



ExpertCallers



HRMS Portal Guide

EXPERT CALLERS (ECPL)

HRMS Portal Guide

Version 1.0

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1877/4 HBR Layout 2nd Block 1st stage,

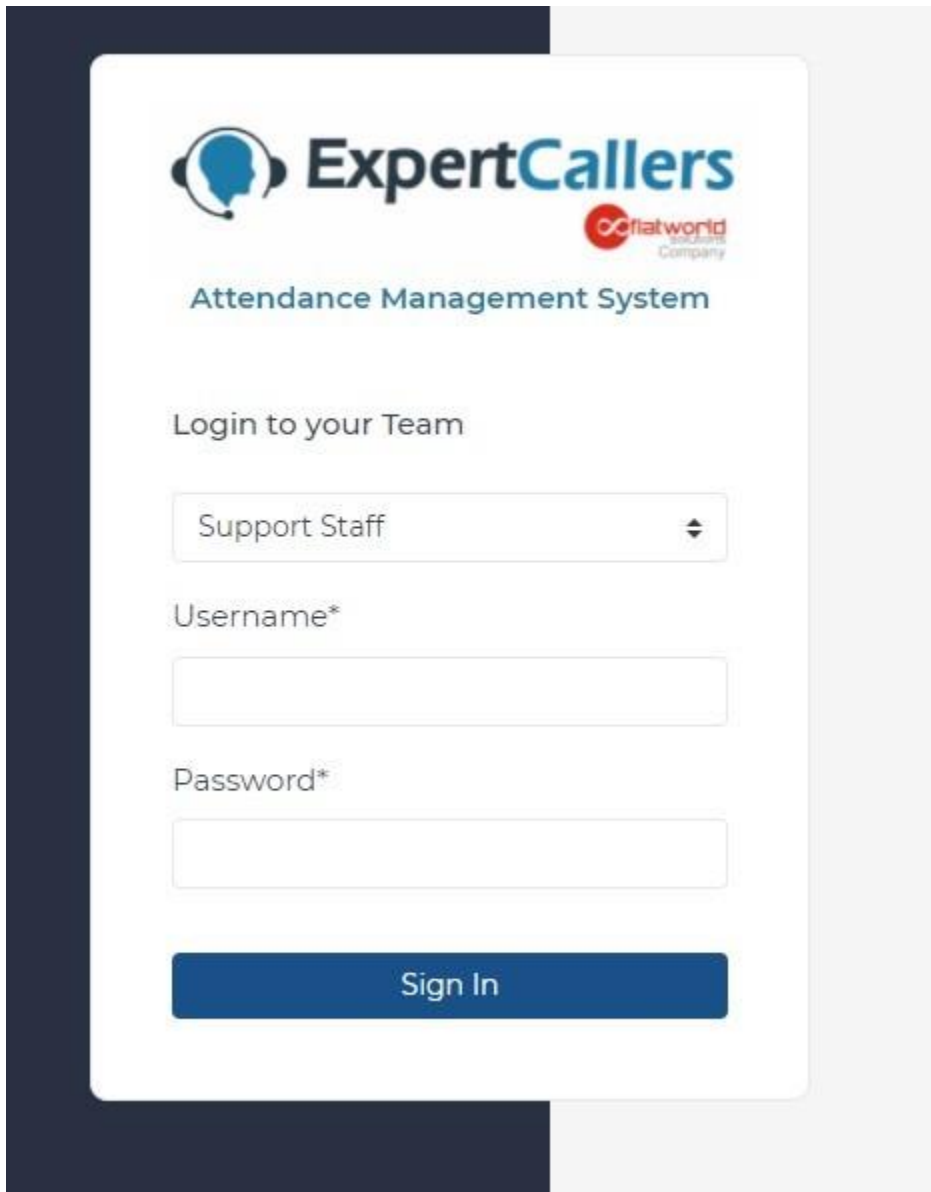
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Login:

Link: <http://hrms.ecpl.com/> (click the link to follow)



The image shows a login interface for the ExpertCallers Attendance Management System. The interface is displayed on a white card with rounded corners, set against a dark blue and light gray background. At the top left of the card is the ExpertCallers logo, which consists of a blue circle containing a white silhouette of a person's head with a telephone handset. To the right of the logo, the text "ExpertCallers" is written in a bold, blue, sans-serif font. Below this, in a smaller font, is "attitudeworld" in red and "Company" in blue. Underneath the logos, the text "Attendance Management System" is displayed in a blue, sans-serif font. Below this, the text "Login to your Team" is shown in a gray, sans-serif font. There is a dropdown menu with "Support Staff" selected, indicated by a small downward arrow on the right. Below the dropdown are two input fields: one for "Username*" and one for "Password*", both with gray borders and no text inside. At the bottom of the card is a blue rectangular button with the text "Sign In" in white, sans-serif font.

Step 1: Select your appropriate team.

Step 2: Enter the username and password provided to you.

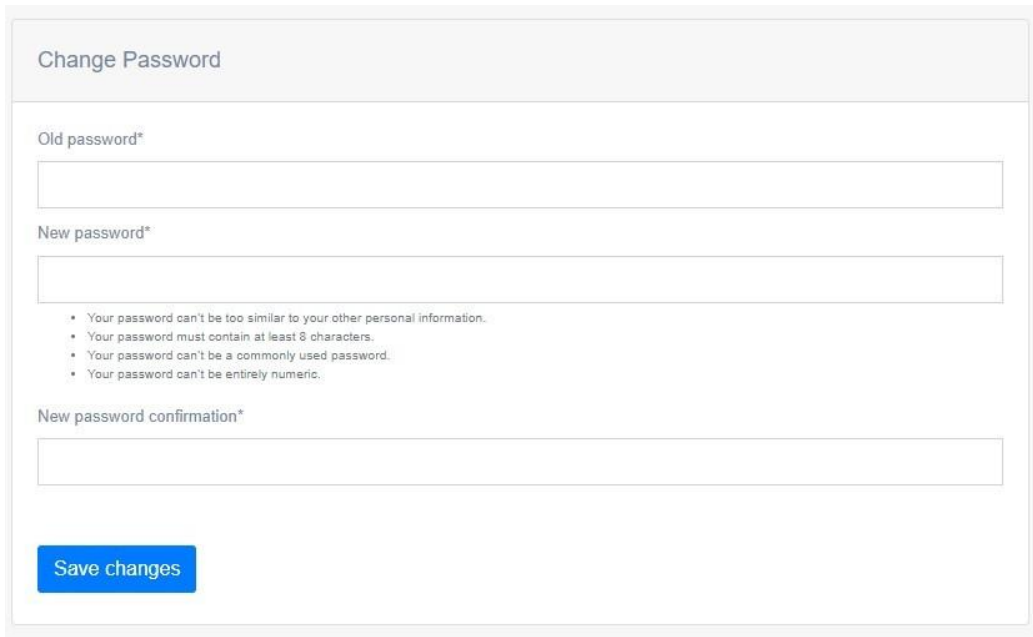
Step 3: Click Sign in.

Forgot Password?

Send Email to cc@expertcallers.com (Click link to follow), requesting to reset the password.

Change Password:

Step 1: Click on **SETTINGS** from sidebar (refer dashboard layout).

A screenshot of a 'Change Password' form. The form has a title 'Change Password' at the top. Below the title, there are three input fields: 'Old password*', 'New password*', and 'New password confirmation*'. Below the 'New password*' field, there is a list of four password requirements: 'Your password can't be too similar to your other personal information.', 'Your password must contain at least 8 characters.', 'Your password can't be a commonly used password.', and 'Your password can't be entirely numeric.'. At the bottom of the form, there is a blue button labeled 'Save changes'.

Step 2:
Use the above form to change your password.

Change Profile Image:

Step 1: Click on **SETTINGS** from sidebar (refer dashboard layout).

A screenshot of a 'Profile Image' form. The form has a title 'Profile Image' at the top. Below the title, there is a label 'Select the Profile Picture:'. Below this label, there is a file selection area with a button labeled 'Choose File' and the text 'No file chosen'. To the right of the file selection area, there is a dark blue button labeled 'Upload'.

Step 2:
Use the above form to change your profile image.

Dashboard Layout:



1. Contains the basic user information.
2. Contains the link to the pages you have access to.
Note: The Area where 1 and 2 are present is collectively known as **SIDEBAR**.
3. Contains the Employee Name and when clicked on, it shows logout option.
4. **BODY**: Contains the items for that page.
5. **Logout Button**. (Left bottom corner)

Marking Self Attendance:

The screenshot shows the ExpertCallers dashboard for user Vikram Murali (ID: 107, Assistant Manager, Support Staff). The 'Attendance' section is active in the sidebar. The main content area displays 'Active Employees' with three attendance tables for the dates 20-Dec-2021, 19-Dec-2021, and 18-Dec-2021. Each table has columns for Date, Name, Employee ID, Designation, Team, and Action. The Action column contains a dropdown menu with 'Present' selected and an 'Apply' button. The first table (20-Dec-2021) shows one entry for Vikram Murali. The second table (19-Dec-2021) also shows one entry for Vikram Murali. The third table (18-Dec-2021) is partially visible at the bottom. A search bar is present above each table. The sidebar includes links for Dashboard, Attendance, Mark Attendance, Team Attendance, Settings, and Mapping.

Date	Name	Employee ID	Designation	Team	Action
2021-12-20	Vikram Murali	107	Assistant Manager	Support Staff	<div>Present</div> <div>Apply</div>

Date	Name	Employee ID	Designation	Team	Action
2021-12-19	Vikram Murali	107	Assistant Manager	Support Staff	<div>Present</div> <div>Apply</div>

Date	Name	Employee ID	Designation	Team	Action
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Step 1: Click on Attendance from the sidebar followed by mark attendance.

Step 2: In body there will be three tables indicating 3 different dates, choose the appropriate date table to mark your attendance for that date.

Step 3: In each table, in action column you will see a dropdown followed by button. Select the appropriate status from drop down and click on apply.

Note: Please refer dashboard layout.

Marking Team Attendance:

ExpertCallers | Vikram Murali

Active Employees

Attendance (20-Dec-2021)

Show 10 entries | Search:

Date	Name	Employee ID	Designation	Team	Action
2021-12-20	Arvind Kumar Chinnathambi	249	MIS Executive	Support Staff	Present Apply
2021-12-20	Kalesh CV	5638	Data Analyst	Support Staff	Present Apply
2021-12-20	Rakshitha KB	6389	MIS Executive	Support Staff	Present Apply
2021-12-20	Raghavendra Kumar	7285	MIS Executive	Support Staff	Present Apply
2021-12-20	Kanchana Somapudi	7297	MIS Executive	Support Staff	Present Apply
2021-12-20	Aparna K S	7874	Junior Developer	Support Staff	Present Apply
2021-12-20	Ibrahim Khan	7875	Web Developer	Support Staff	Present Apply

Showing 1 to 7 of 7 entries

Activate Windows | Go to Settings to activate Windows.

Step 1: Click on Attendance from the sidebar followed by team attendance.

Step 2: In body there will be three tables indicating 3 different dates, choose the appropriate date table to mark team's attendance for that date.

Step 3: In each table, in action column you will see one dropdown followed by button. Select the appropriate status from dropdown and click on apply.

Note: While Marking team's attendance, please verify the employee's name and ID before clicking Apply.

Attendance Report:

Step 1: Once you are logged in, in dashboard body you can see the attendance report option which will look like :

Attendance Report

Employee Name

Arvind Kumar Chinnathambi

Start Date

mm/dd/yyyy

End Date

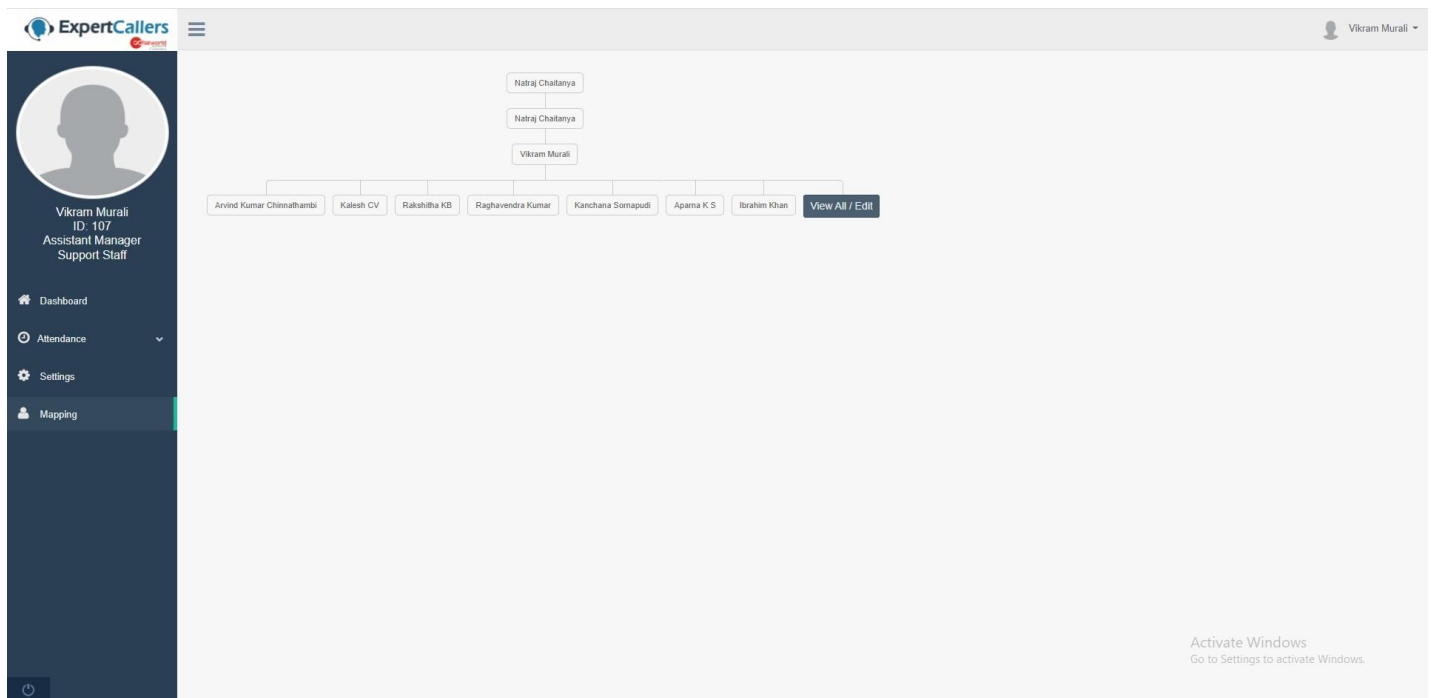
mm/dd/yyyy

Submit

Step 2: Choose the Employee from the dropdown, whose attendance report is needed.

Step 3: Choose the period (start and end date) and click on **Submit**.

Mapping:



Step 1: Click on Mapping from the sidebar.

You can see the full tree structure of your team.

To view all/edit the employee's mapping click on **view ALL/Edit** button which is present at the end of tree.

The screenshot shows the 'All Employees' table in the ExpertCallers Mapping interface. The table lists seven employees with their details and an 'Edit' button for each. Above the table are options to show 10 entries and buttons for Copy, CSV, Excel, PDF, and Print. A search bar is also present. The sidebar and menu are the same as in the previous screenshot. An 'Activate Windows' watermark is visible in the bottom right corner.

Employee Name	Employee ID	Designation	Process	Action
Aparna K S	7874	Junior Developer	Support Staff	Edit
Arvind Kumar Chinnathambi	249	MIS Executive	Support Staff	Edit
Ibrahim Khan	7875	Web Developer	Support Staff	Edit
Kalesh CV	5638	Data Analyst	Support Staff	Edit
Kanchana Sornapudi	7297	MIS Executive	Support Staff	Edit
Raghavendra Kumar	7285	MIS Executive	Support Staff	Edit
Rakshitha KB	6389	MIS Executive	Support Staff	Edit

The above table will appear on clicking **view ALL/Edit** button, where you can see your full team.

To Edit Mapping:

Step 1: From the above-mentioned table under mapping, click on **Edit** button.

The screenshot displays the 'All Employees' management interface. A modal window for editing the mapping for 'Aparna K S | 7874' is active. The modal contains the following fields:

- RM1:** Vikram Murali
- RM2:** Natraj Chaitanya
- RM3:** Antony Gregory
- Effective From:** mm/dd/yyyy
- Process:** Support Staff

The modal has 'Close' and 'Save changes' buttons. In the background, a table lists employees with their details and an 'Edit' button for each row.

Employee Name	Employee ID	Designation	Process	Action
Aparna K S			Support Staff	Edit
Arvind Kumar Chinnathambal			Support Staff	Edit
Ibrahim Khan			Support Staff	Edit
Kalesh CV			Support Staff	Edit
Kanchana Sornapudi	7297	MIS Executive	Support Staff	Edit
Raghavendra Kumar	7285	MIS Executive	Support Staff	Edit
Rakshitha KB	6389	MIS Executive	Support Staff	Edit

Step 2: Choose the appropriate options and click save changes.

Note: The mapping or any changes won't be done immediately after the above steps. It will be in pending status as the OM has to approve it.