

Sentrifugo

User Guide

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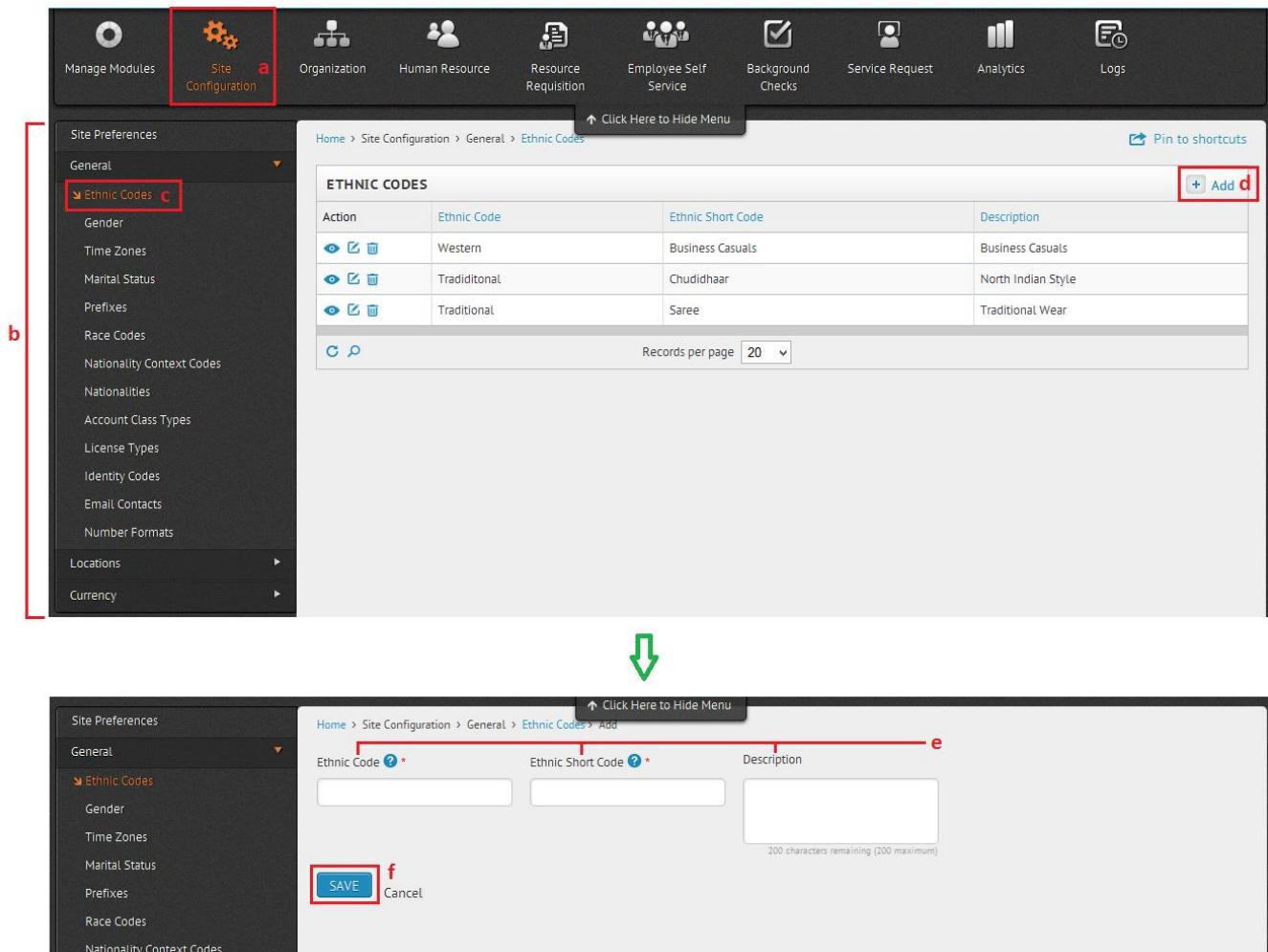
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Getting Started

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")

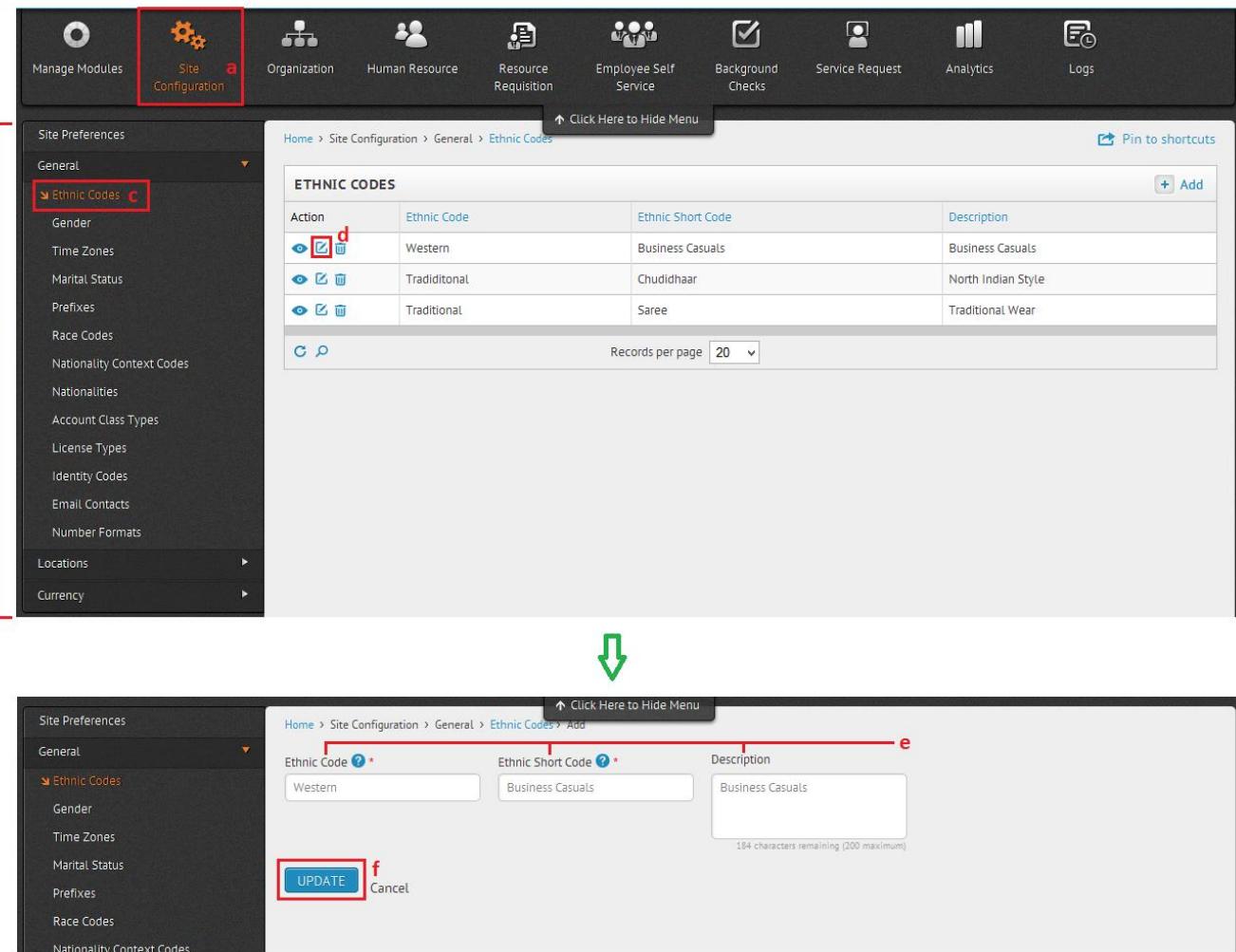
At the bottom are "SAVE" and "Cancel" buttons, with "SAVE" highlighted with a red box "f".

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



Site Preferences

General

- Ethnic Codes** c
- Gender
- Time Zones
- Marital Status
- Prefixes
- Race Codes
- Nationality Context Codes
- Nationalities
- Account Class Types
- License Types
- Identity Codes
- Email Contacts
- Number Formats

Locations

Currency

ETHNIC CODES

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

Actions: Records per page: 20

↓

Site Preferences

General

- Ethnic Codes**
- Gender
- Time Zones
- Marital Status
- Prefixes
- Race Codes
- Nationality Context Codes

Ethnic Codes e

Add

Ethnic Code *:

Ethnic Short Code *:

Description:
184 characters remaining (200 maximum)

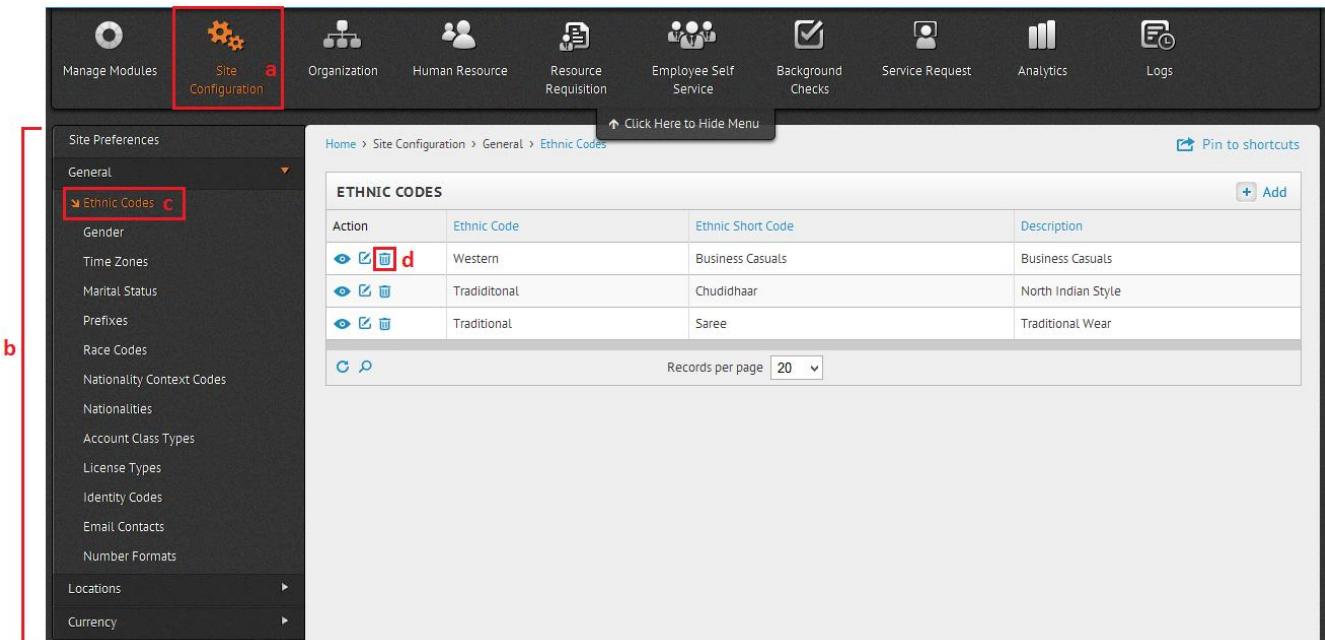
f UPDATE Cancel

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
	Tradiditonal	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

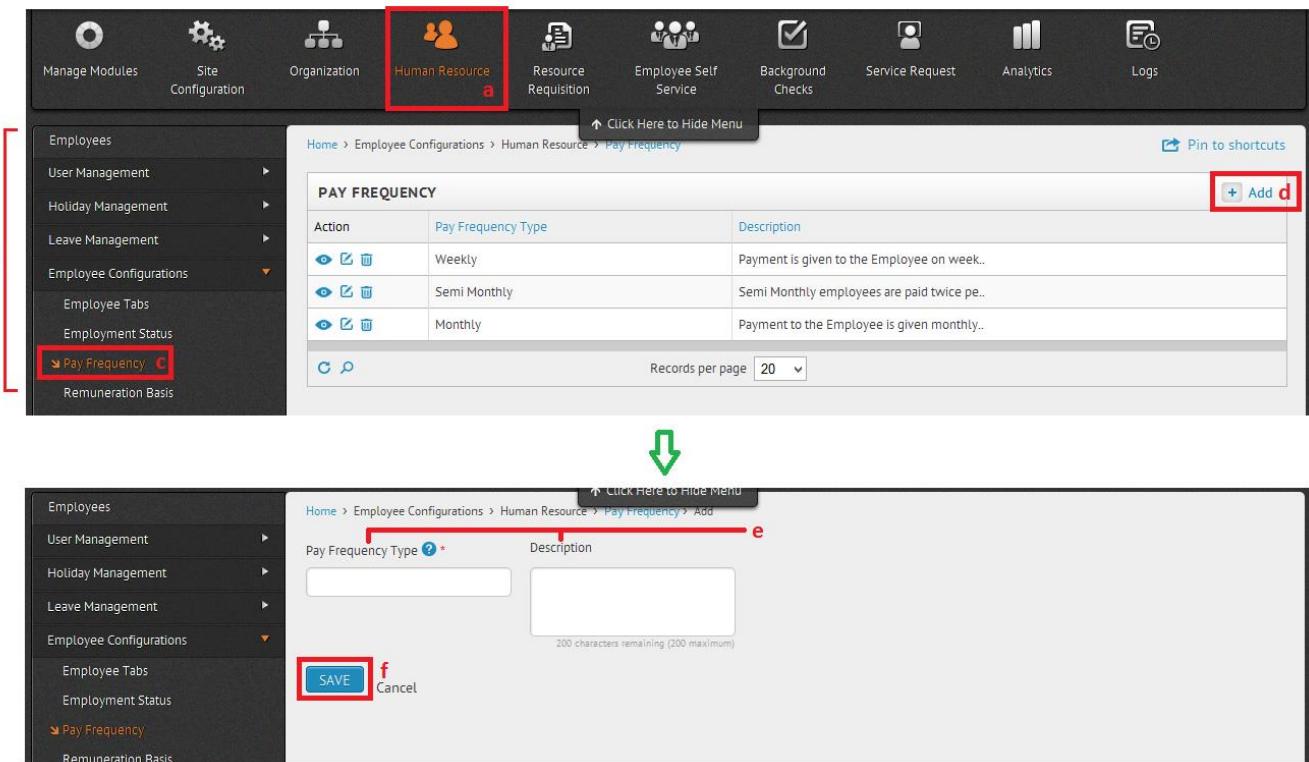


Figure 4

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



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

Add

Pay Frequency Type * Description

200 characters remaining (200 maximum)

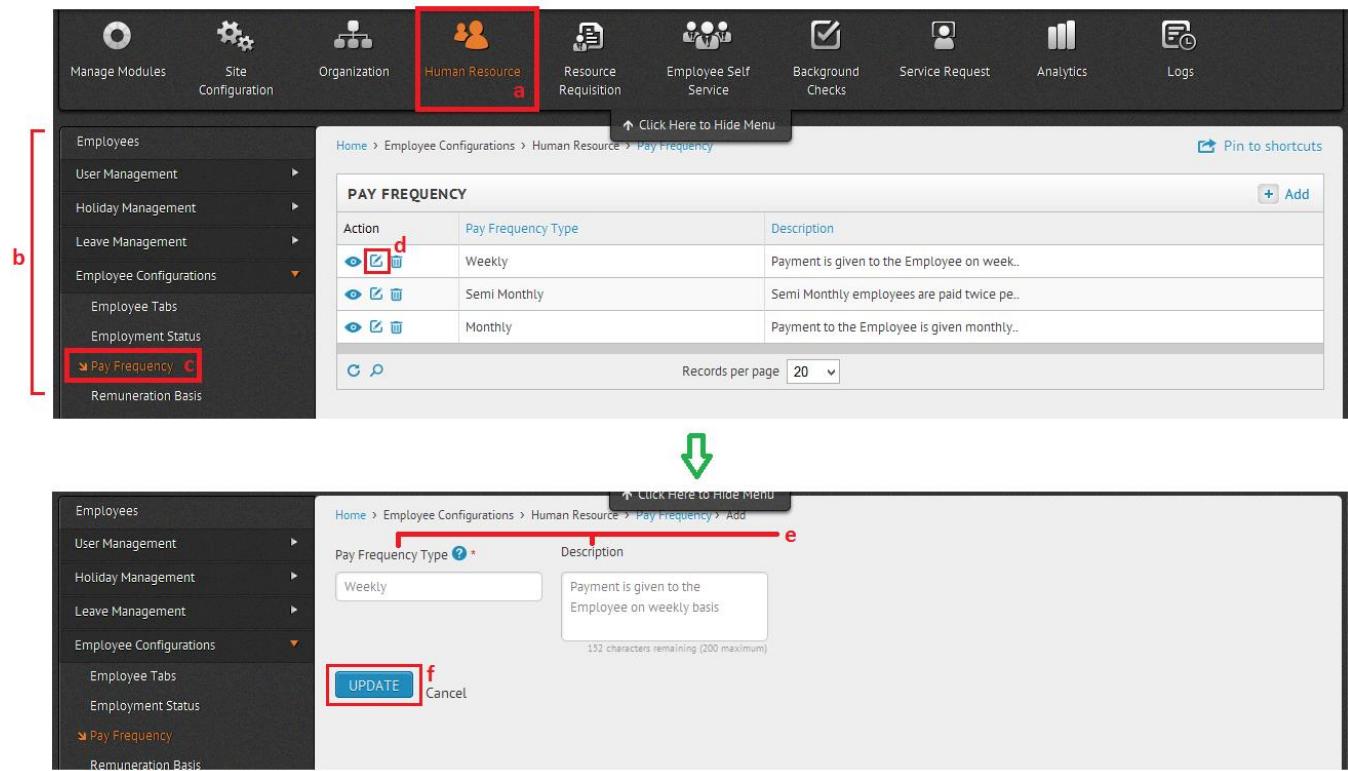
SAVE **Cancel**

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): Shows the main navigation bar with various icons and links. The "Human Resource" icon (a) is highlighted with a red box. The left sidebar (b) shows a tree view of configurations, with "Employee Configurations" expanded and "Pay Frequency" (c) selected, also highlighted with a red box. The main content area displays a table titled "PAY FREQUENCY" with three rows: "Weekly" (Payment is given to the Employee on week..), "Semi Monthly" (Semi Monthly employees are paid twice pe...), and "Monthly" (Payment to the Employee is given monthly..). A red box labeled "d" highlights the edit icon in the first row. A red bracket on the left side of the sidebar groups items "b" and "c".

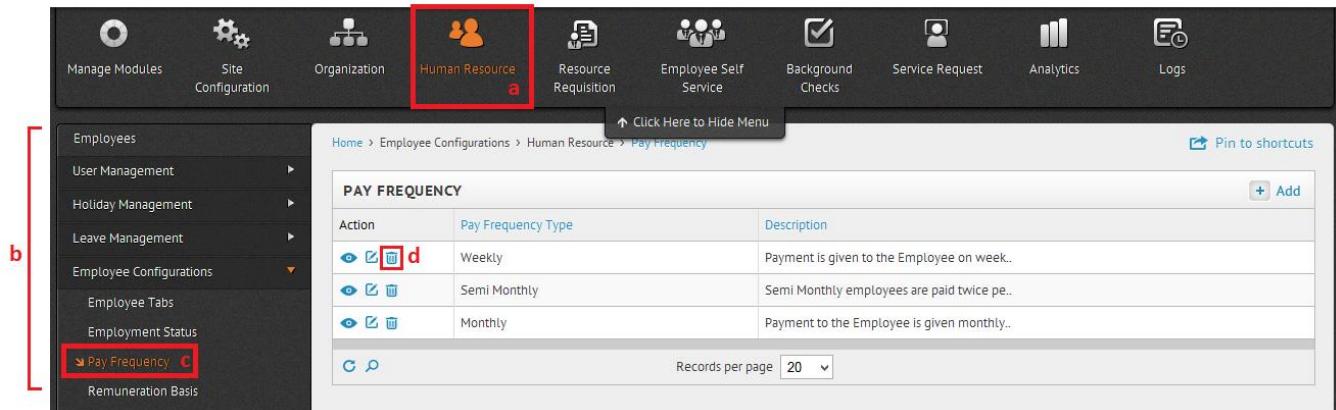
Screenshot 2 (Bottom): Shows a detailed view of the "Pay Frequency" configuration. The title bar says "Home > Employee Configurations > Human Resource > Pay Frequency > Add". The "Pay Frequency Type" field (e) contains "Weekly" and has a red box around it. The "Description" field contains "Payment is given to the Employee on weekly basis" and has a red box around it. Below these fields are "UPDATE" and "Cancel" buttons, with a red box around the "UPDATE" button (f).

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

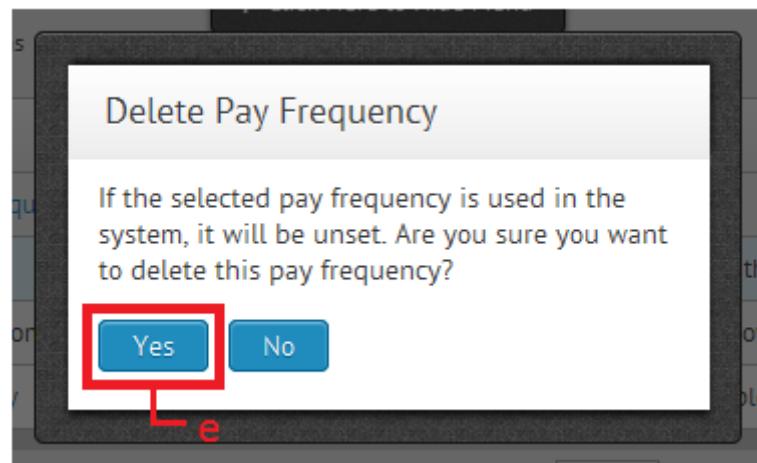
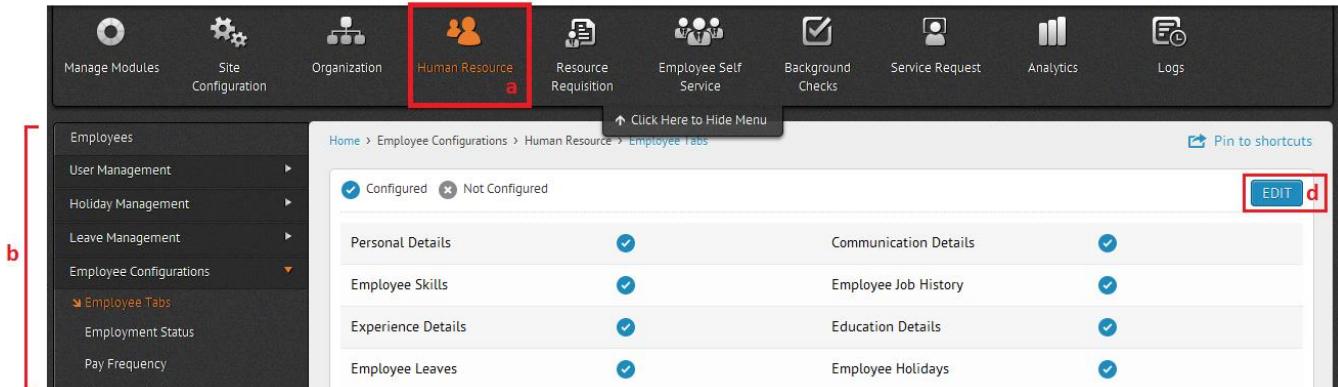


Figure 8

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

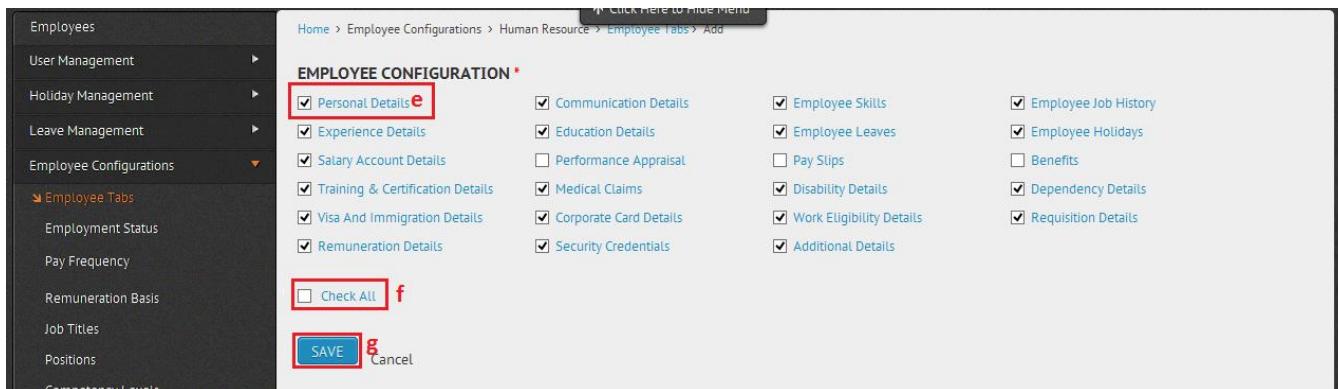


The screenshot shows the Sentrifugo web application. At the top, there is a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource (highlighted with a red box and labeled 'a'), Resource Requisition, Employee Self Service, Background Checks, Service Request, Analytics, and Logs. Below the navigation bar is a left sidebar with a red bracket 'b' pointing to the 'Employee Configurations' section. Under 'Employee Configurations', there are several options: Employees, User Management, Holiday Management, Leave Management, Employee Configurations (with 'Employee Tabs' expanded), Employment Status, and Pay Frequency. The main content area shows a list of employee tabs with checkboxes. A red box labeled 'd' highlights the 'EDIT' button. The list includes: Personal Details (checked), Communication Details (checked); Employee Skills (checked), Employee Job History (checked); Experience Details (checked), Education Details (checked); Employee Leaves (checked), Employee Holidays (checked).

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, there is a sidebar with the same menu structure as Figure 9. The main area is titled 'EMPLOYEE CONFIGURATION *'. It contains two columns of checkboxes. The first column includes: Personal Details (checked, highlighted with a red box 'e'), Experience Details, Salary Account Details, Training & Certification Details, Visa And Immigration Details, and Remuneration Details. The second column includes: Communication Details, Education Details, Performance Appraisal, Medical Claims, Corporate Card Details, Security Credentials, Employee Skills, Employee Leaves, Pay Slips, Disability Details, Work Eligibility Details, and Additional Details. Below these columns are two buttons: 'Check All' (unchecked) and 'SAVE' (highlighted with a red box 'g'). There is also a 'Cancel' button.

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

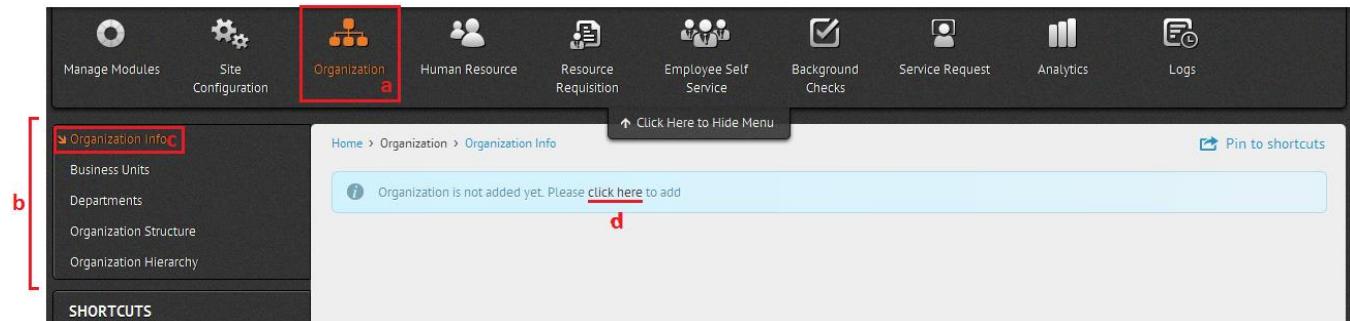
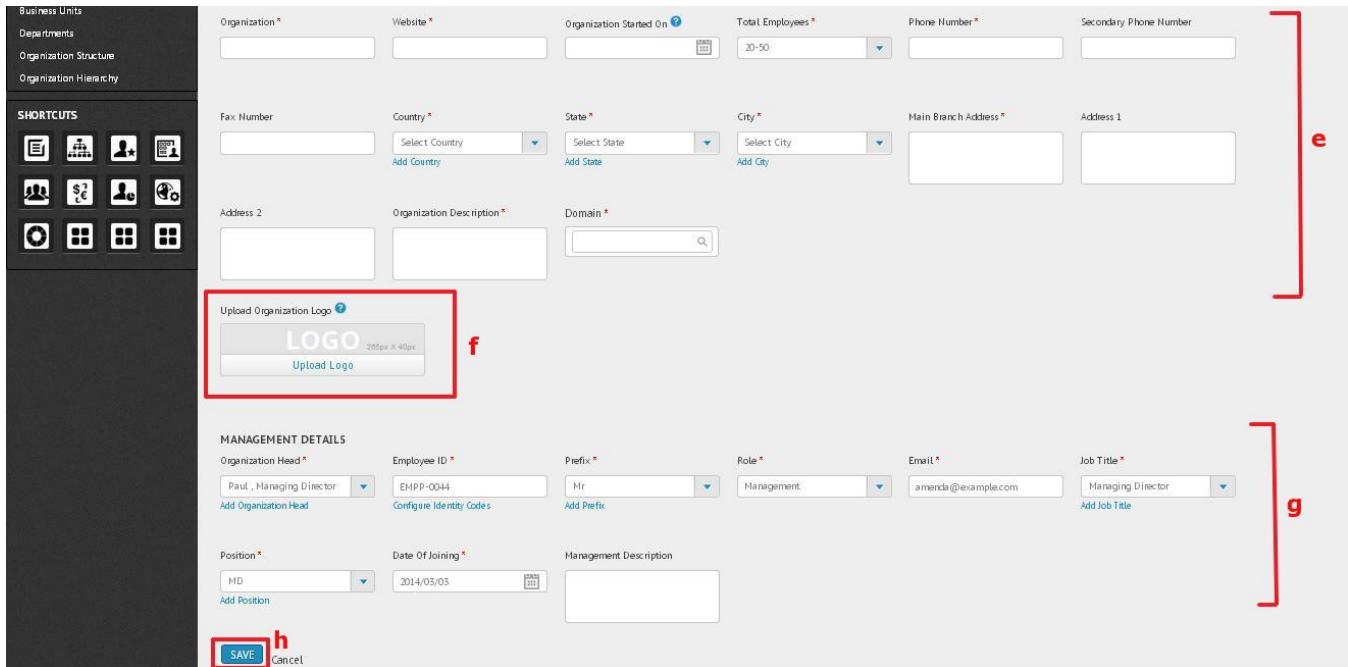


Figure 11

- 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:

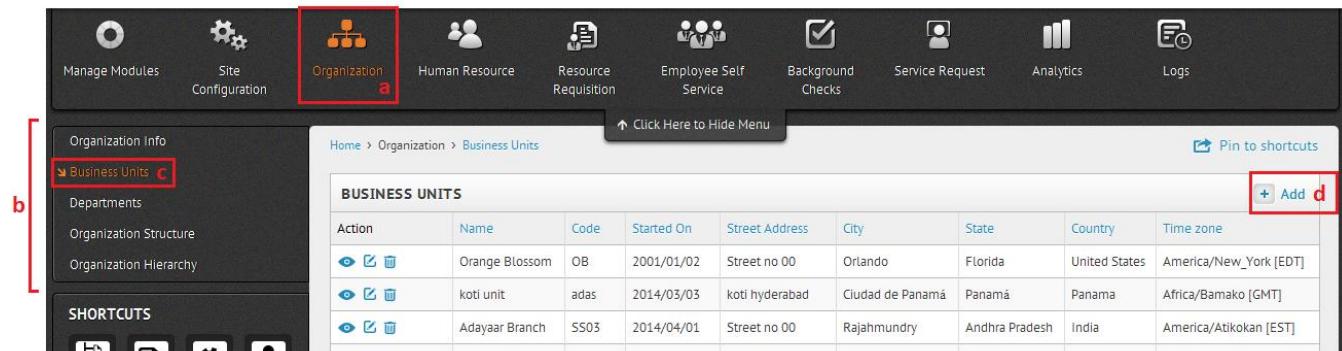
- SAVE
- Cancel

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

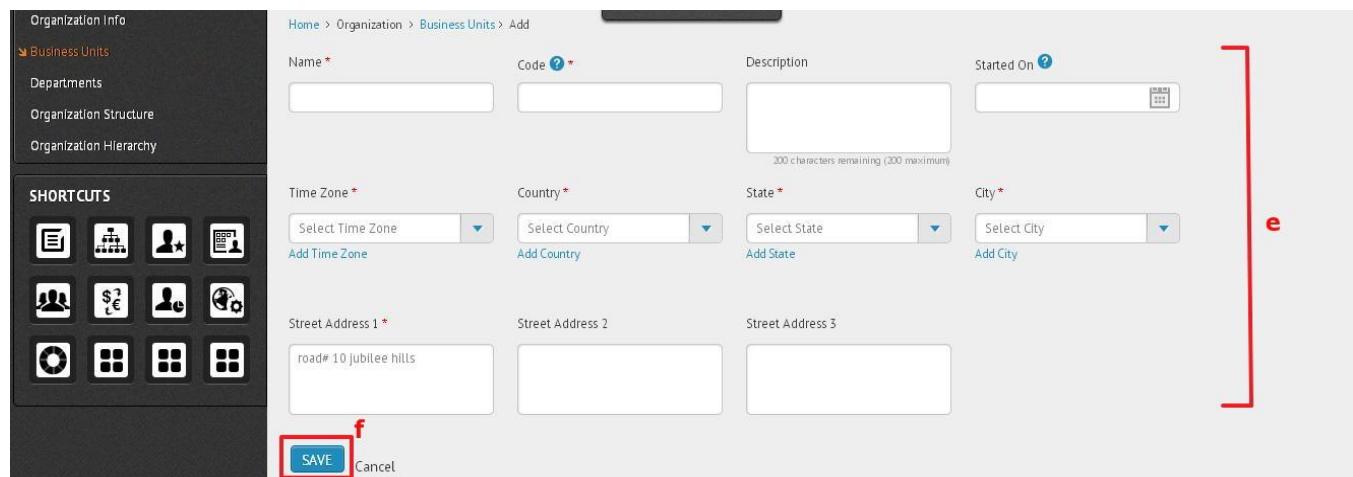
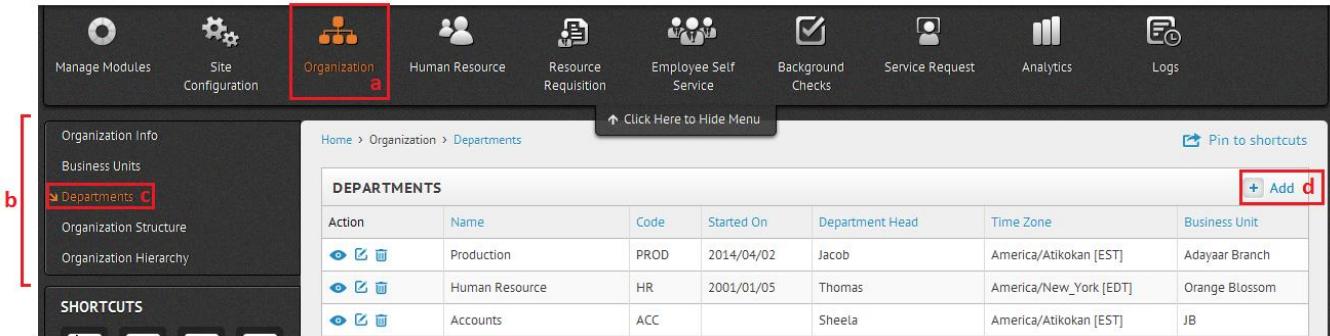


Figure 14

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]	Adayaar 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

↑ Click Here to Hide Menu

Home > Organization > Departments > Add

Department Name *	Business Unit	Department Code ? *	Department Head *
<input type="text"/>	No Business Unit	<input type="text"/>	Select Department Head
			Add Department Head
Started On ?	Time Zone *	Country *	State *
<input type="text"/>	Select Time Zone	Select Country	Select State
	Add Time Zone	Add Country	Add State
City *	Street Address 1 *	Street Address 2	Street Address 3
<input type="text"/>	road# 10 jubilee hills		
Description			
<input type="text"/> 300 characters remaining (300 maximum)			
<input type="button" value="SAVE"/> <input type="button" value="Cancel"/>			

e
e

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

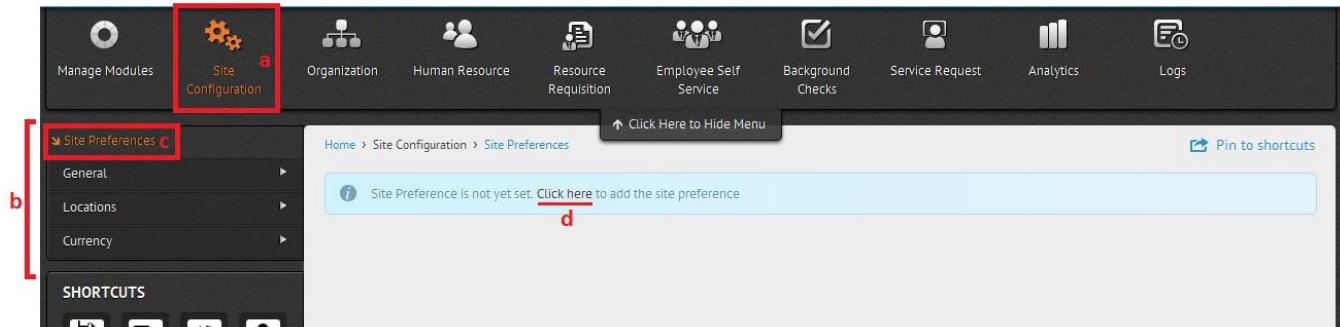
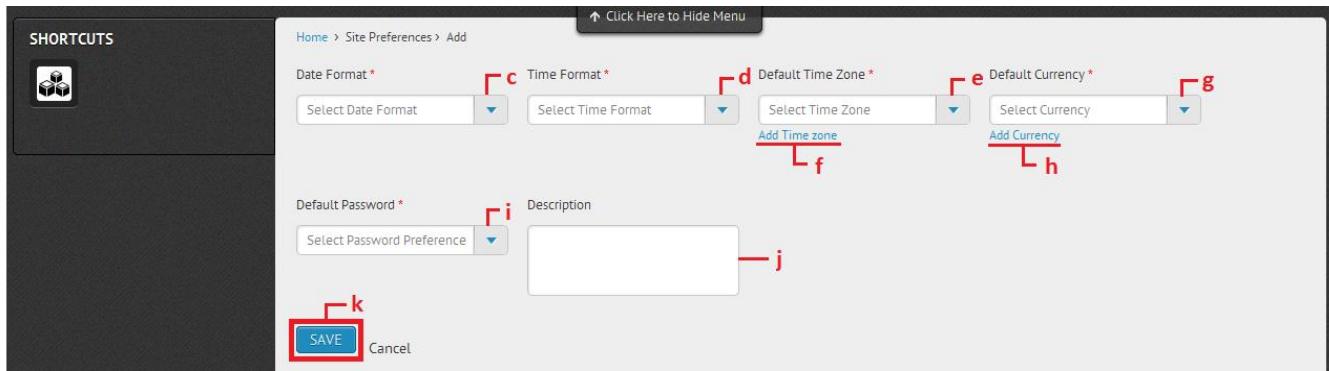


Figure 17

- 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



The screenshot shows the 'Site Preferences > Add' page. It includes the following fields:

- Date Format * (Select Date Format dropdown) - labeled 'c'
- Time Format * (Select Time Format dropdown) - labeled 'c'
- Default Time Zone * (Select Time Zone dropdown) - labeled 'd'
- Default Currency * (Select Currency dropdown) - labeled 'e'
- Add Time zone (button) - labeled 'f'
- Add Currency (button) - labeled 'g'
- Default Password * (Select Password Preference dropdown) - labeled 'i'
- Description (Text input field) - labeled 'j'
- SAVE (Blue button) - labeled 'k'
- Cancel (Text)

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

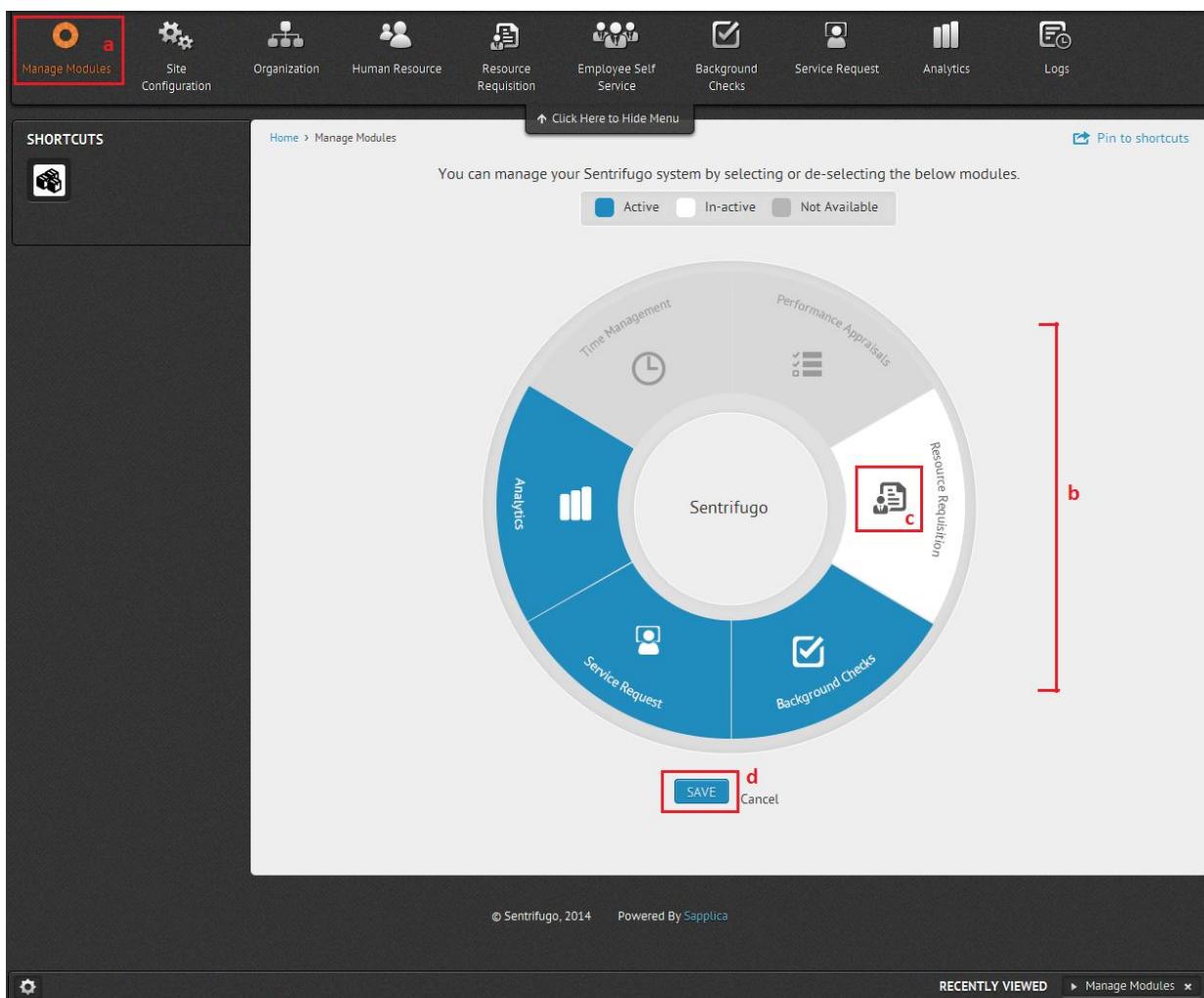
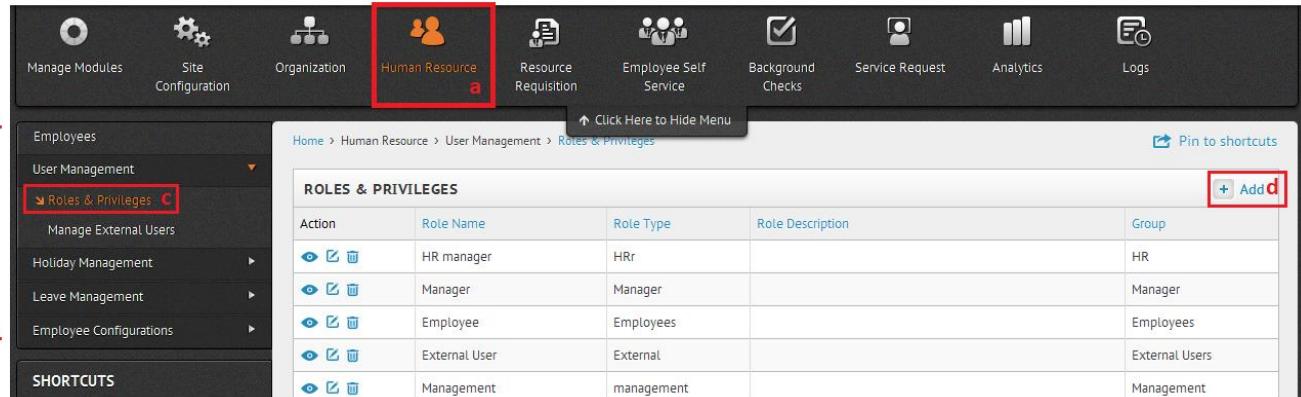


Figure 19

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 with the following structure:

- Employees
- User Management
 - Roles & Privileges** (highlighted with a red box and labeled 'c')
 - Manage External Users
 - Holiday Management
 - Leave Management
 - Employee Configurations
- SHORTCUTS

A red bracket labeled 'b' points to the 'User Management' section in the sidebar. A red box labeled 'c' points to the 'Roles & Privileges' item in the 'User Management' submenu. In the top right corner of the main content area, there is a button labeled '+ Add' which is also highlighted with a red box and labeled 'd'.

The main content area displays a table titled 'ROLES & PRIVILEGES' 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

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

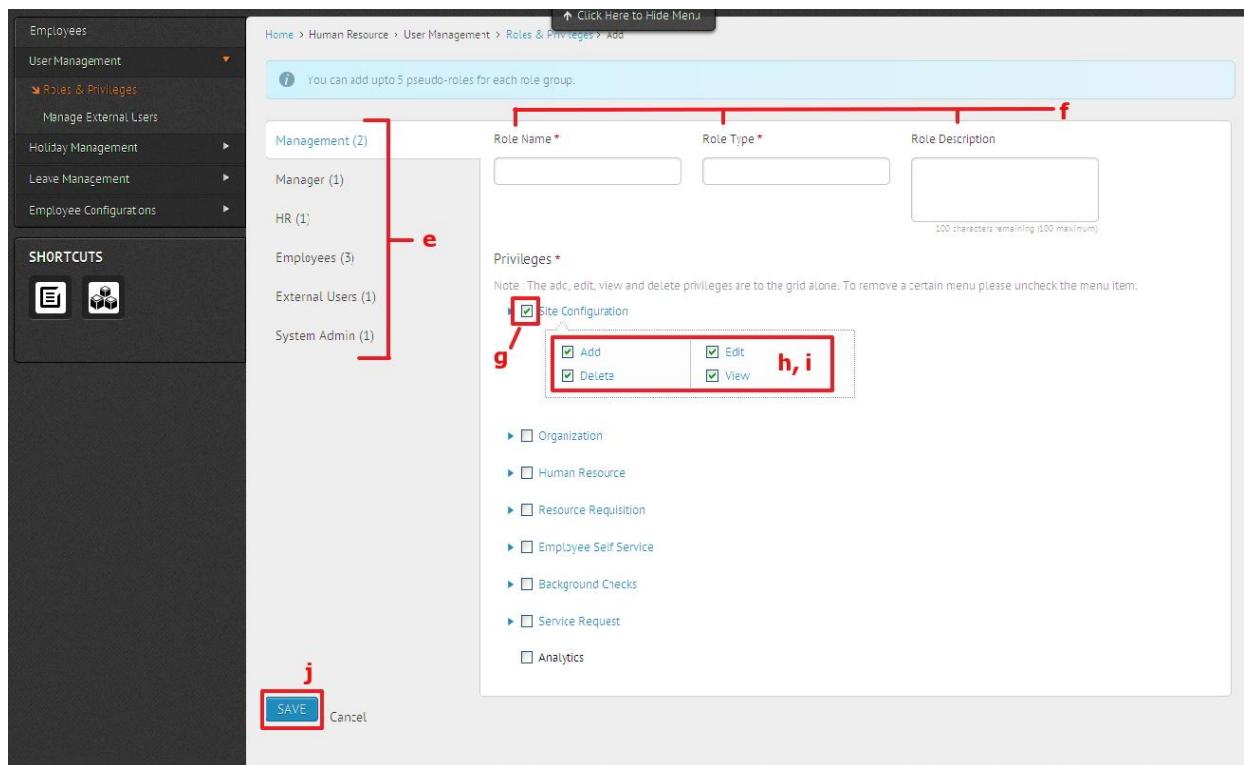
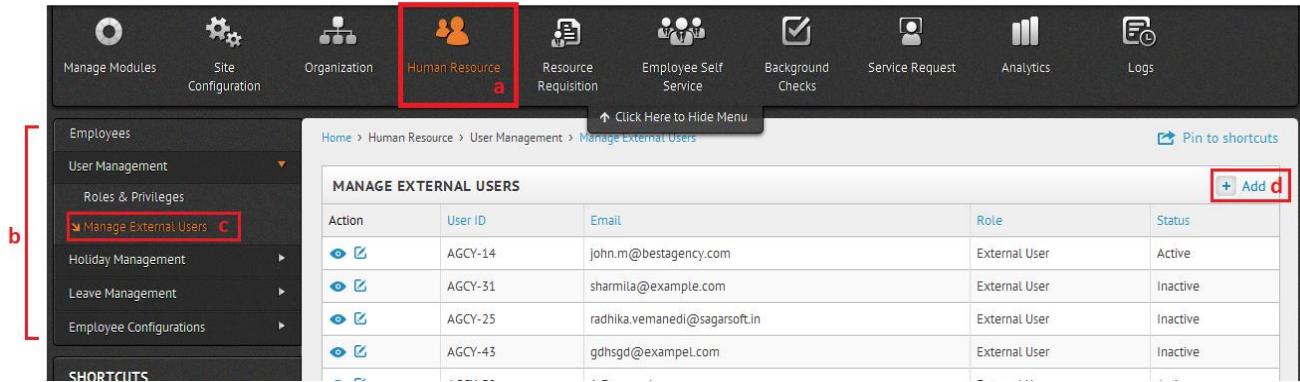


Figure 21

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

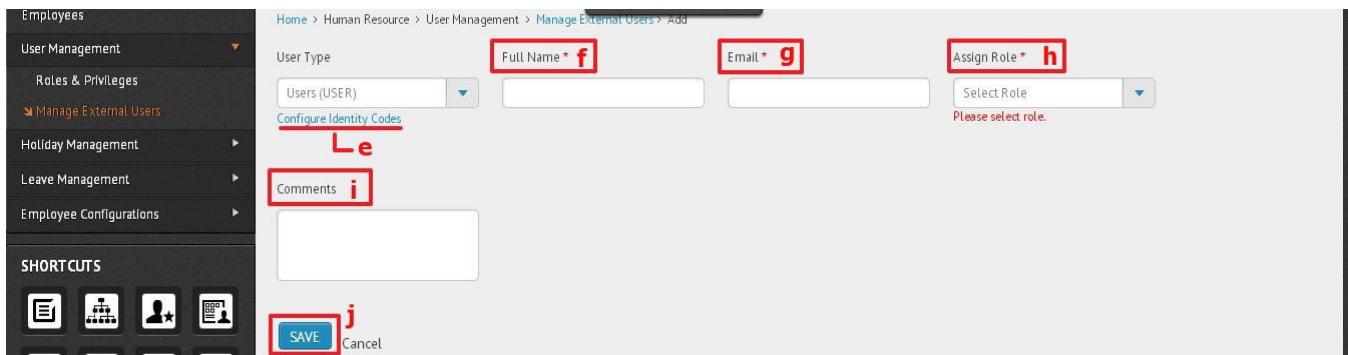


Action	User ID	Email	Role	Status
<input type="checkbox"/> <input checked="" type="checkbox"/>	AGCY-14	john.m@bestagency.com	External User	Active
<input type="checkbox"/> <input checked="" type="checkbox"/>	AGCY-31	sharmila@example.com	External User	Inactive
<input type="checkbox"/> <input checked="" type="checkbox"/>	AGCY-25	radhika.vemanedi@sagarsoft.in	External User	Inactive
<input type="checkbox"/> <input checked="" type="checkbox"/>	AGCY-43	gdhsqd@exampel.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



Employees

User Management

Roles & Privileges

Manage External Users

Holiday Management

Leave Management

Employee Configurations

SHORTCUTS

Full Name * f

Email * g

Assign Role * h
Select Role
Please select role.

Configure Identity Codes
Le

Comments i

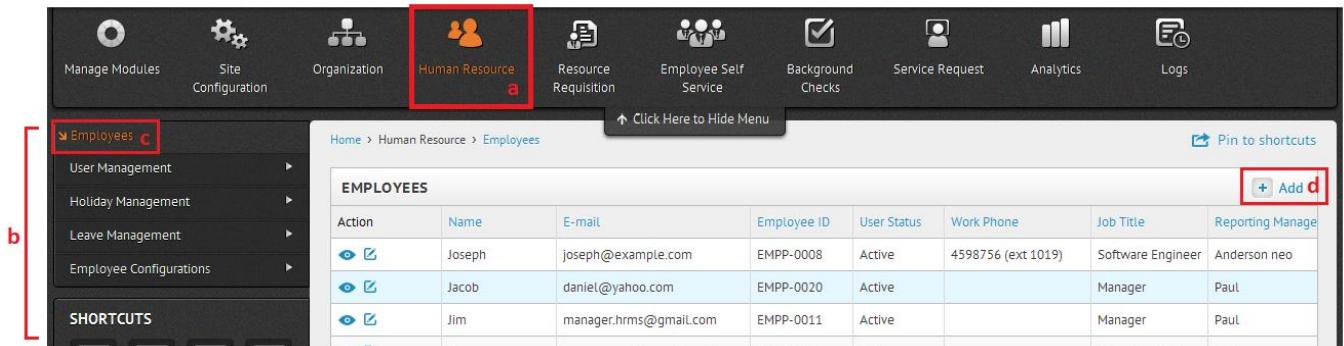
SAVE j Cancel

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 'b' pointing to it. The sidebar contains a 'User Management' section with 'Employees' (highlighted with a red box and labeled 'c') selected, and other sections like Holiday Management, Leave Management, and Employee Configurations. It also has a 'SHORTCUTS' section. In the center, there is a main content area titled 'EMPLOYEES'. At the top of this area is a header with 'EMPLOYEES' and an 'Add' button (highlighted with a red box and labeled 'd'). Below the header is a table with columns: Action, Name, E-mail, Employee ID, User Status, Work Phone, Job Title, and Reporting Manager. Three rows of employee data are listed: Joseph (EMPP-0008), Jacob (EMPP-0020), and Jim (EMPP-0011). A tooltip 'Click Here to Hide Menu' is visible above the sidebar.

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		Employee ID	Prefix *	Full Name *
Personal Details		EMPP-0045	Select Prefix	
Configure Identity Codes				
Communication Details				
Employee Skills	Mode of Employment *	Role *	Email *	
Employee Job History	Direct	Select Role		
Experience Details				
Education Details	Business Unit	Department ? *	Reporting Manager *	
Employee Leaves	No Business Unit	Select Department	Select Reporting Manager	
Employee Holidays				
Salary Account Details	Job Title *	Position ? *	Employment Status *	
Performance Appraisal	Select Job Title	Select Position	Select Employment Status	
Pay slips	Add Job Title	Add Position	Add Employment Status	
Benefits	Date of joining ? *	Date of leaving ?	Years of Experience	
Training & Certification Details	<input type="button" value="..."/>			
Medical Claims				
Disability Details	Extension	Work Telephone Number	Fax	
Dependency Details				
Visa & Immigration Details				
Corporate Card Details				
Work Eligibility Details				
<input style="border: 2px solid red; padding: 5px; margin-right: 10px;" type="button" value="SAVE"/> <input type="button" value="Cancel"/>				

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

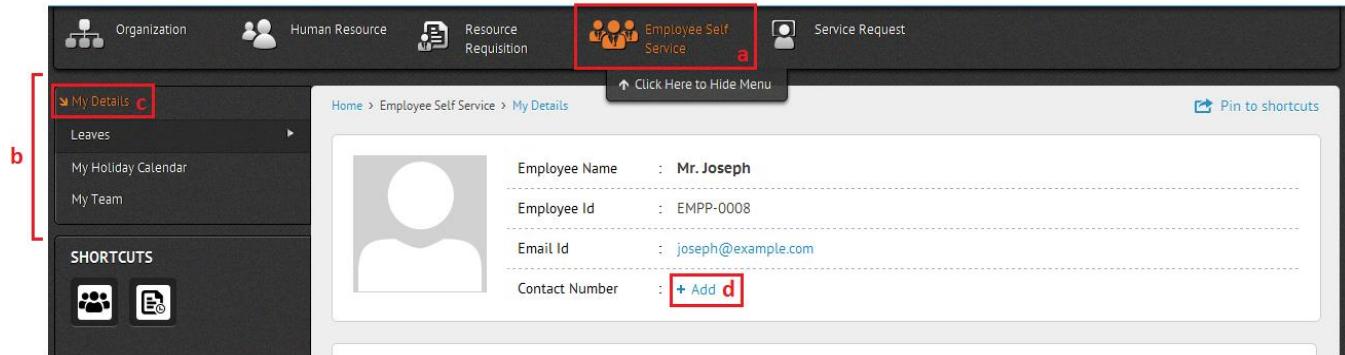


Figure 26

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

Refer Figure 27

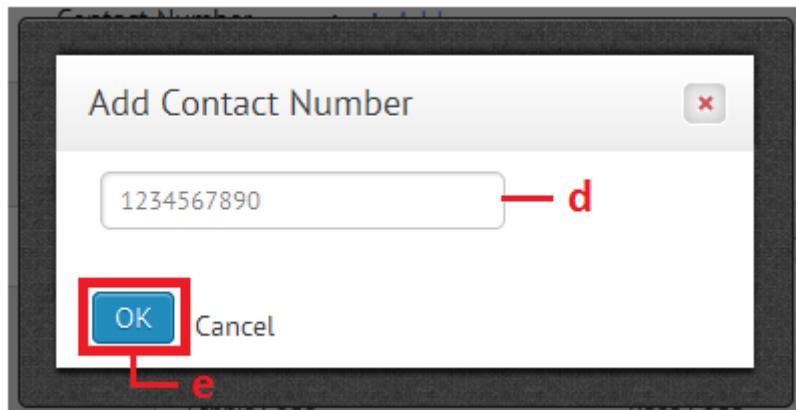
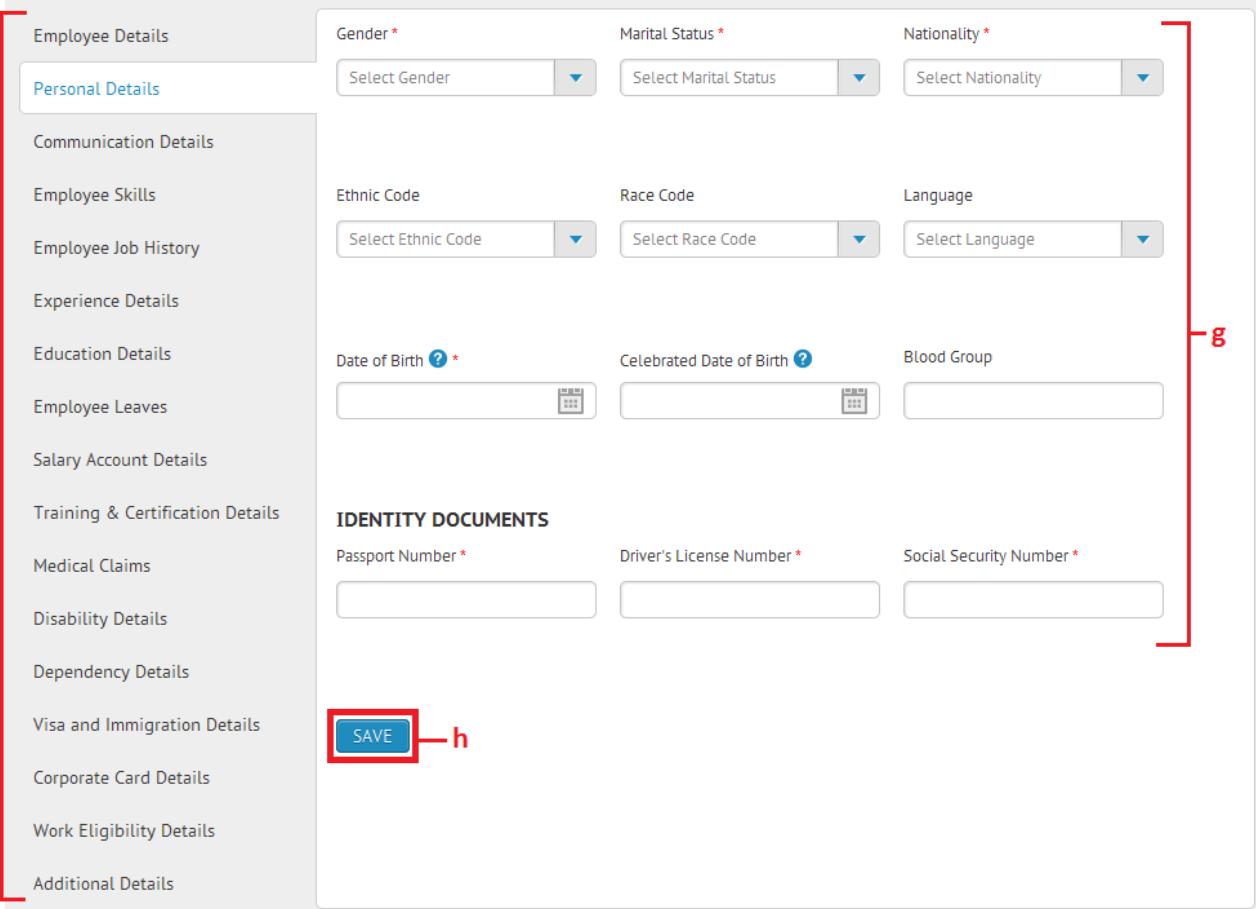


Figure 27

- 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



Employee Details

Personal Details	Gender * Select Gender	Marital Status * Select Marital Status	Nationality * Select Nationality
Communication Details	Ethnic Code Select Ethnic Code	Race Code Select Race Code	Language Select Language
Employee Skills	Date of Birth ? *	Celebrated Date of Birth ?	Blood Group
Employee Job History	<input type="text"/>		
Experience Details	<input type="text"/>		
Education Details	<input type="text"/>		
Employee Leaves	<input type="text"/>		
Salary Account Details	<input type="text"/>		
Training & Certification Details	<input type="text"/>		
Medical Claims	Passport Number *	Driver's License Number *	Social Security Number *
Disability Details	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dependency Details	<input type="text"/>		
Visa and Immigration Details	<input type="text"/>		
Corporate Card Details	<input type="text"/>		
Work Eligibility Details	<input type="text"/>		
Additional Details	<input type="text"/>		

IDENTITY DOCUMENTS

Passport Number *	Driver's License Number *	Social Security Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

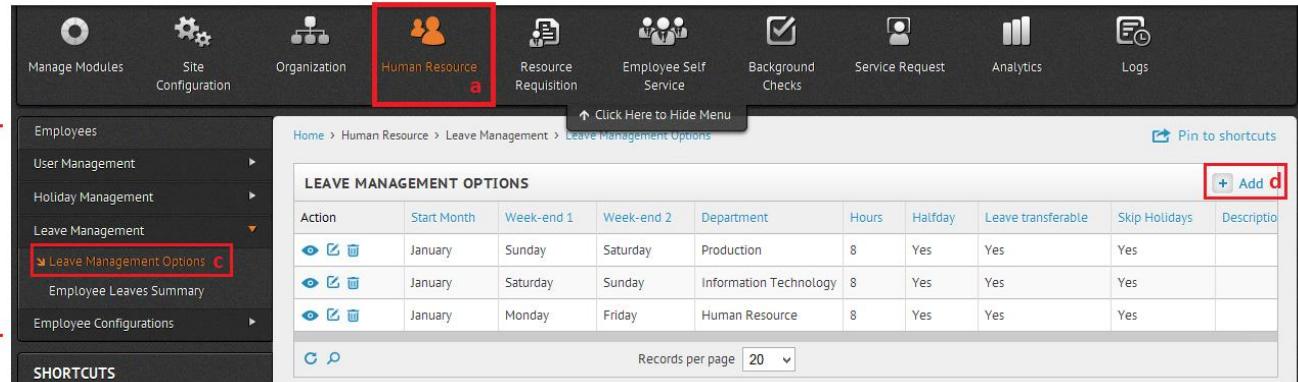
SAVE h

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

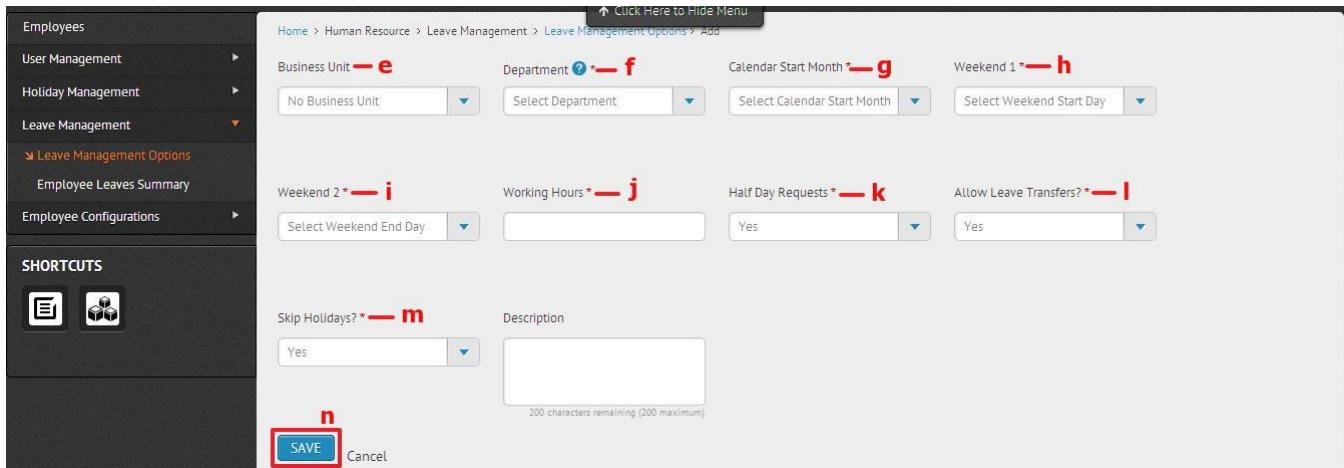


Action	Start Month	Week-end 1	Week-end 2	Department	Hours	Halfday	Leave transferable	Skip Holidays	Description
	January	Sunday	Saturday	Production	8	Yes	Yes	Yes	
	January	Saturday	Sunday	Information Technology	8	Yes	Yes	Yes	
	January	Monday	Friday	Human Resource	8	Yes	Yes	Yes	

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



Employees

User Management

Holiday Management

Leave Management

Leave Management Options

Employee Leaves Summary

Employee Configurations

SHORTCUTS

Business Unit — e Department f Calendar Start Month g Weekend 1 h

No Business Unit Select Department Select Calendar Start Month Select Weekend Start Day

Weekend 2 i Working Hours j Half Day Requests k Allow Leave Transfers l

Select Weekend End Day Yes Yes

Skip Holidays m Description

Yes

200 characters remaining (200 maximum)

SAVE n Cancel

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

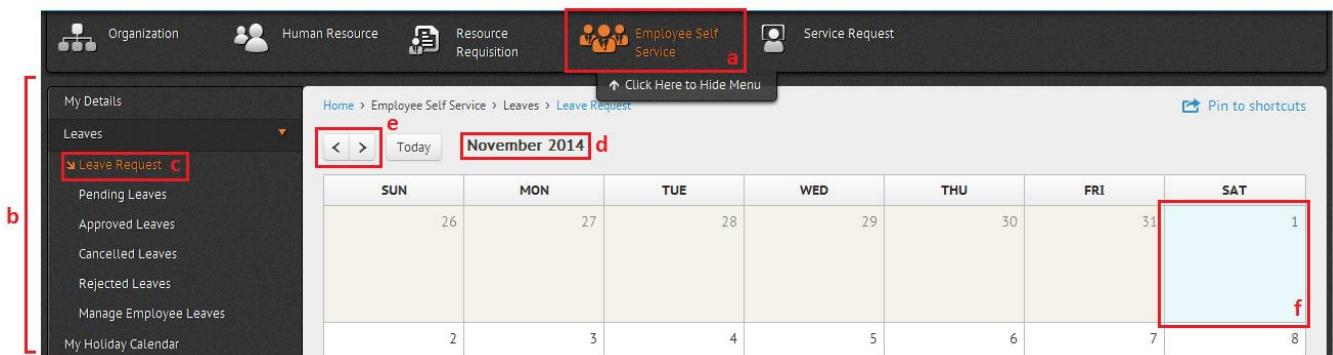


Figure 31

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

Refer Figure 32

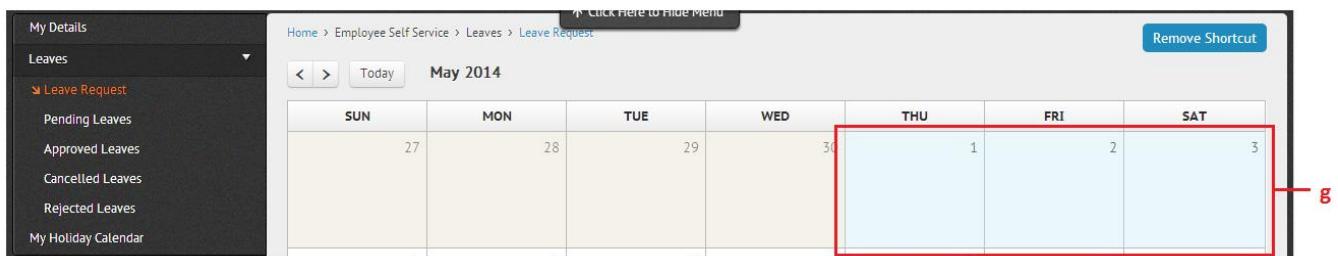


Figure 32

- 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		

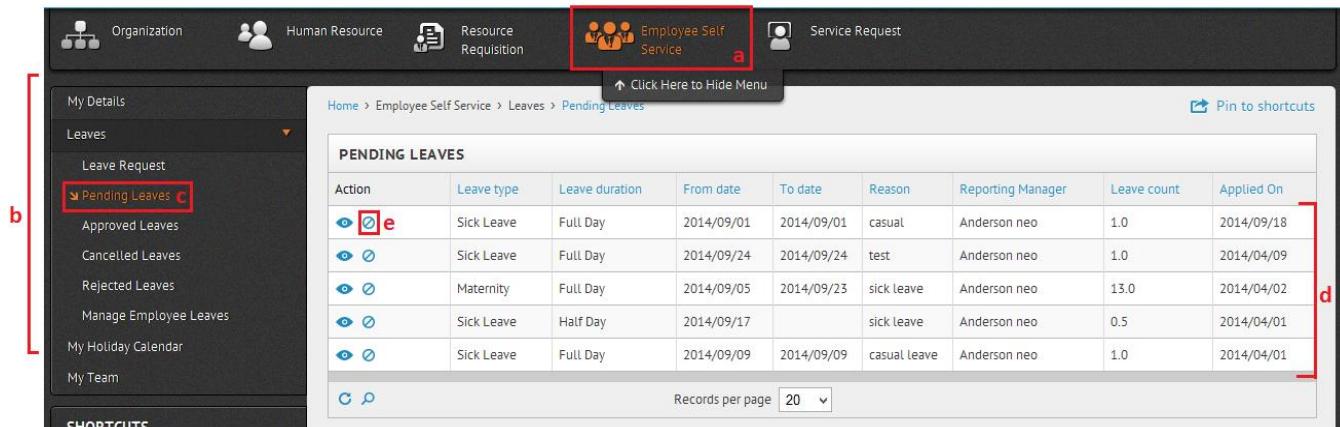
A red bracket labeled 'h' spans from the 'Leave Type' dropdown to the 'To' date input field. A red bracket labeled 'i' spans from the 'Leave' dropdown to the 'From' date input field. A red bracket labeled 'j' spans from the 'Number of days' input field to the 'Reporting Manager' input field.

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

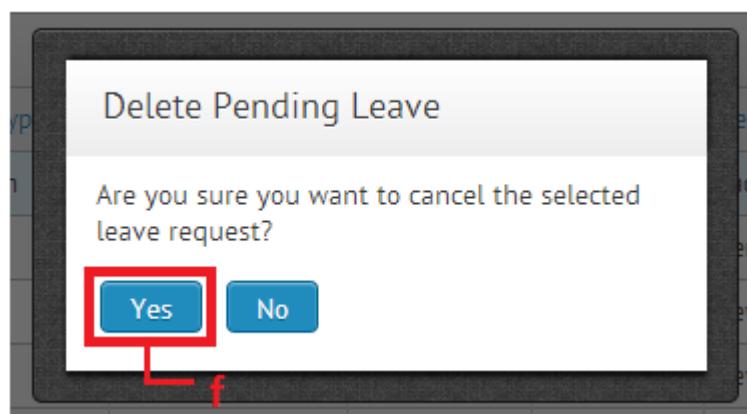
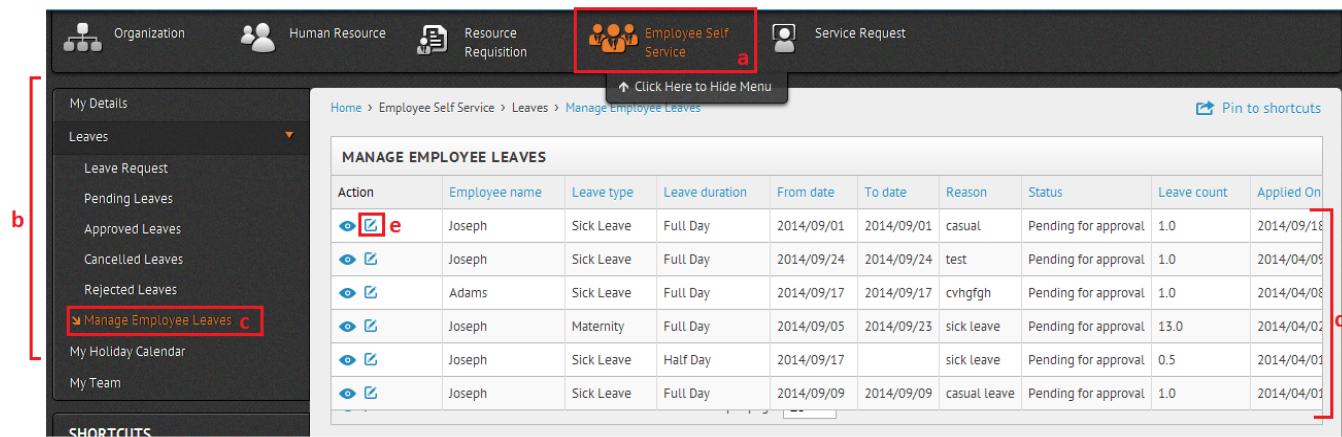


Figure 35

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



Action	Employee name	Leave type	Leave duration	From date	To date	Reason	Status	Leave count	Applied On
	Joseph	Sick Leave	Full Day	2014/09/01	2014/09/01	casual	Pending for approval	1.0	2014/09/18
	Joseph	Sick Leave	Full Day	2014/09/24	2014/09/24	test	Pending for approval	1.0	2014/04/09
	Adams	Sick Leave	Full Day	2014/09/17	2014/09/17	cvhgfhg	Pending for approval	1.0	2014/04/08
	Joseph	Maternity	Full Day	2014/09/05	2014/09/23	sick leave	Pending for approval	13.0	2014/04/02
	Joseph	Sick Leave	Half Day	2014/09/17		sick leave	Pending for approval	0.5	2014/04/01
	Joseph	Sick Leave	Full Day	2014/09/09	2014/09/09	casual leave	Pending for approval	1.0	2014/04/01

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

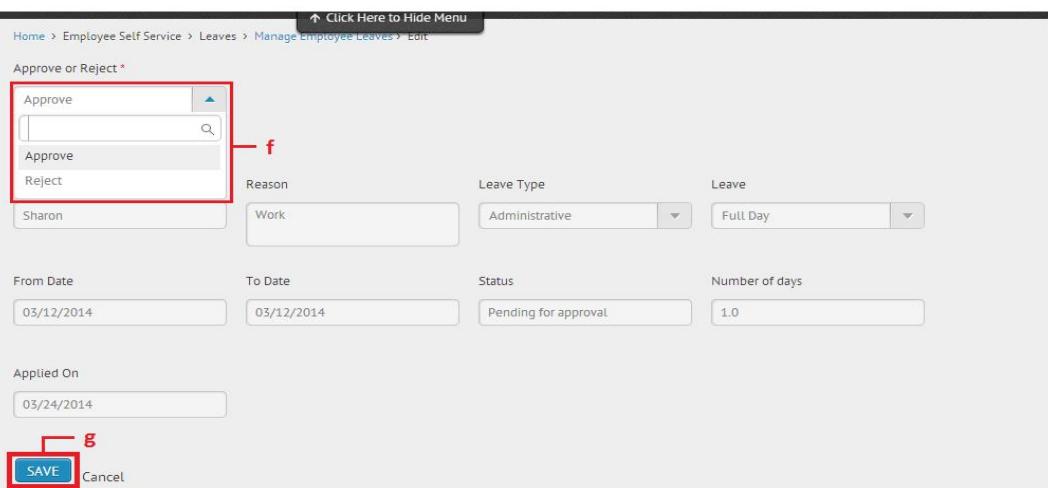
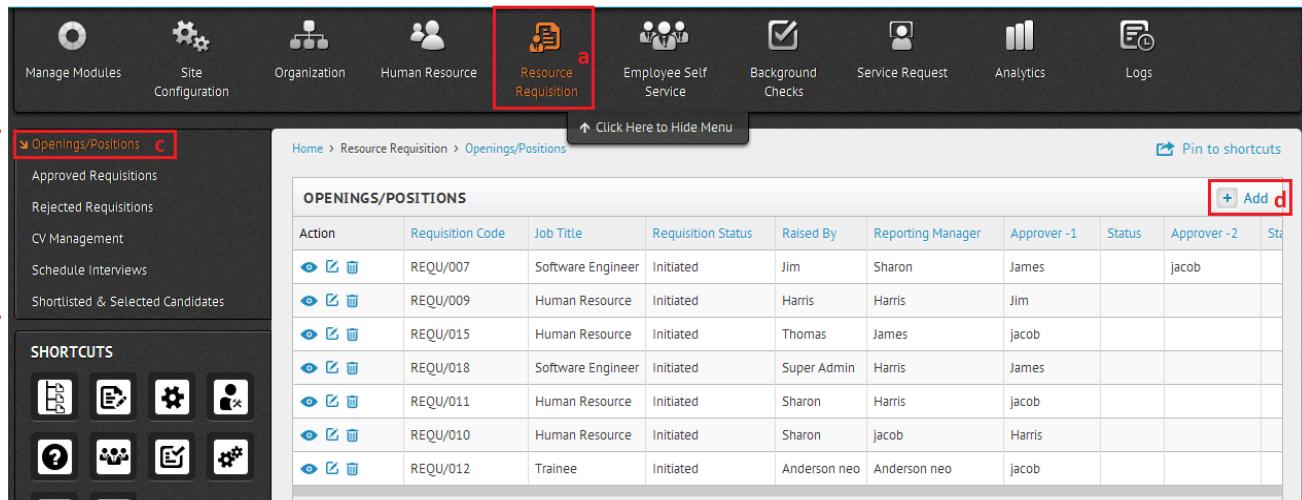


Figure 37

How do I Raise a Resource Requisition:

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

Refer Figure 38



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

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

Refer Figure 39

Openings/Positions

Approved Requisitions
Rejected Requisitions
CV Management
Scheduled Interviews
Shortlisted & Selected Candidates

SHORTCUTS

Click Here to Hide Menu

Home > Resource Requisition > Openings/Positions > Add

Requisition ID *	Due Date ? *	Business Unit	Department *
REQU/017		No Business Unit	Select Department
Job Title *	Position *	Reporting Manager *	Required no. of Positions *
Select Job Title	Select Position	Select Reporting Manager	
Add Job Title	Add Position		
Job Description	Required Skills *	Additional Information	Required Qualification *
Required Experience Range ? *	Employment Status *	Priority *	Requisition Status *
	Select Employment Status	Select Priority	Initiated
Add Employment Status			
Approver -1 *	Approver -2	Approver -3	
Select Approver -1	Select Approver -2	Select Approver -3	
<input type="button" value="SAVE"/> <input type="button" value="Cancel"/>			

e

f

g

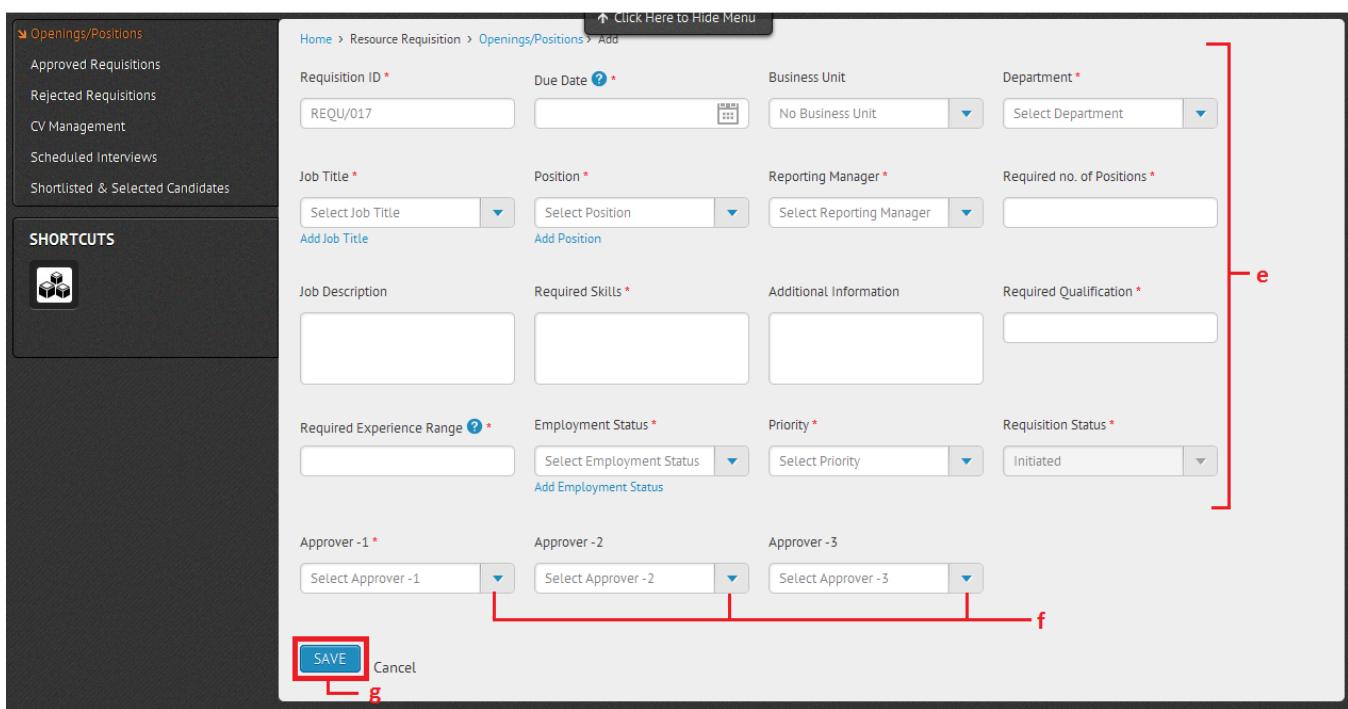
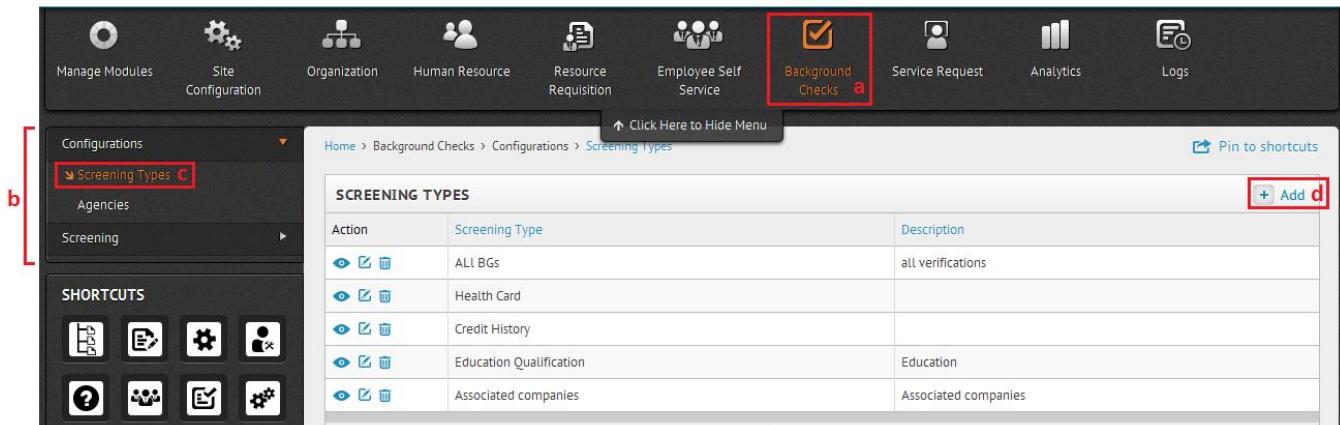


Figure 39

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

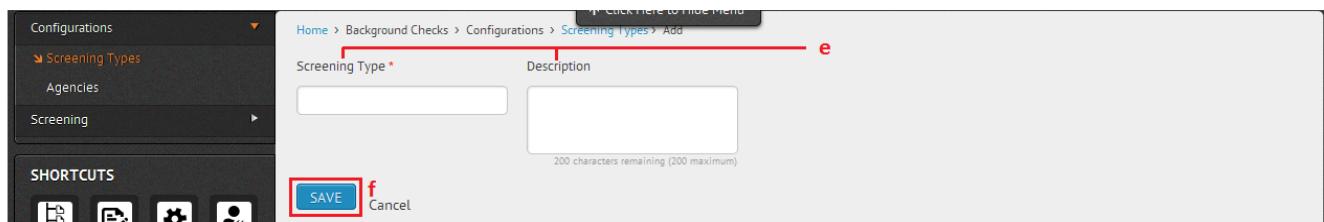


Action	Screening Type	Description
	ALL BGs	all verifications
	Health Card	
	Credit History	
	Education Qualification	Education
	Associated companies	Associated companies

Figure 40

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

Refer Figure 41



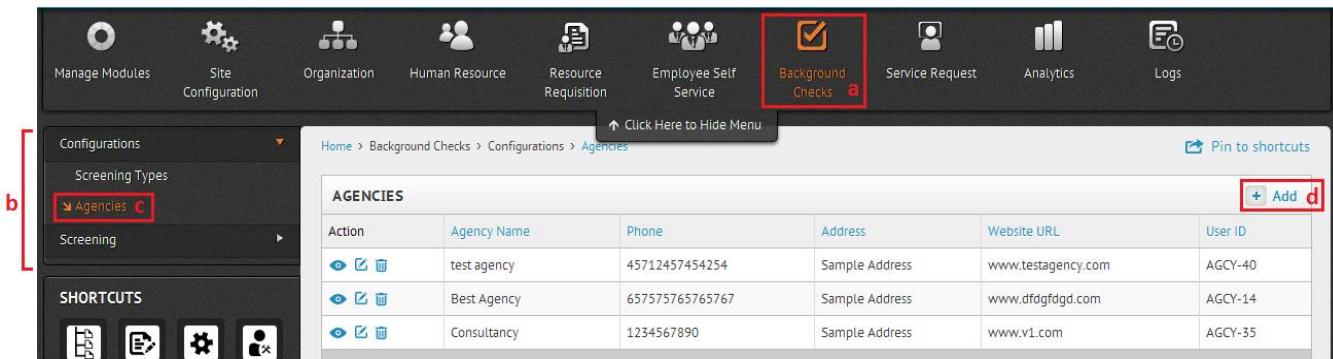
Screening Type *	Description
<input type="text"/>	<input type="text"/>
200 characters remaining (200 maximum)	

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 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, a breadcrumb trail indicates the current location: Home > Background Checks > Configurations > Agencies. To the right of the breadcrumb trail is a 'Pin to shortcuts' button. On the left side, there is a sidebar with sections for Configurations, Screening Types (with 'Agencies' highlighted with a red box and labeled 'c'), and Shortcuts, each containing several icons. The main content area is titled 'AGENCIES' and contains a table with three rows of agency 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

↑ Click Here to Hide Menu

Home > Background Checks > Configurations > Agencies > Add

Agency Name *	Website URL *	Primary Phone *	Secondary Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Screening Type *

Add Screening Type

Address *

POC DETAILS

Contact 1	First Name *	Last Name *	Mobile *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail *	Location *	Country *	
<input type="text"/>	<input type="text"/>	Select Country <input type="button"/>	
<input type="button"/> Add Country			
State *	City *	Contact type *	
Select State <input type="button"/>	Select City <input type="button"/>	Primary <input type="button"/>	
<input type="button"/> Add State	<input type="button"/> Add City	<input type="button"/>	
Contact type *			
Select Role <input type="button"/>			

SAVE Cancel

e

f

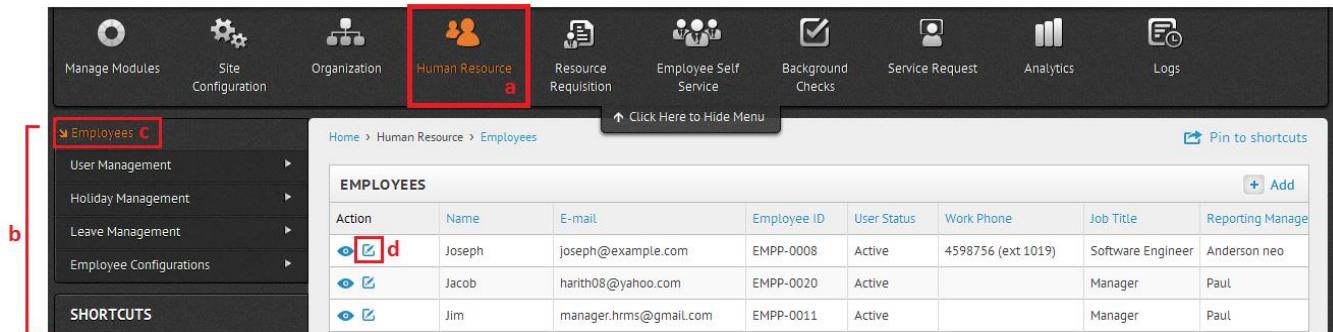
g

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

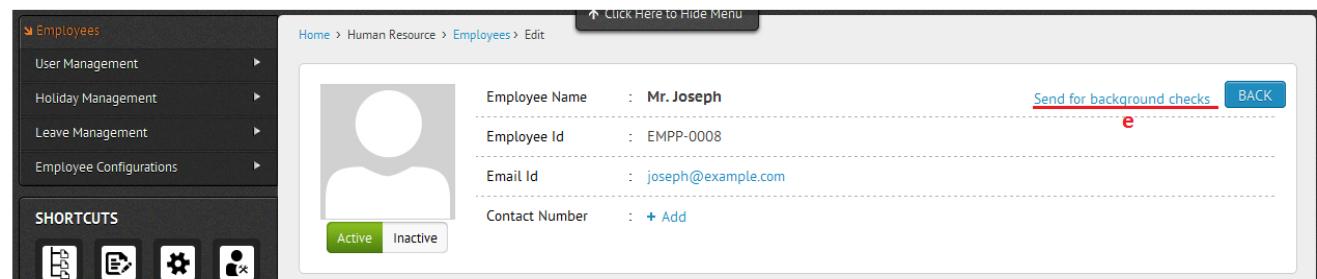


Action	Name	E-mail	Employee ID	User Status	Work Phone	Job Title	Reporting Manager
d	Joseph	joseph@example.com	EMPP-0008	Active	4598756 (ext 1019)	Software Engineer	Anderson neo
	Jacob	harith08@yahoo.com	EMPP-0020	Active		Manager	Paul
	Jim	manager.hrms@gmail.com	EMPP-0011	Active		Manager	Paul

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

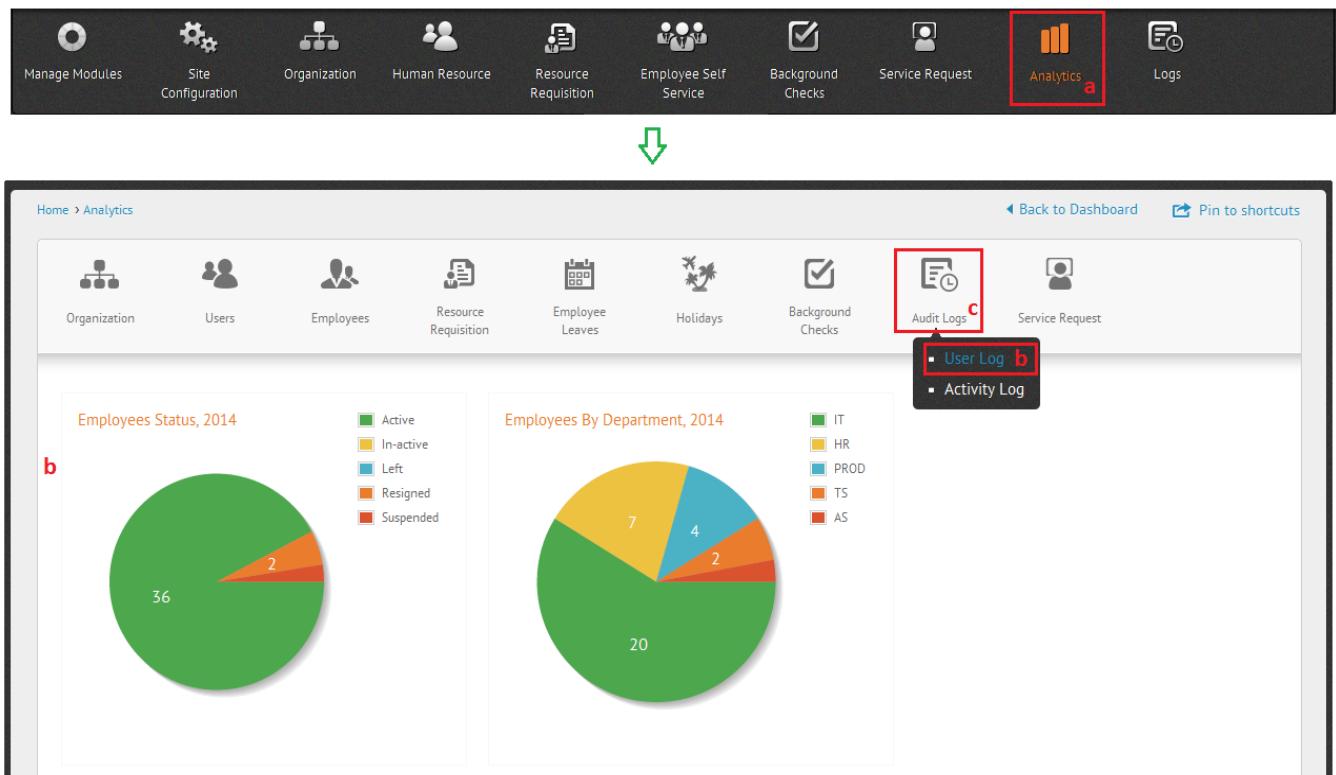
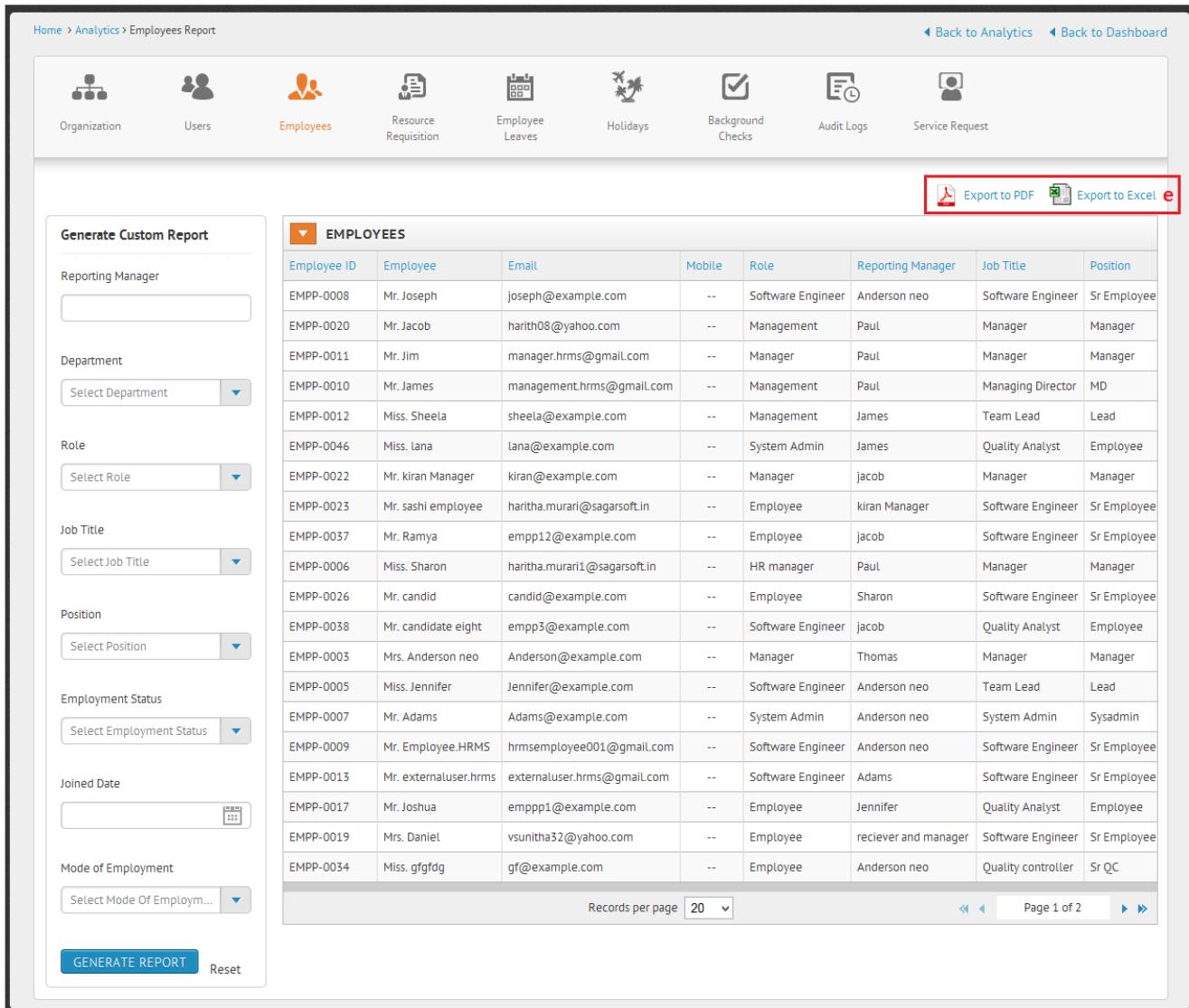


Figure 46

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

Refer Figure 47



The screenshot shows the 'Employees Report' section of the Sentrifugo interface. At the top, there are navigation links: Home, Analytics, Employees Report, Back to Analytics, and Back to Dashboard. Below the navigation is a horizontal menu bar with icons for Organization, Users, Employees (highlighted in orange), Resource Requisition, Employee Leaves, Holidays, Background Checks, Audit Logs, and Service Request.

On the left, a 'Generate Custom Report' sidebar contains dropdown menus for Reporting Manager, Department, Role, Job Title, Position, Employment Status, Joined Date, and Mode of Employment, each with a 'Select' button. At the bottom of this sidebar are 'GENERATE REPORT' and 'Reset' buttons.

The main area displays a table titled 'EMPLOYEES' with 34 rows of data. The columns are: Employee ID, Employee, Email, Mobile, Role, Reporting Manager, Job Title, and Position. The data includes various employees with their respective details like email, mobile number, role, and reporting manager. The last two rows of the table are shaded grey.

At the bottom right of the table area, there are buttons for 'Records per page' (set to 20), 'Page 1 of 2', and navigation arrows. Above the table, there are two red-bordered buttons: 'Export to PDF' and 'Export to Excel'.

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

◀ Back to Analytics ▶ Back to Dashboard

Organization Users **Employees** Resource Requisition Employee Leaves Holidays Background Checks Audit Logs Service Request

 Export to PDF  Export to Excel

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	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. grfgfdg	gf@example.com	--	Employee	Anderson neo	Quality controller	Sr QC

Records per page: 20 | Page 1 of 2

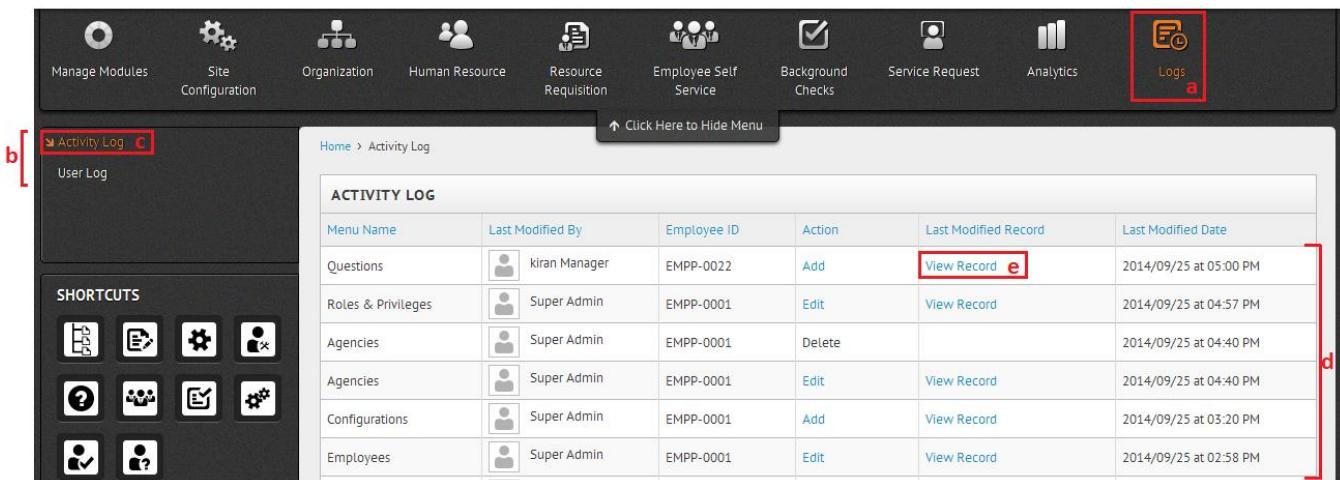
f **GENERATE REPORT** **g** Reset

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



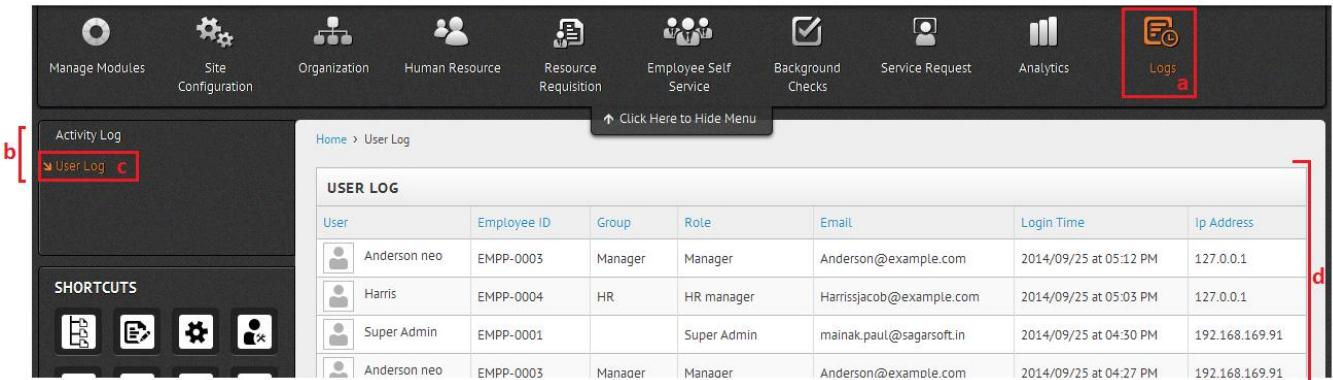
Menu Name	Last Modified By	Employee ID	Action	Last Modified Record	Last Modified Date
Questions	kiran Manager	EMPP-0022	Add	View Record	2014/09/25 at 05:00 PM
Roles & Privileges	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 04:57 PM
Agencies	Super Admin	EMPP-0001	Delete		2014/09/25 at 04:40 PM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

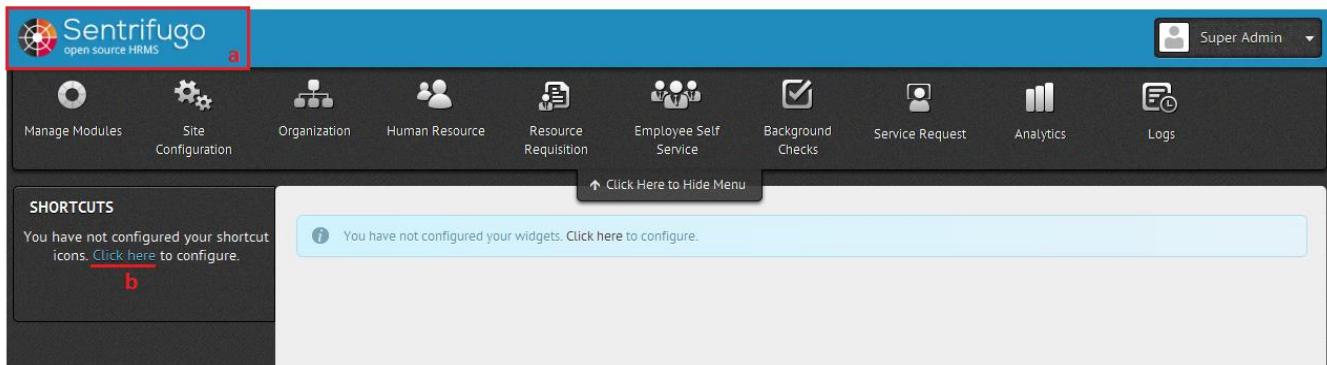


Figure 51

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

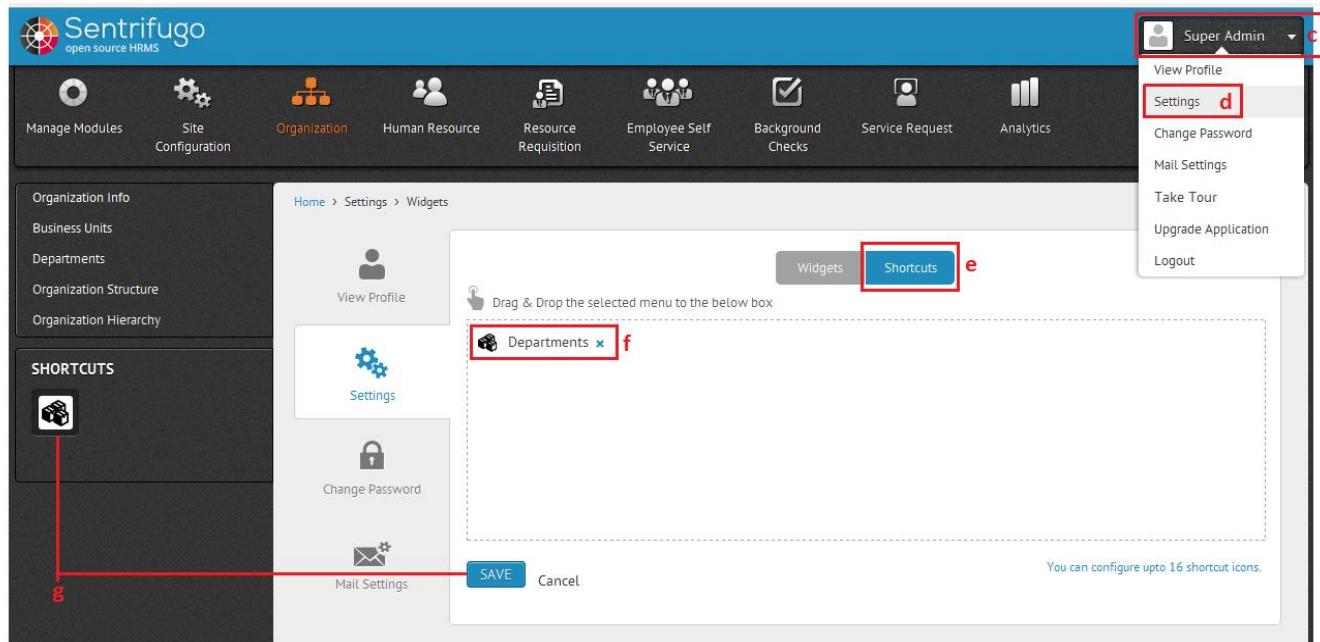
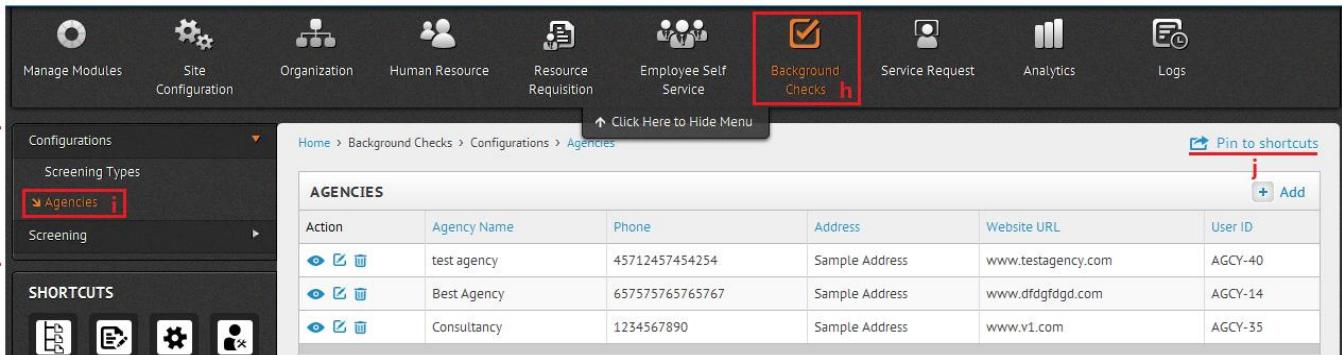


Figure 52

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



The screenshot shows the Sentrifugo application interface. At the top, there is a navigation bar with various modules: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks (which is highlighted with a red box), Service Request, Analytics, and Logs. Below the navigation bar is a breadcrumb trail: Home > Background Checks > Configurations > Agencies. To the right of the breadcrumb trail is a link to 'Click Here to Hide Menu'. On the far right, there is a 'Pin to shortcuts' button with a red box around it and a letter 'j' above it. On the left side, there is a sidebar with sections for Configurations, Screening Types (with 'Agencies' highlighted with a red box and a letter 'i' above it), and Screening. Below these is a 'SHORTCUTS' section with four icons. The main content area is titled 'AGENCIES' and contains a table with three rows of data:

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:

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

Refer figure 54

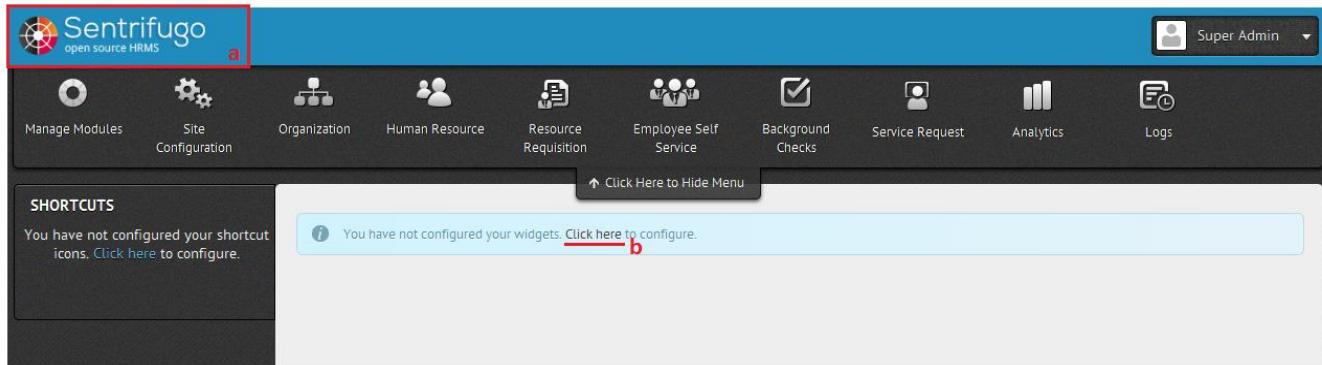


Figure 54

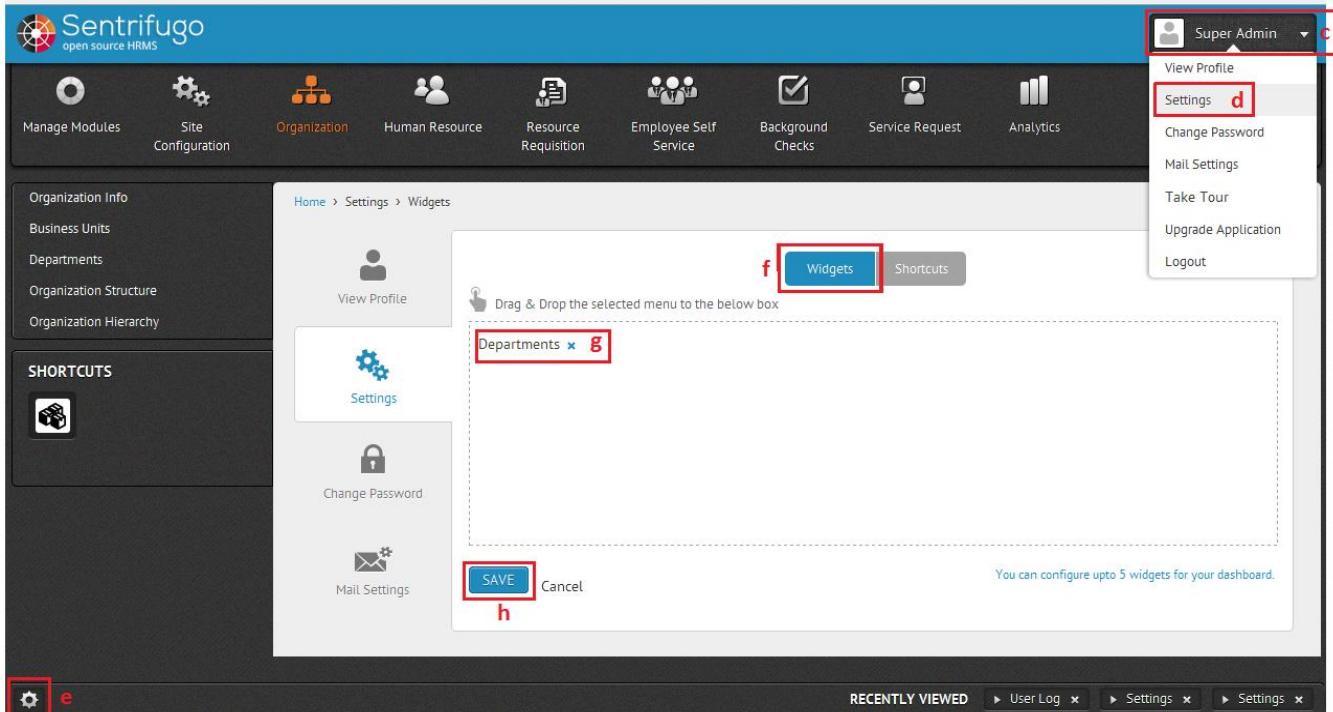
Or

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

Or

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

Refer Figure 55



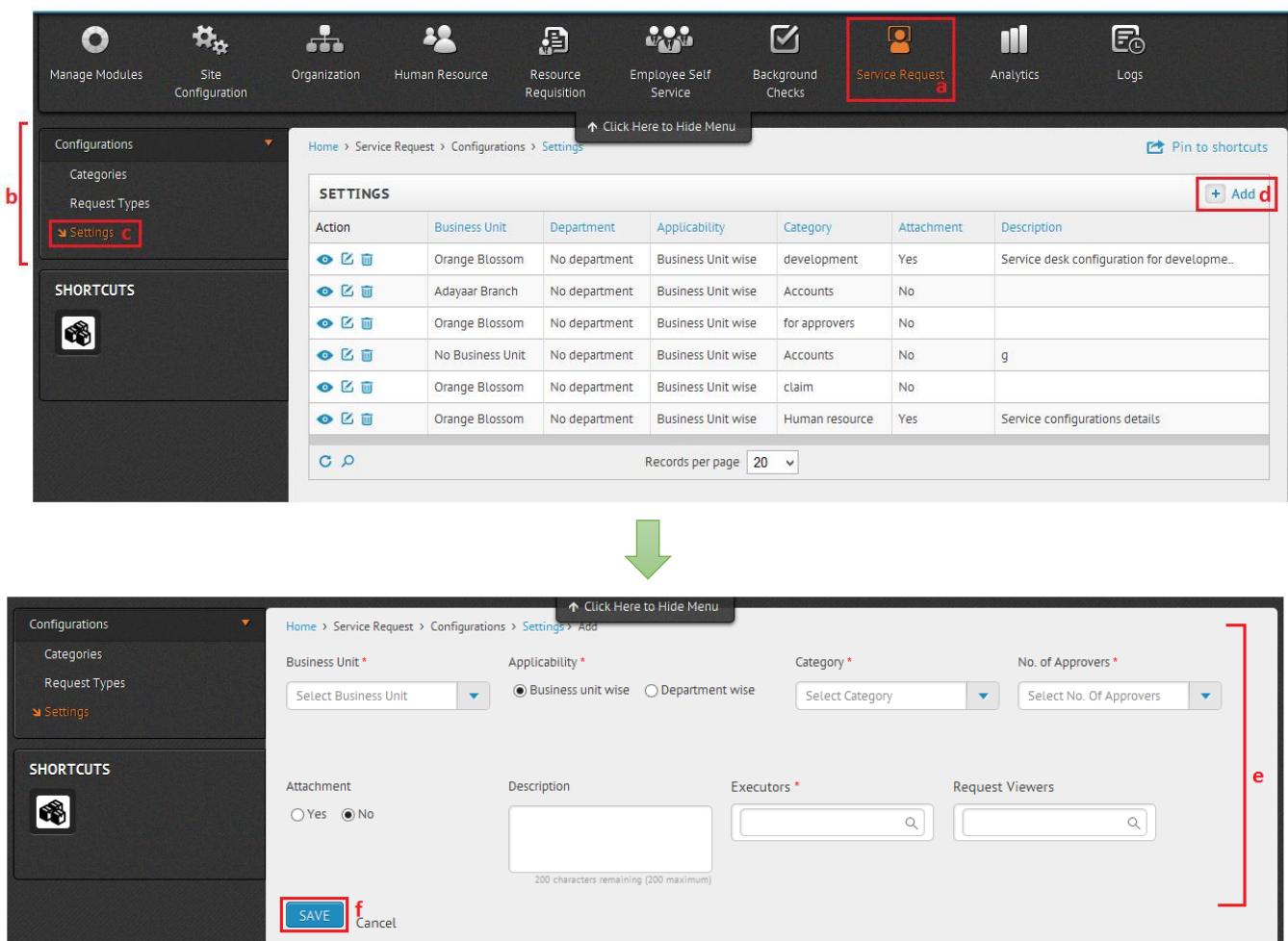
The screenshot shows the Sentrifugo open source HRMS application interface. At the top, there's a navigation bar with various icons and links: Manage Modules, Site Configuration, Organization, Human Resource, Resource Requisition, Employee Self Service, Background Checks, Service Request, and Analytics. On the far right of the header, there's a dropdown menu for a user named 'Super Admin' (marked with 'c'). Below the header, the main content area has a sidebar on the left with 'Organization Info' (Business Units, Departments, Organization Structure, Organization Hierarchy) and 'SHORTCUTS' (Settings, Change Password, Mail Settings). The main panel shows the 'Widgets' configuration screen. It has a title 'Widgets' (marked with 'f'), a sub-instruction 'Drag & Drop the selected menu to the below box', and a box containing a 'Departments' item (marked with 'g'). At the bottom of this panel are 'SAVE' and 'Cancel' buttons (marked with 'h'). To the right of the main panel, there's a message: 'You can configure upto 5 widgets for your dashboard.' At the very bottom of the page, there are 'RECENTLY VIEWED' links for 'User Log', 'Settings', and another 'Settings' link.

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 HRMS application interface.

Top Screenshot (Settings Page):

- Top Bar:** Shows various menu items: 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:** Contains 'Configurations' (selected), 'Categories', 'Request Types', and a 'SHORTCUTS' section with a gear icon.
- Content Area:**
 - A breadcrumb navigation bar: Home > Service Request > Configurations > Settings.
 - A 'Click Here to Hide Menu' button.
 - A 'Pin to shortcuts' button.
 - A table titled 'SETTINGS' with columns: Action, Business Unit, Department, Applicability, Category, Attachment, and Description. The table lists several configurations for different business units like Orange Blossom and Adayaar Branch.
 - A footer with a search icon, a 'Records per page' dropdown set to 20, and a green downward arrow icon.

Bottom Screenshot (Add Configuration Form):

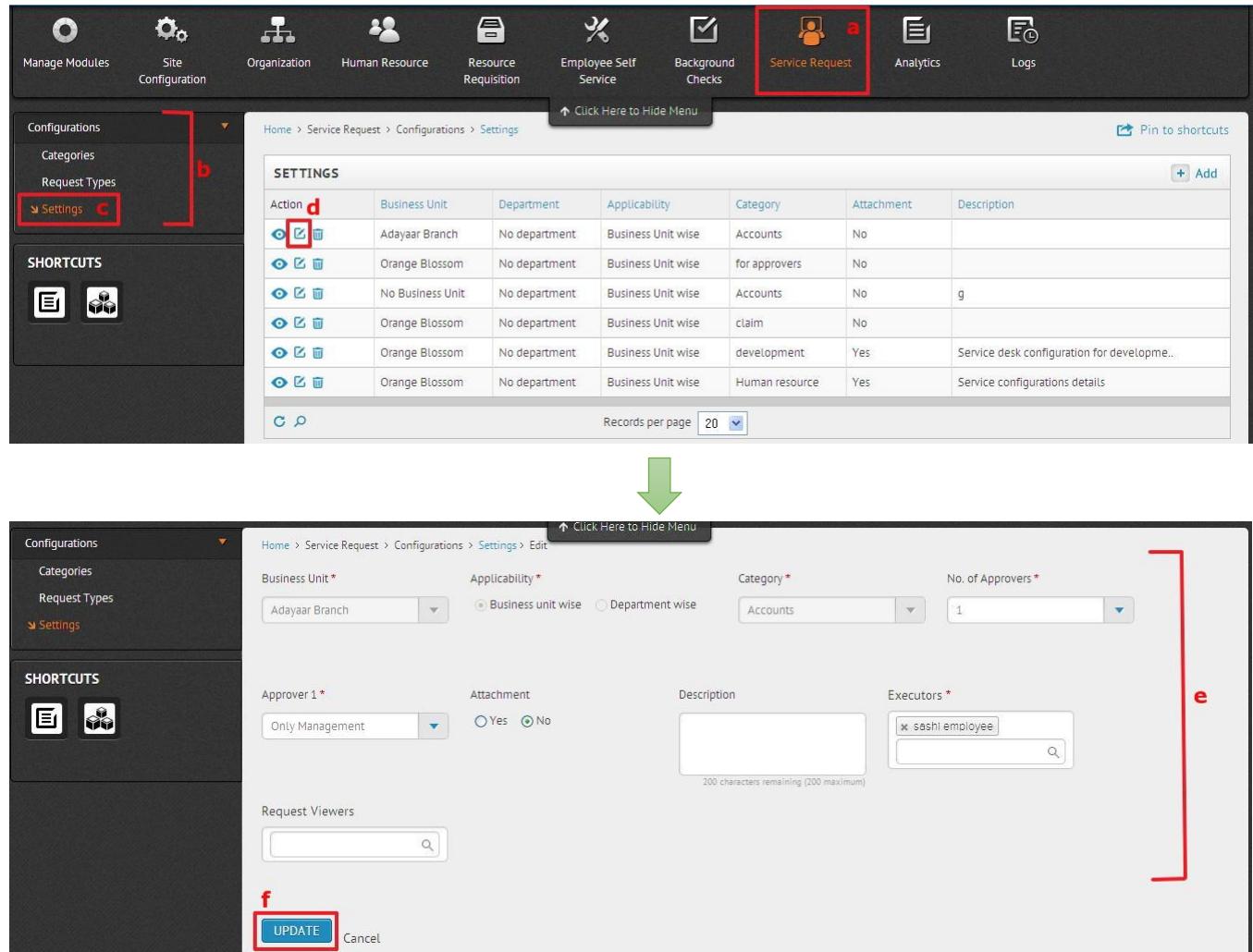
- Left Sidebar:** Same as the top screenshot, showing 'Configurations' (selected) and other options.
- Content Area:**
 - A breadcrumb navigation bar: Home > Service Request > Configurations > Settings > Add.
 - A 'Click Here to Hide Menu' button.
 - Form fields for 'Business Unit *' (Select Business Unit dropdown), 'Applicability *' (radio buttons for 'Business unit wise' and 'Department wise'), 'Category *' (Select Category dropdown), and 'No. of Approvers *' (Select No. of Approvers dropdown).
 - Input fields for 'Attachment' (radio buttons for 'Yes' and 'No'), 'Description' (text area with character count validation: 200 characters remaining (200 maximum)), 'Executors *' (text input field with a search icon), and 'Request Viewers' (text input field with a search icon).
 - Buttons at the bottom: **SAVE** (highlighted with a red box) and 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):

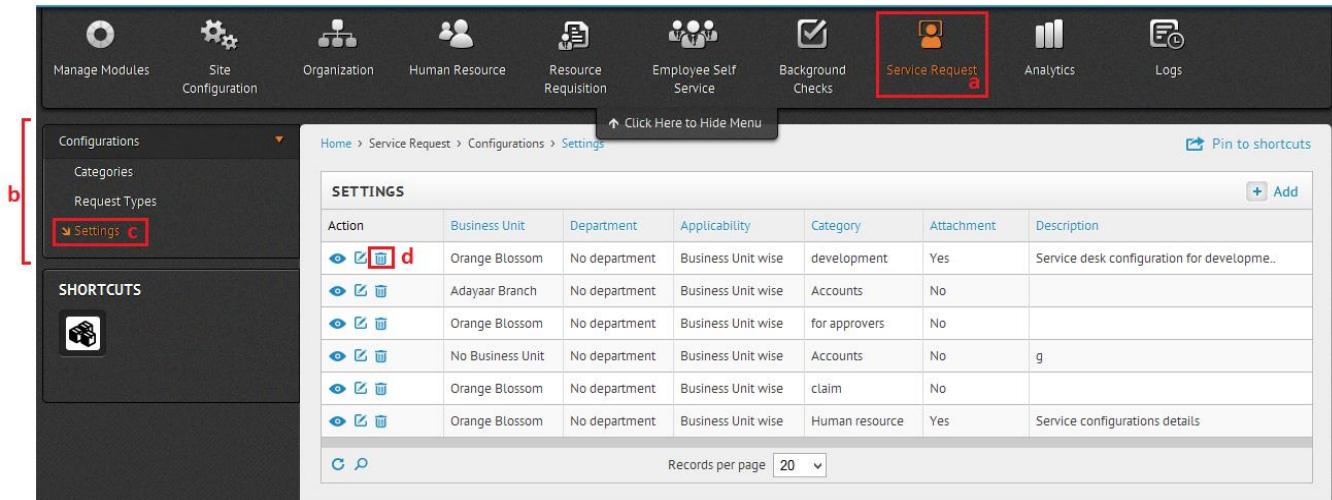
- Left Sidebar:** Same as the top view, with the **Settings** section highlighted (labeled 'c').
- Content Area:** Titled "Click Here to Hide Menu". It shows fields for Business Unit (Adyaar Branch), Applicability (Business unit wise selected), Category (Accounts), and No. of Approvers (1).
- Form Fields:** 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, a blue **UPDATE** button (highlighted with a red box and labeled 'f'), and a Cancel button.

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

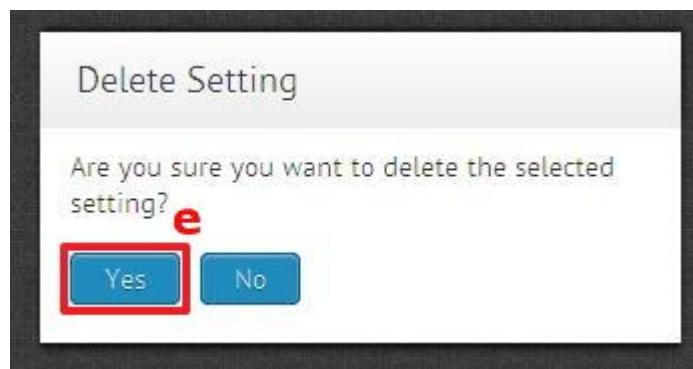


Figure 59