

## **STEP 1 : LOGIN DETAILS:**

1. Click this below link for login page

<http://192.168.12.234:8080/webforms/index.aspx>

2. Company Name : Select Creative Y&R
3. Username : enter your username as CEmp Number. For Example : C123
4. Password : There is no password set. Once you login, go to account settings and set/change the password.
5. Click Login

\* You can also bookmark the weblink once you are in your login page.

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## **STEP 2 : UPDATING YOUR OWN INFORMATION**


1. After you login, on your Home page screen, under My Profile, Click on My Details

The screenshot displays the HRMASTER Human Resource Management System interface. At the top, the logo 'HRMASTER HUMAN RESOURCE MANAGEMENT SYSTEM' is visible on the left, and 'Company : RAMCO GROUP - SENIORS' is on the right. Below the logo, there are navigation tabs for 'Home', 'Employee', and 'Leave'. The main content area is divided into several sections. On the left, there is a 'My Profile' section with a user profile picture and the following information: 'Mr Rajiv Modi (P015)', 'CFO', and '20 August 2014'. Below the profile picture, there are links for 'My Details', 'Upload Image', 'Contact Info.', 'Passport', and 'Visa'. The 'My Details' link is highlighted with a blue arrow. To the right of the profile section, there are three panels: 'My Leaves', 'My Assets', and 'My Holidays'. The 'My Leaves' and 'My Assets' panels have tables with columns for 'Request Status', 'Balance', 'Type', 'Date', 'Period', 'Status', 'Part No.', and 'Qty'. The 'My Holidays' panel has a 'Date' column. The top navigation bar includes 'Home', 'Employee', and 'Leave' tabs. The company name 'RAMCO GROUP - SENIORS' is displayed in the top right corner.

2. Updating Personal Information

**Employee Profile Preview** (Edit Details)

**Rajiv Modi, CFO ( P015 )**

	<b>Joining Date :</b> 07/12/2005 <b>Employee Class :</b> Not Mentioned <b>Department :</b> N/A <b>Sub Department :</b> Not Mentioned <b>ICard No. :</b> Not Mentioned <b>Category :</b> N/A	<b>Location :</b> Office Technologies Limited <b>Employment Type :</b> Regular <b>Branch :</b> BRANCH <b>Reporting To :</b> Not Mentioned <b>Employee WeekOff :</b> Daywise
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Personal Information	Contact Information	Emergency Contact Details
<b>Birth Date :</b> Not Mentioned <b>Nationality :</b> Not Mentioned <b>Religion :</b> Not Mentioned <b>Marital Status :</b> Not Mentioned <b>Native Language :</b> Not Mentioned <a href="#">More...</a>	<b>Work Phone :</b> Not Mentioned <b>Mobile No. :</b> +254 734293405 <b>Address :</b> Nairobi - , Nairobi , <a href="#">More...</a>	<b>Person Name :</b> Not Mentioned <b>Contact No. :</b> Not Mentioned <b>Address :</b> . <a href="#">More...</a>
Statutory Information	Bank Details	License Details
<b>NSSF No. :</b> Not Mentioned <b>NHIF No. :</b> Not Mentioned <b>PIN No. :</b> Not Mentioned <b>Nationality Id :</b> Not Mentioned <a href="#">More...</a>	<b>Bank Name :</b> Not Mentioned <b>Account No. :</b> Not Mentioned <b>Account Type :</b> Not Mentioned <b>Branch Name :</b> <a href="#">More...</a>	<b>License No. :</b> Not Mentioned <b>Category :</b> Not Mentioned <b>State Name :</b> Not Mentioned <b>Authority :</b> Not Mentioned <a href="#">More...</a>

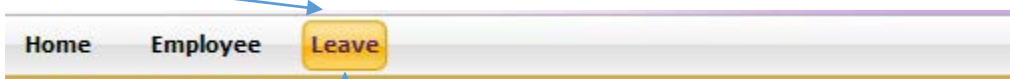
Click More.... On each of the information i.e. Personal Information, Contact Information, Emergency Contact details and fill in all the necessary information.

**More important is Contact Information & Emergency Contact Details**

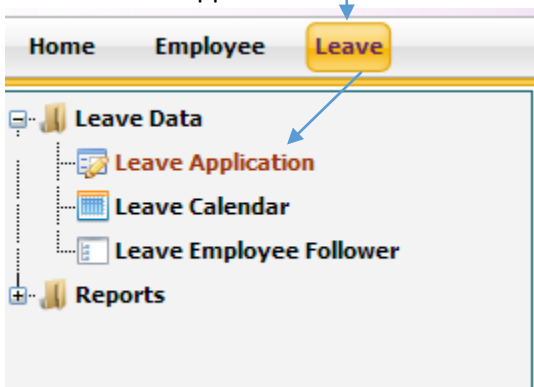
## STEP 3 :

### **PART 1 : HOW TO APPLY FOR THE LEAVE (Leave request as an Employee)**

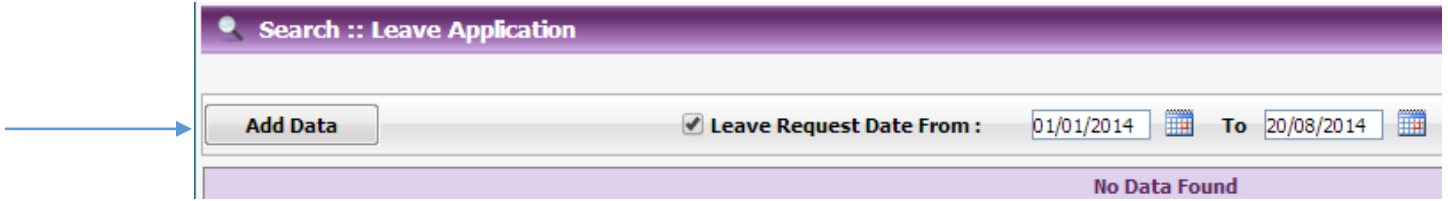
1. Click on Leave



2. Click on Leave Application



3. Click on Add Data



& enter the following information

Request Date :

Leave Type:

From Date :

To Date :

Resumption Date:


Attach document : ( for eg: If its official then invitation letter or any other supporting document)

Comments :

Click Save

# Leave Request




## Leave Request Details :-

Application No : \*      Auto Unique Number  
Employee Name : \*      Rajiv Modi      Payroll No : \* P015  
Request Date : \*       

## Leave Balance

No.	
1	A
2	A
3	A

## Add Leave Details :-

Leave Type : \*       ▼  
From Date : \*              Half Day       ▼  
To Date : \*              Half Day       ▼  
Leave Period :        
Resumption Date : \*         
Attach Document :       No file chosen  
Comments : \*     

## My Calendar :-

July	
Sun	Mon
27	28
3	4
10	11
17	18
24	25
31	1

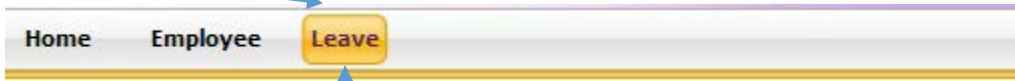
Save

Cancel

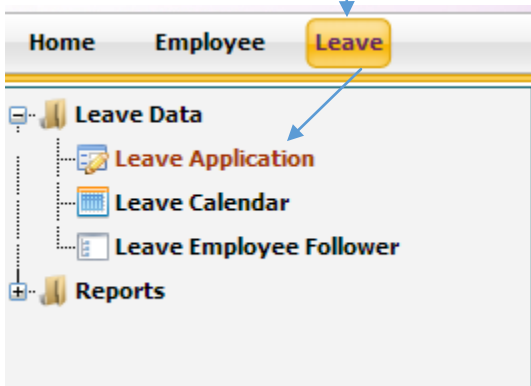
Back

## PART 2 : HOW TO APPROVE THE LEAVE (If you are a Approver)

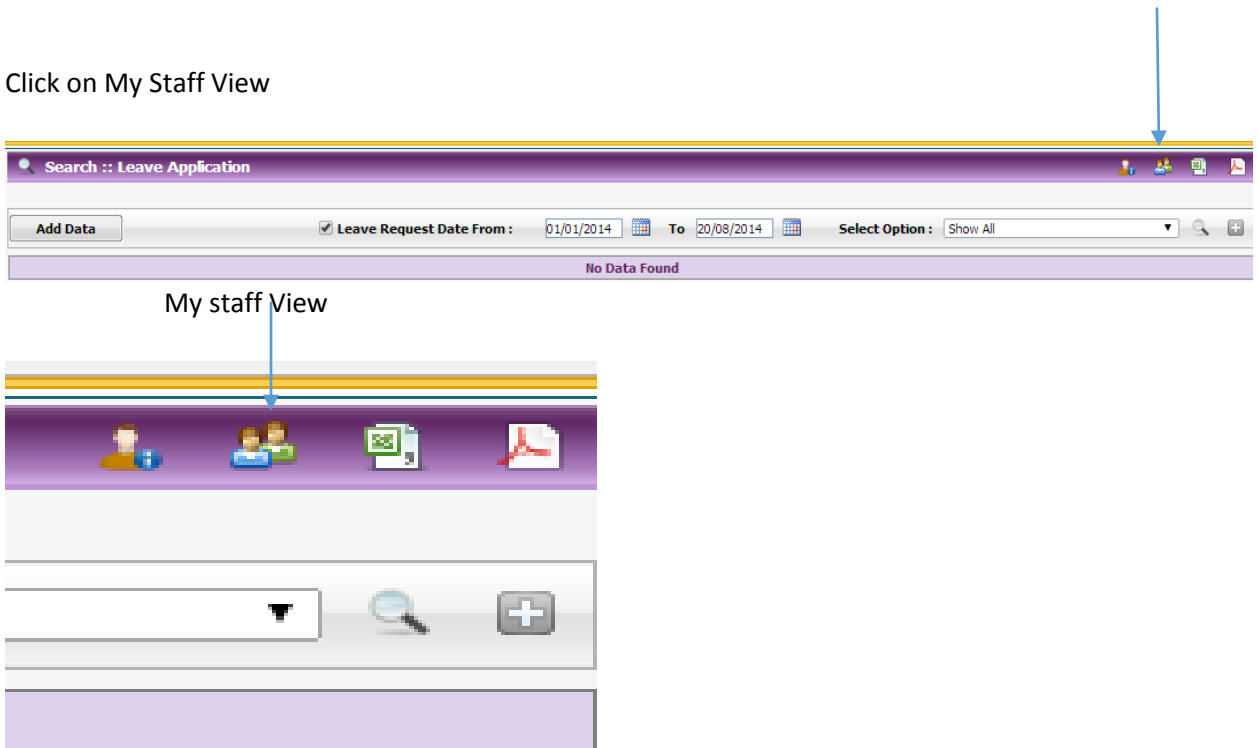
1. Click on Leave



2. Click on Leave Application



3. Click on My Staff View



4. Select the leave application of your staff & make decision.  
Decision are Approved or Rejected  
Save the record

## HOW TO CHANGE YOUR OWN PASSWORD

<b>Company :</b> RAMCO GROUP - SENIORS	<b>Branch :</b> BRANCH	<b>User :</b> ADMIN	<b>2014</b>
Request for Registration Key    Apply New Registration Key    Version : 4.10    Welcome : ADMIN			
Charts    Account Settings    ?    Logout			

Click on Account Settings

<u>Login Name</u>	<u>User Role Name</u>	<u>Payroll No</u>
<b>Change Password</b>   <b>Set Security Question</b>		
Old Password : <input type="text"/>		
New Password : <input type="text"/>		
ReType Password : <input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>		

Enter old password (the one which I have send you on separate email)

New Password : enter new password. Min 1 upper case and 1 num char required\*

ReType Password: re-enter the password

SAVE.