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HRMS

User Manual

Table of Contents

Table of Contents.....	1
1. Introduction	3
1.1. SystemOverview	3
1.2. Scope of the User Manual.....	3
1.3. Abbreviations	3
1.4. Contact Us	3
2. How to Use HRMS.....	4
2.1 System Requirements	4
2.1.1 Hardware Requirements.....	4
2.1.2 Software Requirements	4
2.1.3 Environment Requirements.....	4
2.2 Set up and How to Use.....	4
2.2.1 Authorization Mechanism.....	4
2.2.2 Managing Personal Data	6
2.2.2.1 Managing Self Personal Data	6
2.2.2.1.1 Managing General Information	6
2.2.2.1.2 Managing Education Information	7
2.2.2.1.3 Managing Work Experience Information.....	7
2.2.2.1.4 Managing Languages.....	7
2.2.2.1.5 Managing Technical Knowledge Information	7
2.2.2.1.6 Managing Trainings.....	7
2.2.2.1.7 Managing Expenses Information	8
2.2.2.1.8 Managing Attachments.....	8
2.2.2.1.9 Managing Information of the people to reach in Emergency	8
2.2.2.2 Managing Others Personal Data	8
2.2.2.2.1 Managing General Information	8
2.2.2.2.2 Managing Education Information	8
2.2.2.2.3 Managing Work Experience Information.....	9
2.2.2.2.4 Managing Languages.....	9
2.2.2.2.5 Managing Projects	9
2.2.2.2.6 Managing Certificates	9



2.2.2.2.7 Managing Technical Knowledge Information	9
2.2.2.2.8 Managing Trainings.....	9
2.2.2.2.9 Managing Expenses Information	10
2.2.2.2.10 Managing Attachments.....	10
2.2.2.2.11 Managing Information of the people to reach in Emergency	10
2.2.3. Performance Evaluation Mechanism.....	10
2.2.3.1 View the Performance Report of the desired person.....	12
2.2.3.2 Add new report.....	12
2.2.3.3 Add new responsibility to the person.....	12
2.2.3.4 Add new competence	12
2.2.3.5 Editing the project, which is scope of a specific report	12
2.2.3.6 Add new aim	12
2.2.3.7 Scale the specified aims	12
2.2.3.8 Editing the due date of an aim.....	12
2.2.3.9 Pointing out the evaluation of the person to whom the specific report belongs to.....	12
2.2.3.10 Pointing out the personal view about the person to whom the report belongs to	13
2.2.3.11 Editing the criteria of the Employee Evaluation Form.....	13
2.2.3.12 Editing the criteria of the Manager Evaluation Form	13
2.3.4 Authentication Mechanism.....	13
2.3.4.1 Add new role type to the system.....	13
2.3.4.2 Add new user to the system	13
2.3.4.3 View user information	13
2.3.4.4 Edit user information	13
2.3.4.5 List all users.....	14
2.3.4.6 Change the capabilities of the specific role type	14
2.3.4.7 Assign a role type to the user	14
2.4. Troubleshooting	14

1. Introduction

1.1. SystemOverview

This document is designed to serve users to understand the concept of HRMS and help them to use this product easily and effectively. HRMS a system is to ease to manage the data of employees, to follow and evaluate their performance and control the large number of workers in a company, to enable the company to achieve the goal of management of the employees in a more efficient and neat way.

1.2. Scope of the User Manual

User Manual of the HRMS describes the requirements in order to be capable of using the product. This document covers the software and hardware parts of our system and explains how to correlate them. Meanwhile it also shed lights on system requirements, installation procedure and setting up the system. In the last pages the issues of the troubleshooting are included as well.

1.3. Abbreviations

HRMS: Human Resource Management System

HR : Human Resources

Siemens EC : Siemens Enterprise Communication

1.4. Contact Us

For detailed information, please don't hesitate to send us e-mail:

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Also, for more information, please our website:

<http://senior.ceng.metu.edu.tr/2012/innovasoft/>

2. How to Use HRMS

2.1 System Requirements

2.1.1 Hardware Requirements

Since HRMS is a web-based product it doesn't require any hardware.

2.1.2 Software Requirements

Since HRMS is a web-based product usage of the HRMS software only requires a modern web browser and an active internet connection.

2.1.3 Environment Requirements

Any device that is capable of running a modern web browser and internet connection is required to use the HRMS system.

2.2 Set up and How to Use

2.2.1 Authorization Mechanism

In order to use the system, a user should have a valid user name (generated by the system when registering the user to the system), and related valid password. The figure below is the snapshot of the login page.

HRMS - Giriş

Kullanıcı Adı:

Şifre:

figure 1 ; login page

2.2.2 Managing Personal Data

MENO

MENO

Özlük Bilgileri

Performans Değerlendirme

Çalışanlar

Raporlama

Çıkış

Özlük bilgileri

Sicil no: _____ İş telefonu: _____ Mezuniyet Tarihi: _____

Adi: _____ Cep telefonu: _____ Kontrat Tipi: _____

Soyadı: _____ Ev telefonu: _____ Siemens EC ise başlama tarihi: _____

Cinsiyet: _____ Görev: _____ Siemens A.S ise başlama tarihi: _____

Uyruğu: _____ Bölüm: _____ Askerlik Durumu: _____

Kan grubu: _____ Yönetici: _____ Askerlik Tecil/Terhis Tarihi: _____

Doğum Tarihi: _____ Yönetici adı: _____ Yer: _____

Madeni Hali: _____ Unvanı: _____ Ofis yeri: _____

Surucu Belgesi: _____ TC kimlik No: _____ Arbis Kaydı:

E-posta: _____ SSK Numrası: _____ Fotoğraf: _____ Resim Yükle

Kaydet

Eğitim Bilgileri

Eğitim Seviyesi: _____ Tez: _____ Mezuniyet Tarihi: _____

Kurum Adı: _____ Eğitime Devam Ediyor: eğitimOnay:

Eğitim Bölüm: _____ Giriş Tarihi: _____ eğitimNotlar: _____

Yeni **Kaydet**

İs Tecrübeleri

Diller

Projeler

Sertifikalar

Teknik Bilgiler

Eğitimler

Masraf Yeri

Ekler

figure 2 Özlük Bilgileri

2.2.2.1 Managing Self Personal Data

2.2.2.1.1 Managing General Information

An Employee will be able to edit his/her general information data from the “Kişisel Bilgilerim” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.



2.2.2.1.2 Managing Education Information

An Employee will be able to edit his/her education information data from the “Eđitim Bilgileri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.3 Managing Work Experience Information

An Employee will be able to edit his/her work experience information data from the “İř Tecrübeleri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.4 Managing Languages

An Employee will be able to edit his/her languages information data from the “Diller” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.5 Managing Technical Knowledge Information

An Employee will be able to edit his/her technical knowledge information data from the “Teknik Bilgiler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.6 Managing Trainings

An Employee will be able to edit his/her trainings information data from the “Eđitimler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.7 Managing Expenses Information

An Employee will be able to edit his/her expenses information data from the “Masraf Yeri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.8 Managing Attachments

An Employee will be able to edit his/her attachments information data from the “Ekler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.1.9 Managing Information of the people to reach in Emergency

An Employee will be able to edit his/her information of the people to reach in Emergency data from the “Acil Durumda Ulaşılabacak Kişi” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2 Managing Others Personal Data

2.2.2.2.1 Managing General Information

An HR will be able to edit an employee's/a manager's general information data from the “Kişisel Bilgilerim” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.2 Managing Education Information

An HR will be able to edit an employee's/a manager's education information data from the “Eğitim Bilgileri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.3 Managing Work Experience Information

An HR will be able to edit an employee's/a manager's work experience information data from the “İş Tecrübeleri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.4 Managing Languages

An HR will be able to edit an employee's/a manager's languages information data from the “Diller” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.5 Managing Projects

An HR will be able to edit an employee's/a manager's Project's information data from the “Projeler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.6 Managing Certificates

An HR will be able to edit an employee's/a manager's Project's information data from the “Sertifikalar” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.7 Managing Technical Knowledge Information

An HR will be able to edit an employee's/a manager's Project's information data from the “Teknik Bilgileri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.8 Managing Trainings

An HR will be able to edit an employee's/a manager's Project's information

data from the “Eğitimler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.9 Managing Expenses Information

An HR will be able to edit an employee's/a manager's Project's information data from the “Masrafi Yeri” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.10 Managing Attachments

An HR will be able to edit an employee's/a manager's Project's information data from the “Ekler” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.2.2.11 Managing Information of the people to reach in Emergency

An HR will be able to edit an employee's/a manager's Project's information data from the “Acil Durumda Ulaşılabacak Kişi” sub-tab. He/She will be able to edit those columns which are editable to him/her. After editing the data he/she should click the available "Kaydet" button to store the new information to the database.

2.2.3. Performance Evaluation Mechanism

MENÜ

MENÜ

Özlük Bilgileri

Performans Değerlendirme

Çalışanlar

Raporlama

Çıkış

Personel Adı: Yönetici Adı:

Personel Soyadı: Dönem Başlangıç:

Personel Sicil No: Dönem Bitiş:

Proje Adı:

Proje Hedefleri	Termin
İterasyon 2 Bitirilecek	26.03.2012
İterasyon 3 Bitirilecek	10.04.2012

Bireysel Hedefler:

Hedef	Termin	Sonuç(Personel)	Sonuç(Yönetici)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personel Onayı: Yönetici Onayı:

figure 3 Performans Değerlendirme

When clicked on the “Performans Değerlendirme” on the menu, a list will appear on the screen.

If the user of the current session is a manager, this list constitutes of the employees under the responsibility of this manager.

If the user of the current session is an HR, then list contains all the employees.

If the user of the current session is an employee, then the list contains the name of the employee only.

2.2.3.1 View the Performance Report of the desired person

Click on the desired person's name from the list mentioned above. Then you will see the performance report of the person you chose.

2.2.3.2 Add new report

Click on the sub-item of "Sorumluluklar ve Yetkinlikler" under the "Performans Değerlendirme" and click on the "Yeni Rapor Ekle" button on the opening page. Then you will see a window, which lets you add new button.

2.2.3.3 Add new responsibility to the person

Click on the sub-item of "Sorumluluklar Yetkinlikler" under the "Performans Değerlendirme" and click on the "Ekle" button under the "Sorumluluklar" list.

2.2.3.4 Add new competence

Click on the sub-item of "Sorumluluklar Yetkinlikler" under the "Performans Değerlendirme" and click on the "Ekle" button under the "Yetkinlikler" list.

2.2.3.5 Editing the project, which is scope of a specific report

Click on the sub-item of "Hedeflere Ulaşım" under the "Performans Değerlendirme". Then the opening page will let you edit the information about the project, which the report is about.

2.2.3.6 Add new aim

Click on the "Hedeflere Ulaşım" sub-tab under the "Performance Değerlendirme". Then opening page has a list containing the aims. Under this list there is an "Ekle" button. By clicking this button, a modal dialog will be opened. Fill this window, and click save button. Then the add operation is successful.

2.2.3.7 Scale the specified aims

Click on the "Hedeflere Ulaşım" sub-tab under the "Performans Değerlendirme". You can scale the aims listed on the opening window.

2.2.3.8 Editing the due date of an aim

Click on the "Hedeflere Ulaşım" sub-tab under the "Performans Değerlendirme". You can change the due date of the aim/s listed on the opening window.

2.2.3.9 Pointing out the evaluation of the person to whom the specific report belongs

to

Click on the "Performans Değerlendirme ve Geliştirme" sub tab of the "Performans Değerlendirme". You can fill the textbox of "Değerlendirmeler".

2.2.3.10 Pointing out the personal view about the person to whom the report belongs

to

Click on the “Performans Değerlendirme ve Geliştirme” sub tab of the “Performans Değerlendirme”. You can fill the textbox of “Kişisel Görüşler”.

2.2.3.11 Editing the criteria of the Employee Evaluation Form

Click on the “Çalışan Değerlendirme Formu” sub tab of the “Performans Değerlendirme”. You can edit the criteria listed on the opening page.

2.2.3.12 Editing the criteria of the Manager Evaluation Form

Click on the “Yönetici Değerlendirme Formu” sub tab of the “Performans Değerlendirme”. You can edit the criteria listed on the opening page.

2.3.4 Authentication Mechanism

When logged in as an administrator, the menu contains the tabs of “Kullanıcı Bilgileri”, “Kullanıcı Listesi” and “Rol ekleme/değiştirme”. The functions an administrator has the capability of doing are listed below.

2.3.4.1 Add new role type to the system

Click on the “Rol ekleme/değiştirme” sub tab from the menu. Then, on the opening page, you will see the list of the current role types. When you click on the add button, a modal dialog will appear on the screen. Fill this window and click on the save button. Then the add role type to the system operation is done.

2.3.4.2 Add new user to the system

Click on the “Kullanıcı Listesi” sub tab from the menu. Then, on the opening page, you will see the list of the users. When you click on the add button, a modal dialog will appear on the screen. Fill this window and click on the save button. Then the add user to the system operation is done.

2.3.4.3 View user information

Click on the “Kullanıcı Bilgileri” then you will see the user information. With the help of the “ileri” and “geri” buttons, you will see all users’ information sequentially.

2.3.4.4 Edit user information

Click on the “Kullanıcı Bilgileri” then you will see the user information. You can edit the specific user/s’ information on this page.

2.3.4.5 List all users

Click on the “Kullanıcı Listesi” sub tab from the menu. Then, on the opening page, you will see the list of the users.

2.3.4.6 Change the capabilities of the specific role type

Click on the “Rol ekleme/deđiřtirme” sub tab from the menu. Then, on the opening page, you will see the list of the current role types. By clicking on the “Deđiřtir” button, which is on the left of each role type, you can edit the information/capabilities of the selected role type.

2.3.4.7 Assign a role type to the user

This operation can be done on the page of “Kullanıcı Bilgileri”. Either selecting the “Kullanıcı Bilgileri” sub tab or clicking on the “Git” button, which is on the left of the each user on the list of “Kullanıcılar”. Coming on the page of the “Kullanıcı Bilgileri”, you can edit the role types field of the user.

2.4. Troubleshooting

In case of any problem send email to e1572254@ceng.metu.edu.tr or to <http://senior.ceng.metu.edu.tr/2012/innovasoft/>