KRISHIBID GROUP
কৃষিবিদ গ্রুপ

KG ERP USER MANUAL

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Content

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.

Dashboard
1.1 ERP Login Page

Open the browser and type the following address: http:// 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.
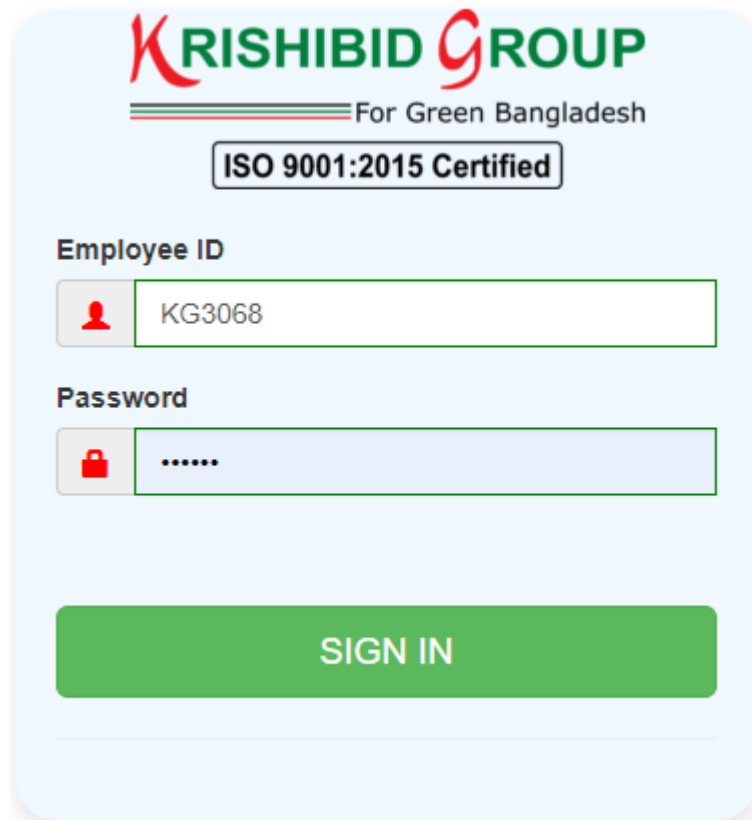

Figure: 01 ERP Login

Logging on ERP System:

- **Step-1:** Provide Valid **Username and Password. For Username Always Provide your Employee ID. (Example: EmployeeID : KGxxx , 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.

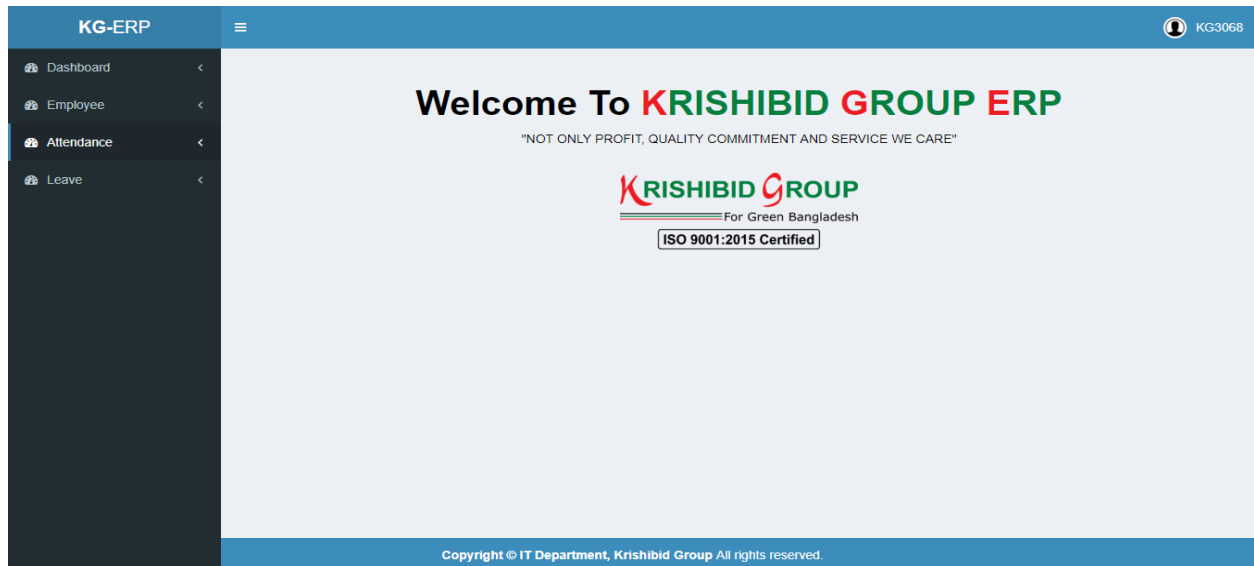The following figure (Fig-02) shows menu bar and home page.

Figure: 02 ERP Home Page

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

1.2 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.

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.

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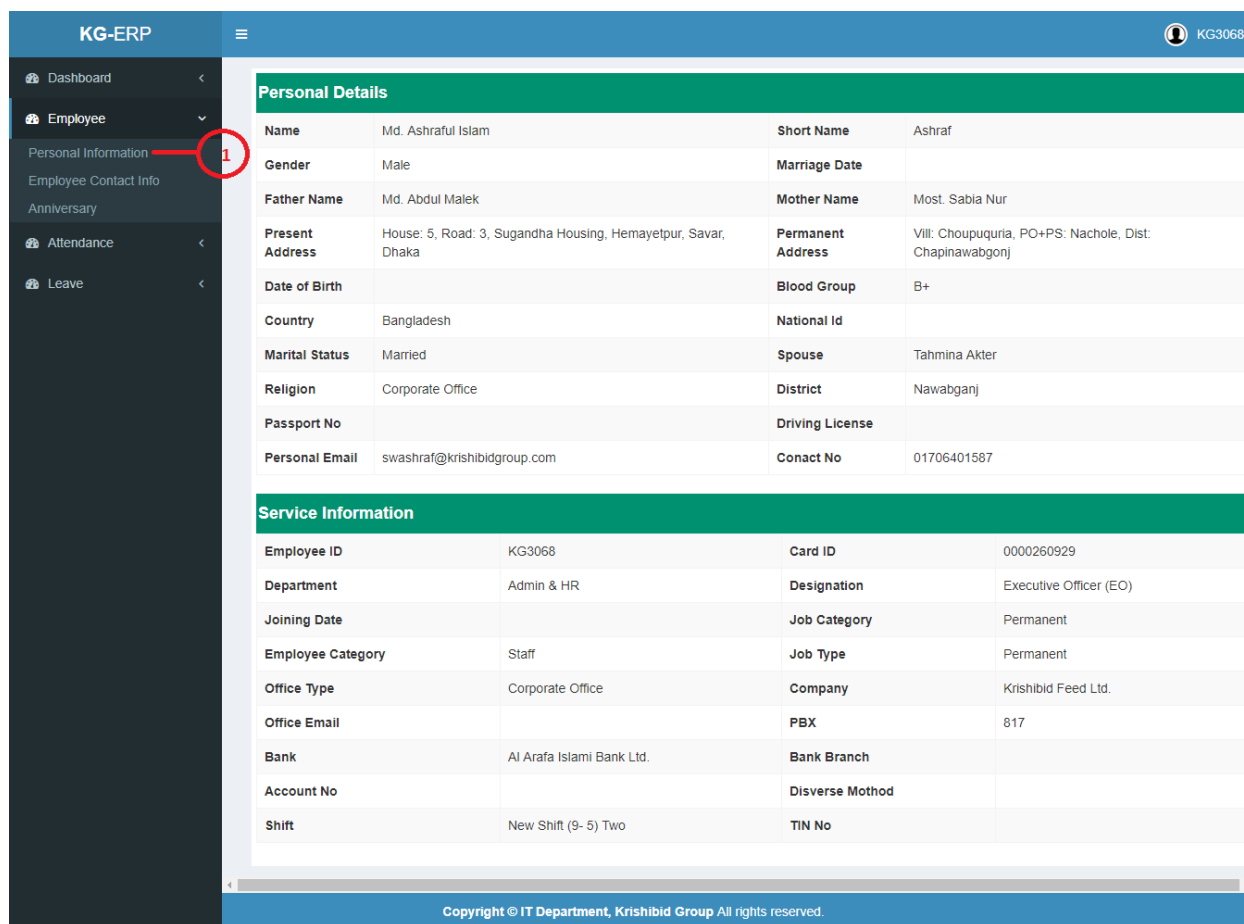
Figure: 05 Yearly Holiday

- **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.

1. Employee
2.1 Personal Information

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	Conact 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 Arafa Islami Bank Ltd.	Bank Branch	
Account No		Disverse Mothod	
Shift	New Shift (9- 5) Two	TIN No	

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

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

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.

2. Attendance
2.1 Employee Attendance

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.

2.2 Team Attendance

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.

2.3 Time Approval Request

2.3.1 Attendance Modify

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.

2.3.2 On Field Duty

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 **"Date", "Application For" and "Reason"** for the required section and click **"Request"** button for sending any modification to **Line Manager** for Approval request.

2.4 Time Approval History

Employee Id	Application For	Attendence 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.

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2.5 Manager Time Approval

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.

2.5 HR Admin Time Approval

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.
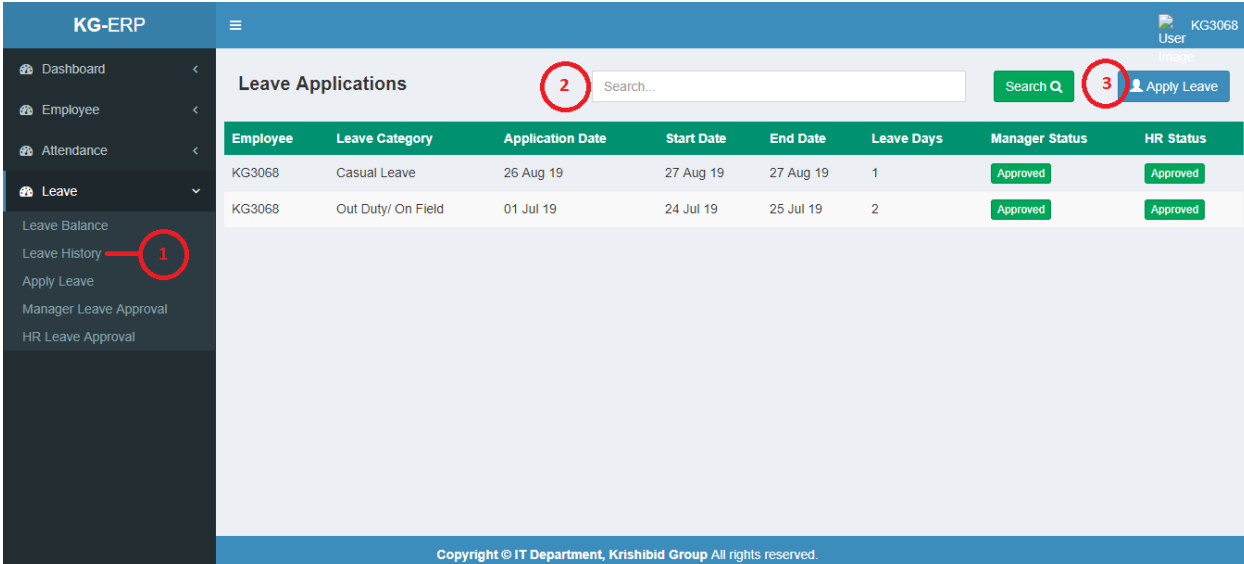
3. Leave

4.1 Leave Balance

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

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

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.

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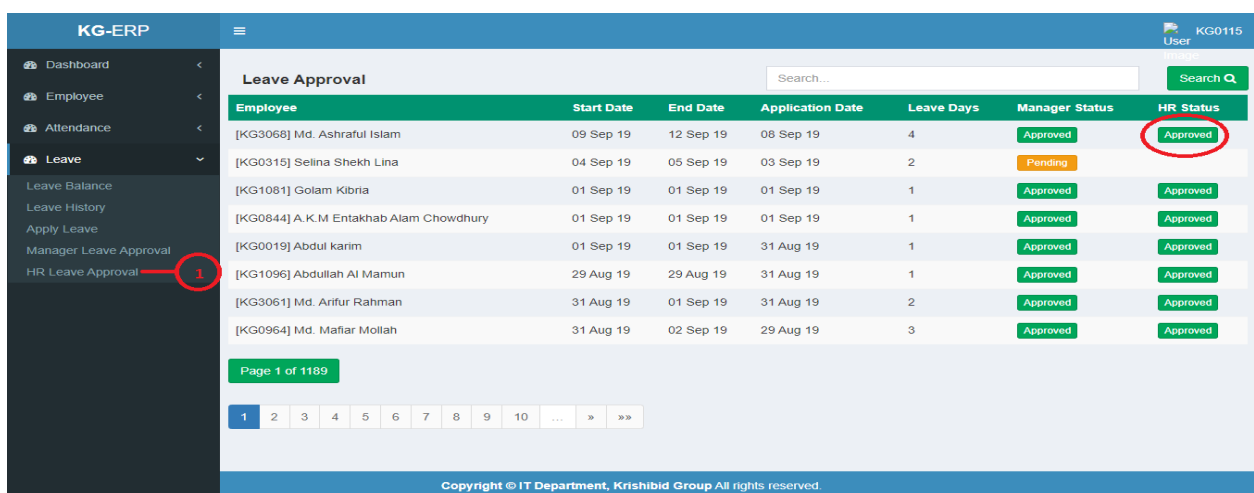

Fig: 19 HR Admin Leave Approval (for Before Consuming Leave)

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

3.5 HR Admin Leave Approval

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.**

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.