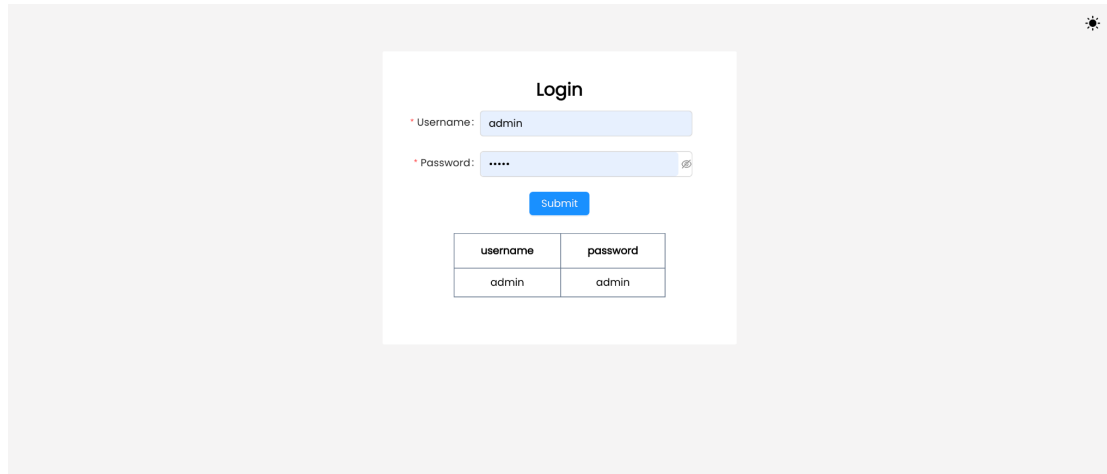


# HRM OS- Quick Start Guide

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

## **STEP 01 - Login**

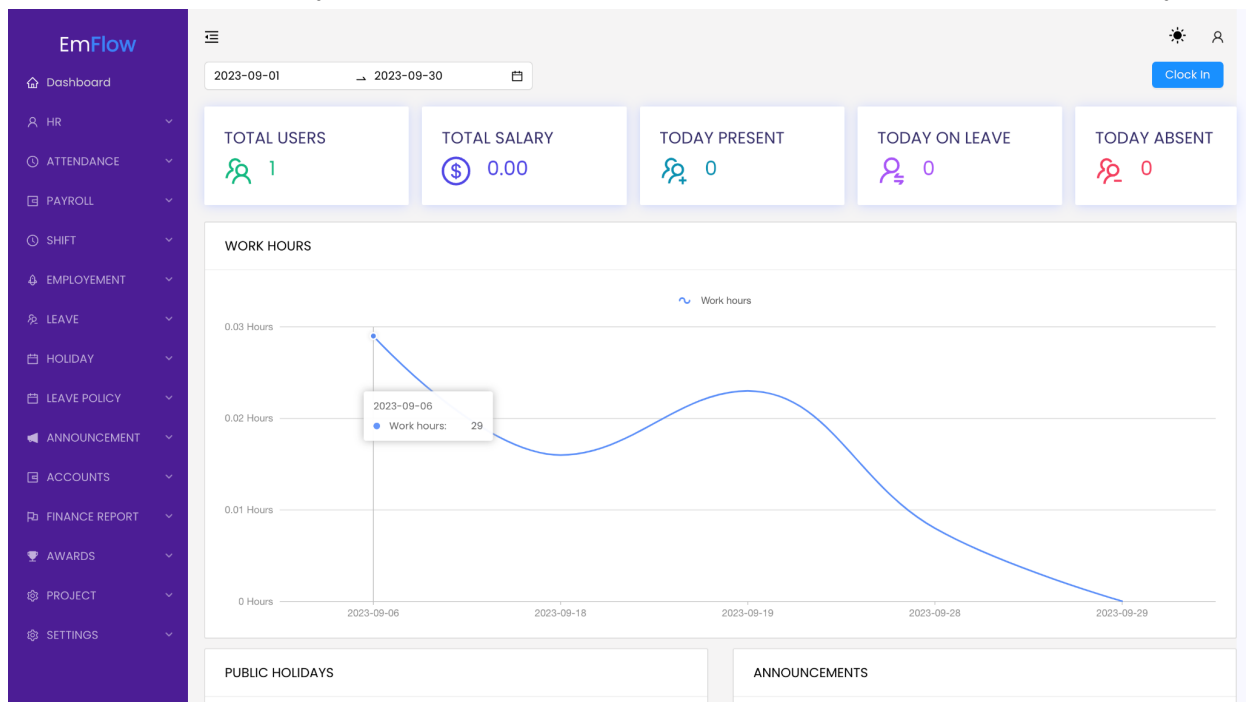
Already an admin and staff account has been created. You can just log in using username: admin, password: admin. After login change your username and password.



username	password
admin	admin

## **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:

Select Project Manager

Project Name:

Enter Project Name

Start Date:

Select date

End Date:

Select date

Project Description:

Enter 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

ALL

PROGRESS

COMPLETE

ONHOLD

DELETED

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

<

1

>

Back

Add TaskPriority

TaskPriority Name:

Enter TaskPriority Name

Submit

Task Priority Column List

ID	Name	Action
1	LOW	<div><div></div><div></div></div>
2	MEDIUM	<div><div></div><div></div></div>
3	HIGH	<div><div></div><div></div></div>

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1

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Back

Add Team To Project

Project Name:

Select Project

Team Name:

Team Name

Team Member/s:

Select Team Member/s

Submit

Team List

ID	Team Name	Action
1	Team OS	<div><div></div><div></div><div></div></div>

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EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

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AWARDS

PROJECT

SETTINGS

Back

Add New Team Member : Team OS

Member: Select Member

Submit

Project : Test projectTeam : Team OSProject Manager : OMEGA SOLUTION

ID	Name	Action
1	omega solution	

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1

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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 Milestone in Project

Project: Test project

Milestone Name: milestone 1

Start Date: 2023-09-01

End Date: 2023-09-09

Milestone Description: na

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

Add Task

Milestone : milestone 1

Priority : Low

Team Select: Team OS

Team Member Select: omega solution x

Task Name: Task clean

Start Date: 2023-09-01

End Date: 2023-09-03

Description: NA

Completion Time: 20

Add Now

Cancel

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

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

IN PROGRESS

High

Operation On

na

06/09/2023 - 16/09/2023

Time : 10 Hours

DONE

- 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

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

IN PROGRESS

DONE

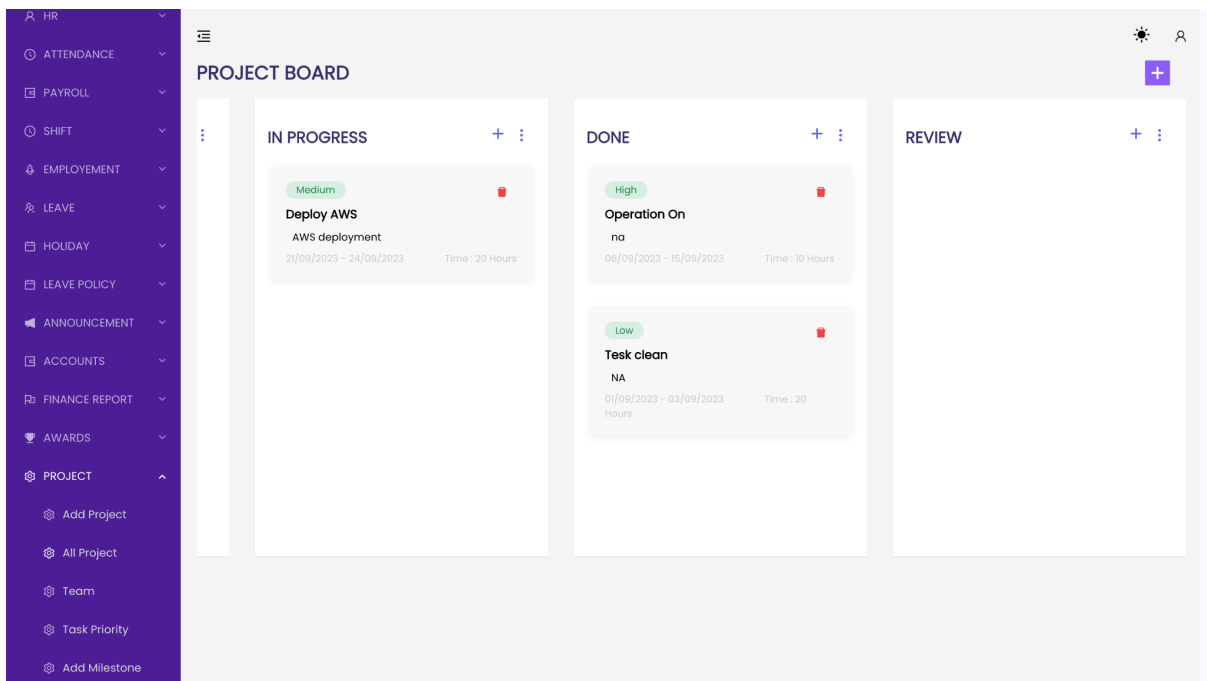
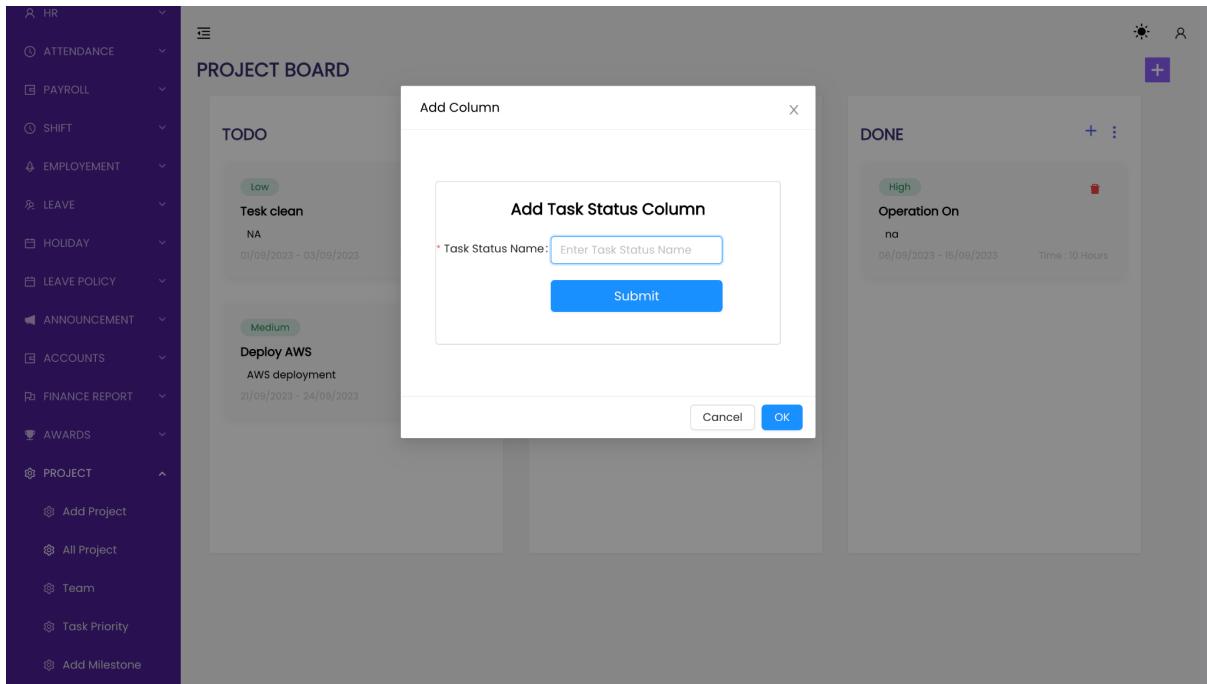
High

Operation On

na

06/09/2023 - 16/09/2023

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.

EmFlow

Dashboard

HR

New Employee

Employee List

Role & Permissions

Designation

Department

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

Employee List

Download CSV

Active

Inactive

Column Selected

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

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EmFlow

Dashboard

HR

New Employee

Employee List

Role & Permissions

Designation

Department

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

< Back

Add New Role

\* Name:

Add New Role

Role List

Download CSV

Column Selected

ID	Name	Created at	Action
1	admin	2023-09-29	<div></div>
2	staff	2023-09-29	<div></div>

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## 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:

Select User

Start Time:

Select date

Select time

End Time:

Select date

Select time

Comment:

Comment

IP Address:

127.0.0.1

Add Attendance

Attendance List

01-09-202330-09-2023

SEARCH

Download CSV

Column Selected

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

HR

ATTENDANCE

Attendance

My Attendance

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

☰

☀

👤

< Back

Attendance History

Download CSV

Column Selected

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

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**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.

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

Calculate Payroll

Payslip List

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

Back

Select Month : 9

Select Year : 2023

Download CSV

Column Selected

ID	Name	Salary	Salary Payable	Bonus	B-Comment	Deduction	D-Comment	Working Hours	Total Payable	
+	1	omega solution	0	0	0	comment	0	comment	76.04 hours	0

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Generate Payslip

## 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

Shift

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

SETTINGS

Back

Add shift

\* Name:

\* Start Time:

Select time

\* End Time:

Select time

Add New Shift

Shift List

Download CSV

Column Selected

ID	Name	Start Time	End Time	Action
1	Morning	02:00 PM	10:00 PM	
2	Evening	10:00 PM	06:00 AM	
3	Night	06:00 AM	02:00 PM	

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EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

Status

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

SETTINGS

Back

Add Employment Status

Name:

Color Code:

Description:

Add Employment Status

Shift List

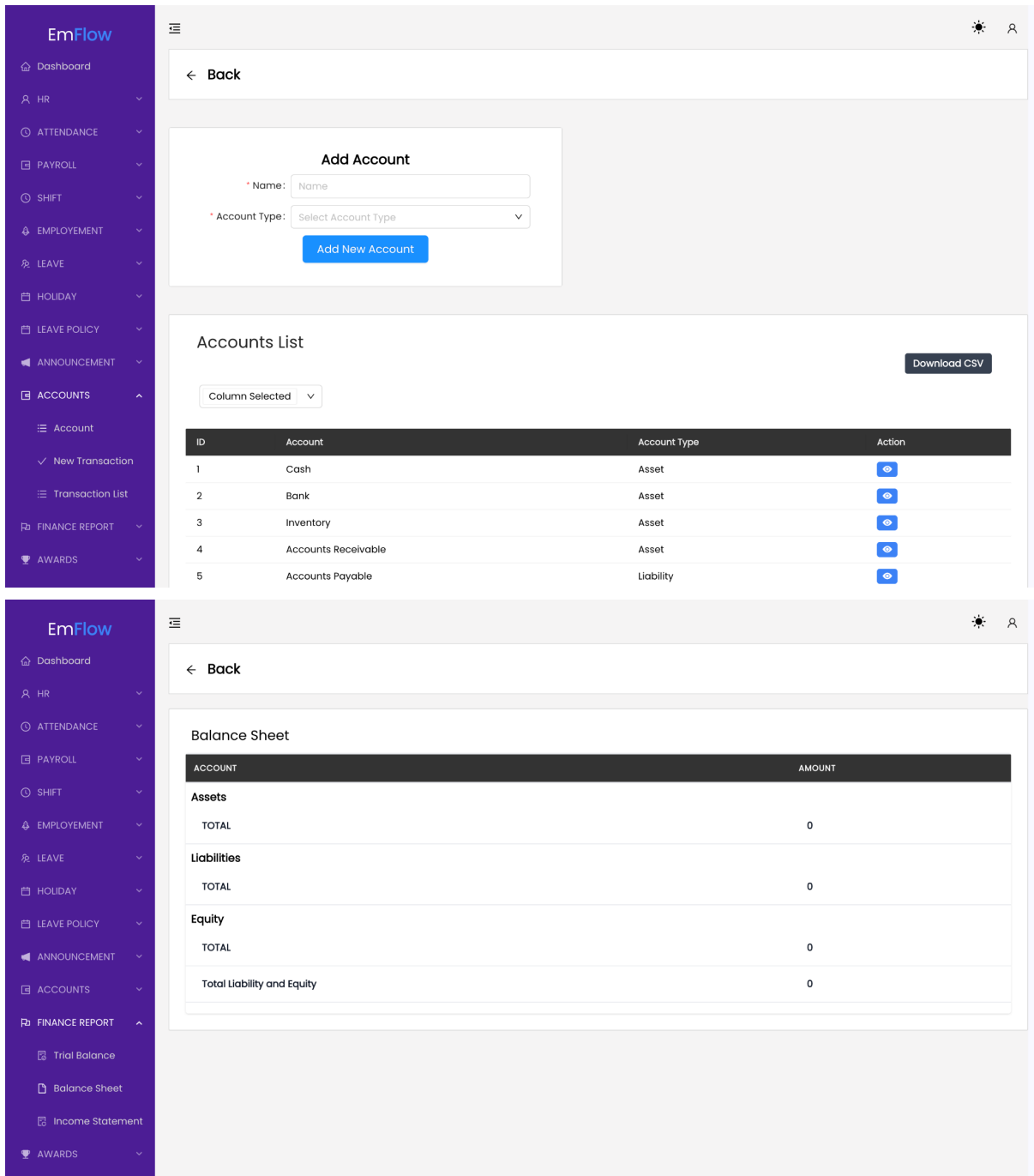
Download CSV

Column Selected

ID	Name	Color Code	Description	Action
1	Intern	<div><div></div>#00FF00</div>	Intern	<div></div>
2	Permenent	<div><div></div>#FF0000</div>	Permenent	<div></div>
3	Staff	<div><div></div>#FFFF00</div>	Staff	<div></div>
4	...	<div><div></div>...</div>	...	<div></div>

## 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.



## **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.

The screenshot displays the EmFlow HR system interface. On the left is a purple sidebar with a menu containing: Dashboard, HR, ATTENDANCE, PAYROLL, SHIFT, EMPLOYMENT, LEAVE (expanded), HOLIDAY, LEAVE POLICY, ANNOUNCEMENT, ACCOUNTS, FINANCE REPORT, and AWARDS. The 'LEAVE' section is expanded, showing 'New Leave', 'Leave Status', and 'My Leaves'. The main content area has a header with a 'Back' button and a title bar. Below this is a white box titled 'Application for Leave' containing three required fields: 'Leave Type' (a dropdown menu), 'Start Date' (a date picker), and 'End Date' (a date picker). A blue 'Submit Leave' button is positioned at the bottom of the form.

### **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

HOUDAY

Weekly Holiday

Public Holiday

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

Back

Add Weekly Holiday

Name: Saturday-Friday

Start Day: Select Start Day

End Day: Select Start Day

Add Weekly Holiday

Weekly Holiday List

Download CSV

Column Selected

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

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EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOUDAY

Weekly Holiday

Public Holiday

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

Back

Add Public Holiday

Name: New Year

Date: Select Date

Add Public Holiday

Public Holiday List

Download CSV

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	

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EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

Leave Policy

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

PROJECT

SETTINGS

Back

Add Leave Policy

Name: Policy 10-12

Paid Leave: 20

Unpaid Leave: 10

Add New Policy

Leave Policy List

Download CSV

Column Selected

ID	Name	Total Paid Leave	Total Unpaid Leave	Action
1	Policy 8-12	8	12	
2	Policy 12-15	12	15	
3	Policy 15-15	15	15	

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## 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.

EmFlow

Dashboard

HR

ATTENDANCE

PAYROLL

SHIFT

EMPLOYMENT

LEAVE

HOLIDAY

LEAVE POLICY

ANNOUNCEMENT

ACCOUNTS

FINANCE REPORT

AWARDS

New Award

Award

PROJECT

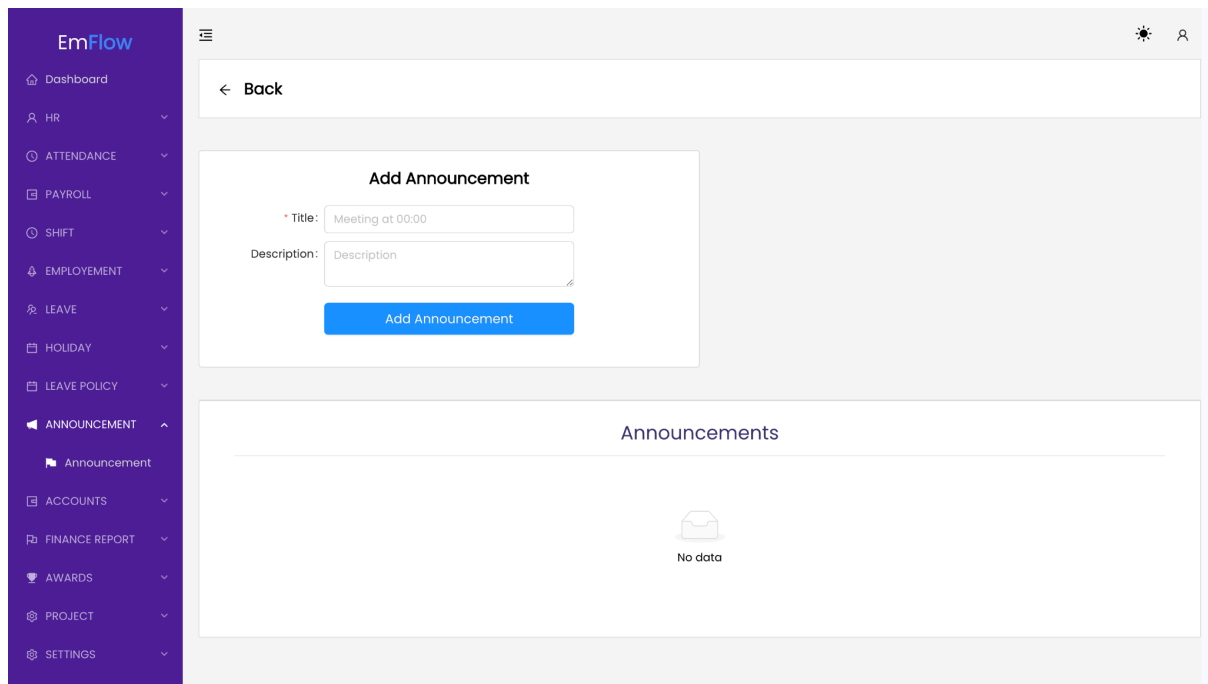
Back

Add Award

Name: Employee Of The Month

Description: Employee Who Performed Well

Add New Award



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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>