STRATACACHE

Suite G02
Phoenix Towers
#16 & 16/1 Museum Road
Bangalore – 560001
http://www.stratacache.com/

ThePortal.Stratacache

User Manual

Contents

Introduction

The Portal is an application that enables a company to manage its HR operations and streamline the communication between employees and Line Managers.
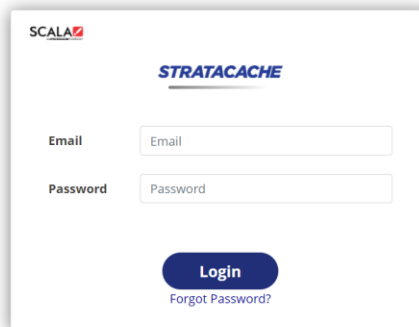
Login

Enter the URL into the browser

https://ThePortal.stratacache.com

Login page will be displayed asking for Email ID and Password.
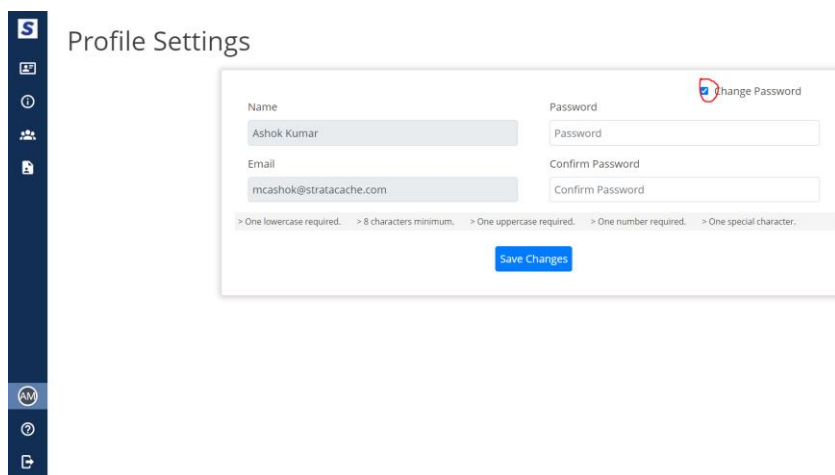
Enter the Email and Password and Login.

Note:

Username will be email id and password will be generated and shared to individual. After the first login user shall change the password.

How to change the password:

1. Login into the https://ThePortal.stratacache.com
2. At the left side bottom of the page, click on the profile pic
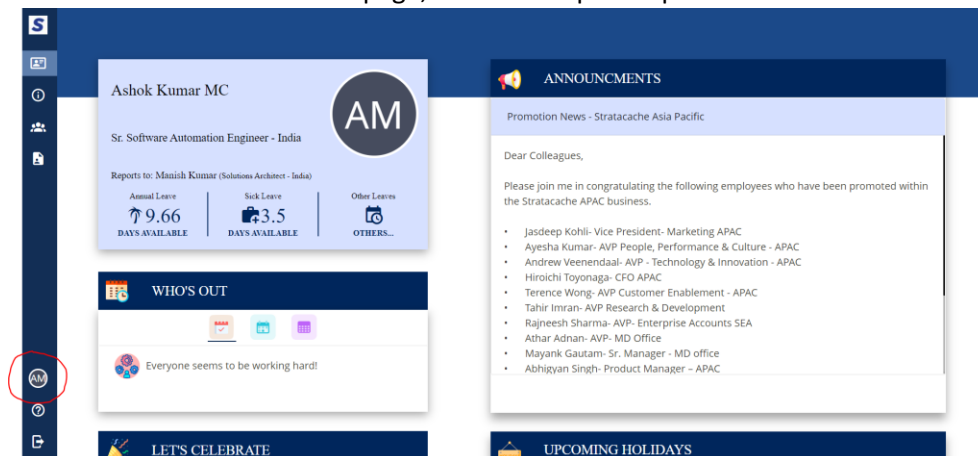
3. Profile settings page will be loaded. Select the "Change Password" check box and enter the "Password" and "Confirm Password". Save the changes, password will be changed successfully, and it will be redirected to Login page.

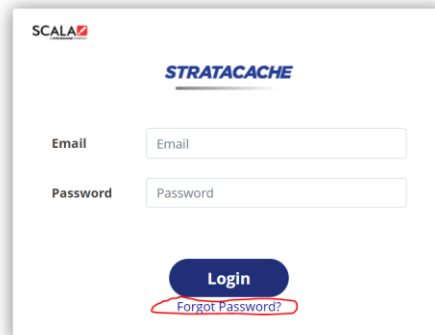**Note**: Password should pass below set of conditions:

  ➢ One lowercase required.
  ➢ One special character.
  ➢ One uppercase required.
  ➢ 8 characters minimum.
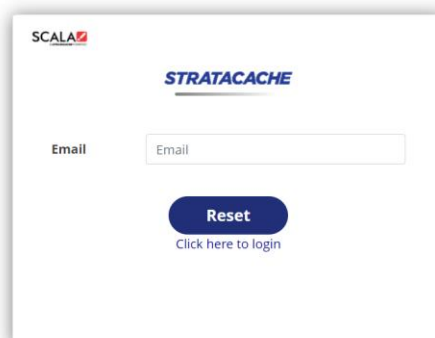 ➢ One number required.

Forget password

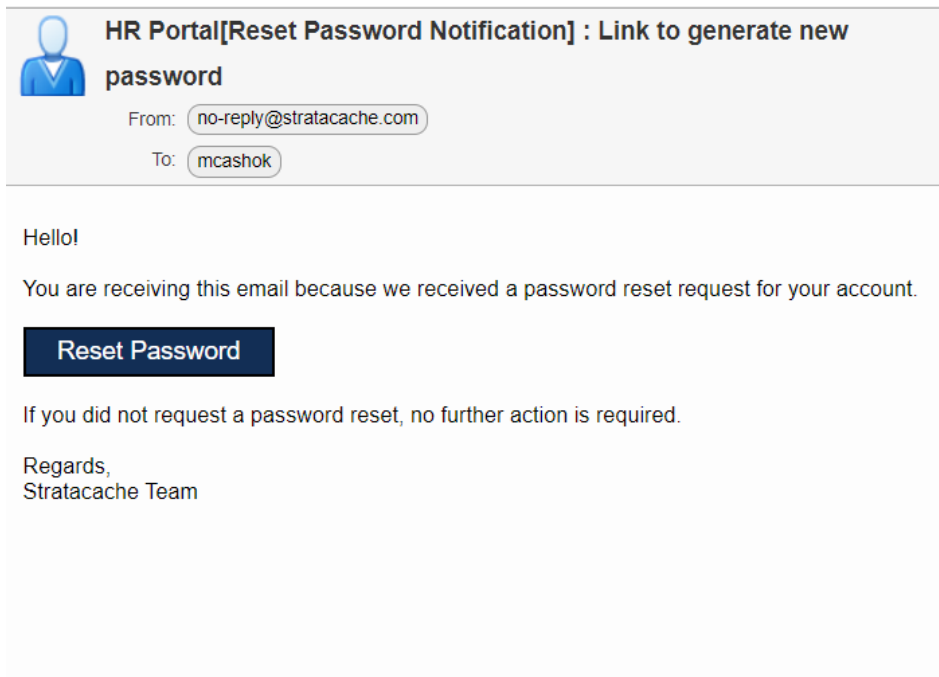User is allowed to reset the password if the password is forgot.

Steps to reset the password:

1. Under the login page, click on Forgot Password link.

2. One more popup window will be displayed asking for Email ID.
3. Enter the Email ID and click on Reset button. An email will be sent to the respective email with the Reset button

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HR Portal[Reset Password Notification] : Link to generate new password

From: no-reply@stratacache.com

To: mcashok

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

If you did not request a password reset, no further action is required.

Regards,
Stratacache Team

4.   Click on Reset Button in the email received.
5.   Reset Password popup will be displayed. Enter the New password, confirm password and save the changes. User is allowed to enter with the new login.

Reset Password

Email	mcashok@stratacache.com
New Password	New Password
Confirm Password	Confirm Password

> One lowercase required. > One special character. > One uppercase required.
> 8 characters minimum. > One number required.

Save

Note: Password should pass below set of conditions:

➢   One lowercase required.
➢   One special character.
➢   One uppercase required.
➢   8 characters minimum.
➢   One number required.

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How to change the profile pic

User can upload their profile pic through the application.

1. Login into the https://ThePortal.stratacache.com
2. Navigate into My Info page
3. Under My info Page, click on camera icon on the profile pic area
4. Browse the pic and select the pic
5. Profile pic will be updated and can be viewed in the application.
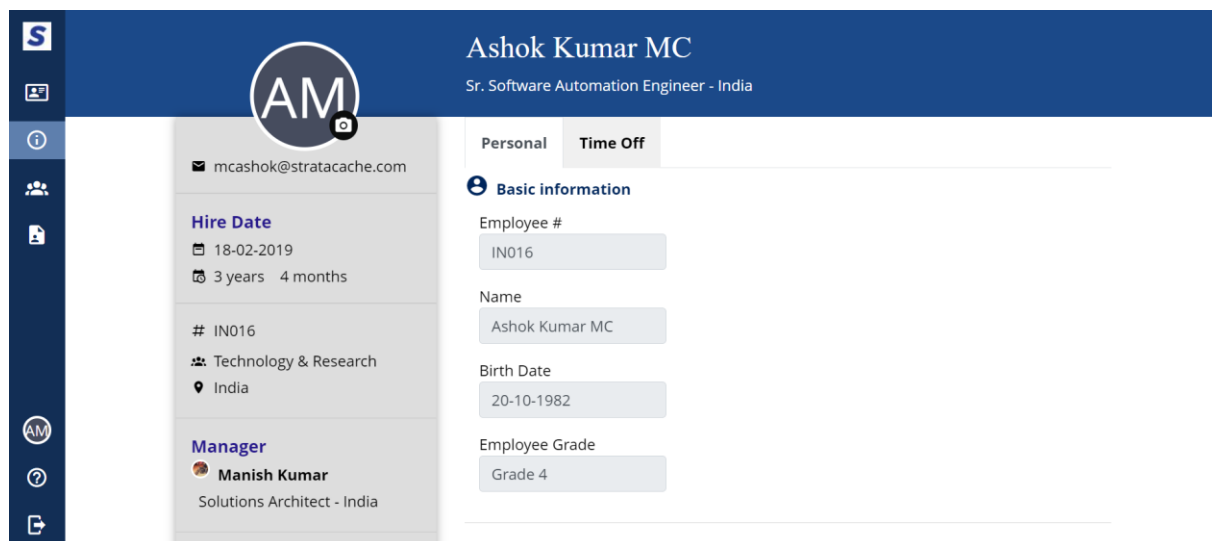
Note:

- Profile pic format should be of Image (jpg, png, jpeg).
- As of now, there is no option to remove the profile pic from the application.
- User should request the HR team to remove the profile pic.

Organization structure

User can view the organization structure in the application which is uploaded with PDF format.

1. Login into the https://ThePortal.stratacache.com
2. Navigate into Peoples page
3. Click on the "Org Chart" link which is displayed to the right side of the Peoples page.

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4.

Files preview and Download

User can preview the files and download from the HRM-Portal.

1. Login into the https://ThePortal.stratacache.com
2. Navigate into the Files page where user can see all the files upload according to the region wise.
3. There are two buttons a. Preview for previewing the file and b. Download to download the files.

Note:

- Preview option is available only for the pdf formats.
- Download option is available for all the formats.

Finding Employees across regions

User can search an employee across regions through search or through button filters.

1. Login into the https://ThePortal.stratacache.com
2. Navigate into Peoples page

3. Search the employee by entering their name into the search field or click on the country flags which will be listed all the employees belongs to the respective regions.

Announcements:

HR Team will be pushing the announcement on various occasions. As a user, announcements can be seen in the home page. Latest announcements will be listed on the top and previous announcements will be followed according to the dates.
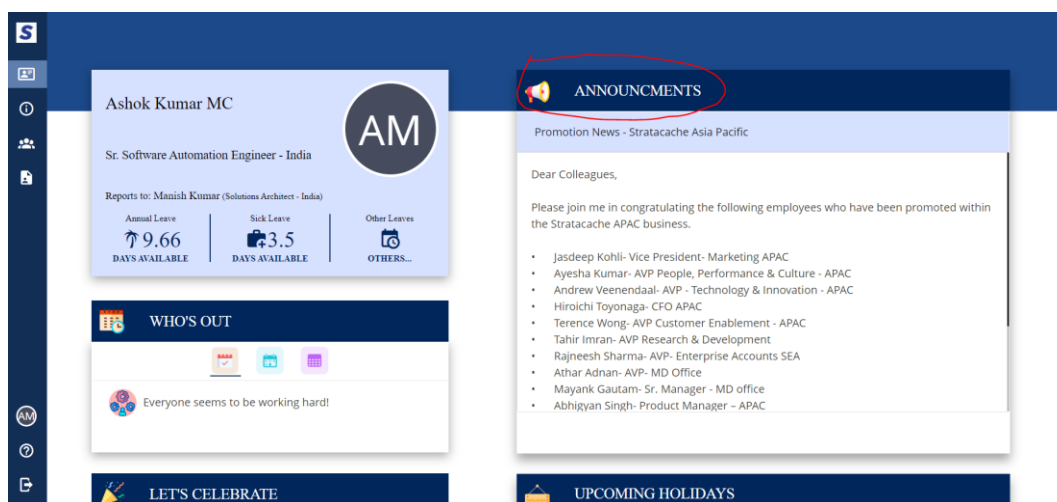
Leave Balance check:

User can see there leave balance in the home page. Annual Leave, Sick Leave are common across regions. There is others option, which will have the details of other leave types like Optional, Maternity, paternity and other leave types.

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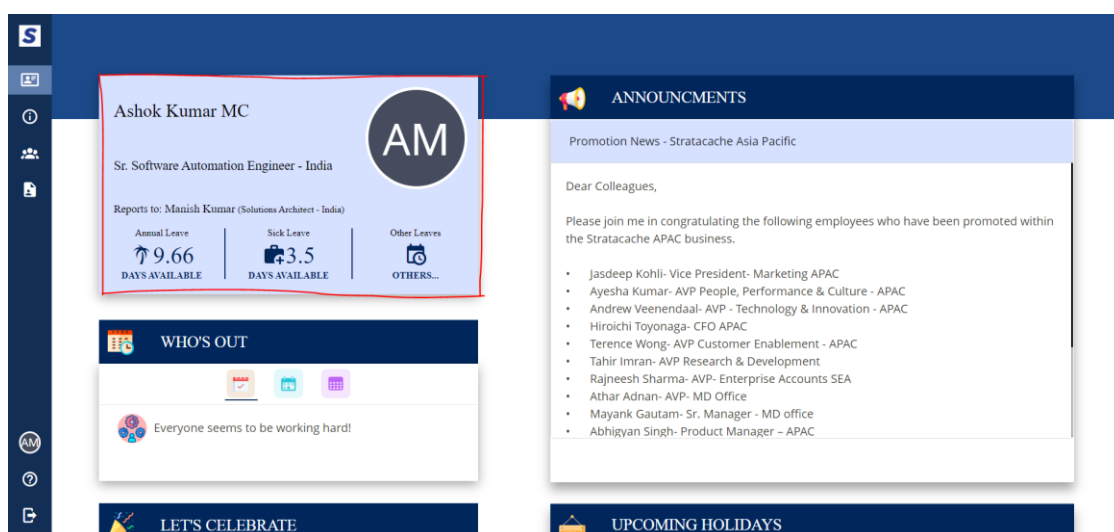
Note:

Leave types are based on the region wise.
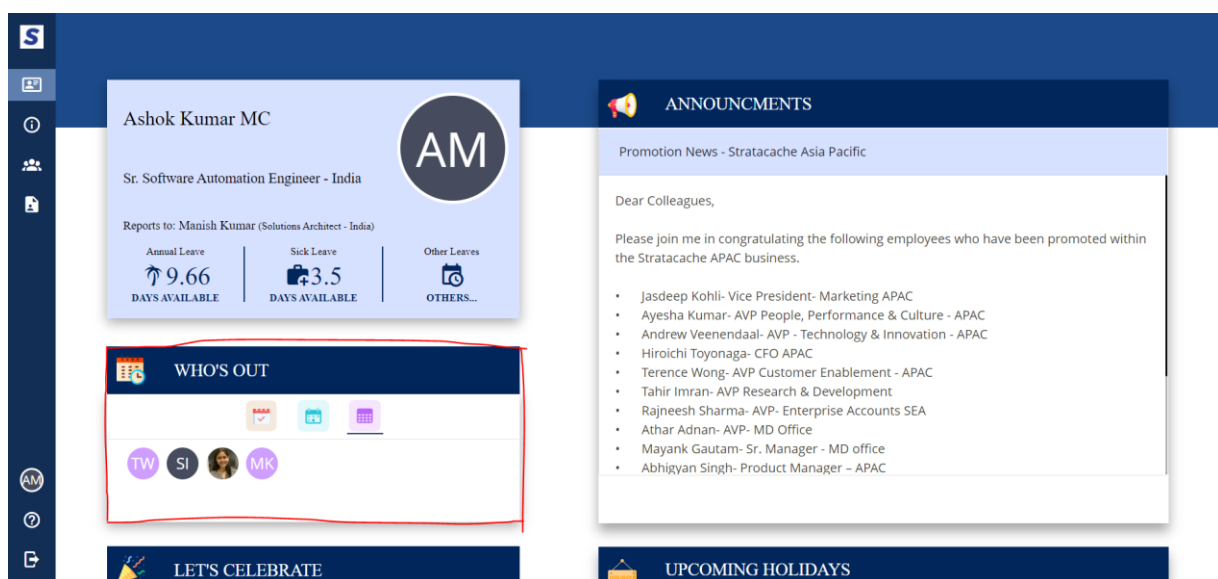
Example: All India employees have the optional leave type. Whereas other regions employees do not see this leave type. Similarly leave types will be mapped according to the region wise.

WHO's Out

This will help the user to know the details of the other employees who is on leave for Today, Tomorrow and Rest of the month. User can be filtered out by clicking on the buttons.

Note: On hovering the mouse on the profile pic, the date and region of the employee who is on leave will be displayed.

Birthday / Anniversary

User can view the monthly wise Birthday and Anniversary of all the employees across regions.

Birthday, **Anniversary** can be filtered using the buttons available or both can be seen in the same page on selecting **All** button.

Upcoming Holidays

User can see the upcoming Holidays list of the next fifteen days. Also, user can filter out the Holiday list based on the regions by clicking the country flags.

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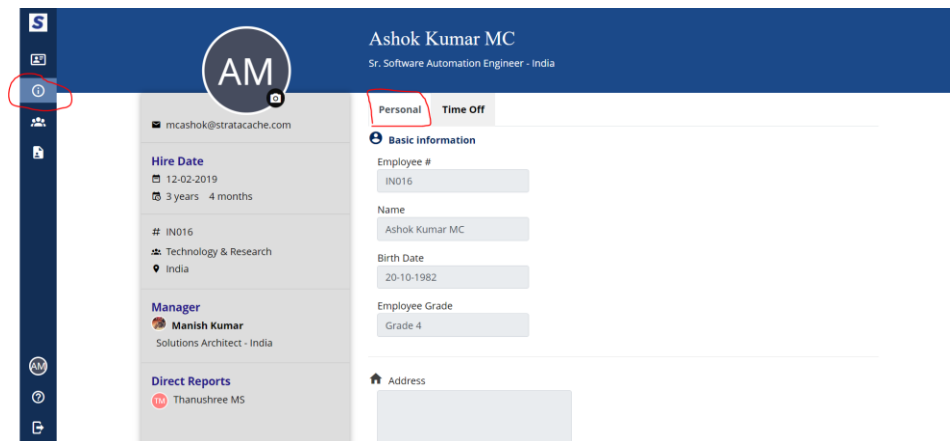
Personal Information

User can see the personal information in the app under My info page.

Under this page, user can the details of a logged user. Information like, Hire day, Team, Emp ID, Reporting manager, Direct Reports (If any), Date of birthday, Grade, Mobile Number….

Note: Any changes needed, user should contact HR team for the corrections.

Time off (History/Upcoming/Holidays)

User has the option to view the Holidays list for entire year along with the leave balance. There are sub tabs.

    A. **Holidays:** It will list out holiday list of whole year

B. **Time off:** Under this, user can filter out the Upcoming Time off or the History of the leaves taken. It can filter out with month wise or year wise.

Below screenshot shows the history of the Leaves taken by the user along with the leave types

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Ashok Kumar MC
Sr. Software Automation Engineer - India

mcashok@stratacache.com

Hire Date
📅 12-02-2019
⏳ 3 years   4 months

IN016
👥 Technology & Research
📍 India

Manager
👤 **Manish Kumar**
Solutions Architect - India

Direct Reports
👤 Thanushree MS

| Personal | Time Off |

| Annual Leave 9.66 | Sick Leave 3.5 | Optional Leave 0 |

| Holidays | **Time Off** |

📅	**January 07** Earned
📅	**January 14** Optional
📅	**January 18** Sick
📅	**February 23** Earned
📅	**March 01** Optional
📅	**April 06** Sick
📅	**May 10** Earned

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Write to Us

Any user who wants to send a query or any support needed from HR team, under the Help page, select the option "Write to us" which will open a popup giving the options in the dropdown to select and send an email.
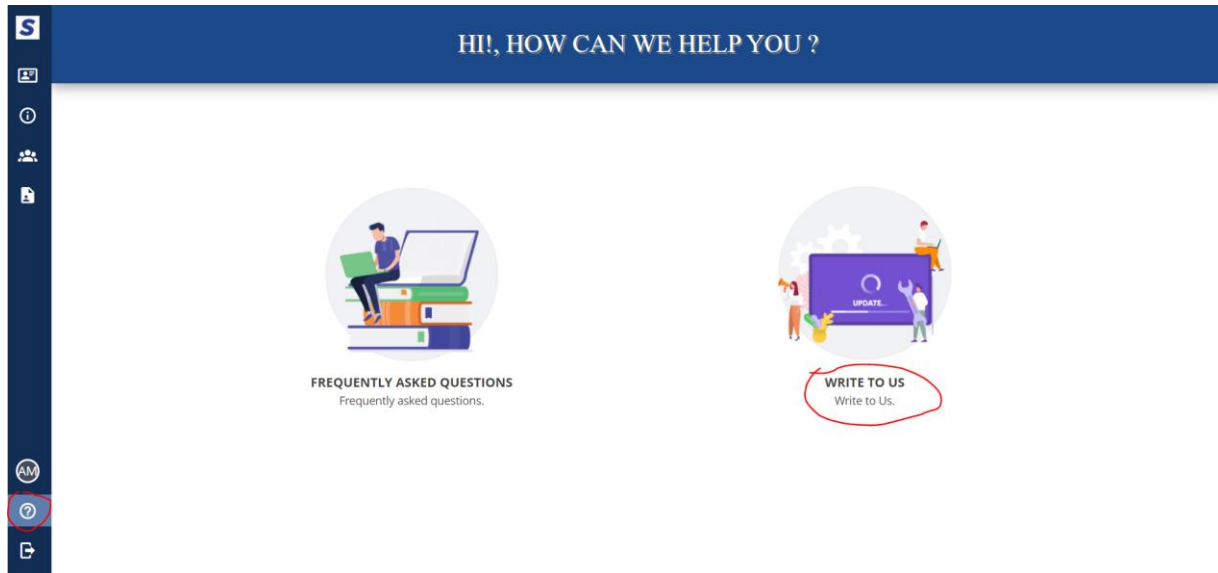
Select the subject, compose the email and send. An email will be sent to hr.apac@stratacache.com
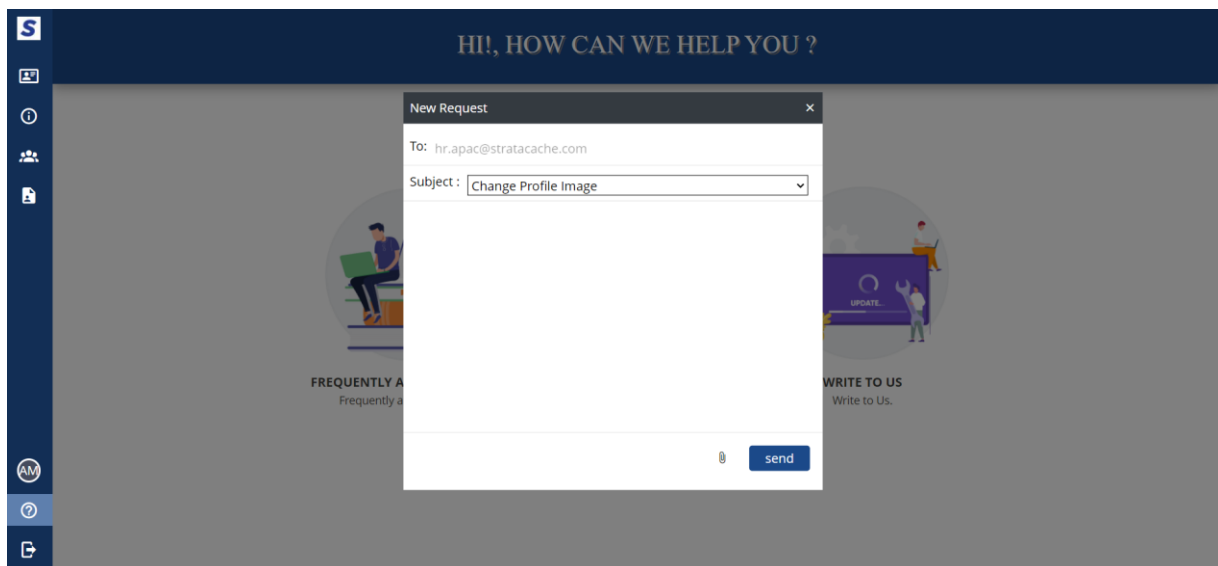
FAQ

Frequently asked questions have been listed and uploaded in a PDF format. User can read through the file.

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