



Sign in

Username 

Password 

☐ Show password

LOGIN

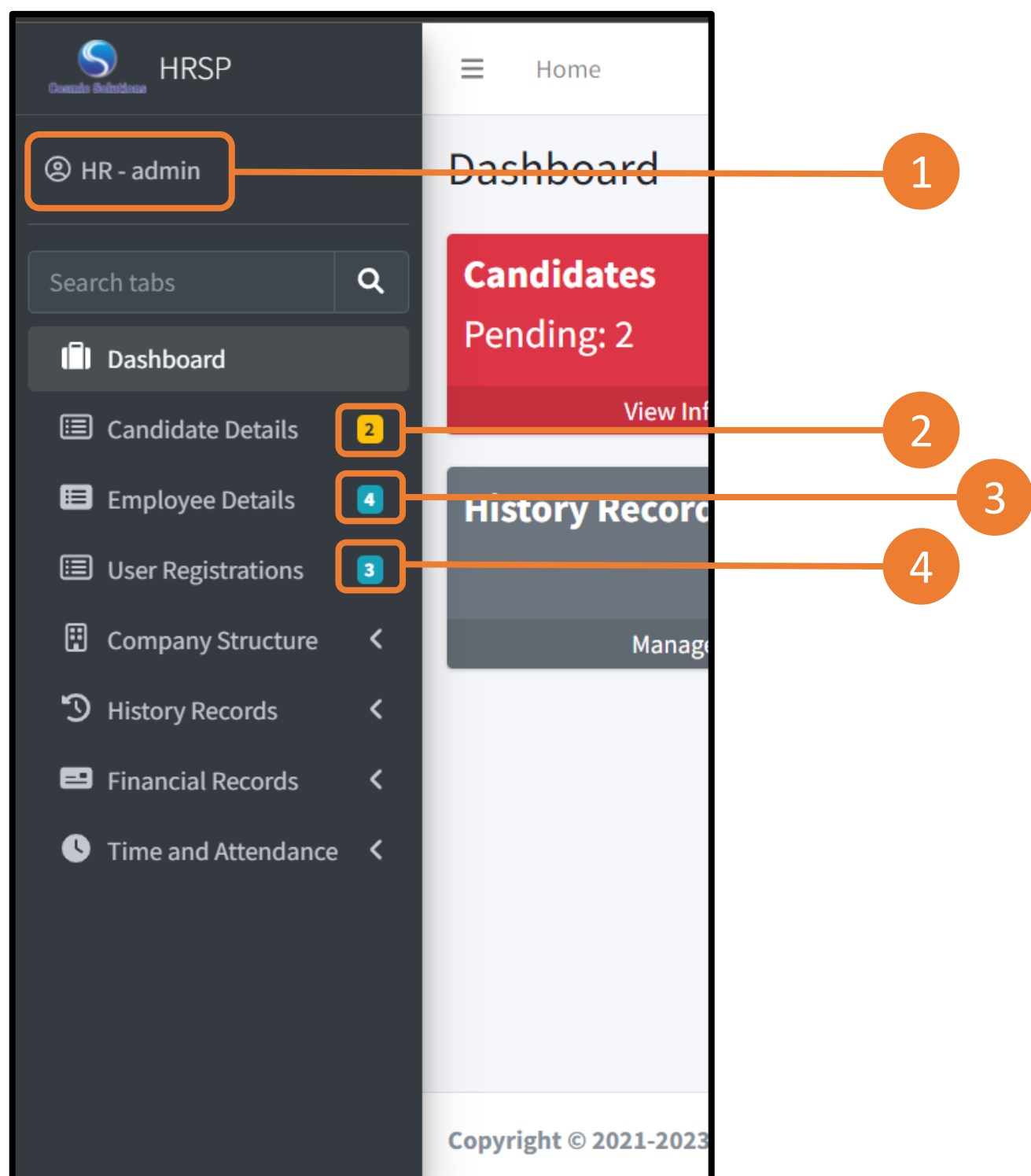
1

2

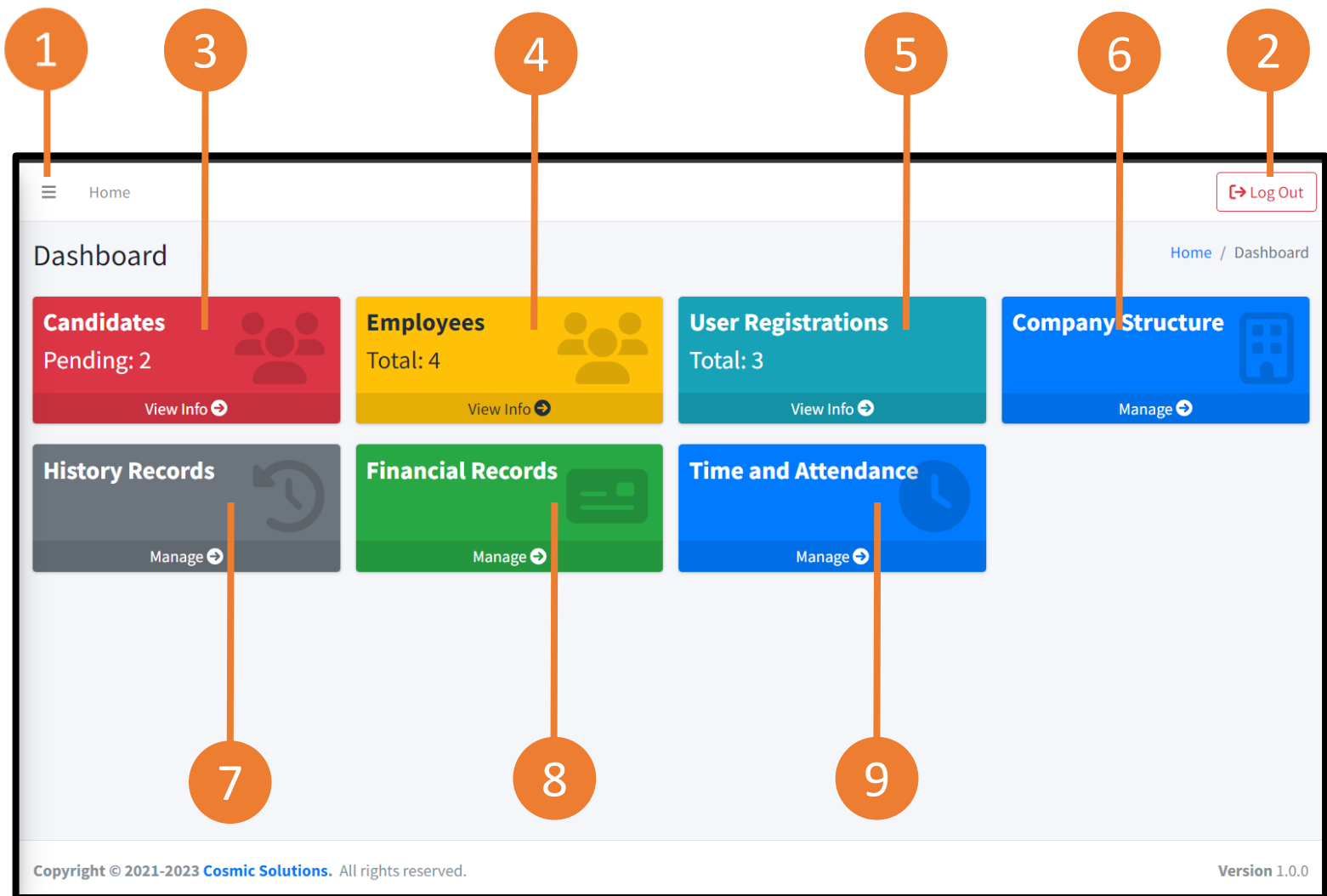
3

User does not exist!

- Enter Username(1) and Password(2) provided by the developer for the first user
  - Enter Username(1) and Password(2) Provided by HR
  - Press Login(3) to log in.
  - if your password is wrong it will display as wrong Password
- OR
- If you enter the wrong Username it will display as User does not exist!



- (1) display user role in co. and username.
- (2) indicate the number of candidate's applications pending.
- (3) indicate the number of newly hired employees with missing details.
- (4) indicate the number of users registered.



- (1) Menu
- (2) Logout
- (3) Candidate Detail
- (4) Employee Detail
- (5) User Registration
- (6) Company Structure
- (7) History Record
- (8) Financial Record
- (9) Time and Attendance



Add New

Add new detail

Delete detail

Delete

Update

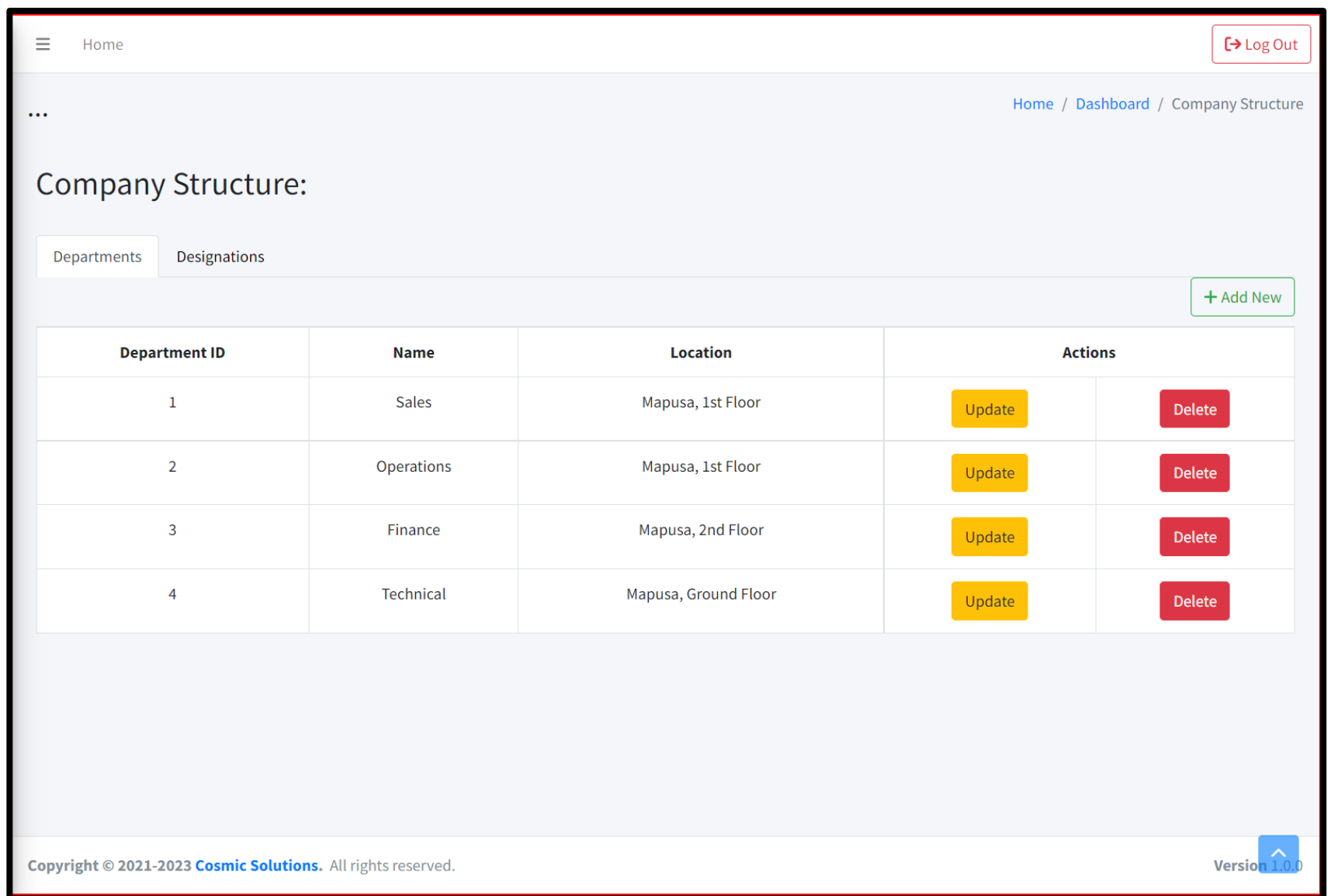
Update/Edit detail

Accept request/application from  
Employee/candidate

Accept

Submit

Submit update or new  
detail



- Click **add new** to add a new department which will display the form to fill and **submit**.
- Click **update** to update department detail make changes and **submit**.

Department Update form: ×

Update details here:

**Department Name:**

**Department Location:**

Submit

Designation form: ×

Enter Designation details here:

**Select Department:**  

Sales ▾

**Designation:**

**Base Salary:**

**Overtime Pay:**  

Amount-per-hour(Rs)

Submit

Designation Update form: ×

Update details here:

**Department:**  

Technical

**Designation:**  

Senior Technician

**Base Salary:**  


10000

**Overtime Pay:**  

100

Submit

- Click **add new** to add designation which will display the form to fill and **submit**.
- Click **update** to update designation detail make changes and **submit**.



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Candidate Details:

+ Add New

Candidate ID	Full name	Date of Birth	Age	Gender	Address	Contact number	E-mail	Actions		
1	Heer Dani	1998-02-15	24	Female	63, SushmitaPur, Gangtok - 318607	8112009730	dmalpani@gmail.com	Delete	Update	Accept
2	Trishana Ramnarine	1999-05-25	22	Female	50, Kusum Apartments, Amrita Nagar Bhopal - 287860	4587138433	qyogi@wason.ac.in	Delete	Update	Accept
3	Hrishikesh Brar	2000-12-08	21	Male	73, Hinjewadi, Dehra Dun - 123342	6292134222	ibali@hotmail.com	Delete	Update	Accept
4	Richa Rai	2001-04-05	20	Female	76, Shashank Nagar, Surat - 487508	4073700112	gera.sirish@sahota.in	Delete	Update	Accept
5	Sushant Tara	1995-12-15	26	Male	10, Atul Apartments, Ram GopalGunj Vadodara - 512831	3592399333	jaswant87@bala.com	Delete	Update	Accept
6	Sahil Barman	1996-12-04	25	Male	14, Lalita Heights, Malad Kolkata - 170752	8218400533	hsuri@shankar.ac.in	Delete	Update	Accept

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Candidate form:

Enter your details here:

Full Name:

Date of Birth:

mm/dd/yyyy

Gender:

☒ Male

☐ Female

☐ Others

Address:

Email address:

We'll never share your email with anyone else.

Phone number: (+91)

Experience (in years):

Qualifications:

Submit

Candidate Update form:

Update your details here:

Full Name:

Heer Dani

Date of Birth:

02/15/1998

Gender:

☐ Male

☒ Female

☐ Others

Address:

63, SushmitaPur, Gangtok - 318607

Phone number: (+91)

8112009730

Email address:

dmalpani@gmail.com

We'll never share your email with anyone else.

Experience (in years):

5


Qualifications:

Actions		
Delete	Update	Accept
Delete	Update	Accept
Delete	Update	Accept
Delete	Update	Accept
Delete	Update	Accept
Delete	Update	Accept

Actions		
Delete	Update	Accept
Delete	Cannot update	Accepted
Delete	Cannot update	Accepted
Delete	Cannot update	Accepted
Delete	Cannot update	Accepted
Delete	Update	Accept

- Click **add new** to add candidate which will display the form to fill and **submit**.
- Click **update** to update candidate detail make changes and **submit**.
- There are two more action button **delete** and **accept**
- You can **delete** the candidate detail or by clicking on **accept** the candidate detail will get transferred and appear in employee details






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Log Out

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Employee Details:

Details

Contacts

Qualifications

Employee designations


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Personal Salary

Employee ID	Full name	Date of Birth	Age	Gender	Address	E-mail	Actions	
1	Trishana Ramnarine	1999-05-25	22	Female	50, Kusum Apartments, Amrita Nagar Bhopal - 287860	qyogi@wason.ac.in	Update	Delete
2	Hrishikesh Brar	2000-12-08	21	Male	73, Hinjewadi, Dehra Dun - 123342	ibali@hotmail.com	Update	Delete
3	Richa Rai	2001-04-05	20	Female	76, Shashank Nagar, Surat - 487508	gera.sirish@sahota.in	Update	Delete
4	Sushant Tara	1995-12-15	26	Male	10, Atul Apartments, Ram GopalGunj Vadodara - 512831	jaswant87@bala.com	Update	Delete

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Personal Salary

Employee ID	Employee name	Home	Work	Mobile	Action
1	Trishana Ramnarine	Not added	4587138433	Not added	Update
2	Hrishikesh Brar	Not added	6292134222	Not added	Update
3	Richa Rai	Not added	4073700112	Not added	Update
4	Sushant Tara	Not added	3592399333	Not added	Update

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Personal Salary

Set Designation

Employee ID	Employee name	Department	Designation	Action
1	Trishana Ramnarine	Sales	Sales Assistant	Update

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Designation form:

Assign designation:

Select Employee:

Trishana Ramnarine

Select Designation:

Senior Technician

Submit

Designation Update form:

Update details here:

Department:

Technical

Designation:

Senior Technician

Base Salary:


10000

Overtime Pay:

100

Submit

- After hiring employee user should add/set details manually such as contact ,personal salary ,employee designation



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Employee Details:


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Employee ID	Employee name	Designation	Salary Amount(Rs.)	Edit Salary
1	Trishana Ramnarine	Sales Assistant	10000	Edit


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- After setting designation the employee’s salary will be given as per his/her designation.
- In Employee details – Personal salary Tab, here you can edit employee’s salary as in incrementing/decrementing the amount which will be taken into consideration when giving salary to the employee.

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User Registrations:

Login/user Role

Users Registrations

+ Add New

Role ID	Role	Action
1	HR	Cannot delete
2	Supervisor	Delete
3	Manager	Delete

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User Role form: ×

Enter User Role here:

Role:

Submit

- In user registration user can provide user login detail to as per employee's role
- Click **add new** fill required detail and submit

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User Registrations:

Login/user RoleUsers Registrations

+ Add New

User ID	Role	User Name	Actions	
1	HR	admin	Update	Cannot delete
2	Manager	Manager1	Update	Delete
3	Supervisor	Person1	Update	Delete

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User details form:

Enter your user details here:

Select Role:

Technician

User Name:


IT Guy

Password:

ONI@333

Submit

- Click **add new** select role ,user name and password in form and **submit**
- Click **update** make changes on from and **submit**

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History Records:

Job History

Disciplinary History

Salary History

Overtime Pay History

+ Add New

Employee ID	Employee	Designation	Start Date	Action
3	Trishana Ramnarine	Technician	2022-03-21	<div>View</div>
2	Hrishikesh Brar	Technician	2022-03-21	<div>View</div>
1	Sahil Barman	Accountant	2022-03-21	<div>View</div>

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Job History form: ×

Enter Job History Record:

Select Employee:

Sahil Barman

Start Date :

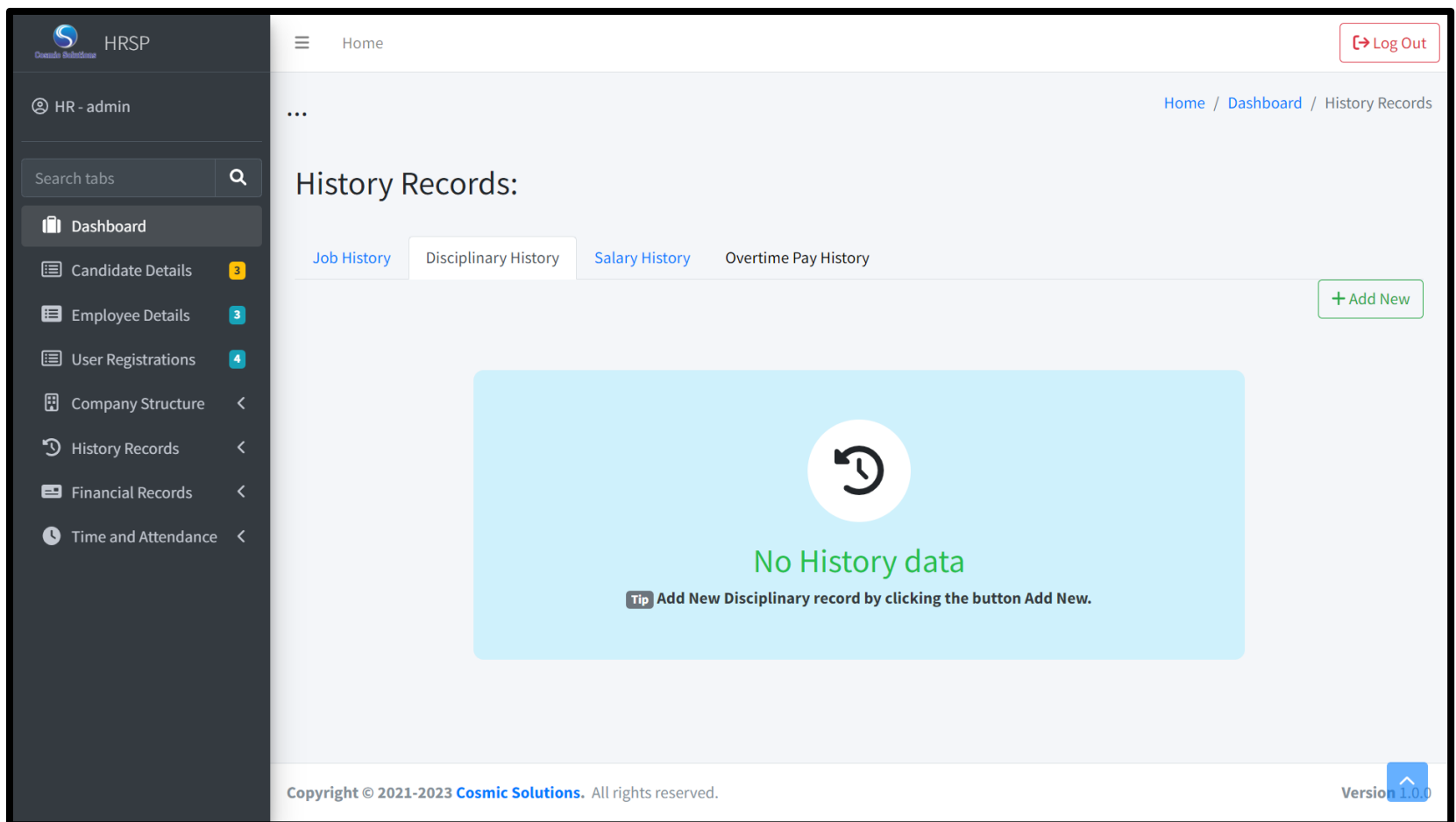
03/21/2022

Select Designation:

Accountant

Submit

- Job history displays employee job history and by clicking on **view** it will display more previous history of the employee
- Click add new to add job history record fill up all required detail and **submit(optional)**



Disciplinary History form: ×

Enter Disciplinary History Record:

**Select Employee:**


Sahil Barman ▼

**Date :** 03/21/2022 📅

**Behaviour standard:**

**Disciplinary action ▲:**

- Click **add new** to add disciplinary history fill the form and **submit**



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Finance Records:

Salary PaymentsOvertime PaymentsCompensation

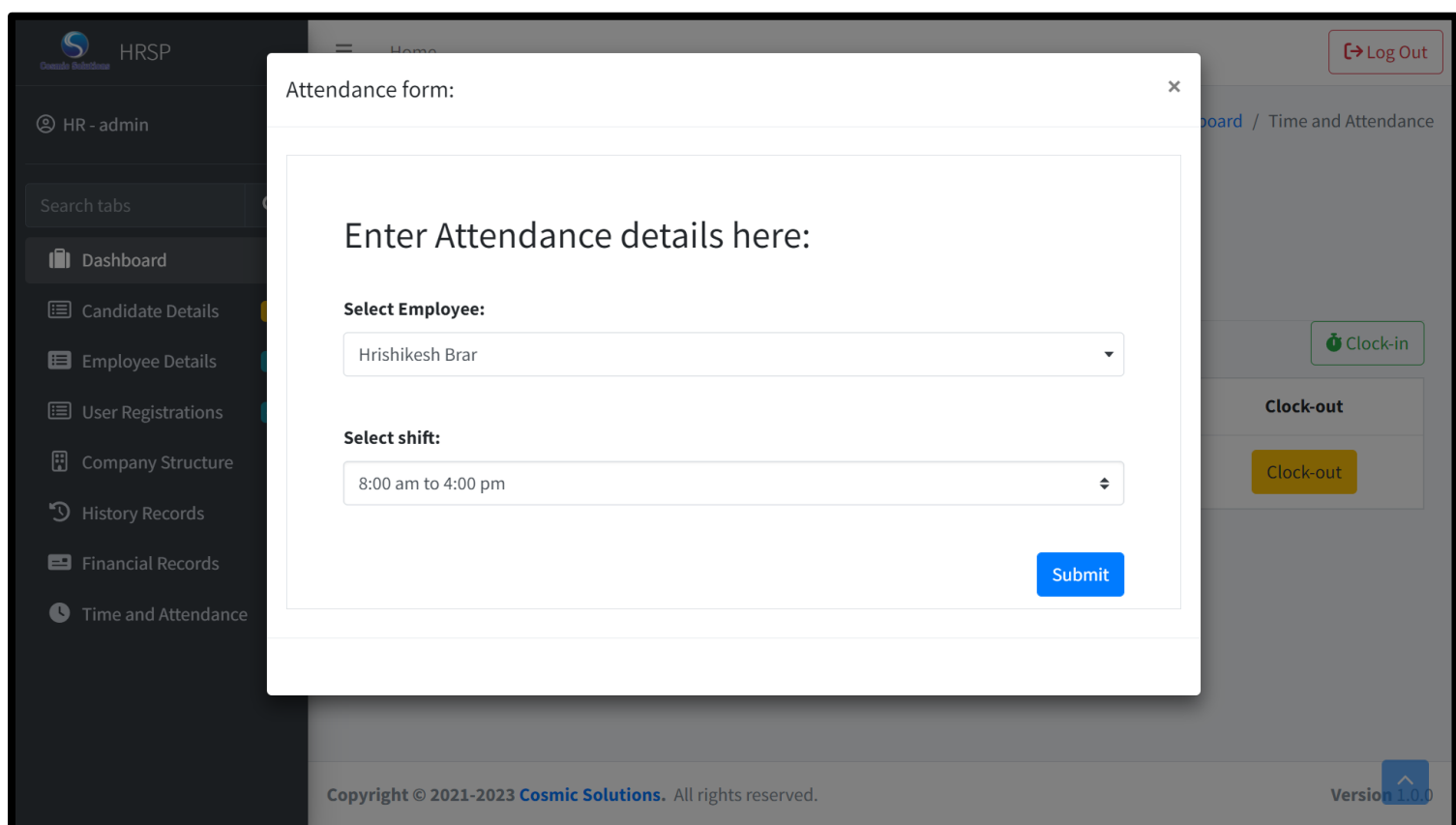
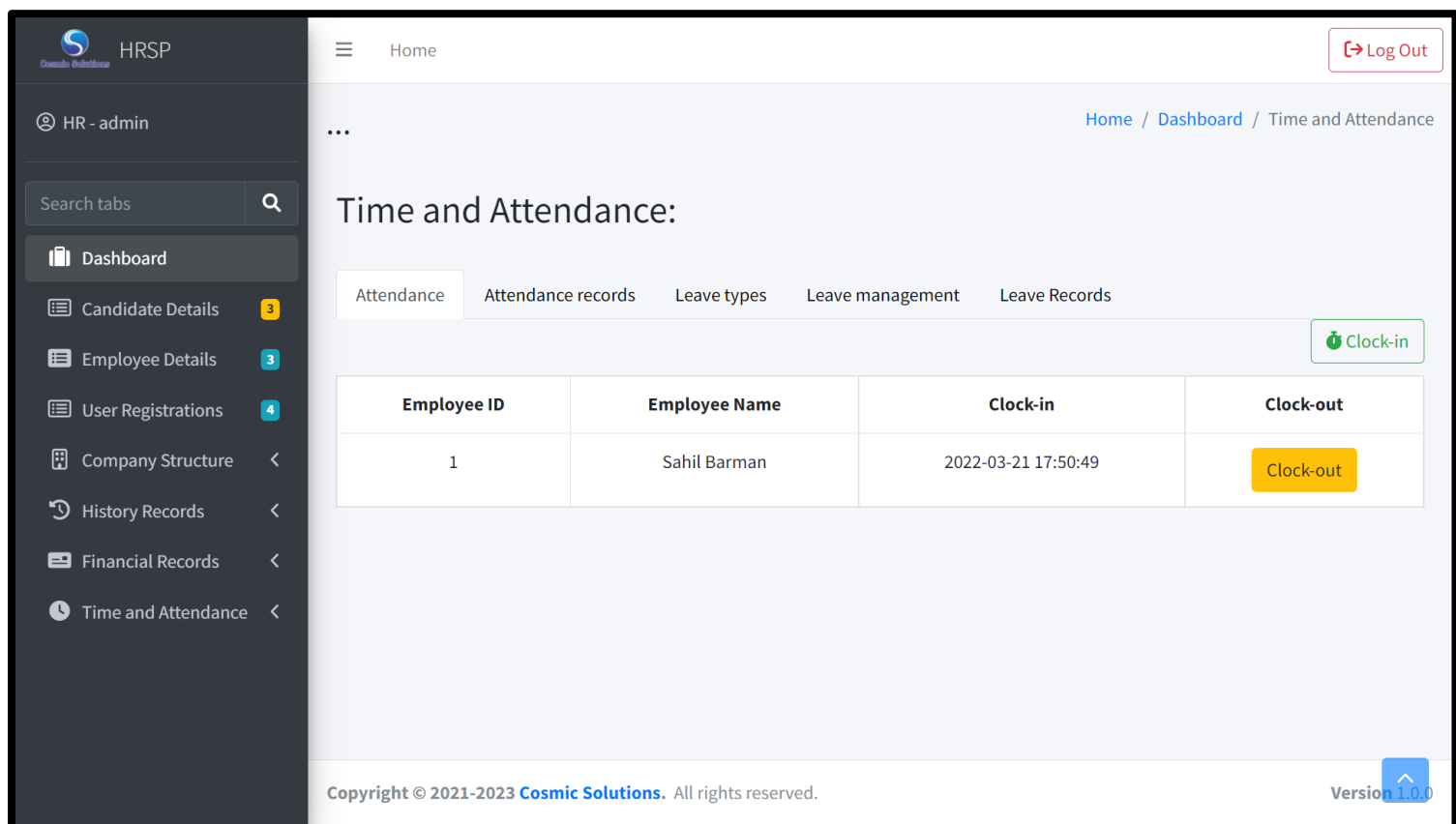
Clear AllAdd New

Employee ID	Employee	Amount (Rs.)	Date	Clearance	Actions	
1	Sahil Barman	11000	2022-03-21	pending	Edit	Clear
2	Hrishikesh Brar	10000	2022-03-21	pending	Edit	Clear
3	Trishana Ramnarine	10000	2022-03-21	pending	Edit	Clear

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- In salary payment displays the pending salary payment of employees
- Click **add new** to add employee salary
- Click **edit** to change detail
- Click **clear** to clear the payment of employee salary
- Click **clear all** to clear all the pending payment of all employees salary at once





- Click **clock in** which will display form to fill select employee and shift and **submit**
- This will clock-in the employee marking his attendance and the clock-out when the employee is leaving/logging-out
- This Module follows a 8 hour timeframe for working shift.