



HRMS Portal User Guide

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Register user Rules :

- You must have active mail id with “**invezzatechnologies.com**”.
- After registering we'll send one random password on your mail id, that you can change latter on.

Forgot/Reset Password Rules :

- Put your “**invezzatechnologies.com**” id in field then you'll receive reset link on mail.
- By clicking that link you receive on mail you've to add new pass twice.

Login Rules :

- You've to put you correct credentials, after that you'll receive one code on “**Invezzatechnologies.com**”'s mail you need to fill that code in next prompt then you can serve application.
- That code for authentication is only validate for 3 mins.

Punch In/Out Rules :

- You can not punch in twice in day.
- You can not punch in when your leave Is approve on that day.
- If you punch in and forgot to out then you will auto punch out by 11.59pm (but admin will identify that).
- If you punch out before completing min 4 hrs then that day your attendance mark as half day.

Timesheet Rules :

- You can fill timesheet on that date where you are present, on absent dates you can't fill.
- Even you cant click on absent days.
- You can only see your assigned project, but if your project status is inactive and you've to add, edit, delete that projects timesheet the you need to contact your Admin
- All fields are mandatory when fill data.
- By default you can add, edit, delete only last 5 days timesheets.

Leave Rules :

- In order to apply leaves you must select future date.
- Apply min 1 day before.
- All fields are mandatory.
- In leave history you can't delete approved leaves (Incase you've to delete it contact to admin and ask to decline the particular leave).

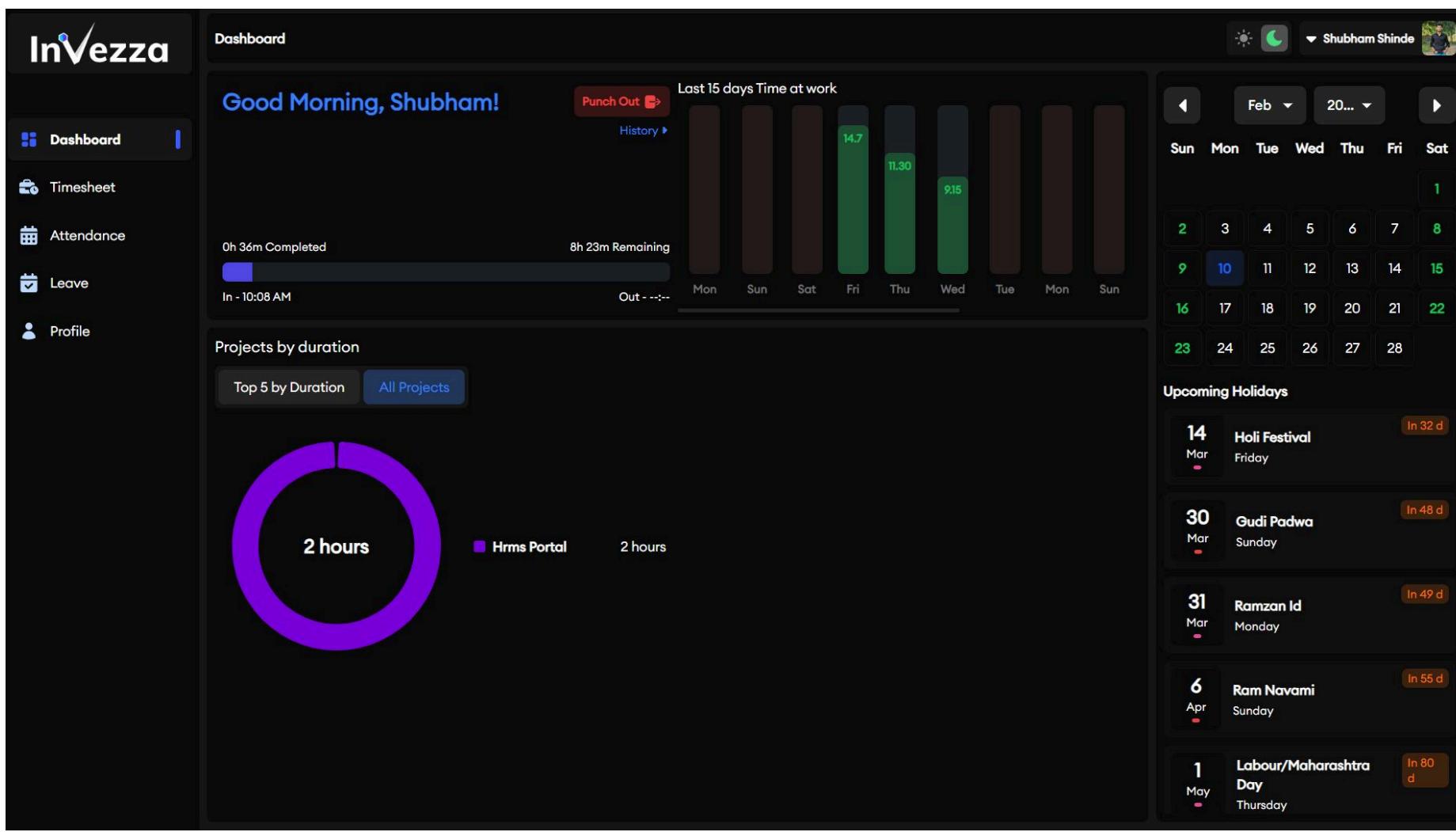
Profile Rules :

- To upload new profile picture you need to delete old one first.
- As an employee you can't update your Designation, Date of Joining, Department, Reporting To, Team Leader.

Best Practices

- Always log out after using the portal.
- Regularly check your timesheets and attendance records.
- Apply for leave in advance to avoid conflicts.

For further assistance, contact HR or IT support.



HRMS Portal - Employee User Guide

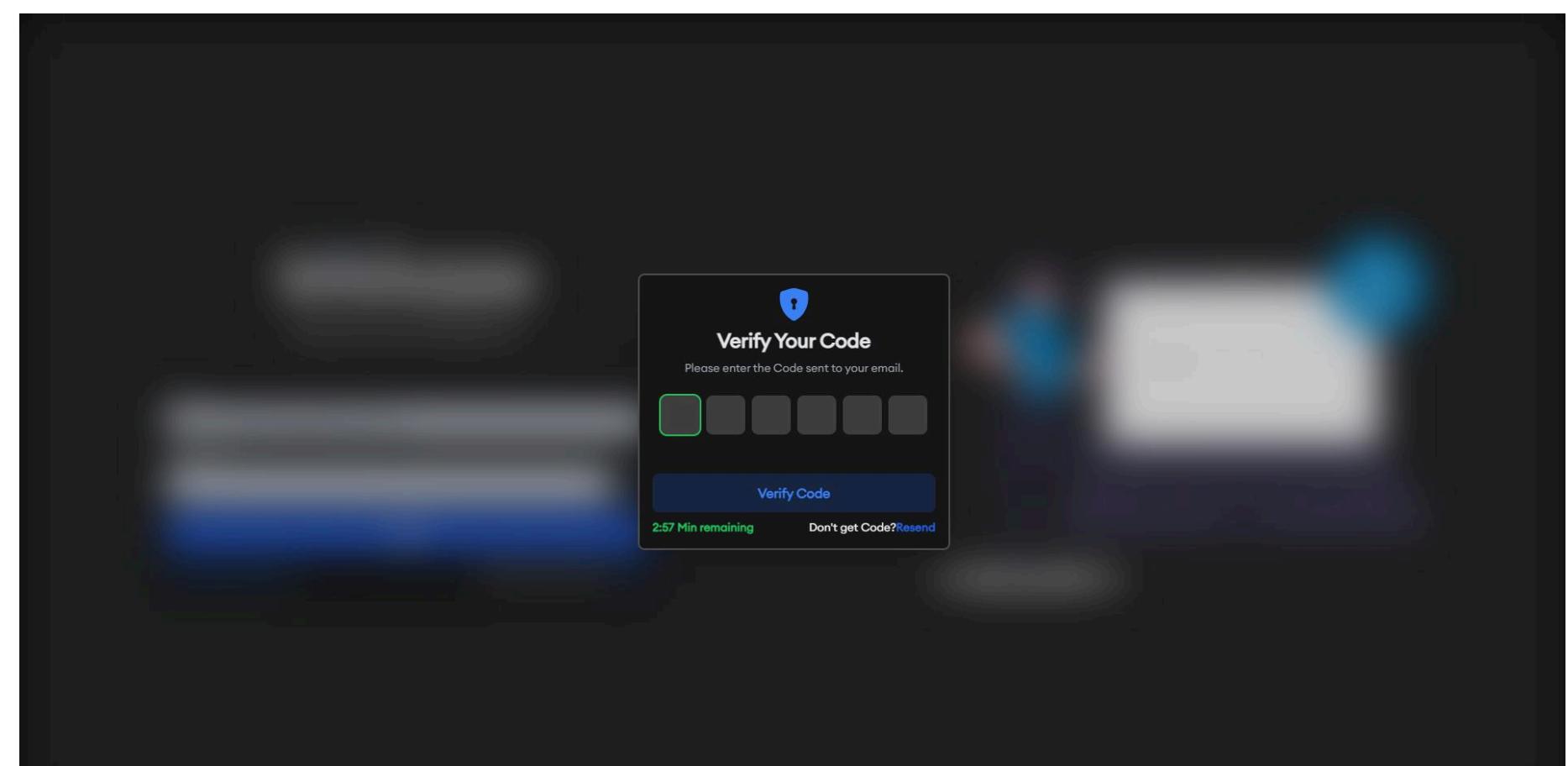
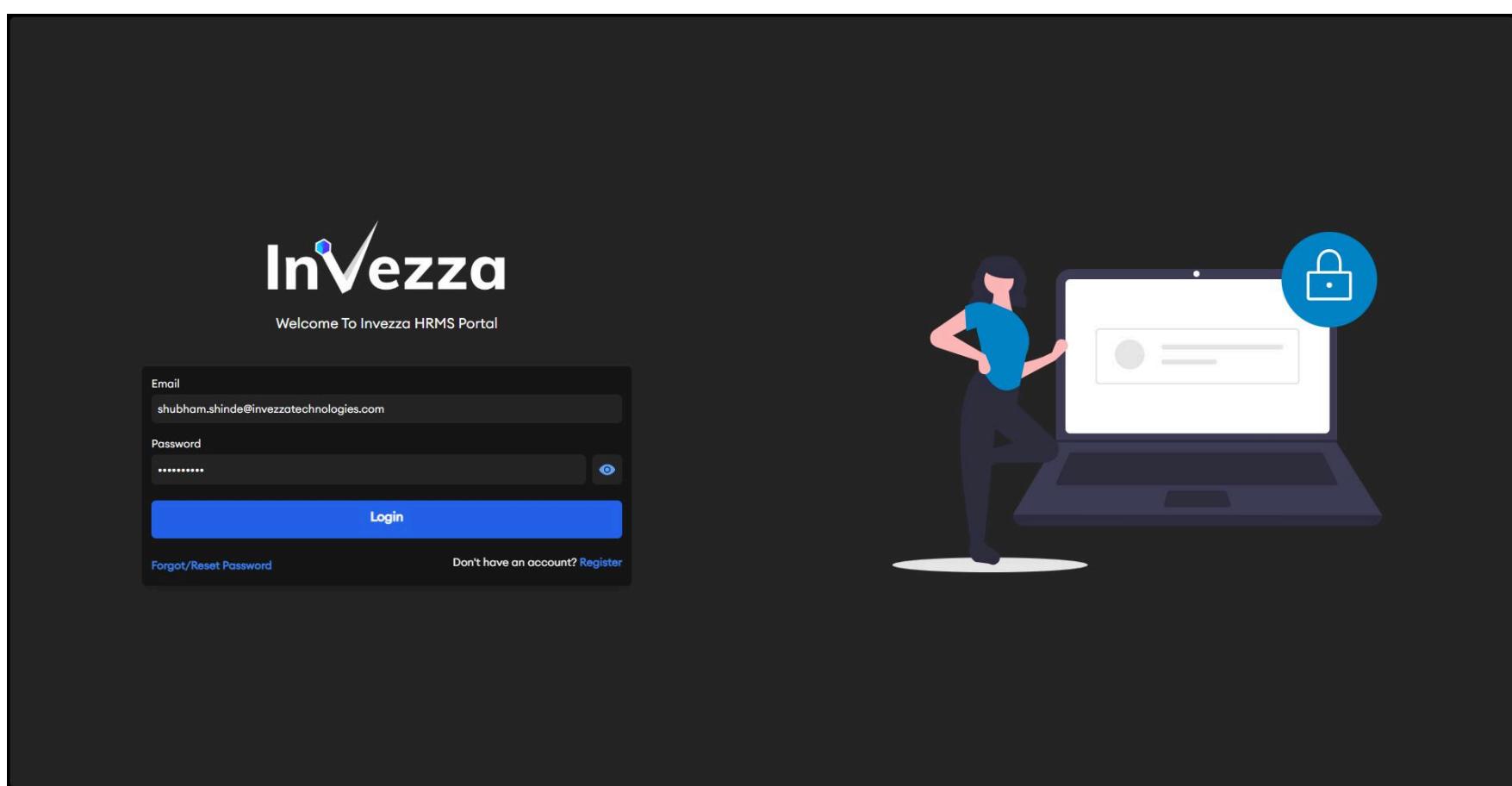
Introduction

The HRMS Portal is a web-based application built using React and Node.js. It is designed to help employees efficiently manage their leave, attendance, timesheets, and project records.

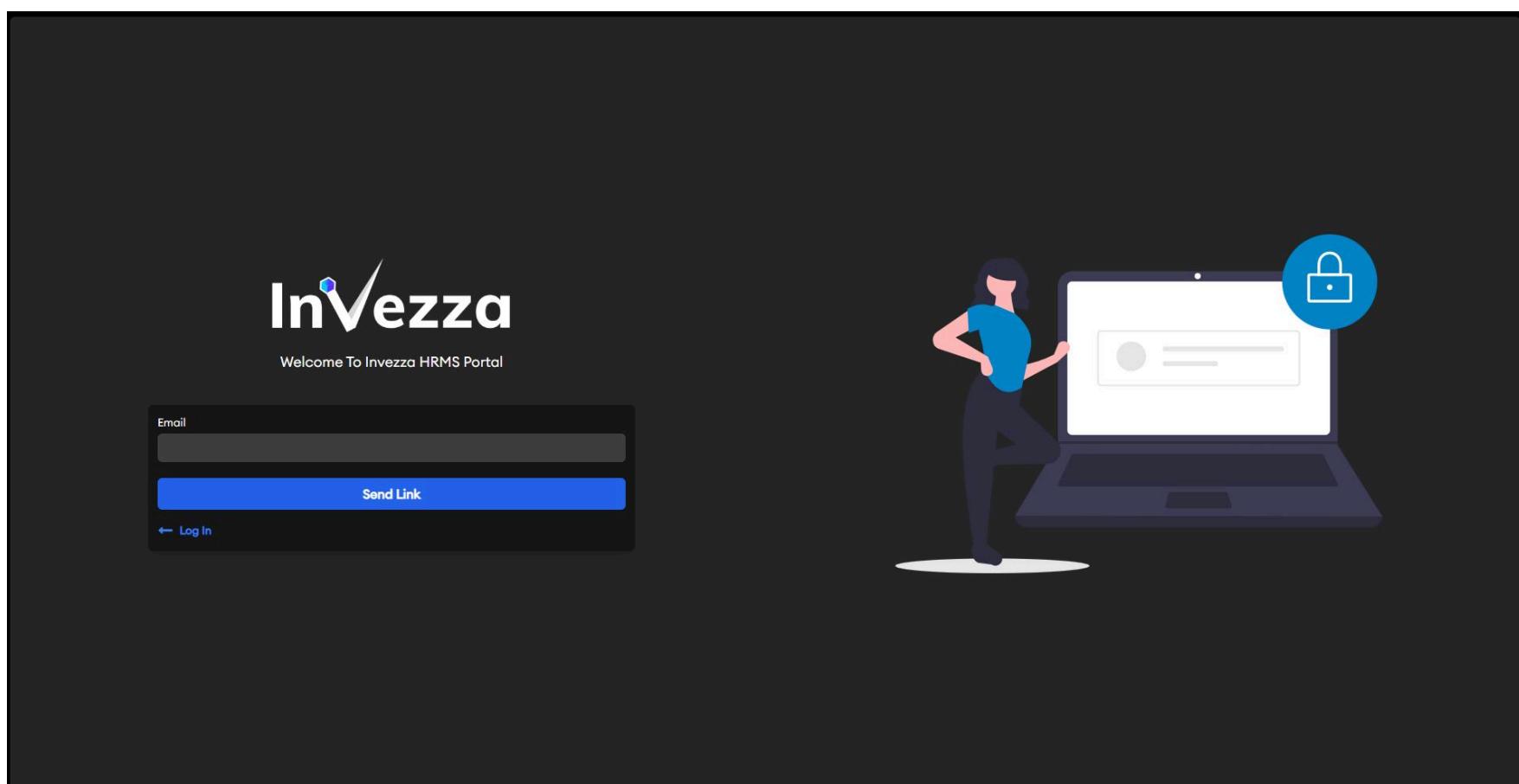
Getting Started

Login & Authentication [Admin, HR, Manager, Employee]

- Employees must log in using their provided credentials. After entering their ID and password, they will receive a verification code via email.



- If you forget your password, use the "Forgot Password" option to reset it. (You'll receive a link on your registered mail to reset password)

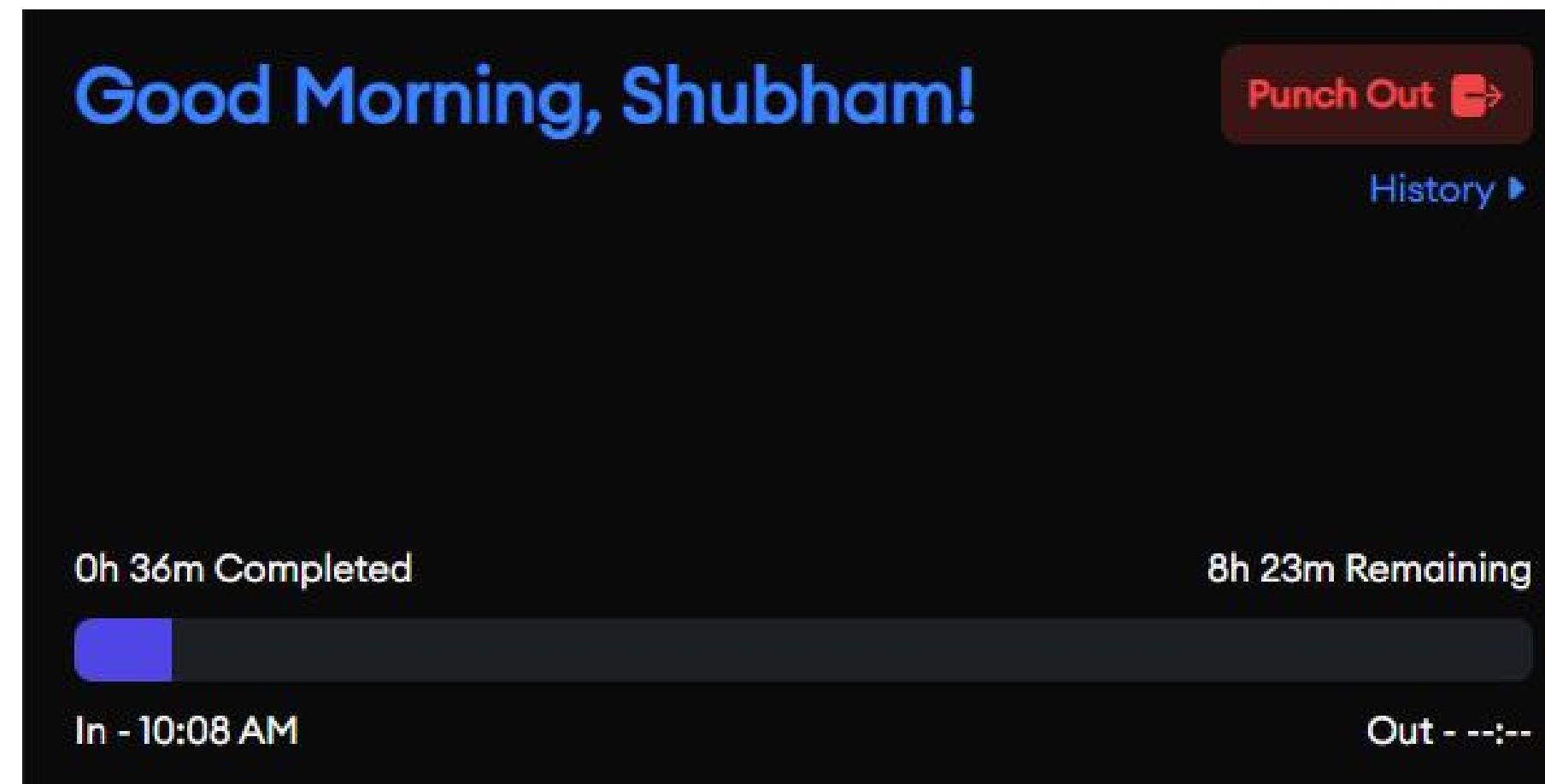


Key Features for Employees

A. Dashboard Page

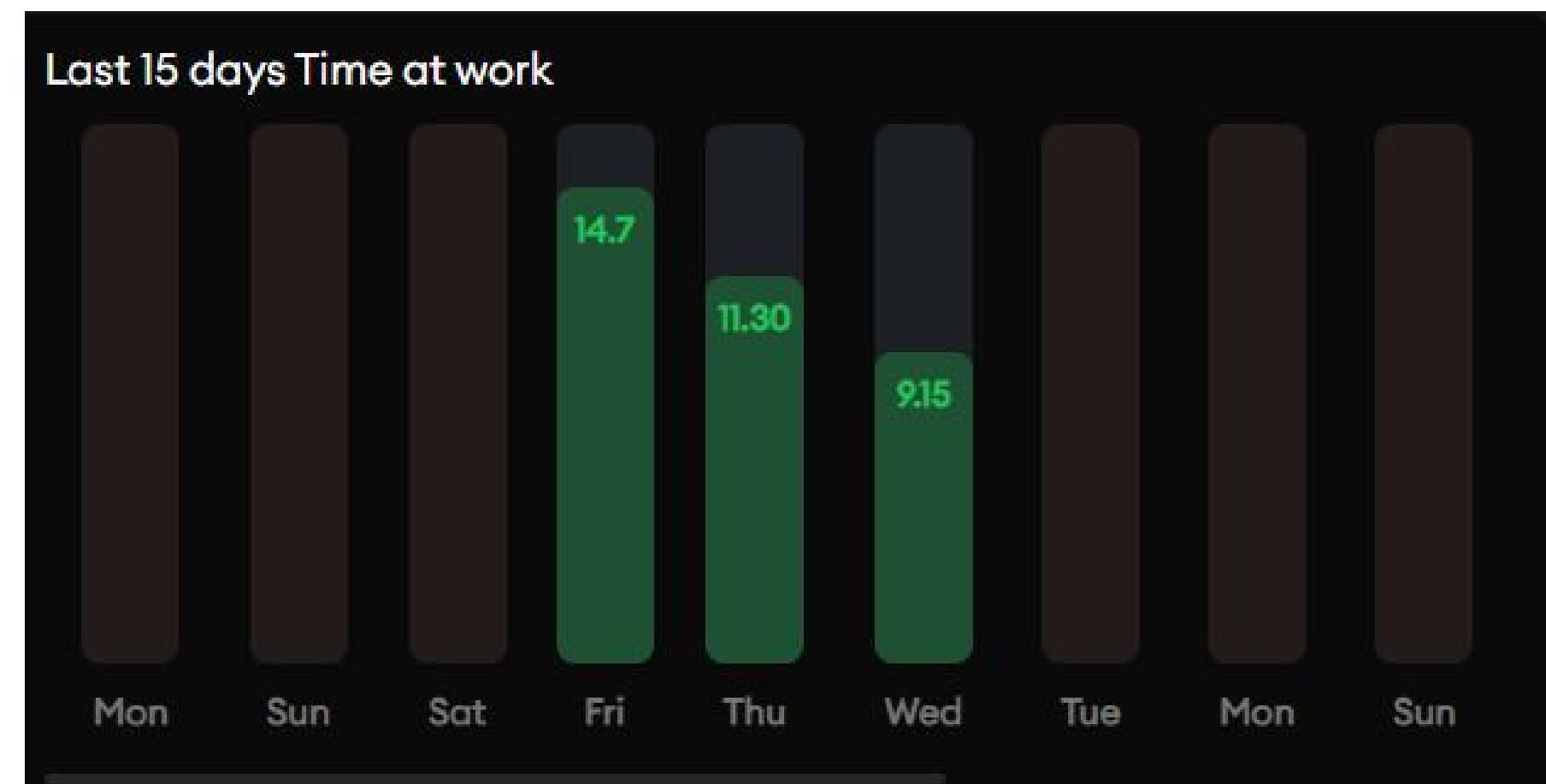
1. Daily Punch In/Out [Admin, HR, Manager, Employee]

- Employees can punch in/out only once per day.
- Punching in is not allowed on approved leave days.
- If you forgot to punch in then that day you'll mark as leave.(which deducts from your leave balance).



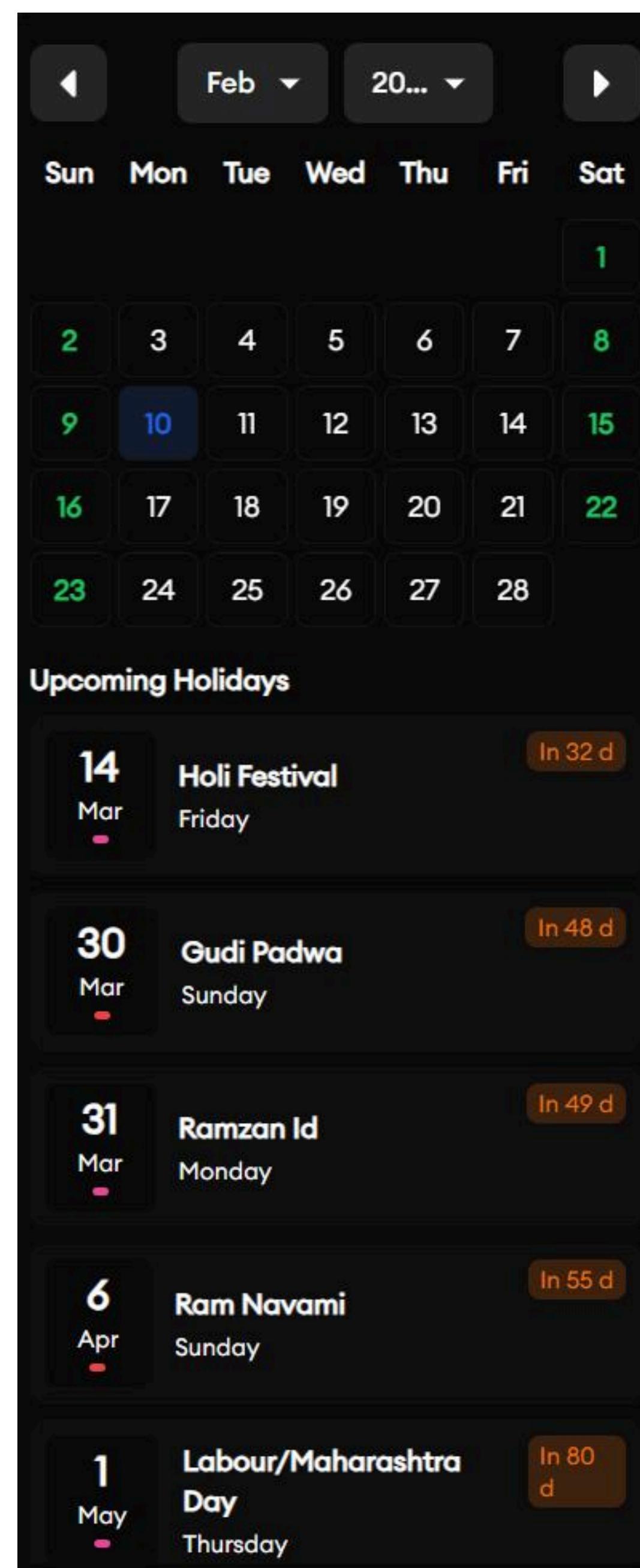
2. Work Hours Tracking [Admin, HR, Manager, Employee]

- Displays total work hours for the last 15 days.



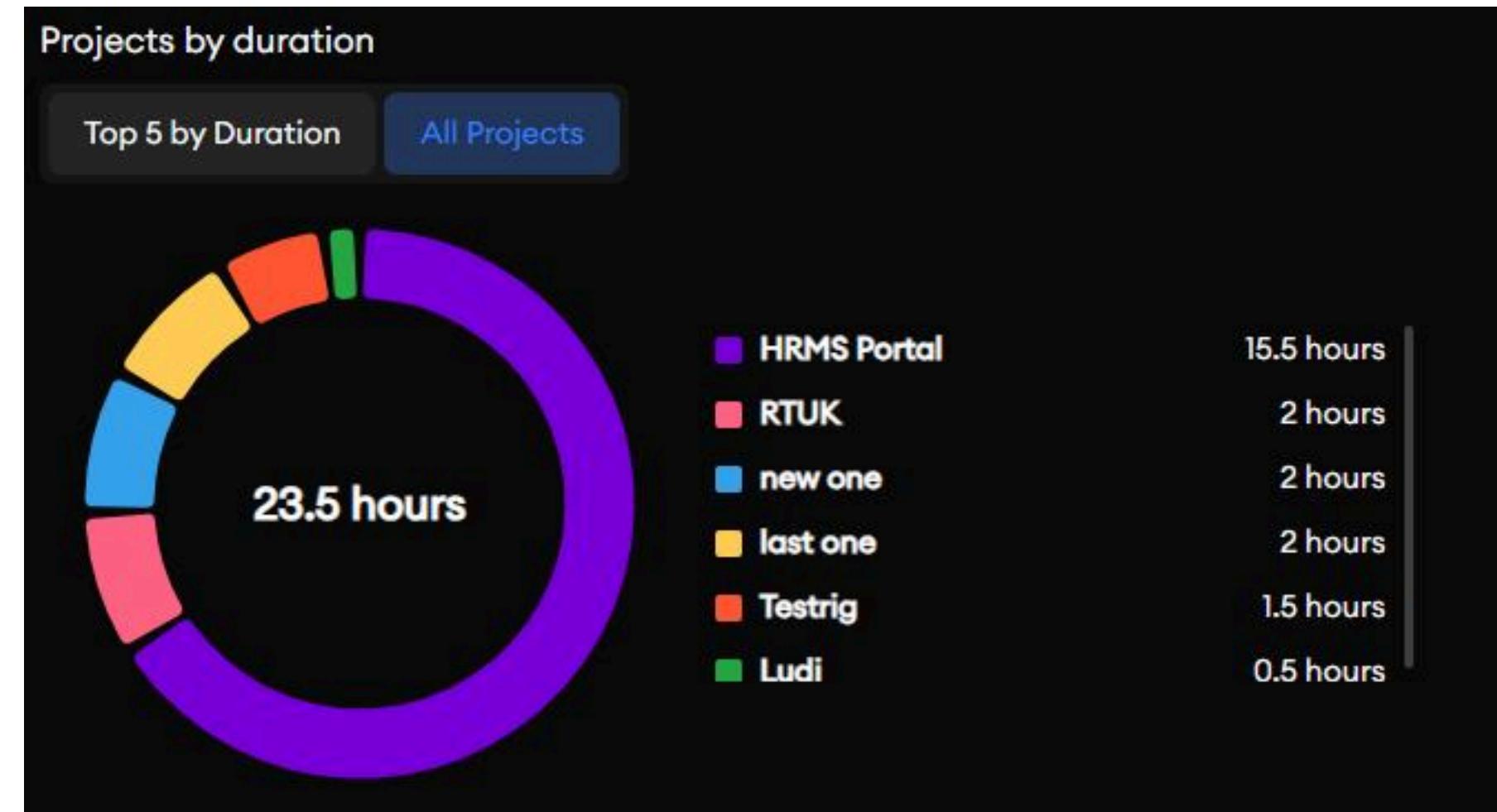
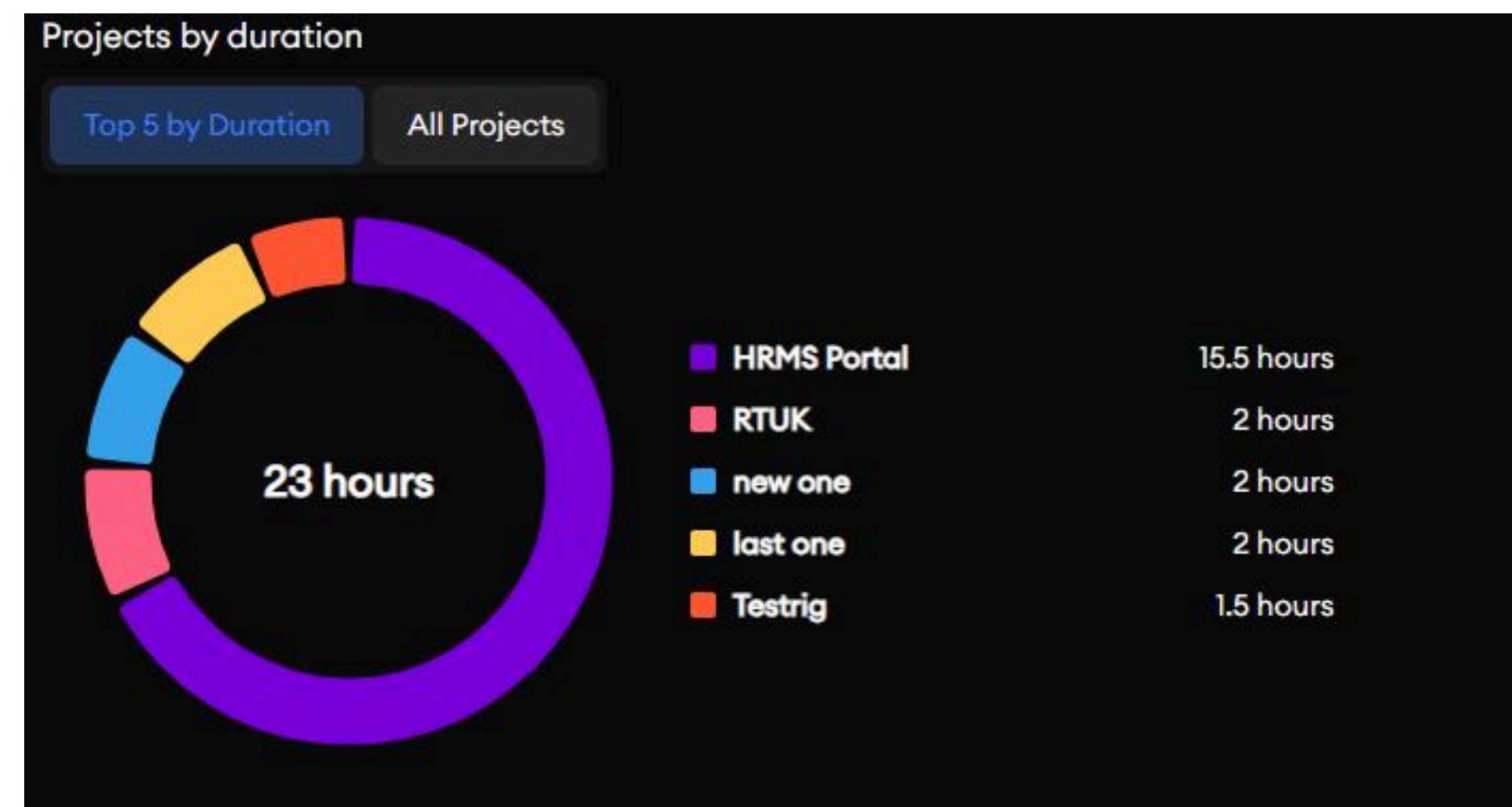
3. Holiday Calendar [Admin, HR, Manager, Employee]

- Shows upcoming company holidays.



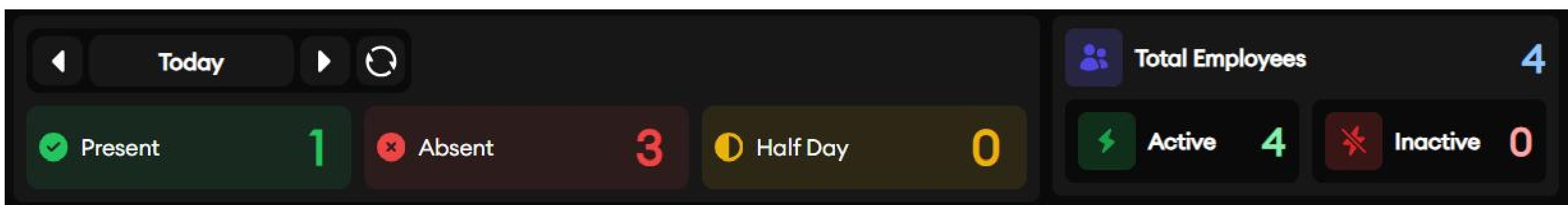
4. Project Time Tracking [Manager, Employee]

- Displays the time spent on each assigned project.
- Based on top 5 project by duration and all projects.



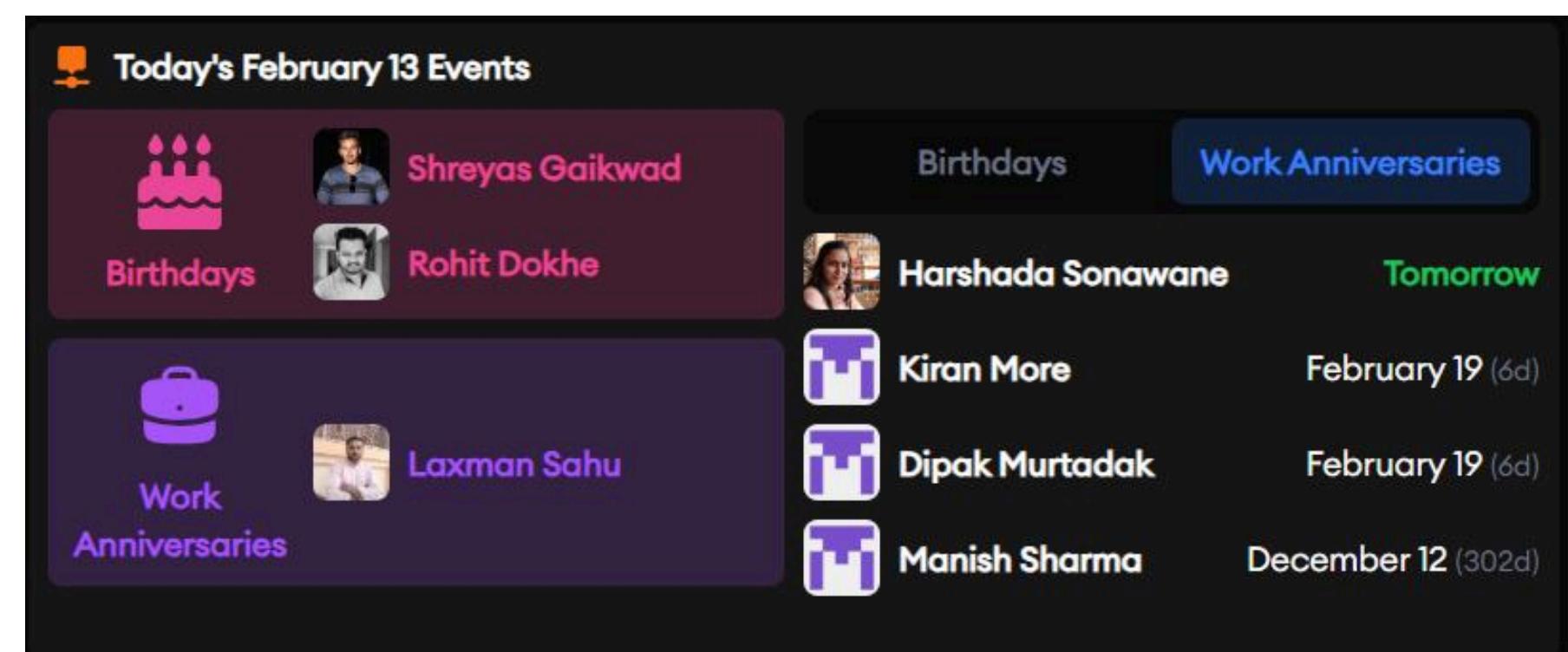
5. Employee Stats daily [Admin, HR]

- 1st box shows todays total absent present statuses and you can navigate to previous and next day also.
- 2nd box displays total no of employees, active, and inactive counts.



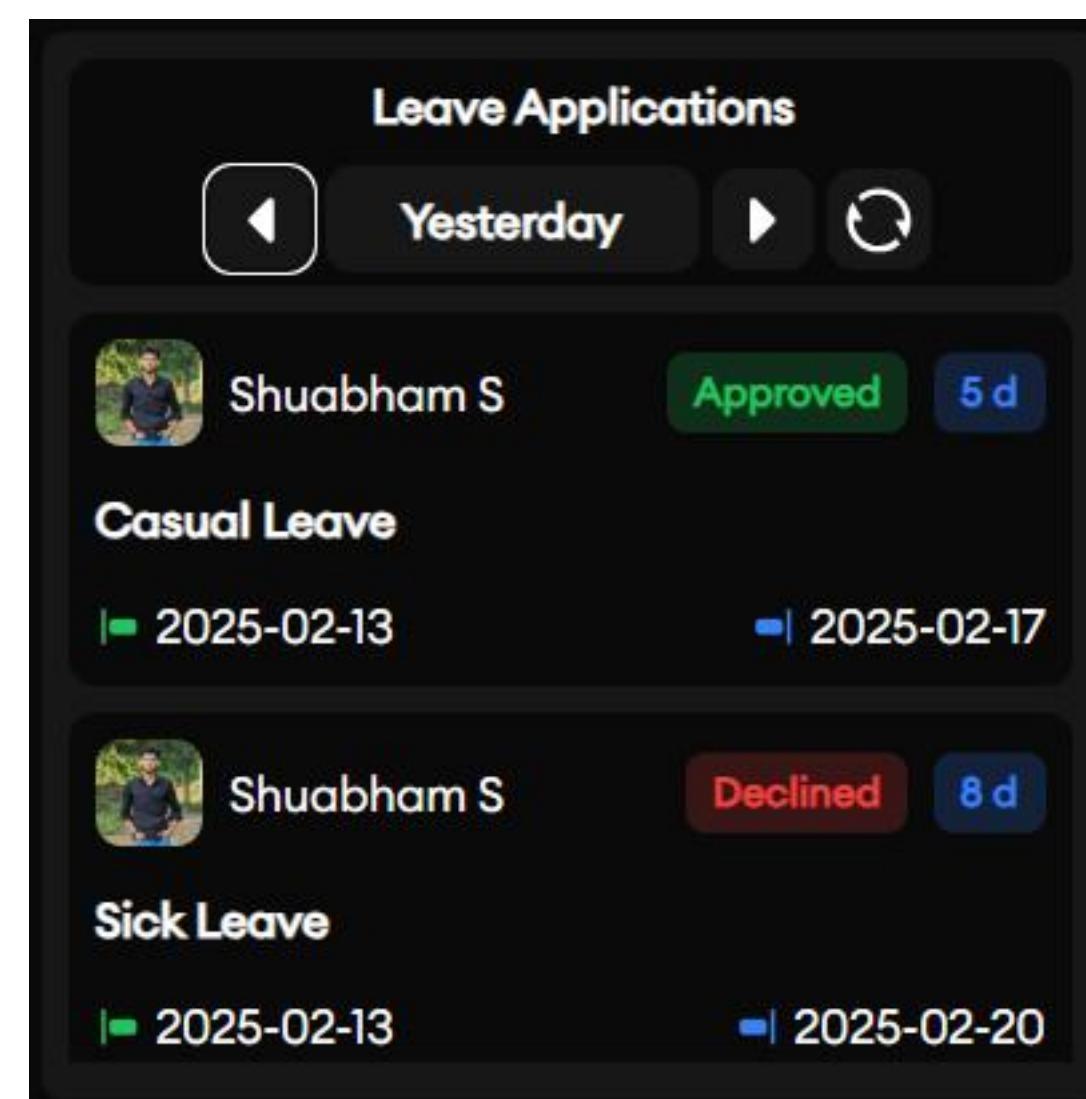
6. Daily and upcoming events [Admin, HR]

- At Left side it show todays Birthday and Work anniversaries
- At Right side it shows upcoming event.



7. Leave Applications [Admin, HR]

- You can see who applied to leave today and also can navigate to prev and next day.
- You can redirect to that employee leave section to approve or decline.



B. PIM[Admin, HR, Manager, Employee]

1. Add Holiday Tab

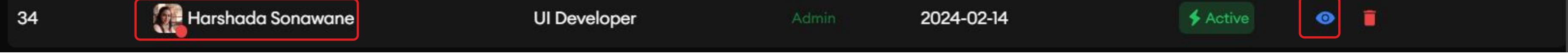
- You can see how many total mandatory, optional, and weekend holiday we've.
- You also can add and delete it.

Total Holidays	Mandatory Holidays	Optional Holidays	Weekend Holidays	
1	1	0	0	
Holiday type	Holiday Name	Holiday Date	Greeting	Action
Mandatory	Holi	Thu Feb 20 2025 In 7 d	Happy Holi	Delete
Mandatory Holidays				Add
Optional Holidays				Add
Weekend Holidays				Add

2. Employee List Tab

- You can see how total employee count, active, inactive, see and delete them.
- You can find employees by search, and apply filters.

Total Employees	Active Employees	Inactive Employees				
14	12	2				
E_ID	Employee Name	Designation	Role	Joining Date	Status	Action
0	Admin		Admin	2024-01-01	Active	Edit
34	Harshada Sonawane	UI Developer	Admin	2024-02-14	Active	Edit Delete
14	Swapnil Yadav	UI dev	Employee	2025-02-17	Inactive	Edit Delete
15	Trupti Khaire		Admin	2025-02-14	Inactive	Edit Delete
16	Shreyas Gaikwad		Employee	2024-01-17	Active	Edit Delete
17	Rohit Dokhe		Employee	2025-01-18	Active	Edit Delete
21	Laxman Sahu		Employee	2025-02-13	Active	Edit Delete
22	Nitin Ahire		Employee		Active	Edit Delete



By clicking on employee name and eye button as you see in above image you can redirected to that clicked employees details like, timesheet, attendance, leaves, and details

3. Timesheet Tab

- Here is all the timesheet details that selected employee has filled.
- Above card are shown monthly basis stats and you can change it to navigating months.
- Below calendar show total hrs in date box by clicking that date you can see details of that days timesheet.

Total Tasks	Completed Tasks	Pending Tasks	Total Time			
1	0	0	0			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. Attendance Tab

- Here is all the Attendance Stats by months user can change months.
- Above card are shown monthly basis stats and you can change it to navigating months.
- In list view you can see all details locations also.
- If any one forgot to punch out, the server will punch out them at every 11.59pm.
- To identify that who punched out by server, they've out time is 11.59pm and that records haven't any location it means they're auto punched out.
- By clicking the location name you can see the exact in location of that employee.

Total Working Days	Present Days	Absent Days	Half Days				
12	1	7	0				
Sr. No.	Date	In Time	Out Time	Total Hours	Status	in location	out location
1	2025-02-12	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A
2	2025-02-11	5:17:31 PM	11:29:00 PM	04:11:28	Present	Baner, Pune	N/A
3	2025-02-10	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A
4	2025-02-09	Invalid Date	00:00:00	00:00:00	Week Off	N/A	N/A
5	2025-02-08	Invalid Date	00:00:00	00:00:00	Week Off	N/A	N/A
6	2025-02-07	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A
7	2025-02-06	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A
8	2025-02-05	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A
9	2025-02-04	Invalid Date	00:00:00	00:00:00	Absent	N/A	N/A

5. Leave Tab

- Here is all the Leave Stats for selected employee.
- From the filters user can see pending, approve, and declined leaves, also user can see month and year wise leaves.
- In list you've all details for that leave applications.
- To changing status for leave you've to click on button to change status and need to comment.

The screenshot shows the 'Leave' tab interface. At the top, there are four main sections: 'Total Leaves' (13/19), 'Leaves' (12/18), 'Mandatory Holidays' (1/1), and 'Weekend Holidays' (0/0). Below these are two rows of leave applications:

Leave Type	Reason	From	To	Total	Status	Comments
leave	Need	2025-02-13	2025-02-20	8	Declined	not granted but from now you can't take leave for 5 days. Note: Leave balance is 10
leave	Need leave	2025-02-13	2025-02-17	5	Approved	Okay

6. Details Tab

- Here is complete employee profile with details.
- As Admin or HR you can edit that info.

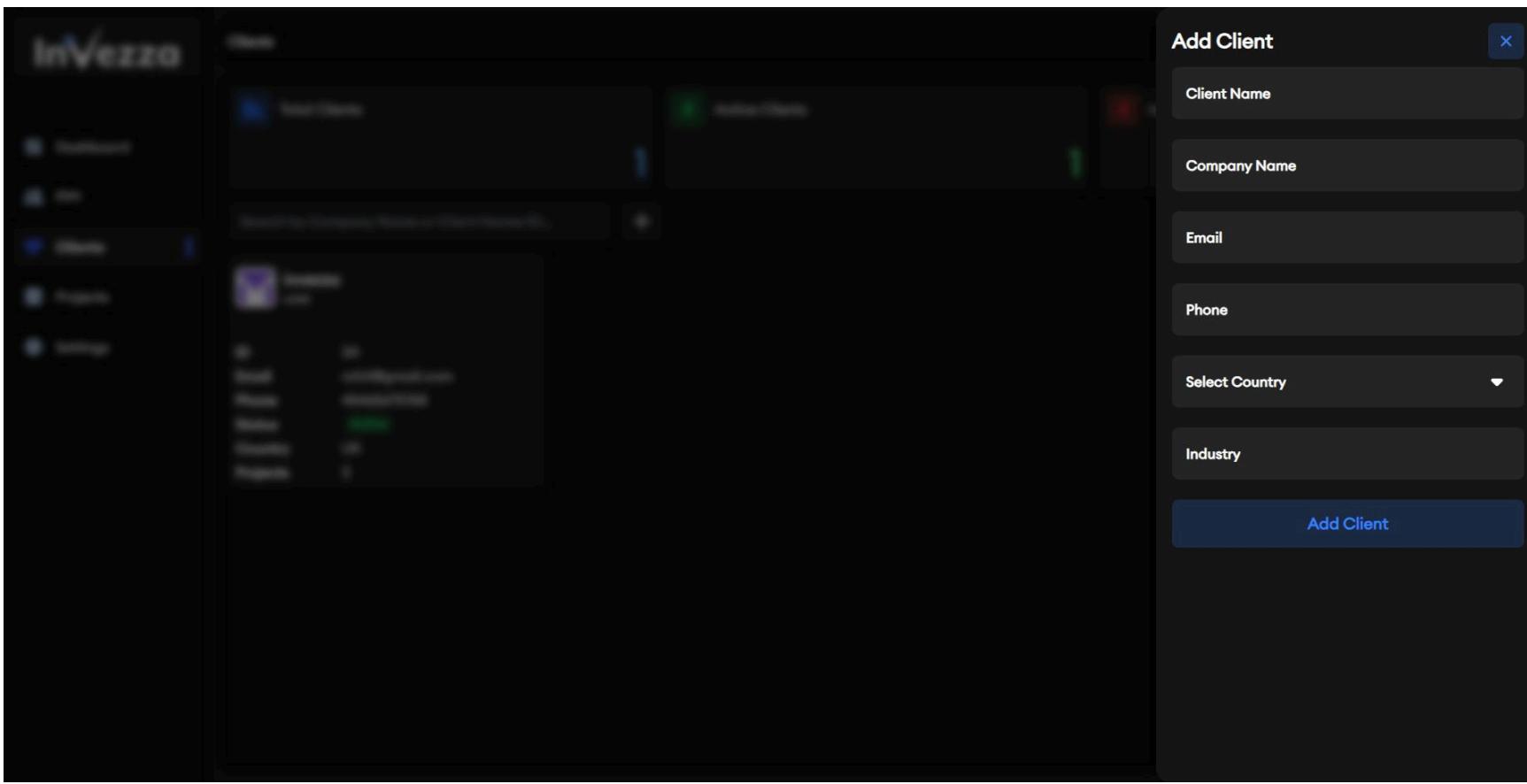
The screenshot shows the 'Details' tab for an employee named Shubham Shinde. The profile includes:

- Personal Details:** DOB: 22/01/1998, Gender: male, Marital status: married, Blood Group: B+.
- Employment Information:** Designation: Manager, Date of Joining: 2023-01-25, Reporting To: Manager, Tech Experts: JavaScript, Python, Java.
- Contact Information:** Address, City, State, Zipcode.
- Emergency Contacts:** Person Name, Relation, Profession, Person Address, Person Email, Person Phone.

C. Clients[Admin, HR]

1. Client Main/ Add Client Page

- Here you can see total clients, active, and inactive counts in above cards.
- You can also search client by their name, id, and org name.
- To see the complete details of client, you've to click on And it will redirect to view client page.
- You can add new client by clicking + icon at the right side of search box, It will open one form in side drawer like below. all fields are mandatory.



2. View/Edit/Delete Client Page

- In this page you can see complete details of clients, also can edit, delete(soft delete) Them.
- Below Card of projects of client that we have with all details.
- You can also add new project to client by clicking It will open side drawer to fill project details same like adding new client.
- From the project card you can go to project view page.

3. View/Edit/Delete Project Page

- In this page at left side you can see complete details of project, also can edit, delete(soft delete) Them.
- Below details we've assignee names for this project in list.
- At right side you've complete project description and tech, start and end dates.

D. Projects[Admin, HR]

1. Project list Page

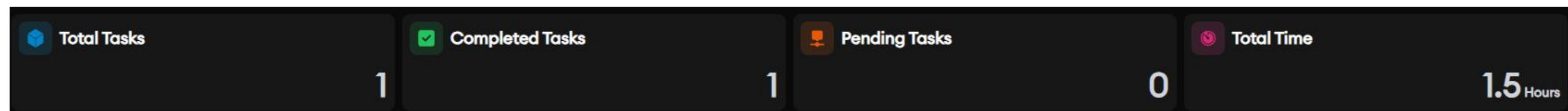
- In this page we've all project details like how many we've and active , inactive counts.
- From action button of each project you can redirect to that project details like we see above.

Total Projects	Active Projects	Inactive Projects					
3	2	1					
Project ID	Project Name	Business Name	Status	Start Date	Deadline	Assigned To	Action
1	Lastt	ivezza	Active	N/A	N/A	+7	
2	Very new	ivezza	Active	N/A	N/A	+2	
3	HRMS	ivezza	Inactive	N/A	N/A	+1	

E. Timesheet Page [Manager, Employee]

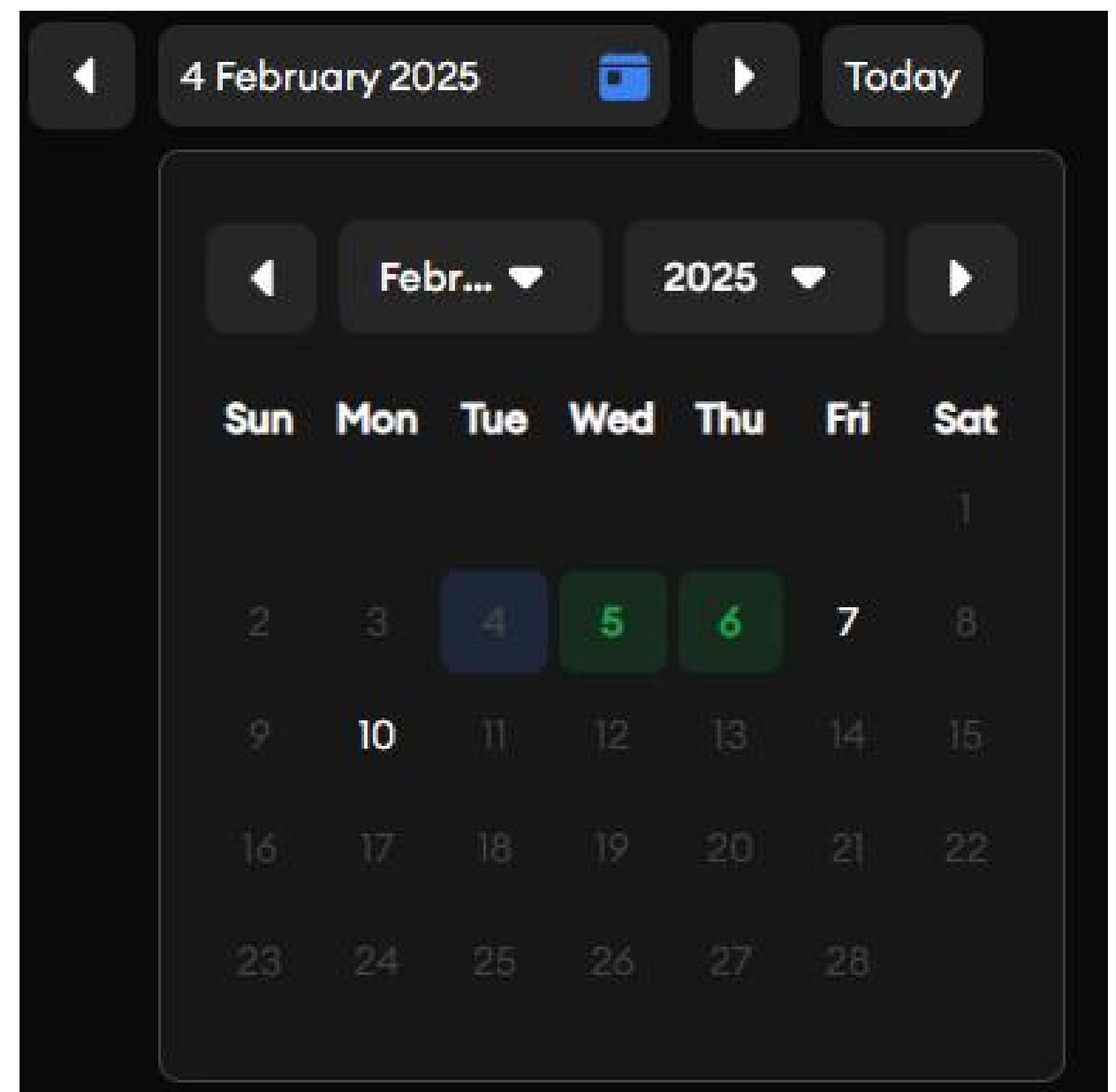
1. Timesheet Statistics

- Summary cards display daily task statistics, including total tasks, completed tasks, pending tasks, and total working hours.



2. Timesheet Navigation

- Employees can navigate through dates to manage timesheets.
- Cannot Fill, update, and delete timesheets for absent days (Like grayout).



3. Timesheet Entry

- Employees must enter project details, task names, subtask names, descriptions, duration, and remarks.

The screenshot shows a form for entering timesheet details. Fields include:

- Project:** dropdown menu
- Task Name:** input field (50/50)
- Sub Task Name:** input field (100/100)
- Description:** text area (250/250)
- Duration:** dropdown menu
- Remark:** dropdown menu
- Add:** button

4. Timesheet History

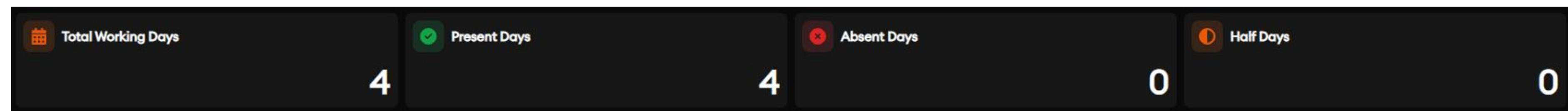
- Lists all timesheet entries for easy tracking.
- User can also update, delete for here.

Sr.No	Project Name	Task	Subtask	Description	Duration	Remark	Action
1	Hrms Portal	New task	-	desc	1.5 Hour	In Progress	
2	Project	Task Name*	Sub Task Name	NA	Duration	Remark	

F. Attendance Page [Admin, HR, Manager, Employee]

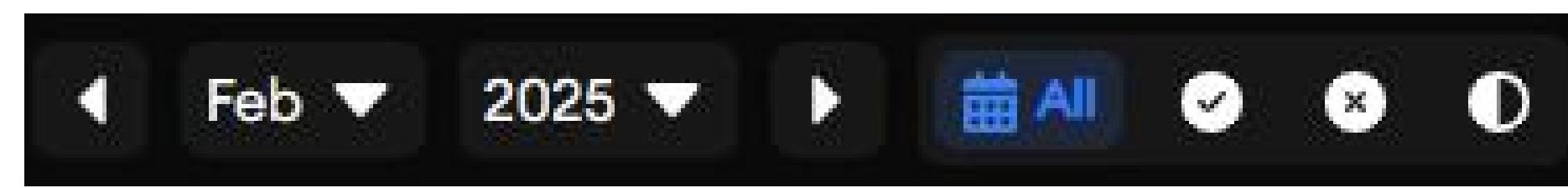
1. Attendance Records Statistics

- Displays monthly attendance statistics showing the number of days attended and working hours.



2. Monthly Navigation

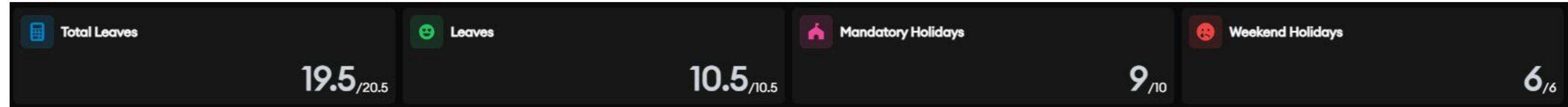
- Employees can browse through different months to check attendance records.



G. Leave Page [HR, Manager, Employee]

1. Leave Overview

- Shows holiday and available leave balance in summary cards.



2. Leave Application

- Employees can apply for leave by selecting leave type, sub-type, date range, and half-day toggle.
- Leave applications must be submitted at least one day in advance.

The screenshot shows a leave application form with the following fields:

- Leave Type:** Leave
- Leave Subtype:** Sick Leave
- From:** 10 February 2025
- To:** 10 February 2025
- Reason:** Full Day

Submit Application

3. Leave Management Tabs

- Calendar Tab: Displays the organization's official holiday list.

The screenshot shows a calendar for March. The days are labeled from 1 to 31. Specific dates are highlighted with colored boxes:

- March 30: Gudi Padwa
- March 31: Ramzan Id
- March 14: Holi Festival

4. Leave Management Tabs

- Leave History Tab: Lists pending, approved, and rejected leave applications.
- Employees can delete leave requests before HR approval.
- Approved leaves are deducted from the leave balance.

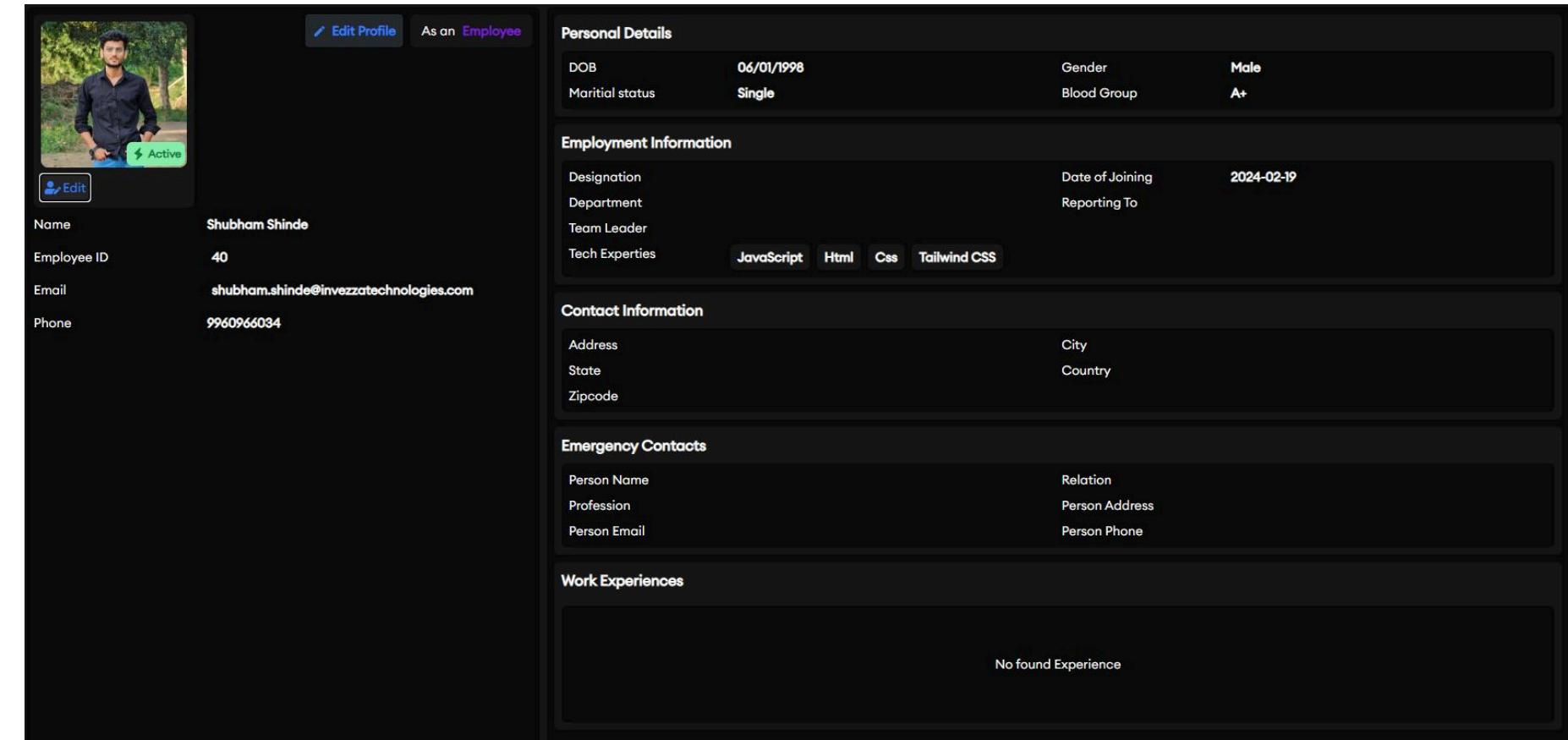
The screenshot shows the Leave History tab with two pending leave applications listed:

- Full Day on Wed, Feb 12 for Vacation Leave
- Full Day on Tue, Feb 11 for Vacation Leave

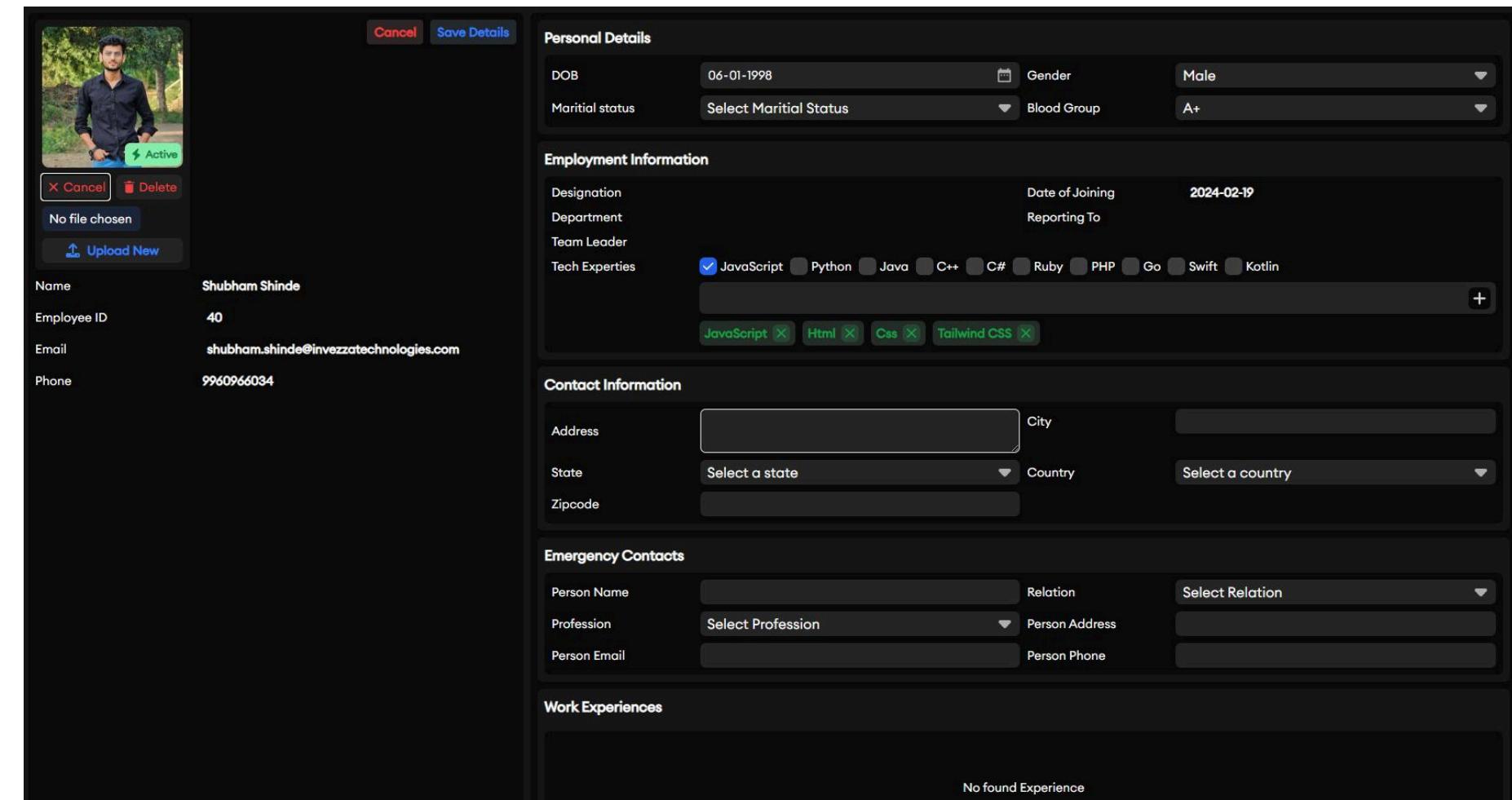
H. Profile Page [Admin, HR, Manager, Employee]

1. Profile Management

- Employees can update their personal details and upload a profile picture.



This screenshot shows the employee profile management interface. At the top, there's a preview image of a person, edit, and delete buttons. Below the image, the employee's name is listed as Shubham Shinde. Further down, there are fields for Employee ID (40), Email (shubham.shinde@invezzatechnologies.com), and Phone (9960966034). To the right, there are several sections: Personal Details (DOB: 04/01/1998, Marital status: Single, Gender: Male, Blood Group: A+), Employment Information (Designation: Team Leader, Department: Tech Expertise, Reporting To: JavaScript, HTML, CSS, Tailwind CSS), Contact Information (Address, State, Zipcode), Emergency Contacts (Person Name, Profession, Person Email, Relation, Person Address, Person Phone), and Work Experiences (No found Experience).



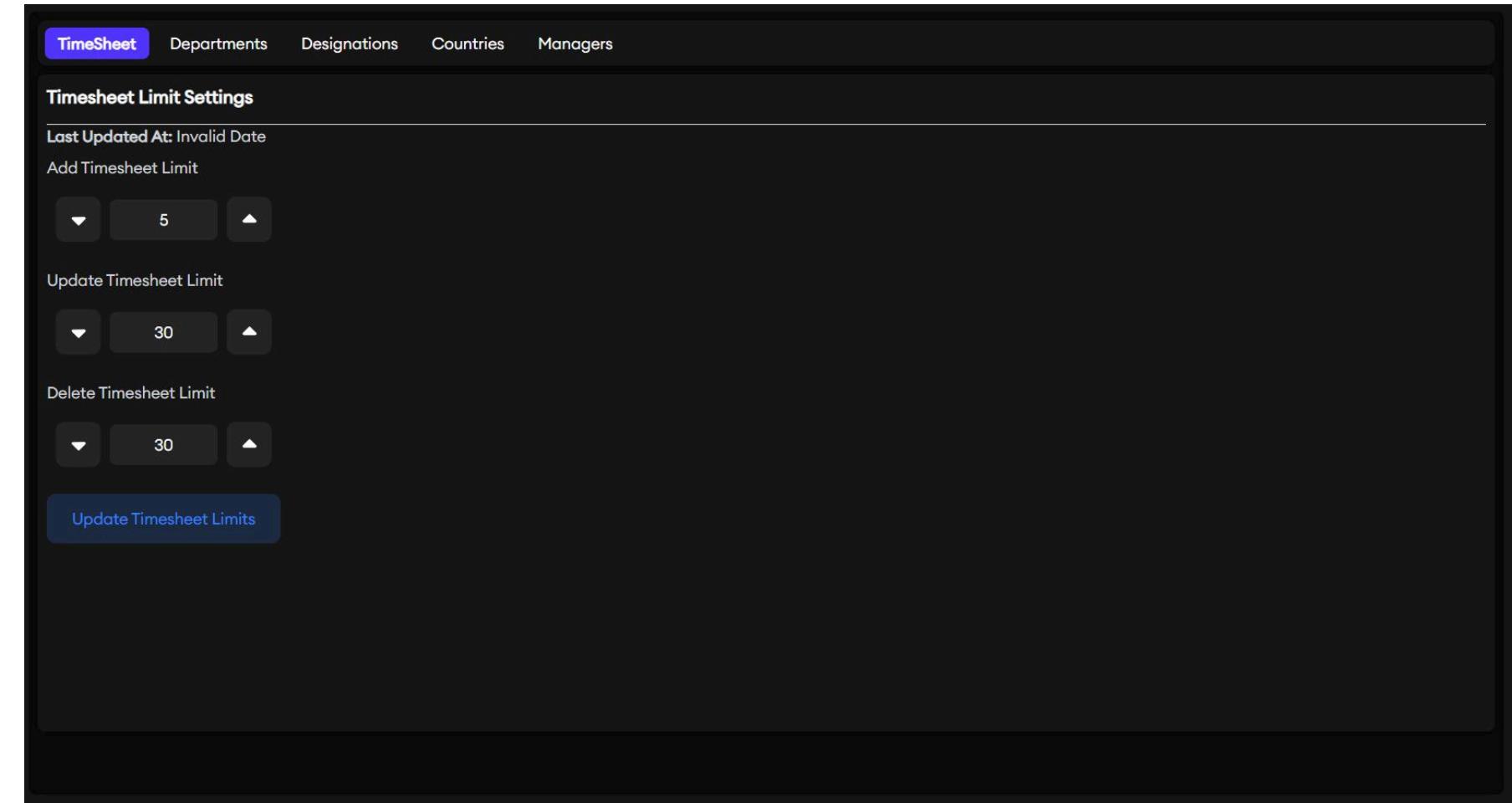
This screenshot shows the employee profile management interface in edit mode. The preview image has a red border, and the edit and delete buttons are visible. The employee's name is listed as Shubham Shinde. Below the name, there are fields for Employee ID (40), Email (shubham.shinde@invezzatechnologies.com), and Phone (9960966034). To the right, there are several sections: Personal Details (DOB: 04-01-1998, Marital status: Select Marital Status, Gender: Male, Blood Group: A+), Employment Information (Designation: Team Leader, Department: Tech Expertise, Reporting To: 2024-02-19, Tech Expertise: JavaScript checked, Python, Java, C++, C#, Ruby, PHP, Go, Swift, Kotlin), Contact Information (Address, State, Zipcode), Emergency Contacts (Person Name, Profession, Person Email, Relation, Person Address, Person Phone), and Work Experiences (No found Experience).

J. Settings [Admin, HR]

TimeSheet Departments Designations Countries Managers

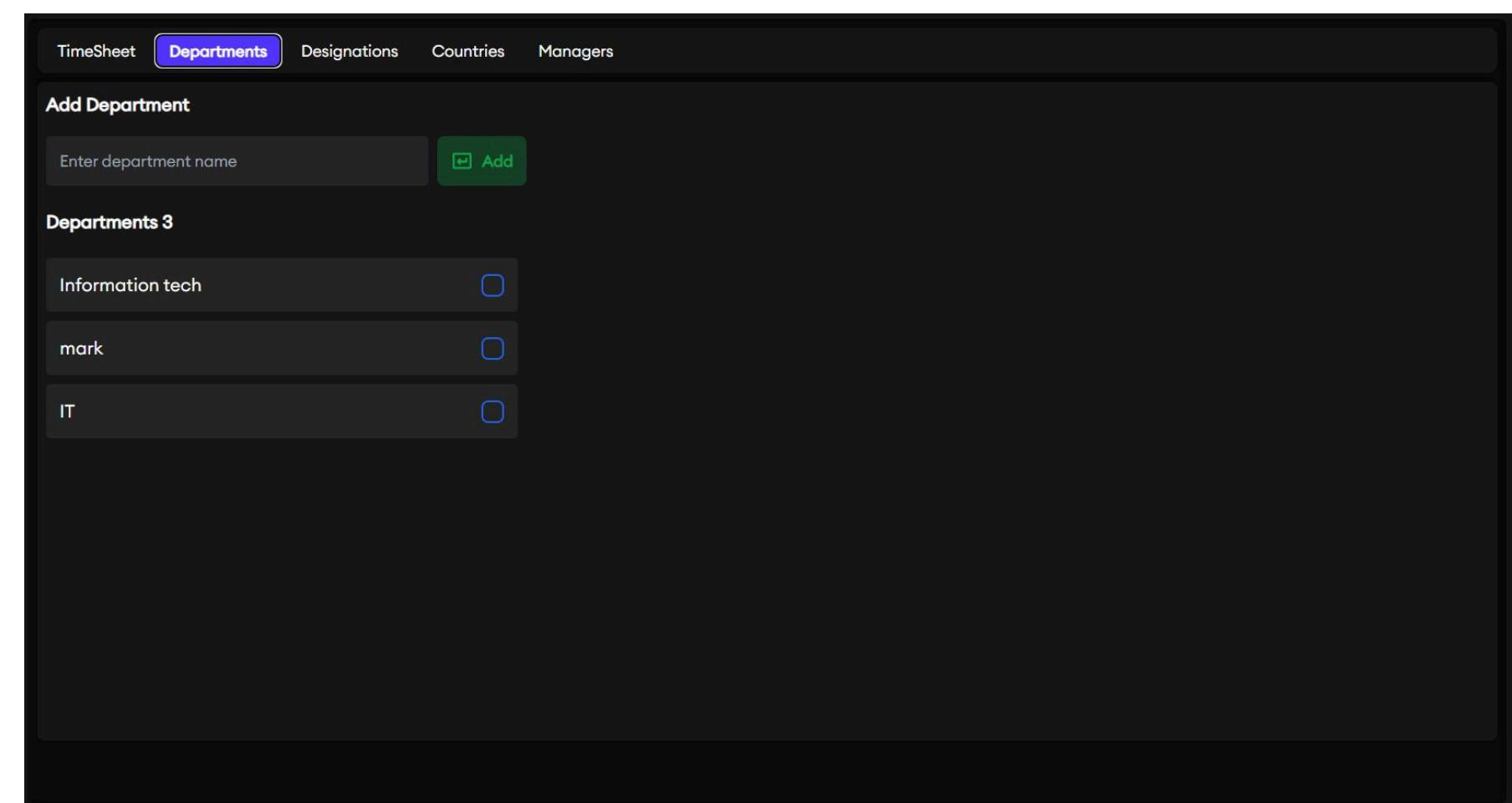
1. Timesheet tab in settings

- From this page you can change duration for add, edit, and delete timesheet records for all employees (this is only for any employee are requesting).
- By default add, edit, delete timesheet limit is 5 days.



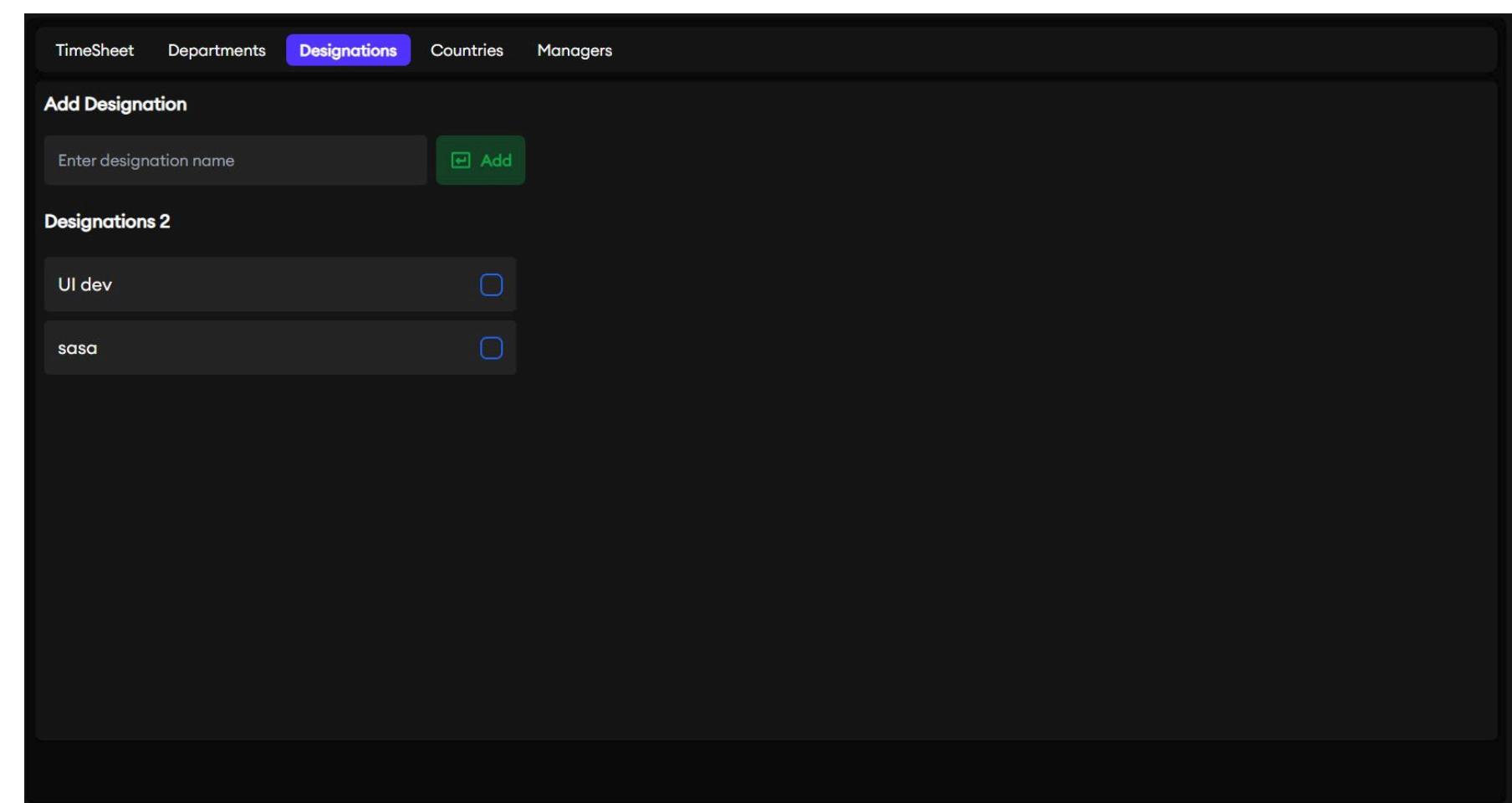
2. Departments tab in settings

- Here you can add departments which is in PIM>Employee Details when you adding department for employees.
- You can add and delete from here.



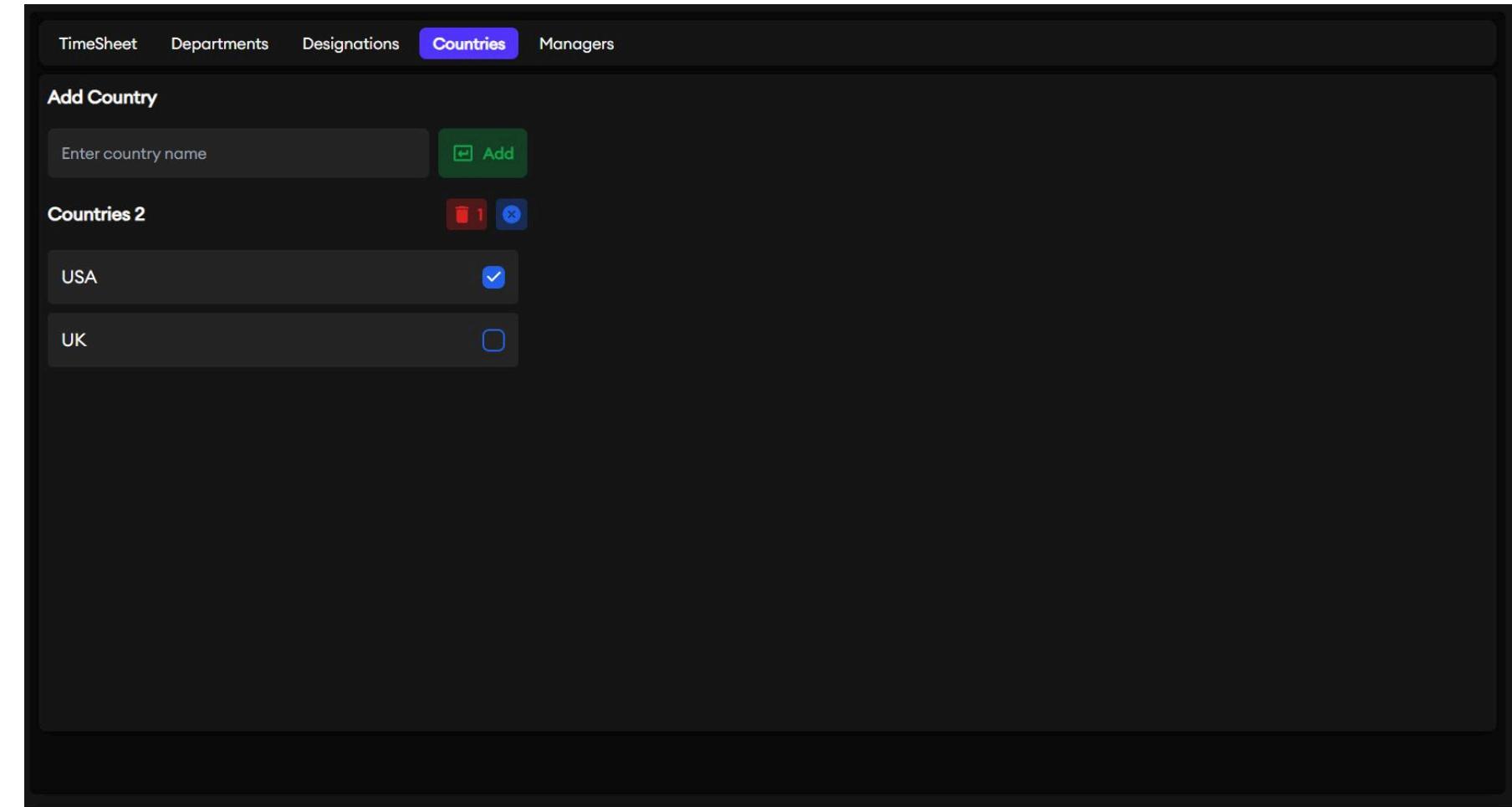
3. Designation tab in settings

- From this you can add designations list which will utilize in PIM>Employee details while adding employee designation.
- You can add and delete from here.



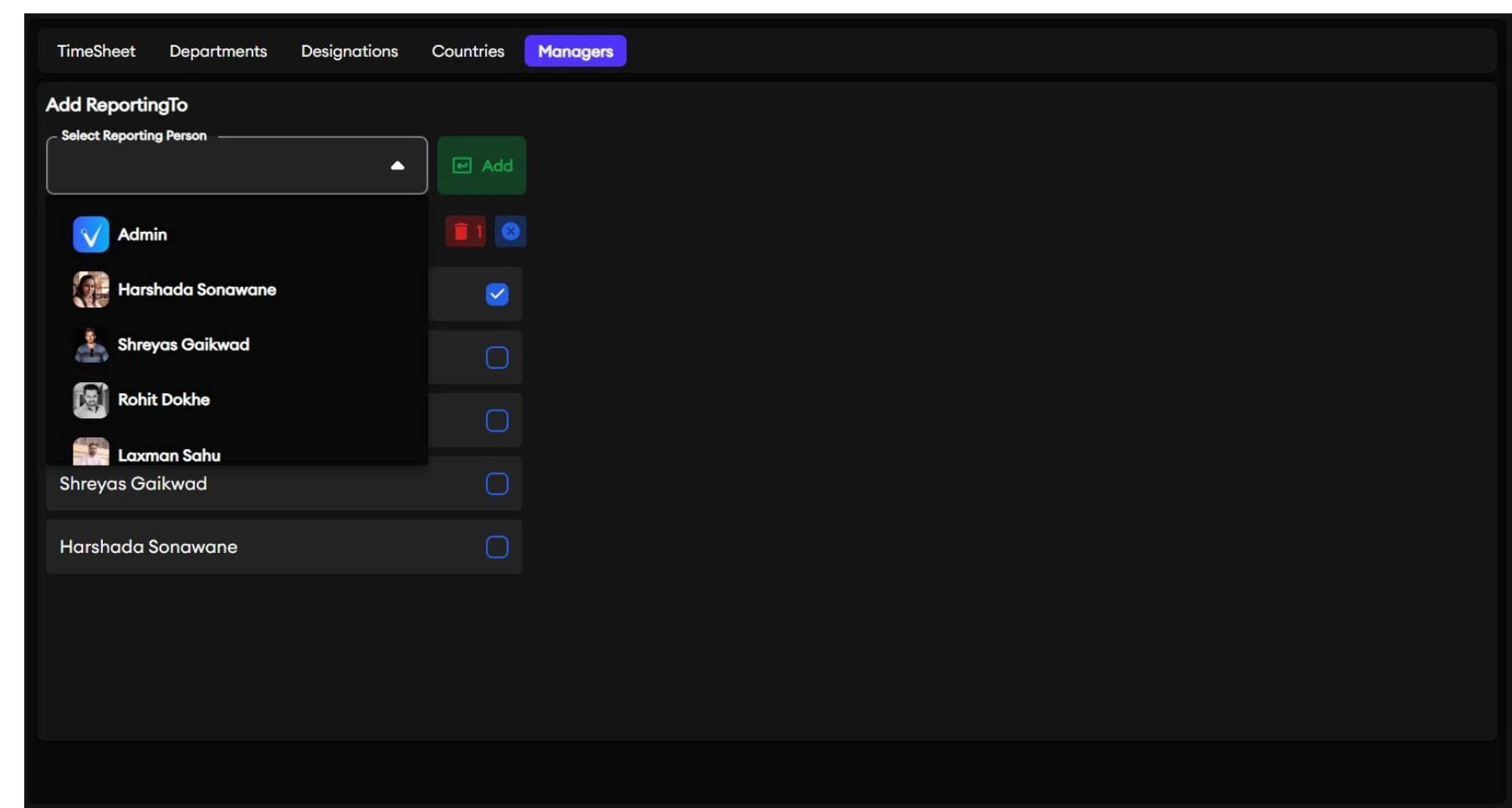
4. Countries tab in settings

- Here you can list all the countries which you've to add for clients.
- You need to add that country here first then add client's country dropdown will show that country
- You can add and delete from here.



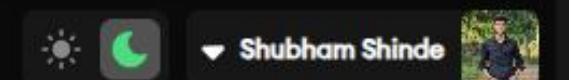
5. Managers/Team leads/Reporting persons tab in settings

- You have All Active employee list to as Managers/Team leads/Reporting person
- To Add Managers/Team leads/Reporting person for employee in PIM>Employee Details you need to add that person name in this list first.
- You can add and delete from here.



I. Navbar [Admin, HR, Manager, Employee]

Profile



1. Theme Toggle

- Switch between dark and light modes.



2. Profile Menu

- Access profile settings and logout options.
- Indicates the role with which the user is logged in.

