role from the list. 4. Click on the "Edit" button. 5. Make necessary changes to the role details. 6. Click on the "Save" button to update the role.

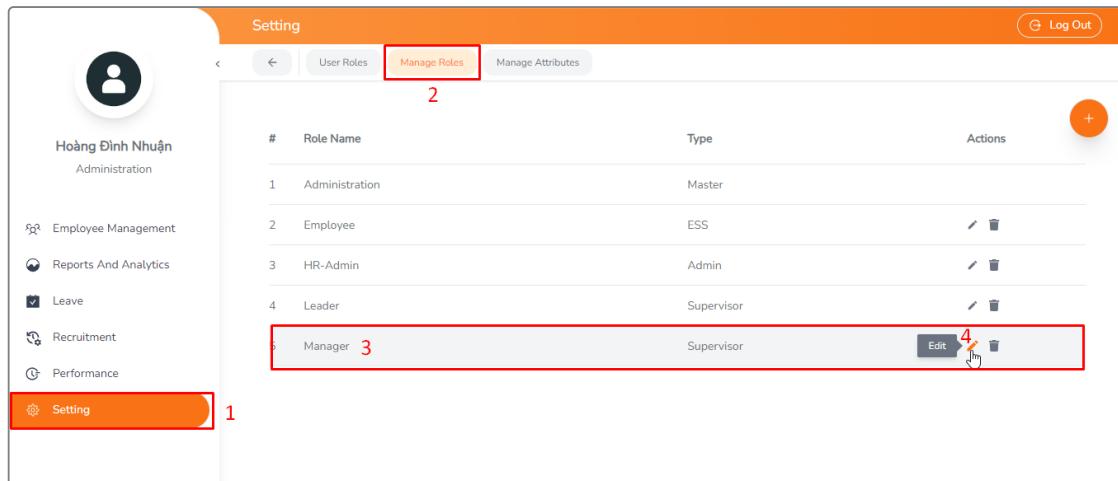


Figure 8

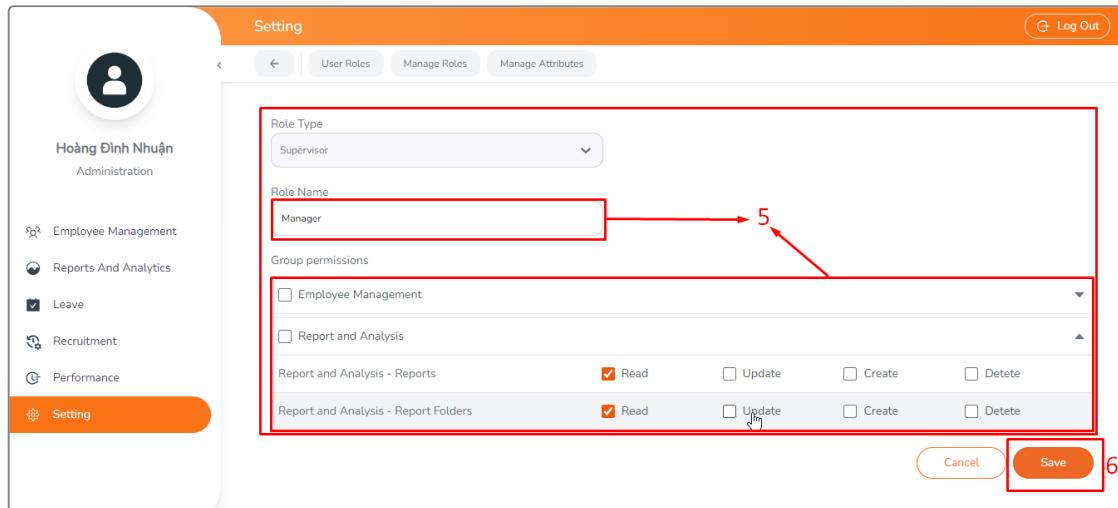
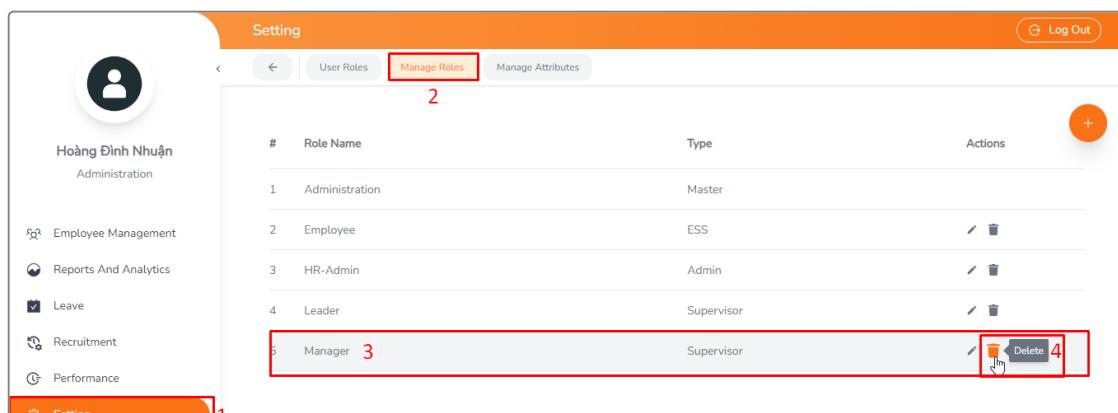


Figure 9

3.1.3. Delete role

- **Description:** Users can delete a role by selecting the desired role from the list and clicking on the "Delete" button. A confirmation prompt ensures the action is intentional.
- **Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Roles" tab. 3. Select the desired role from the list. 4. Click on the "Delete" button. 5. Confirm the deletion when prompted.



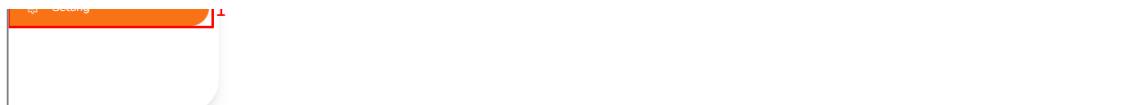


Figure 10

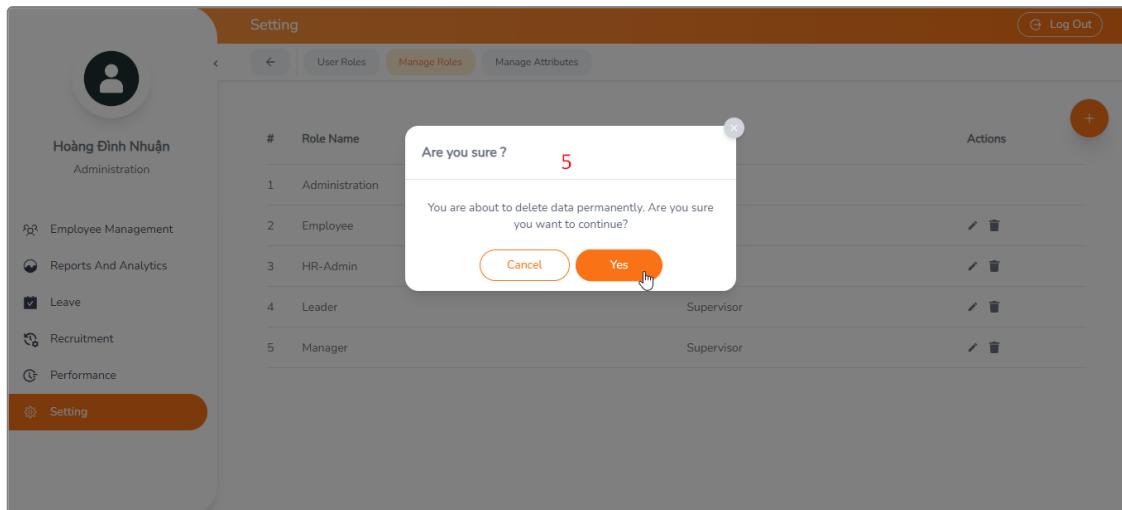


Figure 11

3.2. Assign roles

- **Description:** Assign specific roles to individual employees based on their job responsibilities and access requirements.
- **Steps:** 1. Navigate to the Setting module. 2. Click on the "User Roles" tab. 3. Select the desired employee from the list. 4. Click on the "Edit" button. 5. Make necessary changes to the user role. 6. Click on the "Save" button to update the role.

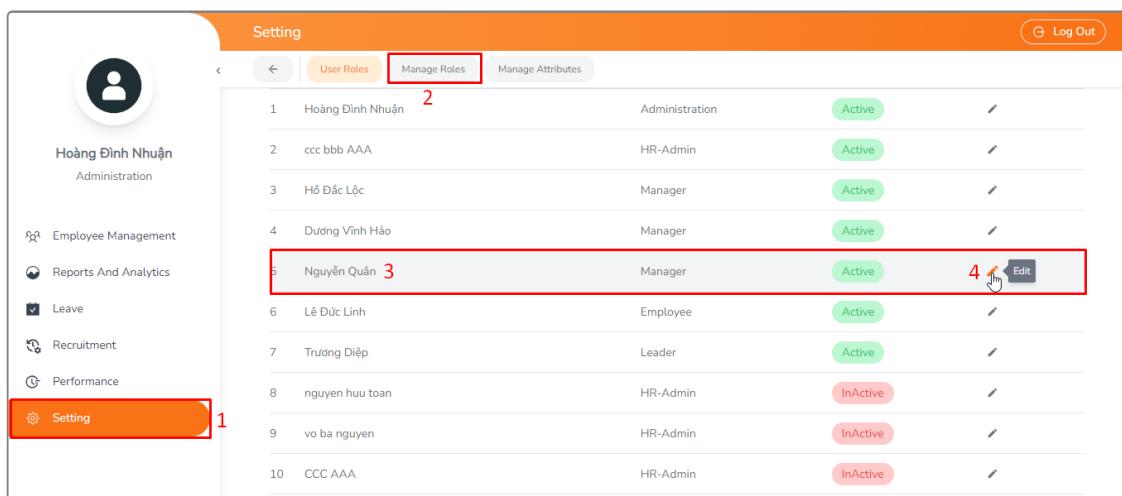
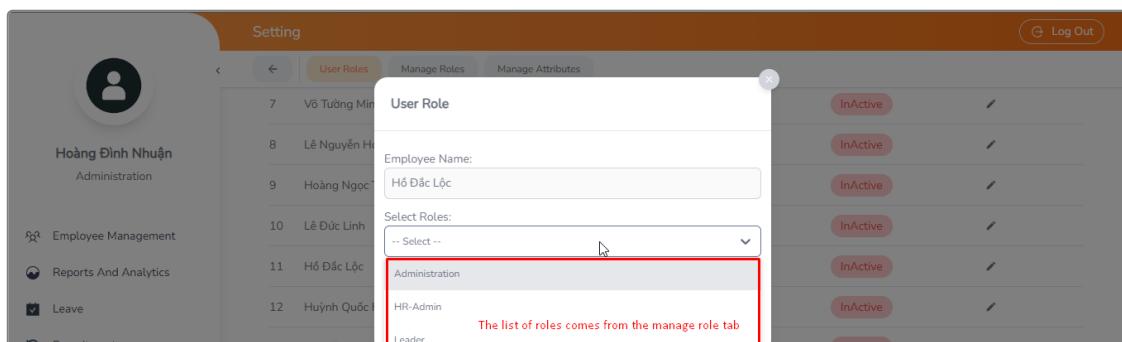


Figure 12



13	Nguyen Quan	Manager	InActive
14	Đặng Hồng Sơn	Employee	InActive
15	Bùi Thị Lý	Employee	InActive
16	Nguyễn Văn Trường	Employee	InActive
17	Nguyễn Khắc Hiếu	Employee	InActive

Figure 14

User Role

Employee Name: Nguyễn Quân

Select Roles: Manager

Employee Status: Active

Cancel Save

Figure 15

3.3 Manage Employee Attributes

This module used to manage attribute groups and employee information attributes, including creation, reading, updating, and deletion. Attribute groups organize employee information attributes, facilitating effective data management.

3.3.1. Group Management Group management allows users to organize employee information attributes into logical categories for efficient data management. This feature enables the creation, viewing, updating, and deletion of attribute groups, ensuring that employee data is organized and easily accessible. **3.3.1.1. Add New Group**

- **Description:**
- **Steps:** 1 Navigate to the Setting module. 2 Click on the "Manage Attributes" tab. 3 Click on the "+" button to create a new group. 4 Enter the group name, description and select visible on page. 5 Click "Save" to create the new group.

Setting

User Roles Manage Roles Manage Attributes

Group Management

Personal Information	edit	trash
Personal Address	edit	trash
Household Registration	edit	trash
Identification Information	edit	trash
Working at SVI	edit	trash
Contract Information	edit	trash
Education and Qualifications	edit	trash
Base Information	edit	trash
Group Archive	edit	trash

+

Figure 16

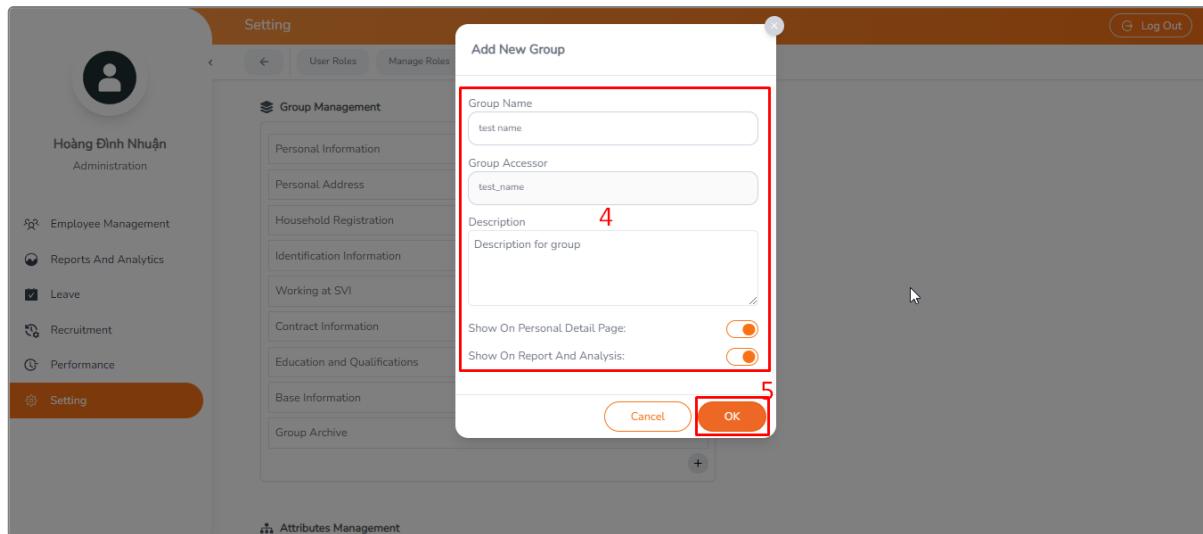


Figure 17

3.3.1.2. Update Group

- **Description:**
- **Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Attributes" tab. 3. Select the desired group from the list. 4. Click on the "Edit" button. 5. Make necessary changes to the group details. 6. Click on the "Save" button to update the group.

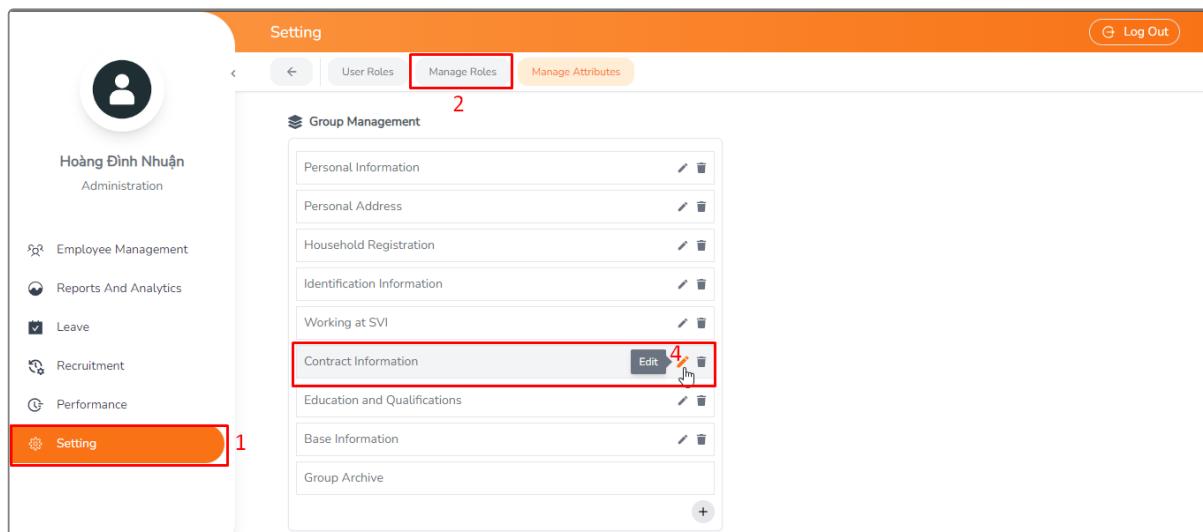


Figure 18

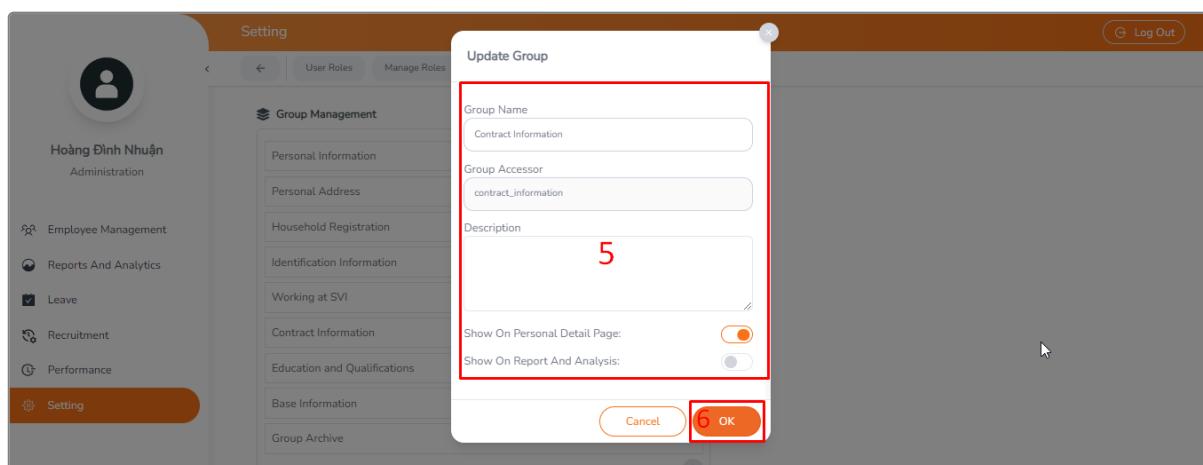


Figure 19

3.3.1.3. Delete Group

- **Description:**
- **Steps:** ① Navigate to the Setting module. ② Click on the "Manage Attributes" tab. ③ Select the desired group from the list. ④ Click on the "Delete" button. ⑤ Confirm the deletion when prompted. ⑥ Click on the "Save" button to delete the group.

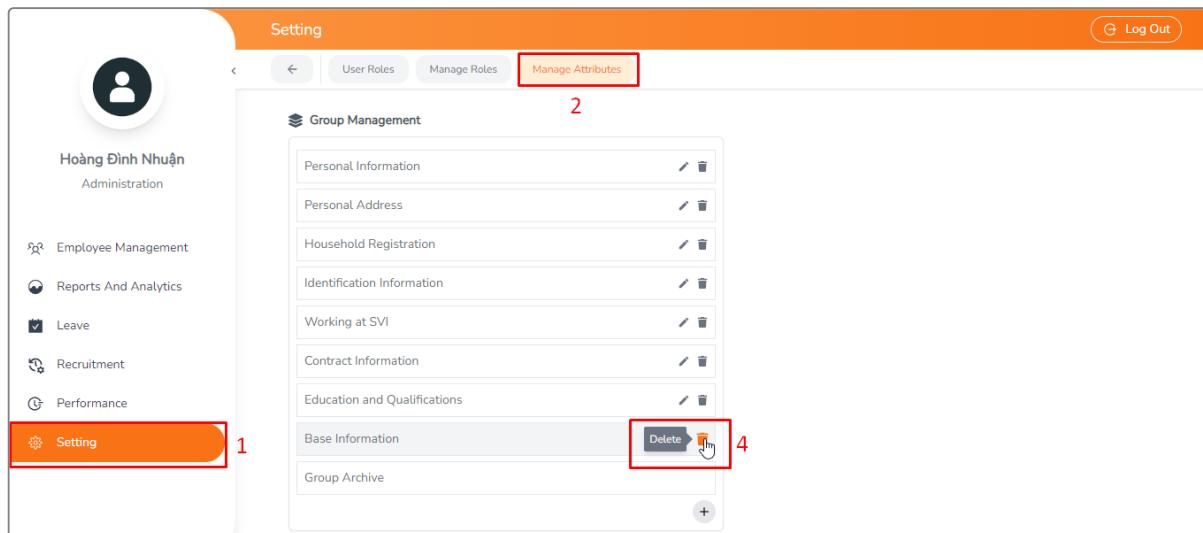


Figure 20

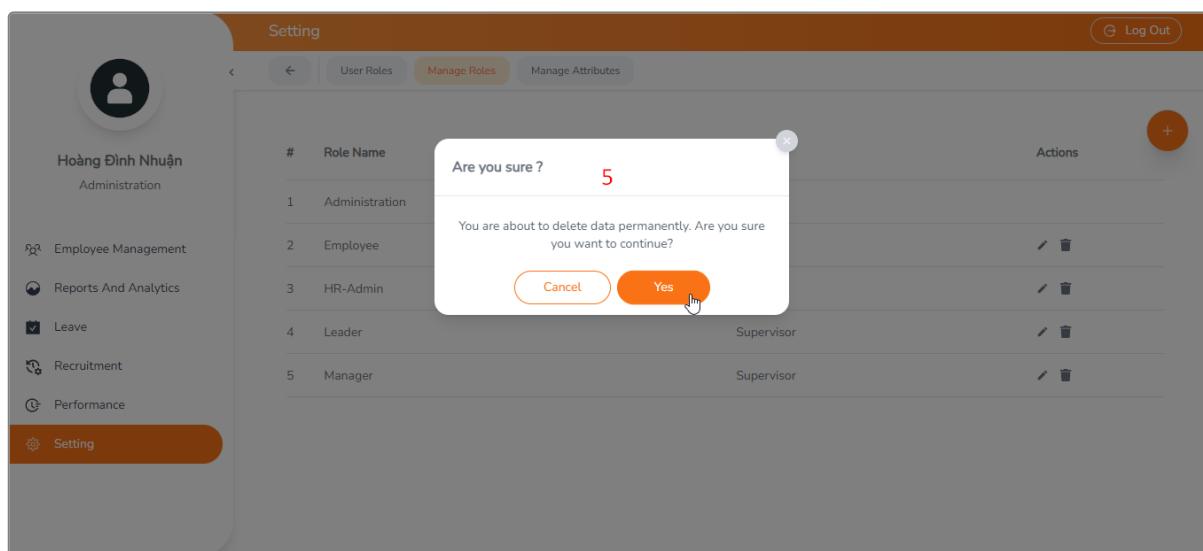
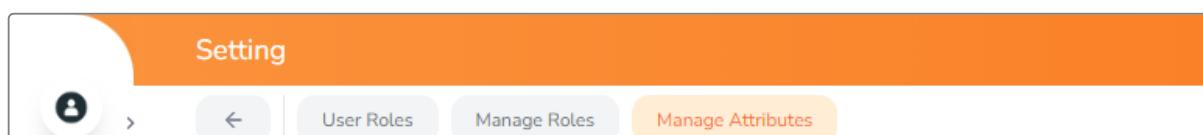


Figure 21

3.3.1.4. Arrange Group Order

- **Description:** Arrange the order of attribute groups to control their display sequence in employee details.
- **Steps:** ① Navigate to the Setting module. ② Click on the "Manage Attributes" tab. ③ Drag and drop the group to reorder them according to your preference.



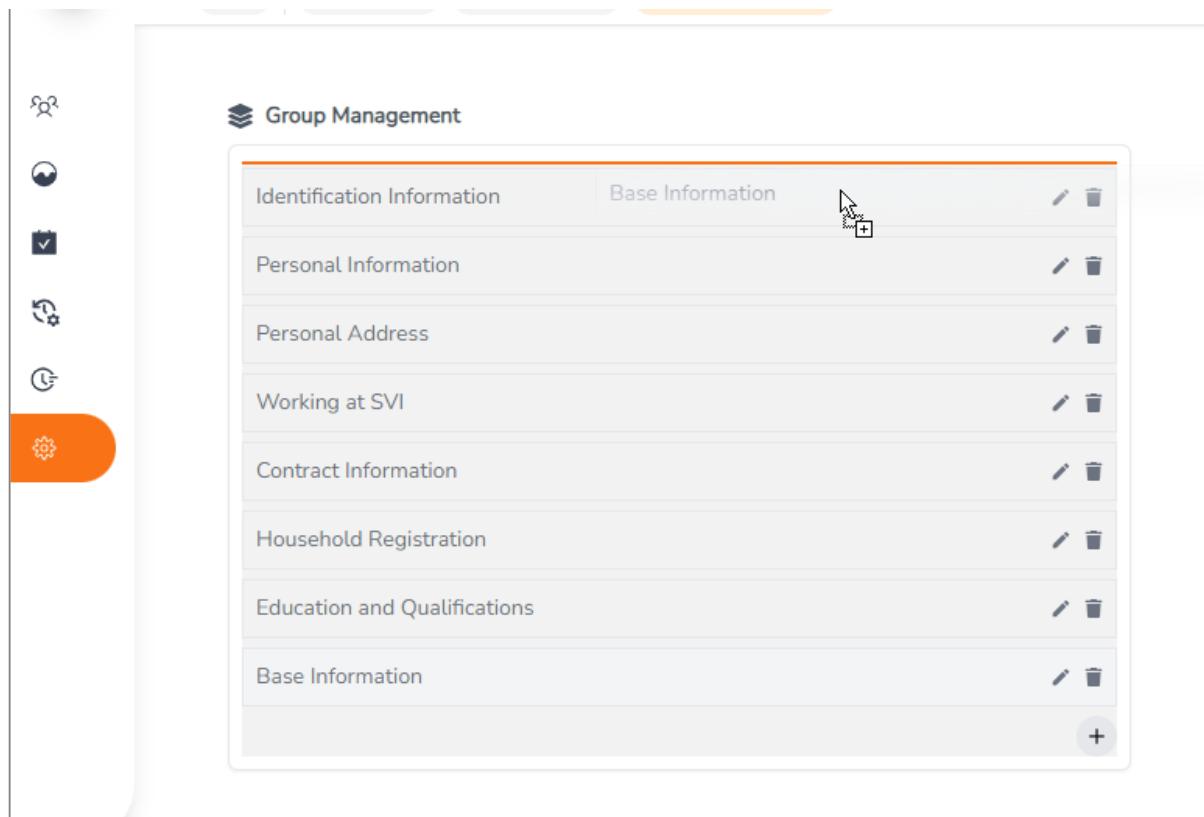


Figure 22

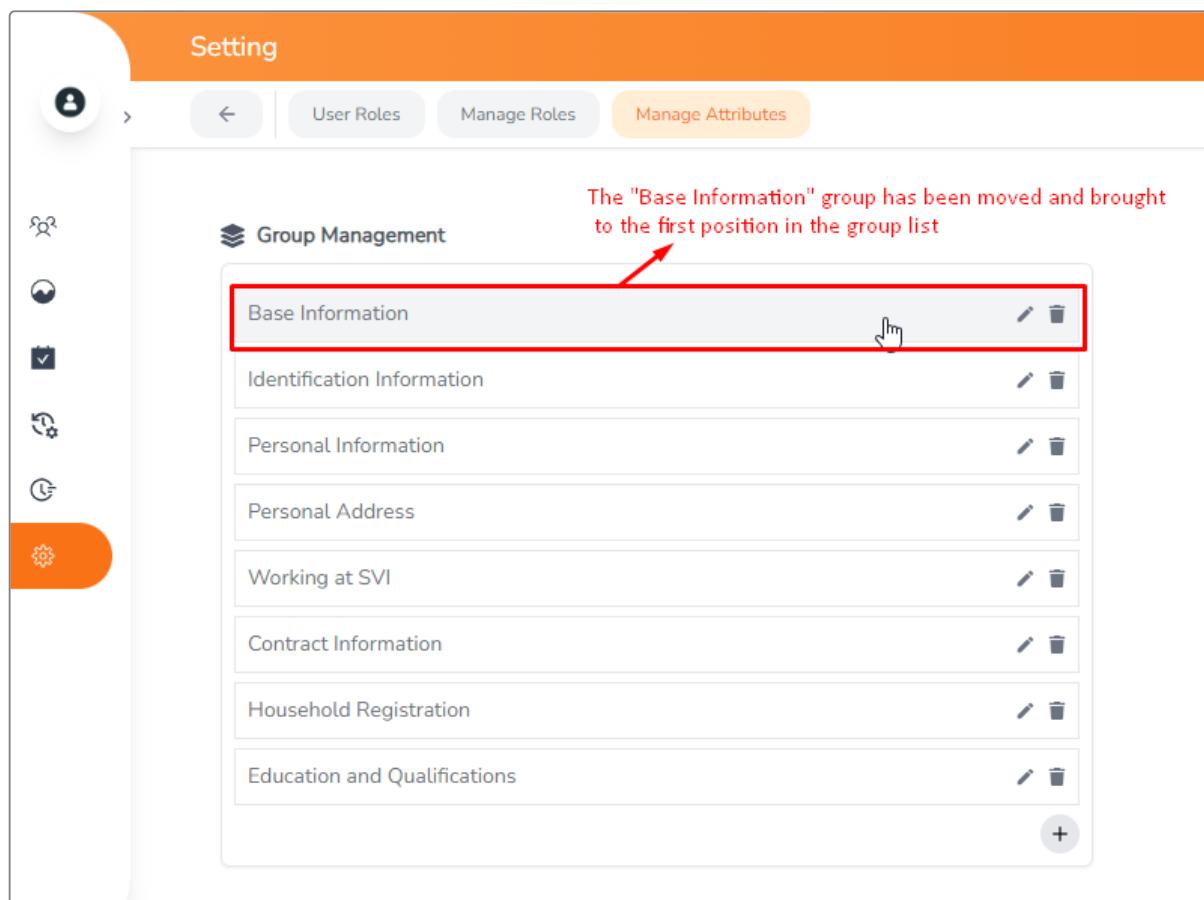


Figure 23



when deleting a group, that group's attributes will be moved to the archive group.

3.3.2. Attribute Management Attribute management facilitates the creation, modification, and deletion of specific employee information attributes. This functionality enables users to define the types of data collected

for each employee, ensuring comprehensive and accurate records. With attribute management, users can customize the attributes to suit their organization's needs, ensuring flexibility and efficiency in managing employee data.

3.3.2.1. Add New Attribute

- **Description:**
- **Steps:** ① Navigate to the Setting module. ② Click on the "Manage Attributes" tab. ③ Select the desired group from the list. ④ Click on the "+" button to create a new attribute. ⑤ Specify the details for the new attribute, such as name, type, and required. ⑥ Click "Save" to create the new attribute for group desired.

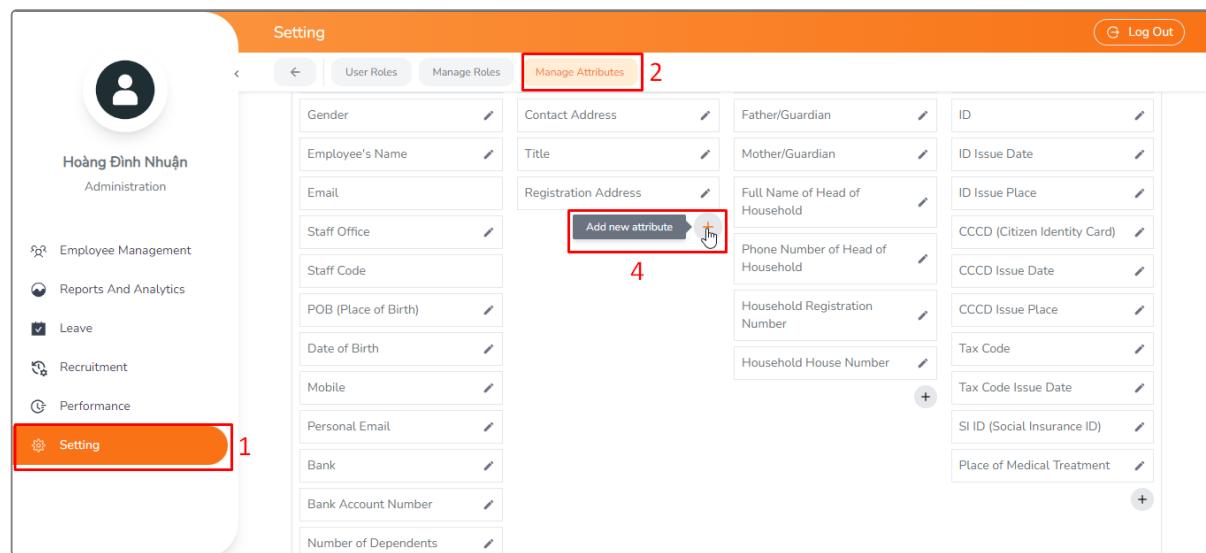


Figure 22

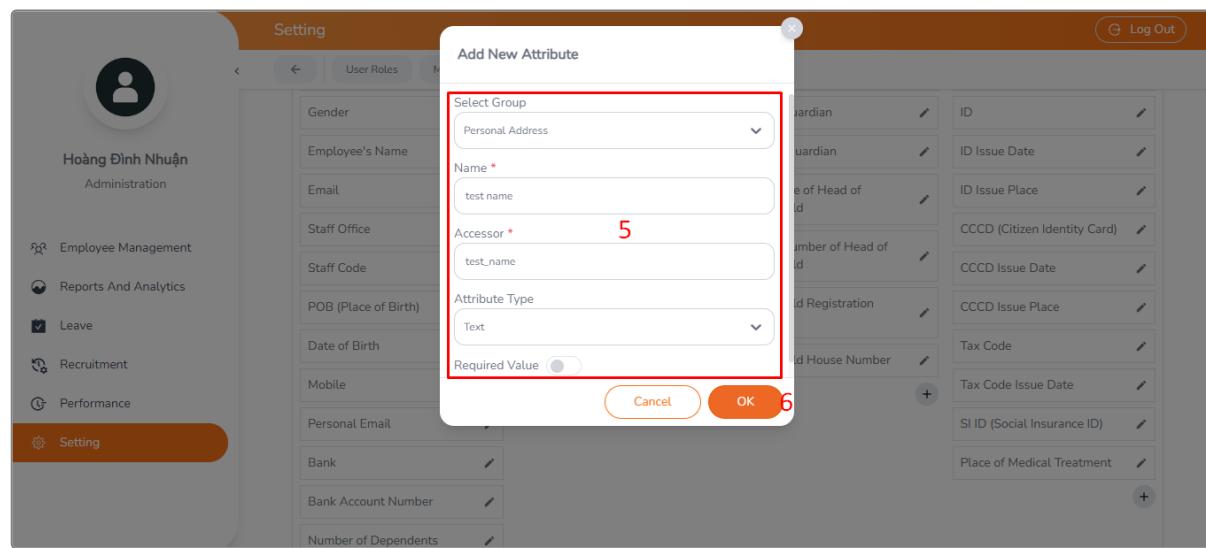


Figure 23

3.3.2.2. Update Attribute

- **Description:**
- **Steps:** ① Navigate to the Setting module. ② Click on the "Manage Attributes" tab. ③ Select the attribute group from the list. ④ Click on the "Edit" button. ⑤ Make necessary changes to the attribute details. ⑥ Click "Save" to create the new attribute for group desired.

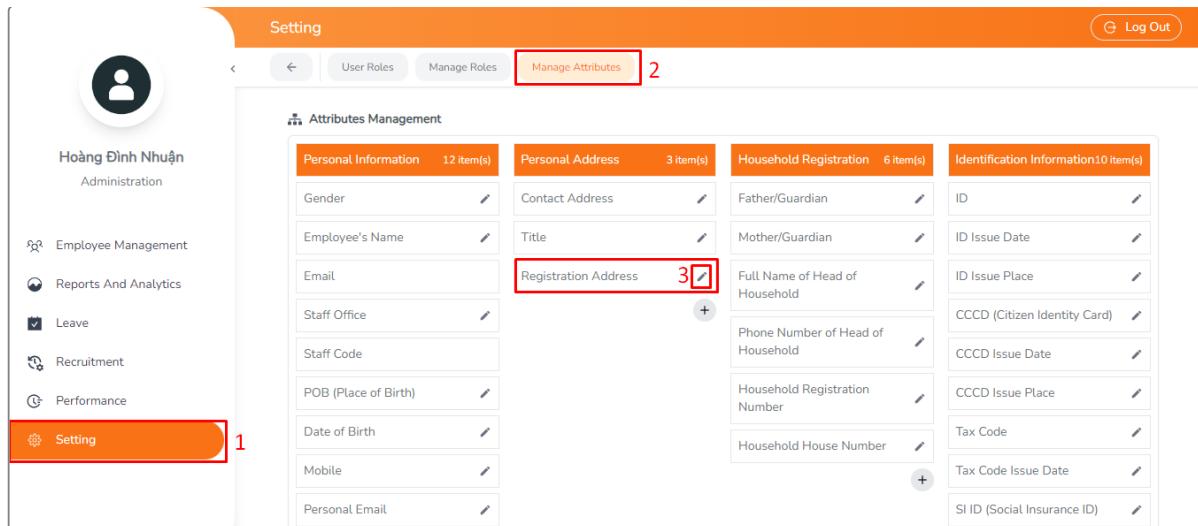


Figure 24

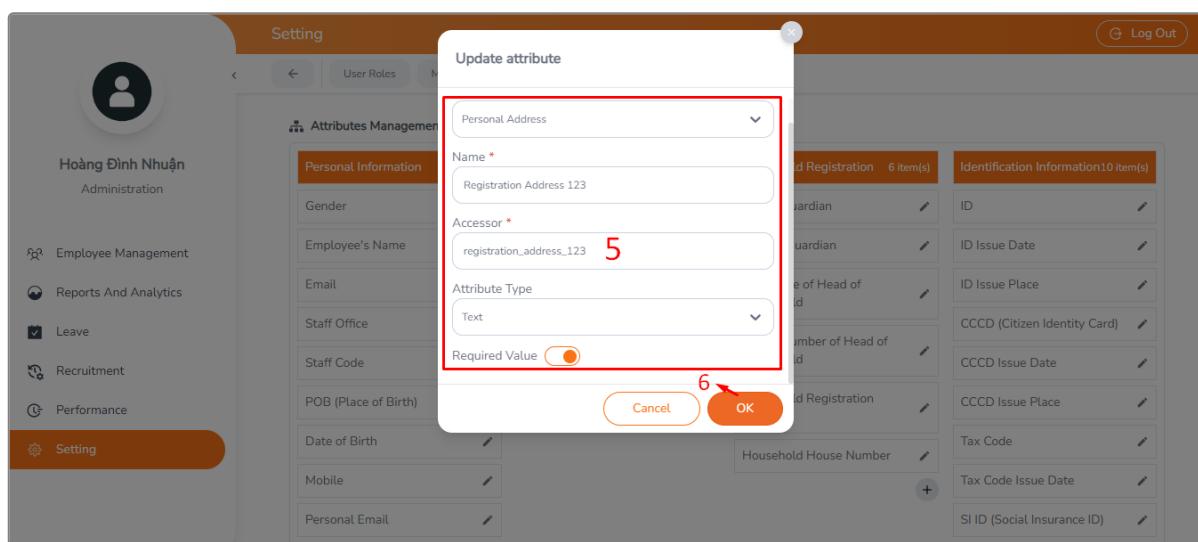


Figure 25

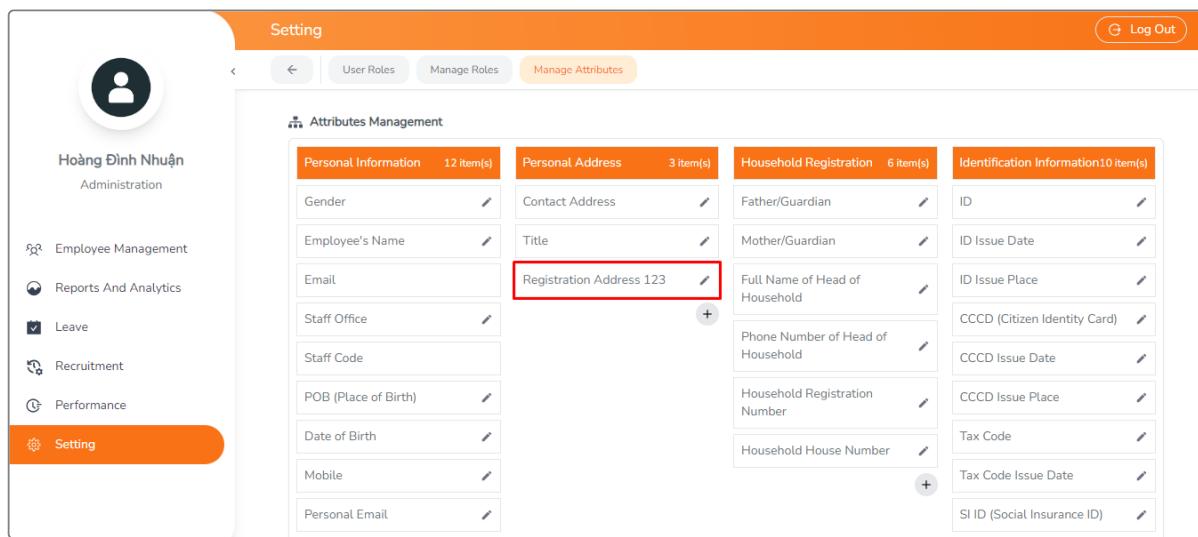


Figure 25

3.3.2.3. Delete Attribute

- **Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Attributes" tab. 3. Select the desired attribute from the list. 4. Click on the "Delete" button. 5. Confirm the deletion when prompted. 6. Click on the "Save" button to delete the attribute.

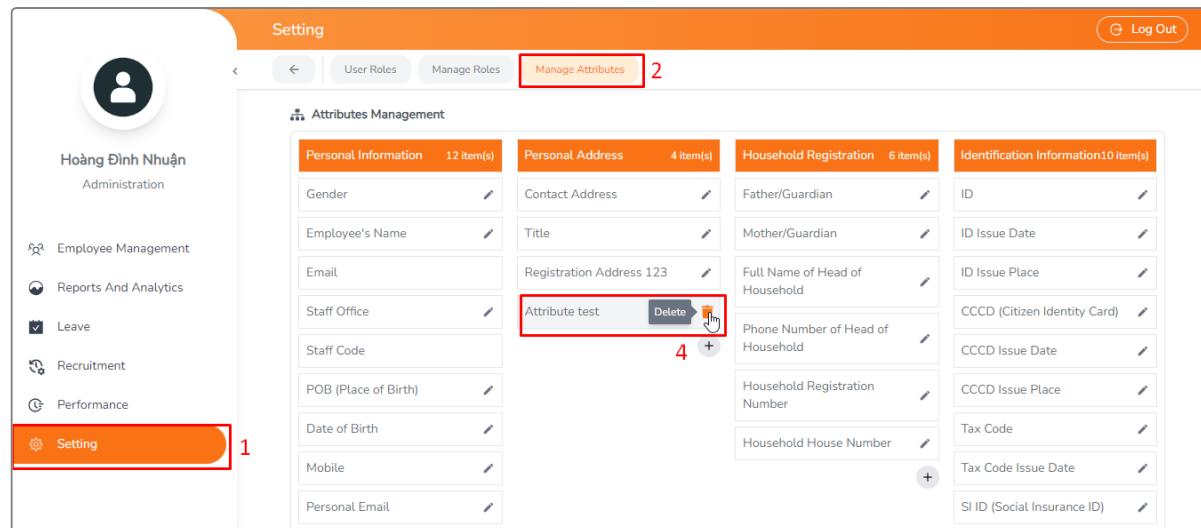


Figure 26

3.3.2.4 Arrange Attribute Order

- Description:** Arrange the order of attributes to control their display sequence in employee details.
- Steps:** ① Navigate to the Setting module. ② Click on the "Manage Attributes" tab. ③ Drag and drop the attribute to reorder them according to your preference.

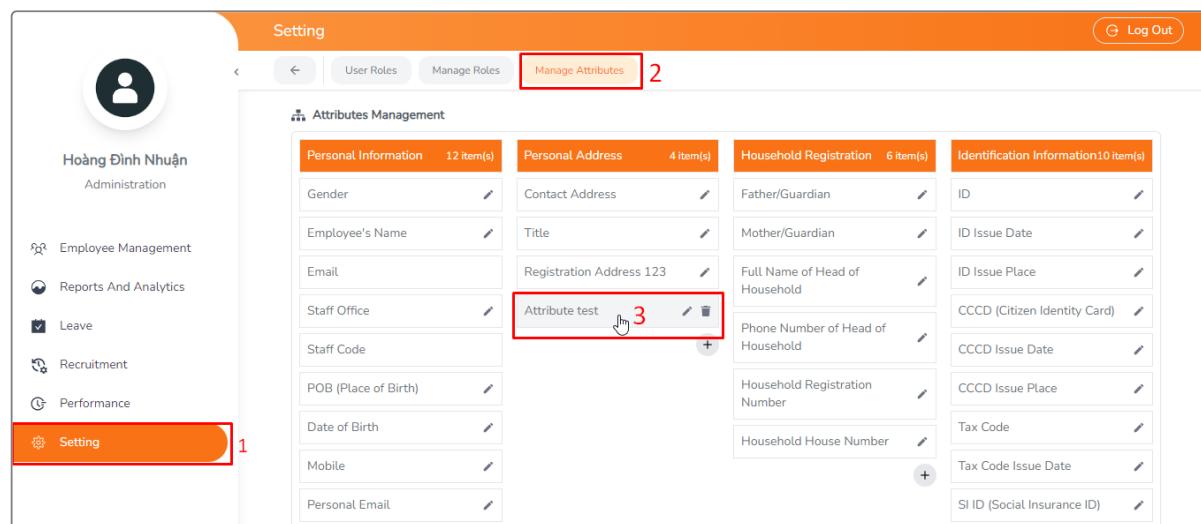


Figure 27

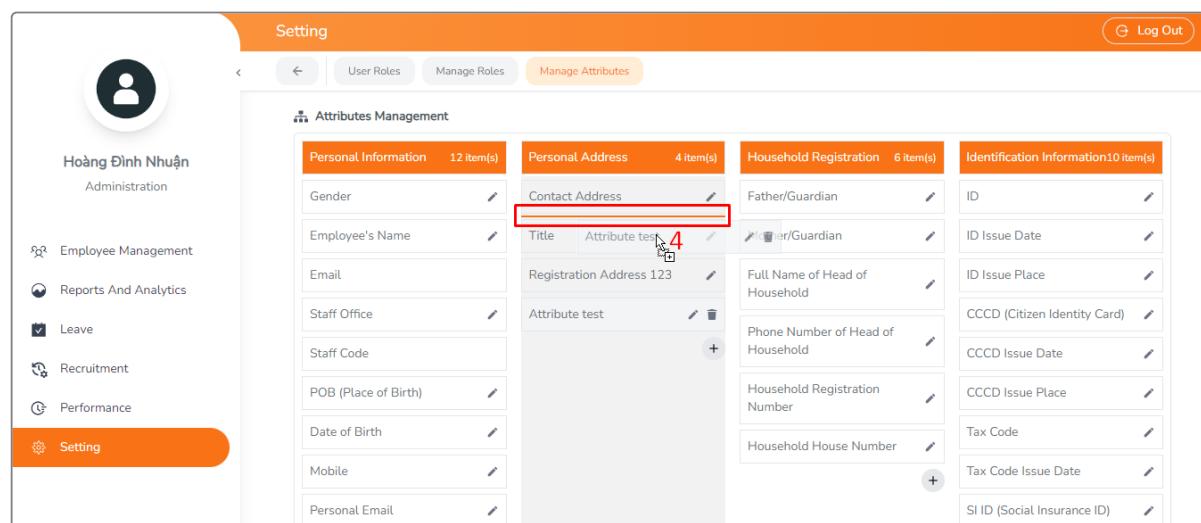


Figure 28

The screenshot shows the 'Attributes Management' section within the 'Setting' module. On the left, there's a sidebar with icons for Employee Management, Reports And Analytics, Leave, Recruitment, Performance, and Setting (which is selected). The main area is titled 'Attributes Management' and contains four tabs: 'Personal Information' (12 items), 'Personal Address' (4 items), 'Household Registration' (6 items), and 'Identification Information' (10 items). The 'Attribute test' item under 'Personal Address' is highlighted with a red box.

Figure 29

3.3.3. Display Management

Display management allows users to configure how employee information attributes are presented and organized within the system's interface. This feature enables users to customize the layout and appearance of employee profiles, ensuring that relevant information is easily accessible and visually appealing. Display management provides options for arranging attribute groups, reordering attributes within groups, and adding or removing display elements as needed. By fine-tuning the display settings, users can optimize the user experience and streamline the navigation of employee information.

3.3.3.1 Manage Attribute Shown On Employee Table

- Description:** Add, delete and arrange the order of attribute in the column to control their display sequence in employee table (Employee List tab).
- Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Attributes" tab and scroll to the "Display Management" section. 3. Drag and drop attribute from the "Attributes" column to the "Attribute shown on employee table" column to add or rearrange them according to your preferences.

The screenshot shows the 'Display Management' section within the 'Setting' module. On the left, there's a sidebar with icons for Employee Management, Reports And Analytics, Leave, Recruitment, Performance, and Setting (which is selected). The main area is titled 'Display Management' and contains three columns: 'Attributes', 'Attribute shown on employee table', and 'Attribute shown on employee modal'. The 'Gender' attribute in the 'Attributes' column is highlighted with a red box and is being dragged into the 'Attribute shown on employee table' column, indicated by a red arrow.

Figure 30

The screenshot shows the 'Display Management' section within the 'Setting' module. The 'Attribute shown on employee table' column is visible, containing attributes like 'Employee's Name', 'Email', 'Staff Code', 'Department', and 'Gender'. The 'Display Management' tab is selected in the top navigation bar.

Attributes	Attribute shown on employee table	Attribute shown on employee modal
First Name	Employee's Name	First Name
Full Name of Head of Household	Email	Middle Name
Gender	Staff Code	Last Name
GPA (out of 10)	Gender	Email
GPA (out of 4)	Department	Staff Code
High School		Staff Office
Household House Number		
Household Registration Number		
Housing Allowance		

Figure 30

Avatar	Employee's Name	Email	Staff Code	Gender	Department
Avatar 1	Võ Tường Minh	minhvo@savarti.com	039-SAV	Female	HR cum Admin
Avatar 2	Lê Nguyễn Hoàng Phi	phile@savarti.com	040-SAV	Nam	Circuit Design
Avatar 3	Hoàng Ngọc Thành	thanhhoang@savarti.com	041-SAV	Nam	Layout Design
Avatar 4	Lê Đức Linh	linhle@savarti.com	042-SAV	Nam	Physical Design
Avatar 5	Hồ Đắc Lộc	locho@savarti.com	043-SAV	Nam	Layout Design

Figure 31

3.3.3.1 Manage Attribute Shown On Employee Modal

- Description:** Add, delete and arrange the order of attribute in the column to control their display sequence in employee modal (Modal add a new employee).
- Steps:** 1. Navigate to the Setting module. 2. Click on the "Manage Attributes" tab and scroll to the "Display Management" section.
- Drag and drop attribute from the "Attributes" column to the "Attribute shown on employee modal" column to add or rearrange them according to your preferences.

Attributes	Attribute shown on employee table	Attribute shown on employee modal
First Name	Employee's Name	First Name
Full Name of Head of Household	Email	Middle Name
Gender	Staff Code	Last Name
GPA (out of 10)	Gender	Email
GPA (out of 4)	Department	Staff Code
High School		Staff Office
Household House Number		
Household Registration Number		
Housing Allowance		

Figure 32

The screenshot shows the 'Manage Attributes' section of the application's settings. On the left, there is a sidebar with various icons. The main area has three columns: 'Attributes' (containing fields like First Name, Full Name of Head of Household, Gender, etc.), 'Attribute shown on employee table' (containing fields like Employee's Name, Email, Staff Code, Gender, Department), and 'Attribute shown on employee model' (containing fields like Staff Office, First Name, Middle Name, Last Name, Email, and Gender). The 'Gender' field in the 'Attribute shown on employee model' column is highlighted with a red border.

Figure 33

The screenshot shows the 'Add Employee' form. On the left, there is a list of employees with their names and avatars. The main form has fields for 'Staff Office *', 'First Name *', 'Middle Name', 'Last Name *', 'Email *', 'Gender *', and 'Staff Code *'. The entire input area is highlighted with a red border. At the bottom right are 'Cancel' and 'Save' buttons. To the right, there is a sidebar for 'Department' with options like HR cum Admin, Circuit Design, Layout Design, and Physical Design. A '+' button is also visible.

Figure 34

⚠ Warning: The adjustments made above are temporarily stored in the browser's memory. To apply these changes system-wide, it's essential to save them. Please ensure to scroll to the bottom of the page and click the "Save" button, or use the key combination "Ctrl + S" to save the changes.

4. Employee Management

The employee management module allows users to efficiently manage employee information, including personal details, organizational relationships and salary. This section provides detailed information on the functionalities available in the Employee Management module based on different user roles.

4.1. Employee List (Only for Admin/Supervisor role)

- **Description:** Access a comprehensive list of all employees in the organization.
- **Steps:** 1. Navigate to the Employee Management module. 2. Select the "Employee List" tab.

The screenshot shows the 'Employee List' tab in the Employee Management module. The main area displays a table with columns: 'Avatar', 'Employee's Name', 'Email', 'Staff Code', 'Gender', and 'Department'. A new row is being added, indicated by a '+' icon at the bottom right. The top navigation bar includes 'Employee Management', 'Employee List' (which is selected), and 'My Info'. On the left, there is a sidebar with a user profile picture and the name 'Hoàng Đinh Nhuân'.

Administration					
Employee Management					
	Vũ Tường Minh	minhvo@savarti.com	039-SAV	Female	HR cum Admin
	Lê Nguyễn Hoàng Phi	phile@savarti.com	040-SAV	Nam	Circuit Design
	Hoàng Ngọc Thành	thanhhoang@savarti.com	041-SAV	Nam	Layout Design
	Lê Đức Linh	linhle@savarti.com	042-SAV	Nam	Physical Design
	Hồ Đắc Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hảo	haoduong@savarti.com	044-SAV	Nam	Circuit Design

Figure 42

4.2. Add Employee (Only for Admin/Supervisor role)

- **Description:** Add new employees to the system by entering their personal and employment details.
- **Steps:** 1. Navagate to the Employee Management module. 2. Click on the "+" button.

The screenshot shows the Employee Management interface. On the left, there's a sidebar with a user profile picture and the name 'Hoàng Đình Nhuận' under 'Administration'. The main area has a header 'Employee Management' with tabs 'Employee List' and 'My Info'. Below is a table of existing employees. In the top right corner, there's a button labeled 'Add new employee' with a '+' icon, which is highlighted with a red box and an arrow pointing to it from the text above.

Figure 35

- 3. Enter the required information, such first name, middle name, last name, email, staff code, etc.

This screenshot shows the 'Add Employee' dialog box. It includes a placeholder image of a person, input fields for 'First Name *' (Thuy), 'Middle Name' (Thi), 'Last Name *' (Tran), 'Email *' (thuytran@savarti.com), 'Staff Code *' (SAV-076), and a dropdown for 'Staff Office *' (SG). A red box highlights the entire input section. To the right, a sidebar lists department names: HR cum Admin, Circuit Design, Layout Design, and Physical Design. At the bottom are 'Cancel' and 'Save' buttons.

Figure 36

- Receive notifications for missing employee information



First Name * Middle Name Last Name *
 First Name is required Email * Staff Code * Staff Office *
 Email is required Staff Code is required Staff Office is required
 Cancel Save

	Hồ Đức Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hào	haoduong@savarti.com	044-SAV	Nam	Circuit Design
	Huỳnh Quốc Hưng	hunghuynh@savarti.com	045-SAV	Nam	Circuit Design

Figure 37

- Receive notifications regarding incorrectly formatted staff code (Staff code must be start with "SAV-").

First Name * Middle Name Last Name *
 Email * Staff Code * Staff Office *
 Staff Code must be start with 'SAV-'
 Cancel Save

	Hồ Đức Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hào	haoduong@savarti.com	044-SAV	Nam	Circuit Design

Figure 38

- Optionally, Upload the employee avatar.

First Name * Middle Name Last Name *
 Email * Staff Code * Staff Office *
 thuytran.png
 Upload employee's avatar
 Cancel Save

	Hồ Đức Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hào	haoduong@savarti.com	044-SAV	Nam	Circuit Design

Figure 39

4. Click to "Save" button to add the employee to the system.

First Name * Middle Name Last Name *
 Email * Staff Code * Staff Office *
 Save Successfully



Figure 40

- 5**. After successfull saving, you will be redirected to the profile page.

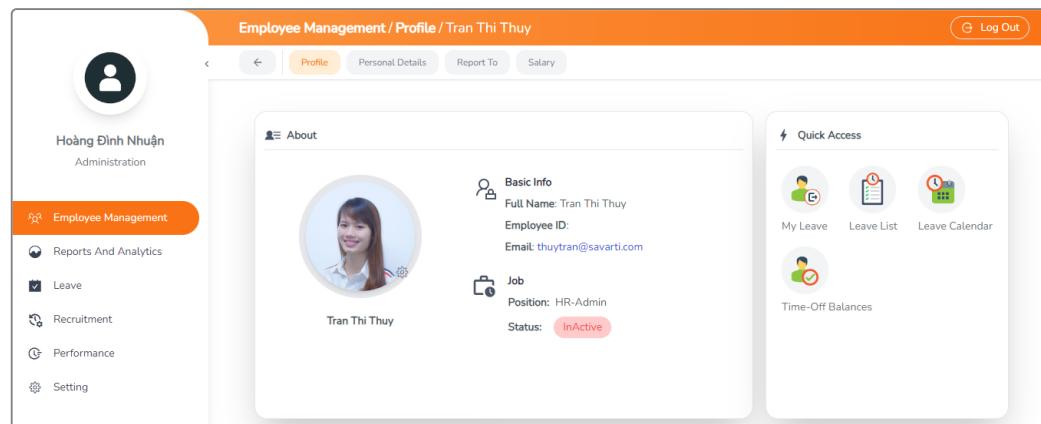


Figure 41

4.3. Employee Profile

- Description:** View detailed profiles of individual employees, including personal information, status, joined date, position, etc.
- Steps:** **1**. Navigate to the Employee Management **2**. Select the desired employee from the list (click on Employee's name or Email).

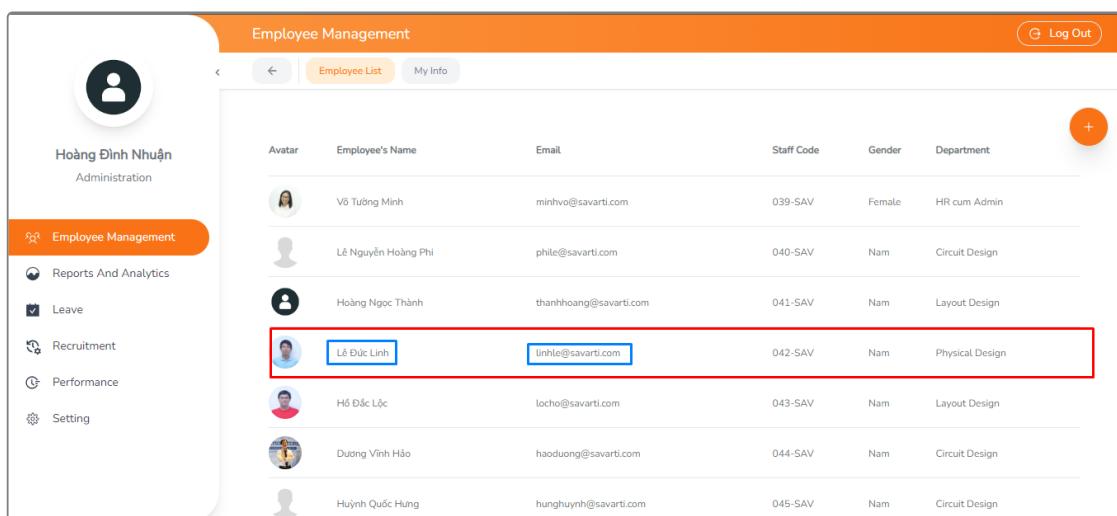
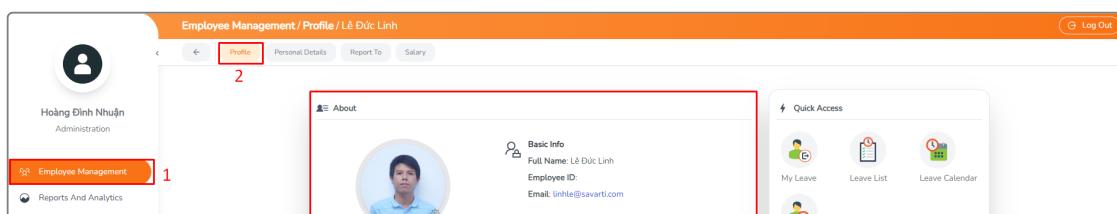


Figure 43

- Access the employee's profile to view detailed information, such as personal details, status, position, joined date, etc.



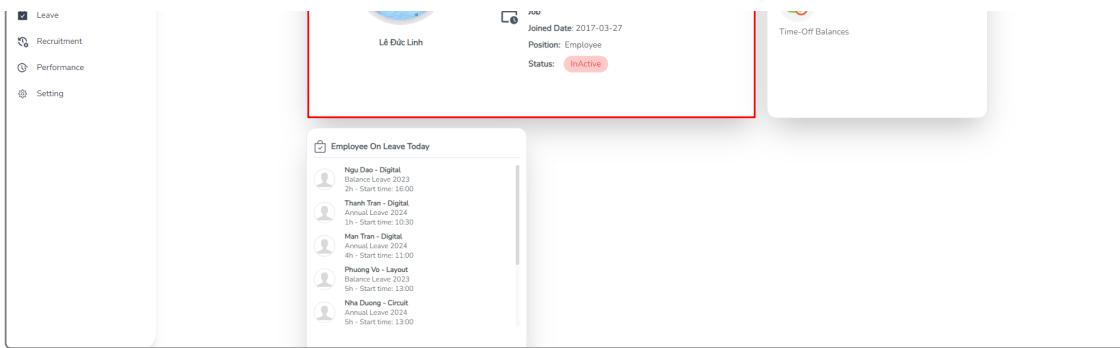


Figure 44

4.4. Employee Details

- Description:** Access and modify employee details including personal information, address, contact details, education, and qualifications.
- Steps:** 1. Navigate to the Employee Management module 2. Select the desired employee from the list (click on Employee's name or Email).

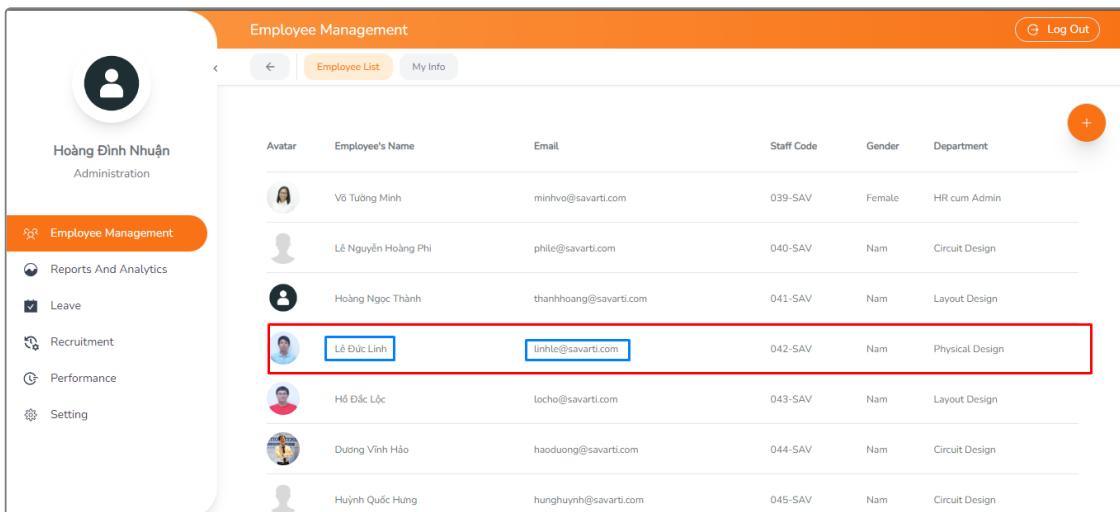


Figure 45

- Access and modify employee details including personal information, address, contact details, education and qualifications.

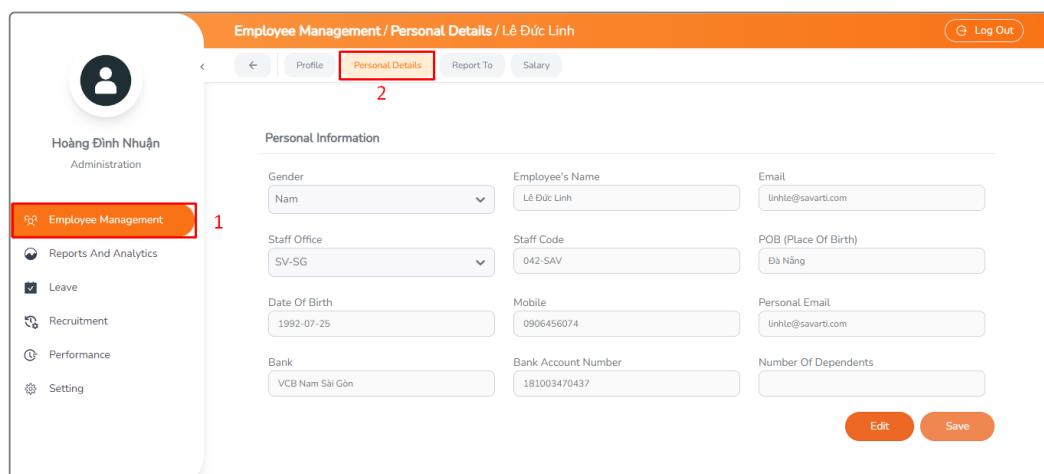


Figure 46

4.5. Report Relationships

- **Description:** Review Employee assignments and reporting relationships within the organization.
- **Steps:** 1. Navigate to the Employee Management module 2. Select the desired employee from the list by clicking on their Employee's name or Email.

The screenshot shows the 'Employee Management' interface. On the left is a sidebar with a user profile picture and the name 'Hoàng Đình Nhuận' under 'Administration'. Below this are navigation links: 'Employee Management' (highlighted in orange), 'Reports And Analytics', 'Leave', 'Recruitment', 'Performance', and 'Setting'. The main area is titled 'Employee Management' and contains tabs for 'Employee List' (selected) and 'My Info'. A table lists employees with columns: Avatar, Employee's Name, Email, Staff Code, Gender, and Department. The row for 'Lê Đức Linh' is highlighted with a red border. The table data is as follows:

Avatar	Employee's Name	Email	Staff Code	Gender	Department
	Võ Tường Minh	minhvo@savarti.com	039-SAV	Female	HR cum Admin
	Lê Nguyễn Hoàng Phi	phile@savarti.com	040-SAV	Nam	Circuit Design
	Hoàng Ngọc Thành	thanhhoang@savarti.com	041-SAV	Nam	Layout Design
	Lê Đức Linh	linhle@savarti.com	042-SAV	Nam	Physical Design
	Hồ Đức Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hảo	haoduong@savarti.com	044-SAV	Nam	Circuit Design
	Huỳnh Quốc Hưng	hunguyhn@savarti.com	045-SAV	Nam	Circuit Design

Figure 47

- Review Employee assignments and reporting relationships within the organization.

The screenshot shows the 'Employee Management / Report To / Lê Đức Linh' interface. The sidebar and main navigation are identical to Figure 47. The main content is titled 'Employee Management / Report To / Lê Đức Linh' and includes tabs for 'Profile', 'Personal Details', 'Report To' (selected), and 'Salary'. Under 'Report To', there are two sections: 'Assigned Supervisors' and 'Assigned Subordinates'. The 'Assigned Subordinates' section lists seven employees with their names and reporting methods. The table data is as follows:

Name	Reporting Method
Trần Nguyễn Yên Nhi	direct
Tô Thị Diễm Kiều	direct
Nguyễn Thị Kim Thoa	direct
Bùi Thiên Tài	direct
Bùi Trung Thiện	direct
Đỗ Nguyễn Hoàng Vũ	direct
Thái Thanh Hoài	direct

Figure 48

- Review the reporting relationships within the organization by viewing the organizational chart.

The screenshot shows the 'Employee Management / Report To / Lê Đức Linh' interface with the 'Report To' tab selected. The sidebar and main navigation are identical to Figure 47. The main content is titled 'Employee Management / Report To / Lê Đức Linh' and includes tabs for 'Profile', 'Personal Details', 'Report To' (selected), and 'Salary'. Below the tabs is a section titled 'Organizational Structures'. An organizational chart is displayed, showing 'Lê Đức Linh' at the top level, connected by lines to seven subordinates: Trần Nguyễn Yên Nhi, Tô Thị Diễm Kiều, Nguyễn Thị Kim Thoa, Bùi Thiên Tài, Bùi Trung Thiện, Đỗ Nguyễn Hoàng Vũ, and Thái Thanh Hoài. Each subordinate has a small profile icon next to their name.

Figure 49

Figure 49

4.5.1. Add Supervisor

- **Description:** Add new the supervisor for the current employee
- **Steps:** 1. Hover over the "+" button and click on the "Add Supervisor" button.

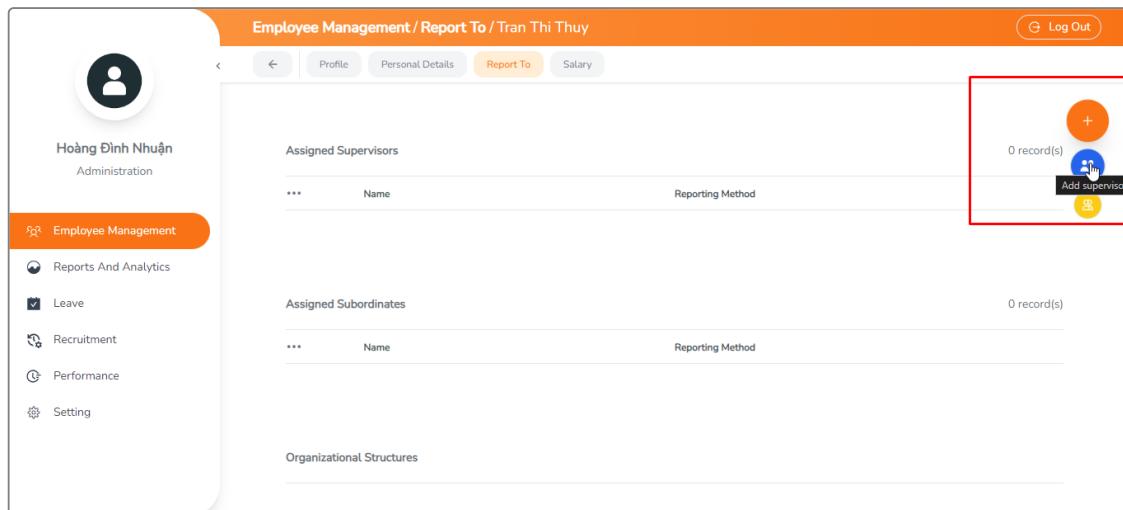


Figure 50

2. Choose the supervisor's name from the dropdown list.

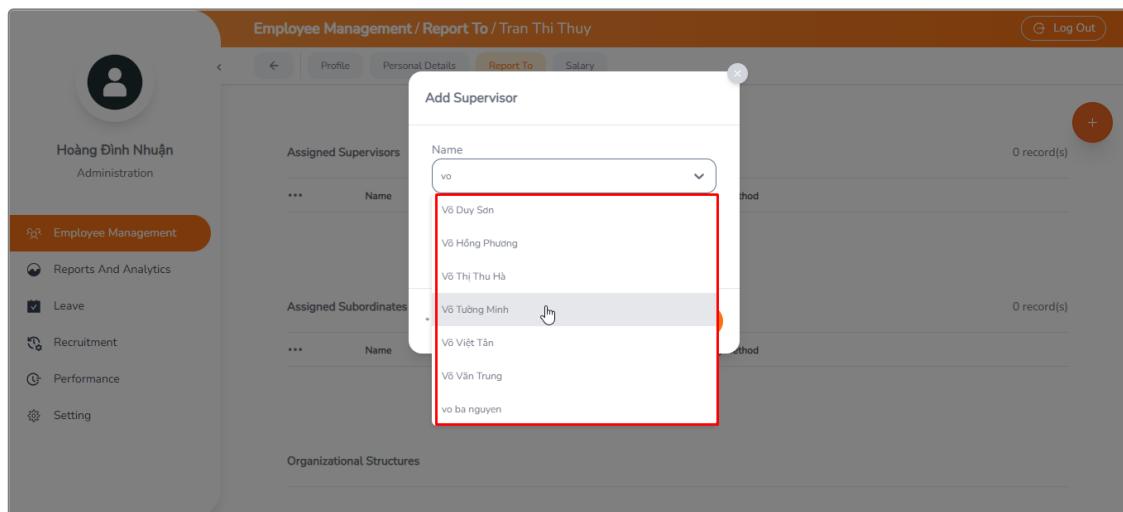


Figure 51

3. Select the reporting method name from the dropdown list.

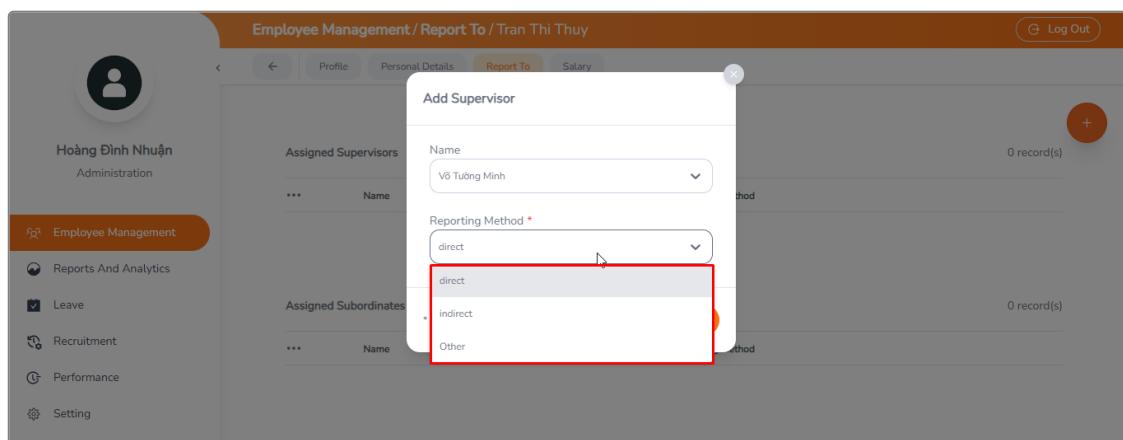




Figure 52

4. Click on the "Save" button to add the new supervisor and receive a notification of the changes.

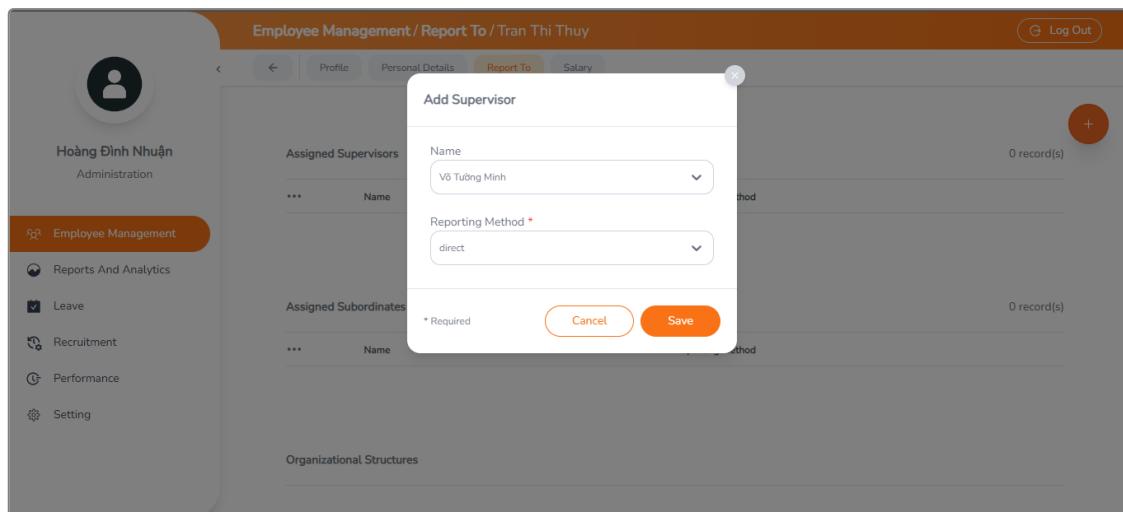


Figure 53

Tip: To add a new reporting method to the list, you can select **Other** and input a new method name.

4.5.1. Add Subordinate

- **Description:** Add new subordinate(membership) for the current employee
- **Steps:** 1. Hover over the "+" button and click on the "Add subordinate" button.

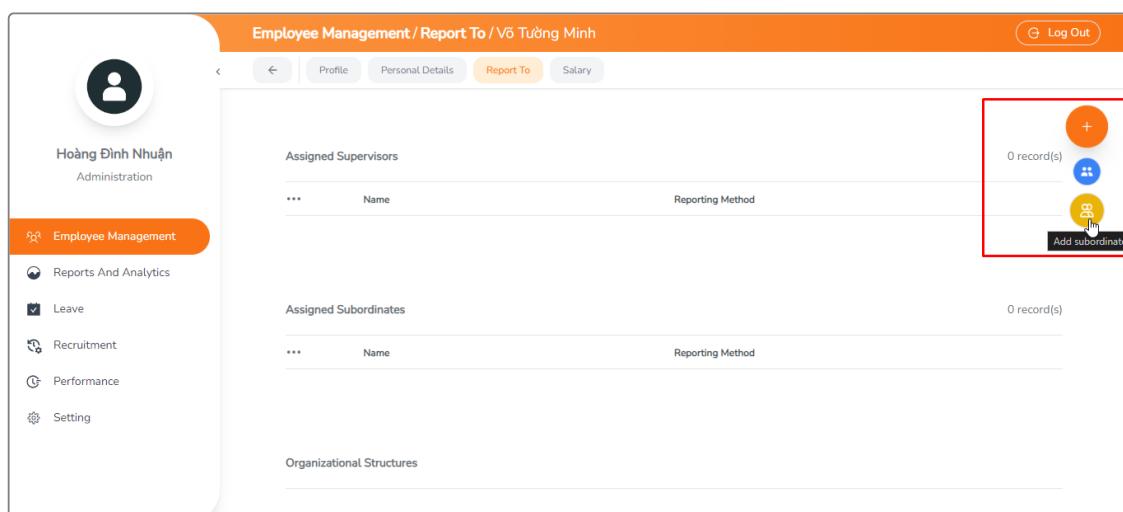


Figure 54

2. Choose the subordinate's name from the dropdown list.



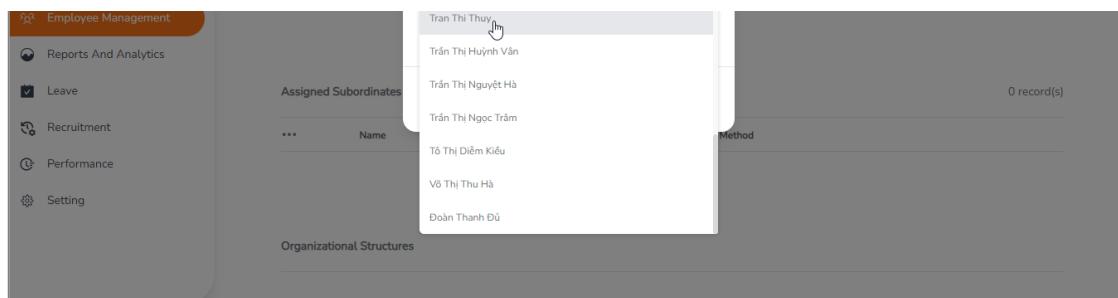


Figure 55

- 3**. Select the reporting method name from the dropdown list.

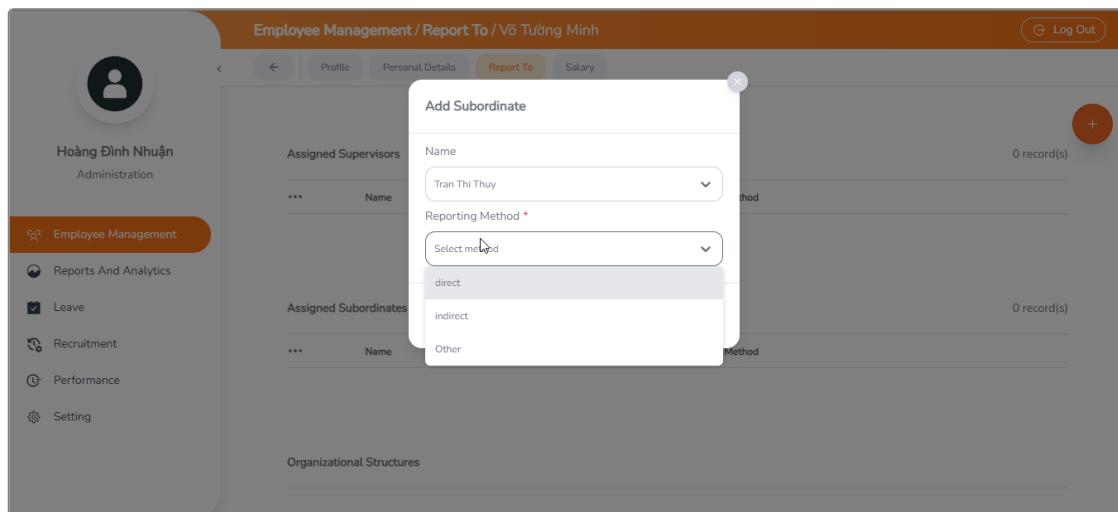


Figure 56

- 4**. Click on the "Save" button to add the new subordinate and receive a notification of the changes.

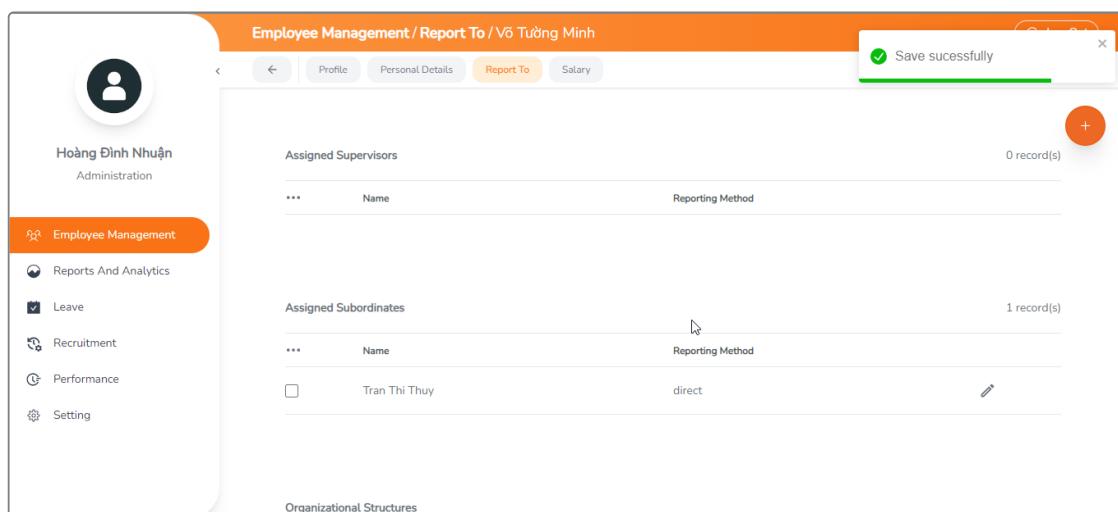


Figure 57



Tip: To add a new reporting method to the list, you can select **Other** and input a new method name.

4.5.1. Add Assign Attachment

- **Description:** Add a new attachment for the report
- **Steps:** **1**. Click on the "Add Attachment" button.

The screenshot shows the 'Employee Management / Report To / Võ Tường Minh' page. On the left, there's a sidebar with a user profile for 'Hoàng Đình Nhuận' and a navigation menu including 'Employee Management', 'Reports And Analytics', 'Leave', 'Recruitment', 'Performance', and 'Setting'. The main area displays an organizational chart with nodes for 'Tran Thi Thuy' and 'vo ba nguyen'. Below the chart is a table titled 'Attachments' with one record. A red box highlights the 'Add Attachment' button at the bottom right of the attachments section.

Figure 58

2. Click on the "Browse" button to select file from your computer device, and provide a description for the attachment.

The screenshot shows a modal dialog titled 'Add Attachment'. It has fields for 'File * (Accept Up To 5MB)' with a 'Browse' button, 'Description', and 'Save' and 'Cancel' buttons. The background shows the same 'Employee Management / Report To' interface as Figure 58.

Figure 59



Warning: The attachment file size limit is 5MB.

3. Click on the "Save" button to add the new attachment and receive a notification of the changes.

The screenshot shows the 'Employee Management / Report To / Võ Tường Minh' page again. A green success message 'Save successfully' is displayed in the top right. The 'Attachments' table now shows one record: 'minhvo.jpg' (User avatar), 29.76 KB, image/jpeg, added on Mon, 01 Apr 2024 10:04:20 GMT by 'Hoàng Đình Nhuận'. A red box highlights the success message and the attachment row in the table.

Figure 60

4.6. Employee Salary

- **Description:** Employee salary page provides a concise overview of current salary details, including history, etc.
- **Step:** 1. Navigate to the Employee Management module 2. Select the desired employee from the list by clicking on their Employee's name or Email.

Avatar	Employee's Name	Email	Staff Code	Gender	Department
	Võ Tường Minh	minhvo@savarti.com	039-SAV	Female	HR cum Admin
	Lê Nguyễn Hoàng Phi	phile@savarti.com	040-SAV	Nam	Circuit Design
	Lê Đức Linh	linhle@savarti.com	042-SAV	Nam	Physical Design
	Hồ Đức Lộc	locho@savarti.com	043-SAV	Nam	Layout Design
	Dương Vĩnh Hảo	haoduong@savarti.com	044-SAV	Nam	Circuit Design
	Huỳnh Quốc Hưng	hunghuynh@savarti.com	045-SAV	Nam	Circuit Design

Figure 61

3. Select "Salary" tab to view the salary history of the current employee.

Month/Year	Actual Salary	Phone card allowance	Internet allowance	Meal allowance	Apparel allowance	Housing allowance	Total Income
2024-04	10,000,000	300,000	400,000	700,000	0	0	11,400,000
2024-08	12,000,000	300,000	400,000	700,000	0	500,000	13,900,005
2024-12	15,000,000	300,000	500,000	900,000	0	600,000	17,300,000

Figure 62

4.6.1. Add New Salary Item

- **Description:** Add a new the salary for the current employee.
- **Steps:**

1. Click on the "+" button. 2. Fill out the salary information in the form 3. Click on the "Save" button to add the new salary information and receive a notification of the changes.

The screenshot shows the 'Salary' management page. On the left, a sidebar menu includes 'Employee Management' (selected), 'Reports And Analytics', 'Leave', 'Recruitment', 'Performance', and 'Setting'. The main area has a form titled 'Salary' with fields for 'Salary Name' (set to 'April 2024'), 'Actual Salary' (10000000), 'Phone Card Allowance' (300000), 'Internet Allowance' (400000), 'Meal Allowance' (700000), 'Apparel Allowance' (0), 'Housing Allowance' (0), and 'Total Income' (11.400.000). A red box labeled '2' highlights the 'Internet Allowance' field. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Add new salary' button in the 'Salary history' section.

Figure 63

- Review the results after adding the new salary item.

The screenshot shows the 'Salary' management page after saving. The 'Salary' form remains the same. In the 'Salary history' section, a new row is added for '2024-04' with values: Actual Salary (10.000.000), Phone card allowance (300.000), Internet allowance (400.000), Meal allowance (700.000), Apparel allowance (0), Housing allowance (0), and Total Income (11.400.000). A green success message 'Save Successfully' is displayed at the top right. Red boxes labeled '1', '2', and '3' point to the 'Add new salary' button, the 'Internet allowance' field, and the 'Save' button respectively.

Figure 64

4.6.2. Edit Salary Item

- Description:** Modify existing salary information for the current employee.
- Steps:** 1. Locate the salary item you wish to edit from the list of salary history. 2. Click on the salary name "Month/Year" to the salary item 3. Make necessary changes to the salary information in the form. 4. Click on the "Save" button to update the salary

The screenshot shows the 'Salary' management page with an existing entry for '2024-04'. The 'Salary' form shows a different set of values: Actual Salary (12000000), Phone Card Allowance (300000), Internet Allowance (400000), Meal Allowance (700000), Apparel Allowance (0), Housing Allowance (500000), and Total Income (13.900.005). A red box labeled '3' highlights the 'Housing Allowance' field. A red box labeled '2' highlights the 'Edit' button. A red box labeled '4' highlights the 'Save' button.

2024-08-1	12,000,000	300,000	400,000	700,000	0	0	13,400,000	
2024-12	15,000,000	300,000	400,000	700,000	0	0	16,400,000	

Figure 65

information and receive a notification of the changes.

The screenshot shows the 'Employee Management / Salary' section of the application. On the left, a sidebar menu includes 'Employee Management' (selected), 'Reports And Analytics', 'Leave', 'Recruitment', 'Performance', and 'Setting'. The main area displays salary details for 'Lê Đức Linh' (Hoàng Dinh Nhuận) for August 2024. The salary breakdown includes Actual Salary (12,000,000), Phone Card Allowance (300,000), Internet Allowance (400,000), Meal Allowance (700,000), Apparel Allowance (0), and Housing Allowance (500,000), totaling 13,900,005. Below this is a 'Salary history' table:

Month/Year	Actual Salary	Phone card allowance	Internet allowance	Meal allowance	Apparel allowance	Housing allowance	Total Income
2024-04	10,000,000	300,000	400,000	700,000	0	0	11,400,000
2024-08	12,000,000	300,000	400,000	700,000	0	500,000	13,900,005
2024-12	15,000,000	300,000	400,000	700,000	0	0	16,400,000

Buttons for 'Edit' and 'Save' are visible at the bottom right of the salary input area.

Figure 66

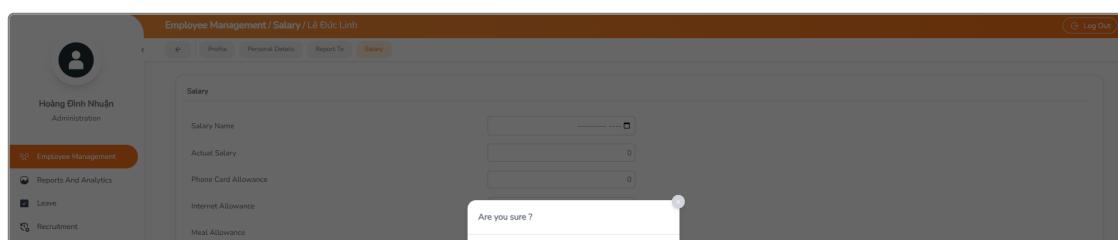
4.6.3. Delete Salary Item

- **Description:** Remove a salary item from the employee's salary history.
- **Steps:** 1. Locate the salary item you wish to delete from the list of salary history. 2. Click on the "Delete" button next to the salary item.

The screenshot shows the same 'Employee Management / Salary' page as Figure 66. The salary history table now shows all values as zero (0). The 'Total Income' column for August 2024 is also zero. The 'Delete' button for the August 2024 row is highlighted with a red box and a cursor icon, indicating it is being clicked.

Figure 67

3. Confirm the deletion when prompted.



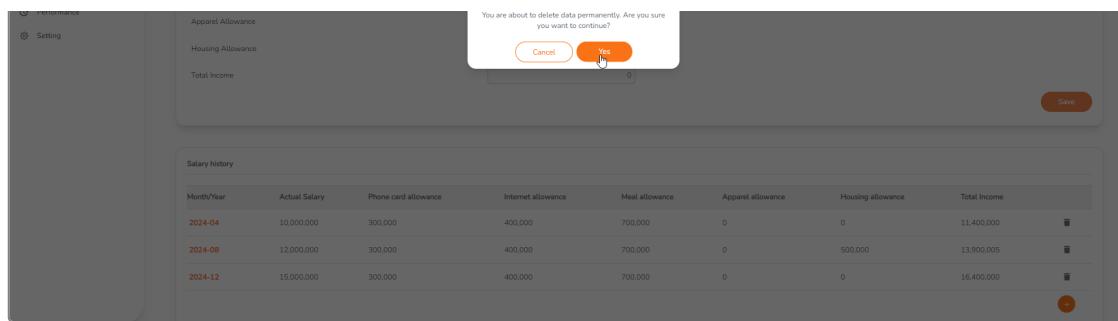


Figure 68

- Receive a notification confirming the successful deletion of the salary item.

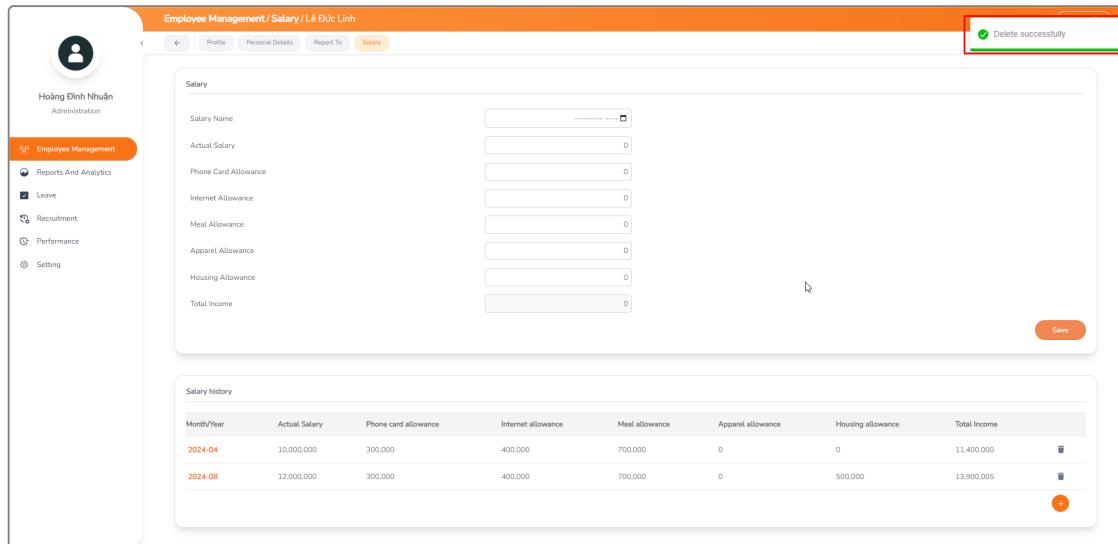


Figure 69

5. Report and Analysis

The Report and Analysis module allows users to access comprehensive reports on various aspects of employee management, such as offices, genders and more. Users can customize reports to suit their specific needs.

5.1 Folders

Folders are used to store reports.

5.1.1 Add New Folder

- **Description :** Add a new folder to store reports
- **Steps:** 1. Navigate to the Report and Analysis module. 2. Click on the "+" button.

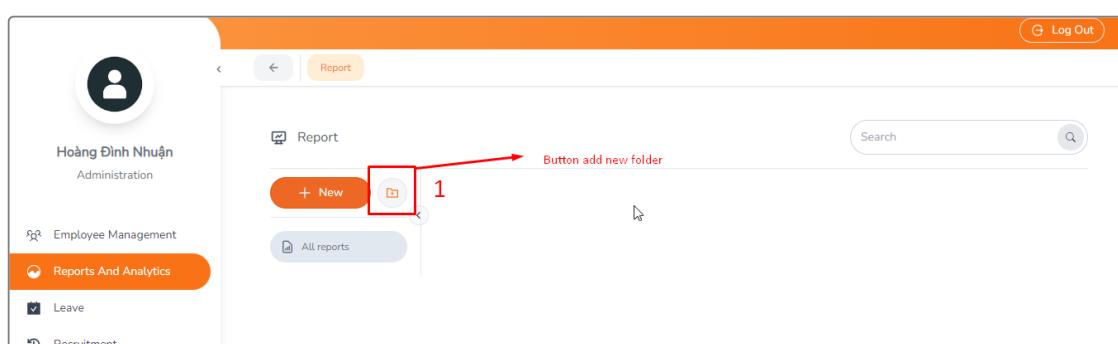




Figure 70

3. Fill out the folder name in the form 4. Click on the "Save" button to add the new folder and receive a notification of the changes.

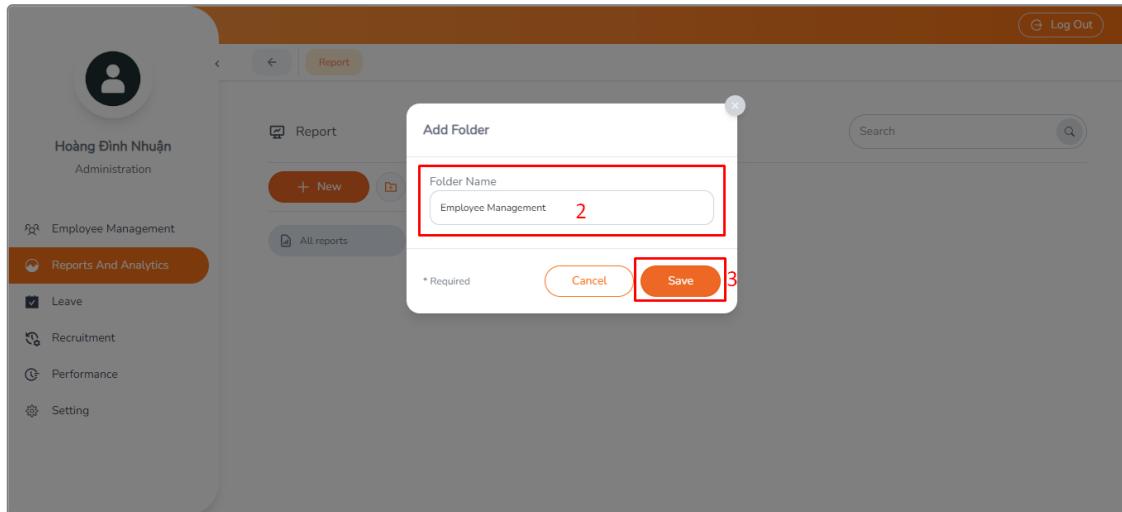


Figure 71

5.1.2 Edit Folder

- Description:** Modify an existing folder used to store reports.
- Steps:** 1. Navigate to the Report and Analysis module. 2. Locate the folder you wish to edit and click on the "Edit" button next to it.

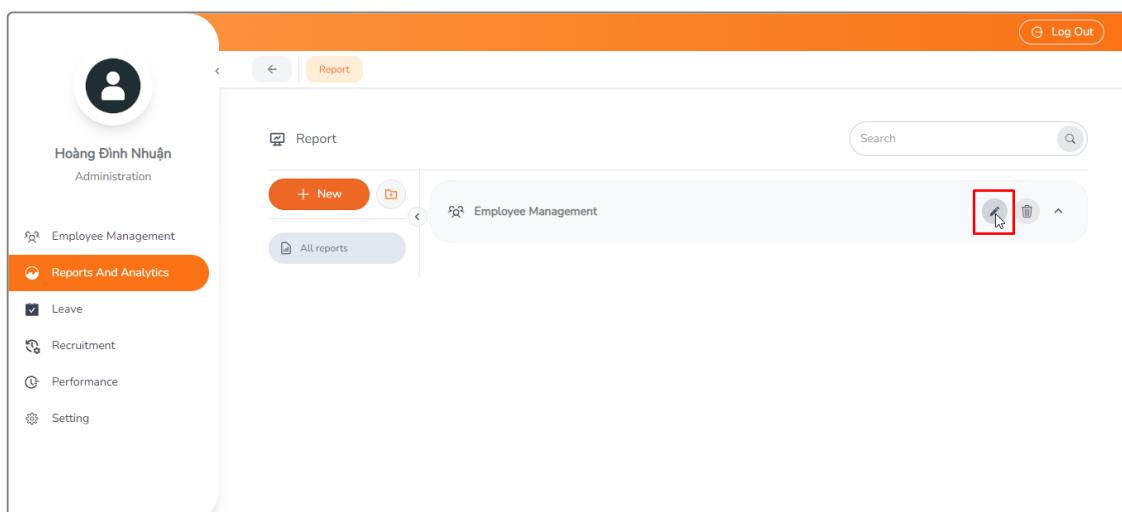


Figure 72

3. Update the folder information as needed.



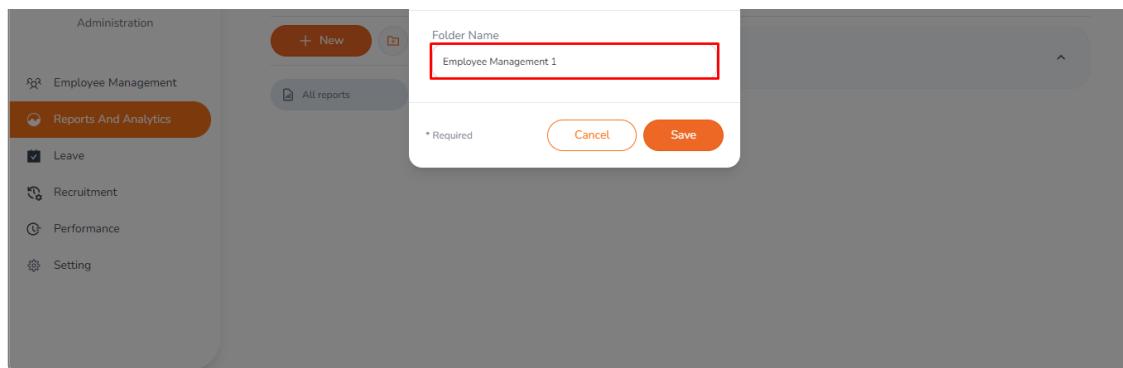


Figure 73

4. Click on the "Save" button to apply the changes to the folder and receive a notification confirming the update.

5.1.3 Delete Folder

- **Description:** Remove a folder from the list of folders used to store reports.
- **Steps:** 1. Navigate to the Report and Analysis module. 2. Identify the folder you want to delete from the list. 3. Click on the "Delete" button corresponding to the folder.

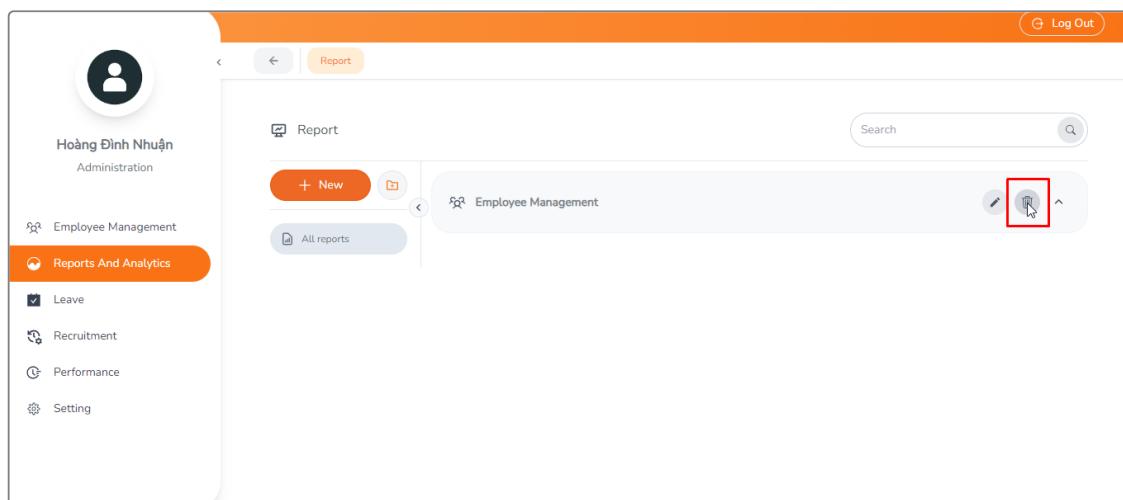


Figure 74

4. Confirm the deletion when prompted.

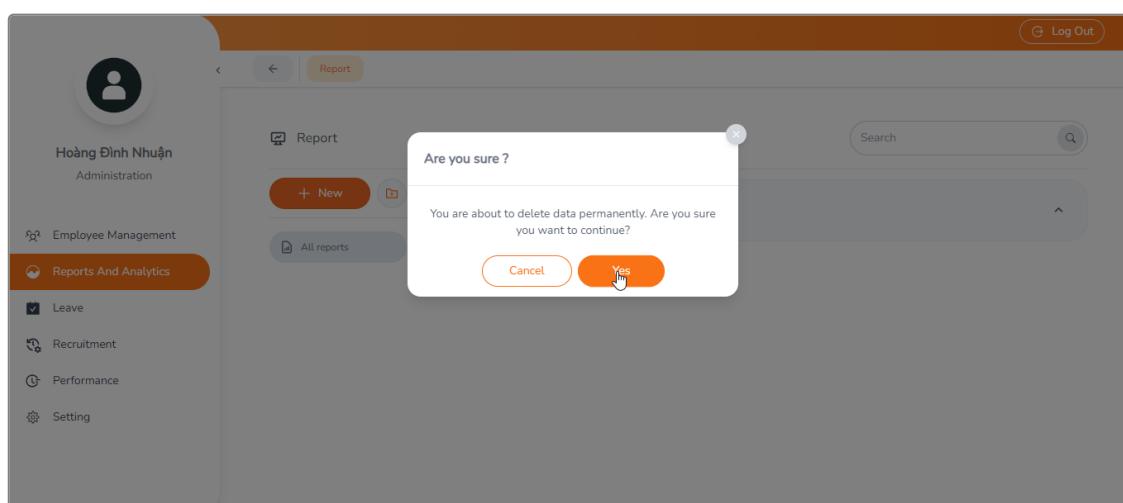


Figure 75

- Receive a notification confirming the successful deletion of the folder.

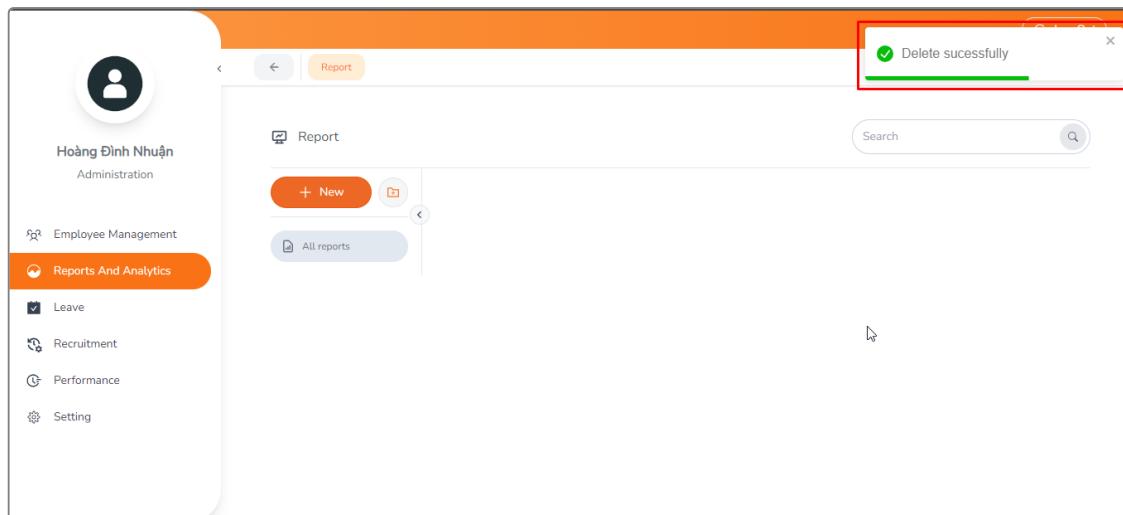


Figure 76

5.2 Reports

5.2.1 Add New Report

- **Description**: Create a new report with specific parameters and criteria.
- **Steps:** 1. Navigate to the Report and Analysis module. 2. Click on the "+" button to initiate the creation of a new report.

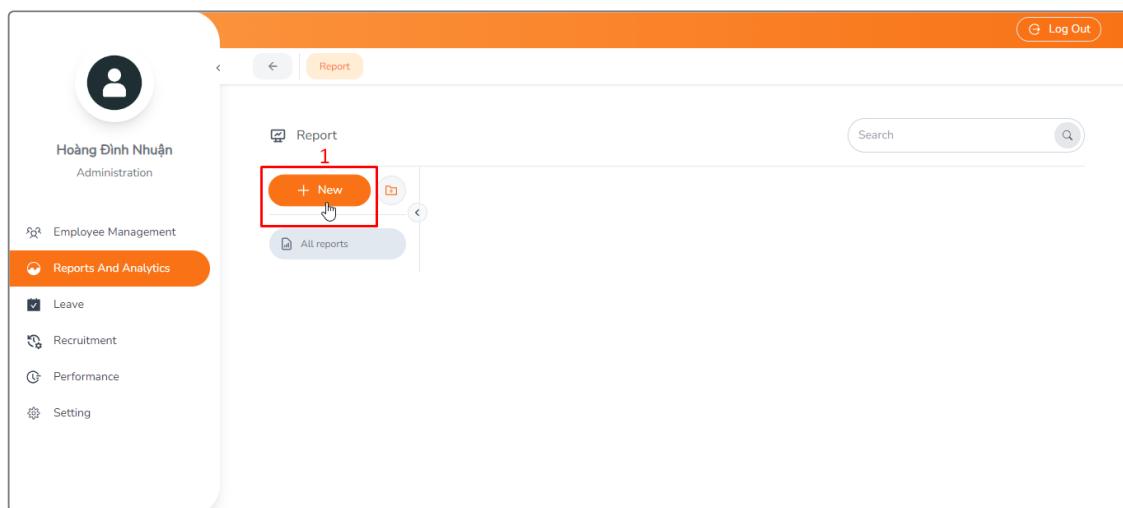


Figure 77

3. Fill out the report name and select a folder to store the report

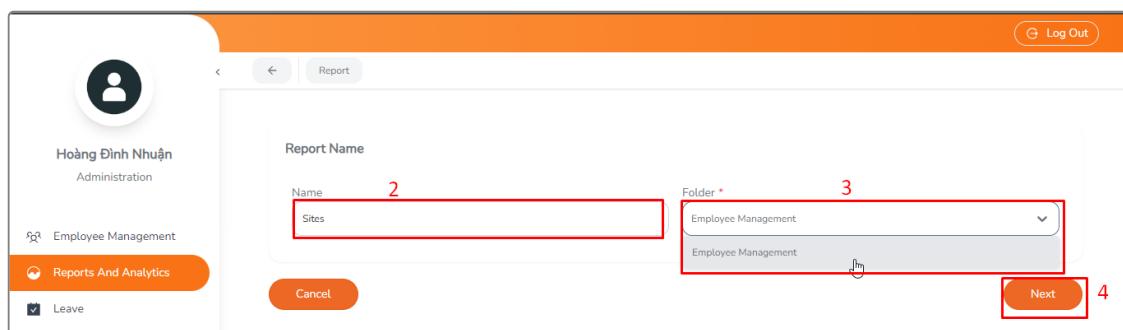




Figure 78

4. Configure report filters based on desired parameters.

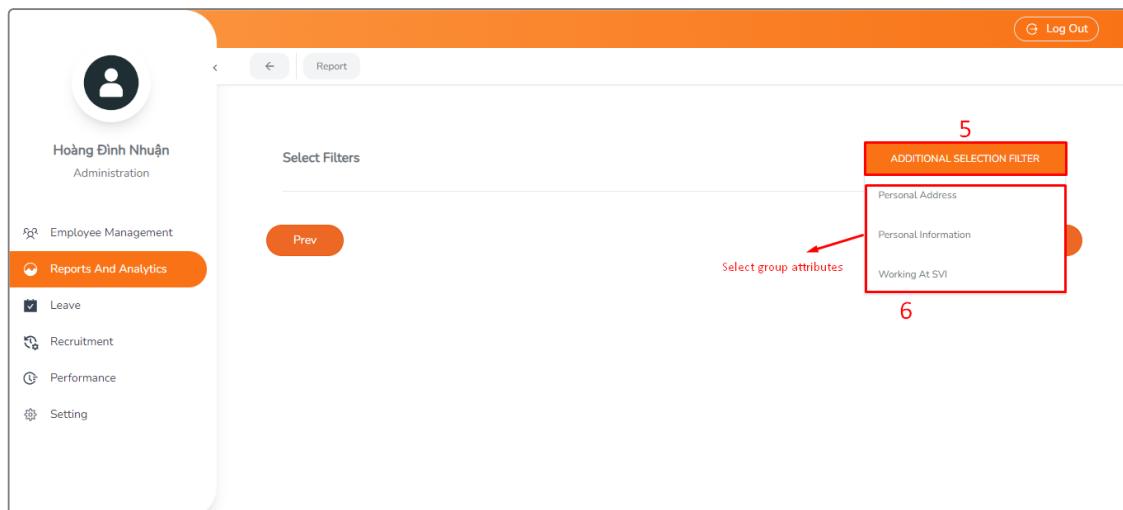


Figure 79

5. Select attributes to be included in the report.

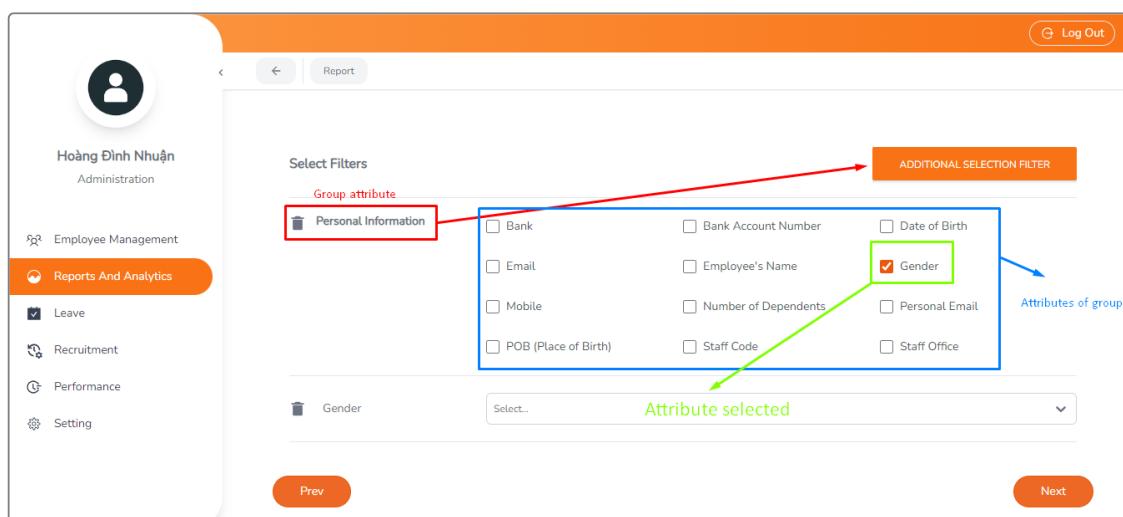


Figure 80

6. Choose attributes to display in the report table.





Figure 81

Figure 82

7. Click on the "Save" button to add the new report and receive a notification confirming the changes.

Figure 83

o Results

No.	Gender	Employee's Name	Email	Staff Office	Staff Code	POB (Place Of Birth)	Date Of Birth	Mobile	Personal Email	Bank	Bank Account Number	Number Of Dependents
01	Female	Võ Tường Minh	minhvo@savarti.com	SV-SG	039-SAV	Dà Nẵng	1992-07-22	0906456071	minhvo@savarti.com	VCB Nam Sài Gòn	181003470437	
02	Nam	Lê Nguyễn Hoàng Phi	phile@savarti.com	SV-SG	040-SAV	Dà Nẵng	1992-07-23	0906456072	phile@savarti.com	VCB Nam Sài Gòn	181003470437	
03	Nam	Hoàng Ngọc Thành	thanhhoang@savarti.com	SV-DR	041-SAV	Dà Nẵng	1992-07-24	0906456073	thanhhoang@savarti.com	VCB Nam Sài Gòn	181003470437	
04	Nam	Lê Đức Linh	linhle@savarti.com	SV-SG	042-SAV	Dà Nẵng	1992-07-25	0906456074	linhle@savarti.com	VCB Nam Sài Gòn	181003470437	
05	Nam	Hồ Bá Cảnh	loaho@savarti.com	SV-SG	043-SAV	Dà Nẵng	1992-07-26	0906456075	loaho@savarti.com	VCB Nam Sài Gòn	181003470437	
06	Nam	Đặng Văn Hào	haoduong@savarti.com	SV-SG	044-SAV	Dà Nẵng	1992-07-27	0906456076	haoduong@savarti.com	VCB Nam Sài Gòn	181003470437	

07	Nam	Huyền Quốc Hưng	hunghuynh@savart.com	SV-SG	045-SAV	Dà Nẵng	1992-07-28	0906456077	hunghuynh@savart.com	VCB Nam Sài Gòn	181003470437
08	Nam	Nguyễn Quân	quannguyen@savart.com	SV-SG	046-SAV	Dà Nẵng	1992-07-29	0906456078	quannguyen@savart.com	VCB Nam Sài Gòn	181003470437

Figure 84

5.2.1.1 Report Chart

The screenshot shows a report analysis interface. At the top, there's a header with 'Report And Analysis' and a 'Log Out' button. Below the header is a sidebar with various icons. The main area has a title 'Sites' and a dropdown for 'Gender'. A large table below lists 94 records, each with columns for No., Gender, Employee's Name, Email, Staff Office, Staff Code, POB (Place Of Birth), Date Of Birth, Mobile, Personal Email, Bank, Bank Account Number, and Number Of Dependents. An orange 'Generate' button is located at the bottom right of the table area.

No.	Gender	Employee's Name	Email	Staff Office	Staff Code	POB (Place Of Birth)	Date Of Birth	Mobile	Personal Email	Bank	Bank Account Number	Number Of Dependents
01	Female	Võ Tường Minh	minhvo@savart.com	SV-SG	039-SAV	Dà Nẵng	1992-07-22	0906456071	minhvo@savart.com	VCB Nam Sài Gòn	181003470437	
02	Nam	Lê Nguyễn Hoàng Phi	phile@savart.com	SV-SG	040-SAV	Dà Nẵng	1992-07-23	0906456072	phile@savart.com	VCB Nam Sài Gòn	181003470437	
03	Nam	Hoàng Ngọc Thành	thanhhoang@savart.com	SV-DN	041-SAV	Dà Nẵng	1992-07-24	0906456073	thanhhoang@savart.com	VCB Nam Sài Gòn	181003470437	
04	Nam	Lê Đức Linh	linhle@savart.com	SV-SG	042-SAV	Dà Nẵng	1992-07-25	0906456074	linhle@savart.com	VCB Nam Sài Gòn	181003470437	
05	Nam	Hồ Đức Lộc	loch@savart.com	SV-SG	043-SAV	Dà Nẵng	1992-07-26	0906456075	loch@savart.com	VCB Nam Sài Gòn	181003470437	
06	Nam	Đặng Vĩnh Hải	haoduong@savart.com	SV-SG	044-SAV	Dà Nẵng	1992-07-27	0906456076	haoduong@savart.com	VCB Nam Sài Gòn	181003470437	
07	Nam	Huyền Quốc Hưng	hunghuynh@savart.com	SV-SG	045-SAV	Dà Nẵng	1992-07-28	0906456077	hunghuynh@savart.com	VCB Nam Sài Gòn	181003470437	
08	Nam	Nguyễn Quân	quannguyen@savart.com	SV-SG	046-SAV	Dà Nẵng	1992-07-29	0906456078	quannguyen@savart.com	VCB Nam Sài Gòn	181003470437	

Figure 85

This screenshot shows the 'Report And Analysis' interface with a modal dialog titled 'Add Chart'. The dialog has three tabs: 'Bar Chart' (selected), 'Pie Chart', and 'Pivot Chart'. It includes 'Chart Settings' for 'Gender' and 'Staff Office'. A list of fields from the table is shown: Employee's Name, Email, Staff Code, POB (Place Of Birth), Date of Birth, and Mobile. A 'Save' button is highlighted with a red box. The background table shows 94 records with columns for No., Gender, Employee's Name, Email, Staff Office, Staff Code, POB (Place Of Birth), Date of Birth, and Mobile.

Figure 86

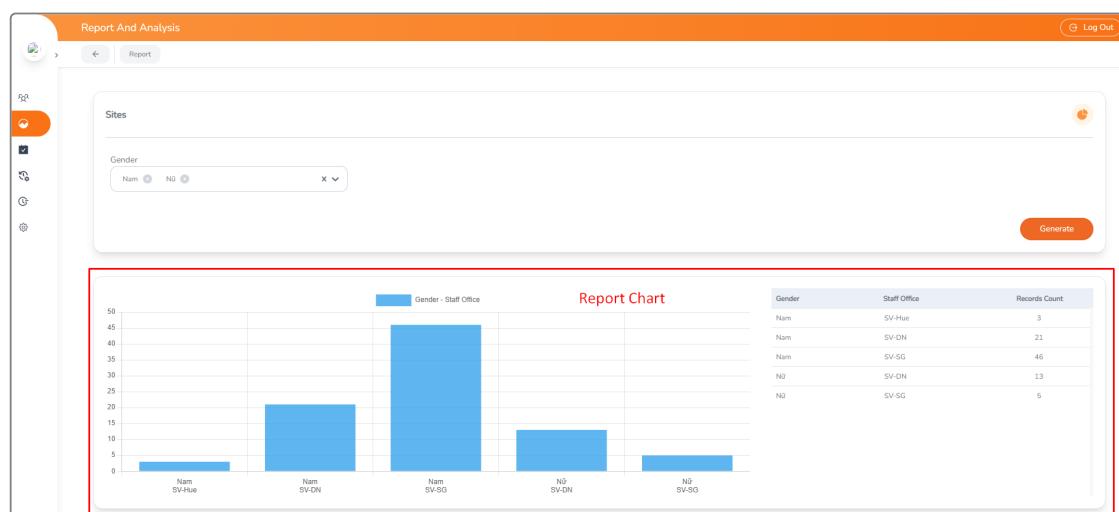


Figure 86

5.2.2. Edit Report

- **Description:** Modify an existing report.
- **Steps:** 1. Navigate to the Report and Analysis module. 2. Locate the report you wish to edit and click on the "Edit" button.

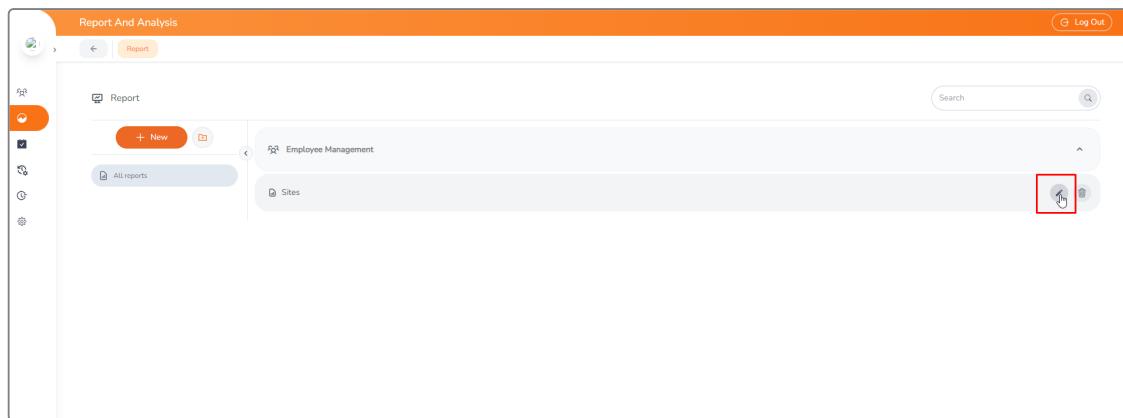


Figure 72

- 3 Update the report information as needed.
- 4 Click on the "Save" button to apply the changes to the report and receive a notification confirming the update.

5.2.3. Delete Report

- **Description:** Remove a report from the list of reports.
- **Steps:** 1. Navigate to the Report and Analysis module. 2. Identify the report you want to delete from the list. 3. Click on the "Delete" button corresponding to the report.



Figure 74

- 4 Confirm the deletion when prompted.

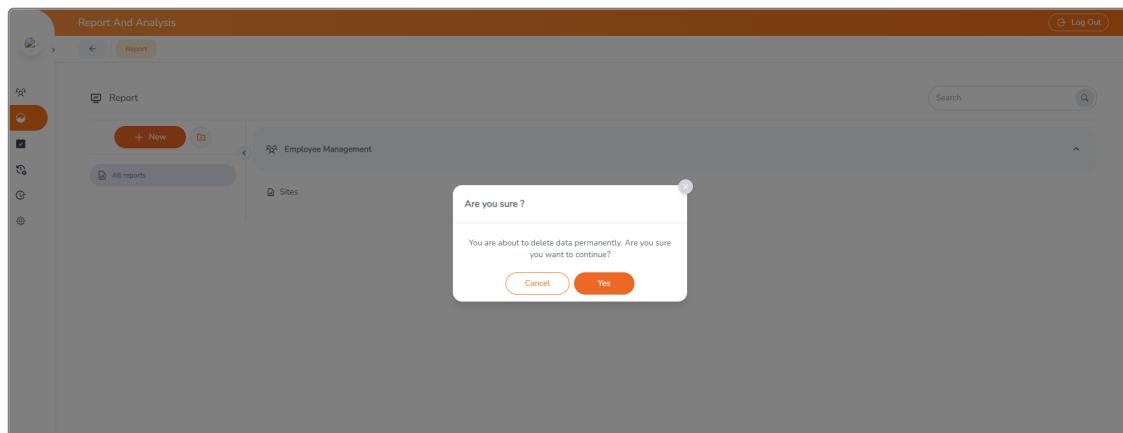


Figure 75

- 5**. Receive a notification confirming the successful deletion of the report.

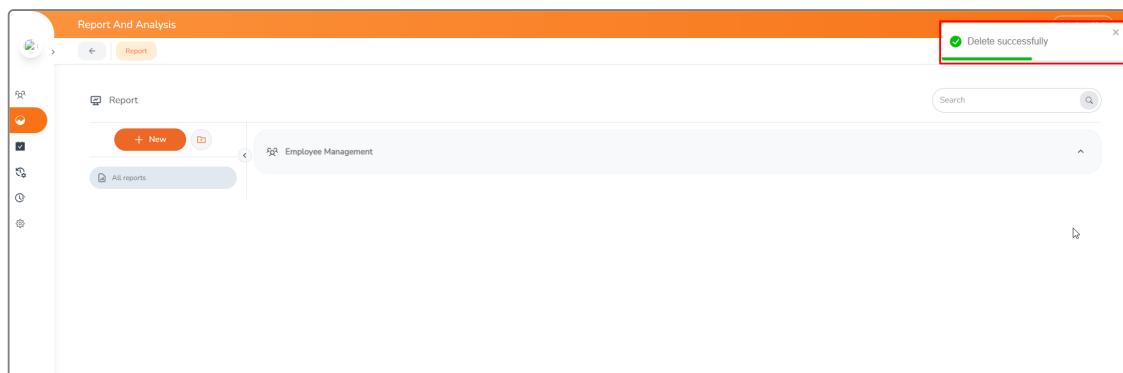


Figure 76

6. Leave Management

The Leave Management module in the HRM system allows employees and managers to efficiently manage leave requests, time balance

6.1. My Time-Off

- Description:** The My time-off tab provides a list of time-off requests of the current user.
- Steps:** **1**. Navigate to the Leave module. **2**. Select view type (List View/ Calendar View) from the menu.
 - List view:

#	Requester	Department	Type	Start Date	End Date	Workdays	Status
1	Nhuan Hoang	IT	Annual Leave 2024	2024-03-22	2024-03-25	2 [16h]	Approved
2	Nhuan Hoang	IT	Balance Leave 2023	2024-03-13	2024-03-13	0.38 [3h]	Approved
3	Nhuan Hoang	IT	Balance Leave 2023	2024-02-15	2024-02-16	2 [16h]	Approved
4	Nhuan Hoang	IT	Balance Leave 2023	2024-02-05	2024-02-07	3 [24h]	Approved
5	Nhuan Hoang	IT	Annual Leave 2024	2024-01-12	2024-01-12	1 [8h]	Approved
6	Nhuan Hoang	IT	Annual Leave 2023	2024-01-02	2024-01-02	1 [8h]	Approved
7	Nhuan Hoang	IT	Annual Leave 2023	2023-12-15	2023-12-15	1 [8h]	Approved
8	Nhuan Hoang	IT	Annual Leave 2023	2023-12-14	2023-12-14	0.38 [3h]	Approved
9	Nhuan Hoang	IT	Annual Leave 2023	2023-08-14	2023-08-15	2 [16h]	Approved
10	Nhuan Hoang	IT	Annual Leave 2023	2023-07-13	2023-07-13	1 [8h]	Approved

Figure 76

- Calendar view:

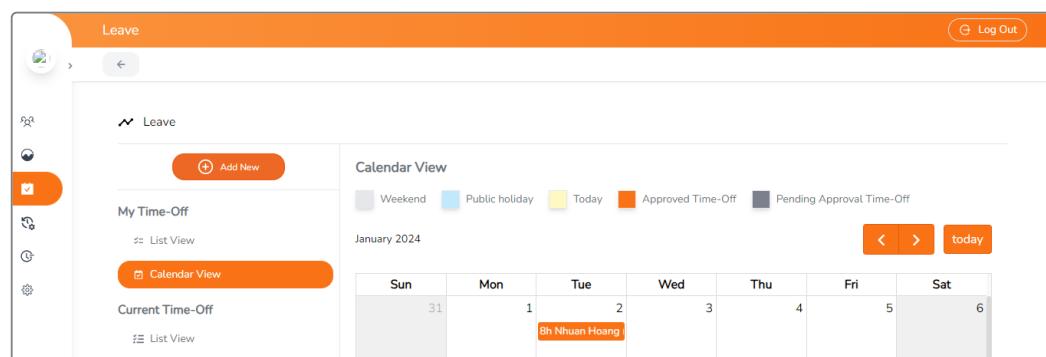




Figure 76

6.2. Current Time-Off

- **Description:** The My time-off tab provides list of time-off requests of current user.
- **Steps:** ① Navigate to the Leave module. ② Select view type (List View/ Calendar View) from the menu.

- List view:

#	Requester	Department	Type	Start Date	End Date	Workdays	Status
1	Toan Nguyen	IT	Annual Leave 2023	2024-08-29	2024-08-30	2 (16h)	Approved
2	Quan Nguyen	IT	Annual Leave 2023	2024-08-26	2024-08-27	2 (16h)	Pending Approval
3	Quan Nguyen	IT	Annual Leave 2023	2024-06-12	2024-06-14	3 (24h)	Pending Approval
4	Toan Nguyen	IT	Annual Leave 2023	2024-05-02	2024-05-03	2 (16h)	Approved
5	Toan Nguyen	IT	Annual Leave 2023	2024-04-29	2024-04-29	1 (8h)	Approved
6	Hieu Hoang	IT	Annual Leave 2023	2024-04-29	2024-04-29	1 (8h)	Pending Approval
7	Huy Hoang	IT	Annual Leave 2024	2024-04-29	2024-05-03	3 (24h)	Approved
8	Toan Nguyen	IT	Annual Leave 2023	2024-04-19	2024-04-19	1 (8h)	Approved
9	Hieu Hoang	IT	Annual Leave 2023	2024-04-19	2024-04-19	1 (8h)	Pending Approval
10	Huy Hoang	IT	Balance Leave 2023	2024-03-26	2024-03-26	1 (8h)	Approved

Figure 76

- Calendar view:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
24h Huy Hoang (Annual Leave 2024)						
		8h Hieu Hoang (8)	16h Toan Nguyen (Annual Leave 2023)			
8h Toan Nguyen (8)						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Figure 76

6.3. Team Management



The screenshot shows a software application window titled "Leave". On the left sidebar, there are several icons: a user profile, a checkmark, a gear, and a circular arrow. Below these are sections for "My Time-Off" (List View, Calendar View), "Current Time-Off" (List View, Calendar View), and "Team Management" (Time-Off For My Approve, Time-Off Balances). A prominent orange button labeled "+ Add New" is located at the top right of the sidebar.

The main content area is titled "Waiting For My Approval". It displays a table with the following columns: #, Requester, Type, Start Date, End Date, and Status. The data in the table is as follows:

#	Requester	Type	Start Date	End Date	Status
1	Quan Nguyen	Annual Leave 2023	2024-08-26	2024-08-27	Pending Approval
2	Quan Nguyen	Annual Leave 2023	2024-06-12	2024-06-14	Pending Approval
3	Quan Nguyen	Balance Leave 2023	2024-03-22	2024-03-25	Pending Approval
4	Quan Nguyen	Balance Leave 2023	2024-03-21	2024-03-21	Pending Approval
5	Quan Nguyen	Balance Leave 2023	2024-01-19	2024-01-19	Pending Approval
6	Quan Nguyen	Balance Leave 2023	2024-01-12	2024-01-12	Pending Approval

At the bottom right of the main content area, there is a link "Rows per page 10 ▾ 1 - 6 of 6".

Figure 76

This screenshot shows the same "Leave" application interface as Figure 76. The sidebar and "+ Add New" button are identical. The main content area is titled "My Team's Time-Off Balances". It includes a dropdown menu for "Year" set to "2024".

The table below lists the time-off balances for ten team members. The columns are: #, Employee, Time-Off Type, Earned This Year, Used This Year, Previous Year, and Available.

#	Employee	Time-Off Type	Earned This Year	Used This Year	Previous Year	Available
1	Quan Nguyen	Annual Leave 2024	120	0	0	120
2	Nhuan Hoang	Annual Leave 2024	120	24	0	96
3	Huy Hoang	Annual Leave 2024	120	24	0	96
4	Vu Huynh	Annual Leave 2024	120	0	0	120
5	Hieu Hoang	Annual Leave 2024	120	0	0	120
6	Toan Nguyen	Annual Leave 2024	120	13	0	107
7	Nguyen Vo	Annual Leave 2024	120	0	0	120
8	Quan Nguyen	Balance Leave 2023	48	26	0	22
9	Nhuan Hoang	Balance Leave 2023	45	43	0	2
10	Vu Huynh	Balance Leave 2023	25	18	0	7

At the bottom right of the main content area, there is a link "Rows per page 10 ▾ 1 - 10 of 14 > >>".

Figure 76