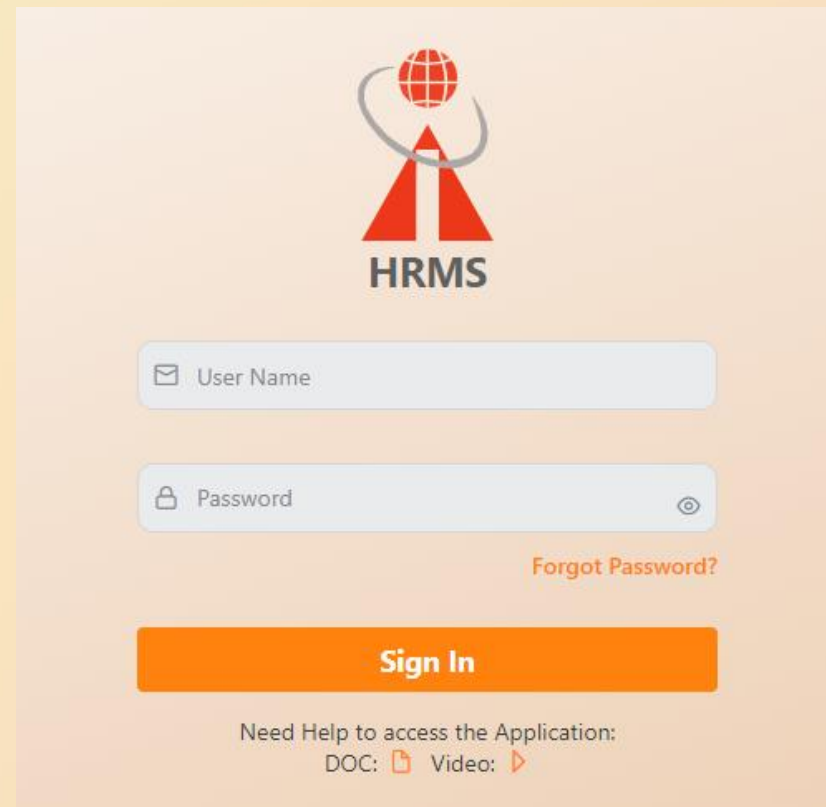




Human Resource Management Services

❖ Login Screen

- Collect credentials from the HR administrator.
- To log in, use the provided credentials, which are your username and password.

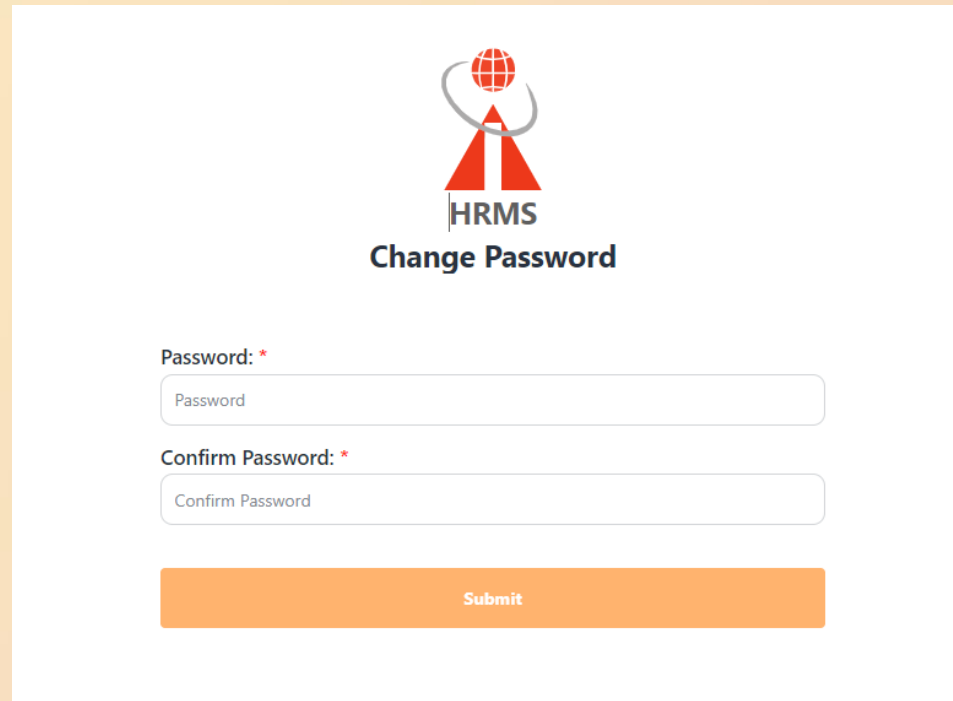


The image shows a login screen for an HRMS application. At the top center is a logo consisting of a red globe with a grey orbital ring, positioned above two red triangles that form a larger triangle, with the text "HRMS" in bold black letters below it. Below the logo are two input fields: the first is labeled "User Name" with an envelope icon on the left; the second is labeled "Password" with a lock icon on the left and a toggle eye icon on the right. To the right of the password field is a link that says "Forgot Password?". Below these fields is a large orange button with the text "Sign In" in white. At the bottom, there is a line of text that says "Need Help to access the Application:" followed by "DOC:" with a document icon and "Video:" with a play button icon.


❖ First time login :

➤ Change Password

- This allows you to change your current password which is collected from HR administrator and enter a valid new password when you login for the first time
- Give your new password and confirm the password in given fields.
- Click on Submit button.
- It will redirect you to the security questions page.



The image shows a web form titled "HRMS Change Password". At the top center is a logo consisting of a red globe with a grey swoosh and a red triangle below it, with the text "HRMS" underneath. Below the logo, the title "Change Password" is displayed. The form contains two input fields: "Password: *" and "Confirm Password: *". Each field has a placeholder text "Password" and "Confirm Password" respectively. At the bottom of the form is an orange "Submit" button.


HRMS
Change Password

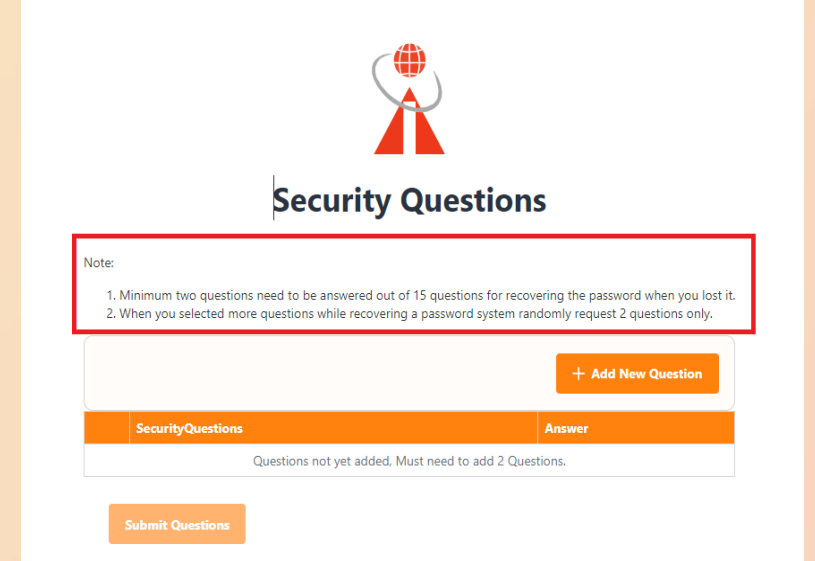
Password: *

Confirm Password: *

Submit

➤ Security Questions :

- The application requires employee to set up security questions when login for the first time.
- A minimum of two questions must be answered, but employees have the option to provide up to fifteen questions.
- Initially, the submit button will be disabled until the minimum requirement is met.
- Employees also have the ability to edit and delete their security questions as needed.



The image shows a web interface for setting up security questions. At the top is a logo consisting of a red globe with a white arrow pointing upwards. Below the logo is the title "Security Questions". A red-bordered box contains a "Note:" with two instructions: "1. Minimum two questions need to be answered out of 15 questions for recovering the password when you lost it." and "2. When you selected more questions while recovering a password system randomly request 2 questions only." Below the note is a large text input area with an orange button labeled "+ Add New Question" on the right. Underneath is a table with two columns: "SecurityQuestions" and "Answer". The table is currently empty, and a message below it says "Questions not yet added. Must need to add 2 Questions." At the bottom is an orange button labeled "Submit Questions".

Security Questions

Note:

1. Minimum two questions need to be answered out of 15 questions for recovering the password when you lost it.
2. When you selected more questions while recovering a password system randomly request 2 questions only.

+ Add New Question

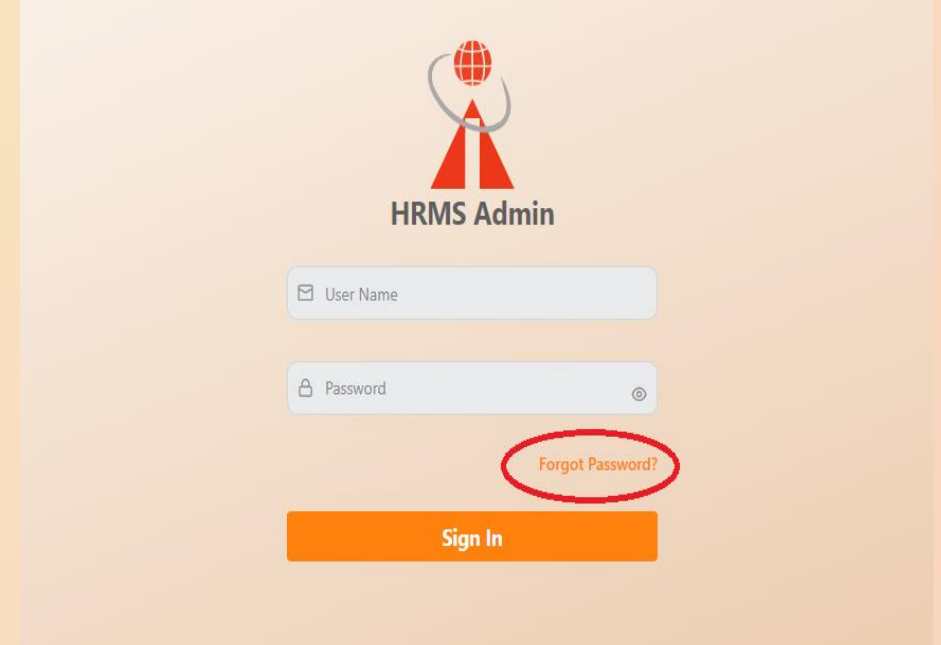
SecurityQuestions	Answer
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Questions not yet added. Must need to add 2 Questions.

Submit Questions

❖ Forgot Password


- If an employee forgot their password, they can utilize the “*Forgot password*” button located on the login page.
- This feature enables them to initiate the password recovery process.



The image shows a login page for 'HRMS Admin'. At the top center is a logo consisting of a red globe with a grey swoosh and two red triangles below it. Below the logo, the text 'HRMS Admin' is displayed. There are two input fields: 'User Name' with an envelope icon and 'Password' with a lock icon and a toggle eye icon. Below the password field is a red oval button labeled 'Forgot Password?'. At the bottom is a large orange button labeled 'Sign In'.

➤ User Name :

- After clicking the “*Forgot Password*” button, users are redirected to the password recovery page where they can enter their authorized username.
- Once the username is entered, the “*Next*” button will be enabled, allowing the user to proceed with the password recovery process.



The diagram shows a four-step process for password recovery: 1. User Name, 2. Security Question, 3. Change Password, and 4. Success. Step 1 is currently active.

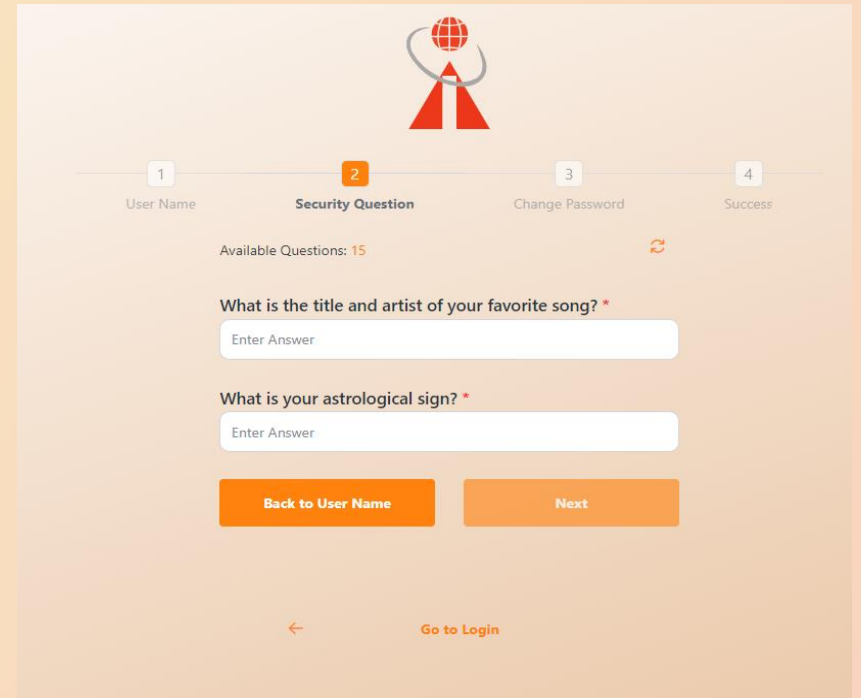
User Name *

Next

← Go to Login

➤ Security Questions :

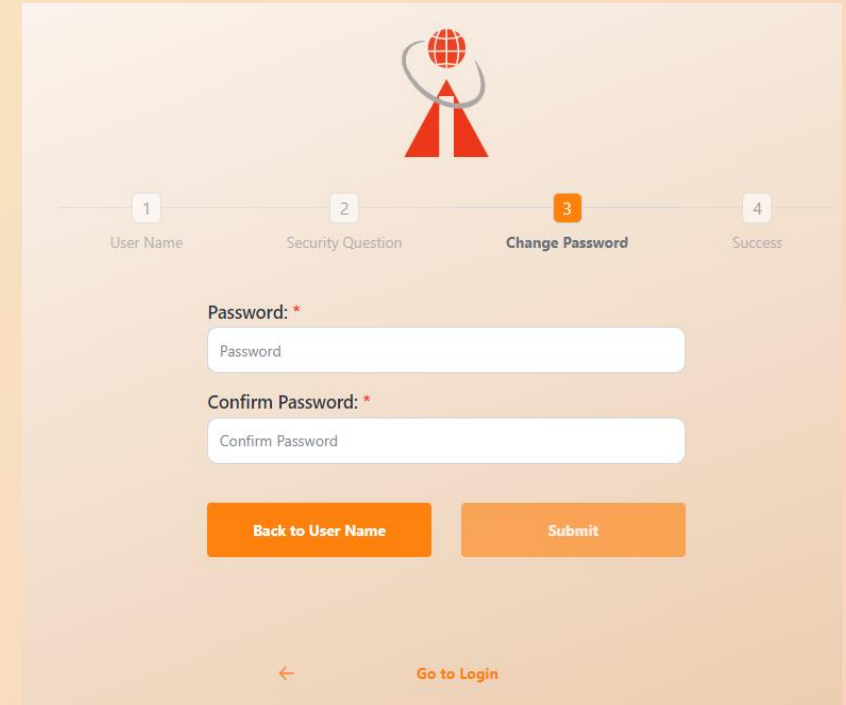
- Once the employee enters the authorized username, they will be prompted with security questions.
- After providing valid answers to the displayed questions, the “Next” button will become enabled.
- If the employee chooses to save more than two questions, the system will display the count of available questions.
- To change the viewable questions, the employee can click on the refresh icon.
- If the employee wants to navigate back to the username entry, they can click on the “Back to Username” button.



The screenshot displays a user authentication interface with a progress bar at the top showing four steps: 1. User Name, 2. Security Question (current step), 3. Change Password, and 4. Success. The Security Question step is highlighted with an orange square. Below the progress bar, it shows 'Available Questions: 15' with a refresh icon. Two security questions are listed: 'What is the title and artist of your favorite song? *' and 'What is your astrological sign? *'. Each question has a text input field with the placeholder 'Enter Answer'. At the bottom, there are two orange buttons: 'Back to User Name' and 'Next'. A 'Go to Login' link with a left arrow is also visible at the bottom.

➤ Change Password :

- If the employee has provided valid answers, changing the password becomes feasible.
- Once the employee enters and confirms a valid password, the submit button will be enabled.
- If the employee wishes to navigate to the username, they can click on the “*Back to Username*” button.



1 User Name 2 Security Question 3 Change Password 4 Success

Password: *

Password

Confirm Password: *

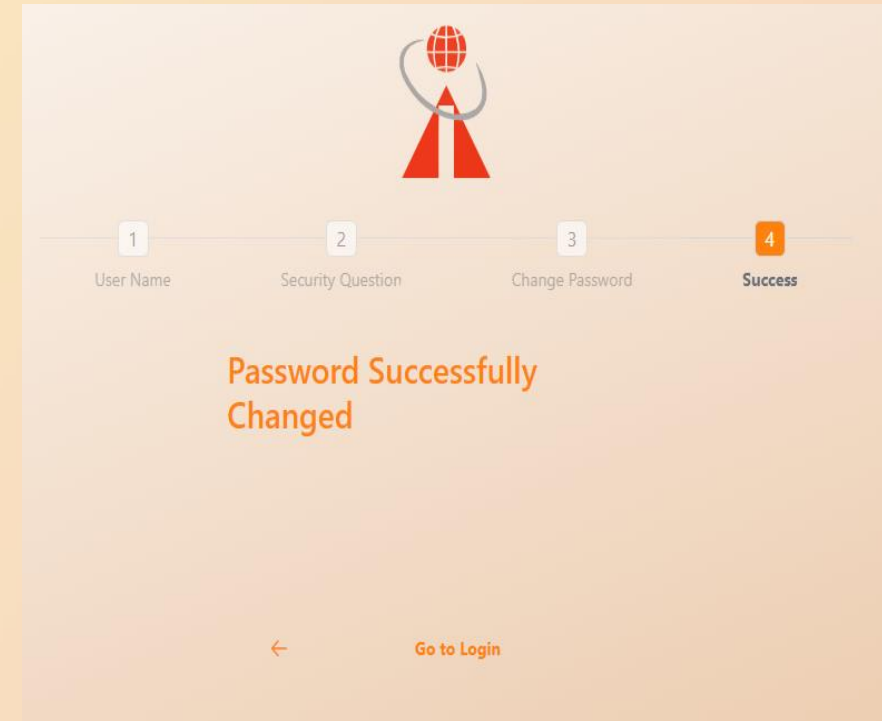
Confirm Password

Back to User Name Submit

← Go to Login

➤ **Success Message :**

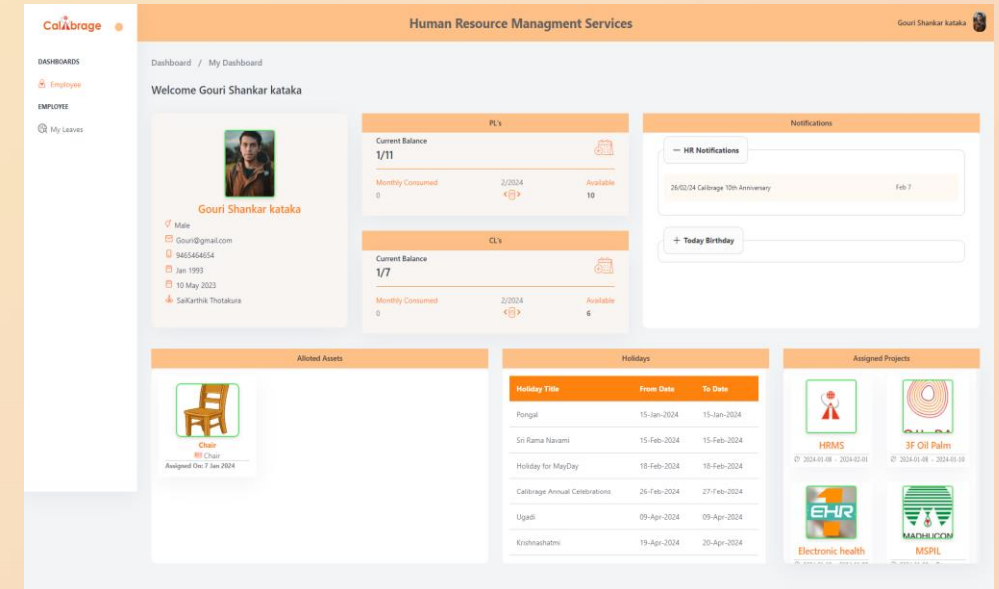
- After submitting the form, the employee successfully updated the password.
- To proceed to the login page, click on “*Go to Login*” when the employee wishes to navigate to the login section.



❖ Employee Login

Employee Dashboard :

- After login with their employee credentials, the employee can access the employee dashboard.
- Within the dashboard, employees have the capability to view various sections including *“Basic Information”, “Applying CL and PL from Dashboard”, “Notifications”, “Allotted Assets”, “Holidays List”* and *“Assigned Projects”*.





Thank You