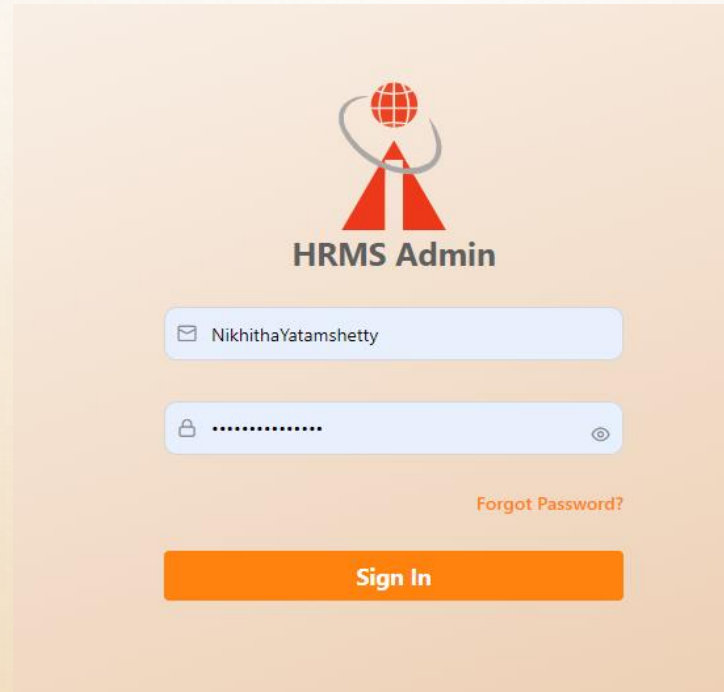




HUMAN RESOURCE MANAGEMENT SERVICES

❖ LOGIN SCREEN

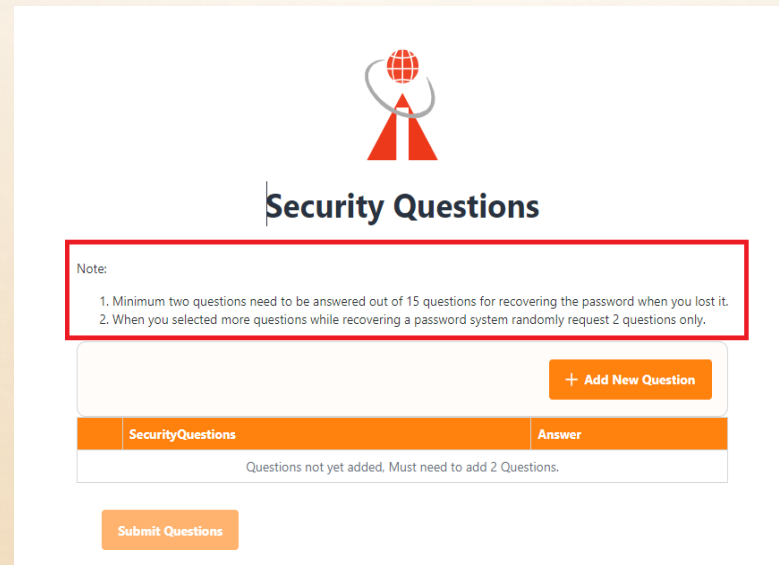
- Collect credentials from the HR administrator.
- To log in, use the provided credentials, which are your username and password.



The image shows a login screen for 'HRMS Admin'. At the top center is a logo consisting of a red globe with a grid pattern, positioned above two red vertical bars that form a stylized 'A'. Below the logo, the text 'HRMS Admin' is displayed in a bold, black, sans-serif font. Underneath the text are two light blue input fields. The first field contains an email icon and the text 'NikhithaYatamshetty'. The second field contains a lock icon, a series of dots representing a password, and an eye icon for toggling password visibility. Below these fields is a link labeled 'Forgot Password?' in a smaller, orange font. At the bottom of the form is a large orange button with the text 'Sign In' in white.

❖ FIRST TIME LOGIN

- The application requires employees to set up security questions when logging in 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 form titled "Security Questions" with a logo at the top. A red box highlights a "Note" section containing two instructions. Below the note is a large text input field and an orange button labeled "+ Add New Question". Underneath is a table with two columns: "SecurityQuestions" and "Answer". The table is currently empty, and a message below it states "Questions not yet added. Must need to add 2 Questions." At the bottom of the form 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.

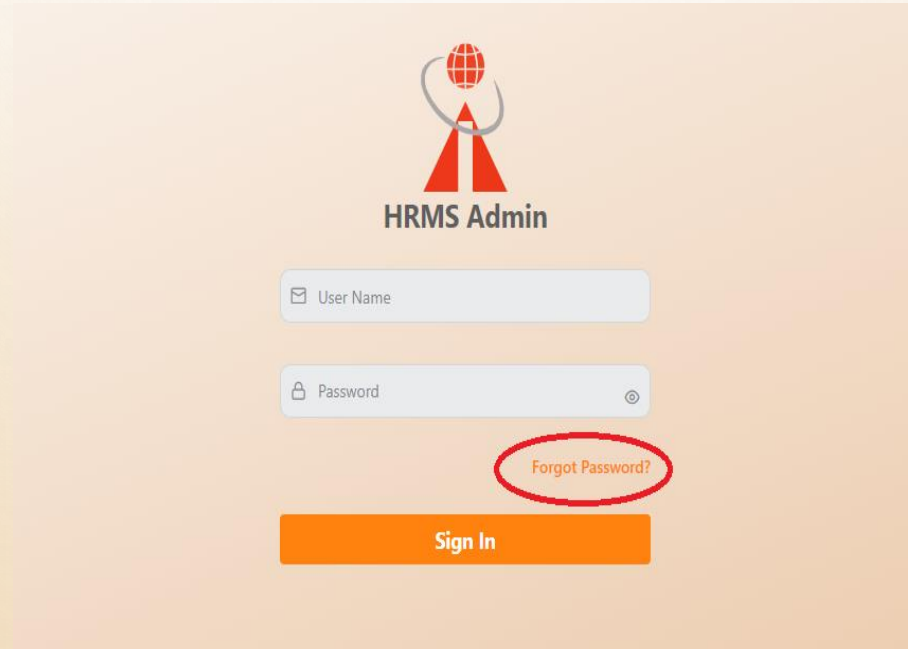
+ Add New Question

| SecurityQuestions | Answer |
|--|--------|
| 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 interface for 'HRMS Admin'. At the top is a logo consisting of a red globe with a grey orbital ring 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, the text 'Forgot Password?' is circled in red. At the bottom is an orange 'Sign In' button.

➤ **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 illustrates a four-step password recovery process. Step 1, 'User Name', is the current step and is highlighted with an orange square. Steps 2, 3, and 4 are shown in grey squares. The steps are: 1. User Name, 2. Security Question, 3. Change Password, and 4. Success.

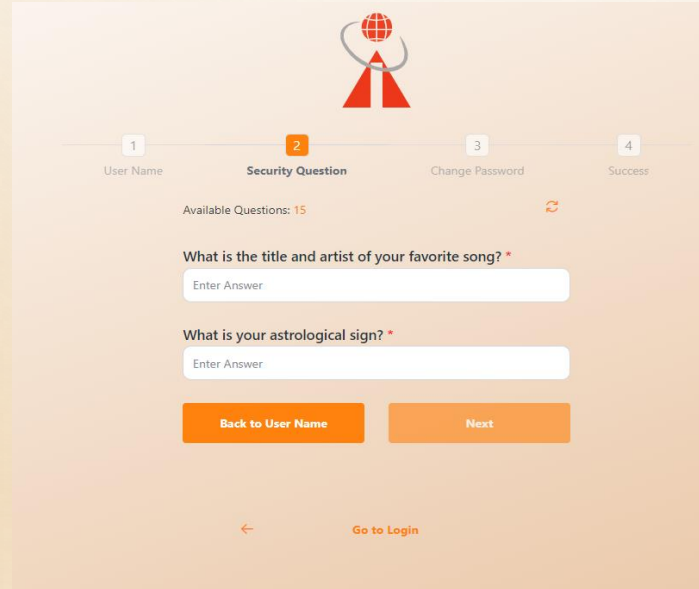
User Name *

Next

← Go to Login

➤ Security Questions :

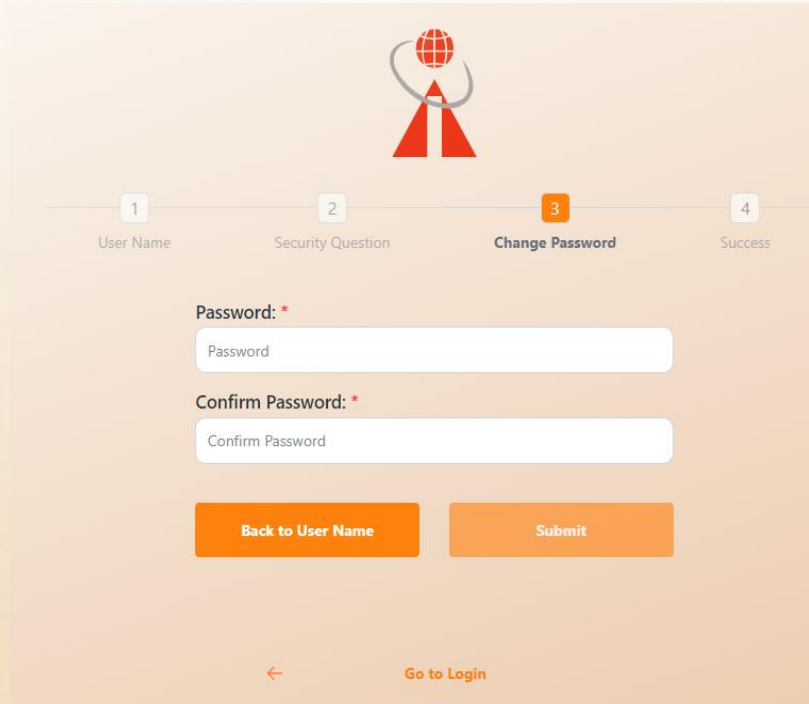
- Once the employee enters the authorized username, they will be prompted with security questions.
- After providing valid answers to the displayed questions, the "Next" button will become enabled.
- If the employee chooses to save more than two questions, the system will display the count of available 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. A red logo is positioned above the progress bar. Below the progress bar, it indicates '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 corresponding 'Enter Answer' input field. At the bottom, there are two orange buttons: 'Back to User Name' and 'Next'. A 'Go to Login' link with a left arrow is located at the very bottom.

➤ **Change Password :**

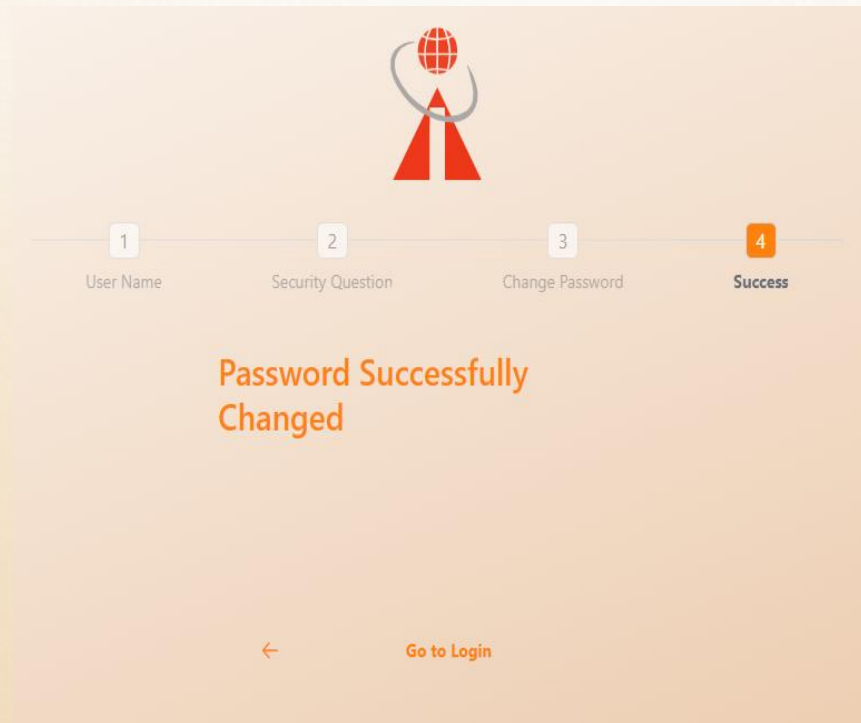
- If the employee has provided valid answers, changing the password becomes feasible.
- Once the employee enters and confirms a valid password, the submit button will be enabled.
- If the employee wishes to navigate to the username, they can click on the "Back to Username" button.



The screenshot displays a user interface for changing a password. At the top center is a logo featuring a red globe with a grey orbital ring. Below the logo is a horizontal progress bar with four numbered steps: 1 (User Name), 2 (Security Question), 3 (Change Password), and 4 (Success). Step 3 is highlighted with an orange square. The main form area contains two input fields: 'Password: *' and 'Confirm Password: *', both with placeholder text. Below these fields are two orange buttons: 'Back to User Name' and 'Submit'. At the bottom left is a left-pointing arrow, and at the bottom right is a 'Go to Login' link.

➤ **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 logging in 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, notifications, assigned assets, holidays list, and assigned projects.

The screenshot displays the 'Human Resource Management Services' dashboard for an employee named Gouri Shankar kataka. The interface includes a sidebar with navigation links for Dashboards, Employee, and My Leaves. The main content area is divided into several sections:

- Employee Profile:** Shows a profile picture, name, gender (Male), email (Gouri@gmail.com), phone number (9485464054), date of birth (Jan 1993), and date of joining (10 May 2023).
- PL's (Paid Leaves):** A card showing 'Current Balance 1/11', 'Monthly Consumed 0', and 'Available 10'.
- CL's (Casual Leaves):** A card showing 'Current Balance 1/7', 'Monthly Consumed 0', and 'Available 6'.
- Notifications:** A section titled 'HR Notifications' showing a notification for '26/02/24 Colabroge 10th Anniversary' on Feb 7, and a '+ Today Birthday' button.
- Assigned Assets:** A section showing an assigned asset 'Chair' with a note 'Assigned On 7 Jan 2024'.
- Holidays:** A table listing upcoming holidays with columns for Holiday Title, From Date, and To Date.
- Assigned Projects:** A section showing assigned projects including HRMS, SF OR Palm, EHR, and MSPIL.

| Holiday Title | From Date | To Date |
|-------------------------------|-------------|-------------|
| Pongal | 15-Jan-2024 | 15-Jan-2024 |
| St Rama Navami | 15-Feb-2024 | 15-Feb-2024 |
| Holiday for MayDay | 18-Feb-2024 | 18-Feb-2024 |
| Colabroge Annual Celebrations | 26-Feb-2024 | 27-Feb-2024 |
| Ugadi | 09-Apr-2024 | 09-Apr-2024 |
| Krishnachutami | 19-Apr-2024 | 20-Apr-2024 |

- Employee can apply for Casual Leave (CL) and Privilege Leave (PL) through their employee dashboard.
- The availability of the "add" icon is contingent upon the employee having a current leaves balance for the year. If an employee's current leaves balance is zero, the "add" icon will be disabled.
- Employee can also check their available leave count for the current year.
- Additionally, they have the capability to view the monthly consumed leaves, based on the selected month.

| PL's | | |
|------------------|---|-----------|
| Current Balance |  | |
| 1/11 | | |
| Monthly Consumed | 2/2024 | Available |
| 0 | <  > | 10 |

| CL's | | |
|------------------|---|-----------|
| Current Balance |  | |
| 1/7 | | |
| Monthly Consumed | 2/2024 | Available |
| 0 | <  > | 6 |

- Based Upon on clicking the Casual Leave (CL) and Privilege Leave (PL) add icons, the leave form becomes visible.
- The leave type is automatically set based on the icon selected.
- Only when all the required information is provided will the "Apply Leave" button be enabled, allowing the employee to submit the leave application successfully.

Leave

6 Casual Leaves

10 Privilege Leaves

Employee Name: *

Gouri Shankar kataka

Leave Type: *

PL

Leave Reason: *

Select Leave Reason

Is HalfDay Leave:

☐

From Date: *

Select From Date

To Date:

Select To Date

Leave Narration: *

Enter Leave Narration

Apply Leave

➤ My Leaves :

- On this screen, employees can view their applied leaves, filtered based on the selected leave status.
- If a leave has not been utilized, employees have the option to reschedule it. However, it's important to note that once a leave has been utilized, rescheduling is not permitted.
- To apply for a new leave, employees can click the "Apply Leave" button, which will make the leave application form visible.

Dashboard / Employee / My Leaves

My Leaves

☒ Pending ☐ Accepted ☐ Approved ☐ Rejected

+ Apply Leave

Clear

Choose Columns

Search Keyword

| Actions | Status | Leave Type | From Date | To Date | Half Day Leave | Declined | Accepted At | Approved At |
|---------|--------|------------|-------------|-------------|----------------|----------|-------------|-------------|
| | | CL | 23-Feb-2024 | 23-Feb-2024 | x | x | | |

➤ **Apply Leave Form :**

- The employee's name is automatically bind in the leave form based on the logged-in employee.
- Within the leave form, employees can view the number of Casual Leave (CL) and Privilege Leave (PL) counts based on the selected employee name.
- The available leave counts determine which leave types are visible in the leave type menu.
- If an employee's CL and PL leave counts are zero, only Work From Home (WFH) and Leave Without Pay (LWP) options are shown in the leave type menu.
- Depending on the selected leave type, employees can apply for the specific leave they are eligible
- To proceed with the leave application, the employee needs to enter all the valid details, and only when this information is complete will the "Apply Leave" button be enabled.

Leave

6 Casual Leaves 10 Privilege Leaves

Employee Name: *
Gouri Shankar kataka

Leave Type: *
Select Leave Type

Leave Reason: *
Select Leave Reason

Is HalfDay Leave:
☐

From Date: *
Select From Date

To Date:
Select To Date

Leave Narration: *
Enter Leave Narration

Apply Leave

➤ My Profile(My Account) :

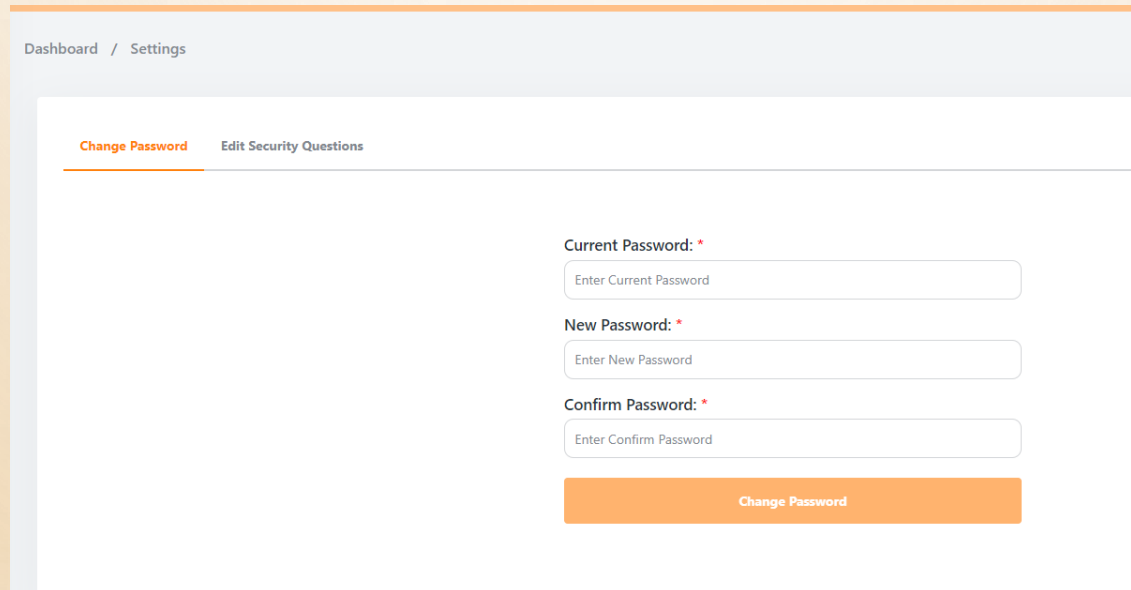
- By clicking on "My Profile," the interface displays menus such as "Privacy," "Settings," and "Logout."
- If an employee chooses the "Settings" menu, it navigates them to the password change and security question page, allowing them to manage their account security.
- Alternatively, if an employee clicks the "Logout" button, the system directs them to the login page, ensuring a secure logout process.

The screenshot displays the 'My Leaves' section of the Calibrage Human Resource Management Services interface. The page features a sidebar with navigation options: DASHBOARDS, Employee, EMPLOYEE, and My Leaves (selected). The main content area shows a table of leave requests with columns for Actions, Status, Leave Type, From Date, To Date, Half Day Leave, Declined, Accepted At, and Approved At. The table contains 10 rows of data, with the 5th row highlighted in grey. A legend at the top indicates the status of the leave: Pending (orange circle), Accepted (white circle), Approved (blue circle), and Rejected (red circle). A '+ Apply Leave' button is visible in the top right corner. A dropdown menu in the top right corner shows options: Privacy, Settings, and Logout.

| Actions | Status | Leave Type | From Date | To Date | Half Day Leave | Declined | Accepted At | Approved At |
|---------|--------|------------|-------------|-------------|----------------|----------|-------------|-------------|
| | | PL | 18-Apr-2024 | 18-Apr-2024 | X | X | | |
| | | CL | 14-Mar-2024 | 14-Mar-2024 | X | X | | |
| | | PL | 30-Apr-2024 | 30-Apr-2024 | X | X | | |
| | | PL | 29-Aug-2024 | 29-Aug-2024 | X | X | | |
| | | WFH | 21-Jun-2024 | 21-Jun-2024 | X | X | | |
| | | CL | 15-Mar-2024 | 15-Mar-2024 | X | ✓ | | |
| | | PL | 25-Oct-2024 | 25-Oct-2024 | X | X | | |
| | | PL | 11-Oct-2024 | 11-Oct-2024 | X | X | | |
| | | WFH | 10-Oct-2024 | 10-Oct-2024 | X | X | | |
| | | WFH | 09-Sep-2024 | 09-Sep-2024 | X | X | | |

➤ Settings :

- Selecting "Settings," the system navigates the user to the "Change Password" and "Edit Security Questions" page.
- **Change Password:**
- If an employee decides to change the password and enters a valid password, then only the "Change Password" button enabled
- If the employee clicks the enabled "Change Password" button, the system processes the request, and the password is successfully changed.



The screenshot displays a web application interface for changing a password. At the top, a breadcrumb trail shows 'Dashboard / Settings'. Below this, there are two tabs: 'Change Password' (which is active and underlined in orange) and 'Edit Security Questions'. The main content area contains three input fields, each with a red asterisk indicating a required field. The first field is labeled 'Current Password: *' and contains the placeholder text 'Enter Current Password'. The second field is labeled 'New Password: *' and contains the placeholder text 'Enter New Password'. The third field is labeled 'Confirm Password: *' and contains the placeholder text 'Enter Confirm Password'. At the bottom of the form is an orange button labeled 'Change Password'.



- **Edit Security Questions :**
- To modify an employee's visible security questions, click the edit icon.
- Employees who have saved more than two questions will have the delete icon enabled, allowing them to remove unnecessary security questions.
- Clicking the delete icon removes the selected security question.
- If an employee wishes to add new security questions, they can click on the "Add New Questions" option.

[Change Password](#) [Edit Security Questions](#)

Note:

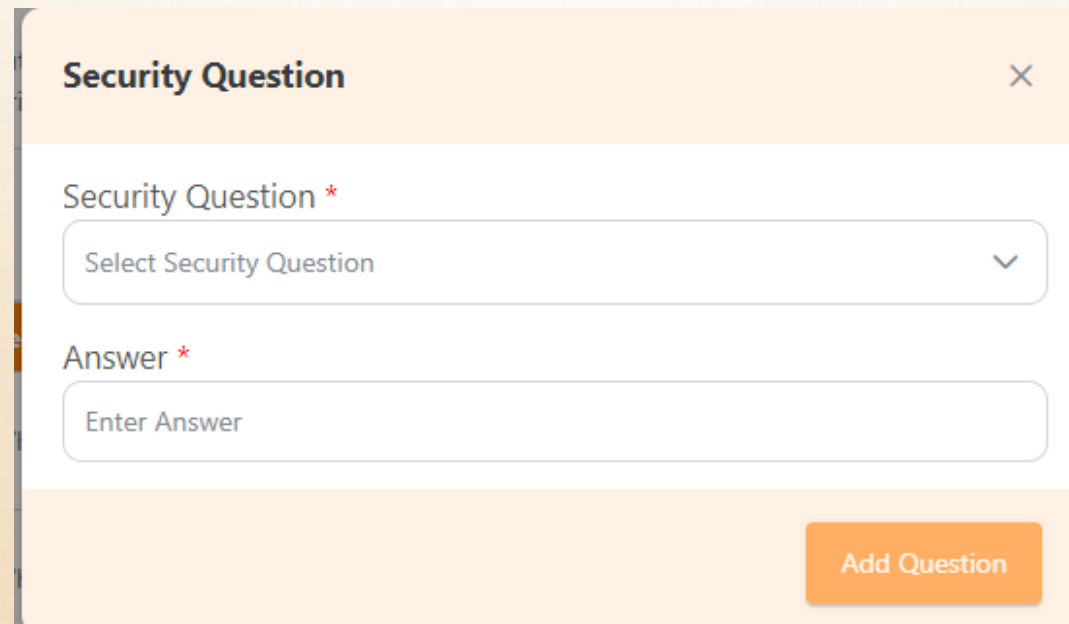
1. Minimum two questions need to be answered out of 15 questions for recovering the password when you lost it.
2. When you selected more questions while recovering a password system randomly request 2 questions only.

+ Add New Question

| | Security Questions | Answer |
|---|----------------------------------|--------|
|  | What is your employee ID number? | 100 |
|  | What is your date of birth? | May 20 |

➤ **Add New Security Questions :**

- If an employee wishes to add security questions, they can do up to a maximum of 15 questions.
- After providing valid data for each question, the "Add" button becomes enabled. Clicking the "Add" button is required to save the newly added security questions.



The screenshot shows a modal window titled "Security Question" with a close button (X) in the top right corner. The form contains two required fields, each marked with a red asterisk (*). The first field is a dropdown menu labeled "Security Question *" with the placeholder text "Select Security Question" and a downward arrow. The second field is a text input labeled "Answer *" with the placeholder text "Enter Answer". At the bottom right of the modal, there is an orange button labeled "Add Question".