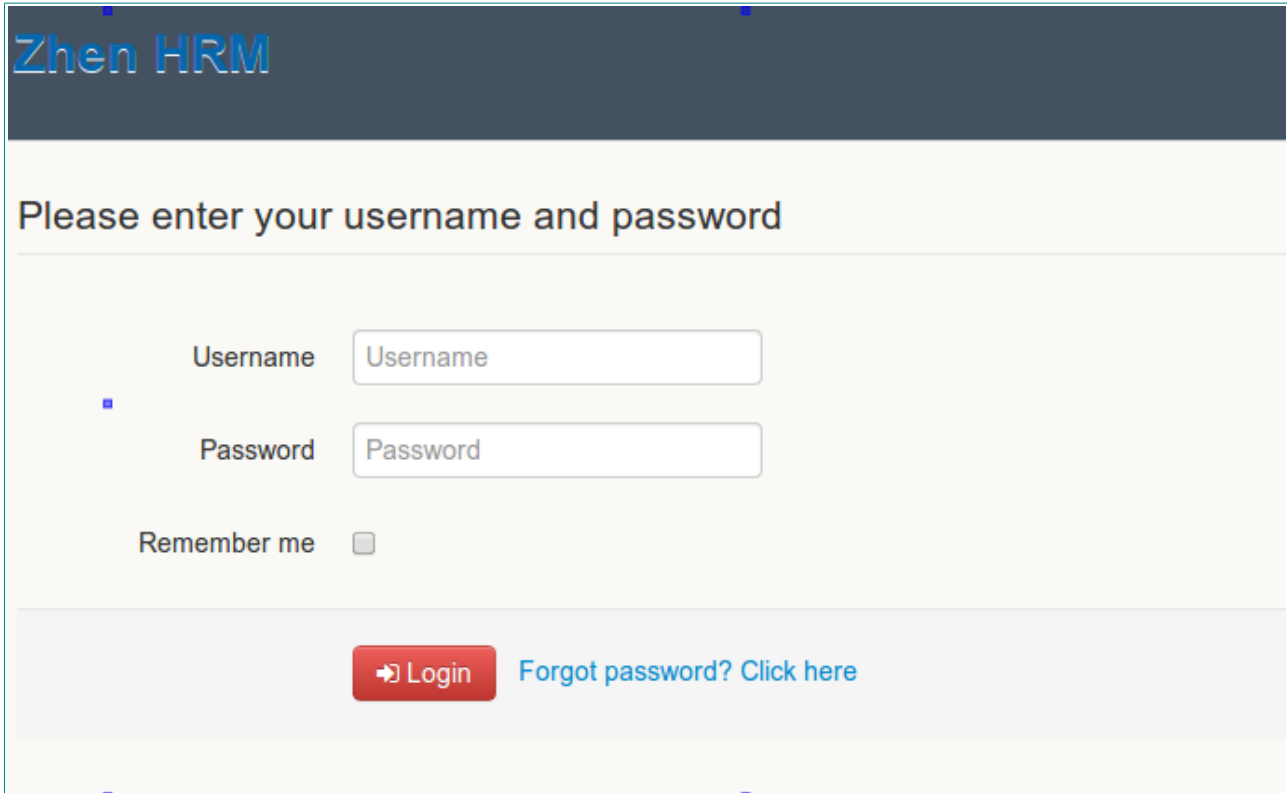


Zhen HRM User Guide

Managing Staff

1. Login with administrator credentials



Zhen HRM

Please enter your username and password

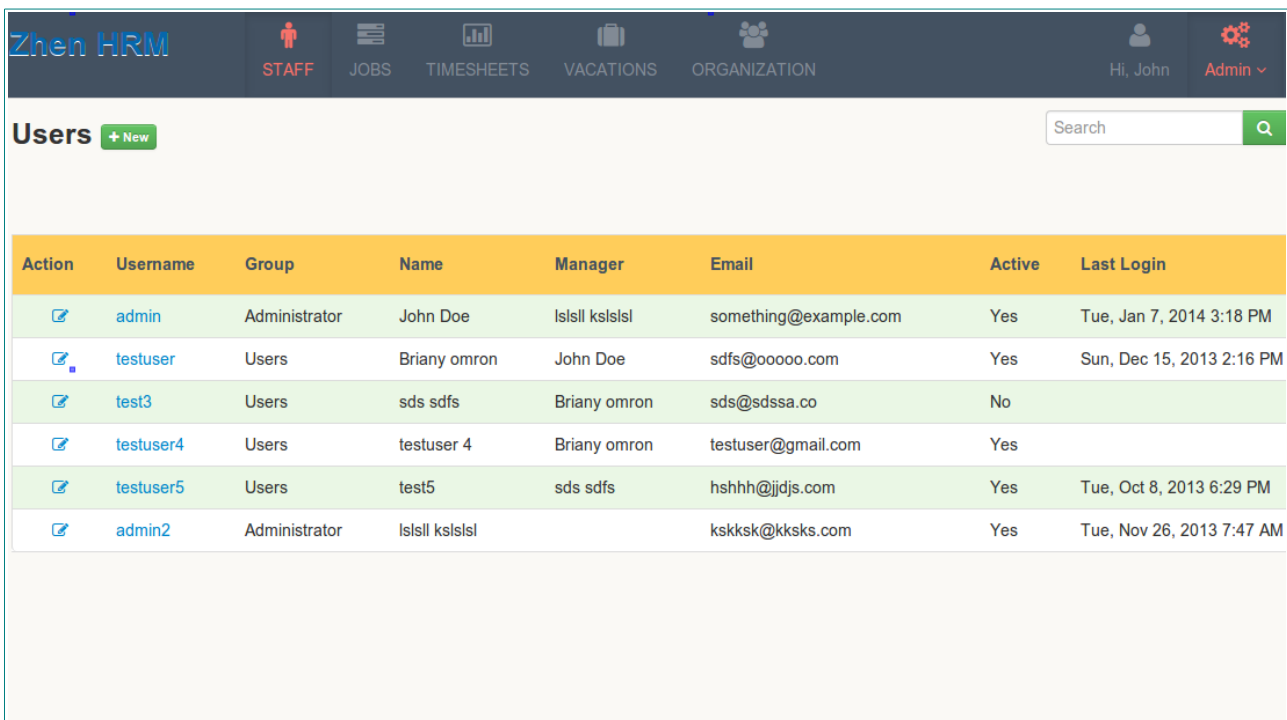
Username

Password

Remember me

[Login](#) [Forgot password? Click here](#)

2. Staff listing page will appear.



Zhen HRM

STAFF JOBS TIMESHEETS VACATIONS ORGANIZATION

Hi, John Admin

Users [+ New](#)

Action	Username	Group	Name	Manager	Email	Active	Last Login
✎	admin	Administrator	John Doe	lslsl kslslsl	something@example.com	Yes	Tue, Jan 7, 2014 3:18 PM
✎	testuser	Users	Briany omron	John Doe	sdfs@ooooo.com	Yes	Sun, Dec 15, 2013 2:16 PM
✎	test3	Users	sds sdfs	Briany omron	sds@sdssa.co	No	
✎	testuser4	Users	testuser 4	Briany omron	testuser@gmail.com	Yes	
✎	testuser5	Users	test5	sds sdfs	hshhh@jjds.com	Yes	Tue, Oct 8, 2013 6:29 PM
✎	admin2	Administrator	lslsl kslslsl		kskksk@kksks.com	Yes	Tue, Nov 26, 2013 7:47 AM

Adding New Staff

- click on **New** button

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following menu items: STAFF, JOBS, TIMESHEETS, VACATIONS, and ORGANIZATION. The 'STAFF' menu item is highlighted in red. Below the navigation bar, the main content area has a light beige background and is titled 'Add New User' in bold black text. The form consists of several input fields and checkboxes:

- Username:
- Password:
- Password (again):
- Group: (dropdown menu)
- Manager: (dropdown menu)
- First Name:
- Last Name:
- Phone:
- Email:
- Active:
- Notify User:
- Job** section:
 - Job Name:
 - Hourly Salary:
 - Weekly Hours:
 - Start Date:
 - End Date:

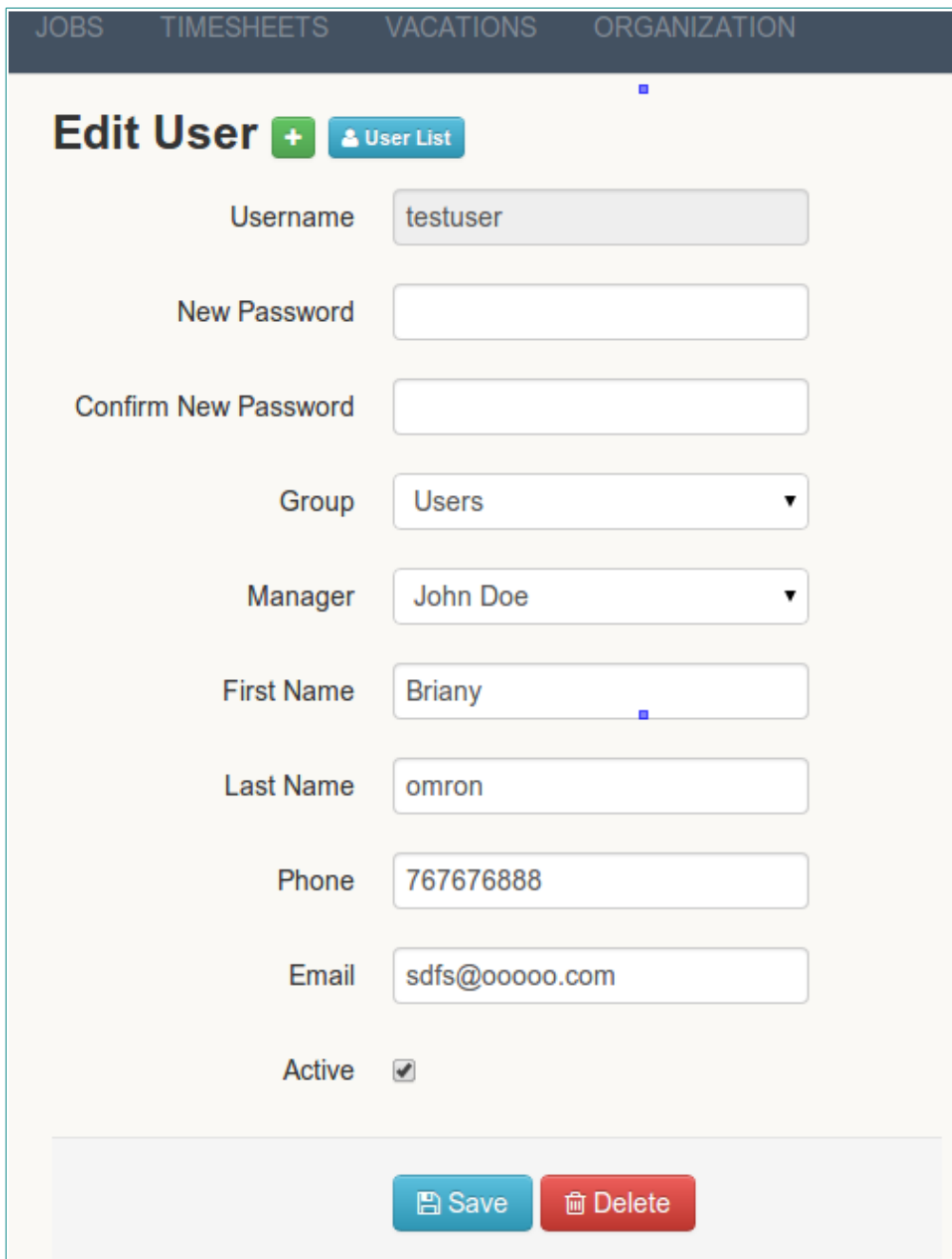
At the bottom of the form, there is a blue button with a white document icon and the text 'Add'.

- Fill up the form. Username should be unique.
- Select user group. Administrator group has full rights and can manage HRM application whereas User group has limited permission.

6. Assign the manager for the new Employee
7. Enter valid email address. This email is used to reset password by the users, in case they have forgotten.
8. Job for the new employee can be created during creation by providing the job details.
9. Click on **Add** button. A success message will appear.
10. Optionally you can add Job during adding Staff by filling up the Job related fields.

Editing Staff details

1. Click on **Staff** from top menu



The screenshot shows a web application interface for editing a user. At the top, there are navigation tabs: JOBS, TIMESHEETS, VACATIONS, and ORGANIZATION. Below the tabs, the main heading is 'Edit User' with a green plus icon and a 'User List' button. The form contains the following fields:

- Username: testuser
- New Password: (empty)
- Confirm New Password: (empty)
- Group: Users (dropdown)
- Manager: John Doe (dropdown)
- First Name: Briany
- Last Name: omron
- Phone: 767676888
- Email: sdfs@ooooo.com
- Active:

At the bottom of the form, there are two buttons: 'Save' (blue) and 'Delete' (red).

2. List of Staff/user will appear. Now click on **Edit** icon on **Action** column.

3. Edit the details, provide new password if you want to change else leave it blank

Manage Settings

Zhen HRM

STAFF JOBS TIMESHEETS VACATIONS

Edit Options

Title	<input type="text" value="Zhen HRM"/>
Logo	<input type="button" value="Choose File"/> No file chosen
Copyright Text	<input type="text" value="Copyright"/>
Show copyright in footer	<input checked="" type="checkbox"/>
Currency	<input type="text" value="\$"/>
Date Format	<input type="text" value="M j, Y"/>
Date Time Format	<input type="text" value="D, M j, Y g:i A"/>
Pagination Rows	<input type="text" value="30"/>
E-mail address	<input type="text" value="admin@zhen-hrm.com"/>
E-mail name	<input type="text" value="Zhen HRM"/>
SMTP Host	<input type="text"/>
SMTP port	<input type="text"/>
SMTP user	<input type="text"/>
SMTP password	<input type="text"/>
Vacation Notifications E-mail	<input type="text" value="admin@zhen-hrm.com"/>

1. Go to Admin > Settings.

2. User can change application-wide settings from here, like currency, footer text, title, Email settings etc.

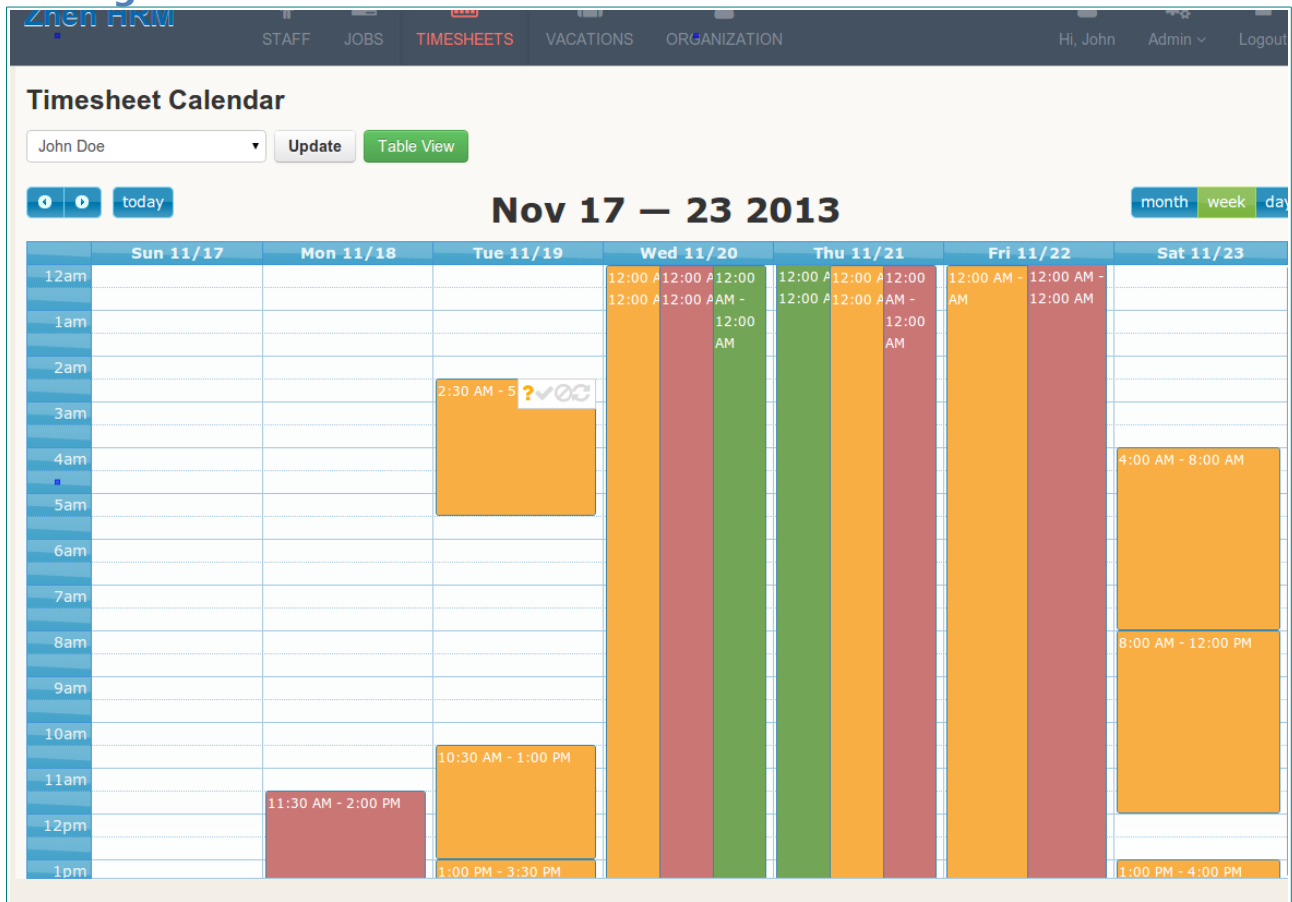
Manage Job

The screenshot shows the 'Manage Job' interface in Zhen HRM. The top navigation bar includes STAFF, JOBS, TIMESHEETS, VACATIONS, and ORGANIZATION. The 'JOBS' section is active, showing a table of jobs with columns for Action, User, Job Name, Hourly Salary, Weekly Hours, Monthly Salary, Start Date, and End Date. Two jobs are listed: 'the test user4 job' and 'jjjjjj'. A search bar and radio buttons for 'Monthly' and 'Yearly' views are also visible.

Action	User	Job Name	Hourly Salary	Weekly Hours	Monthly Salary	Start Date	End Date
	testuser 4	the test user4 job	\$34.00	20	\$2,720.00	Aug 15, 2013	Not set
	sds sdfs	jjjjjj	\$66.00	7	\$1,848.00	Aug 8, 2013	Not set

1. Click on Job icon in top menu
2. List of employees job will be displayed.
3. Click on Add to add new job for the employee
4. Click on edit icon from the list to edit individual job.
5. Job details can be viewed by clicking on job name
6. Switch between Yearly and Monthly salary view using radio button.

Manage Timesheet



1. Click on Timesheet icon from top menu
2. Click Add to add new Timesheets for the Job

The screenshot shows the 'Add New Timesheet' form. The top navigation bar includes 'JOBS', 'TIMESHEETS', 'VACATIONS', and 'ORGANIZATION'. The form has the following fields and controls:

- Start Time:** A text input field.
- End Time:** A text input field.
- User:** A dropdown menu with the placeholder text '--Select User--'.
- Timesheet Status:** A dropdown menu with the selected status 'Submitted' (highlighted in orange) and icons for help (?), confirm (✓), cancel (✗), and refresh (↻).
- Note:** A large text area for entering a note.
- Add:** A blue button with a plus icon and the text 'Add'.

3. Administrator can change the status of the Timesheets
4. One can Add Timesheet for current selected user by selecting time in calendar view.
5. One can also change status of timesheet by hovering and clicking in appropriate icon.

The screenshot shows a calendar interface for the week of Nov 17 - 23, 2011. The days of the week are Sun 11/17, Mon 11/18, Tue 11/19, and Wed 11/20. The time slots are listed on the left from 12am to 5am. A timesheet entry is visible on Tuesday, Nov 19, from 2:30 AM to 5 AM, represented by an orange block. A red arrow points to a status icon (a question mark) on the timesheet entry, with the text "Hover and click icon to change status" next to it. The calendar also shows other timesheet entries for Wednesday, Nov 20, with various colored blocks (orange, red, green).

	Sun 11/17	Mon 11/18	Tue 11/19	Wed 11/20
12am				12:00 AM - 12:00 AM
1am				12:00 AM - 12:00 AM
2am			2:30 AM - 5 AM	12:00 AM - 12:00 AM
3am				12:00 AM - 12:00 AM
4am				12:00 AM - 12:00 AM
5am				12:00 AM - 12:00 AM

1. Timesheet can also be viewed in table format

Timesheets + New

Search Q More

1 2

Action	User	Job	Start/End Time	Hours	Expense	Status	Note
<input checked="" type="checkbox"/>	John Doe	some nema	Mon, Nov 18, 2013 11:30 AM - Mon, Nov 18, 2013 2:00 PM	02:30	\$165.00	Rejected	csada
<input checked="" type="checkbox"/>	John Doe	some nema	Sat, Nov 23, 2013 1:00 PM - Sat, Nov 23, 2013 4:00 PM	03:00	\$198.00	Submitted	new one
<input checked="" type="checkbox"/>	John Doe	some nema	Wed, Nov 20, 2013 12:00 AM - Thu, Nov 21, 2013 12:00 AM	24:00	\$1,584.00	Rejected	sesa
<input checked="" type="checkbox"/>	John Doe	some nema	Sat, Nov 30, 2013 12:00 AM - Sat, Nov 30, 2013 12:00 AM	00:00	\$0.00	Rejected	hghghj
<input checked="" type="checkbox"/>	John Doe	some nema	Fri, Nov 15, 2013 12:00 AM - Fri, Nov 15, 2013 12:00 AM	00:00	\$0.00	Approved	jjj
<input checked="" type="checkbox"/>	John Doe	some nema	Sat, Nov 23, 2013 4:00 AM - Sat, Nov 23, 2013 8:00 AM	04:00	\$264.00	Submitted	asda
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 19, 2013 10:30 AM - Tue, Nov 19, 2013 1:00 PM	02:30	\$165.00	Submitted	sdfds
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 28, 2013 12:00 AM - Fri, Nov 29, 2013 12:00 AM	24:00	\$1,584.00	Submitted	28 29
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 19, 2013 3:30 PM - Tue, Nov 19, 2013 6:00 PM	02:30	\$165.00	Submitted	ddddddd
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 19, 2013 1:00 PM - Tue, Nov 19, 2013 3:30 PM	02:30	\$165.00	Submitted	jkkkhhkj
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 7, 2013 12:00 AM - Fri, Nov 8, 2013 12:00 AM	24:00	\$1,584.00	Submitted	jjj
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 7, 2013 12:00 AM - Sat, Nov 9, 2013 12:00 AM	48:00	\$3,168.00	Submitted	jkkkk
<input checked="" type="checkbox"/>	John Doe	some nema	Fri, Nov 29, 2013 12:00 AM - Fri, Nov 29, 2013 12:00 AM	00:00	\$0.00	Submitted	1day
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 21, 2013 12:00 AM - Fri, Nov 22, 2013 12:00 AM	24:00	\$1,584.00	Submitted	2 day
<input checked="" type="checkbox"/>	John Doe	some nema	Wed, Nov 13, 2013 12:00 AM - Fri, Nov 15, 2013 12:00 AM	48:00	\$3,168.00	Submitted	thea
<input checked="" type="checkbox"/>	John Doe	some nema	Sat, Nov 23, 2013 8:00 AM - Sat, Nov 23, 2013 12:00 PM	04:00	\$264.00	Submitted	werwe
<input checked="" type="checkbox"/>	John Doe	some nema	Wed, Nov 20, 2013 12:00 AM - Thu, Nov 21, 2013 12:00 AM	24:00	\$1,584.00	Submitted	dfgd
<input checked="" type="checkbox"/>	John Doe	some nema	Fri, Nov 22, 2013 12:00 AM - Sat, Nov 23, 2013 12:00 AM	24:00	\$1,584.00	Submitted	dfgdsf;s
<input checked="" type="checkbox"/>	John Doe	some nema	Mon, Nov 25, 2013 12:00 AM - Tue, Nov 26, 2013 12:00 AM	24:00	\$1,584.00	Submitted	timesheet description
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 19, 2013 2:30 AM - Tue, Nov 19, 2013 5:30 AM	03:00	\$198.00	Submitted	jkkkhhkj
<input checked="" type="checkbox"/>	John Doe	some nema	Sun, Nov 24, 2013 12:00 AM - Tue, Nov 26, 2013 12:00 AM	48:00	\$3,168.00	Rejected	3 days
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 26, 2013 12:00 AM - Thu, Nov 28, 2013 12:00 AM	48:00	\$3,168.00	Approved	3 days
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 26, 2013 12:00 AM - Thu, Nov 28, 2013 12:00 AM	48:00	\$3,168.00	Needs revision	some
<input checked="" type="checkbox"/>	John Doe	some nema	Mon, Nov 25, 2013 12:00 AM - Wed, Nov 27, 2013 12:00 AM	48:00	\$3,168.00	Submitted	5-7 hhh
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 28, 2013 12:00 AM - Fri, Nov 29, 2013 12:00 AM	24:00	\$1,584.00	Approved	ggggdg sdf
<input checked="" type="checkbox"/>	John Doe	some nema	Tue, Nov 26, 2013 12:00 AM - Fri, Nov 29, 2013 12:00 AM	72:00	\$4,752.00	Needs revision	sdre
<input checked="" type="checkbox"/>	John Doe	some nema	Thu, Nov 21, 2013 12:00 AM - Sat, Nov 23, 2013 12:00 AM	48:00	\$3,168.00	Rejected	3 day
<input checked="" type="checkbox"/>	John Doe	some nema	Wed, Nov 20, 2013 12:00 AM - Fri, Nov 22, 2013 12:00 AM	48:00	\$3,168.00	Approved	sdrse
<input checked="" type="checkbox"/>	John Doe	test	Sun, Oct 13, 2013 12:00 AM - Sun, Oct 13, 2013 1:00 PM	13:00	\$559.00	Submitted	somehin
<input checked="" type="checkbox"/>	John Doe	test	Sat, Oct 5, 2013 8:00 AM - Sat, Oct 5, 2013 9:00 PM	13:00	\$559.00	Approved	ete

1 2

Manage Vacation

1. Click on Vacation from top menu. Vacation Listing page will come up.

Action	User	Date	Status
	Briany omron	Dec 1, 2013	Approved
	John Doe	Aug 8, 2013	Approved
	John Doe	Aug 12, 2013	Rejected
	John Doe	Nov 23, 2013	Needs revision
	John Doe	Nov 22, 2013	Rejected
	Briany omron	Aug 17, 2013	Submitted
	Briany omron	Aug 21, 2013	Submitted
	Briany omron	Aug 8, 2013	Submitted

2. User can also choose to see Vacation calendar from the top menu

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8 Briany omron John Doe	9 John Doe John Doe	10
11	12 John Doe	13	14	15	16	17 Briany omron John Doe
18	19	20	21 Briany omron	22 Briany omron	23	24
25	26	27	28	29	30	31

3. Click on Add from Vacation listing page or Vacation menu for adding Vacation for the employee.

Add New Vacation

User

Date

4. One can add multiple vacation by providing multiple vacation dates for the employee

Search Filters

Jobs

Filters

Job Name Employee Begin Date Stop Date

Monthly Yearly

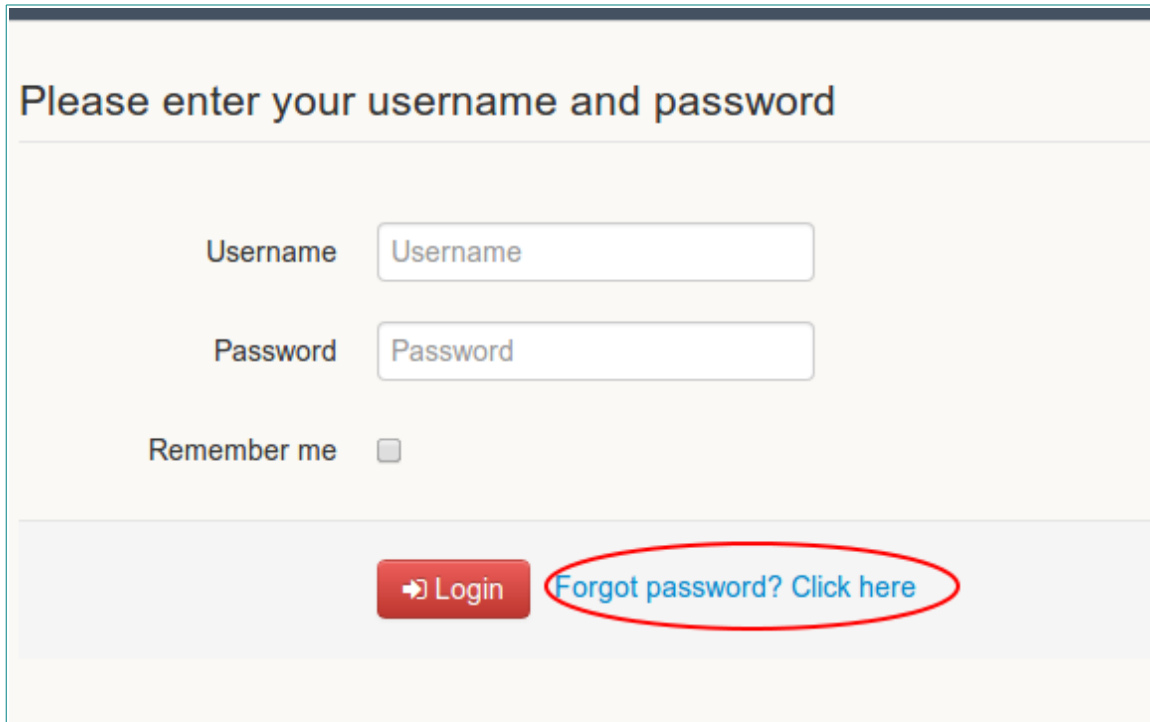
Action	User	Job Name	Hourly Salary	Weekly Hours	Monthly Salary	Start Date	En
<input type="button" value="edit"/>	testuser 4	the test user4 job	\$34.00	20	\$2,720.00	Aug 15, 2013	No

1. Search functionality is common to all listing pages.
2. Click on More button near the search box for more detail filter options.

Other Notes

1. Administrator has full permission for adding/editing/deleting.
2. Managers can edit their own items as well as items of the user who report to them.
3. General user have least privilege and some part of the fields are restricted for them

Reset Password



Please enter your username and password

Username

Password

Remember me

[Login](#) [Forgot password? Click here](#)

1. In case you have forgotten password, click on “[Forgot password? Click here](#)” link, in the login page.
2. You will be redirected to another page, provide your username and click on **Send Reset link** button. You will see a message “*Password reset link has been sent to your email. Please check your mail.*”
3. You will receive a mail with reset link. Click on the link or copy and paste it in browser.
4. If the link is valid then you will see a message which says “*Temporary Password has been sent to your email*”
5. Next, check your mail again, use the temporary password to login and change your password of your choice afterwards.