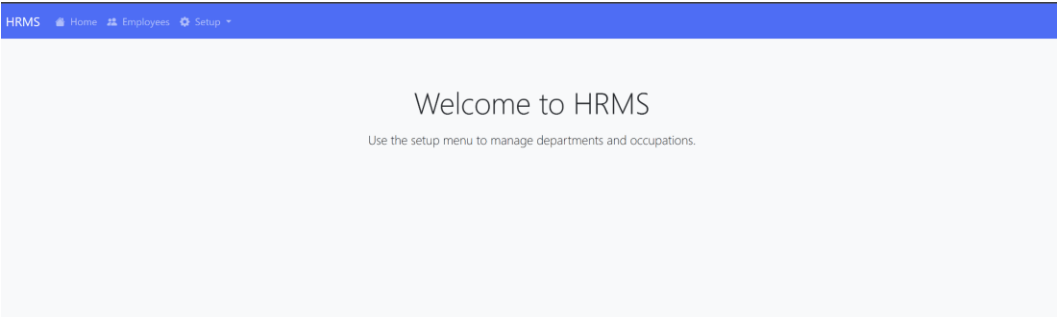


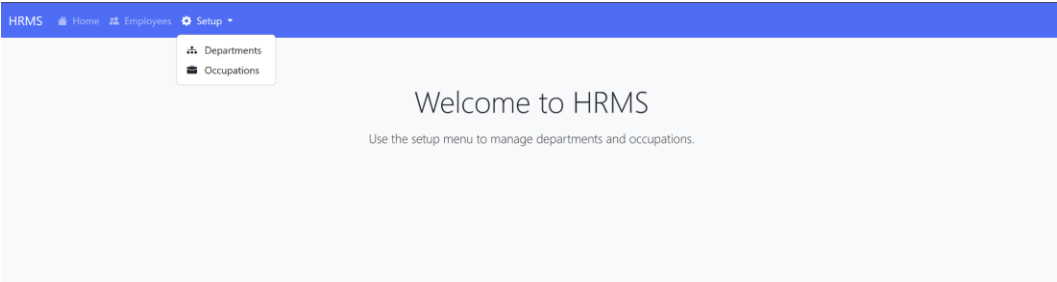
## **HRMS User Guide (Demo Project)**

This guide provides a quick overview of the HRMS demo project, covering Dashboard, Departments, Occupations, and Employees.

# Dashboard



## Dashboard - Welcome screen



## Setup menu with Departments and Occupations

# Departments


HRMS

Home

Employees

Setup

Departments


No departments found. Use the  button to add one.

Departments - No records, add new



Add Department

Name

The Name field is required.



Add Department form

Departments	
Name	Actions
Human Resources	<div><div></div><div></div></div>

Departments - Record added

Edit Department

×

Name

Human Resources-Edit

✓

Edit Department form

Employees Setup

Departments

Name

Human Resources-Edit

Actions

✎

🗑

Delete Department

×

Are you sure you want to delete Human Resources-Edit?

🗑

Delete Department confirmation

Departments		
Name		Actions
Finance	<input checked="" type="checkbox"/>	<div>✎🗑</div>
Human Resources	<input checked="" type="checkbox"/>	<div>✎🗑</div>
Information Technology	<input checked="" type="checkbox"/>	<div>✎🗑</div>
Operations	<input checked="" type="checkbox"/>	<div>✎🗑</div>
Sales	<input checked="" type="checkbox"/>	<div>✎🗑</div>

Departments list with multiple records

# Departments



Name

Actions

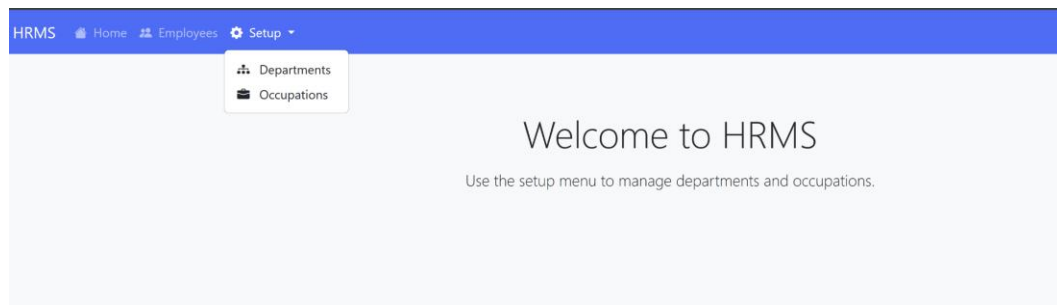
Human Resources



Departments - Single record

Departments - Single record (Human Resources)

## Occupations



### Setup - Occupations option



### Occupations - No records, add new

### Add Occupation

Name

The Name field is required.

✓

### Add Occupation form


Occupations	
Name	Actions
HR Executive	<div><div></div><div></div></div>

### Occupations - Record added

## Edit Occupation

Name

HR Executive-Edit



Edit Occupation form


employees Setup

### Occupations



Name
HR Executive-Edit

Delete Occupation



Are you sure you want to delete HR Executive-Edit?



Actions






Delete Occupation confirmation

Occupations	
Name	Actions
Accountant	 
HR Executive	 
Logistics Officer	 
Sales Executive	 
Software Engineer	 

Occupations list with multiple records

## Employees

HRMS  Home  Employees  Setup ▾

Welcome to HRMS

Use the setup menu to manage departments and occupations.

### Employees menu navigation

Add Employee

Employee No.

The Employee No. field is required.

Employee Name

The Employee Name field is required.

Department

Select Department

▾

The Department field is required.

Occupation

Select Occupation

▾

The Occupation field is required.

Job Title


Gender

Select Gender

▾


Hired Date

23-Sep-2025




Resign Date

dd-----yyyy



Date of Birth

dd-----yyyy



Phone

Email


Address

Photo

Choose File

No file chosen

No photo uploaded.



### Add Employee form (empty with validation errors)



Add Employee

Employee No.

E001

Employee Name

Alice Tan

Department

Human Resources

Occupation

HR Executive

Job Title

HR Specialist

Gender

Female

Hired Date

10-Jan-2022

Resign Date

dd-----yyyy

Date of Birth

15-Apr-1993

Phone

90010001

Email

alice.tan@test.local

Address

10 Bedok North Rd

Photo

Choose File

E005.png

No photo uploaded.

## Add Employee form (with details filled)

Employees

Search

Employee no. or name

Department

All


Occupation

All

Page Size

20

Employee created successfully.

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E001	Alice Tan	Human Resources	HR Executive	HR Specialist	Female	2022-01-10	Active	<div><div></div><div></div><div></div></div>

Showing 1-1 of 1 employees

## Employees list - record created

Edit Employee

×

Employee No.

E001

Employee Name

Alice Tan-Edit

Department

Human Resources

▼

Occupation

HR Executive

▼

Job Title

HR Specialist

Gender

Female

▼

Hired Date

10-Jan-2022

📅

Resign Date

dd-----yyyy

📅

Date of Birth

15-Apr-1993

📅

Phone

90010001

Email

alice.tan@test.local


Address

10 Bedok North Rd

Photo

Choose File


No file chosen



✓

Edit Employee form

Employee Details



Employee No.

E001

Name

Alice Tan-Edit

Department

Human Resources

Occupation

HR Executive

Job Title

HR Specialist

Gender

Female

Hired Date

2022-01-10

Resign Date

-

Status

Active

Date of Birth

1993-04-15

Phone

90010001

Email

alice.tan@test.local

Address

10 Bedok North Rd

Employee details view

Setup


Employees

Search

Employee no. or name

Size

Employee updated successfully.

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E001	Alice Tan-Edit	Human Resources	HR Executive	HR Specialist	Female	2022-01-10	Active	<div></div> <div></div> <div></div>

Showing 1-1 of 1 employees

Delete Employee

Are you sure you want to delete **Alice Tan-Edit** (E001)?

Delete Employee confirmation

Employees

Search

Employee no. or name

Department

All

Occupation





















All

Page Size

20

Q

Employee created successfully.

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E001	Alice Tan	Human Resources	HR Executive	HR Specialist	Female	2022-01-10	Active	  
	E002	Ben Wong	Finance	Accountant	Accountant	Male	2021-03-05	Active	  
	E003	Information Technology	Information Technology	Software Engineer	Full Stack Developer	Male	2020-07-22	Active	  
	E004	Diana Ng	Sales	Sales Executive	-	-	2023-05-01	Active	  
	E005	Edward Lee	Operations	Logistics Officer	Logistics Coordinator	Male	2019-09-18	Active	  

Employees list - multiple records

Employees

Search

E001

Department

All

Occupation





All

Page Size

20

Q

Employee created successfully.

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E001	Alice Tan	Human Resources	HR Executive	HR Specialist	Female	2022-01-10	Active	  

Employees search by Emp No.

Employees

Search

Employee no. or name

Department

Information Technolc





Occupation

All

Page Size

20

Q

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E003	Information Technology	Information Technology	Software Engineer	Full Stack Developer	Male	2020-07-22	Active	  

Showing 1-1 of 1 employees

Employees filtered by Department

Employees

Search

Employee no. or name

Department

All





Occupation

Accountant

Page Size

20

Q

Photo	Emp No.	Name	Department	Occupation	Job Title	Gender	Hired	Status	Actions
	E002	Ben Wong	Finance	Accountant	Accountant	Male	2021-03-05	Active	  

Showing 1-1 of 1 employees

Employees filtered by Occupation

