

# Deerwalk Resource Manager

HR Manual (Full Volume)

DMT

July 7, 2022

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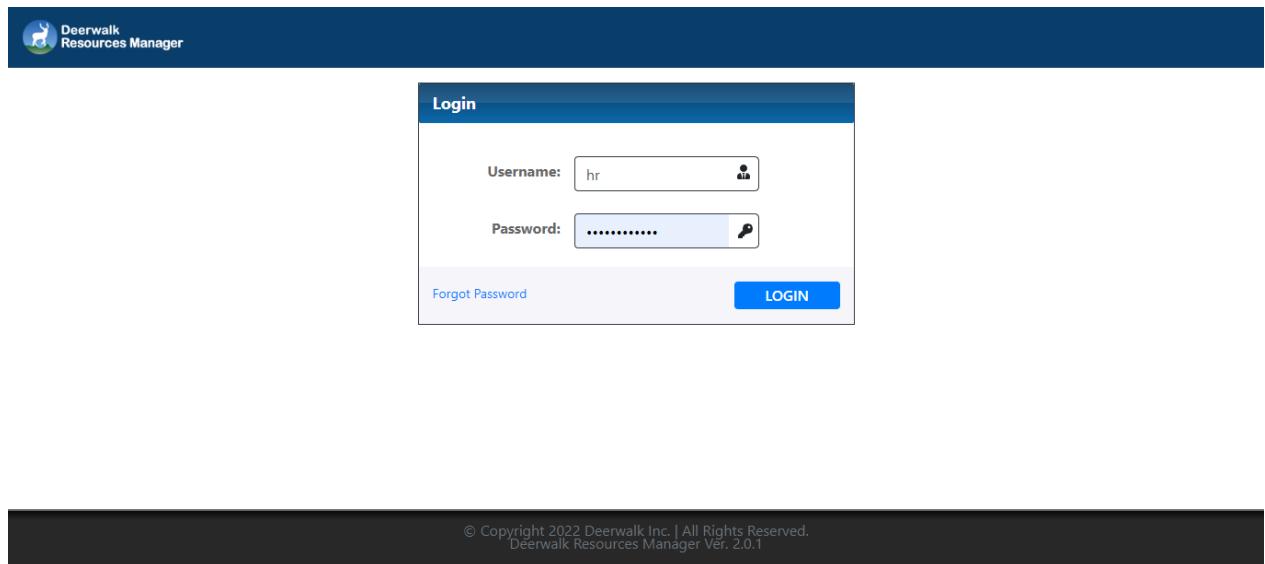
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## Logging In

1. Visit the drm.deerwalkgroup.com site in your browser.
2. You will land on the DRM Login Page. (*Figure 1*)
3. To log in, use the provided credentials by the DRM system to you through email.
4. If you have the role of HR, then the system will redirect you to the HR Dashboard. (*Figure 2*)



*Figure 1: DRM Login Page View*

The screenshot shows the HR Dashboard with the following sections:

- Leave Balance:**

Leave Type	Accrued	Allowed	Leave Taken	Balance
Personal	3.5	13	0.5	3
Carry Over	8	8	0	8
Sick	3	12	0	3
Floating	0	0	0	0
Mourning	13	13	0	13
Paternity	15	15	0	15
- Upcoming Birthdays:**

Date	Name	Day
Jul 09	Divya Niraula	Sat, Jul 09
Jul 18	Sarak Dangol	Mon, Jul 18
Jul 19	Nirmal Poudel	Tue, Jul 19
- Employees on Leave:**

S.N.	Employee	Leave Type	From Date	To Date	Leave Days	Half
1	Santosh Sahu	Sick	2022-07-05	2022-07-05	1	-
2	Usha Adhikari	Carry Over	2022-07-05	2022-07-05	1	-
3	Hari Subedi	Sick	2022-07-04	2022-07-05	0.5	first
4	Tej Kafle	Carry Over	2022-07-05	2022-07-05	0.5	second

Figure 2: HR Dashboard View

## Dashboard Functionalities

### 1. Punch In / Out

The punch-in and punch-out features allow the DRM System to track the attendance record of employees (e.g. the time of their punch-in and punch-out, network in which the device has punched in and punched out (IP Address), total hours they've worked, etc.).

#### A. Punch In

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- Click on the Punch-In button that is displayed in the top right corner of the dashboard.

#### NOTE:

- If you are not on the college network, you are not authorized to punch in i.e. “Invalid IP Address Detected” message is provided to you. (*Figure 3*)
- If you are late, then you must enter remarks of at least 25 characters long explaining the reason. (*Figure 4* )

The late punch-in notification is sent to HR and the manager of the employee.

- Finally, you have successfully punched in.

This screenshot shows the Deerwalk Resources Manager dashboard. At the top, there are navigation links: 'Apply for Leave', 'Leave Details', 'My Punch In', 'My Profile', and 'Forced Leave Details'. On the right, it says 'Welcome: DMT Developer' and 'Logout'. Below the navigation, a message 'Invalid IP Address Detected' is displayed in red. The main content area includes a 'Leave Balance' table and an 'Upcoming Birthdays' section. The 'Leave Balance' table shows various leave types with their accrued, allowed, taken, and balance values. The 'Upcoming Birthdays' section lists three employees with their birth dates: Sarak Dangol (July 18), Nirmal Poudel (July 19), and Madan Subedi (August 01). At the bottom, there is a table titled 'Employees on Leave' with one entry for Laxman Adhikari.

Leave Type	Accrued ?	Allowed ?	Leave Taken ?	Balance ?
Personal	3.5	13	11	-7.5
Carry Over	8	8	0	8
Sick	3	12	0	3
Floating	0	0	0	0
Mourning	13	13	0	13
Paternity	15	15	0	15

Upcoming Birthdays	
Jul 18	Sarak Dangol Mon, Jul 18
Jul 19	Nirmal Poudel Tue, Jul 19
Aug 01	Madan Subedi Mon, Aug 01

Employees on Leave						
S.N.	Employee	Leave Type	From Date	To Date	Leave Days	Half
1	Laxman Adhikari	Sick	2022-06-08	2022-08-03	1	-

Figure 3: Invalid IP Address Detection Dashboard View

This screenshot shows the Deerwalk Resources Manager dashboard. At the top, there are navigation links: 'Apply for Leave', 'Leave Details', 'My Punch In', 'My Profile', and 'Forced Leave Details'. On the right, it says 'Welcome: DMT Developer' and 'Logout'. Below the navigation, there is a 'Punch In/Out Remarks' button and a 'PUNCH IN' button. The main content area includes a 'Leave Balance' table and an 'Upcoming Birthdays' section. The 'Leave Balance' table shows various leave types with their accrued, allowed, taken, and balance values. The 'Upcoming Birthdays' section lists three employees with their birth dates: Divya Niraula (July 09), Sarak Dangol (July 18), and Nirmal Poudel (July 19). At the bottom, there is a table titled 'Employees on Leave' with four entries: Santosh Sahu, Usha Adhikari, Hari Subedi, and Tej Kafle.

Leave Type	Accrued ?	Allowed ?	Leave Taken ?	Balance ?
Personal	3.5	13	0.5	3
Carry Over	8	8	0	8
Sick	3	12	0	3
Floating	0	0	0	0
Mourning	13	13	0	13
Paternity	15	15	0	15

Upcoming Birthdays	
Jul 09	Divya Niraula Sat, Jul 09
Jul 18	Sarak Dangol Mon, Jul 18
Jul 19	Nirmal Poudel Tue, Jul 19

Employees on Leave						
S.N.	Employee	Leave Type	From Date	To Date	Leave Days	Half
1	Santosh Sahu	Sick	2022-07-05	2022-07-05	1	-
2	Usha Adhikari	Carry Over	2022-07-05	2022-07-05	1	-
3	Hari Subedi	Sick	2022-07-04	2022-07-05	0.5	first
4	Tej Kafle	Carry Over	2022-07-05	2022-07-05	0.5	second

Figure 4: Late Punch-In Remarks Dashboard View

## B. Punch Out

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.

- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. If you have punched in, then the punch out button is displayed on the top right corner of the dashboard. (*Figure 5*).
- d. Click on the Punch-Out button. A confirmation box gets appeared. If confirmed you get punched out of the system.

**NOTE:**

- i. If you punch out early than the regular punch-out time specified, then your half leave (personal leave) will be deducted by the system. You and your manager will get notified about the leave by the system through email.
- e. Finally, you are successfully punched out.

The screenshot shows the Deerwalk Resources Manager interface. At the top, there's a blue header bar with the logo, 'Deerwalk Resources Manager', and various menu items: 'HR Management', 'My Files', 'My Holiday', 'Contacts', 'Change Password', 'Welcome: DMT Developer', and 'Logout'. Below the header, there's a navigation bar with buttons for 'Apply for Leave', 'Leave Details', 'My Punch In' (which is highlighted in blue), and 'My Profile'. To the right of the navigation bar is a circular 'PUNCH OUT' button. The main content area has several sections: 'Leave Balance' (a table showing leave types like Personal, Carry Over, Sick, Floating, Mourning, Paternity with their respective accrued, allowed, taken, and balance values), 'Upcoming Birthdays' (a list for July 9, 18, and 19), and 'Employees on Leave' (a table listing four employees: Santosh Sahu, Usha Adhikari, Hari Subedi, and Tej Kafle, along with their leave type, dates, and days off). The date '07/05/2022' is selected in the date picker for the 'Employees on Leave' section.

*Figure 5: Punch-Out Dashboard View*

## 2. Apply for Leave

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)

- c. Click on the “Apply for Leave” button provided in the top left corner of the dashboard.
- d. The system redirects you to the Create Leave Request view page. (*Figure 6*)
- e. Choose the Leave Type and Leave Time, and select Start Date, End Date, and Reason.

**NOTE:**

- i. The leave Type must have been already created
- ii. The leave days get automatically counted by the system based on the start date and end date.
- iii. The leave date must be applied in the same year (in B.S.).
- f. Click on Add.
- g. Leave Request gets successfully created and leave request notification is sent to the HR and manager of the employee through email.  
Else if some errors occur, the error messages are displayed and adjustments could be made accordingly and then retry.

The screenshot shows the 'Create Leave Request' interface. At the top, there's a navigation bar with icons for HR Management, My Files, My Holiday, Contacts, and Change Password. To the right, it says 'Welcome: DMT Developer' and has a Logout link. Below the navigation is the main form area with the following fields:

- Leave Type\***: A dropdown menu with the placeholder "Choose Leave Type".
- Leave Time\***: Radio buttons for "Full Day", "First Half", and "Second Half".
- Start Date\***: A date picker field with the placeholder "mm/dd/yyyy".
- End Date\***: A date picker field with the placeholder "mm/dd/yyyy".
- Leave Days\***: A text input field with the placeholder "Enter Leave Days".
- Reason\***: A text input field with the placeholder "Enter Reason".

At the bottom center is a blue 'Add' button.

*Figure 6: Create Leave Request View*

### 3. Leave Details

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "Leave Details" button provided on the top left corner on the right side of the "Apply for Leave" button in the dashboard.
- d. The system redirects you to the Employee Leave Details view page. (*Figure 7*)

NOTE:

- i. All of your leave details to date get displayed on the page in the table.
- ii. The Add button redirects you to the Create Leave Request view page.

The screenshot shows a web application interface for 'Employee Leave Details'. At the top, there is a navigation bar with links for 'Deerwalk Resources Manager', 'HR Management', 'My Files', 'My Holiday', 'Contacts', 'Change Password', 'Welcome: DMT Developer', and 'Logout'. Below the navigation bar, the title 'Employee Leave Details' is centered above a table. The table has columns for S.N., Employee, Leave Type, Year, Start Date, End Date, Days, Reason, Manager, State, and Action. There are four entries in the table, each with a pending status and a red 'Edit' button. At the bottom of the table, it says 'Showing 1 to 4 of 4 entries'. To the right of the table, there are buttons for 'Previous', '1', and 'Next'.

S.N.	Employee	Leave Type	Year	Start Date	End Date	Days	Reason	Manager	State	Action
1	DMT Developer	Personal	2079	2022-06-20	2022-06-20	1	Test	---	pending	
2	DMT Developer	Personal	2079	2022-06-17	2022-06-17	0.5	Forced (System) Missed Punch Out	---	accepted	
3	DMT Developer	Personal	2079	2022-06-16	2022-06-16	1	Test Purpose	---	pending	
4	DMT Developer	Personal	2079	2022-06-07	2022-06-07	1	Testing Purpose	---	pending	

*Figure 7: Employee Leave Details View*

### 4. My Punch In

- a. Visit the drm.deerwalkgroup.com site in your browser.
  - b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
  - c. Click on the "My Punch In" button provided on the top left corner of the dashboard on the right side of the "Leave Details" button.
  - d. The system redirects you to the My Punch In view page. (*Figure 8*)
- All of your punch-in details to date get displayed on the page.

## My Punch In

Show **10** entries Search:

S.N	Name	Manager	Punch In			Punch Out			Total Time
			IP Address	Time	Remarks	IP Address	Time		
1	DMT Developer	--	110.44.116.42	2022-06-17 08:19:29				2022-06-17 08:21:02	0
2	DMT Developer	--	110.44.116.42	2022-06-16 08:10:27				2022-06-16 23:40:02	15
3	DMT Developer	--	110.44.116.42	2022-06-15 12:21:57				2022-06-15 23:40:01	11
4	DMT Developer	--	103.174.168.158	2022-05-29 08:55:49				2022-05-29 23:40:01	15
5	DMT Developer	--	103.174.168.158	2022-05-27 10:00:00		103.174.168.158	2022-05-27 18:00:00		8
6	DMT Developer	--	103.174.168.158	2022-05-26 10:00:00		103.174.168.158	2022-05-26 18:00:00		8
7	DMT Developer	--	103.174.168.158	2022-05-25 10:00:00		103.174.168.158	2022-05-25 18:00:00		8
8	DMT Developer	--	103.174.168.158	2022-05-24 10:00:00		103.174.168.158	2022-05-24 18:00:00		8
9	DMT Developer	--	103.174.168.158	2022-05-23 10:00:00		103.174.168.158	2022-05-23 18:00:00		8
10	DMT Developer	--	103.174.168.158	2022-05-20 10:00:00		103.174.168.158	2022-05-20 18:00:00		8

Showing 1 to 10 of 33 entries

Previous 1 2 3 4 Next

Figure 8: My Punch-In Details View

## 5. My Profile

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
  - Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
  - Click on the “My Profile” button provided on the top left corner on the right side of the “My Punch In” button in the dashboard.
  - The system redirects you to the My Profile view page. (Figure 9)
- Your updated employee profile details get displayed on the page.

Deerwalk Resources Manager [HR Management](#) [My Files](#) [My Holiday](#) [Contacts](#) [Change Password](#) Welcome: DMT Developer [Logout](#)

## My Profile

Employee ID	First Name*
<input type="text" value="001"/>	<input type="text" value="DMT"/>
Middle Name	Last Name*
<input type="text" value="None"/>	<input type="text" value="Developer"/>
DOB*	Marital Status*
<input type="text" value="01/01/1990"/>	<input type="text" value="Single"/>
Gender*	Grandfather Name
<input type="text" value="Male"/>	<input type="text" value="None"/>

Figure 9: My Profile Details View

## 6. Forced Leave Details

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "Forced Leave Details" button provided on the top left corner on the right side of the "My Profile" button in the dashboard.
- d. The system redirects you to the My Forced Leave Details view page. (*Figure 10*)

All your forced leaves deducted by the system get displayed on the page.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for 'HR Management', 'My Files', 'My Holiday', 'Contacts', and 'Change Password'. On the far right, it says 'Welcome: DMT Developer' and has a 'Logout' link. Below the navigation bar, the title 'My Forced Leave' is centered. Underneath the title, there is a sub-header 'Employee's Forced Leave'. To the right of this sub-header is a search input field labeled 'Search:'. Below these elements is a table with a single row of data. The table has columns for S.N., Employee, Leave Type, Year, Date, Days, and Reason. The data row shows: S.N. 1, Employee DMT Developer, Leave Type Personal, Year 2079, Date 2022-06-17, Days 0.5, and Reason Forced (System) Missed Punch Out. At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'.

S.N.	Employee	Leave Type	Year	Date	Days	Reason
1	DMT Developer	Personal	2079	2022-06-17	0.5	Forced (System) Missed Punch Out

*Figure 10: My Forced Leave Details View*

## 7. Leave Balance

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. The Leave Balance Section on the left mid-section of the dashboard displays your leave balance details for this year till the current month.

NOTE:

- i. Allowed (A) - Yearly Allocated leave days for the particular leave type.
- ii. Accrued (AC) - Total allowed leave days earned till the current month. It represents leave days that are allowed to take till the day.

- iii. Taken (T) - Total leave days taken of the leave type.
- iv. Balance (B) – Difference between accrued and taken leave days.

On hover to the leave balance table titles, their description gets displayed.

## 8. Upcoming Birthdays

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. The Upcoming Birthdays Section on the right mid-section of the dashboard displays the upcoming birthday details of all the employees till next month.

## 9. Employees On Leave

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. The Employees on Leave Section on the bottom section of the dashboard displays the leave details of all the employees who are on leave on the current day.

## 10. My Files

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “My Files” button provided on the navbar right beside the “HR Management” button in the dashboard.
- d. The system redirects you to the File Upload List view page. (*Figure 11*)  
All your file details uploaded on the system get displayed on the page.
- e. Add Files
  - i. Click on the “Add” button on the top right corner of the File Upload List view page. (*Figure 11*)

- ii. The system redirects you to the Upload File view page. (*Figure 12*)
- iii. Enter the employee name, file, and file category, and then click on add.

**NOTE:**

The file category must have been already created.

- iv. You'll get a notification if the file is uploaded successfully else you will get the error message.

The screenshot shows a table titled "File Upload List". The table has columns: S.N, File Category, Employee, Uploaded By, and Action. There is one row with data: S.N 1, File Category Pan Card, Employee DMT Developer, Uploaded By DMT Developer, and Action (a download icon). Above the table is a search bar and a "Show 10 entries" dropdown. Below the table is a pagination area showing "Showing 1 to 1 of 1 entries" and buttons for "Previous" and "Next".

S.N	File Category	Employee	Uploaded By	Action
1	Pan Card	DMT Developer	DMT Developer	

*Figure 11: File Upload Lists View*

The screenshot shows a form titled "Upload File". It has three input fields: "Employee Name" (dropdown menu "Choose Employee"), "File Upload" (button "Choose File" and text "No file chosen"), and "File Category" (dropdown menu "Choose File Category"). Below the form is a blue "Add" button.

*Figure 12: Upload File View*

## 11. My Holiday

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)

- c. Click on the “My Holiday” button provided on the navbar between the “My Files” button and the “Contacts” button in the dashboard.
- d. The system redirects you to the Holiday List view page. (*Figure 13*)  
All your holiday details get displayed on the page.

**Holiday List**

S.N.	Name	Unit	Date	Female Only	Action
1	Holi	All	2023-03-06	No	
2	Bhai Tika	All	2022-10-27	No	
3	Gobardan Puja	All	2022-10-26	No	
4	Laxmi Puja	All	2022-10-24	No	
5	Dashami	All	2022-10-05	No	
6	Nawami	All	2022-10-04	No	
7	Maha Astami	All	2022-10-03	No	
8	Janai Purnima	All	2022-08-12	No	
9	Election Day	All	2022-05-13	No	
10	Election Travel Holiday	All	2022-05-12	No	

Show 10 entries

Search:

Showing 1 to 10 of 53 entries

Previous 1 2 3 4 5 6 Next

*Figure 13: Holiday List View*

## 12. Contacts

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “Contacts” button provided on the navbar between the “My Holiday” button and the “Change Password” button in the dashboard.
- d. The system redirects you to the Holiday List view page. (*Figure 14*)  
All of the contact details of employees get displayed on the page.

Contact List			
		 Add	
Show	10	entries	Search:
S.N	Contact Name	Contact Number	Action
1	Pravin Thapaliya	9860422021	   
2	Swajal Acharya	9846192112	   
3	DURGA KARKI	9849043509	   
4	SAILESH NEUPANE	9863777168	   
5	NAKUL SAPKOTA	9842515465	   
6	SUDIP KUMAR GIRI	9841767863	   
7	DWG Front Office	4575446	   
8	Accounts	014588612	   
9	BASANTA BISTA	9851076967	   
10	BHIM PRASAD GHORASAINI	9849667000	   

Showing 1 to 10 of 117 entries

Previous 1 2 3 4 5 ... 12 Next

Figure 14: Contact List View

## 13. Change Password

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- Click on the “Change Password” button provided on the navbar on the right side of the “Contacts” button in the dashboard.
- The system redirects you to the Change Password view page. (Figure 15)
- Enter Current Password, New Password, and Confirm the new password.
- Click on the Change button.
- If the password change is successful then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

Deerwalk Resources Manager

HR Management My Files My Holiday Contacts Change Password

Welcome: DMT Developer Logout

### Change Password

Current Password\*

New Password\*

Confirm password\*

**Change**

Figure 15: Change Password View

## 14. Log Out

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "Logout" button provided on the rightmost section in the navbar in the dashboard.
- d. You'll successfully Log out from the system and the system redirects you to the DRM Login view page. (*Figure 1*)

## HR Management

There are four categories of HR management. They are listed below:

1. System Configuration Settings
2. Employee Configuration Settings
3. Leave Approval / Reports
4. Punch In/Out Reports

### 1. System Configuration Settings

These settings are used to configure the system.

## **1. Organization**

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Organization" under the SETTINGS category.
- e. You will be redirected to the Organization List view page. (*Figure 17*)

### **1.1. Add Organization**

- a. Click on the add button on the Organization List view page. (*Figure 17*)
- b. You will get redirected to the Create Organization view page. (*Figure 18*)
- c. Enter organization name and code.

NOTE:

- i. The organization's name and code must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurs else an error message is displayed.

### **1.2. Edit Organization**

- a. Click on the blue-colored edit button in the row of the organization list table which you would like to edit.

NOTE:

- i. The organization List Table is visible on the Organization List view page. (*Figure 17*)
- b. You will get redirected to the Edit Organization view page. (*Figure 19*)
- c. Make the changes.  
NOTE: The organization name and code must be unique.
- d. Click on Update.
- e. If the organization is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

### 1.3. Delete Organization

- Click on the red-colored delete button in the row of the organization list table which you would like to delete.

NOTE:

- The organization List Table is visible on the Organization List view page. (Figure 17)
- If the organization is in use, it cannot be deleted hence the system throws an error message.
- Else if the organization is not in use then it gets deleted successfully.

Figure 16: HR Management Sub-Menu View

S.N	Organization Name	Code	Action
1	DEG	DEG-001	

Figure 17: Organizational List View

### Create Organization

Organization Name

Organization Code

Figure 18: Create Organization View

### Edit Organization

Organization Name

Organization Code

Figure 19: Edit Organization View

## 2. Unit

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Unit" under the SETTINGS category.
- e. You will be redirected to the Unit List view page. (*Figure 20*)

### 2.1. Add Unit

- a. Click on the add button on the Unit List view page. (*Figure 20*)
- b. You will get redirected to the Create Unit view page. (*Figure 21*)

- c. Enter unit name and select organization.

NOTE:

- i. The organization must have been already created.
- ii. The unit name must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurs else an error message is displayed.

## 2.2. Edit Unit

- a. Click on the blue-colored edit button in the row of the unit list table which you would like to edit.

NOTE:

- i. The unit List Table is visible on the Unit List view page. (*Figure 20*)
  - b. You will get redirected to the Edit Unit view page. (*Figure 22*)
  - c. Make the changes.
- NOTE:
- i. The organization must have been already created.
  - ii. The unit name must be unique.
  - d. Click on Update.
  - e. If the unit is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## 2.3. Delete Unit

- c. Click on the red-colored delete button in the row of the unit list table which you would like to delete.

NOTE:

- i. The unit List Table is visible on the Unit List view page. (*Figure 20*)
- d. If the unit is in use, it cannot be deleted hence the system throws an error message.  
Else if the unit is not in use then it gets deleted successfully.

S.N.	Unit Name	Organization	Action
1	Deerwalk	DEG	
2	Deerwalk Compware Ltd.	DEG	
3	Deerwalk Foods Pvt. Ltd.	DEG	
4	Deerwalk Sifal School	DEG	
5	DWIT College	DEG	

Show 10 entries Search:

Showing 1 to 5 of 5 entries Previous  Next

Figure 20: Unit List View

Unit Name

Organization

Figure 21: Create Unit View

Unit Name

Organization

Figure 22: Edit Unit View

### **3. Department**

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Department" under the SETTINGS category.
- e. You will be redirected to the Department List view page. (*Figure 23*)

#### **3.1. Add Department**

- a. Click on the add button on the Department List view page. (*Figure 23*)
- b. You will get redirected to the Create Department view page. (*Figure 24*)
- c. Enter department name and select unit.

NOTE:

- i. The unit must have been already created.
- ii. The department name on a unit must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurs else the error messages are displayed and adjustments can be done accordingly then retry.

#### **3.2. Edit Department**

- a. Click on the blue-colored edit button in the row of the department list table which you would like to edit.

NOTE:

- i. The Department List Table is visible on the Department List view page. (*Figure 23*)
- b. You will get redirected to the Edit Department view page. (*Figure 25*)
- c. Make the changes.

NOTE:

- i. The organization must have been already created.
- ii. The unit name must be unique.
- d. Click on Update.

- e. If the department is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

### 3.3. Delete Department

- a. Click on the red-colored delete button in the row of the department list table which you would like to delete.

NOTE:

- i. The Department List Table is visible on the Department List view page. (*Figure 23*)
- b. If the department is in use, it cannot be deleted hence the system throws an error message.
  - a. Else if the department is not in use then it gets deleted successfully.

The screenshot shows the 'Department List' view in the Deerwalk Resources Manager. At the top, there's a navigation bar with links for HR Management, My Files, My Holiday, Contacts, and Change Password. On the right, it says 'Welcome: DMT Developer' and has 'Logout' and '+ Add' buttons. Below the navigation is a search bar labeled 'Search:'.

The main area is titled 'Department List' and contains a table with the following data:

S.N.	Department Name	Unit	Action
1	Deerwalk	Deerwalk	
2	Academics	DWIT College	
3	Accounts	DWIT College	
4	Admin	DWIT College	
5	Training	DWIT College	
6	Research and Development Unit	DWIT College	
7	Deerwalk Sifal School	Deerwalk Sifal School	
8	Deerwalk Foods Pvt. Ltd.	Deerwalk Foods Pvt. Ltd.	
9	Deerwalk Compware Ltd.	Deerwalk Compware Ltd.	
10	Deerwalk Compware Ltd.	Deerwalk	

At the bottom, it says 'Showing 1 to 10 of 16 entries' and has 'Previous' and 'Next' buttons with page numbers 1 and 2.

*Figure 23: Department List View*

### Create Department

Department Name\*

Unit

[Add](#)

Figure 24: Create Department View

### Edit Department

Department Name\*

Unit

[Update](#)

Figure 25: Edit Department View

#### 4. Yearly Leave Details

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Yearly Leave Details" under the SETTINGS category.
- e. You will be redirected to the Yearly Leave List view page. (*Figure 26*)

#### **4.1. Add Yearly Leave**

- a. Click on the add button on the Yearly Leave List view page. (*Figure 26*)
- b. You will get redirected to the Create Yearly Leave view page. (*Figure 27*)
- c. Choose the unit name and leave type, enter leave days, select status, and enter the year.

NOTE:

- i. The unit must have been already created.
  - ii. The Leave Type must have been already created
  - iii. The year must be in B.S. (e.g. 2079).
  - iv. Duplicate entry for the same leave type, unit, and year is prohibited.
  - v. The leave days entered for a leave type and a unit for a particular year are counted as that year's allowed yearly leave days for the respective leave type and unit.
  - vi. If yearly leave days are allocated to all unit then, leave days allocated for a particular leave type is applied to every unit.  
But if there are leave days allocated for a particular leave type for all units and at the same time, there is an allocation of leave days for that same specific leave type for a distinct unit then, that particular unit's leave days allocation is counted as allowed yearly leave days for that specific leave type for all the employees belonging to the unit.
- d. Click on Add.
  - e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

#### **4.2. Edit Yearly Leave**

- a. Click on the blue-colored edit button in the row of the Yearly Leave list table which you would like to edit.

NOTE:

- i. The Yearly Leave List Table is visible on the Yearly leave List view page. (*Figure 26*)
- b. You will get redirected to the Edit Yearly Leave view page. (*Figure 28*)
- c. Make the changes.

NOTE:

- i. The unit must have been already created.

- ii. The Leave Type must have been already created
  - iii. The year must be in B.S. (e.g. 2079).
  - iv. Duplicate entry for the same leave type, unit, and year is prohibited
  - v. The leave days entered for a leave type and a unit for a particular year is counted as that year's allowed yearly leave days for the respective leave type and unit.
  - vi. If yearly leave days are allocated to all unit then, leave days allocated for a particular leave type is applied to every unit.  
But if there are leave days allocated for a particular leave type for all units and at the same time, there is an allocation of leave days for that same specific leave type for a distinct unit then, that particular unit's leave days allocation is counted as allowed yearly leave days for that specific leave type for all the employees belonging to the unit.
- d. Click on Update.
  - e. If the Yearly Leave is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

#### **4.3.Delete Yearly Leave**

- a. Click on the red-colored delete button in the row of the yearly leave list table which you would like to delete.

NOTE:

- i. The Yearly Leave List Table is visible on the Yearly Leave List view page. (*Figure 26*)
- b. If the yearly leave is in use, it cannot be deleted hence the system throws an error message.
  - a. Else if the yearly leave is not in use then it gets deleted successfully.

## Yearly Leave List

[+ Add](#)

Year:

2079

Show 10 entries

Search:

S.N	Leave Type	Unit	Days	Status	Leave Year	Action
1	Personal	All	13	active	2079	 
2	Sick	All	12	active	2079	 
3	Mourning	All	13	active	2079	 
4	Maternity	All	60	active	2079	 
5	Paternity	All	15	active	2079	 
6	Floating	Deerwalk Compware Ltd.	3	active	2079	 
7	Floating	DWIT College	3	active	2079	 

Showing 1 to 7 of 7 entries

Previous 1 Next

Figure 26: Yearly Leave List View

## Create Yearly Leave

Unit	All
Leave Type	-- Choose Leave Type --
Leave Days*	Enter leave days
Status*	active
Year*	Enter Leave Year
<a href="#">Add</a>	

Figure 27: Create Yearly Leave View

### Edit Yearly Leave

Unit  
All

Leave Type  
Personal

Leave Days\*  
13

Status\*  
active

Year\*  
2079

Update

Figure 28: Edit Yearly Leave View

## 5. Leave Types

- f. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- g. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- h. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- i. Click on "Leave Type" under the SETTINGS category.
- j. You will be redirected to the Leave Type List view page. (*Figure 29*)

### 5.1. Add Leave Type

- f. Click on the add button on the Leave Type List view page. (*Figure 29*)
- g. You will get redirected to the Create Leave Type view page. (*Figure 30*)
- h. Enter leave type name, choose applicable gender, payment status, holiday status and leave type's activeness status.

NOTE:

- i. The leave type must be unique.

- ii. If “all” gender choice is selected then the leave type gets applicable to all the genders else the leave type will be gender specific. (e.g. Teej)
- iii. If “include holiday status” is checked then the particular leave type will count holidays as leave days too. (e.g. maternity leave type)
- i. Click on Add.
- j. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

## **5.2. Edit Leave Type**

- f. Click on the blue-colored edit button in the row of the Leave Type list table which you would like to edit.

NOTE:

- i. Leave Type List Table is visible on Leave Type List view page. (*Figure 29*)
- g. You will get redirected to the Edit Yearly Leave view page. (*Figure 31*)
- h. Make the changes.

NOTE:

- i. The leave type must be unique.
- ii. If “all” gender choice is selected then the leave type gets applicable to all the genders else the leave type will be gender specific. (e.g. Teej)
- iii. If “include holiday status” is checked then the particular leave type will count holidays as leave days too. (e.g. maternity leave type)
- i. Click on Update.
- j. If the Leave Type is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## **5.3. Delete Leave Type**

- a. Click on the red-colored delete button in the row of the leave type list table which you would like to delete.

NOTE:

- i. Leave Type List Table is visible on Leave Type List view page. (*Figure 29*)

- b. If the leave type is in use, it cannot be deleted hence the system throws an error message.
- a. Else if the leave type is not in use then it gets deleted successfully.

The screenshot shows a table titled "Leave Type List" with 14 rows of data. The columns are: S.N., Type, Payment Status, Count Holidays as Leave, Status, and Action. The "Action" column contains icons for edit and delete. The "Status" column indicates whether each leave type is Active or Inactive. The "Count Holidays as Leave" column shows either "No" or "Yes". The "Payment Status" column shows "Paid" for most types and "Unpaid" for Special.

S.N.	Type	Payment Status	Count Holidays as Leave	Status	Action
1	Bereavement	Paid	No	Inactive	
2	Carry Over	Paid	No	Active	
3	Floating	Paid	No	Active	
4	Maternity	Paid	No	Active	
5	Mourning	Paid	No	Active	
6	Official Visit	Paid	No	Inactive	
7	Paternity	Paid	Yes	Active	
8	Personal	Paid	No	Active	
9	Sick	Paid	No	Active	
10	Special	Unpaid	No	Inactive	

Show 10 entries Search:

Showing 1 to 10 of 14 entries Previous 1 2 Next

Figure 29: Leave Type List View

The screenshot shows a form titled "Create Leave Type" with the following fields:

- Leave Type:** A search input field labeled "Enter Leave Type".
- Gender\***: Radio buttons for "All", "Female", and "Male".
- Paid/Unpaid\***: Radio buttons for "Paid" and "Unpaid".
- Include Holiday Status**: A checkbox.
- Status\***: A dropdown menu set to "Active".

At the bottom is a blue "Add" button.

Figure 30: Create leave Type View

### Edit Leave Type

Leave Type

Gender\*  
 All    Female    Male

Paid/Unpaid\*  
 Paid    Unpaid

Include Holiday Status

Status\*

Figure 31: Edit Leave Type View

## 6. Service Type

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Service Type" under the SETTINGS category.
- e. You will be redirected to the Service Type List view page. (*Figure 32*)

### 6.1. Add Service Type

- a. Click on the add button on the Service Type List view page. (*Figure 32*)
- b. You will get redirected to the Create Service Type view page. (*Figure 33*)
- c. Enter service type name, and check required start/end date status.

NOTE:

- i. The service type must be unique.
- d. Click on Add.

- e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

## 6.2. Edit Service Type

- a. Click on the blue-colored edit button in the row of the Service Type list table which you would like to edit.

i. NOTE:

- b. The Service Type List Table is visible on the Service Type List view page. (*Figure 32*)
- c. You will get redirected to the Edit Yearly Leave view page. (*Figure 34*)
- d. Make the changes.

NOTE:

- i. The service type must be unique.
- e. Click on Update.
- f. If the Service Type is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## 6.3. Delete Service Type

- c. Click on the red-colored delete button in the row of the service type list table which you would like to delete.

NOTE:

- ii. The Service Type List Table is visible on the Service Type List view page. (*Figure 32*)
- d. If the service type is in use, it cannot be deleted hence the system throws an error message.
  - a. Else if the service type is not in use then it gets deleted successfully.

## Service Type List

+ Add

Show 10 entries
Search:

S.N	Service Type Name	Action
1	Contract	
2	Probation	
3	Permanent	
4	Terminated	

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 32: Service Type List View

## Create Service Type

**Service Type Name**

Required Start/End Date

Add

Figure 33: Create Service Type View

### Edit Service Type

Service Type Name

Required Start/End Date

Figure 34: Edit Service Type view

## 7. Designation

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Designation" under the SETTINGS category.
- e. You will be redirected to the Designation List view page. (Figure 35)

### 7.1. Add Designation

- a. Click on the add button on the Designation List view page. (Figure 35)
- b. You will get redirected to the Create Designation view page. (Figure 36)
- c. Enter the job title and job description.

NOTE:

- i. The job title must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

### 7.2. Edit Designation

- a. Click on the blue-colored edit button in the row of the Designation list table which you would like to edit.

NOTE:

- i. The Designation List Table is visible on the Designation List view page.  
*(Figure 35)*
- b. You will get redirected to the Edit Designation view page. *(Figure 37)*
- c. Make the changes.

NOTE:

- i. The job title must be unique.
- d. Click on Update.
- e. If the Designation is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

### 7.3. Delete Designation

- a. Click on the red-colored delete button in the row of the designation list table which you would like to delete.

NOTE:

- i. The Designation List Table is visible on the Designation List view page.  
*(Figure 32)*
- b. If a designation is in use, it cannot be deleted hence the system throws an error message.  
Else if the designation is not in use then it gets deleted successfully.

## Designation List

[!\[\]\(c350cd5be12e4edda54d1118926fca6e\_img.jpg\) Add](#)

Show 10 entries    Search:

S.N	Job Title	Job Description	Action
1	Assistant Accounts Officer	Assistant Accounts Officer	 
2	Developer	Software Developer	 
3	Academic Program Officer	Academic Program Officer	 
4	Chief Academic Officer	Chief Academic Officer	 
5	Maintenance Assistant	Maintenance Assistant	 
6	Office Assistant	Office Assistant	 
7	Architect	Architect Engineer	 
8	Tranining Co-ordinator	Tranining Co-ordinator	 
9	Assistant Administrative Officer	Assistant Administrative Officer	 
10	Assistant Admin. Analyst	Assistant Admin. Analyst	 

Showing 1 to 10 of 99 entries

Previous 1 2 3 4 5 ... 10 Next

Figure 35: Designation List View

## Create Designation

Job Title\*

Job Description\*

[Add](#)

Figure 36: Create Designation View

### Edit Designation

Job Title\*

Job Description\*

Update

Figure 37: Edit Designation View

## 8. Holidays

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Holiday" under the SETTINGS category.
- e. You will be redirected to the Holiday List view page. (Figure 38)

### 8.1. Add Holiday

- a. Click on the add button on the Holiday List view page. (Figure 38)
- b. You will get redirected to the Create Holiday view page. (Figure 39)
- c. Choose the unit, enter the holiday name, and the date, and choose the female-only status.

NOTE:

- i. The unit must have been created already.
- ii. The holiday date must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

## 8.2. Edit Holiday

- Click on the blue-colored edit button in the row of the Holiday list table which you would like to edit.

NOTE:

- Holiday List Table is visible on the Holiday List view page. (*Figure 38*)
- You will get redirected to the Edit Holiday view page. (*Figure 40*)
- Make the changes.

NOTE:

- The unit must have been created already.
  - The holiday date must be unique.
- Click on Update.
  - If the Holiday is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## 8.3. Delete Holiday

- Click on the red-colored delete button in the row of the holiday list table which you would like to delete.

NOTE:

- Holiday List Table is visible on the Holiday List view page. (*Figure 38*)
- The holiday gets successfully deleted.

S.N	Name	Unit	Date	Female Only	Action
1	International Women's Day	All	2023-03-08	Yes	
2	Holi	All	2023-03-06	No	
3	Bhai Tika	All	2022-10-27	No	
4	Gobardan Puja	All	2022-10-26	No	
5	Laxmi Puja	All	2022-10-24	No	
6	Ekadashi	Deerwalk Sifal School	2022-10-06	No	
7	Dashami	All	2022-10-05	No	
8	Nawami	All	2022-10-04	No	
9	Maha Astami	All	2022-10-03	No	
10	Teej	Deerwalk Sifal School	2022-08-30	Yes	

Showing 1 to 10 of 62 entries

Previous 1 2 3 4 5 6 7 Next

Figure 38: Holiday List View



Figure 39: Create Holiday View



Edit Holiday

A screenshot of the 'Edit Holiday' view. The form fields are identical to the ones in Figures 38 and 39. The 'Name' field contains 'International Women's Day', and the 'Date' field contains '03/08/2023'. The 'Female Only' checkbox is checked. The blue 'Update' button is located at the bottom right of the form.

Figure 40: Edit Holiday View

## 9. File Category Setting

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.

- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “File Category” under the SETTINGS category.
- e. You will be redirected to the File Category List view page. (*Figure 41*)

### **9.1. Add File Category**

- a. Click on the add button on the File Category List view page. (*Figure 41*)
- b. You will get redirected to the Create File Category view page. (*Figure 42*)
- c. Enter the file category name and choose activeness status.

NOTE:

- i. The category name must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

### **9.2. Edit File Category**

- a. Click on the blue-colored edit button in the row of the File Category list table which you would like to edit.

NOTE:

- i. The File Category List Table is visible on the File Category List view page. (*Figure 41*)
- b. You will get redirected to the Edit File Category view page. (*Figure 43*)
- c. Make the changes.

NOTE:

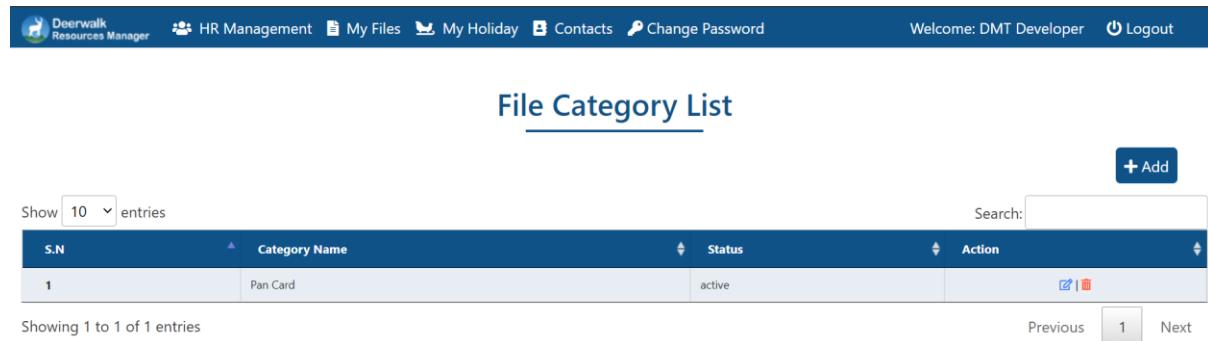
- i. The file category name must be unique.
- d. Click on Update.
- e. If the File Category is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

### **9.3. Delete File Category**

- a. Click on the red-colored delete button in the row of the file category list table which you would like to delete.

NOTE:

- i. The File Category Table is visible on the File Category List view page.  
*(Figure 41)*
- b. If the file category is in use, it cannot be deleted hence the system throws an error message.
- a. Else if the file category is not in use then it gets deleted successfully.



S.N	Category Name	Status	Action
1	Pan Card	active	 

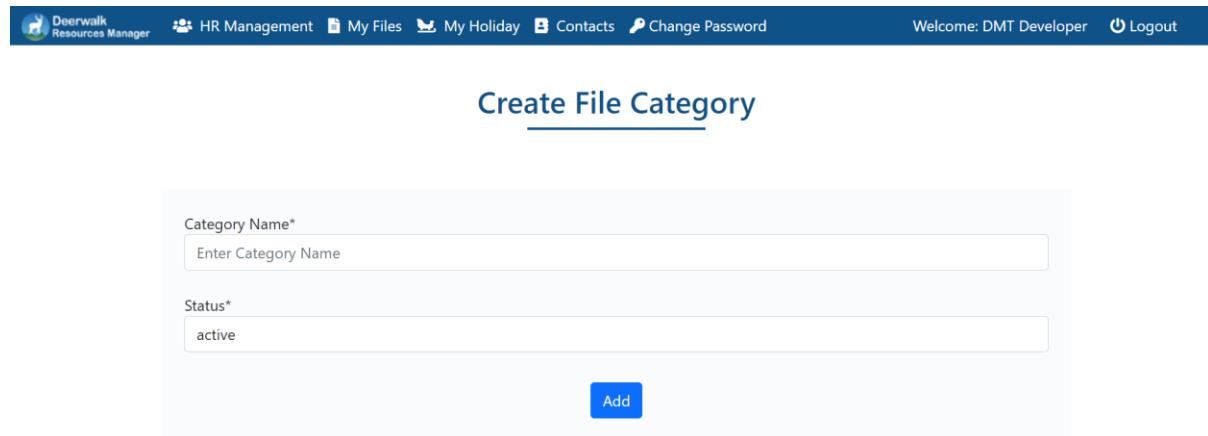
Show 10 entries

Search:

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 41: File Category List View

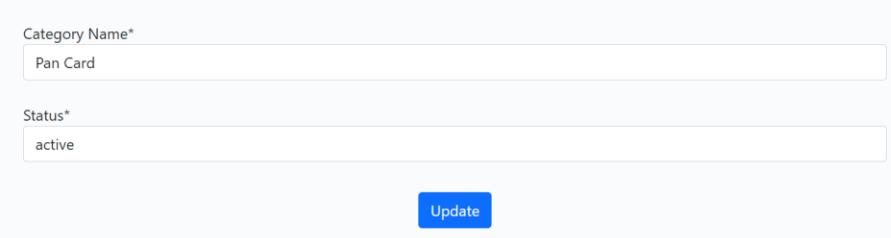


Category Name\*

Status\*

Figure 42: Create File Category View

## Edit File Category



The screenshot shows a form titled "Edit File Category". It contains two input fields: "Category Name\*" with the value "Pan Card" and "Status\*" with the value "active". A blue "Update" button is located at the bottom right of the form.

Figure 43: Edit File Category View

## 10. Manager Setting

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on “Manager Setting” under the SETTINGS category.
- e. You will be redirected to the Manager List view page. (Figure 44)

### 10.1. Add Manager

- a. Click on the add button on the Manager List view page. (Figure 44)
- b. You will get redirected to the Create Manager view page. (Figure 45)
- c. Select employee name and choose manager activeness status.

NOTE:

- i. The manager's name must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else the error messages are displayed and adjustments can be done accordingly then retry.

## **10.2. Edit Manager**

- a. Click on the blue-colored edit button in the row of the Manager list table which you would like to edit.

NOTE:

- i. The Manager List Table is visible on the manager List view page. (*Figure 44*)
- b. You will get redirected to the Edit Manager view page. (*Figure 46*)
- c. Make the changes.

NOTE:

- i. The manager's name must be unique.
- d. Click on Update.
- e. If the manager is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## **10.3. Delete Manager**

- a. Click on the red-colored delete button in the row of the manager list table which you would like to delete.

NOTE:

- i. The Manager List Table is visible on the manager List view page. (*Figure 44*)
- b. If a manager has an employee under him, then the manager's record cannot be deleted hence the system throws an error message.

Else if no employee is assigned under the manager, the manager record gets deleted successfully.

## Manager List

Show 10 entries
Search:

 Add

S.N	Manager Name	Status	Action
1	Surendra Adhikari	Active	   
2	Hitesh Karki	Active	   
3	Pravin Thapaliya	Active	   
4	Amrit Silwal	Active	   
5	Bijaya Shrestha	Active	   
6	Saroj Dhakal	Inactive	   
7	Samjhana Pokhrel	Active	   
8	Sachin Karanjit	Inactive	   
9	Usha Adhikari	Active	   
10	Kiran Parajuli	Active	   

Showing 1 to 10 of 24 entries

Previous
1
2
3
Next

Figure 44: Manager List View

## Create Manager

Employee Name

-- Choose Employee --

Manager Status\*

-- Choose Status --

Add

Figure 45: Create Manager View

### Edit Manager

Employee Name  
Surendra ath Adhikari

Manager Status\*  
Active

**Update**

Figure 46: Edit Manager View

## 11. Mail Setting

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Mail Setting" under the SETTINGS category.
- e. You will be redirected to the Mail Setting view page. (Figure 47)
- f. Check the "send mail" box of the event name if you want to allow the system to send an email notification when a respective event is triggered.  
Else uncheck the box.

## Mail Setting

 Add

Show 10 entries

Search:

S.N	Name	Send Mail
1	Leave Request	<input checked="" type="checkbox"/>
2	Pending Leave Request	<input checked="" type="checkbox"/>
3	Timing Change	<input checked="" type="checkbox"/>
4	Late Punch In	<input checked="" type="checkbox"/>
5	Missed Punch Out	<input checked="" type="checkbox"/>
6	Subordinate Leave	<input checked="" type="checkbox"/>
7	Employee Credentials	<input checked="" type="checkbox"/>
8	Early Punch Out	<input checked="" type="checkbox"/>

Showing 1 to 8 of 8 entries

Previous 1 Next

Figure 47: Mail Setting View

## 12. Time Setting

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Time Setting" under the SETTINGS category.
- e. You will be redirected to the Time Setting view page. (Figure 48)
- f. You can change the time of the maximum punch-in time and minimum punch-out time on regular or half-leave basis.

## Time Setting

Show 10 entries Search:

S.N	Name	Send Mail
1	Punch in Maximum Time	09:10 AM  Set
2	First Half Leave Maximum Punch in Time	02:00 PM  Set
3	Punch Out Minimum Time	05:00 PM  Set
4	Second Half Leave Minimum Punch Out Time	02:00 PM  Set

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 48: Time Setting View

## 13. Contacts

- Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- Click on "Contacts" under the SETTINGS category.
- You will be redirected to the Contacts List view page. (Figure 49)

### 13.1. Add Contacts

- Click on the add button on the Contact List view page. (Figure 49)
- You will get redirected to the Create Contact view page. (Figure 50)
- Enter employee/office name and phone number.

NOTE:

- The contact number must be unique.
- Same employee names can have multiple contact numbers.
- The contact number must be a landline or mobile number.
- Click on Add.
- Successful notification is displayed if no error occurred else the error messages get displayed and adjustments can be made accordingly then retry.

### **13.2. Edit Contacts**

- a. Click on the blue-colored edit button in the row of the Contact list table which you would like to edit.

NOTE:

- i. The contact List Table is visible on the Contact List view page. (*Figure 49*)
- b. You will get redirected to the Edit Contact view page. (*Figure 51*)
- c. Make the changes.

NOTE:

- i. The contact number must be unique.
- ii. Same employee names can have multiple contact numbers.
- iii. The contact number must be a landline or mobile number.
- d. Click on Update.
- e. If the contact is successfully updated, then a successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

### **13.3. Delete Contacts**

- a. Click on the red-colored delete button in the row of the contact list table which you would like to delete.

NOTE:

- i. The Contact List Table is visible on the Contact List view page. (*Figure 49*)
- b. The contact gets deleted successfully and throws a successful deletion notification.

## Contact List

[+ Add](#)

Show **10** entries

Search:

S.N	Contact Name	Contact Number	Action
1	Pravin Thapaliya	9860422021	 
2	Swajal Acharya	9846192112	 
3	DURGA KARKI	9849043509	 
4	SAILESH NEUPANE	9863777168	 
5	NAKUL SAPKOTA	9842515465	 
6	SUDIP KUMAR GIRI	9841767863	 
7	DWG Front Office	4575446	 
8	Accounts	014588612	 
9	BASANTA BISTA	9851076967	 
10	BHIM PRASAD GHORASAINI	9849667000	 

Showing 1 to 10 of 117 entries

Previous **1** 2 3 4 5 ... 12 Next

Figure 49: Contact View

## Create Contact

Contact Name

Contact Number

[Add](#)

Figure 50: Create Contact View

### Edit Contact

Contact Name  
Pravin Thapaliya

Contact Number  
9860422021

Figure 51: Edit Contact View

## 14. Shifts

Shift refers to working the working hours.

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Shifts" under the EMPLOYEE category.
- e. You will be redirected to the Shift List view page. (Figure 52)

The Shift index table displays the already available shifts in the DRM system.

### 14.1. Add Shifts

- a. Click on the add button on the Shift List view page. (Figure 52)
- b. You will get redirected to the Create Shift view page. (Figure 53)
- c. Enter shift name and choose required start/end time status.

NOTE:

- i. The shift name must be unique.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else error messages are displayed.

## **14.2. Edit Shifts**

- a. Click on the blue-colored edit button in the row of the Shift list table which you would like to edit.

NOTE:

- i. Shift List Table is visible on the Shift List view page. (*Figure 52*)

- b. You will get redirected to the Edit Shift view page. (*Figure 54*)

- c. Make the changes.

NOTE:

- i. The shift name must be unique.

- d. Click on Update.

- e. If the shift is successfully updated, then the successful notification is displayed else the error messages are displayed and adjustments can be done accordingly then retry.

## **14.3. Delete Shifts**

- a. Click on the red-colored delete button in the row of the shift list table which you would like to delete.

NOTE:

- i. Contact List Table is visible on the Contact List view page. (*Figure 52*)

- b. If the shift is in use, it cannot be deleted hence the system throws an error message.

Else if the shift is not in use then it gets deleted successfully.

### Shift List

---

[+ Add](#)

S.N	Shift Type	Action
1	Normal	<input checked="" type="checkbox"/>   <input type="button" value="Edit"/>
2	Custom	<input checked="" type="checkbox"/>   <input type="button" value="Edit"/>
3	Evening	<input checked="" type="checkbox"/>   <input type="button" value="Edit"/>

Showing 1 to 3 of 3 entries

Previous
1
Next

Figure 52: Shift List View

### Create Shift

---

Shift Type

Required Start/End Time

Figure 53: Create Shift View

### Edit Shift

Shift Type

Required Start/End Time

Update

Figure 54: Edit Shift View

## 2. Employee Configuration Settings

### 1. Add Employee

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Add Employee” under the EMPLOYEE category.
- e. You will be redirected to the Create Employee view page. (*Figure 55*)
- f. Add the employee's personal as well as emergency details concerning the labels.

NOTE:

- i. Labels with an asterisk “\*” sign are compulsory detail fields that must be filled.
- ii. Employee ID must be unique.
- iii. The username must be unique.

- g. Click on Add.
- h. The employee will be successfully created if no error occurs else the error messages are displayed and adjustments can be done accordingly.

- i. After the employee is created the employee credential is sent to the employee's email by the system.

NOTE:

- i. The employee's email should exist.

*Figure 55: Create Employee View*

## 2. Terminate Employee

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Terminate Employee” under the EMPLOYEE category.
- e. You will be redirected to the Terminate Employee view page. (*Figure 56*)
- f. There are 2 sections :
  - i. Terminate Employee
  - ii. Terminated Employee List

## **2.1. Terminate Employee**

- a. Choose the employee name from the employee drop-down menu in Terminate Employee Section (*Figure 57*) present on the topmost section of the Terminate Employee view page. (*Figure 56*)
- b. Click on Terminate.
- c. A confirmation box appears.
- d. The employee gets successfully terminated if confirmed else termination gets canceled.

## **2.2. Terminated Employee List**

- a. All terminated employees' details are displayed in the terminated employee list table. (*Figure 58*)
- b. To search the terminated employees unit-wise, choose a unit name in the unit drop-down menu in the Terminated Employee List section. (*Figure 56*)
- c. The terminated employee list table gets updated.
- d. To reset the table, simply click on the "Reset" button.

## **2.3. Export Terminated Employees' Details**

- a. Choose the unit name in the unit drop-down menu in the Terminated Employee List section whose list you require to export. (*Figure 58*)
- b. Click on the "Export" button.
- c. An Excel file gets downloaded to your device.

### Terminate Employee

Employee

-- Choose Employee --

## Terminated Employee List

Show 10 entries
----- Choose Unit -----

S.N	Name	Title	Manager	Join Date	Terminated Date	Status
1	<a href="#">Aishwarya Maharjan</a>	Associate HR Manager	Alisha Ganeju	2022-02-14	2022-06-14	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
2	<a href="#">Mazina Rajopadhyay</a>	Faculty	Ujjwal Poudel	2016-04-13	2022-05-06	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
3	<a href="#">Rashina P Vaidya</a>	Associate Admin Officer (Academics)	Samjhana Pokhrel	2022-04-18	2022-05-06	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
4	<a href="#">Anjana Rijal</a>	Front Desk Officer	Alisha Ganeju	2021-11-29	2022-05-05	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
5	<a href="#">Neha Roy</a>	Faculty, Science Department	Samiksha Hada	2016-11-02	2022-04-29	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
6	<a href="#">Novita Rai</a>	Elementary Educator	Samiksha Hada	2019-04-15	2022-04-15	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
7	<a href="#">Rakshya Rijal</a>	Elementary Educator	Samiksha Hada	2019-04-15	2022-04-15	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
8	<a href="#">Pravat Dhakal</a>	Faculty, Biology Department	Ujjwal Poudel	2020-04-14	2022-04-15	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
9	<a href="#">Devi K Dhakal</a>	Faculty, Nepali Department	Samiksha Hada	2021-04-19	2022-04-13	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>
10	<a href="#">Sameeta Shrestha</a>	Admin Assistant	Alisha Shakya	2018-09-18	2022-04-06	<span style="background-color: red; color: white; padding: 2px 5px; border-radius: 5px;">Terminated</span>

Showing 1 to 10 of 114 entries
Previous
1
2
3
4
5
...
12
Next

*Figure 56: Terminate Employee View*

Terminate Employee

Employee

-- Choose Employee --

Terminate

Figure 57: Terminate Employee Section View

### Terminated Employee List

Show 10 entries
DWIT College
Reset
Export

S.N	Name	Title	Manager	Join Date	Terminated Date	Status
1	<a href="#">Aishwarya Mahajan</a>	Associate HR Manager	Alisha Ganeju	2022-02-14	2022-06-14	<span style="background-color: red; border-radius: 5px; padding: 2px 10px; color: white;">Terminated</span>
2	<a href="#">Rashina P Vaidya</a>	Associate Admin Officer (Academics)	Samjhana Pokhrel	2022-04-18	2022-05-06	<span style="background-color: red; border-radius: 5px; padding: 2px 10px; color: white;">Terminated</span>
3	<a href="#">Anjana Rijal</a>	Front Desk Officer	Alisha Ganeju	2021-11-29	2022-05-05	<span style="background-color: red; border-radius: 5px; padding: 2px 10px; color: white;">Terminated</span>
4	<a href="#">Shreena Sharma</a>	Librarian	Samjhana Pokhrel	2021-03-15	2022-04-06	<span style="background-color: red; border-radius: 5px; padding: 2px 10px; color: white;">Terminated</span>

Figure 58: Terminate Employee List View

### 3. Employee Detail

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
  - b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
  - c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
  - d. Click on “Employee Detail” under the EMPLOYEE category.
  - e. You will be redirected to the Employee List view page. (Figure 59)
- Employee Details are displayed in the Employee List table.

### **3.1. Unit Wise Search Employee Details**

- a. To search the employees unit-wise, choose a unit name in the unit drop-down menu in the Employee List section. (*Figure 59*)
- b. The employee list table gets updated.
- c. To reset the table, simply click on the “Reset” button.

### **3.2. Export Employees’ Details**

- a. Choose the unit name in the unit drop-down menu on the Employee List view page. (*Figure 59*)
- b. Click on the “Export” button.
- c. An Excel file gets downloaded to your device.

### **3.3. Add Employee**

- a. Click on the “Add” button on the Employee List view page. (*Figure 59*)
- b. You will be redirected to the Create Employee view page. (*Figure 55*)
- c. Add the employee’s personal as well as emergency details respective to the labels.

NOTE:

- i. Labels with an asterisk “\*” sign are compulsory detail fields that must be filled.
- ii. Employee ID must be unique.
- iii. The username must be unique.
- d. Click on Add.
- e. The employee will be successfully created and redirect you to the Employee List view page (*Figure 59*) if no error occurs else the error messages get displayed and adjustment can be done accordingly.

## Employee List

[+ Add](#)

----- Choose Unit -----

Reset
Export

Show 10 entries

Search:

S.N	Name	Manager	Organization	Unit	Department	Internship/Trainee Date	Join Date	Since Year	Status	Position	Punch In	Action
1	<a href="#">Aahishma Khanal</a>	Bijaya K Shrestha	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2022-06-30	2079	Probation	Creative Designer	<a href="#">Punch In</a>	<a href="#">Edit</a>
2	<a href="#">Alisha Ganaju</a>	Hitesh Karki	DEG	DWIT College	Accounts		2021-01-04	2077	Permanent	Director of Finance	<a href="#">Punch In</a>	<a href="#">Edit</a>
3	<a href="#">Alisha Shakya</a>	Bijaya K Shrestha	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2021-02-01	2077	Permanent	Admin Manager	<a href="#">Punch In</a>	<a href="#">Edit</a>
4	<a href="#">Anup Budhathoki</a>	Tej Kafle	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2020-05-14	2077	Permanent	Faculty, Mathematics Department	<a href="#">Punch In</a>	<a href="#">Edit</a>
5	<a href="#">Arati Acharya</a>	Samiksha Hada	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2022-06-15	2079	Contract	Librarian	<a href="#">Punch In</a>	<a href="#">Edit</a>
6	<a href="#">Basanta Bista</a>	Nirmal K Poudel	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2018-02-13	2074	Permanent	School Bus Driver	<a href="#">Punch In</a>	<a href="#">Edit</a>
7	<a href="#">Bijay B Regmi</a>	Hitesh Karki	DEG	DWIT College	Academics		2020-03-14	2076	Permanent	Year In Charge	<a href="#">Punch In</a>	<a href="#">Edit</a>
8	<a href="#">Bijaya K Shrestha</a>	Hitesh Karki	DEG	Deerwalk Sifal School	Deerwalk Sifal School	2014-07-09	2047-09	2071	Permanent	Principal	<a href="#">Punch In</a>	<a href="#">Edit</a>
9	<a href="#">Bindu Paudel</a>	Samiksha Hada	DEG	Deerwalk Sifal School	Deerwalk Sifal School		2016-04-13	2073	Permanent	Faculty, Nepali Department	<a href="#">Punch In</a>	<a href="#">Edit</a>
10	<a href="#">Bir R Gubaju</a>	Kiran Parajuli	DEG	DWIT College	Admin		2020-03-14	2076	Permanent	Driver	<a href="#">Punch In</a>	<a href="#">Edit</a>

Showing 1 to 10 of 74 entries

Previous 1 2 3 4 5 ... 8 Next

*Figure 59: Employee List View*

## 4. Upload Files

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Upload Files" under the EMPLOYEE category.
- e. You will be redirected to the File Upload List view page. (*Figure 60*)

### 4.1. Add Files

- a. Click on the add button on the File Upload List view page. (*Figure 60*)
- b. You will get redirected to the Upload File view page. (*Figure 61*)

- c. Enter employee name, select file from your device and choose file category.

NOTE:

- i. Each employee can have single file under a file category.
- d. Click on Add.
- e. Successful notification is displayed if no error occurred else the error messages get displayed and adjustments can be made accordingly then retry.

#### 4.2. Download Files

- a. Click on the blue-colored download button in the row of the File Upload list table which you would like to download. (*Figure 60*)
- b. The file gets downloaded to the device.

#### 13.4. Delete Files

- a. Click on the red-colored delete button in the row of the file upload list table which you would like to delete. (*Figure 60*)
- b. The file gets deleted successfully and throws a successful deletion notification.

S.N	File Category	Employee	Uploaded By	Action
1	Pan Card	DMT Developer	DMT Developer	

*Figure 60: File Upload List View*

### Upload File

---

Employee Name  
-- Choose Employee --

File Upload  
Choose File No file chosen

File Category  
-- Choose File Category --

Add

Figure 61: Upload File View

## 3. Leave Approval / Reports

### 1. Leave Detail

It is the report of all the accepted leaves till date.

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (Figure 2)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (Figure 16)
- d. Click on "Leave Detail" under the LEAVE category.
- e. You will be redirected to the Employee Leave Details List view page. (Figure 62) Employee leave Details are provided in the Employee List table.

#### 1.1. Search Feature

The employee leave details can be searched using 3 combinations as shown in figure 62.

##### 1.1.1. Employee Only

- a. Choose the employee name from the employee drop-down in the search section in the Employee Leave Details Lists. (Figure 62)
- b. Click on the Search button.
- c. The leave details of the particular employee get updated on the table.

- d. To reset the table, simply click on the “Reset” button.

#### **1.1.2. Start Date and End Date Combined Search**

- a. Select the start date and end date in the search section in the Employee Leave Details Lists. (*Figure 62*)
- b. Click on the Search button.
- c. The leave details of all the employees who were on leave between the selected dates inclusively get updated on the table.
- d. To reset the table, simply click on the “Reset” button.

#### **1.1.3. Employee, Start Date, and End Date Combined Search**

- a. Choose the employee name from the employee drop-down menu, and select the start date and end date in the search section in the Employee Leave Details Lists. (*Figure 62*)
- b. Click on the Search button.
- c. The leave details of the respective employee between the selected start date and end date inclusively get updated on the table.
- d. To reset the table, simply click on the “Reset” button.

## Employee Leave Details Lists

Employee:

Start Date:  End Date:

S.N	Employee	Leave Type	Year	Start Date	End Date	Days	Half	Reason	State	Manager	Approved By
1	Rabina Maharjan	Sick	2079	2022-09-06	2022-09-06	0.5	second	I am not feeling well and i got a fever too.	accepted	Samiksha Hada	Samiksha Hada
2	Laxman Adhikari	Sick	2079	2022-08-03	2022-08-03	1		feel stretch in legs	accepted	Ujjwal Poudel	Ujjwal Poudel
3	Santosh Sahu	Sick	2079	2022-07-05	2022-07-05	1		Due to my health issues.	accepted	Ujjwal Poudel	Ujjwal Poudel
4	Usha Adhikari	Carry Over	2079	2022-07-05	2022-07-05	1		Personal work	accepted	Bijaya Shrestha	Bijaya Shrestha
5	Tej Kafle	Carry Over	2079	2022-07-05	2022-07-05	0.5	second	Family Function	accepted	Bijaya Shrestha	Bijaya Shrestha
6	Samyo Rai	Sick	2079	2022-07-04	2022-07-04	1		Sick leave	accepted	Ujjwal Poudel	Ujjwal Poudel
7	Sita Khadka	Personal	2079	2022-07-04	2022-07-04	1		Sick	accepted	Usha Adhikari	Usha Adhikari
8	Usha Adhikari	Personal	2079	2022-07-04	2022-07-04	0.5	first	Personal work	accepted	Bijaya Shrestha	Bijaya Shrestha
9	Shyam Khatiwada	Floating	2079	2022-07-04	2022-07-04	1		Personal	accepted	Hitesh Karki	Hitesh Karki
10	Bijaya Shrestha	Sick	2079	2022-07-04	2022-07-04	0.5	first	Hospital visit	accepted	Hitesh Karki	Hitesh Karki
11	Hari Subedi	Sick	2079	2022-07-04	2022-07-05	0.5	first	प्ररायसी कामका लाई	accepted	Tej Kafle	Tej Kafle
12	Sabina Rai	Personal	2079	2022-07-01	2022-07-01	1		Family function	accepted	Samiksha Hada	Samiksha Hada
13	Sarina Maharjan	Personal	2079	2022-07-01	2022-07-01	0.5	second	Family function	accepted	Samiksha Hada	Samiksha Hada
14	Nirmal Poudel	Carry Over	2079	2022-07-01	2022-07-01	1		Personal reasons.	accepted	Ujjwal Poudel	Ujjwal Poudel
15	Kuldeep Gupta	Carry Over	2079	2022-07-01	2022-07-01	0.5	second	Family Function.	accepted	Tej Kafle	Tej Kafle
16	Sarbeshwar Ojha	Personal	2079	2022-07-01	2022-07-01	0.5	second	Important family function at Pashupatinath temple	accepted	Ujjwal Poudel	Ujjwal Poudel
17	Alisha Ganeju	Carry Over	2079	2022-06-30	2022-06-30	1		Exam Leave	accepted	Hitesh Karki	Hitesh Karki
18	Sapana Lama	Sick	2079	2022-06-30	2022-06-30	1		Health issue	accepted	Tej Kafle	Tej Kafle
19	Hariram Khadka	Sick	2079	2022-06-30	2022-07-01	2		Person work.	accepted	Alisha Ganeju	Alisha Ganeju
20	Rita Shilpakar	Personal	2079	2022-06-30	2022-06-30	1		due to personal reasons	accepted	Alisha Shakya	Alisha Shakya
21	Suraj Khanal	Sick	2079	2022-06-30	2022-06-30	0.5	second	Health Checkup	accepted	Ujjwal Poudel	Upama Pandey
22	Sagina Maharjan	Carry Over	2079	2022-06-29	2022-06-29	1		Due to personal work	accepted	Ujjwal Poudel	Ujjwal Poudel
23	Shyam Khatiwada	Floating	2079	2022-06-29	2022-06-29	0.5	first	Family Function	accepted	Hitesh Karki	Hitesh Karki
24	Rabina Maharjan	Sick	2079	2022-06-29	2022-06-29	1		I am sick and from many days my legs were swelling but today it's more than before so, visiting to doctor too.	accepted	Samiksha Hada	Samiksha Hada
25	Bishnu Parajuli	Personal	2079	2022-06-29	2022-06-29	1		yesterday's leave	accepted	Samiksha Hada	Alisha Ganeju
26	Saroj Rai	Personal	2079	2022-06-29	2022-06-29	0.5	second	Due to some personal reason.	accepted	Ujjwal Poudel	Alisha Ganeju
27	Alisha Ganeju	Carry Over	2079	2022-06-28	2022-06-28	1		Exam Leave	accepted	Hitesh Karki	Hitesh Karki
28	Swajal Acharya	Personal	2079	2022-06-28	2022-06-28	0.5	first	Real Estate transaction	accepted	Pravin Thapaliya	Pravin Thapaliya
29	Suraj Khanal	Sick	2079	2022-06-28	2022-06-28	0.5	second	Health Checkup	accepted	Ujjwal Poudel	Ujjwal Poudel
30	Samjhana Pokhrel	Personal	2079	2022-06-28	2022-06-28	0.5	second	Forced (System) Missed Punch Out	accepted	Hitesh Karki	--

Showing 1 to 30 of 30 entries

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Figure 62: Employee Leave Details List View

## 2. Approve Leave

It is the Leave Applications of all the employees whose leave actions are pending.

- a. Visit the drm.deerwalkgroup.com site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Approve Leave” under the LEAVE category.
- e. You will be redirected to the Leave Applications view page. (*Figure 63*)  
All employees' leave requests which require action are displayed in the leave application table.
- f. 3 actions can be performed on each application.
  - i. Accept
  - ii. Delete
  - iii. Reject

The screenshot shows a table titled "Leave Applications" with the following data:

S.N	Employee	Leave Type	Year	Start Date	End Date	Days	Reason	Manager	State	Action
1	DMT Developer	Personal	2079	2022-06-07	2022-06-07	1	Testing Purpose		pending	<button>Delete</button> <button>Accept</button> <button>Reject</button>
2	DMT Developer	Personal	2079	2022-06-16	2022-06-16	1	Test Purpose		pending	<button>Delete</button> <button>Accept</button> <button>Reject</button>
3	DMT Developer	Personal	2079	2022-06-20	2022-06-20	1	Test		pending	<button>Delete</button> <button>Accept</button> <button>Reject</button>
4	Sita Khadka	Personal	2079	2022-07-05	2022-07-05	1	Sick	Usha Adhikari	pending	<button>Delete</button> <button>Accept</button> <button>Reject</button>
5	Bijay Regmi	Carry Over	2079	2022-07-06	2022-07-06	0.5	Personal Reason	Hitesh Karki	pending	<button>Delete</button> <button>Accept</button> <button>Reject</button>

*Figure 63: Leave Applications View*

### 2.1. Accept Leave Request

- a. To accept the leave request of a particular employee, click on the “Accept” button in the Action column of the employee leave detail row in the leave application table in the leave application view. (*Figure 63*)
- b. Leave Acceptance Notification is displayed after the accept action is performed.

## **2.2. Reject Leave Request**

- a. To reject the leave request of a particular employee, click on the “Reject” button in the Action column of the employee leave detail row in the leave application table in the leave application view. (*Figure 63*)
- b. Leave Rejection Notification is displayed after the reject action is performed.

## **2.3. Delete Leave Request**

- a. To delete the leave request of a particular employee, click on the “Delete” button in the Action column of the employee leave detail row in the leave application table in the leave application view. (*Figure 63*)
- b. Leave Deletion Notification is displayed after the delete action is performed.

## **3. Leave Balance Report**

It is the leave balance report including every leave type, of all the employees since their joined date to till date.

NOTE:

- v. Allowed (A) - Yearly Allocated leave days for the particular leave type.
  - vi. Accrued (AC) - Total allowed leave days earned till the current month. It represents leave days that are allowed to take till the day.
  - vii. Taken (T) - Total leave days taken of the leave type.
  - viii. Balance (B) – Difference between accrued and taken leave days.
- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
  - b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
  - c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
  - d. Click on “Leave Balance Report” under the LEAVE category.
  - e. You will be redirected to the Leave Balance Report view page. (*Figure 64*)  
All employees' leave balances are provided on the leave balance table.

NOTE:

- i. The red-marked cells represent the employee's record of exceeded taken leave days than allowed leave days of the particular leave type.

### **3.1. Search Feature**

The employee leave balance report can be searched using 7 combinations as shown in *figure 64*.

#### **3.1.1. Employee-wise Search**

- a. Choose the employee name from the employee drop-down in the search section on the leave balance report view page. (*Figure 64*)

NOTE:

- i. Year is by default the current year.
- b. The leave balance of the particular employee of the current year gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

#### **3.1.2. Year-wise Search**

- a. Choose the year from the year drop-down in the search section on the leave balance report view page. (*Figure 64*)

NOTE:

- i. Year is by default the current year.
- b. The leave balance of all the employees of the particular year gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

#### **3.1.3. Unit-wise Search**

- a. Choose the unit from the Unit drop-down in the search section on the leave balance report view page. (*Figure 64*)

NOTE:

- i. Year is by default the current year.
- b. The leave balance of all the employees in the current year of the particular unit gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **3.1.4. Employee and Year Combined Search**

- a. Choose the employee name from the employee drop-down menu, and choose the year from the year drop-down menu in the search section in the Leave Balance Report. (*Figure 64*)
- b. The leave balance of the particular employee in the particular year gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **3.1.5. Unit and Employee Combined Search**

- a. Choose the unit from the Unit drop-down menu, and select the employee name from the employee drop-down menu in the search section in the Leave Balance Report. (*Figure 64*)
- b. The leave balance of the particular employee in the particular unit gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **3.1.6. Unit and Year Combined Search**

- a. Choose the unit from the Unit drop-down menu, and select the year from the year drop-down menu in the search section in the Leave Balance Report. (*Figure 64*)
- b. The leave balance of all the employees belonging to the particular unit in the particular year gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **3.1.7. Unit, Employee, and Year Combined Search**

- a. Choose the unit from the Unit drop-down menu, choose an employee from the employee drop-down menu, and select the year from the year drop-down menu in the search section in the Leave Balance Report. (*Figure 64*)
- b. The leave balance of the particular employee belonging to the particular unit in that particular year gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **3.2. Export Feature**

- a. Choose the unit name and/or year and/or employee name from the respective drop-down menu in the unit drop-down menu as you require, in the Leave Balance Report. (*Figure 64*)
- b. Click on the “Export” button.
- c. An Excel file gets downloaded to your device.

## Leave Balance Report

Employee:

Year:

**Unit:**

-- Choosee Employee --

2079

-- Choose Unit --

**Export**

Reset

Note: AC-Accrued, A-Allowed, T-Taken, B-Balance

S.N	Employee	Year	Unit	Personal			Carry Over			Sick			Floating			Mourning			Maternity			Paternity			ww		
				AC	A	T	B	AC	A	T	B	AC	A	T	B	AC	A	T	B	AC	A	T	B	AC	A	T	B
1	Bijaya Shrestha	2071	Deerwalk Sifal School	10	10	0	10	0	0	0	0	6	6	0	6	5	5	0	5	0	0	0	0	0	0	0	0
2	Bijaya Shrestha	2072	Deerwalk Sifal School	12	12	0	12	0	0	0	0	7	7	0	7	6	6	0	6	0	0	0	0	0	0	0	0
3	Bijaya Shrestha	2073	Deerwalk Sifal School	12	12	4.5	7.5	0	0	0	0	7	7	0	7	7	7	0	7	0	0	0	0	0	0	0	0
4	Bijaya Shrestha	2074	Deerwalk Sifal School	12	12	0	12	0	0	0	0	12	12	0	12	3	3	0	3	0	0	0	0	0	0	0	0
5	Bijaya Shrestha	2075	Deerwalk Sifal School	12	12	16	-4	0	0	0	0	12	12	5	7	5	5	0	5	13	13	0	13	0.0	0.0	0.0	0.0
6	Bijaya Shrestha	2076	Deerwalk Sifal School	10	10	19.5	-9.5	0	0	0	0	9	9	1	8	5	5	0	5	13	13	0	13	0.0	0.0	0.0	0.0
7	Bijaya Shrestha	2077	Deerwalk Sifal School	13	13	2.5	10.5	0	0	0	0	12	12	9	3	3	3	4	-1	13	13	0	13	0.0	0.0	0.0	0.0
8	Bijaya Shrestha	2078	Deerwalk Sifal School	13	13	12	1	7.5	7.5	3.5	4	12	12	7.5	4.5	3	3	3	0	13	13	0	13	0.0	0.0	0.0	0.0
9	Bijaya Shrestha	2079	Deerwalk Sifal School	3.5	13	1	2.5	1	1	2	-1	3	12	5.5	-2.5	0	0	0	0	13	13	0	13	0.0	0.0	0.0	0.0
10	Hitesh Karki	2069	DWIT College	8	8	0	8	0	0	0	0	4.5	4.5	0	4.5	4.5	0	0	0	0	0	0	0	0	0	0	
11	Hitesh Karki	2070	DWIT College	12	12	0	12	0	0	0	0	7	7	0	7	8	8	0	8	0	0	0	0	0	0	0	
12	Hitesh Karki	2071	DWIT College	12	12	0	12	0	0	0	0	7	7	0	7	6	6	0	6	0	0	0	0	0	0	0	
13	Hitesh Karki	2072	DWIT College	12	12	0	12	0	0	0	0	7	7	0	7	6	6	0	6	0	0	0	0	0	0	0	
14	Hitesh Karki	2073	DWIT College	12	12	0	12	0	0	0	0	7	7	0	7	7	7	0	7	0	0	0	0	0	0	0	
15	Hitesh Karki	2074	DWIT College	12	12	0.5	11.5	0	0	0	0	12	12	0	12	3	3	0	3	0	0	0	0	0	0	0	
16	Hitesh Karki	2075	DWIT College	12	12	5	7	0	0	0	0	12	12	0.5	11.5	5	5	1.5	3.5	13	13	0	13	0.0	0.0	0.0	0.0
17	Hitesh Karki	2076	DWIT College	10	10	5.5	4.5	0	0	0	0	9	9	1.5	7.5	5	5	4	1	13	13	0	13	0.0	0.0	0.0	0.0
18	Hitesh Karki	2077	DWIT College	13	13	2	11	0	0	0	0	12	12	0.5	11.5	3	3	0	3	13	13	0	13	0.0	0.0	0.0	0.0
19	Hitesh Karki	2078	DWIT College	13	13	0.5	12.5	8	8	1.5	6.5	12	12	3	9	3	3	2	1	13	13	0	13	0.0	0.0	0.0	0.0
20	Hitesh Karki	2079	DWIT College	3.5	13	0	3.5	8	8	2	6	3	12	0	3	1	3	0	1	13	13	0	13	0.0	0.0	0.0	0.0
21	Pravin Thapaliya	2072	Deerwalk Compware Ltd.	5	5	0	5	0	0	0	0	3	3	0	3	2.5	2.5	0	2.5	0	0	0	0	0	0	0	0
22	Pravin Thapaliya	2073	Deerwalk Compware Ltd.	12	12	0.5	11.5	0	0	0	0	7	7	0	7	7	7	0	7	0	0	0	0	0	0	0	0
23	Pravin Thapaliya	2074	Deerwalk Compware Ltd.	12	12	0	12	0	0	0	0	12	12	0	12	3	3	0	3	0	0	0	0	0	0	0	0
24	Pravin Thapaliya	2075	Deerwalk Compware Ltd.	12	12	8	4	0	0	0	0	12	12	5.5	6.5	5	5	0	5	13	13	0	13	0.0	0.0	0.0	0.0
25	Pravin Thapaliya	2076	Deerwalk Compware Ltd.	10	10	17	-7	0	0	0	0	9	9	1.5	7.5	5	5	4	1	13	13	0	13	0.0	0.0	0.0	0.0
26	Pravin Thapaliya	2077	Deerwalk Compware Ltd.	13	13	7	6	0	0	0	0	12	12	1	11	3	3	4	-1	13	13	0	13	0.0	0.0	0.0	0.0
27	Pravin Thapaliya	2078	Deerwalk Compware Ltd.	13	13	5	8	3	3	0	3	12	12	8.5	3.5	3	3	3	0	13	13	13	0	0.0	0.0	0.0	0.0
28	Pravin Thapaliya	2079	Deerwalk Compware Ltd.	3.5	13	1	2.5	8	8	1	7	3	12	0.5	2.5	1	3	0	1	13	13	0	13	0.0	0.0	0.0	0.0

*Figure 64: Leave Balance Report View*

## **4. Calculate Carry-Over Leave**

It is an action that is required to run only once at the beginning of the year. It calculates and updates the carry-over leaves of all the employees.

Carry Over leave is the combination of unused personal leaves and sick leaves of the previous year that are carried over for present year. The maximum carry-over leave days can be 8. If the sum of employee's previous year's unused personal leave and sick leave exceeds 8 days, even then the carry-over leave would still be 8days for this year else total unused days are updated as the carry-over leave.

### **4.1. Perform Carry-Over Leave Action**

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Calculate Carry-Over Leave" under the LEAVE category.
- e. A confirmation box appears. If confirmed, the carry-over leave days get updated for every employee this year else no action is performed.
- f. You will get redirected to the HR Dashboard and can view changes on your Leave Balance section in the row of leave type "Carry Over". (*Figure 2*)

## **5. Employee on Leave**

It is the report of employees on leave. The employees on leave on a particular day can be viewed here. For this purpose, there is a date filter available.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Employee On Leave" under the LEAVE category.
- e. You will get redirected to the Employee On Leave view page. (*Figure 65*)  
The employees on leave on the very day are displayed on the table by default.

## 5.1. Date Filter

- a. Select the date in the top left corner of the Employee On Leave view page (*Figure 65*)
- b. The employees on leave on a particular date get updated on the table.
- c. To reset the table, simply click on the “Reset” button.

S.N	Employee	Leave Type	From Date	To Date	Leave Days	Half	Leave Reason
1	Bijay B Regmi	Carry Over	2022-07-06	2022-07-06	0.5	second	Personal Reason
2	Reshika Joshi	Carry Over	2022-07-06	2022-07-08	3		To attend sister's marriage ceremony
3	Sita Khadka	Personal	2022-07-06	2022-07-06	1		Sick
4	Saroj T Rai	Personal	2022-07-06	2022-07-06	0.5	second	Due to some personal reason. Sir/Mam, I have to get a signature of my thesis supervisor and have to submit my proposal by 4 today. So, I humbly request you to grant me a half day leave for today. And as for concern, I have managed my classes and set a proxy teacher already.
5	Basanta Bista	Carry Over	2022-07-06	2022-07-06	0.5	second	sick

Figure 65: Employee On Leave View

## 6. Create Subordinate Leave

Creating subordinate leave means creating leave requests on behalf of employees.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Create Subordinate Leave” under the LEAVE category.
- e. You will get redirected to the Create Subordinate Leave view page. (*Figure 66*)
- f. Choose Employee name, Leave Type and Leave Time, and select Start Date, End Date, and Reason.

### NOTE:

- i. The leave Type must have been already created

- ii. The leave days get automatically counted by the system based on the start date and end date.
- iii. The leave date must be applied in the same year (in B.S.).
- g. Click on Add.
- h. Leave Request gets successfully created and leave request notification is sent to the HR, employee, and manager of the employee through email. Else if some errors occur, the error messages are displayed and adjustments could be made accordingly and then retry.

The screenshot shows a web-based application interface for creating a subordinate leave request. At the top, there is a navigation bar with links for HR Management, My Files, My Holiday, Contacts, Change Password, and a welcome message for 'DMT Developer'. On the right side of the header is a 'Logout' button. Below the header, the main title 'Create Sub-Ordinate Leave' is centered. The form consists of several input fields and dropdown menus:

- Employee Name\***: A dropdown menu labeled '-- Choose Employee --'.
- Leave Type\***: A dropdown menu labeled '-- Choose Leave Type --'.
- Leave Time\***: Radio buttons for 'Full Day', 'First Half', and 'Second Half'.
- Start Date\***: An input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- End Date\***: An input field with placeholder 'mm/dd/yyyy' and a calendar icon.
- Leave Days\***: An input field with placeholder 'Enter Leave Days'.
- Reason\***: An input field with placeholder 'Enter Reason'.
- A central 'Add' button at the bottom of the form.

Figure 66: Create Subordinate Leave View

## 7. Forced Leave

It is the report of employees on forced leave. Forced Leave is defined as the leave cut off by the DRM System. It can be caused due to 2 reasons: Missed Punch Out and Early Punch Out.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.

- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Forced Leave” under the LEAVE category.

NOTE:

- i. Reason: Forced (System) Missed Punch Out => represents forced leave due to missed punch out.
  - ii. Reason: Forced (System) => represents forced leave due to Early Punch Out.
- e. You will get redirected to the Employee Forced Leave view page. (*Figure 67*)  
HR is given authority to delete the forced leave of employees in case they have a valid reason for their action.

## 7.1. Delete Forced Leave

- a. To delete the forced leave of a particular employee, click on the red-marked delete button in the Action column of the employee forced leave detail row in the table in the employee forced leave view. (*Figure 67*)
- b. Leave Deletion Notification is displayed after the delete action is performed.

## Employee Forced Leave

Search:

S.N	Employee	Leave Type	Year	Date	Days	Reason	Action
1	DMT Developer	Personal	2079	2022-06-17	0.5	Forced (System) Missed Punch Out	
2	Samjhana Pokhrel	Personal	2079	2022-06-17	0.5	Forced (System) Missed Punch Out	
3	Madhu Bhusal	Personal	2079	2022-06-14	0.5	Forced (System)	
4	Samiksha Hada	Personal	2079	2022-06-14	0.5	Forced (System)	
5	Samjhana Pokhrel	Personal	2079	2022-06-13	0.5	Forced (System) Missed Punch Out	
6	Rabina Maharjan	Personal	2079	2022-06-09	0.5	Forced (System)	
7	Kushal Maharjan	Personal	2079	2022-06-03	0.5	Forced (System)	
8	Hangkeng Rai	Personal	2079	2022-05-31	0.5	Forced (System)	
9	Jelina Joshi	Personal	2079	2022-05-27	0.5	Forced (System)	
10	Sita Khadka	Personal	2079	2022-05-16	0.5	Forced (System)	
11	Jelina Joshi	Personal	2079	2022-05-11	0.5	Forced (System)	
12	Anjana Rijal	Personal	2079	2022-04-25	0.5	Forced (System)	
13	Youbraj Aryal	Personal	2078	2022-04-12	0.5	Forced (System)	
14	Anjana Rijal	Personal	2078	2022-04-08	0.5	Forced (System)	
15	Bir Gubaju	Personal	2078	2022-04-08	0.5	Forced (System)	
16	Novita Rai	Personal	2078	2022-04-07	0.5	Forced (System)	
17	Alosha Shakya	Personal	2078	2022-04-07	0.5	Forced (System)	
18	Anjana Rijal	Personal	2078	2022-04-07	0.5	Forced (System)	
19	Bijay Regmi	Personal	2078	2022-04-06	0.5	Forced (System)	
20	Novita Rai	Personal	2078	2022-04-06	0.5	Forced (System)	

Showing 1 to 20 of 20 entries

< 1 2 3 >

*Figure 67: Employee Forced Leave View*

## 4. Punch In/Out Reports

### 1. Date/Employee Specific Punch In/Out Report

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on “Date/Employee Specific” under the PUNCH IN/OUT category.
- e. You will be redirected to the Employee Punch In-Out Detail view page. (*Figure 68*)

NOTE:

- i. By default, the employee punch-in / punch-out detail report displays current day's punch-in / punch-out detail of all employees.
- f. There is Employee and Date Filter available on the top of the table for employee/date specific search purposes on the Employee Punch In-Out Detail view page. (*Figure 68*).

## **1.1. Search Feature**

The employee leave balance report can be searched using 3 combinations as shown in *figure 66*.

### **1.1.1. Employee Only Search**

- a. Choose the employee name from the employee drop-down in the search section on the Employee Punch In-Out Detail view page. (*Figure 68*)
- b. All the punch-in / punch-out records of the particular employee get updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **1.1.2. Date Only Search**

- a. Choose the date from the date drop-down in the search section on the Employee Punch In-Out Detail view page. (*Figure 68*)
- b. The punch-in / punch-out detail of all the employees on that particular date gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **1.1.2. Employee and Date Combined Search**

- a. Choose the date from the date drop-down and choose the employee name from the employee drop-down in the search section on the Employee Punch In-Out Detail view page. (*Figure 68*)
- b. The punch-in / punch-out detail of the particular employee on that particular date gets updated on the table.
- c. To reset the table, simply click on the “Reset” button.

## Employee Punch In-Out Detail

Employee:
Date:


-- Choose Employee --
mm/dd/yyyy


Show 10 entries
Search:

S.N	Name	Manager	Punch In			Punch Out			Total Time		
S.N	Name	Manager	IP Address	Time	Remarks	IP Address	Time	Remarks	IP Address	Time	Remarks
1	Bijaya K Shrestha	Hitesh Karki	--	--	--	--	--	--	--	--	--
2	Hitesh Karki	Hitesh Karki	--	--	--	--	--	--	--	--	--
3	Pravin Thapaliya	Hitesh Karki	--	--	--	--	--	--	--	--	--
4	Sanjhana Pokhrel	Hitesh Karki	--	--	--	--	--	--	--	--	--
5	Usha Adhikari	Bijaya K Shrestha	--	--	--	--	--	--	--	--	--
6	Madan Subedi	Kiran Parajuli	--	--	--	--	--	--	--	--	--
7	Kiran Parajuli	Hitesh Karki	--	--	--	--	--	--	--	--	--
8	Ritu R Lamsal	Hitesh Karki	--	--	--	--	--	--	--	--	--
9	Nirmal K Poudel	Ujwal Poudel	--	--	--	--	--	--	--	--	--
10	Ujwal Poudel	Bijaya K Shrestha	--	--	--	--	--	--	--	--	--

Showing 1 to 10 of 74 entries
Previous
1
2
3
4
5
...
8
Next

*Figure 68: Employee Punch In-Out Detail*

## 2. No Punch In No Leave Report

As the name suggests this report contains the employees' details who neither punched in nor have accepted leave for the day.

The No Punch In No Leave record of the employees who are neither on leave nor have attendance in the DRM system gets updated by the DRM system at the end of the day i.e. at 11:40 PM. This update by the system is done every day.

In case the employee has a valid reason for their action, e.g. they got approved leave verbally with their manager but their leave request didn't get any response in the system, their record can be cleared by force punching them in the system in the very day. For this Force Punch-In feature is available.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "No Punch In No Leave Report" under the PUNCH IN/OUT category.

- e. You will be redirected to the No Punch-In No Leave Report view page. (*Figure 69*)

NOTE:

- i. By default, the No Punch In No Leave report displays the current day's punch-in/punch-out detail of all employees. As the No Punch In No Leave record for the day gets updated by the DRM System at the end of the day i.e. at 11:40 PM, the current day's No Punch In No Leave report would be empty till 11:40 PM.
- f. There is Employee and Date Filter available on the top of the table for employee /date specific search purposes on the No Punch-In No Leave Report view page. (*Figure 69*)
- g. The force punch-in of the employee can be done using the Force Punch-In button available on the Action Column in the No Punch In No Leave table. (*Figure 69*)

## **2.1. Search Feature**

The no punch-in no leave report can be searched using 3 combinations as shown in *figure 69*.

### **2.1.1. Employee Only Search**

- a. Choose the employee name from the employee drop-down in the search section on the No Punch In No Leave Report view page. (*Figure 69*)
- b. All the no punch-in no leave records of the particular employee get updated on the table.
- c. To reset the table, simply click on the “Reset” button.

### **2.1.2. Date Only Search**

- a. Choose the date from the date drop-down in the search section on the No Punch-In No Leave Report view page. (*Figure 69*)
- b. The no punch-in no leave records of all the employees on that particular date gets updated on the table. (*Figure 70*)
- c. To reset the table, simply click on the “Reset” button.

### **2.1.2. Employee and Date Combined Search**

- a. Choose the date from the date drop-down and choose the employee name from the employee drop-down in the search section on the No Punch-In No Leave Report view page. (*Figure 69*)
- b. The no punch-in no leave record of the particular employee on that particular date gets updated on the table.

- c. To reset the table, simply click on the “Reset” button.

## 2.2. Force Punch In

- First, search the employee using the employee and/or date search feature.
- Click on the Force Punch In button available on the Action Column on the row of employees you want to force punch-in in the No Punch In No Leave Report table.
- The employee gets successfully punched in on the record existing date with the late punch-in marked.

The screenshot shows a web-based HR management system interface. At the top, there is a navigation bar with links for 'HR Management', 'My Files', 'My Holiday', 'Contacts', 'Change Password', and user information 'Welcome: DMT Developer' and a 'Logout' button. Below the navigation bar, the title 'No Punch In No Leave Report' is centered. Underneath the title are two input fields: 'Employee:' with a dropdown menu containing 'Choose Employee --' and 'Date:' with a date picker set to 'mm/dd/yyyy'. To the right of these fields is a 'Reset' button. Below these inputs is a table with the following columns: S.N, Employee, Manager, Date, and Action. The table has a single row with the message 'No Records of No Punch In No Leave Request'.

S.N	Employee	Manager	Date	Action
No Records of No Punch In No Leave Request				

Figure 69: No Punch-In No Leave Report View

This screenshot shows the same 'No Punch In No Leave Report' view as Figure 69, but with a specific date applied. The 'Date:' field is now set to '07/01/2022'. The table below shows three entries, each with a blue 'Force Punch In' button in the 'Action' column. The table includes a search bar and pagination controls at the bottom.

S.N	Employee	Manager	Date	Action
1	Ujjwal Poudel	Bijaya K Shrestha	2022-07-01	<button>Force Punch In</button>
2	Yadav C Magar	Ujjwal Poudel	2022-07-01	<button>Force Punch In</button>
3	Surendra Adhikari	Hitesh Karki	2022-07-01	<button>Force Punch In</button>

Show 10 entries Search: Previous 1 Next

Figure 70: Date Filtered No Punch- In No Leave Report

### 3. Late Punch In / Missed Punch-Out Report

It is the report of employees' punch-in / punch-out details who have late punch-in and/or missed punch-out in their record. The late punch-in / missed punch-out record on a particular day can be viewed. For this purpose, there is a date filter available.

Punch In is counted as late if the employee punches in later than the specified punch-in time.

Punch Out is counted as missed if the employee does not punch out after punch-in throughout the day. The DRM System cuts off the second half leave (from personal leave type) of the employee if the employee miss to punch out.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
- b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
- c. Click on the "HR management" button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
- d. Click on "Late Punch In/Missed Punch Out" under the PUNCH IN/OUT category.
- e. You will get redirected to the Late Punch In/Missed Punch Out view page.
- f. (*Figure 71*).

#### 3.1. Date Filter

- a. Select the date in the top left corner of the Late Punch In/Missed Punch Out view page (*Figure 71*)
- b. The late punch-in / missed punch-out records of employees on a particular date get updated on the table. (*Figure 72*)
- c. To reset the table, simply click on the "Reset" button.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for HR Management, My Files, My Holiday, Contacts, Change Password, and a welcome message for 'DMT Developer'. On the far right, there are 'Logout' and a user icon. Below the navigation bar, the title 'Late Punch In/ Missed Punch Out' is centered. To the left of the title is a date input field labeled 'Date: mm/dd/yyyy' with a calendar icon. To the right of the title is a 'Reset' button. A horizontal line separates this header from the main content area. The main content area contains a table with a green header row. The columns are labeled 'Punch In' and 'Punch Out'. The table has several rows. The first row is a header row with columns: S.N, Name, Manager, IP Address, Time, Remarks, and Missed Punch Out. The subsequent rows are data rows. The first data row contains the text 'No Late Punch In/Missed Out' repeated across all columns. The table has a light gray background and dark blue header bars.

*Figure 71: Late Punch In/Missed Punch Out*

## Late Punch In/ Missed Punch Out

Date:  

Show  entries

Punch In							Punch Out	
S.N	Name	Manager	IP Address	Time	Remarks		Missed Punch Out	
1	Sita Khadka	Usha Adhikari	202.51.68.236	2022-05-23 08:31:36			1	
2	Sunita Maharjan	Samiksha Hada	202.51.68.236	2022-05-23 08:54:30			1	
3	Ruby Labh	Tej Kafle	202.51.68.236	2022-05-23 08:58:57			1	
4	Juna Nagarkoti	Samiksha Hada	202.51.68.236	2022-05-23 09:14:33	I came to school by school bus. There was a huge traffic jam on the way.		0	
5	Laxmi Tiwari	Tej Kafle	202.51.68.236	2022-05-23 09:14:46	Deerwalk transpotation was so late		0	
6	Aishwarya Maharjan	Alisha Ganeju	110.44.116.42	2022-05-23 10:03:34	HR Punch In Due to Multiple late Punch In		0	
7	Alisha Ganeju	Hitesh Karki	110.44.116.42	2022-05-23 10:03:39	HR Punch In Due to Multiple late Punch In		0	
8	Bijaya K Shrestha	Hitesh Karki	110.44.116.42	2022-05-23 10:03:45	HR Punch In Due to Multiple late Punch In		0	
9	Hariram Khadka	Alisha Ganeju	110.44.116.42	2022-05-23 10:03:57	HR Punch In Due to Multiple late Punch In		0	
10	Pravin Thapaliya	Hitesh Karki	110.44.116.42	2022-05-23 10:04:20	HR Punch In Due to Multiple late Punch In		0	

Showing 1 to 10 of 13 entries

Previous  1 2 Next

Figure 72: Date Filtered Late Punch In/Missed Punch Out

## 4. Force Punch Out

This functionality is used to force punch out all the punched in employees from the system for the day.

- a. Visit the [drm.deerwalkgroup.com](http://drm.deerwalkgroup.com) site in your browser.
  - b. Login with the credentials provided by the DRM System. If you are authenticated as HR, you'll be redirected to the HR Dashboard. (*Figure 2*)
  - c. Click on the “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears. (*Figure 16*)
  - d. Click on “Force Punch Out” under the PUNCH IN/OUT category.
  - e. A confirmation box will be appeared in the screen (*Figure 73*).
  - f. If you click on ‘OK’ then every punched in employees in the system will be punched out successfully for the day.
- Else if clicked on ‘Cancel’ the process will be dropped.

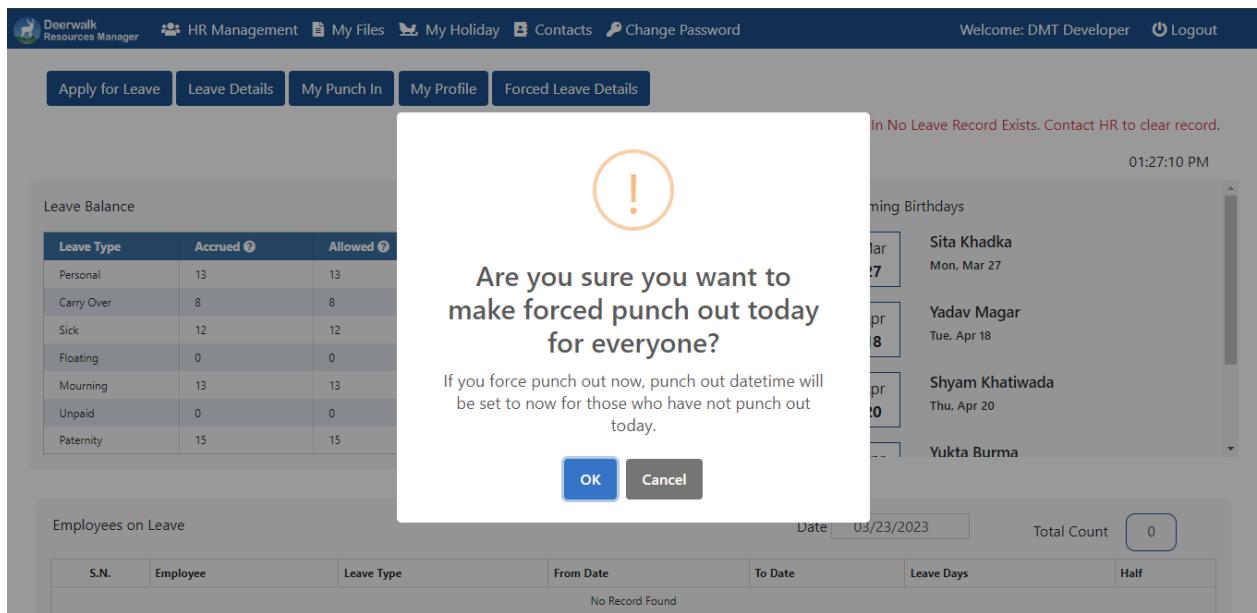


Figure 73: Forced Punch Out Confirmation