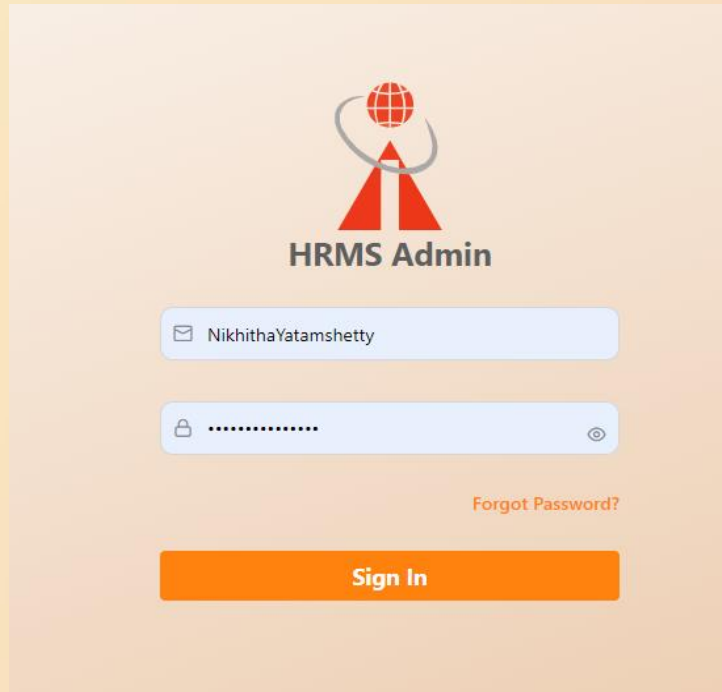




Human Resource Management Services

❖ Login Screen

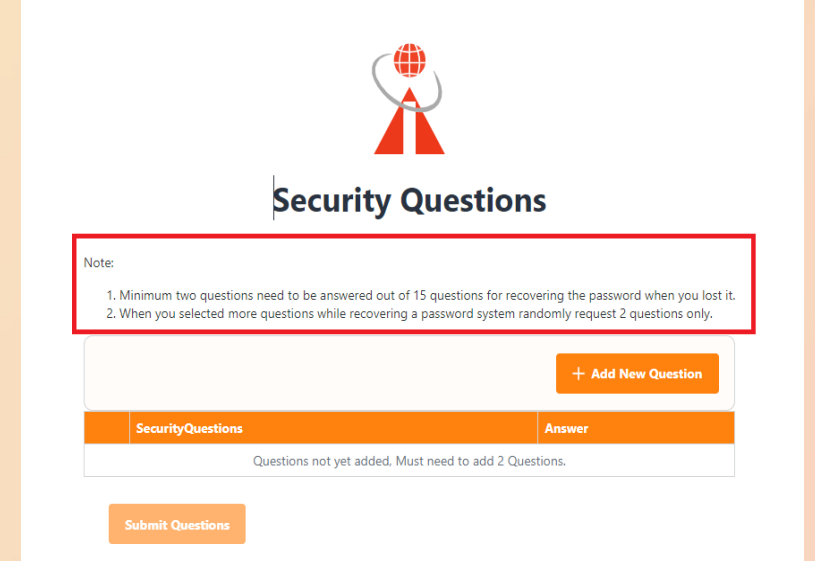
- Collect credentials from the HR administrator.
- To log in, use the provided credentials, which are your username and password.



The image shows a login screen for 'HRMS Admin'. At the top center is a logo consisting of a red globe with a grey orbital ring, positioned above two red upward-pointing triangles. Below the logo, the text 'HRMS Admin' is displayed in a bold, dark grey font. Underneath the text are two light blue input fields. The first field contains an envelope icon and the text 'NikhithaYatamshetty'. The second field contains a lock icon, a series of dots representing a password, and an eye icon on the right side. Below the password field is a link that says 'Forgot Password?'. At the bottom of the form is a solid orange button with the text 'Sign In' in white.

❖ 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.



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

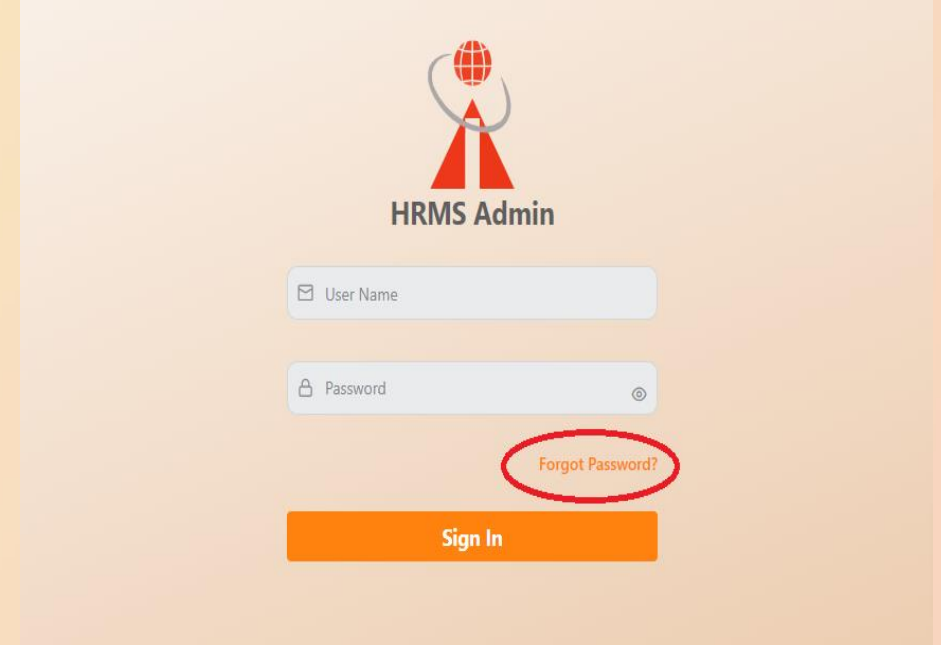
SecurityQuestions	Answer
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Questions not yet added. Must need to add 2 Questions.

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.



A diagram showing a four-step process for password recovery: 1. User Name, 2. Security Question, 3. Change Password, and 4. Success. Step 1 is highlighted with an orange square.

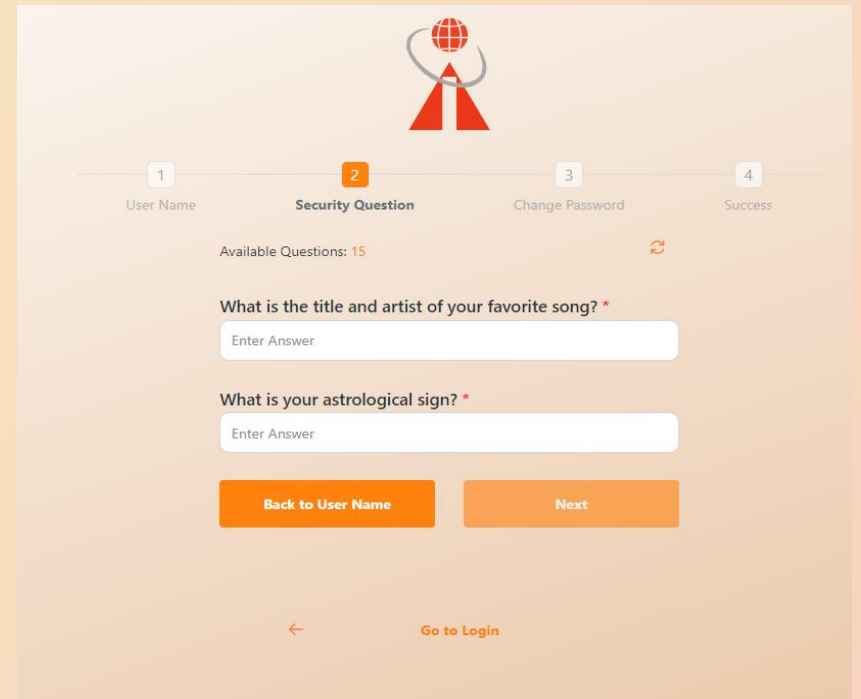
User Name *

Next

← Go to Login

➤ Security Questions :

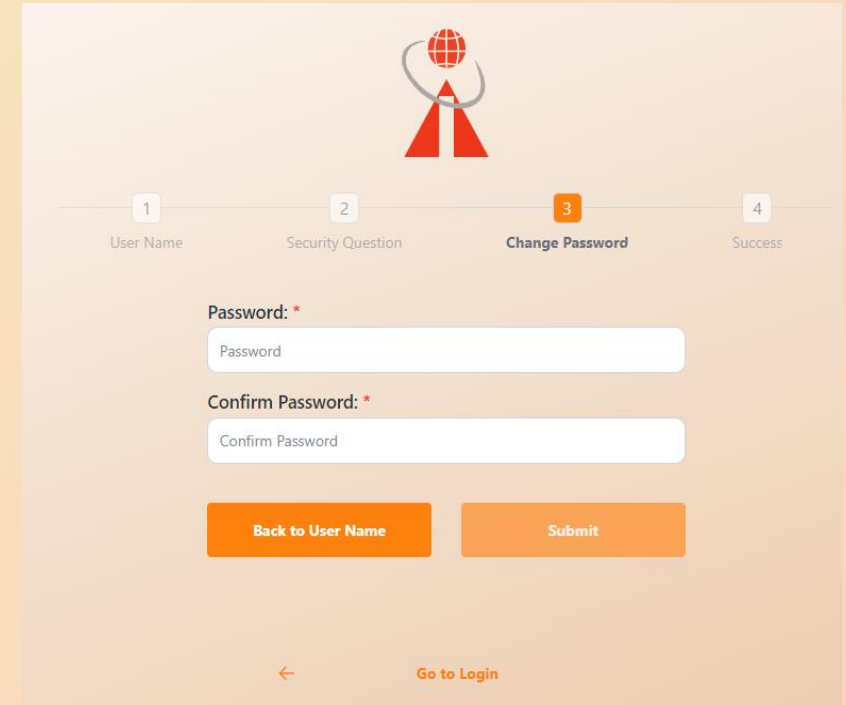
- Once the employee enters the authorized username, they will be prompted with security questions.
- After providing valid answers to the displayed questions, the “Next” button will become enabled.
- If the employee chooses to save more than two questions, the system will display the count of available 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.



The image shows a web interface for changing a password. At the top, there is a logo consisting of a red globe with a grey arrow pointing upwards. Below the logo is a progress bar with four steps: 1. User Name, 2. Security Question, 3. Change Password (highlighted in orange), and 4. Success. The main form area contains two input fields: 'Password: *' and 'Confirm Password: *'. Below these fields are two orange buttons: 'Back to User Name' and 'Submit'. At the bottom right, there is a red arrow pointing left and a link 'Go to Login'.

1 User Name 2 Security Question 3 Change Password 4 Success

Password: *

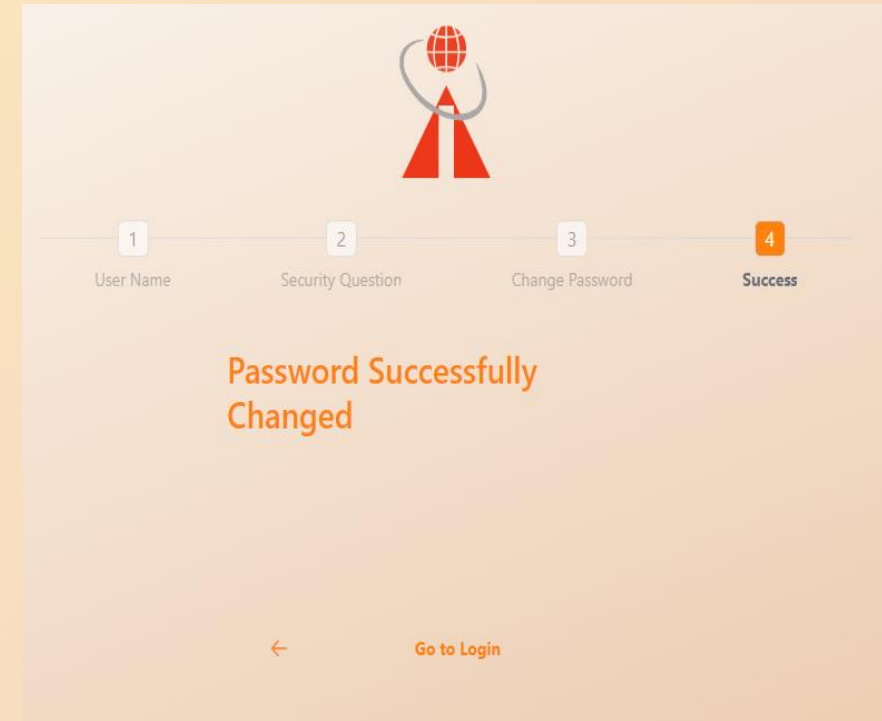
Confirm Password: *

Back to User Name Submit

Go to Login

➤ **Success Message :**

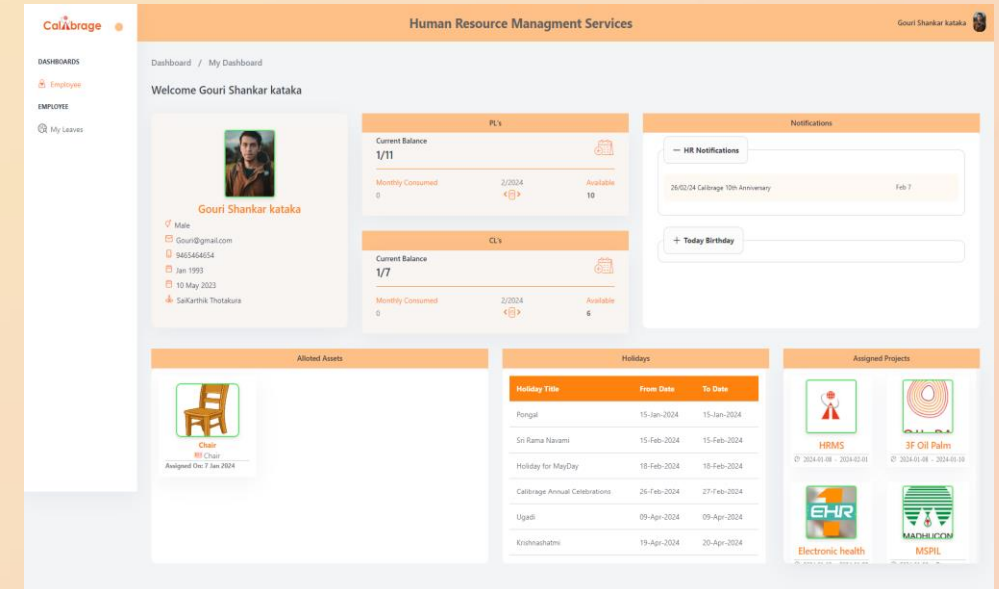
- After submitting the form, the employee successfully updated the password.
- To proceed to the login page, click on “*Go to Login*” when the employee wishes to navigate to the login section.



❖ 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”*.



A decorative graphic on the left side of the slide. It features a stylized globe with a grid pattern at the top, and below it, a stylized figure or shape that resembles a person or a letter 'A' with a curved line passing through it.

Thank You