

Sentrifugo

User Guide

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How tos

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

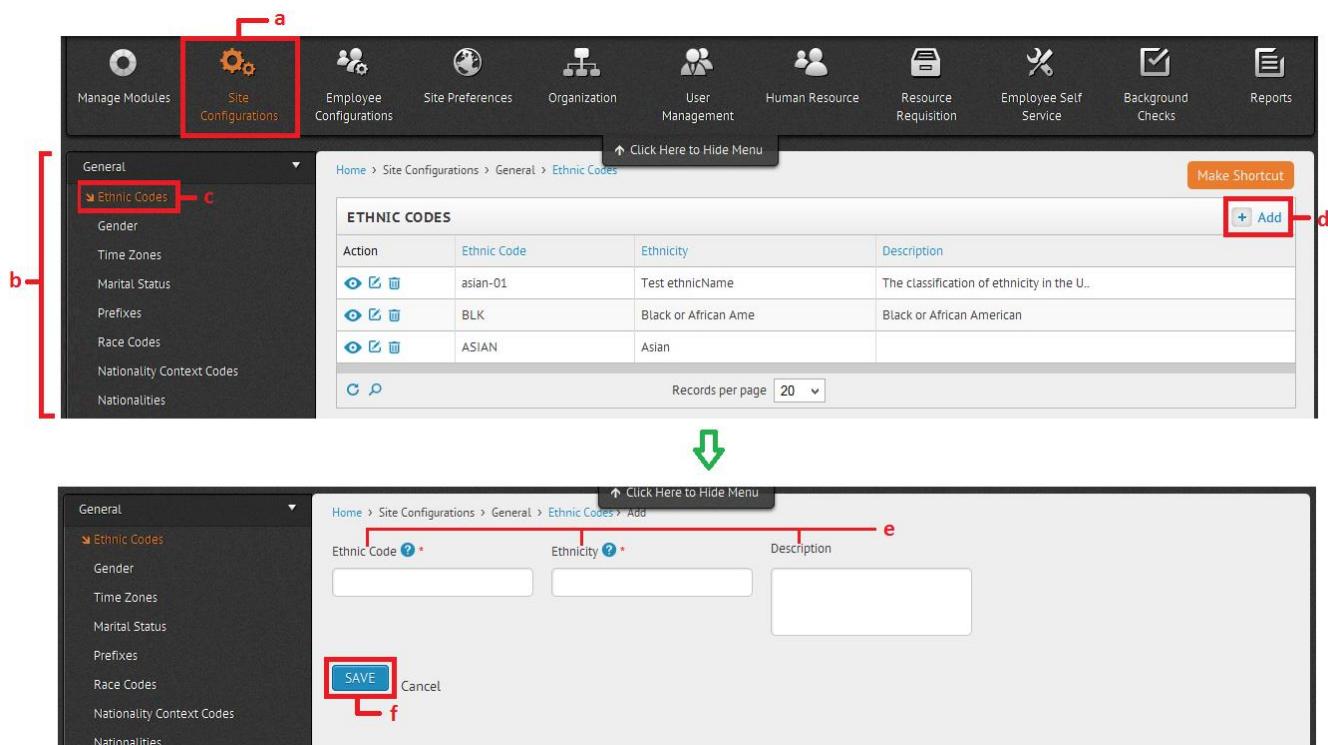
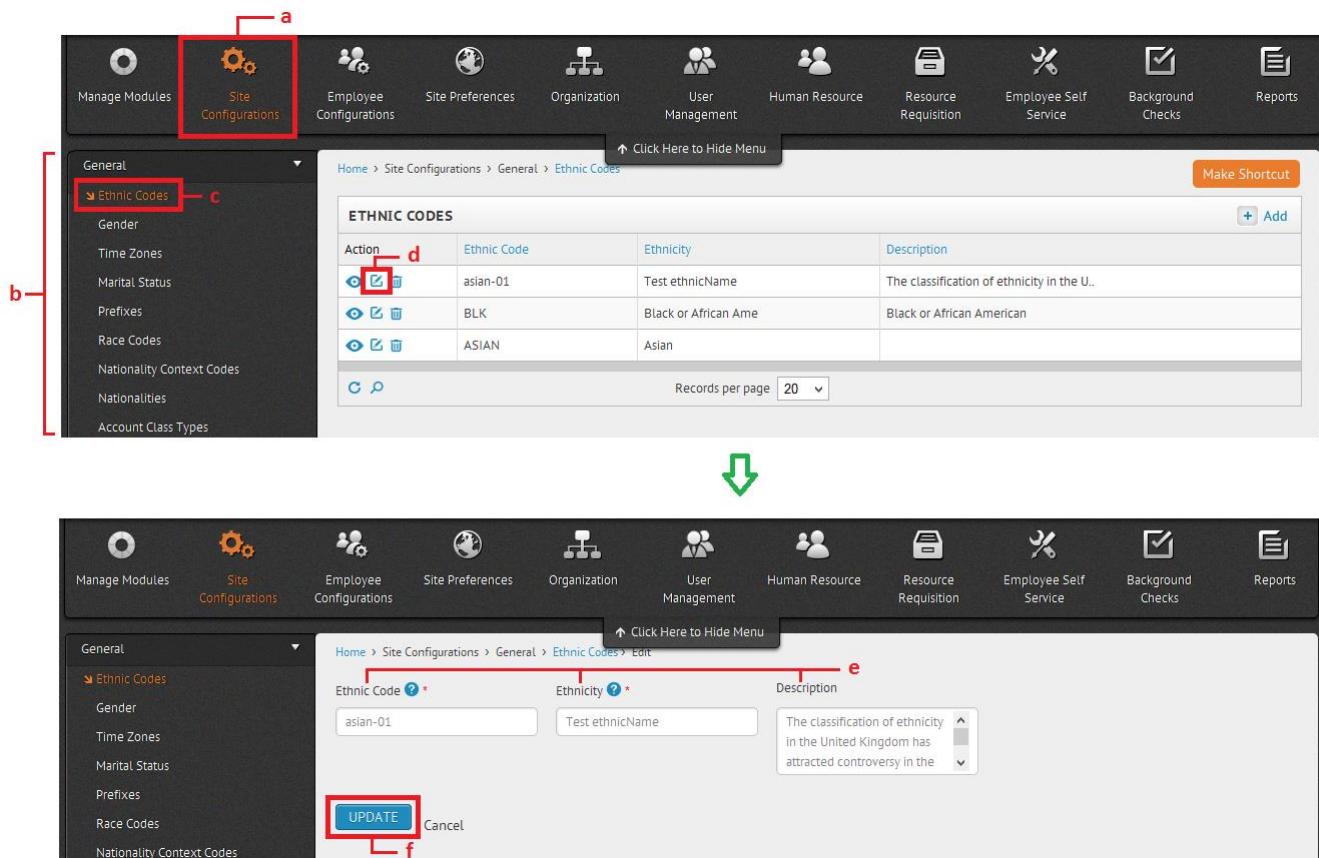


Figure 1

Edit Site Configurations

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

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



Top Screenshot: ETHNIC CODES List Page

Action	Ethnic Code	Ethnicity	Description
	asian-01	Test ethnicName	The classification of ethnicity in the U..
	BLK	Black or African Amer	Black or African American
	ASIAN	Asian	

Bottom Screenshot: Edit Form for Ethnic Code 'asian-01'

Fields shown:

- Ethnic Code: asian-01
- Ethnicity: Test ethnicName
- Description: The classification of ethnicity in the United Kingdom has attracted controversy in the

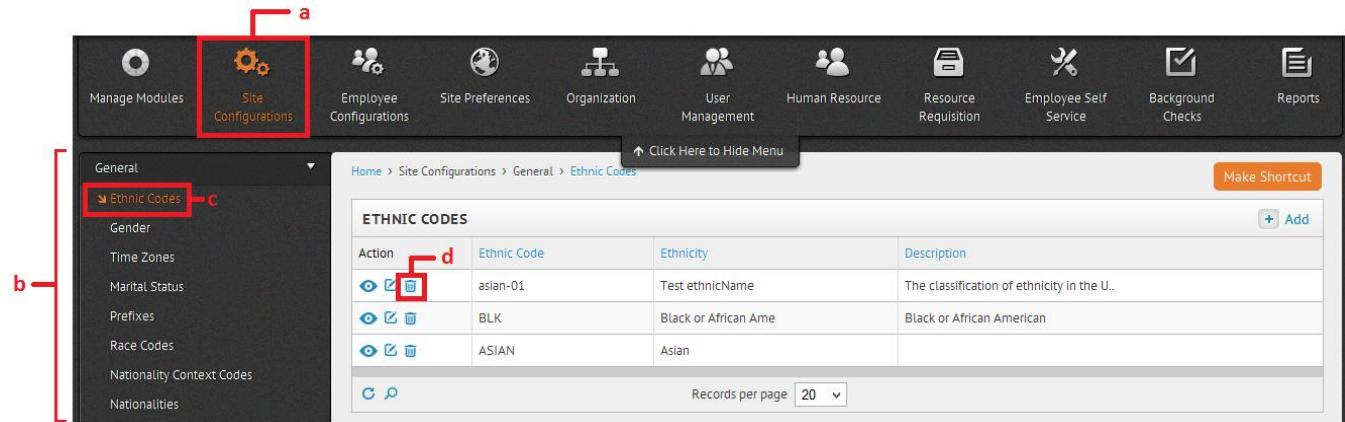
Buttons at the bottom: UPDATE (highlighted with a red box) and Cancel.

Figure 2

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	Ethnicity	Description
	asian-01	Test ethnicName	The classification of ethnicity in the U..
	BLK	Black or African Ame	Black or African American
	ASIAN	Asian	

Figure 3

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

Refer Figure 4

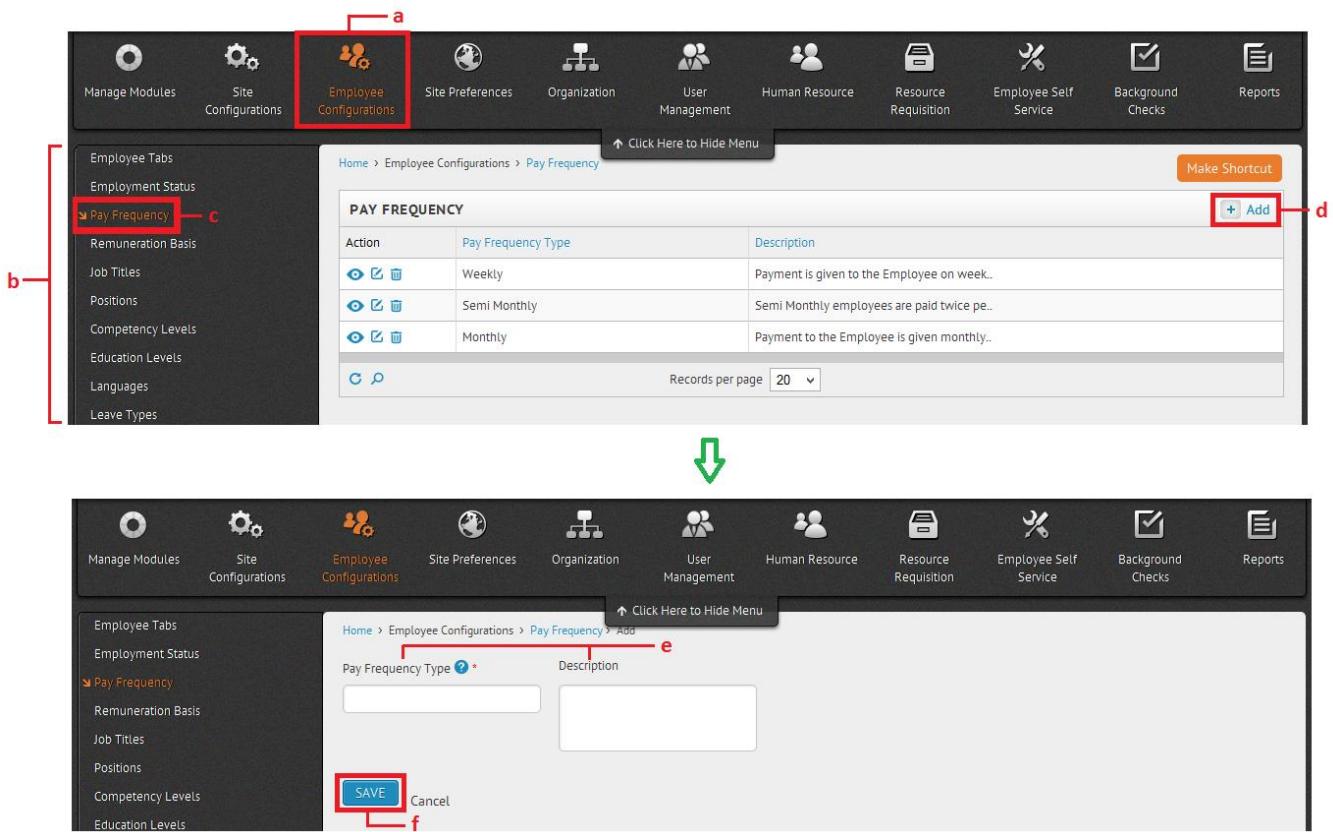


Figure 4

Set Employee Configurations

- a. Click on Employee 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 save the details

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



The figure consists of two screenshots of a web application interface. Both screenshots have a dark header bar with various icons and a light-colored content area.

Top Screenshot (Pay Frequency List):

- a:** A red box highlights the "Employee Configurations" icon in the top menu.
- b:** A red bracket on the left side panel groups "Pay Frequency" and other submenu items like Remuneration Basis, Job Titles, etc.
- c:** A red box highlights the "Pay Frequency" item in the list.
- d:** A red box highlights the "+ Add" button in the top right corner of the list table.
- e:** A red box highlights the "Pay Frequency Type" input field in the add form.
- f:** A red box highlights the "SAVE" button at the bottom of the add form.

Bottom Screenshot (Add Pay Frequency Form):

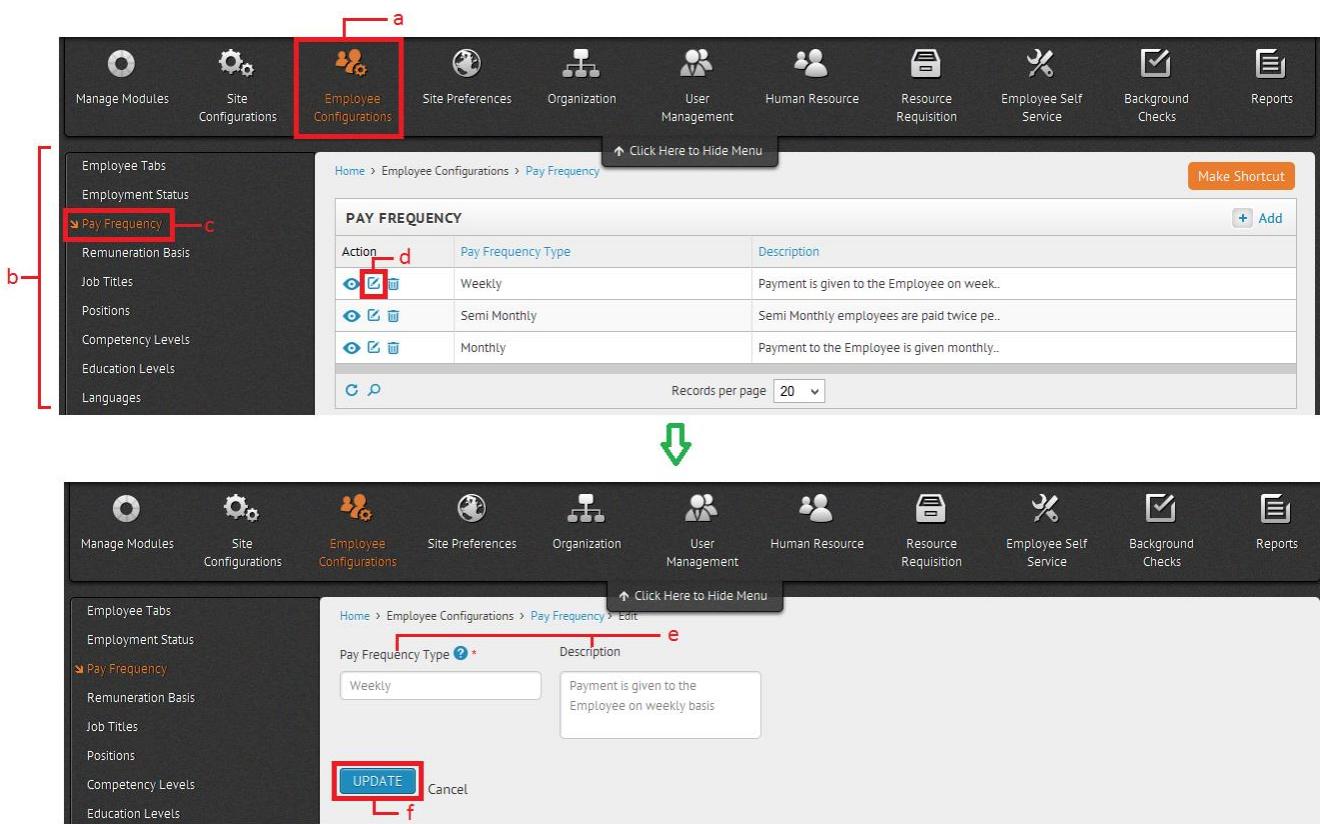
- The content area shows a form titled "Pay Frequency". It has two input fields: "Pay Frequency Type" and "Description".
- A red box highlights the "Pay Frequency Type" input field.
- A red box highlights the "Description" input field.
- A red box highlights the "SAVE" button at the bottom of the form.

Figure 5

Edit Employee Configurations

- a. Click on Employee Configurations 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



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..

Records per page: 20

Employee Configuration > Pay Frequency > Edit

Pay Frequency Type: Weekly

Description: Payment is given to the Employee on weekly basis

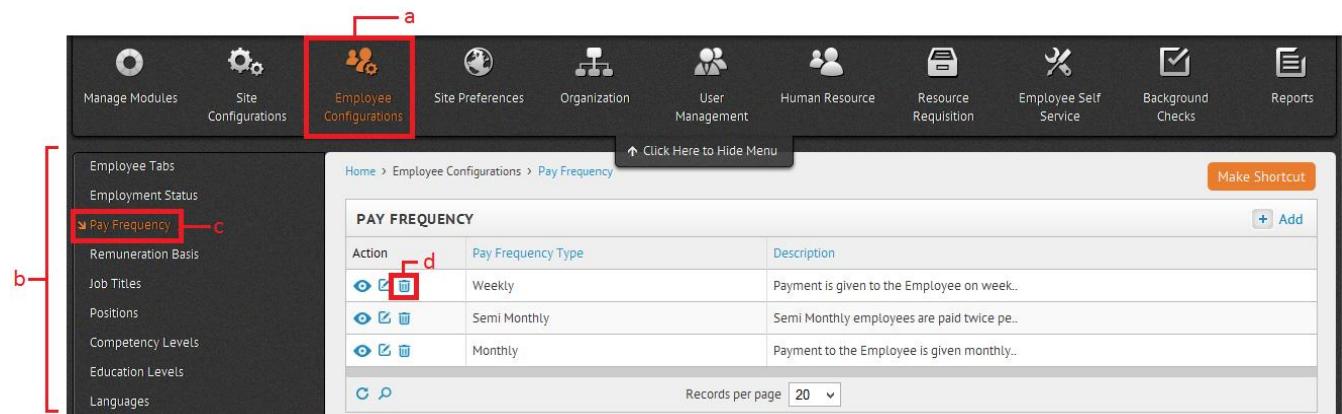
UPDATE Cancel

Figure 6

Delete Employee Configurations

- a. Click on Employee 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 on the right side panel

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



The screenshot shows the Sentrifugo application interface. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configurations, Employee Configurations (which is highlighted with a red box and labeled 'a'), Site Preferences, Organization, User Management, Human Resource, Resource Requisition, Employee Self Service, Background Checks, and Reports. Below the navigation bar is a left sidebar with a red bracket 'b' pointing to it, containing the following sub-menu items: Employee Tabs, Employment Status, Pay Frequency (which is highlighted with a red box and labeled 'c'), Remuneration Basis, Job Titles, Positions, Competency Levels, Education Levels, and Languages. The main content area shows a breadcrumb path: Home > Employee Configurations > Pay Frequency. A table titled 'PAY FREQUENCY' lists three records:

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..

At the bottom of the table, there is a 'Records per page' dropdown set to 20. A red bracket 'd' points to the delete icon (a trash can) in the first row of the table. A red bracket 'e' points to the 'Yes' button in a confirmation dialog box.

Figure 7

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

Refer Figure 8

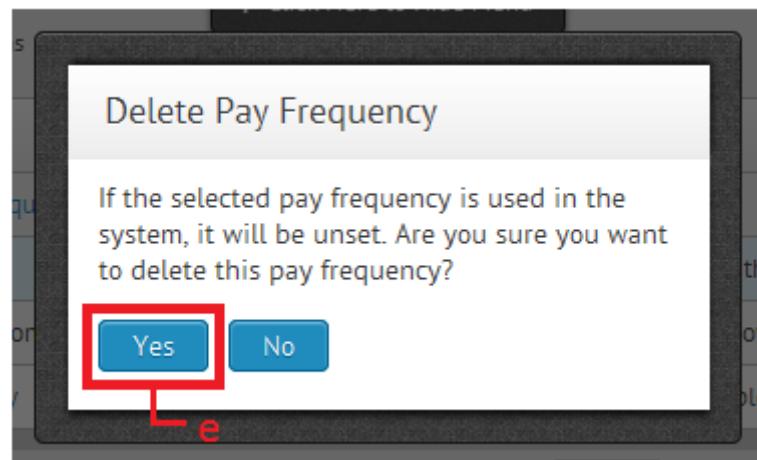


Figure 8

Configure Tabs for Employees

- a. Click on Employee Configurations 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

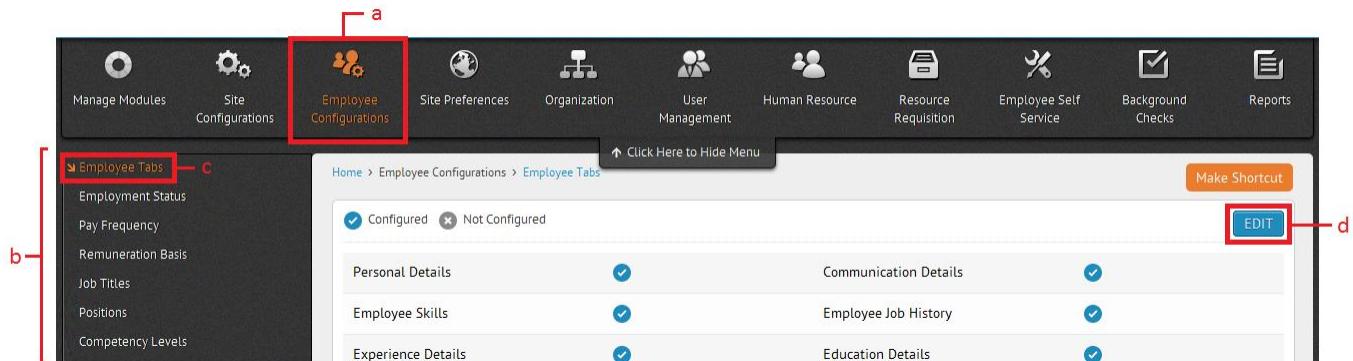


Figure 9

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

Refer Figure 10

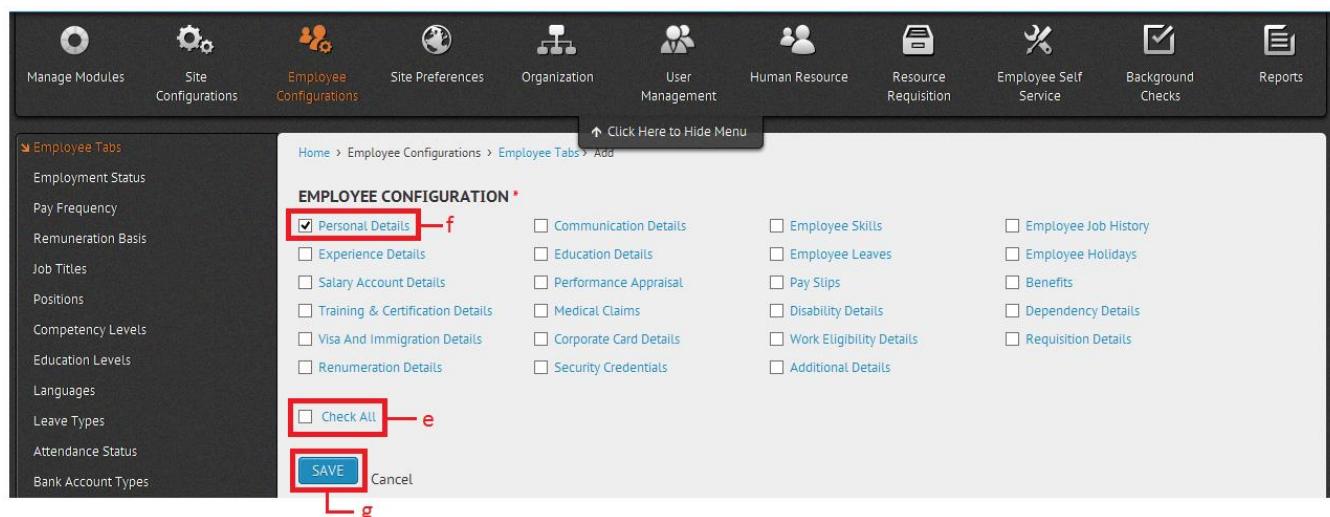


Figure 10

Add 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

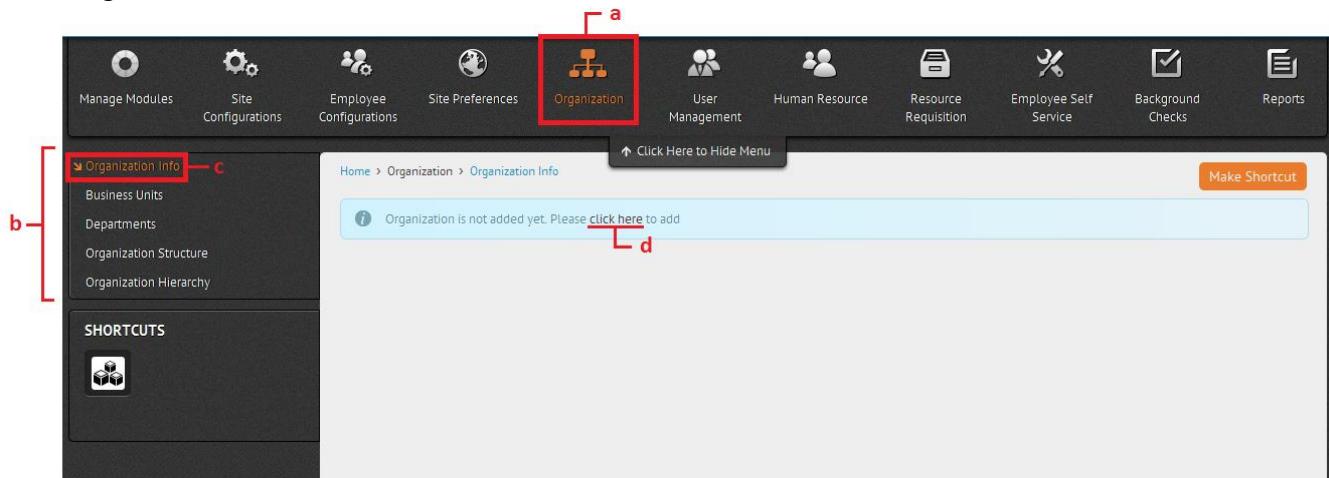
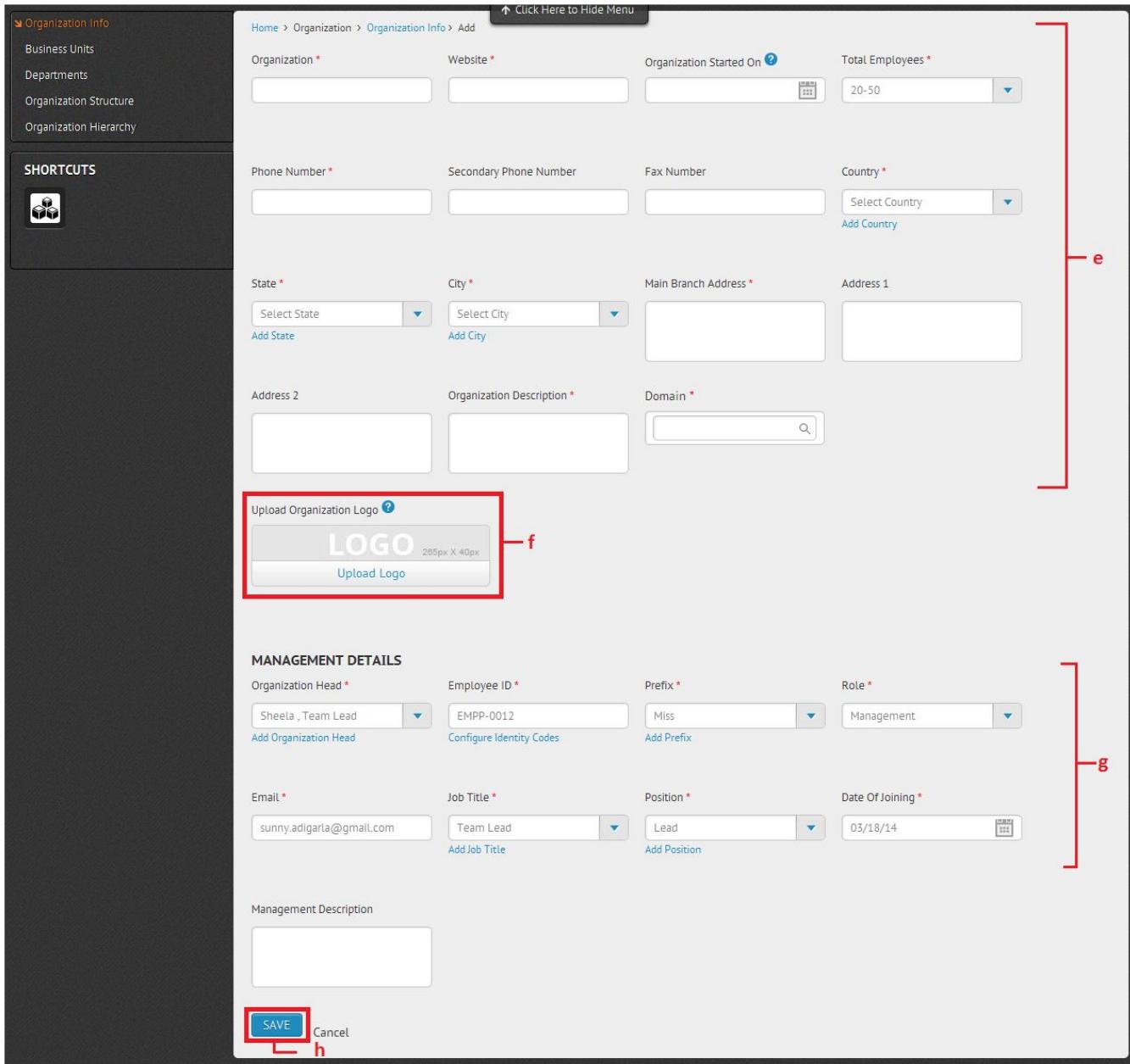


Figure 11

- 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 Info' page with the following sections and annotations:

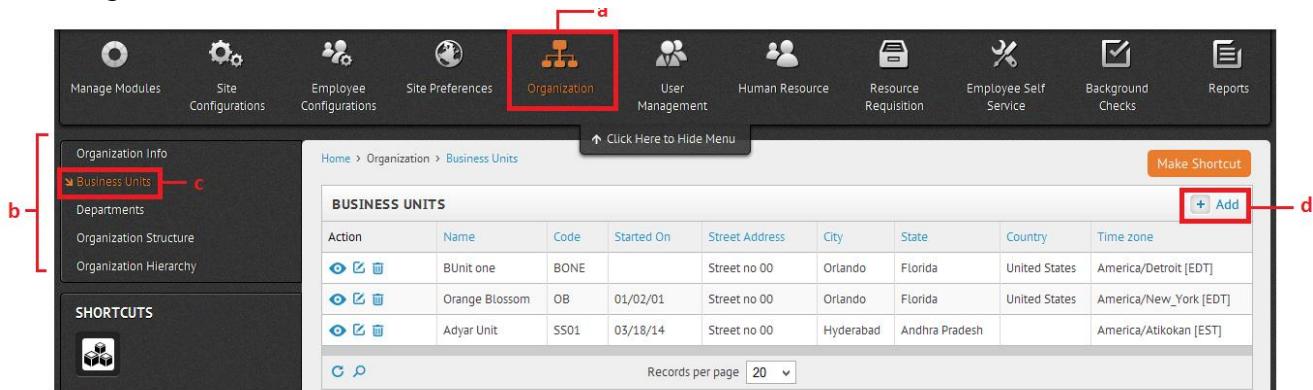
- Organization Info:** Includes links for Business Units, Departments, Organization Structure, and Organization Hierarchy.
- SHORTCUTS:** Includes a map icon.
- Basic Organization Details:**
 - Fields: Organization*, Website*, Organization Started On (calendar icon), Total Employees (dropdown: 20-50).
 - Fields: Phone Number*, Secondary Phone Number, Fax Number, Country* (dropdown: Select Country, Add Country).
 - Fields: State* (dropdown: Select State, Add State), City* (dropdown: Select City, Add City), Main Branch Address*, Address 1, Address 2.
 - Fields: Organization Description*, Domain* (with a search icon).
- Logo Upload:** A red box highlights the 'Upload Organization Logo' section, which includes a placeholder 'LOGO 285px X 40px' and a 'Upload Logo' button. A red bracket labeled 'f' points to this area.
- Management Details:**
 - Fields: Organization Head* (dropdown: Sheela , Team Lead, Add Organization Head), Employee ID* (EMPP-0012, Configure Identity Codes), Prefix* (Miss, Add Prefix), Role* (Management, Add Role).
 - Fields: Email* (sunny.adigarla@gmail.com, Add Job Title), Job Title* (Team Lead, Add Job Title), Position* (Lead, Add Position), Date Of Joining* (03/18/14, calendar icon).
 - Field: Management Description (text input field).
- Action Buttons:** At the bottom left are 'SAVE' (highlighted with a red box) and 'Cancel' buttons.

Figure 12

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

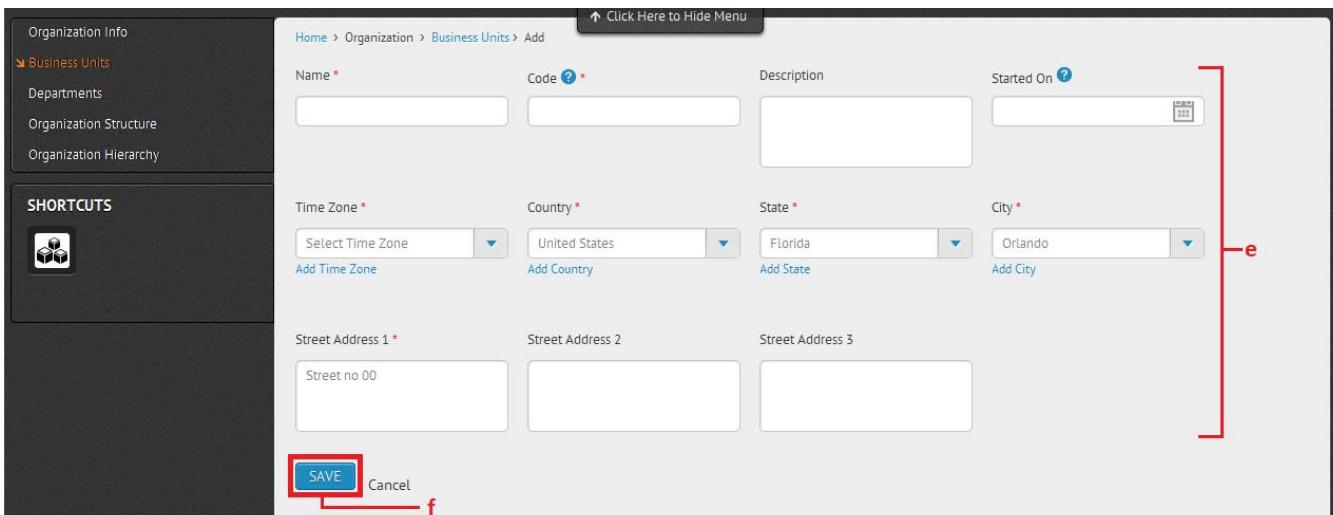


Action	Name	Code	Started On	Street Address	City	State	Country	Time zone
	BUnit one	BONE		Street no 00	Orlando	Florida	United States	America/Detroit [EDT]
	Orange Blossom	OB	01/02/01	Street no 00	Orlando	Florida	United States	America/New_York [EDT]
	Adyar Unit	SS01	03/18/14	Street no 00	Hyderabad	Andhra Pradesh		America/Atikokan [EST]

Figure 13

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

Refer Figure 14



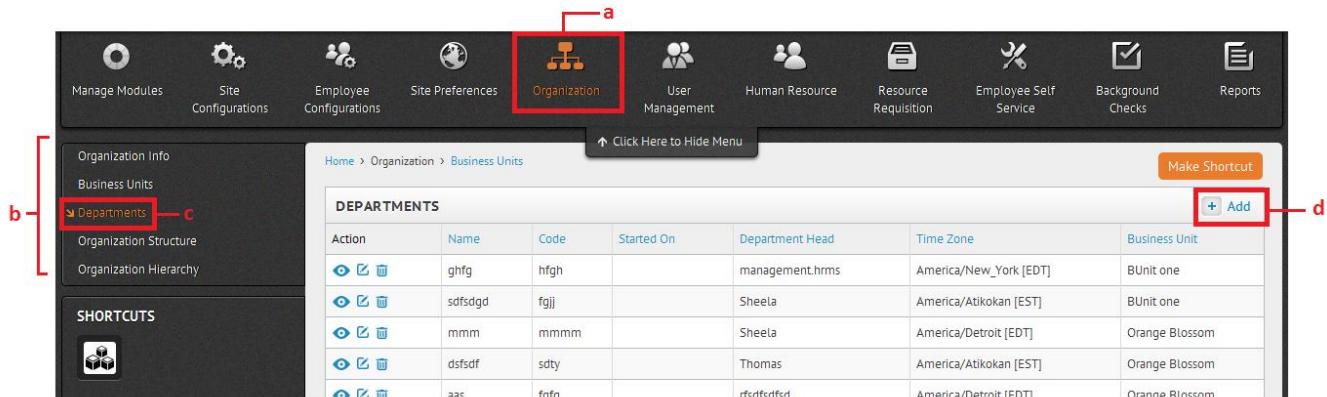
Name *	Code ? *	Description	Started On ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Zone *	Country *	State *	City *
Select Time Zone	United States	Florida	Orlando
Add Time Zone	Add Country	Add State	Add City
Street Address 1 *	Street Address 2	Street Address 3	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Figure 14

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

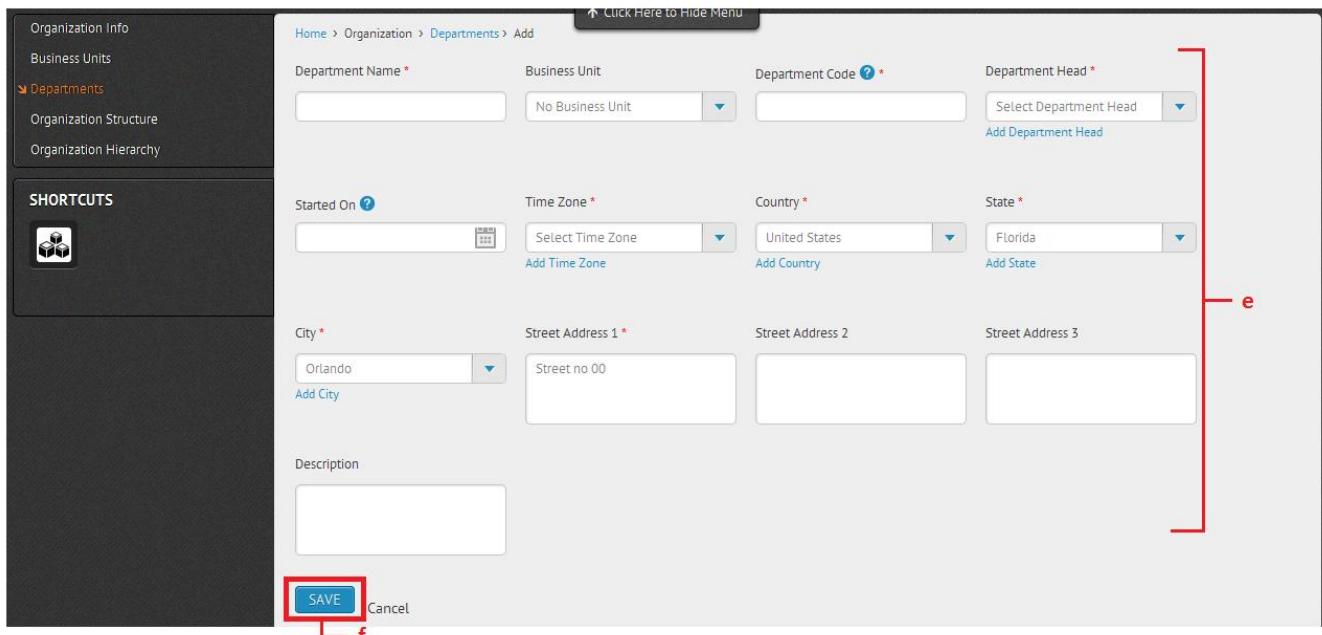


Action	Name	Code	Started On	Department Head	Time Zone	Business Unit
	ghfg	hfgh		management.hrms	America/New_York [EDT]	BUnit one
	sdfsdfgd	fgjj		Sheela	America/Atikokan [EST]	BUnit one
	mmm	mmmm		Sheela	America/Detroit [EDT]	Orange Blossom
	dsfsdf	sdty		Thomas	America/Atikokan [EST]	Orange Blossom
	aas	fafn		rfrfrfrfr	America/Detroit [EDT]	Oranne Blossom

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 *
<input type="text"/>	No Business Unit	<input type="text"/>	Select Department Head
Started On ⓘ	Time Zone *	Country *	State *
<input type="text"/>	Select Time Zone	United States	Florida
City *	Street Address 1 *	Street Address 2	Street Address 3
Orlando	Street no 00		
Description			
<input type="text"/>			

Figure 16

Set Site Preferences

- Click on Site Preferences in the top menu
- Click on Click Here link in the below panel

Refer Figure 17

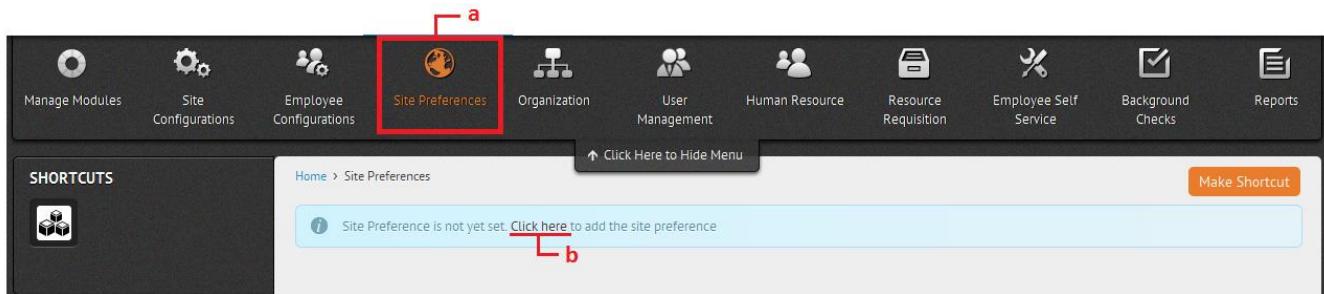


Figure 17

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

Refer Figure 18

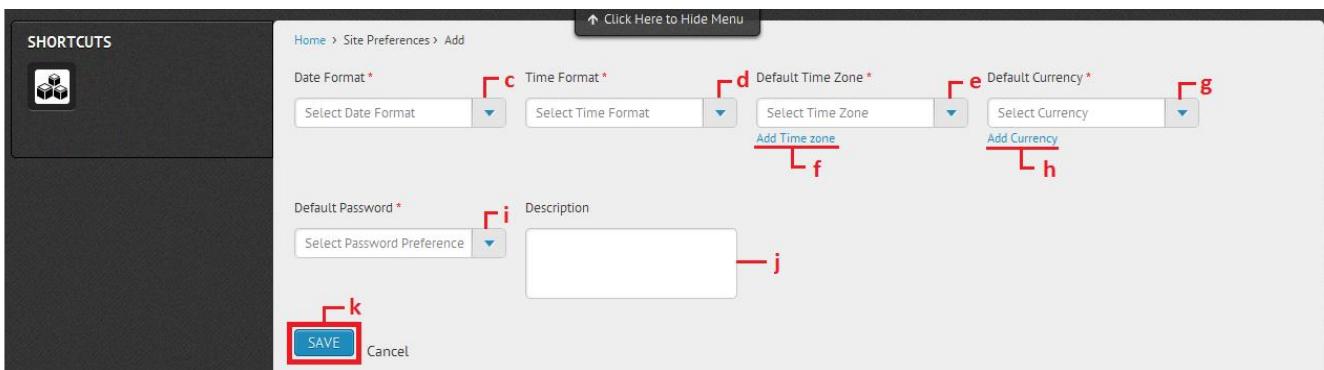


Figure 18

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

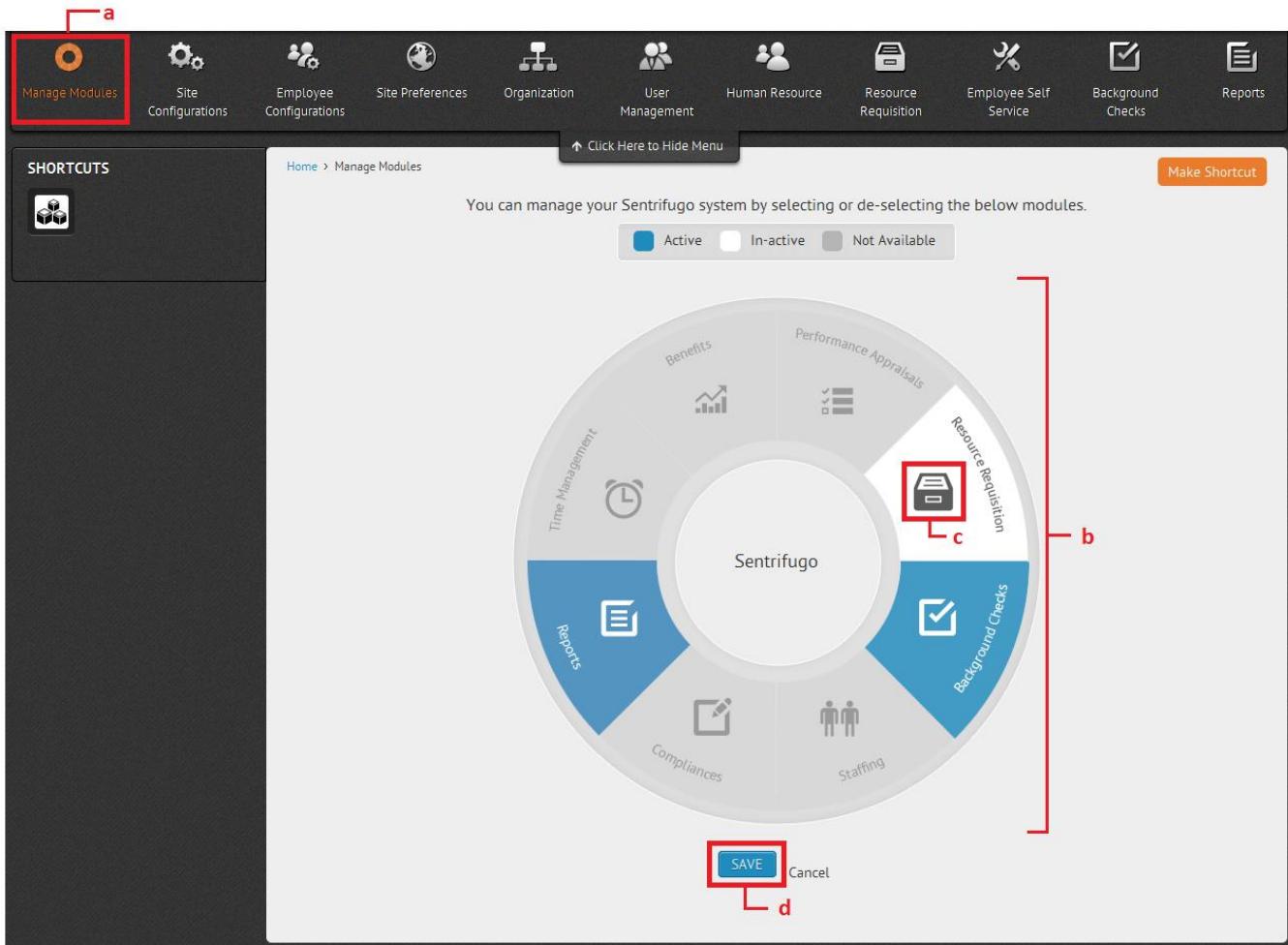
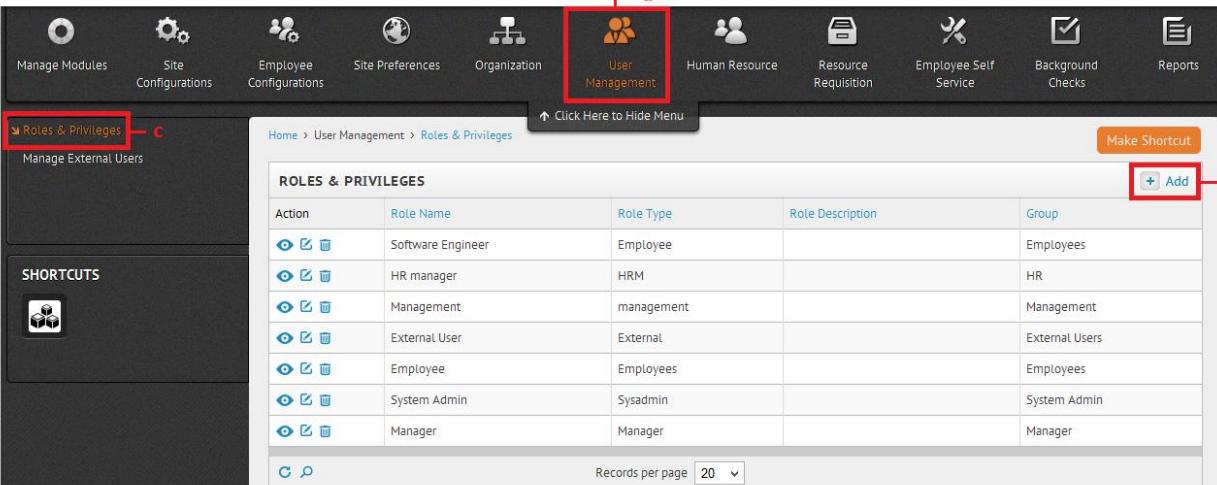


Figure 19

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

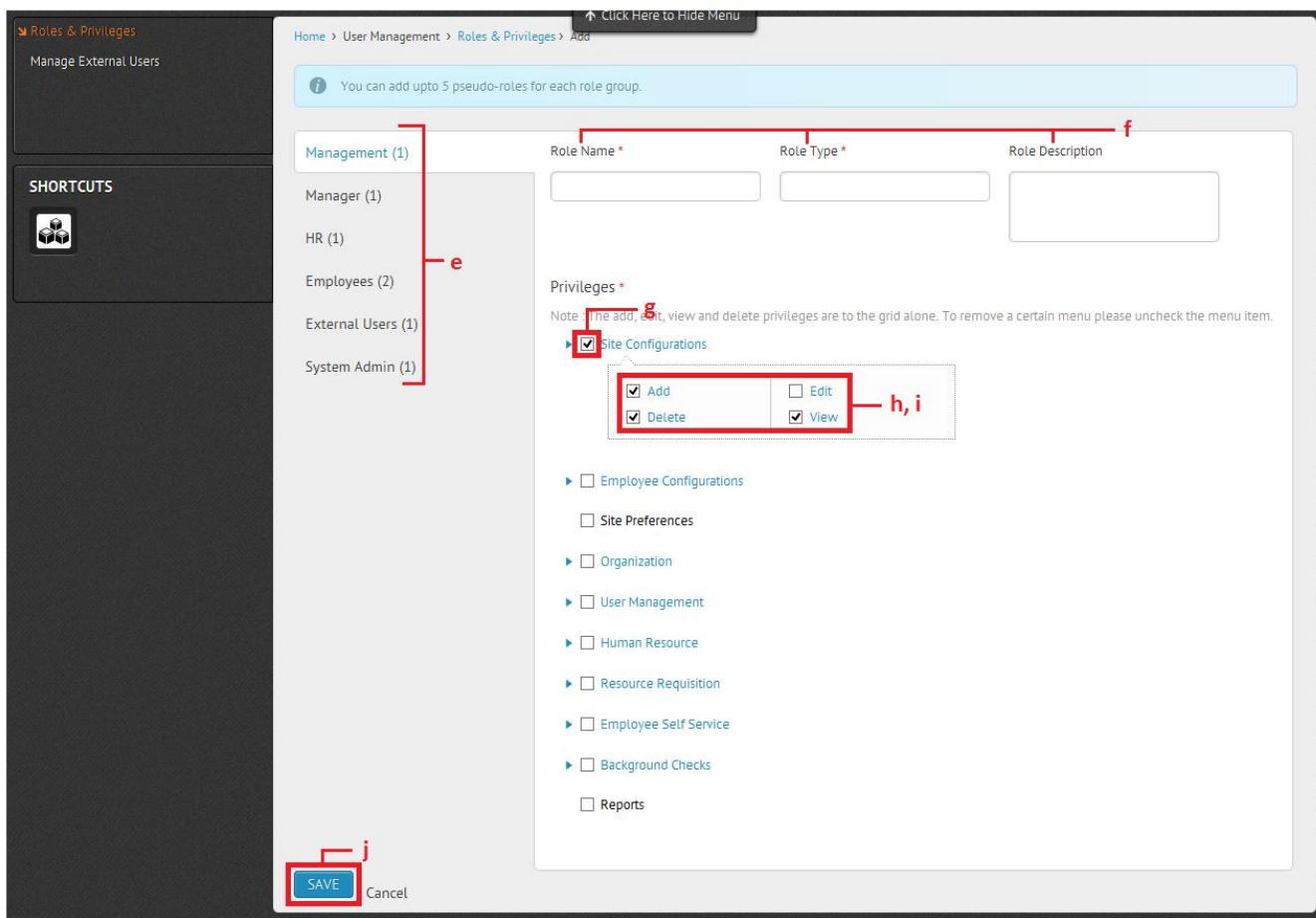


Action	Role Name	Role Type	Role Description	Group
	Software Engineer	Employee		Employees
	HR manager	HRM		HR
	Management	management		Management
	External User	External		External Users
	Employee	Employees		Employees
	System Admin	Sysadmin		System Admin
	Manager	Manager		Manager

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



Click Here to Hide Menu

Home > User Management > Roles & Privileges > Add

You can add upto 5 pseudo-roles for each role group.

Management (1)	Role Name *	Role Type *	Role Description
Manager (1)			
HR (1)			
Employees (2)			
External Users (1)			
System Admin (1)			

Privileges *

Note : The add, edit, view and delete privileges are to the grid alone. To remove a certain menu please uncheck the menu item.

Site Configurations

<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Edit
<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> View

Employee Configurations

Site Preferences

Organization

User Management

Human Resource

Resource Requisition

Employee Self Service

Background Checks

Reports

SHORTCUTS

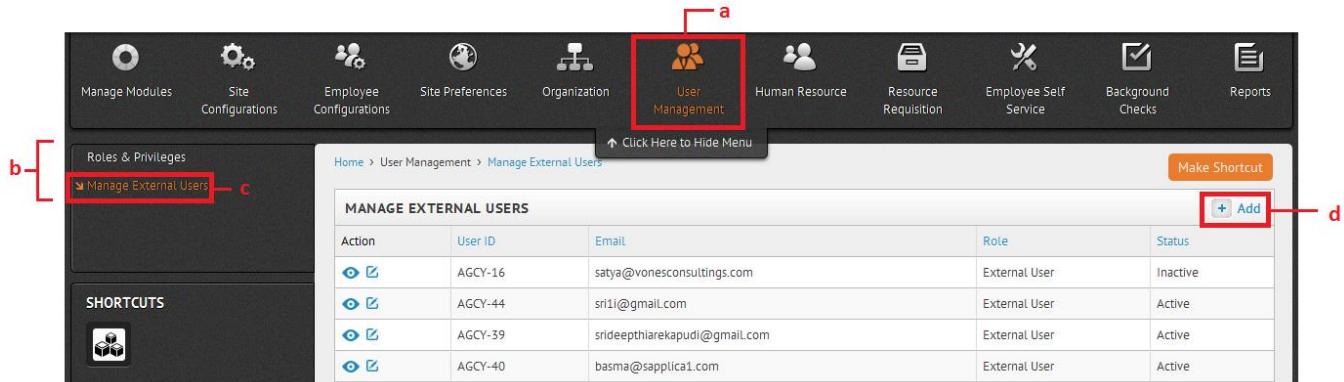
SAVE Cancel

Figure 21

Add External User

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

Refer Figure 22



Action	User ID	Email	Role	Status
<input type="checkbox"/>	AGCY-16	satya@vonesconsultings.com	External User	Inactive
<input type="checkbox"/>	AGCY-44	sriii@gmail.com	External User	Active
<input type="checkbox"/>	AGCY-39	srideepthiarekapudi@gmail.com	External User	Active
<input type="checkbox"/>	AGCY-40	basma@sapplica1.com	External User	Active

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

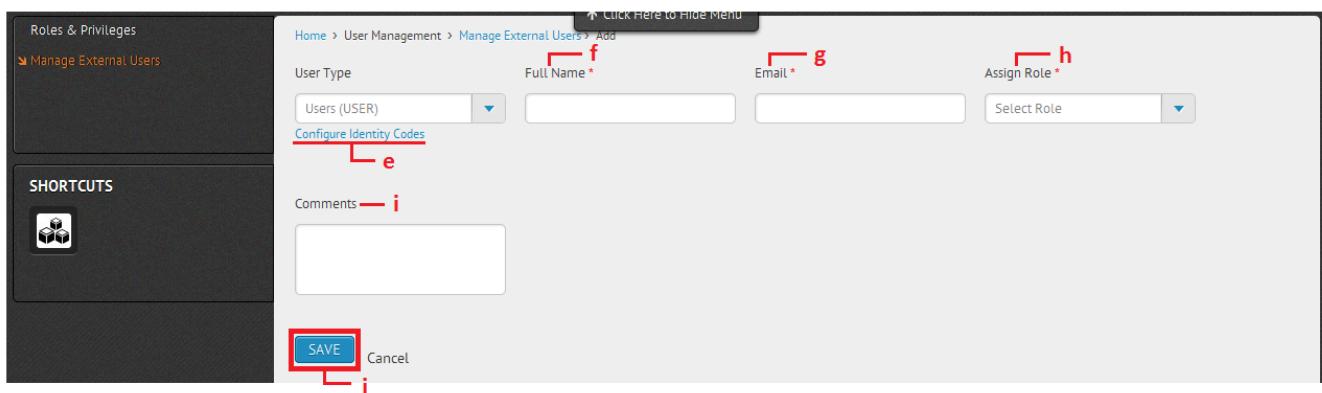
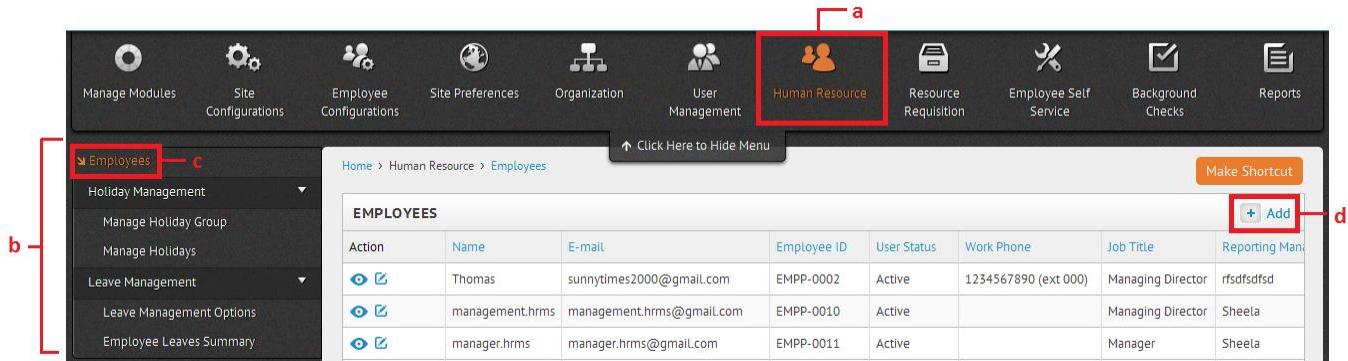


Figure 23

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



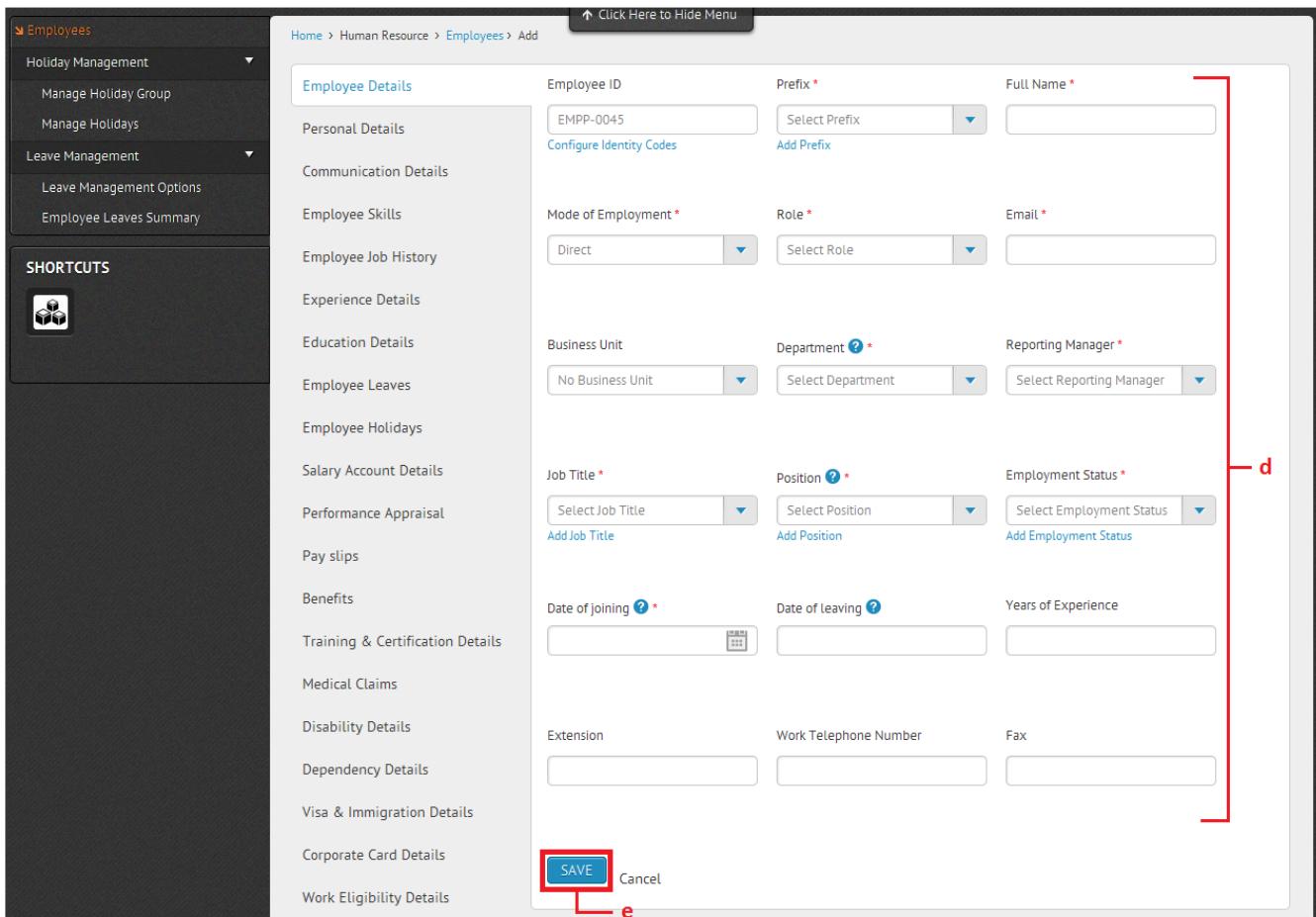
The screenshot shows the Sentrifugo HRM application interface. The top navigation bar includes icons for Manage Modules, Site Configurations, Employee Configurations, Site Preferences, Organization, User Management, Human Resource (highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, and Reports. A dropdown menu on the left (labeled 'b') contains 'Employees' (highlighted with a red box and labeled 'c'), 'Holiday Management', 'Leave Management', and 'Employee Leaves Summary'. The main content area displays a table titled 'EMPLOYEES' with columns: Action, Name, E-mail, Employee ID, User Status, Work Phone, Job Title, and Reporting Manager. The table contains three rows of data. An 'Add' button is located in the top right corner of the table area (highlighted with a red box and labeled 'd').

Action	Name	E-mail	Employee ID	User Status	Work Phone	Job Title	Reporting Manager
<input type="checkbox"/> <input checked="" type="checkbox"/>	Thomas	sunnytimes2000@gmail.com	EMPP-0002	Active	1234567890 (ext 000)	Managing Director	rfsdfsdfsd
<input type="checkbox"/> <input checked="" type="checkbox"/>	management.hrms	management.hrms@gmail.com	EMPP-0010	Active		Managing Director	Sheela
<input type="checkbox"/> <input checked="" type="checkbox"/>	manager.hrms	manager.hrms@gmail.com	EMPP-0011	Active		Manager	Sheela

Figure 24

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

Refer Figure 25



The screenshot shows the 'Employee Details' section of the 'Add' form. The fields include:

- Employee ID:** EMPP-0045
- Prefix:** Select Prefix (dropdown)
- Full Name:** (empty input field)
- Personal Details:** Configure Identity Codes (link)
- Communication Details:**
- Employee Skills:**
- Employee Job History:**
- Experience Details:**
- Education Details:**
- Employee Leaves:**
- Employee Holidays:**
- Salary Account Details:**
- Performance Appraisal:** Select Job Title (dropdown), Add Job Title (button)
- Pay slips:**
- Benefits:**
- Training & Certification Details:**
- Medical Claims:**
- Disability Details:**
- Dependency Details:**
- Visa & Immigration Details:**
- Corporate Card Details:**
- Work Eligibility Details:**
- Business Unit:** No Business Unit (dropdown)
- Department:** Select Department (dropdown)
- Reporting Manager:** Select Reporting Manager (dropdown)
- Job Title:** Select Job Title (dropdown), Add Job Title (button)
- Position:** Select Position (dropdown), Add Position (button)
- Employment Status:** Select Employment Status (dropdown), Add Employment Status (button)
- Date of joining:** (empty input field)
- Date of leaving:** (empty input field)
- Years of Experience:** (empty input field)
- Extension:** (empty input field)
- Work Telephone Number:** (empty input field)
- Fax:** (empty input field)

Buttons:

- SAVE** (highlighted with a red box and arrow 'e')
- Cancel**

Figure 25

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

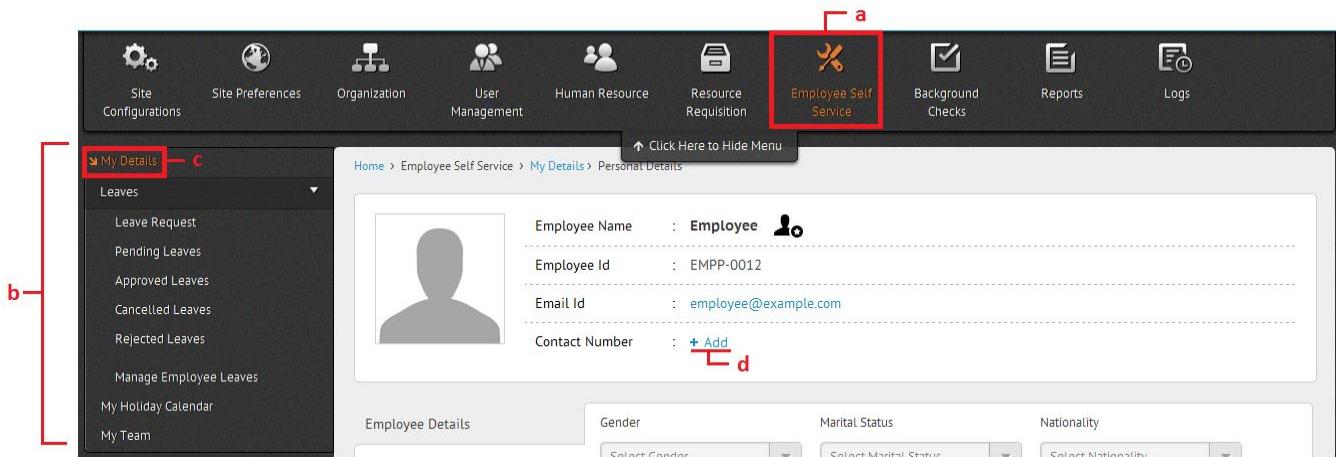


Figure 26

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

Refer Figure 27

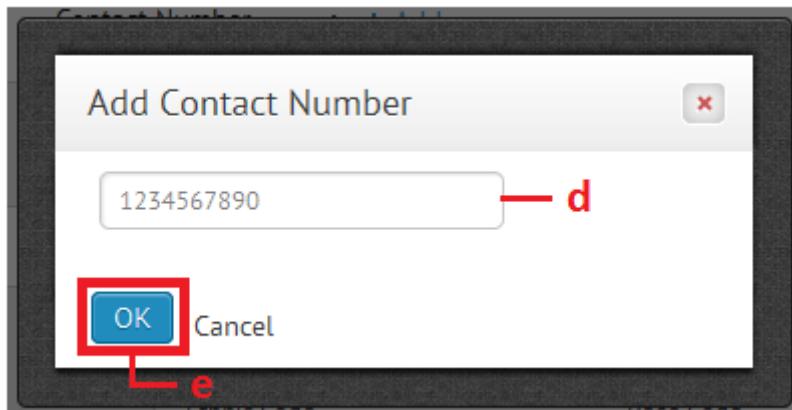
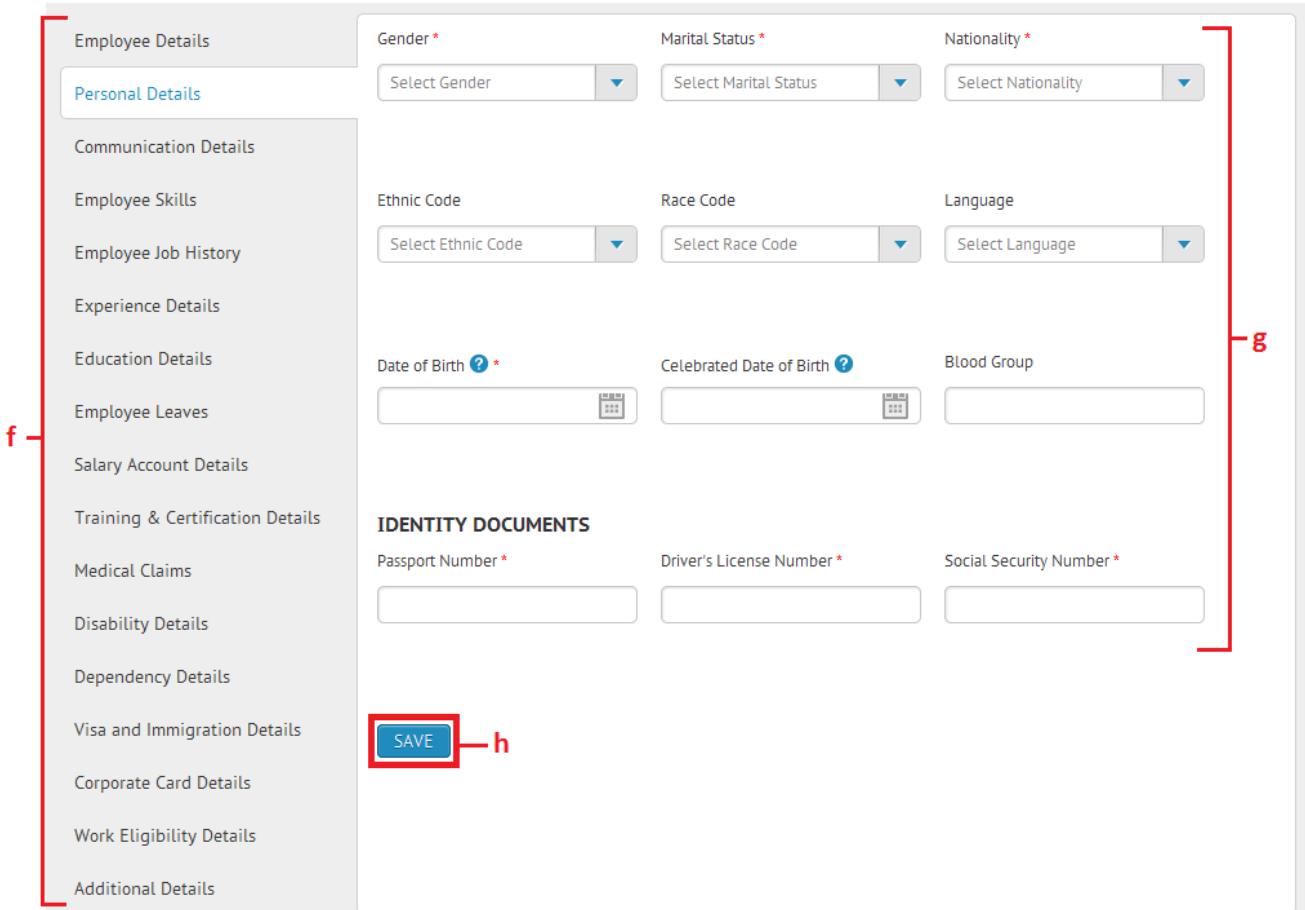


Figure 27

- 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



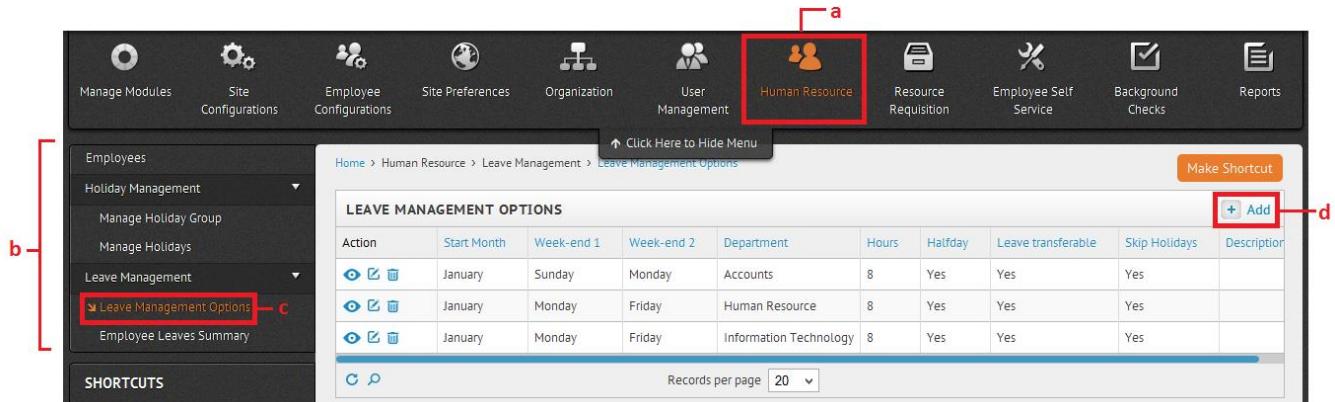
The screenshot shows the 'Employee Details' page. On the left, there is a vertical list of tabs: Employee Details, Personal Details, Communication Details, Employee Skills, Employee Job History, Experience Details, Education Details, Employee Leaves, Salary Account Details, Training & Certification Details, Medical Claims, Disability Details, Dependency Details, Visa and Immigration Details, Corporate Card Details, Work Eligibility Details, and Additional Details. The 'Personal Details' tab is currently selected, highlighted in blue. On the right, there are several input fields and dropdown menus. At the top, there are three dropdowns for 'Gender *', 'Marital Status *', and 'Nationality *'. Below them are three more dropdowns for 'Ethnic Code', 'Race Code', and 'Language'. Further down are fields for 'Date of Birth *' (with a calendar icon), 'Celebrated Date of Birth *' (with a calendar icon), and 'Blood Group'. At the bottom, there is a section titled 'IDENTITY DOCUMENTS' with three input fields for 'Passport Number *', 'Driver's License Number *', and 'Social Security Number *'. A large red bracket labeled 'f' covers the entire list of tabs on the left. A red bracket labeled 'g' covers the entire right-hand form area. A red box labeled 'h' highlights the 'SAVE' button at the bottom center.

Figure 28

Add Leave Management Options for Department

- 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

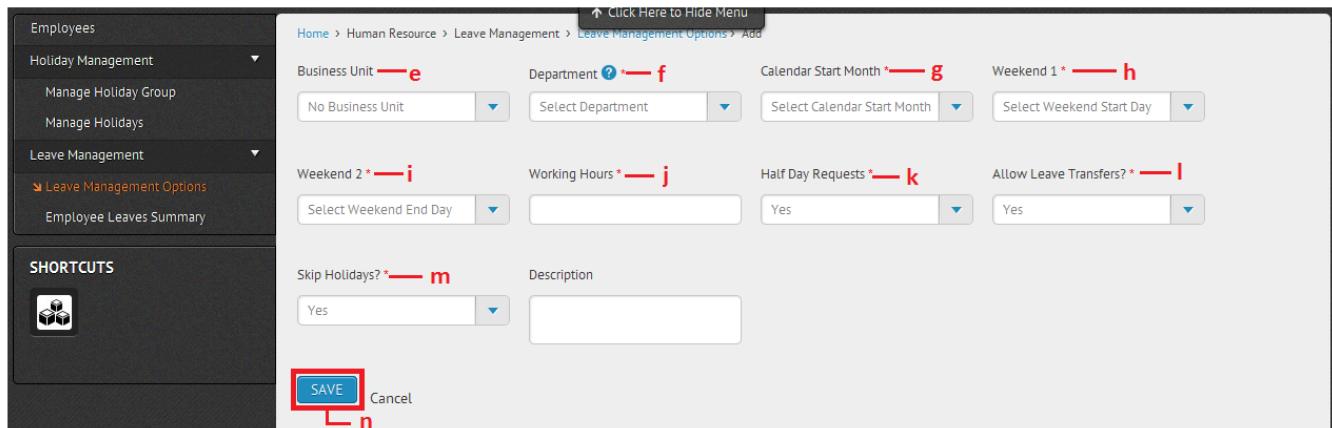


Action	Start Month	Week-end 1	Week-end 2	Department	Hours	Halfday	Leave transferable	Skip Holidays	Description
	January	Sunday	Monday	Accounts	8	Yes	Yes	Yes	
	January	Monday	Friday	Human Resource	8	Yes	Yes	Yes	
	January	Monday	Friday	Information Technology	8	Yes	Yes	Yes	

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' page. On the left, there's a sidebar with 'Employees', 'Holiday Management' (with 'Manage Holiday Group' and 'Manage Holidays' sub-options), 'Leave Management' (with 'Leave Management Options' selected), and 'Employee Leaves Summary'. Below this is a 'SHORTCUTS' section with a gear icon. The main area has several input fields: 'Business Unit' (e), 'Department' (f), 'Calendar Start Month' (g), 'Weekend 1' (h), 'Weekend 2' (i), 'Working Hours' (j), 'Half Day Requests' (k), 'Allow Leave Transfers?' (l), 'Skip Holidays?' (m), and a 'Description' field. At the bottom are 'SAVE' and 'Cancel' buttons, with a red bracket (n) pointing to the 'SAVE' button.

Figure 30

Apply Leave Request

- Click on Employee Self-Service in the top menu
- The left side panel will display the submenus
- Click on Leave Request
- The current month calendar will be displayed on the right side panel
- Click on previous and after arrow buttons to move to previous or next month
- 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 May

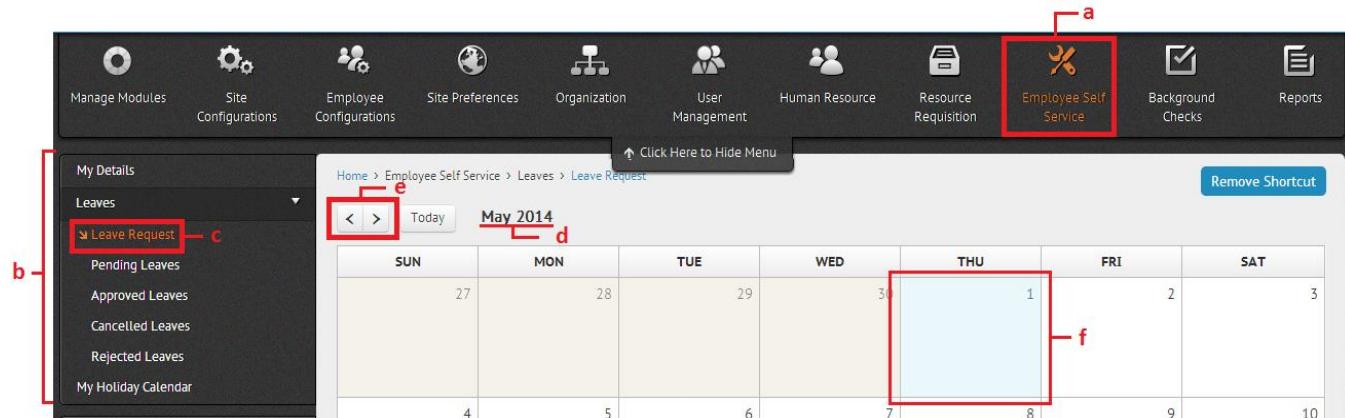


Figure 31

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

Refer Figure 32

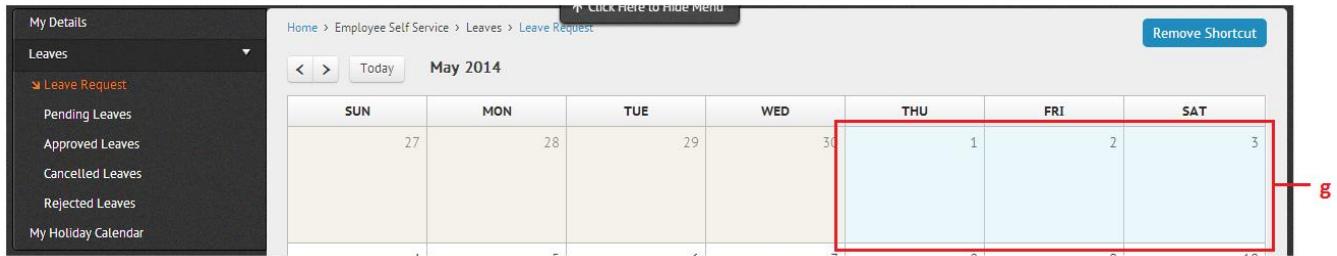


Figure 32

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

Refer Figure 33

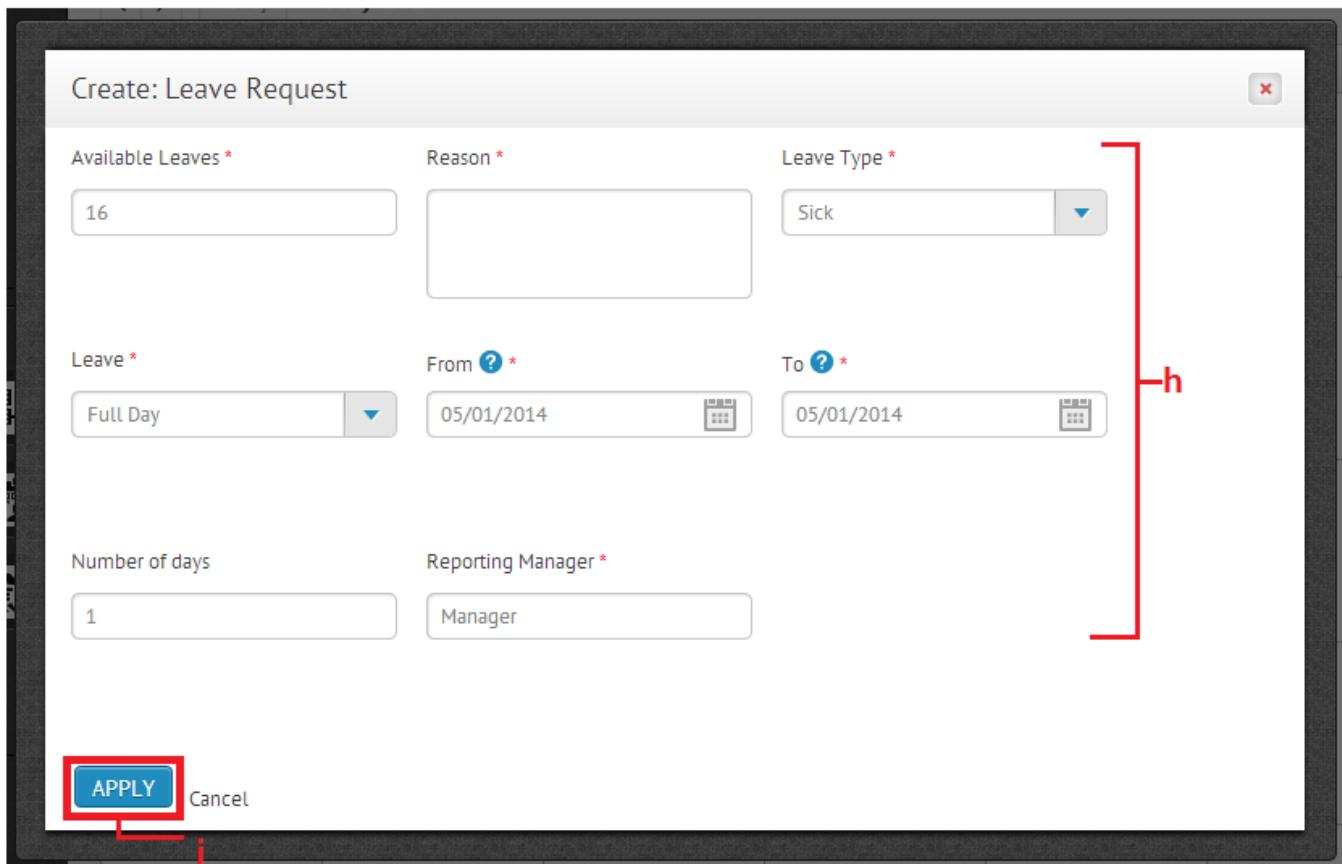
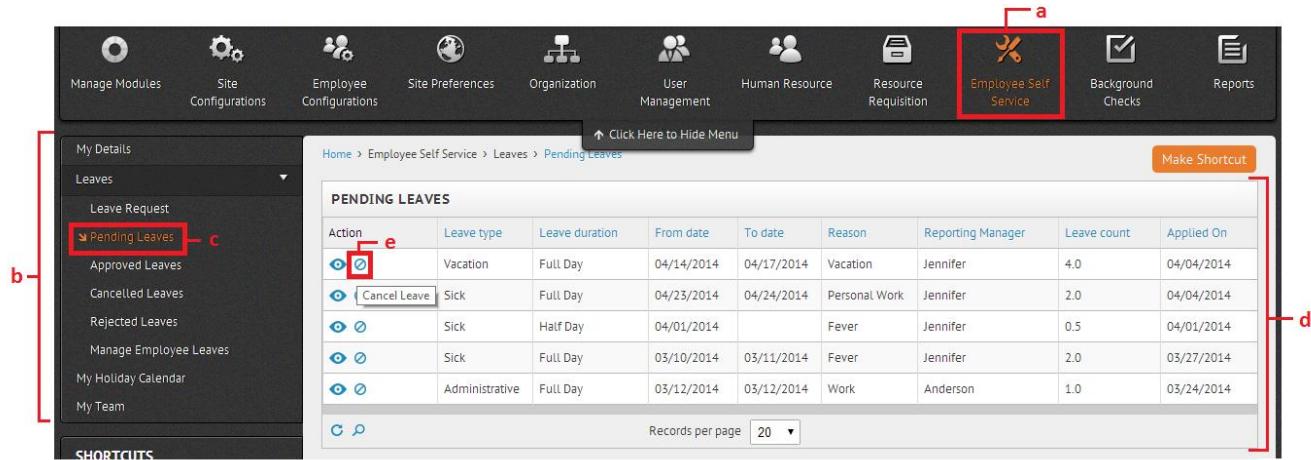


Figure 33

Cancel 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



The screenshot shows the Sentrifugo Employee Self-Service interface. The top navigation bar includes links for Manage Modules, Site Configurations, Employee Configurations, Site Preferences, Organization, User Management, Human Resource, Resource Requisition, Employee Self Service (which is highlighted with a red box and labeled 'a'), Background Checks, and Reports. A 'Make Shortcut' button is also present. The left sidebar has a 'My Details' section and a 'Leaves' section containing 'Leave Request' (with 'Pending Leaves' highlighted with a red box and labeled 'c'), 'Approved Leaves', 'Cancelled Leaves', 'Rejected Leaves', 'Manage Employee Leaves', 'My Holiday Calendar', and 'My Team'. A 'SHORTCUTS' section is at the bottom. The main content area displays a table titled 'PENDING LEAVES' with the following data:

Action	Leave type	Leave duration	From date	To date	Reason	Reporting Manager	Leave count	Applied On
	Vacation	Full Day	04/14/2014	04/17/2014	Vacation	Jennifer	4.0	04/04/2014
	Sick	Full Day	04/23/2014	04/24/2014	Personal Work	Jennifer	2.0	04/04/2014
	Sick	Half Day	04/01/2014		Fever	Jennifer	0.5	04/01/2014
	Sick	Full Day	03/10/2014	03/11/2014	Fever	Jennifer	2.0	03/27/2014
	Administrative	Full Day	03/12/2014	03/12/2014	Work	Anderson	1.0	03/24/2014

Below the table are buttons for 'Records per page' (set to 20) and a 'Print' icon. Red callout boxes and arrows point to various elements: 'a' points to the Employee Self Service menu item, 'b' points to the left sidebar, 'c' points to the Pending Leaves submenu item, 'd' points to the right panel containing the leave list, and 'e' points to the 'Cancel Leave' icon in the first row of the table.

Figure 34

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

Refer Figure 35

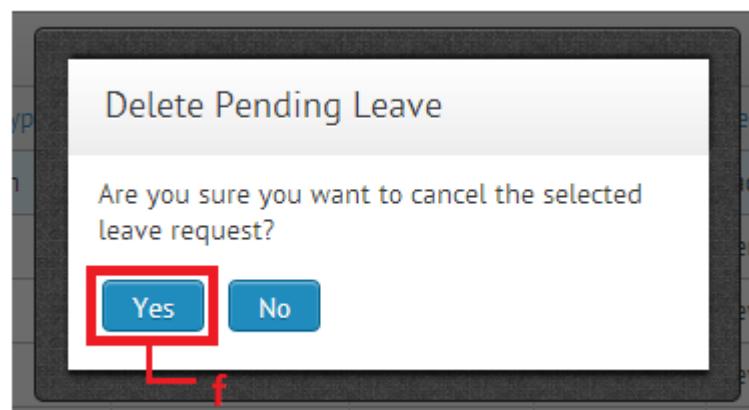
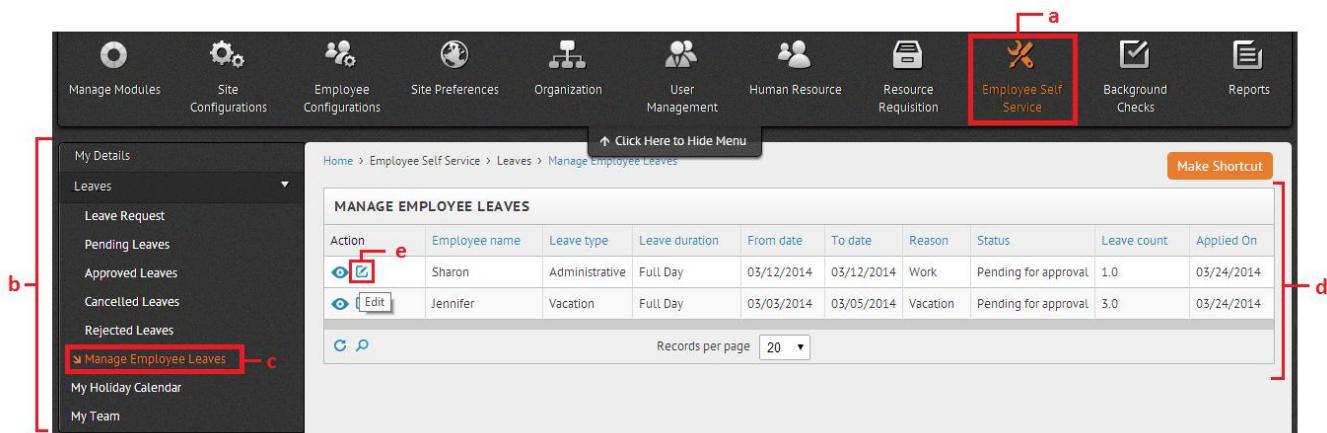


Figure 35

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



Action	Employee name	Leave type	Leave duration	From date	To date	Reason	Status	Leave count	Applied On
<input checked="" type="checkbox"/>	Sharon	Administrative	Full Day	03/12/2014	03/12/2014	Work	Pending for approval	1.0	03/24/2014
<input checked="" type="checkbox"/>	Jennifer	Vacation	Full Day	03/03/2014	03/05/2014	Vacation	Pending for approval	3.0	03/24/2014

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

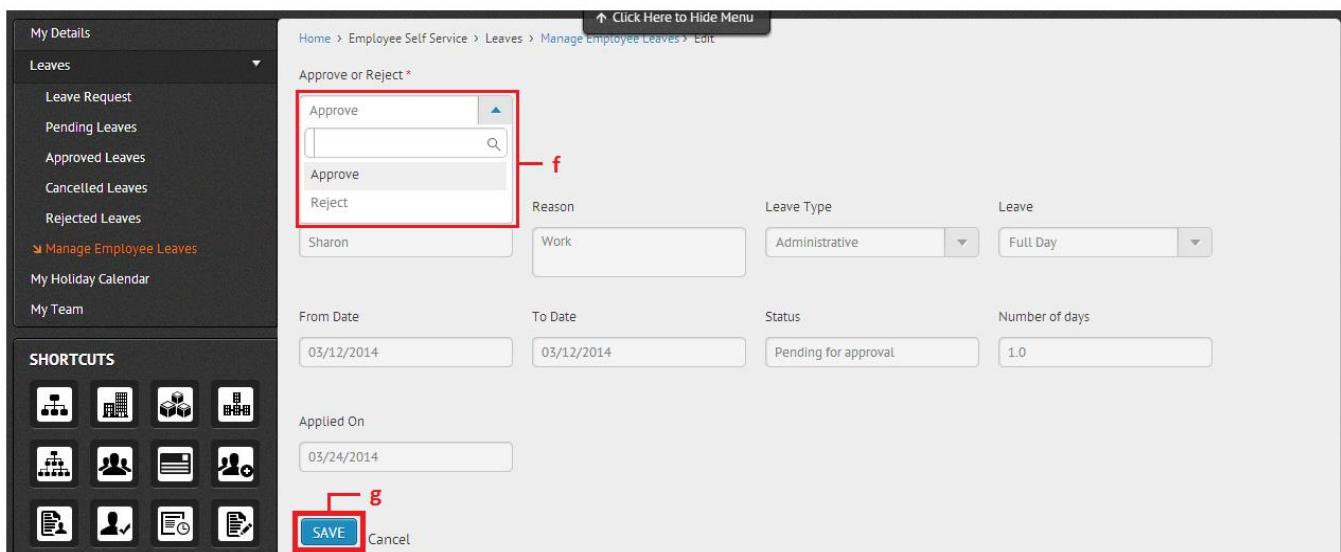


Figure 37

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

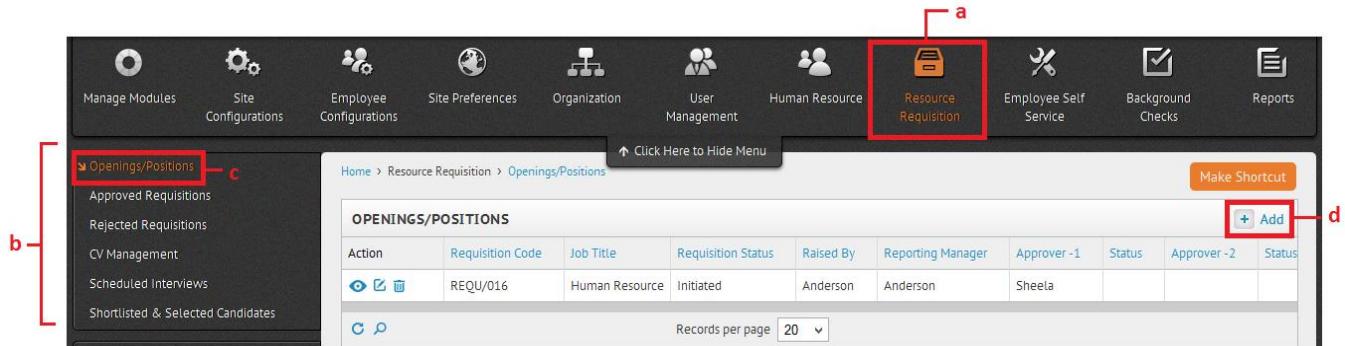


Figure 38

- 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

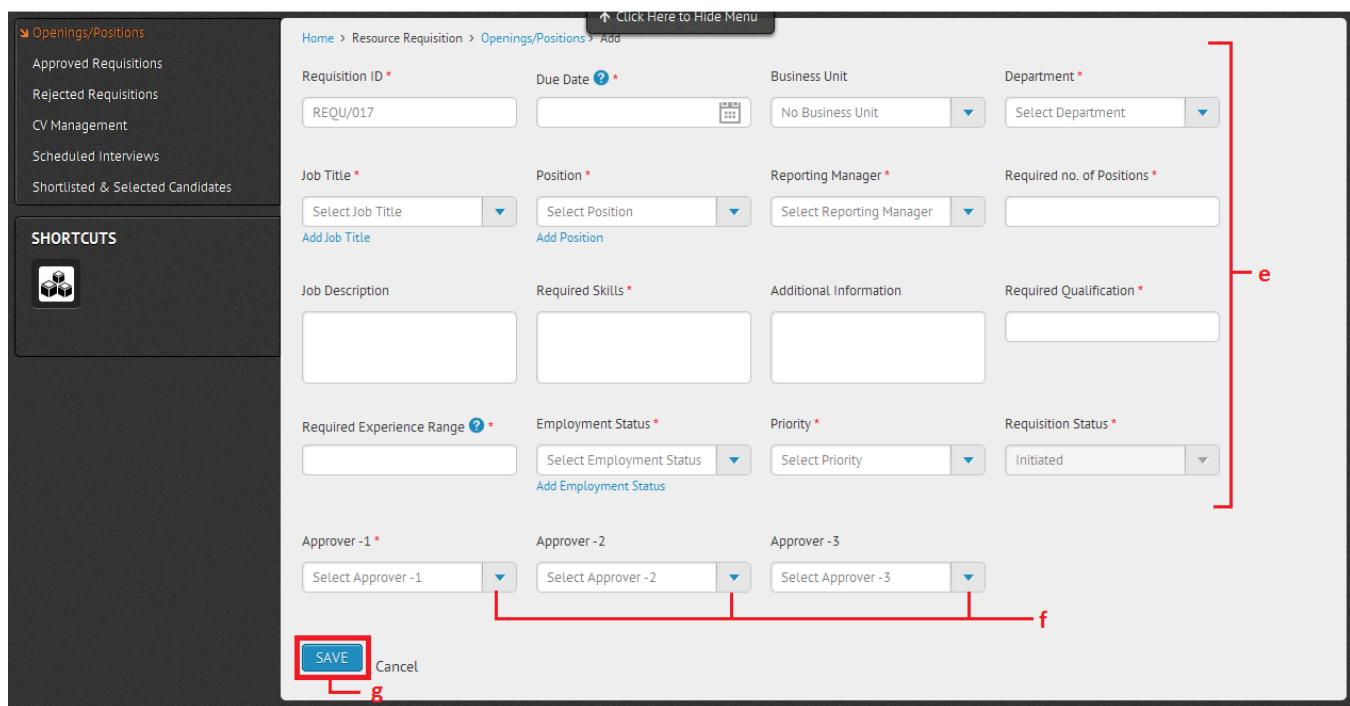
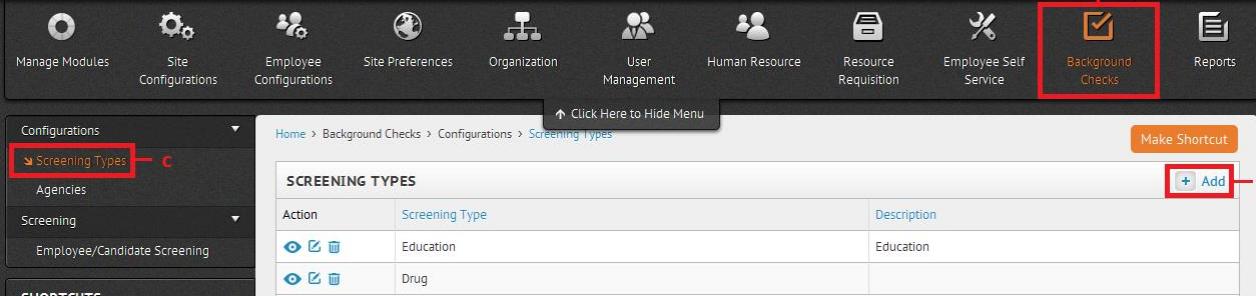


Figure 39

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



Action	Screening Type	Description
	Education	Education
	Drug	

Figure 40

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

Refer Figure 41

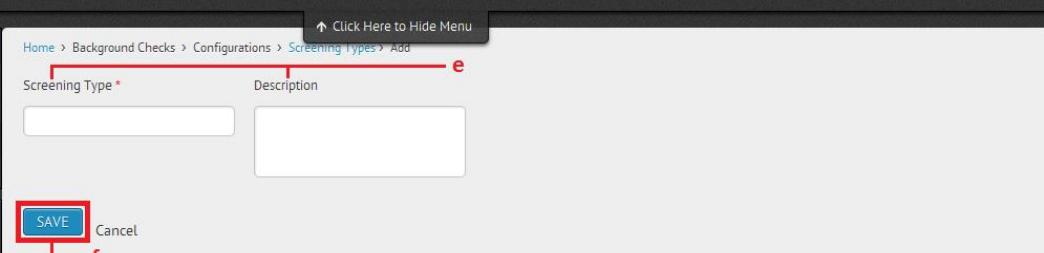
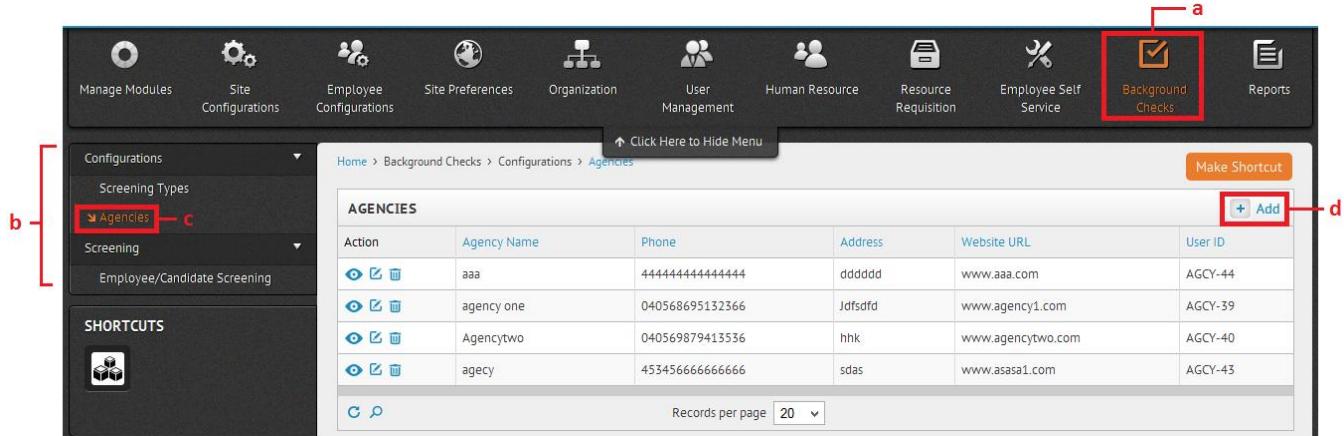


Figure 41

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



Action	Agency Name	Phone	Address	Website URL	User ID
	aaa	44444444444444	dddddd	www.aaa.com	AGCY-44
	agency one	040568695132366	Jdfsdff	www.agency1.com	AGCY-39
	Agencytwo	040569879413536	hhk	www.agencytwo.com	AGCY-40
	agecy	453456666666666	sdas	www.asasa1.com	AGCY-43

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

Configurations

Screening Types

Agencies

Screening

Employee/Candidate Screening

SHORTCUTS



Agency Name * Website URL * Primary Phone * Secondary Phone

Address *

Screening Type *

Add Screening Type

POC DETAILS

Contact 1 First Name * Last Name * Mobile *

Contact 2

Contact 3

E-Mail * Location * Country *

Select Country Add Country

State * City * Contact type *

Select State Select City Primary

Add State Add City

Contact type *

Select Role

SAVE Cancel

Click Here to Hide Menu

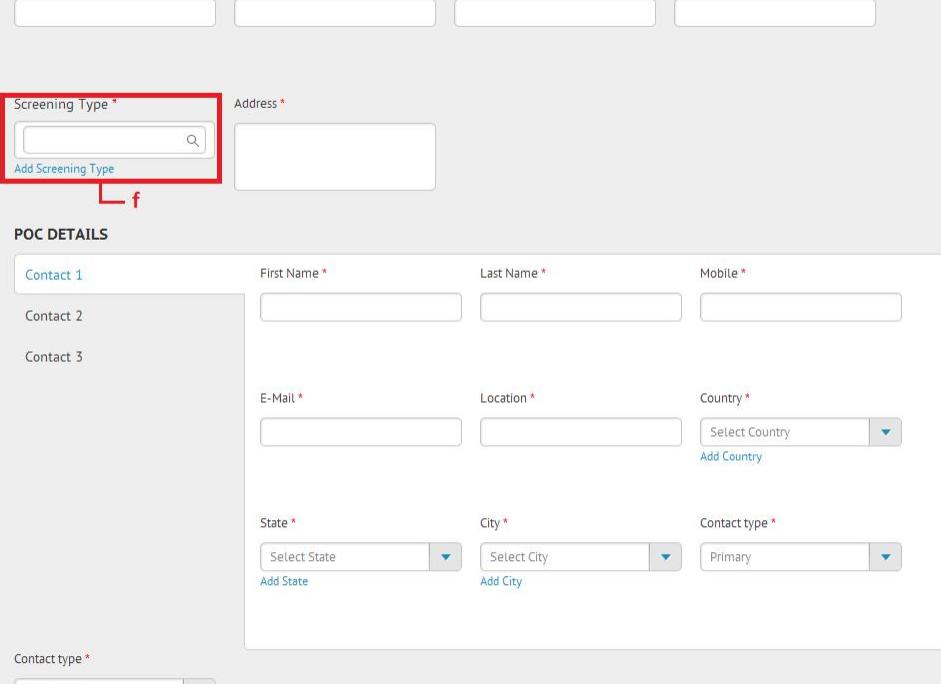


Figure 43

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

The screenshot shows the HRIS application's interface. The top navigation bar contains ten icons with labels: Manage Modules, Site Configurations, Employee Configurations, Site Preferences, Organization, User Management, Human Resource (highlighted with a red box and letter 'a'), Resource Requisition, Employee Self Service, Background Checks, and Reports. A dropdown menu for 'Employees' is open on the left, listing 'Manage Holiday Group', 'Manage Holidays', 'Leave Management' (highlighted with a red box and letter 'b'), 'Leave Management Options', and 'Employee Leaves Summary'. A red box and letter 'c' highlight the 'Employees' link in the dropdown. A red box and letter 'd' highlight the first checkbox in the 'Action' column of the 'EMPLOYEES' table. A red bracket on the left side points to the 'Leave Management' option in the dropdown menu. A red bracket at the top right points to the 'Human Resource' icon in the navigation bar. A callout bubble with the text 'Click Here to Hide Menu' points to the close button of the dropdown menu.

EMPLOYEES

Action	Name	E-mail	Employee ID	User Status	Work Phone	Job Title	Reporting Manager
<input checked="" type="checkbox"/>	Anderson	sanyasirao.adigarla@sagarsoft.in	EMPP-0003	Active	1245369874 (ext 000)	Manager	Sheela
<input checked="" type="checkbox"/>	Thomas	sunnytimes2000@gmail.com	EMPP-0002	Active	1234567890 (ext 000)	Managing Director	rfsdfsdfsd
<input checked="" type="checkbox"/>	management.hrms	management.hrms@gmail.com	EMPP-0010	Active		Managing Director	Sheela

Figure 44

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

Refer Figure 45

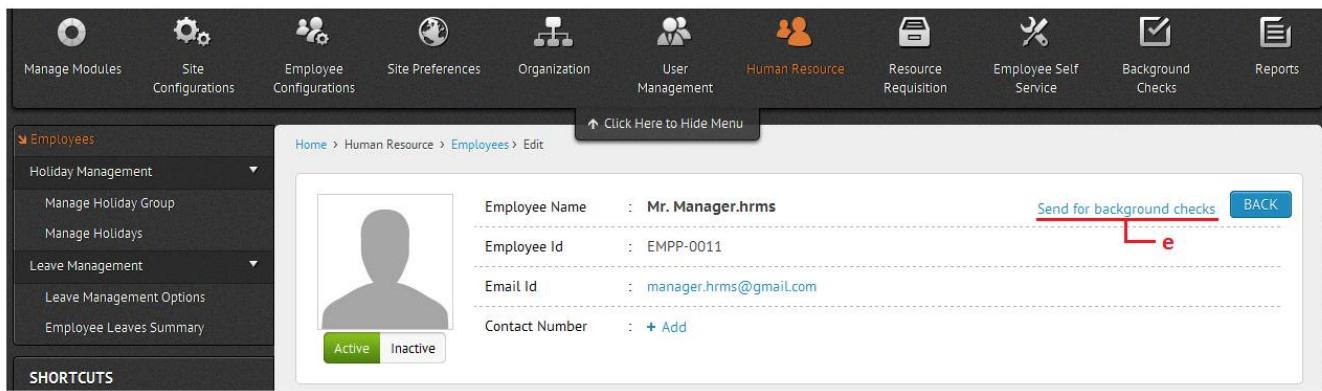


Figure 45

View and Generate Reports

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

Refer Figure 46

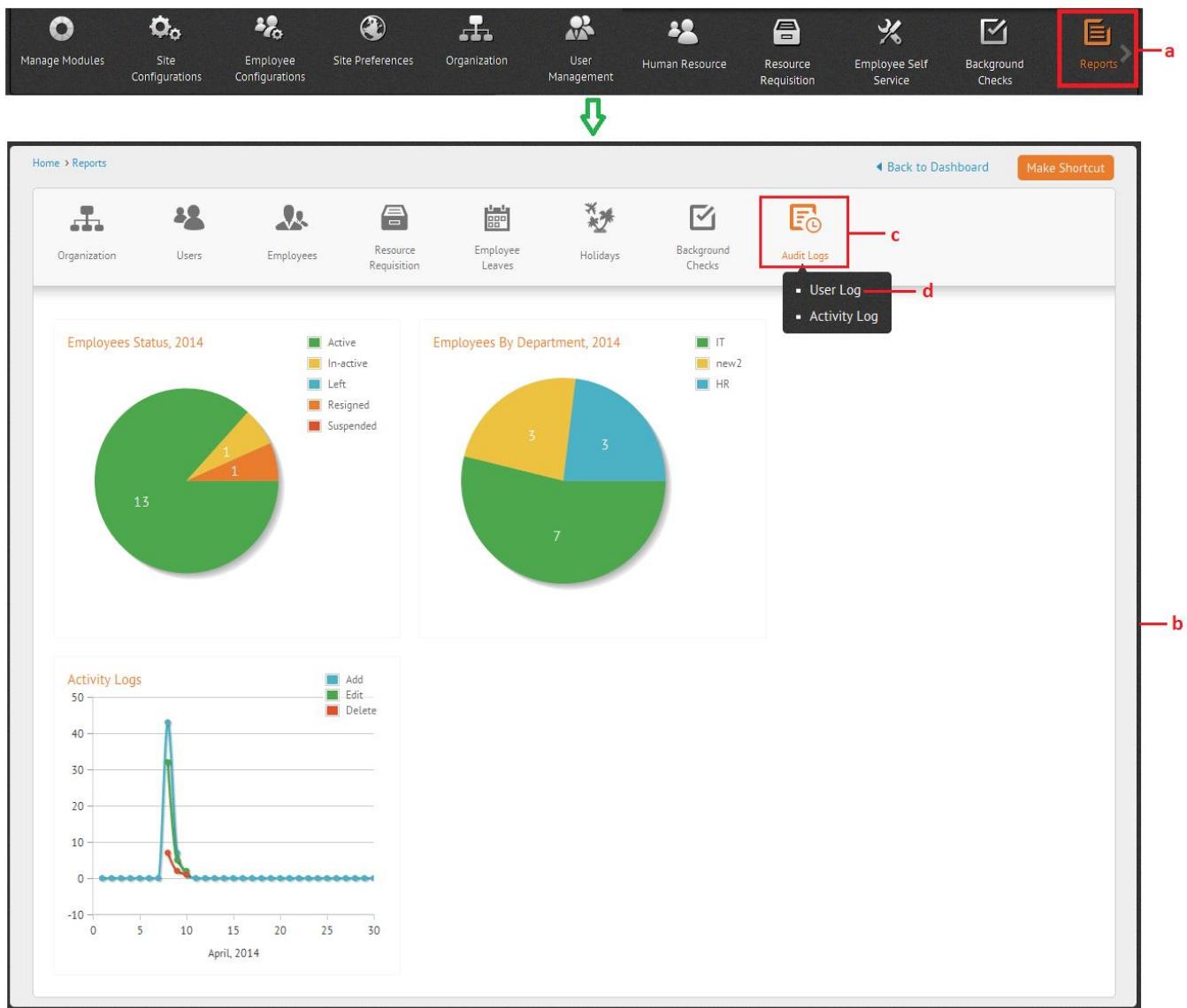
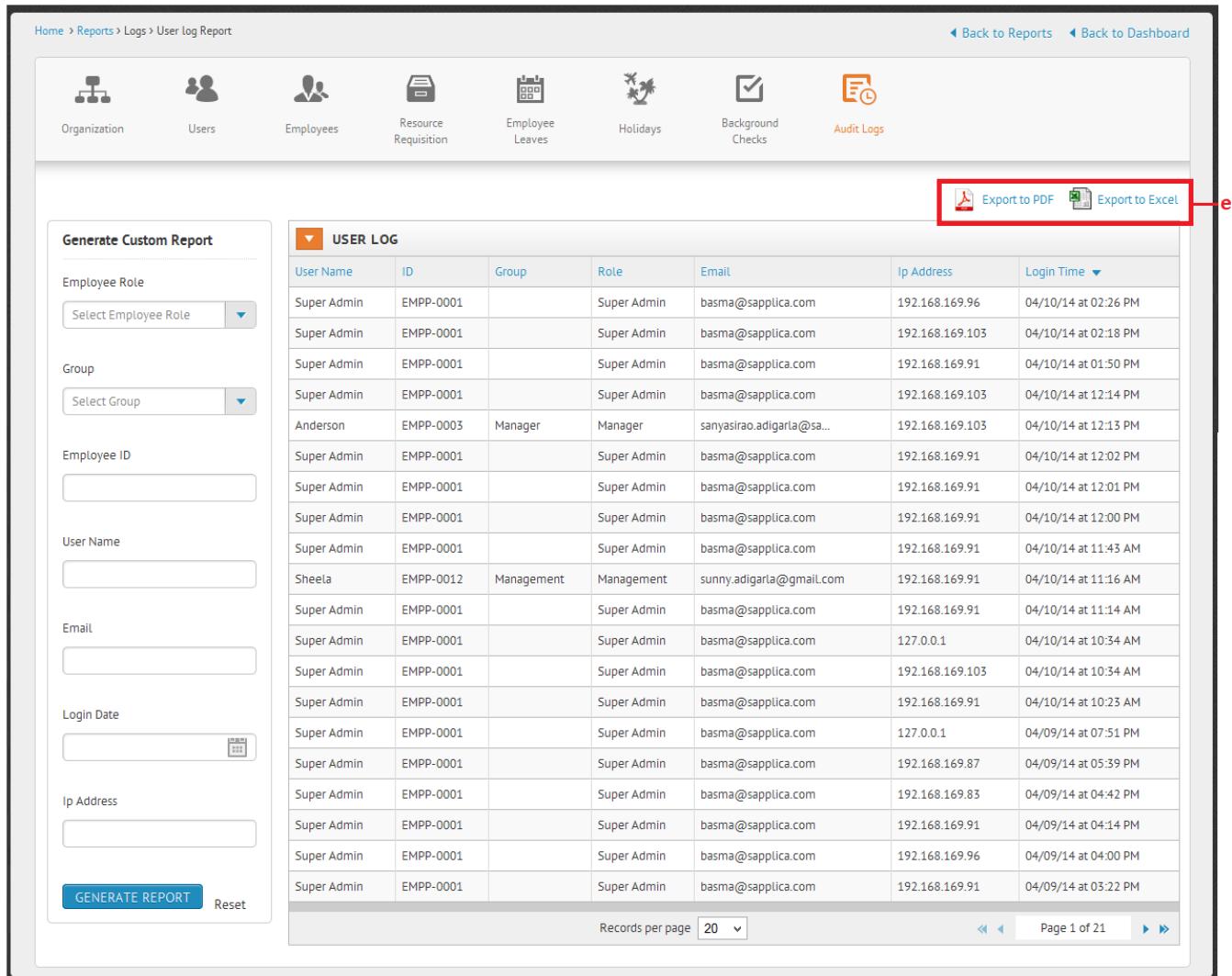


Figure 46

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

Refer Figure 47



The screenshot shows the 'User log Report' page. At the top, there are navigation links: Home > Reports > Logs > User log Report, and Back to Reports, Back to Dashboard. Below the navigation are several icons: Organization, Users, Employees, Resource Requisition, Employee Leaves, Holidays, Background Checks, and Audit Logs. On the left, there is a 'Generate Custom Report' section with dropdown menus for Employee Role, Group, Employee ID, User Name, Email, Login Date, and IP Address, each with a 'Select' button. Below these is a 'GENERATE REPORT' button and a 'Reset' button. To the right is a table titled 'USER LOG' with columns: User Name, ID, Group, Role, Email, IP Address, and Login Time. The table contains 21 rows of data. At the bottom right of the table are buttons for 'Records per page' (set to 20), 'Page 1 of 21', and navigation arrows. A red box highlights the 'Export to PDF' and 'Export to Excel' buttons at the top right of the table area.

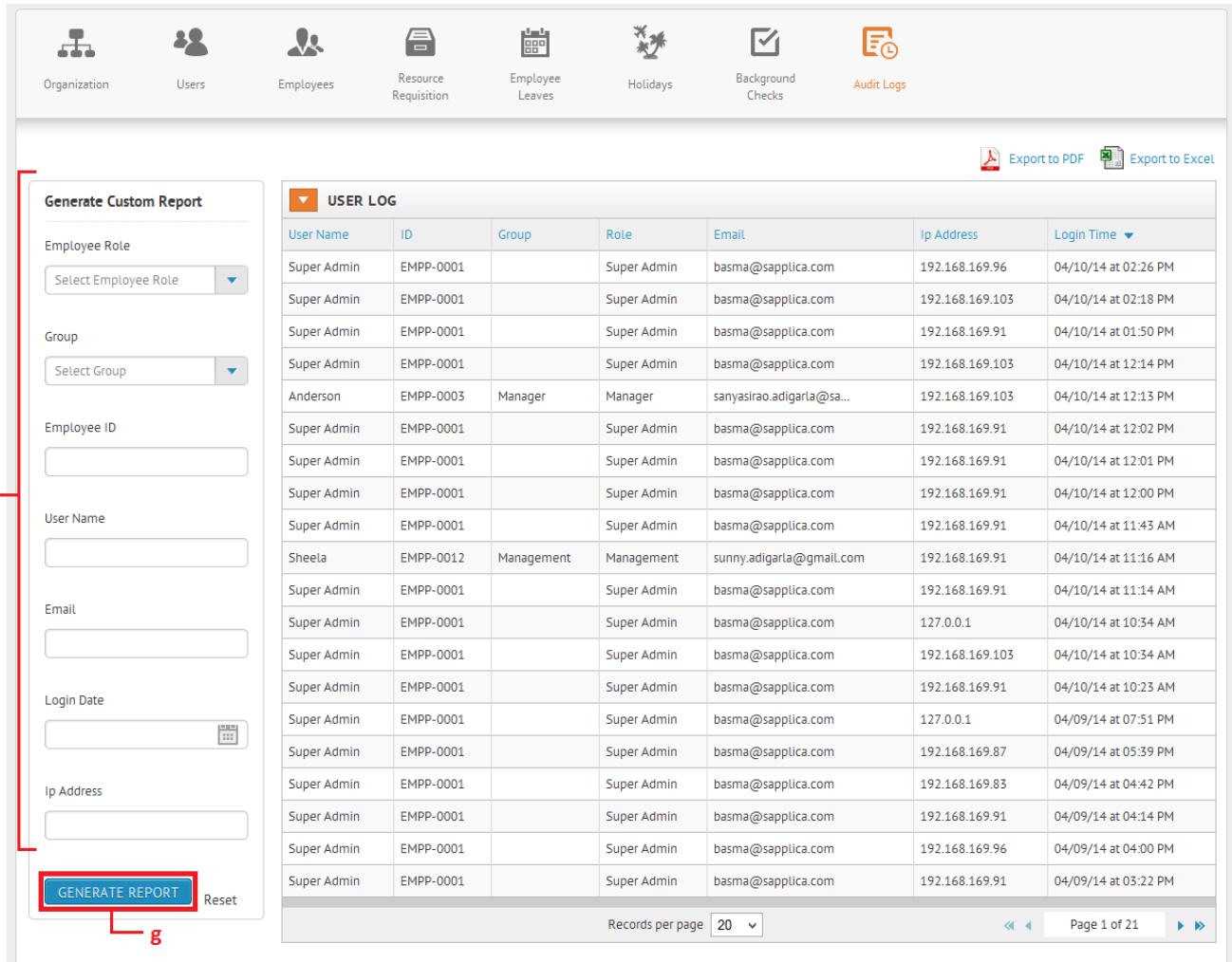
User Name	ID	Group	Role	Email	IP Address	Login Time
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.96	04/10/14 at 02:26 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 02:18 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 01:50 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 12:14 PM
Anderson	EMPP-0003	Manager	Manager	sanyasirao.adigarla@sa...	192.168.169.103	04/10/14 at 12:13 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:02 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:01 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:00 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 11:43 AM
Sheela	EMPP-0012	Management	Management	sunny.adigarla@gmail.com	192.168.169.91	04/10/14 at 11:16 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 11:14 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	127.0.0.1	04/10/14 at 10:34 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 10:34 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 10:23 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	127.0.0.1	04/09/14 at 07:51 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.87	04/09/14 at 05:39 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.83	04/09/14 at 04:42 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/09/14 at 04:14 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.96	04/09/14 at 04:00 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/09/14 at 03:22 PM

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



The screenshot shows the Sentrifugo application interface. At the top, there is a navigation bar with icons for Organization, Users, Employees, Resource Requisition, Employee Leaves, Holidays, Background Checks, and Audit Logs. Below the navigation bar, there is a 'Generate Custom Report' form on the left and a 'USER LOG' table on the right.

Generate Custom Report Form:

- Employee Role: Select Employee Role dropdown
- Group: Select Group dropdown
- Employee ID: Text input field
- User Name: Text input field
- Email: Text input field
- Login Date: Date input field
- Ip Address: Text input field
- GENERATE REPORT** button (highlighted with a red box and labeled 'f')
- Reset button (highlighted with a red box and labeled 'g')

USER LOG Table:

User Name	ID	Group	Role	Email	Ip Address	Login Time
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.96	04/10/14 at 02:26 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 02:18 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 01:50 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 12:14 PM
Anderson	EMPP-0003	Manager	Manager	sanyasirao.adigarla@sa...	192.168.169.103	04/10/14 at 12:13 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:02 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:01 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 12:00 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 11:43 AM
Sheela	EMPP-0012	Management	Management	sunny.adigarla@gmail.com	192.168.169.91	04/10/14 at 11:16 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 11:14 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	127.0.0.1	04/10/14 at 10:34 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.103	04/10/14 at 10:34 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/10/14 at 10:23 AM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	127.0.0.1	04/09/14 at 07:51 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.87	04/09/14 at 05:39 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.83	04/09/14 at 04:42 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/09/14 at 04:14 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.96	04/09/14 at 04:00 PM
Super Admin	EMPP-0001		Super Admin	basma@sapplica.com	192.168.169.91	04/09/14 at 03:22 PM

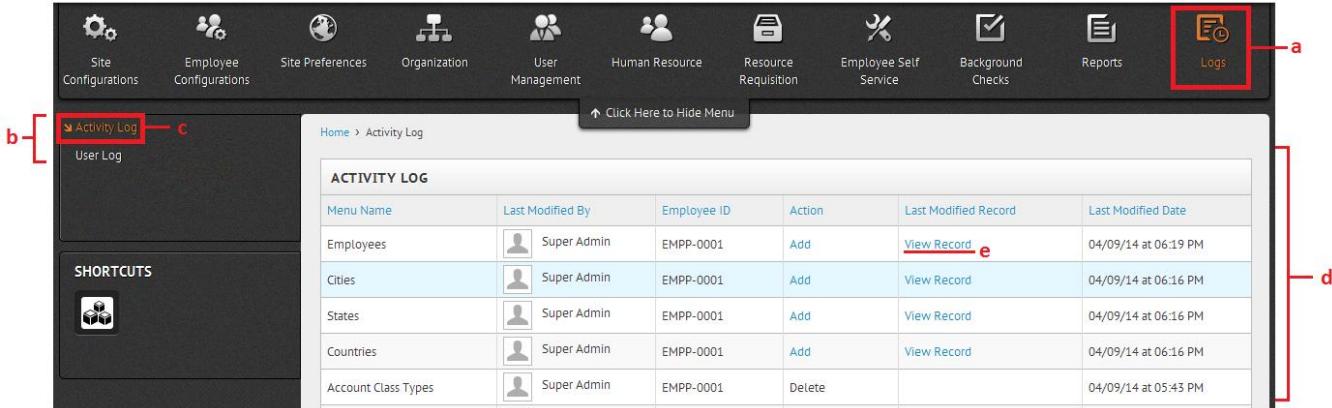
Export options: Export to PDF (PDF icon) and Export to Excel (Excel icon).

Figure 48

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



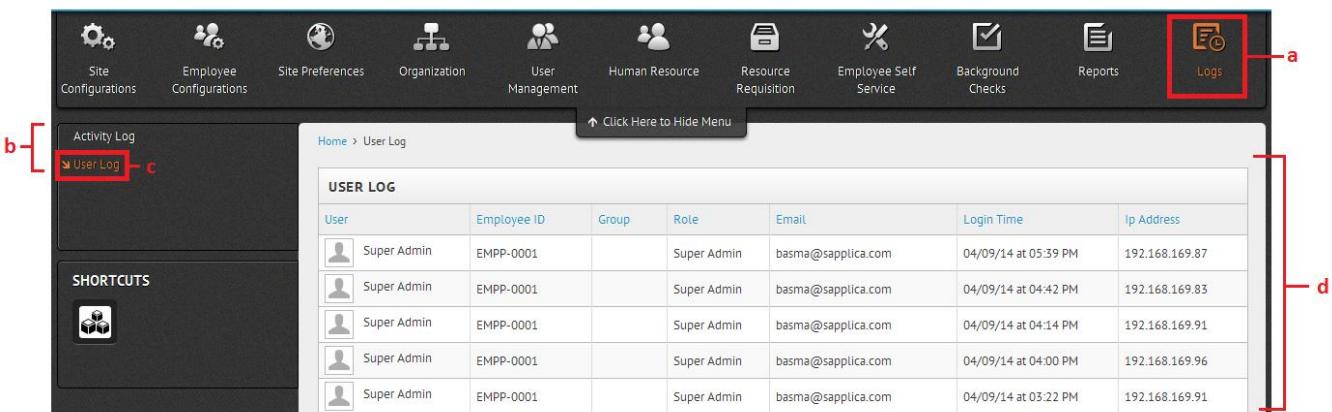
Menu Name	Last Modified By	Employee ID	Action	Last Modified Record	Last Modified Date	
Employees		Super Admin	EMPP-0001	Add	View Record	04/09/14 at 06:19 PM
Cities		Super Admin	EMPP-0001	Add	View Record	04/09/14 at 06:16 PM
States		Super Admin	EMPP-0001	Add	View Record	04/09/14 at 06:16 PM
Countries		Super Admin	EMPP-0001	Add	View Record	04/09/14 at 06:16 PM
Account Class Types		Super Admin	EMPP-0001	Delete		04/09/14 at 05:43 PM

Figure 49

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
	Super Admin	EMPP-0001	Super Admin	basma@sapplica.com	04/09/14 at 05:39 PM	192.168.169.87
	Super Admin	EMPP-0001	Super Admin	basma@sapplica.com	04/09/14 at 04:42 PM	192.168.169.83
	Super Admin	EMPP-0001	Super Admin	basma@sapplica.com	04/09/14 at 04:14 PM	192.168.169.91
	Super Admin	EMPP-0001	Super Admin	basma@sapplica.com	04/09/14 at 04:00 PM	192.168.169.96
	Super Admin	EMPP-0001	Super Admin	basma@sapplica.com	04/09/14 at 03:22 PM	192.168.169.91

Figure 50

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

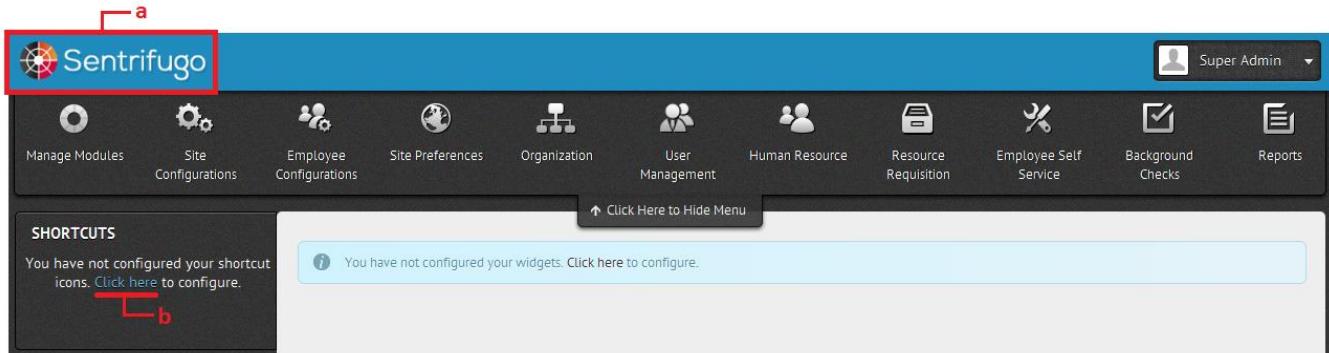


Figure 51

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

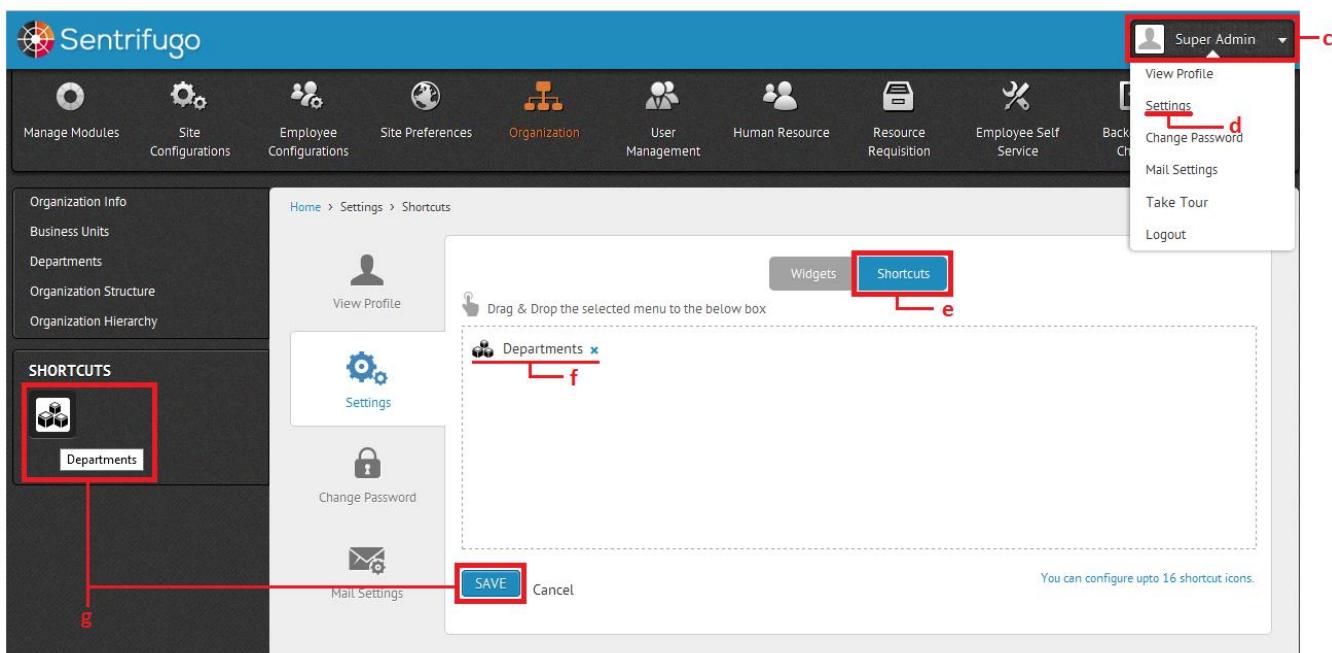


Figure 52

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

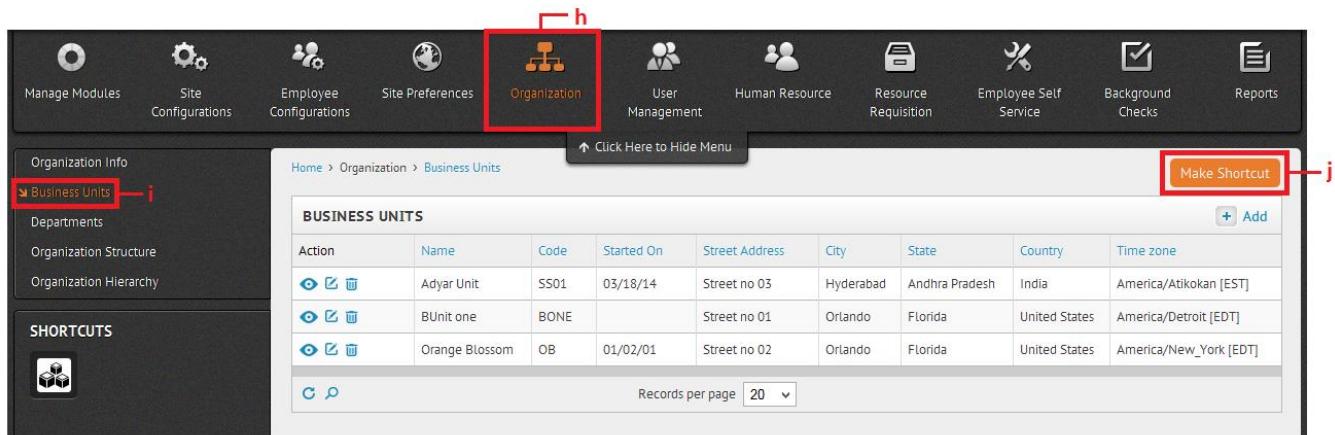


Figure 53

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

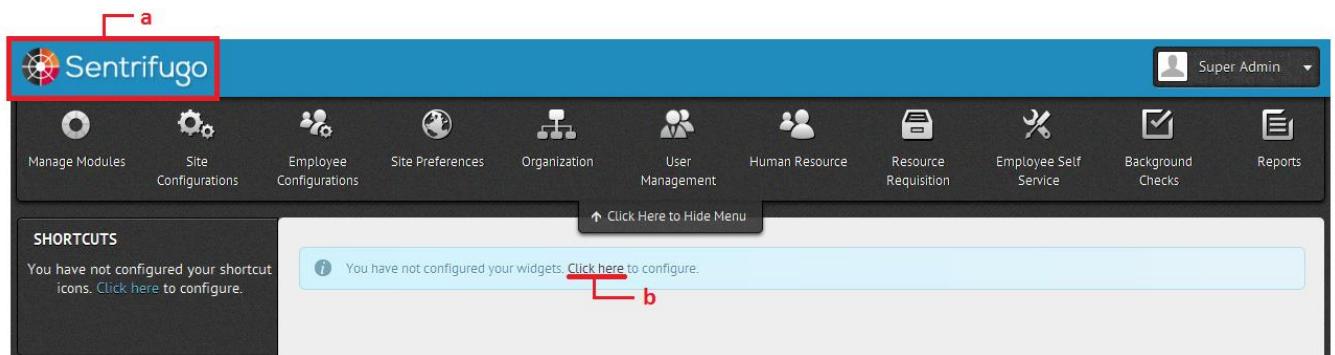


Figure 54

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

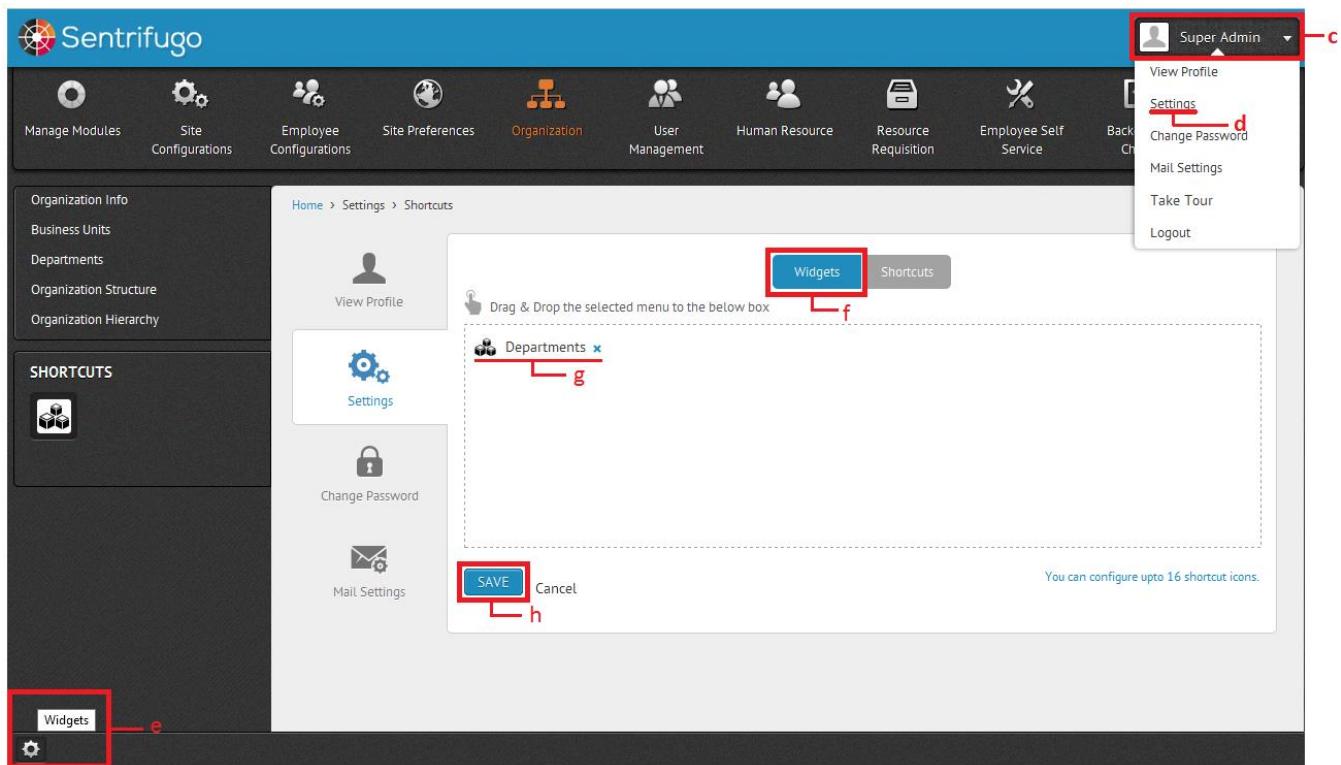


Figure 55