**K&O**

**Personnel Management Systems**

**User Manual**

Logo

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# 1 Introduction

Tracking and monitoring personnel in an organization is a strenuous and demanding task. The K&O Personnel Management System Application, combined a with secure and reliable online network and database system, the process of tracking individuals is easy and efficient.

# 1.1 Who can benefit from a Personnel Management System

* CEO of an organization
* Employers
* Managers
* Supervisors
* Employees

# 1.2 Key Features

* Friendly user interface that is easy to use.
* Generates unique ID number by use of a barcode generator.
* Includes a separate login screen for employees and administrators
* Separate interface for admin users to track and monitor employees
* The Admin interface includes well-designed built in tables that track current employee status
* Runs on a secure web server that uses HTTPS over TLS protocol
* Life-time warranty with software support services included.

# 2 Technical Specifications

**PENDING**

# 3 Computer Requirements

# 3.1 Minimum PC Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Windows Requirements** | **Mac Requirements** | **Linux Requirements** |
| **Operating System** | Windows 8 or later | OS X El Capitan 10.11 or later | 64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+ |
| **Processor** | Intel Pentium 4 or later that's SSE3 capable. | Intel | Intel Pentium 4 or later that's SSE3 capable. |
| **Memory** | 2 GB minimum | | |
| **Screen resolution** | 1280x800 or larger | | |
| **Application window size** | 280x653 or larger | | |
| **Internet connection** | Required | | |

# 3.2 Recommended PC Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Windows Requirements** | **Mac Requirements** | **Linux Requirements** |
| **Operating System** | Windows 8 or later | macOS Sierra 10.12 or later | 64-bit Ubuntu 14.04+, Debian 8+, openSUSE 13.3+, or Fedora Linux 24+ |
| **Processor** | Intel Pentium 4 or later | Intel | Intel Pentium 4 or later |
| **Memory** | 4 GB or higher recommended | | |
| **Screen resolution** | 1280x1024 or larger | | |
| **Application window size** | 768x1024 or larger | | |
| **Internet connection** | Required | | |

# 3.3 Supported web browsers

|  |  |  |
| --- | --- | --- |
|  | Version |  |
| Mozilla Firefox | Current 86.0(64bit) or higher |  |
| Chrome | Version 88.0.4324.190 (Official Build) (64-bit) current or higher |  |
| Microsoft Edge | Version 86.0.622.56 (Official build) (64-bit) current or higher |  |
| Safari |  |  |

# 4. Security

Security is top priority here at K&O Personnel Management Systems. Our system consist of multiple security protocols that are set in place to ensure user data is fully protected from potential threats. Though no system is 100% invulnerable against outside threats, we can assure you that our security protocol is top tier.

# 4.1 Secure Hash Algorithm

This program uses a SHA based algorithm to encrypt user data and protect against outsider threats.

# 4.2 Web Security

The web application is secured using HTTPS with transport layer security 1.2. A strict Content Security Policy is set in place to prevent Cross Site Scripting (XXS). The Domain Name System (DNS) is also secured with DNSSEC that adds additional cryptographic authentication.

# 5. Getting Started

# 5.1. Main Screen

Figure 5-3Graphical user interface, application, website

Description automatically generated

Main Body

Footer

Navigation bar

**Main Screen**

The main screen consist of a navigation bar with links , display body, and footer with links.

Navigation Bar

1. Navigation Buttons

* K&O Home Button
* Access Menu
* Create Account Menu
* Info Menu
* Admin Login
* Admin Sign up

1a. K&O: Redirects to Home page

1b. Access Menu

* Clock-in- Redirects to user Login Page ([Link](#_7-1_User_Login))
* Clock-Out- Redirects to user Log Out Page (Link)
* Admin Login- Redirects to Admin Login Page ([Link](#_7-2_Admin_Login))

1c. Create Account Menu

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

1d. Info

* About - Redirects to “About Company” Page. (Refer to add Link)
* Mission- Redirects to “Company Mission” Page (Refer to add Link)
* Contact- Redirects to “Company Contact” Page (Refer to add Link)

1e. Admin Login

* Redirects to Admin Login Page([Link](#_7-2_Admin_Login))

1f. Admin Sign up

* Redirects to Admin Registration Page. (Refer to add Link)

**Footer**

1. Footer Buttons

* Services
  + A. Web Design
  + B. Development
  + C. Hosting
* About
  + A. Company
  + B. Team
  + C. Careers
* Connect With Us
  + Facebook
  + Twitter
  + Google Plus
  + YouTube

1a. Services

* Add
* Add
* Add

1b. About

* Company- Redirects to company information page (Refer to add Link)
* Team- Redirects to company team page(Refer to add Link)
* Careers- Redirects to company careers page (Refer to add Link)

# 5.2 Information

Figure 5-4

# Graphical user interface Description automatically generated

1. Information Drop Down Menu

1a. About: Displays information of what the company is about. “K&O Personnel Management System is a web-based application that uses a database to access and store user data, so organizations can better track and monitor their employees”.

1b. Mission: Displays the company’s mission and vision.

**Figure 5-5 Figure 5-6**

# Vision

“Efficient and reliable tracking system for all organizations big or small”.

# Mission

To create a secure and reliable personnel management system for all organizations worldwide.

# 5.3 Services

Figure 5-7

Text

Description automatically generated

!!! UNDER CONSTRUCTION

# 5.4 About

Figure 5-8

Graphical user interface

Description automatically generated with low confidence

**1. Company (Link)**

**1a. Displays Company creators and designers**

**2. Team (Link)**

**2a. Displays company CEO’s**

Figure 5-9

**A picture containing text, person, wall, indoor

Description automatically generated**

**3. Careers (Link)**

**3a. Under Construction**

# 5.5 Connect with Us

**1. Social Media Links**

**1a.** Connect with us via Facebook, Twitter, Google Plus, and YouTube on up to date technological advancements.

Figure 5-10**A picture containing graphical user interface

Description automatically generated**

# 6. Admin/User Registration

# Figure 6-1 Registration Screen

Graphical user interface

Description automatically generated

**Registering for an Admin/User Account**

**1. Input Data**

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

**2. Create Pin**

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

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

**3. Unique ID**

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

# Figure 6-2 Accepted Registration

Graphical user interface

Description automatically generated

Print Button

**Accepted Registration**

**1. Print Barcode**

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

# 7 System Login

Graphical user interface, application

Description automatically generated

Admin Login

User Logout

User Login

# 7-1 User Login

**1. Clock-In:** Click on the Access tab to access the dropdown menu. Click on the Clock-In link. You will be redirected to the login page.

# Figure 7-2

A picture containing graphical user interface

Description automatically generated

Access Pin Number

Unique ID Number

**2. Login Credentials**: Scan or manually enter in your Unique Identification number. Enter you secretly created pin number.

Note: If you enter your pin number incorrectly three times you will be locked out from the system. You will be directed to the Administrator to reset your pin number.

# Figure 7-3

Graphical user interface, application

Description automatically generated

**3. Login Success**: If you entered in your credentials correctly, you will be logged into the system where your organization can now track you time.

# Figure 7-4

A picture containing shape

Description automatically generated

**4. Login Failed:** If you failed to enter in your credentials correctly, you will be redirected to a 404 page.

# 7-2 Admin Login

# Figure 7-5

Graphical user interface, application

Description automatically generated

**1. Admin Login:** Click on the Access tab to access the dropdown menu. Click on the Admin login link. You will be redirected to the admin login page.

# Figure 7-6

Graphical user interface, application

Description automatically generated

**2. Login Credentials**: Scan or manually enter in your Unique Identification number. Enter you secretly created pin number.

Note: If you enter your pin number incorrectly three times you will be locked out from the system. You will be directed to the Administrator to reset your pin number.

**4. Login Failed:** If you failed to enter in your credentials correctly, you will be redirected to a 404 page. ([Ref Link)](#_Figure_7-4)

# 8 Admin Control

Graphical user interface, application

Description automatically generated

**2d**

**2c**

**1b**

**2a**

Navigation Panel

**1g**

**1f**

**1e**

**1d**

**1c**

**1b**

**1a**

Navigation Bar

Main Dashboard

# Figure 8-1 Admin Control Navigation Panel

**1. Navigation Panel**

**1a. Dashboard**

**1b. Profile**

**1c. Admin Table**

**1d. Employee Table**

**1e. Work-Table**

**1f. Time Worked Table**

**1g. Log Out**

# Figure 8-2 Profile Page

Graphical user interface, application

Description automatically generated

1d

1c

1b

1a

**1. Profile**

**1a. Photo**

**1b. User Settings**

* **Username**
* **First Name**
* **Last Name**
* **Email Address**

**1c. Projects**

**1d. Contact Settings**

* **Address**
* **City**
* **Country**

# Figure 8-3 Admin Table

Graphical user interface, application, table

Description automatically generated

**1. Administrator Table:**

**1a.** The admin table consist of all current administrators who have been granted access to the K&O System. Information on each administrator can be found here minus the access pin (**Refer to 1b below**). The admin table serves as a quick method to obtain data on a specific administrator (mailing address, phone number, etc.).

**1b.** Access pins are regulated by database managers who have been granted access to alter or change the database table.

# Figure 8-4 Employee Table

Graphical user interface, application

Description automatically generated

**1. Administrator Table:**

**1a.** The employee table consist of all current employees who work at the organization. Information on each employee can be found here minus the access pin (**Refer to 1b below**). The employee table serves as a quick method to obtain data on a specific employees (mailing address, phone number, etc.).

**1b.** Access pins are regulated by database managers who have been granted access to alter or change the database table.

# Figure 8-5 Worktable

# Graphical user interface, text, application Description automatically generated

**Shift Tracker Table:**

**1a.** The shift tracker table consist of all current users(admins excluded) who are currently logged in to the K&O System. Login and logout times can be found here along with the total time and status (in/out).

# Figure 8-6 Time Worked Table

Table

Description automatically generated

**Time Tracker Table:**

**1a.** The time tracker table consist of all current users to include admins who currently work at the organization.

The table displays the users and admins total time worked. This can be used to calculate payroll or other means that seem fit by your organization.

**2. Navigation Bar**

**2a. Search bar**

**2b. Alert Center**

**2c. Message center**

**2d. Profile Menu**

# Figure 8-7 Search Bar

**Admin Search Bar**

**Graphical user interface, application

Description automatically generated**

**1.Search Bar**

**1a.** The administrator can use the search bar to find a specific location or tool within the admin control page. If the element you are looking for is not located within the admin control panel, you will be prompted with an error message.

# Figure 8-8 Alert Center

Graphical user interface, application, Teams

Description automatically generated

**1.Alert Center**

**1a.** The administrator can use the Alert Icon to view incoming alert messages from the system or organization. Just simply click the icon to view current alert messages. Note: Only important messages will be directed through this channel.

# Figure 8-9 Message Center

Graphical user interface, application, Teams

Description automatically generated

**1. Message Center**

**1a.** The administrator can use the message Icon to view incoming messages from the system or organization. Just simply click the icon to view current messages. Note: Only basic messages will be directed through this channel.

# Figure 8-10 Profile Menu

Graphical user interface, text, application, chat or text message

Description automatically generated

**1.Profile Dropdown Menu**

Graphical user interface, text, application, chat or text message

Description automatically generated

**1a.** The administrator can use the profile dropdown menu to quickly access other sections of the admin control panel. You have the option to view your profile, settings, activity log, and logout.

# Figure 8-11 Admin Logout

Graphical user interface, application

Description automatically generated

**1. Admin Logout**

**1a. Logout: To logout of the admin control page, simply click the logout link to end the admin session. You also have the option to use the logout link in the profile dropdown menu(**[**Link**](#_Figure_8-10_Profile)**)**

# 9. User Logout

**1. Clock-Out: Refer to section 7 to access the clock-out link(**[**Link**](#_7_System_Login)**).** Click on the Access tab of the main page to access the dropdown menu. Click on the Clock-Out link. You will be redirected to the logout page.

# Figure 9-1

**Graphical user interface, application

Description automatically generated**

**2. Logout Credentials**: Scan or manually enter in your Unique Identification number. Enter you secretly created pin number.

Note: If you enter your pin number incorrectly three times you will be locked out from the system. You will be directed to the Administrator to reset your pin number.

# Figure 9-2

**Graphical user interface, application

Description automatically generated**

**3. Logout Success**: If you entered in your credentials correctly, you will be logged into the system where your organization can now track you time.

**4. Logout Failed:** If you failed to enter in your credentials correctly, you will be redirected to a 404 page. ([Ref Link)](#_Figure_7-4)

# 10. Notes

# 11. Glossary