

Sentrifugo

User Guide

Table of Content

Getting Started	4
How to Set Site Configurations:	4
How to Edit Site Configurations:	5
Need to Delete Site Configurations:	6
To Set Employee Configurations:	7
To Edit an Employee Configuration:.....	8
To Delete an Employee Configuration:	9
Want to Configure Tabs for Employees:	10
Do You Want to Add an Organization:	11
How do I Set Site Preferences:	15
How to Activate and In-activate Modules:	16
Do you want to Add Roles & Privileges:	17
How do I Add an External User:	19
How do I Add an Employee:.....	20
How can I Update My Details:	22
Want to Add Leave Management Options:.....	24
What if I want to Apply a Leave Request:.....	26
How do I Cancel my Leave Request:	28
How to Approve or Reject Leave Requests:.....	29
How do I Raise a Resource Requisition:	30
Where do I Add Screening Type for Background Checks:	32
How do I Add an Agency to Perform Background Checks:	33
Can I Send an Employee for Background Checks:	35
Want to View & Generate Reports:	36
Where can you View Activity log:	39
Where can I View User log:.....	39
Looking to Set Shortcuts:	40
Looking to Set Widgets:	41
Want to Configure Service Request:	43
Want to Edit Service Request:	44
How to Delete Service Request:	45

How do I set Cron Jobs:.....	46
How to Download Import format.....	47
From where do I pick the Import format details	48

Getting Started

How to Set Site Configurations:

- Click on Site Configurations in the top menu
- The left side panel will display the submenus
- Click on the desired submenu
- Click on the Add button on the right side panel
- Enter the required details
- Click Save button to add the details

For further understanding, refer Figure 1, which explains about adding Ethnic Codes

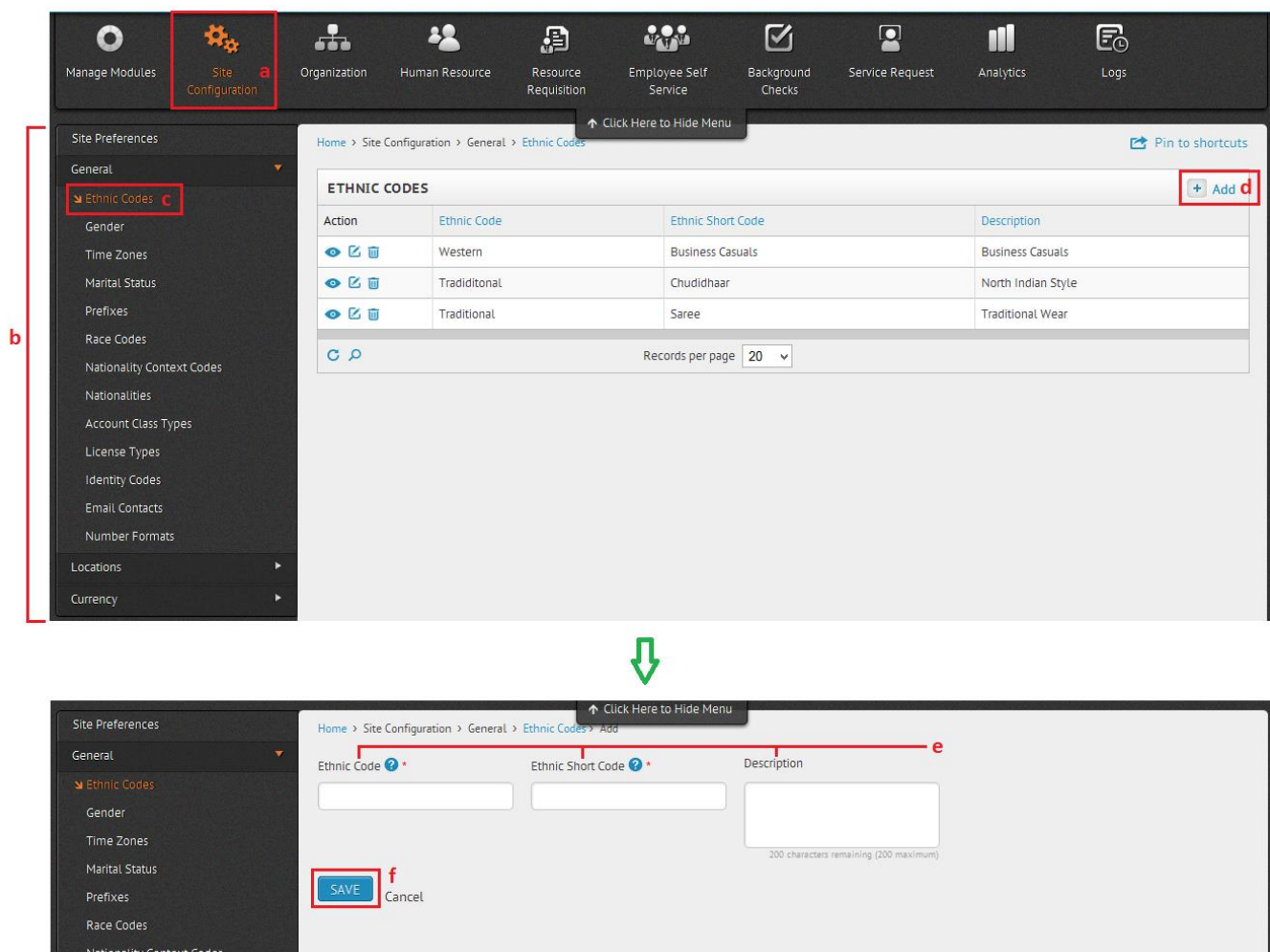
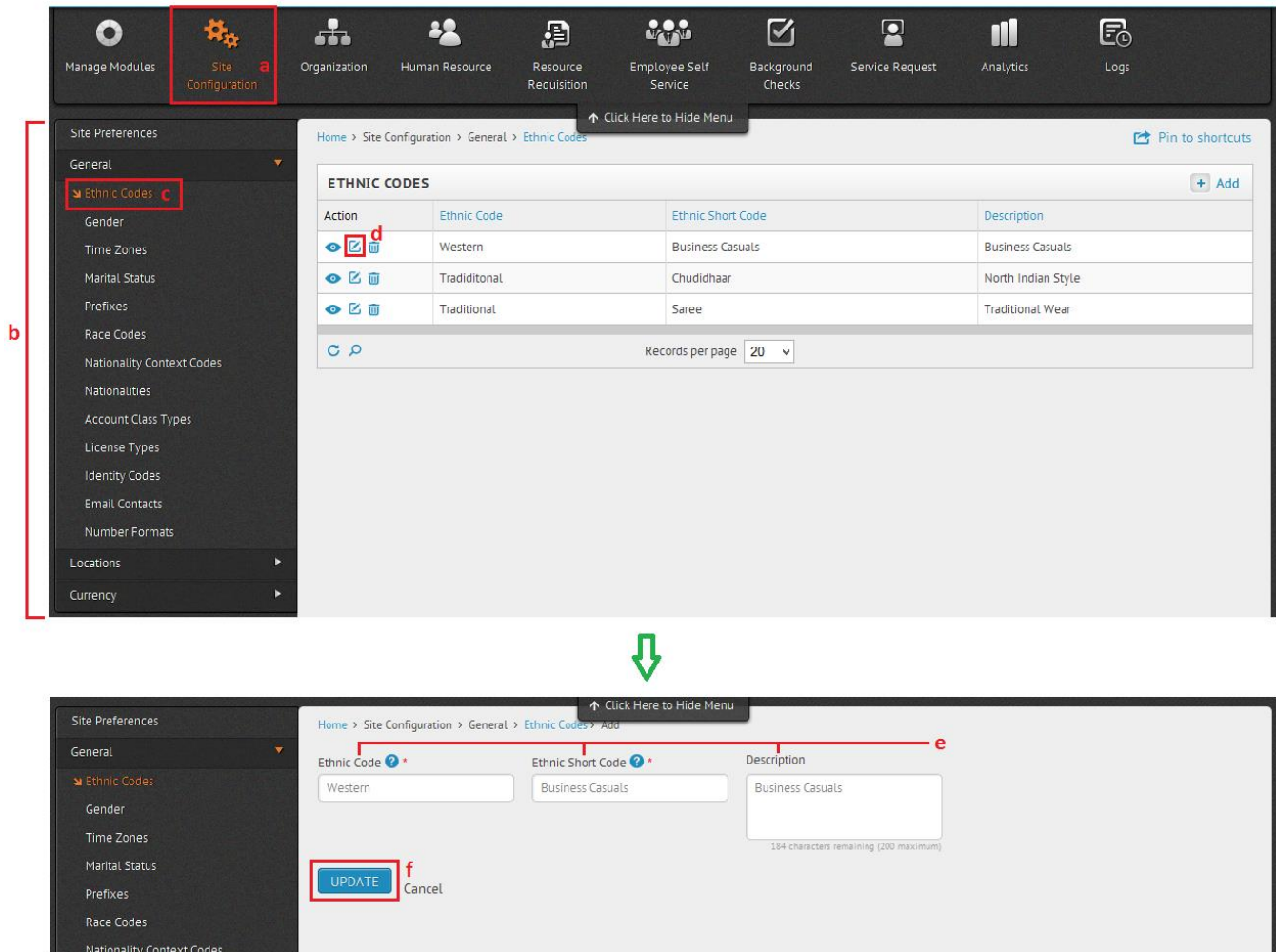


Figure 1

How to Edit Site Configurations:

- Click on Site Configurations in the top menu
- The left side panel will display the submenus
- Click on the desired submenu
- Click on the Edit icon for the record that is to be edited on the right side panel
- Make the required changes to the record
- Click on Update button to save the changes

For further understanding, refer Figure 2, which explains about editing Ethnic Codes



The figure consists of two screenshots of the Sentrifugo application interface, illustrating the steps to edit Ethnic Codes.

Top Screenshot: Shows the 'Site Configuration' menu in the top navigation bar (labeled 'a'). The left sidebar shows the 'Ethnic Codes' submenu (labeled 'c'). The main content area displays a table of 'ETHNIC CODES' with columns: Action, Ethnic Code, Ethnic Short Code, and Description. The table contains three records: Western, Traditional, and Traditional. The 'Edit' icon (labeled 'd') is highlighted for the 'Western' record. A red bracket on the left sidebar indicates the 'Site Preferences' section (labeled 'b').

Bottom Screenshot: Shows the 'Add' form for editing an Ethnic Code. The form has three input fields: 'Ethnic Code' (containing 'Western'), 'Ethnic Short Code' (containing 'Business Casuals'), and 'Description' (containing 'Business Casuals'). The 'UPDATE' button (labeled 'f') is highlighted. A red line connects the 'UPDATE' button to the 'Ethnic Code' field (labeled 'e').

Figure 2

Need to Delete Site Configurations:

- Click on Site Configurations in the top menu
- The left side panel will display the submenus
- Click on the desired submenu
- Click on Delete icon for the record that is to be deleted in the right side panel

For further understanding, refer Figure 3, which explains about deleting Ethnic Codes

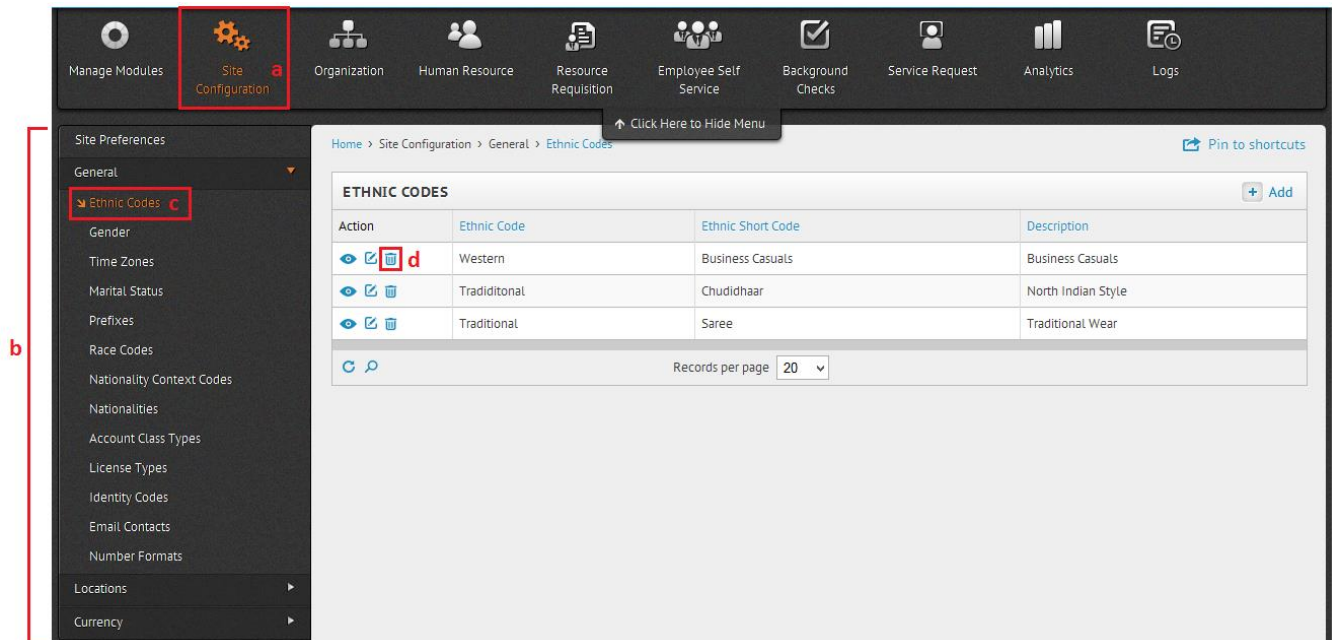


Figure 3

- In the confirmation popup, click on Yes to delete the record

Refer Figure 4



Figure 4

To Set Employee Configurations:

- Click on Human Resource in the top menu
- The left side panel will display the submenus
- Click on the Employee Configurations in the submenu
- Click on the Add button on the right side panel
- Enter the required details
- Click Save button to save the details

For further understanding, refer Figure 5, which explains about adding Pay Frequency

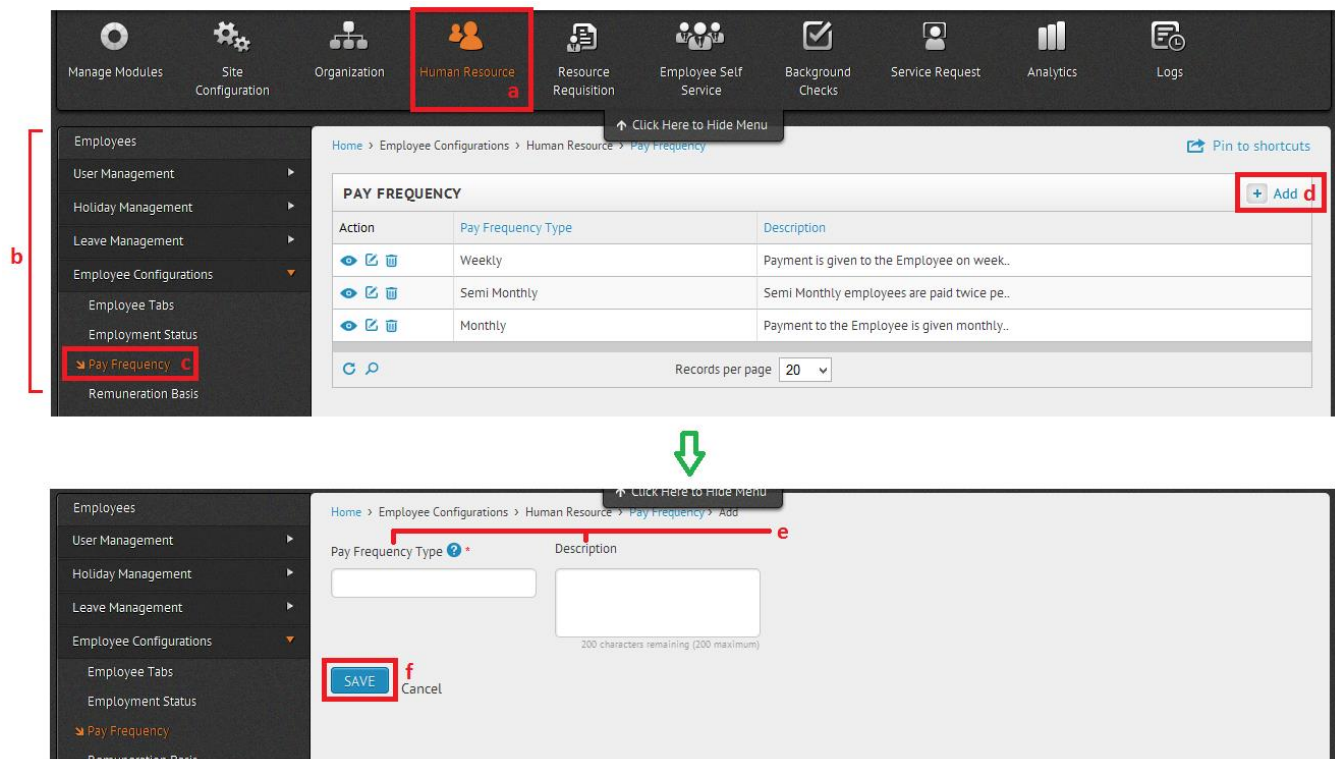


Figure 5

To Edit an Employee Configuration:

- Click on Human Resource in the top menu
- The left side panel will display the submenus
- Click on the desired submenu
- Click on Edit icon for the record that is to be edited on the right side panel
- Make the required changes
- Click on Update button to save the changes

For further understanding, refer Figure 6, which explains about editing Pay Frequency

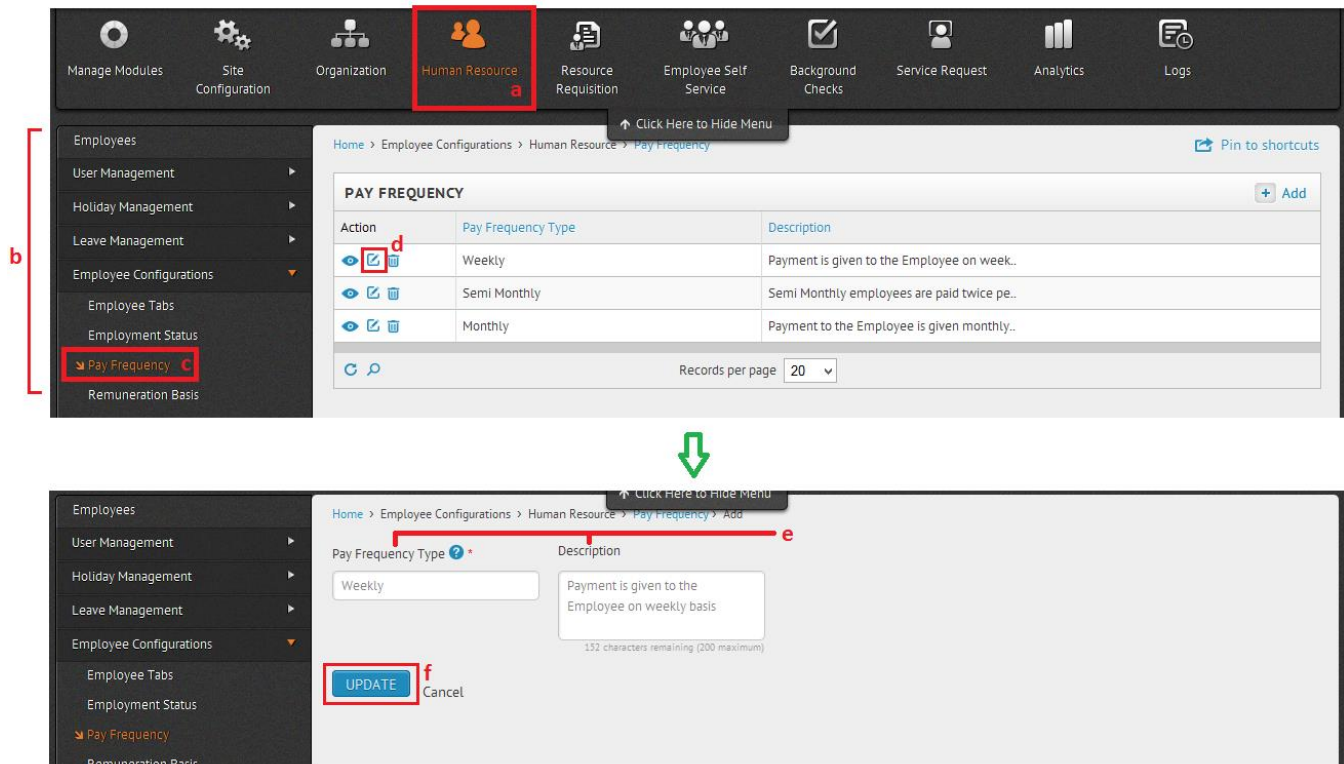


Figure 6

To Delete an Employee Configuration:

- Click on Human Resource in the top menu
- The left side panel will display the submenus
- Click on the desired submenu
- Click on Delete icon for the record that is to be deleted on the right side panel

For further understanding, refer Figure 7, which explains about deleting Pay Frequency

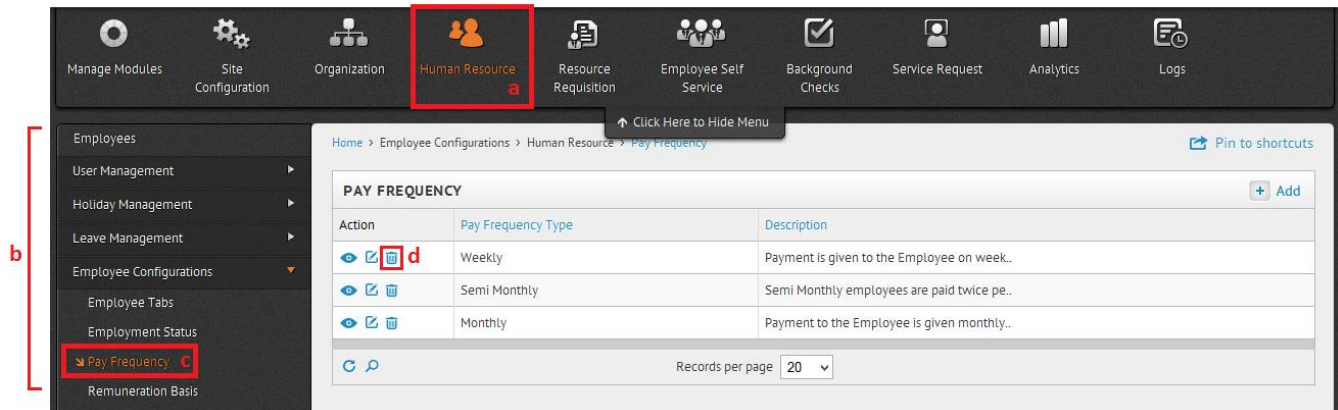


Figure 7

- In the confirmation popup, click on Yes to delete the record

Refer Figure 8

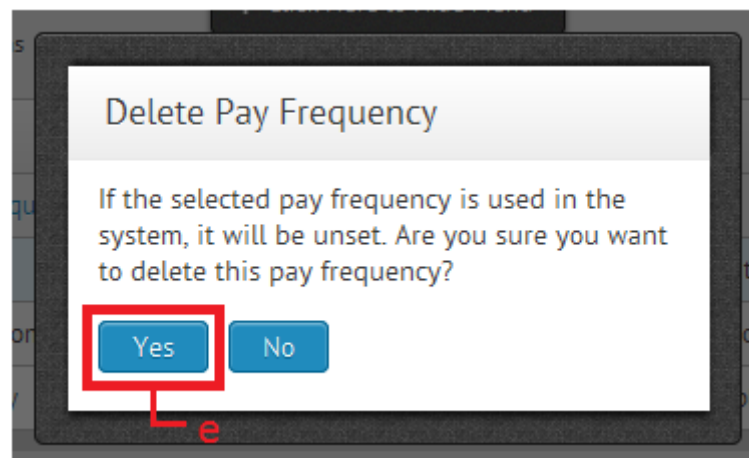


Figure 8

Want to Configure Tabs for Employees:

- Click on Human Resource in the top menu
- The left side panel will display the submenus
- Click on Employee Tabs
- Click on Edit button to configure tabs for employees

Refer Figure 9

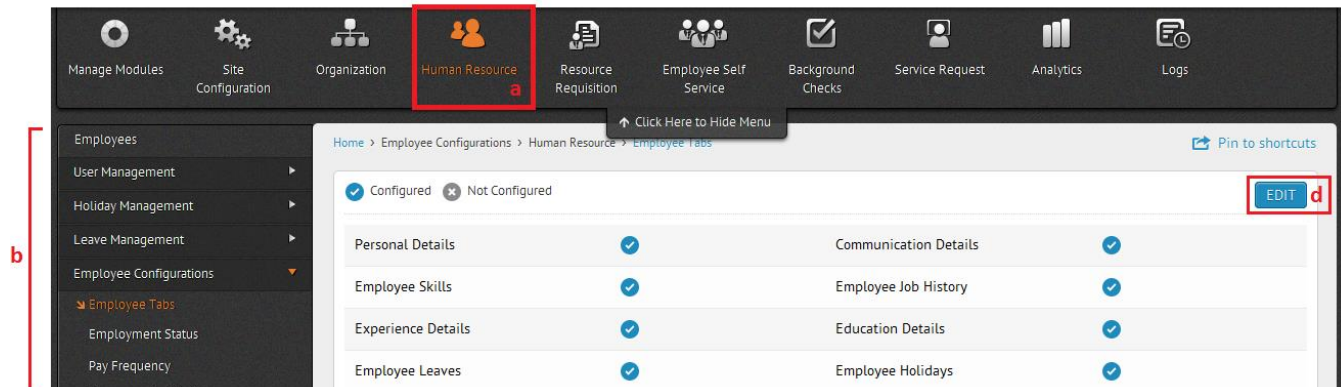


Figure 9

- To enable specific tabs for employees, check individual checkboxes with respect to desired tabs
- To enable all the tabs for employees, check “Check All” checkbox
- Click on Save to save the changes

Refer Figure 10

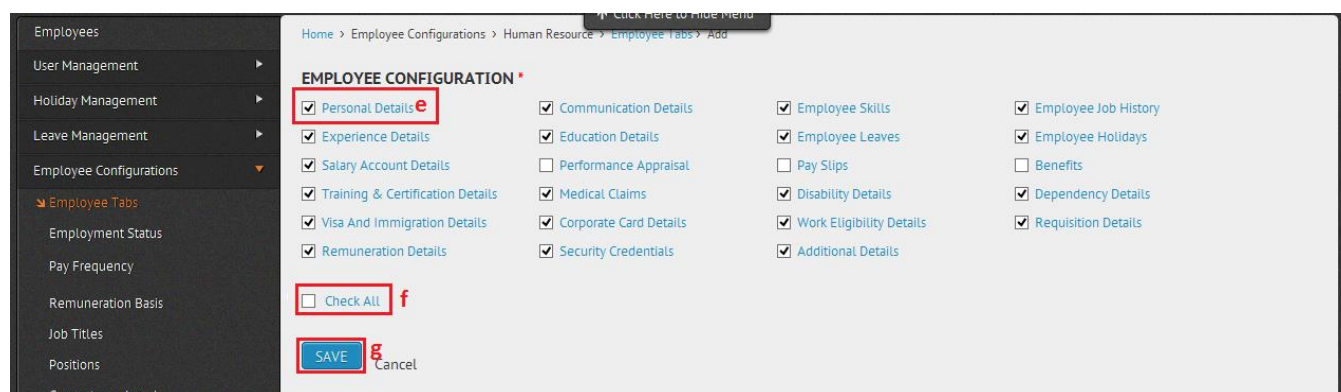


Figure 10

Do You Want to Add an Organization:

- Click on Organization in the top menu
- The left side panel will display the submenus
- Click on Organization Info
- Click on Click Here link in the right side panel

Refer Figure 11

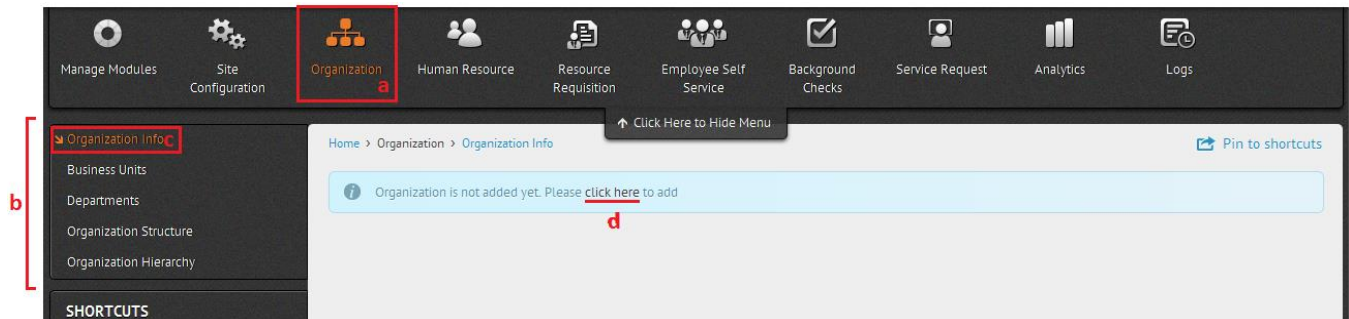
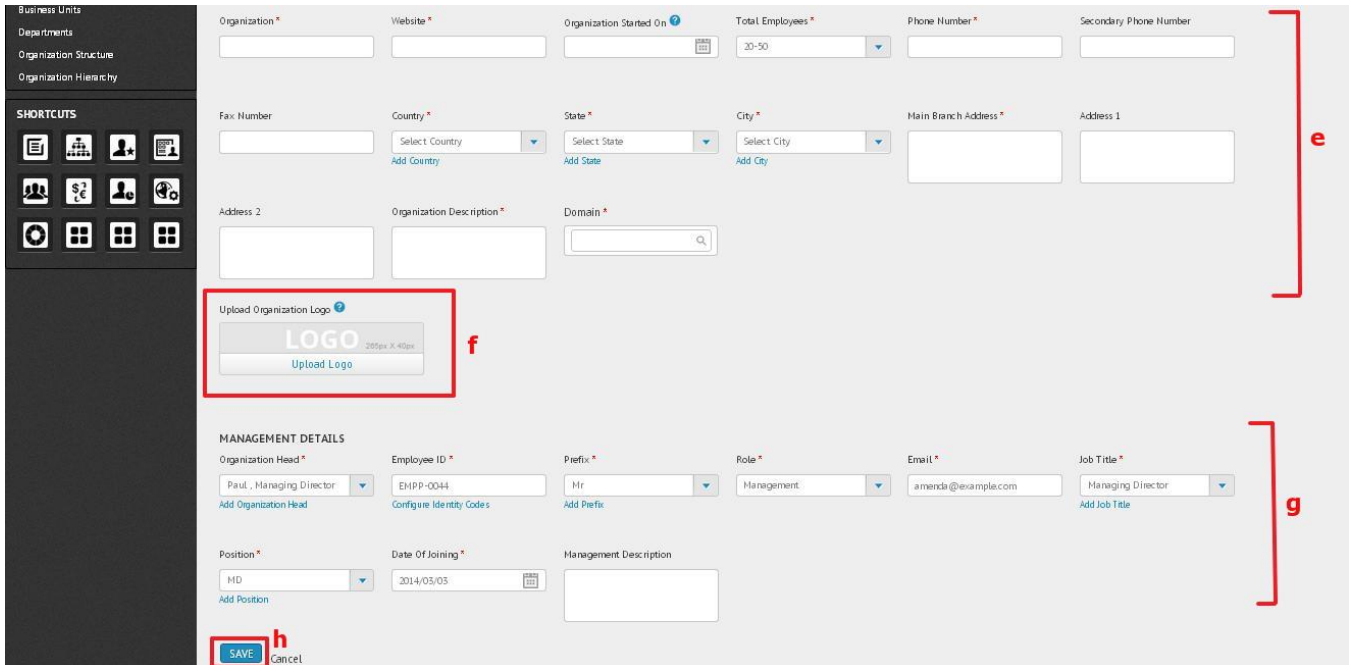


Figure 11

- e. Enter the required details
- f. Upload your organization logo
- g. Under Management Details, enter the essential information
- h. Click on Save to add the organization

Refer Figure 12



Business Units
 Departments
 Organization Structure
 Organization Hierarchy

SHORTCUTS

Organization *

Website *

Organization Started On

Total Employees *

Phone Number *

Secondary Phone Number

Fax Number

Country *

State *

City *

Main Branch Address *

Address 1

Address 2

Organization Description *

Domain *

Upload Organization Logo

LOGO

200px X 40px

Upload Logo

MANAGEMENT DETAILS

Organization Head *

Employee ID *

Prefix *

Role *

Email *

Job Title *

Position *

Date Of Joining *

Management Description

SAVE Cancel

Figure 12

How to Add Business Units:

- Click on Organization in the top menu
- The left side panel will display the submenus
- Click on Business Units
- Click on Add button on the right side panel

Refer Figure 13

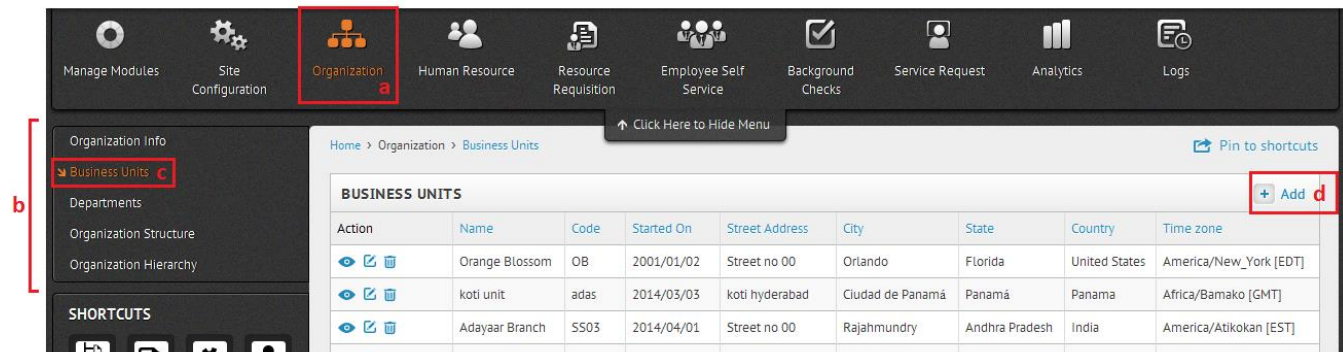


Figure 13

- Enter the necessary details
- Click on Save button to save the Business Unit

Refer Figure 14

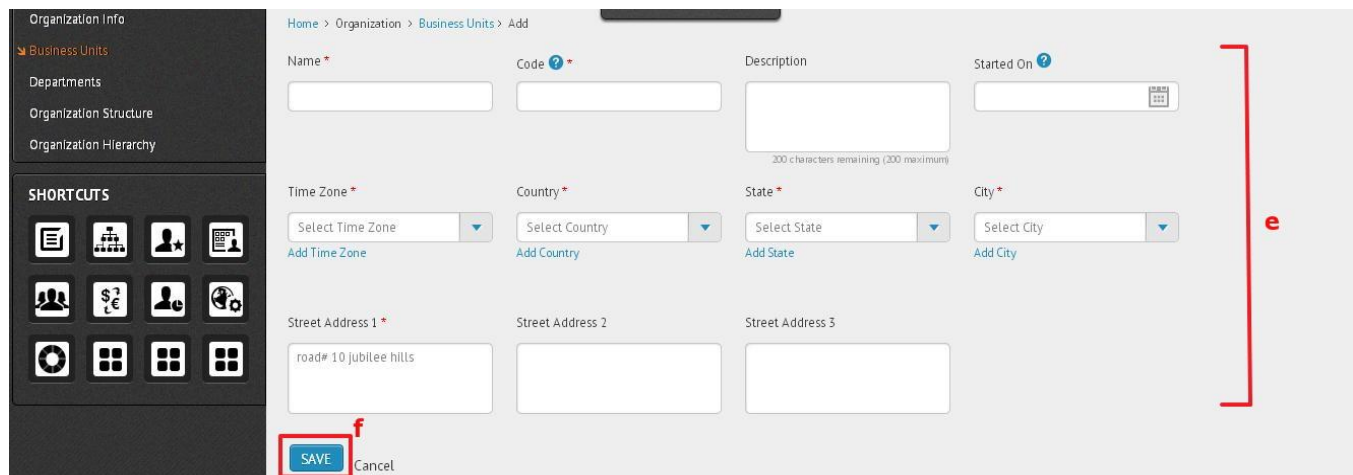


Figure 14 shows the Sentrifugo Business Units Add form. The left sidebar shows 'Business Units' (labeled 'b') under 'Organization Info'. The main content area displays the 'Add' form with fields: Name, Code, Description, Started On, Time Zone, Country, State, City, Street Address 1, Street Address 2, and Street Address 3. A 'SAVE' button (labeled 'f') is located at the bottom left, and a 'Cancel' button is next to it. A red bracket (labeled 'e') highlights the right side of the form.

Figure 14

Steps to Add Departments:

- Click on Organization in the top menu
- The left side panel will display the submenus
- Click on Departments
- Click on Add button on the right side panel

Refer Figure 15

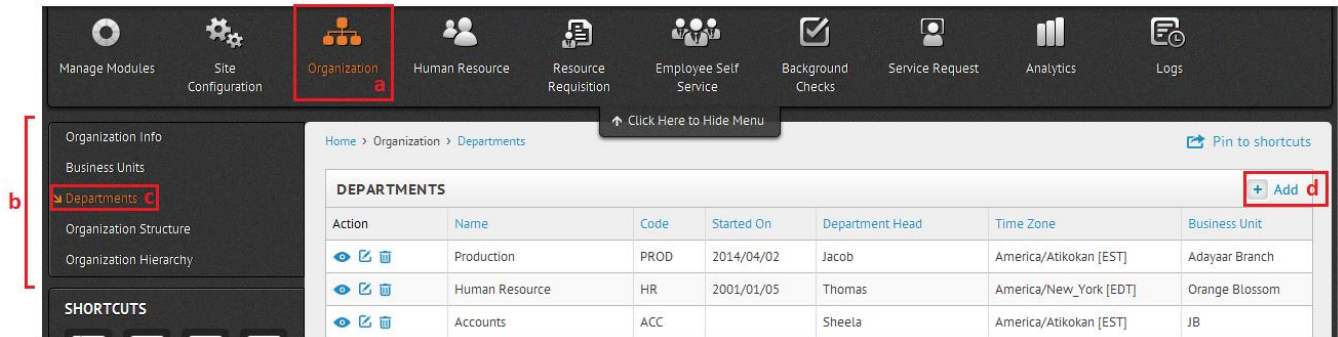
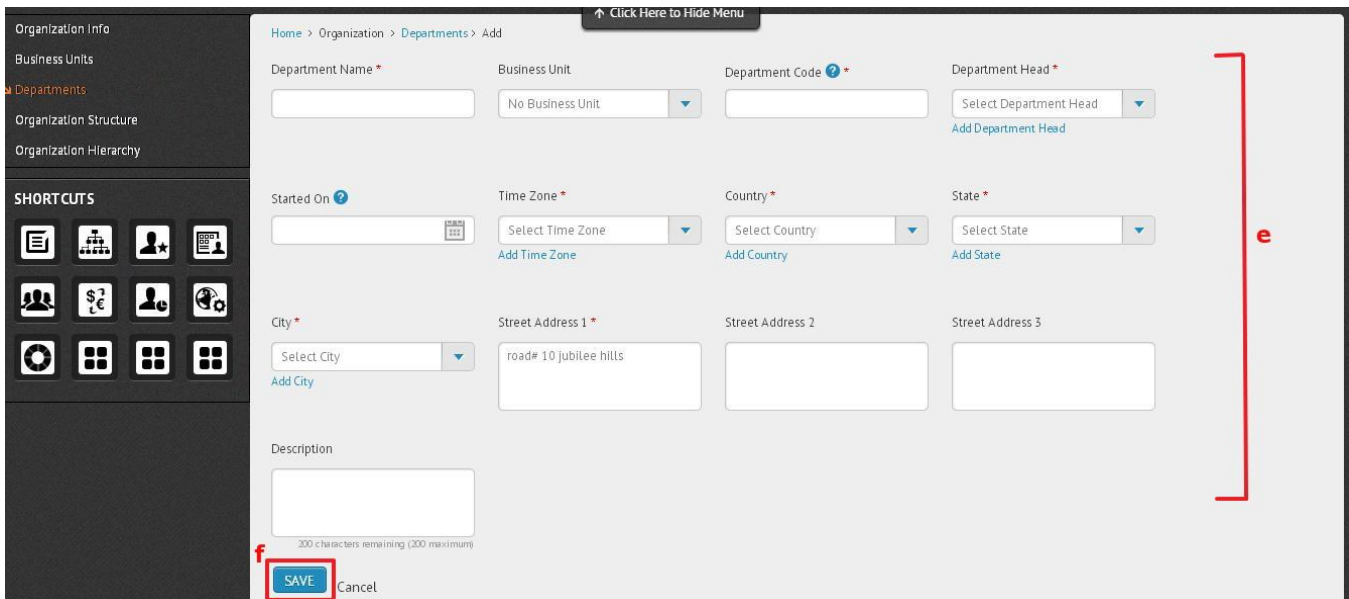


Figure 15

- Enter the necessary details
- Click on Save button to save the Department

Refer Figure 16



The screenshot shows the 'Add Department' form in the Sentrifugo HRMS. The form contains the following fields:

- Department Name *
- Business Unit (dropdown menu)
- Department Code ? *
- Department Head * (dropdown menu)
- Started On ? (calendar icon)
- Time Zone * (dropdown menu)
- Country * (dropdown menu)
- State * (dropdown menu)
- City * (dropdown menu)
- Street Address 1 * (text input)
- Street Address 2 (text input)
- Street Address 3 (text input)
- Description (text input)

The 'SAVE' button is highlighted with a red box and labeled 'f'. A red bracket on the right side of the form is labeled 'e'.

Figure 16

How do I Set Site Preferences:

- Click on Site Configuration in the top menu
- The left side panel will display the sub menus
- Click on Site Preferences
- Click on Click Here in the right side panel

Refer Figure 17

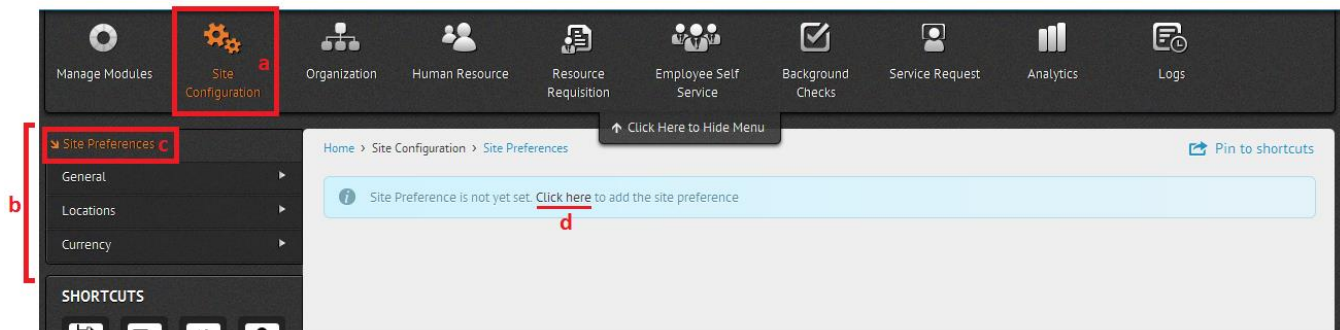


Figure 17

- Select date format in the Date Format dropdown
- Select time format in the Time Format dropdown
- Select time zone in the Default Time Zone dropdown
- If the desired time zone is unavailable in the dropdown, click on Add Time Zone link to add the time zone
- Select currency in the Default Currency dropdown
- If the desired currency is unavailable in the dropdown, click on Add Currency link to add the currency
- Select a password format from Default Password dropdown
- Provide description, if necessary
- Click on Save button to add the site preferences

Refer Figure 18

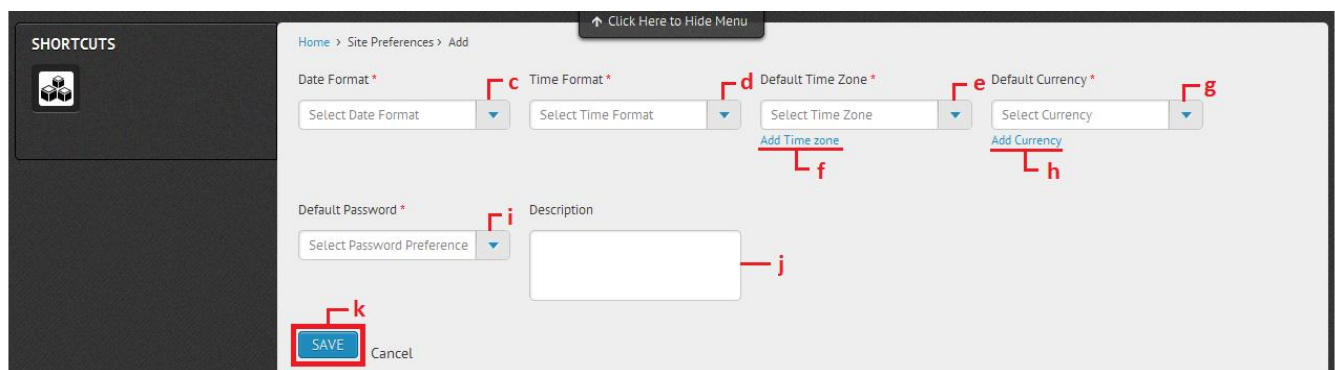


Figure 18

How to Activate and In-activate Modules:

- Click on Manage Modules in the top menu
- All the modules are displayed in a circular representation
- Click on the icon of a module to make it active or in-active
- Click on Save button to save the changes made to the modules

Refer Figure 19

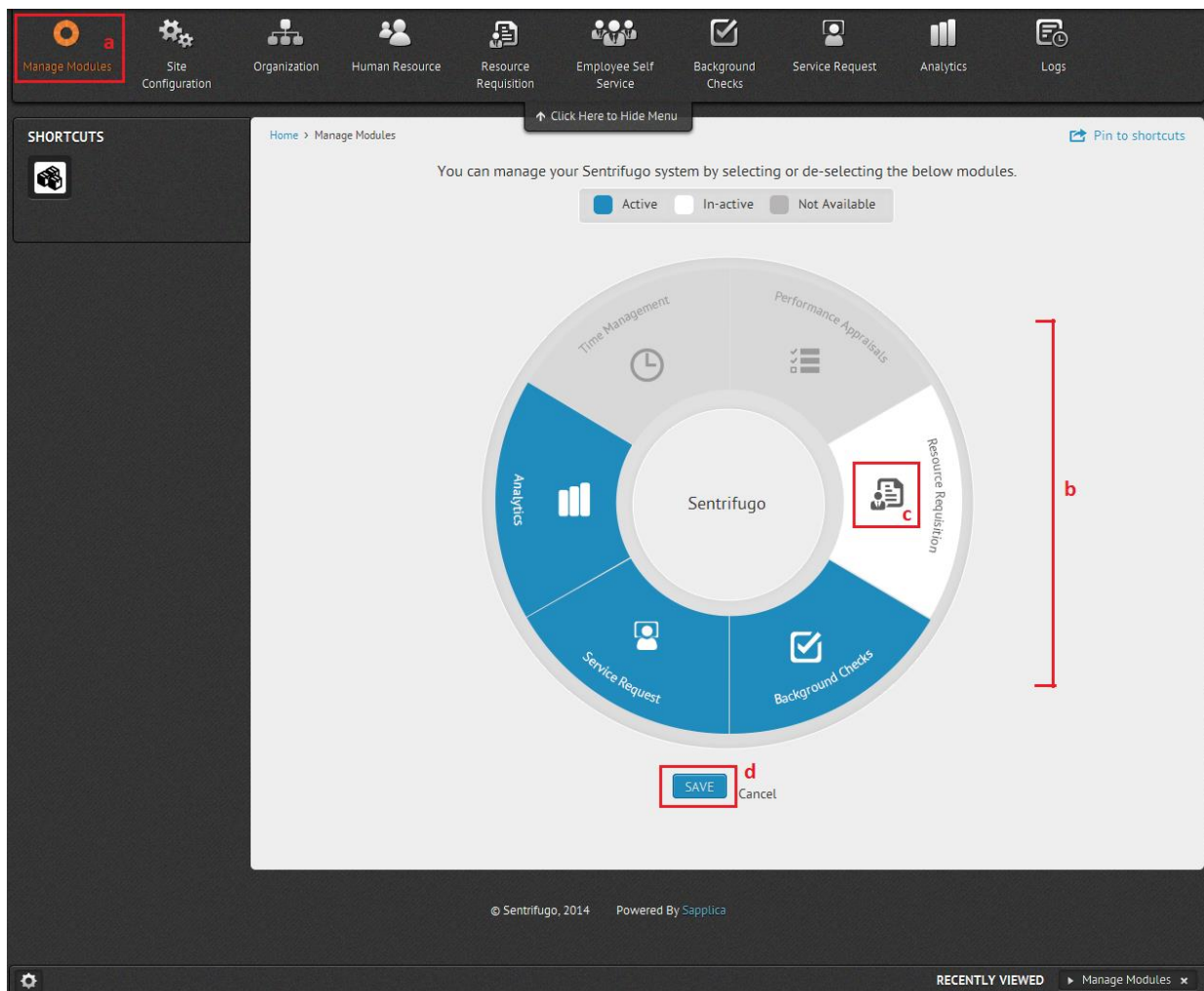
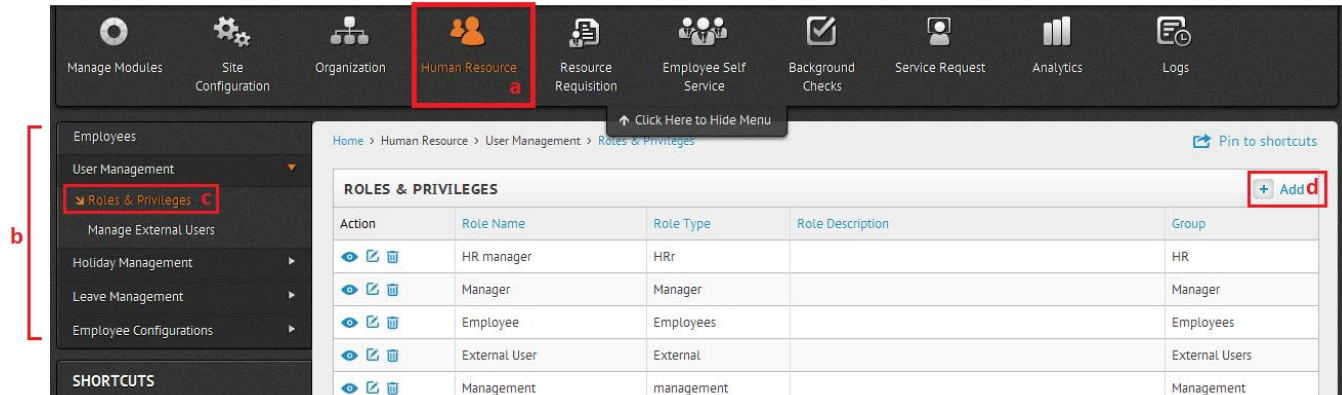


Figure 19

Do you want to Add Roles & Privileges:

- Click on User Management in the top menu
- The left side panel will display the submenus
- Click on Roles & Privileges
- Click on Add button in the right side panel

Refer Figure 20



Home > Human Resource > User Management > Roles & Privileges

ROLES & PRIVILEGES
















Action	Role Name	Role Type	Role Description	Group
  	HR manager	HRr		HR
  	Manager	Manager		Manager
  	Employee	Employees		Employees
  	External User	External		External Users
  	Management	management		Management

Figure 20

- e. In the Add page, select a role group
- f. Enter the role name, role type and role description if necessary
- g. Check the checkboxes against the necessary menu item(s)
- h. Upon checking the checkbox, Add, Edit, Delete and View privileges respective to the selected menu item will be displayed
- i. Check the checkboxes against the privileges to assign them to the role
- j. Click on Save button to add the role

Refer Figure 21

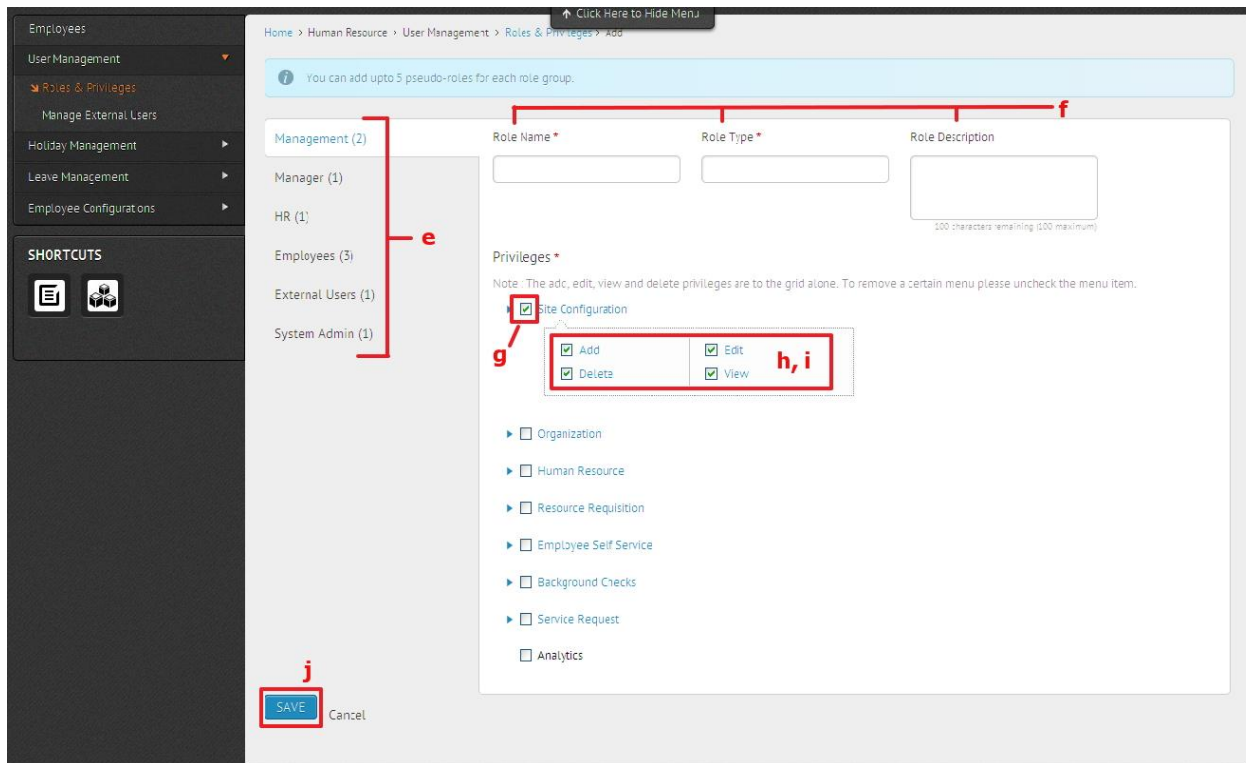


Figure 21

How do I Add an External User:

- Click on Human Resource in the top menu
- The left side panel will display the submenus
- Click on Manage External Users under User Management
- Click on Add button in the right side panel

Refer Figure 22

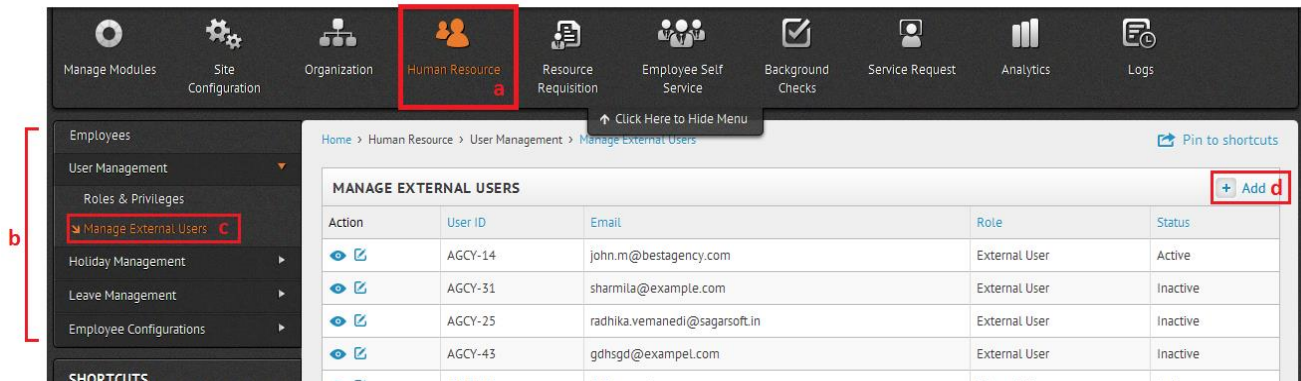


Figure 22

- Click on Configure Identity Codes to add the identity code for users
- Enter the Full Name
- Enter the Email
- Select a role in Assign a Role dropdown
- Provide comments if necessary
- Click on Save to add an external user

Refer Figure 23



Home > Human Resource > User Management > Manage External Users > Add

User Type: Users (USER) Full Name * Email * Assign Role *

[Configure Identity Codes](#)

Comments

Figure 23

How do I Add an Employee:

- Click on Human Resources in the top menu
- Click on Employees submenu on the left side panel
- Click on Add button in the right side panel

Refer Figure 24

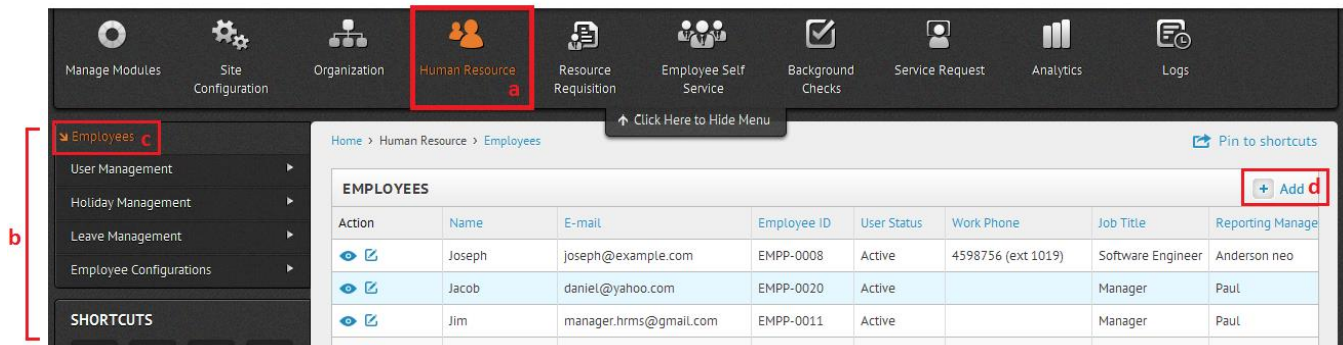
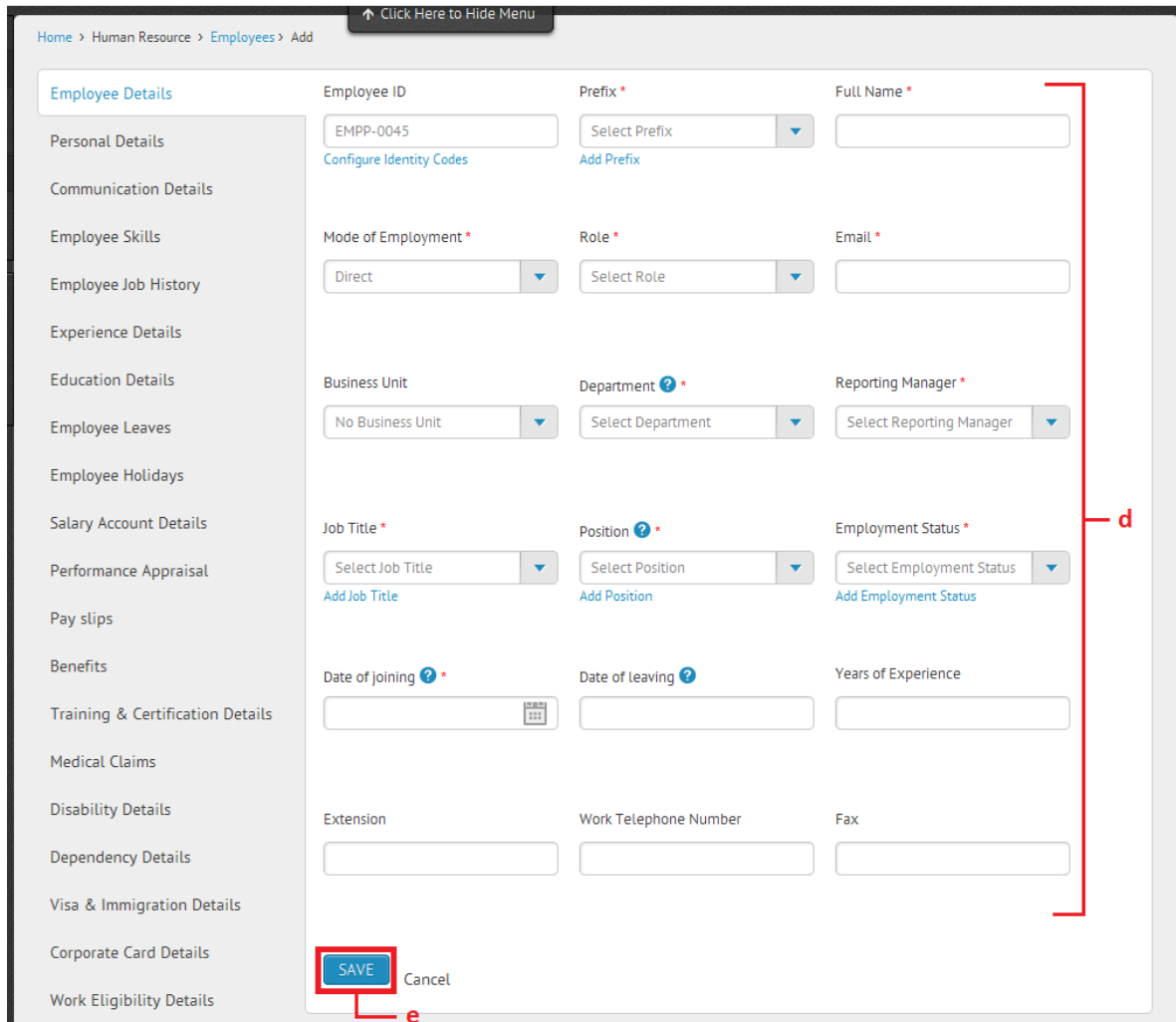


Figure 24

- d. Enter the details respective to the employee
- e. Click on Save to add the employee

Refer Figure 25



Home > Human Resource > Employees > Add

Click Here to Hide Menu

Employee Details

Employee ID: EMPP-0045
[Configure Identity Codes](#)

Prefix *: Select Prefix
[Add Prefix](#)

Full Name *:

Mode of Employment *: Direct

Role *: Select Role

Email *:

Business Unit: No Business Unit

Department *: Select Department

Reporting Manager *: Select Reporting Manager

Job Title *: Select Job Title
[Add Job Title](#)

Position *: Select Position
[Add Position](#)

Employment Status *: Select Employment Status
[Add Employment Status](#)

Date of joining *:

Date of Leaving *:

Years of Experience:

Extension:

Work Telephone Number:

Fax:

SAVE Cancel

Figure 25

How can I Update My Details:

- Click on Employee Self-Service in the top menu
- Click on My Details in the submenu on the left side panel
- In the right side panel, click on Add to add the Contact Number

Refer Figure 26

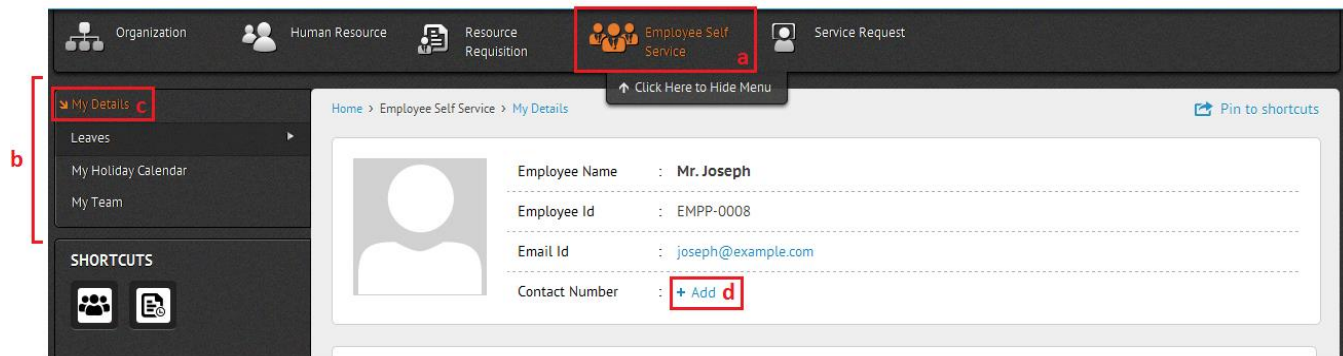


Figure 26

- In the popup, enter the Contact Number
- Click on Ok to add the Contact Number to My Details

Refer Figure 27

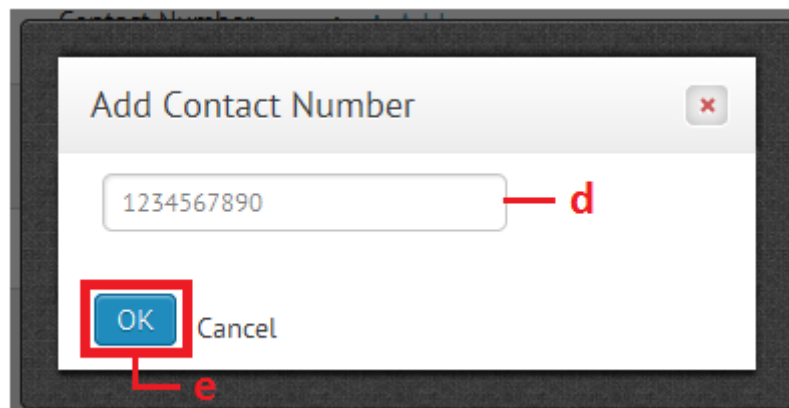
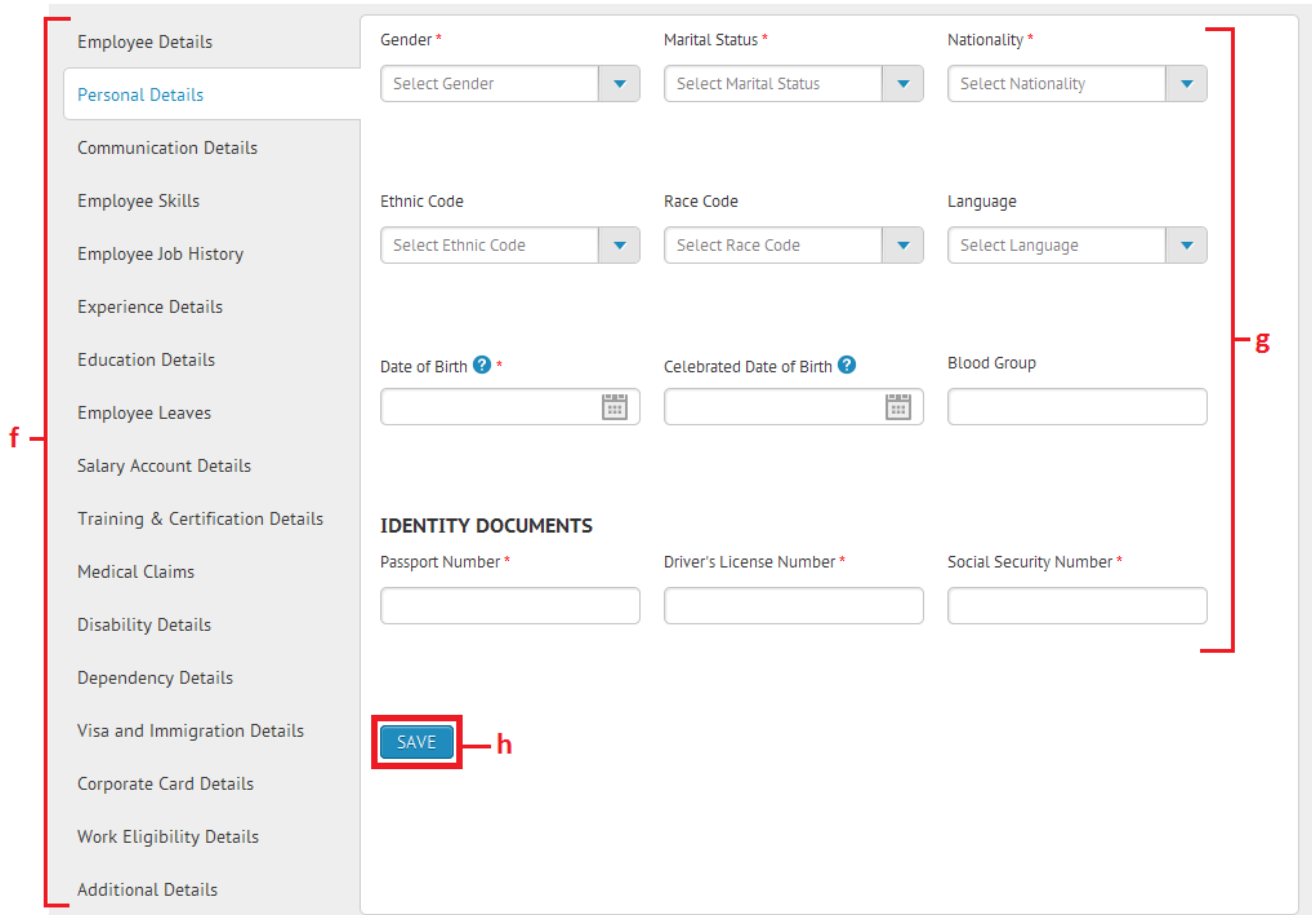


Figure 27

- f. Click on the desired tab in the right side panel to add or edit details
- g. Click on Edit in the respective screen to add or edit the details
- h. Click on Save to add or update the details

Refer Figure 28



Employee Details

Personal Details

Gender *
Select Gender

Marital Status *
Select Marital Status

Nationality *
Select Nationality

Ethnic Code
Select Ethnic Code

Race Code
Select Race Code

Language
Select Language

Date of Birth ? *
[Date Picker]

Celebrated Date of Birth ?
[Date Picker]

Blood Group
[Text Input]

IDENTITY DOCUMENTS

Passport Number *
[Text Input]

Driver's License Number *
[Text Input]

Social Security Number *
[Text Input]

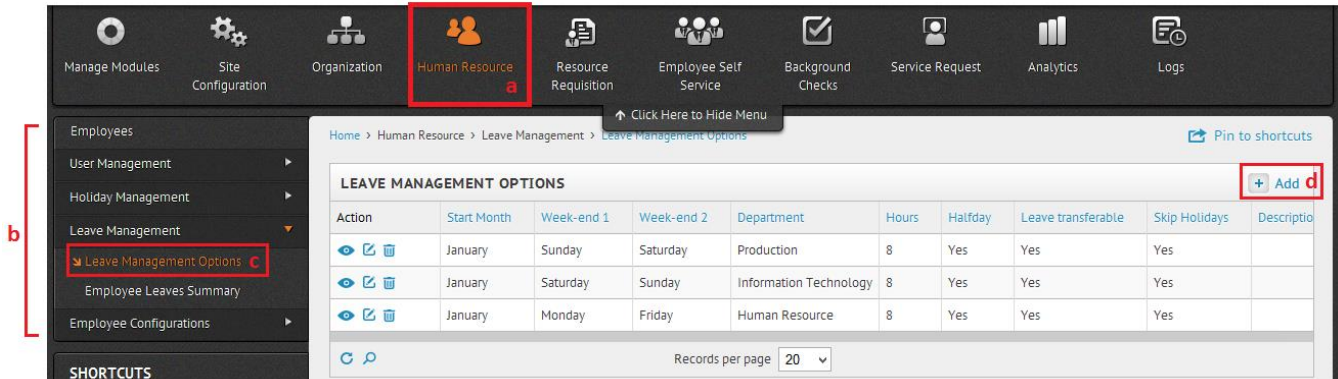
SAVE

Figure 28

Want to Add Leave Management Options:

- Click on Human Resources in the top menu
- The left side panel will display the submenus
- Click on Leave Management Options
- Click on Add button in the right side panel

Refer Figure 29



Human Resource **a**

Leave Management Options **c**

+ Add **d**

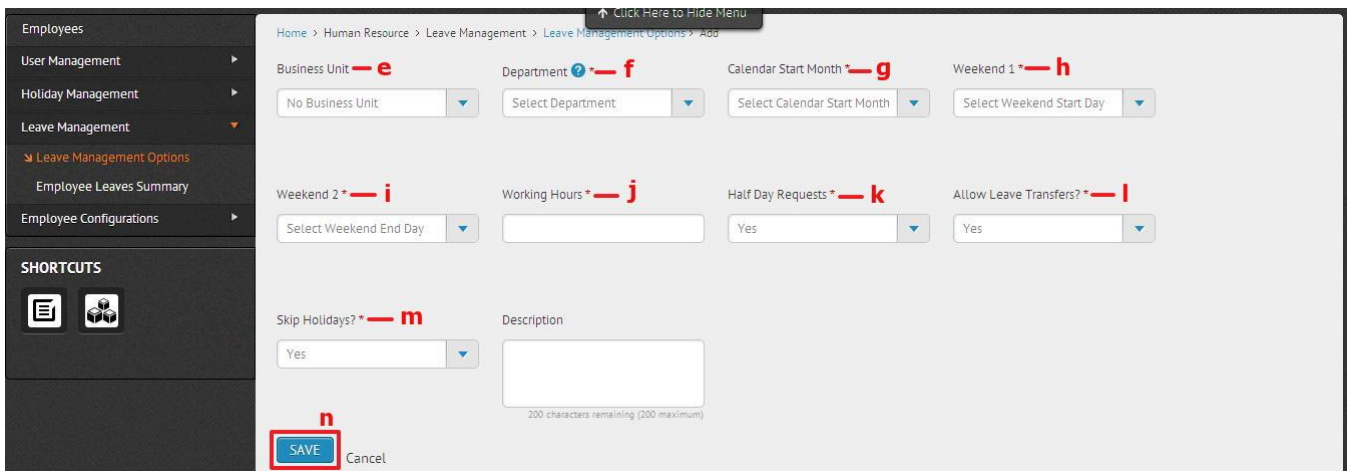
Action	Start Month	Week-end 1	Week-end 2	Department	Hours	Halfday	Leave transferable	Skip Holidays	Description
	January	Sunday	Saturday	Production	8	Yes	Yes	Yes	
	January	Saturday	Sunday	Information Technology	8	Yes	Yes	Yes	
	January	Monday	Friday	Human Resource	8	Yes	Yes	Yes	

Records per page 20

Figure 29

- e. Select a business unit from Business Unit dropdown
- f. Select a department from department dropdown
- g. Select month from Calendar Start Month dropdown
- h. Select weekend1 from Weekend1 dropdown
- i. Select weekend2 from Weekend2 dropdown
- j. Enter number of working hours
- k. Provide permissions for Half Day Requests
- l. Provide permissions to Allow Leave Transfers
- m. Provide permissions to Skip Holidays
- n. Click Save button to add leave management options for department

Refer Figure 30



Home > Human Resource > Leave Management > Leave Management Options > Add

Business Unit **e** Department **f** Calendar Start Month **g** Weekend 1 **h**

No Business Unit Select Department Select Calendar Start Month Select Weekend Start Day

Weekend 2 **i** Working Hours **j** Half Day Requests **k** Allow Leave Transfers? **l**

Select Weekend End Day [] Yes Yes

Skip Holidays? **m** Description

Yes [] 200 characters remaining (200 maximum)

n **SAVE** Cancel

Figure 30

What if I want to Apply a Leave Request:

- Click on Employee Self-Service in the top menu
- The left side panel will display the submenus
- Click on Leave Request
- The current month calendar will be displayed on the right side panel
- Click on previous and after arrow buttons to move to previous or next month
- Click on the day you want to apply for leave to apply leave for one day

For further understanding, Refer Figure 31, which explain about adding leaves for the month of September

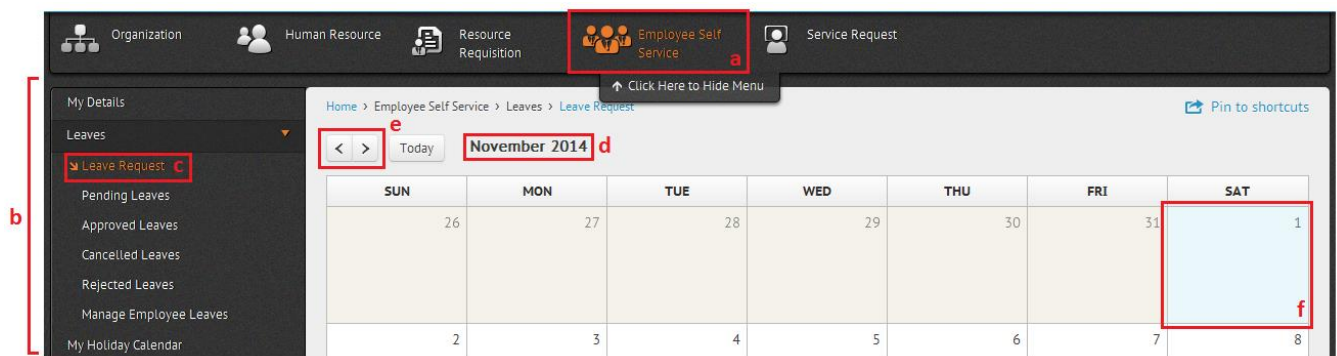


Figure 31

- To apply leave for consecutive days, drag the mouse on the calendar for desired number of days

Refer Figure 32

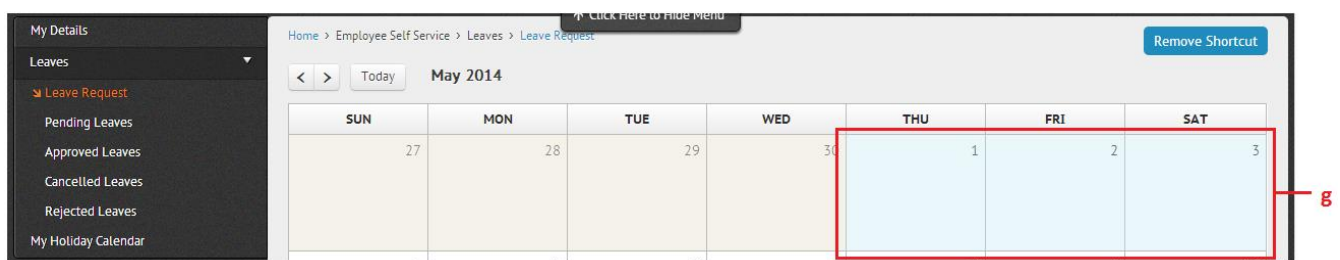
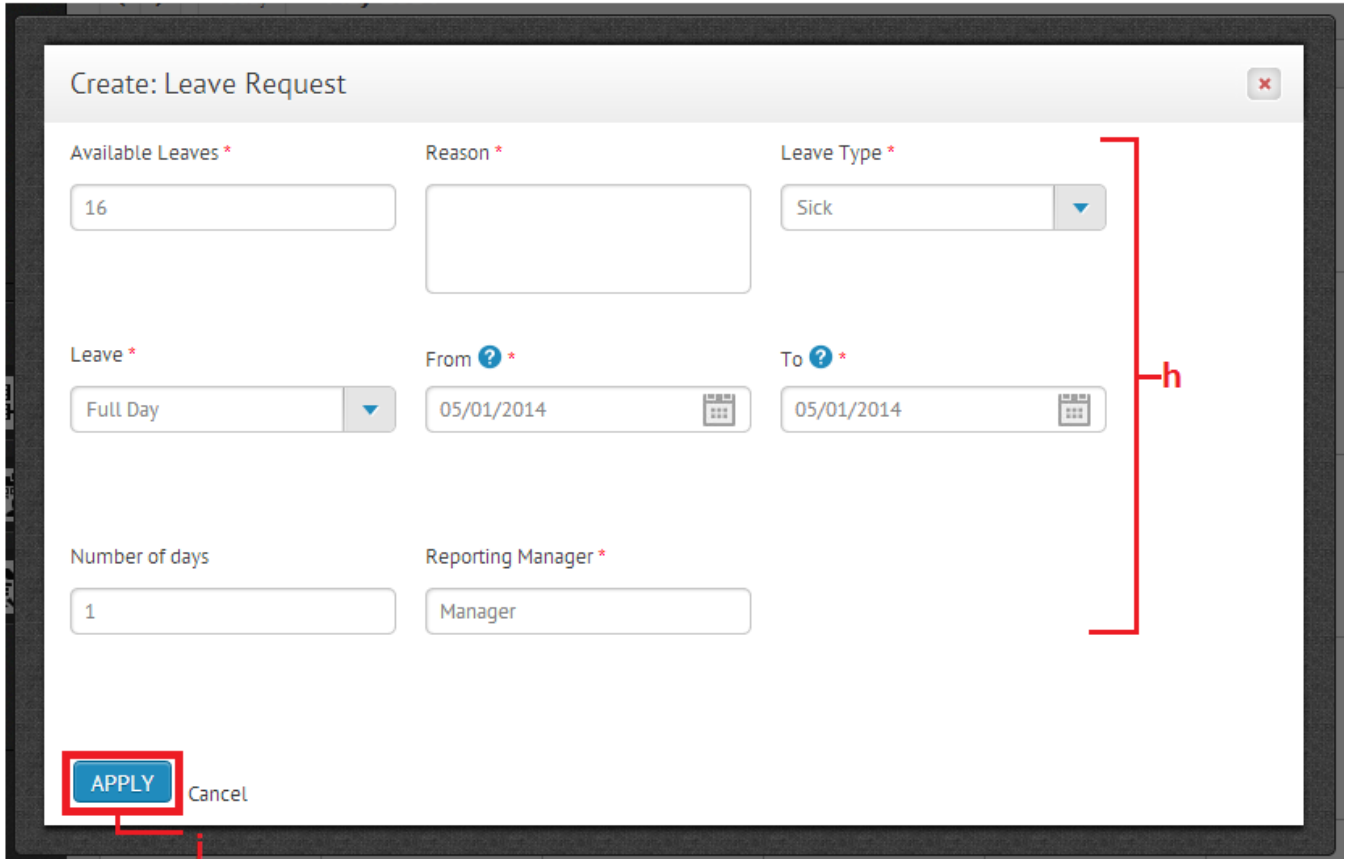


Figure 32

- h. In the popup, enter the required details
- i. Click on Apply to apply for leave(s)

Refer Figure 33



Create: Leave Request

Available Leaves * 16

Reason *

Leave Type * Sick

Leave * Full Day

From ? * 05/01/2014

To ? * 05/01/2014

Number of days 1

Reporting Manager * Manager

APPLY Cancel

Figure 33

How do I Cancel my Leave Request:

- Click on Employee Self-Service in the top menu
- The left side panel will display the submenus
- Click on Pending leaves
- Leaves that are pending for approval are displayed in the right side panel
- Click on Cancel Leaves icon

Refer Figure 34

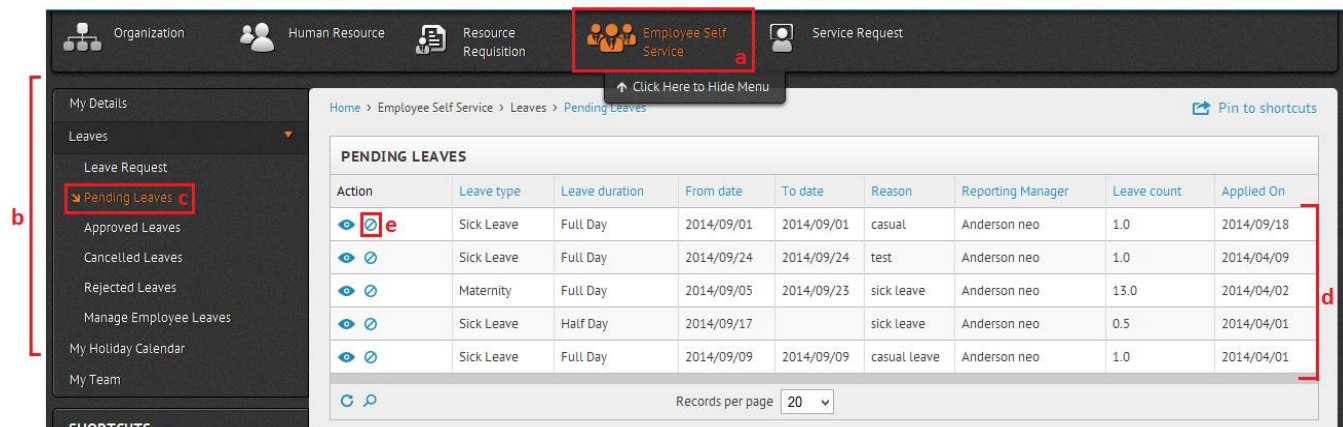


Figure 34

- In the popup, click on Yes button to cancel the leave

Refer Figure 35

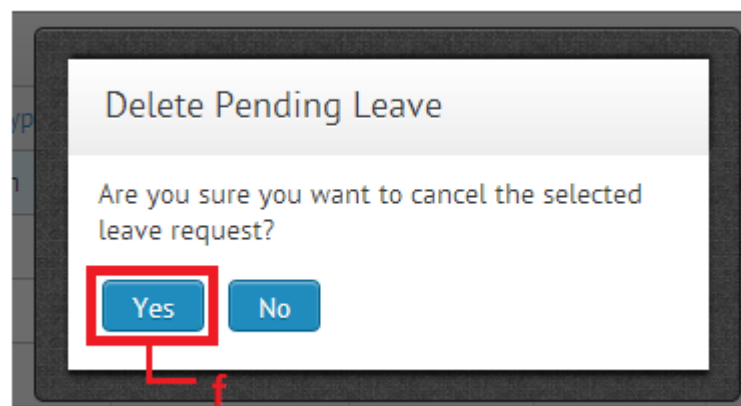


Figure 35

How to Approve or Reject Leave Requests:

- Click on Employee Self-Service in the top menu
- The left side panel will display the submenus
- Click on Manage Employee Leaves
- The leaves applied by the employees working under the logged in user will be displayed in the right side panel
- Click on Edit icon of a leave request

Refer Figure 36

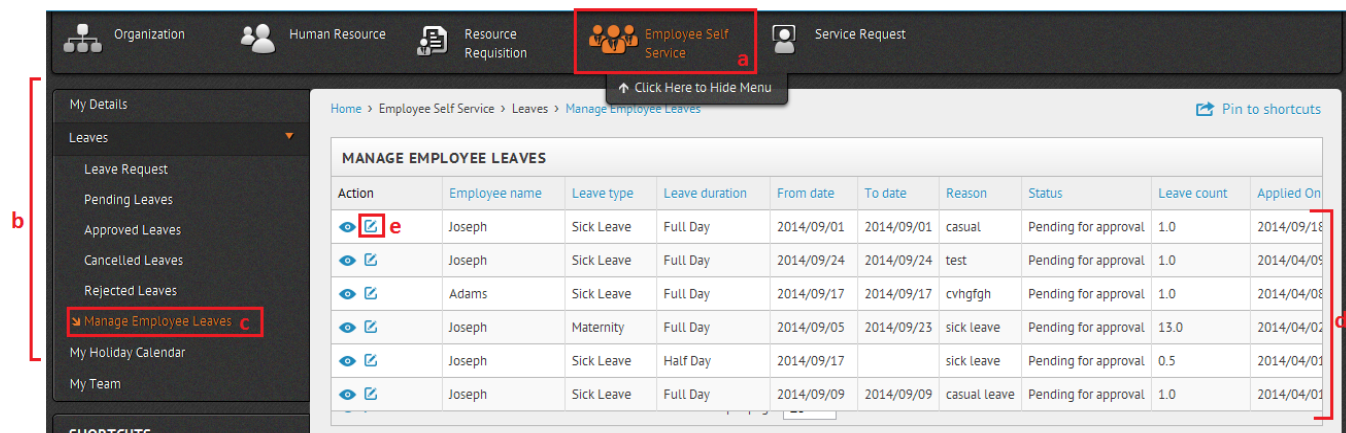


Figure 36

- f. Select approve/reject status in the Approve or Reject dropdown
- g. Click on Save button to approve or reject the leave request

Refer Figure 37

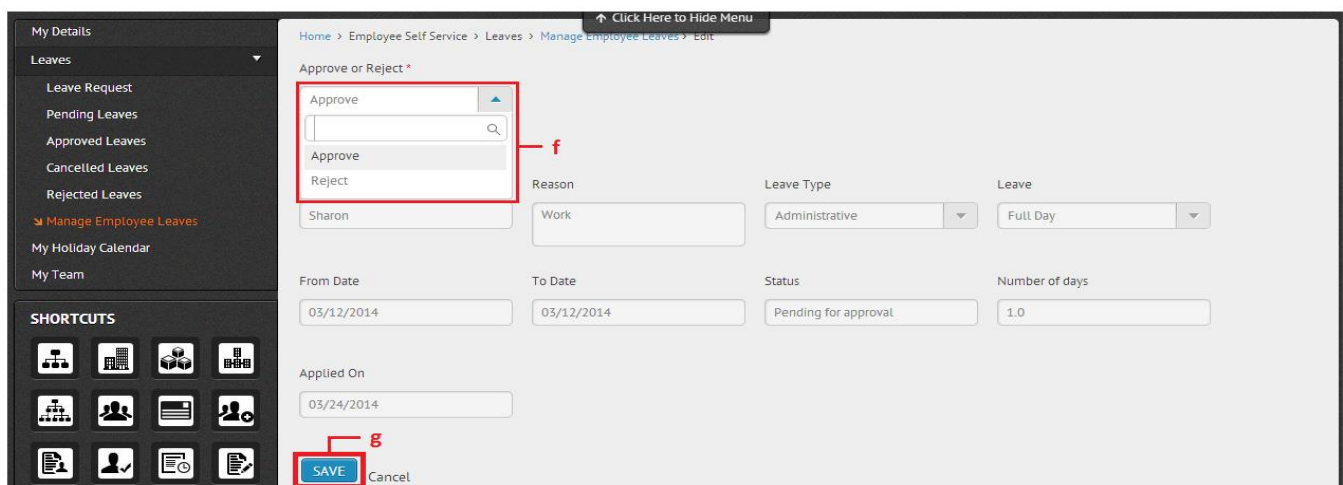
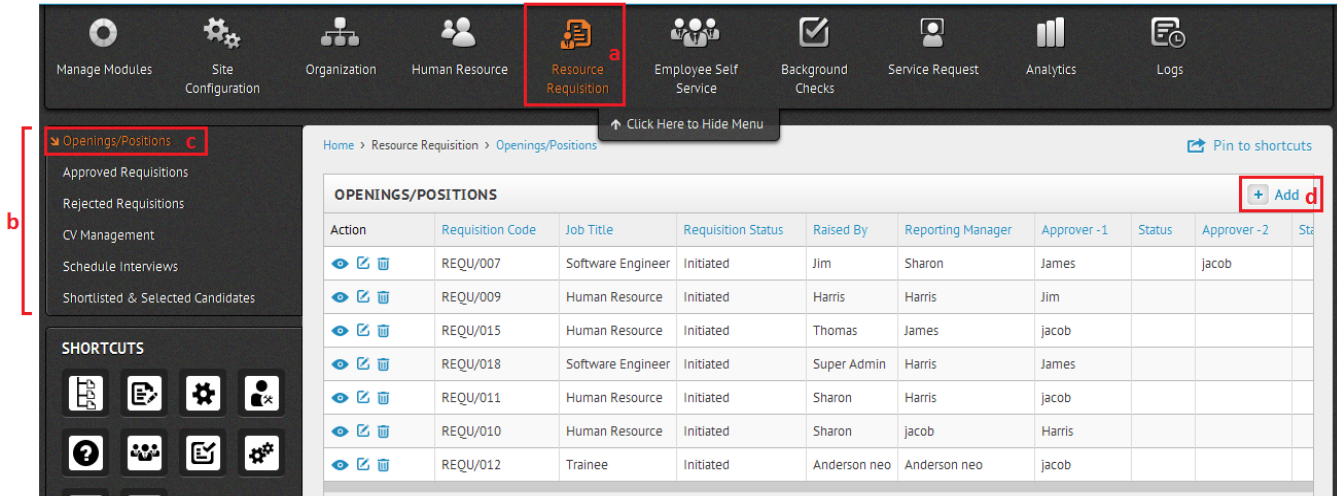


Figure 37

How do I Raise a Resource Requisition:

- Click on Resource Requisition in the top menu
- The left side panel will display the submenus
- Click on Openings/Positions
- Click on Add button in the right side panel

Refer Figure 38



Home > Resource Requisition > Openings/Positions

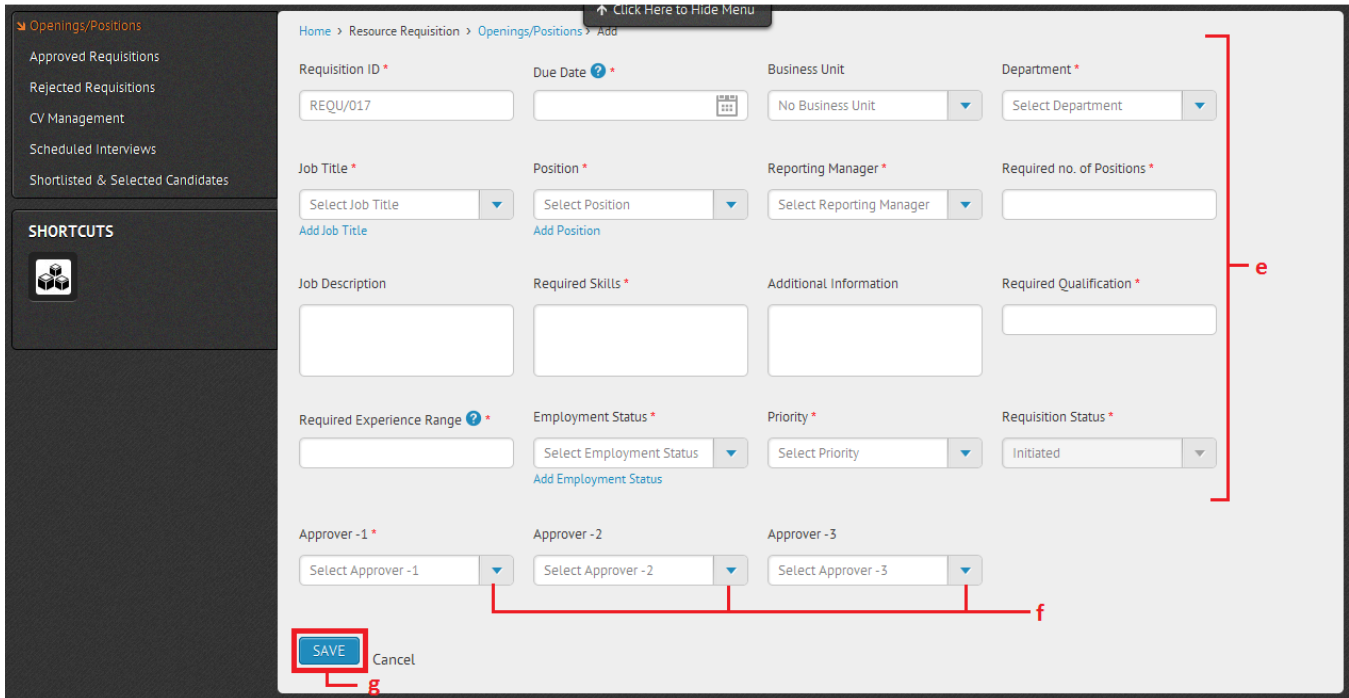
Pin to shortcuts

Action	Requisition Code	Job Title	Requisition Status	Raised By	Reporting Manager	Approver -1	Status	Approver -2	St
	REQU/007	Software Engineer	Initiated	Jim	Sharon	James		jacob	
	REQU/009	Human Resource	Initiated	Harris	Harris	Jim			
	REQU/015	Human Resource	Initiated	Thomas	James	jacob			
	REQU/018	Software Engineer	Initiated	Super Admin	Harris	James			
	REQU/011	Human Resource	Initiated	Sharon	Harris	jacob			
	REQU/010	Human Resource	Initiated	Sharon	jacob	Harris			
	REQU/012	Trainee	Initiated	Anderson neo	Anderson neo	jacob			

Figure 38

- e. Enter the required details
- f. Select the approver(s) in the approver1, approver2 or approver 3 dropdown
- g. Click on Save button to raise the requisition and send it for approval

Refer Figure 39



Home > Resource Requisition > Openings/Positions > Add

Click Here to Hide Menu

Requisition ID * Due Date * Business Unit Department *

Job Title * Position * Reporting Manager * Required no. of Positions *

[Add Job Title](#) [Add Position](#)

Job Description Required Skills * Additional Information Required Qualification *

Required Experience Range * Employment Status * Priority * Requisition Status *

[Add Employment Status](#)

Approver -1 * Approver -2 Approver -3

SAVE Cancel

Figure 39

Where do I Add Screening Type for Background Checks:

- Click on Background Checks in the top menu
- The left side panel will display the submenus
- Click on Screening Types
- Click on Add button in the right side panel

Refer Figure 40

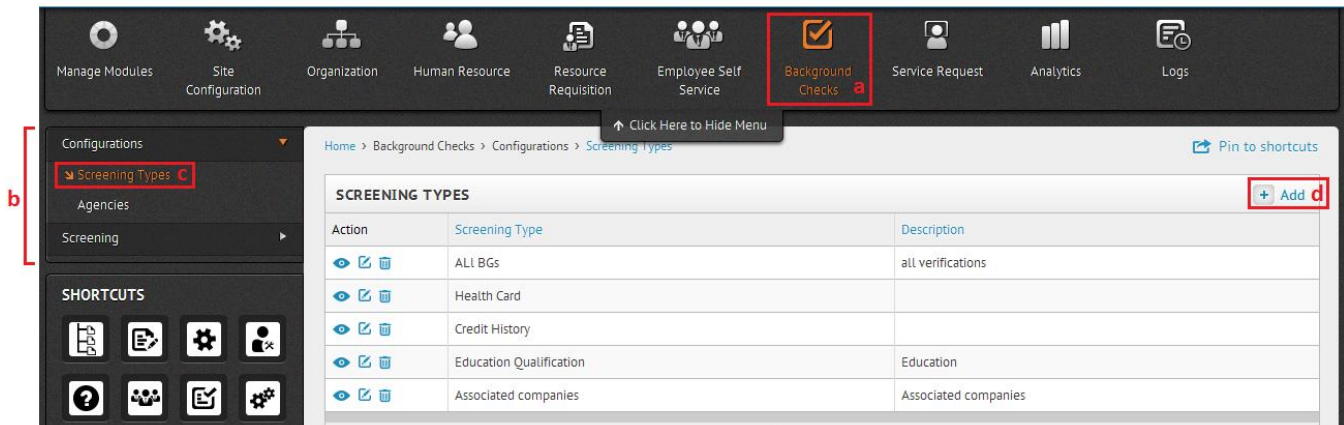


Figure 40

- Enter the Screening Type and Description if necessary
- Click on Save button to add the Screening Type

Refer Figure 41

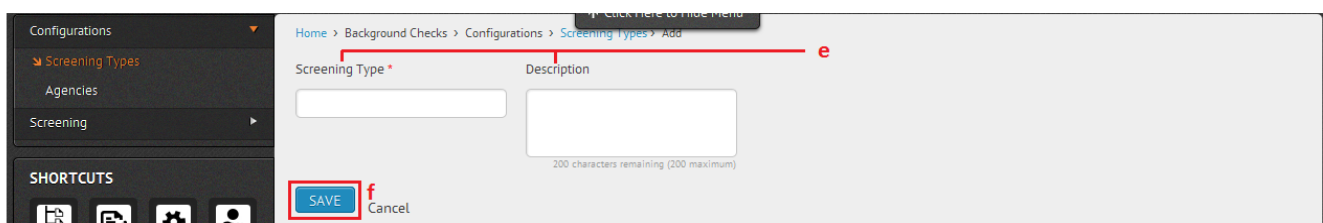


Figure 41

How do I Add an Agency to Perform Background Checks:

- Click on Background Checks in the top menu
- The left side panel will display the submenus
- Click on Agencies
- Click on Add Button in the right side panel

Refer Figure 42

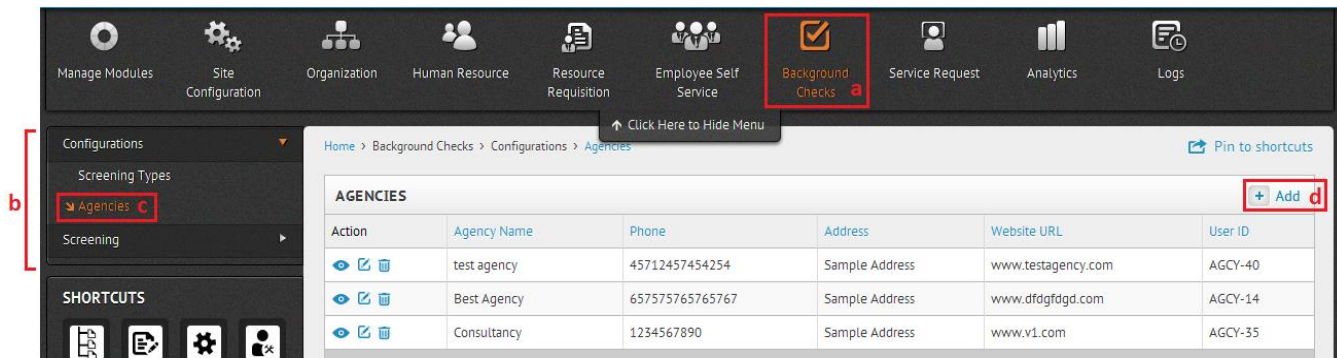
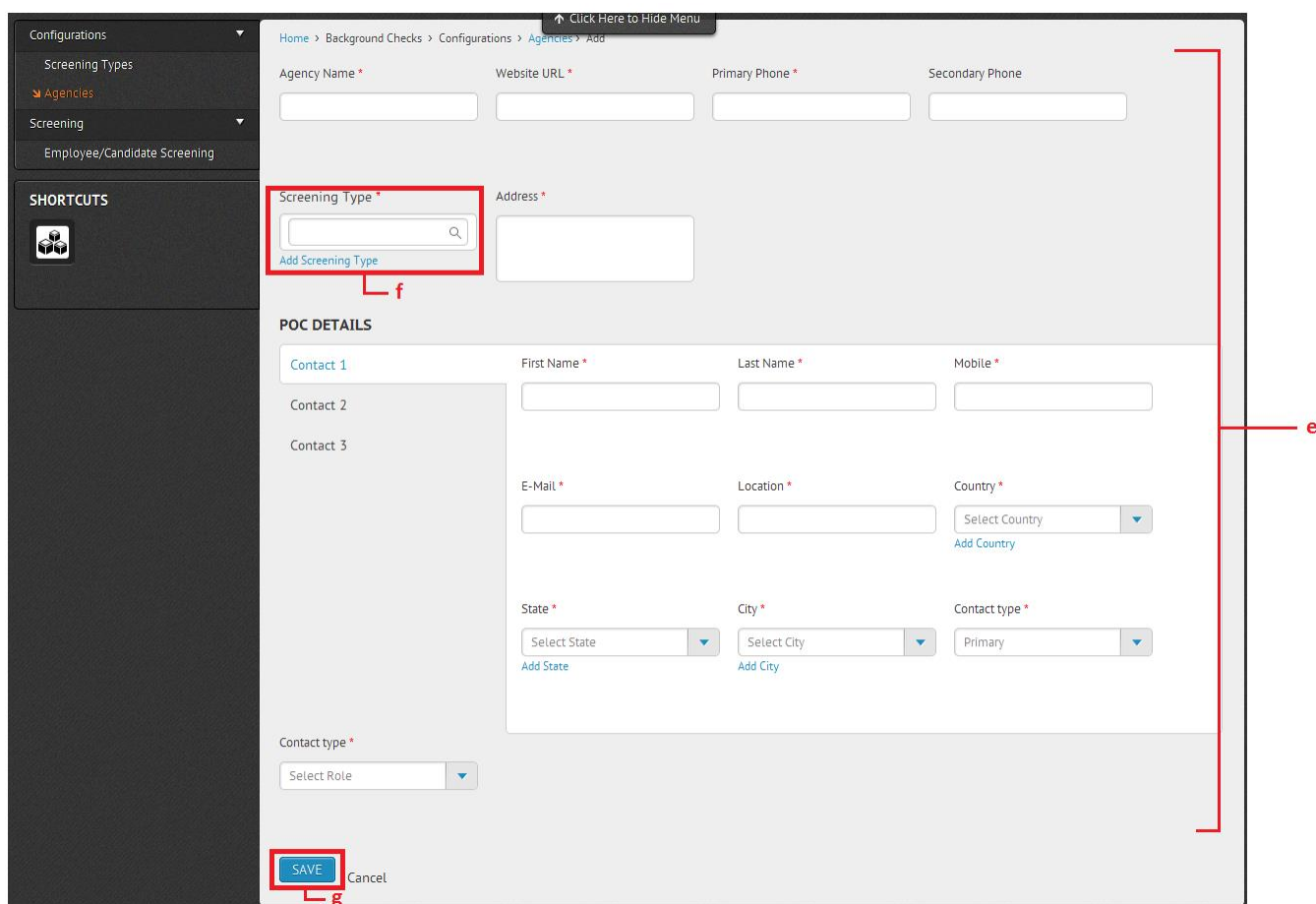


Figure 42

- e. Provide the required details
- f. Assign a specific Screening Types to the Agency by selecting one or more screening type from Screening Type dropdown
- g. Click on Save to add the Agency

Refer Figure 43



Home > Background Checks > Configurations > Agencies > Add

Agency Name * Website URL * Primary Phone * Secondary Phone

Screening Type * Address *

Add Screening Type

POC DETAILS

Contact 1 First Name * Last Name * Mobile *

Contact 2

Contact 3

E-Mail * Location * Country *

Select Country Add Country

State * City * Contact type *

Select State Add State Select City Add City Primary

Contact type *

Select Role

SAVE Cancel

Figure 43

Can I Send an Employee for Background Checks:

- Click on Human Resources in the top menu
- The left side panel will display the submenus
- Click on Employees
- Click on Edit icon corresponding to an employee in the right side panel

Refer Figure 44

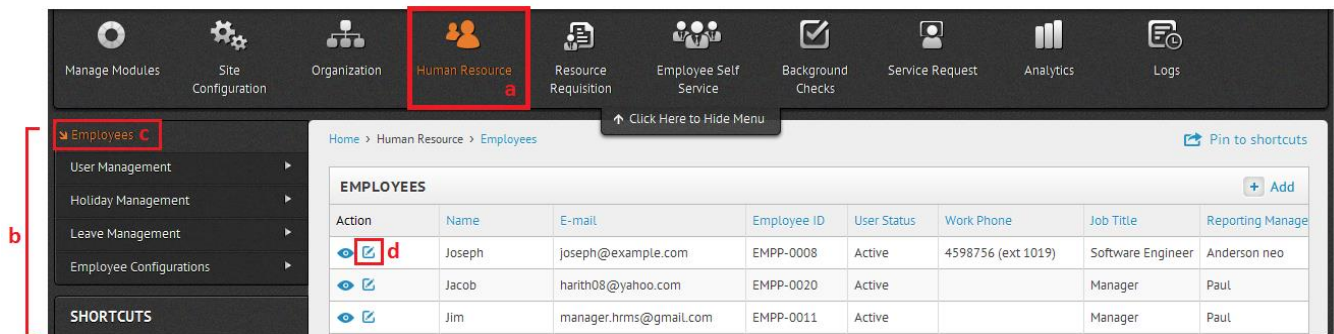


Figure 44

- In the edit screen, click on Send for background checks link to send that employee for Background Checks

Refer Figure 45

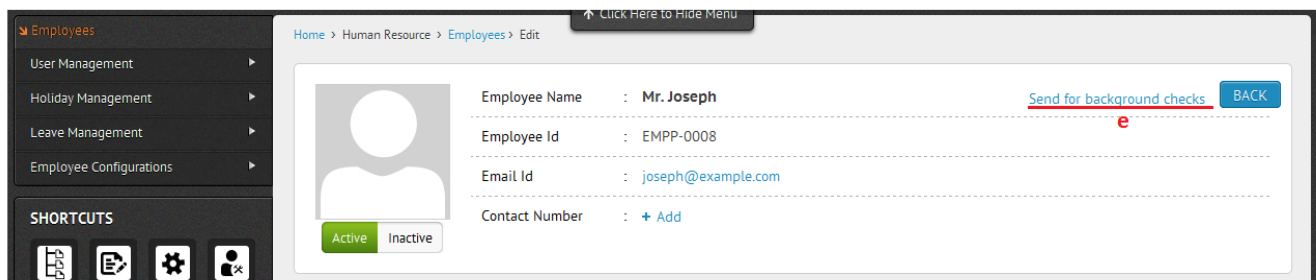


Figure 45

Want to View & Generate Reports:

- Click on Analytics in the top menu
- You will be redirected to Analytics page where graphical representation of organization statistics are displayed
- Click on a menu item in the Analytics menu
- Click on the corresponding submenu

Refer Figure 46

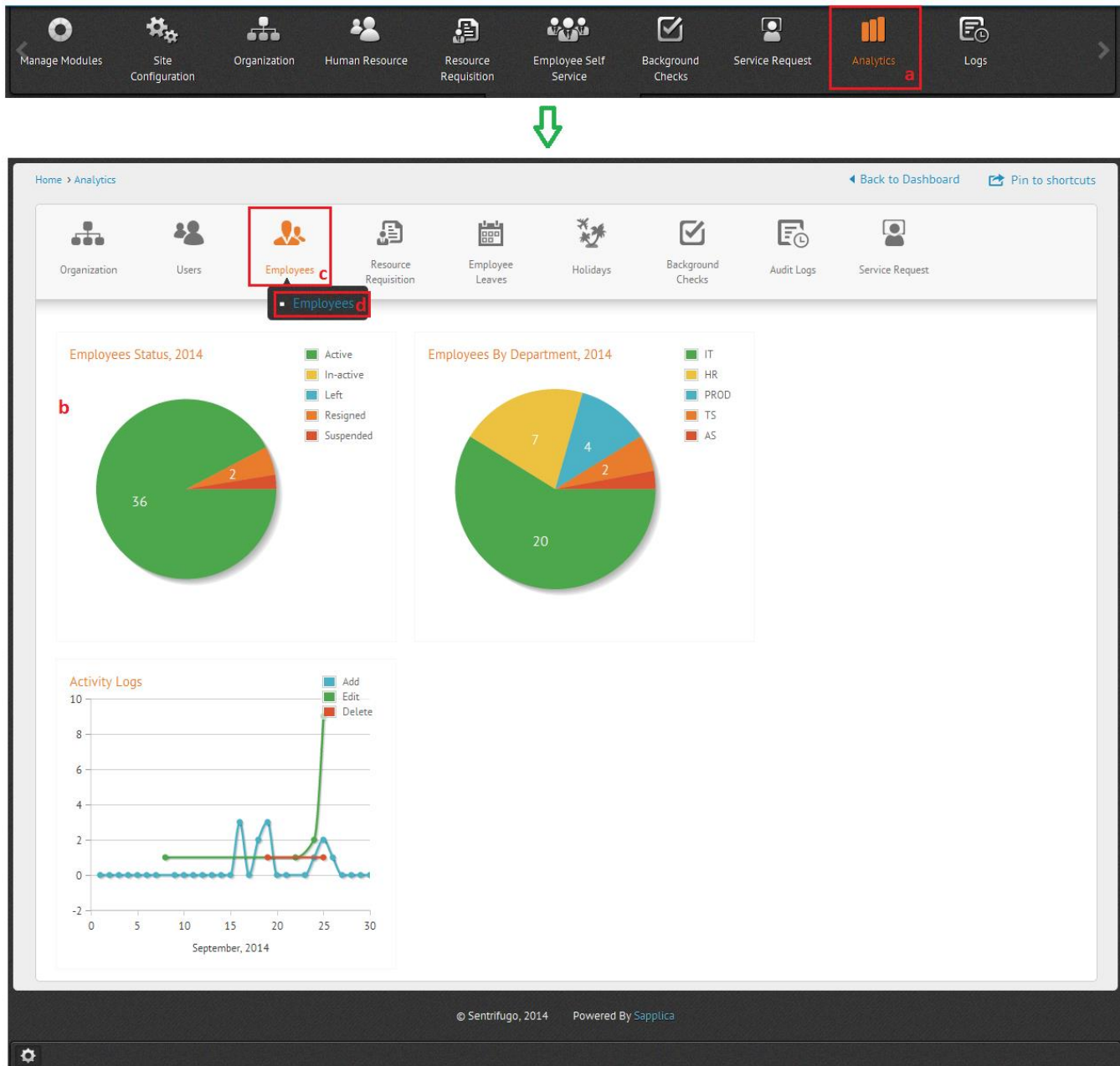


Figure 46

e. In the selected submenu page, click on Export to PDF or Export to Excel to generate report
 Refer Figure 47

[Home](#) > [Analytics](#) > [Employees Report](#)

[Back to Analytics](#)
[Back to Dashboard](#)

Organization

Users

Employees

Resource Requisition

Employee Leaves

Holidays

Background Checks

Audit Logs

Service Request

Export to PDF

Export to Excel

Generate Custom Report

Reporting Manager

Department

Select Department

Role

Select Role

Job Title

Select Job Title

Position

Select Position

Employment Status

Select Employment Status

Joined Date

Mode of Employment

Select Mode Of Employm...

GENERATE REPORT

Reset

EMPLOYEES

Employee ID	Employee	Email	Mobile	Role	Reporting Manager	Job Title	Position
EMPP-0008	Mr. Joseph	joseph@example.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0020	Mr. Jacob	harith08@yahoo.com	--	Management	Paul	Manager	Manager
EMPP-0011	Mr. Jim	manager.hrms@gmail.com	--	Manager	Paul	Manager	Manager
EMPP-0010	Mr. James	management.hrms@gmail.com	--	Management	Paul	Managing Director	MD
EMPP-0012	Miss. Sheela	sheela@example.com	--	Management	James	Team Lead	Lead
EMPP-0046	Miss. lana	lana@example.com	--	System Admin	James	Quality Analyst	Employee
EMPP-0022	Mr. kiran Manager	kiran@example.com	--	Manager	jacob	Manager	Manager
EMPP-0023	Mr. sashi employee	haritha.murari@sagarsoft.in	--	Employee	kiran Manager	Software Engineer	Sr Employee
EMPP-0037	Mr. Ramya	empp12@example.com	--	Employee	jacob	Software Engineer	Sr Employee
EMPP-0006	Miss. Sharon	haritha.murari1@sagarsoft.in	--	HR manager	Paul	Manager	Manager
EMPP-0026	Mr. candid	candid@example.com	--	Employee	Sharon	Software Engineer	Sr Employee
EMPP-0038	Mr. candidate eight	empp3@example.com	--	Software Engineer	jacob	Quality Analyst	Employee
EMPP-0003	Mrs. Anderson neo	Anderson@example.com	--	Manager	Thomas	Manager	Manager
EMPP-0005	Miss. Jennifer	Jennifer@example.com	--	Software Engineer	Anderson neo	Team Lead	Lead
EMPP-0007	Mr. Adams	Adams@example.com	--	System Admin	Anderson neo	System Admin	Sysadmin
EMPP-0009	Mr. Employee.HRMS	hrmsemmployee001@gmail.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0013	Mr. externaluser.hrms	externaluser.hrms@gmail.com	--	Software Engineer	Adams	Software Engineer	Sr Employee
EMPP-0017	Mr. Joshua	emppp1@example.com	--	Employee	Jennifer	Quality Analyst	Employee
EMPP-0019	Mrs. Daniel	vsunitha32@yahoo.com	--	Employee	reciever and manager	Software Engineer	Sr Employee
EMPP-0034	Miss. gfgfdg	gf@example.com	--	Employee	Anderson neo	Quality controller	Sr QC

Records per page

20

<<

<

>

>>

Page 1 of 2

Figure 47

Or, to generate custom reports

- f. Provide the specifications required to generate report
- g. Click on Generate Report to generate a custom report

Refer Figure 48

[Home](#) > [Analytics](#) > [Employees Report](#)

[Back to Analytics](#)
[Back to Dashboard](#)

Organization

Users

Employees

Resource Requisition

Employee Leaves

Holidays

Background Checks

Audit Logs

Service Request

Export to PDF

Export to Excel

Generate Custom Report

Reporting Manager

Department

Role

Job Title

Position

Employment Status

Joined Date

Mode of Employment

GENERATE REPORT

Reset

EMPLOYEES

Employee ID	Employee	Email	Mobile	Role	Reporting Manager	Job Title	Position
EMPP-0008	Mr. Joseph	Joseph@example.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0020	Mr. Jacob	harith08@yahoo.com	--	Management	Paul	Manager	Manager
EMPP-0011	Mr. Jim	manager.hrms@gmail.com	--	Manager	Paul	Manager	Manager
EMPP-0010	Mr. James	management.hrms@gmail.com	--	Management	Paul	Managing Director	MD
EMPP-0012	Miss. Sheela	sheela@example.com	--	Management	James	Team Lead	Lead
EMPP-0046	Miss. lana	lana@example.com	--	System Admin	James	Quality Analyst	Employee
EMPP-0022	Mr. kiran Manager	kiran@example.com	--	Manager	jacob	Manager	Manager
EMPP-0023	Mr. sashi employee	haritha.murari@sagarsoft.in	--	Employee	kiran Manager	Software Engineer	Sr Employee
EMPP-0037	Mr. Ramya	empp12@example.com	--	Employee	jacob	Software Engineer	Sr Employee
EMPP-0006	Miss. Sharon	haritha.murari1@sagarsoft.in	--	HR manager	Paul	Manager	Manager
EMPP-0026	Mr. candid	candid@example.com	--	Employee	Sharon	Software Engineer	Sr Employee
EMPP-0038	Mr. candidate eight	empp3@example.com	--	Software Engineer	jacob	Quality Analyst	Employee
EMPP-0003	Mrs. Anderson neo	Anderson@example.com	--	Manager	Thomas	Manager	Manager
EMPP-0005	Miss. Jennifer	Jennifer@example.com	--	Software Engineer	Anderson neo	Team Lead	Lead
EMPP-0007	Mr. Adams	Adams@example.com	--	System Admin	Anderson neo	System Admin	Sysadmin
EMPP-0009	Mr. Employee.HRMS	hrmsemployee001@gmail.com	--	Software Engineer	Anderson neo	Software Engineer	Sr Employee
EMPP-0013	Mr. externaluser.hrms	externaluser.hrms@gmail.com	--	Software Engineer	Adams	Software Engineer	Sr Employee
EMPP-0017	Mr. Joshua	emppp1@example.com	--	Employee	Jennifer	Quality Analyst	Employee
EMPP-0019	Mrs. Daniel	vsunitha32@yahoo.com	--	Employee	reciever and manager	Software Engineer	Sr Employee
EMPP-0034	Miss. gfgrdg	gf@example.com	--	Employee	Anderson neo	Quality controller	Sr QC

Records per page

20

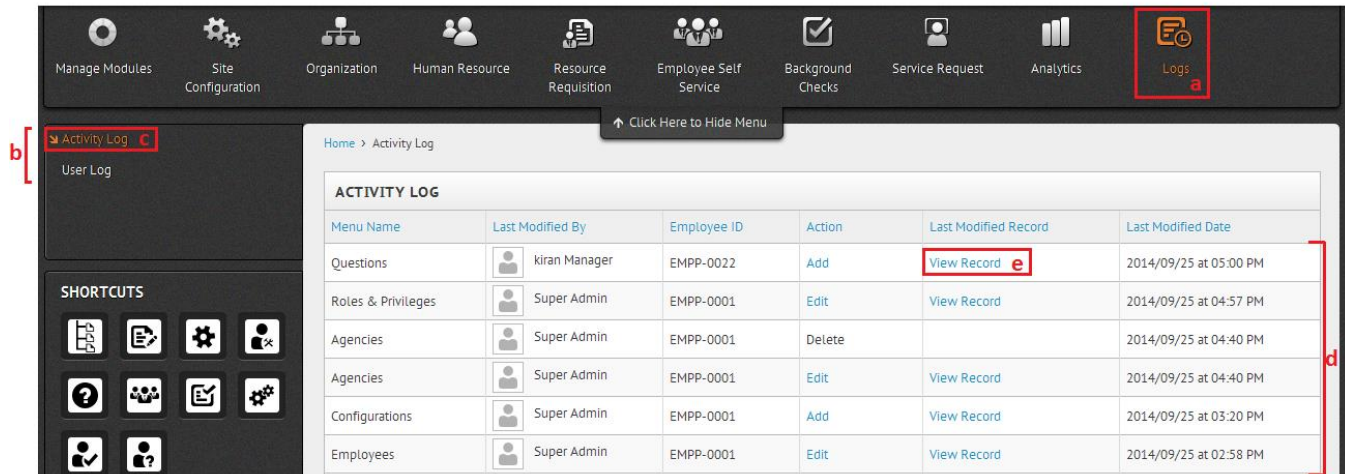
Page 1 of 2

Figure 48

Where can you View Activity log:

- Click on Logs in the top menu
- The left side panel will display the submenus
- Click on Activity log
- View the logs of all the activities in the right side panel
- Click on View Record to view the modified record.

Refer Figure 49



The screenshot shows the Sentrifugo interface with the 'Logs' menu item highlighted in the top navigation bar (a). The left sidebar shows 'Activity Log' selected (b), with 'User Log' as a submenu item (c). The main content area displays the 'ACTIVITY LOG' table (d).

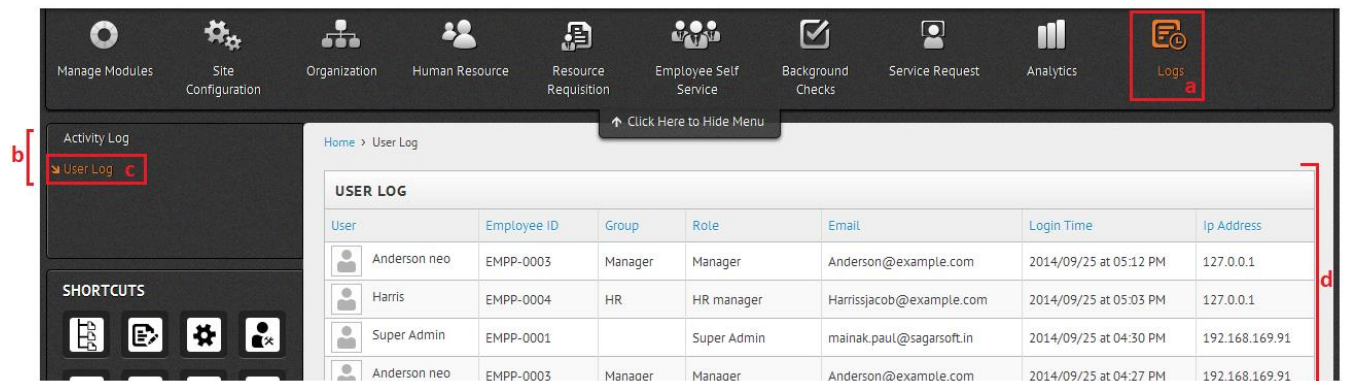
Menu Name	Last Modified By	Employee ID	Action	Last Modified Record	Last Modified Date
Questions	kiran Manager	EMPP-0022	Add	View Record e	2014/09/25 at 05:00 PM
Roles & Privileges	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 04:57 PM
Agencies	Super Admin	EMPP-0001	Delete		2014/09/25 at 04:40 PM
Agencies	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 04:40 PM
Configurations	Super Admin	EMPP-0001	Add	View Record	2014/09/25 at 03:20 PM
Employees	Super Admin	EMPP-0001	Edit	View Record	2014/09/25 at 02:58 PM

Figure 49

Where can I View User log:

- Click on Logs in the top menu
- The left side panel will display the submenus
- Click on User log
- View the logs of all the users in the right side panel

Refer Figure 50



The screenshot shows the Sentrifugo interface with the 'Logs' menu item highlighted in the top navigation bar (a). The left sidebar shows 'User Log' selected (b), with 'Activity Log' as a submenu item (c). The main content area displays the 'USER LOG' table (d).

User	Employee ID	Group	Role	Email	Login Time	Ip Address
Anderson neo	EMPP-0003	Manager	Manager	Anderson@example.com	2014/09/25 at 05:12 PM	127.0.0.1
Harris	EMPP-0004	HR	HR manager	Harrisjacob@example.com	2014/09/25 at 05:03 PM	127.0.0.1
Super Admin	EMPP-0001		Super Admin	mainak.paul@sagarsoft.in	2014/09/25 at 04:30 PM	192.168.169.91
Anderson neo	EMPP-0003	Manager	Manager	Anderson@example.com	2014/09/25 at 04:27 PM	192.168.169.91

Figure 50

Looking to Set Shortcuts:

- Click on the organization logo in the top left of the header
- Click on Click here link in the Shortcuts panel in the left side

Refer Figure 51

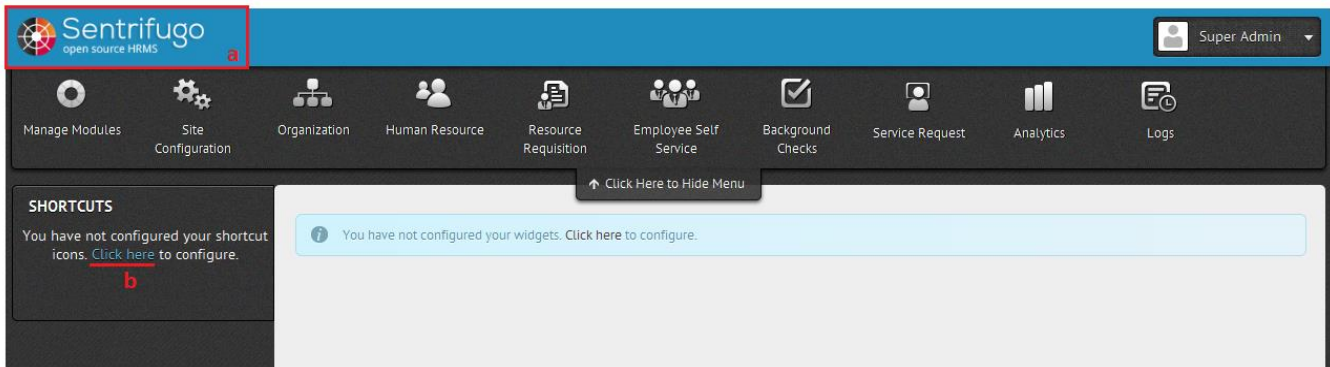


Figure 51

Or

- Click on logged in user's name in the top right of the header
- Click on Settings in the dropdown
- Select Shortcuts button in the settings page
- Drag and drop the selected menu item(s) in the shortcuts box
- Click on Save to add shortcuts in the Shortcuts panel

Refer Figure 52

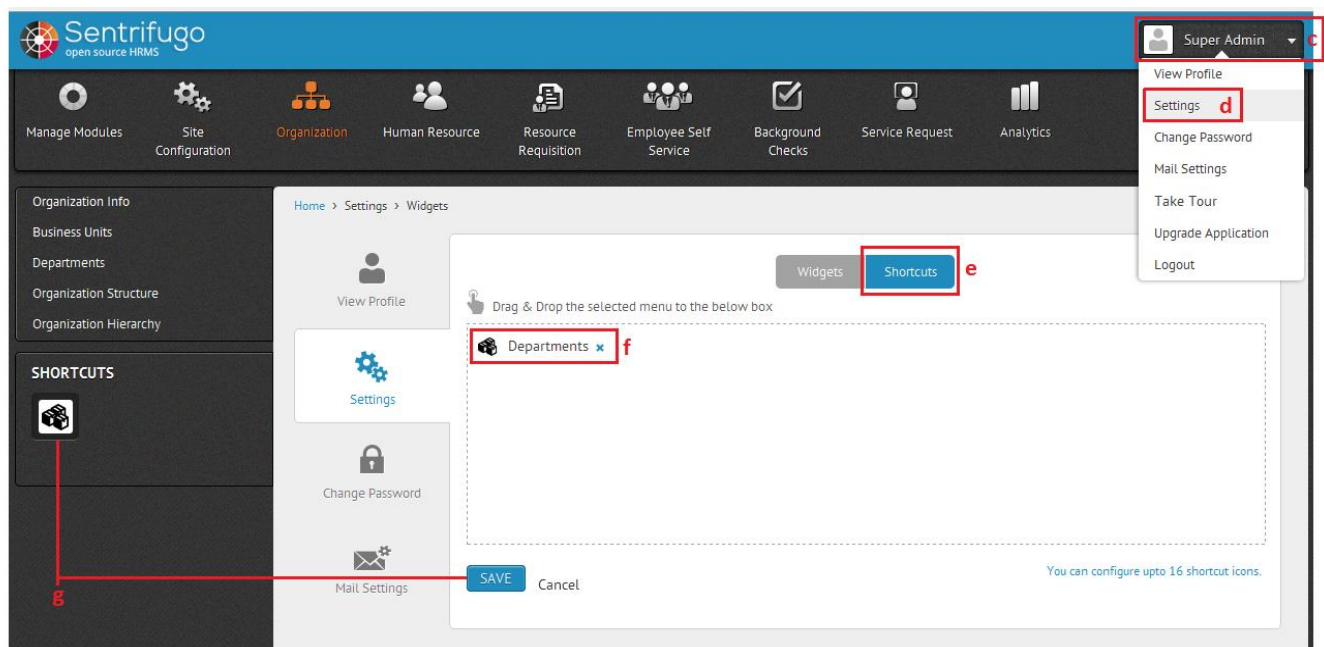


Figure 52

You can also create Shortcuts as you browse through the application

- h. Click on a desired module in the top menu
- i. Click on the desired submenu in the left side panel
- j. Click on Create Shortcut in the right side panel

For further understanding, Refer Figure 53, which explains about creating a shortcut as you browse through the application

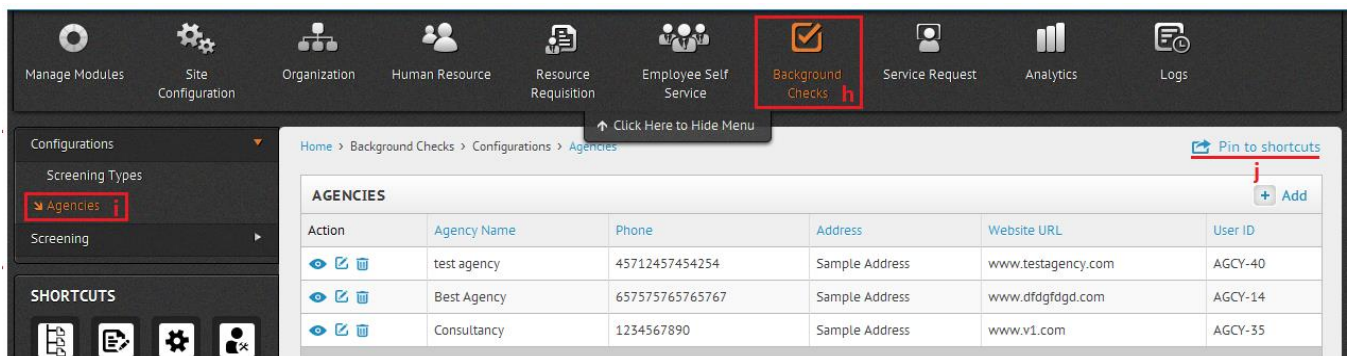


Figure 53

Looking to Set Widgets:

- a. Click on the organization logo in the top left of the header
- b. Click on Click here link in the Widgets panel in the right side

Refer figure 54

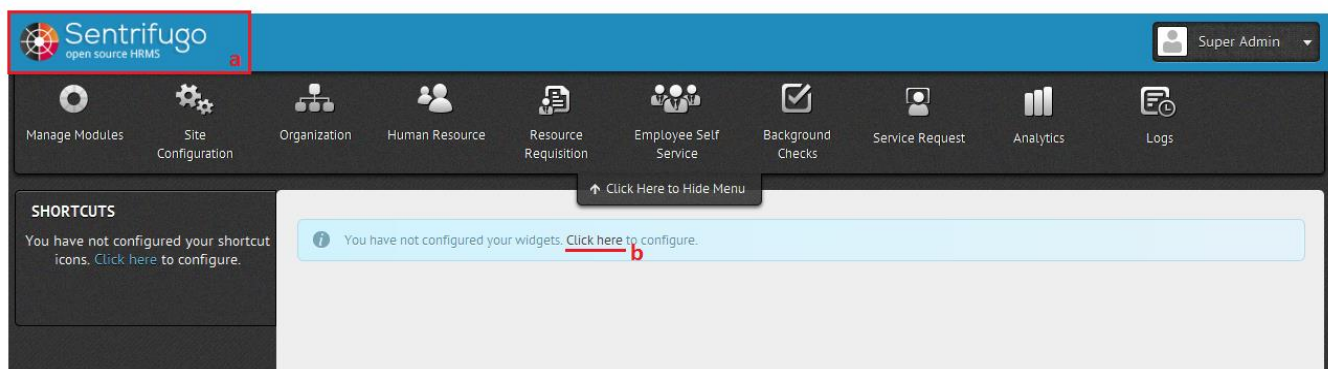


Figure 54

Or

- c. Click on logged in user's name in the top right of the header
- d. Click on Settings in the dropdown

Or

- e. Click on Settings icon in the bottom left of the footer
- f. Select Widgets button in the settings page
- g. Drag and drop the selected menu item(s) in the widgets box
- h. Click on Save to add Widgets in the Widgets panel

Refer Figure 55

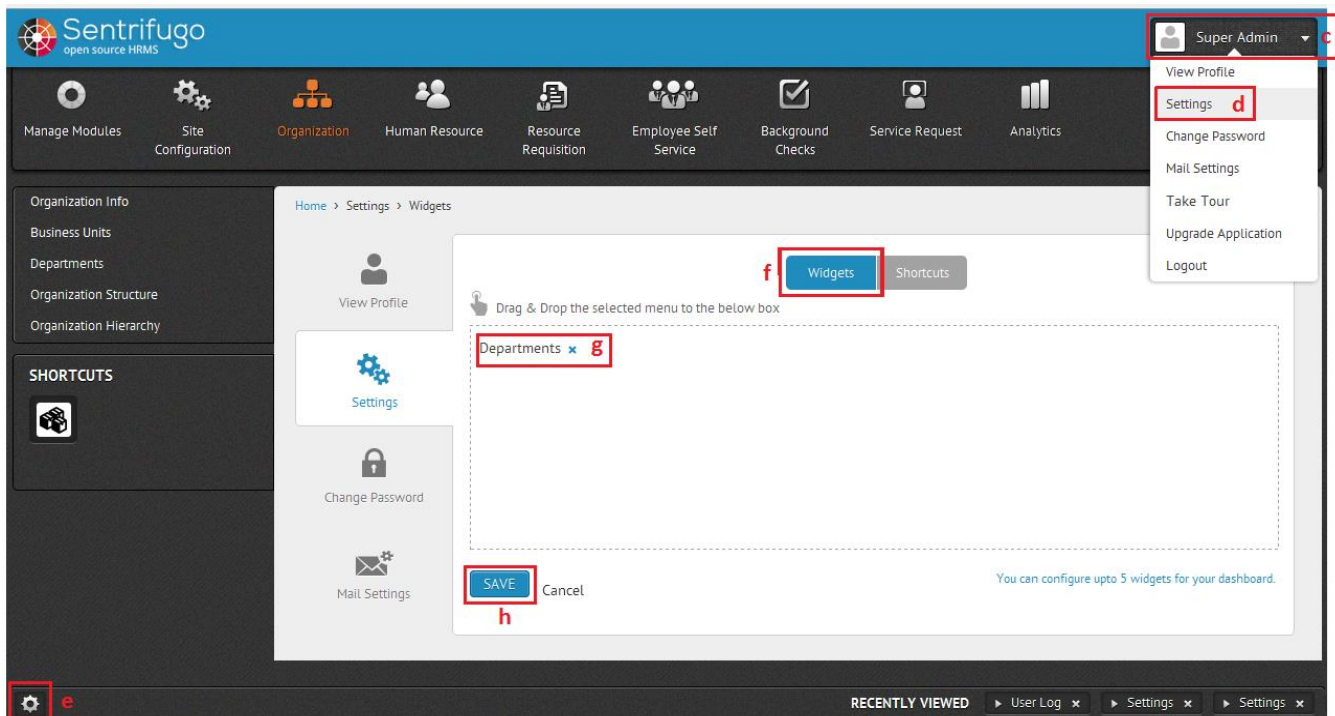


Figure 55

Want to Configure Service Request:

- Click on the Service Request in the top menu
- The left side panel will display the submenus
- Click on desired submenu
- Click on Add button on the right side panel
- Enter the Required details
- Click Save button to add the details

For further understanding refer to Figure 56, which explains about adding Settings

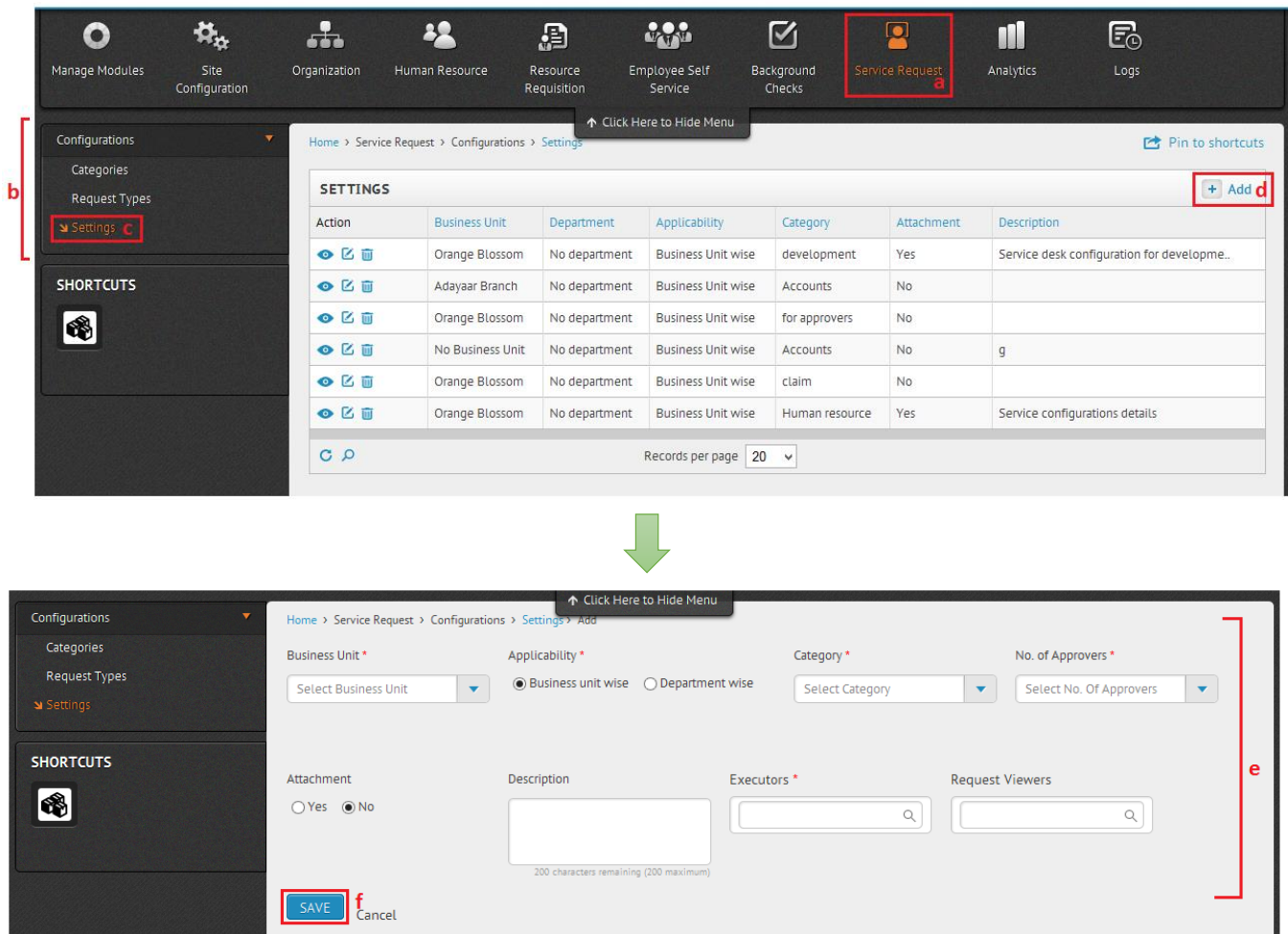


Figure 56 illustrates the process of adding a new Service Request configuration setting in the Sentrifugo HRMS.

The top screenshot shows the main interface with the **Service Request** menu item highlighted in the top navigation bar (labeled 'a'). The left sidebar shows the **Configurations** menu expanded, with **Settings** selected (labeled 'b' and 'c'). The main area displays a table of existing settings, with the **Add** button highlighted (labeled 'd').

The bottom screenshot shows the **Add** form for a new setting. The form includes the following fields and options:

- Business Unit ***: A dropdown menu to select the business unit.
- Applicability ***: Radio buttons for **Business unit wise** (selected) and **Department wise**.
- Category ***: A dropdown menu to select the category.
- No. of Approvers ***: A dropdown menu to select the number of approvers.
- Attachment**: Radio buttons for **Yes** and **No** (selected).
- Description**: A text input field with a 200 character limit (200 characters remaining).
- Executors ***: A text input field with a search icon.
- Request Viewers**: A text input field with a search icon.

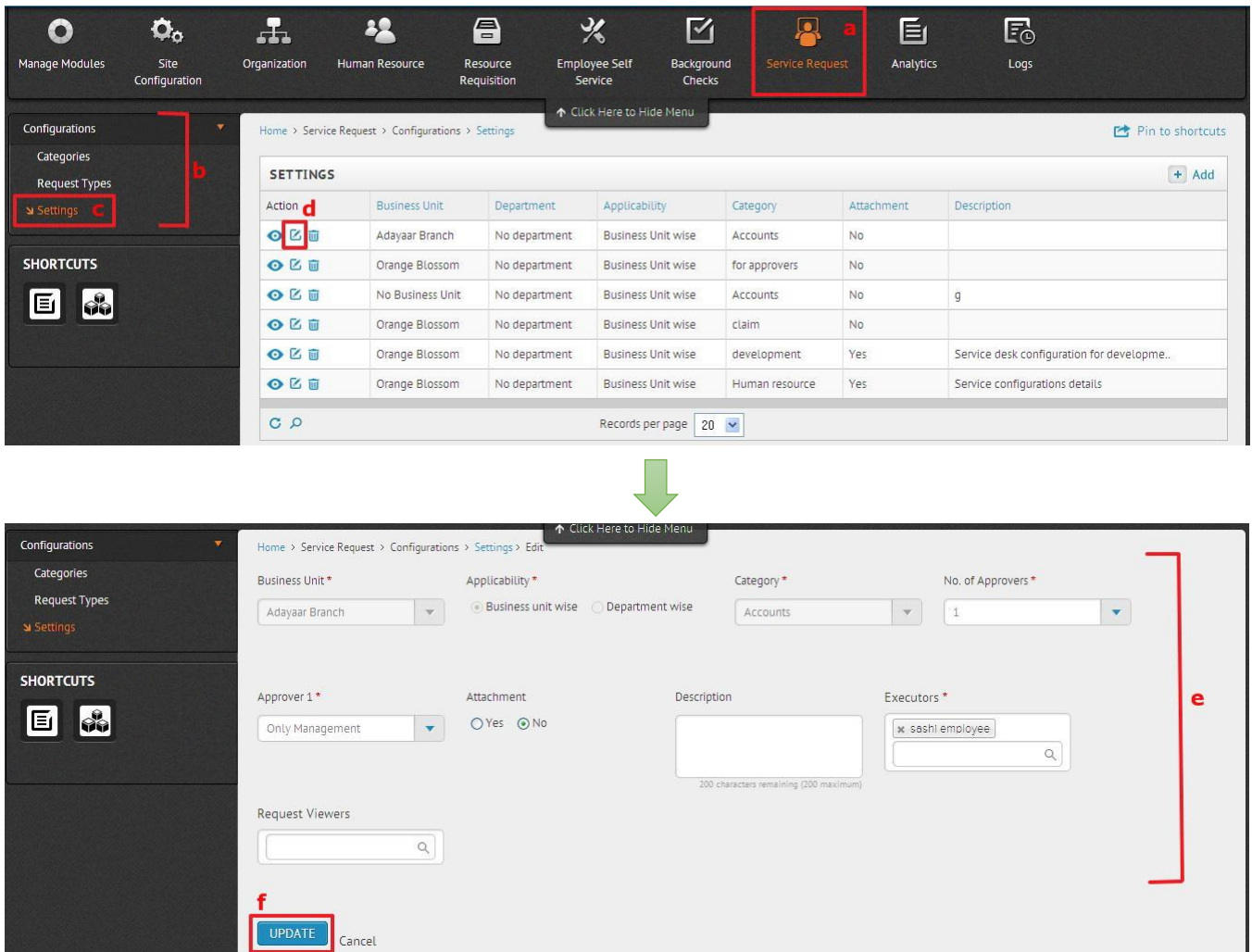
The **SAVE** button is highlighted (labeled 'f'), and the **Cancel** button is also visible. A red bracket on the right side of the form is labeled 'e'.

Figure 56

Want to Edit Service Request:

- Click on the Service Request in the top menu
- The left side panel will display the submenus
- Click on desired submenu
- Click on Edit icon for the record that is to be edited on the right side panel
- Make the required changes to the record
- Click Update button to save the changes made.

Refer Figure 57



The figure illustrates the process of editing a Service Request configuration in Sentrifugo. It consists of two screenshots connected by a green arrow pointing downwards.

Top Screenshot: Service Request Settings Table

The top screenshot shows the main interface with the 'Service Request' menu item highlighted in the top navigation bar (labeled 'a'). In the left sidebar, the 'Settings' option under 'Request Types' is highlighted (labeled 'b'). The main content area displays a table titled 'SETTINGS' with the following columns: Action, Business Unit, Department, Applicability, Category, Attachment, and Description. The first row of the table is highlighted, and its 'Action' column contains an edit icon (labeled 'd').

Action	Business Unit	Department	Applicability	Category	Attachment	Description
	Adayaar Branch	No department	Business Unit wise	Accounts	No	
	Orange Blossom	No department	Business Unit wise	for approvers	No	
	No Business Unit	No department	Business Unit wise	Accounts	No	g
	Orange Blossom	No department	Business Unit wise	claim	No	
	Orange Blossom	No department	Business Unit wise	development	Yes	Service desk configuration for developme...
	Orange Blossom	No department	Business Unit wise	Human resource	Yes	Service configurations details

The bottom of the table shows 'Records per page' set to 20.

Bottom Screenshot: Service Request Edit Form

The bottom screenshot shows the 'Edit' form for a Service Request configuration. The form contains the following fields and options:

- Business Unit ***: Adayaar Branch (dropdown)
- Applicability ***: Business unit wise (radio button selected), Department wise (radio button)
- Category ***: Accounts (dropdown)
- No. of Approvers ***: 1 (dropdown)
- Approver 1 ***: Only Management (dropdown)
- Attachment**: Yes (radio button), No (radio button selected)
- Description**: A text area with a character count: '200 characters remaining (200 maximum)'.
- Executors ***: sashi employee (text input with search icon)
- Request Viewers**: A search input field.
- Buttons**: An 'UPDATE' button (labeled 'f') and a 'Cancel' button.

A red bracket on the right side of the form (labeled 'e') encompasses the Description, Executors, and Request Viewers fields.

Figure 57

How to Delete Service Request:

- Click on the Service Request in the top menu
- The left side panel will display the submenus
- Click on desired submenu
- Click on Delete icon for the record that is to be deleted on the right side panel

Refer to Figure 58

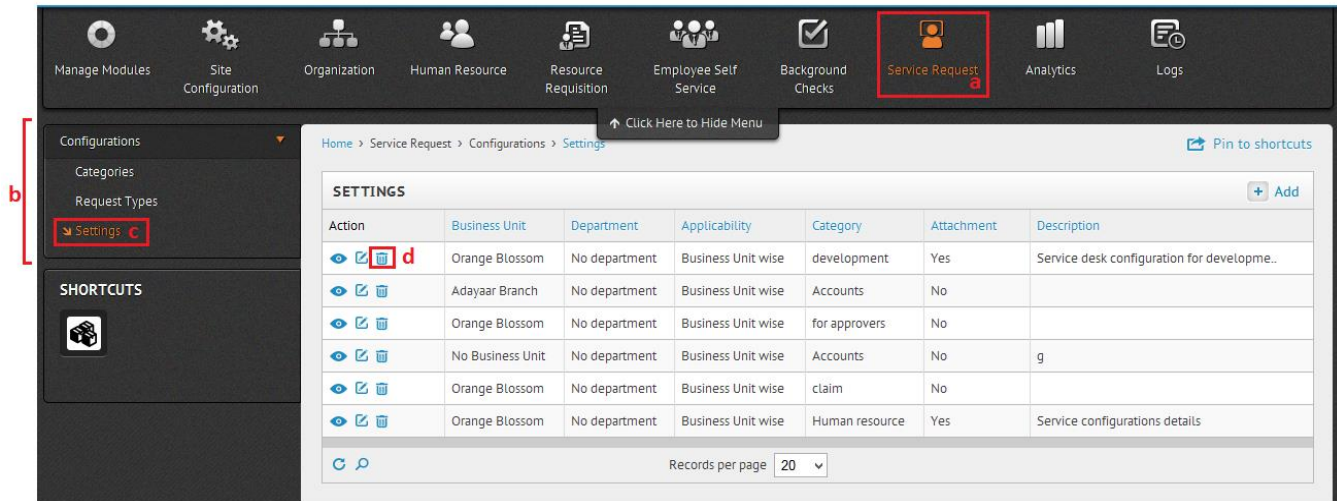


Figure 58

- In the Confirmation pop up , Click on Yes to delete the record

Refer to Figure 59

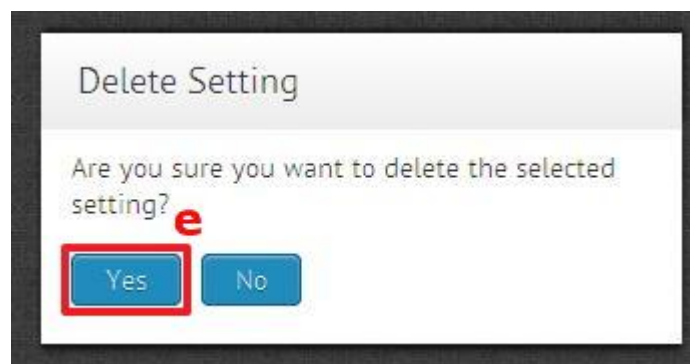


Figure 59

How do I set Cron Jobs:

You should have received an email upon successful installation of Sentrifugo.

- a. Copy the link in the Cron Job section in the email
- b. The first link in the Cron Job section is used to send application related emails to the employees
- c. The second link is to send emails to the employees to intimate them regarding the expiration of their identity documents
- d. Configure the Cron Job in your server to execute it periodically

Refer Figure 60

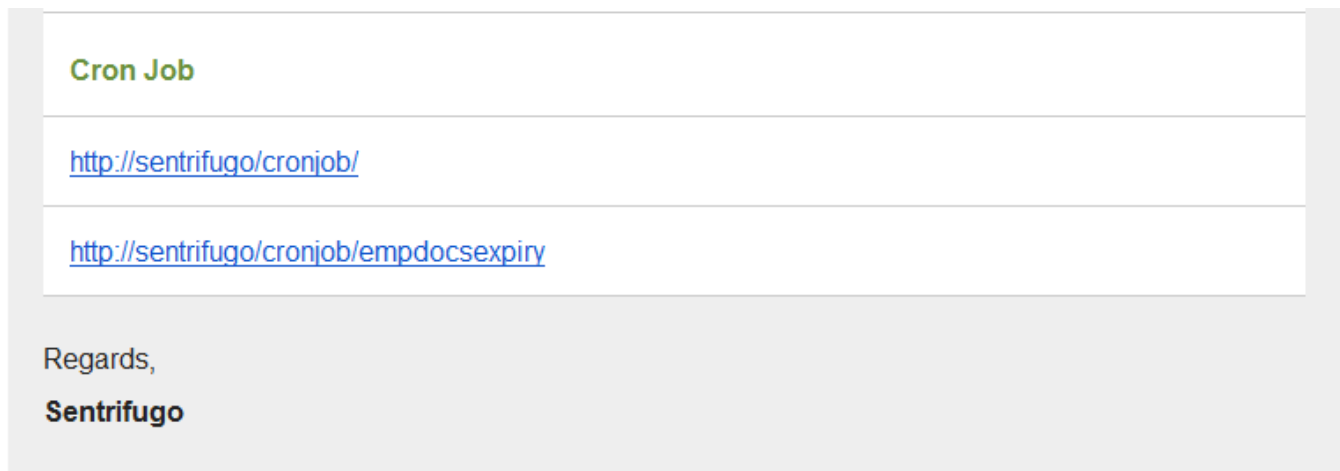


Figure 60

How to Download Import format

- Click on Human Resources in the top menu
- Click on Employees submenu on the left side panel
- Click on Import Format link above the employee details grid on the right hand side

Refer to figure 61

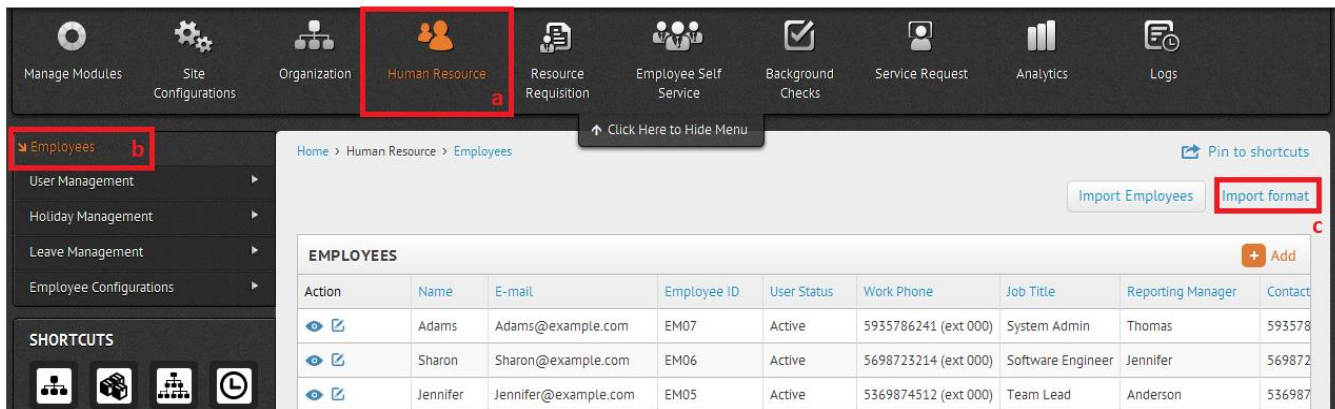


Figure 61

You should be able to download an excel sheet which defines the import format to add employees

Refer Figure 62 for the import format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Prefix	First Name	Last Name	Role Type	Email	Business Unit	Department	Reporting manager employee ID	Job Title	Position	Employment status	Date of joining	Date of leaving	Experience	Extension	Work telephone number	Fax
HR	John	Henry	Manager	john.henry@samco.co.uk	GB		BMO2	MGR	Manager	PER	20-10-2012					
HR	Tonia	Wilson	Employee	tonia.wilson@samco.co.uk	GA		BMO3	SE	Trainee	PROB	20-10-2013					

Figure 62

From where do I pick the Import format details

a. Prefix

- I. Click on Site configurations in the top menu
- II. Click on General submenu on the left side panel
- III. Click on Prefixes link
- IV. Add the required prefix by clicking on Add button
- V. Use the Prefix to enter in the import excel

Refer Figure 63

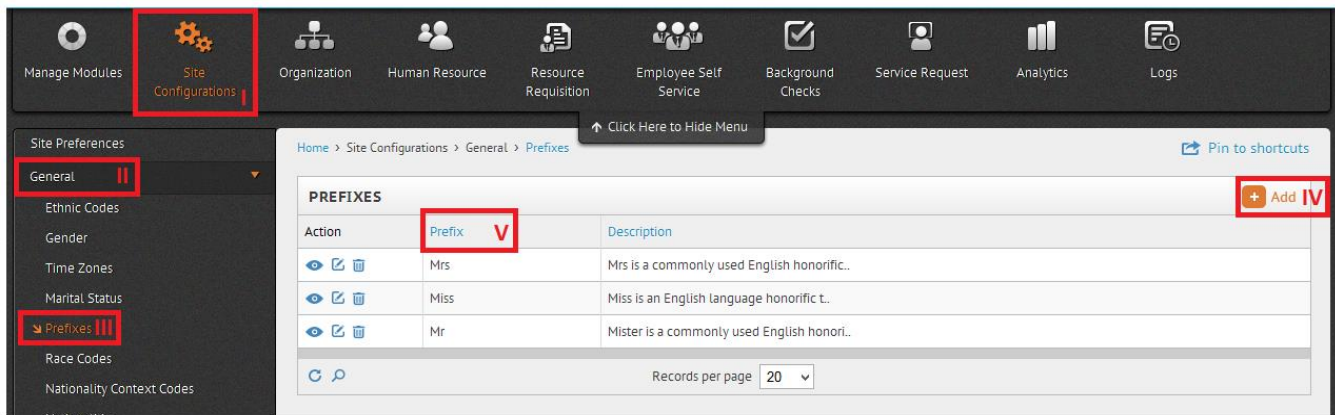


Figure 63

Note: You can only enter prefixes that are existing in the application.

b. Enter the First and Last Name of the employee

- I. These fields are mandatory and accept only alphabetic characters

Refer Figure 64


A	B	C	D	E
Prefix	First Name	Last Name	Role Type	Email
				

Figure 64

c. Role Type

- I. Click on Human Resource in the top menu
- II. Click on User Management submenu on the left side panel
- III. Click on Roles & Privileges link
- IV. Add the required roles and provide privileges to the role by clicking Add button
- V. Use the Role Type to enter in the import excel

Refer Figure 65

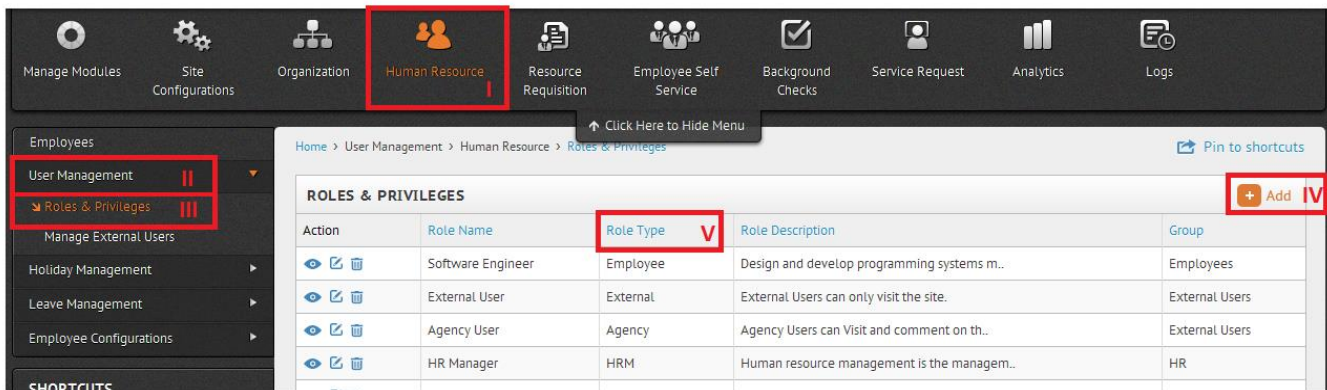


Figure 65

Note: You can only enter roles that are existing in the application

d. Enter the email of the employee

- I. Email address should unique and of a valid format
- II. Email field is mandatory

Refer figure 66

	C	D	E
ne	Role	Email	Business Unit

Figure 66

e. Business Unit

- I. Click on Organization in the top menu
- II. Click on Business Units in the left side panel
- III. Click on Add button to add the desired business unit
- IV. Use the Code to enter in the import excel

Refer Figure 67

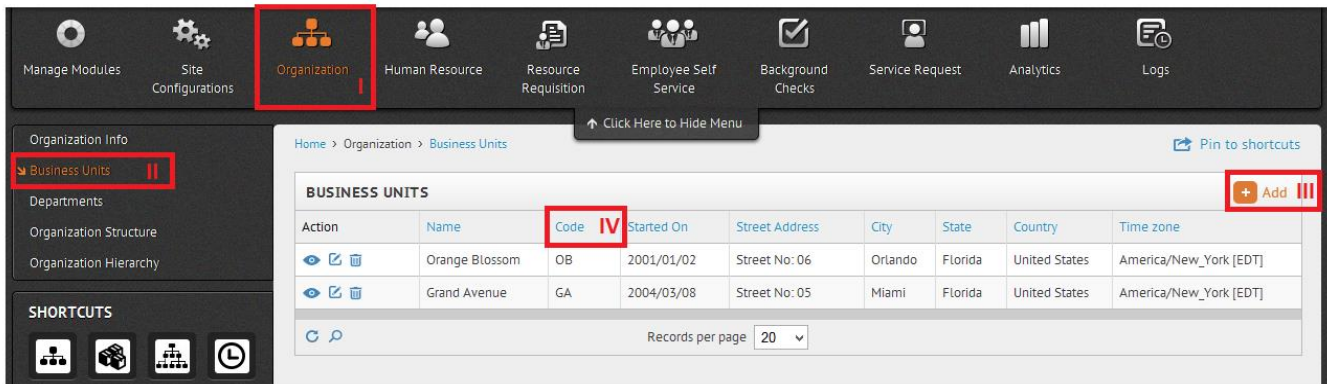


Figure 67

Note: You can only enter business units that are existing in the application

f. Departments

- I. Click on Organization in the top menu
- II. Click on Departments in the left side panel
- III. Click on Add button to add the desired department
- IV. Use the Code to enter in the import excel
- V. Please make sure that Department should fall under the Business Unit entered in import excel

Refer Figure 68

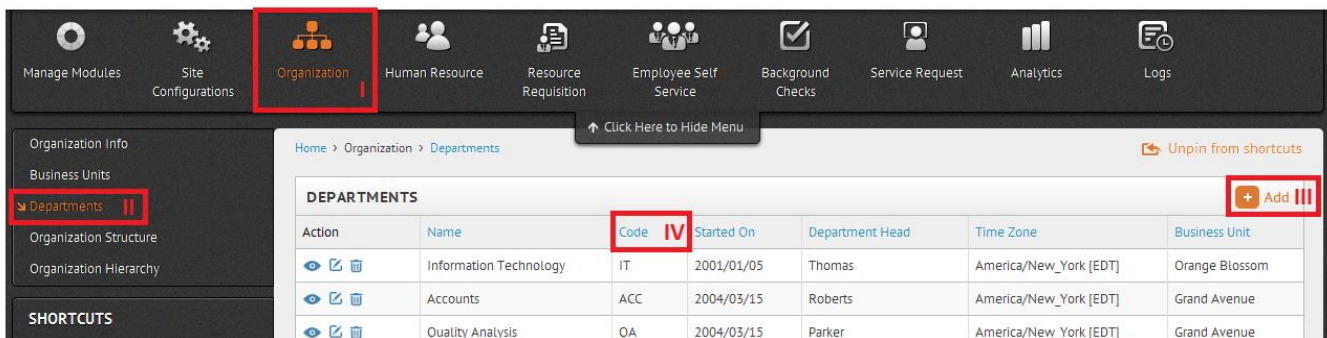


Figure 68

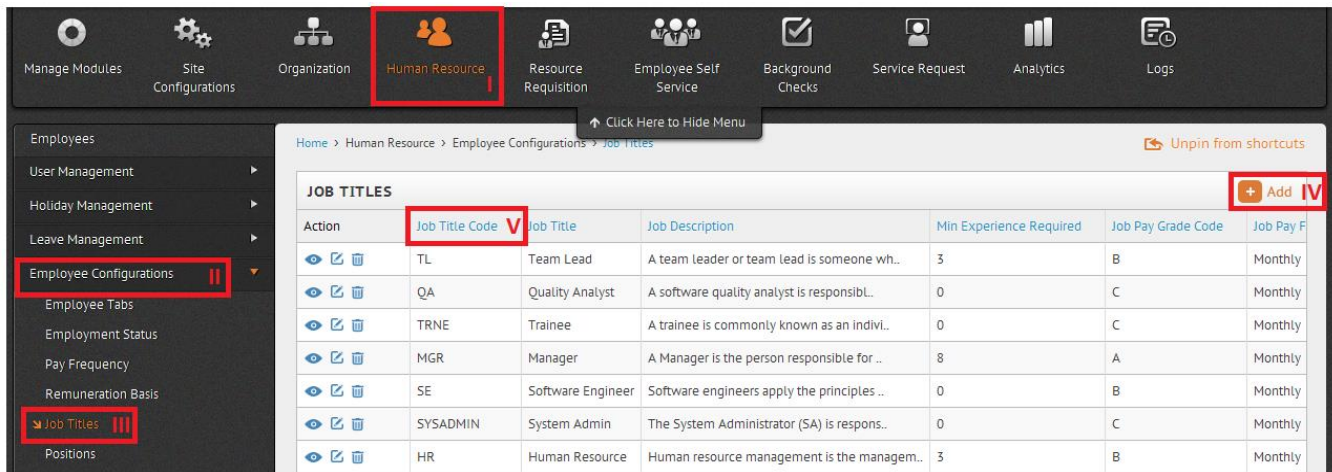
Note: You can only enter departments that are existing in the application

g. Enter the Reporting Manager employee id

h. Job Title

- I. Click on Human Resource in the top menu
- II. Click on Employee Configurations in the left side panel
- III. Click on Job Titles link
- IV. Click on Add button to add the desired job title
- V. Use the Job Title Code to enter in the import excel

Refer Figure 69



Home > Human Resource > Employee Configurations > Job Titles

Unpin from shortcuts

JOB TITLES + Add IV






















Action	Job Title Code V	Job Title	Job Description	Min Experience Required	Job Pay Grade Code	Job Pay F
  	TL	Team Lead	A team leader or team lead is someone wh...	3	B	Monthly
  	QA	Quality Analyst	A software quality analyst is responsibl...	0	C	Monthly
  	TRNE	Trainee	A trainee is commonly known as an indivi...	0	C	Monthly
  	MGR	Manager	A Manager is the person responsible for ..	8	A	Monthly
  	SE	Software Engineer	Software engineers apply the principles ..	0	B	Monthly
  	SYSADMIN	System Admin	The System Administrator (SA) is respons..	0	C	Monthly
  	HR	Human Resource	Human resource management is the managem..	3	B	Monthly

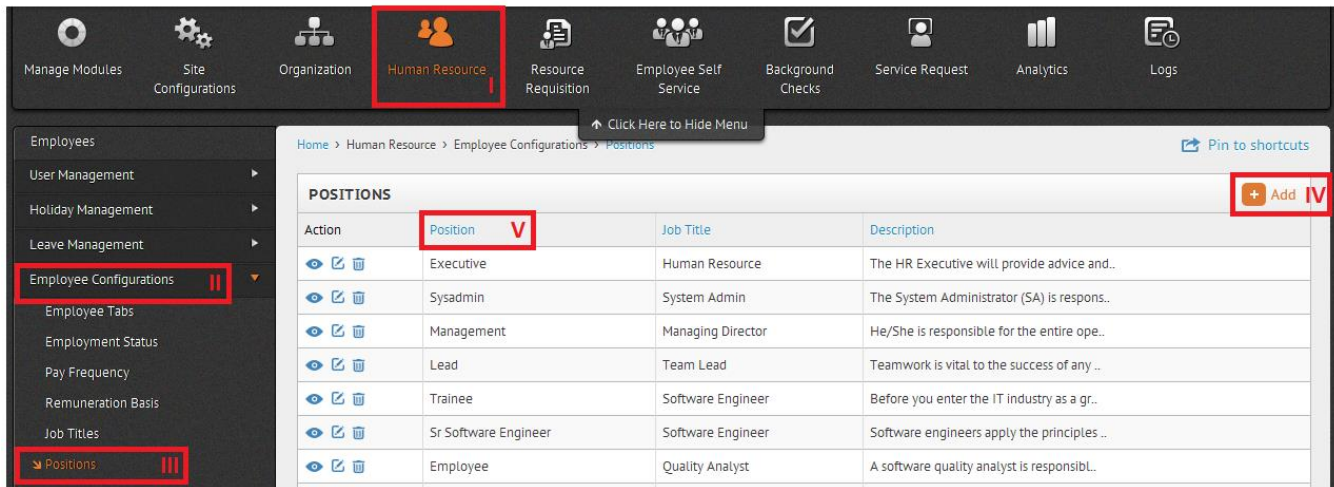
Figure 69

Note: You can only enter job titles that are existing in the application

i. Position

- I. Click on Human Resource in the top menu
- II. Click on Employee Configurations in the left side panel
- III. Click on Positions link
- IV. Click on Add button to add the desired position
- V. Use the Position to fill in the import excel
- VI. Please make sure that Position should fall under the Job Titles entered in import excel

Refer Figure 70



The screenshot displays the Sentrifugo HRMS interface. The top navigation bar includes 'Manage Modules', 'Site Configurations', 'Organization', 'Human Resource' (highlighted with a red box), 'Resource Requisition', 'Employee Self Service', 'Background Checks', 'Service Request', 'Analytics', and 'Logs'. The left sidebar shows 'Employees', 'User Management', 'Holiday Management', 'Leave Management', 'Employee Configurations' (highlighted with a red box), 'Employee Tabs', 'Employment Status', 'Pay Frequency', 'Remuneration Basis', 'Job Titles', and 'Positions' (highlighted with a red box). The main content area shows the 'POSITIONS' table with columns: Action, Position (highlighted with a red box and a red 'V' mark), Job Title, and Description. The table lists several positions: Executive, Sysadmin, Management, Lead, Trainee, Sr Software Engineer, and Employee. An 'Add' button (highlighted with a red box and a red 'IV' mark) is located in the top right corner of the table.






















Action	Position	Job Title	Description
  	Executive	Human Resource	The HR Executive will provide advice and..
  	Sysadmin	System Admin	The System Administrator (SA) is respons..
  	Management	Managing Director	He/She is responsible for the entire ope..
  	Lead	Team Lead	Teamwork is vital to the success of any ..
  	Trainee	Software Engineer	Before you enter the IT industry as a gr..
  	Sr Software Engineer	Software Engineer	Software engineers apply the principles ..
  	Employee	Quality Analyst	A software quality analyst is responsibl..

Figure 70

Note: You can only positions that are existing in the application

j. Employment Status

- I. Click on Human Resource in the top menu
- II. Click on Employee Configurations in the left side panel
- III. Click on Employment Status
- IV. Click on Add button to add the desired status
- V. Use the Work Short Code to enter in the import excel

Refer Figure 71

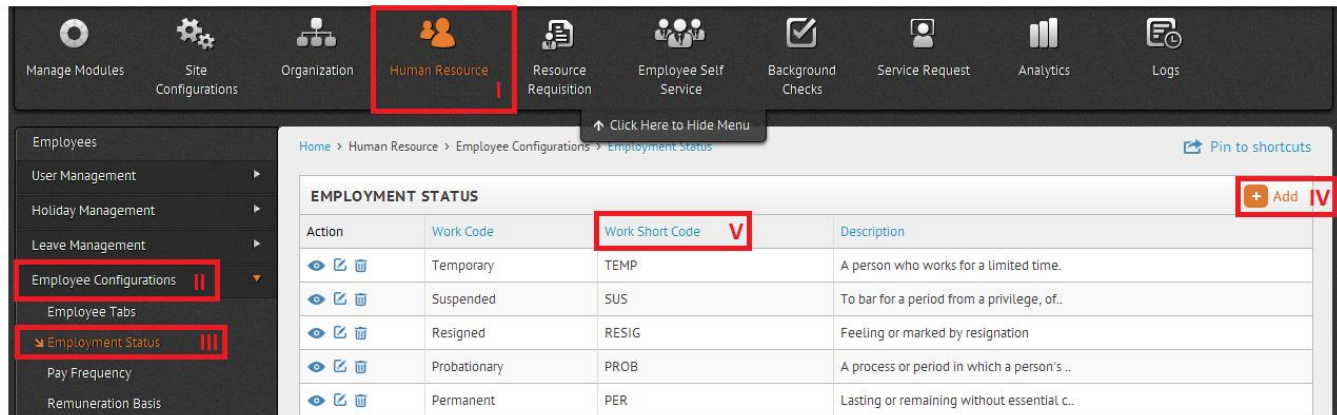


Figure 71

Note: You can only enter work short codes that are existing in the application

k. Enter the employee Date of Joining in “Day, month and four digit year with dashes” format

- I. This is a mandatory field

Refer Figure 72 for guidance

K	L	M
ent Status	Date of joining	Date of leaving
	20-12-2014	
	20-12-2014	

Figure 72

I. Enter the employee Date of Leaving

- I. Date of Leaving column can be left empty unless the employee Employment status is "Left", "Suspended", or "Resigned"
- II. Date of Leaving must be greater than the Date of Joining

Refer Figure 73

K	L	M
Date of joining	Date of leaving	Experience

Figure 73

m. Enter the employee Experience

- I. This field is not mandatory

Refer Figure 74

L	M	N
Date of leaving	Experience	Extension

Figure 74

n. Enter the employee Extension

- I. This field is not mandatory

Refer Figure 75

M	N	
Experience	Extension	Work tele

Figure 75

o. Enter the employee Work Telephone Number

- I. This field is not mandatory

Refer Figure 76

N	O	P
Extension	Work telephone number	Fax

Figure 76

p. Enter the employee Fax

- I. This field is not mandatory

Refer Figure 77

O	P	Q
Phone number	Fax	

Figure 77