

Sentrifugo

User Guide

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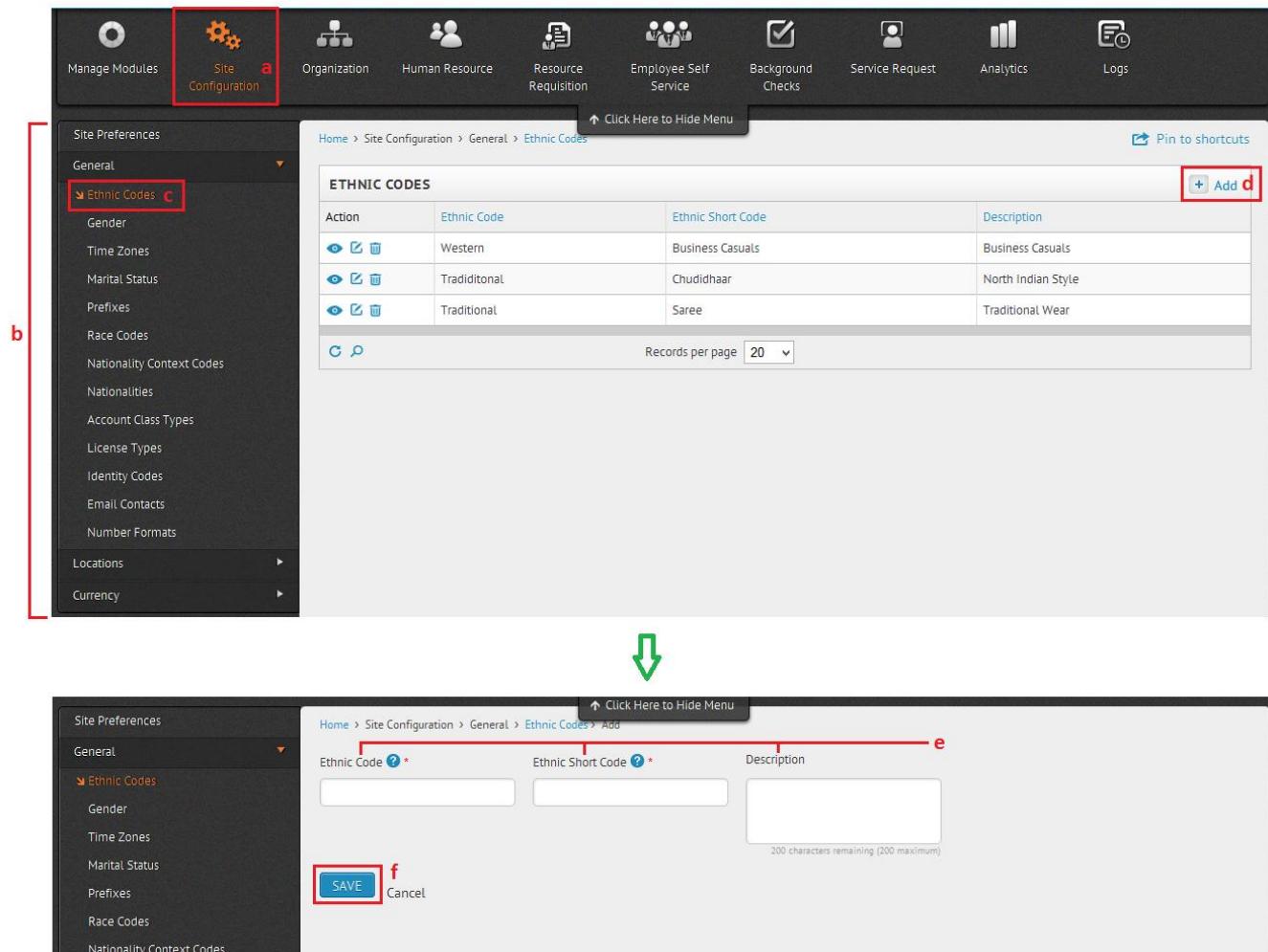
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Getting Started

How to Set Site Configurations:

- a. Click on Site Configurations in the top menu
- b. The left side panel will display the submenus
- c. Click on the desired submenu
- d. Click on the Add button on the right side panel
- e. Enter the required details
- f. Click Save button to add the details

For further understanding, refer Figure 1, which explains about adding Ethnic Codes



Top Screenshot: ETHNIC CODES List Page

The page title is "ETHNIC CODES". It displays a table with three rows:

Action	Ethnic Code	Ethnic Short Code	Description
	Western	Business Casuals	Business Casuals
	Traditional	Chudidhaar	North Indian Style
	Traditional	Saree	Traditional Wear

Below the table are "C" and "P" icons, and a "Records per page" dropdown set to 20.

Bottom Screenshot: Add Ethnic Code Form

The page title is "Add Ethnic Code". The form has three fields:

- Ethnic Code (highlighted with red box "e")
- Ethnic Short Code (highlighted with red box "e")
- Description (highlighted with red box "e")

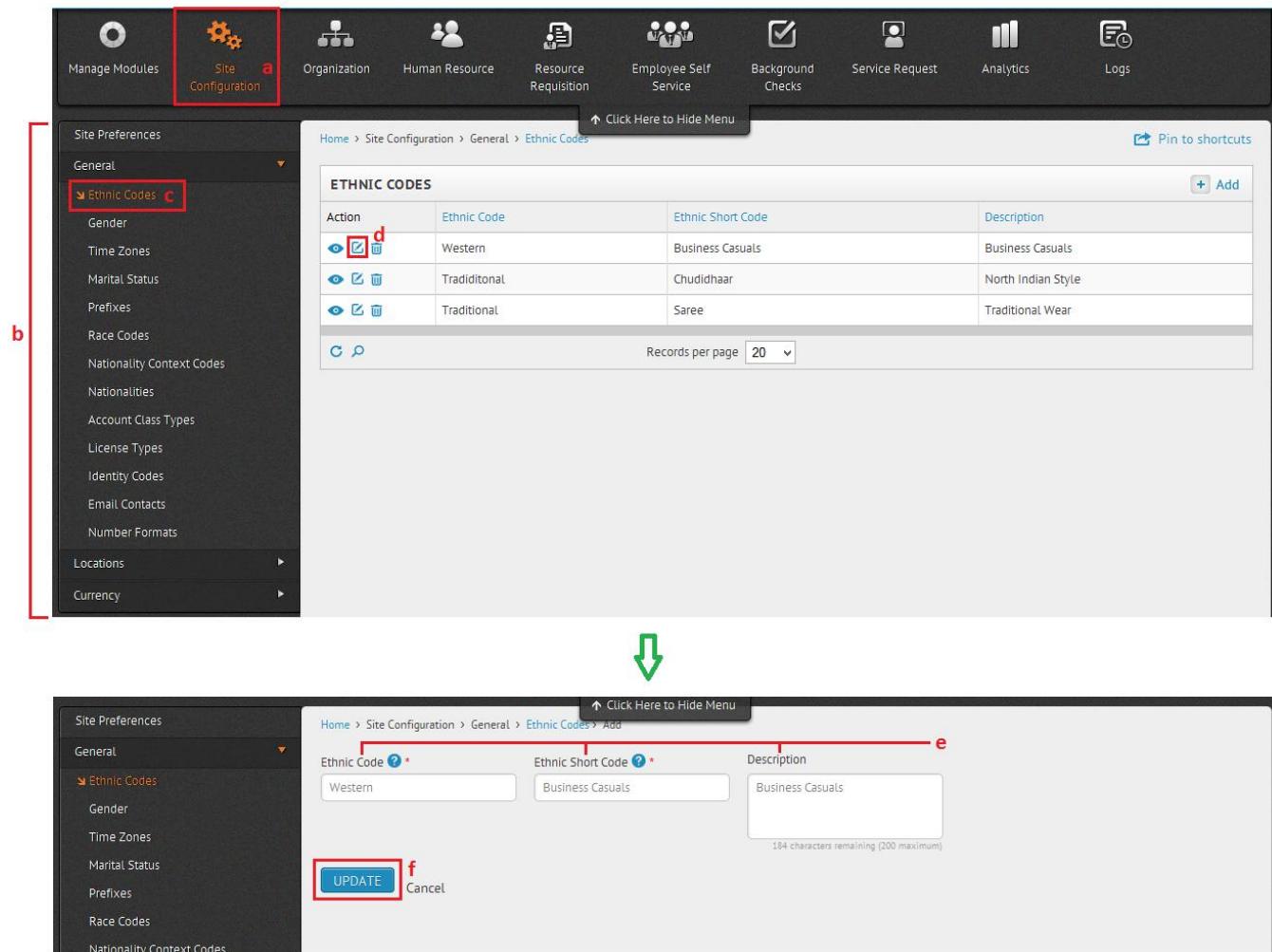
At the bottom are "SAVE" and "Cancel" buttons, with "SAVE" highlighted with a red box "f".

Figure 1

How to Edit Site Configurations:

- a. Click on Site Configurations in the top menu
- b. The left side panel will display the submenus
- c. Click on the desired submenu
- d. Click on the Edit icon for the record that is to be edited on the right side panel
- e. Make the required changes to the record
- f. Click on Update button to save the changes

For further understanding, refer Figure 2, which explains about editing Ethnic Codes



Top Screenshot (List View):

- a:** Site Configuration icon in the top menu.
- b:** Left sidebar menu under General, with 'Ethnic Codes' selected.
- c:** 'Ethnic Codes' link in the sidebar.
- d:** Edit icon (pencil) next to the Western entry in the list.

Action	Ethnic Code	Ethnic Short Code	Description
	Western	Business Casuals	Business Casuals
	Traditional	Chudidhaar	North Indian Style
	Traditional	Saree	Traditional Wear

Bottom Screenshot (Form View):

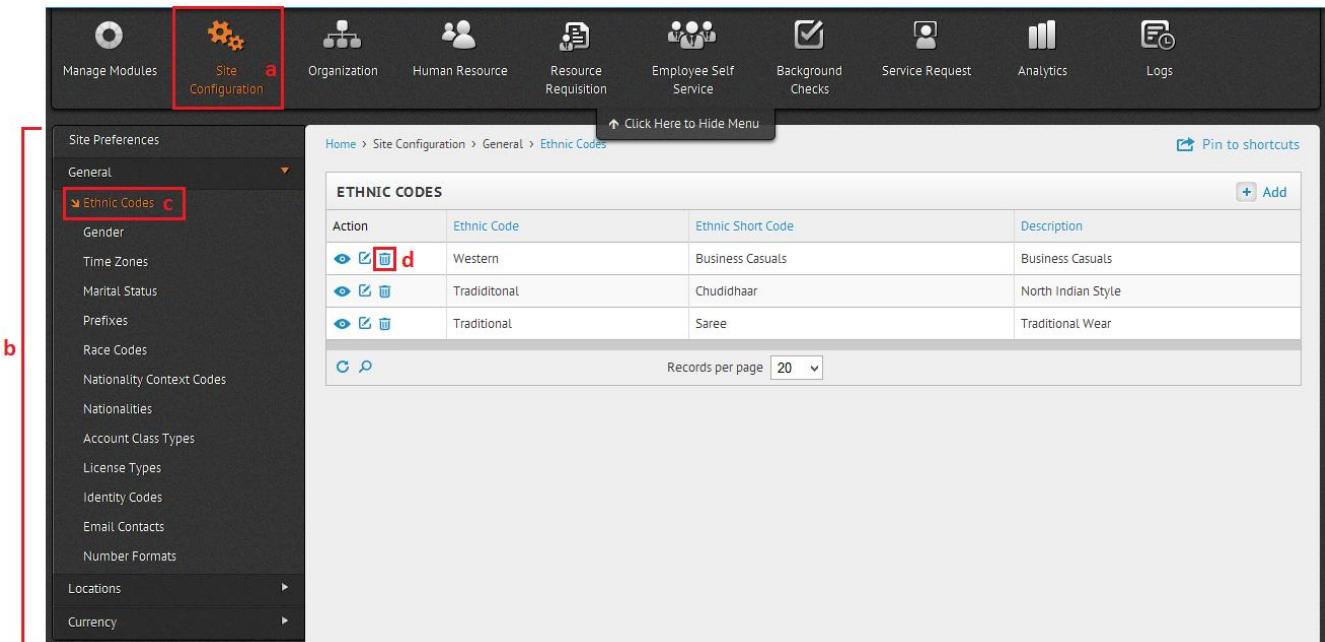
- e:** 'Ethnic Code' field (Western).
- f:** 'UPDATE' button.

Figure 2

Need to Delete Site Configurations:

- a. Click on Site Configurations in the top menu
- b. The left side panel will display the submenus
- c. Click on the desired submenu
- d. Click on Delete icon for the record that is to be deleted in the right side panel

For further understanding, refer Figure 3, which explains about deleting Ethnic Codes



Action	Ethnic Code	Ethnic Short Code	Description
	Western	Business Casuals	Business Casuals
	Traditional	Chudidhaar	North Indian Style
	Traditional	Saree	Traditional Wear

Figure 3

- e. In the confirmation popup, click on Yes to delete the record

Refer Figure 4

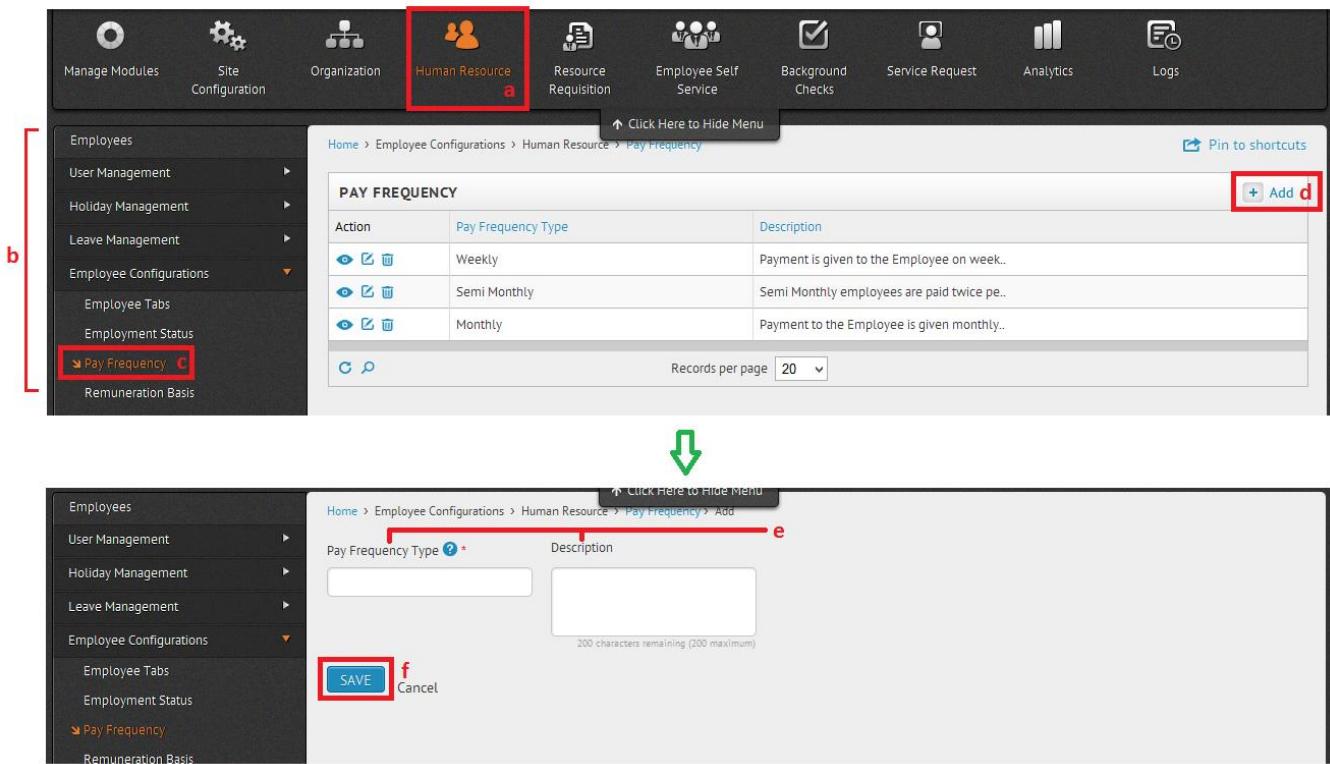


Figure 4

To Set Employee Configurations:

- a. Click on Human Resource in the top menu
- b. The left side panel will display the submenus
- c. Click on the Employee Configurations in the submenu
- d. Click on the Add button on the right side panel
- e. Enter the required details
- f. Click Save button to save the details

For further understanding, refer Figure 5, which explains about adding Pay Frequency



The figure consists of two screenshots of the Sentrifugo HRMS application. Both screenshots show the same interface with different sections highlighted by red boxes and letters.

Screenshot 1 (Top): This screenshot shows the main navigation bar at the top with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a sidebar with several menu items. One item, "Employee Configurations", has a red bracket labeled 'b' to its left, indicating it is expanded. Under "Employee Configurations", the "Pay Frequency" option is highlighted with a red box labeled 'c'. To the right of the sidebar is a table titled "PAY FREQUENCY" listing three pay frequency types: Weekly, Semi Monthly, and Monthly. At the top right of this table is a blue "Add" button with a red box labeled 'd' around it.

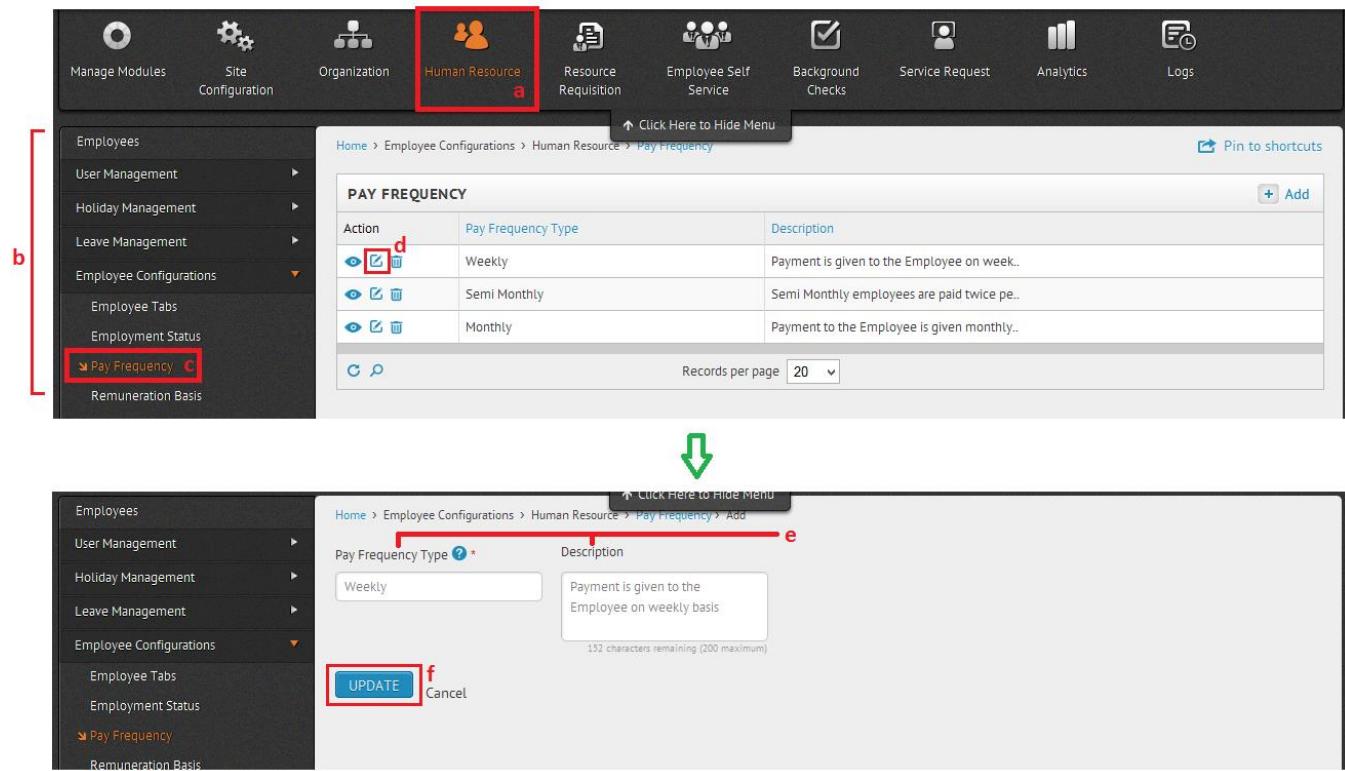
Screenshot 2 (Bottom): This screenshot shows the "Pay Frequency" add form. The sidebar on the left is identical to the first screenshot. The main area shows a form with fields for "Pay Frequency Type" (with a red box labeled 'e' over the field) and "Description". Below the form are "SAVE" and "Cancel" buttons. A red box labeled 'f' is placed over the "SAVE" button.

Figure 5

To Edit an Employee Configuration:

- a. Click on Human Resource in the top menu
- b. The left side panel will display the submenus
- c. Click on the desired submenu
- d. Click on Edit icon for the record that is to be edited on the right side panel
- e. Make the required changes
- f. Click on Update button to save the changes

For further understanding, refer Figure 6, which explains about editing Pay Frequency



The figure consists of two screenshots of the Sentrifugo HRMS interface, connected by a green downward arrow.

Screenshot 1 (Top): This shows the main navigation bar and the left-side menu. The 'Human Resource' icon in the top menu is highlighted with a red box and labeled 'a'. In the left sidebar, under 'Employee Configurations', the 'Pay Frequency' option is highlighted with a red box and labeled 'c'. A red bracket on the left sidebar is labeled 'b', covering the 'Employee Configurations' section. A red box highlights the edit icon (pencil) next to the 'Weekly' entry in the 'PAY FREQUENCY' table, labeled 'd'. The table has three rows:

Action	Pay Frequency Type	Description
	Weekly	Payment is given to the Employee on week..
	Semi Monthly	Semi Monthly employees are paid twice pe...
	Monthly	Payment to the Employee is given monthly..

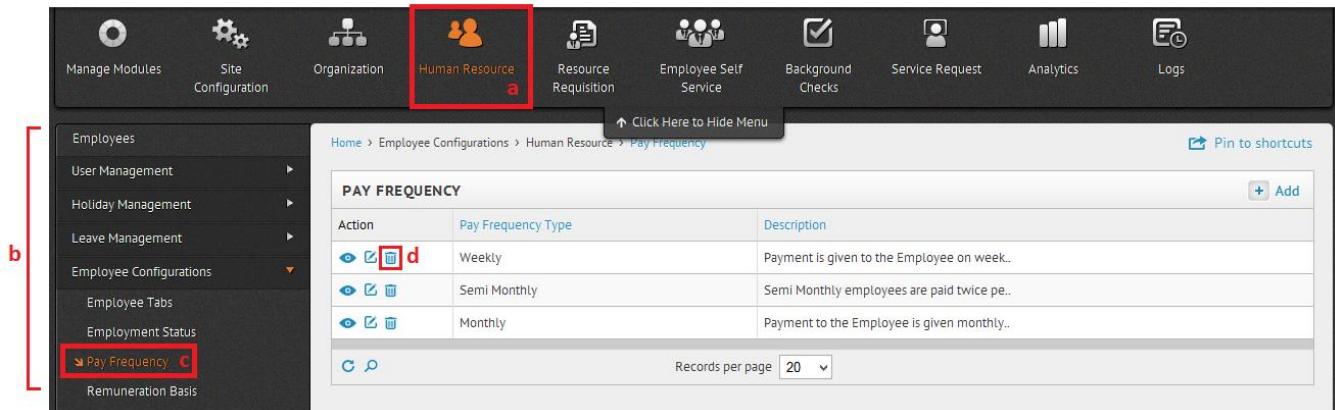
Screenshot 2 (Bottom): This shows the 'Pay Frequency' edit form. The 'Pay Frequency Type' field contains 'Weekly' and is highlighted with a red box and labeled 'e'. The 'Description' field contains 'Payment is given to the Employee on weekly basis' and is also highlighted with a red box and labeled 'e'. A red box highlights the 'UPDATE' button at the bottom left of the form, labeled 'f'. The left sidebar is identical to the one in the first screenshot.

Figure 6

To Delete an Employee Configuration:

- a. Click on Human Resource in the top menu
- b. The left side panel will display the submenus
- c. Click on the desired submenu
- d. Click on Delete icon for the record that is to be deleted on the right side panel

For further understanding, refer Figure 7, which explains about deleting Pay Frequency



Action	Pay Frequency Type	Description
	Weekly	Payment is given to the Employee on week..
	Semi Monthly	Semi Monthly employees are paid twice pe..
	Monthly	Payment to the Employee is given monthly..

Figure 7

- e. In the confirmation popup, click on Yes to delete the record

Refer Figure 8

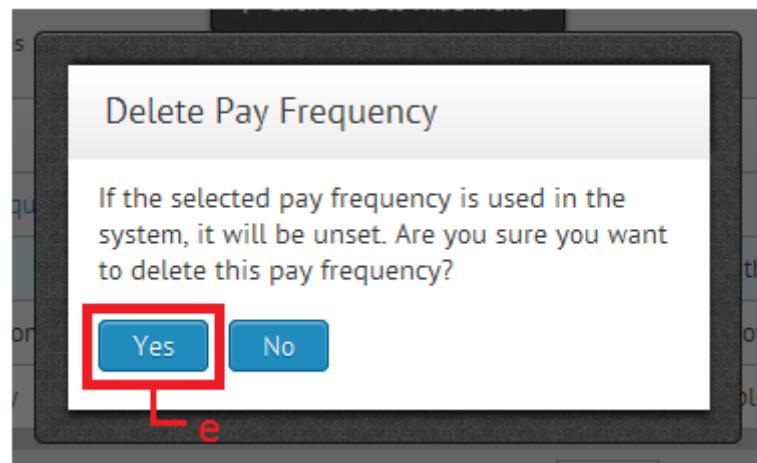
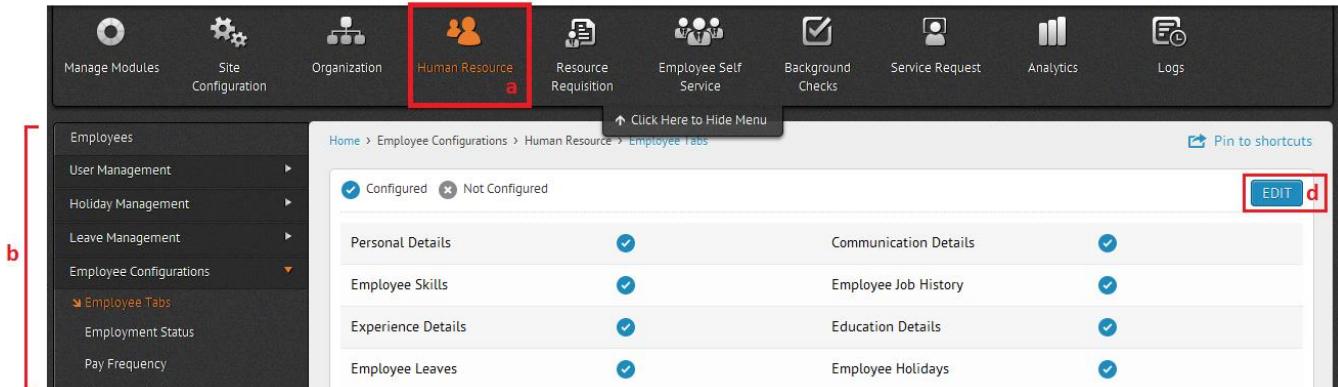


Figure 8

Want to Configure Tabs for Employees:

- a. Click on Human Resource in the top menu
- b. The left side panel will display the submenus
- c. Click on Employee Tabs
- d. Click on Edit button to configure tabs for employees

Refer Figure 9

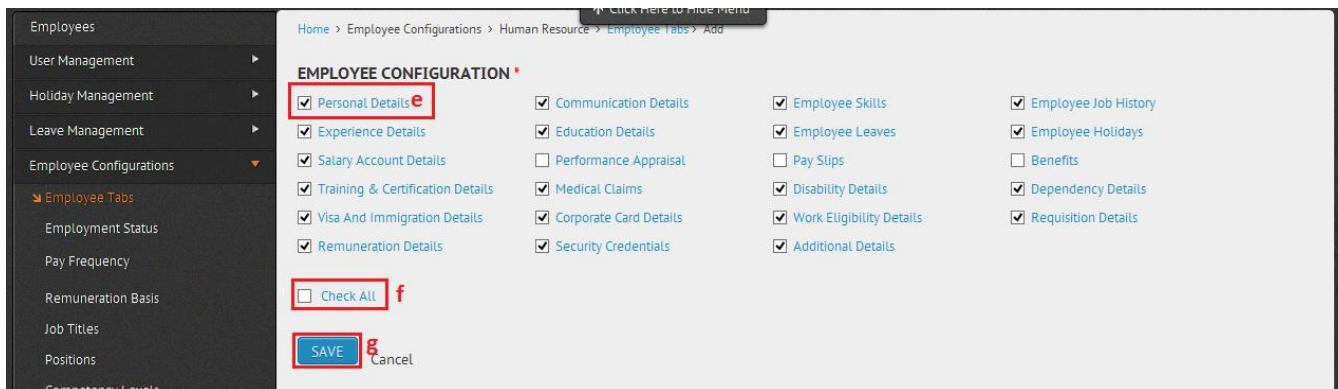


The screenshot shows the Sentrifugo web application. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a left sidebar with a vertical list of menu items: Employees, User Management, Holiday Management, Leave Management, Employee Configurations (with a dropdown arrow), Employee Tabs (highlighted with a red box and labeled 'c'), Employment Status, Pay Frequency, and Payroll. A red bracket on the left side of the sidebar points to the 'Employee Configurations' item, labeled 'b'. The main content area shows a breadcrumb path: Home > Employee Configurations > Human Resource > Employee Tabs. It displays a table titled 'Employee Tabs' with two columns: 'Personal Details', 'Communication Details', 'Employee Skills', 'Employee Job History', 'Experience Details', 'Education Details', 'Employee Leaves', and 'Employee Holidays'. Each row has a checkbox next to it. A 'Configured' button (with a checkmark) and a 'Not Configured' button (with an 'X') are at the top of the table. An 'EDIT' button is located at the top right of the table, highlighted with a red box and labeled 'd'. A tooltip 'Click Here to Hide Menu' is visible above the sidebar.

Figure 9

- e. To enable specific tabs for employees, check individual checkboxes with respect to desired tabs
- f. To enable all the tabs for employees, check “Check All” checkbox
- g. Click on Save to save the changes

Refer Figure 10



The screenshot shows the 'EMPLOYEE CONFIGURATION' dialog box. On the left, a sidebar lists: Employees, User Management, Holiday Management, Leave Management, Employee Configurations (with a dropdown arrow), Employee Tabs (highlighted with a red box and labeled 'e'), Employment Status, Pay Frequency, Remuneration Basis, Job Titles, Positions, and Competency Levels. The main configuration area is titled 'EMPLOYEE CONFIGURATION *'. It contains a grid of checkboxes grouped into four columns. The first column includes Personal Details (checked), Experience Details (checked), Salary Account Details (checked), Training & Certification Details (checked), Visa And Immigration Details (checked), and Remuneration Details (checked). The second column includes Communication Details (checked), Education Details (checked), Performance Appraisal (unchecked), Medical Claims (checked), Corporate Card Details (checked), and Security Credentials (checked). The third column includes Employee Skills (checked), Employee Leaves (checked), Pay Slips (unchecked), Disability Details (checked), Work Eligibility Details (checked), and Additional Details (checked). The fourth column includes Employee Job History (checked), Employee Holidays (checked), Benefits (unchecked), Dependency Details (checked), Requisition Details (checked), and Additional Details (checked). Below the configuration grid are two buttons: 'Check All' (unchecked) and 'SAVE' (highlighted with a red box and labeled 'g'). There is also a 'Cancel' button. A tooltip 'Click Here to Hide Menu' is visible above the sidebar.

Figure 10

Do You Want to Add an Organization:

- a. Click on Organization in the top menu
- b. The left side panel will display the submenus
- c. Click on Organization Info
- d. Click on Click Here link in the right side panel

Refer Figure 11

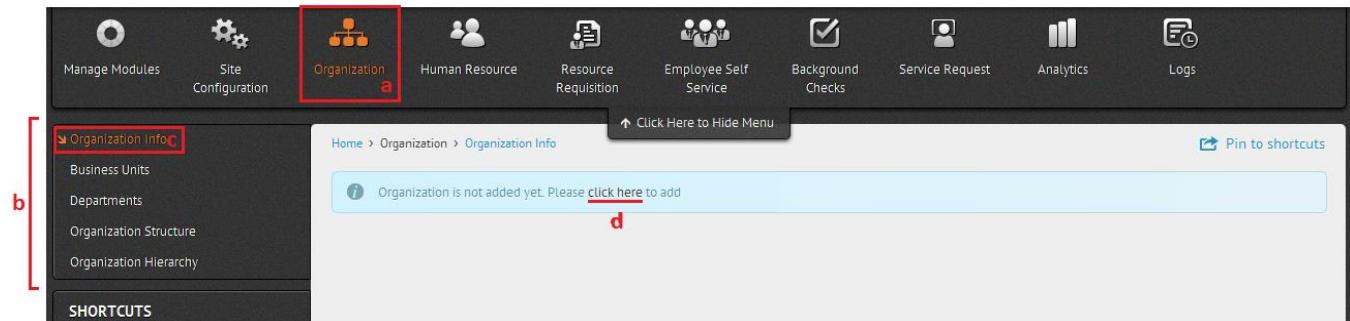
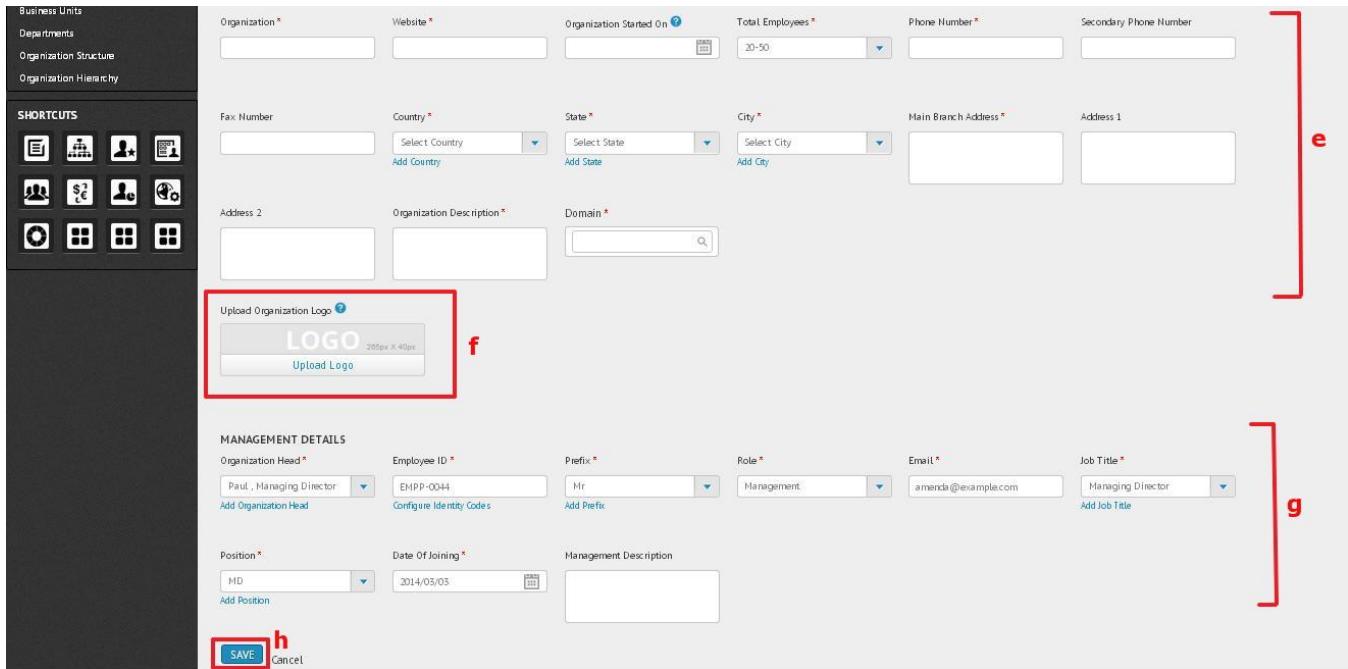


Figure 11

- e. Enter the required details
- f. Upload your organization logo
- g. Under Management Details, enter the essential information
- h. Click on Save to add the organization

Refer Figure 12



The screenshot shows the 'Organization' setup page in the Sentrifugo HRMS system. The left sidebar contains links for Business Units, Departments, Organization Structure, and Organization Hierarchy. A 'SHORTCUTS' section is also present.

Annotations:

- e:** A red bracket on the right side groups the top-level organization details: Organization, Website, Organization Started On, Total Employees, Phone Number, and Secondary Phone Number.
- f:** A red box highlights the 'Upload Organization Logo' section, which includes a preview area showing 'LOGO 256px X 40px' and a 'Upload Logo' button.
- g:** A red bracket on the right side groups the 'MANAGEMENT DETAILS' section, which includes fields for Organization Head, Employee ID, Prefix, Role, Email, Job Title, Position, Date Of Joining, and Management Description.
- h:** A red box highlights the 'SAVE' button at the bottom left of the management details section.

Form Fields (Top Row):

- Organization *
- Website *
- Organization Started On
- Total Employees *
- Phone Number *
- Secondary Phone Number

Form Fields (Second Row):

- Fax Number
- Country *
- State *
- City *
- Main Branch Address *
- Address 1

Form Fields (Third Row):

- Address 2
- Organization Description *
- Domain *

Management Details Section:

Organization Head *	Employee ID *	Prefix *	Role *	Email *	Job Title *
Paul , Managing Director <input type="button" value="Add Organization Head"/>	EMP-0044 <input type="button" value="Configure Identity Codes"/>	Mr <input type="button" value="Add Prefix"/>	Management <input type="button" value="Add Role"/>	amanda@example.com <input type="button" value="Add Email"/>	Managing Director <input type="button" value="Add Job Title"/>
Position *	Date Of Joining *	Management Description			
MD <input type="button" value="Add Position"/>	2014/03/03 <input type="button" value="..."/>				

Buttons at the Bottom:

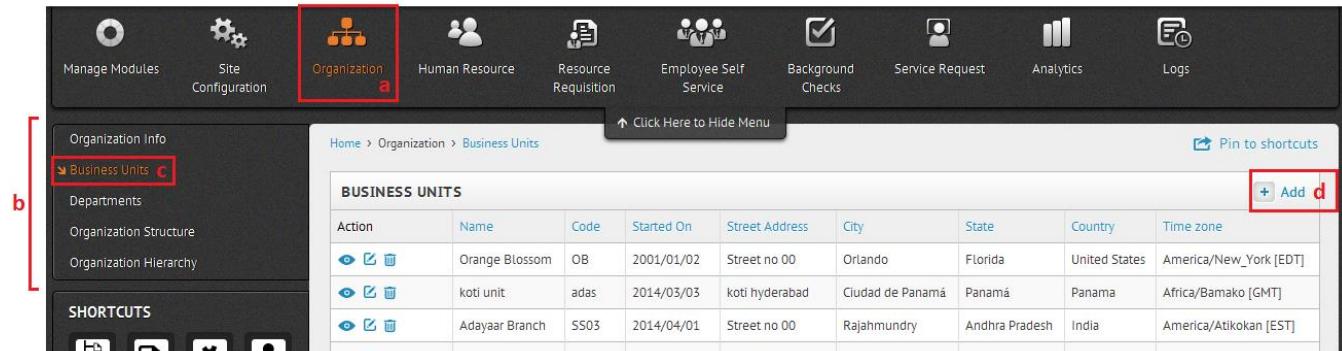
- SAVE
- Cancel

Figure 12

How to Add Business Units:

- a. Click on Organization in the top menu
- b. The left side panel will display the submenus
- c. Click on Business Units
- d. Click on Add button on the right side panel

Refer Figure 13



Action	Name	Code	Started On	Street Address	City	State	Country	Time zone
	Orange Blossom	OB	2001/01/02	Street no 00	Orlando	Florida	United States	America/New_York [EDT]
	koti unit	adas	2014/03/03	koti hyderabad	Ciudad de Panamá	Panama	Panama	Africa/Bamako [GMT]
	Adayaar Branch	SS03	2014/04/01	Street no 00	Rajahmundry	Andhra Pradesh	India	America/Atikokan [EST]

Figure 13

- e. Enter the necessary details
- f. Click on Save button to save the Business Unit

Refer Figure 14

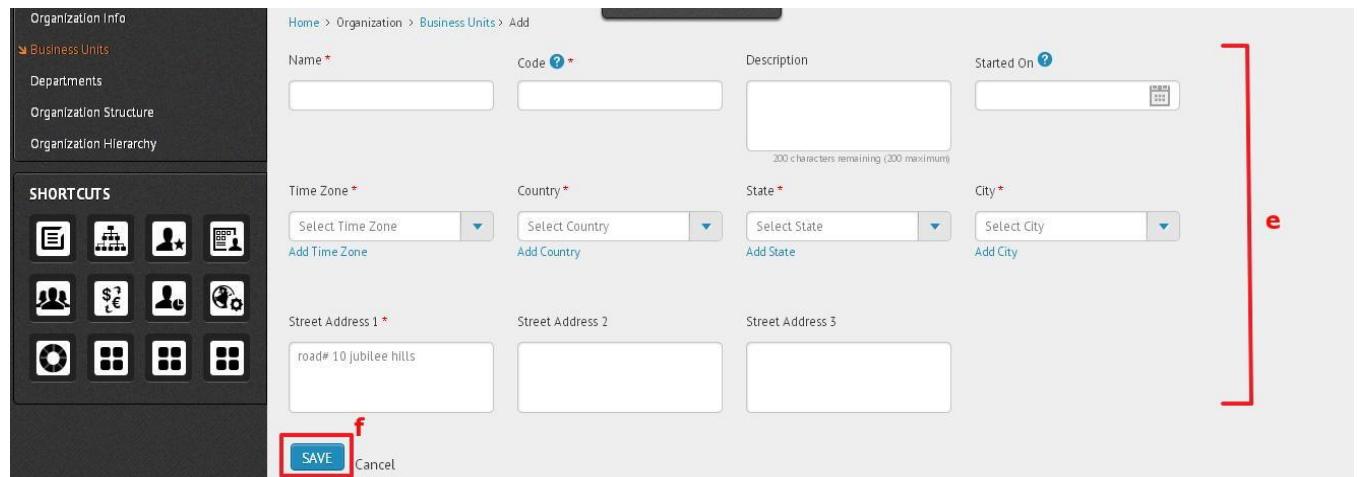
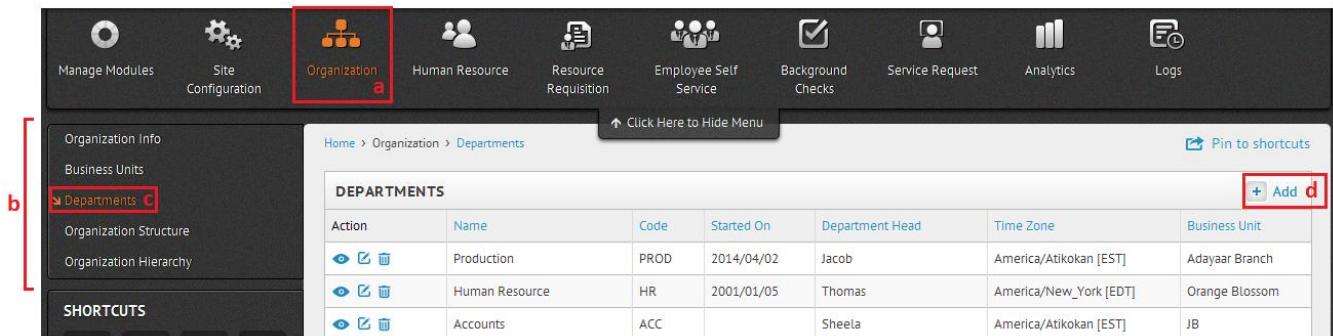


Figure 14

Steps to Add Departments:

- a. Click on Organization in the top menu
- b. The left side panel will display the submenus
- c. Click on Departments
- d. Click on Add button on the right side panel

Refer Figure 15

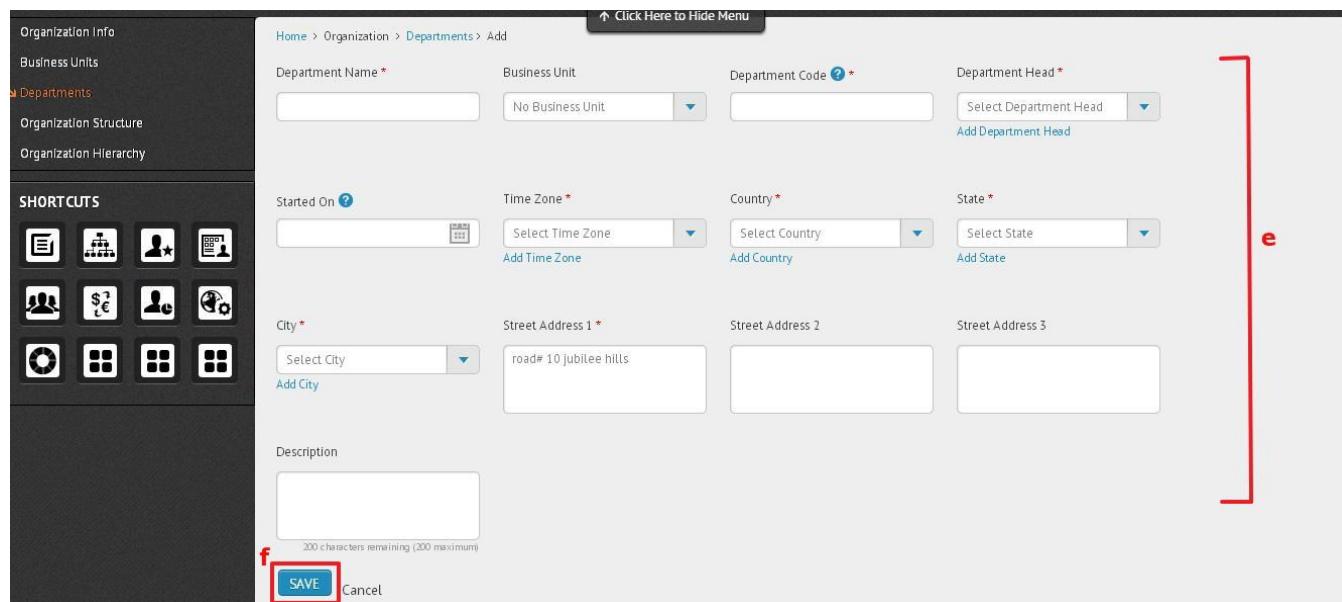


Action	Name	Code	Started On	Department Head	Time Zone	Business Unit
	Production	PROD	2014/04/02	Jacob	America/Atikokan [EST]	Adyaar Branch
	Human Resource	HR	2001/01/05	Thomas	America/New_York [EDT]	Orange Blossom
	Accounts	ACC		Sheela	America/Atikokan [EST]	JB

Figure 15

- e. Enter the necessary details
- f. Click on Save button to save the Department

Refer Figure 16



Department Name *

Business Unit

Department Code ? *

Department Head *

Started On

Time Zone *

Country *

State *

City *

Street Address 1 *

Street Address 2

Street Address 3

Description

300 characters remaining (300 maximum)

SAVE Cancel

Figure 16

How do I Set Site Preferences:

- a. Click on Site Configuration in the top menu
- b. The left side panel will display the sub menus
- c. Click on Site Preferences
- d. Click on Click Here in the right side panel

Refer Figure 17

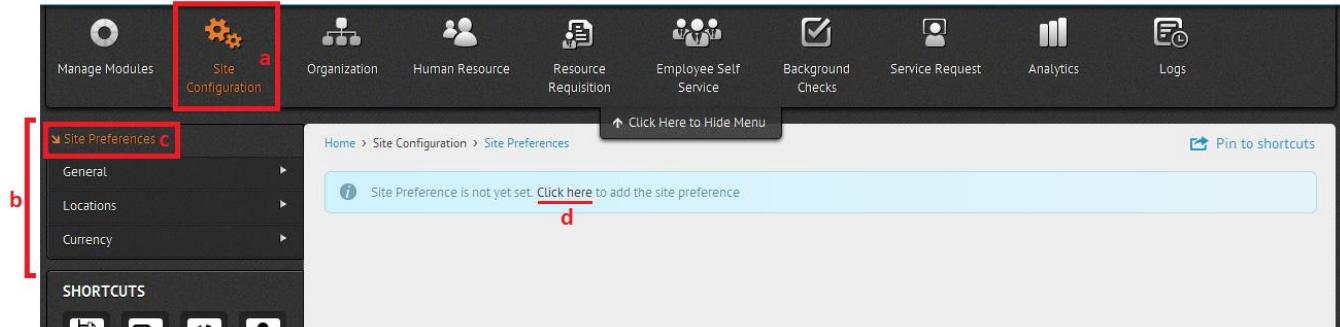


Figure 17

- e. Select date format in the Date Format dropdown
- f. Select time format in the Time Format dropdown
- g. Select time zone in the Default Time Zone dropdown
- h. If the desired time zone is unavailable in the dropdown, click on Add Time Zone link to add the time zone
- i. Select currency in the Default Currency dropdown
- j. If the desired currency is unavailable in the dropdown, click on Add Currency link to add the currency
- k. Select a password format from Default Password dropdown
- l. Provide description, if necessary
- m. Click on Save button to add the site preferences

Refer Figure 18

Date Format *	Time Format *	Default Time Zone *	Default Currency *
Select Date Format	Select Time Format	Select Time Zone	Select Currency
		Add Time zone	Add Currency
Default Password *		Description	
Select Password Preference		<input type="text"/>	
SAVE		Cancel	

Figure 18

How to Activate and In-active Modules:

- a. Click on Manage Modules in the top menu
- b. All the modules are displayed in a circular representation
- c. Click on the icon of a module to make it active or in-active
- d. Click on Save button to save the changes made to the modules

Refer Figure 19

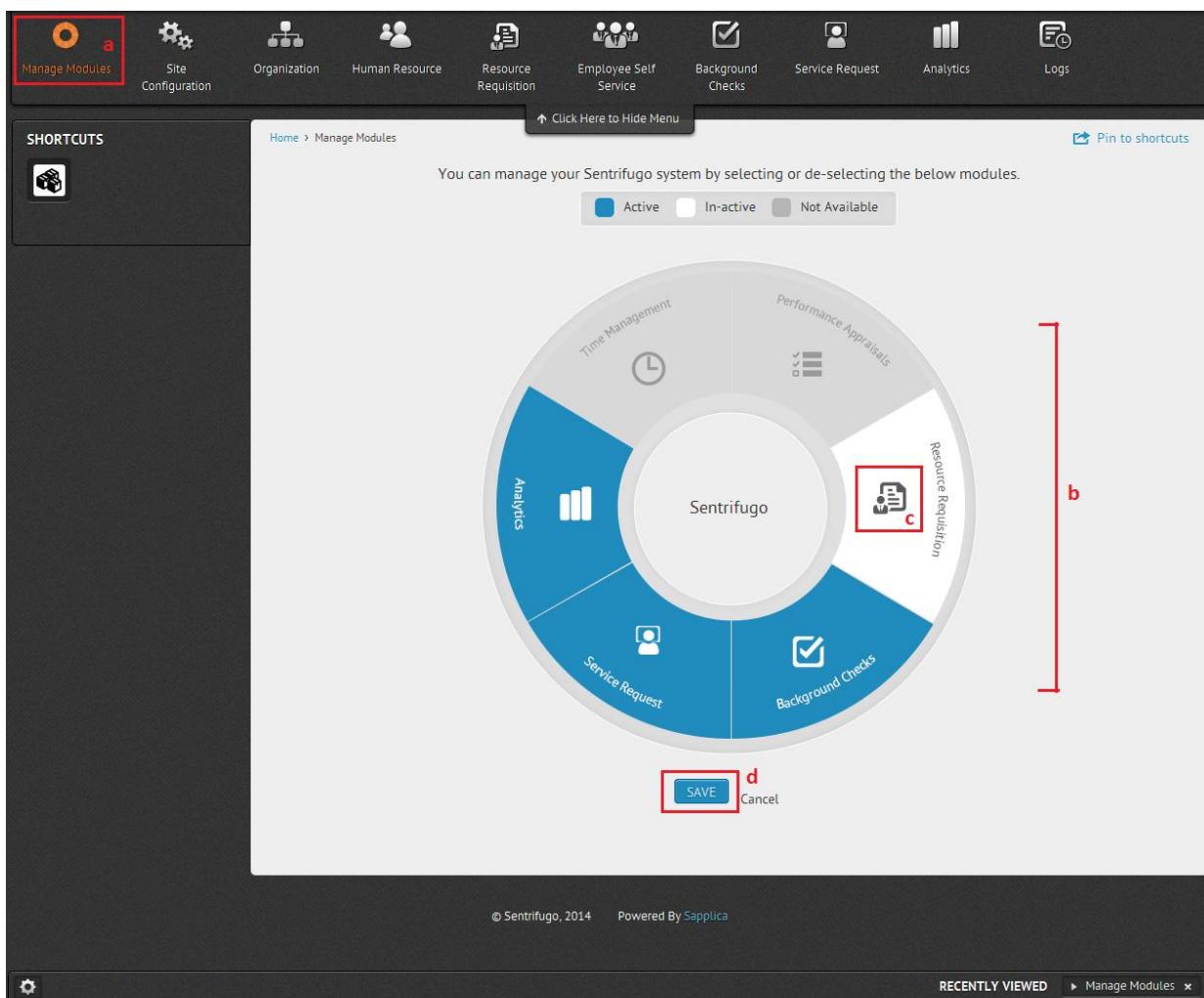
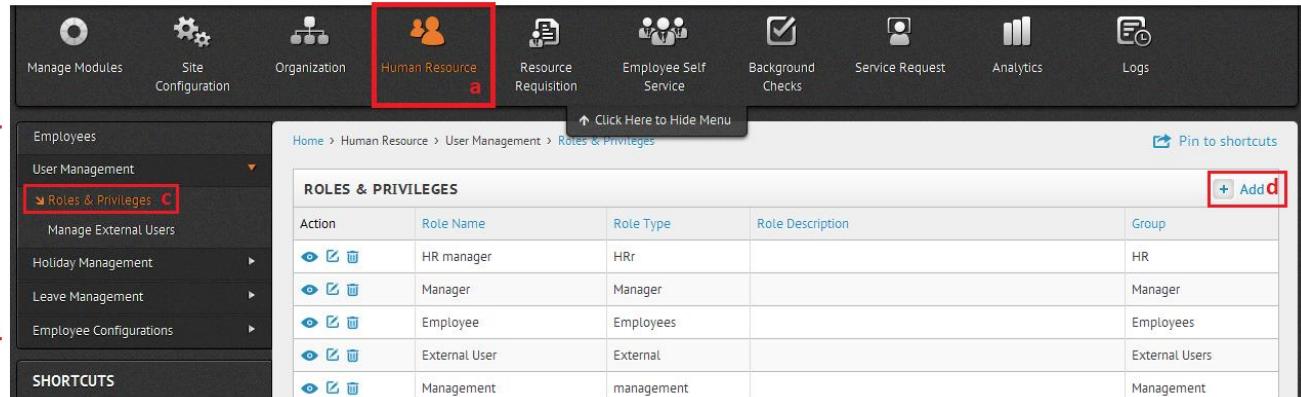


Figure 19

Do you want to Add Roles & Privileges:

- a. Click on User Management in the top menu
- b. The left side panel will display the submenus
- c. Click on Roles & Privileges
- d. Click on Add button in the right side panel

Refer Figure 20



The screenshot shows the Sentrifugo HRMS interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (which is highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs.

The left sidebar has a tree view of modules: Employees, User Management (which is expanded and highlighted with a red box and labeled 'b'), Holiday Management, Leave Management, Employee Configurations, and SHORTCUTS. Under User Management, 'Roles & Privileges' is also highlighted with a red box and labeled 'c'.

The main content area is titled 'ROLES & PRIVILEGES'. It contains a table with the following data:

Action	Role Name	Role Type	Role Description	Group
	HR manager	HR		HR
	Manager	Manager		Manager
	Employee	Employees		Employees
	External User	External		External Users
	Management	management		Management

At the bottom right of the main content area, there is a blue 'Add' button with a '+' sign. A red box labeled 'd' highlights this button.

Figure 20

- e. In the Add page, select a role group
- f. Enter the role name, role type and role description if necessary
- g. Check the checkboxes against the necessary menu item(s)
- h. Upon checking the checkbox, Add, Edit, Delete and View privileges respective to the selected menu item will be displayed
- i. Check the checkboxes against the privileges to assign them to the role
- j. Click on Save button to add the role

Refer Figure 21

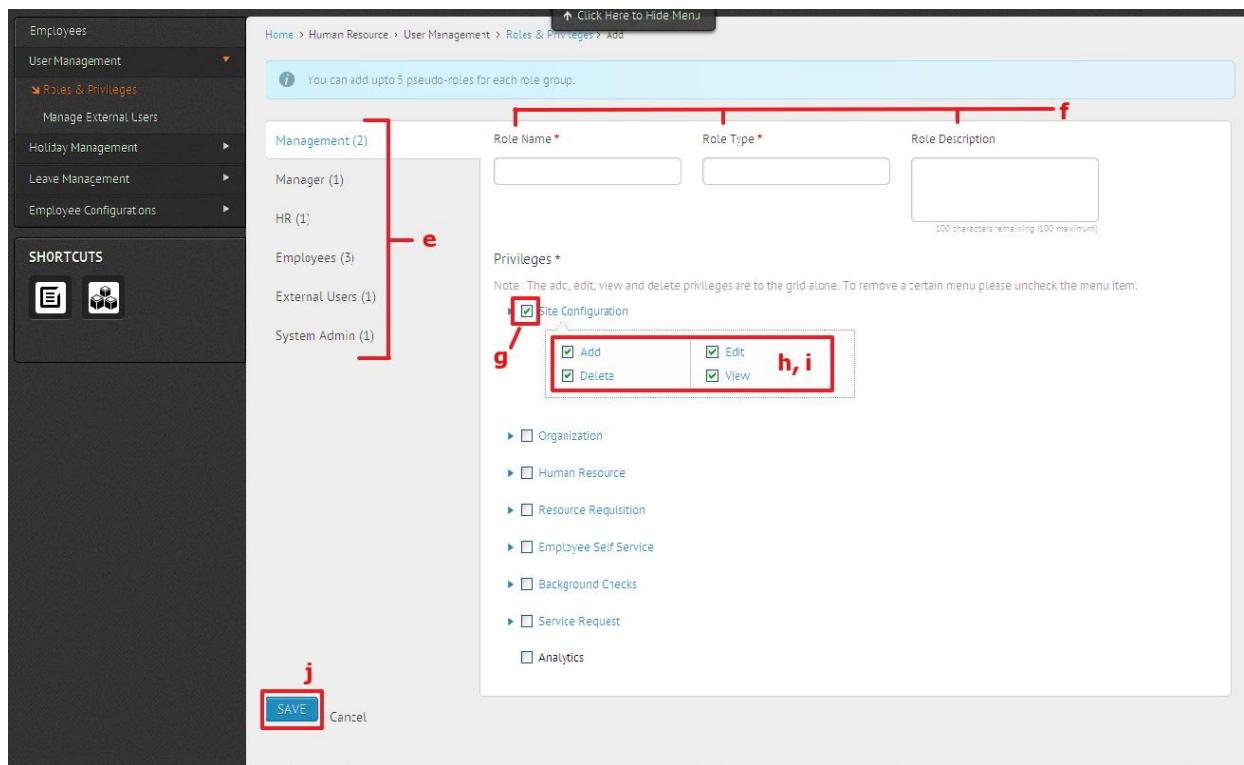
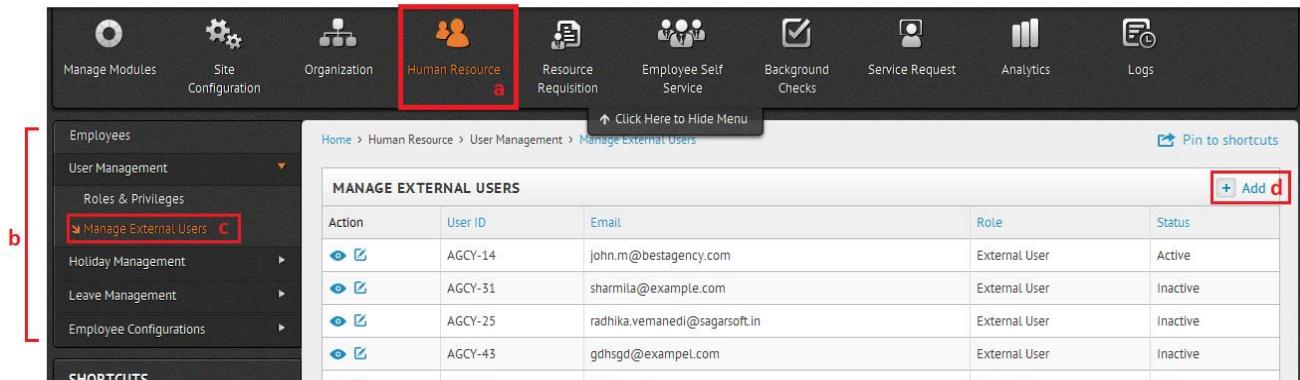


Figure 21

How do I Add an External User:

- a. Click on Human Resource in the top menu
- b. The left side panel will display the submenus
- c. Click on Manage External Users under User Management
- d. Click on Add button in the right side panel

Refer Figure 22



Action	User ID	Email	Role	Status
	AGCY-14	john.m@bestagency.com	External User	Active
	AGCY-31	sharmila@example.com	External User	Inactive
	AGCY-25	radhika.vemanedi@sagarsoft.in	External User	Inactive
	AGCY-43	gdhsgd@example.com	External User	Inactive

Figure 22

- e. Click on Configure Identity Codes to add the identity code for users
- f. Enter the Full Name
- g. Enter the Email
- h. Select a role in Assign a Role dropdown
- i. Provide comments if necessary
- j. Click on Save to add an external user

Refer Figure 23

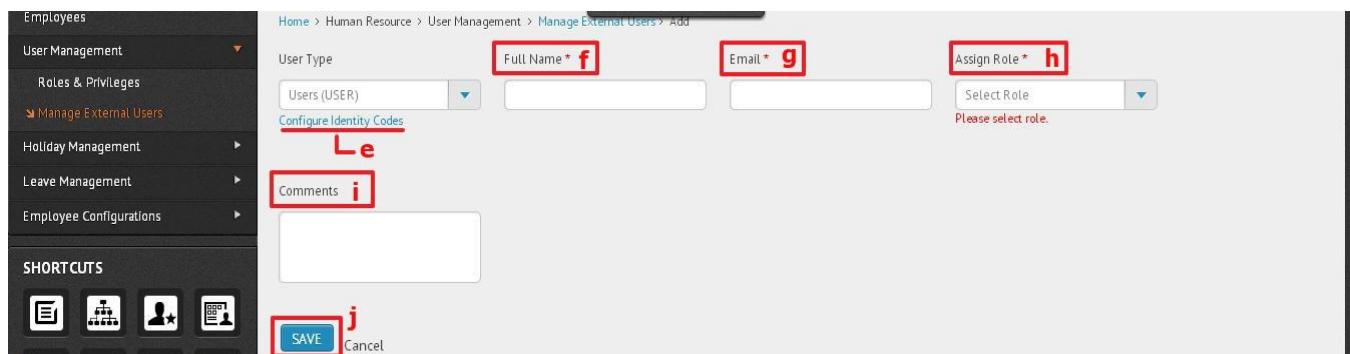
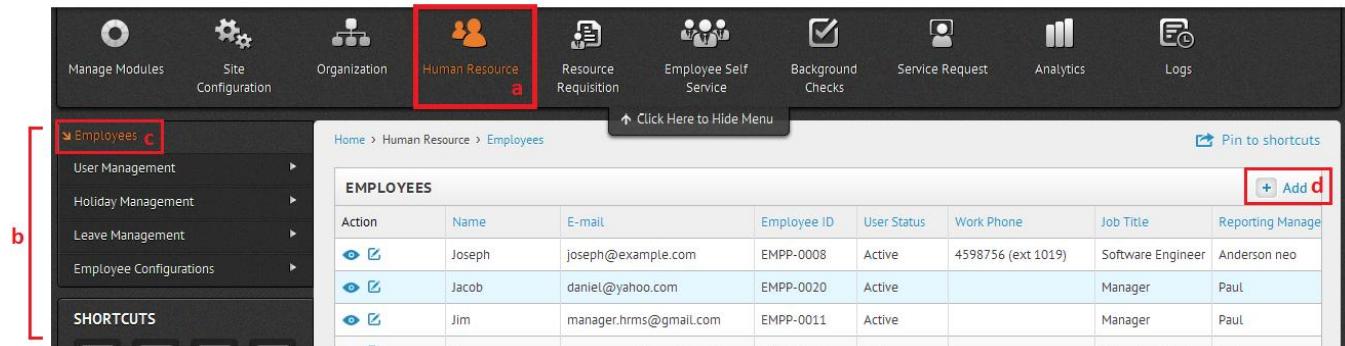


Figure 23

How do I Add an Employee:

- a. Click on Human Resources in the top menu
- b. Click on Employees submenu on the left side panel
- c. Click on Add button in the right side panel

Refer Figure 24



The screenshot shows the Sentrifugo HRMS application interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a left-side sidebar with a red bracket labeled 'b' pointing to it. The sidebar contains a 'EMPLOYEES' section with a red box around the 'Employees' link (labeled 'c') and a 'User Management' dropdown. Other sections include Holiday Management, Leave Management, Employee Configurations, and SHORTCUTS. The main content area shows a breadcrumb path: Home > Human Resource > Employees. It displays a table titled 'EMPLOYEES' with columns: Action, Name, E-mail, Employee ID, User Status, Work Phone, Job Title, and Reporting Manager. Three rows of data are listed: Joseph (EMPP-0008), Jacob (EMPP-0020), and Jim (EMPP-0011). In the top right corner of the main content area, there is a red box around the '+ Add' button (labeled 'd').

Figure 24

- d. Enter the details respective to the employee
e. Click on Save to add the employee

Refer Figure 25

Click Here to Hide Menu

Home > Human Resource > Employees > Add

Employee Details		
Personal Details	Employee ID EMPP-0045	Prefix * Select Prefix Add Prefix
Communication Details		
Employee Skills	Mode of Employment * Direct	Role * Select Role
Employee Job History	Email * Select Reporting Manager	
Experience Details		
Education Details	Business Unit No Business Unit	Department ? * Select Department
Employee Leaves	Reporting Manager * Select Reporting Manager	
Employee Holidays		
Salary Account Details	Job Title * Select Job Title Add Job Title	Position ? * Select Position Add Position
Performance Appraisal	Employment Status * Select Employment Status Add Employment Status	
Pay slips		
Benefits	Date of joining ? * Select Date	Date of leaving ? Select Date
Training & Certification Details	Years of Experience Select Years	
Medical Claims		
Disability Details	Extension	Work Telephone Number
Dependency Details	Fax Select Fax	
Visa & Immigration Details		
Corporate Card Details		
Work Eligibility Details	<input type="button" value="SAVE"/> <input type="button" value="Cancel"/> d e	

Figure 25

How can I Update My Details:

- a. Click on Employee Self-Service in the top menu
- b. Click on My Details in the submenu on the left side panel
- c. In the right side panel, click on Add to add the Contact Number

Refer Figure 26

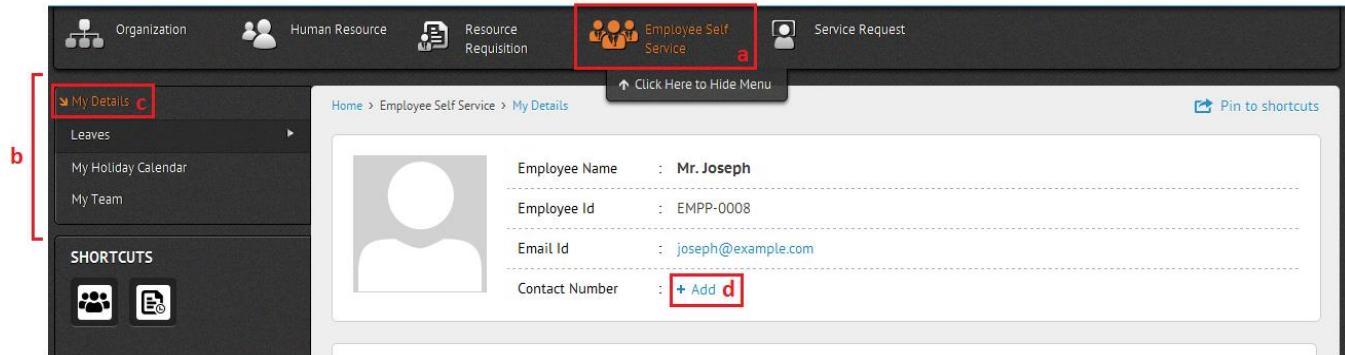


Figure 26

- d. In the popup, enter the Contact Number
- e. Click on Ok to add the Contact Number to My Details

Refer Figure 27

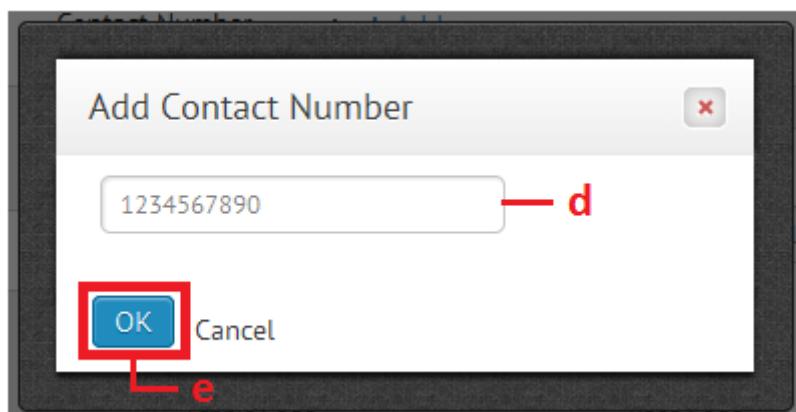
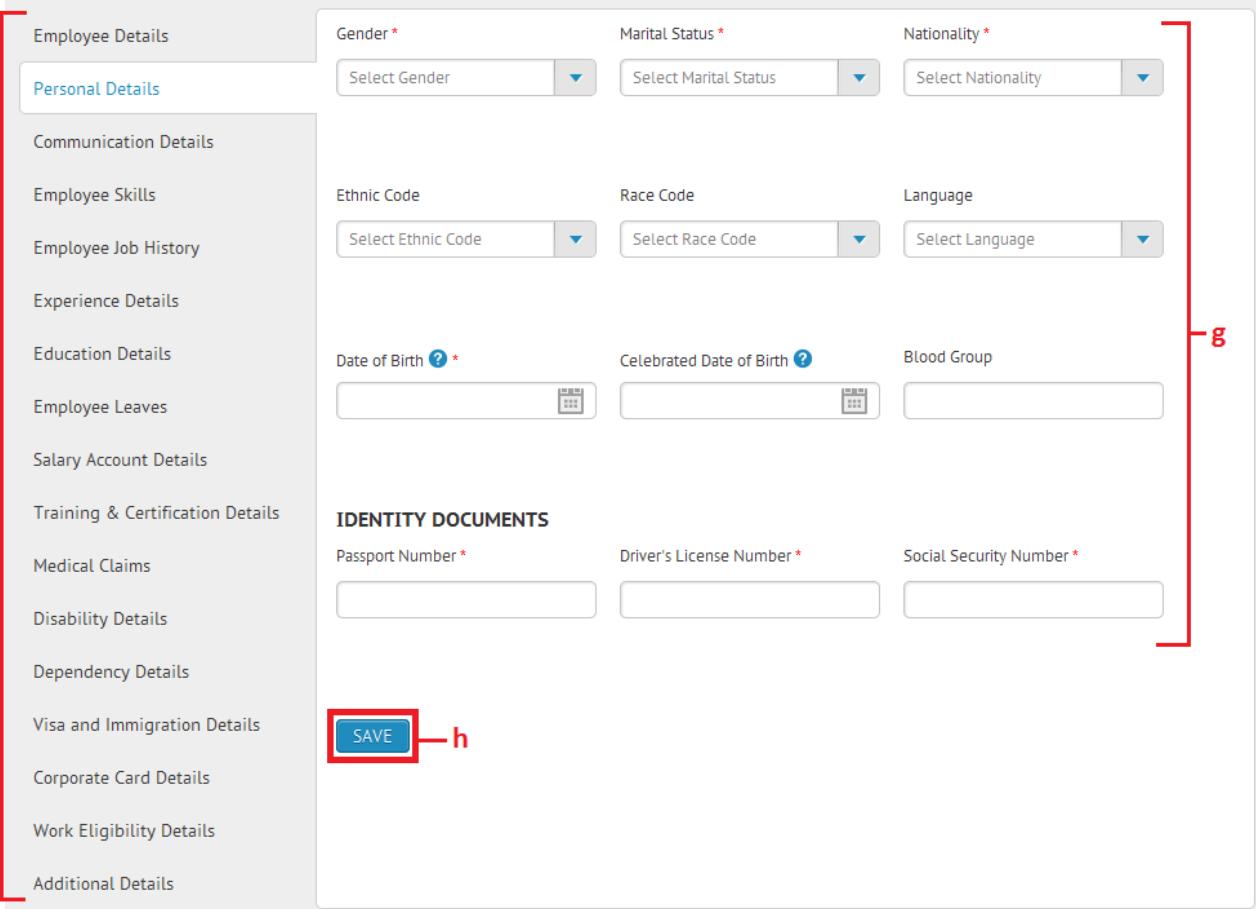


Figure 27

- f. Click on the desired tab in the right side panel to add or edit details
- g. Click on Edit in the respective screen to add or edit the details
- h. Click on Save to add or update the details

Refer Figure 28



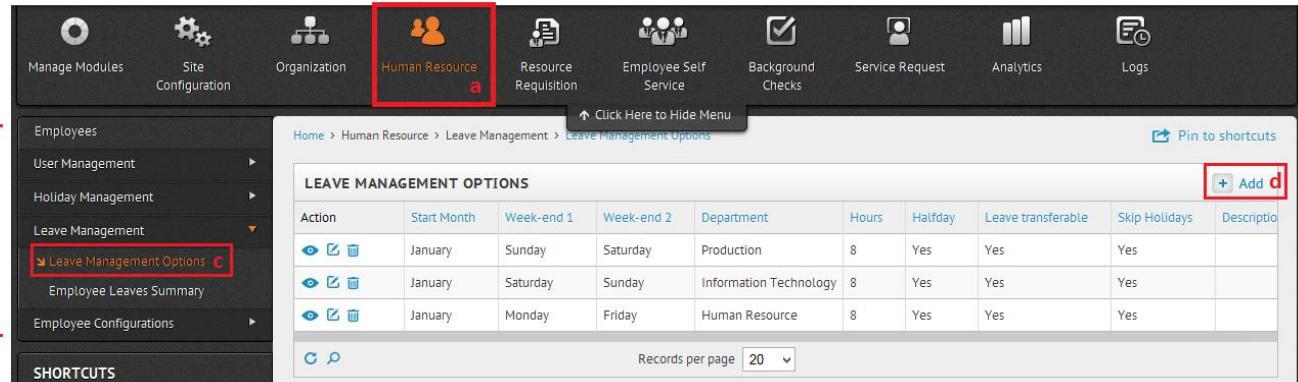
The screenshot shows the 'Employee Details' screen in the Sentrifugo application. On the left, there is a sidebar with various tabs: Employee Details (selected), Personal Details, Communication Details, Employee Skills, Employee Job History, Experience Details, Education Details, Employee Leaves, Salary Account Details, Training & Certification Details, Medical Claims, Disability Details, Dependency Details, Visa and Immigration Details, Corporate Card Details, Work Eligibility Details, and Additional Details. A vertical red bracket on the left side of the sidebar is labeled 'f'. A horizontal red bracket on the right side of the main content area is labeled 'g'. In the center, there are sections for Personal Details (Gender, Marital Status, Nationality), Communication Details (Ethnic Code, Race Code, Language), and Identity Documents (Date of Birth, Celebrated Date of Birth, Blood Group). At the bottom, there is a 'IDENTITY DOCUMENTS' section with fields for Passport Number, Driver's License Number, and Social Security Number. A large blue 'SAVE' button is located at the bottom center, with a red box around it and the label 'h'.

Figure 28

Want to Add Leave Management Options:

- a. Click on Human Resources in the top menu
- b. The left side panel will display the submenus
- c. Click on Leave Management Options
- d. Click on Add button in the right side panel

Refer Figure 29



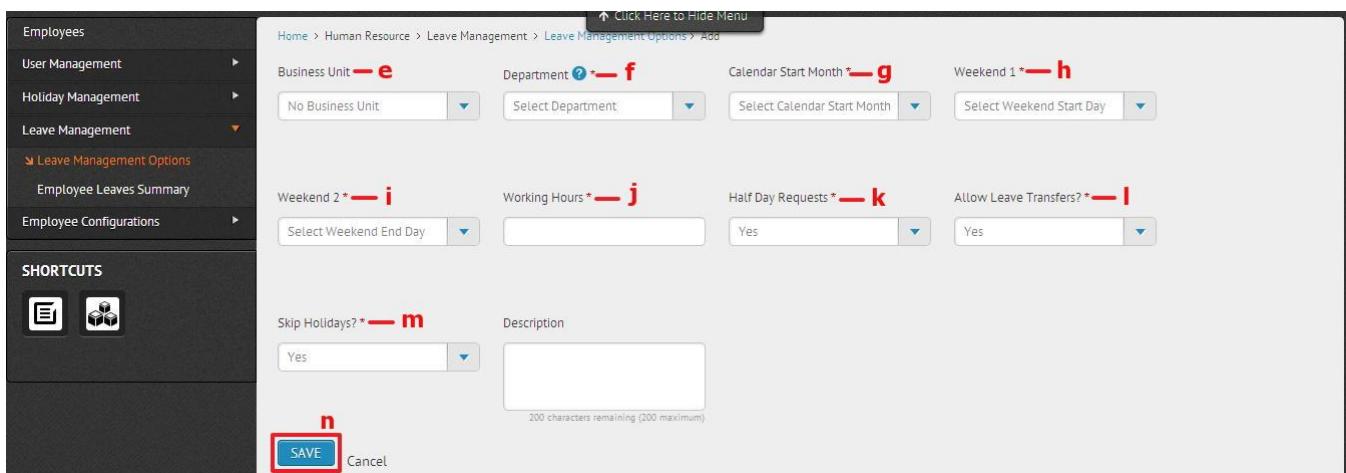
The screenshot shows the Sentrifugo open source HRMS application. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a breadcrumb trail: Home > Human Resource > Leave Management > Leave Management Options. To the right of the breadcrumb trail is a 'Click Here to Hide Menu' link and a 'Pin to shortcuts' icon. The main content area is titled 'LEAVE MANAGEMENT OPTIONS'. It contains a table with columns: Action, Start Month, Week-end 1, Week-end 2, Department, Hours, Halfday, Leave transferable, Skip Holidays, and Description. There are three rows of data in the table. At the bottom of the table is a 'Records per page' dropdown set to 20. On the far right of the table is a '+ Add' button (highlighted with a red box and labeled 'd'). A red bracket labeled 'b' points to the left sidebar, which lists: Employees, User Management, Holiday Management, Leave Management (with 'Leave Management Options' highlighted and labeled 'c'), Employee Leaves Summary, Employee Configurations, and SHORTCUTS.

Action	Start Month	Week-end 1	Week-end 2	Department	Hours	Halfday	Leave transferable	Skip Holidays	Description
	January	Sunday	Saturday	Production	8	Yes	Yes	Yes	
	January	Saturday	Sunday	Information Technology	8	Yes	Yes	Yes	
	January	Monday	Friday	Human Resource	8	Yes	Yes	Yes	

Figure 29

- e. Select a business unit from Business Unit dropdown
- f. Select a department from department dropdown
- g. Select month from Calendar Start Month dropdown
- h. Select weekend1 from Weekend1 dropdown
- i. Select weekend2 from Weekend2 dropdown
- j. Enter number of working hours
- k. Provide permissions for Half Day Requests
- l. Provide permissions to Allow Leave Transfers
- m. Provide permissions to Skip Holidays
- n. Click Save button to add leave management options for department

Refer Figure 30



The screenshot shows the 'Leave Management Options > Add' screen in the Sentrifugo application. The left sidebar has a dark theme with 'Employees', 'User Management', 'Holiday Management', and 'Leave Management' sections. Under 'Leave Management', 'Leave Management Options' is selected. The main panel has a light background with various input fields and dropdown menus. Red numbers (e through n) are overlaid on specific elements: 'e' is above the 'Business Unit' dropdown, 'f' is above the 'Department' dropdown, 'g' is above the 'Calendar Start Month' dropdown, 'h' is above the 'Weekend 1' dropdown, 'i' is above the 'Weekend 2' dropdown, 'j' is above the 'Working Hours' input, 'k' is above the 'Half Day Requests' dropdown, 'l' is above the 'Allow Leave Transfers?' dropdown, 'm' is above the 'Skip Holidays?' dropdown, and 'n' is centered over the blue 'SAVE' button at the bottom.

Figure 30

What if I want to Apply a Leave Request:

- a. Click on Employee Self-Service in the top menu
- b. The left side panel will display the submenus
- c. Click on Leave Request
- d. The current month calendar will be displayed on the right side panel
- e. Click on previous and after arrow buttons to move to previous or next month
- f. Click on the day you want to apply for leave to apply leave for one day

For further understanding, Refer Figure 31, which explain about adding leaves for the month of September

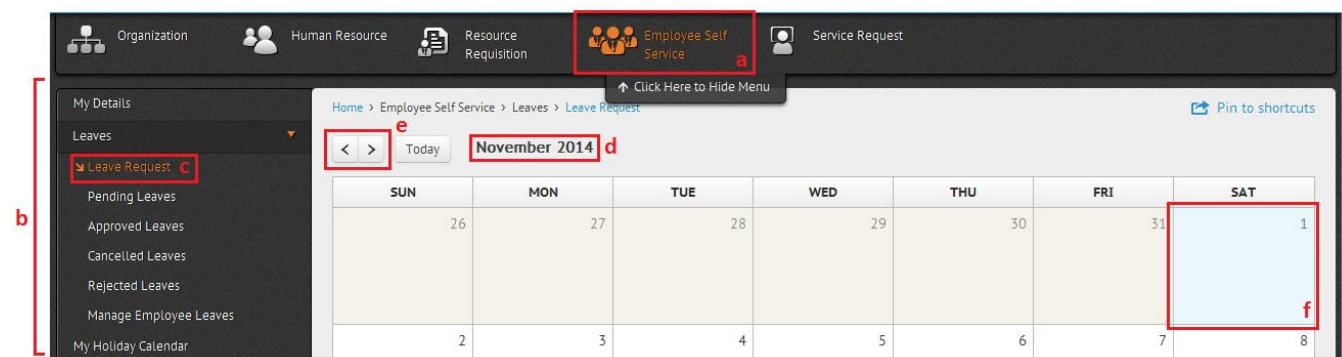


Figure 31

- g. To apply leave for consecutive days, drag the mouse on the calendar for desired number of days

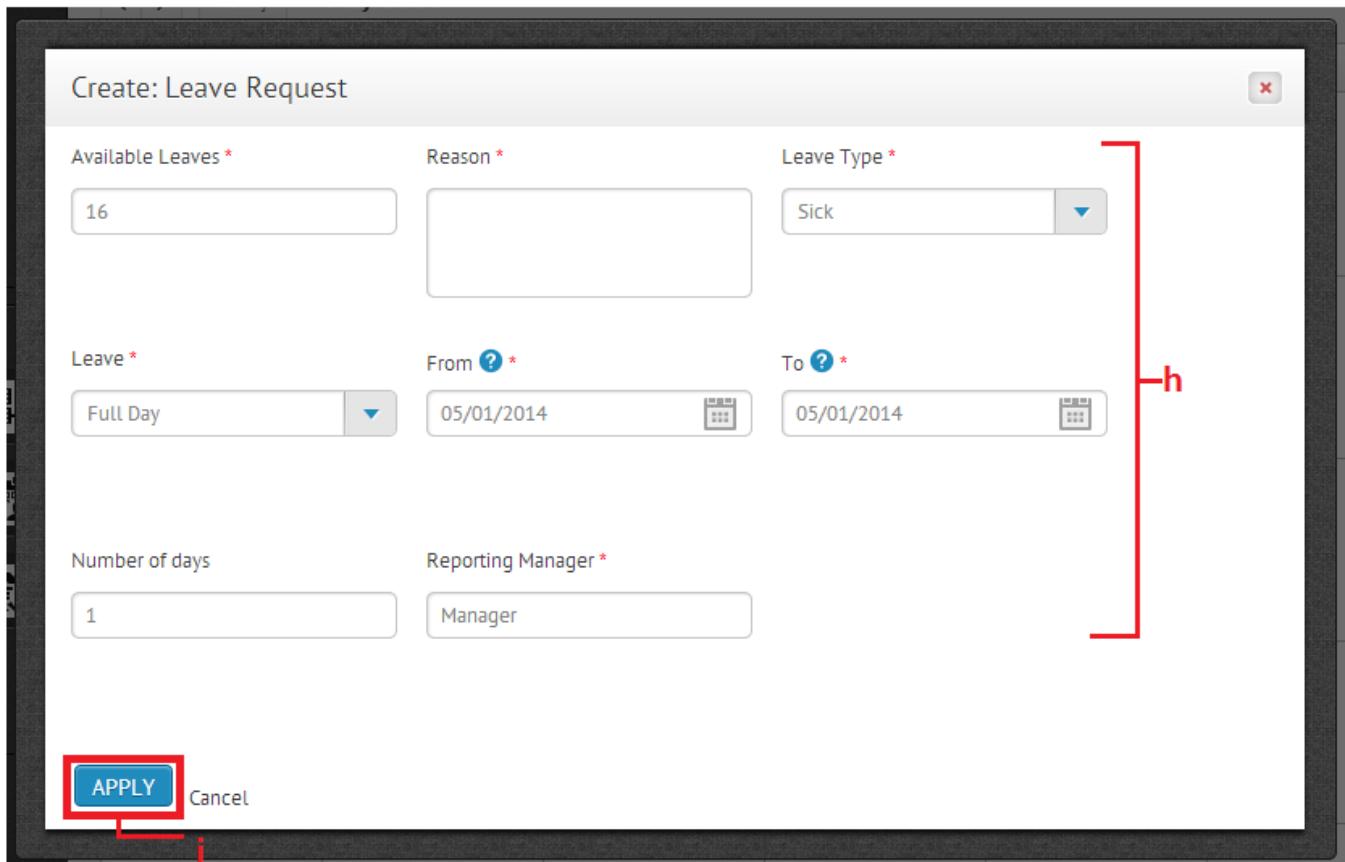
Refer Figure 32



Figure 32

- h. In the popup, enter the required details
- i. Click on Apply to apply for leave(s)

Refer Figure 33



Create: Leave Request

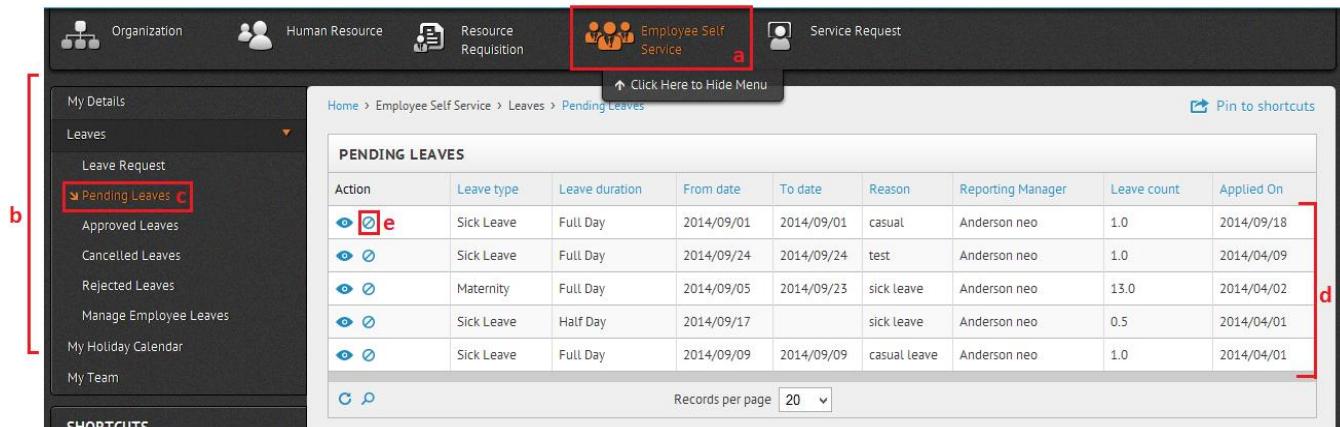
Available Leaves *	Reason *	Leave Type *
16		Sick
Leave *	From ? *	To ? *
Full Day	05/01/2014	05/01/2014
Number of days	Reporting Manager *	
1	Manager	
APPLY Cancel		

Figure 33

How do I Cancel my Leave Request:

- a. Click on Employee Self-Service in the top menu
- b. The left side panel will display the submenus
- c. Click on Pending leaves
- d. Leaves that are pending for approval are displayed in the right side panel
- e. Click on Cancel Leaves icon

Refer Figure 34



Action	Leave type	Leave duration	From date	To date	Reason	Reporting Manager	Leave count	Applied On
	Sick Leave	Full Day	2014/09/01	2014/09/01	casual	Anderson neo	1.0	2014/09/18
	Sick Leave	Full Day	2014/09/24	2014/09/24	test	Anderson neo	1.0	2014/04/09
	Maternity	Full Day	2014/09/05	2014/09/23	sick leave	Anderson neo	13.0	2014/04/02
	Sick Leave	Half Day	2014/09/17		sick leave	Anderson neo	0.5	2014/04/01
	Sick Leave	Full Day	2014/09/09	2014/09/09	casual leave	Anderson neo	1.0	2014/04/01

Figure 34

- f. In the popup, click on Yes button to cancel the leave

Refer Figure 35

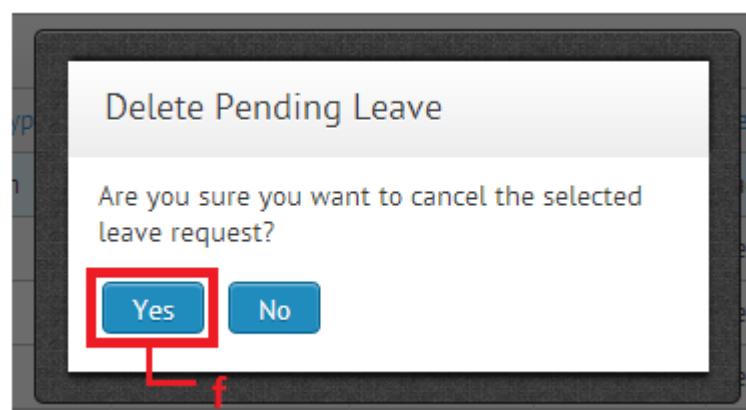
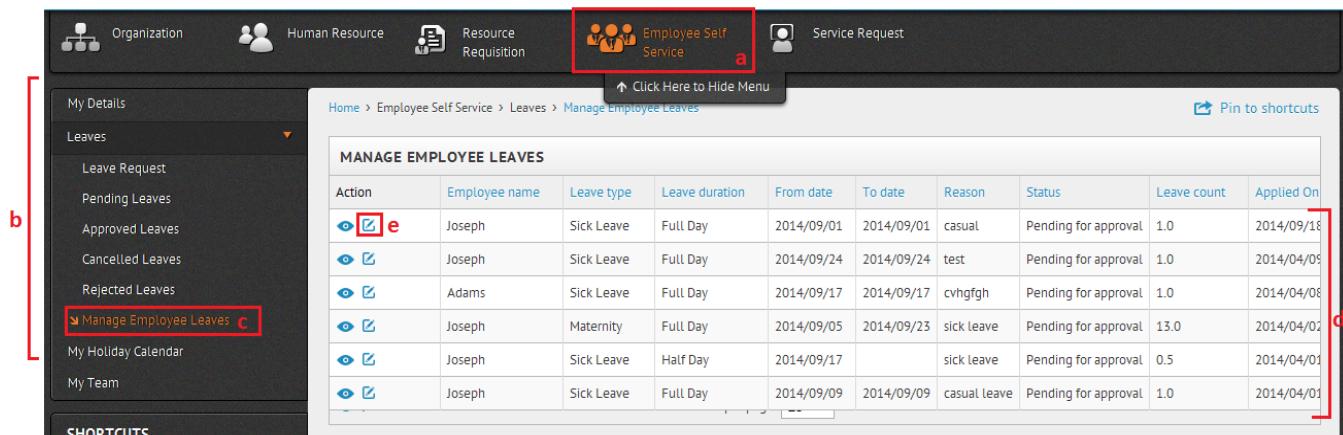


Figure 35

How to Approve or Reject Leave Requests:

- a. Click on Employee Self-Service in the top menu
- b. The left side panel will display the submenus
- c. Click on Manage Employee Leaves
- d. The leaves applied by the employees working under the logged in user will be displayed in the right side panel
- e. Click on Edit icon of a leave request

Refer Figure 36

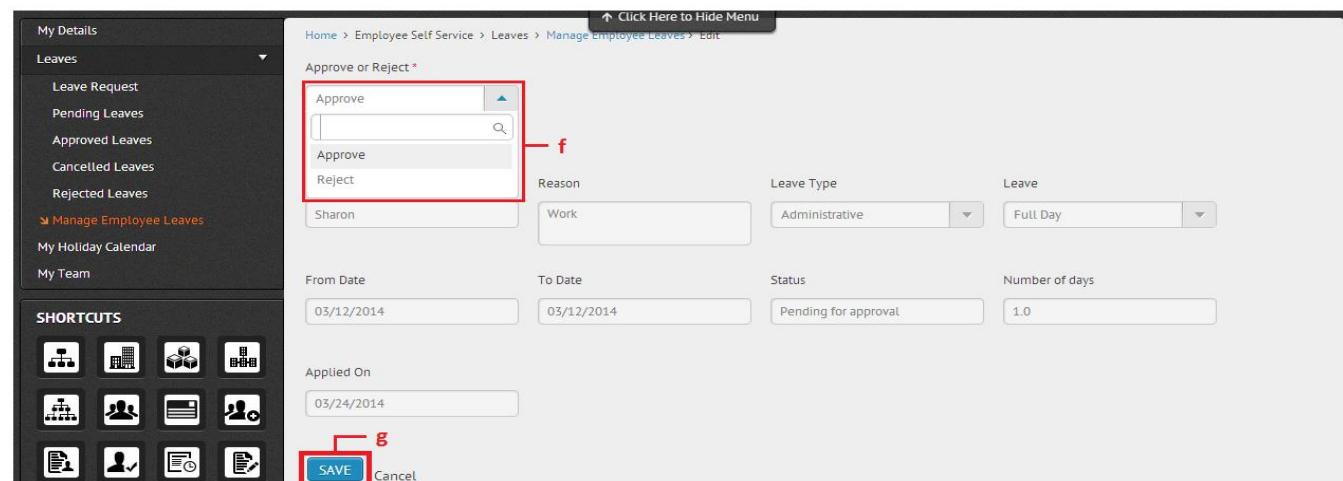


The screenshot shows the Sentrifugo Employee Self Service interface. At the top, there is a navigation bar with icons for Organization, Human Resource, Resource Requisition, Employee Self Service (which is highlighted with a red box and labeled 'a'), and Service Request. Below the navigation bar is a left sidebar with a 'My Details' section and a 'Leaves' section containing links for Leave Request, Pending Leaves, Approved Leaves, Cancelled Leaves, Rejected Leaves, and Manage Employee Leaves (which is highlighted with a red box and labeled 'c'). The main content area is titled 'MANAGE EMPLOYEE LEAVES' and displays a table of leave requests. The table has columns for Action, Employee name, Leave type, Leave duration, From date, To date, Reason, Status, Leave count, and Applied On. Several rows are listed, each with an edit icon (highlighted with a red box and labeled 'e') and a delete icon. A red box labeled 'd' highlights the entire table area. At the bottom right of the main content area is a 'Pin to shortcuts' link.

Figure 36

- f. Select approve/reject status in the Approve or Reject dropdown
- g. Click on Save button to approve or reject the leave request

Refer Figure 37



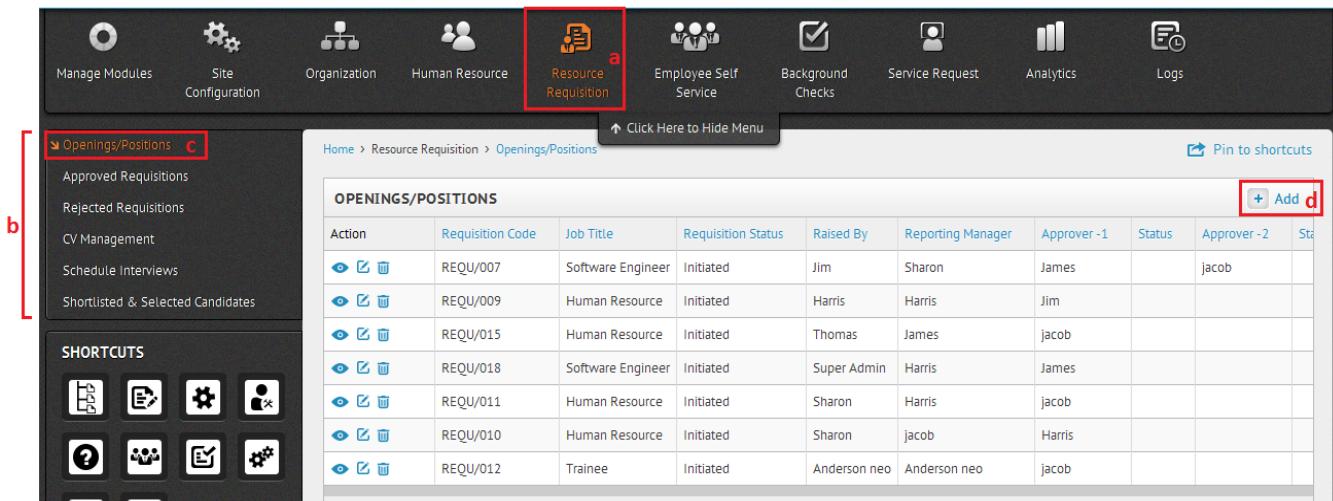
The screenshot shows the 'Approve or Reject' dialog box. It includes fields for 'Approve' (with a dropdown menu showing 'Approve' and 'Reject', the latter of which is highlighted with a red box and labeled 'f'), 'Reason' (containing the text 'Sharon'), 'Leave Type' (set to 'Administrative'), 'Leave' (set to 'Full Day'), 'From Date' (03/12/2014), 'To Date' (03/12/2014), 'Status' (Pending for approval), and 'Number of days' (1.0). Below these fields are 'Applied On' (03/24/2014) and 'SAVE' (which is highlighted with a red box and labeled 'g'). There is also a 'Cancel' button at the bottom.

Figure 37

How do I Raise a Resource Requisition:

- a. Click on Resource Requisition in the top menu
- b. The left side panel will display the submenus
- c. Click on Openings/Positions
- d. Click on Add button in the right side panel

Refer Figure 38



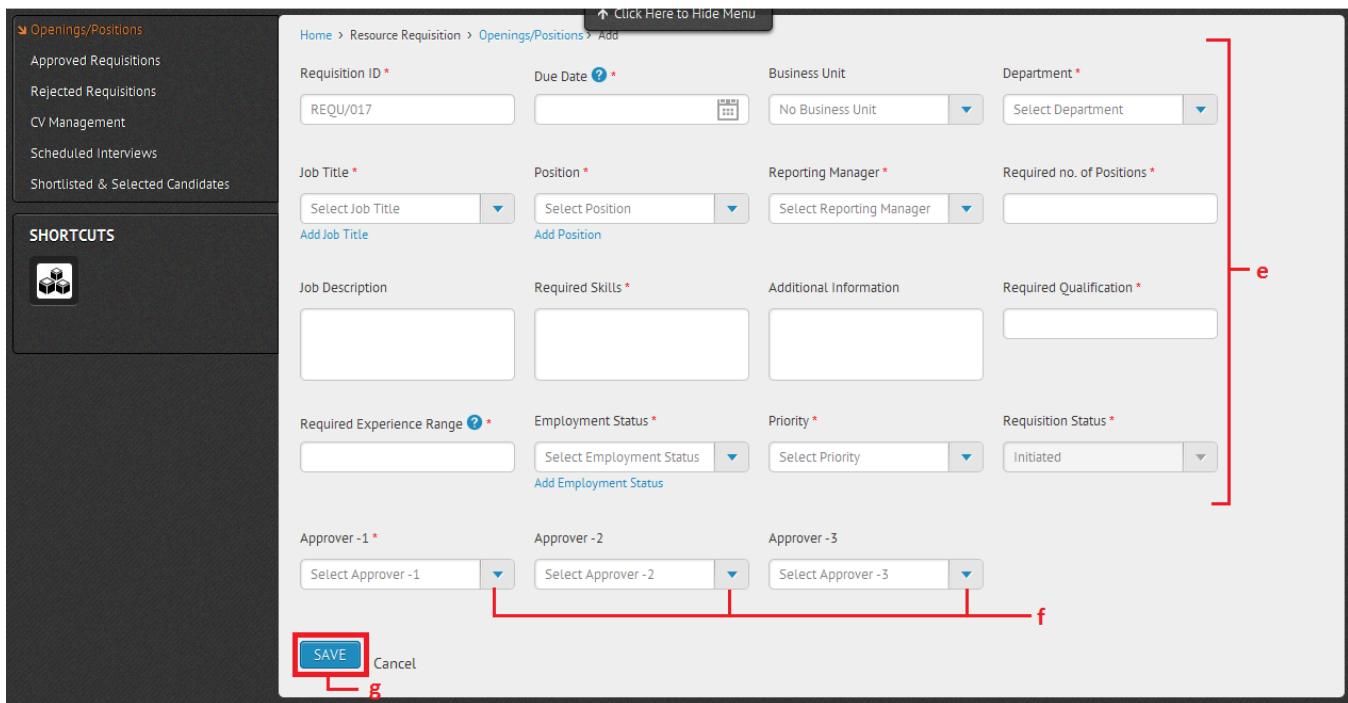
The screenshot shows the Sentrifugo HRMS application interface. At the top, there is a dark header bar with various icons and menu items: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition (which is highlighted with a red box), Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the header is a left sidebar with a red bracket labeled 'b' pointing to it. The sidebar contains a menu with several options: Approved Requisitions, Rejected Requisitions, CV Management, Schedule Interviews, and Shortlisted & Selected Candidates. To the right of the sidebar is the main content area. At the top of the content area, there is a breadcrumb navigation: Home > Resource Requisition > Openings/Positions. Below the breadcrumb is a section titled 'OPENINGS/POSITIONS' with a table. The table has columns for Action, Requisition Code, Job Title, Requisition Status, Raised By, Reporting Manager, Approver -1, Status, Approver -2, and St. The table contains 12 rows of data. In the top right corner of the content area, there is a red box labeled 'd' highlighting the '+ Add' button.

Action	Requisition Code	Job Title	Requisition Status	Raised By	Reporting Manager	Approver -1	Status	Approver -2	St
	REQU/007	Software Engineer	Initiated	Jim	Sharon	James		jacob	
	REQU/009	Human Resource	Initiated	Harris	Harris	Jim			
	REQU/015	Human Resource	Initiated	Thomas	James	jacob			
	REQU/018	Software Engineer	Initiated	Super Admin	Harris	James			
	REQU/011	Human Resource	Initiated	Sharon	Harris	jacob			
	REQU/010	Human Resource	Initiated	Sharon	jacob	Harris			
	REQU/012	Trainee	Initiated	Anderson neo	Anderson neo	jacob			

Figure 38

- e. Enter the required details
- f. Select the approver(s) in the approver1, approver2 or approver 3 dropdown
- g. Click on Save button to raise the requisition and send it for approval

Refer Figure 39



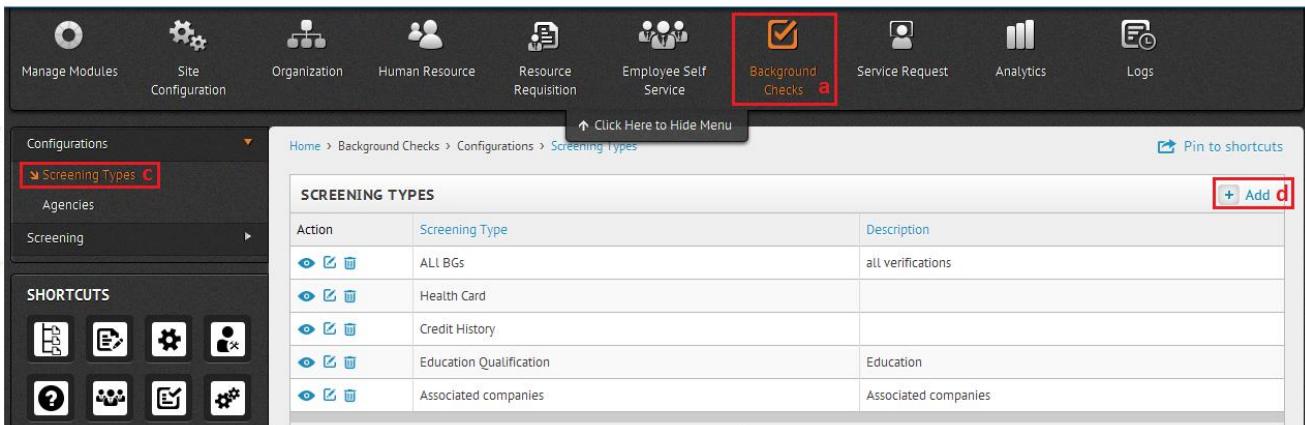
The screenshot shows the 'Openings/Positions' section of the Sentrifugo interface. On the left, there's a sidebar with links like 'Approved Requisitions', 'Rejected Requisitions', 'CV Management', 'Scheduled Interviews', and 'Shortlisted & Selected Candidates'. Below that is a 'SHORTCUTS' section with a cube icon. The main area has a breadcrumb path: Home > Resource Requisition > Openings/Positions > Add. It contains fields for 'Requisition ID' (REQU/017), 'Due Date', 'Business Unit' (No Business Unit), 'Department' (Select Department), 'Job Title' (Select Job Title), 'Position' (Select Position), 'Reporting Manager' (Select Reporting Manager), 'Required no. of Positions', 'Job Description', 'Required Skills', 'Additional Information', 'Required Qualification', 'Required Experience Range', 'Employment Status' (Select Employment Status), 'Priority' (Select Priority), 'Requisition Status' (Initiated), and three approver dropdowns ('Approver -1', 'Approver -2', 'Approver -3'). At the bottom are 'SAVE' and 'Cancel' buttons.

Figure 39

Where do I Add Screening Type for Background Checks:

- a. Click on Background Checks in the top menu
- b. The left side panel will display the submenus
- c. Click on Screening Types
- d. Click on Add button in the right side panel

Refer Figure 40

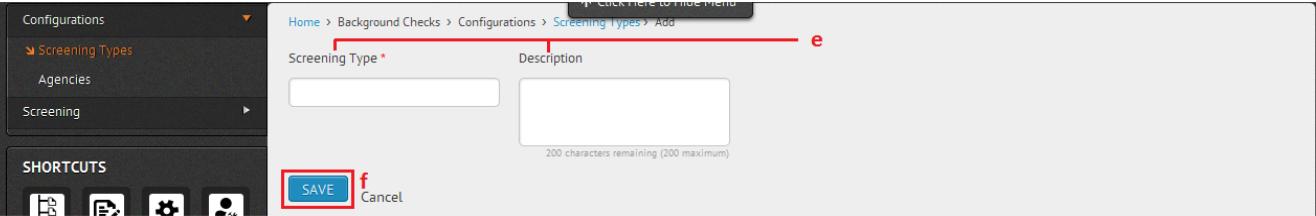


The screenshot shows the Sentrifugo web application interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks (which is highlighted with a red box and labeled 'a'), Service Request, Analytics, and Logs. Below the navigation bar is a left sidebar with sections for Configurations (Screening Types is highlighted with a red box and labeled 'c'), Agencies, and Screening. Under Configurations, there is a SHORTCUTS section with several icons. The main content area is titled 'SCREENING TYPES' and contains a table with columns for Action, Screening Type, and Description. The table lists five screening types: ALL BGs, Health Card, Credit History, Education Qualification, and Associated companies. In the top right corner of the main content area, there is a red box around the '+ Add' button.

Figure 40

- e. Enter the Screening Type and Description if necessary
- f. Click on Save button to add the Screening Type

Refer Figure 41



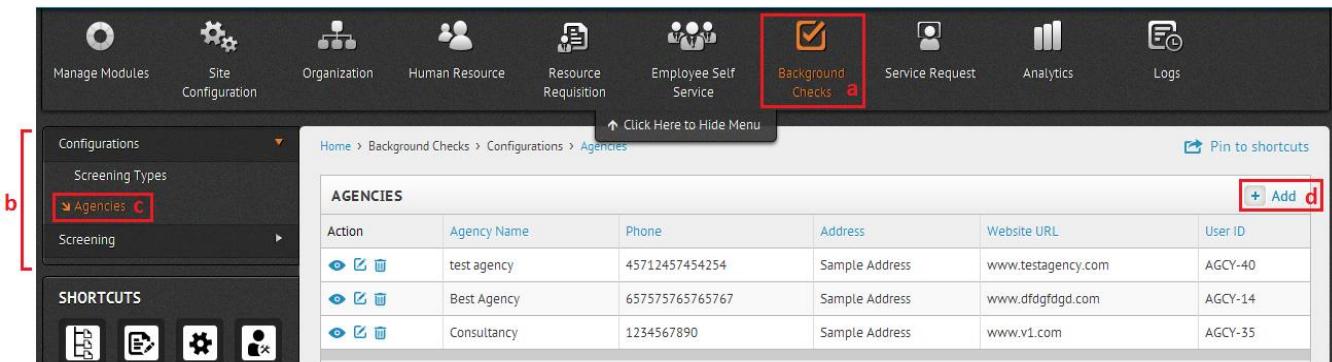
The screenshot shows a modal dialog box for adding a new screening type. The title bar says 'Add' under 'Screening Types'. The form has two fields: 'Screening Type*' and 'Description'. The 'Screening Type*' field is highlighted with a red box and labeled 'e'. Below the fields is a note: '200 characters remaining (200 maximum)'. At the bottom of the form are two buttons: 'SAVE' (highlighted with a red box and labeled 'f') and 'Cancel'.

Figure 41

How do I Add an Agency to Perform Background Checks:

- a. Click on Background Checks in the top menu
- b. The left side panel will display the submenus
- c. Click on Agencies
- d. Click on Add Button in the right side panel

Refer Figure 42



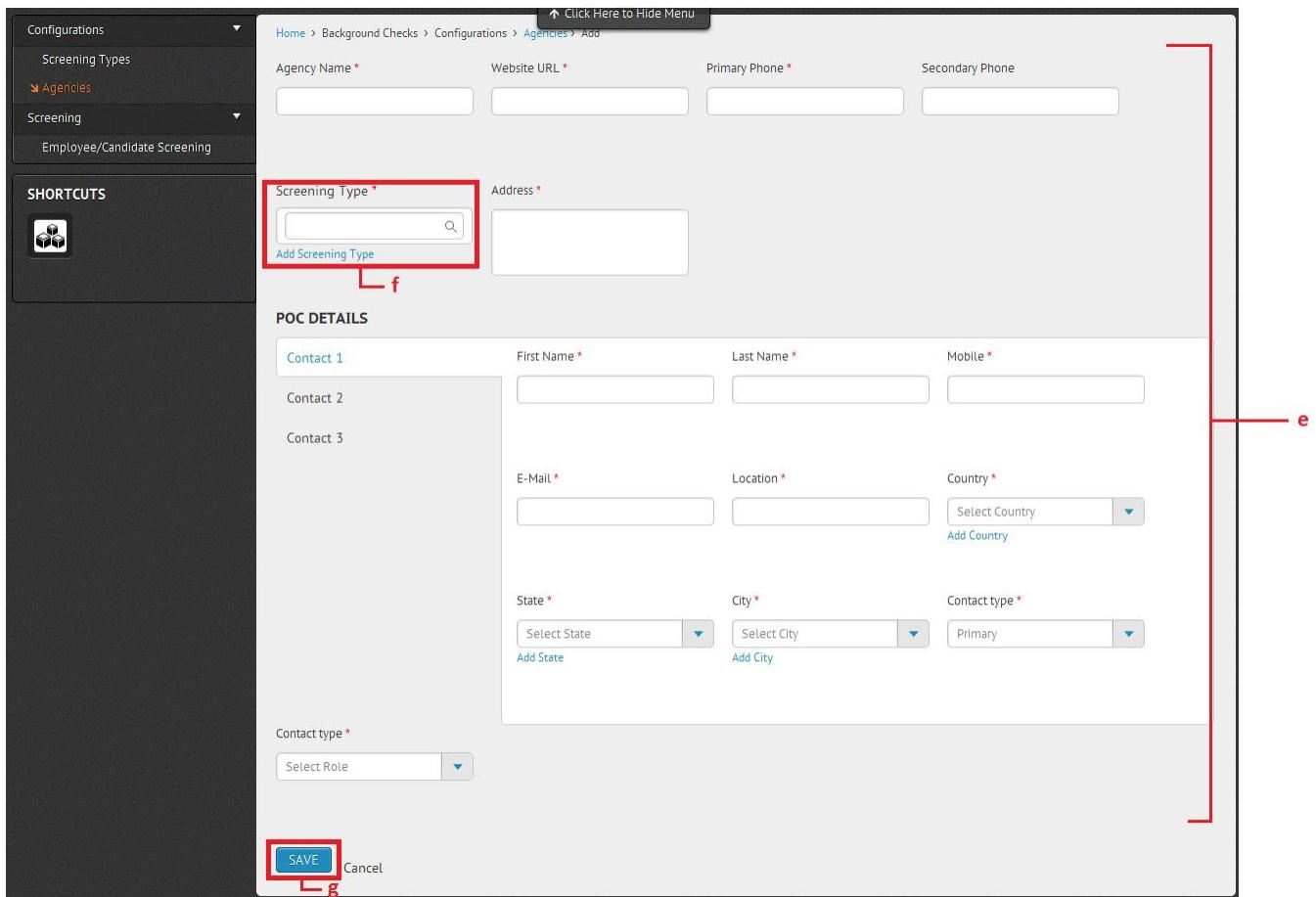
The screenshot shows the Sentrifugo application interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks (which is highlighted with a red box and labeled 'a'), Service Request, Analytics, and Logs. Below the navigation bar, a dropdown menu is open, showing 'Configurations' and 'Screening Types'. Under 'Screening Types', the 'Agencies' option is highlighted with a red box and labeled 'c'. To the right of the dropdown, there is a breadcrumb trail: Home > Background Checks > Configurations > Agencies. Below the dropdown, there is a 'SHORTCUTS' section with four icons. The main content area is titled 'AGENCIES' and contains a table with three rows of data. The table has columns for Action, Agency Name, Phone, Address, Website URL, and User ID. The first row contains 'test agency', '45712457454254', 'Sample Address', 'www.testagency.com', and 'AGCY-40'. The second row contains 'Best Agency', '657575765765767', 'Sample Address', 'www.dfdgfdgd.com', and 'AGCY-14'. The third row contains 'Consultancy', '1234567890', 'Sample Address', 'www.v1.com', and 'AGCY-35'. In the top right corner of the main content area, there is a '+ Add' button highlighted with a red box and labeled 'd'.

Action	Agency Name	Phone	Address	Website URL	User ID
	test agency	45712457454254	Sample Address	www.testagency.com	AGCY-40
	Best Agency	657575765765767	Sample Address	www.dfdgfdgd.com	AGCY-14
	Consultancy	1234567890	Sample Address	www.v1.com	AGCY-35

Figure 42

- e. Provide the required details
- f. Assign a specific Screening Types to the Agency by selecting one or more screening type from Screening Type dropdown
- g. Click on Save to add the Agency

Refer Figure 43



The screenshot shows the 'Add Agencies' form in the Sentrifugo interface. The left sidebar has 'Configurations' expanded, with 'Screening Types' selected. Under 'Screening Types', 'Agencies' is highlighted. The main form area has the following fields:

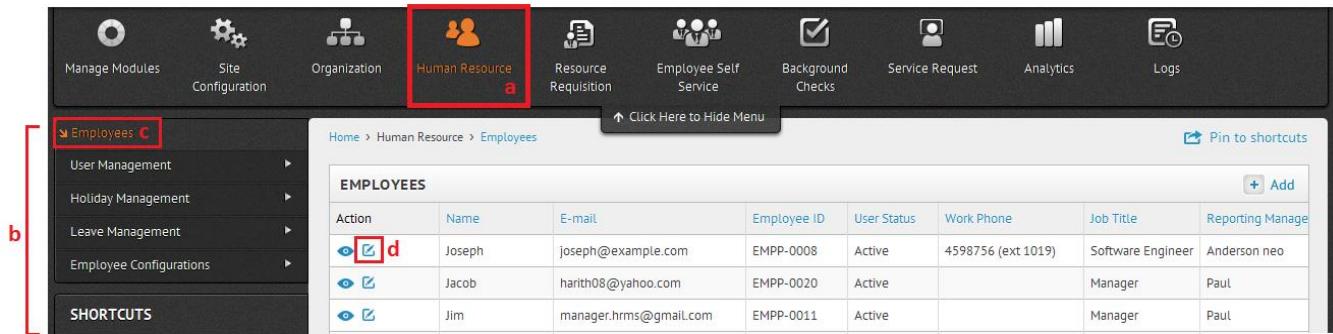
- Header:** Agency Name * (text input), Website URL * (text input), Primary Phone * (text input), Secondary Phone (text input).
- Screening Type:** A dropdown menu labeled 'Screening Type *' with a magnifying glass icon. A red box labeled 'f' surrounds this field.
- Address:** A text input field labeled 'Address *'.
- POC DETAILS:**
 - Contact 1:** First Name * (text input), Last Name * (text input), Mobile * (text input).
 - Contact 2:** E-Mail * (text input), Location * (text input), Country * (dropdown menu with 'Select Country' placeholder). Below it is a link 'Add Country'.
 - Contact 3:** State * (dropdown menu with 'Select State' placeholder), City * (dropdown menu with 'Select City' placeholder), Contact type * (dropdown menu with 'Primary' placeholder). Below it is a link 'Add City'.
 - Contact type:** A dropdown menu labeled 'Select Role'.
- Buttons:** 'SAVE' (blue button) and 'Cancel' (link).

Figure 43

Can I Send an Employee for Background Checks:

- a. Click on Human Resources in the top menu
- b. The left side panel will display the submenus
- c. Click on Employees
- d. Click on Edit icon corresponding to an employee in the right side panel

Refer Figure 44

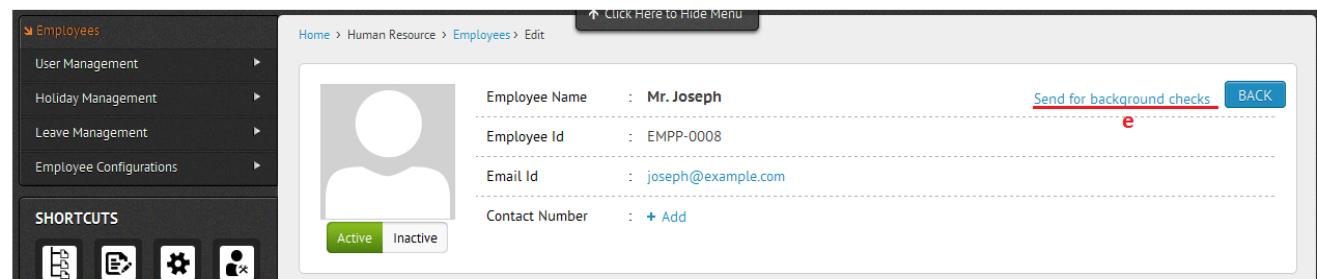


Action	Name	E-mail	Employee ID	User Status	Work Phone	Job Title	Reporting Manager
d	Joseph	joseph@example.com	EMPP-0008	Active	4598756 (ext 1019)	Software Engineer	Anderson neo
	Jacob	harith08@yahoo.com	EMPP-0020	Active		Manager	Paul
	Jim	manager.hrms@gmail.com	EMPP-0011	Active		Manager	Paul

Figure 44

- e. In the edit screen, click on Send for background checks link to send that employee for Background Checks

Refer Figure 45



Employee Name : Mr. Joseph	Send for background checks
Employee Id : EMPP-0008	BACK
Email Id : joseph@example.com	
Contact Number : + Add	

Figure 45

Want to View & Generate Reports:

- a. Click on Analytics in the top menu
- b. You will be redirected to Analytics page where graphical representation of organization statistics are displayed
- c. Click on a menu item in the Analytics menu
- d. Click on the corresponding submenu

Refer Figure 46

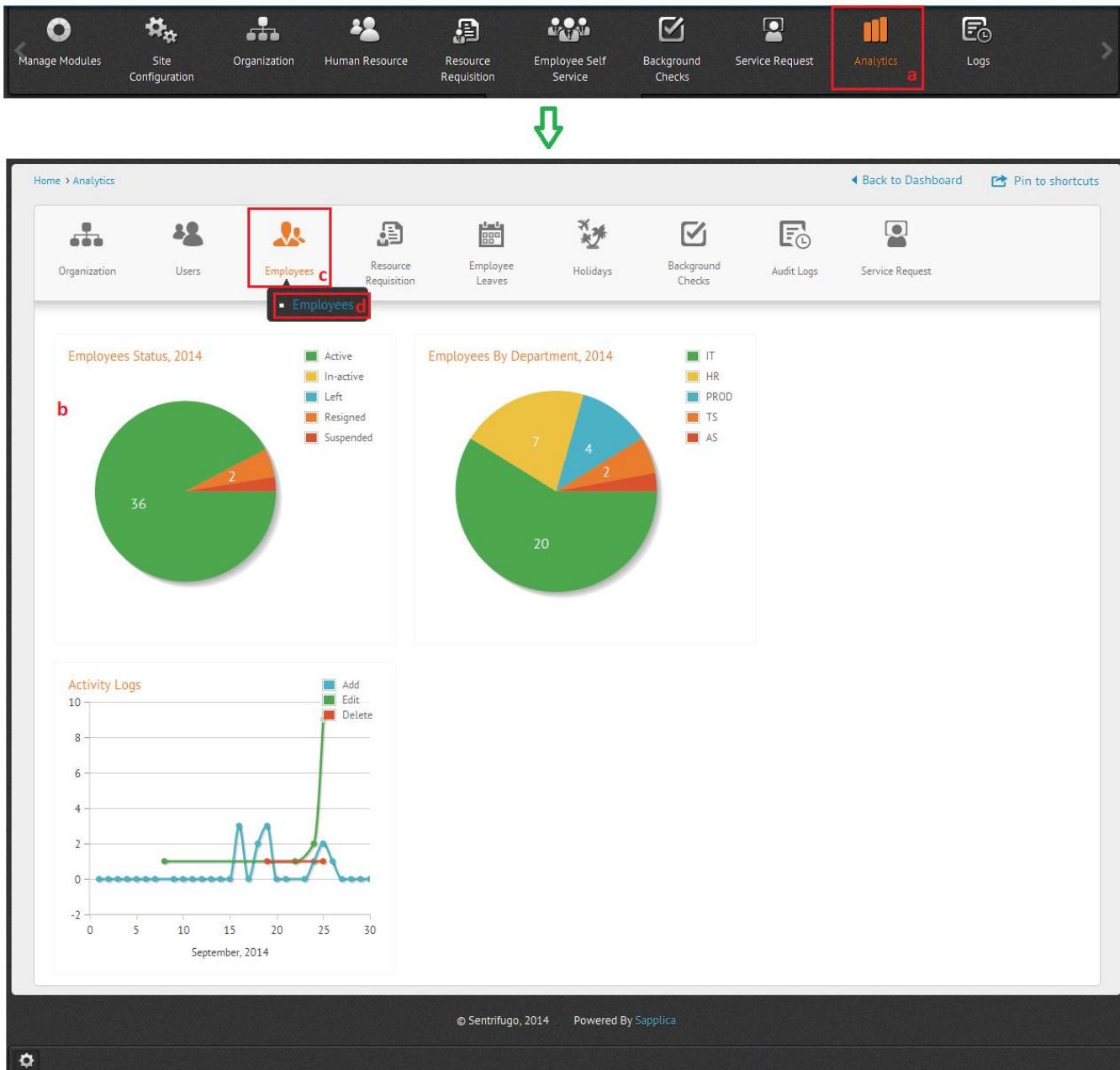
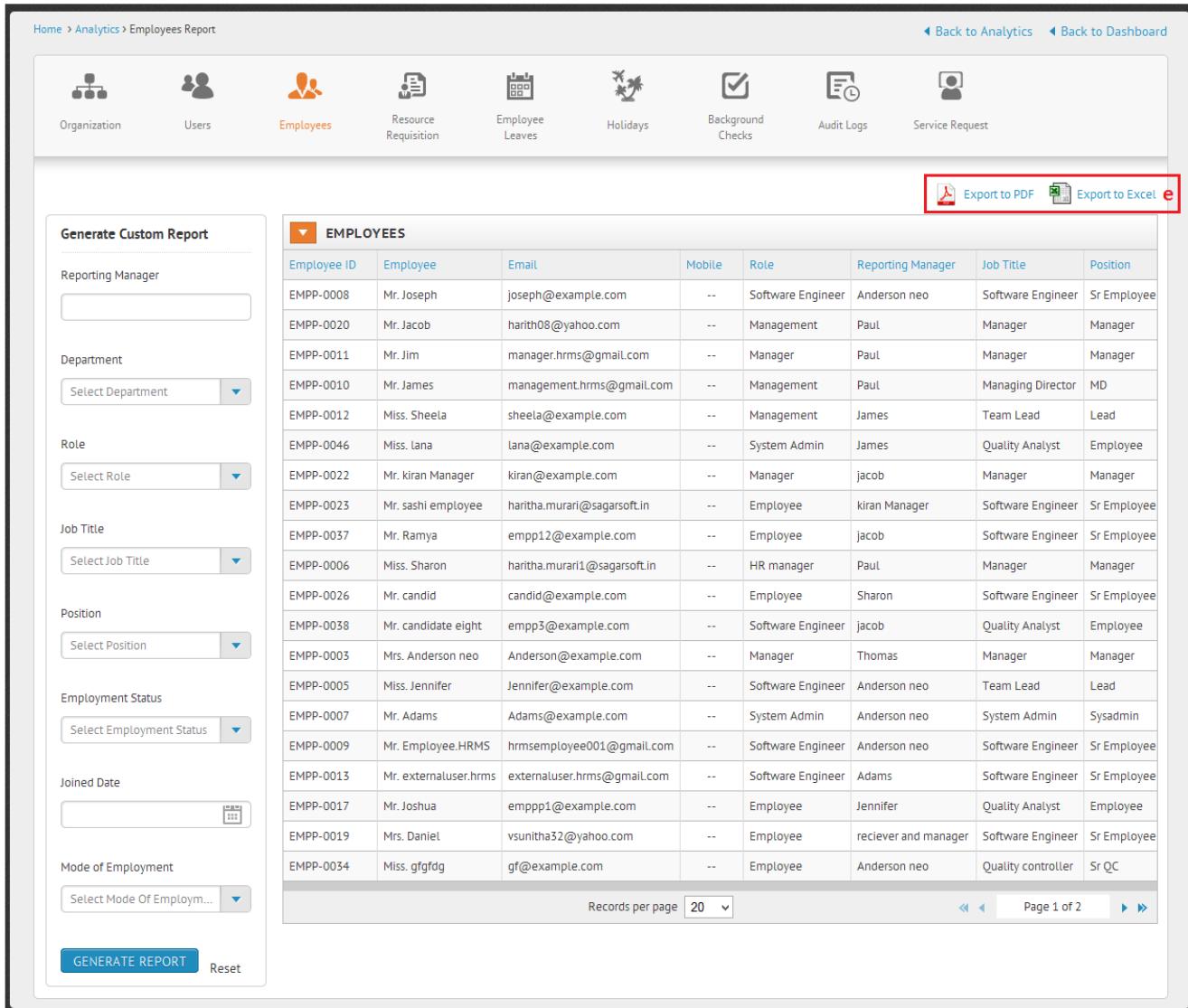


Figure 46

e. In the selected submenu page, click on Export to PDF or Export to Excel to generate report

Refer Figure 47



EMPLOYEES

Employee ID	Employee	Email	Mobile	Role	Reporting Manager	Job Title	Position
EMPP-0008	Mr. Joseph	joseph@example.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0020	Mr. Jacob	harith08@yahoo.com	--	Management	Paul	Manager	Manager
EMPP-0011	Mr. Jim	manager.hrms@gmail.com	--	Manager	Paul	Manager	Manager
EMPP-0010	Mr. James	management.hrms@gmail.com	--	Management	Paul	Managing Director	MD
EMPP-0012	Miss. Sheela	sheetla@example.com	--	Management	James	Team Lead	Lead
EMPP-0046	Miss. Lana	lana@example.com	--	System Admin	James	Quality Analyst	Employee
EMPP-0022	Mr. Kiran Manager	kiran@example.com	--	Manager	jacob	Manager	Manager
EMPP-0023	Mr. sashi employee	haritha.murari@sagarsoft.in	--	Employee	kiran Manager	Software Engineer	Sr Employee
EMPP-0037	Mr. Ramya	empp12@example.com	--	Employee	jacob	Software Engineer	Sr Employee
EMPP-0006	Miss. Sharon	haritha.murari1@sagarsoft.in	--	HR manager	Paul	Manager	Manager
EMPP-0026	Mr. candid	candid@example.com	--	Employee	Sharon	Software Engineer	Sr Employee
EMPP-0038	Mr. candidate eight	empp3@example.com	--	Software Engineer	jacob	Quality Analyst	Employee
EMPP-0003	Mrs. Anderson neo	Anderson@example.com	--	Manager	Thomas	Manager	Manager
EMPP-0005	Miss. Jennifer	Jennifer@example.com	--	Software Engineer	Anderson neo	Team Lead	Lead
EMPP-0007	Mr. Adams	Adams@example.com	--	System Admin	Anderson neo	System Admin	Sysadmin
EMPP-0009	Mr. Employee.HRMS	hrmsemployee001@gmail.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0013	Mr. externaluser.hrms	externaluser.hrms@gmail.com	--	Software Engineer	Adams	Software Engineer	Sr Employee
EMPP-0017	Mr. Joshua	emppp1@example.com	--	Employee	Jennifer	Quality Analyst	Employee
EMPP-0019	Mrs. Daniel	vsunitha32@yahoo.com	--	Employee	reciever and manager	Software Engineer	Sr Employee
EMPP-0034	Miss. gfgfdg	gf@example.com	--	Employee	Anderson neo	Quality controller	Sr QC

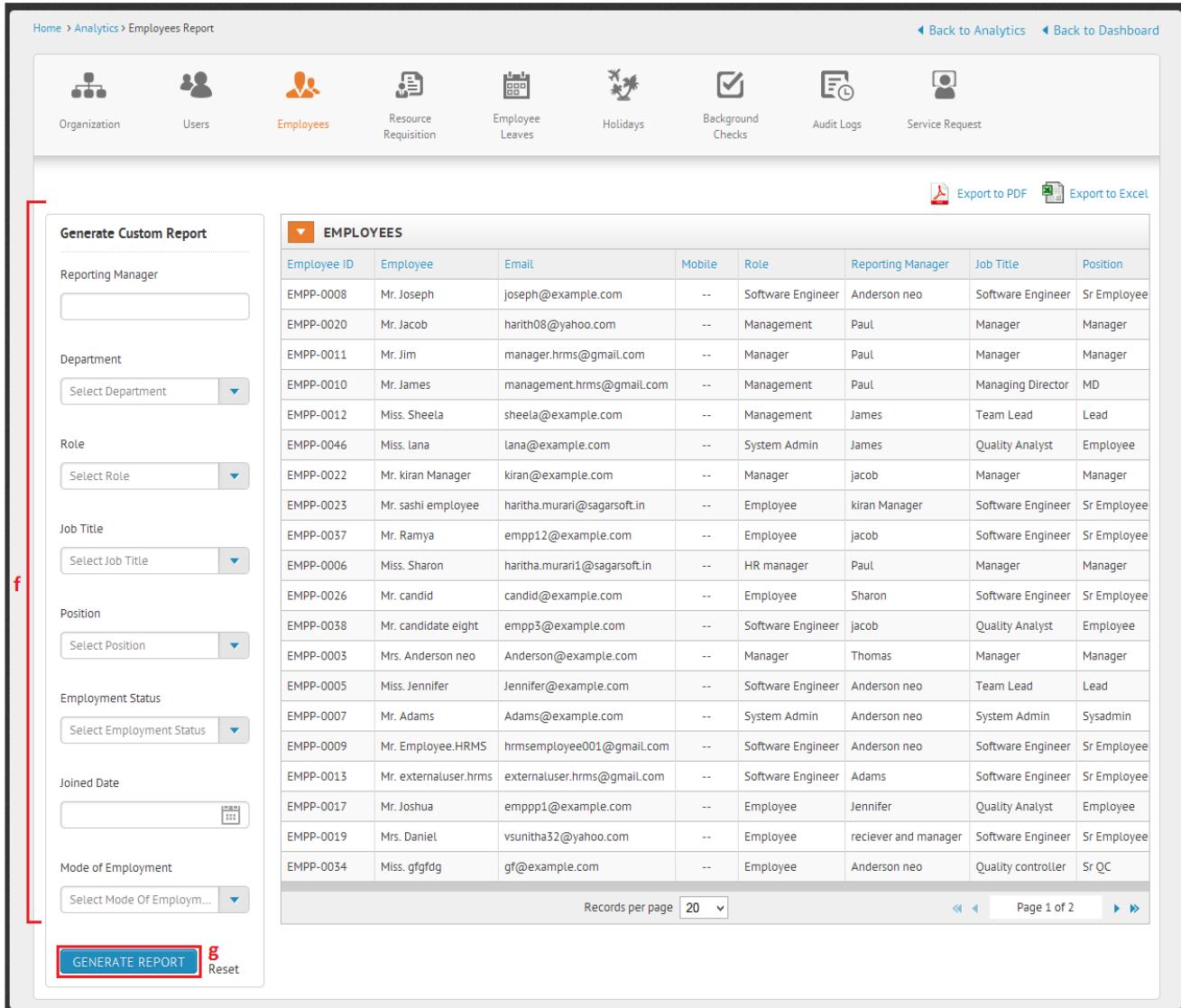
Records per page: 20 | Page 1 of 2

Figure 47

Or, to generate custom reports

- f. Provide the specifications required to generate report
 g. Click on Generate Report to generate a custom report

Refer Figure 48



Home > Analytics > Employees Report

Employees Report

Generate Custom Report

- Reporting Manager
- Department
- Role
- Job Title
- Position
- Employment Status
- Joined Date
- Mode of Employment

EMPLOYEES

Employee ID	Employee	Email	Mobile	Role	Reporting Manager	Job Title	Position
EMPP-0008	Mr. Joseph	joseph@example.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0020	Mr. Jacob	harith08@yahoo.com	--	Management	Paul	Manager	Manager
EMPP-0011	Mr. Jim	manager.hrms@gmail.com	--	Manager	Paul	Manager	Manager
EMPP-0010	Mr. James	management.hrms@gmail.com	--	Management	Paul	Managing Director	MD
EMPP-0012	Miss. Sheela	sheela@example.com	--	Management	James	Team Lead	Lead
EMPP-0046	Miss. lana	lana@example.com	--	System Admin	James	Quality Analyst	Employee
EMPP-0022	Mr. kiran Manager	kiran@example.com	--	Manager	jacob	Manager	Manager
EMPP-0023	Mr. sashi employee	haritha.murari@sagarsoft.in	--	Employee	kiran Manager	Software Engineer	Sr Employee
EMPP-0037	Mr. Ramya	empp12@example.com	--	Employee	jacob	Software Engineer	Sr Employee
EMPP-0006	Miss. Sharon	haritha.murari1@sagarsoft.in	--	HR manager	Paul	Manager	Manager
EMPP-0026	Mr. candid	candid@example.com	--	Employee	Sharon	Software Engineer	Sr Employee
EMPP-0038	Mr. candidate eight	empp3@example.com	--	Software Engineer	jacob	Quality Analyst	Employee
EMPP-0003	Mrs. Anderson neo	Anderson@example.com	--	Manager	Thomas	Manager	Manager
EMPP-0005	Miss. Jennifer	Jennifer@example.com	--	Software Engineer	Anderson neo	Team Lead	Lead
EMPP-0007	Mr. Adams	Adams@example.com	--	System Admin	Anderson neo	System Admin	Sysadmin
EMPP-0009	Mr. Employee.HRMS	hrmsempl001@gmail.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0013	Mr. externaluser.hrms	externaluser.hrms@gmail.com	--	Software Engineer	Adams	Software Engineer	Sr Employee
EMPP-0017	Mr. Joshua	emppp1@example.com	--	Employee	Jennifer	Quality Analyst	Employee
EMPP-0019	Mrs. Daniel	vsunitha32@yahoo.com	--	Employee	reciever and manager	Software Engineer	Sr Employee
EMPP-0034	Miss. gfgfdg	gf@example.com	--	Employee	Anderson neo	Quality controller	Sr QC

Records per page: 20 | Page 1 of 2

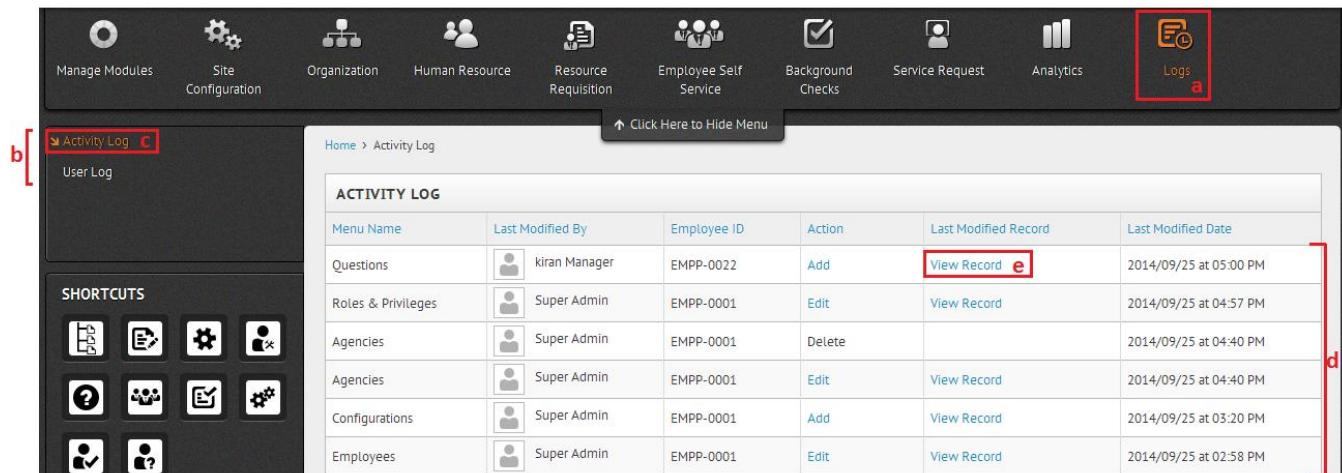
GENERATE REPORT **Reset**

Figure 48

Where can you View Activity log:

- a. Click on Logs in the top menu
- b. The left side panel will display the submenus
- c. Click on Activity log
- d. View the logs of all the activities in the right side panel
- e. Click on View Record to view the modified record.

Refer Figure 49



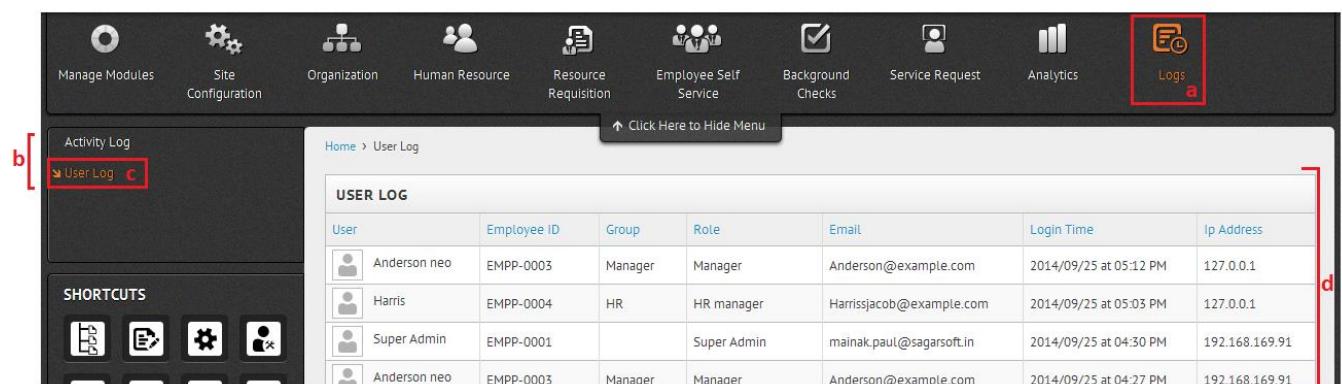
Menu Name	Last Modified By	Employee ID	Action	Last Modified Record	Last Modified Date
Questions	kiran Manager	EMPP-0022	Add	View Record e	2014/09/25 at 05:00 PM
Roles & Privileges	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 04:57 PM
Agencies	Super Admin	EMPP-0001	Delete		2014/09/25 at 04:40 PM
Agencies	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 04:40 PM
Configurations	Super Admin	EMPP-0001	Add	View Record	2014/09/25 at 03:20 PM
Employees	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 02:58 PM

Figure 49

Where can I View User log:

- a. Click on Logs in the top menu
- b. The left side panel will display the submenus
- c. Click on User log
- d. View the logs of all the users in the right side panel

Refer Figure 50



User	Employee ID	Group	Role	Email	Login Time	Ip Address
Anderson neo	EMPP-0003	Manager	Manager	Anderson@example.com	2014/09/25 at 05:12 PM	127.0.0.1
Harris	EMPP-0004	HR	HR manager	Harrisjacob@example.com	2014/09/25 at 05:03 PM	127.0.0.1
Super Admin	EMPP-0001		Super Admin	mainak.paul@sagarsoft.in	2014/09/25 at 04:30 PM	192.168.169.91
Anderson neo	EMPP-0003	Manager	Manager	Anderson@example.com	2014/09/25 at 04:27 PM	192.168.169.91

Figure 50

Looking to Set Shortcuts:

- Click on the organization logo in the top left of the header
- Click on Click here link in the Shortcuts panel in the left side

Refer Figure 51

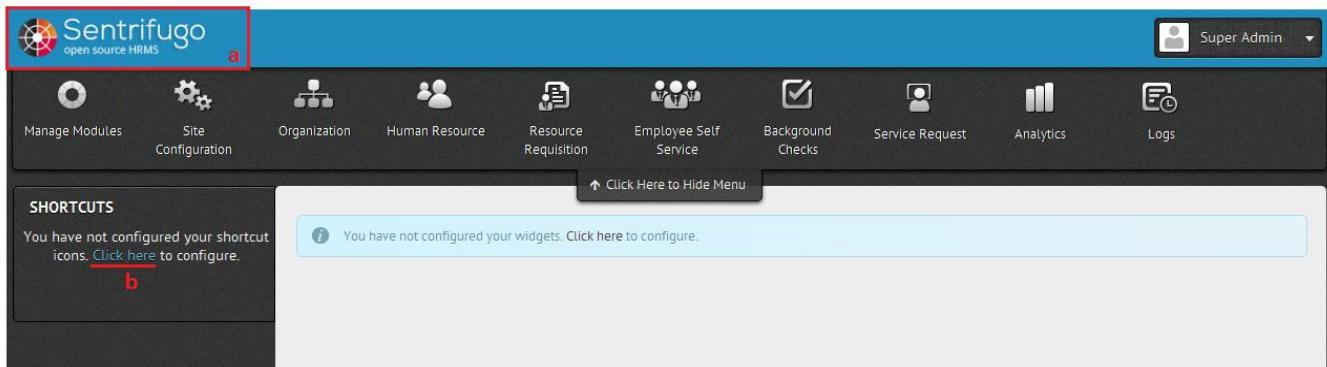


Figure 51

Or

- Click on logged in user's name in the top right of the header
- Click on Settings in the dropdown
- Select Shortcuts button in the settings page
- Drag and drop the selected menu item(s) in the shortcuts box
- Click on Save to add shortcuts in the Shortcuts panel

Refer Figure 52

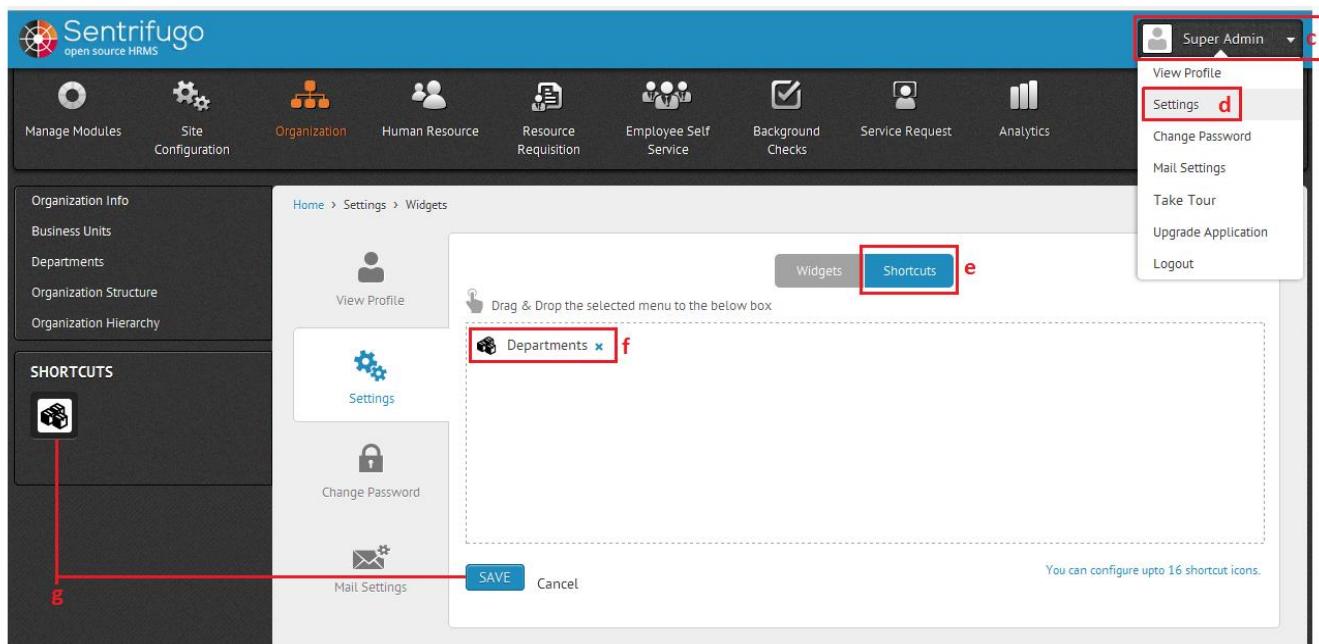
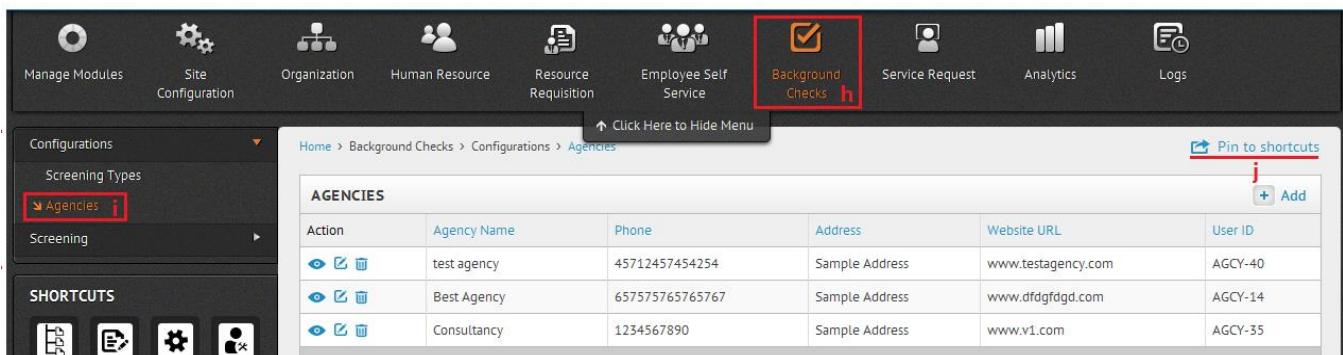


Figure 52

You can also create Shortcuts as you browse through the application

- h. Click on a desired module in the top menu
- i. Click on the desired submenu in the left side panel
- j. Click on Create Shortcut in the right side panel

For further understanding, Refer Figure 53, which explains about creating a shortcut as you browse through the application



Action	Agency Name	Phone	Address	Website URL	User ID
	test agency	45712457454254	Sample Address	www.testagency.com	AGCY-40
	Best Agency	657575765765767	Sample Address	www.dfdgfdgd.com	AGCY-14
	Consultancy	1234567890	Sample Address	www.v1.com	AGCY-35

Figure 53

Looking to Set Widgets:

- a. Click on the organization logo in the top left of the header
- b. Click on Click here link in the Widgets panel in the right side

Refer figure 54

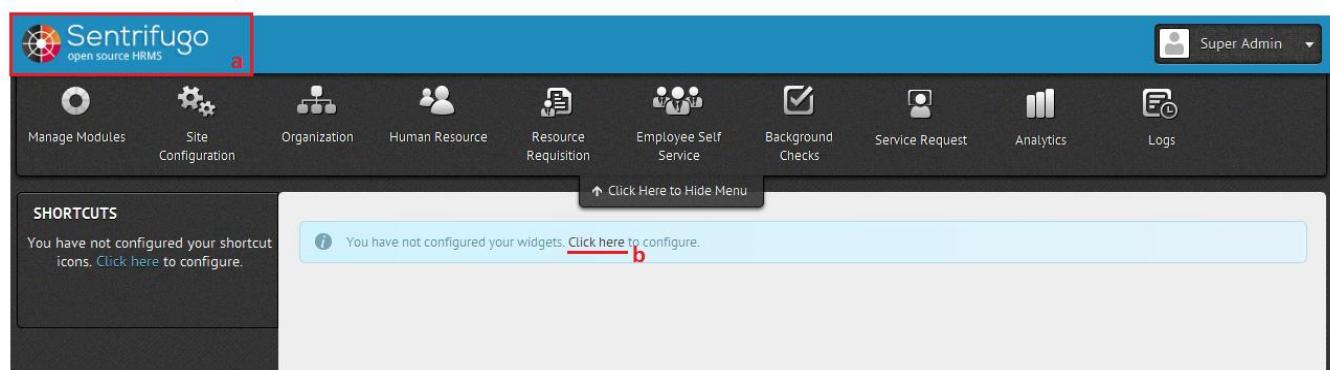


Figure 54

Or

- c. Click on logged in user's name in the top right of the header
- d. Click on Settings in the dropdown

Or

- e. Click on Settings icon in the bottom left of the footer
- f. Select Widgets button in the settings page
- g. Drag and drop the selected menu item(s) in the widgets box
- h. Click on Save to add Widgets in the Widgets panel

Refer Figure 55

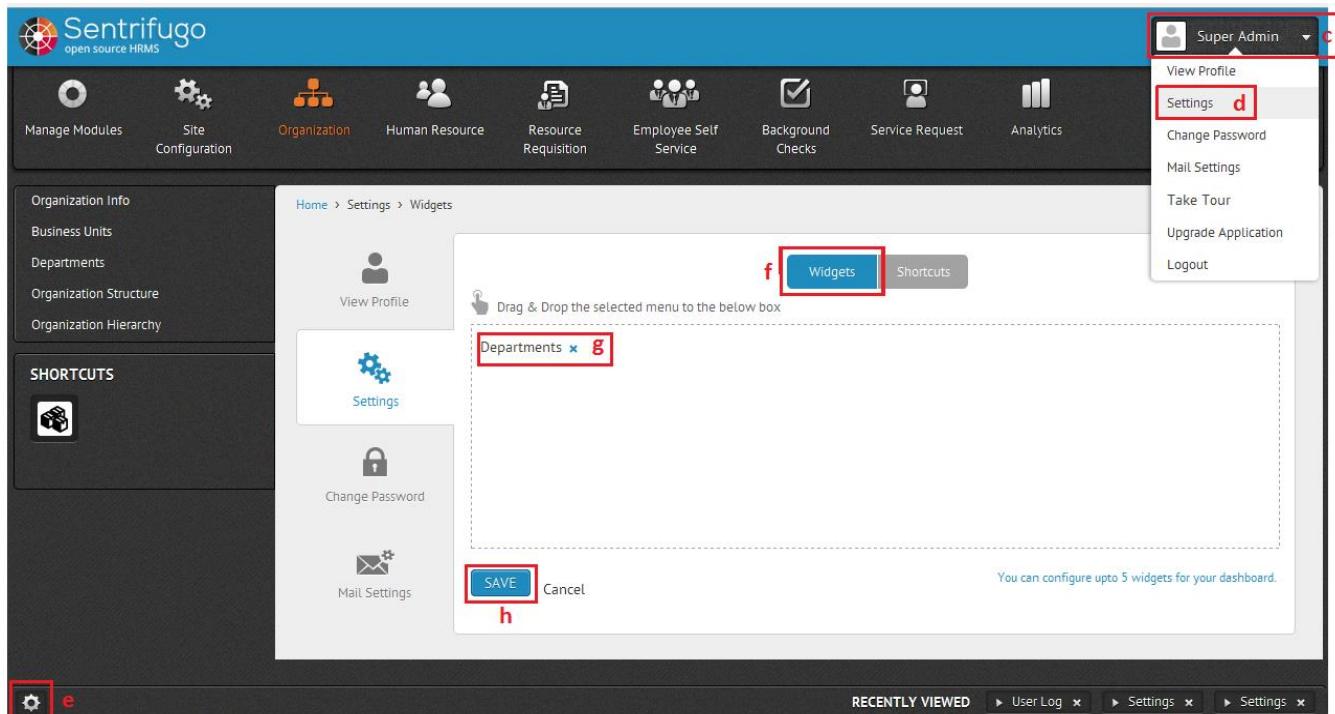
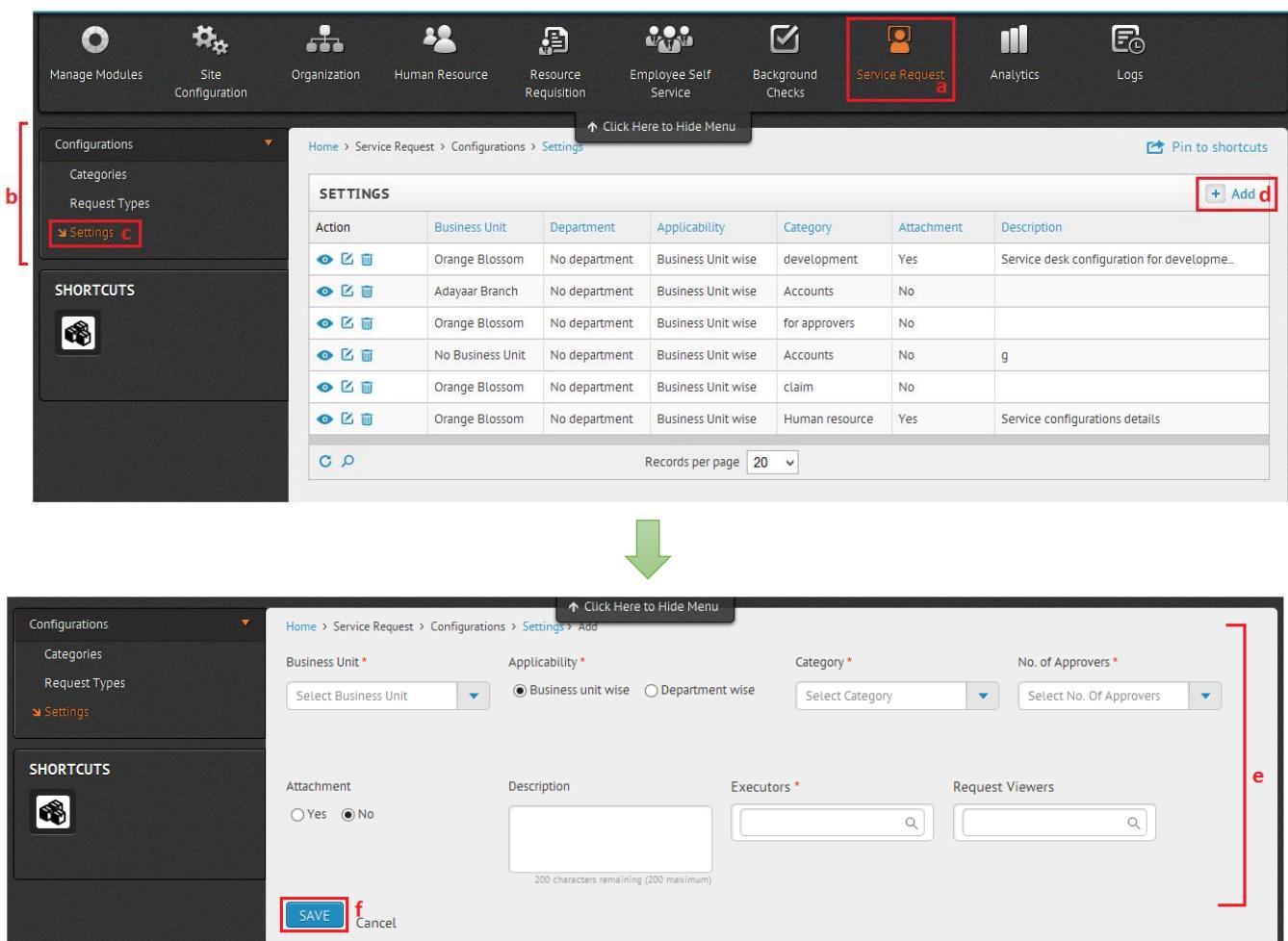


Figure 55

Want to Configure Service Request:

- a. Click on the Service Request in the top menu
- b. The left side panel will display the submenus
- c. Click on desired submenu
- d. Click on Add button on the right side panel
- e. Enter the Required details
- f. Click Save button to add the details

For further understanding refer to Figure 56, which explains about adding Settings



The figure consists of two screenshots of the Sentrifugo application interface. The top screenshot shows the 'Settings' page for 'Service Request' configurations. It includes a table with columns: Action, Business Unit, Department, Applicability, Category, Attachment, and Description. The bottom screenshot shows the 'Add Configuration' form for a new service request. It has fields for Business Unit, Applicability, Category, and No. of Approvers. Below these are fields for Attachment, Description, Executors, and Request Viewers. At the bottom of the form are 'SAVE' and 'Cancel' buttons.

SETTINGS						
Action	Business Unit	Department	Applicability	Category	Attachment	Description
	Orange Blossom	No department	Business Unit wise	development	Yes	Service desk configuration for developme..
	Adayaar Branch	No department	Business Unit wise	Accounts	No	
	Orange Blossom	No department	Business Unit wise	for approvers	No	
	No Business Unit	No department	Business Unit wise	Accounts	No	g
	Orange Blossom	No department	Business Unit wise	claim	No	
	Orange Blossom	No department	Business Unit wise	Human resource	Yes	Service configurations details

Records per page: 20

Business Unit * Applicability * Category * No. of Approvers *

Select Business Unit Select Category Select No. of Approvers

Attachment Description Executors * Request Viewers

Attachment Description Executors * Request Viewers

200 characters remaining (200 maximum)

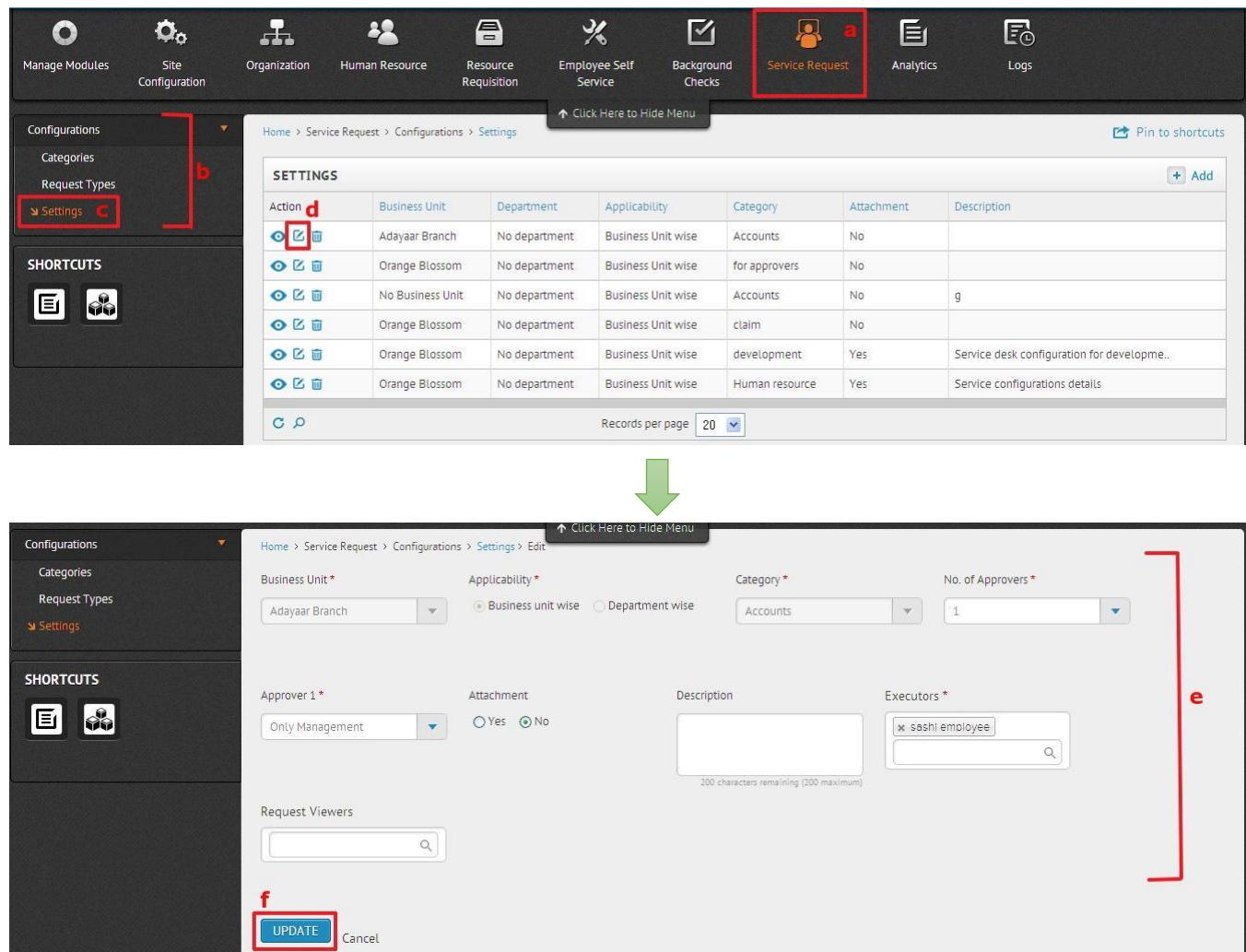
SAVE **Cancel**

Figure 56

Want to Edit Service Request:

- a. Click on the Service Request in the top menu
- b. The left side panel will display the submenus
- c. Click on desired submenu
- d. Click on Edit icon for the record that is to be edited on the right side panel
- e. Make the required changes to the record
- f. Click Update button to save the changes made.

Refer Figure 57



The screenshot illustrates the steps to edit a service request configuration. It shows two views of the application's configuration screen.

Top View (Settings Page):

- Top Bar:** Shows various application icons: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks, **Service Request** (highlighted with a red box), Analytics, and Logs.
- Left Sidebar:** Includes sections for Configurations, Categories, Request Types, and a **Settings** section (highlighted with a red box and labeled 'c').
- Content Area:** Titled "SETTINGS", it displays a table of configurations. One row is highlighted with a red box and labeled 'd'. The table columns include Action, Business Unit, Department, Applicability, Category, Attachment, and Description.
- Bottom:** Includes a search bar, a "Records per page" dropdown set to 20, and a green downward arrow pointing to the second screenshot.

Bottom View (Edit Configuration Page):

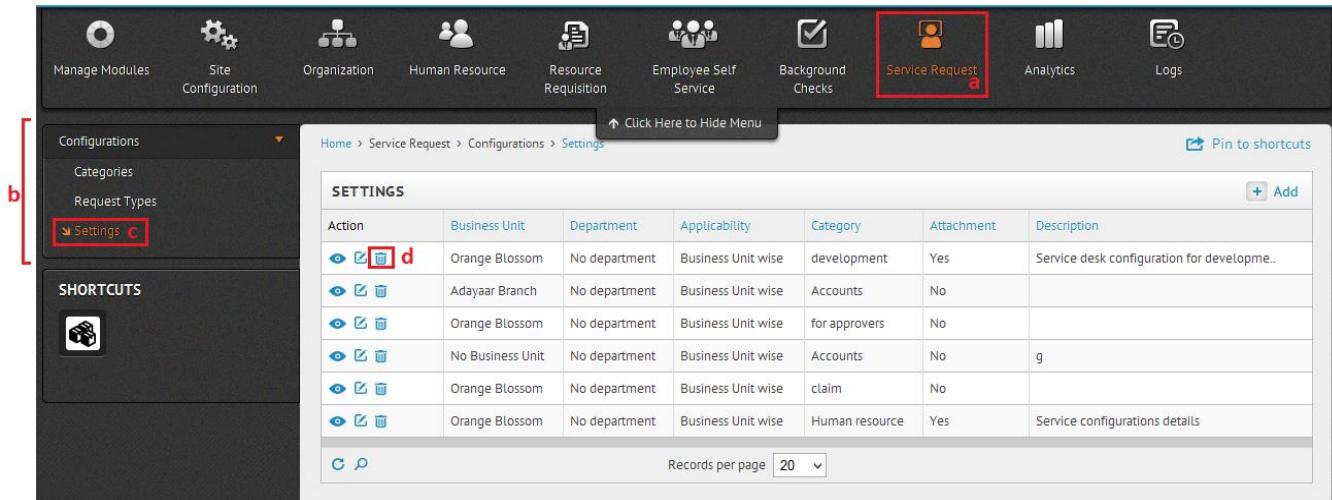
- Left Sidebar:** Same as the top view, with the **Settings** section highlighted (labeled 'c').
- Content Area:** Titled "Click Here to Hide Menu". It shows fields for Business Unit (Adyaar Branch), Applicability (Business unit wise selected), Category (Accounts), and No. of Approvers (1).
- Form Fields:** Approver 1 (Only Management), Attachment (Yes selected), Description (text area), and Executors (input field containing "sashi employee").
- Bottom:** Includes a "Request Viewers" section with a search bar, an "UPDATE" button (highlighted with a red box and labeled 'f'), and a "Cancel" link.

Figure 57

How to Delete Service Request:

- a. Click on the Service Request in the top menu
- b. The left side panel will display the submenus
- c. Click on desired submenu
- d. Click on Delete icon for the record that is to be deleted on the right side panel

Refer to Figure 58



Action	Business Unit	Department	Applicability	Category	Attachment	Description
	Orange Blossom	No department	Business Unit wise	development	Yes	Service desk configuration for developme..
	Adayaar Branch	No department	Business Unit wise	Accounts	No	
	Orange Blossom	No department	Business Unit wise	for approvers	No	
	No Business Unit	No department	Business Unit wise	Accounts	No	g
	Orange Blossom	No department	Business Unit wise	claim	No	
	Orange Blossom	No department	Business Unit wise	Human resource	Yes	Service configurations details

Figure 58

- e. In the Confirmation pop up , Click on Yes to delete the record

Refer to Figure 59

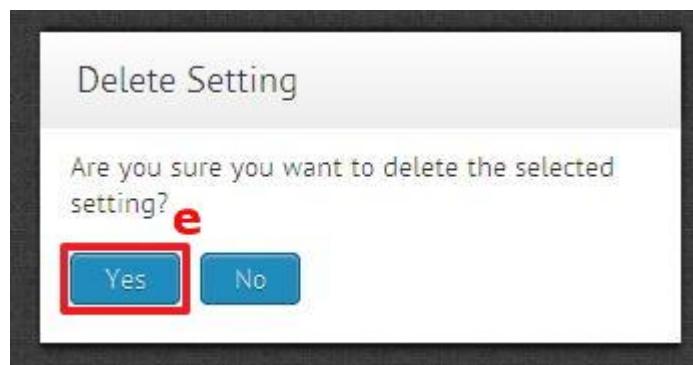


Figure 59

How do I set Cron Jobs:

You should have received an email upon successful installation of Sentrifugo.

- a. Copy the link in the Cron Job section in the email
- b. The first link in the Cron Job section is used to send application related emails to the employees
- c. The second link is to send emails to the employees to intimate them regarding the expiration of their identity documents
- d. Configure the Cron Job in your server to execute it periodically

Refer Figure 60

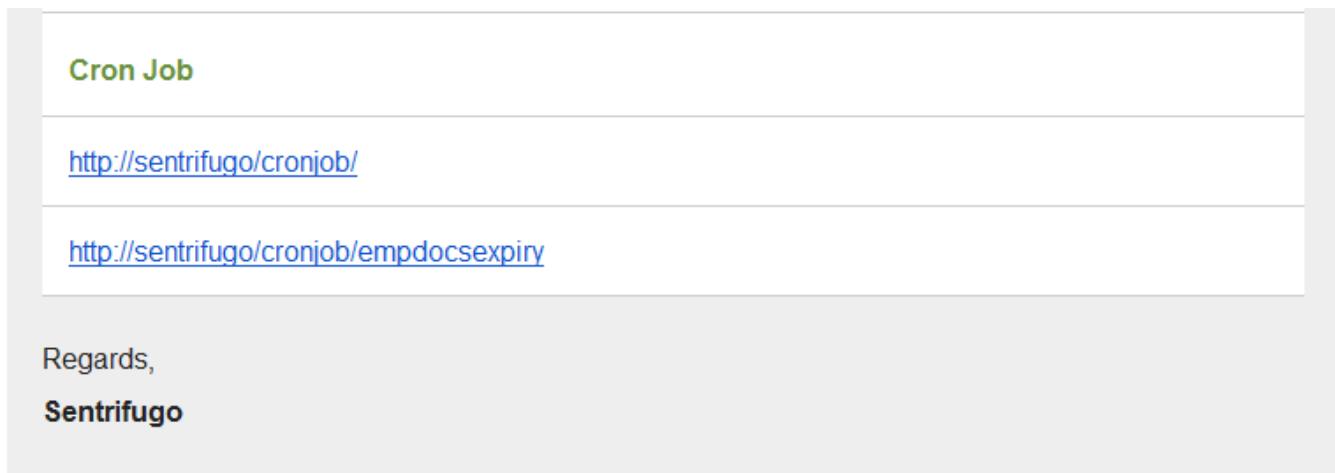


Figure 60

From where do I pick the Import format details

- a. Click on Human Resources in the top menu
- b. Click on Employees submenu on the left side panel
- c. Click on Import Format link above the employee details grid on the right hand side

Refer to figure 61

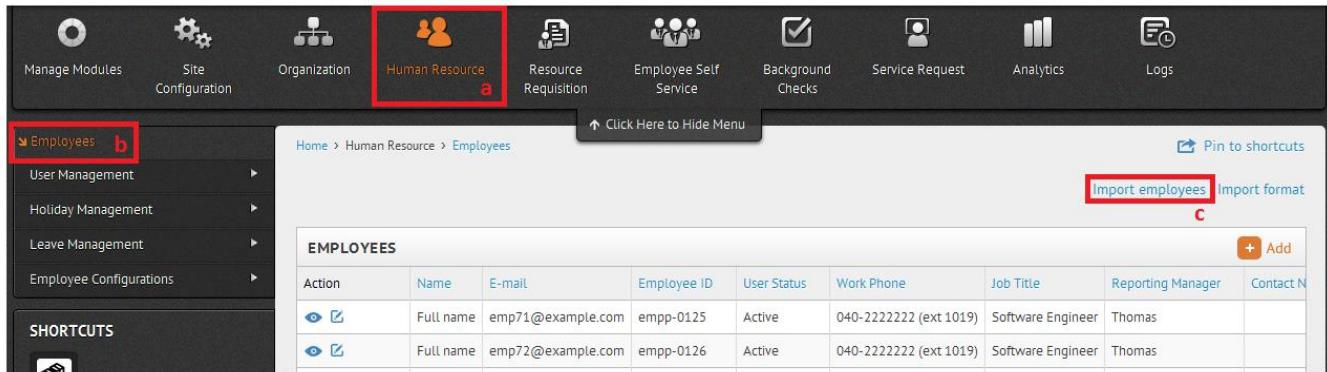


Figure 61

You should be able to download an excel sheet which defines the import format to add employees

Refer Figure 62 for the import format

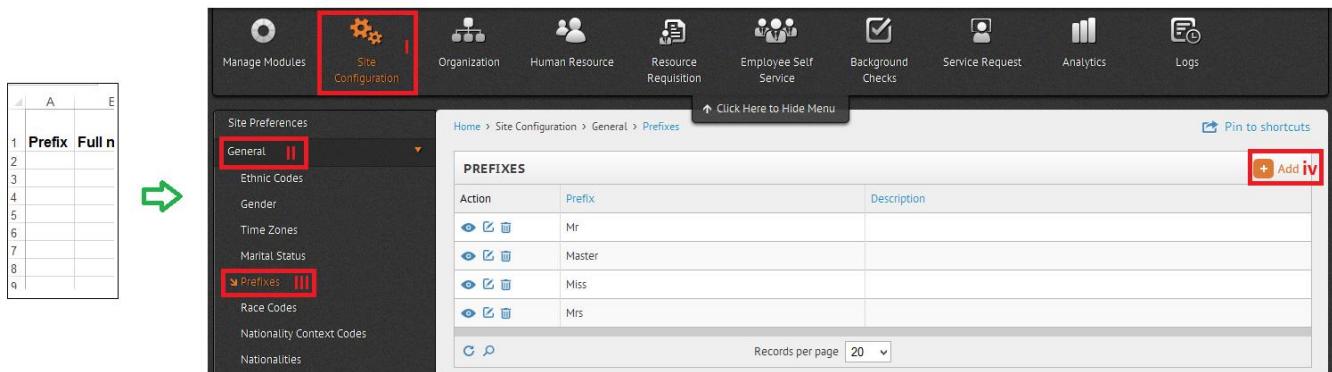
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Prefix	Full name	Role	Email	Business Unit	Department	Reporting manager	Job Title	Position	Employment Status	Date of joining	Date of leaving	Experience	Extension	Work telephone number	Fax
2																
3																
4																
5																
6																
7																
8																
9																
10																

Figure 62

- d. Prefix

- I. Click on Site configurations in the top menu
- II. Click on General submenu on the left side panel
- III. Click on Prefixes link
- IV. Add the required prefix by clicking on Add button
- V. Use the Prefix to fill in the import excel

Refer Figure 63



The screenshot shows the Sentrifugo application's main interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration (highlighted with a red box), Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a sub-menu titled "Site Preferences" with options: General (highlighted with a red box II), Ethnic Codes, Gender, Time Zones, Marital Status, Prefixes (highlighted with a red box III), Race Codes, Nationality Context Codes, and Nationalities. To the right of the sub-menu is a table titled "PREFIXES" with the following data:

Action	Prefix	Description
	Mr	
	Master	
	Miss	
	Mrs	

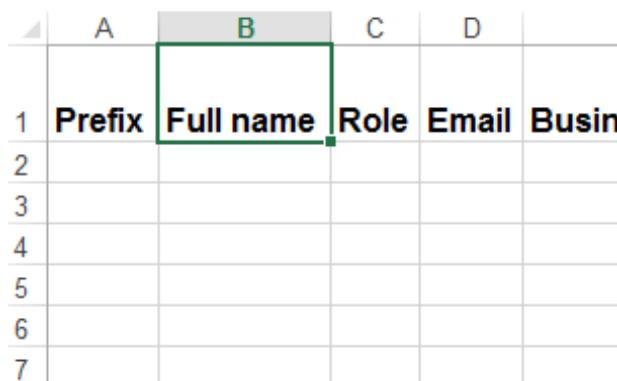
A green arrow points from a small Excel spreadsheet icon on the left towards the "Prefixes" link in the sub-menu. A red box IV highlights the "Add" button in the top right corner of the "PREFIXES" table.

Figure 63

Note: You can only enter prefixes that are existing in the application.

- e. Enter the Full Name of the employee

Refer Figure 64



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	
1	Prefix	Full name	Role	Email	Business
2					
3					
4					
5					
6					
7					

Figure 64

- f. Role
 - I. Click on Human Resource in the top menu
 - II. Click on User Management submenu on the left side panel
 - III. Click on Roles & Privileges link

- IV. Add the required roles and provide privileges to the role by clicking Add button
 - V. Use the Role Type to fill in the import excel

Refer Figure 65

The screenshot shows the SAP Fiori interface for the Human Resource module. The top navigation bar has several icons: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a sub-menu for 'Employees' with options: User Management (highlighted with a red box and a green arrow pointing from the left), Roles & Privileges, Manage External Users, Holiday Management, and Leave Management. The main content area displays a table titled 'ROLES & PRIVILEGES' with the following data:

Action	Role Name	Role Type	Role Description	Group
	HR manager	HRr		HR
	Manager	Manager		Manager

A tooltip 'Click Here to Hide Menu' is visible above the sub-menu. A 'Pin to shortcuts' button is in the top right corner. A red box highlights the 'Human Resource' icon in the top bar, and another red box highlights the 'Add' button in the bottom right corner of the roles table.

Figure 65

Note: You can only enter roles that are existing in the application

- g. Enter the email of the employee

Refer figure 66

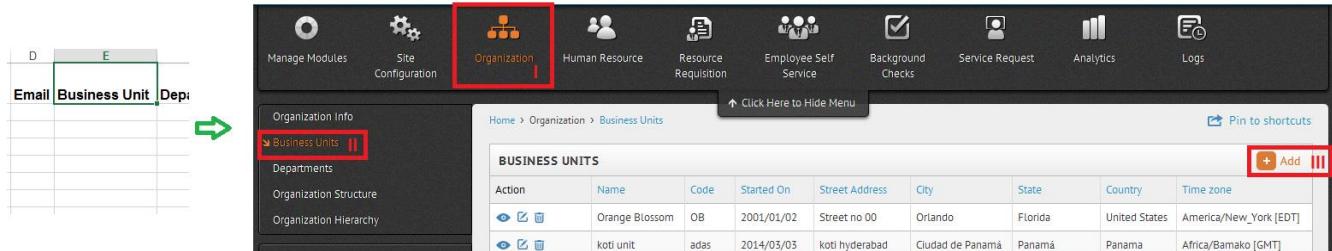
	C	D	E
ne	Role	Email	Business Unit

Figure 66

h. Business Unit

- I. Click on Organization in the top menu
- II. Click on Business Units in the left side panel
- III. Click on Add button to add the desired business unit
- IV. Use the Code to fill in the import excel

Refer Figure 67



Action	Name	Code	Started On	Street Address	City	State	Country	Time zone
	Orange Blossom	OB	2001/01/02	Street no 00	Orlando	Florida	United States	America/New_York [EDT]
	koti unit	adas	2014/03/03	koti hyderabad	Cludad de Panamá	Panamá	Panama	Africa/Bamako [GMT]

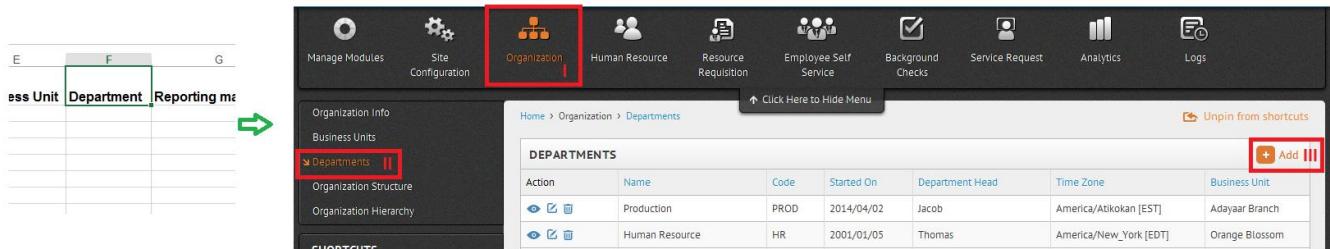
Figure 67

Note: You can only enter business units that are existing in the application

i. Departments

- I. Click on Organization in the top menu
- II. Click on Departments in the left side panel
- III. Click on Add button to add the desired department
- IV. Use the Code to fill in the import excel

Refer Figure 68



Action	Name	Code	Started On	Department Head	Time Zone	Business Unit
	Production	PROD	2014/04/02	Jacob	America/Atikokan [EST]	Adayaar Branch
	Human Resource	HR	2001/01/05	Thomas	America/New_York [EDT]	Orange Blossom

Figure 68

Note: You can only enter departments that are existing in the application

j. Enter the name of the Reporting Manager

k. Job Title

- I. Click on Human Resource in the top menu
- II. Click on Employee Configurations in the left side panel
- III. Click on Job Titles link

- IV. Click on Add button to add the desired job title
 - V. Use the Job Title Code to fill in the import excel

Refer Figure 69

The screenshot shows the 'Human Resource' section of a software application. The top navigation bar includes icons for Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. A dropdown menu for 'Employee Configurations' is open, with 'Job Titles' highlighted in red. The main content area displays a table titled 'JOB TITLES' with columns: Action, Job Title Code, Job Title, Job Description, Min Experience Required, Job Pay Grade Code, and Job Pay F. The table lists several job titles with their descriptions and pay details.

Action	Job Title Code	Job Title	Job Description	Min Experience Required	Job Pay Grade Code	Job Pay F
	SrQC	Quality controller		0	C	Monthly
	SYSADMIN	System Admin		0	C	Monthly
	SE	Software Engineer	Software engineers apply the principles ..	0	B	Monthly
	MGR	Manager	A Manager is the person responsible for ..	8	A	Monthly
	TRNE	Trainee	A trainee is commonly known as an indivi..	0	C	Monthly
	QA	Quality Analyst	A software quality analyst is responsibl..	0	C	Monthly
	TL	Team Lead	A team leader or team lead is someone wh..	3	B	Monthly

Figure 69

Note: You can only enter job titles that are existing in the application

I. Position

- I. Click on Human Resource in the top menu
 - II. Click on Employee Configurations in the left side panel
 - III. Click on Positions link
 - IV. Click on Add button to add the desired position
 - V. Use the positions to fill in the import excel

Refer Figure 70

The screenshot shows the 'Human Resource' module in the top navigation bar. The 'Positions' link under the 'Employee Configurations' section is highlighted with a red box and a green arrow pointing from the left-hand sidebar to it. The main content area displays a table titled 'POSITIONS' with columns for Action, Position, Job Title, and Description. The table lists various job roles such as Software Engineer, Quality Controller, HR Executive, Trainee, Sysadmin, Lead, Management, Sr Employee, and Employee, each with a corresponding icon and edit options.

Action	Position	Job Title	Description
	software engineer	Software Engineer	
	Sr QC	Quality controller	
	HR Executive	Trainee	HR Executive
	Sysadmin	System Admin	
	Lead	Team Lead	
	Management	Managing Director	
	Sr Employee	Software Engineer	Software engineers apply the principles ..
	Employee	Quality Analyst	A software quality analyst is responsibl..

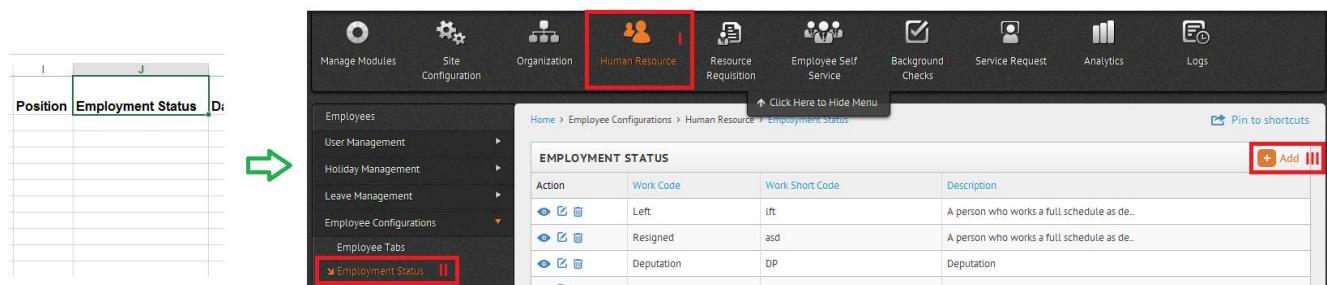
Figure 70

Note: You can only positions that are existing in the application

m. Employment Status

- I. Click on Human Resource in the top menu
- II. Click on Employee Configurations in the left side panel
- III. Click on Employment Status
- IV. Click on Add button to add the desired status
- V. Use the Work Short Code to fill in the import excel

Refer Figure 71



Action	Work Code	Work Short Code	Description
	Left	lf	A person who works a full schedule as de...
	Resigned	asd	A person who works a full schedule as de...
	Deputation	DP	Deputation

Figure 71

Note: You can only enter work short codes that are existing in the application

n. Enter the employee Date of Joining

Refer Figure 72

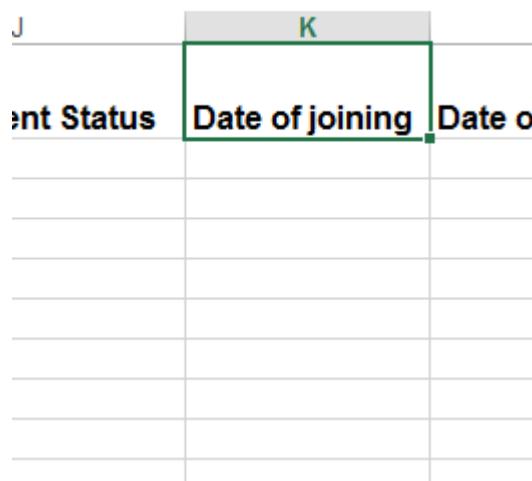


Figure 72

o. Enter the employee Date of Leaving

Refer Figure 73

K	L	M
of joining	Date of leaving	Experienc

Figure 73

- p. Enter the employee Experience

Refer Figure 74

L	M	N
te of leaving	Experience	Extension

Figure 74

- q. Enter the employee Extension

Refer Figure 75

M	N	O
xperience	Extension	Work tele

Figure 75

- r. Enter the employee Work Telephone Number

Refer Figure 76

N	O	P
Extension	Work telephone number	Fax

Figure 76

- s. Enter the employee Fax

Refer Figure 77

O	P	Q
Phone number	Fax	

Figure 77