Intranet Portal Overview

PRESENTED BY

SYED SANA UL HAQ FAZLI

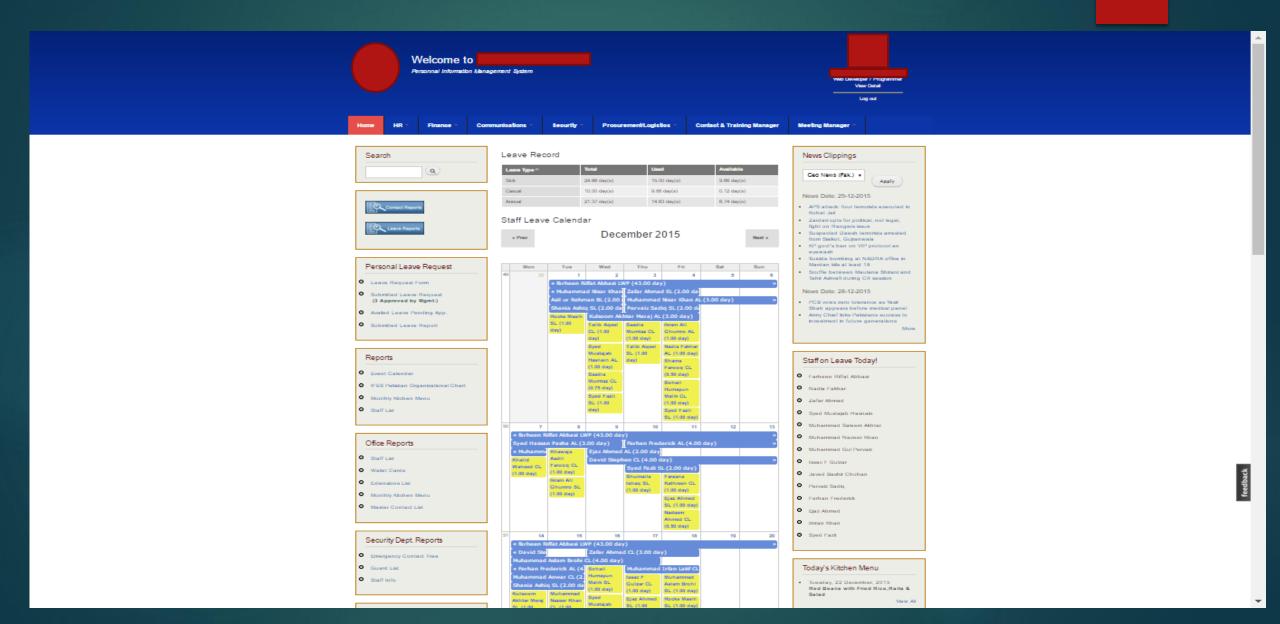
SYSTEM DEVELOPER / PROGRAMMER

Main Features

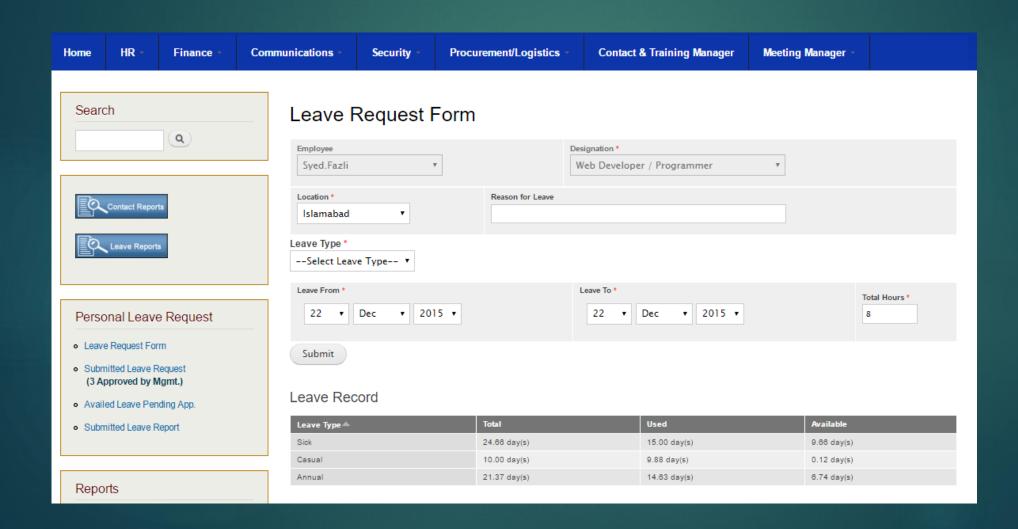
- ▶ HR Management System
 - Leave Management System
 - Personal Information
 - Work History
 - ▶ Contact Manager
 - Meeting Manager
 - User Manager
 - Staff Benefits
 - ▶ Leave Policies
 - ▶ Holiday Schedule
 - ▶ Employee Manual

- Security Information
 - ▶ Emergency Contact Tree
 - Guards List
 - ▶ Staff Info
- Event Calendars
- Monthly Kitchen Menu
- Document Manager
- Latest News (Geo & BBC)
- Currency Convertor (Google)

Leave Management System

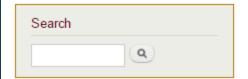


Leave Request Form



Submitted Leave Request

Home HR = Finance = Communications = Security = Procurement/Logistics = Contact & Training Manager Meeting Manager





Personal Leave Request Leave Request Form Submitted Leave Request (3 Approved by Mgmt.) Availed Leave Pending App. Submitted Leave Report

Submitted Leave Request

Withdraw	Submission Date	Name	Location	Designation	Reason for Leave	leave Type	Leave From	Leave To	Total Days	Total Hours	Recomended by Supervisor	Approved by Management	edited by HR	Pri
Cannot Withdraw	29/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Annual	Annual	28/12/2015	28/12/2015	1.00	8.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	22/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Slok	Sick	23/12/2015	23/12/2015	1.00	8.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	22/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	test	Slok	22/12/2015	22/12/2015	1.00	8.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	14/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Slok	Sick	10/12/2015	11/12/2015	2.00	16.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	04/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Slok	Sick	04/12/2015	04/12/2015	1.00	8.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	02/12/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Slok	Sick	02/12/2015	02/12/2015	1.00	8.00	Yes	Yes	No	Ca Pri
Cannot Withdraw	25/11/2015	Syed Fazil	Islamabad	Web Developer / Programmer	Slok	Sick	24/11/2015	24/11/2015	1.00	8.00	Yes	Yes	No	Ca Pri

Reports

- Event Calendar
- o IFES Pakistan Organizational Chart
- · Monthly Kitchen Menu
- Staff List

Leave Record

Leave Type	Total	Used	Available
Sick	24.86 day(s)	15.00 day(s)	9.66 day(s)
Casual	10.00 day(s)	9.88 day(s)	0.12 day(s)
Annual	21.37 day(s)	14.63 day(s)	6.74 day(s)

Staff Leave Calendar



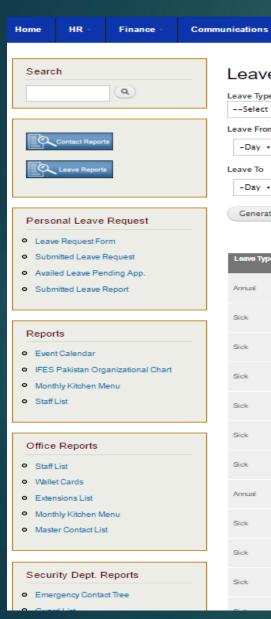
St	aff Leave	Calendar							
	« Prev	December 2015							
	Mon	Tue	Wed	Thu	FrI	sat	Sun		
49	30	1 1	2	3	4	5	6		
		Farheen Riffat	Abbasi LWP (43.	_			*		
				Zafar Ahmad St	. (2.00 day)				
		Asil ur Rehman	BL (2.00 day)	Muhammad Nisa	r Khan AL (3.00	day)	*		
		Shania Ashiq Si		Pervalz Sadiq S					
		Rooks Masih 8L (1.00 day)		Meraj AL (3.00 d					
		ec (1.00 day)	Tallb Ageel CL (1.00 day)	Saadia Mumtaz CL (1.00 day)	Ikram All Ghumro AL				
			Syed Mustajab	Tallb Ageel 8L	(1.00 day)				
			Hasnain AL (1.00 day)	(1.00 day)	Nadla Fakhar AL (1.00 day)				
			Saadia Mumtaz		Shama Faroog				
			CL (0.75 day) Syed Fazil SL		CL (0.60 day) Sohali				
			(1.00 day)		Humayun				
					Malik CL (1.00 day)				
					Syed Fazil 8L				
50	7	8	9	10	(1.00 day)	12	13		
_		t Abbasi LWP (43		10	- 11	12	*		
	Syed Hassan Pa	sha AL (3.00 day)	Ferhan Frederic	k AL (4.00 day)		±*		
	< Muhammad P	ned i Khawaja Aadii Ejez Ahmed AL (2.00 day)							
	Khalld Waheed CL	Faroog CL (1.00 day)	David Stephen				*		
	(1.00 day)	Ikram All		Syed Fazil St. (2					
		Ghumro 8L (1.00 day)		Shumalla (shaq SL (1.00 day)	Farzana Kathreen CL				
					(1.00 day)				
					Ejaz Ahmed 8L (1.00 day)				
					Nadeem Ahmed CL				
					(0.60 day)				
51	14	15	16	17	18	19	20		
	Farheen Riffs David Steph	t Abbasi LWP (43	.00 day) [Zafar Ahmad Cl	(2.00.4)	,		*		
		am Brohi CL (4.0		. (3.00 day)					
		rick AL (4.00 day	Sohall	Muhammad Irfa	n Latif CL (2.00 d				
	Muhammad Am	war CL (2.00 day	Humayun	Issao F Guizar	Muhammad				
	Shania Ashiq S	L (2.00 day)	Malik SL (1.00 day)	CL (1.00 day)	Asiam Brohi 8L (1.00 day)				
	Kulsoom Akhtar Meral	Muhammad Nazeer Khan	Syed Mustajab Hasnain SL	EJaz Ahmed SL (1.00 day)	Rooks Masih				
	SL (1.00 day)	CL (1.00 day)	(1.00 day)		8L (1.00 day)				
	Saadia Mumtaz CL		Muhammad Irfan Latif CL						
	(0.50 day)		(0.60 day)						
			Shamraiz Akhtar Bhatti						
			8L (1.00 day)						
52	# Earbeen Biffs	22 t Abbasi LWP (43	23 00 day)	24	25	26	27		
	Nadia Fakhar A		.oo dayj						
	Zafar Ahmad C		1						
		leem Akhtar AL (3.00 day)						
	Issac F Gulzar C	L (3.00 day)							
		Pervalz CL (3.00	day)						
	Pervaiz Sadiq C								
	Javed Bashir C	hohan CL (3.00 da	(V)	CL (5.00 day)					
	Earlese Eradari	ALC: 13 DO NAME)	Almeinare March 2	T I'E OO Awaii					

News Date: 29-12-2015 · APS attack: four terrorists executed in Kohat Jail · Zardari opts for political, not legal, fight on Rangers issue Suspected Daesh terrorists arrested from Sialkot, Gujranwala KP govt"s ban on VIP protocol an Suicide bombing at NADRA office in Mardan kills at least 18 · Scuffle between Maulana Shirani and Tahir Ashrafi during CII session News Date: 28-12-2015 · PCB vows zero tolerance as Yasir Shah appears before medical panel · Army Chief links Pakistans success to investment in future generations Staff on Leave Today! Documents Search for a document - Select -Advanced Search Currency Convertor Pak Rs. More Convertors Who's online

There is currently 1 user online.

Syed.Fazli

Leave Report



Leave Report

Leave Type

--Select Leave Type--

Leave From

-Day
-Month
-Year

Leave To

-Day
-Month
-Year

Generate Report

Security

Procurement/Logistics

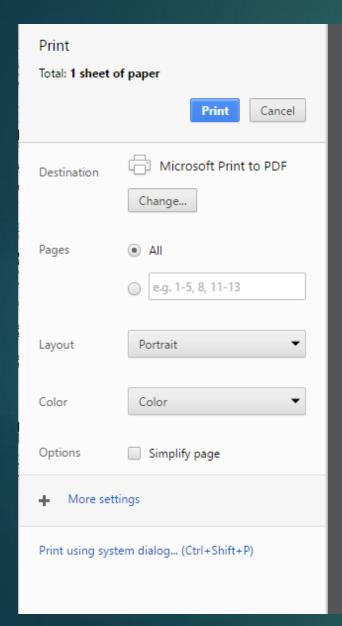
Printer-friendly version

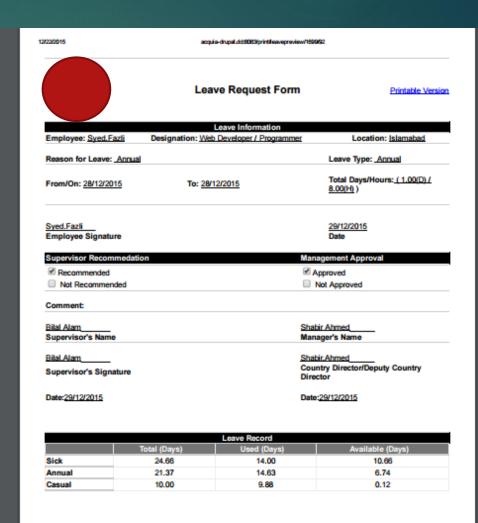
Meeting Manager

Leave Type	Reason for Leave	Start Date	End Date	Duration	Supervisor Recomended/Comments	Management Approval/Comments	Print
Annual	Annual	28-Dec, 2015	28-Dec, 2015	1.00 8.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	Sick	23-Dec, 2015	23-Dec, 2015	1.00 8.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	test	22-Dec, 2015	22-Dec, 2015	1.00 8.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	Sick	10-Dec, 2015	11-Dec, 2015	2.00 16.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	Sick	04-Dec, 2015	04-Dec, 2015	1.00 8.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	Sick	02-Dec, 2015	02-Dec, 2015	1.00 8.00	Bilal.Alam	Shabir.Ahmed	Printable Version
Sick	Sick	24-Nov. 2015	24-Nov. 2015	1.00 8.00	Bilal.Alam	Ole.Holtved	Printable Version
Annual	Have to buy a car for my sister	12-Nov. 2015	12-Nov, 2015	1.00 8.00	Bilal.Alam	Ole.Holtved	Printable Version
Sick	Sick	30-Oct, 2015	30-Oct, 2015	1.00 8.00	Bilal.Alam	Ole.Holtved	Printable Version
Sick	Sick	06-Oct, 2015	06-Oct, 2015	1.00 8.00	Bilal.Alam	Ole.Holtved	Printable Version
Sick	Sick	28-Sep, 2015	28-Sep, 2015	1.00 8.00	Bilal.Alam	Ole.Holtved	Printable Version
		10-Sep.	10-Sep.	Days Hours			Printable

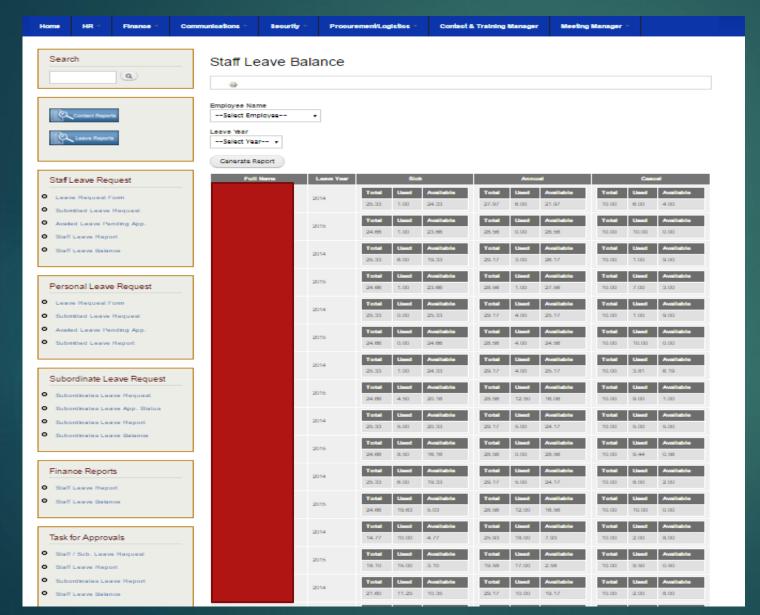
Contact & Training Manager

Leave Request Form (Printable Version)

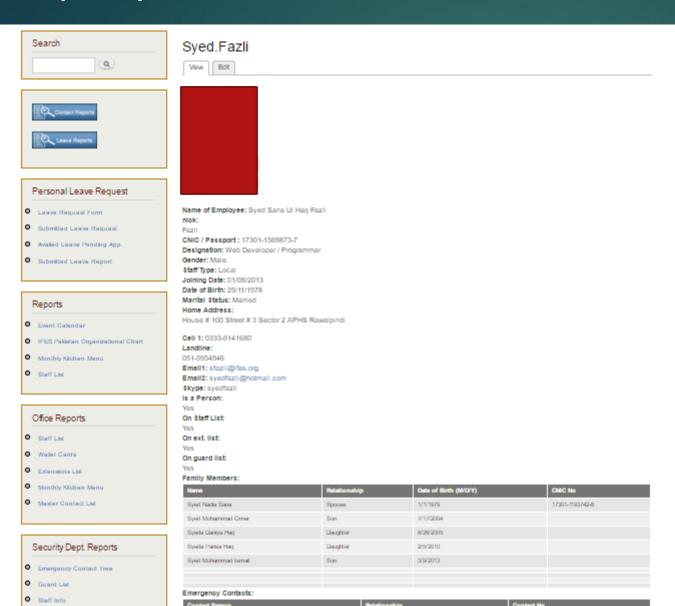




Staff Leave Balance Report

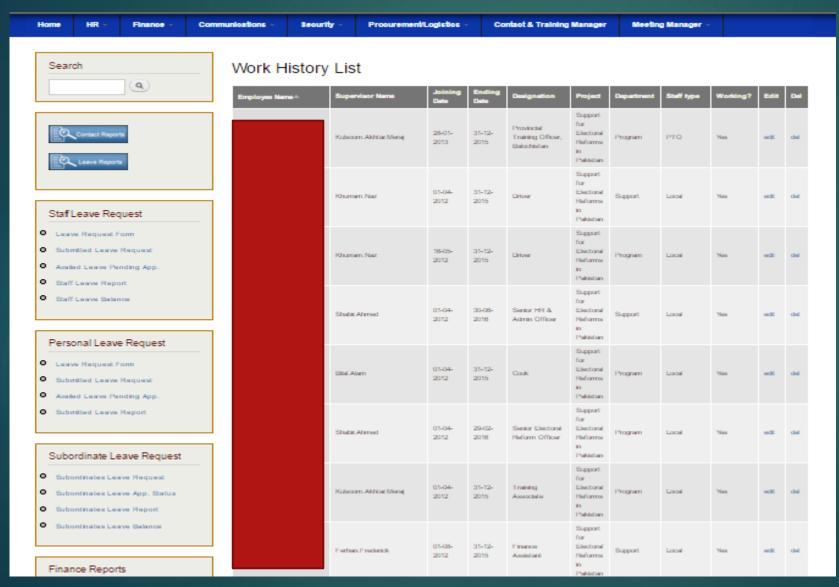


Employee Personal Information



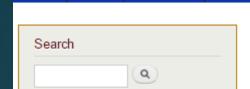
Syeda Nada Sara

Employees Work History



Meeting Manager

Communications



Finance

HR

Home



Personal Leave Request Leave Request Form Submitted Leave Request Availed Leave Pending App. Submitted Leave Report

Reports

Event Calendar

Meeting Manager

Security

Procurement/Logistics

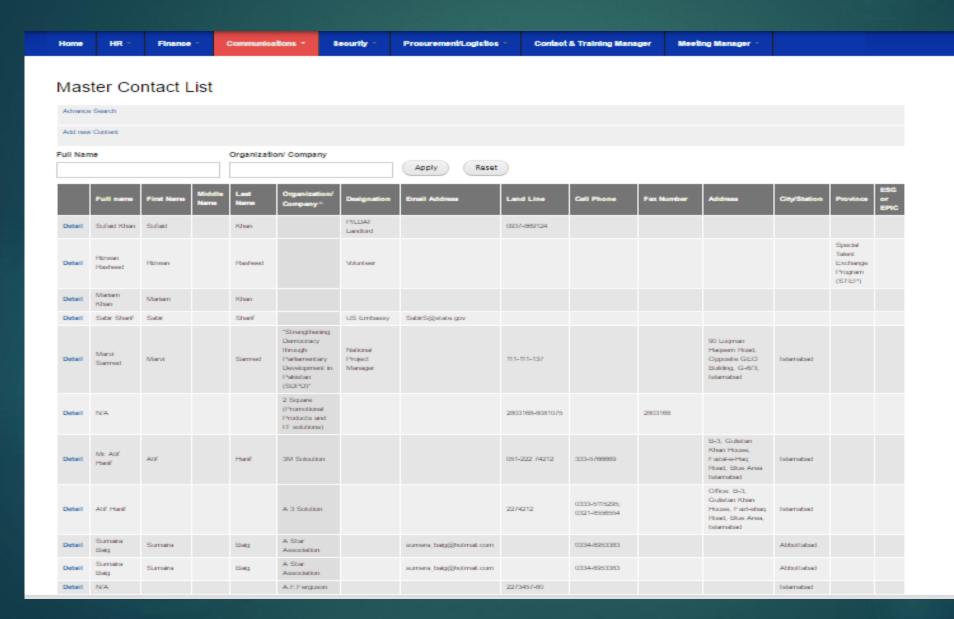
Add New

Meeting Title	Meeting Room	Reserved By	Meeting Schedule	Meeting Timming	Duration (hrs/day)	Edit	Delete
Job refresher training for Al-Zarar guard	Lunch Room Back Building	Sohail.Humayun.Malik	Wednesday, December 9, 2015	10:00am - 5:45pm	7.75	edit	delete
SERP steering committee meeting	Conference Room	Shama.Farooq	Tuesday, December 8, 2015	3:30pm - 5:00pm	1.5	edit	delete
Team16	Conference Room	Ole.Holtved	Monday, December 7, 2015	4:00pm - 5:30pm	1.5	edit	delete
Staff training on creating profile for online job applications	Conference Room	Bilal Alam	Thursday, December 3, 2015	3:00pm - 5:30pm	2.5	edit	delete
Security Meeting	Conference Room	Sohail.Humayun.Malik	Tuesday, December 1, 2015	2:00pm - 3:00pm	1	edit	delete
Orientiation/training of project team	Conference Room	Khurram.Badar.Alam	Tuesday, November 17, 2015	10:30am - 1:00pm	2.5	edit	delete
SERP steering committee meeting	Conference Room	Ole.Holtved	Tuesday, November 10, 2015	3:00pm - 5:00pm	2	edit	delete
Safe Heaven drill/training	Conference Room	Sohail.Humayun.Malik	Friday, November 6, 2015	3:00pm - 4:00pm	1	edit	delete
Actions on Kidnapping	Conference Room	Sohail.Humayun.Malik	Thursday, November 5, 2015	3:00pm - 4:00pm	1	edit	delete
Personal Security (Urdu Session)	Conference Room	Sohail.Humayun.Malik	Wednesday, November 4, 2015	3:00pm - 4:00pm	1	edit	delete

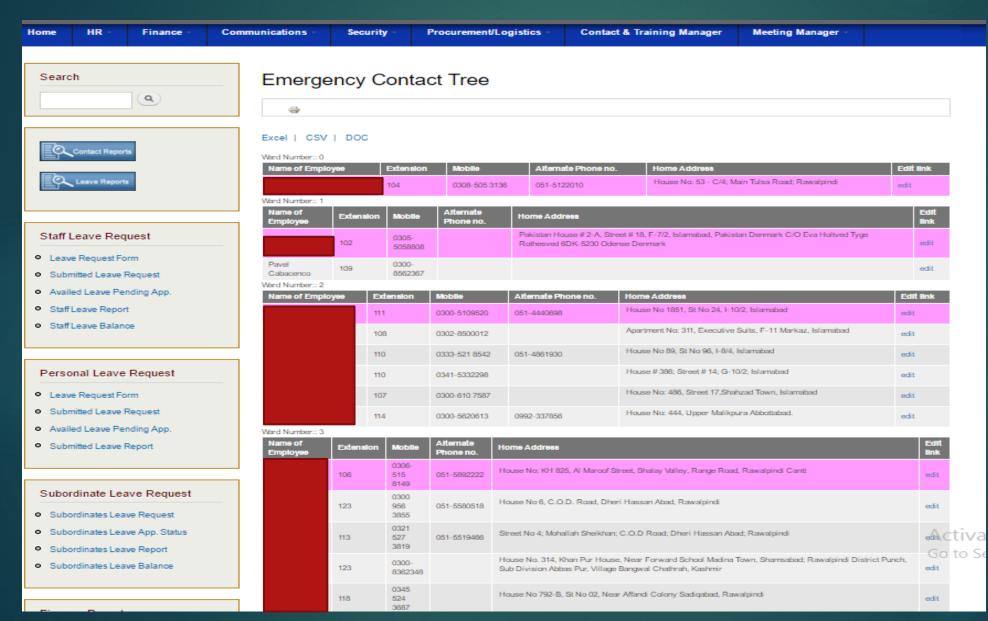
Contact & Training Manager

Meeting Manager +

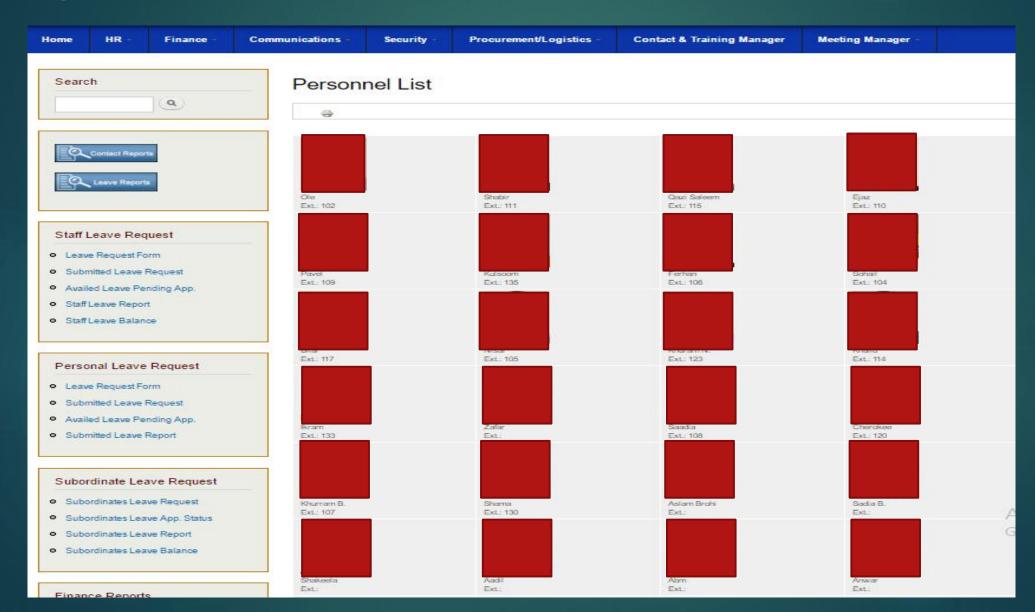
Contact List



Emergency Contact Tree



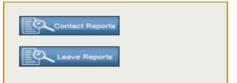
Guard List



Staff Info

Finance

Search



Staff Leave Request

HR

Leave Request Form

Home

- Submitted Leave Request
- Availed Leave Pending App.
- Staff Leave Report
- Staff Leave Balance

Personal Leave Request

- Leave Request Form
- Submitted Leave Request
- Availed Leave Pending App.
- Submitted Leave Report

Subordinate Leave Request

- Subordinates Leave Request
- Subordinates Leave App. Status
- Subordinates Leave Report

Finance Reports

Subordinates Leave Balance

Staff Information

Security

Procurement/Logistics



Communications

ID#	Name of Employee	Designation	CNIC / Passport
1		Provincial Training Officer, Balochistan	54400-0513431-5
2		Driver	61101-1903811-7
3		Driver	14201-2684369-7
4		Senior HR & Admin Officer	17301-1604059-1
5		Cook	61101-7527641-7
6		Senior Electoral Reform Officer	61101-8632885-5
7		Training Associate	37405-1042957-8
8		Finance Assistant	61101-1379262-2
9		Finance & Grants Manager	37405-0604516-7
10		none	
11		Facilities Associate	61101-0184288-1
12		Training Officer	37405-7583692-3
13		Bearer & Cook	61101-6744953-7
14		Driver	61101-5825361-5
15		Facilities Support Staff	61101-1757563-7
16		Bearer /Cleaner	42301-2297964-1
17		Project Officer EDR & Pal.Fin	13101-9449516-3
18		Provincial Training Officer, KPK	37405-2439754-9
19		Project Officer Vater Education	61101-9368566-1
20		Senior Procurement & Logistics Officer	37405-5617303-5
21		Senior Training Specialist	35202-2515887-2
22		Project Associate - Legal & Electoral	37405-3195042-4
23		Provincial Training Officer, Balochistan	54400-0344361-9
24		Provincial Training Officer, Sindh	42301-7461234-7
25		Driver	37405-2581949-3
26		Driver	13101-0970736-3
27		Administrative Associate	37405-5110824-3
28		Driver	61101-0949910-1
29		Senior Operations Officer	17301-8041091-5
30		Cleaner	61101-0480026-1
31		Cook IFES House	61101-0166529-5
32		Project Associate Election Technologies	37405-2274815-0
33		Country Director	204136090
34		Election Management Specialist	051585943
35		Cleaner	37405-4372478-7
38		Sprice Floritoral & Local Arbitras	37401_1594753_3

Contact & Training Manager

Meeting Manager

Events Calendar

Search

Finance *

HR -

Home



Personal Leave Request

- · Leave Request Form
- · Submitted Leave Request
- · Availed Leave Pending App.
- Submitted Leave Report

Event Calendar

Submitted by admin on Fri, 14/03/2014 - 15:54

Security -

Procurement/Logistics *

Events Calendar

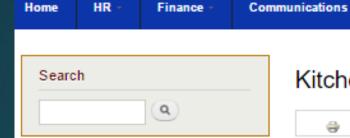
Communications *



Contact & Training Manager

Meeting Manager •

Monthly Kitchen Menu





Staff Leave Request Leave Request Form Submitted Leave Request · Availed Leave Pending App. Staff Leave Report Staff Leave Balance

Personal Leave Request

Kitchen Menu Calendar

Security

Procurement/Logistics



December 2015

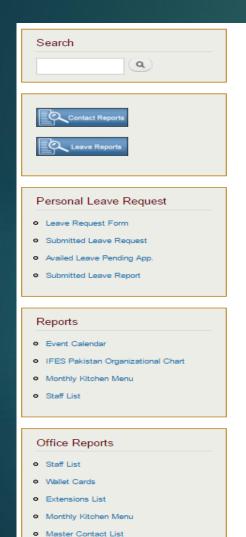
Contact & Training Manager

« Prev Next»

Meeting Manager

Mon	Tue	Wed	Thu	FrI	Sat	Sun
30	1	2	3	4	5	6
	Daal Chana, Butter Rice, Ralta & Salad	Chloken Haleem, Rogni Nan, Ralta & Salad	Mix Vegetables, Nan/Roti, Raita & Salad	Beef Biryani, Raita, Salad & Apple Pie		
7	8	9	10	11	12	13
Chloken Karahl, Nan/Roti, Raita & ŝalad	Mach Lentile, Nan/Roti, Raita & Balad	Minoe Meat with Potatoes, Nan/Roti, Raita & Balad	Capsioum with Potatoes, Nan/Roti, Raita & Salad	Chicken Biryani, Raita, Salad & Fruit Salad		
14	15	16	17	18	19	20
Aohar Gosht, Nan/Roti, Raita & Salad		Turnip Bhujiya, Cutlets, Nan/Roti Raita & Salad	Vegetable Pulao, Raita & Salad	BBQ Chloken, Chlok Peac Balad, Raita, Balad & Carrot Halwa		
21	22	23	24	25	26	2
Beef Do Plaza ,Nan/Raita, Raita & Salad	Red Beans with Fried Rice,Ralta & Salad	Creamy Chicken,Nan/Roti, Raita & Salad	Official Holiday	Official Holiday		
28	29	30	31	1	2	3
Beef Nehari, Roghni Nan, Raita & Salad	Murgh Chana, Nan/Roti, Raita & Salad	Curry Pakora, NaniRoti, Raita & Salad	Chicken Manchurian with Chinese Rice, Salad			

Documents Management & Search



Search Documents Search For Search Author Keywords Both None Web Search In Year of Publication Select - Document TypeSelect Type	Documents	
○ Author ○ Keywords ● Both ○ None ○ Web Search In	Search Documents	
	○ Author	Search

Туре	Title	Author	Year of Publication	Keywords	
HR	Leave Policies	IFES PK HR	2014	HR Leave Policies	Download
HR	Leave Request Form	IFES HR	2014	Leave Request Form, Leave Form	Download
HR	Communication Allowances	IFES HR	2013	Communication Allowances, Allowances, Communication, Benefits	Download
HR	Medical Claim Form	IFES HR	2013	Medical Claim Form, Claim Form, Medical	Download
HR	Travel Request Form	IFES HR	2014	Travel Request Form, Travel Request	Download
Communication	Archive Room Management	IFES Communication	2014	Archive Room Management, Room Management, Archive	Download
Communication	Quality Assurance of IFES Products	IFES Communication	2014	Quality Assurance, IFES Products	Download
Communication	Product Design Process Chart	IFES Communication	2014	Product Design Process Chart, Chart, Product Design, Product Design Process	Download
Communication	Translation Req and Qty Assurance of Translated Material Template	IFES Communication	2014	Translation Req and City Assurance of Translated Material Template, Trainslation Request, Auality Assurance, Template	Download
Communication	Graphic Design Formatting and Proofreading Template	IFES Communication	2014	Graphic Design Formatting and Proofreading Template, Graphic Design Formatting, Proofreading Template	Download
Communication	Printing Request and Dispatch Sheet Template	IFES Communication	2014	Printing Request and Dispatch Sheet Template, Printing Request, Dispatch Sheet Template	Download
Communication	Publication Quality Assurance Checklist template	IFES Communication	2014	Publication Quality Assurance Checklist template, Publication Quality Assurance	Download
Communication	EU Logical Framework SERP	IFES M&E	2014	EU Logical Framework SERP,SERP,EU Logical Framework	Download
Communication	SERP Logframe DFID	IFES M&E	2014	SERP Logframe DFID,SERP,SERP Logframe,DFID	Download
Communication	SERP Quarterly Report 2012-04-01 to 2012-06-30 Final	IFES Communication	2012	SERP Quarterly Report 2012-04-01 to 2012-06-30 Final	Download
Communication	SERP Quarterly Report 2012-07-01 to 2012-09-30	IFES Communication	2012	SERP Quarterly Report 2012-07-01 to 2012-09-30	Download
Communication	IFES-PK-SERP Annual Report 2012 2013- 01-16	IFES Communication	2012	IFES-PK-SERP Annual Report 2012 2013-01-16	Download
Communication	Quarterly Report 2013-01-01 to 2013-03-31	IFES Communication	2013	Quarterly Report 2013-01-01 to 2013-03-31	Download
Communication	Quarterly Report 2013-04-01 to 2013-06-30	IFES Communication	2013	Quarterly Report 2013-04-01 to 2013-06-30	Download

News Clipping, Currency Convertor & Who's Online





There is currently 1 user online	Who's online	
There is currently 1 user crimite.	There is currently 1 user online.	
• admin	• admin	

System Development Prerequisites

- Desktop Server (Cost: 35,000/- approx.)
 - ▶ CPU
 - ▶ Intel Core i-7/5
 - ▶ RAM 8 GB
 - ▶ HD 250 GB
 - Monitor
 - Keyboard
 - Mouse
 - ▶ UPS
- Operating System (License Cost: 15,000/- approx.)
 - ▶ Windows 7/8/10
- ▶ Web Hosting (Cost: 15,000/year approx.)
- Acquia Server for PHP/MySQL (Free)
- ▶ PHP / MySQL (Free)
- Drupal 7.* (Free)