

STRATACACHE

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HRM_Portal User Manual

Statement of Confidentiality

This document contains information considered confidential and proprietary to STRATACACHE.
Reader is not permitted to divulge this information without explicit permission from STRATACACHE.

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Introduction

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

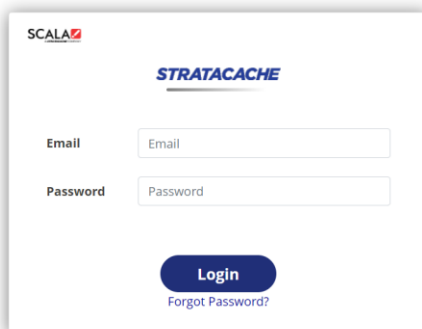
Login

Enter the URL into the browser

http://10.10.2.28/HR_Portal/#/

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

Enter the Email and Password and Login.



SCALA

STRATACACHE

Email

Password

Login

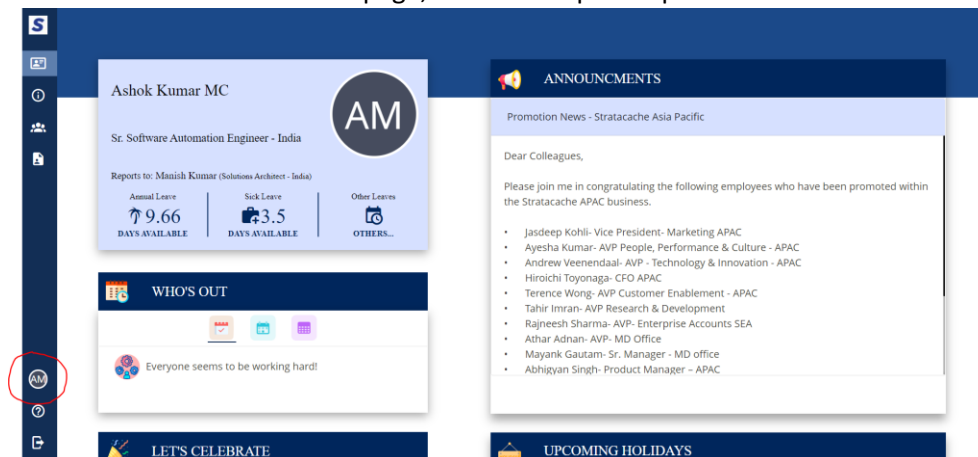
[Forgot Password?](#)

Note:

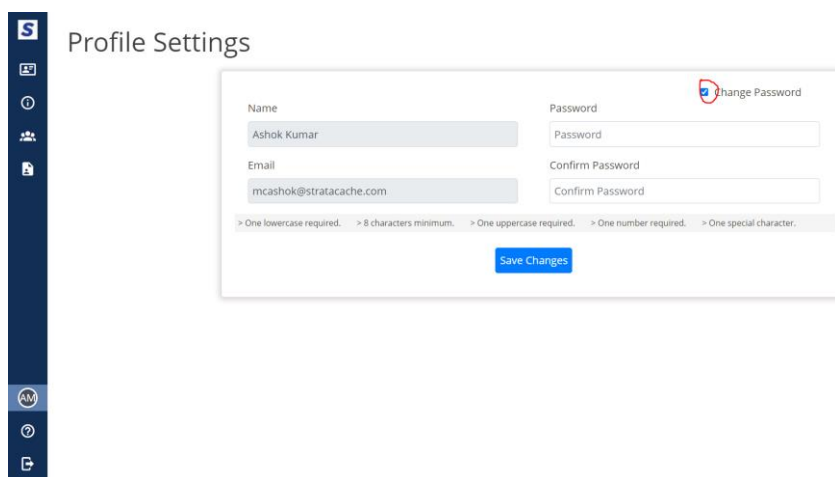
Username will be email id and password will be generated and shared to individual. After the first login user shall change the password.

How to change the password:

1. Login into the HRM Portal
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:

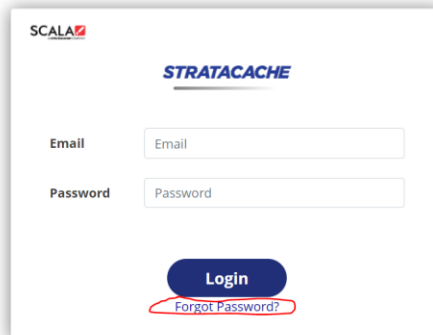
- One lowercase required.
- One special character.
- One uppercase required.
- 8 characters minimum.
- One number required.

Forget password

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

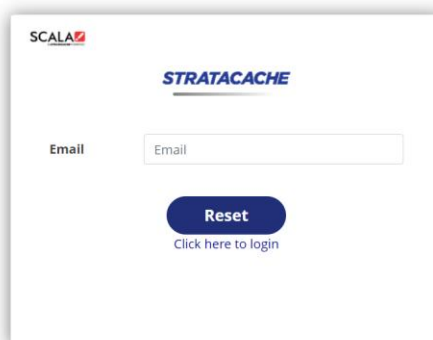
Steps to reset the password:

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

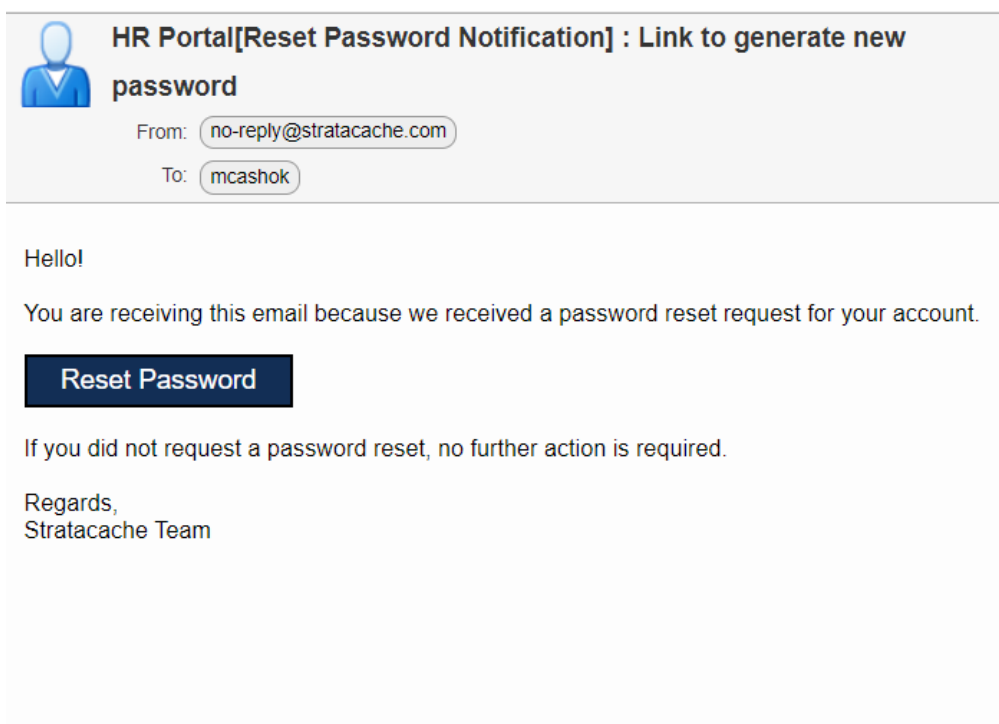


The screenshot shows the login interface for STRATACACHE. At the top left is the SCALA logo. The main heading is STRATACACHE. Below it are two input fields: 'Email' and 'Password'. A blue 'Login' button is positioned below the password field. Directly beneath the 'Login' button is a red-outlined link that says 'Forgot Password?'.

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



The screenshot shows a modal window for email verification. It features the SCALA logo and the STRATACACHE heading. There is an 'Email' input field. Below the input field is a blue 'Reset' button. At the bottom of the modal, there is a text link that says 'Click here to login'.



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:

Confirm Password:

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

Save

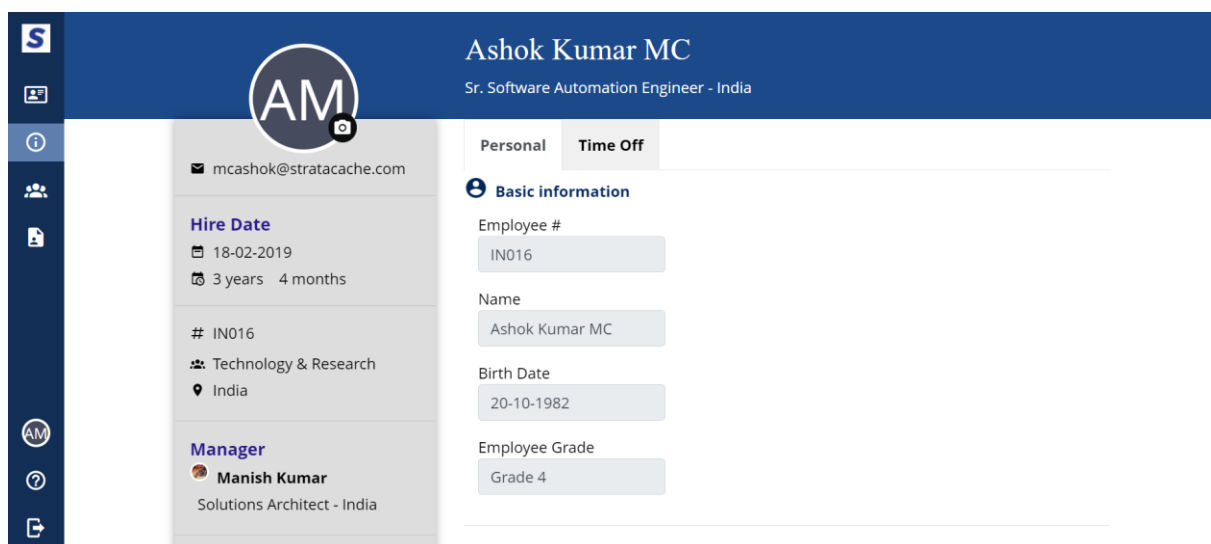
Note: Password should pass below set of conditions:

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

How to change the profile pic

User can upload their profile pic through the application.

1. Login into the HRM Portal
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 HRM Portal
2. Navigate into Peoples page
3. Click on the "Org Chart" link which is displayed to the right side of the Peoples page.

4.

People

search by name, title, department, etc...

Org Chart

Name	Title	Department	Contact Information	Reports to
Abhigyan Singh	Product Manager - APAC in Business Acquisition	India	asingh@stratacache.com +91 9513374 164 012/ 059	Reports to Manish Kumar
Aiden Hong	Senior Technical Manager in Technology & Research	China	aiden.hong@scala-china.com 86 13901715001	Reports to Terence Wong
Akash Suri	Senior Marketing Manager in Marketing	India	asuri@stratacache.com +919513374130	Reports to Jasdeep Kohli
Akiyo Otsuka	Service Delivery Manager - Japan in Business Operations	Japan	akiyo.otsuka@scala.com +81-3-6417-9645	Reports to Kotaro Nakamura
Akshat Srivastava	Business Engagement Manager in Sales	India	asrivastava@stratacache.com +919513374217	Reports to Manish Kumar

Files preview and Download

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

1. Login into the HRM portal
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.

Files

	2022 INDIA - Fixed Public Holidays.pdf	Preview	Download
	2022 INDIA - Optional Holidays.pdf	Preview	Download
	2022 INDIA - WORKING SATURDAYS.pdf	Preview	Download
	Expense Claim Form - India.xlsx		Download
	Leave Management Final India as on 20th Nov.xlsx		Download
	Business Trip Report.docx		Download
	LM Comms Email.docx		Download
	Leave Management Final India as on 20th Nov.xlsx		Download
	PURCHASE REQUISITION_1.1.xlsx		Download

Finding Employees across regions

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

1. Login into the HRM Portal
2. Navigate into Peoples page

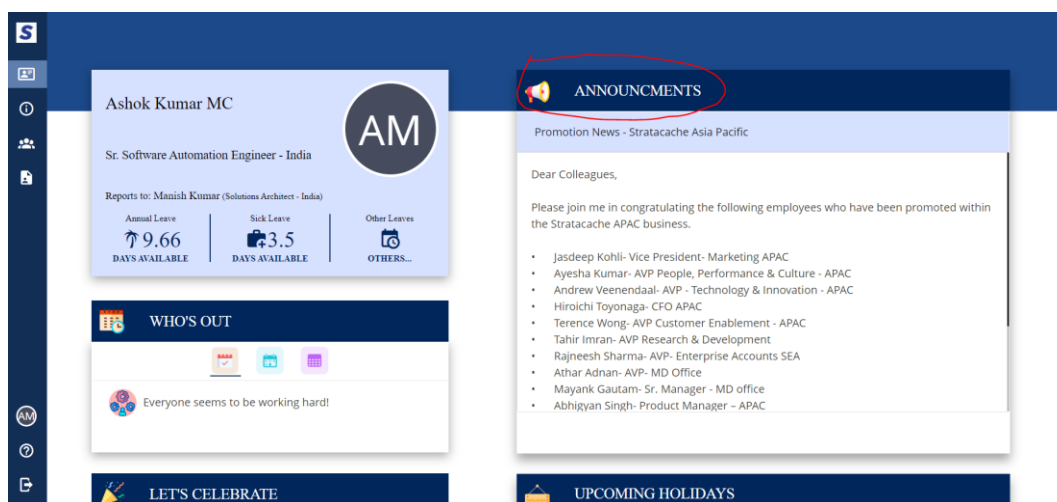
People

	Abhigyan Singh Product Manager - APAC in Business Acquisition India	asingh@stratacache.com +91 9513374 164 012/ 059	Reports to Manish Kumar
	Aiden Hong Senior Technical Manager in Technology & Research China	aiden.hong@scala-china.com 86 13901715001	Reports to Terence Wong
	Akash Suri Senior Marketing Manager in Marketing India	asuri@stratacache.com +919513374130	Reports to Jasdeep Kohli
	Akiyo Otsuka Service Delivery Manager - Japan in Business Operations Japan	akiyo.otsuka@scala.com +81-3-6417-9645	Reports to Kotaro Nakamura
	Akshat Srivastava Business Engagement Manager in Sales India	asrivastava@stratacache.com +919513374217	Reports to Manish Kumar

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.

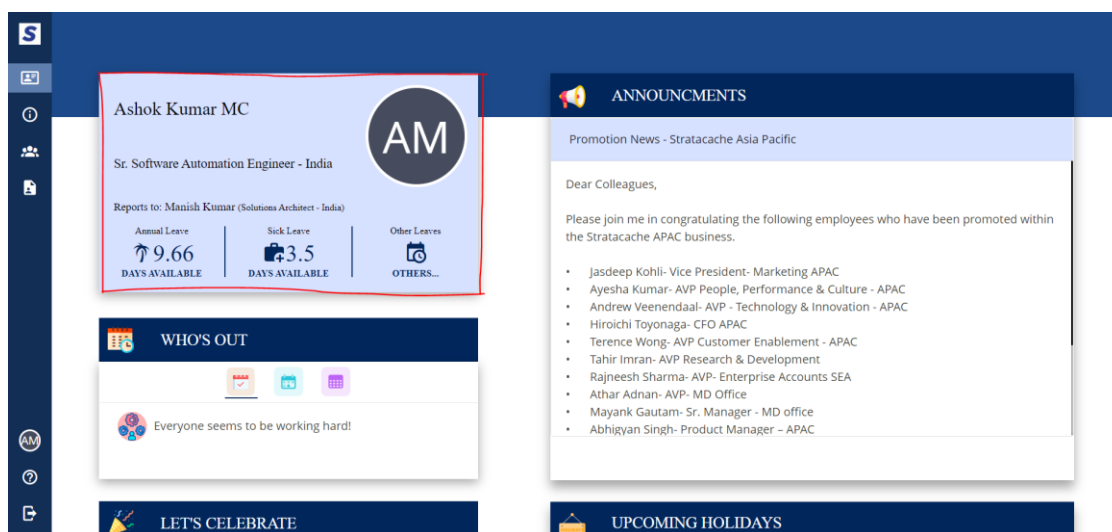
Announcements:

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



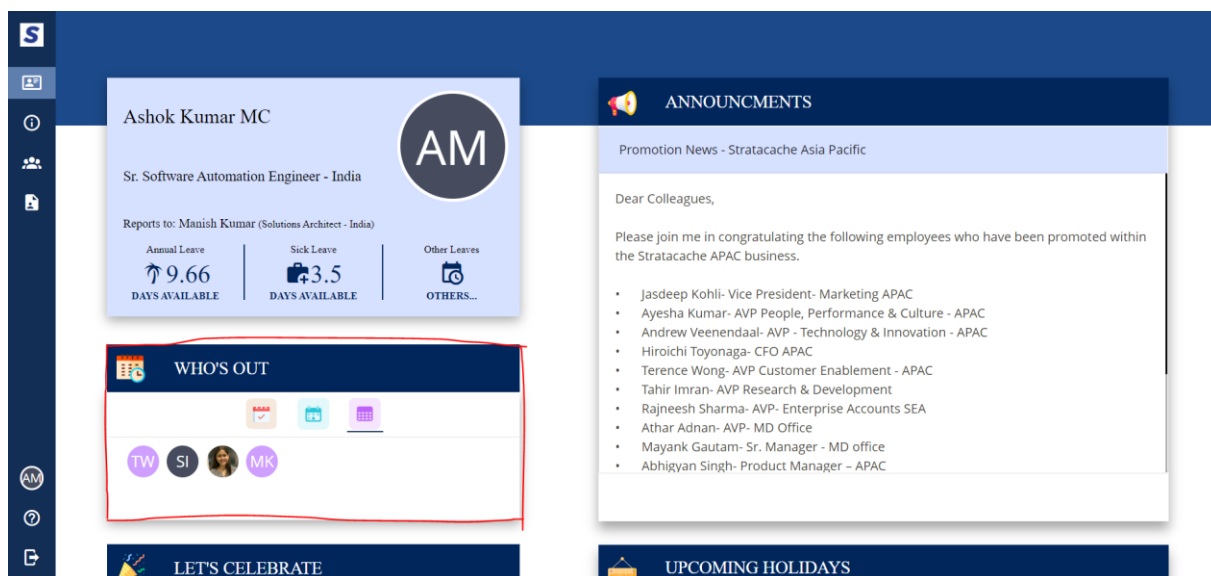
Note:

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.

The screenshot shows the HRM Portal interface. The 'LET'S CELEBRATE' section is highlighted with a red box. It displays a list of employees celebrating birthdays and anniversaries in June.

Date	Employee Name	Event Type
21 June	Alexandra (Max) Maxine Borja	HAPPY ANNIVERSARY
23 June	Akiyo Otsuka	HAPPY BIRTHDAY
24 June	Chew Weilin, Esther	HAPPY ANNIVERSARY

Other sections visible include 'WHO'S OUT', 'UPCOMING HOLIDAYS', and a list of employees on the right.

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.

The screenshot shows the HRM Portal interface. The 'UPCOMING HOLIDAYS' section is highlighted with a red box. It displays a list of upcoming holidays for the next fifteen days.

Date	Holiday Name
July 1	HKSAR Establishment Day (HK)
July 1 * optional	Rath Yatra (IN)

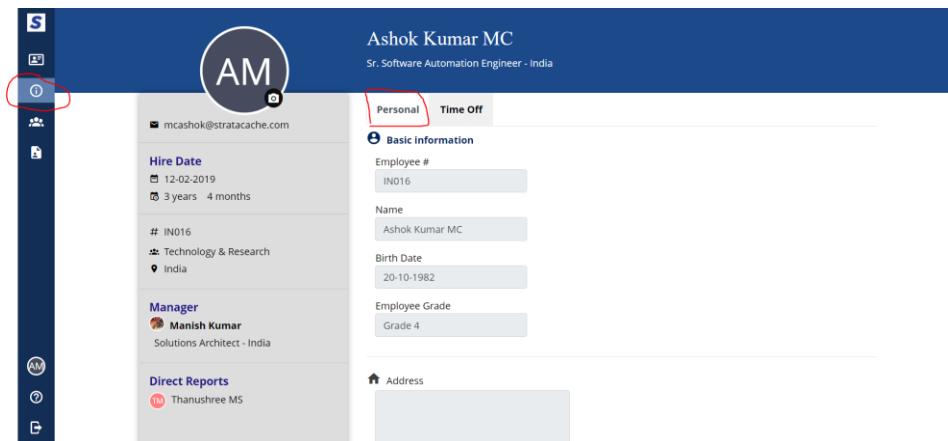
Other sections visible include 'WHO'S OUT', 'LET'S CELEBRATE', and a list of employees on the right.

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....

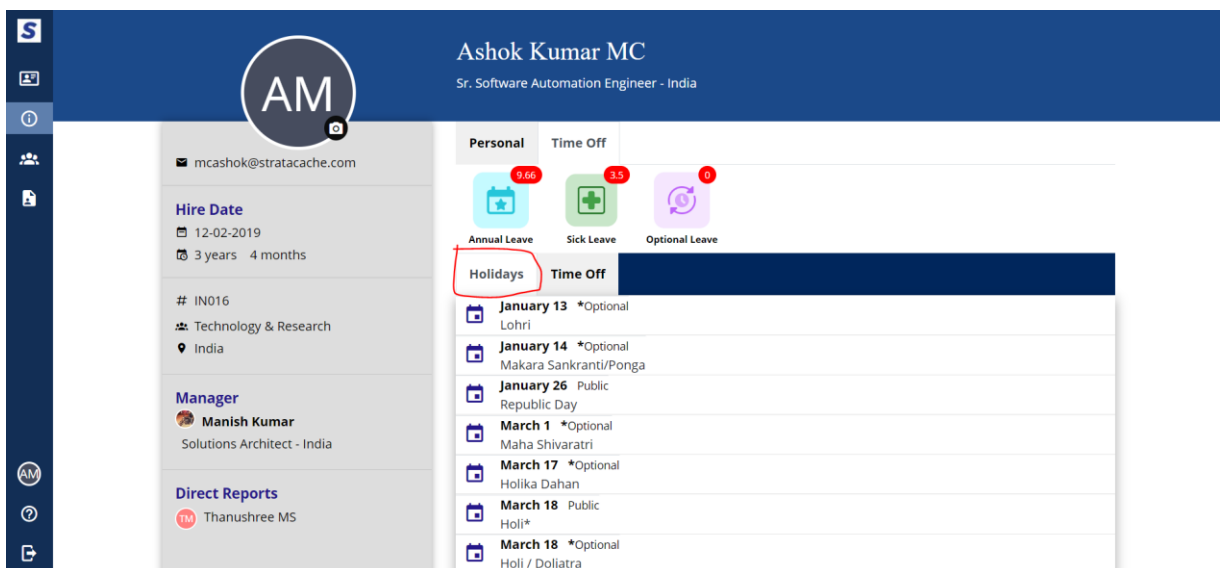
Note: Any changes needed, user should contact HR team for the corrections.



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.

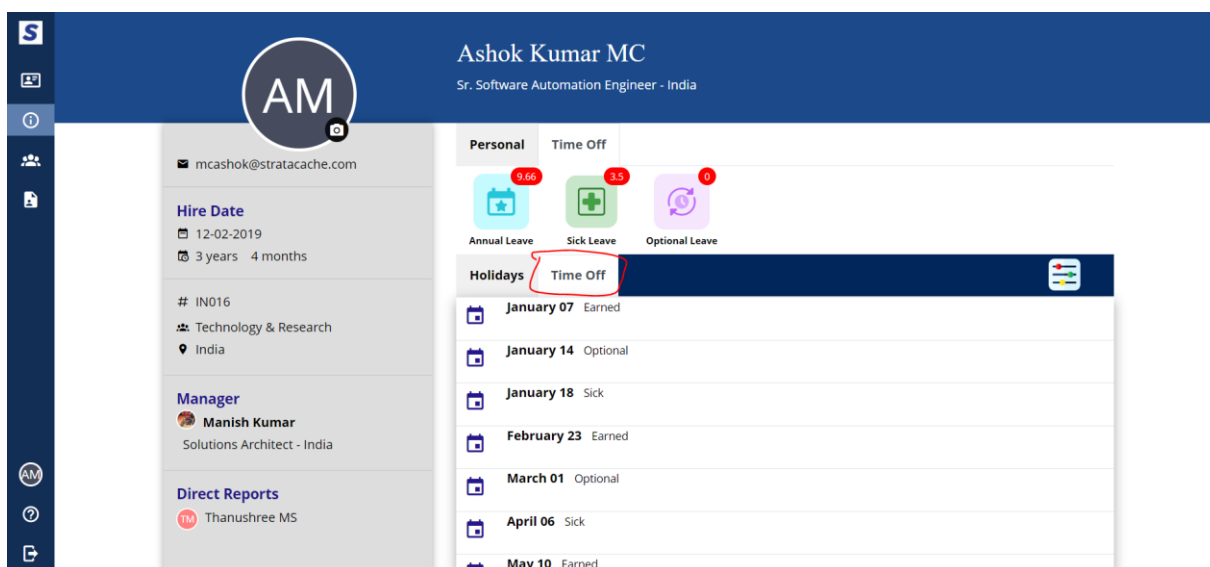
- A. **Holidays:** It will list out holiday list of whole year



- 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.

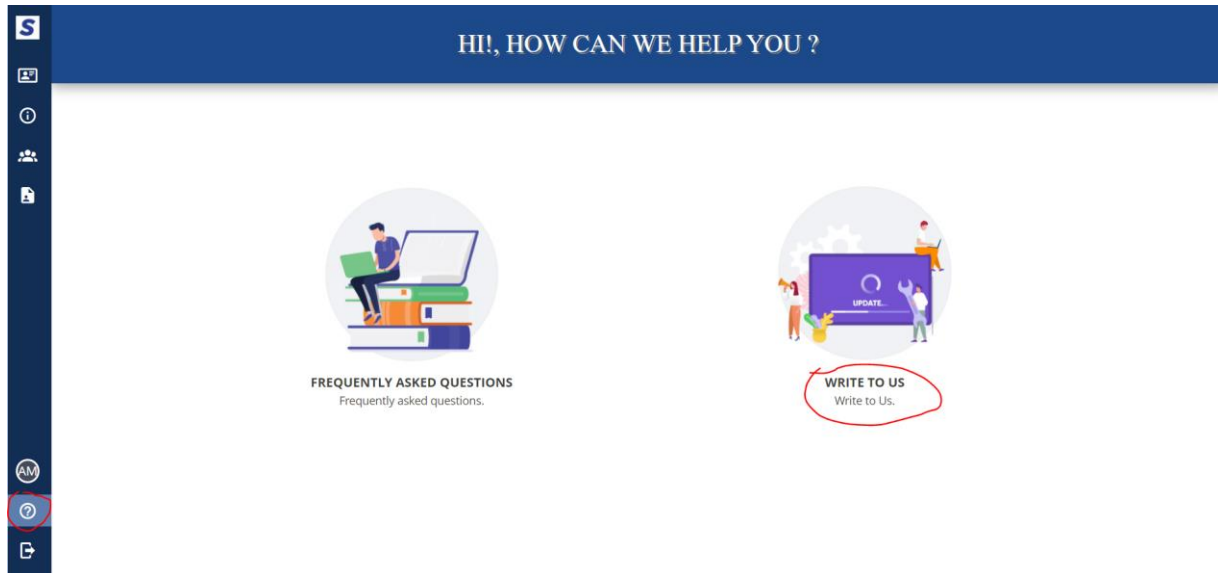


Below screenshot shows the history of the Leaves taken by the user along with the leave types

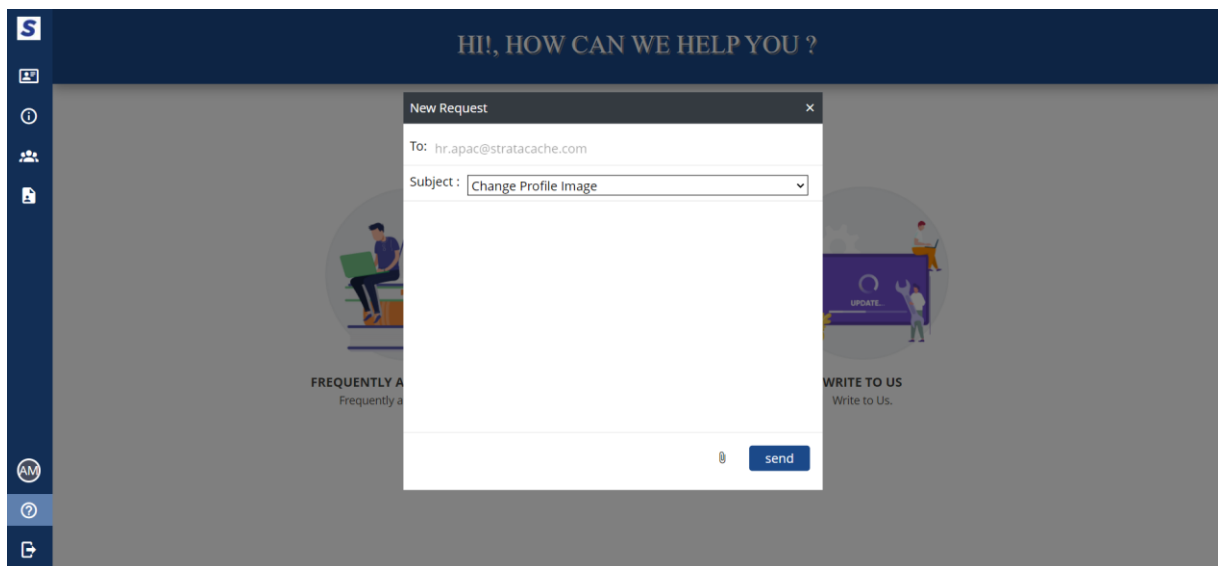


Write to Us

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.

