

Athena

User Guide

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Scope

Athena enable employees to raise and easily track **HR**-related requests (leave, Work from home, holiday list etc.) from anywhere and at any time in a frictionless manner, thereby, elevating their experience.

Following are the modules and capabilities implemented in 1st Phase that will aid in enhancing employee experience

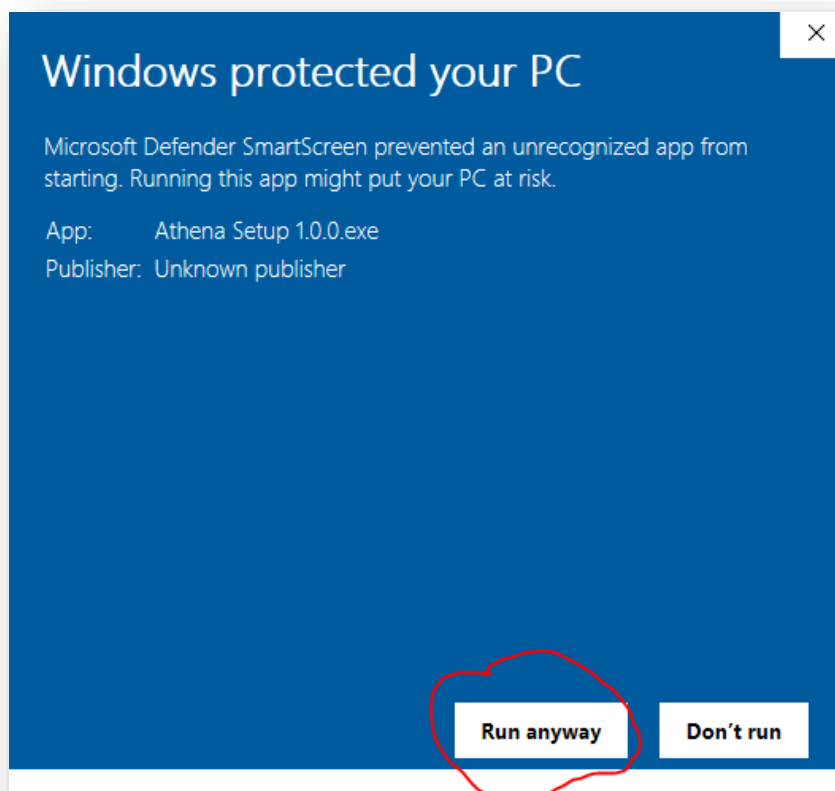
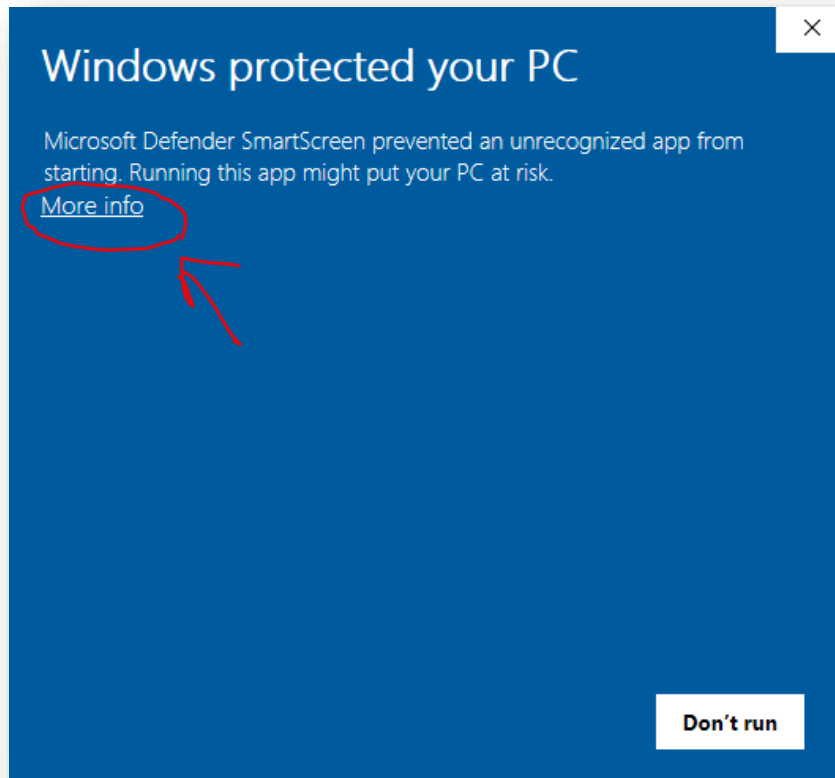


Audience

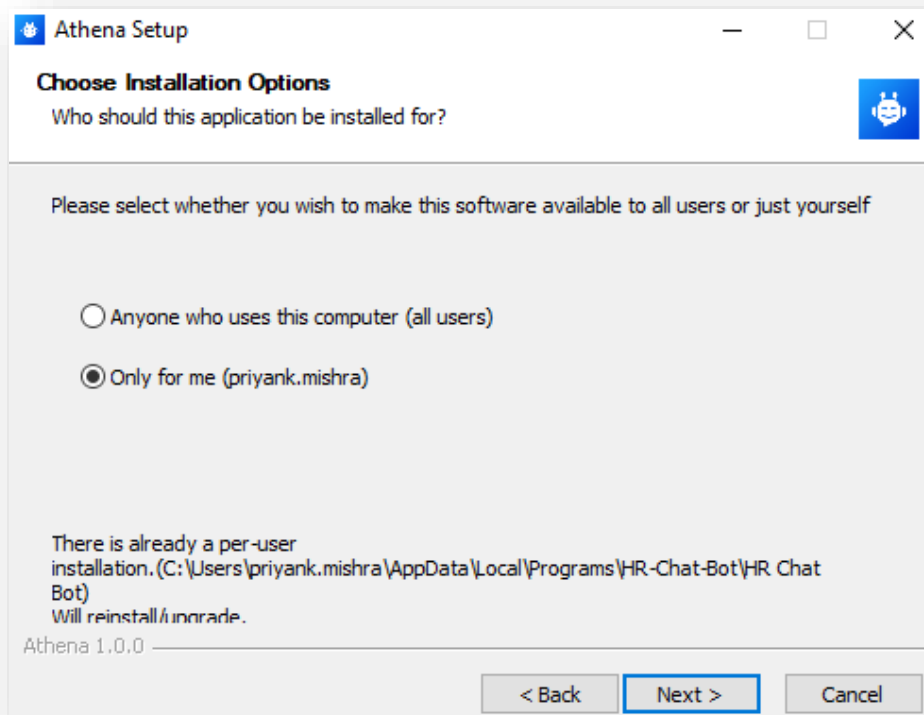
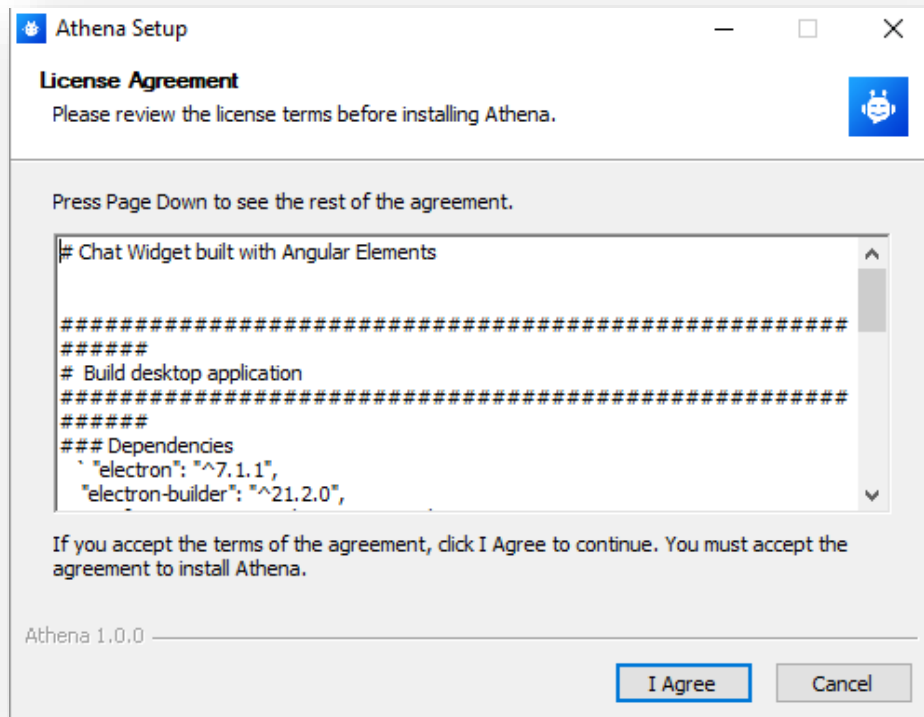
This document is intended for the users of the organization to understand the application's functionality.

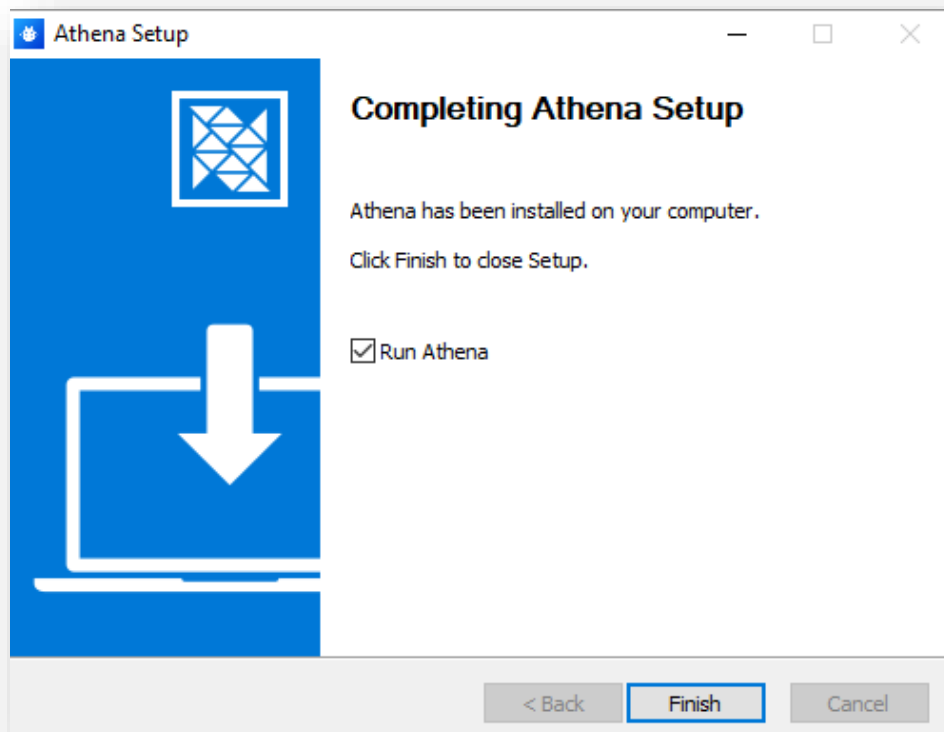
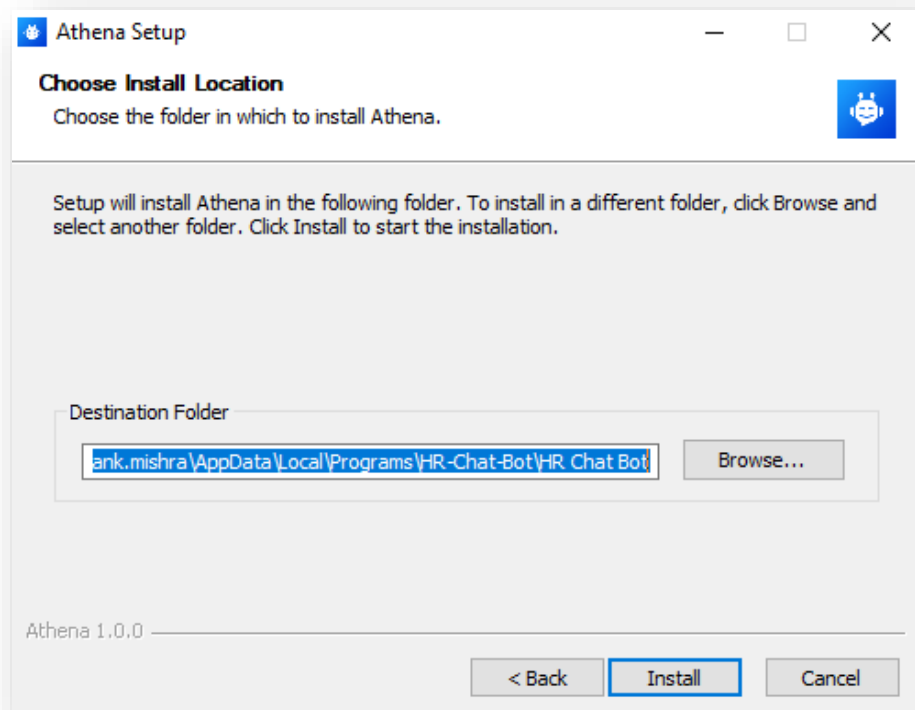
Installation (Windows desktop version)

1. Download the exe file from the link provided in communication. (Please use o360 credentials if it asks)
Note: Please uninstall any QA or UAT version of the desktop BOT before installing the production version (ignore if you are installing for 1st time).
2. Run the installer and if the below message appears clicks on More info and click Run Anyway.

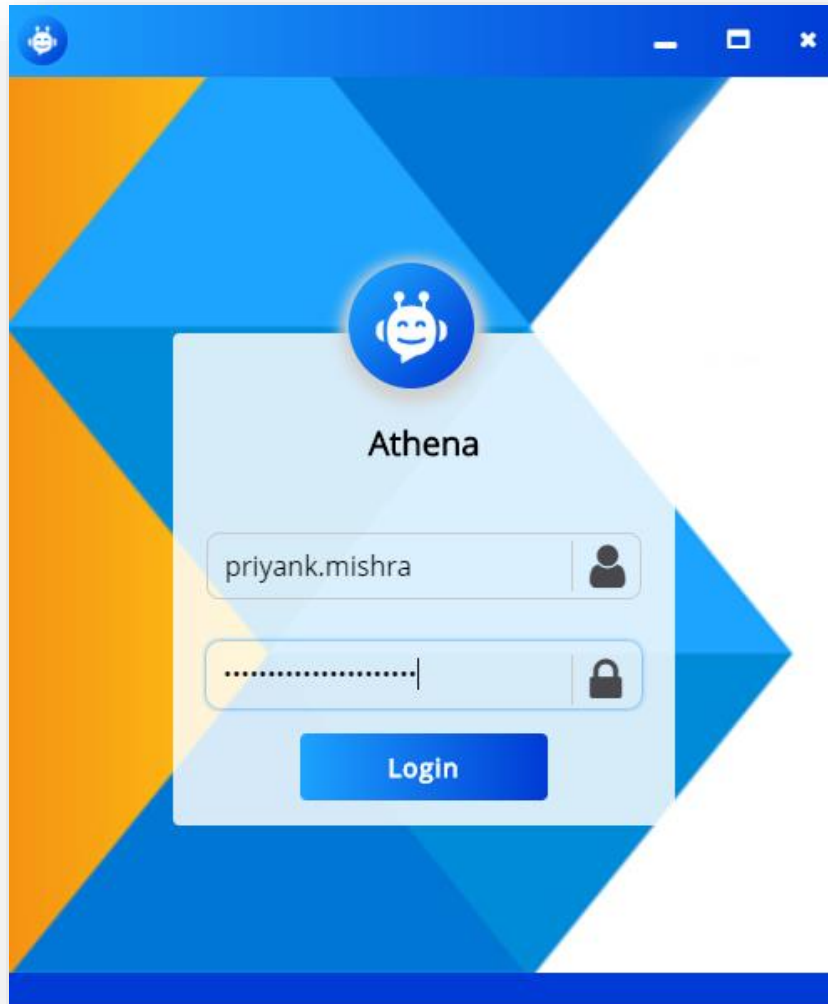


3. Please follow the below screenshots to install the bot.





4. Once you open the Athena use you o360 credentials to login.



How to use Athena (Same both for Desktop and web Version)

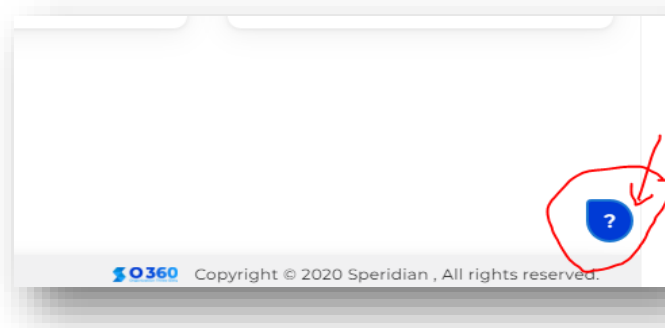
Login

Desktop Version

Double click the Athena icon on your desktop and then login to Athena desktop using your o360 credentials.

Web Version

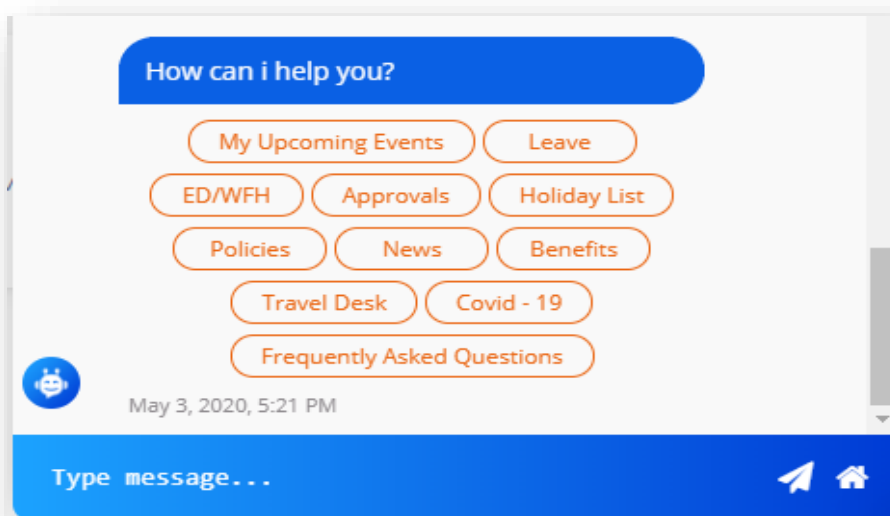
Login to o360 application and click on the question mark balloon on bottom right corner.



Landing Page

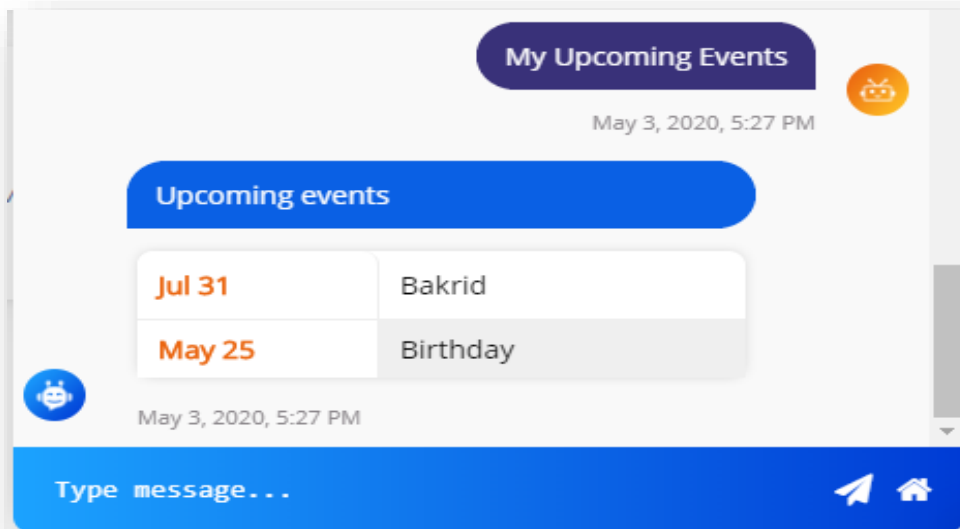
On logging in or opening it from o360 application, the employee will be redirected to the Athena landing page. Here the user can raise a request for (leave, work from home, external duty, etc.), view holiday list, Policies etc.

Either we can use message box or click the buttons.



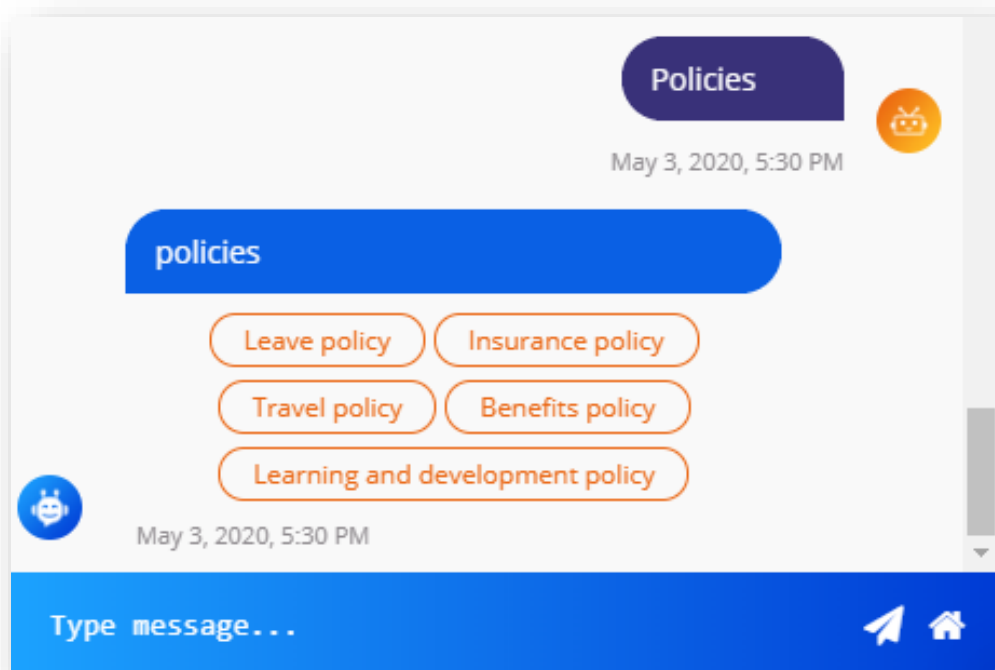
My upcoming events

On clicking upcoming events, following upcoming events will be displayed like next leave and upcoming holiday.

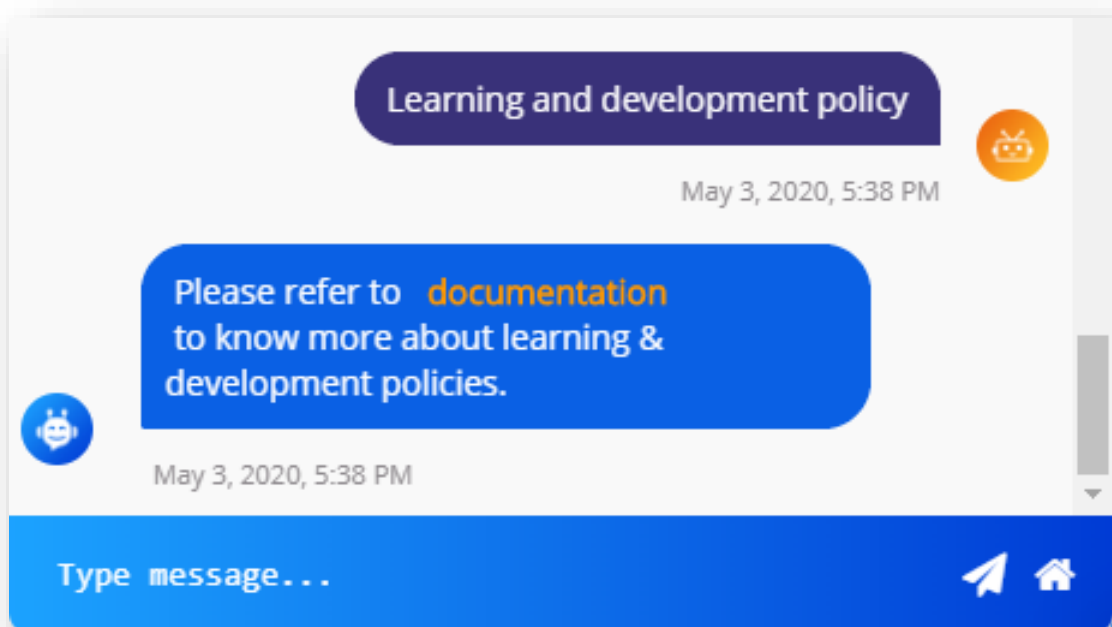


Policies

1. On clicking policies, Different policies will be displayed.

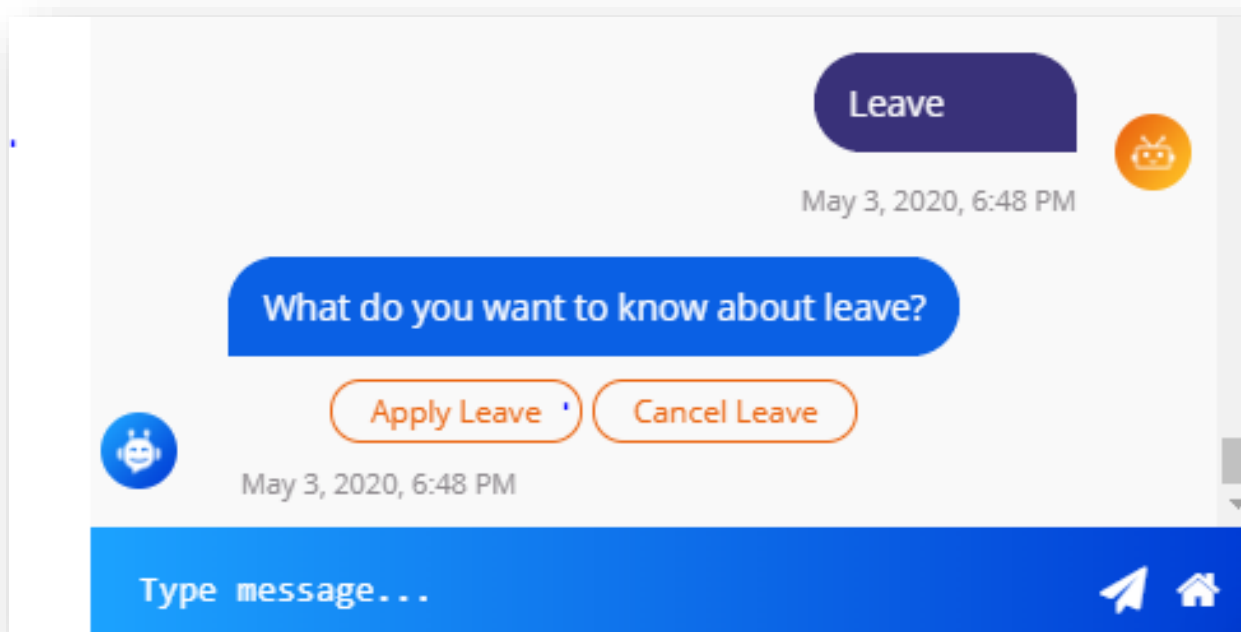


2. User should select as per the requirement, respective documentation will be displayed.

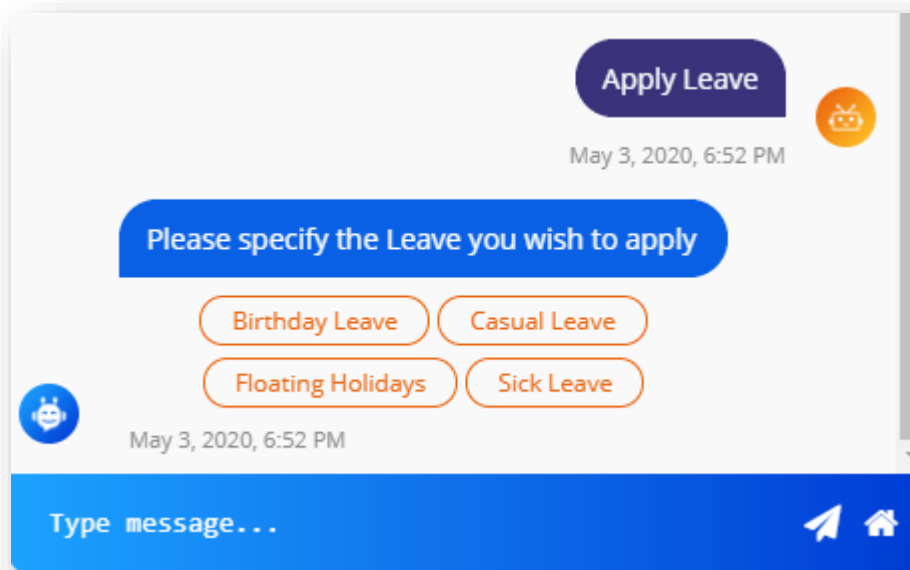


Leave Request

1. Select leave on the home page, on selecting chat bot displays following options.



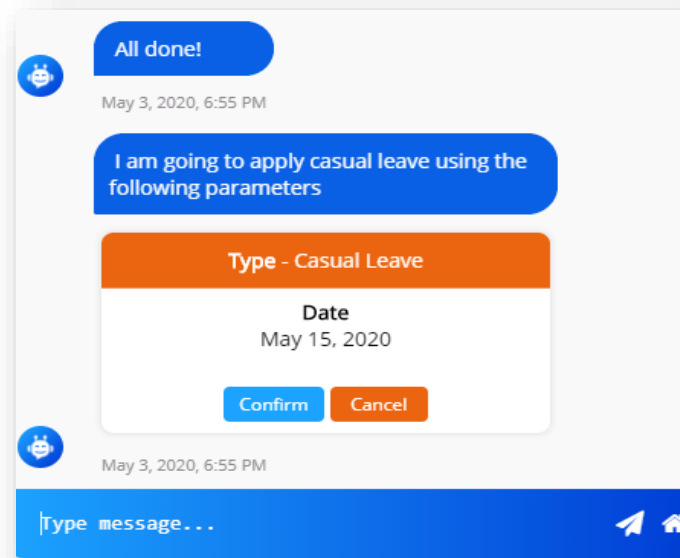
1. Select apply leave , on clicking apply leave different types of leaves will be displayed



2. On selecting type leave user needs, HR Chabot asks to Specify the reason and date .



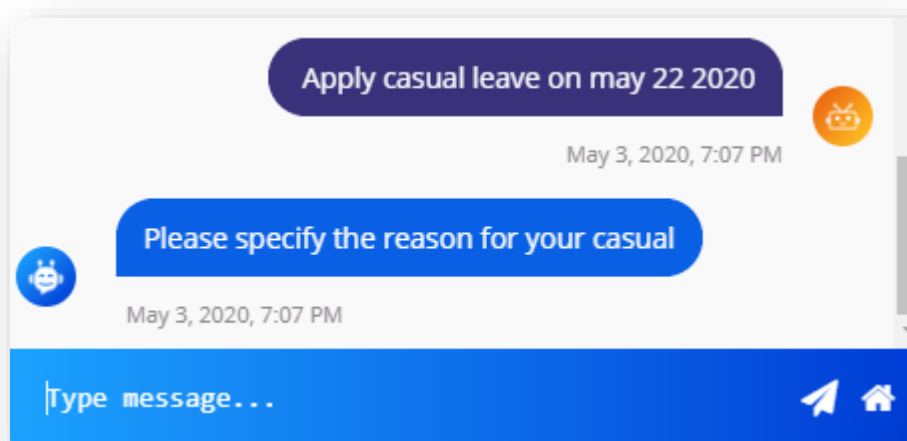
3. After specifying the reason and date, chat bot asks for confirmation on confirming following leave request will be created.



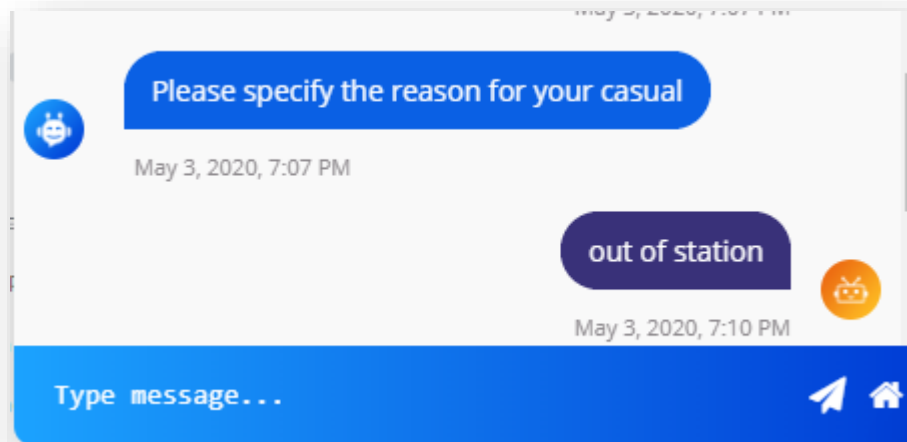
Alternative way to apply for leave

By typing in message box:

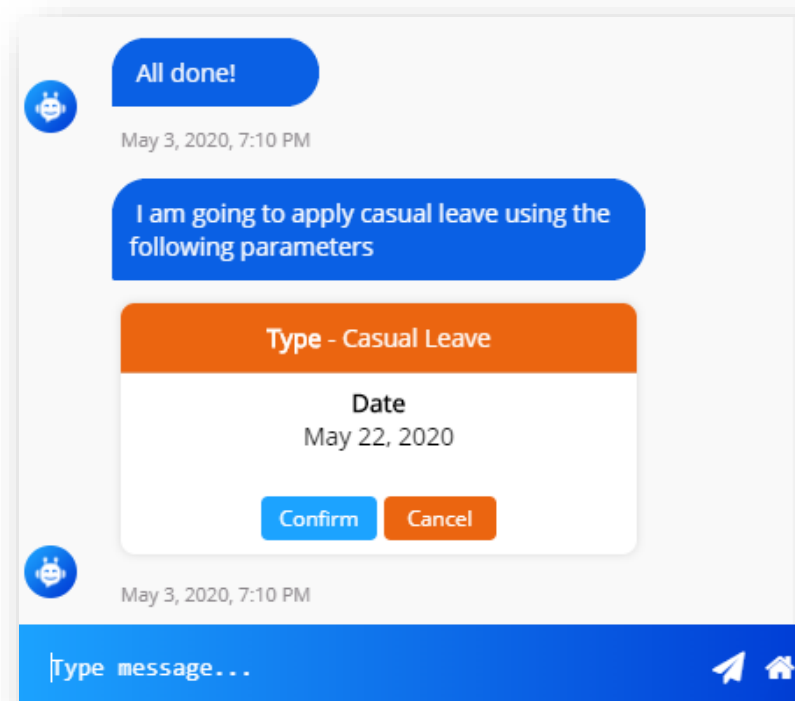
Type (apply kind of leave you want, mention date on which you want to take) in the message box.
Example: Apply casual leave on May 22 2020.



After specifying type of leave and date , chat bot asks for reason.

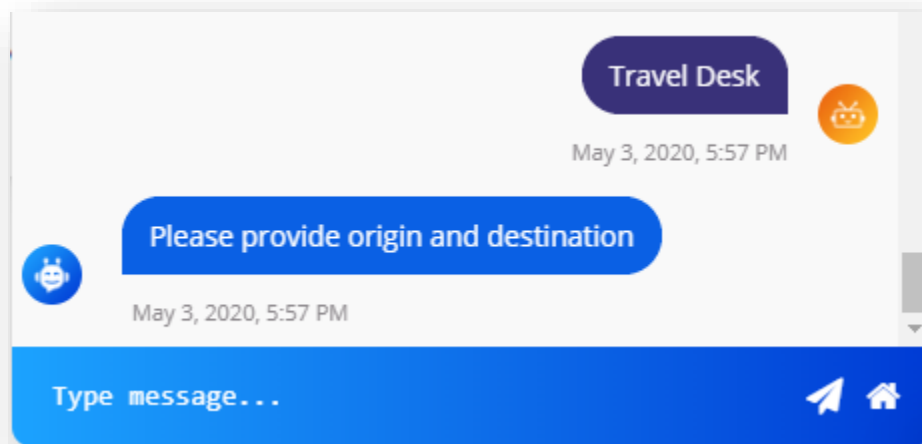


After specifying the reason, chat bot asks for confirmation on confirming following request will be created.

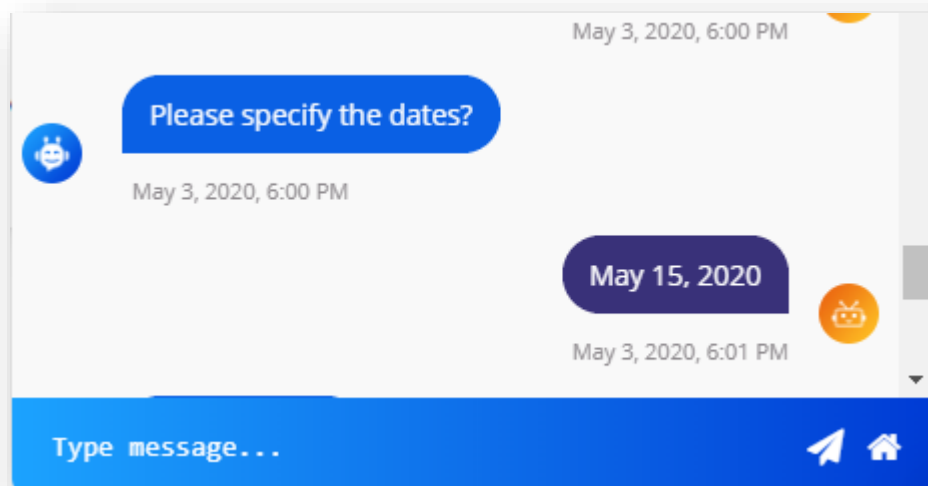


Travel Desk

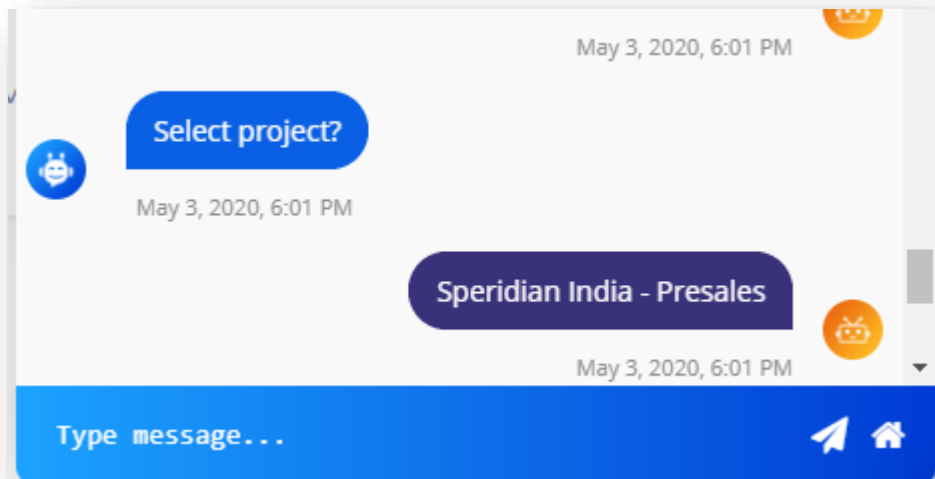
User should select the travel desk button , on selecting it will ask for origin and destination.



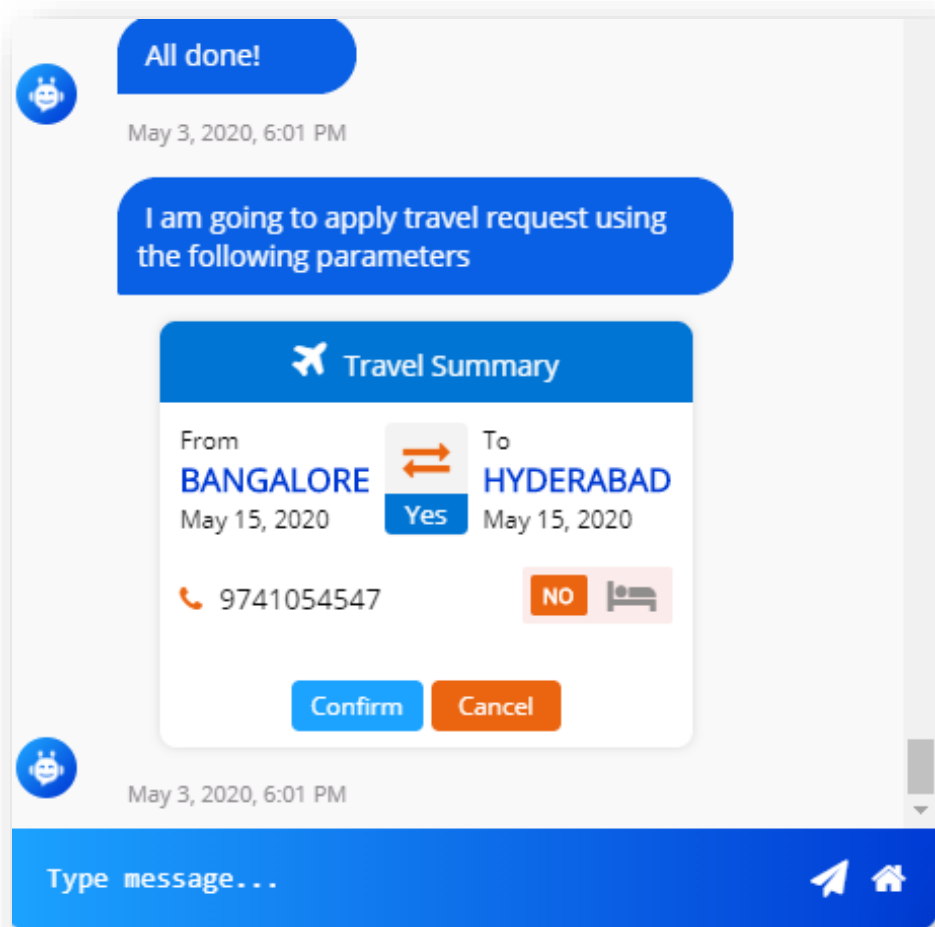
After entering origin and destination, it will ask for the dates



After specifying the dates , chat bot will ask for the project details on which user is travelling

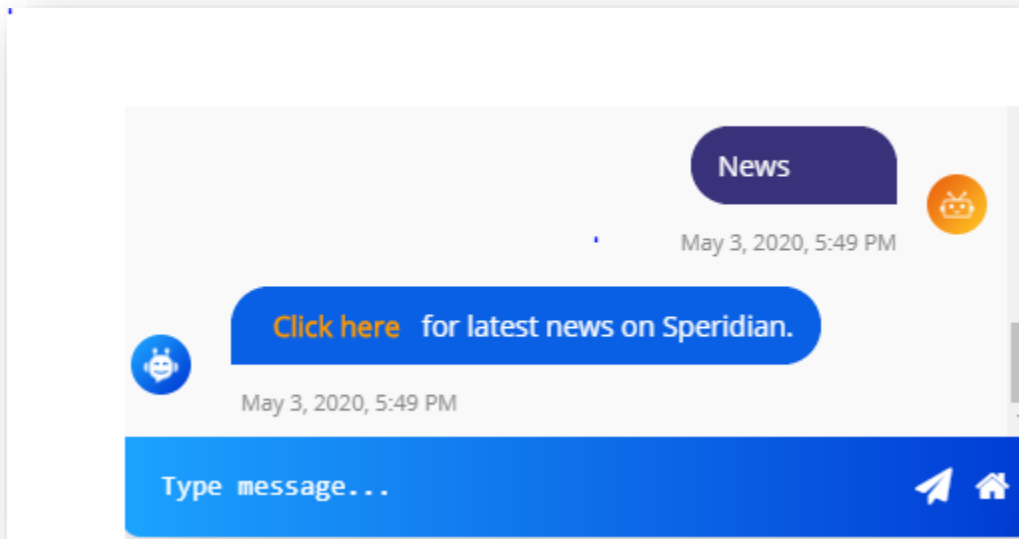


After specifying project details , chat bot will ask for confirmation , on confirming following request will be created



News

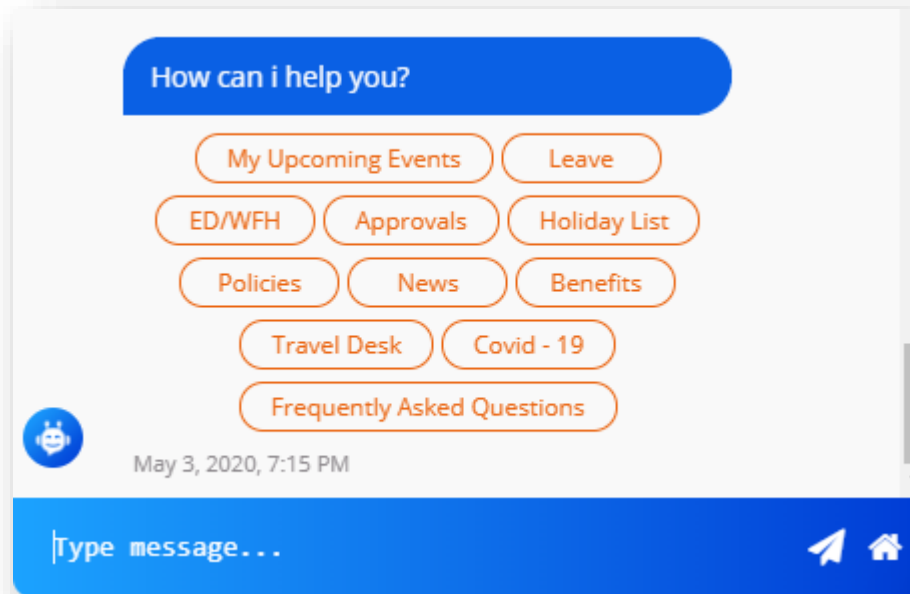
Click the news button to get Speridian Technologies new update.



EWC

For queries/requests related to EWC:

- Select ED/WFH

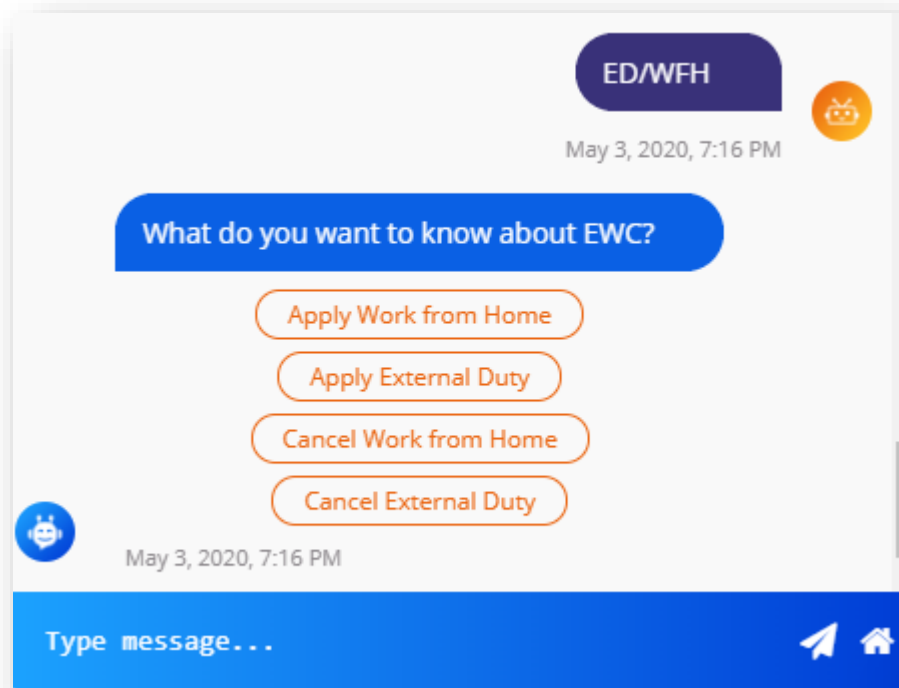


On selection of ED/WFH HR Chabot displays further options related to EWC


- Apply work from home
- Apply External Duty
- Cancel Work From Home
- Cancel External Duty

To Apply for Work From Home:

1. select the button (Work From Home) to apply for Work From Home option



On Selecting work from home user will be asked for specific dates.


Apply Work from Home 



May 3, 2020, 7:17 PM

Please specify the dates?


May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APPLY

 May 3, 2020, 7:17 PM

Type message...  

On specifying dates , user will be asked to select the project.


May 15, 2020 



May 3, 2020, 7:19 PM

Select project?

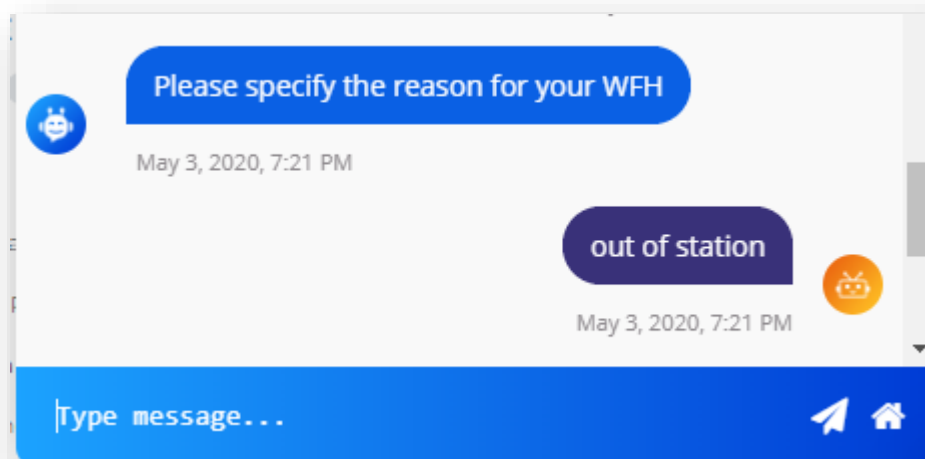
Speridian - Jarvis Support

Speridian India - Presales

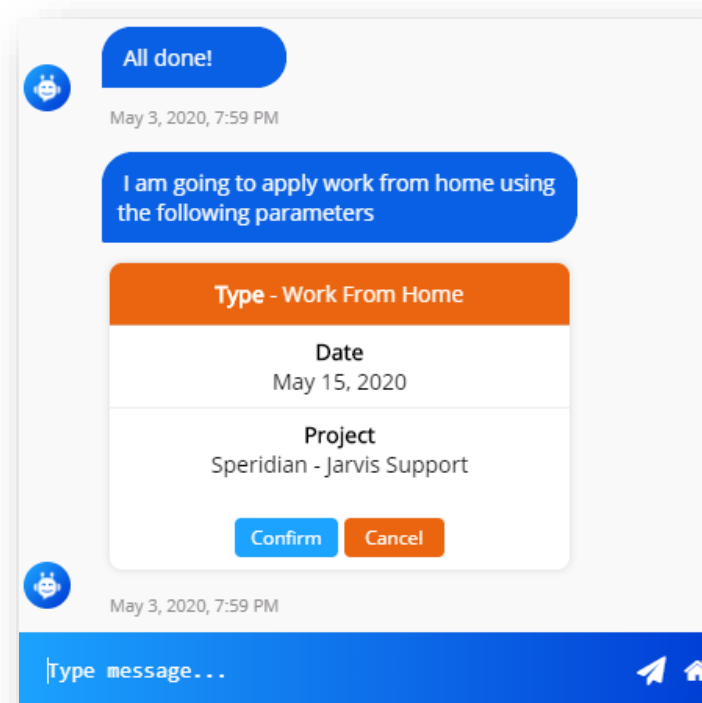
 May 3, 2020, 7:19 PM

Type message...  

On selecting the project, user will be asked for reason



After giving the reason user will be asked for confirmation on confirming following request will be created.

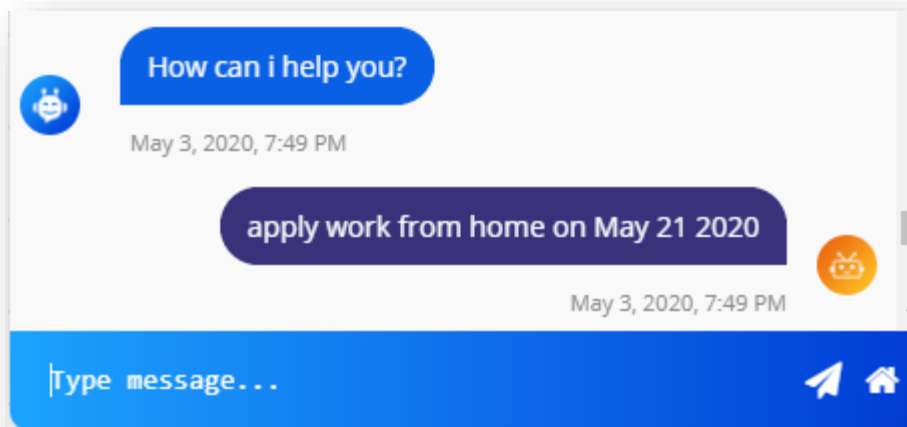


Alternative way

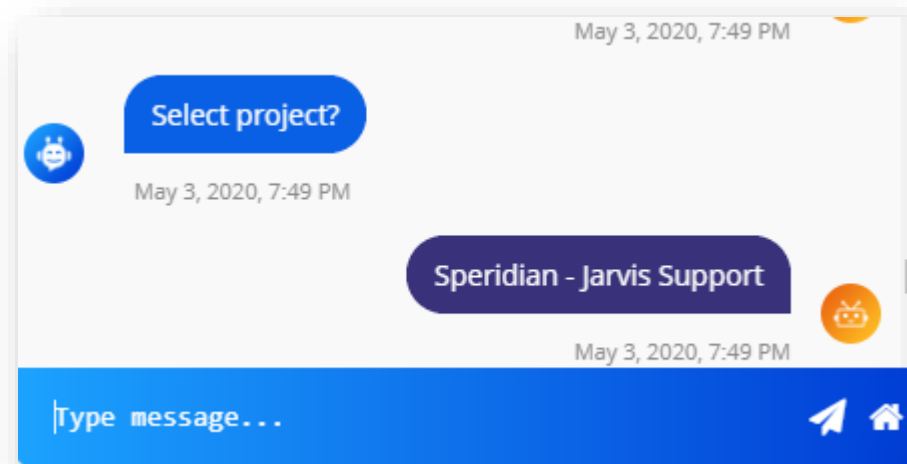
By typing in the message box

1. Type (apply work from home and on which date you want to take work from home) in the message box.

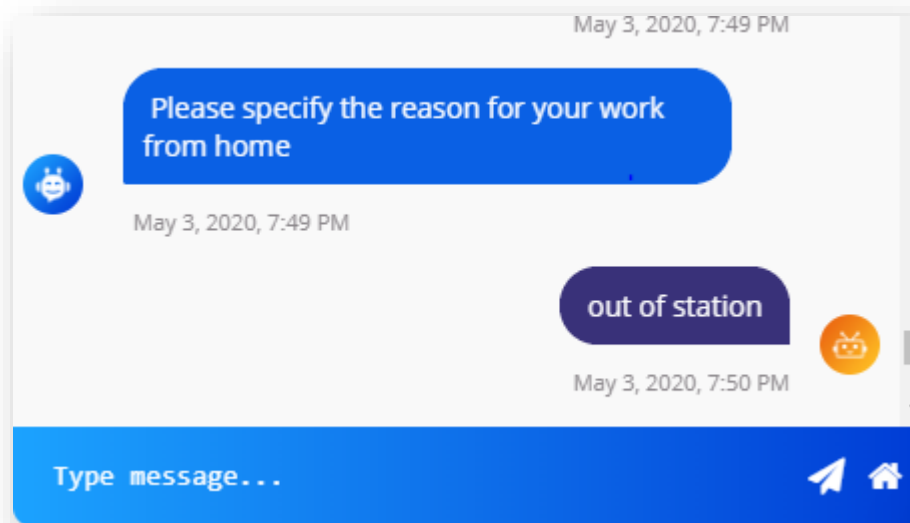
Example: apply work from home on March 31 2020.



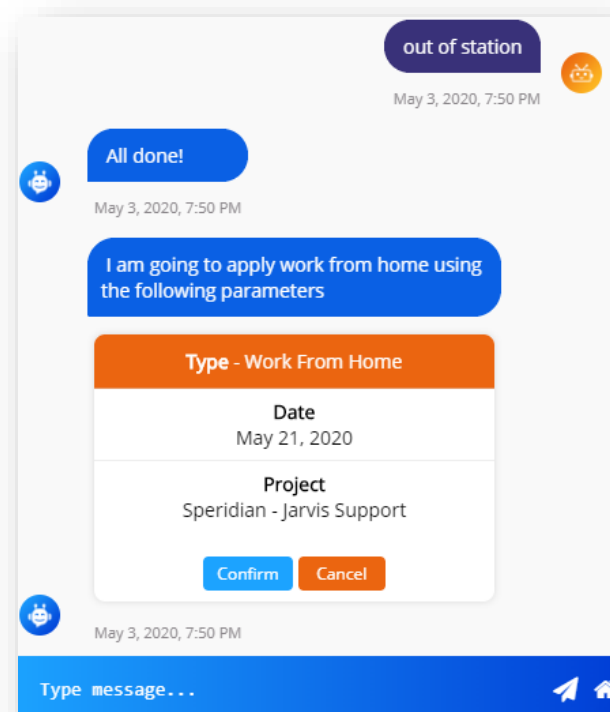
On typing it will ask for which project user wants to take work from home.



On selecting the project user will be asked for reason.

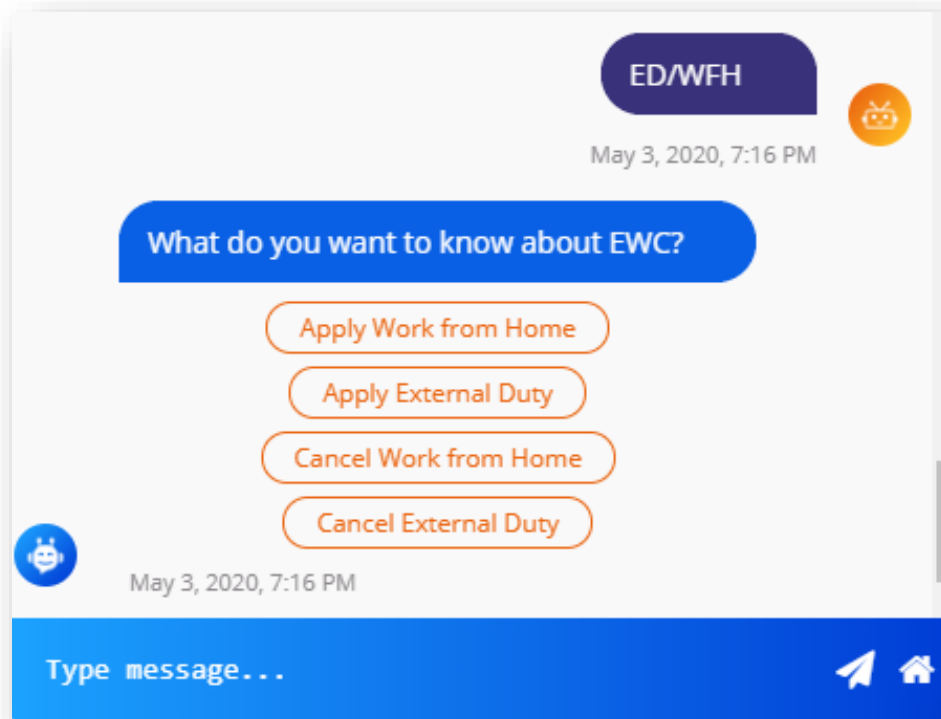


On Specifying the reason user will be asked for confirmation on confirming following request will be created

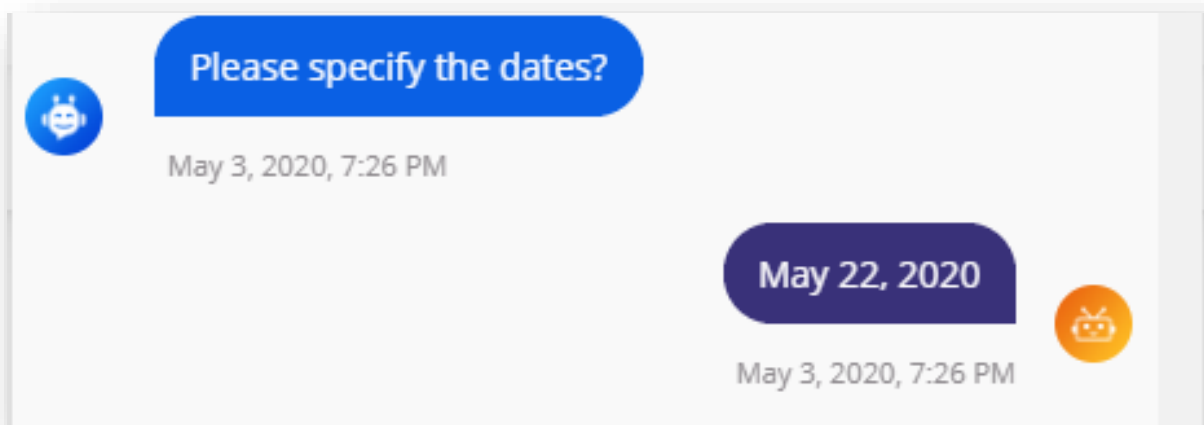


To Apply for External Duty :

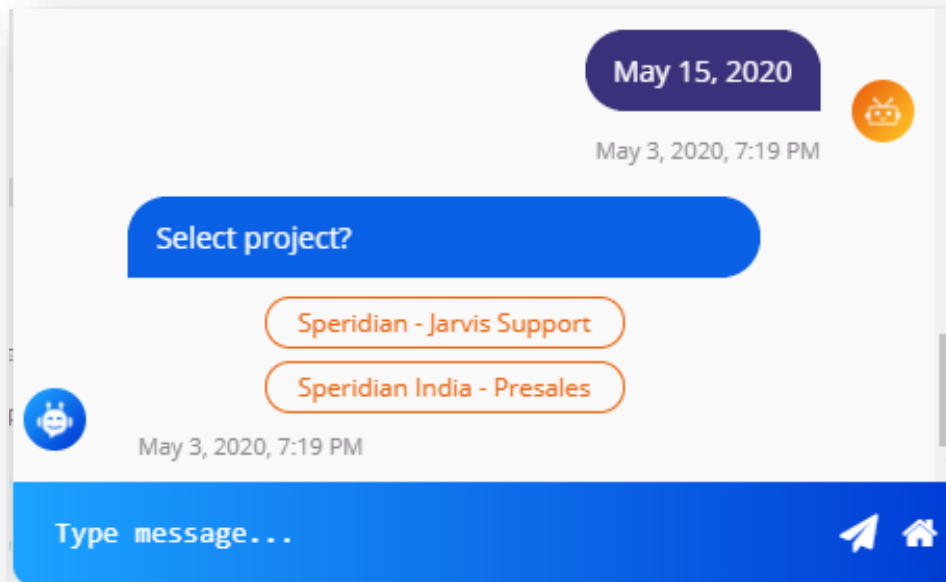
1. Either select the button (External Duty) or type in the message box to apply for External Duty option



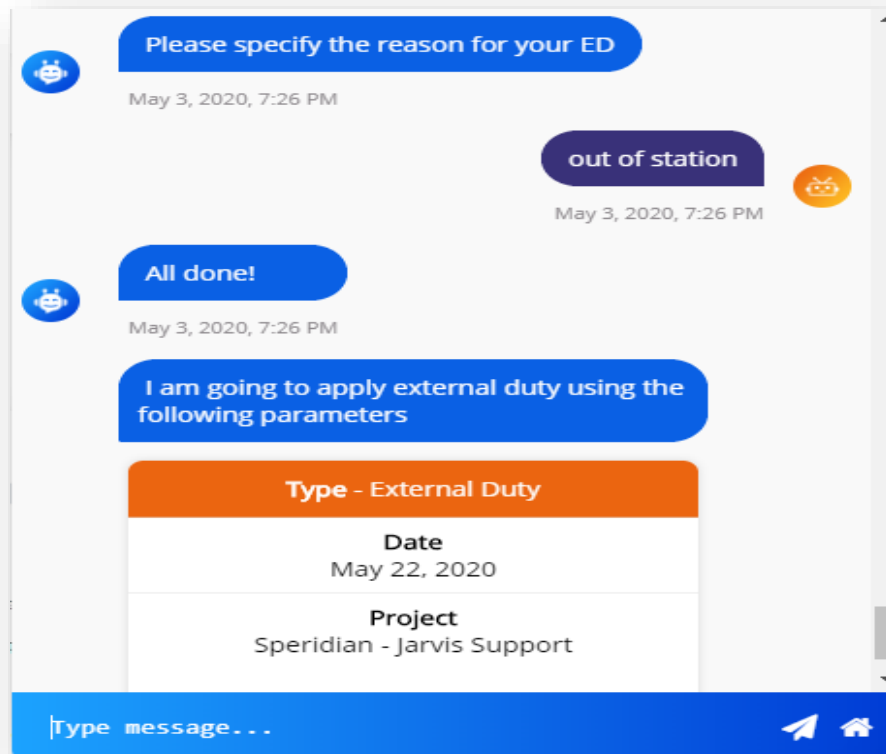
On selecting External Duty user will be asked for specific dates.



On specifying dates, User will be asked to select a project for which user needs External Duty.



On selection of project user will be asked for reason for External Duty, when user gives reason following parameters will be recorded and asks for confirmation before submitting. Once user confirms, request will be submitted successfully.

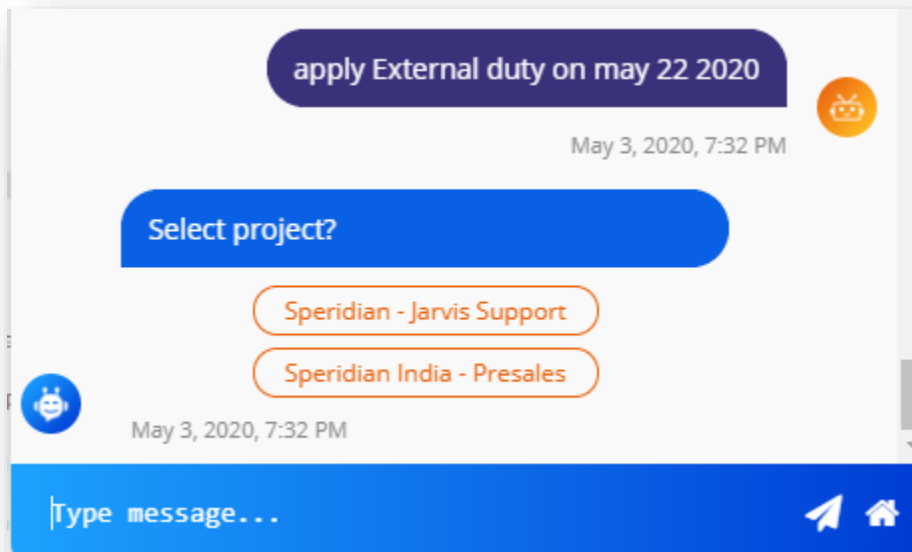


Alternative way

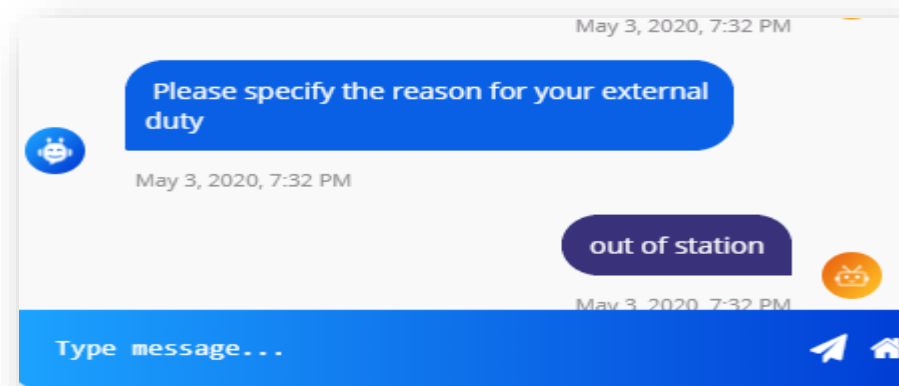
By typing in the message box

1. Type (apply External Duty and on which date you want to take External Duty) in the message box. Example: apply External duty on March 31 2020.

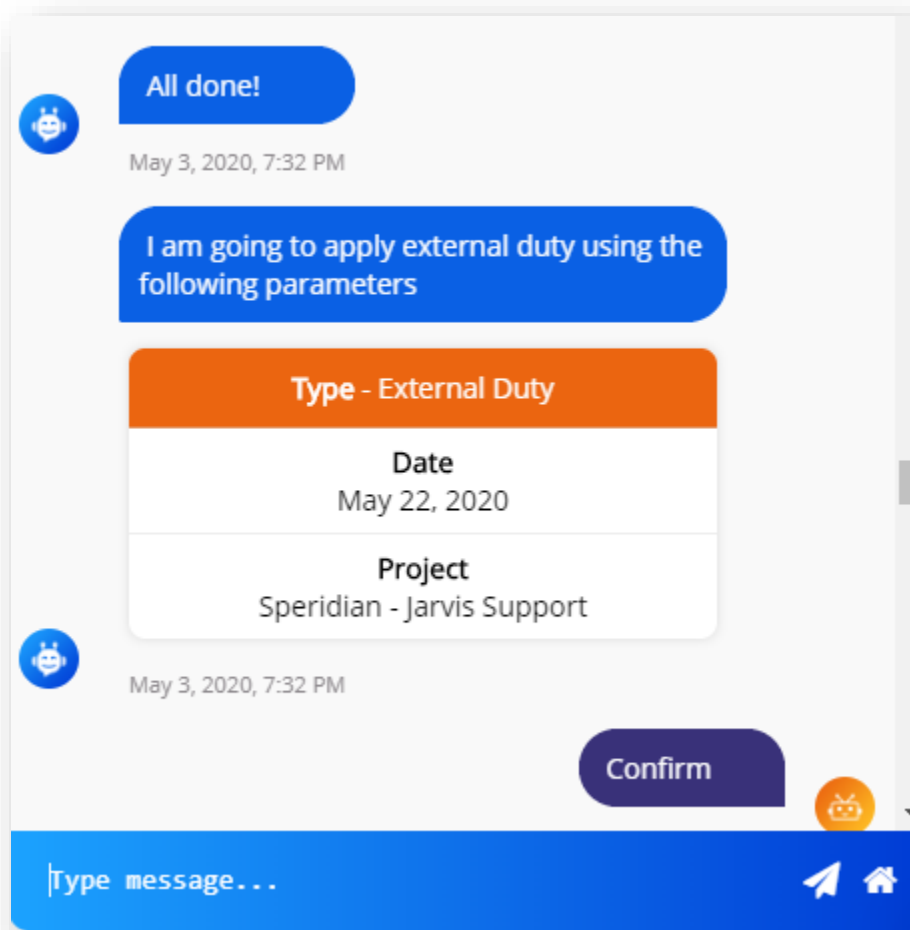
On typing it will ask for which project user wants to take external duty.



2. On, selecting the project HR chat bot will ask for reason.

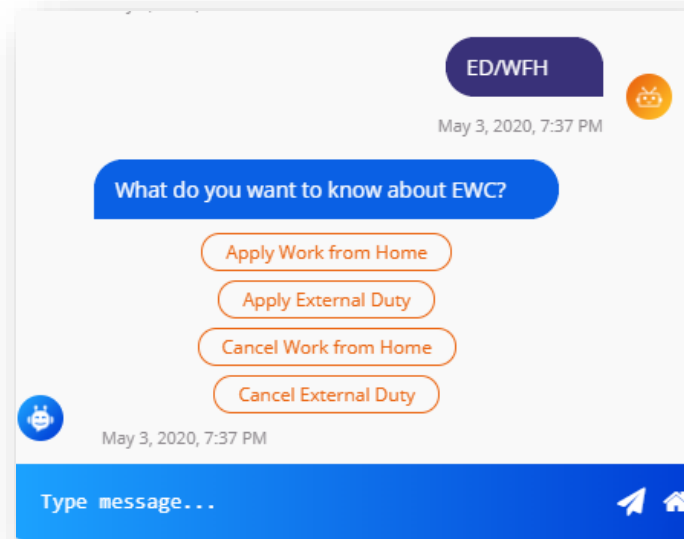


3. After typing the reason, HR chat bot asks for confirmation, on confirming External duty request will be created.

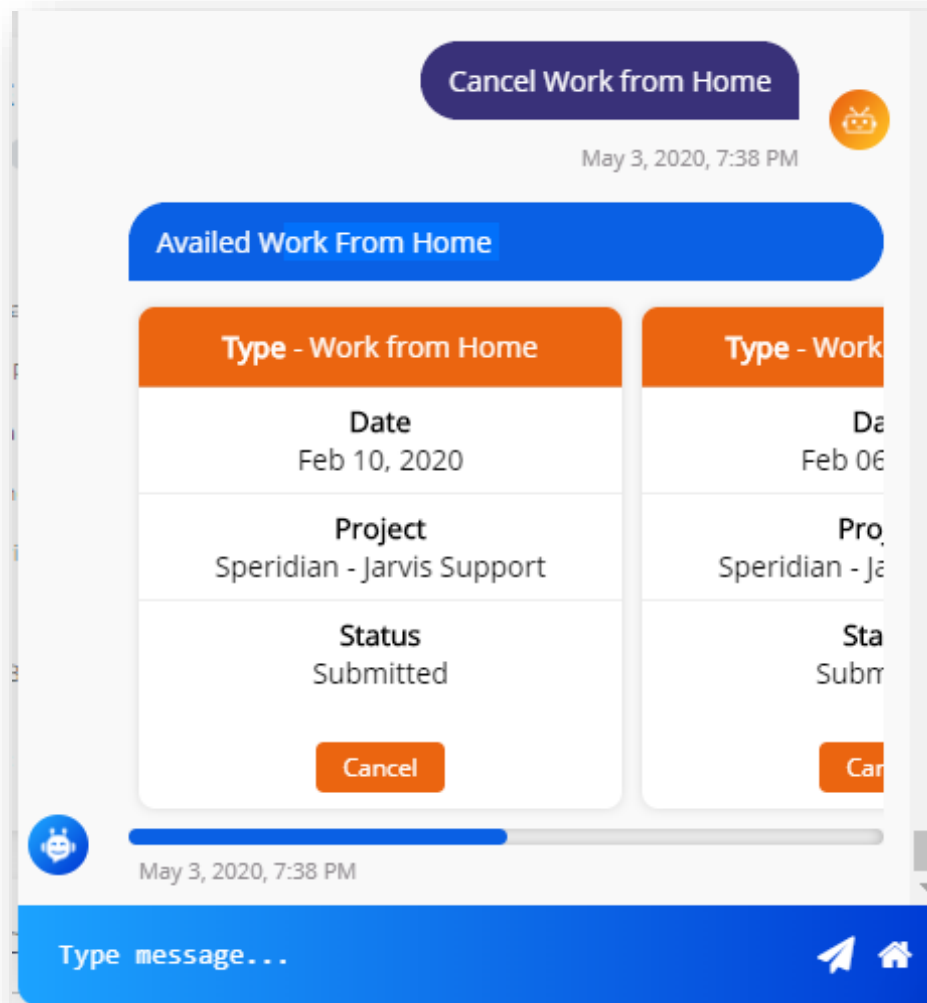


To Cancel Work from Home

Click on Cancel Work from Home or type in the message box to cancel Work from Home



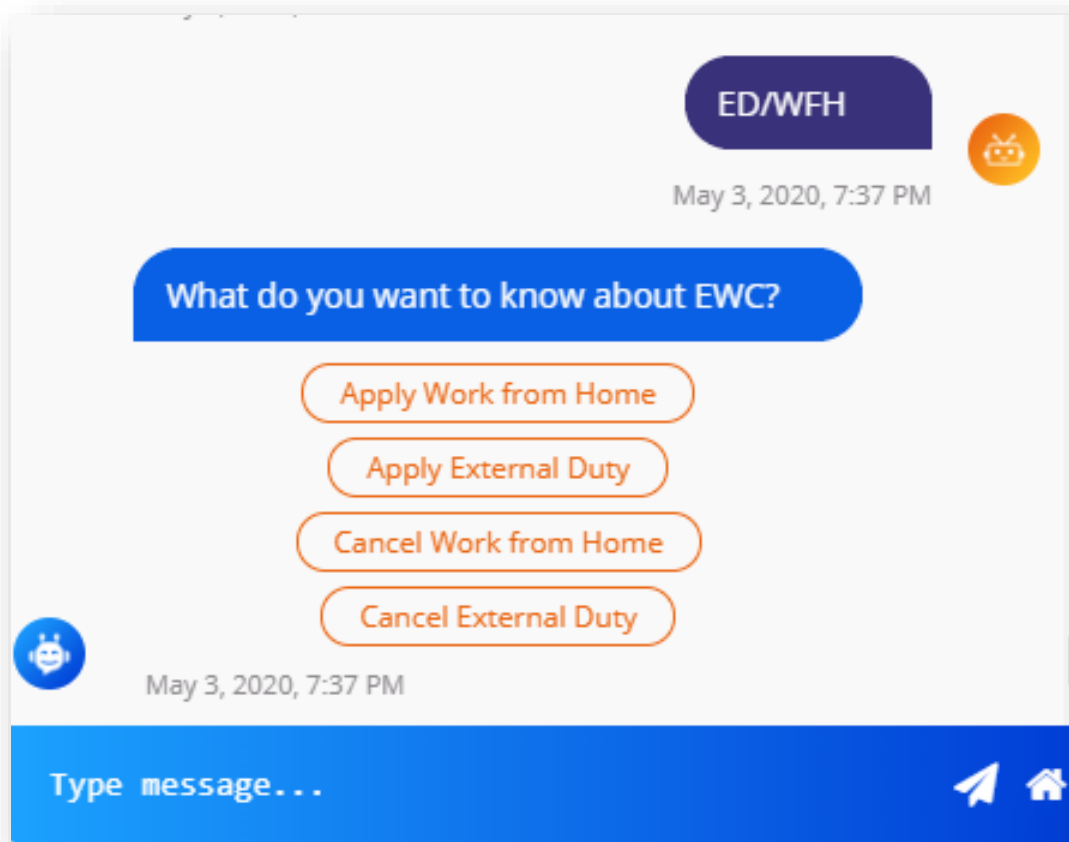
On clicking cancel work from home, projects which user has taken work from home will be displayed with cancel button



On further clicking cancel button, work from home cancel request will be created.

To Cancel External Duty

Click on Cancel External Duty or type in the message box to Cancel External Duty





On clicking cancel External Duty, projects which user has taken External Duty will be displayed with cancel button

Cancel External Duty

May 3, 2020, 7:41 PM

Availed External Duty

Type - External Duty	Type - External Duty
Date Mar 12, 2020	Date Apr 14
Project RPG Group SF Support 2019 - 21	No. of 4
Status Submitted	Pro Speridian - Ja
<div>Cancel</div>	Sta Subm <div>Can</div>

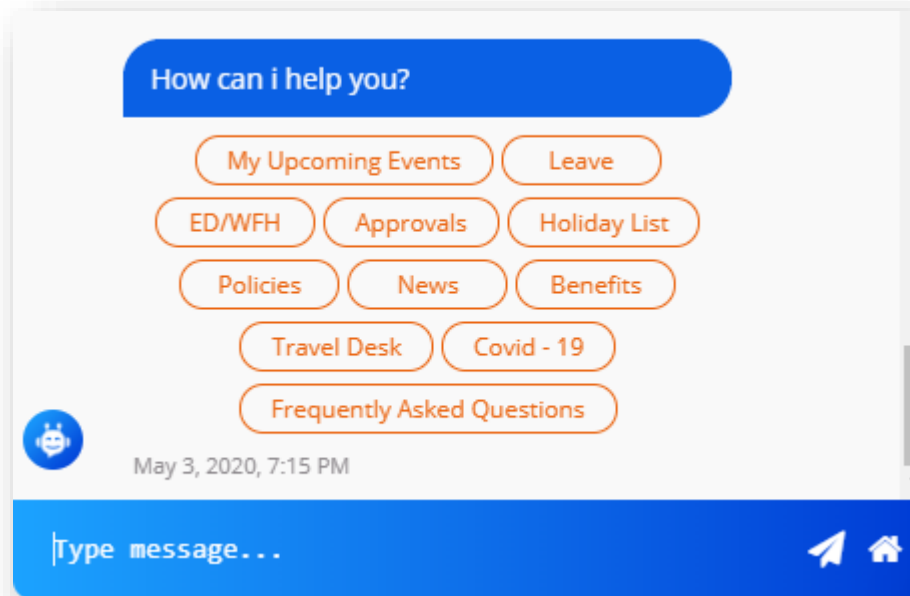
Type message...  

On further clicking cancel button, External Duty cancel request will be created.

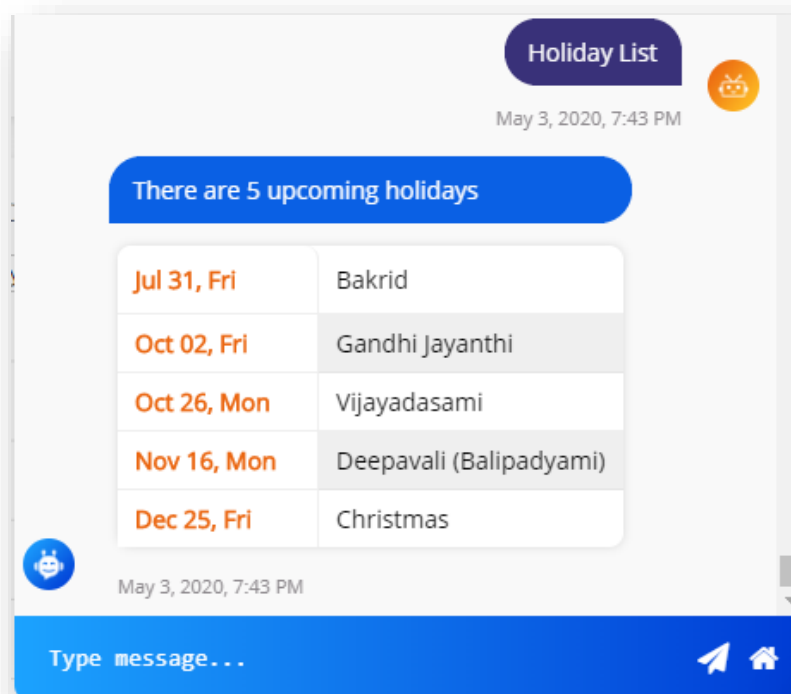
Holiday List

To list the Holidays:

Select Holiday List Button or type holiday list in the message box.



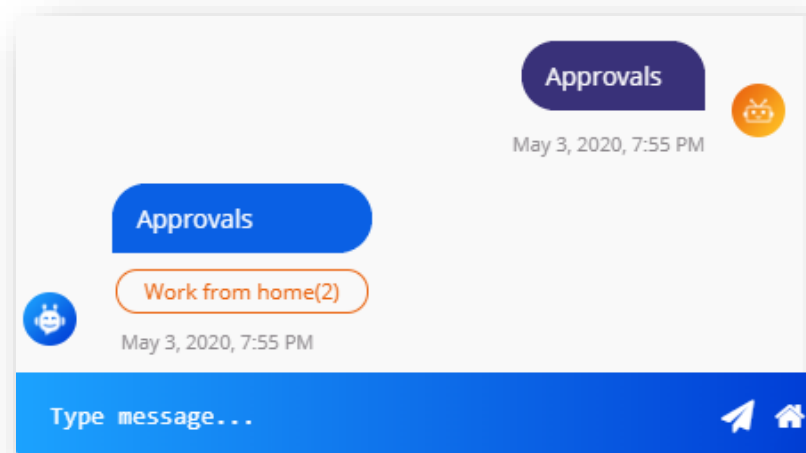
On clicking Holiday list, holiday list will be displayed



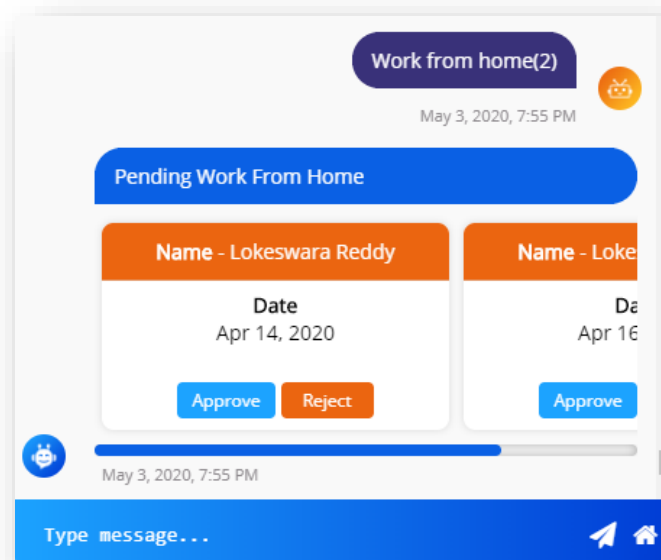
Approvals (managers)

For managers to approve the requests received.

In the home page click on approvals or type in the message box, Chat bot displays the request received.

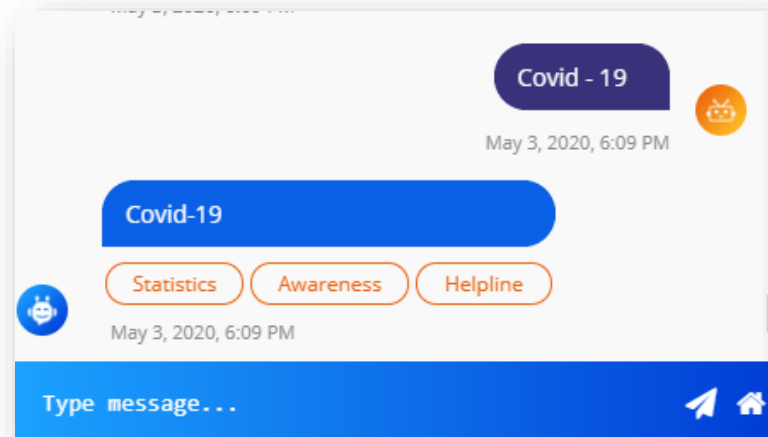


Click on the request, on clicking, HR chat bot asks for confirmation, on confirming request will be approved



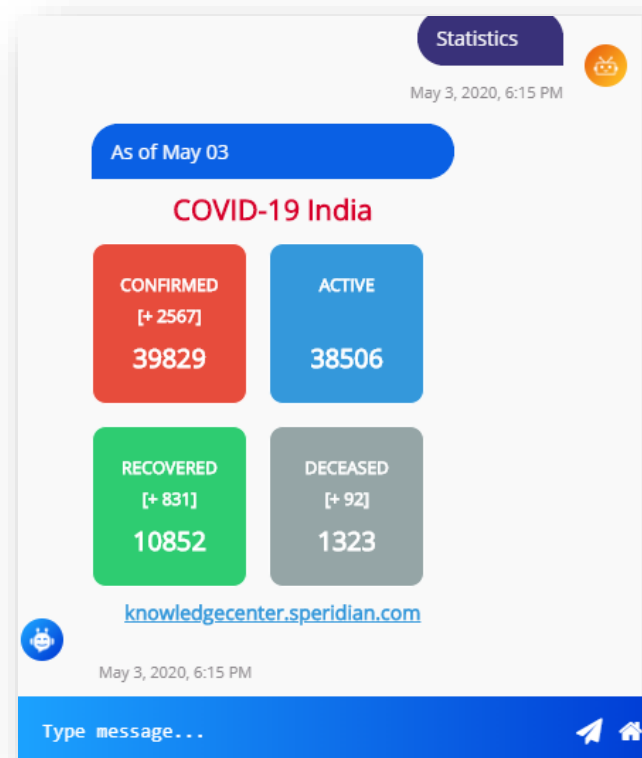
Covid – 19 Details

To get the details regarding covid – 19 , user should select covid – 19 button , on selecting , user will be asked for different options related to covid – 19



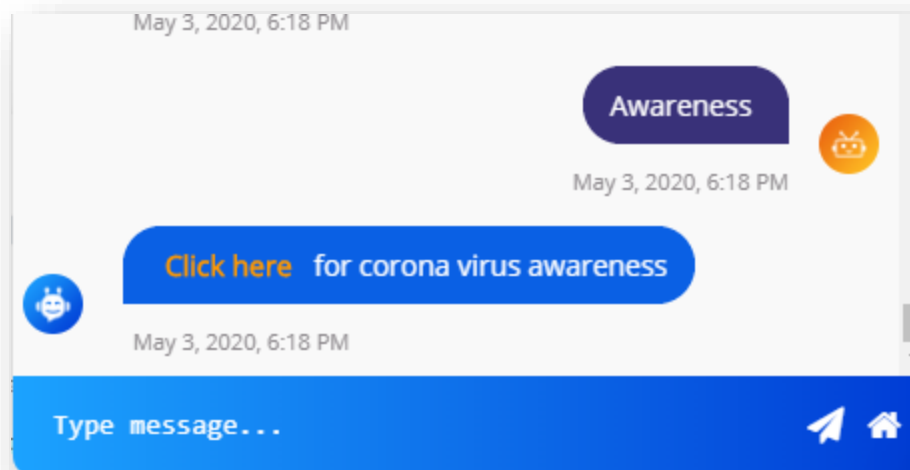
To get the Statistics

Click on statistics to know the detailed statistics related to covid 19



Awareness

Click on awareness button to get the details



Helpline

Click on Helpline button to get details.

