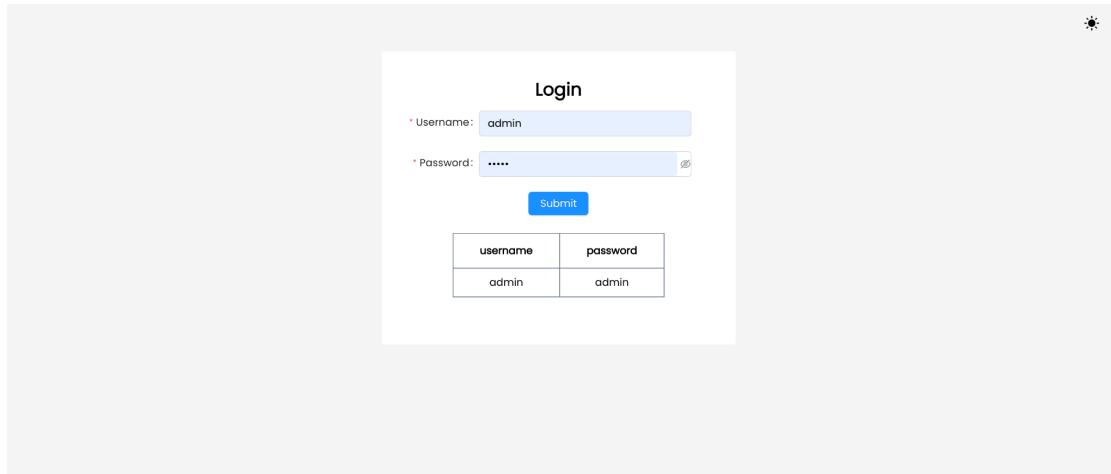


# HRM OS- Quick Start Guide

After finishing the setup you can follow this quick start guide to start working with the HRM OS application.

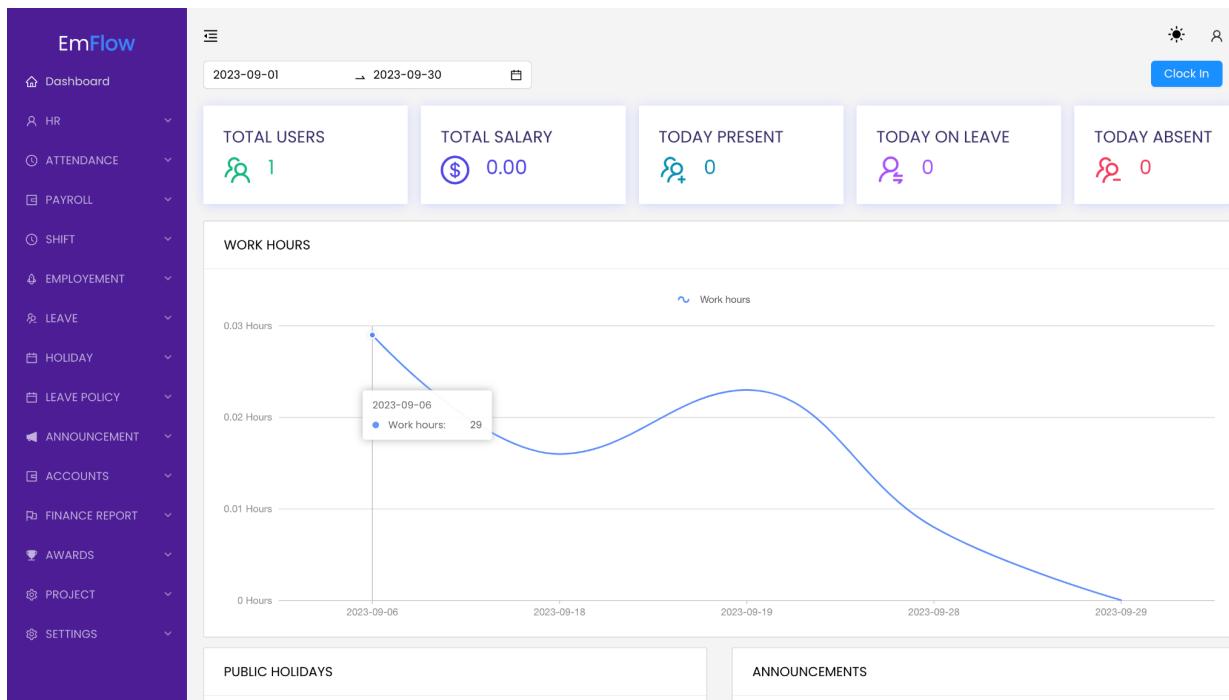
## STEP 01 - Login

Already an admin and staff account has been created. You can just log in using username: admin, password: admin. After login change your username and password.



## STEP 02 - Dashboard

You will see the dashboard after logging in. You can find your business summary here. From the dashboard, you will get your company's total salary, employee number, present, and leave and absent employee numbers. Also can see the announcements and public holidays.



## STEP 02 - Project management, Milestone, Task, Team, Kanban view

You can do all your project management-related things here. Create a project and milestones within the project. Create an individual team. Create a task and assign team members to the task. View all the things at a glance in a Kanban board.

HR

- ATTENDANCE
- PAYROLL
- SHIFT
- EMPLOYMENT
- LEAVE
- HOLIDAY
- LEAVE POLICY
- ANNOUNCEMENT
- ACCOUNTS
- FINANCE REPORT
- AWARDS
- PROJECT
- Add Project
- All Project
- Team
- Task Priority
- Add Milestone

← Back

### Add New Project

\* Project Manager:

\* Project Name:

\* Start Date:

\* End Date:

\* Project Description:

**Submit**

HR

- ATTENDANCE
- PAYROLL
- SHIFT
- EMPLOYMENT
- LEAVE
- HOLIDAY
- LEAVE POLICY
- ANNOUNCEMENT
- ACCOUNTS
- FINANCE REPORT
- AWARDS
- PROJECT
- Add Project
- All Project
- Team
- Task Priority
- Add Milestone

Project List

Download CSV

ID	Name	Project Manager	Kanban Board	Milestone	Task Status	Action
1	TEST PROJECT	OMEGA SOLUTION				

< 1 >

HR

- ATTENDANCE
- PAYROLL
- SHIFT
- EMPLOYMENT
- LEAVE
- HOLIDAY
- LEAVE POLICY
- ANNOUNCEMENT
- ACCOUNTS
- FINANCE REPORT
- AWARDS
- PROJECT
  - Add Project
  - All Project
  - Team
  - Task Priority
  - Add Milestone

**Add TaskPriority**

\* TaskPriority Name:

**Submit**

**Task Priority Column List**

ID	Name	Action
1	LOW	 
2	MEDIUM	 
3	HIGH	 

EmFlow

- Dashboard
- HR
- ATTENDANCE
- PAYROLL
- SHIFT
- EMPLOYMENT
- LEAVE
- HOLIDAY
- LEAVE POLICY
- ANNOUNCEMENT
- ACCOUNTS
- FINANCE REPORT
- AWARDS
- PROJECT
- SETTINGS

**Add Team To Project**

\* Project Name:

\* Team Name:

\* Team Member/s:

**Submit**

**Team List**

ID	Team Name	Action
1	Team OS	 

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

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AWARDS

PROJECT

SETTINGS

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Add New Team Member : Team OS

\* Member:

Submit

Project : Test project

Team : Team OS

Project Manager : OMEGA SOLUTION

ID	Name	Action
1	omega solution	

< >

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

Add Project

All Project

Team

Task Priority

Add Milestone

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Add Milestone in Project

\* Project:

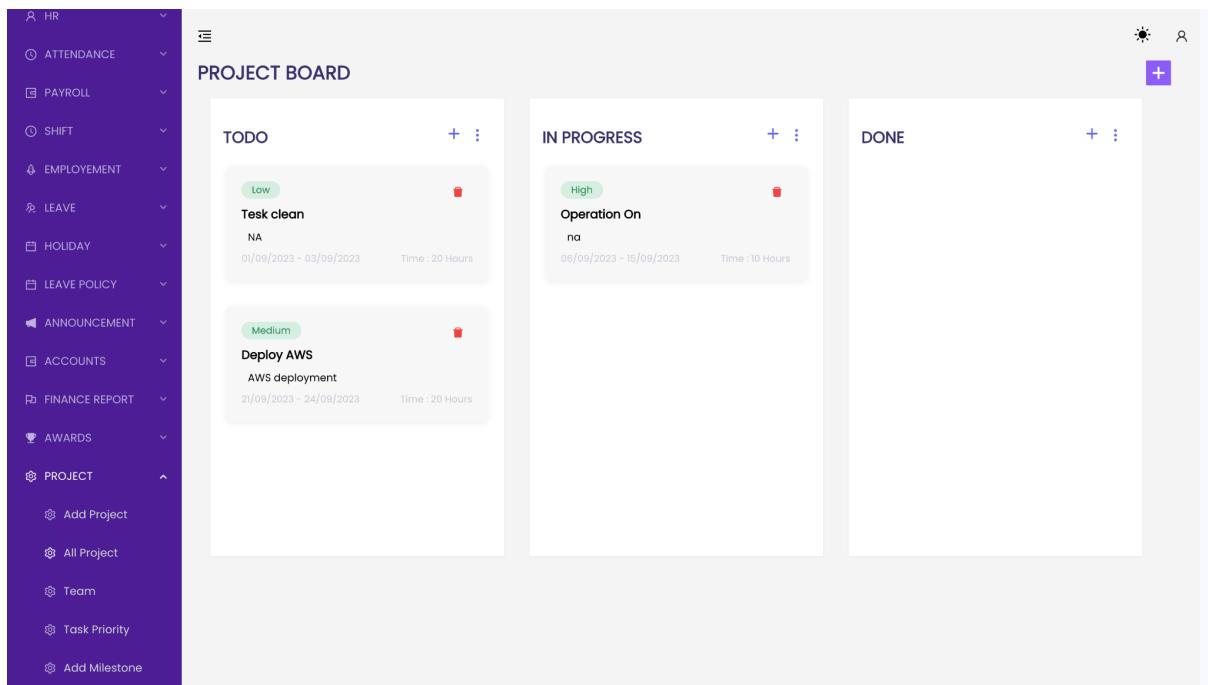
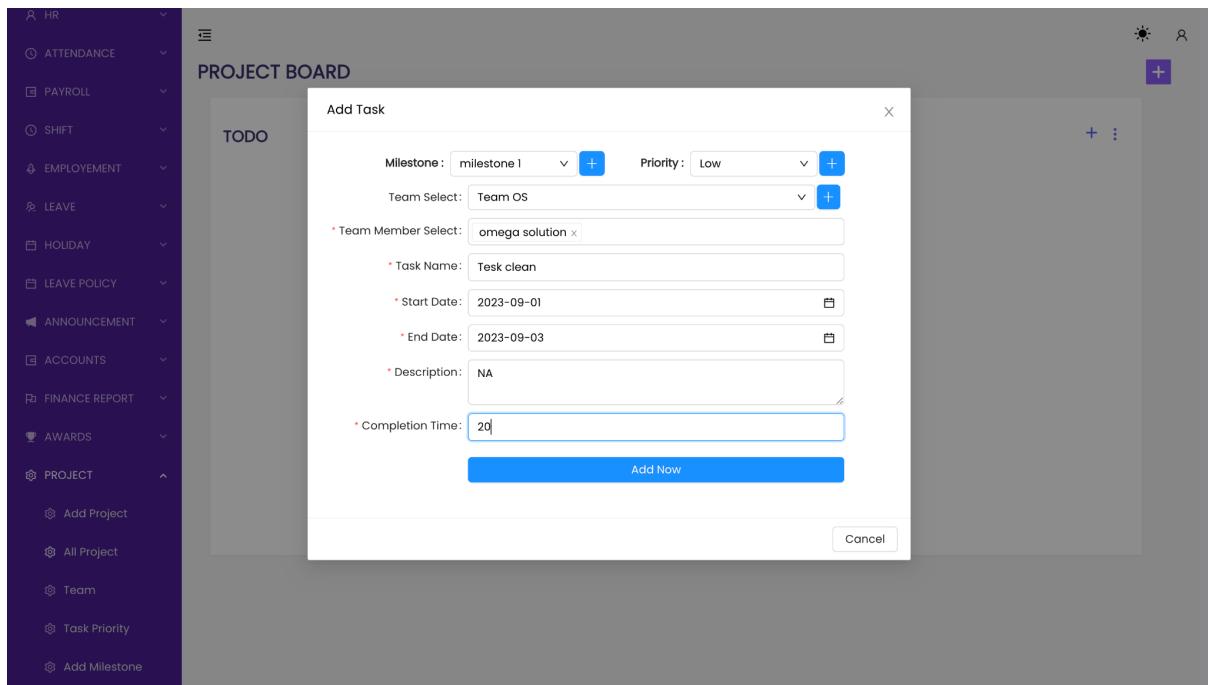
\* Milestone Name:

\* Start Date:

\* End Date:

\* Milestone Description:

Add Milestone



HR

- ATTENDANCE
- PAYROLL
- SHIFT
- EMPLOYMENT
- LEAVE
- HOLIDAY
- LEAVE POLICY
- ANNOUNCEMENT
- ACCOUNTS
- FINANCE REPORT
- AWARDS
- PROJECT
- [Add Project](#)
- [All Project](#)
- [Team](#)
- [Task Priority](#)
- [Add Milestone](#)

## PROJECT BOARD

**TODO** + ⋮

**IN PROGRESS** + ⋮

**DONE** + ⋮

**Low**

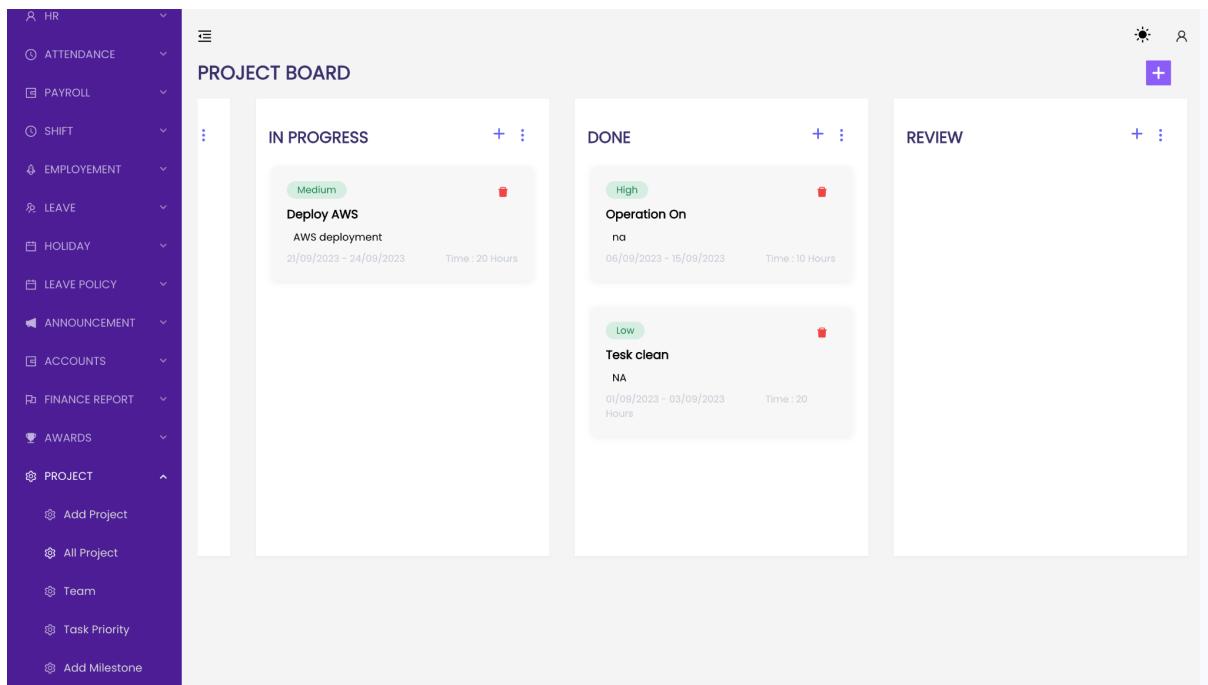
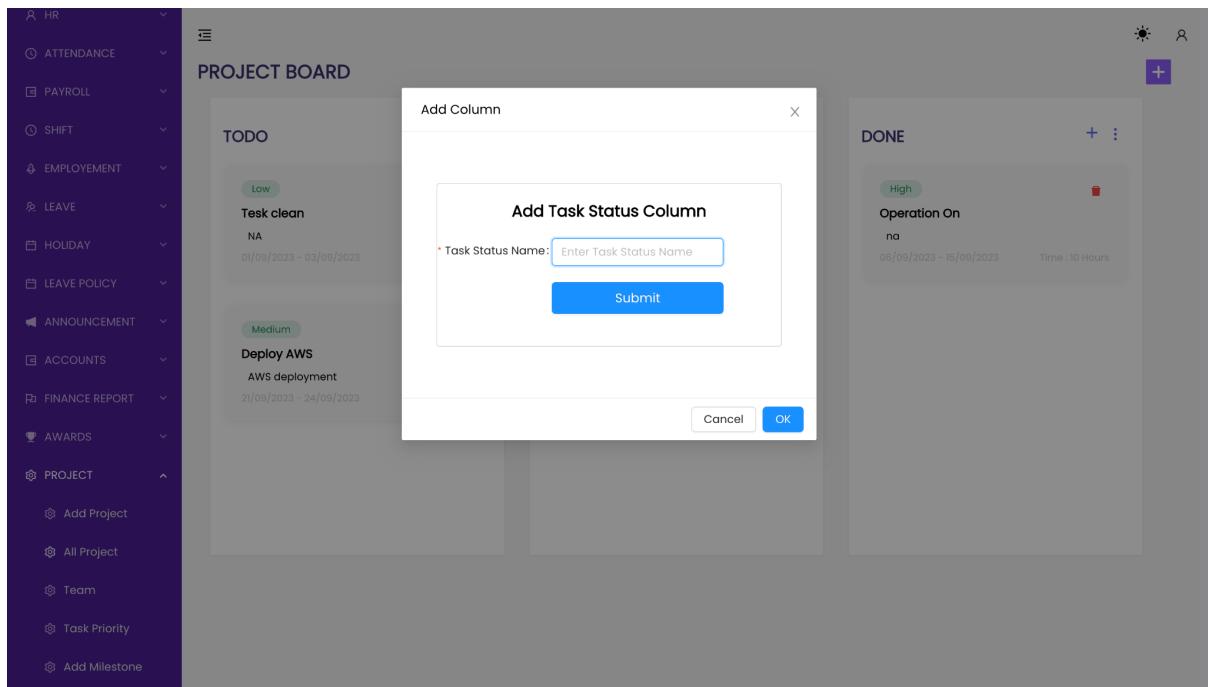
**Task clean**  
NA  
01/09/2023 – 03/09/2023 Time : 20 Hours

**Medium**

**Deploy AWS**  
AWS deployment  
21/09/2023 – 24/09/2023 Time : 20 Hours

**High**

**Operation On**  
na  
06/09/2023 – 15/09/2023 Time : 10 Hours



### **STEP 03 - Create new employee and view employee data**

From the left sidebar under the **HR** menu, you can create new employee, view employee list, view single employee data and manage the **Role**, **Designation** and **Department** of the employee.

Employee List

ID	Name	Usr Name	Designation	E-Status	Department	Shift	Action
1	OMEGA SOLUTION	admin	N/A	Intern	IT	Morning	

Add New Role

Name:

**Add New Role**

Role List

ID	Name	Created at	Action
1	admin	2023-09-29	
2	staff	2023-09-29	

#### **STEP 04 - Self attendance & Manual attendance**

From the top right corner, the user can check in and check out by clicking the button. If anyone forgets to do self-attendance then the HR person can manage the manual attendance. You can also see the attendance list, work hours, and status by filtering any date range.

EmFlow

- [Dashboard](#)
- [HR](#)
- [ATTENDANCE](#)
  - [Attendance](#)
  - [My Attendance](#)
- [PAYROLL](#)
- [SHIFT](#)
- [EMPLOYMENT](#)
- [LEAVE](#)
- [HOLIDAY](#)
- [LEAVE POLICY](#)
- [ANNOUNCEMENT](#)
- [ACCOUNTS](#)
- [FINANCE REPORT](#)
- [AWARDS](#)
- [PROJECT](#)

### Add Manual Attendance

\* Please fill Date and Time

User:

Start Time:

End Time:

Comment:

IP Address:

### Attendance List

01-09-2023
→
30-09-2023

ID	Name	In Time	Out Time	In Status	Out Status	Total Hour	Punch By
1	omega solution	29-09-2023, 11:46 PM	29-09-2023, 11:49 PM	LATE	EARLY	0.037	omega solution
2	omega solution	07-09-2023, 2:00 AM	08-09-2023, 7:00 AM	NONE	NONE	29	omega solution

EmFlow

- [Dashboard](#)
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  - [Attendance](#)
  - [My Attendance](#)
- [PAYROLL](#)
- [SHIFT](#)
- [EMPLOYMENT](#)
- [LEAVE](#)
- [HOLIDAY](#)
- [LEAVE POLICY](#)
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### Attendance History

ID	Name	InTime	Out Time	In Status	Out Status	Punch By	Total Hour
1	omega solution	29-09-2023, 11:46 PM	29-09-2023, 11:49 PM	LATE	EARLY	omega solution	0.037
2	omega solution	07-09-2023, 2:00 AM	08-09-2023, 7:00 AM	NONE	NONE	omega solution	29
3	omega solution	01-09-2023, 4:00 AM	02-09-2023, 5:00 AM	NONE	NONE	omega solution	25
4	omega solution	19-09-2023, 5:00 AM	19-09-2023, 9:00 PM	NONE	NONE	omega solution	16
5	omega solution	29-09-2023, 11:49 PM	29-09-2023, 11:49 PM	LATE	EARLY	omega solution	0.002
6	omega solution	29-09-2023, 5:00 AM	29-09-2023, 1:00 PM	NONE	NONE	omega solution	8
7	omega solution	20-09-2023, 12:00 AM	20-09-2023, 11:00 PM	NONE	NONE	omega solution	23

## STEP 05 - Payroll & Payslip

You can generate month-wise payroll and by making necessary changes you can then generate the payslip. All the details regarding workdays, workhour, holidays, salary, bonuses, and deduction-related data will be available on the payslip. All the calculations will be generated automatically.

## STEP 06 - Shift & Employment status manage

You can create shift defining the time and assign the shift to an employee. Also, you can create Employment status and assign the status to an employee. The shift will be used for calculating employees' daily workhour and then monthly workhour.

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

Status

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

SETTINGS

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Add Employment Status

Name: Parmanet

Color Code: #ffffff

Description: Description

Add Employment Status

Shift List

Download CSV

Column Selected

ID	Name	Color Code	Description	Action
1	Intern	#00FF00	Intern	
2	Permanent	#FF0000	Permanent	
3	Staff	#FFFF00	Staff	

## **STEP 07 - Accounts, Transactions, Financial Statements**

You can also create accounts and make transactions. All your salary payment transaction and other expenses will show up here with account wise balance. Also can see your financial statements etc.

**EmFlow**

- [Dashboard](#)
- [HR](#)
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- [SHIFT](#)
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- [HOLIDAY](#)
- [LEAVE POLICY](#)
- [ANNOUNCEMENT](#)
- [ACCOUNTS](#)
  - [Account](#)
  - [New Transaction](#)
  - [Transaction List](#)
- [FINANCE REPORT](#)
- [AWARDS](#)

**Add Account**

\* Name:

\* Account Type:

**Add New Account**

**Accounts List**

[Download CSV](#)

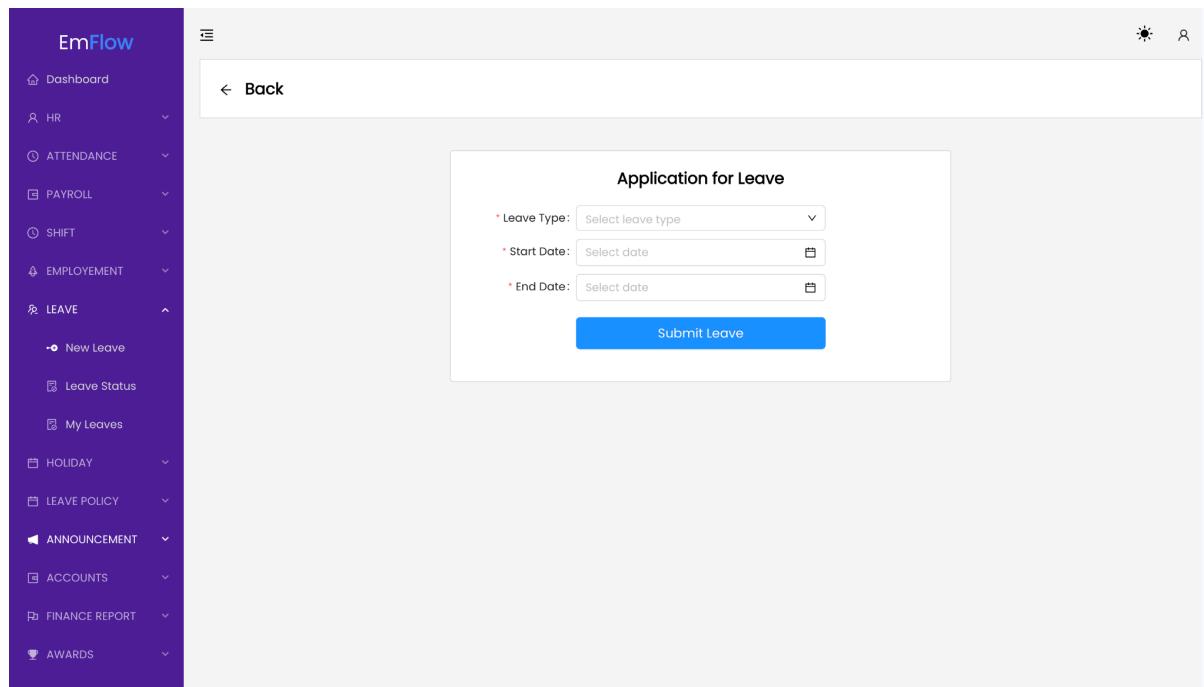
ID	Account	Account Type	Action
1	Cash	Asset	
2	Bank	Asset	
3	Inventory	Asset	
4	Accounts Receivable	Asset	
5	Accounts Payable	Liability	

**Balance Sheet**

ACCOUNT	AMOUNT
<b>Assets</b>	
TOTAL	0
<b>Liabilities</b>	
TOTAL	0
<b>Equity</b>	
TOTAL	0
<b>Total Liability and Equity</b>	0

## **STEP 08 - Self leave application and Leave application management**

Employees can apply for leave application mentioning the date, reason, and leave type (paid/unpaid). Then HR person can review the leave and accept or reject the application.



### **STEP 09 - Leave policy, Weekly Holiday, and Public holiday**

You can create leave policy where you will mention the Paid and Unpaid leave for an employee for **a year**. Also, you will create Weekly holiday which defines the start and end date of the work week for an employee. Then you will assign this Leave policy and Weekly holiday to a user. This will be considered calculating the employee's salary and work hours. You can also create public holidays which will show up in the dashboard.

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

- Weekly Holiday
- Public Holiday

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

**Add Weekly Holiday**

\* Name: Saturday-Friday

\* Start Day: Select Start Day

\* End Day: Select End Day

Add Weekly Holiday

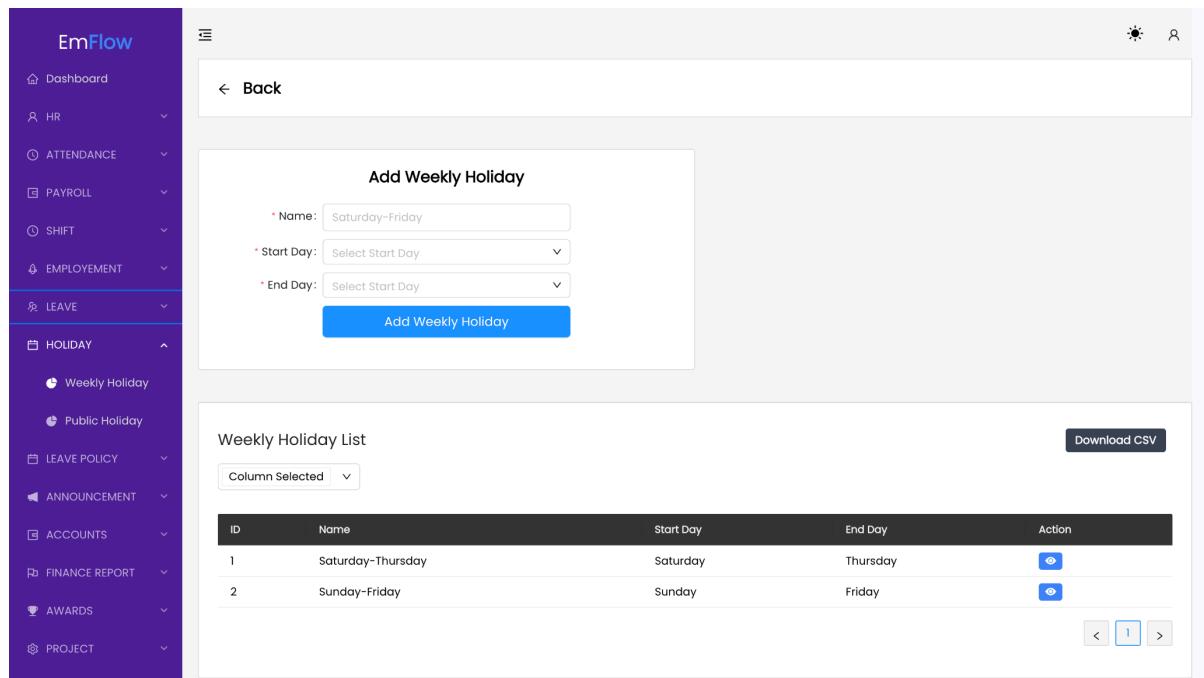
**Weekly Holiday List**

Column Selected

ID	Name	Start Day	End Day	Action
1	Saturday-Thursday	Saturday	Thursday	
2	Sunday-Friday	Sunday	Friday	

Download CSV

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The screenshot shows the EmFlow application interface. The left sidebar contains a navigation menu with various modules like Dashboard, HR, Attendance, Payroll, Shift, Employment, Leave, and Holiday. Under the Holiday section, 'Weekly Holiday' and 'Public Holiday' are listed. The main content area shows a 'Weekly Holiday List' table with two entries: 'Saturday-Thursday' (Start Day: Saturday, End Day: Thursday) and 'Sunday-Friday' (Start Day: Sunday, End Day: Friday). Below the table is a 'Download CSV' button. Above the table is a form for adding a new weekly holiday, with fields for Name (Saturday-Friday), Start Day (Select Start Day), and End Day (Select End Day), and a 'Add Weekly Holiday' button.

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

- Weekly Holiday
- Public Holiday

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

**Add Public Holiday**

\* Name: New Year

\* Date: Select Date

Add Public Holiday

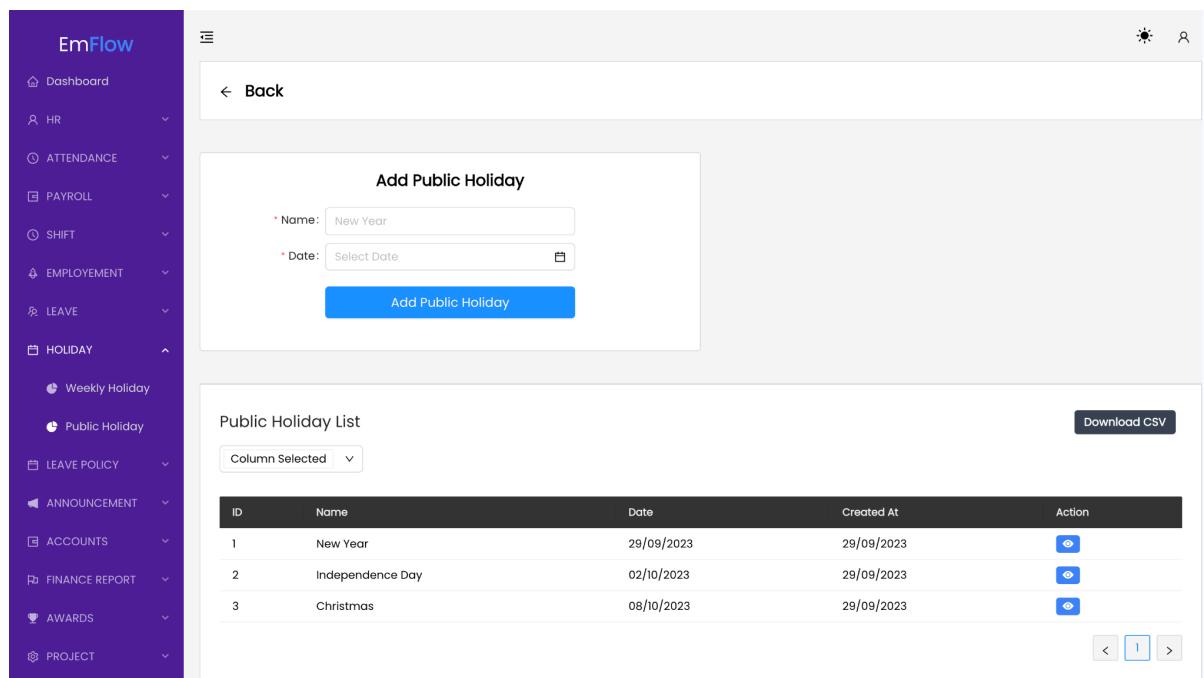
**Public Holiday List**

Column Selected

ID	Name	Date	Created At	Action
1	New Year	29/09/2023	29/09/2023	
2	Independence Day	02/10/2023	29/09/2023	
3	Christmas	08/10/2023	29/09/2023	

Download CSV

< Back



The screenshot shows the EmFlow application interface. The left sidebar contains a navigation menu with various modules like Dashboard, HR, Attendance, Payroll, Shift, Employment, Leave, and Holiday. Under the Holiday section, 'Weekly Holiday' and 'Public Holiday' are listed. The main content area shows a 'Public Holiday List' table with three entries: 'New Year' (Date: 29/09/2023), 'Independence Day' (Date: 02/10/2023), and 'Christmas' (Date: 08/10/2023). Below the table is a 'Download CSV' button. Above the table is a form for adding a new public holiday, with fields for Name (New Year) and Date (Select Date), and a 'Add Public Holiday' button.

The screenshot shows the EmFlow software interface. The left sidebar contains a navigation menu with the following items: Dashboard, HR, ATTENDANCE, PAYROLL, SHIFT, EMPLOYMENT, LEAVE, HOLIDAY, LEAVE POLICY (selected), ANNOUNCEMENT, ACCOUNTS, FINANCE REPORT, AWARDS, PROJECT, and SETTINGS. The main content area has a header with a back button and search/filter icons. The first section, 'Add Leave Policy', contains fields for Name (Policy 10-12), Paid Leave (20), and Unpaid Leave (10), with a 'Add New Policy' button. The second section, 'Leave Policy List', shows a table with three rows of data: Policy 8-12 (Total Paid Leave: 8, Total Unpaid Leave: 12), Policy 12-15 (Total Paid Leave: 12, Total Unpaid Leave: 15), and Policy 15-15 (Total Paid Leave: 15, Total Unpaid Leave: 15). A 'Download CSV' button is located in the top right of the list table.

## **STEP 10 - Announcements and Awards management**

You can create announcements for the employee which will show up in the dashboard. Also, you can create awards and assign awards to employees.

The screenshot shows the EmFlow software interface. The left sidebar contains a navigation menu with the following items: Dashboard, HR, ATTENDANCE, PAYROLL, SHIFT, EMPLOYMENT, LEAVE, HOLIDAY, LEAVE POLICY, ANNOUNCEMENT (selected), ACCOUNTS, FINANCE REPORT, AWARDS (selected), New Award (highlighted), and Award. The main content area has a header with a back button and search/filter icons. The section, 'Add Award', contains fields for Name (Employee Of The Month) and Description (Employee Who Performed Well), with a 'Add New Award' button.

The screenshot displays the EmFlow application interface. On the left, a dark purple sidebar menu lists various modules: Dashboard, HR, ATTENDANCE, PAYROLL, SHIFT, EMPLOYMENT, LEAVE, HOLIDAY, LEAVE POLICY, ANNOUNCEMENT (selected), ACCOUNTS, FINANCE REPORT, AWARDS, PROJECT, and SETTINGS. The ANNOUNCEMENT module is currently active, showing a sub-menu for 'Announcement'. The main content area has a light gray background. At the top, a header bar includes a back arrow, a title 'Add Announcement', and a search icon. Below this, a form titled 'Add Announcement' contains fields for 'Title' (set to 'Meeting at 00:00') and 'Description' (set to 'Description'). A blue 'Add Announcement' button is at the bottom of the form. Below the form, a section titled 'Announcements' shows a placeholder icon and the text 'No data'.

---

Please email us if you need any help with using the application. We will assist you as soon as possible and in most cases within 1 day. Customer satisfaction is the most important thing that we care about.

**CONTACT INFORMATION:**

Website: [solution.omega.ac](http://solution.omega.ac)

Email: [support@omega.ac](mailto:support@omega.ac)

Customer Support <https://support.omega.ac>