

Administrator's User Manual for Saffron HRMS



Version 0.9

Contents

1.0 Audience	4
2.0 Supported Environment	4
2.1 Minimum Hardware Requirements	4
2.2 Software Requirements	4
3.0 Installing Saffron HRMS	5
4.0 The System	6
5.0 Admin Module	7
5.1 Organization	8
5.2 Job	11
5.3 Qualifications	19
5.4 User Management	25
5.5 Notification	
5.6 Project Info	28
6.0 PIM Module	32
6.1 Configuration	
6.2 Employee List	33
6.3 Add Employee	34
6.4 Add job for Employee	35
7.0 Leave Module	37
7.1 Configure	
7.2 Leave Entitlements	
7.3 Reports	
7.4 Leave List	38
7.5 Leave Summary	38
7.6 Assign Leave	39

8.0 Time Module40
8.1 Time Sheets
8.2 Attendance41
8.3 Reports
9.0 Recruitment Module
9.1 Candidates
9.2 Vacancies
10.0 Performance Module
10.1 KPI List
10.2 Add KPI
10.3 Copy KPI
10.4 Add Review
10.5 Reviews
11.0 Troubleshooting42
12.0 Frequently Asked Questions

1.0 Audience

This document is intended as a complete guide for using Saffron HRMS. This document is specially designed for non-specialists; specialists may find the document a useful point of reference. By reading this guide, you will learn how to use Saffron HRMS through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of Saffron HRMS.

2.0 Supported Environment

2.1 Minimum Hardware Requirements

- Processor - Intel x86 Architecture 3GHz processor or equivalent
- RAM - 2 GB RAM
- Hard Disk - 40GB

***Note:** This configuration will support up to 100 users. If you have more users, this configuration may not be sufficient. Please contact saffronsupport@techindyeah.com to get the optimized hardware requirements.

2.2 Software Requirements

- Operating System - Windows XP, Windows 7, Windows Server 2003, Windows Server 2008, Linux distributions such as Ubuntu, Fedora, Red hat.
- Apache Version - Apache 2.2
- MySQL Version - 5.1.36
- PHP Version - 5.3.5, 5.2.10-2Ubuntu6.4
- Browser - Internet Explorer 8, Firefox, Google Chrome, Safari

***Note:** JavaScript should be enabled in all the browsers

- Web Server Packages - XAMPP, WAMPP, LAMPP

***Note:** If PHP, MySQL & Apache are manually configured, web server packages are not required.

3.0 Installing Saffron HRMS

Saffron HRMS is installed in three steps:

1. Unzip the package.
2. Upload the Saffron HRMS folders and files to your server. Normally the welcome.php file will be at your root.
3. Open the "application/config/database.php" file with a text editor and choose your database name, username and password.

(By default Name of Database is "db_saffron_hrms", Username of Database is "root" and password field is blank.)

That's it!

If you're new to Saffron HRMS, please read the User Guide to begin learning how to use Saffron HRMS.

Enjoy!!!!

4.0 The System

Log-in to the Saffron HRMS System using the Administrator account that you created.

The login panel features the Saffron HRMS logo at the top, which includes a stylized pink flower. Below the logo are two input fields: 'Username' and 'Password'. Underneath these fields are three buttons: a green 'Sign in' button, a blue 'Punch IN' button, and an orange 'Punch OUT' button.

Saffron
HRMS
beta
by techIndyeh!!

Username

Password

Sign in

Punch IN

Punch OUT

Figure 1.0: Login Panel

5.0 Admin Module

The Admin Module provides you with full control of all settings that affect the action of your Saffron HRMS implementation. Through the Admin Module, you can:

- Define the company hierarchy, pay grades, work shifts, projects, qualifications etc.
- Add other administrators, and set access levels for each user
- Handle security issues
- Configure email notifications

The Admin Module is the central control of the system and setting it up accurately is important for smooth operation.

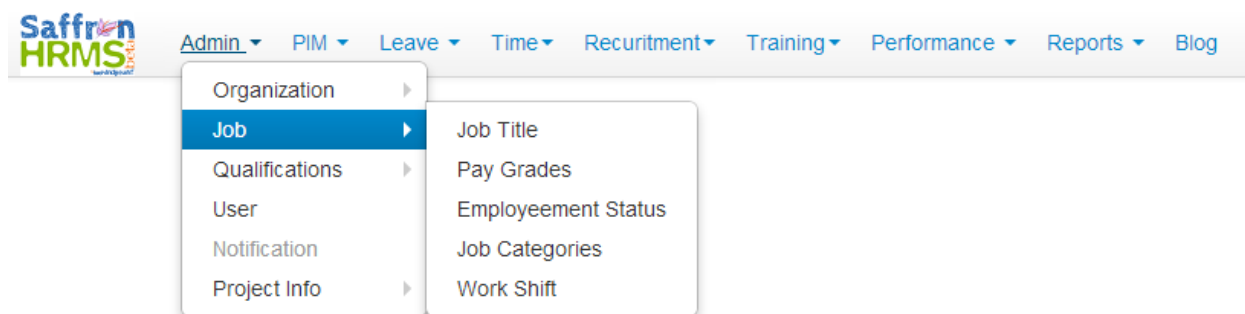


Figure 1.1: Admin Module

The Admin Module consists of:

Organization: Allows the Admin to enter/store general company info, structure of the organization and locations of sites.

Job: Allows the Admin to define job titles, pay grades, employment status, job categories and work shifts.

Qualifications: Define various skills set, education background, license types and languages

User: Add multiple Admin who will control the system, create logins for general users through ESS Users.

Notification: Define different nationalities

Project Info: Allows the Admin to define Projects and Customers.

5.1 Organization

All information about the organization, the structure and locations are defined here.

General Information

Basic details of the company can be entered on this screen. To start adding information, go to Admin>> Organization>> General Information and click “Edit”.

Click “Update” once fields are entered as shown in Figure 1.2.

General Information X

Organisation Name :	<input type="text" value="TechIndyeh Software Private Li"/>	Tax ID :	<input type="text" value="2345"/>
Number of Employees :	<input type="text" value="9"/>	Registration Number :	<input type="text" value="1234"/>
Phone :	<input type="text" value="3340642000"/>	Fax :	<input type="text" value="0"/>
Email :	<input type="text" value="info@techIndyeh.com"/>		
Address 1 :	<input type="text" value="2/61, Ground Floor"/>	Address2 :	<input type="text" value="Netaji Nagar"/>
City :	<input type="text" value="Kolkata"/>	State/Province :	<input type="text" value="West Bengal"/>
Zipcode :	<input type="text" value="700092"/>	Nation :	<input type="text" value="India"/>

TechIndyeh HRMS ver 2.7.1-rc.1 © HRMS Inc. 2005 - 2012 All rights reserved.

Figure 1.2 : General Information

Locations

Under Locations, the Admin can add details of sites and branches of the company. You are also able to track the number of employees working for a particular location once employees are tagged to the locations when building up the PIM Module.

To add a location go to Admin>>Organization>>Location and click “Add” and the screen as shown in Figure 1.3 would appear.

Click “Create” once the fields are added.

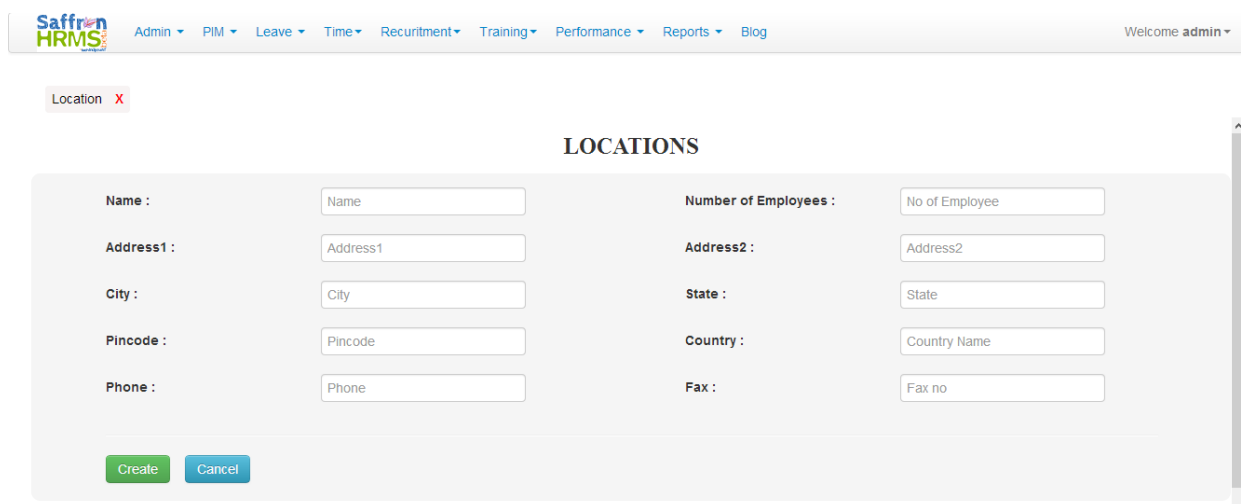
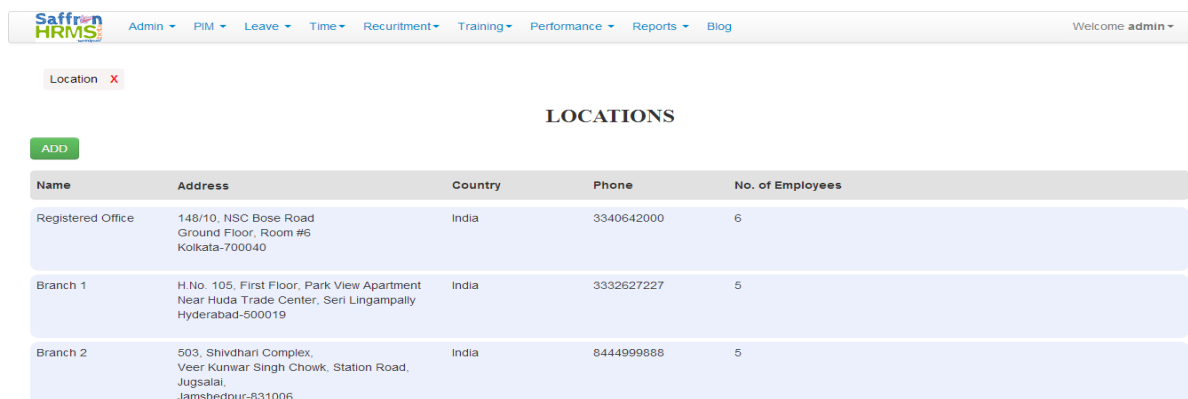


Figure 1.3 : Add Location

Once a location is added, it will be listed as shown in Figure 1.4. You may also enter multiple locations. You may edit location details by clicking upon detail.



Name	Address	Country	Phone	No. of Employees
Registered Office	148/10, NSC Bose Road Ground Floor, Room #6 Kolkata-700040	India	3340642000	6
Branch 1	H.No. 105, First Floor, Park View Apartment Near Huda Trade Center, Seri Lingampally Hyderabad-500019	India	3332627227	5
Branch 2	503, Shivdhar Complex, Veer Kunwar Singh Chowk, Station Road, Jugsalai, Jamshedpur-831006	India	8444999888	5

Figure 1.4: Location List

To delete a location click on the detail and click the Delete button simply.

Structure

This feature allows the admin to define the hierarchy of the company by defining sub units. Since the parent company is already defined in the General Information, it would automatically appear in the Company Structure screen.

***Note:** You need to define the company name of the parent company before you create the Company Structure.

To add a sub- unit to the company structure, go to Admin>> Organization>> Structure and click on [+] as shown in Figure 1.5 and the screen shown in Figure 1.6 would appear.

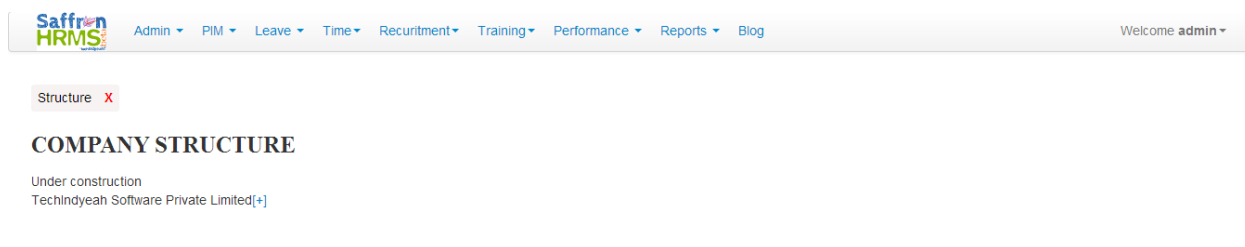


Figure 1.5: Add Sub-Unit

Figure 1.6: Sub-Unit Details

***Note:** Company Structure may be defined according to the company's specifications and hierarchy. When entering the fields, you need to specify if the sub-unit is a Department, Division or Team.

Once you have entered the field, click "Save" and the Sub-Unit will appear as shown in Figure 3.1.

Figure 3.1: Sub-Unit Structure

You may also add further sub-units by clicking [+] option next to the relevant fields to indicate the hierarchy levels of the company and create a pyramidal structure of your organization as shown in Figure 3.2.

Figure 3.2: Company Structure Hierarchy

To delete an entry, you can simply click "[x]" next to the relevant sub units. Click "Done" below the screen to save the information. You can also collapse/expand the sub-units by clicking on the (-) and (+) on the right hand side of the sub-units to further view the company structure hierarchy.

5.2 Job

All job related information can be defined in this feature. The sub menu consists of the following items:

- Job Titles
- Pay Grades
- Employment Status
- Job Categories
- Work Shifts

Job Titles

The job titles specific to the company can be defined in this option. To add an entry, go to Admin>> Job>> Job Titles and click “Add”. A screen as shown in Figure 1.7 would appear.

Click “Create” once the fields are added.

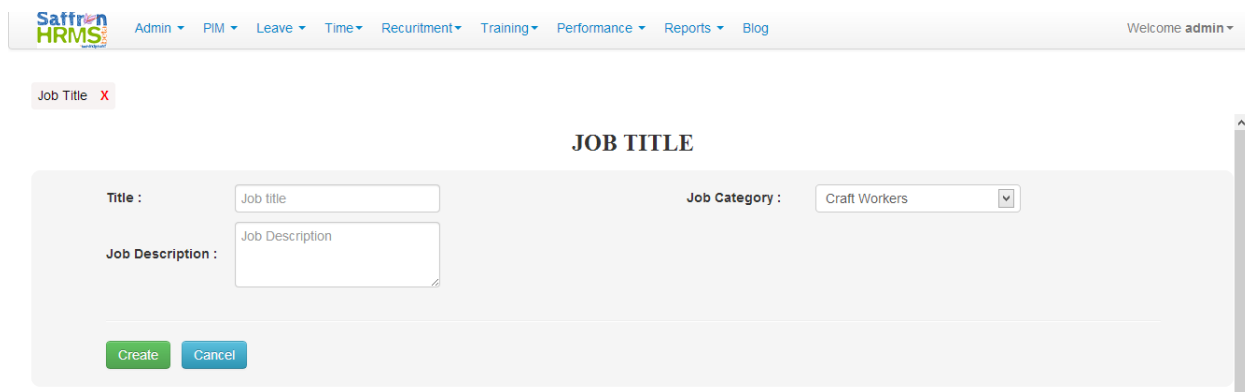

The screenshot shows the Saffron HRMS web interface. At the top is a navigation bar with the Saffron HRMS logo and a menu with items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. On the right of the navigation bar is a user greeting: 'Welcome admin'. Below the navigation bar is a breadcrumb trail: 'Job Title'. The main content area is titled 'JOB TITLE'. It contains a form with two main sections. The first section has a 'Title' label followed by a text input field containing 'Job title', and a 'Job Category' label followed by a dropdown menu currently showing 'Craft Workers'. The second section has a 'Job Description' label followed by a larger text area containing 'Job Description'. At the bottom of the form are two buttons: 'Create' (green) and 'Cancel' (blue).

Figure 1.7: Add Job Title

A list of job title(s) will appear as shown in Figure 1.8. You may also enter multiple job titles. You may view Job Title details in lower section of the screen.


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

Job Title ✕

JOB TITLE

ADD

Title	Job Category	Job Description
Accountant		
Bussiness Development Manager		
Graphic Designer		Designing of web sites.
HR Manager		
Marketing Executive		
Sales Executive		
Software Developer		

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 1.8: Job Title List

To delete a Job Title click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure1.9.

Job Title ✕

JOB TITLE

ADD

Title :

Job Category :

Job Description :

Update Cancel Delete

Figure 1.9: Job Title with delete and update option

Pay Grades

The Admin can define the pay grade by setting a minimum salary, maximum salary, step increase, and the currency to be paid in. To add an entry, go to Admin>>Job>> Pay Grades and click “Add” and a screen as shown in Figure 2.0 would appear.

Click “Create” once the fields are added.

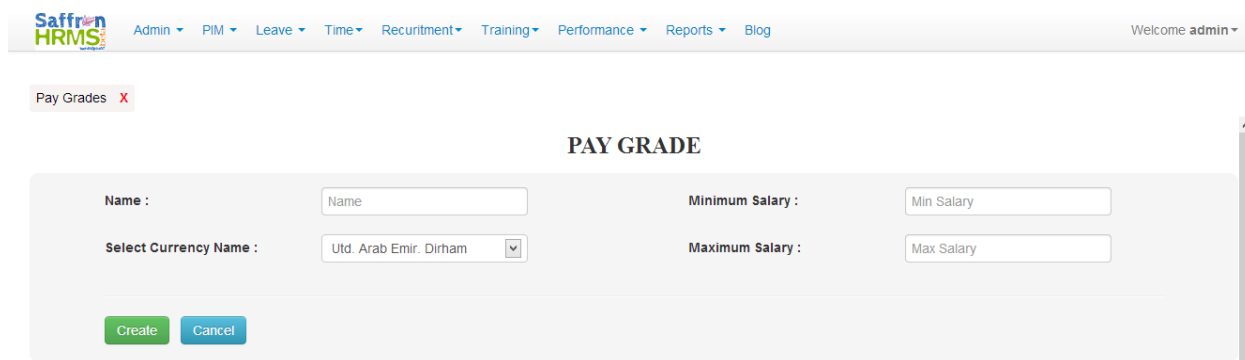
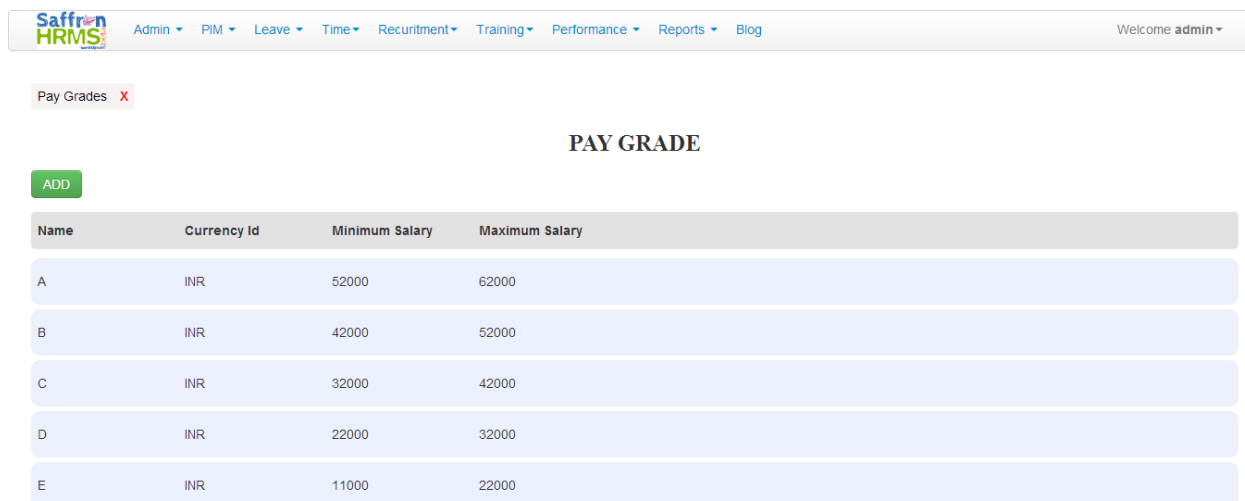


Figure 2.0: Add Pay Grade

A list of pay grade(s) will appear as shown in Figure 2.1. You may also enter multiple pay grades. You may view Pay Grades details in lower section of the screen.



Name	Currency Id	Minimum Salary	Maximum Salary
A	INR	52000	62000
B	INR	42000	52000
C	INR	32000	42000
D	INR	22000	32000
E	INR	11000	22000

Figure 2.1: Pay Grades List

To delete a Pay Grade click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in

Figure 2.2.

Figure 2.2: Pay Grades with delete and update option

Employment Status

Employment Status allows you to define the status of employment employees are hired for or if they are terminated. To add an entry, go to Admin>> Job>> Employment Status and click “Add” and a screen as shown in Figure 2.3 would appear.

Click “Create” once the fields are added.

Figure 2.3: Add Employment Status

A list of Employment Status will appear as shown in Figure 2.4. You may also enter multiple Employment Status .You may view Employment Status details in lower section of the screen.



Employment Status X

EMPLOYMENT STATUS

ADD


Name
Full Time
Part Time

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 2.4: Employment Status List

To delete a Employment Status click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in

Figure 2.5.



Employment Status X

EMPLOYMENT STATUS

ADD

Name :

Update Cancel Delete

Figure 2.5: Employment Status with delete and update option

Job Categories

This feature allows the Admin to create job categories specific to the company to aggregate job classifications.

To add an entry, go to Admin>> Job>> Job Categories and click on “Add” and a screen as shown in Figure 2.6 would appear

Click “Create” once the fields are added.

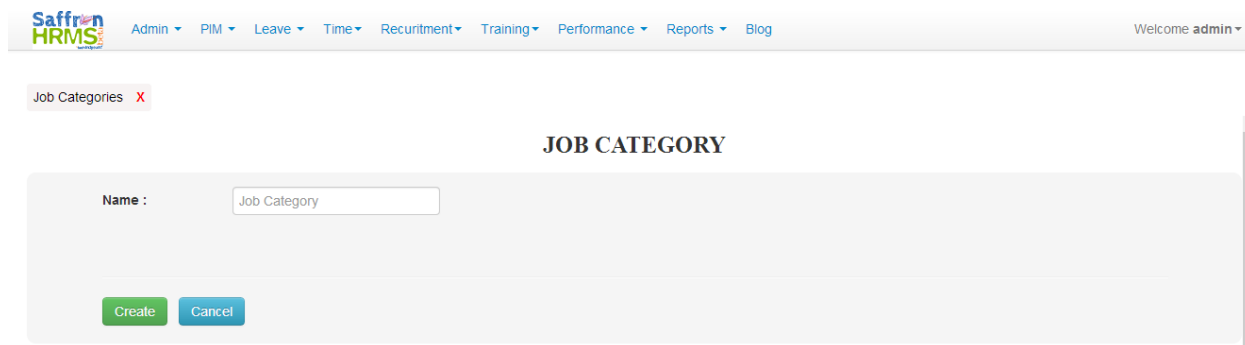
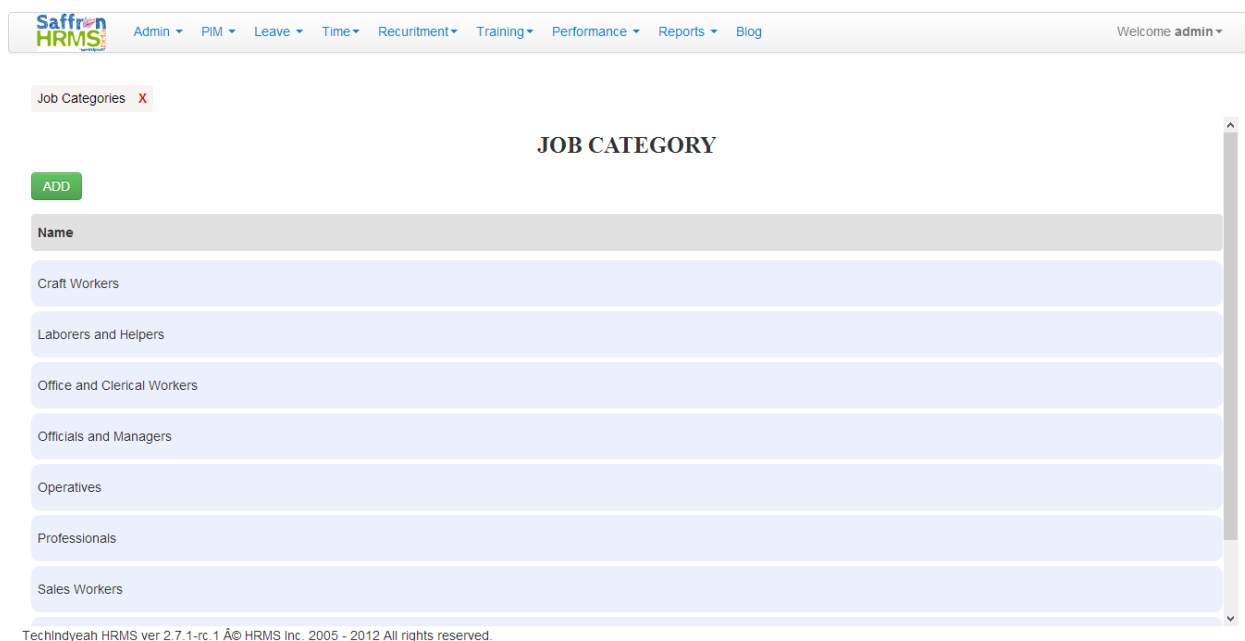


Figure 2.6: Add Job Categories

A list of Job Categories will appear as shown in Figure 2.7. You may also enter multiple Job Categories. You may view Job Categories details in lower section of the screen.



Name
Craft Workers
Laborers and Helpers
Office and Clerical Workers
Officials and Managers
Operatives
Professionals
Sales Workers

TechIndyeh HRMS ver 2.7.1-rc.1 © HRMS Inc. 2005 - 2012 All rights reserved.

Figure 2.7: Job Categories List

To delete an Employment Status click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 2.8.

The screenshot displays the 'JOB CATEGORY' management interface. At the top, there's a navigation bar with various HRMS modules. Below it, a breadcrumb trail indicates the current location: 'Job Categories'. The main heading is 'JOB CATEGORY'. A green 'ADD' button is visible. The form contains a 'Name' field with the value 'Craft Workers'. At the bottom of the form, there are three buttons: 'Update' (green), 'Cancel' (blue), and 'Delete' (red).

Figure 2.8: Job Categories with delete and update option

Work Shifts

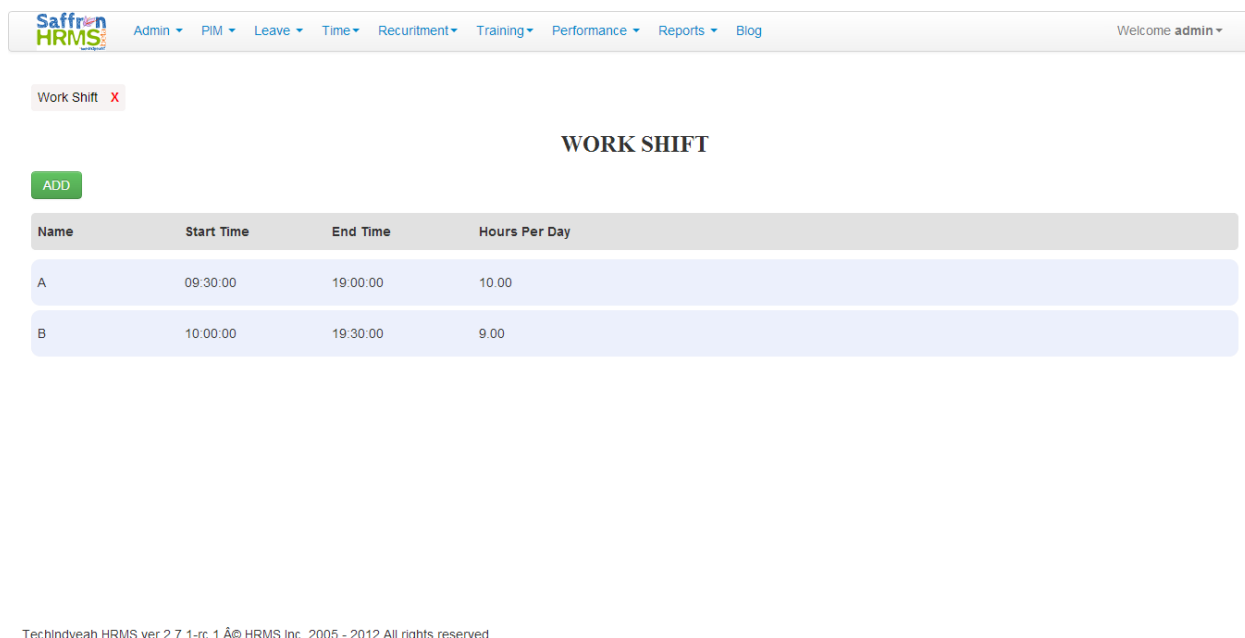
In this feature the Admin can define work shifts for an individual or a group of employees. To add an entry, go to Admin>> Job>> Work Shifts and click “Add” and a screen as shown in Figure 2.9 would appear.

Click “Create” once the fields are added.

The screenshot displays the 'WORK SHIFT' management interface. At the top, there's a navigation bar with various HRMS modules. Below it, a breadcrumb trail indicates the current location: 'Work Shift'. The main heading is 'WORK SHIFT'. The form contains three fields: 'Name' (filled with 'Work Shift Name'), 'Starting Time' (placeholder: 'HH:mm:ss in 24-hour format'), and 'Ending Time' (placeholder: 'HH:mm:ss in 24-hour format'). At the bottom of the form, there are two buttons: 'Create' (green) and 'Cancel' (blue).

Figure 2.9: Add Work Shifts

A list of Work Shifts will appear as shown in Figure 3.0. You may also enter multiple Work Shifts. You may view Work Shifts details in lower section of the screen.



Work Shift X

WORK SHIFT

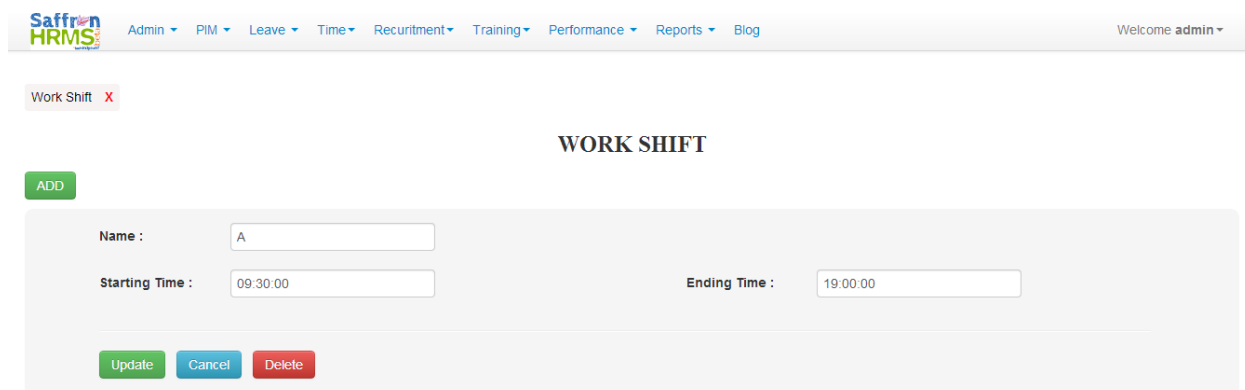
ADD

Name	Start Time	End Time	Hours Per Day
A	09:30:00	19:00:00	10.00
B	10:00:00	19:30:00	9.00

TechIndyeh HRMS ver 2.7.1-rc.1 © HRMS Inc. 2005 - 2012 All rights reserved.

Figure 3.0: Work Shifts List

To delete a Work Shifts click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 3.1.



Work Shift X

WORK SHIFT

ADD

Name : A

Starting Time : 09:30:00 Ending Time : 19:00:00

Update Cancel Delete

Figure 3.1: Work Shifts with delete and update option

5.3 Qualifications

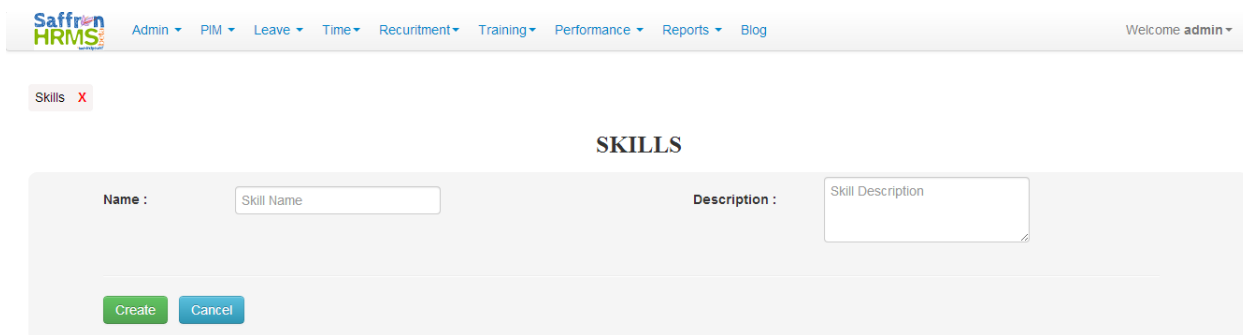
This feature allows you to define all information with regards to employees' qualifications. The sub-menu consists of:

- Skills
- Education
- Licenses
- Languages

Skills

You can define various sets of skills which can be later used on the PIM Module. To add an entry go to Admin>> Qualifications>> Skills and click "Add" and a screen as shown in Figure 3.2 would appear.

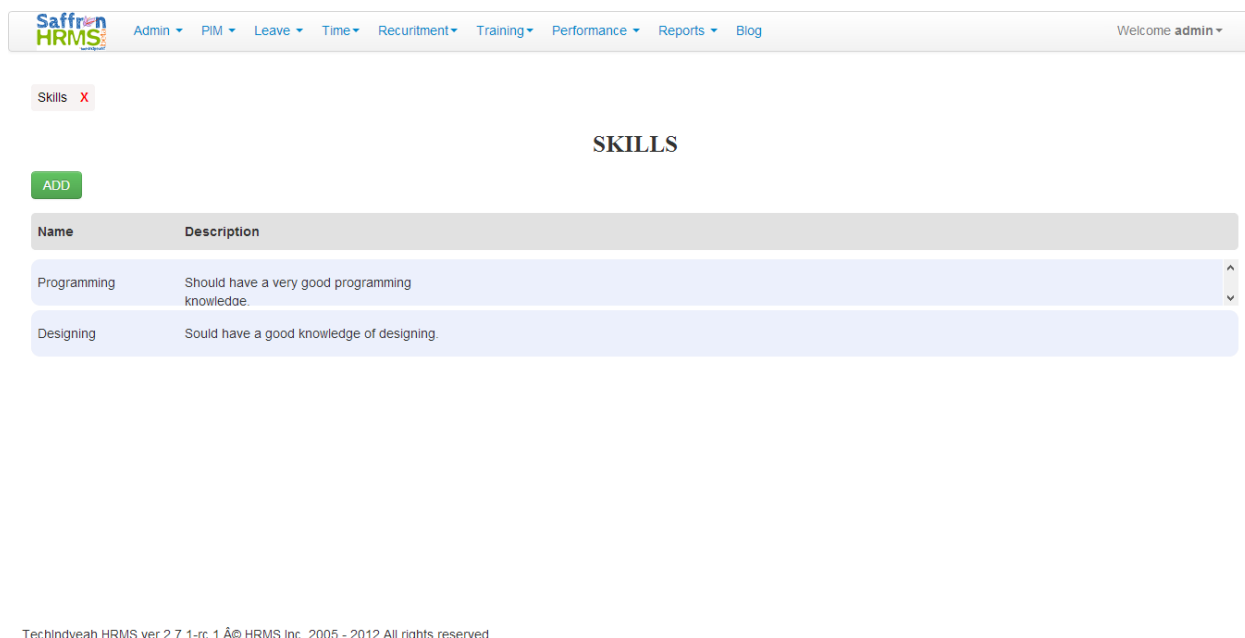
Click "Create" once the fields are added.



The screenshot shows the Saffron HRMS application interface. At the top, there is a navigation bar with the Saffron HRMS logo and a menu with items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. On the right of the navigation bar, it says 'Welcome admin'. Below the navigation bar, there is a breadcrumb trail: Skills > X. The main content area is titled 'SKILLS'. It contains a form with two fields: 'Name : Skill Name' and 'Description : Skill Description'. Below the form, there are two buttons: 'Create' (green) and 'Cancel' (blue).

Figure 3.2: Add Skills

A list of Skills will appear as shown in Figure 3.3. You may also enter multiple Skills. You may view Skills details in lower section of the screen.



Saffron HRMS Admin PIM Leave Time Recruitment Training Performance Reports Blog Welcome admin

Skills X

SKILLS

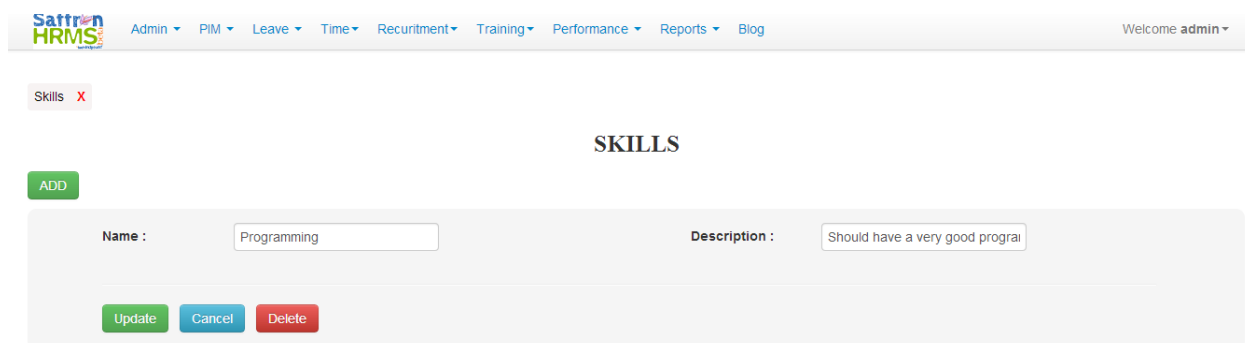
ADD

Name	Description
Programming	Should have a very good programming knowledae.
Designing	Sould have a good knowledge of designing.

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 3.3: Skills List

To delete a Skills click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 3.4.



Saffron HRMS Admin PIM Leave Time Recruitment Training Performance Reports Blog Welcome admin

Skills X

SKILLS

ADD

Name : Programming Description : Should have a very good prograi

Update Cancel Delete

Figure 3.4: Skills with delete and update option

Education

You can define various types of educational qualifications which can be later used in the PIM Module. To add an entry select Admin>> Qualifications>> Education and click “Add”, a screen as shown in Figure 3.5 would appear.

Click “Create” once the fields are added.

Figure 3.5: Add Education

A list of Education will appear as shown in Figure 3.6. You may also enter multiple Educations. You may view Education details in lower section of the screen.

Name	Description
Bachelor	
Master	

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 3.6: Education List

To delete a Education click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 3.7.

Figure 3.7: Education with delete and update option

License

You can define various types of licenses which can be later used in the PIM Module. To add an entry go to Admin>> Qualifications>> Licenses and click “Add”, a screen as shown in Figure 3.8 would appear.

Click “Create” once the fields are added.

Figure 3.8: Add Licenses

A list of Licenses will appear as shown in Figure 3.9. You may also enter multiple Licenses. You may view Licenses details in lower section of the screen.

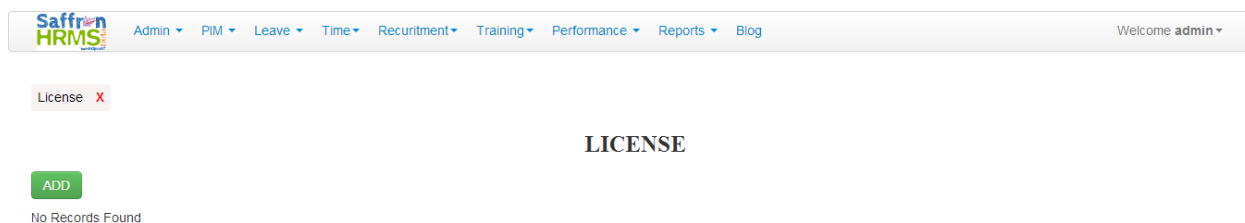


Figure 3.9: Licenses List

To delete a Licenses click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 4.0.

No licence is filled so unable to show the screenshot.

Figure 4.0: Licenses with delete and update option

Languages

Different types of languages that employees in your company speak can be defined here and can be used in The PIM Module later. To add an entry, go to Admin>> Qualifications>>Languages and click “Add”, a screen as shown in Figure 4.1 would appear.

Click “Create” once the fields are added.

Figure 4.1: Add Languages

A list of Languages will appear as shown in Figure 4.2. You may also enter multiple Languages. You may view Languages details in lower section of the screen.

Name
English
Hindi
Bengali
Marwari

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 4.2: Languages List

To delete a Languages click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 4.3.

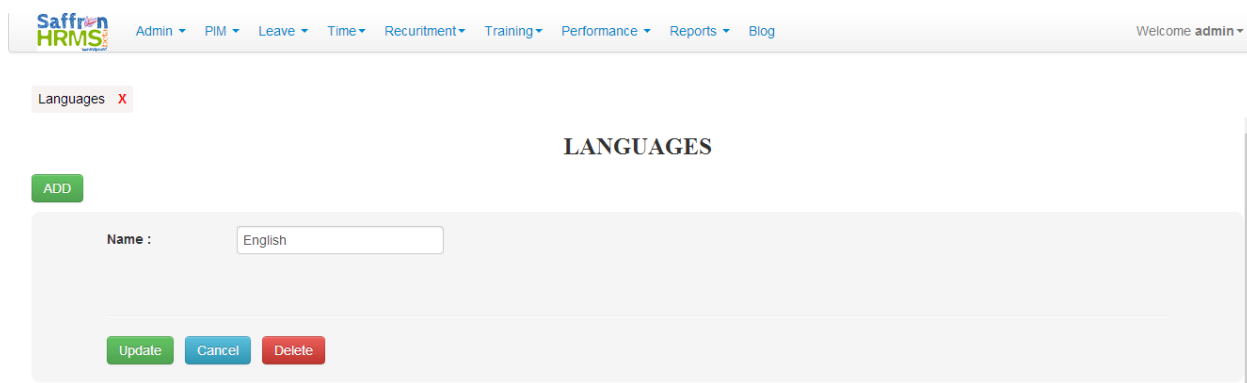


Figure 4.3: Languages with delete and update option

5.4 User Management

This feature allows the Admin to administer users by creating logins and defining privileges by assigning User Types (Administrator or others).

To add a system user, go to Admin>> User and click “Add”, a screen as shown in Figure 4.4 would appear.

Click “Create” once the fields are added.

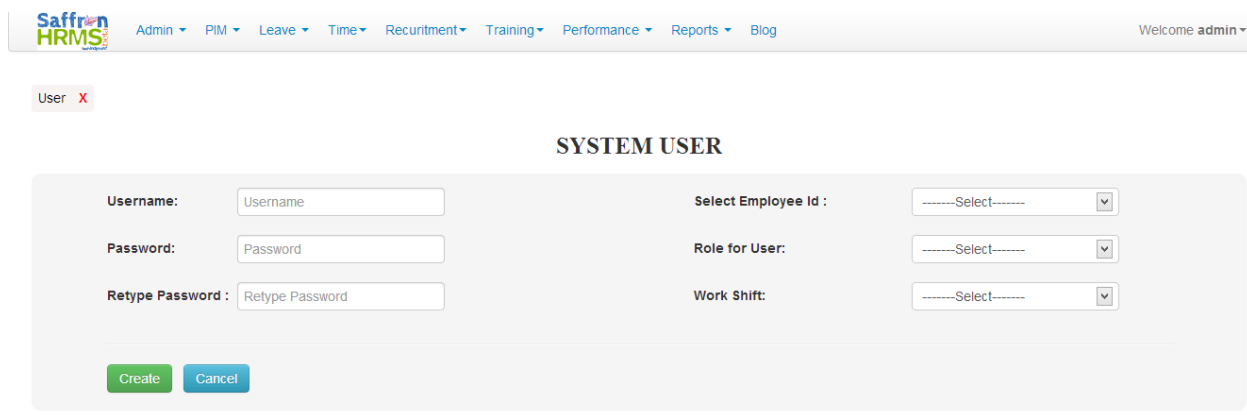
***Note:** An employee list needs to be created first under the PIM Module to create user logins. Alternatively, a user login could be created when adding employees under the PIM Module.

To create a user login the following needs to be entered:

- **User Role:** You can assign user roles for each user whether they would fall under as an “Administrator” or “Other” user type to define their user rights.
 - > **Admin:** have access full access to the system.
 - > **Other:** limited access to the system. It could be Developer or Normal user.
 1. Developer: where the user has access to his/her particulars and his/her Subordinates particulars.
 2. Normal user: where the user has access only to his/her particulars.
- **Employee Name**

* If an Admin is an existing employee, he/she needs to be defined in the PIM Module

- Username
- Password
- Confirm Password (Re-enter the password)
- Work Shift



The screenshot shows the 'Add User' form in the Saffron HRMS application. The form is titled 'SYSTEM USER' and is located within a user management section. It contains the following fields and controls:


- Username:** A text input field with the placeholder 'Username'.
- Password:** A text input field with the placeholder 'Password'.
- Retype Password:** A text input field with the placeholder 'Retype Password'.
- Select Employee Id:** A dropdown menu with the placeholder '-----Select-----'.
- Role for User:** A dropdown menu with the placeholder '-----Select-----'.
- Work Shift:** A dropdown menu with the placeholder '-----Select-----'.
- Buttons:** 'Create' (green) and 'Cancel' (blue) buttons at the bottom left.

The form is part of a larger interface with a navigation bar at the top containing links like Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. A 'Welcome admin' message is visible in the top right corner.

Figure 4.4: Add User

A list of user logins as shown in Figure 4.5 would appear once an entry is added. You may also add multiple entries of user logins. The default system user available will be Admin and has full access to the system.

***Note:** System User Logins need to be communicated manually to employees.


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

User X

SYSTEM USER


ADD

Name	Role	Work Shift	Status
admin	Administrator		Active
somnath@techIndyeh.com	User	A	Active
sandeep@techIndyeh.com	User	A	Active
krithika@techIndyeh.com	User	B	Active

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 4.4: System Users List

To delete a System User click on the text and click on “Delete” button. It is also possible to modify entries if someone insert wrong detail or you change permission to particular user, by simply clicking “Update” button as shown in figure 4.5.


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

User X

SYSTEM USER

ADD

Username:
Work Shift:

Status :
Role :

Update Cancel Delete

Figure 4.5: System Users with delete and update option

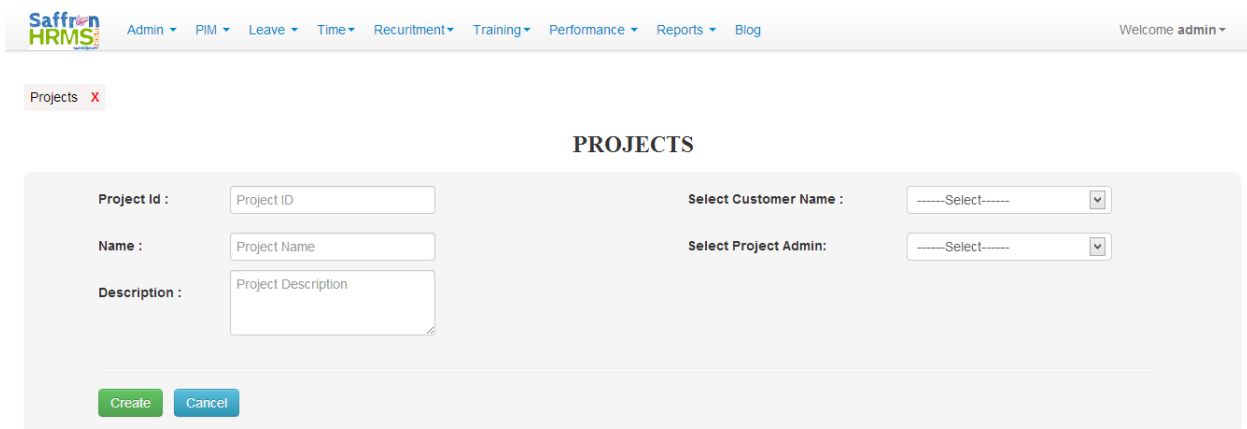
5.6 Project Info

This feature allows the Admin to keep all the records of projects and customers i.e. at a particular time how many project does a company have, who are the project manager of which project and which project is completed and which are not. Similarly it will contain all details about the customers i.e. which customer is ordered for which project and what is the last date for project submission.

Projects

To add a project, go to Admin >>Project Info >> Projects and click “Add”, a screen as shown in Figure 4.6 would appear.


Click “Create” once the fields are added.



The screenshot shows the Saffron HRMS interface. At the top, there is a navigation bar with the Saffron HRMS logo and a list of menu items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. On the right side of the navigation bar, it says "Welcome admin". Below the navigation bar, there is a breadcrumb trail: Projects > X. The main content area is titled "PROJECTS". It contains a form with the following fields: "Project Id" (text input), "Name" (text input), "Description" (text area), "Select Customer Name" (dropdown menu), and "Select Project Admin" (dropdown menu). At the bottom of the form, there are two buttons: "Create" (green) and "Cancel" (blue).

Figure 4.6: Add Projects

A list of Projects will appear as shown in Figure 4.7. You may also enter multiple Projects. You may view Projects details in lower section of the screen.


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

Projects X

PROJECTS


ADD

Project Id	Name	Description	Project Admin	Customer	Status
PR001	Bimalogy.com		0		pending
PR002	Bimaadda.com		0		pending

TechIndyeh HRMS ver 2.7.1-rc.1 Â© HRMS Inc. 2005 - 2012 All rights reserved.

Figure 4.7: Projects List

To delete a Projects click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 4.8.


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

Projects X

PROJECTS

ADD

Project Id : PR001
Name : Bimalogy.com
Description : Description

Customer Name : Customer ID
Project Admin: 0
Status : pending

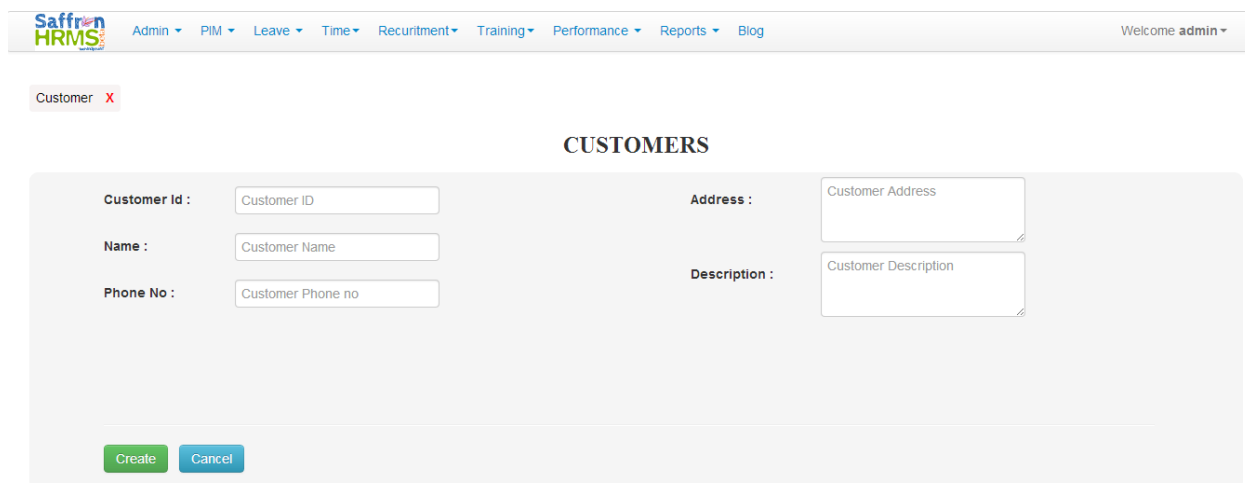
Update Cancel Delete

Figure 4.8: Projects with delete and update option

Customer

To add a Customer, go to Admin >>Project Info >> Customer and click “Add” , a screen as shown in Figure 4.9 would appear.

Click “Create” once the fields are added.



Customer X

CUSTOMERS

Customer Id :

Name :

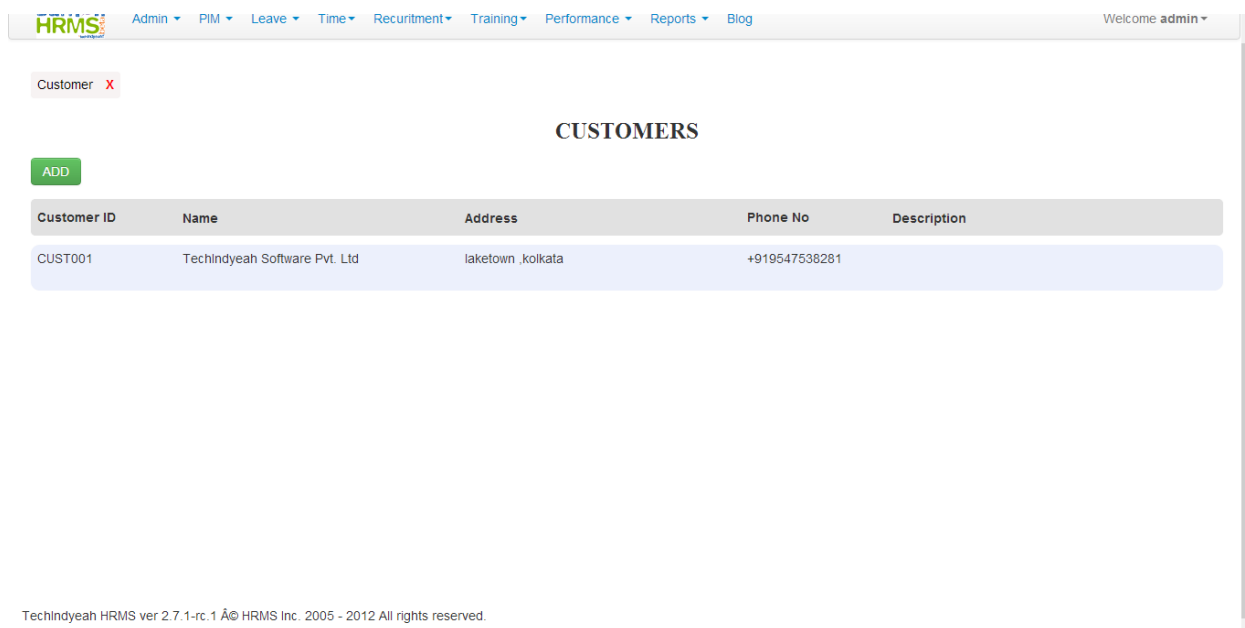
Phone No :

Address :

Description :

Figure 4.9: Add Customer

A list of Customer will appear as shown in Figure 5.0. You may also enter multiple Customers. You may view Customer details in lower section of the screen.



Customer X

CUSTOMERS

Customer ID	Name	Address	Phone No	Description
CUST001	TechIndyeh Software Pvt. Ltd	laketown ,kolkata	+919547538281	

TechIndyeh HRMS ver 2.7.1-rc.1 © HRMS Inc. 2005 - 2012 All rights reserved.

Figure 5.0: Customer List

To delete a Customer click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 5.1.

The screenshot shows the Saffron HRMS interface. At the top, there is a navigation bar with the Saffron HRMS logo and a menu with items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. On the right of the navigation bar, it says "Welcome admin". Below the navigation bar, there is a breadcrumb trail "Customer X". The main heading is "CUSTOMERS". Below this, there is a green "ADD" button. The main form area contains the following fields:

Customer Id :	<input type="text" value="CUST001"/>	Address :	<input type="text" value="laketown ,kolkata"/>
Name :	<input type="text" value="TechIndyeh Software Pvt. Ltd"/>	Description :	<input type="text" value="Description"/>
Phone No :	<input type="text" value="9547538281"/>		

At the bottom of the form, there are three buttons: "Update" (green), "Cancel" (blue), and "Delete" (red).

Figure 5.1: Customer with delete and update option

6.0 PIM Module

The PIM Module provides you with full control of all settings for all employees. Through the PIM Module, you can:

- Search all the details of any employee and modified it according to need.
- Add new employee for the company
- Add different jobs for different employee.

The PIM Module is the central control for controlling employee's details information and setting it up accurately is important for smooth operation.

Figure 5.2: PIM Module

The PIM Module consists of:

Employee List: Allows the Admin to search any details or information about any employee within the company.

Add Employee: Allows the Admin to add or delete employee.

Add Job for Employee: Allow the admin to add particular job for particular employee.

Reports: Allow admin to generate information reports according to need.

Employee List

To search about an employee, go to PIM >>Employee List, a screen as shown in Figure 5.3 would appear.

Click “Search” once the fields are added.

The screenshot shows the 'Employee List' page in the Saffron HRMS system. At the top, there is a navigation bar with the Saffron HRMS logo and a menu with items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. On the right of the navigation bar, it says 'Welcome admin'. Below the navigation bar, there is a tab labeled 'Employee List' with a close button (X). The main content area is titled 'Employee Information' and contains a search form. The form has six input fields: 'Search by Name', 'Search by Employee Id', 'Search by Supervisor Name', 'Search by Status', 'Search by location', and a dropdown menu for 'Select'. Below the input fields are two buttons: 'Search' (green) and 'Cancel' (blue).

Figure 5.3: Search Employee Information

A detail information will appear as shown in Figure 5.4 regarding your query.

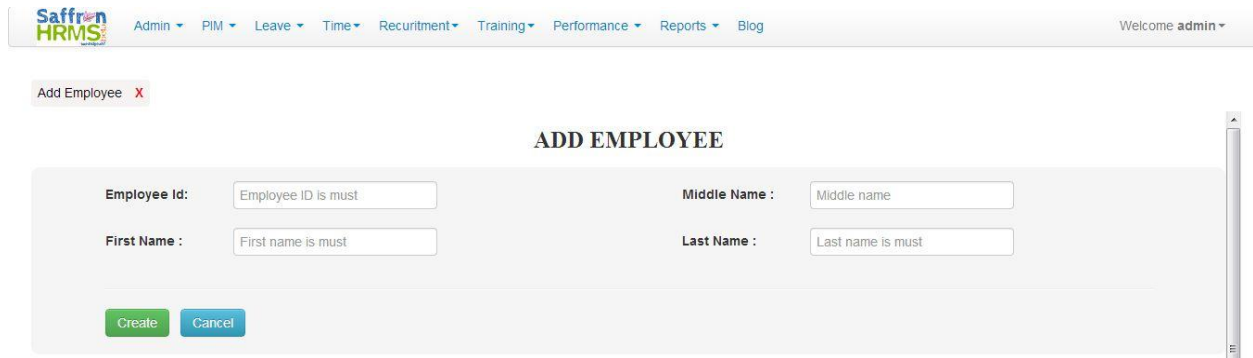
The screenshot shows the 'Showing Results for :- Somnath Minj' page in the Saffron HRMS system. The page displays a detailed view of an employee's information. The information is organized into two columns. The left column contains: Employee Id : Tis00012, Birthday : 1992-01-10, Marital status : Single, Street 1 : C-2 Park Avenue, City : Durgapur, Pincode : 713212, Mobile No : 9547538281, Job Title : 0, Employee Work Telephone : 033-324545, and Employee Working Email :. The right column contains: Name : Somnath Minj, Nick Name : , Gender : Male, Street 2 : sec-2B, State : West Bengal, Nation : India, Joined Date : 0000-00-00, Supervisor : Ranjan Upadhyay, Employee Home Telephone : 033-796875, and Employee Personal Email :. At the bottom of the page, there is a small text: 'ver 0.9 @ TechIndyeh!!™'.

Figure 5.4: Detail Information for Query

Add Employee

To add an employee, go to PIM >>Add Employee and click “Add” , a screen as shown in Figure 5.5 would appear.

Click “Create” once the fields are added.



ADD EMPLOYEE

Employee Id:

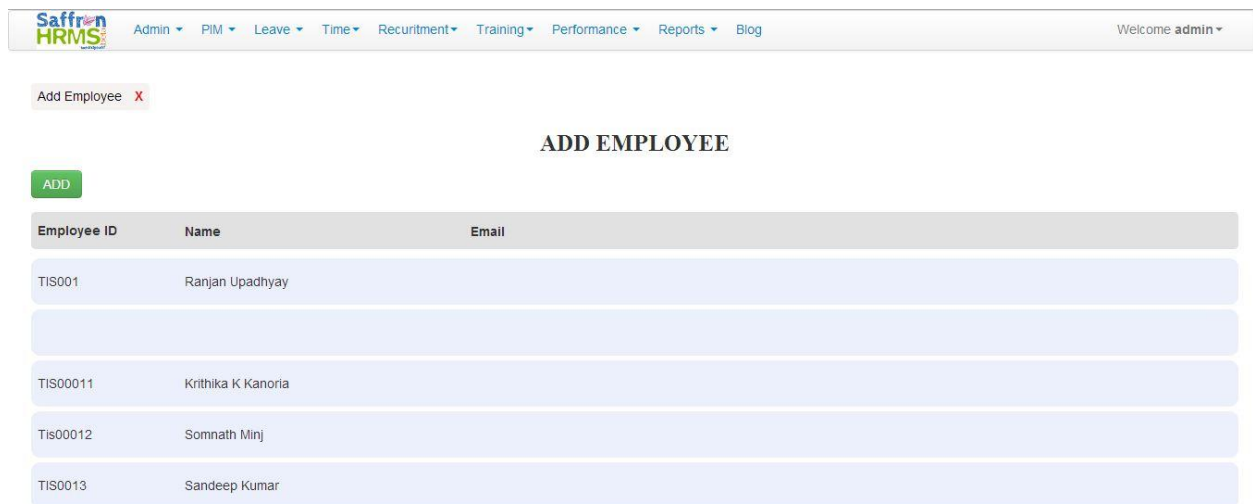
Middle Name :

First Name :

Last Name :

Figure 5.5: Add Employee

A list of Employee will appear as shown in Figure 5.6. You may also enter multiple Employees. You may view Employee details in lower section of the screen.



ADD EMPLOYEE

Employee ID	Name	Email
TIS001	Ranjan Upadhyay	
TIS00011	Krithika K Kanoria	
Tis00012	Somnath Minj	
TIS0013	Sandeep Kumar	

Figure 5.6: Employee List

To delete a Employee click on the text and click on “Delete” button. It is also possible to modify entries if someone inserts wrong detail, by simply clicking “Update” button as shown in figure 5.7.

The screenshot shows the 'ADD EMPLOYEE' form in the Saffron HRMS application. The form is titled 'ADD EMPLOYEE' and has a green 'ADD' button at the top left. Below the title, there are four input fields: 'Employee Id' with the value 'TIS001', 'Middle Name' with the value 'Middle name', 'First Name' with the value 'Ranjan', and 'Last Name' with the value 'Upadhyay'. At the bottom of the form, there are three buttons: 'Update' (green), 'Cancel' (blue), and 'Delete' (red). The top navigation bar includes links for Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. The user is logged in as 'admin'.

Figure 5.7: Add employee with delete and update option

Add job for Employee

To add a Job for employee, go to PIM >>Add Job for Employee and select an employee, a screen as shown in Figure 5.8 would appear.

Click “Add” once the fields are added.

The screenshot shows the 'ADD JOB FOR EMPLOYEE' form in the Saffron HRMS application. The form is titled 'ADD JOB FOR EMPLOYEE' and has a green 'Add' button at the bottom left. Below the title, there are several input fields and dropdown menus: 'Employee Id' with the value 'TIS001', 'Job Title' (dropdown menu), 'Job Specification' with the value 'Job Specification', 'Joined Date' with the value 'Joined Date', 'Sub Unit' with the value 'Sub Unit', 'Job Start Date' with the value 'Job Start Date', 'Job Category' (dropdown menu), 'Employment' (dropdown menu), 'Location' with the value 'Job Location', 'Contract Detail' with the value 'Contract Detail', and 'Job End Date' with the value 'Job End Date'. At the bottom of the form, there are three buttons: 'Add' (green), 'Cancel' (blue), and 'Delete' (red). The top navigation bar includes links for Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. The user is logged in as 'admin'.

Figure 5.8: Add Job for Employee

A list of employee will appear as shown in Figure 5.9.

The screenshot shows the 'ADD EMPLOYEE' form in the Saffron HRMS application. The form is titled 'ADD EMPLOYEE' and is located within a modal window. The top navigation bar includes links for Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog, along with a 'Welcome admin' message. The form contains four input fields: 'Employee Id:' with a placeholder 'Employee ID is must', 'Middle Name :' with a placeholder 'Middle name', 'First Name :' with a placeholder 'First name is must', and 'Last Name :' with a placeholder 'Last name is must'. At the bottom of the form are 'Create' and 'Cancel' buttons. The form is titled 'ADD EMPLOYEE' and is located within a modal window.

Figure 5.9: Employee List

7.0 Leave Module

The Leave Module provides you with full control of leave management for all employees i.e. which employee have how much leaves entitle, how much leaves he has already taken and how many leaves he has left. Through the Leave Module, you can:

- Search all the details of leave for any employee.
- Grant or reject leave application.
- Assign leave for any employee.

The Leave Module is the central control for controlling employee's details information about leave.

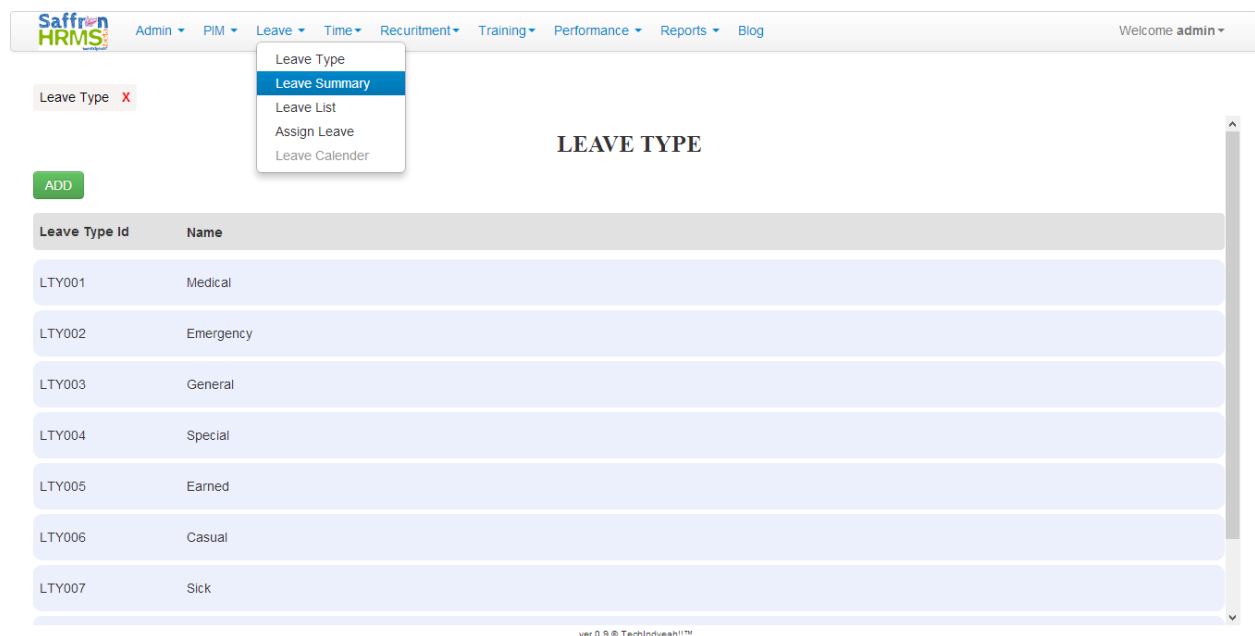


Figure 6.0: Leave Module

The Leave Module consists of:

Leave Type: Allows the Admin to add or delete different types of leave given in the company.

Leave Summary: Allows the Admin to search leave detail for any employee.

Leave List: Allow the admin to view all the application for leave.

Assign Leave: Allow admin to assign leave for any employee.

Leave type:


 Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog Welcome admin ▾	
Leave Type X	
LEAVE TYPE	
ADD	
Leave Type Id	Name
LTY001	Medical
LTY002	Emergency
LTY003	General
LTY004	Special
LTY005	Earned
LTY006	Casual
LTY007	Sick
ver 0.9 © TechIndyeh!!™	

Figure 6.1: Leave type

Leave summary:


 Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog Welcome admin ▾					
Leave Summary X					
LEAVE SUMMARY					
SEARCH					
Employee Name	Leave type	Leave Entitle(days)	Leave Scheduled(days)	Leave Taken(days)	Leave Balance(days)
Krithika K Kanoria	Medical	0	0	0	0
Krithika K Kanoria	Emergency	0	0	0	0
Krithika K Kanoria	General	0	0	0	0
Krithika K Kanoria	Special	0	0	0	0
Krithika K Kanoria	Earned	0	0	0	0
Krithika K Kanoria	Casual	0	0	0	0
Krithika K Kanoria	Sick	0	0	0	0
ver 0.9 © TechIndyeh!!™					

Figure 6.2: Leave summary

Leave list:

Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog

Welcome admin ▾

Leave List ✕

LEAVE LIST

SEARCH

Date	Employee Name	Leave Type Name	Leave Balance(days)	No of Days	status	comment	Date
00-00-0000	Somnath Minj	Medical	10	0	scheduled		00-00-0000
22-06-2013	Somnath Minj	Medical	10	2	taken		24-06-2013
25-06-2013	Somnath Minj	Medical	8	2	pending		26-06-2013
25-06-2013	Somnath Minj	Casual	0	-24	pending		01-07-2013
25-06-2013	Somnath Minj	Casual	0	2	pending		25-06-2013
25-06-2013	Somnath Minj	Earned	9	2	pending		26-06-2013
25-06-2013	Somnath Minj	Earned	9	4	canceled	testing	08-07-2013

ver 0.9 © TechIndyeh!!™

Figure 6.3: Leave list

Assign leave:

Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog

Welcome admin ▾

Leave List ✕ Assign Leave ✕

ASSIGN LEAVE

Name :

Leave Type : ▾

From :

To :

Comment :

Assign Cancel

ver 0.9 © TechIndyeh!!™

Figure 6.4: Assign Leave

7.0 Time Module

The Time Module provides you with full control of searching about any employee's attendance or timesheet records. Through the Time Module, you can:

- Search all the details of attendance for any employee for a particular day.
- Admin can calculate total working hours through this module.

The Time Module is the central control for controlling employee's details information about attendance or keeping the records of total working hours.

The screenshot displays the Saffron HRMS web application interface. At the top, there is a navigation bar with the Saffron HRMS logo and a list of menu items: Admin, PIM, Leave, Time, Recruitment, Training, Performance, Reports, and Blog. A user greeting 'Welcome admin' is visible on the right. Below the navigation bar, a dropdown menu for 'Time' is open, showing 'Employee Timesheets' and 'Attendance'. The 'Attendance' option is selected, and a red 'X' icon is visible next to the word 'Attendance'. The main content area is titled 'VIEW ATTENDANCE RECORD'. It contains a form with the following fields: 'Name:' with a text input field containing 'Name'; 'Date From:' with a date picker showing 'Choose Date from'; and 'Date To:' with a date picker showing 'Choose Date to'. Below these fields are two buttons: 'Search' (green) and 'Cancel' (blue). At the bottom of the page, there is a small version number 'ver 0.9 © TechIndyeh!!™'.


Figure 6.5: Time Module

The Leave Module consists of:

Employee Timesheet: Allows the Admin to add or delete different types of leave given in the company.

Attendance: Allows the Admin to search leave detail for any employee.

Attendance:


Admin ▾ PIM ▾ Leave ▾ Time ▾ Recruitment ▾ Training ▾ Performance ▾ Reports ▾ Blog
Welcome admin ▾

Attendance ✕

VIEW ATTENDANCE RECORD

Name:

Date From:
Date To:

Search Cancel

Showing Results for :- Somnath Minj

Punch In Date	Punch In	Punch Out	Status	Duration(hrs)	Comment
2013-06-20	10:34:26	18:16:56	in	8 hrs 53 min	late
2013-06-21	10:56:29	18:56:29	in	145 hrs 31 min	late
2013-06-28	14:47:18	14:47:42	in	0 hrs 0 min	late
2013-07-05	12:22:31	12:31:54	in	0 hrs 9 min	late

ver 0.9 © TechIndyeh!!™

Figure 6.6: Attendance

11.0 Troubleshooting

During the Installation Process:

1. Are you receiving the following error message while installing Saffron HRMS?

Access denied for user 'root'@'localhost' (using password: NO). Please Check if Privileged Database Username and Password Correct.

This is due to an invalid MySQL username or password. Once you provide a valid MySQL username and password, the installation process can be continued.

2. Give a unique Database Name...

Database (end) already exists.

The set up will not allow you to have duplicate database names. If you have previously installed the Saffron HRMS application with the same database name, you need to provide a different Database Name for the Saffron HRMS system that is being installed. Therefore, make sure that the Database Name given for each Saffron HRMS system installed is unique.