

**College of Natural and Computational Science**

**School of information science**

**Global Trends Group Assignment 1**

Title: Comprehensive Analysis of the HRM Module in Dolibarr ERP System

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Introduction

This report provides an in-depth analysis of the HRM (Human Resource Management) module in the Dolibarr ERP system.It provide a comprehensive analysis of the HRM (Human Resource Management) module in the Dolibarr ERP system. The report will cover the reasons for selecting Dolibarr ERP, its configuration, sample data used for testing, and a final evaluation of the HRM module. The module encompasses various essential functionalities for managing users, groups, leave requests, expense reports, and recruitment processes. It explores each of these modules, highlighting their features, benefits, and their significance in streamlining HR operations within organizations.

Selection of Dolibarr ERP

The decision to select Dolibarr ERP system was based on several factors, including its robust features, user-friendly interface, scalability, and cost-effectiveness. Dolibarr ERP offers a comprehensive suite of modules, including HRM, which addresses the diverse needs of human resource management within organizations. Its open-source nature allows for customization and integration with other systems, making it a flexible choice for organizations of all sizes.

Configuration of Dolibarr ERP

The Dolibarr ERP system was configured to meet the specific requirements of HR management. This involved setting up the HRM module, defining user roles and permissions, configuring leave types and policies, expense categories, and recruitment processes. The configuration process ensured that the system aligned with the organization's HR policies and workflows.

Sample Data

To evaluate the functionality and performance of the HRM module, sample data was used for testing purposes. This included creating test user accounts with various roles, generating simulated leave requests with different statuses, submitting expense reports with varying categories, and managing a pool of sample job positions and applications. The sample data allowed for a comprehensive assessment of the HRM module's features and capabilities.

Features and Functionalities for the HRM

1. Users & Groups

The Users & Groups module facilitates efficient user management within the ERP system. This section delves into the creation of new user accounts, defining roles and permissions, and organizing users into groups. The hierarchical view showcases the user structure and reporting lines, promoting effective collaboration and access control.

1.1 Users

- New User: Administrators or authorized users can create new user accounts by entering essential details such as personal information, login credentials, and assigning roles and permissions.

- List of Users: This functionality provides an organized view of all existing user accounts, enabling easy searching, filtering, and management.

- Hierarchical View: The hierarchical view displays the relationships and reporting lines between users, aiding in understanding the organizational hierarchy and facilitating effective communication and collaboration.

1.2 Groups

- New Group: Administrators can create new user groups, assigning a group name and specifying the group's purpose or function within the organization.

- List of Groups: This feature provides an overview of all created user groups, enabling efficient management and organization of users.

2. Leave

The Leave module addresses the management of employee leave requests. It covers the process of submitting new leave requests, categorizing them into different statuses, and tracking leave balances for accurate planning and tracking.

2.1 New

- Employees can submit individual leave requests, specifying the type of leave, duration, and additional comments or justifications.

- New Collective Leave Request: This functionality allows the submission of collective leave requests, where multiple employees request leave for the same period or purpose.

2.2 List

- The list view provides an organized overview of all submitted leave requests, categorizing them into different statuses such as Draft, Awaiting Approval, Approved, Canceled, and Refused.

- Draft, Awaiting Approval, Approved, Canceled, and Refused: These statuses indicate the stage of processing each leave request.

2.3 Balance of Leave

- Employees and administrators can view and manage the remaining leave balance for each employee, aiding in accurate tracking and planning of leave entitlements.

- Monthly Statement: This feature provides an overview of leave taken by employees during a specific month, aiding in monitoring leave patterns and trends.

- View Change Logs: Administrators can view the change history or logs related to leave requests, maintaining a record of modifications, approvals, and rejections.

3. Expenses Reports

The Expenses Reports module streamlines the management of employee expense reimbursements. This section explores the creation of new expense reports, tracking reimbursements, and providing statistical insights for financial analysis and budgeting.

3.1 New

- Employees can create new expense reports, entering details of the expenses incurred and attaching supporting documents for verification.

3.2 List

- The list view displays all submitted expense reports, allowing managers or approvers to review, process, and approve them.

3.3 Payments

- This feature helps track the status of expense reimbursements, indicating whether payments have been made or are pending.

3.4 Statistics

- The statistics feature provides insights into expense trends, categories, and costs, enabling organizations to analyze expenditure patterns and make informed financial decisions.

4. Recruitment

The Recruitment module focuses on managing the hiring process within the organization. It encompasses the creation of new job positions, submission of applications by candidates, and the subsequent management of applications for efficient candidate evaluation and selection.

4.1 New Job Positions

- HR personnel or authorized users can create new job positions, specifying job titles, descriptions, required qualifications, and responsibilities.

4.2 List of Job Positions

- The list of job positions provides an overview of all available positions within the organization, aiding in monitoring and managing various job positions effectively.

4.3 New Application

- Candidates can submit applications for specific job positions, providing their personal information, uploading resumes or CVs, and detailing qualifications and work experience.

4.4 List of Applications

- The list of applications provides an organized view of all received applications for job positions, enabling HR personnel and recruiters to efficiently review, sort, and manage applications.

Conclusion

The HRM module in the Dolibarr ERP system offers a comprehensive suite of features for effective human resource management. This report has analyzed the Users & Groups, Leave, Expenses Reports, and Recruitment modules, highlighting their functionalities and benefits. By leveraging this HRM module, organizations can streamline administrative tasks, enhance collaboration, and optimize HR processes. The insights gained from this analysiscan guide organizations in making informed decisions regarding HR management within the Dolibarr ERP system.