

## **Super Market 6 Leave Management System (LMS)**

Supermarket 6 Leave Management System (LMS) is an online system that allows employees of the company to submit leave application and for the heads of departments and the general manager to approve leave application online. The heads of department can also view leave reports for employees under his/her department and the general manager can view reports on all the employees in the company. The LMS have four major users and one IT Administrator who only deals with technical issues and system upgrades.

### **The four major users**

1. Employee – A normal employee can use the system to: apply for leave; view Leave history, reset password; and view his/her user profile.
2. Heads of Division (HOD) – A HOD can use the system to apply for leave; view Leave history, reset password; view his/her user profile; respond to leave application; and view leave reports.
3. HR Administrator – The HR Administrator can use the system to apply for leave; view Leave history, reset password; view his/her user profile; view Leave history; add/edit employees; add/edit posts; add/edit departments, edit leave types; and view user reports.
4. General Manager (GM) - A HOD can use the system to apply for leave; view Leave history, reset password; view his/her user profile; respond to leave application; and view leave reports.
5. The ICT Administrator has the capabilities of all the users for modification and upgrading of the system.

### **Security Features**

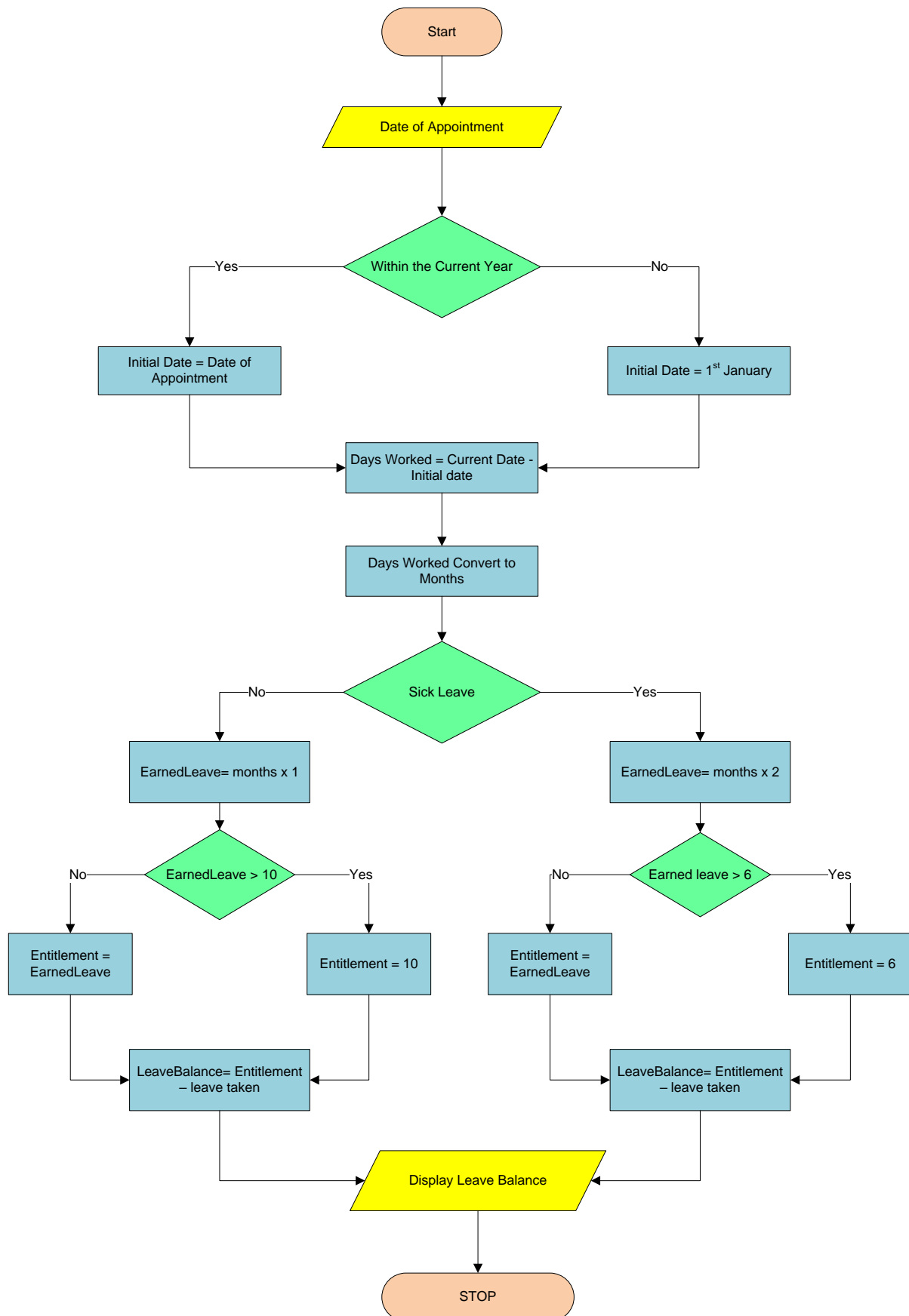
- A password must be 8 characters or more and it is hashed and stored for security purposes.
- An employee changing his/her password must enter the old password to confirm genuine ownership of the account.
- Session() function is used to avoid bypassing login form with a successful user authentication.
- The session function is also set to auto-log out a user if he/she does not interact with the system for more than 7 minutes.
- A clean\_it() function is used to remove unwanted spaces before or after text inserted into the system,
- An escapeq() function is used to handle escape sequence such as apostrophes, quotations and back slashes that have special meaning in MYSQL.

### **Leave Policy**

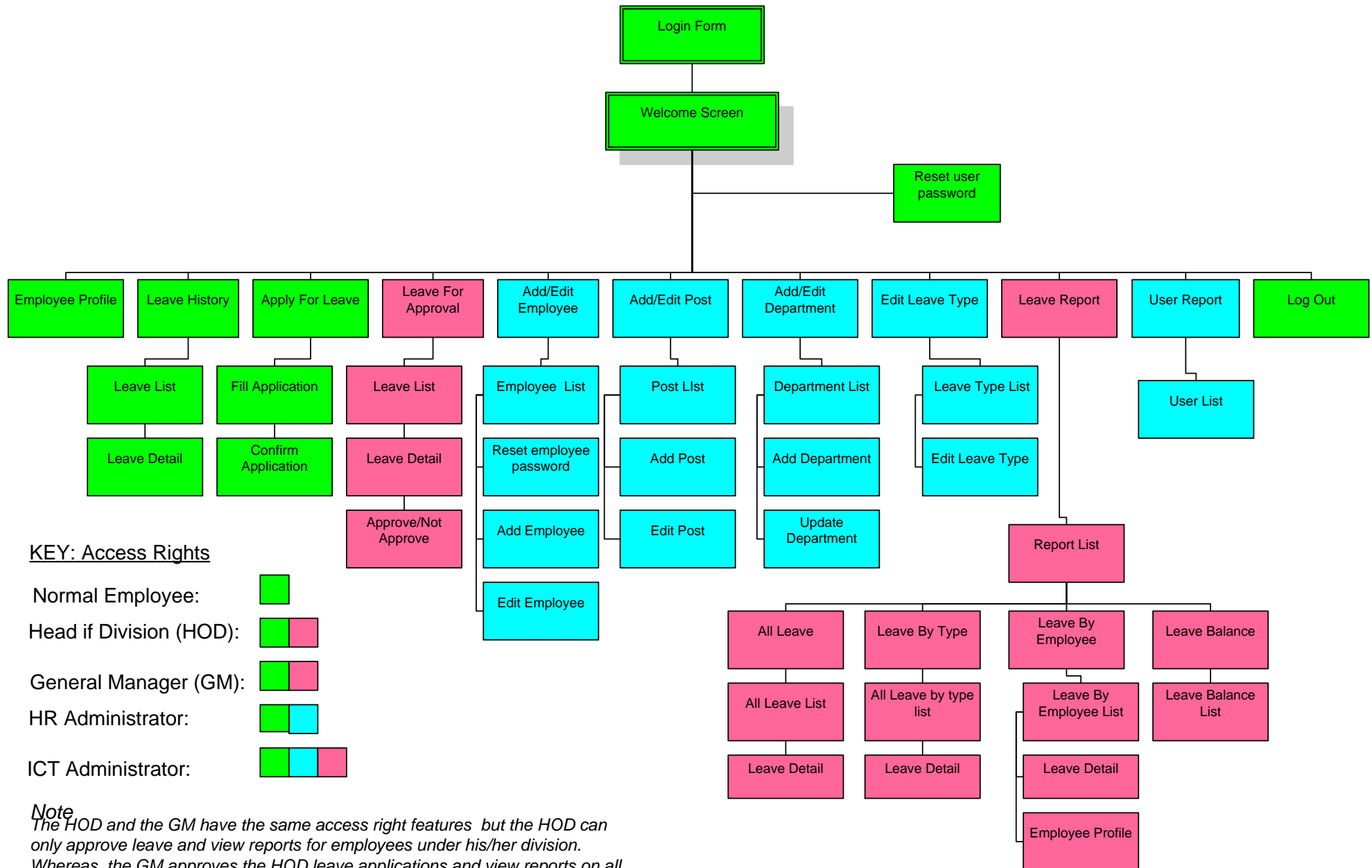
Leave is assigned annually and are not carried forward from one calendar year to the next. An employee is automatically granted three days casual leave, two days bereavement leave, and twenty days maternity Leave once they are appointed and are renewed on the 1<sup>st</sup> January every year. Sick leave and vacation leave in the other hand are earned. An employee earns two days sick leave for every month worked and must not exceed a maximum of six days per annum. An employee earns one day vacation leave for every month worked and must not exceed ten days per annum.

Months worked is calculated from the date of appointment for employees appointed in the current calendar year. For employees that were appointed before the current calendar year, their months worked is calculated from the 1<sup>st</sup> January of the current calendar year. All leave entitlement is reset on the 1<sup>st</sup> January of every year.

## Leave Balance Calculation for Sick Leave and Vacation Leave Flow Chart



## Supermarket 6 Leave Management System Site Map



## 1. The Login Form (index.php)

The LMS used username and password combination for user authentication. The username and the initial password is provided by the HR Administrator subsequent to the creation of the account once an employee is officially appointed. Only a valid user credential entered will be granted access into the system.

Figure 1.1: User authentication event flow chart

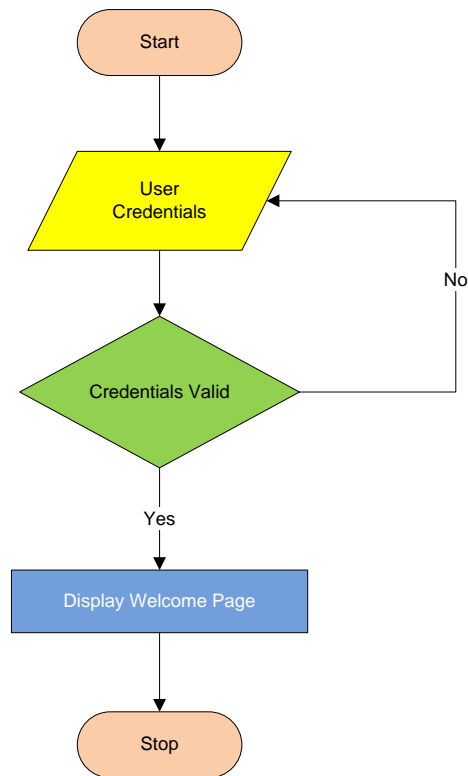
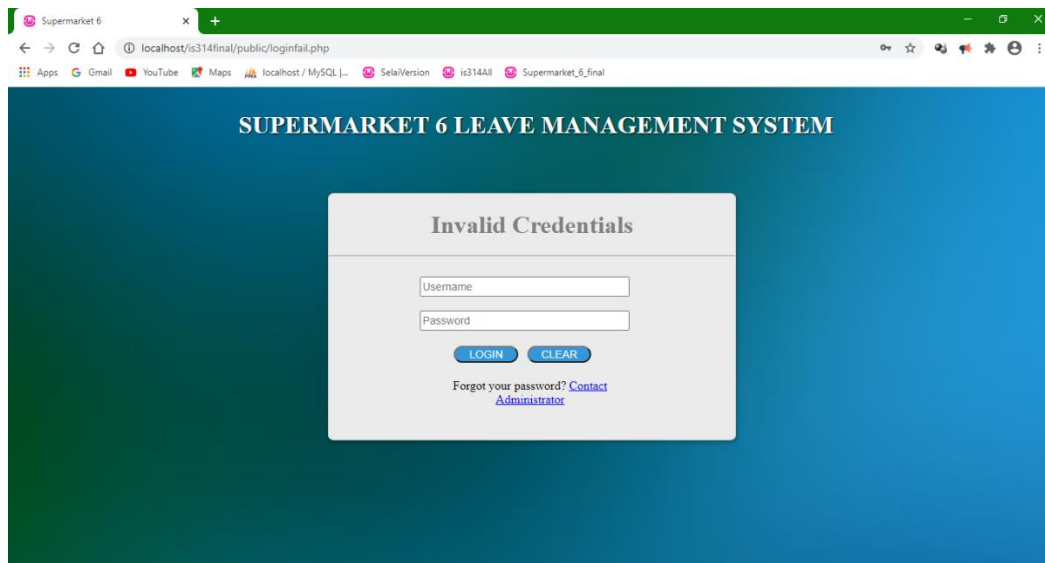


Figure 1.2: Login Form

The screenshot shows a web browser window with the title 'Supermarket 6'. The address bar shows 'localhost/is314final/public/'. The page content features a blue gradient background with the title 'SUPERMARKET 6 LEAVE MANAGEMENT SYSTEM' at the top. In the center is a white 'Login' form. The form has two input fields: the first contains the text 'tasi' and the second contains six asterisks '\*\*\*\*\*'. Below the input fields are two buttons: 'LOGIN' and 'CLEAR'. At the bottom of the form, the text 'Enter Credentials.' is displayed.

Figure 1.3: Unsuccessful Login Form



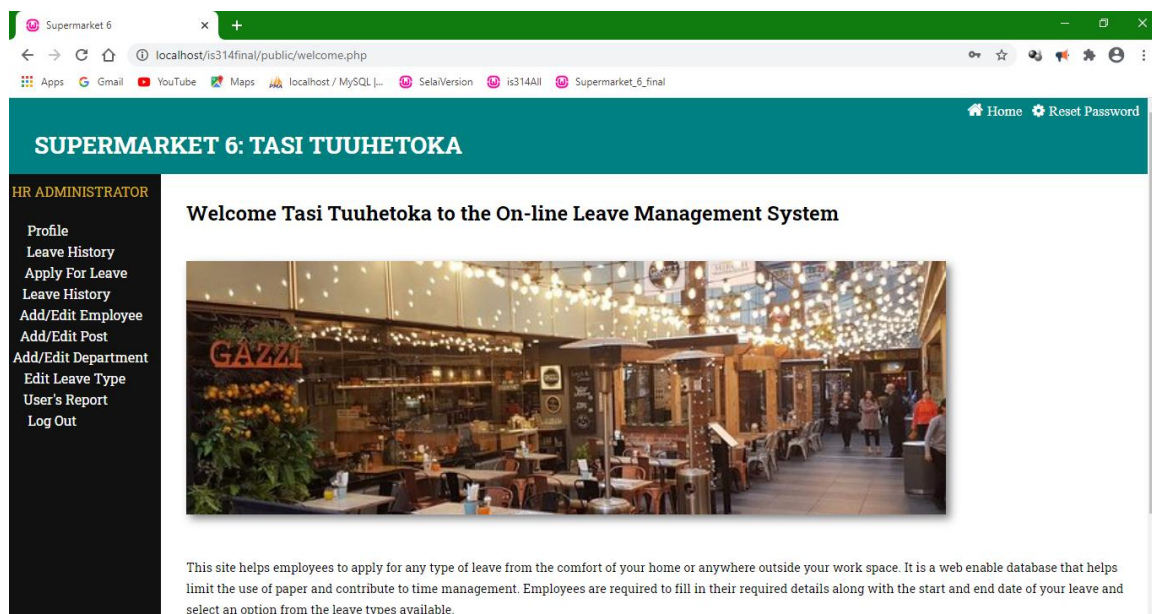
## 2. Welcome Screen (All employee)

Upon a successful login, a welcome screen is displayed with the user's full name of the main page banner and the main form with a welcome message plus a short background information on the company. A left navigation pane is displayed with menu based on the user's access-right type.

Figure 2.1: Different navigation pane for the four main users

EMPLOYEE	HEAD OF DIVISION	HR ADMINISTRATOR	GENERAL MANAGER
Profile Apply For Leave Leave History Log Out	Profile Apply For Leave Leave History Leave For Approval Leave Report Log Out	Profile Leave History Apply For Leave Leave History Add/Edit Employee Add/Edit Post Add/Edit Department Edit Leave Type User's Report Log Out	Profile Leave History Leave For Approval Leave Report Log Out

Figure 2.2: The welcome screen with the HR administrator (Tasi Tuuhetoka) access-right.



### 3. Employee “Profile” page (All Employee)

An employee can view his/her personal and work information including his/her leave balance as of the current date on the “Profile” page through the link on the navigation bar on the left .

Figure 3.1: Profile Page

**HR ADMINISTRATOR**

- Profile
- Leave History
- Apply For Leave
- Leave History
- Add/Edit Employee
- Add/Edit Post
- Add/Edit Department
- Edit Leave Type
- User's Report
- Log Out

### Employee Profile

Employee ID	1
Name	Tasi Tuuhetoka
Gender	Male
Date of Birth	13-10-2001
Contact Number	0225722098
Email	watuuhetoka@gmail.com
Date Hired	01-01-2020
Post	IT Officer
Department	Human Resource Management
Access Rights	HR Administrator
Reports To	Colen Rush

**LEAVE BALANCE IN DAYS, AS OF TODAY**

Casual	1
Bereavement	2
Sick	6
Maternity	18
Vacation	9

### 4. “Leave History” page (All Employee)

An employee can view his/her leave history, each leave with status on the leave history page. The “Leave\_ID” column is linked to the “Leave Details” page where the user can click to view the details of a particular leave.

4.1: The Leave History page.

**HR ADMINISTRATOR**

- Profile
- Leave History
- Apply For Leave
- Leave History
- Add/Edit Employee
- Add/Edit Post
- Add/Edit Department
- Edit Leave Type
- User's Report
- Log Out

### Leave History

Leave ID.	Leave Type	Date Applied	Start Date	End Date	Total Days	Status
<a href="#">35</a>	Casual Leave	27-10-2020	05-11-2020	05-11-2020	1	Approved
<a href="#">27</a>	Casual Leave	27-10-2020	01-11-2020	01-11-2020	1	Approved
<a href="#">12</a>	Vacation	27-10-2020	30-10-2020	30-10-2020	1	Approved
<a href="#">10</a>	Maternity	27-10-2020	20-10-2020	21-10-2020	2	Approved

Link to Leave Details

Figure 4.2: Leave details page

The screenshot shows a web browser window with the URL `localhost/is314final/public/leavedetails.php?requestnum=10`. The page title is "SUPERMARKET 6: TASI TUUHETOKA". On the left is a sidebar for "HR ADMINISTRATOR" with links: Profile, Leave History, Apply For Leave, Leave History, Add/Edit Employee, Add/Edit Post, Add/Edit Department, Edit Leave Type, User's Report, and Log Out. The main content area is titled "Leave Details" and contains a table with the following data:

Leave Request ID	10
Name	Tasi Tuuhetoka
Leave Type	Maternity
Start Date	20-10-2020
End Date	21-10-2020
Total Days	2
Justification	Hahahahahahaha
Application Date	27-10-2020
Status	Approved
Date Decided	19-10-2020
Comment	
Approving Officer	Colen Rush

At the bottom of the table is a "BACK" button.

## 5. Apply for Leave page (All employee)

This page contains the application form where and employee can apply for leave of a particular type and dates. Leave balance is also displayed on this page but validation is done on the execution page when the leave is submitted and confirmed. A submitted leaver is passed to a confirmation page before it is saved into the system's database. A leave application is validated in execution page before it is saved to the database.

Figure 5.1: Apply for Leave Form

The screenshot shows a web browser window with the URL `localhost/is314final/public/leaveapplyform.php`. The page title is "SUPERMARKET 6: TASI TUUHETOKA". The sidebar is the same as in Figure 4.2. The main content area is titled "Leave Application" and contains a form with the following fields:

Employee ID	1	Leave Balance
Name	Tasi Tuuhetoka	Casual: 1
Post	IT Officer	Bereavement: 2
Department	Human Resource Management	Sick: 6
Leave Type	Casual Leave	Maternity: 18
From Date	28/11/2020	Vacation: 9
To Date	29/11/2020	
Total Days	2	
Remarks		
To Be Approved By	Colen Rush	

At the bottom of the form are two buttons: "SUBMIT" and "CLEAR".

Figure 5.2: Applying for leave event flow chart.

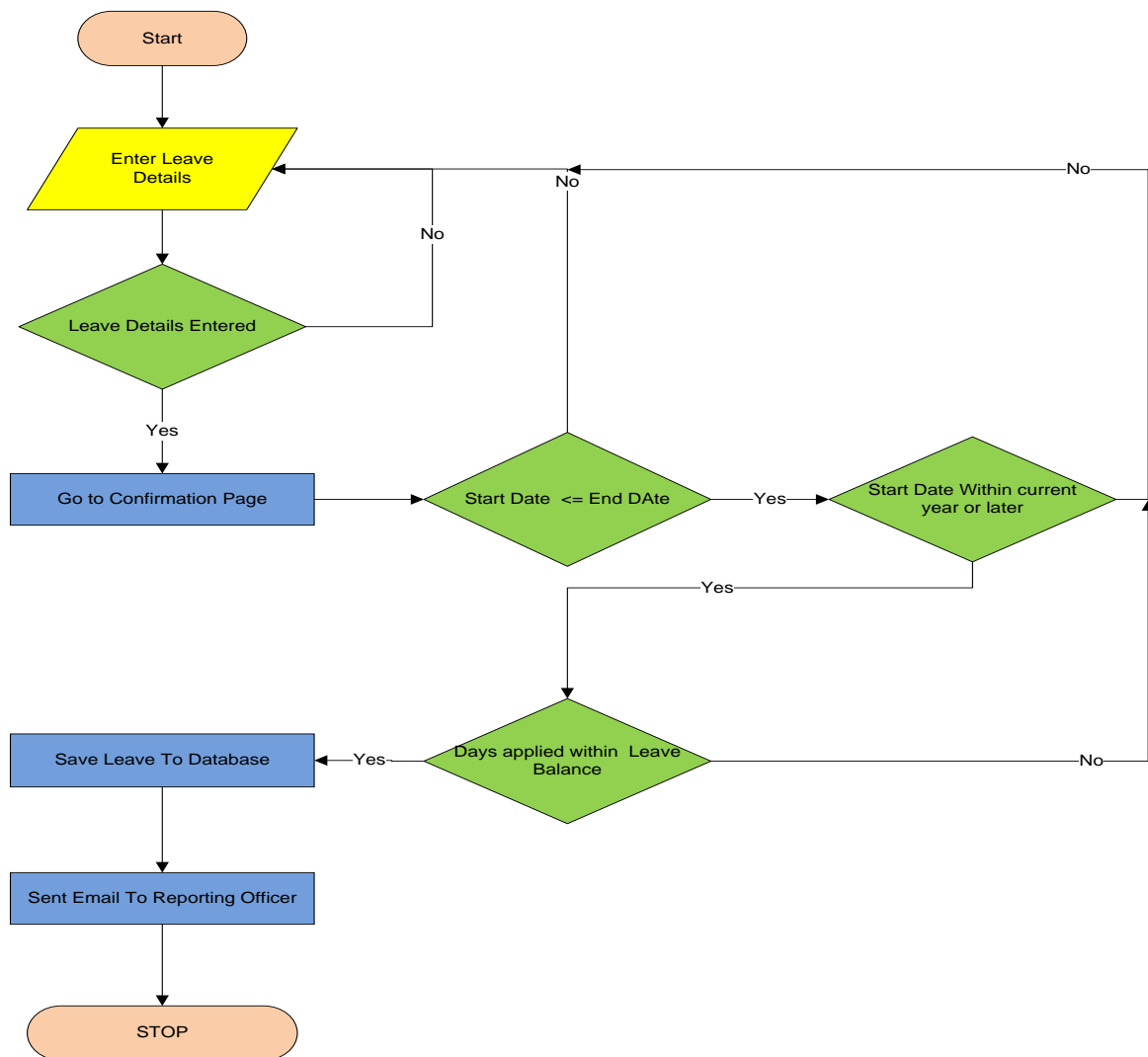


Figure 5.3: Leave application confirmation page.

**SUPERMARKET 6: TASI TUUHETOKA**

**HR ADMINISTRATOR**

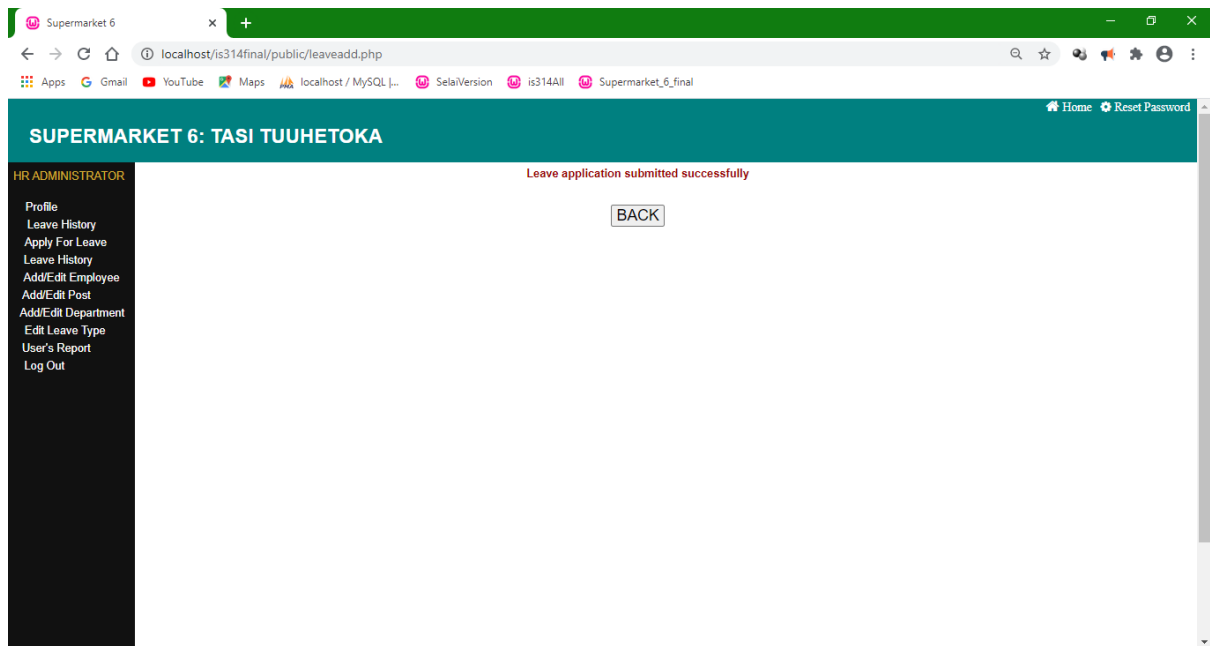
**Confirm Application**

Employee ID	1
Name	Tasi Tuuhetoka
Post	IT Officer
Department	Human Resource Management
Leave Type	Casual Leave
From Date	27-11-2020
To Date	28-11-2020
Total Days	2
Remarks	Family Obligation
To Be Approved By	Colen Rush
Application Date	19-11-2020

**CONFIRM** **BACK**



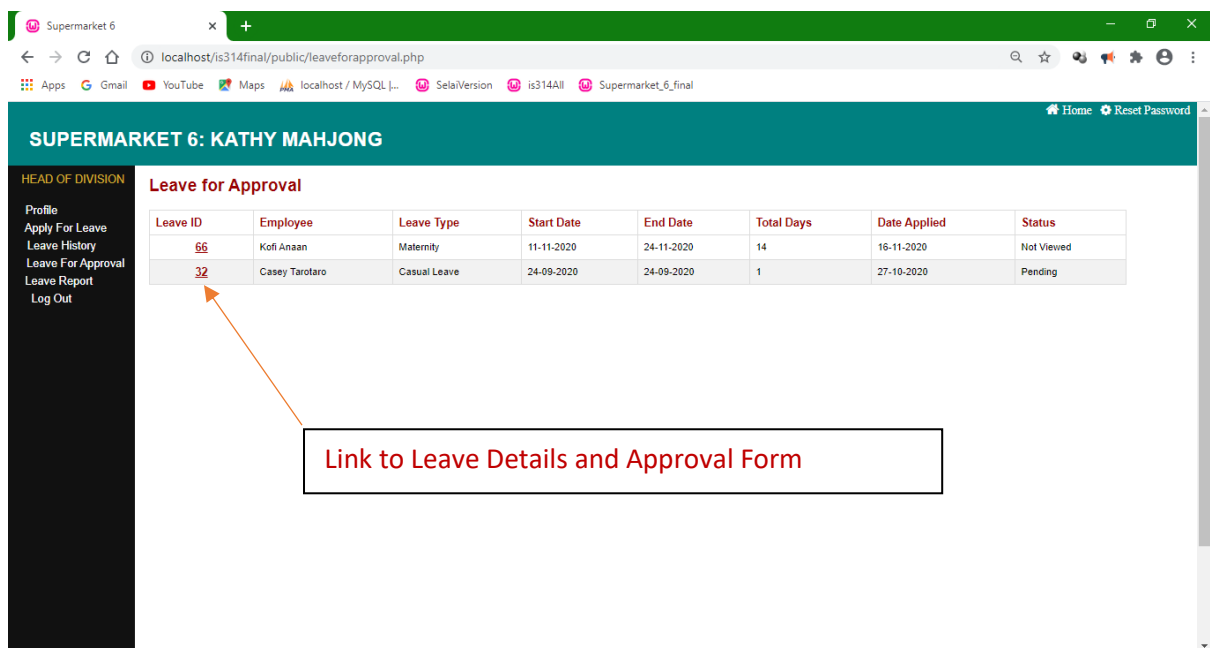
Figure 5.4: A successfully submitted leave application.



## 6. Leave for Approval page (HOD & General Manager Only)

A HOD can view leave application and response on the Leave for Approval Page. Leave awaiting a decision is showed on this page until they a decided "Approved" or "Not Approved". The HOD can sue the link on the "Leave\_ID" to view the application detail and make his/her decision. Once the decision is made, the leave application is removed from this page. The GM also accesses the "Leave for Approval" page but only the HODs' leave applications are submitted for her to decide.

Figure 6.1: Leave for approval list page



Once the supervisor opens the leave detail form, the leave status is automatically changed from “Not Viewed” to “Pending”. The HOD decision will be displayed in the applicant’s leave history and an email should be sent to the applicant of the decision made.

Figure 6.2: Leave detail and approval page.

The screenshot shows a web browser window with the URL `localhost/is314final/public/leavependingdetails.php?requestnum=66`. The page displays a form for leave details and approval. On the left, a dark sidebar contains navigation links: "Apply For Leave", "Leave History", "Leave For Approval", "Leave Report", and "Log Out". The main content area has a header "Leave Request ID: 66". Below this, a table lists details: Name (Kofi Anaa), Employment (Cook, Sales and Marketing), Leave Type (Maternity), Start Date (11-11-2020), End Date (24-11-2020), Total Days (14), Justification, and Application Date (16-11-2020). The "Decision" section has three radio buttons: "APPROVE" (selected), "PENDING", and "NOT APPROVE". To the right of these buttons is a green text box for "Approving Officer comment". At the bottom of the form is a "Save Decision" button.

## 7. Leave Report page (HOD and GM only)

The leave report page allows the HOD to view reports on employees’ leave under his/her division leave history in several views. The General manager on the other hand can view the same reports for all the employees in the company. There are four standard reports which can be accessed through the Leave Report page.

Figure 7.1: Leave Report Page

The screenshot shows the "Leave Reports and Queries" page in the Supermarket 6 application. The browser window has the URL `localhost/is314final/public/reportmainpage.php`. The page has a teal header with "SUPERMARKET 6: LOLOHEA TUUHETOKA" and links for "Home" and "Reset Password". A dark sidebar on the left is labeled "HEAD OF DIVISION" and contains links: "Profile", "Apply For Leave", "Leave History", "Leave For Approval", "Leave Report", and "Log Out". The main content area is titled "Leave Reports and Queries" and contains a table with four rows, each representing a report type and an "Open Report" button:

Leave Reports and Queries	
All Employees Leave	<a href="#">Open Report</a>
All Employees Leave By Leave Type	<a href="#">Open Report</a>
Leave By Specific Employee	<a href="#">Open Report</a>
Leave Balance By Employee	<a href="#">Open Report</a>

Firstly, is the “All Employee Leave “. This report shows all leave taken by employees in a department for HODs and all employees of the company if it is the General Manager. The leave report can be queried by date range. The Leave ID column link to the details of that specific leave.

**Figure 7.2: Leave Report Page**

**SUPERMARKET 6: LOLOHEA TUUHETOKA**

**Employees Leave History**

From Date:  To Date:  [Run Query](#) [Report All](#)

Leave ID	Employee	Leave Type	Start Date	End Date	Total Days	Date Applied	Status
<a href="#">39</a>	Sam Smith	Vacation	05-11-2020	06-11-2020	2	28-10-2020	Approved
<a href="#">36</a>	Shang Xing	Bereavement	02-11-2020	03-11-2020	2	28-10-2020	Approved
<a href="#">38</a>	Ban Kimono Moon	Vacation	02-11-2020	03-11-2020	2	28-10-2020	Approved
<a href="#">37</a>	Ban Kimono Moon	Casual Leave	30-10-2020	30-10-2020	1	28-10-2020	Approved
<a href="#">3</a>	Shang Xing	Casual Leave	15-07-2020	15-07-2020	1	09-07-2020	Approved
<a href="#">4</a>	Ban Kimono Moon	Vacation	08-07-2020	12-07-2020	5	01-06-2020	Approved
<a href="#">2</a>	Shang Xing	Casual Leave	18-05-2020	18-05-2020	1	11-05-2020	Approved
<a href="#">1</a>	Shang Xing	Casual Leave	03-04-2020	03-04-2020	1	01-04-2020	Approved

**Link to Leave Details**

The second report is similar to the first report but displays employees’ leave by leave type. User can select a specific leave and date range to view. User can view a leave’s details through the Leave ID column.

**Figure 7.3: Leave By Leave Type**

**SUPERMARKET 6: LOLOHEA TUUHETOKA**

**Leave By Leave Type**

Leave Type:  From Date:  To Date:  [Run Query](#) [Report All](#)

Leave ID	Employee	Leave Type	Start Date	End Date	Total Days	Date Applied	Status
<a href="#">39</a>	Sam Smith	Vacation	05-11-2020	06-11-2020	2	28-10-2020	Approved
<a href="#">36</a>	Shang Xing	Bereavement	02-11-2020	03-11-2020	2	28-10-2020	Approved
<a href="#">38</a>	Ban Kimono Moon	Vacation	02-11-2020	03-11-2020	2	28-10-2020	Approved
<a href="#">37</a>	Ban Kimono Moon	Casual Leave	30-10-2020	30-10-2020	1	28-10-2020	Approved
<a href="#">3</a>	Shang Xing	Casual Leave	15-07-2020	15-07-2020	1	09-07-2020	Approved
<a href="#">4</a>	Ban Kimono Moon	Vacation	08-07-2020	12-07-2020	5	01-06-2020	Approved
<a href="#">2</a>	Shang Xing	Casual Leave	18-05-2020	18-05-2020	1	11-05-2020	Approved
<a href="#">1</a>	Shang Xing	Casual Leave	03-04-2020	03-04-2020	1	01-04-2020	Approved

**Link to Leave Details**

The third report allows the user to view a specific employee's leave history and can be queried by date range. An employee list is displayed, and the user can select to view a specific employee's details or the leave he/she has taken in a particular date range.

**Figure 7.4:** The employee list

**Supermarket 6: LOLOHEA TUUHETOKA**

**Employee List**

Emp. ID	Name	Gender	Date Hired	Post	Department	Leave Taken
6	Ralph, Caleb	Male	02-07-2020	Clerk	Human Resource Management	<a href="#">View</a>
15	Smith, Sam	Male	01-08-2020	Accountant	Finance and Audit	<a href="#">View</a>
20	Tarotaro, Casey	Female	06-06-2020	Driver	Sales and Marketing	<a href="#">View</a>
9	Terepo, Teresa	Female	02-12-2019	Accountant	Finance and Audit	<a href="#">View</a>

Link to employee profile

Link to leave taken

**Figure 7.5:** Leave Taken

From figure 7.4, the user selected to view leave taken by Casey Tarotaro. Note the user can also view the leave details for a specific leave taken from this page through the Leave ID column

**Supermarket 6: LOLOHEA TUUHETOKA**

**Leave: Casey Tarotaro**

From Date: dd/mm/yyyy To Date: dd/mm/yyyy Run Query Report All

Leave ID	Leave Type	Start Date	End Date	Total	Date Applied	Status
32	Casual Leave	24-09-2020	24-09-2020	1	27-10-2020	Pending (28-10-2020)
31	Sick	31-10-2020	07-11-2020	8	27-10-2020	Approved (28-10-2020)
30	Maternity	01-10-2020	30-10-2020	30	27-10-2020	Approved (28-10-2020)

BACK

Link to Leave Details

The fourth and final report is the employees leave balance. The HOD or GM can view employees leave balance for all the leave types and can query by a specific leave type.

**Figure 7.6: Leave Balance**

**SUPERMARKET 6: LOLOHEA TUUHETOKA**

**Leave Balance**

Select Leave Type: Casual Leave Run Query Report All

Employee ID	Employee Name	Leave Type	Maximum	Earned Days	Days Taken	Leave Balance
6	Caleb Ralph	Vacation	10	4	0	4
6	Caleb Ralph	Maternity	20	20	0	20
6	Caleb Ralph	Sick	6	6	0	6
6	Caleb Ralph	Bereavement	2	2	0	2
6	Caleb Ralph	Casual Leave	3	3	0	3
9	Teresa Terepo	Vacation	10	10	0	10
9	Teresa Terepo	Maternity	20	20	0	20
9	Teresa Terepo	Sick	6	6	0	6
9	Teresa Terepo	Bereavement	2	2	0	2
9	Teresa Terepo	Casual Leave	3	3	0	3
15	Sam Smith	Vacation	10	3	2	1
15	Sam Smith	Maternity	20	20	0	20
15	Sam Smith	Sick	6	6	0	6
15	Sam Smith	Bereavement	2	2	0	2
15	Sam Smith	Casual Leave	3	3	0	3
20	Casey Tarotaro	Vacation	10	5	0	5
20	Casey Tarotaro	Maternity	20	20	30	-10
20	Casey Tarotaro	Sick	6	6	8	-2

## 8. Add Edit Employee (HR Administrator)

The “Add/Edit Employee” page allows the HR administrator to edit an employee record or reset an employee’s password. An employee list is generated with links to reset an employee’s password or view an employee profile including a button for adding a new employee. Only the HR Administrator can access this page.

**Figure 8.1: Employee List**

**SUPERMARKET 6: TASI TUUHETOKA**

**HR ADMINISTRATOR**

**Employee List**

[ADD EMPLOYEE](#)

Employee ID	Employee Name	Date Hired	Post	Department	Email	Supervisor	Reset Password
12	Bai Kimono Moon	01-09-2020	Clerk	Sales and Marketing	moon@gmail.com	Kathy Mahjong	<a href="#">Reset</a>
15	Sam Smith	01-08-2020	Accountant	Finance and Audit	smith@supermarket6.co.fj	Lolohea Tuuhetoka	<a href="#">Reset</a>
6	Caleb Ralph	02-07-2020	Clerk	Human Resource Management	caleb_ralph@gmail.com	Lolohea Tuuhetoka	<a href="#">Reset</a>
20	Casey Tarotaro	06-06-2020	Driver	Sales and Marketing	tarotaro@gmail.com	Lolohea Tuuhetoka	<a href="#">Reset</a>
25	Hue Jayjay	02-06-2020	Cook	Restaurant	tuuhetoka@gmail.com	Jennifer Lopez	<a href="#">Reset</a>
19	Joseph Kumara	01-05-2020	Driver	Sales and Marketing	kumara@gmail.com	Kathy Mahjong	<a href="#">Reset</a>
3	Jennifer Lopez	01-05-2020	General Manager	Overall Management	jlopez@sena.com	Jennifer Lopez	<a href="#">Reset</a>
8	Colen Rush	02-04-2020	Head of Department	Human Resource Management	crush@supermarket6.co.fj	Jennifer Lopez	<a href="#">Reset</a>
22	Sam Kauona Lomelo	21-03-2020	Driver	Human Resource Management	lomelo@gmail.com	Colen Rush	<a href="#">Reset</a>
10	Shang Xing	01-03-2020	Head of Department	Restaurant	sangsing@gmail.com	Shang Xing	<a href="#">Reset</a>
4	Kathy Mahjong	05-02-2020	Head of Department	Sales and Marketing	majong@gmail.com	Jennifer Lopez	<a href="#">Reset</a>
7	Sam Weed	02-01-2020	HR Officer	Human Resource Management	sweed@gmail.com	Colen Rush	<a href="#">Reset</a>
16	Gordon Ramsay	01-01-2020	Chef	Sales and Marketing	cramsay@supermarket6.co.fj	Kathy Mahjong	<a href="#">Reset</a>
26	Donald Trump	01-01-2020	Head of Department	Car Rental	trump@is314.com	Jennifer Lopez	<a href="#">Reset</a>
1	Tasi Tuuhetoka	01-01-2020	IT Officer	Human Resource Management	watuuhetoka@gmail.com	Colen Rush	<a href="#">Reset</a>
13	Kofi Anan	01-01-2020	Cook	Sales and Marketing	kofiana@gmail.com	Kathy Mahjong	<a href="#">Reset</a>

**Edit existing employee.**

**Add New Employee**

**Link Password reset**

**Figure 8.2:** Resetting an employees' password.

The screenshot shows a web browser window with the URL `localhost/is314final/public/passwordempresetform.php?empnum=12`. The page title is "SUPERMARKET 6: TASI TUUHETOKA". On the left, a sidebar for "HR ADMINISTRATOR" lists various functions. The main content area is titled "Reset Password For" and contains a form for Employee ID 12, Name Ban Kimono Moon, and a New Password field with a validation message "Must be 8 Characters or more". There are "SUBMIT" and "CLEAR" buttons at the bottom of the form.

Employee ID	12
Name	Ban Kimono Moon
New Password	Must be 8 Characters or more

**Figure 8.3:** Add new Employee.

When adding a new employee or editing an existing one, the user must enter the employee's position and department from the existing posts and departments provided in drop-down lists. Upon submitting, the system automatically searches for a "Head of Department" position in the allocated department and assigns it as the new or the edited employee's supervising officer who will approve leave application form the newly created or edited employee.

The screenshot shows a web browser window with the URL `localhost/is314final/public/employeeaddform.php`. The page title is "SUPERMARKET 6: TASI TUUHETOKA". On the left, a sidebar for "HR ADMINISTRATOR" lists various functions. The main content area is titled "Add New Employee" and contains a form with fields for First Name, Last Name, Gender, D.O.B, Date Hired, Contact Number, Email, Post, Department, Accessright, Username, and User Password. There are "Add Employee" and "CLEAR" buttons at the bottom of the form.

First Name	First Name
Last Name	Last Name
Gender	
D.O.B	dd/mm/yyyy
Date Hired	dd/mm/yyyy
Contact Number	Contact Number
Email	E-mail
Post	
Department	
Accessright	
Username	Username
User Password	Password must be 8 Characters or more

## 9. Add/Edit Post page (HR Administrator)

The Add/Edit page allows the HR Administrator to add new positions or edit existing ones. Similar to the Add/Edit employee page, a list of existing posts is generated with links to edit an existing post or add a new post.

**Position List**

ADD POST

Post ID.	Post Name	Post Description	Salary Level
8	General Manager	Owner of the Company	1
10	Head of Department	oversees the business operation	2
19	HR Officer	Work With HR division	3
11	Accountant	performs financial functions	4
12	Benefits Officer	Counsels and advises employees and retirees on retirement benefit information	4
21	System Administrator	Head of ICT unit Oversee ICT infrastructure	4
14	IT Officer	Counsels and advises employees and retirees on retirement benefit information	5
16	Chef	Head of Cafe Kitchen	5
18	Secretary	General managers personal secretary	5
9	Sales person	sell products to the products	7
15	Salesman	Work at supermarket	7
22	Data Entry Class 1	Enter Sales Data	7
20	Cook	Works in Kithcenth	8
13	Clerk	Counsels and advises employees and retirees on retirement benefit information	9
7	Driver	Driving and Keeping the passenger safe	10
17	Sanitation Officer	Markets	10

Edit existing posts.

Add new posts.

Figure 9.1: Add New Post

**Add New Post**

Post Name	Enter Post Name
Post Description	Enter Post Description
Salary Level	Enter Salary Level

Add Post CLEAR

## 10. Add/Edit Department (HR Administrator)

This page allows the HR Administrator to edit existing departments or add new departments to the company. A department list is generated with link edit existing departments or add new ones. It is important for the HR administrator after adding a new department, to add a HOD before employees are added to the department. If an employee is created to a department without a HOD, the employee will be automatically set to report to the GM.

Figure 10.1: Department List

**Department List**

ADD DEPARTMENT

Department ID.	Department Name	Department Description
1	Human Resource Management	Hr Stuff
2	Finance and Audit	Manage Financial Matters
3	Sales and Marketing	The core operation of the company
4	Overall Management	General Managers Domain

Edit existing departments.

Add new department.

Figure 10.2: Add new department

**Add New Department**

Department Name:

Department Description:



## 11. Edit Leave Type (HR Administrator)

Because leave types can have different formula based on company policies, new leave type cannot be added by the HR administrator. Adding new leave type would require modification of system codes. The HR administrator can only edit the existing ones through a list of the existing leave types.

Figure 11.1: Leave Type list

The screenshot shows the Supermarket 6 HR Administrator interface. The left sidebar contains a menu with the following items: Profile, Leave History, Apply For Leave, Leave History, Add/Edit Employee, Add/Edit Post, Add/Edit Department, Edit Leave Type, User's Report, and Log Out. The main content area is titled "Leave Type" and displays a table with the following data:

Leavetype ID.	Leavetype Name	Full Entitlement
1	Casual Leave	3
2	Bereavement	2
3	Sick	6
4	Maternity	20
5	Vacation	10

An orange arrow points from the "Edit existing leave types" text box to the "Edit Leave Type" menu item in the sidebar.

Figure 11.2: Edit Leave Type

The screenshot shows the Supermarket 6 HR Administrator interface with the "Edit Leave Type" form. The left sidebar is the same as in Figure 11.1. The main content area is titled "Edit Leave Type" and contains the following form fields:

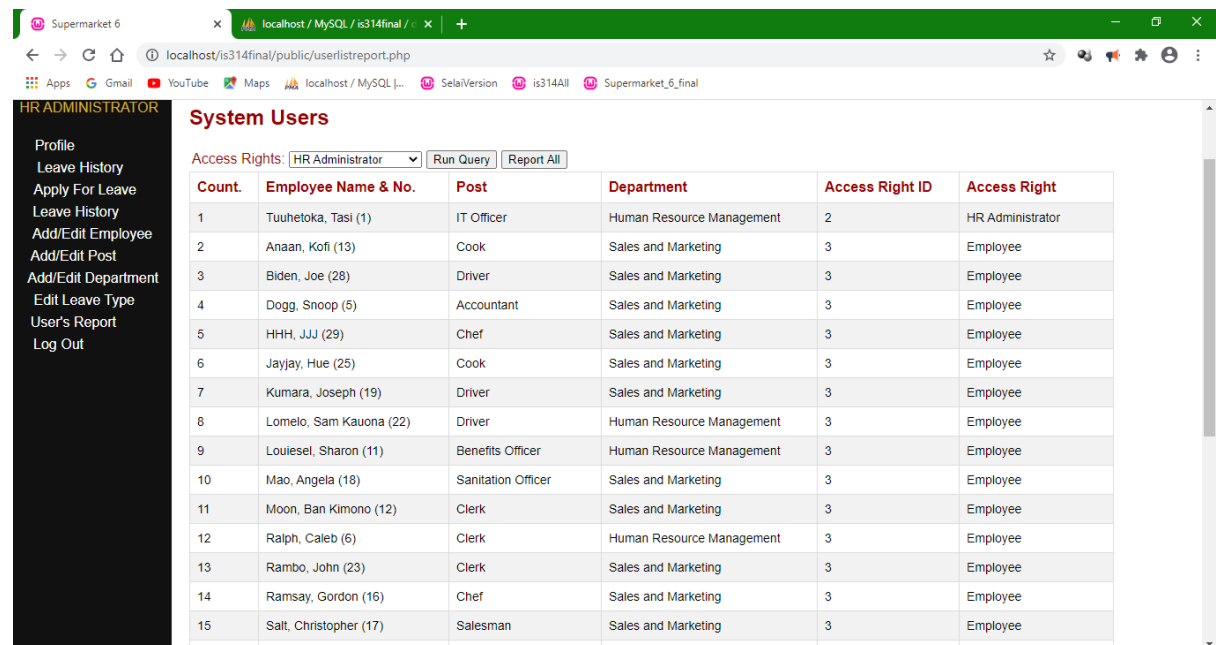
Leave Type ID	3
Leave Type Name	Sick
Full Entitlement	6

Below the form fields is a "Save Changes" button.

## 12. Users Report (HR Administrator)

The user report shows all the users of the system with their username and access-rights. This allows the HR Administrator to monitor users and manage movement of employees that could affect the allocated access-rights. Users can be viewed by a specific access-right.

Figure 12.1: System Users



**HR ADMINISTRATOR**

- Profile
- Leave History
- Apply For Leave
- Leave History
- Add/Edit Employee
- Add/Edit Post
- Add/Edit Department
- Edit Leave Type
- User's Report
- Log Out

**System Users**

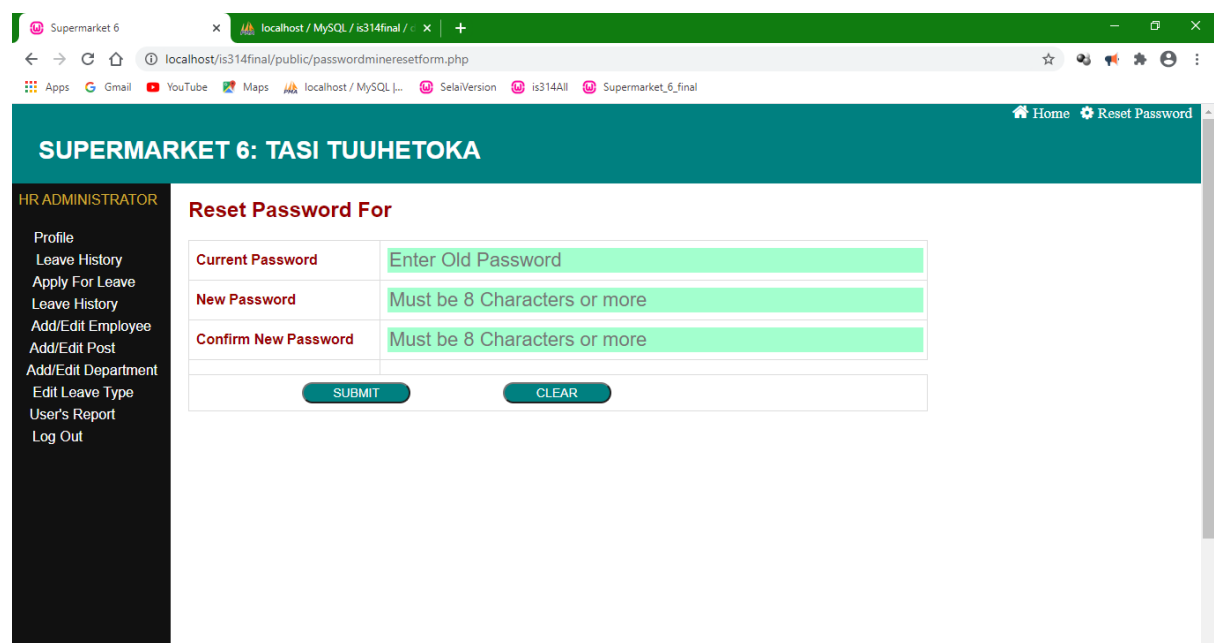
Access Rights: HR Administrator Run Query Report All

Count	Employee Name & No.	Post	Department	Access Right ID	Access Right
1	Tuuhetoka, Tasi (1)	IT Officer	Human Resource Management	2	HR Administrator
2	Anaan, Kofi (13)	Cook	Sales and Marketing	3	Employee
3	Biden, Joe (28)	Driver	Sales and Marketing	3	Employee
4	Dogg, Snoop (5)	Accountant	Sales and Marketing	3	Employee
5	HHH, JJJ (29)	Chef	Sales and Marketing	3	Employee
6	Jayjay, Hue (25)	Cook	Sales and Marketing	3	Employee
7	Kumara, Joseph (19)	Driver	Sales and Marketing	3	Employee
8	Lomelo, Sam Kauona (22)	Driver	Human Resource Management	3	Employee
9	Louiesel, Sharon (11)	Benefits Officer	Human Resource Management	3	Employee
10	Mao, Angela (18)	Sanitation Officer	Sales and Marketing	3	Employee
11	Moon, Ban Kimono (12)	Clerk	Sales and Marketing	3	Employee
12	Ralph, Caleb (6)	Clerk	Human Resource Management	3	Employee
13	Rambo, John (23)	Clerk	Sales and Marketing	3	Employee
14	Ramsay, Gordon (16)	Chef	Sales and Marketing	3	Employee
15	Salt, Christopher (17)	Salesman	Sales and Marketing	3	Employee

## 13. Resetting Password

All user can reset their own passwords apart from the HR administrator who can force reset any employee's password. The employee password reset link is at the top right hand corner of the page and it can be accessed from any page.

### 13.1: User password reset



**SUPERMARKET 6: TASI TUUHETOKA**

**HR ADMINISTRATOR**

- Profile
- Leave History
- Apply For Leave
- Leave History
- Add/Edit Employee
- Add/Edit Post
- Add/Edit Department
- Edit Leave Type
- User's Report
- Log Out

**Reset Password For**

Current Password:

New Password:

Confirm New Password: