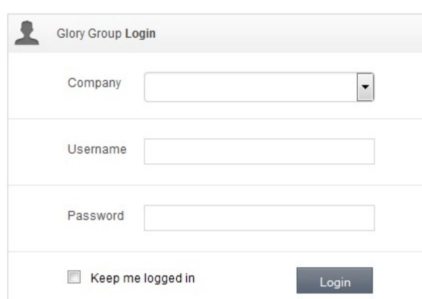
Glory Enterprise Resource Planning (ERP)

Features Of Glory ERP:

- **HRD**
- **Personnel**
- **Leave**
- **Attendance**
- **Payroll**
- **Tools**

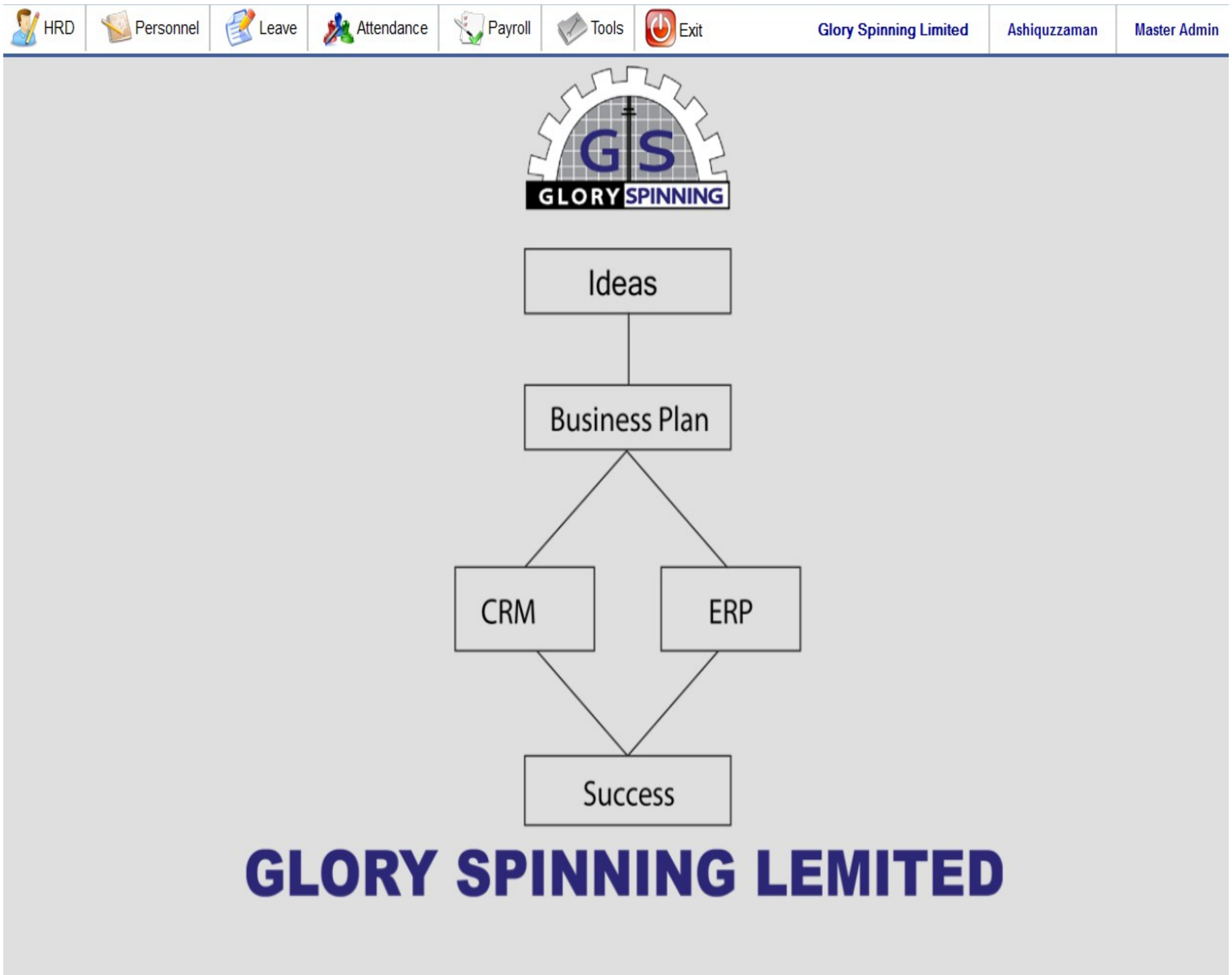
- ## Log in page :

First of all please Login by a master admin .So, Follow bellow instruction:



- **How to Log in?**

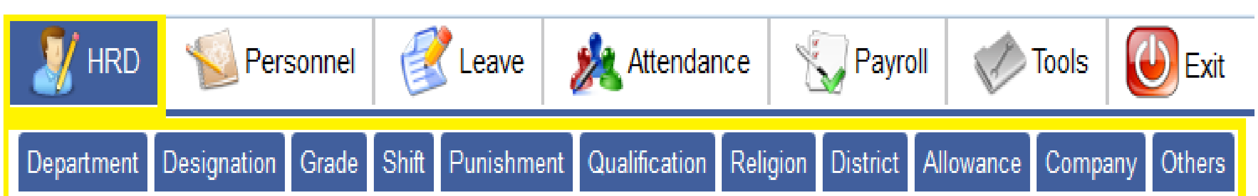
  : First you select a **Company Name**. Then type your **Username** and **Password**. Then click **Login** button.



Glory Home

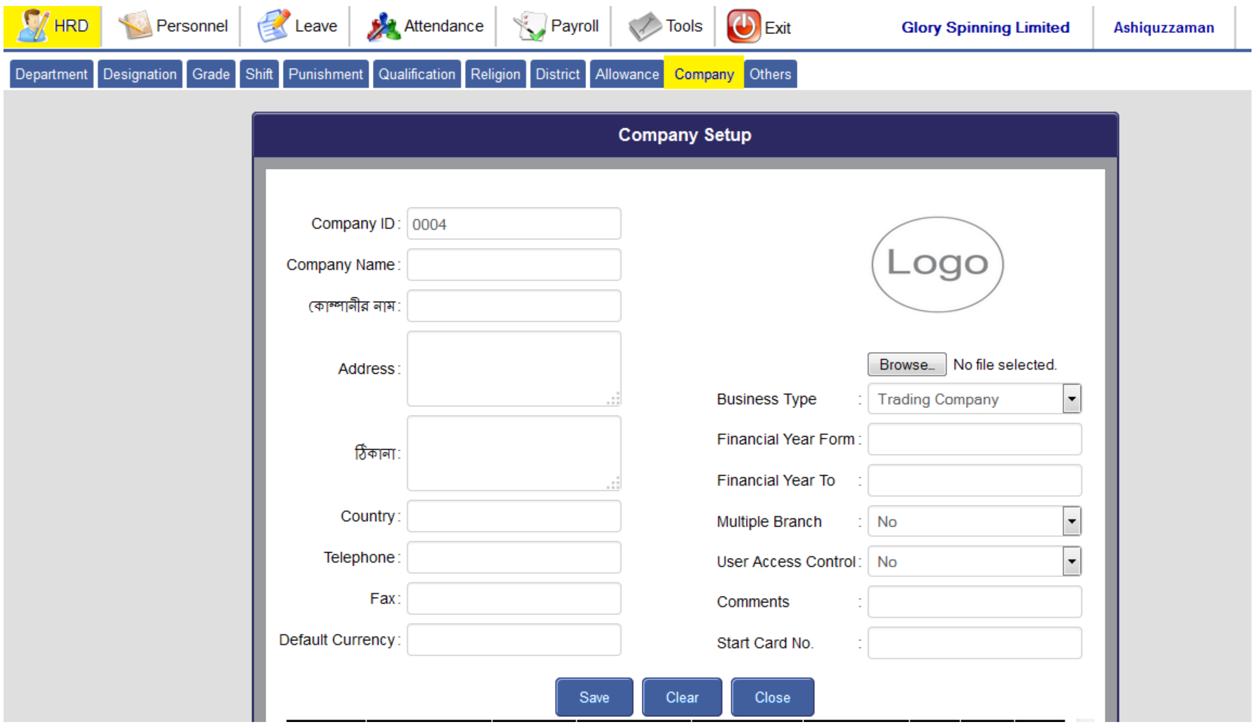
❖ HRD:

This HRD Part for all references setup .That is very important for run of this project properly.



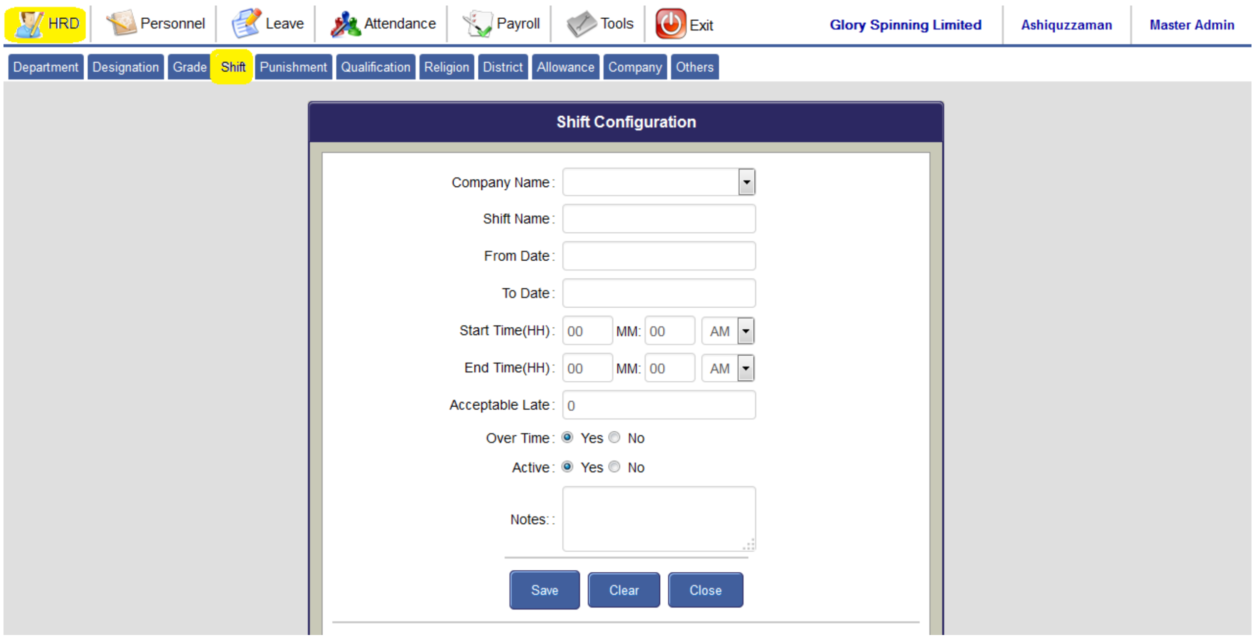
✓ You must setup a **Company** and Shift.

Click HRD then click Company



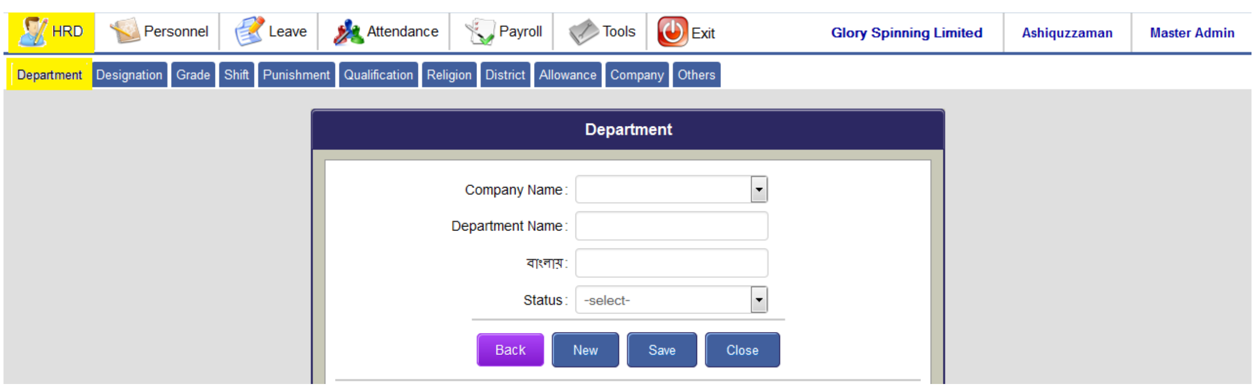
Company setup panel

Click HRD then click Shift



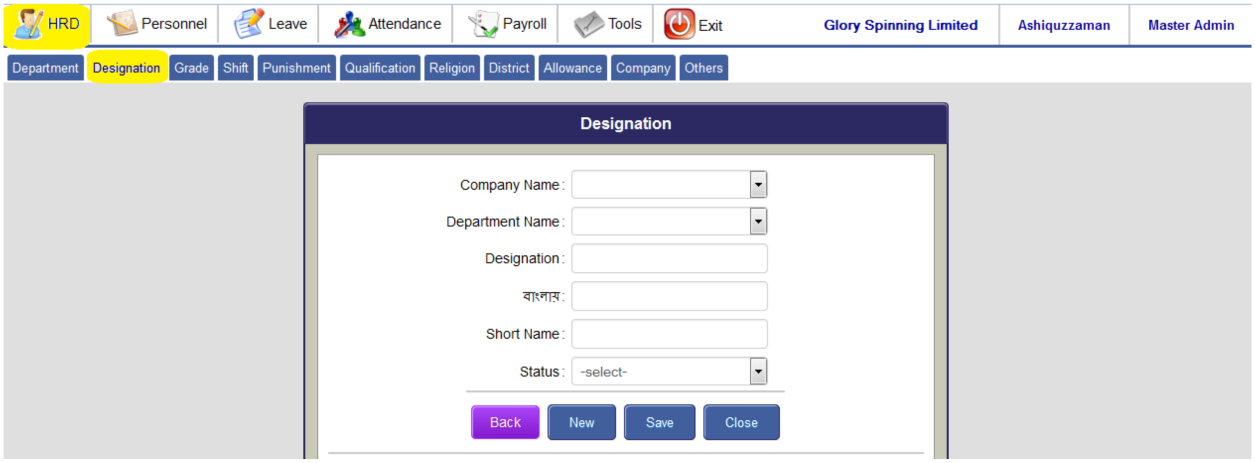
Shift configuration panel

Click HRD then click Department



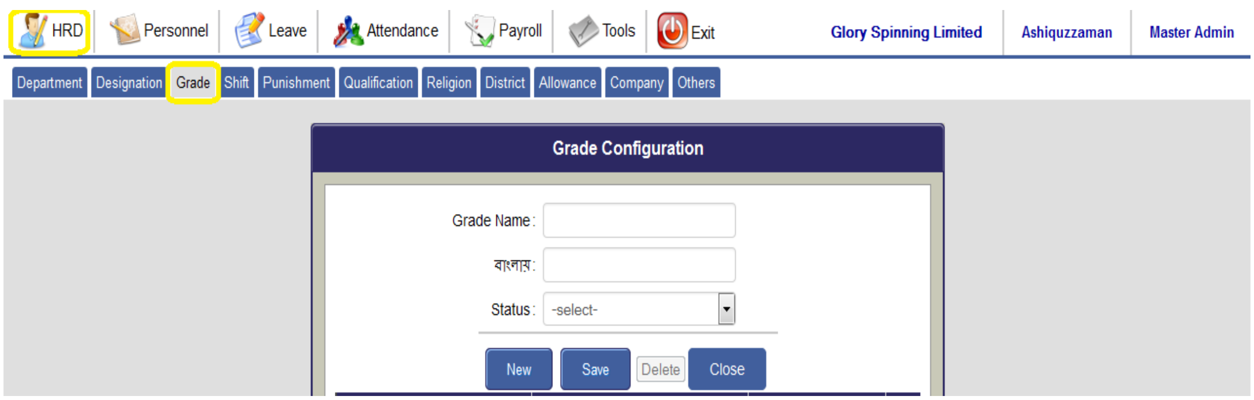
Department configuration panel

Click HRD then click Designation



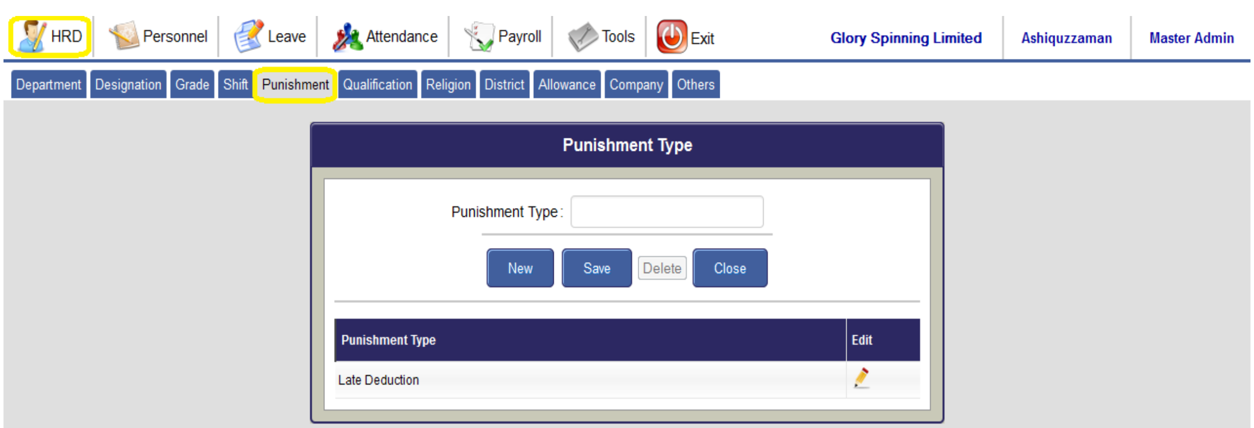
Designation configuration panel

Click HRD then click Grade



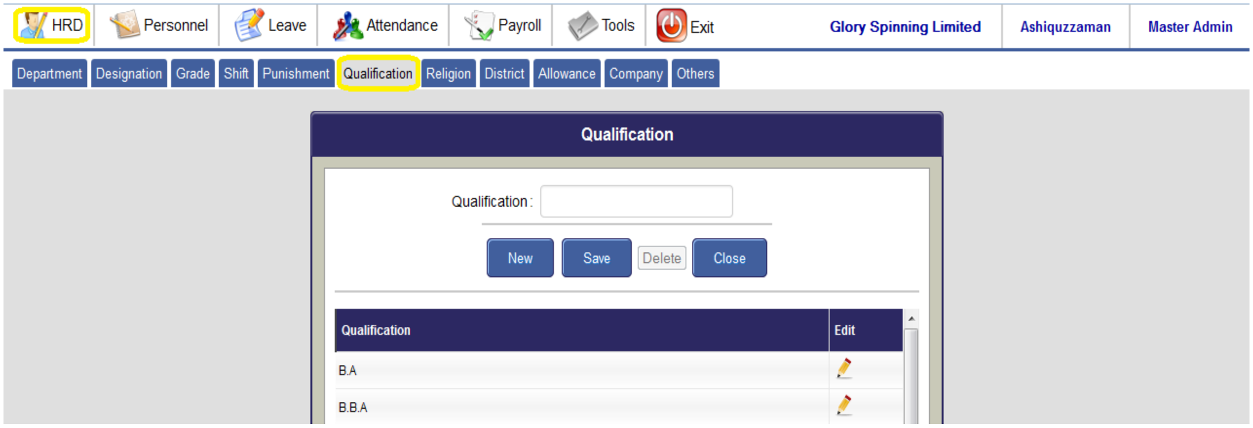
Grade configuration panel

Click HRD then click Punishment



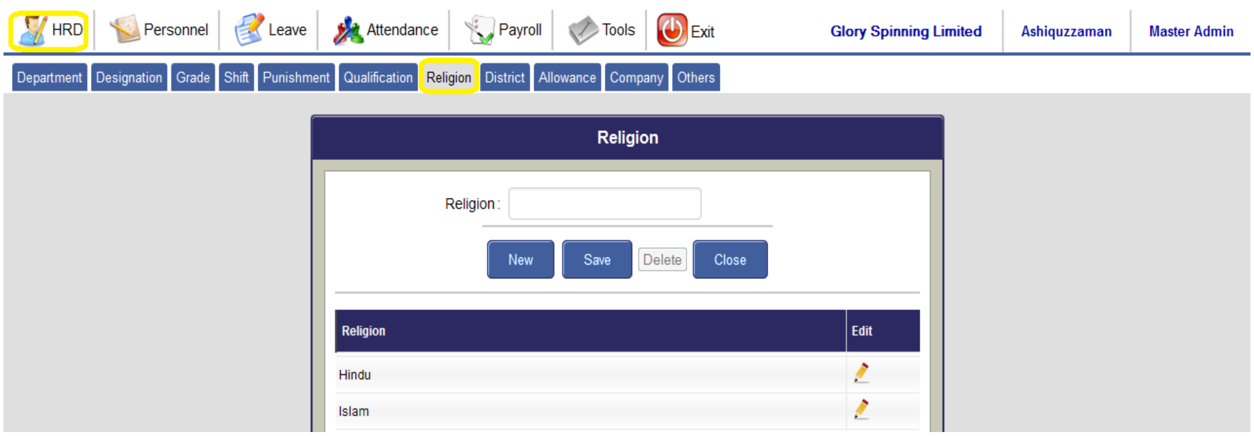
Punishment type configuration panel

Click HRD then click Qualification



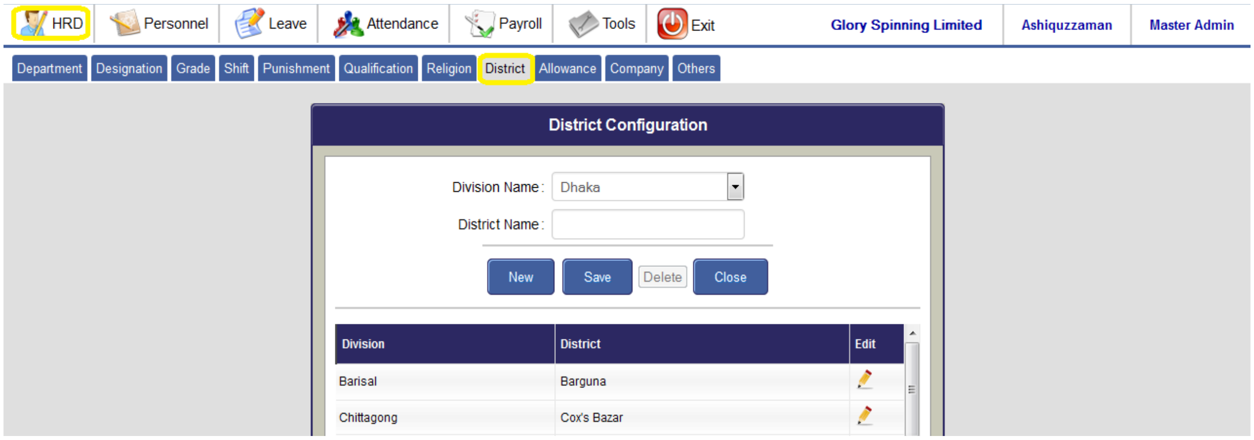
Qualification setting panel

Click HRD then click Religion



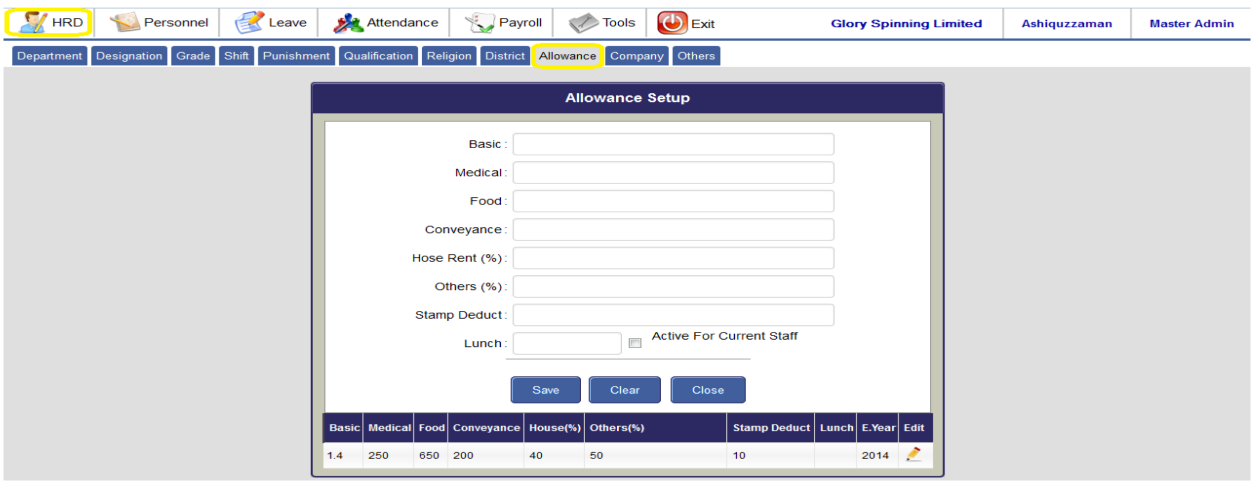
Religion setting panel

Click HRD then click District



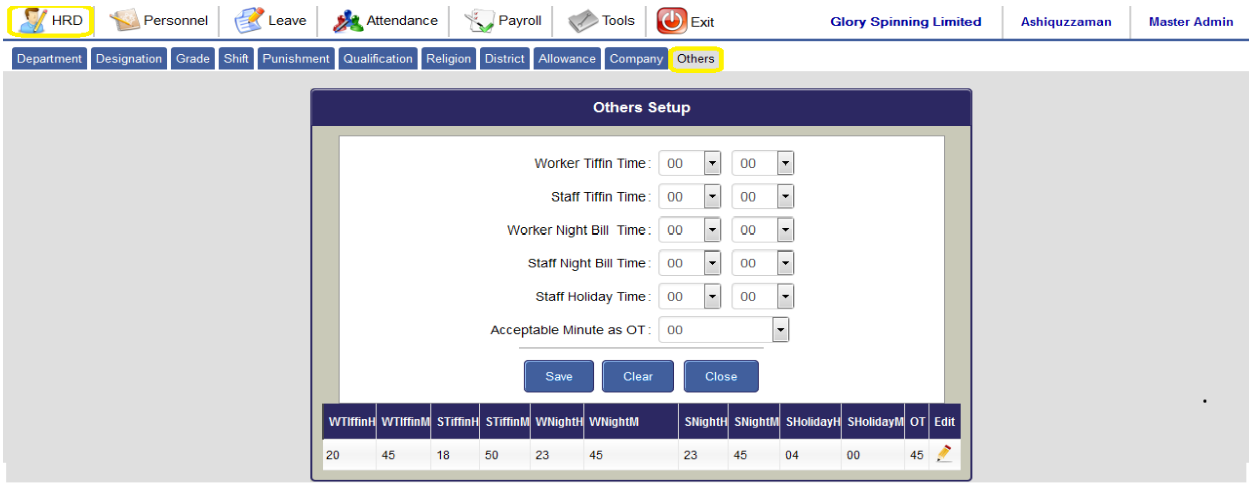
District configuration panel

Click HRD then click Allowance



Allowance setup panel

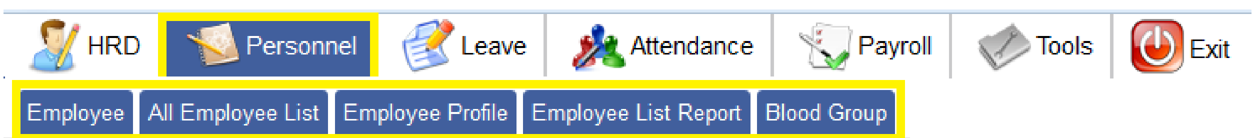
Click HRD then click Others



Others setup panel

❖ Personnel:

This Personnel Management Module is very important for add a new employee .So please follow every step and successfully completed all step for a new employee. Otherwise this module has many options for manage an employee properly.

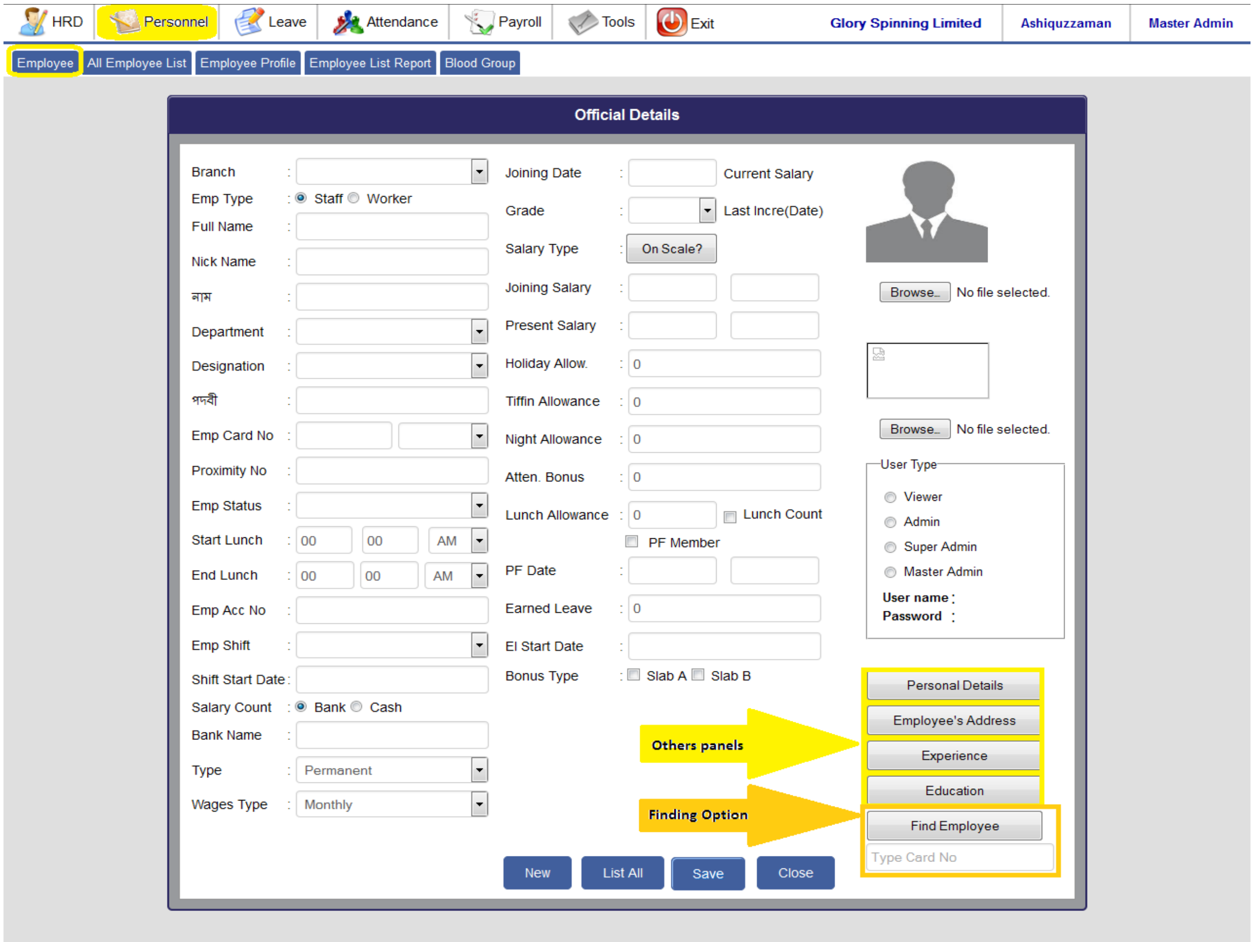


Click Personnel then click Employee

There are some panels…

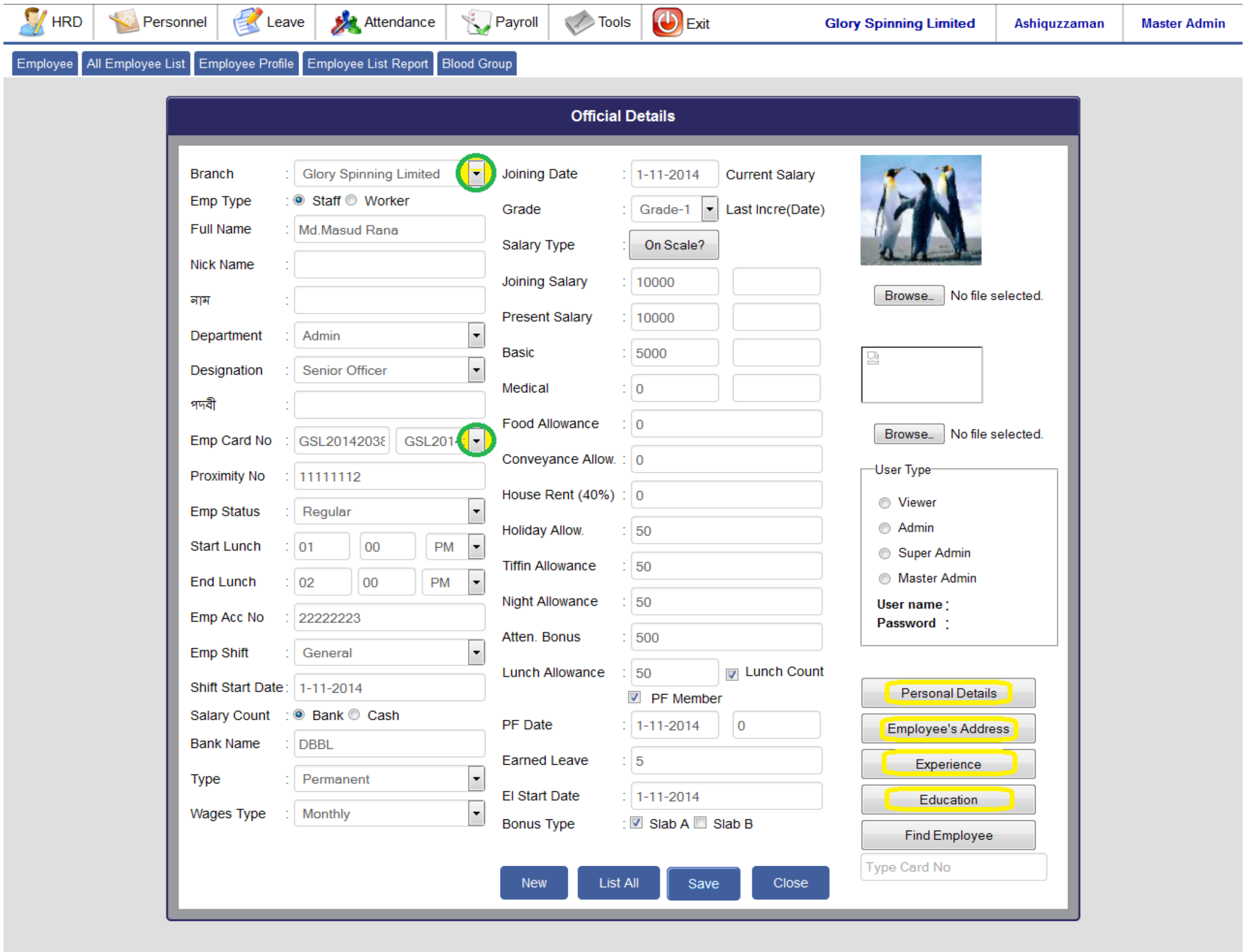
- Official Details (This is already open)
- Personal Details
- Employee's Address
- Experience
- Education

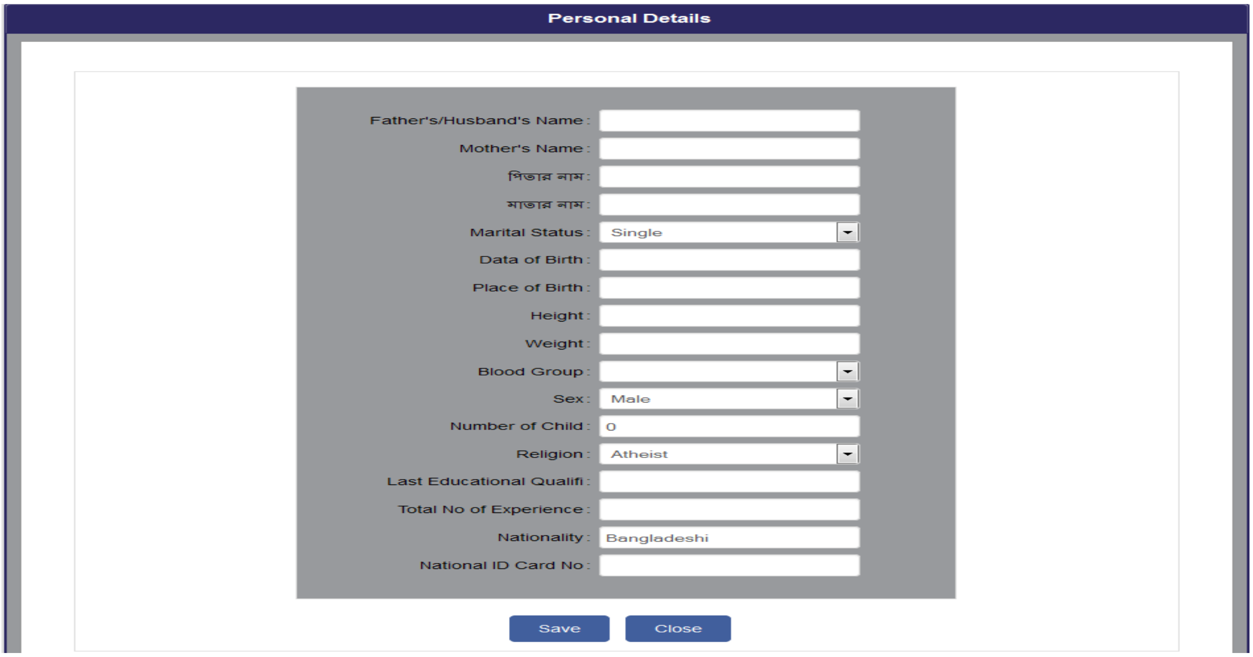
and a finding option.



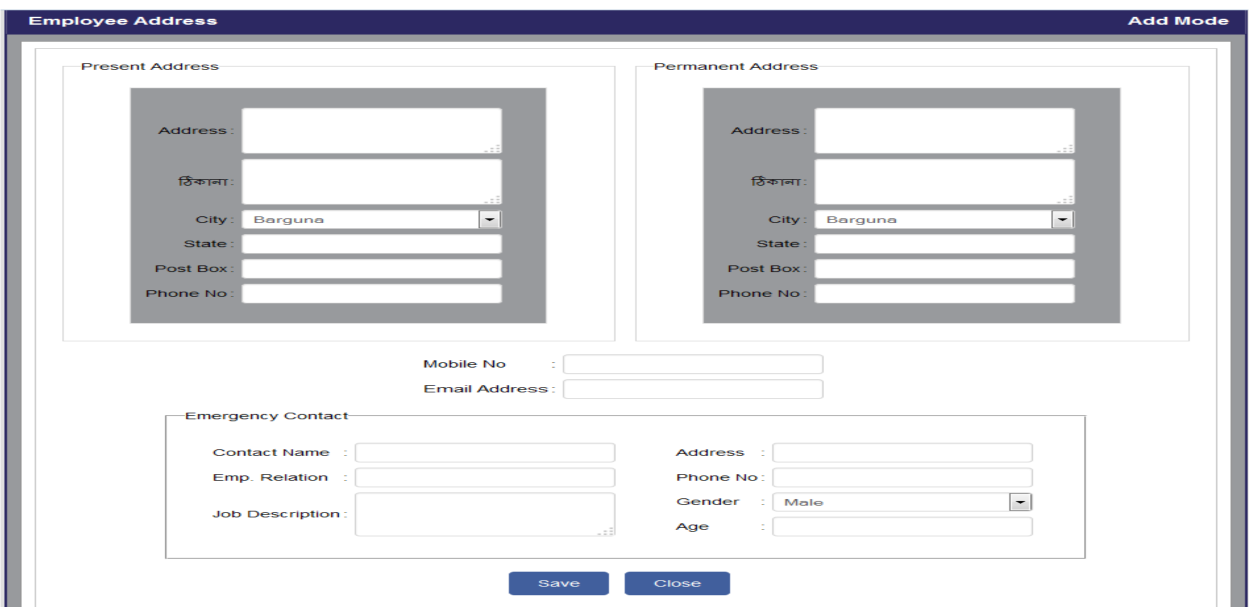
Official Details entry panel

- If you want to add **Personal Details/Employee's Address/Experience/ Education .**At first you select a card number from **Emp card no (**if you are Master Admin or Supper Admin, at first you select a **Company name** from **Branch** then select a card number**)**.Then Click **Personal Details/Employee's Address/Experience/ Education.**

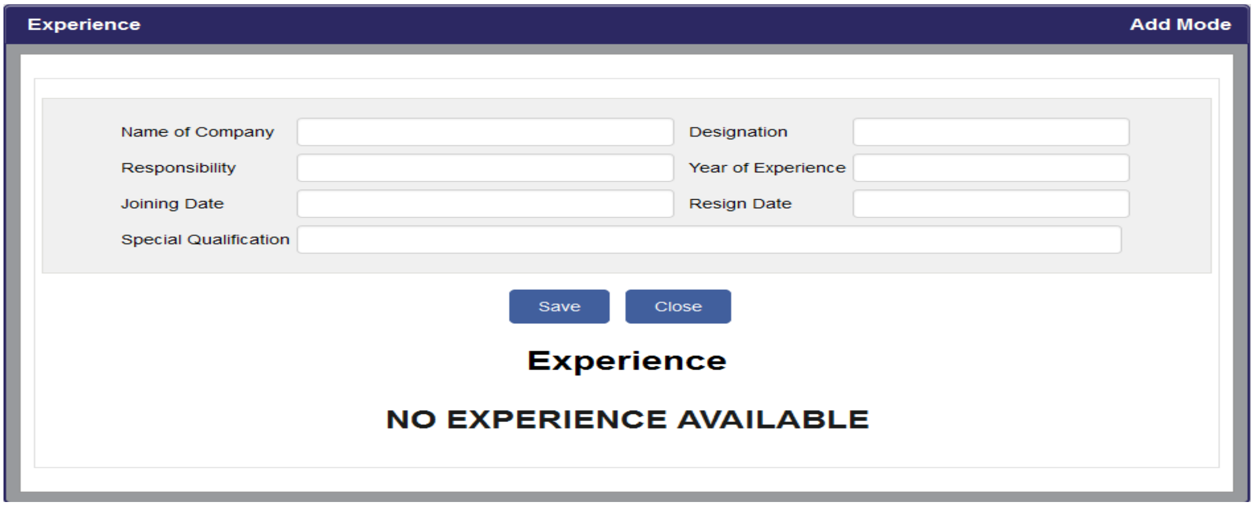

HRD
Personnel
Leave
Attendance
Payroll
Tools
Exit
Glory Spinning Limited
Ashiquzzaman
Master Admin
Employee
All Employee List
Employee Profile
Employee List Report
Blood Group
Official Details
Branch : Glory Spinning Limited
Emp Type : Staff Worker
Full Name : Md.Masud Rana
Nick Name :
নাম :
Department : Admin
Designation : Senior Officer
পদবী :
Emp Card No : GSL2014203 GSL201
Proximity No : 11111112
Emp Status : Regular
Start Lunch : 01 00 PM
End Lunch : 02 00 PM
Emp Acc No : 22222223
Emp Shift : General
Shift Start Date : 1-11-2014
Salary Count : Bank Cash
Bank Name : DBBL
Type : Permanent
Wages Type : Monthly
Joining Date : 1-11-2014
Current Salary
Grade : Grade-1
Last Incre(Date)
Salary Type : On Scale?
Joining Salary : 10000
Present Salary : 10000
Basic : 5000
Medical : 0
Food Allowance : 0
Conveyance Allow. : 0
House Rent (40%) : 0
Holiday Allow. : 50
Tiffin Allowance : 50
Night Allowance : 50
Atten. Bonus : 500
Lunch Allowance : 50
Lunch Count
PF Member
PF Date : 1-11-2014 0
Earned Leave : 5
El Start Date : 1-11-2014
Bonus Type : Slab A Slab B
Browse... No file selected.
Browse... No file selected.
User Type
Viewer
Admin
Super Admin
Master Admin
User name :
Password :
Personal Details
Employee's Address
Experience
Education
Find Employee
Type Card No
New
List All
Save
Close



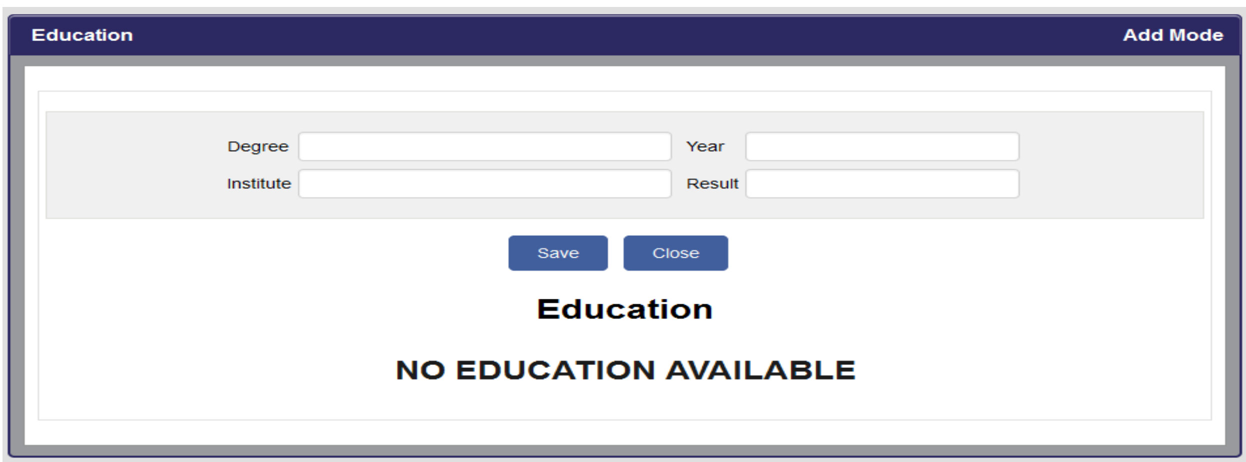
Personal details entry panel



Employee’s address entry panel



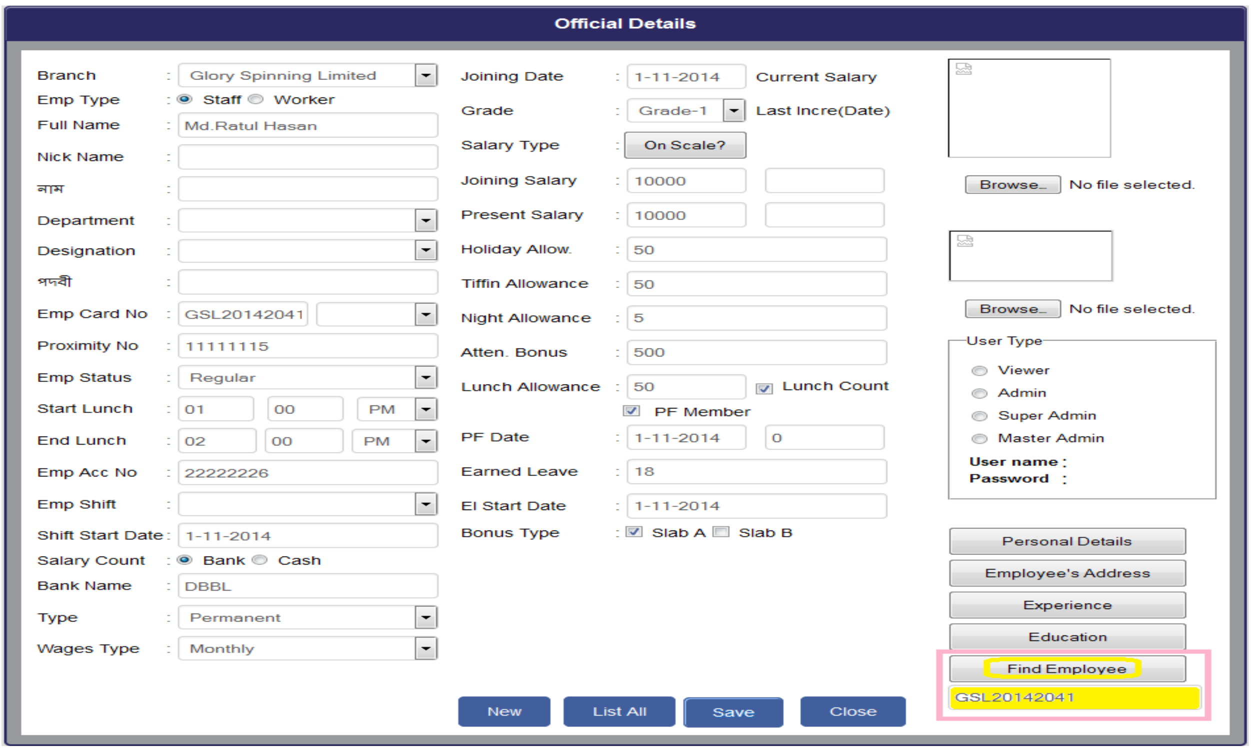
Employee experience entry panel



Educational information entry panel

- If you want to find any employee record.

: Then type a Card no and Click **Find Employee** Button

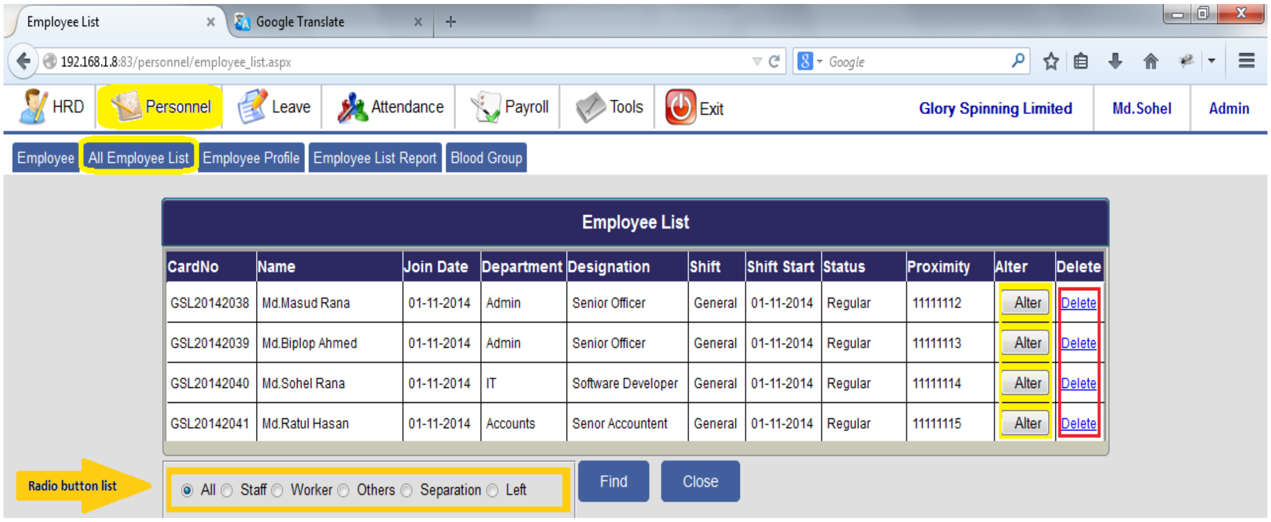


Official Details entry panel

- If you want to see all employee list. then Click personnel then click All Employee List

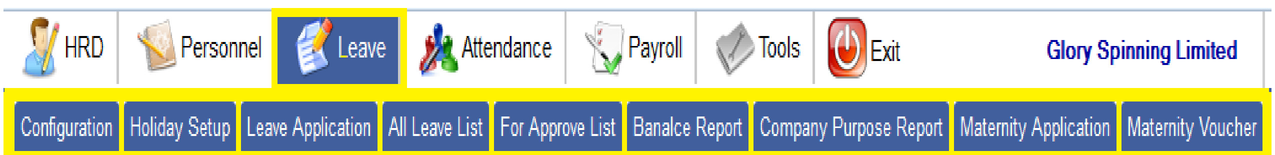
There are some options.

- **Finding:** You saw a **Radio button list**. You checked any button and see specific records.
- **Delete/Update:** You also saw some **Alter/Delete** buttons. If you want to delete any record then click **Delete** button and update to click **Alter** button then you linked with another window for update.

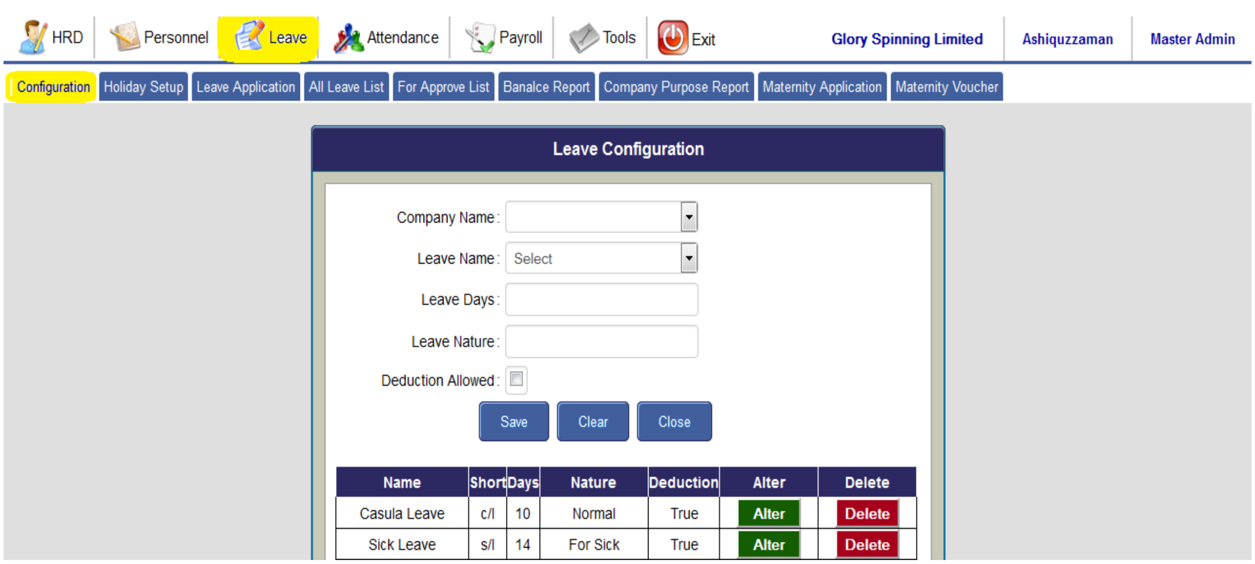


❖ Leave

This Leave Management Module is very important for manage all employees leaves. So, please follow every step and successfully complete all tasks.

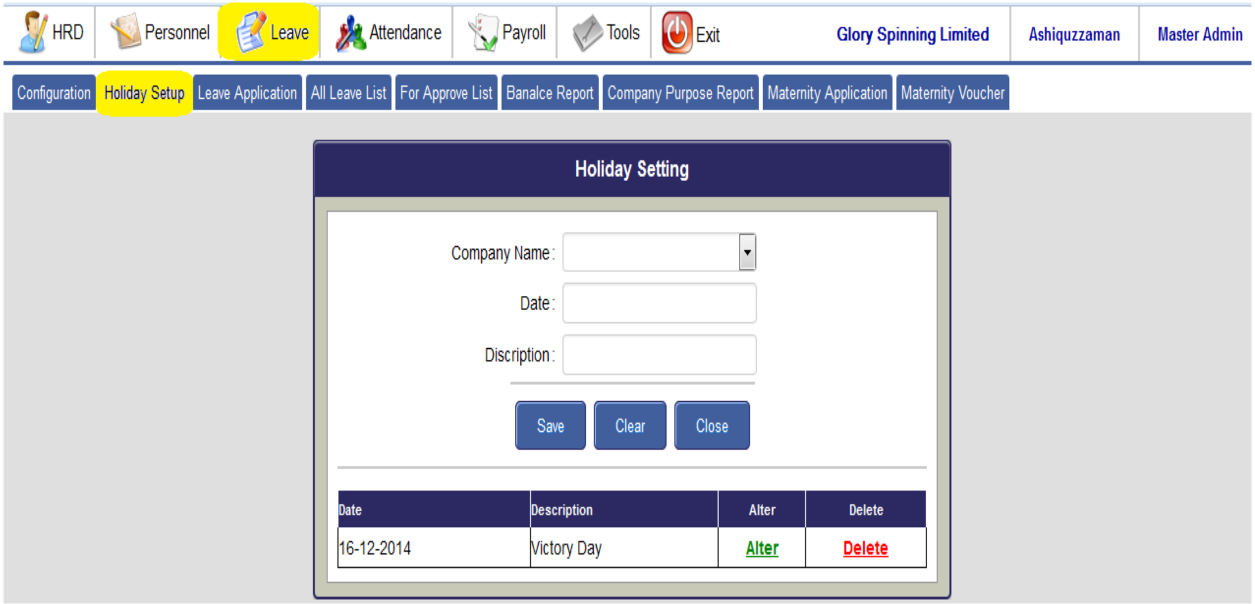


Click **Leave** then click **Configuration**



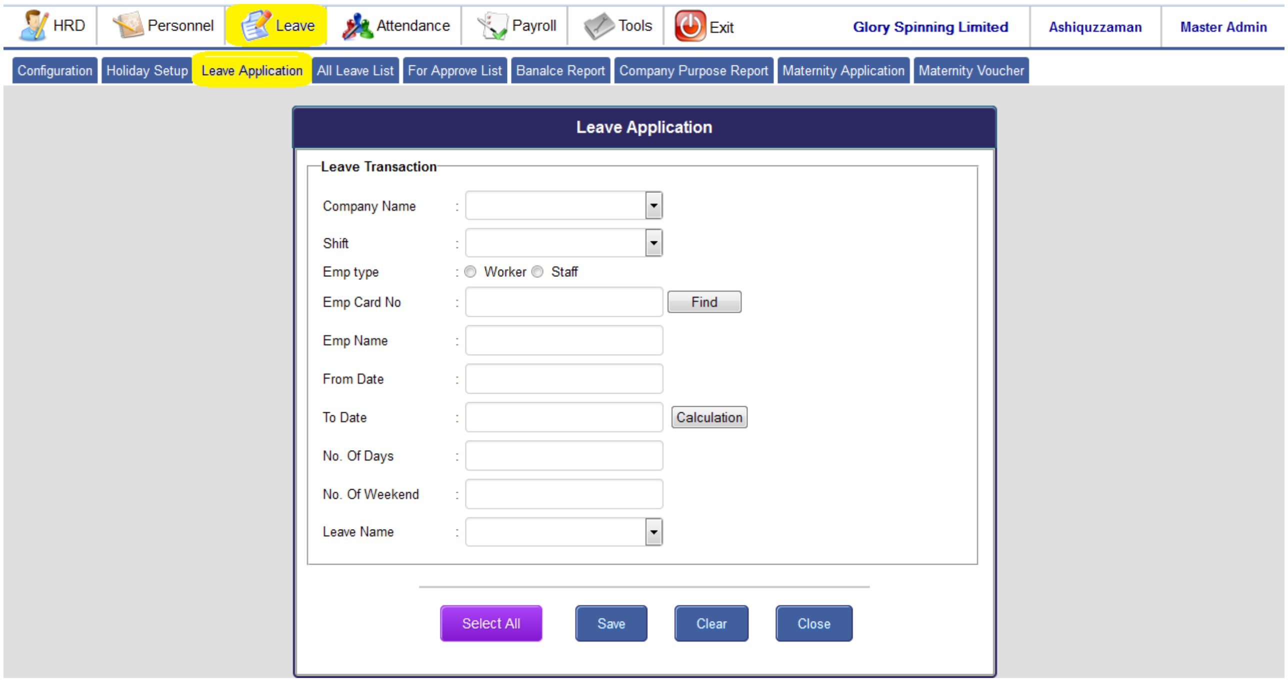
Leave configuration panel

Click **Leave** then click **Holiday Setup**



Holiday setting panel

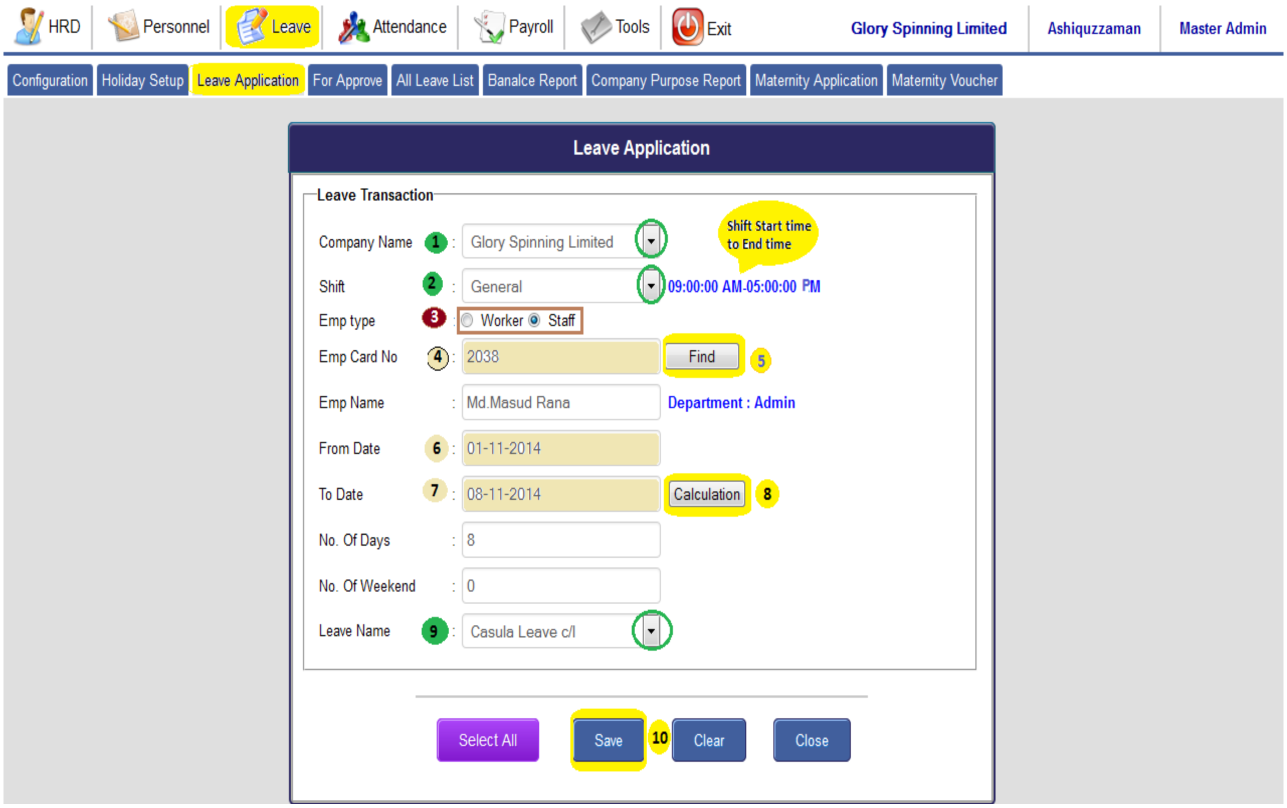
Click **Leave** then click **Leave Application**



Leave application entry panel

- ### How to entry an application?

  : Follow this picture's 1-10 no sequence.

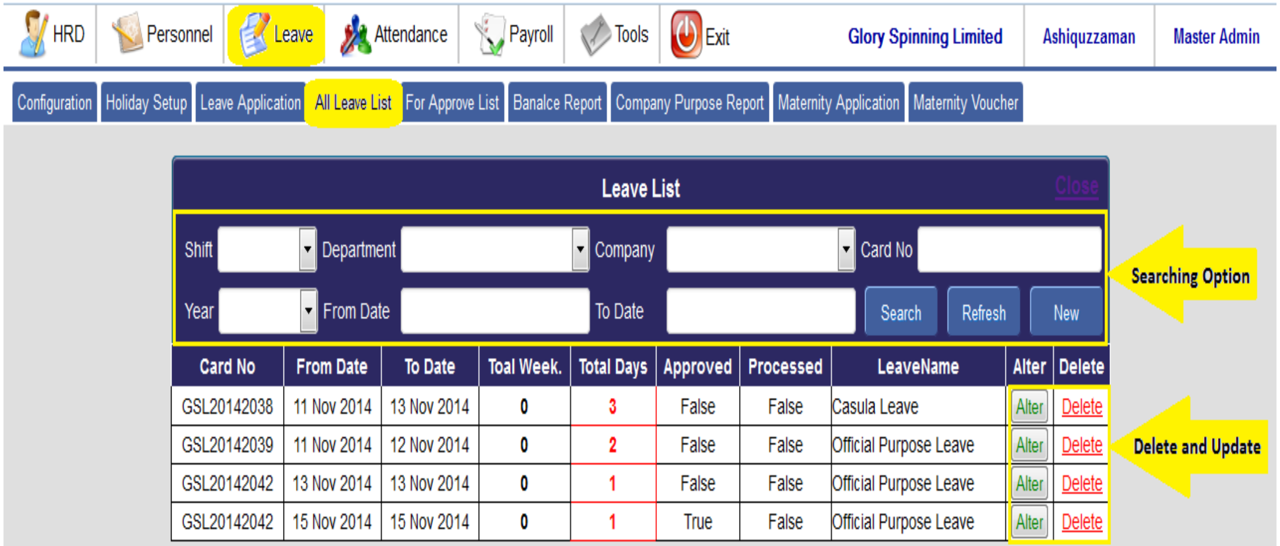


Leave application entry panel

Click **Leave** then click **All Leave List**

There are some options…

- **Searching:** You saw a searching option panel. Here you search by different ways….
- **Delete and Update:** You also saw some **Alter/Delete** buttons. If you want to delete any record then click **Delete** button and update to click **Alter** button then you linked with another window for update.

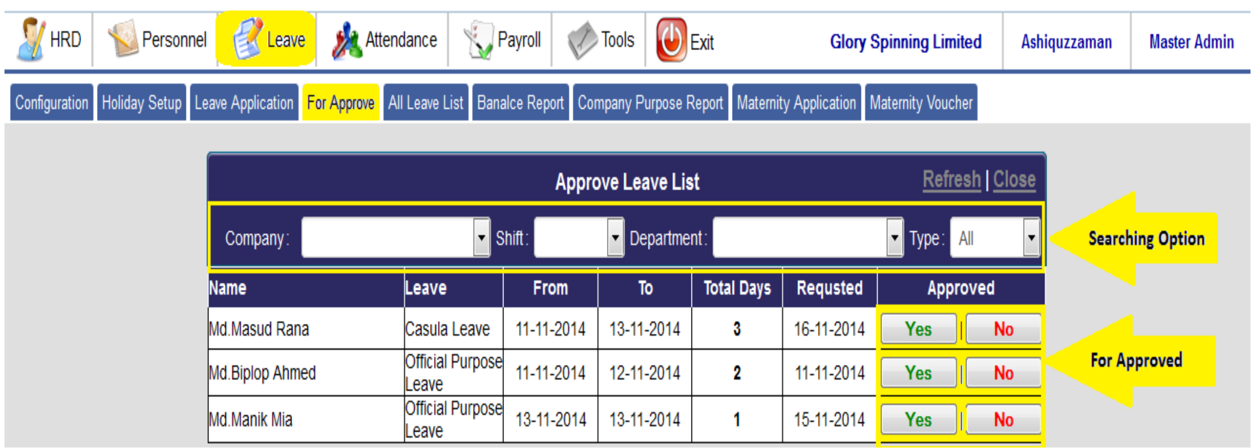


All leave list panel

Click **Leave** then click **For Approve List**

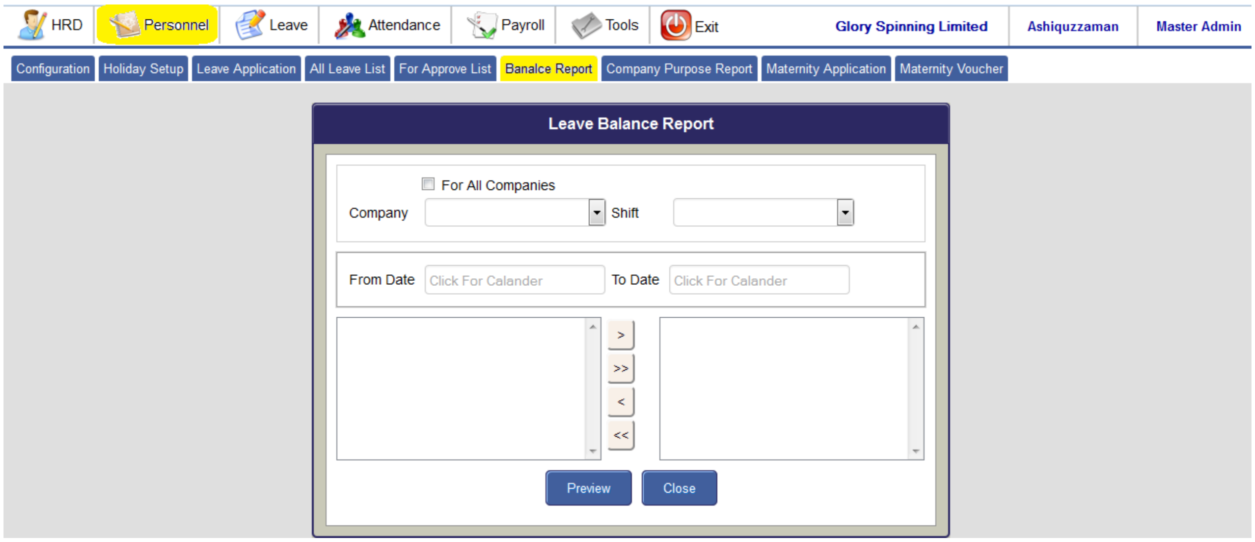
There are some options…

- **Searching:** You saw a searching option panel. Here you search by different ways….
- **Approved:** You also saw an Approve panel with two buttons **Yes/No.** If you want to approve any leave application then click **Yes** or if you don't then click **No**.



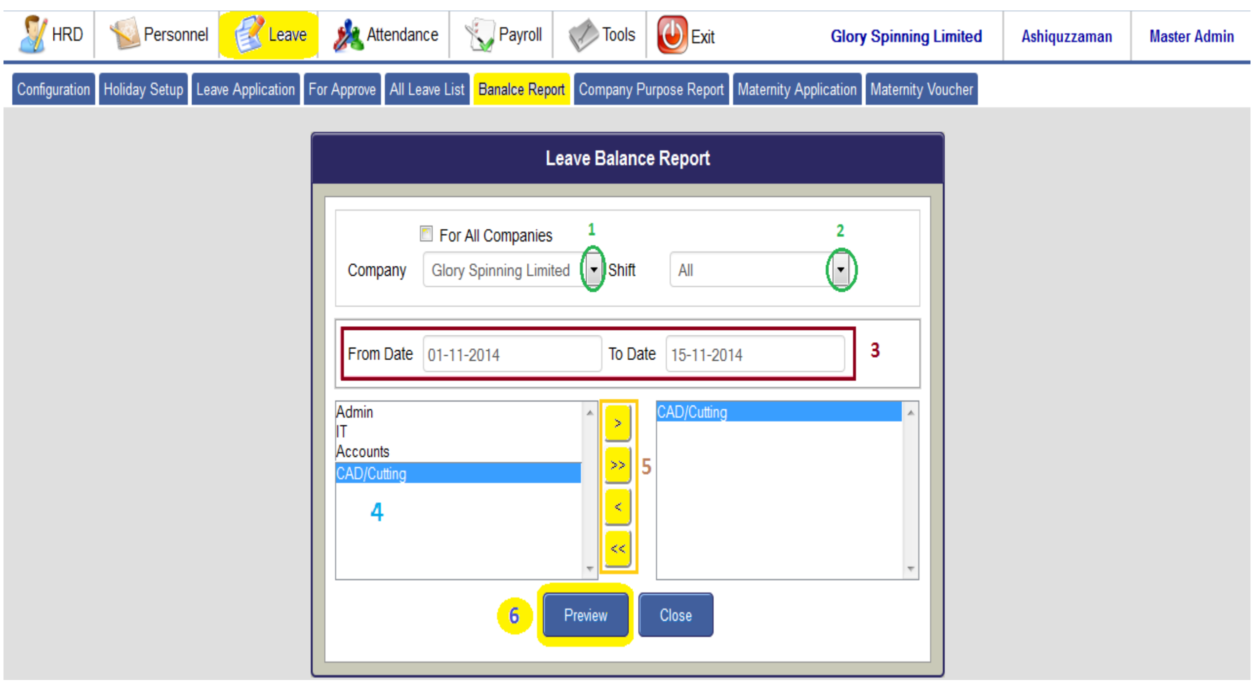
Approve Leave List panel

Click **Leave** then click **Balance Report**



- **How to show any report?**

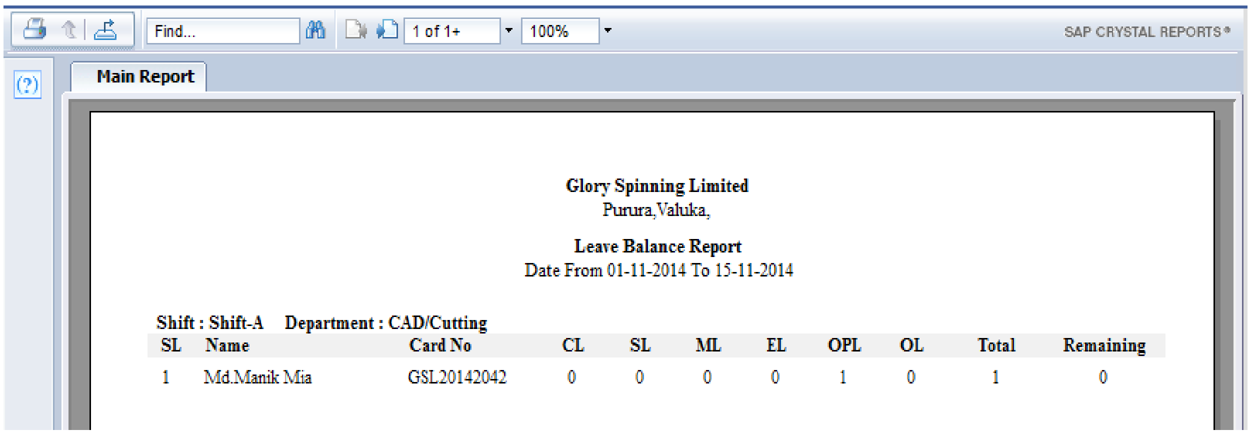
  : Follow this picture's 1-6 no sequence.



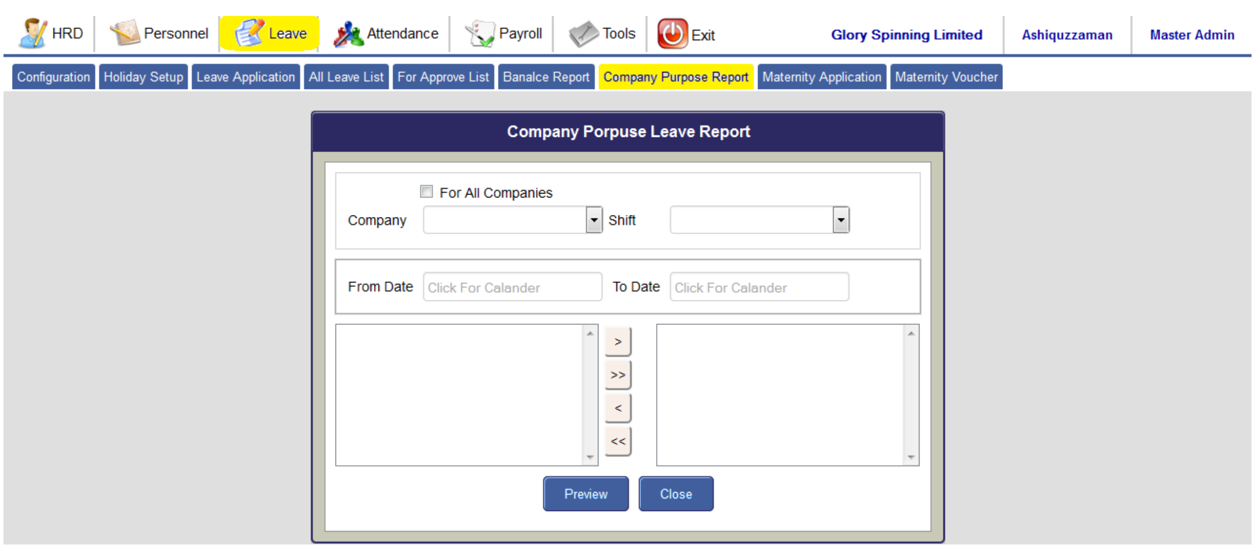
Leave Balance Report panel

(**1**)At first you Select a **Company name** (Only for Master/Supper Admin) (**2**) Select any **Shift/All**, (**3**) Select Date range (**From date** and **To date**). (**4**)Select any **Department** or more. Then click (**5**) **Arrow button**. (There are some arrow buttons, Right single arrow [>], Right double arrow [>>], Left single arrow [<], Left double arrow [<<].You use those Arrow buttons to interchange single or all Department from Left to Right and Right to Left.) Then click (6) Preview button.

Show a window like this……



Click **Leave** then click **Company Purpose Report**



Company Purpose Leave Report panel

- **How to show any report?**

  : Please follow the previous panel. (Leave Balance Report)