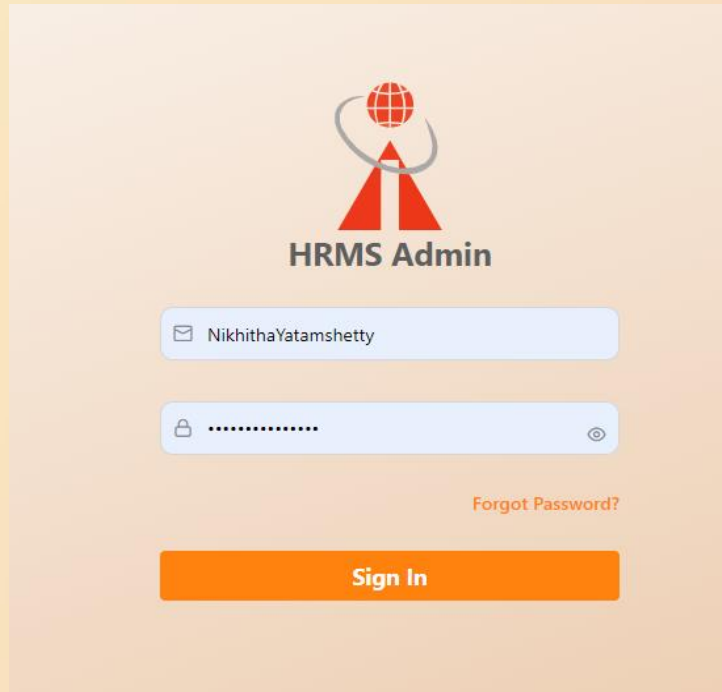# Human Resource Management Services

## ❖ Login Screen
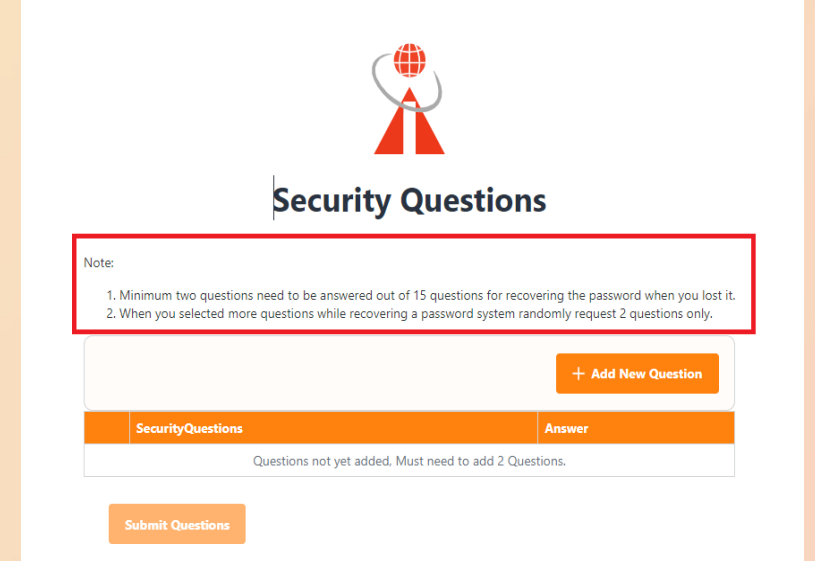
- Collect credentials from the HR administrator.

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

## ❖ First time login

- 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.

## ❖ 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.

➢ **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.
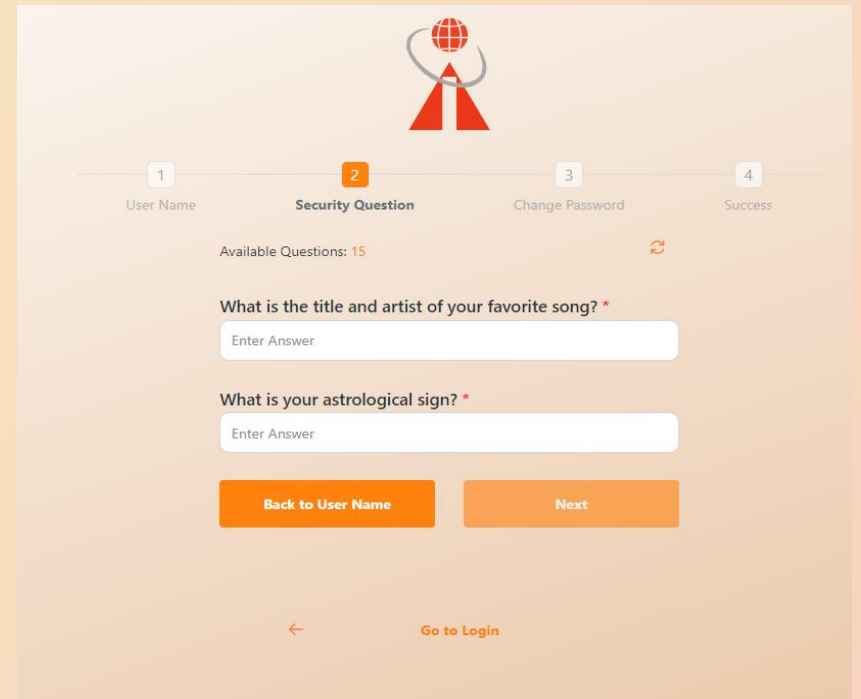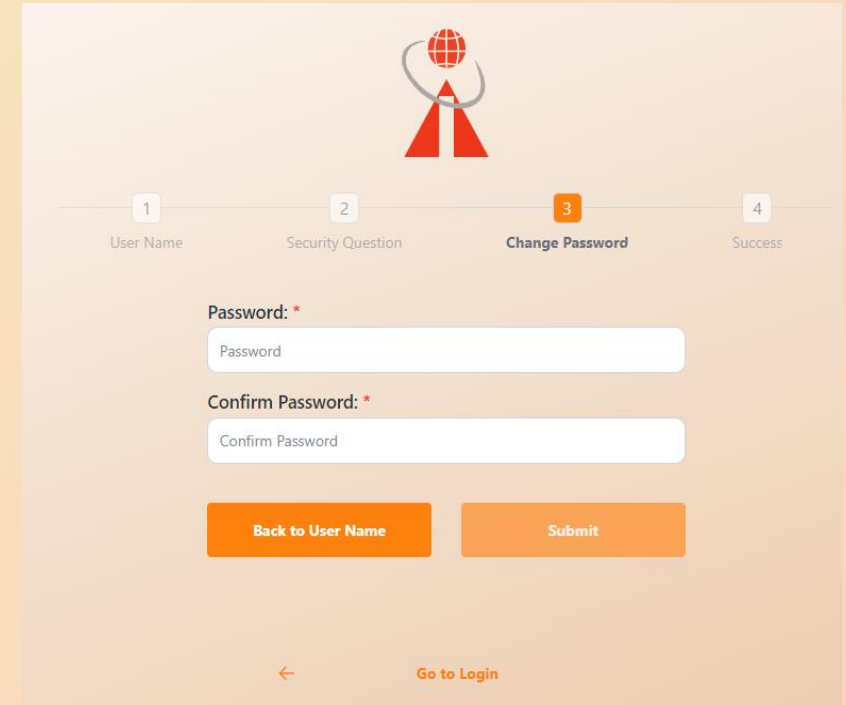
## Security Questions :

- 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.

## ➤ 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.
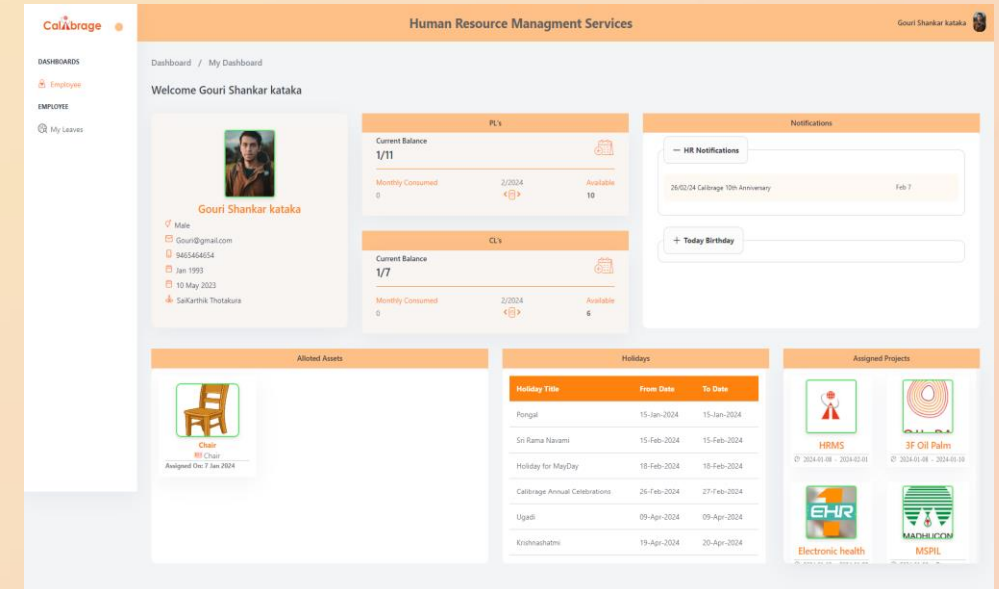
## ➢ Success Message :

- 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.
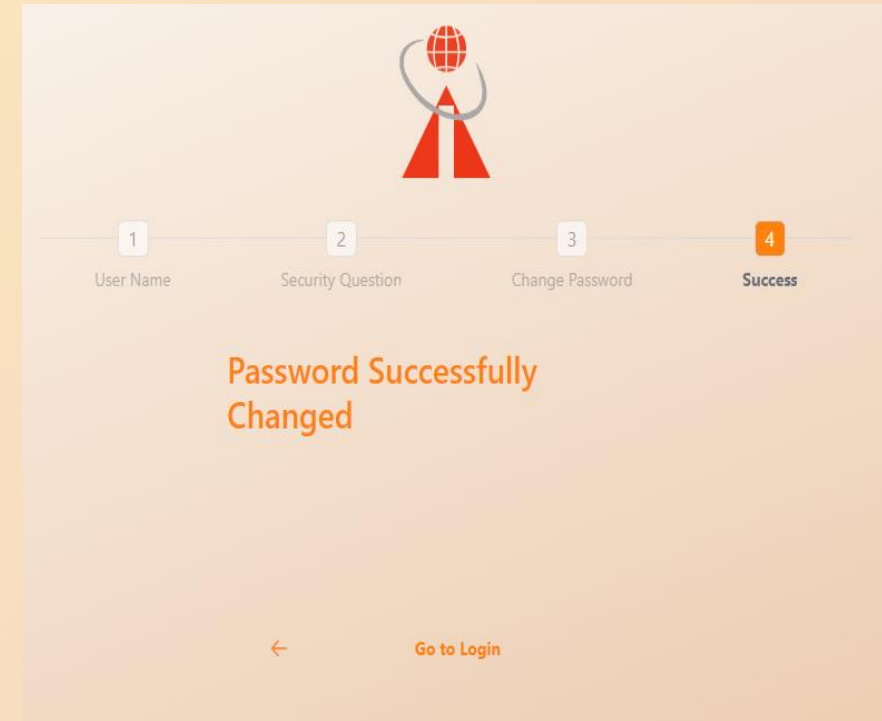
## ❖ Employee Login

### 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