



KG ERP USER MANUAL

Prepared by: IT Department, Krishibid Group

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Introduction

The Krishibid Group has initiated development of Enterprise Resource Planning (ERP) with the essence of establishing a effective database, to address and strengthen existing information system through coordinating and networking of existing human resource data collection systems. Krishibid consulted a team of experts, department of IT of Krishibid Group to take the responsibility of developing, implementing and maintaining HRMS system in this organization. **As for any big system development the process is not an overnight thing.** HRMIS is evolving, though with a remarkable speed, the inputs of stakeholders are all time required. This manual outlines the systematic procedures for accessing and using various parts of the system.

In case you do not get the assistance, you expected from the manual please consult your system administrator or any person authorized to work as the member of the helpdesk team at your organization.

Description of the System

The following part is intended to give user an insight on how to use the system and access different features and system components.

1. Dashboard

1.1 ERP Login Page

Open the browser and type the following address: [http:// http://192.168.0.7:90](http://192.168.0.7:90) then a page similar to the one shown in the image below will be displayed whereby a user will be required to type in their correct **username** and **password**. This system works best with Google Chrome, Mozilla Firefox, Microsoft Edge or Opera browsers. From here on, the use of the word “browser” will refer to above mentioned web browsers only.

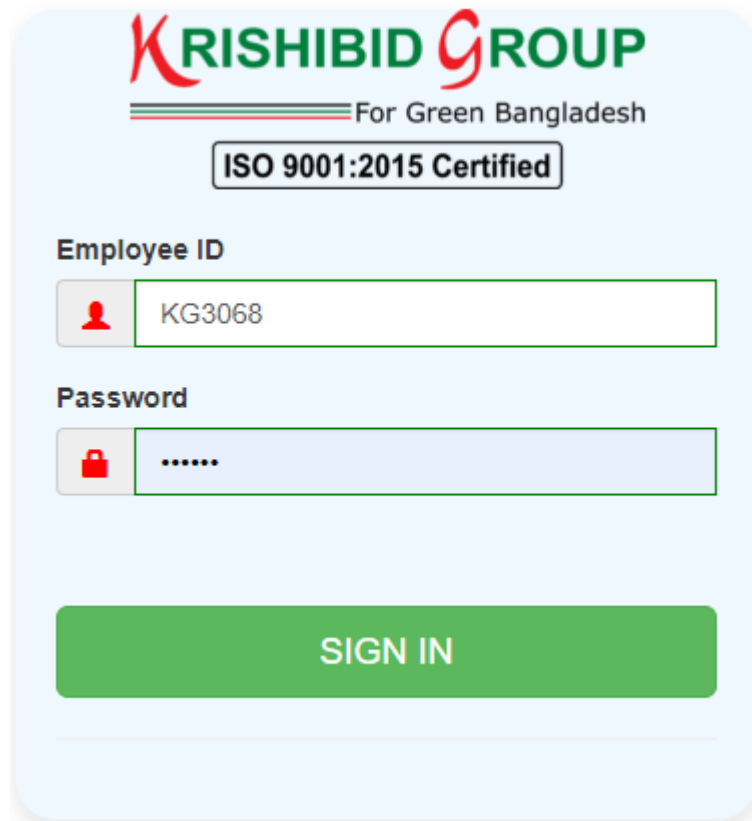


Figure: 01 ERP Login

Logging on ERP System:

- **Step-1:** Provide Valid Username and Password. For Username Always Provide your Employee ID. (Example: EmployeeID : KGXXXX , Password: KGXXXX) with UPPERCASE.
- **Step-2:** Click on 'Sign In' button for go to Home page of ERP.

1.2 ERP Home Page

On successful login, a user is directed to the Home Page which consists of the main menu on the left side named dashboard. At the top most part of the system you will have on your left a home icon to denote the home page, a help button- which contains this help manual and the Employee Id of the user currently accessing the system.

The following figure (Fig-02) shows menu bar and home page.

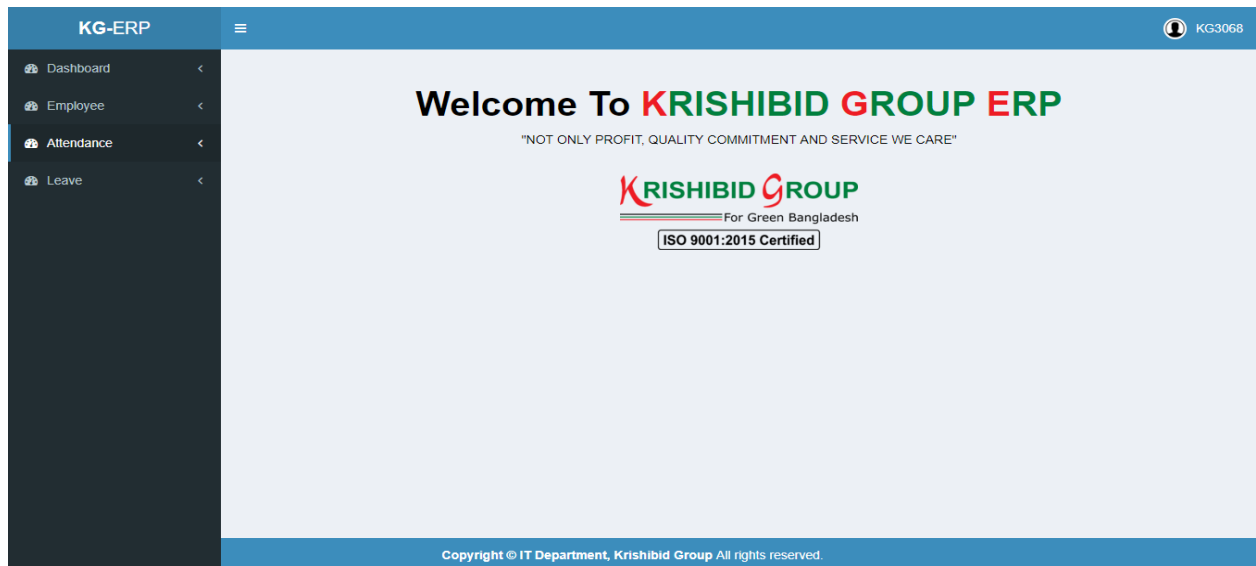


Figure: 02 ERP Home Page

- **Step-01:** Click on the Dashboard section under main navigation panel of KG ERP.

1.3 Change Password



In the instance where a user can change his password.

Figure: 03 Employees Password Change Page (1)

- **Step-01:** Click on the **Employee ID (KGxxxx)** section under main navigation panel of KG ERP.
- **Step-02:** Click on “**Change Password**” button for changed employee’s password.

A screenshot of the 'Change Password' form. The form has a green header with the text 'Change Password'. Below the header are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each input field has a red circle with a number (1, 2, and 3 respectively) next to it. Below the input fields is a green button with the text 'Change', which is also circled in red.

Figure: 04 Employees Password Change Page (2)

- **Step-02:** Enter “**Old Password**”, “**New Password**” and “**Confirm Password**” and click on “**Change**” button for changed employee’s current password and new password will be automatically generated. After logout from the ERP employee must enter updated password for entry on ERP.

The following figure (Fig-05) shows options for Yearly Holiday.

KG-ERP KG3068

Yearly Holiday of 2019

Holiday Date	Holiday Category	Purpose
2/28/2019	Govt. Holiday	Dhaka North City Corporation Election
3/17/2019	Govt. Holiday	Bangabandhu Sheikh Mujibur Rahman Birthday
4/22/2019	Govt. Holiday	Shab e barat
5/18/2019	Public Holiday	Buddha Purnima
6/2/2019	Public Holiday	Shab E Qadr
6/4/2019	Public Holiday	Eid Ul Fitr
6/5/2019	Public Holiday	Eid Ul Fitr
6/6/2019	Public Holiday	Eid Ul Fitr

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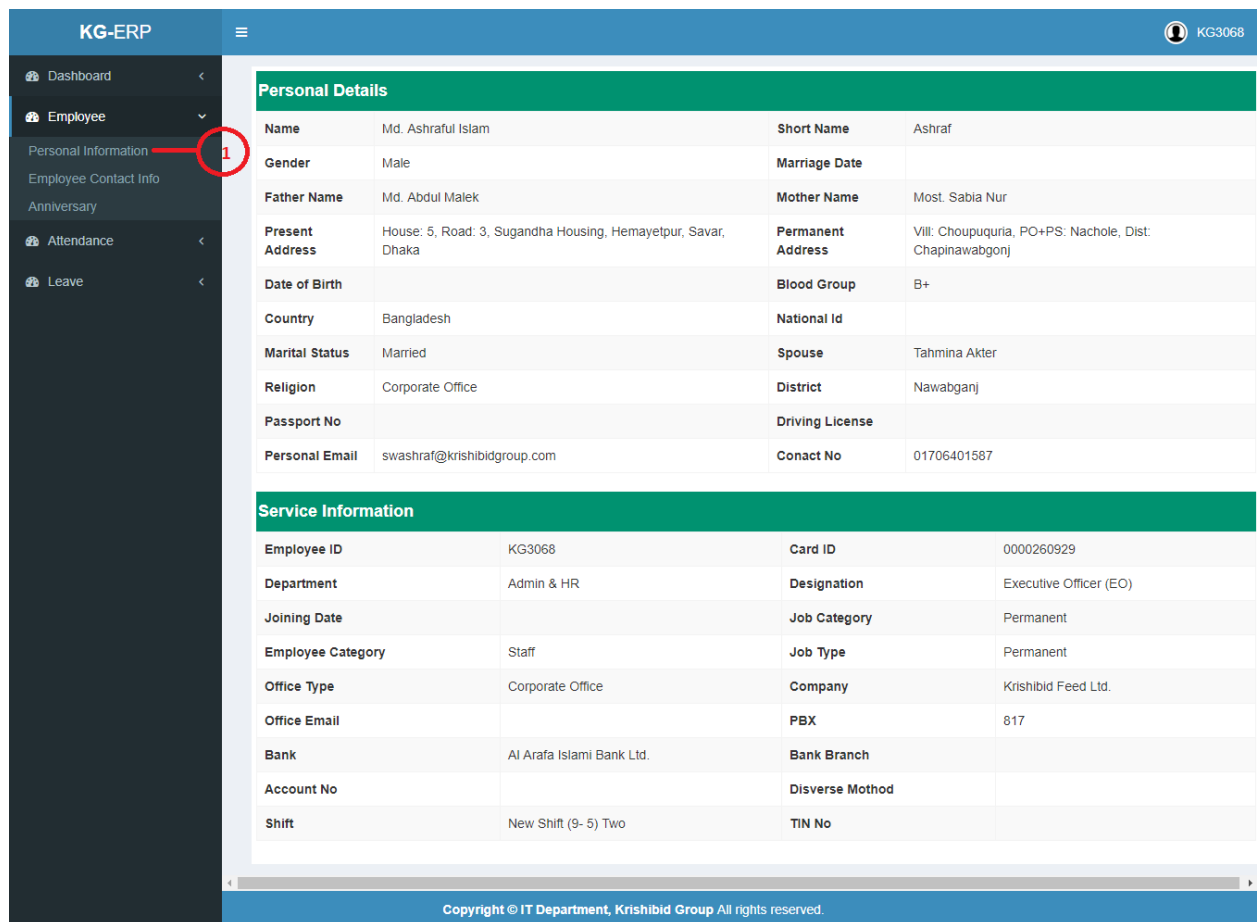
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Figure: 05 Yearly Holiday

- **Step-01:** Click on the **Yearly Holiday** section under **Dashboard Menu** option. The following figure (Fig-05) shows the **Employees Yearly Holiday of Every year** page.
- **Step-02:** Enter any **"Date"** or **"Category"** or **"Purpose"** in the search section and click **"Enter"** button to search any holiday.

2. Employee

2.1 Personal Information



KG-ERP KG3068

Personal Details

Name	Md. Ashraful Islam	Short Name	Ashraf
Gender	Male	Marriage Date	
Father Name	Md. Abdul Malek	Mother Name	Most. Sabia Nur
Present Address	House: 5, Road: 3, Sugandha Housing, Hemayetpur, Savar, Dhaka	Permanent Address	Vill: Choupuquria, PO+PS: Nachole, Dist: Chapinawabgonj
Date of Birth		Blood Group	B+
Country	Bangladesh	National Id	
Marital Status	Married	Spouse	Tahmina Akter
Religion	Corporate Office	District	Nawabganj
Passport No		Driving License	
Personal Email	swashraf@krishibidgroup.com	Contact No	01706401587

Service Information

Employee ID	KG3068	Card ID	0000260929
Department	Admin & HR	Designation	Executive Officer (EO)
Joining Date		Job Category	Permanent
Employee Category	Staff	Job Type	Permanent
Office Type	Corporate Office	Company	Krishibid Feed Ltd.
Office Email		PBX	817
Bank	Al Arafat Islami Bank Ltd.	Bank Branch	
Account No		Disperse Method	
Shift	New Shift (9- 5) Two	TIN No	

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Fig: 06 Employee Personal Info

- **Step-01:** Click on the **Personal Information** section under **Employee Menu** option. The following figure (Fig-06) shows the Employees information based on personal Details and Service Details page.

2.2 Employees Contact Information

KG-ERP KG3068

Employee Search Search Q

Employee ID	Name	Department	Designation	Email	PBX No	Mobile No	Blood Group
KG0001	Dr.Md.Rafiqul islam sarker	Top Management	Chairman	risarker@krishibidgroup.com		01938849100	AB+
KG0002	Dr. Md. Ali Afzal	Top Management	Managing Director	aafzal@krishibidgroup.com		01938849111	B+
KG0004	Prof. Dr. Aminul Islam	Top Management	Managing Director	aminul@krishibidgroup.com		01938849120	A+
KG0005	Dr. M. Musherraf Husain	Top Management	Managing Director	musherraf@krishibidgroup.com			A+
KG0006	Md. Alamgir	Top Management	Managing Director	asma@krishibidgroup.com			A+
KG0010	Mahmudul Hasan Mamun	Admin & HR	Senior Officer (SO)	rtr.mamun@gmail.com		01914393918	A+
KG0012	Md. Rezaul Karim Khan	Top Management	Managing Director	tutul@krishibidgroup.com		01711378989	A+
KG0013	Md.Mazharul Islam	Seed	Executive Officer (EO)	sobuj1981@yahoo.com		01716003329	B+
KG0014	Abdullah Al Mamun	Top Management	HOD	abdullah@krishibidgroup.com		01710730059	O+
KG0016	Monir Ahamed Khondaker	Accounts	Officer	ripon782002@yahoo.com		01916045587	A+

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1 2 3 4 5 6 7 8 9 10 ... » »»

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Fig: 07 Employee Contact Info

- **Step-01:** Click on the **KG Contact Information** section under **Employee Menu** option. The following figure (Fig-07) shows the Employees information based on all necessary elements for any employee.
- **Step-02:** Enter any **"ID"** or **"Name"** or **"Department"** or **"Designation"** or **"Email"**, **"PBX No"**, **"Mobile No"**, **"Blood Group"** in the search section and click **"Enter"** button to search any employee.

2.3 Anniversary Information

KG-ERP KG3068

Anniversary List Search.. Search Q

Anniversary	Event Date	Name	Department	Designation	Email	PBX No	Mobile No
Birth Anniversary	01-Sep	Md. Abdul Halim	Krishibid Media	Officer	mahalim@usharbani.com		01938849518
Birth Anniversary	01-Sep	Md. Abdur Rashid	Seed	Farm Manager (FM)			
Birth Anniversary	01-Sep	Md. Julhai Mia	R&D	MLSS			01826470705
Birth Anniversary	01-Sep	Md. Nazmul Islam	Packaging HQ	Sales Executive	sales.kp5@krishibidgroup.com		01771064641
Birth Anniversary	01-Sep	Md. Nur Isalm	MT	Driver			01942017241
Birth Anniversary	01-Sep	Tarun Chandra Shome	Engineering & Construction	Factory Manager (FM)	tarunshome@yahoo.com		01713090324
Work Anniversary	01-Sep	Bahauddin Mohammed Fahim	Sales & Marketing	Officer	fahim@krishibidgroup.com		
Work Anniversary	01-Sep	Dr. Ghulam Shawkat Hossain	KHMC	Addl. Chief Executive Officer (ACEO)	dr.shawkat@krishibidgroup.com		01938849596

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Fig: 08 Anniversary Info

- **Step-01:** Click on the **Anniversary** section under **Employee Menu** option. The following figure (Fig-08) shows the **KG Employees Birth and Work Anniversary Information**.
- **Step-02:** Enter any **"Anniversary"** or **"Event Date"** or **"Name"** or **"Department"** or **"Designation"** or **"Email"**, **"PBX No"**, **"Mobile No"**, **"Blood Group"** in the search section and click **"Enter"** button to search any employee.

3. Attendance

3.1 Employee Attendance

The screenshot shows the KG-ERP interface. On the left, a sidebar menu lists various options, with 'Attendance' highlighted and a red circle '1' next to it. The main content area is titled 'Employee Attendance' with a red circle '2' next to the title. Below the title, there are search filters for 'From Date' and 'To Date' with a red circle '3' next to the 'To Date' field, and a 'Search...' button. The main area displays a table of attendance records.

Date	In Time	Out Time	Status
02/09/2019	08:59:31	18:00:46	Present
01/09/2019	08:50:46	08:50:46	Early Out

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Fig: 09 Employee Attendance Info

- **Step-01:** Click on the **Employee Attendance** section under **Attendance Menu** option. The following figure (Fig-09) shows the Employees information based on all necessary elements for any employee.
- **Step-02:** Enter **“From Date”** and **“To Date”** for the date section and click **“Enter”** button to search any employees attendance based on date range wise attendance.

3.2 Team Attendance

Employee Id	Name	Designation	Date	In Time	Out Time	Status
KG3068	Md. Ashraful Islam	Executive Officer (EO)	03/09/2019	08:49:13	17:08:47	Present
KG3069	Md. Shahadat Hossain	Jr. Officer (JO)	03/09/2019	08:57:53	18:14:53	Present
KG3070	Dil Afroza Ahmed Choudhury	Officer	03/09/2019	08:49:42	17:11:25	Present
KG3071	Ripon Kumar Gogi	Senior Officer (SO)	03/09/2019	08:50:11	18:14:58	Present
KG1127	Kallan Chandra Roy	Jr. Officer (JO)	03/09/2019	08:42:32	17:11:22	Present
KG0372	Md. Kamrul Hasan	Sub-Assstt. Engineer (SAE)	03/09/2019	08:53:23	18:53:21	Present
KG0406	Abdul Kaium Bhuiya	Office Attendant	03/09/2019	08:00:58	20:28:09	Present
KG0784	Md. Mehedi Hasan	Sub-Assstt. Engineer (SAE)	03/09/2019	08:21:06	18:50:15	Present
KG0859	Md. Nazim Uddin	Sub-Assstt. Engineer (SAE)	03/09/2019	08:31:17	17:10:01	Present
KG0907	Md. Sumon Molla	Sub-Assstt. Engineer (SAE)	03/09/2019	08:50:46	18:32:34	Present

Fig: 10 Employee Attendance Info

- **Step-01:** Click on the **Team Attendance** section under **Attendance Menu** option. The following figure (Fig-10) shows the Employees Team information based on “In Time” and “Out Time”.
- **Step-02:** Enter “Date” for the date section and click “Enter” button. Line Manager can search any employees attendance based on date wise attendance value.

3.3 Time Approval Request

3.3.1 Attendance Modify

KG-ERP Request for Approval

Employee Id: KG3068 Employee Name: Md. Ashraful Islam

2 Date: 09/01/2019 **3** Application For: Attendance Modify

Log-In Time: 08:50:46 Log-Out Time: 08:50:46

Actual In Time: 08:50:46 Actual Out Time: 08:50:46

Reason: **4**

5 Request Cancel

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Fig: 11.1 Time Approval Request (Attendance Modify)

- **Step-01:** Click on the **Time Approval Request** section under **Attendance** Menu option for Apply any request for time approval.
- **Step-02:** Enter “**Date**”, “**Application For**”, **Actual In Time**, **Actual Out Time (If needed)** and “**Reason**” for the required section and click “**Request**” button for sending any modification to **Line Manager** for Approval request.
- **Note:** Employee can able to apply within 3 days after availed where HR admin status will auto approved if Line manager approved. But if 3 days over after availed then it will require both line manager and HOD-HR & Admin approval.

3.3.2 On Field Duty

KG-ERP Request for Approval

Employee Id: KG3070 Employee Name: Dil Afroza Ahmed Choudhury

Application For: On Field Duty **2** Start Date: **3**

End Date: **4** Location: **5**

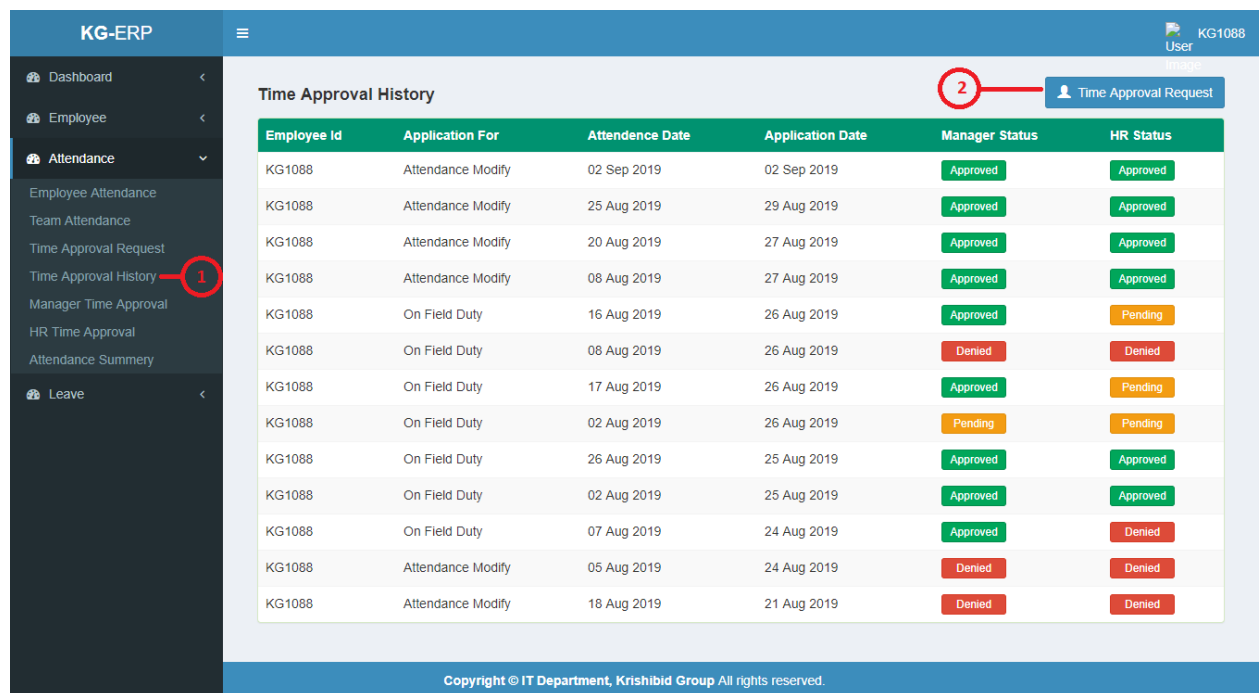
6 Request Cancel

Fig: 11.2 Time Approval Request (On Field Duty)

Step-01: Click on the **Time Approval Request** section under **Attendance** Menu option.

- **Step-02:** Enter “**Application For**”, “**Start Date**”, “**End Date**” and “**Reason**” for the required section and click “**Request**” button for sending any modification to **Line Manager** for Approval request.

3.4 Time Approval History



Employee Id	Application For	Attendance Date	Application Date	Manager Status	HR Status
KG1088	Attendance Modify	02 Sep 2019	02 Sep 2019	Approved	Approved
KG1088	Attendance Modify	25 Aug 2019	29 Aug 2019	Approved	Approved
KG1088	Attendance Modify	20 Aug 2019	27 Aug 2019	Approved	Approved
KG1088	Attendance Modify	08 Aug 2019	27 Aug 2019	Approved	Approved
KG1088	On Field Duty	16 Aug 2019	26 Aug 2019	Approved	Pending
KG1088	On Field Duty	08 Aug 2019	26 Aug 2019	Denied	Denied
KG1088	On Field Duty	17 Aug 2019	26 Aug 2019	Approved	Pending
KG1088	On Field Duty	02 Aug 2019	26 Aug 2019	Pending	Pending
KG1088	On Field Duty	26 Aug 2019	25 Aug 2019	Approved	Approved
KG1088	On Field Duty	02 Aug 2019	25 Aug 2019	Approved	Approved
KG1088	On Field Duty	07 Aug 2019	24 Aug 2019	Approved	Denied
KG1088	Attendance Modify	05 Aug 2019	24 Aug 2019	Denied	Denied
KG1088	Attendance Modify	18 Aug 2019	21 Aug 2019	Denied	Denied

Fig: 12 Time Approval History

- **Step-01:** Click on the **Time Approval History** section under **Attendance** Menu option and show the history data of applied any **Time Approval Request**.
- **Step-02:** User can apply any “**Time Approval Request**” by click on time Approval request button. The following figure (Fig-12) shows the Employees Time Approval Entry page.

a. Manager Time Approval

KG-ERP		Manager Approval							
Employee Id	Name	Application For	Attendance Date	Application Date	In Time	Out Time	Reason	Manager Status	Action
KG3068	Md. Ashraful Islam	Attendance Modify	05 Sep 2019	08 Sep 2019	08:54:35	08:54:35	Attendance machine was not working	New	✓ 2
KG3069	Md. Shahadot Hossain	On Field Duty	05 Sep 2019	07 Sep 2019	08:57:50	08:57:56	To Collect Data	Approved	✓ 3
KG3069	Md. Shahadot Hossain	Attendance Modify	01 Sep 2019	04 Sep 2019	08:55:03	17:48:12	Attendance machine not working	Denied	

Fig: 13 Manager Time Approval

- Step-01:** Click on the **Manager Time Approval** section under **Attendance** Menu option and show the Managers awaiting Approval page. If Line manager **approved** or **denied** the application user can see their status will be updated.

Note: Employee can able to apply within 3 days after availed where HR admin status will auto approved if Line manager approved. But if 3 days over after availed then it will require both line manager and HOD-HR & Admin approval.

b. HR Admin Time Approval


KG-ERP		HR Admin Approval							
Employee Id	Name	Application For	Attendance Date	Application Date	In Time	Out Time	Reason	Manager Status	HRStatus
KG3068	Md. Ashraful Islam	Attendance Modify	05 Sep 2019	08 Sep 2019	08:54:35	08:54:35	Attendance machine was not working	Approved	New
KG3069	Md. Shahadot Hossain	On Field Duty	05 Sep 2019	07 Sep 2019	08:57:50	08:57:56	To Collect Data	Approved	Approved
KG3069	Md. Shahadot Hossain	Attendance Modify	01 Sep 2019	04 Sep 2019	08:55:03	17:48:12	Attendance machine not working	Denied	Denied

Fig: 14 HR Admin Time Approval

- Step-01:** Click on the **HR Time Approval** section under **Attendance** Menu option and show the HR awaiting Approval page. If Line manager **approved** or **denied** the application user can see their status will be updated.

4. Leave

4.1 Leave Balance



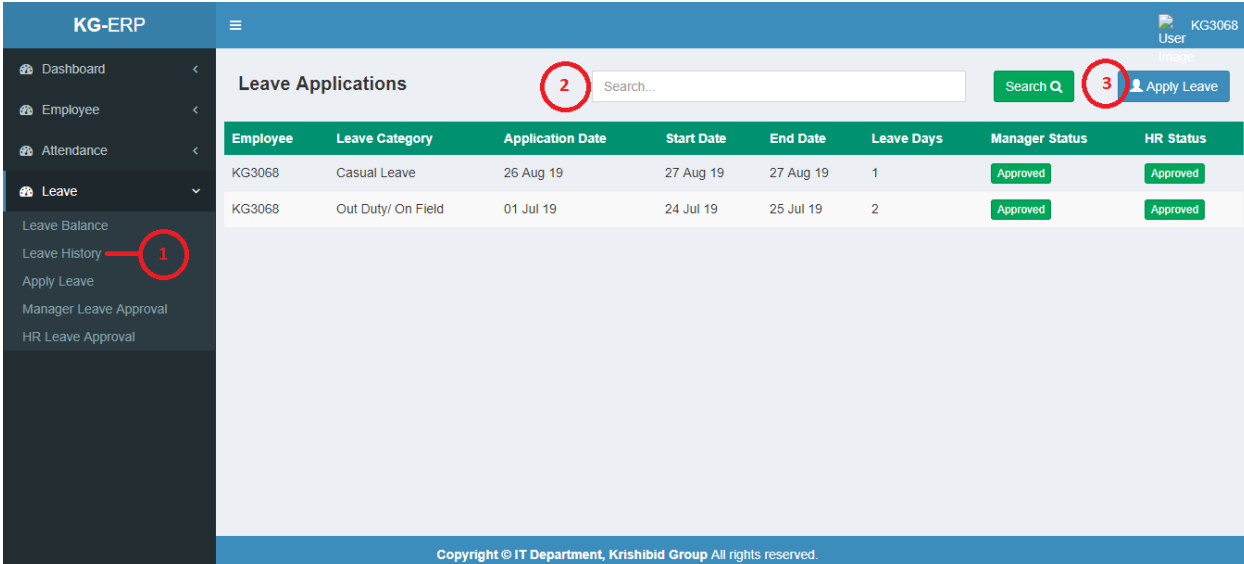
Leave Type	Total Leave	Leave Aailed	Leave Due
Casual Leave	15	0	15
Earn Leave (Annual Leave)	12	0	12
Special Earn Leave	10	0	10
Hajj Leave (By Management)	45	0	45
Leave (Without Pay)	30	0	30
Casual Leave (Attendent, Supervisor, Driver, Guard)	30	0	30

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Fig: 15 Leave Balance

- **Step-01:** Click on the **Leave Balance** section under **Leave** Menu option and show the Employees Yearly Leave Balance Status page.

4.2 Leave History



Employee	Leave Category	Application Date	Start Date	End Date	Leave Days	Manager Status	HR Status
KG3068	Casual Leave	26 Aug 19	27 Aug 19	27 Aug 19	1	Approved	Approved
KG3068	Out Duty/ On Field	01 Jul 19	24 Jul 19	25 Jul 19	2	Approved	Approved

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Fig: 16 Leave Balance

- **Step-01:** Click on the **Leave History** section under **Leave** Menu option and show the Employees Leave Applications History and Approved and Denied Status.
- **Step-02:** Enter “Employee ID” or “Leave Category” or “Application Date” or “Start Date” or “End Date” or “Leave Days” or “Manager Status” or “HR Status” for the Search section and click “Enter” on button. Employee can search employees leave history based on search wise value.
- **Step-03:** Click on “Apply Leave” button for applies for new leave. Show the fig(17) page.

4.3 Apply Leave

Leave Type	Total Leave	Leave Aailed	Leave Due
Casual Leave	15	1	14
Earn Leave (Annual Leave)	12	0	12
Special Earn Leave	10	0	10
Hajj Leave (By Management)	45	0	45
Leave (Without Pay)	30	0	30
Casual Leave (Attendent, Supervisor, Driver, Guard)	30	0	30

Manager: KG1088 [Muhammad Rais-UI-Awal]
 Leave Category: ---Select--- (2)
 Start Date: (3) End Date: (4)
 Leave Days: Stay During Leave:
 Reason: (5) Remarks:
 Back to List Submit (6)

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Fig: 17 Leave Balance

- **Step-01:** Click on the **Apply Leave** section under **Leave** Menu option and show the Employees Leave Bonus and Employees can see their leave status and Applied for new leave.
- **Step-02:** Enter "**Leave Category**", "**Start Date**", and "**End Date**", "**Stay during leave**", "**Reason**" and "**Reason** for the required section and click "**Submit**" button to apply new Leave.


4.4 Manager Leave Approval



Fig: 18 Manager Leave Approval (for Before Consuming Leave)

- **Step-01:** Click on the **Manager Leave Approval** section under **Leave** Menu option and show the Employees Reporting Persons (Line Manager) Leave Approval Action Page and Line Manager can see employees Applied leave status.
- **Step-02:** If Manager Click on  button for Approved Employees Applied Leave Approval.

Note: If Employee applied any leave application before consuming the Leave then in this case, if line manager approved the application, HR Admin status will be automatically approved and updated. Employee can able to apply within 3 days after availed where HR admin status will auto approved if Line manager approved. But if 3 days over after availed then it will require both line manager and HOD-HR & Admin approval.

- **Step-03:** If Manager  Click on button for Denied Employees Applied Leave. In this case manager must mention the reason for denied the application.

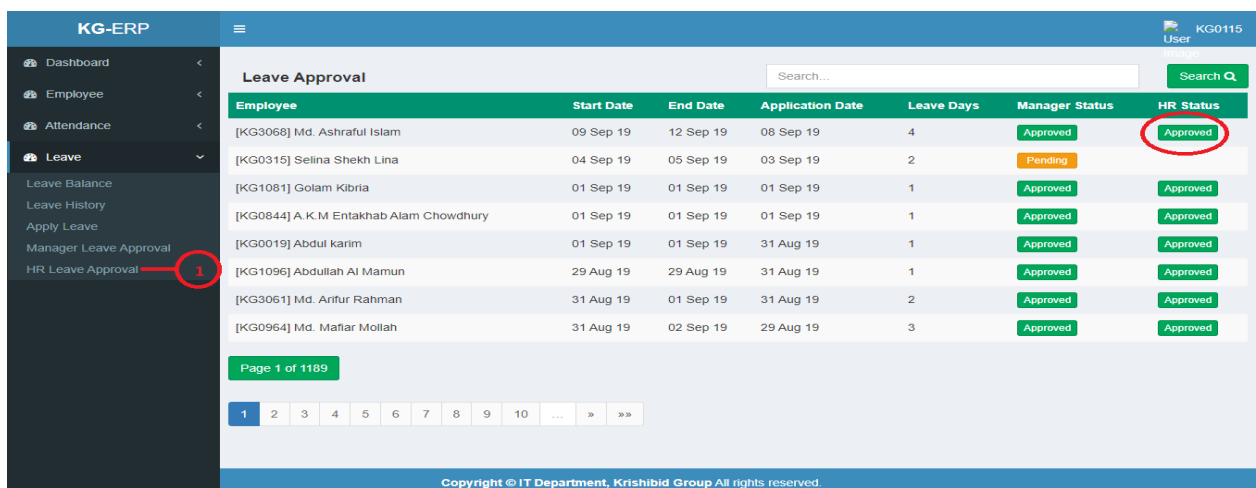


Fig: 19 HR Admin Leave Approval (for Before Consuming Leave)

- **Step-04:** HR Admin only can see the status for Employees **Approved** Leave Approval status from Line manager.

4.5 HR Admin Leave Approval

Employee	Start Date	End Date	Application Date	Leave Days	Manager Status	HR Status
[KG3068] Md. Ashraful Islam	03 Sep 19	03 Sep 19	08 Sep 19	1	Approved	Pending
[KG3068] Md. Ashraful Islam	09 Sep 19	12 Sep 19	08 Sep 19	4	Approved	Approved

Fig: 20 Manager Leave Approval (for After Consuming Leave)

- **Step-01:** Click on the **HR Admin Leave Approval** section under **Leave** Menu option and show the Employees Reporting Persons (Line Manager) Leave Approval Action Page and Line Manager can see employees Applied leave status.

Note: If Employee applied any leave application after consuming the Leave then in this case, if line manager approved the application, HR Admin status will won't be automatically approved and updated. If HR Admin approved the application employees can see their updated status. That leave will be approved on that time. Otherwise If HR Admin Denied the application then must mention the reason and Employees consuming leave will be denied. Employee can able to apply within 3 days after availed where HR admin status will auto approved if Line manager approved. But if 3 days over after availed then it will require both line manager and HOD-HR & Admin approval.

KG-ERP

<

Fig: 21 HR Admin Leave Approval (for After Consuming Leave)

- **Step-02:** If HR Admin **Approved** the application employees can see their updated status. That leave will be approved on that time.
- **Step-03:** Otherwise If HR Admin **Denied** the application then must mention the reason and Employees consuming leave will be denied.