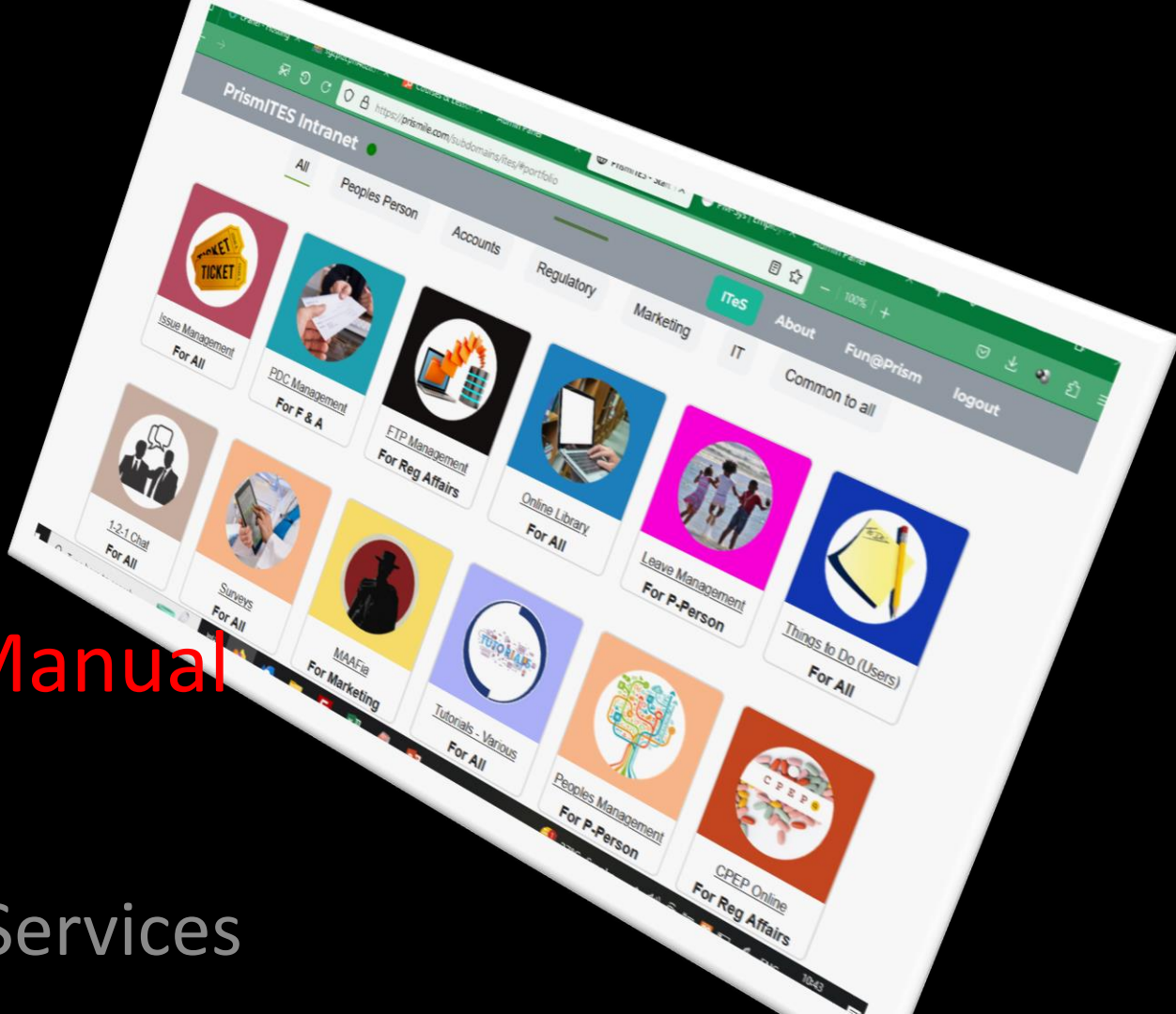
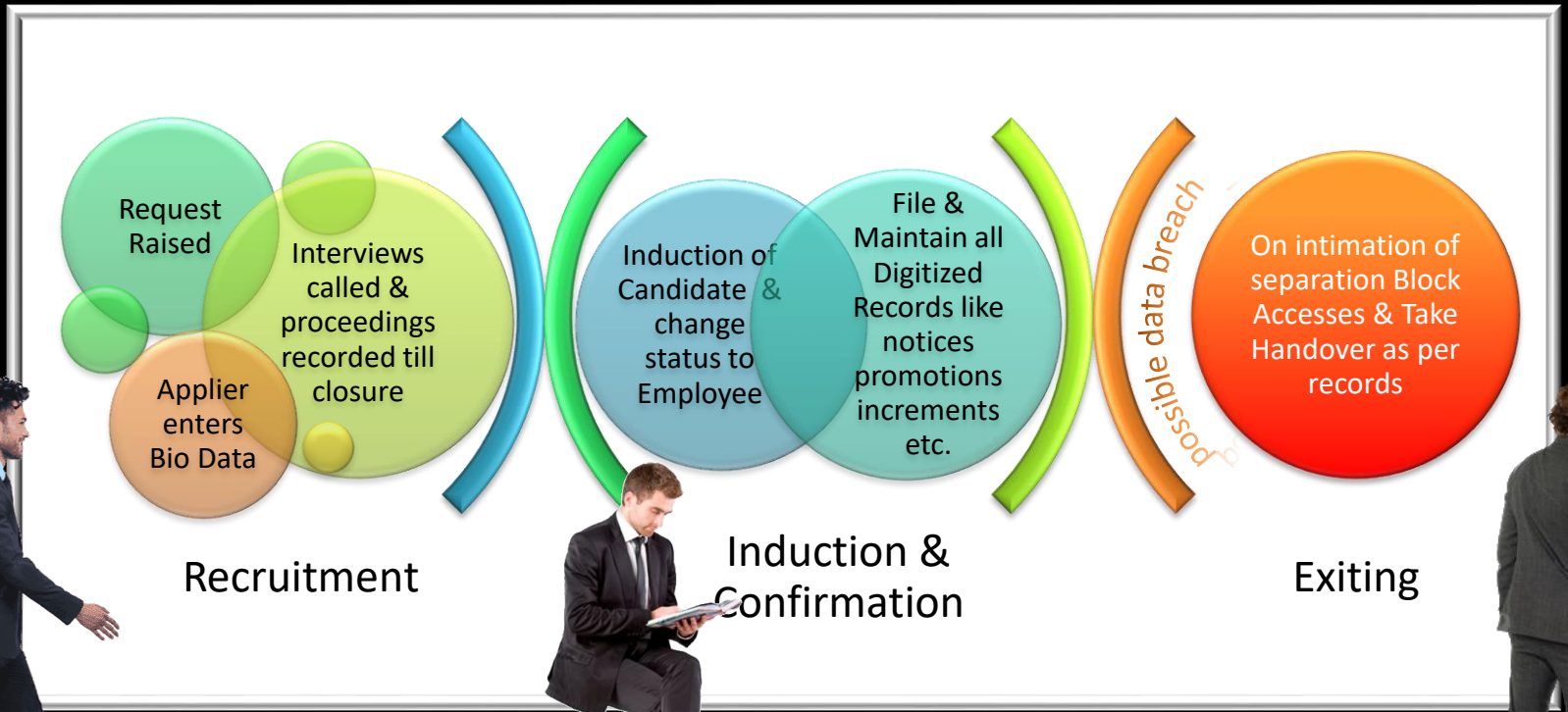
PMS – Training Manual

(PrismITES)

Prism I.T. Enabled Services



Complete Life Cycle Mapping of Employee from Resume to Renounce



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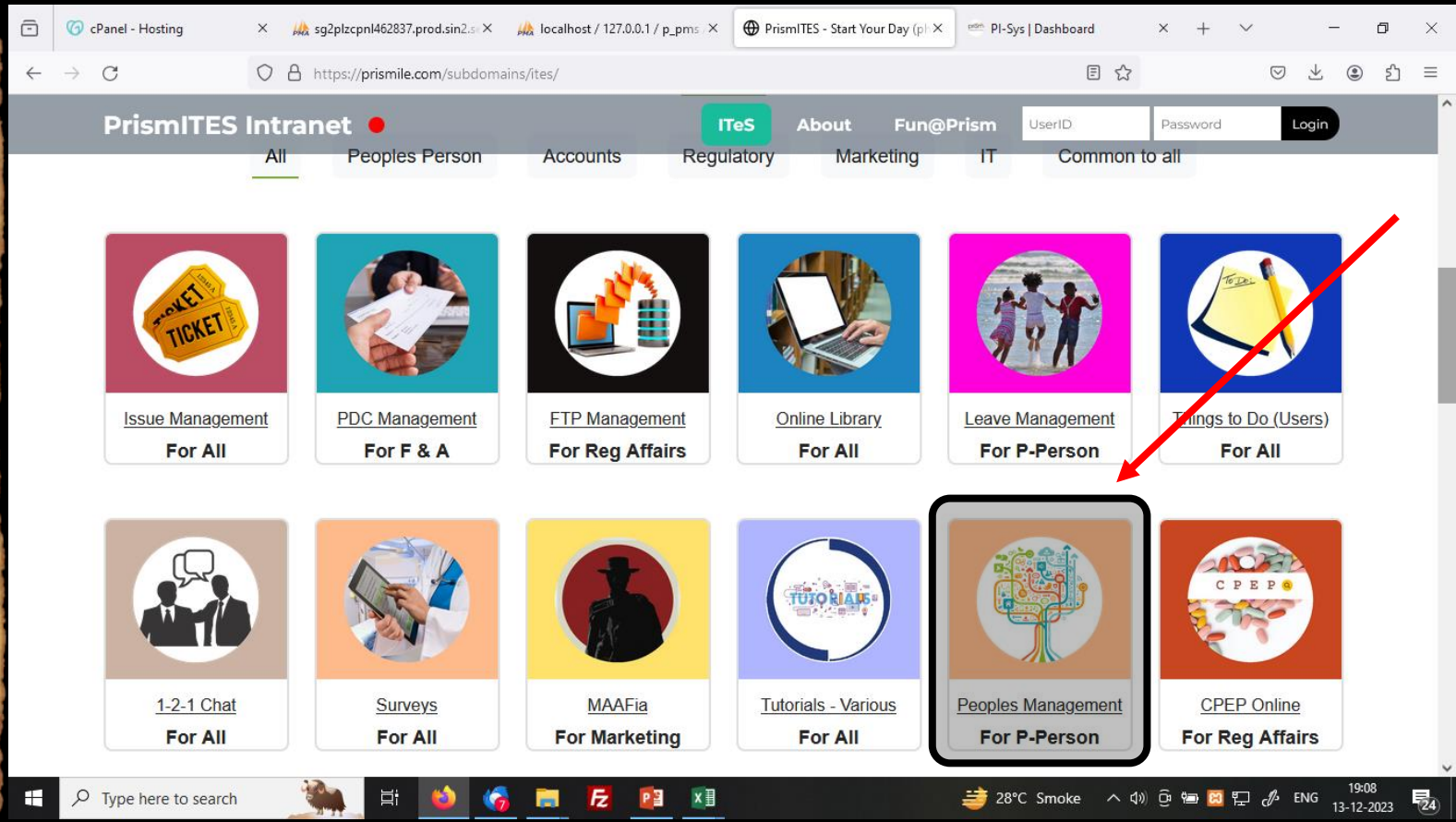
Home screen

This is the Home Screen for **PrismITES Services ...**

- 1st go to the given URL [i.e. ites.prismile.com]
- All the IT Enabled services are listed for all users & department wise to chose from.
- Choose your selection to get your respective modules to work on.
- The credentials are usually your official e-mail ids & password. You may change it once you login.
- These all applications are real-time & online and works on internet.
- You can work from anywhere anytime.

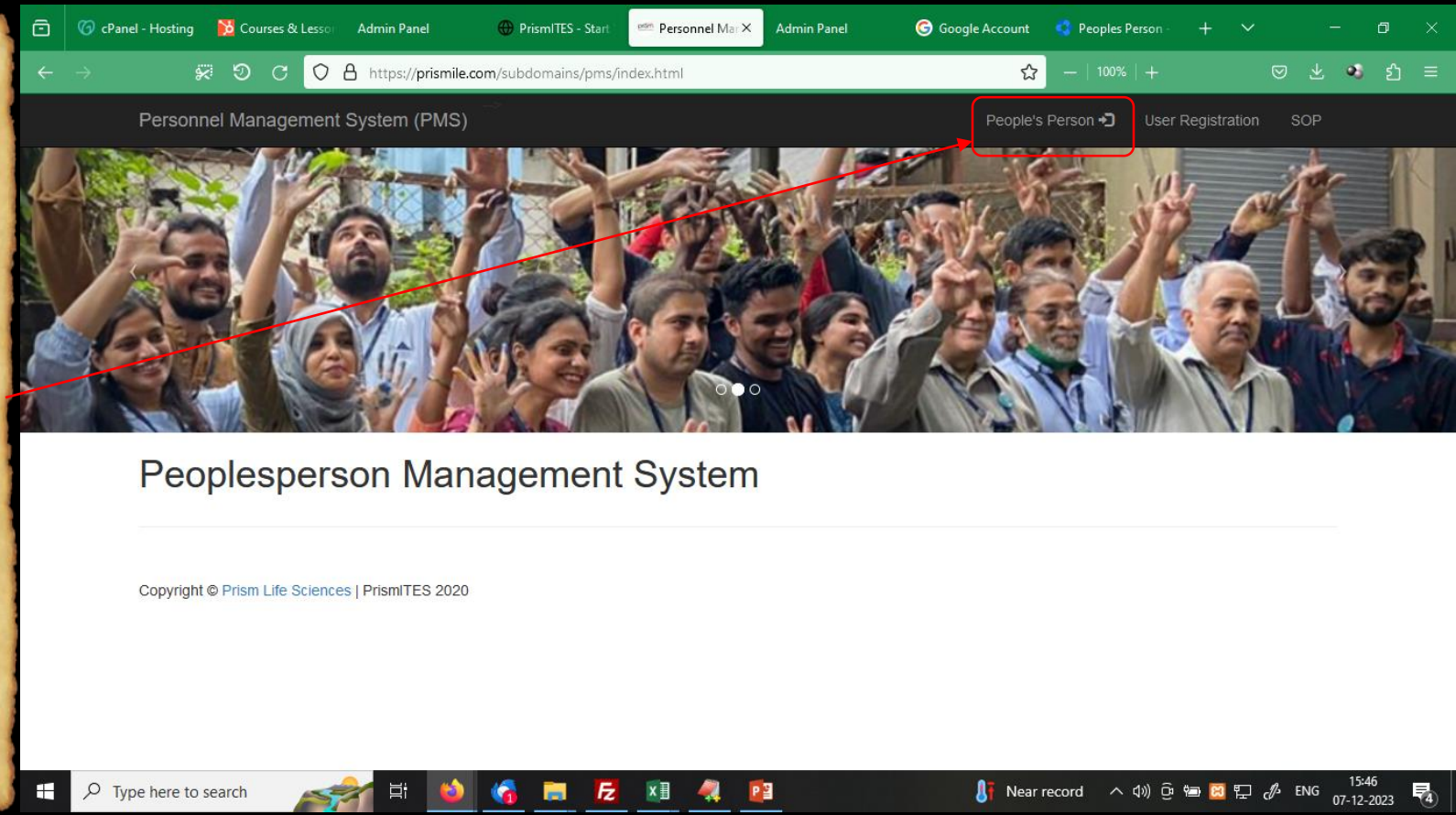


Landing Page of PMS

- You should be getting this application's home screen
- The SOP has this training module – this is specific to admin and peoples person's use.
- Click on the Peoples Person to enter the PMS …

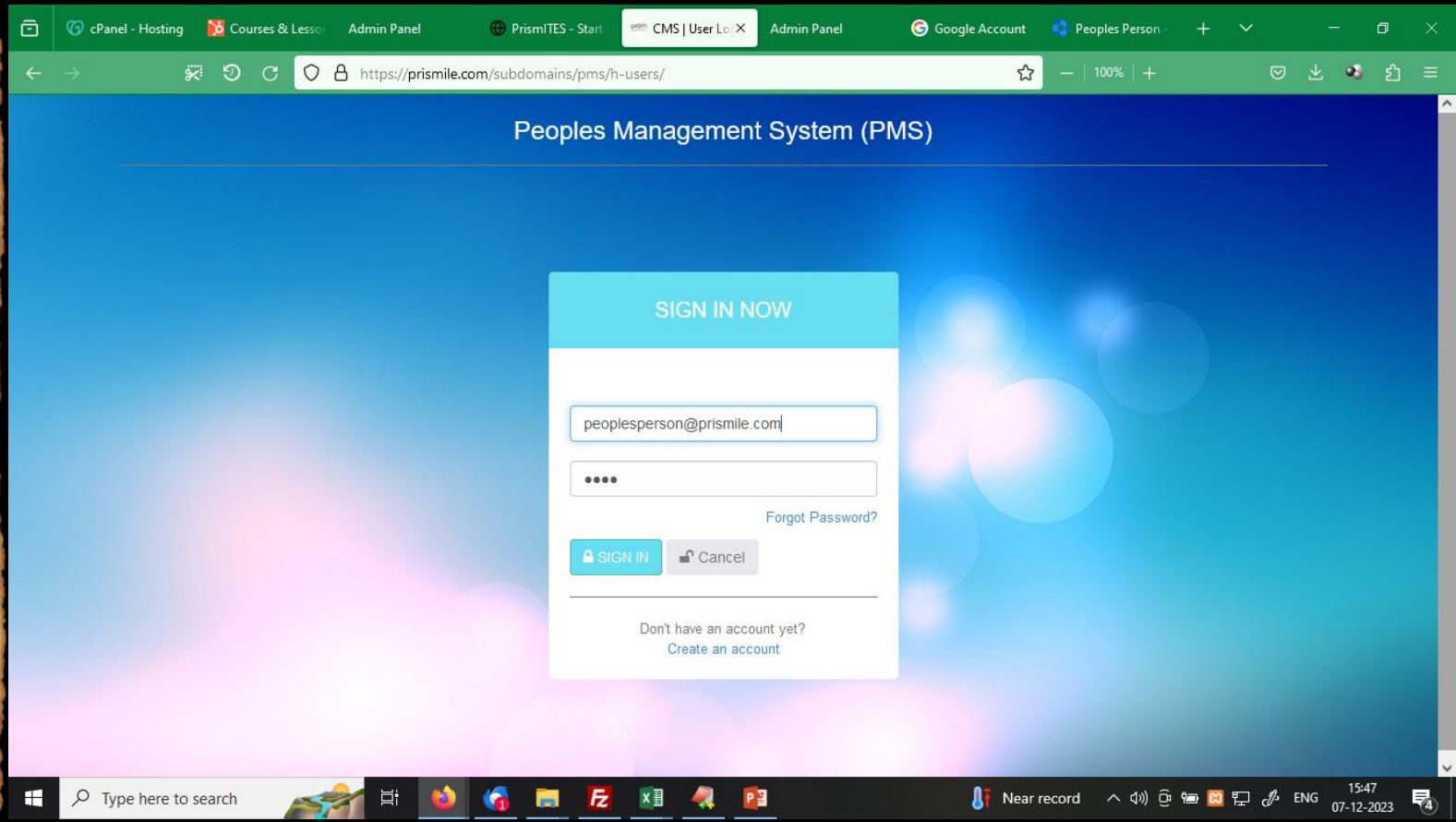
You will get your login screen, this is where you will enter your credentials as shared by IT, if not take it from IT (do not try to create any).

… Use them to login.



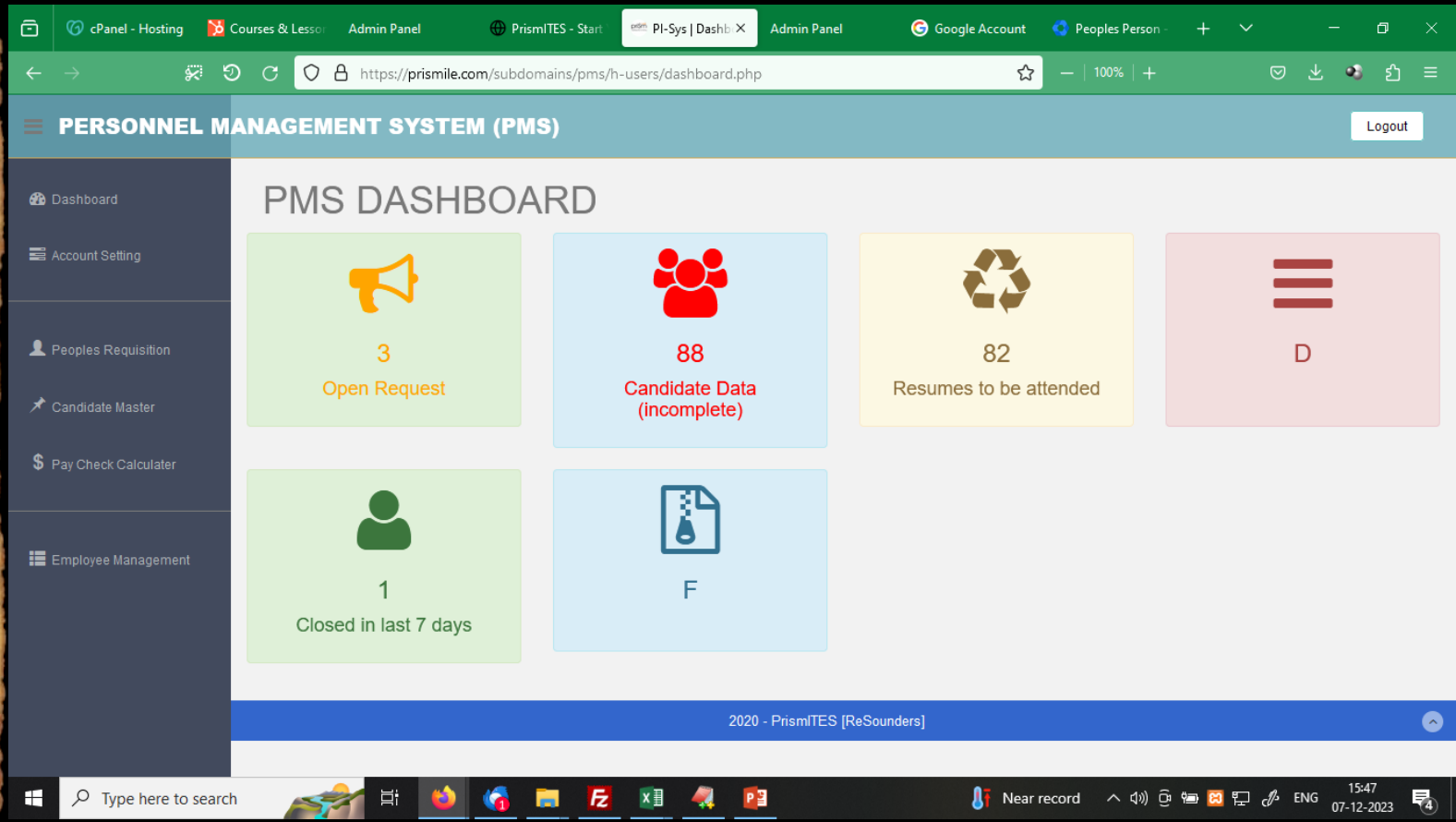
Your sign in screen

- Use your credential to sign in …
- In case you credential is not readily with you, you can use forgot and get the instruction on your official email id which is your login id too.
- Alternatively you are still stuck then contact web.support@prismile.com / Atanu Bhaumik.
- The application records all login errors and status for processing purpose



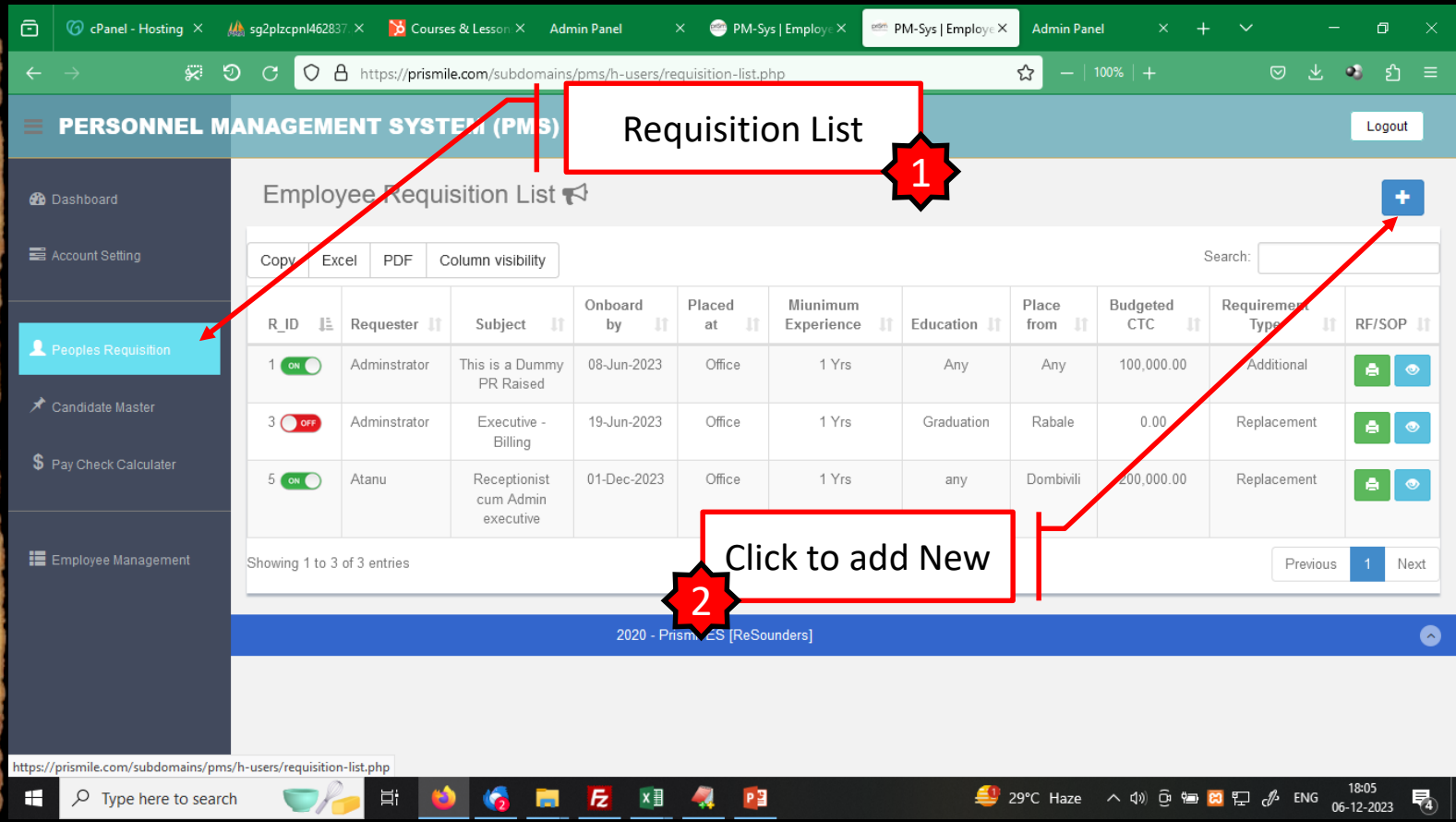
Home screen

- Based on the login – the access is provided to the user
- Type of Users :
  - H => peoples per.
  - ..
- The menu is divided as per the work flow starting with the dashboard as shown for the home screen
- .



Stage – 1 [Requisition]

- The 1st activity is to raise the requisition
- The requisition is created by adding one to the existing list
- The list has the provision to print the already added requisition
- On the screen itself you will know which one is open and which is yet to close
- You can export the list in to excel / pdf or copy it to any other application like word etc.



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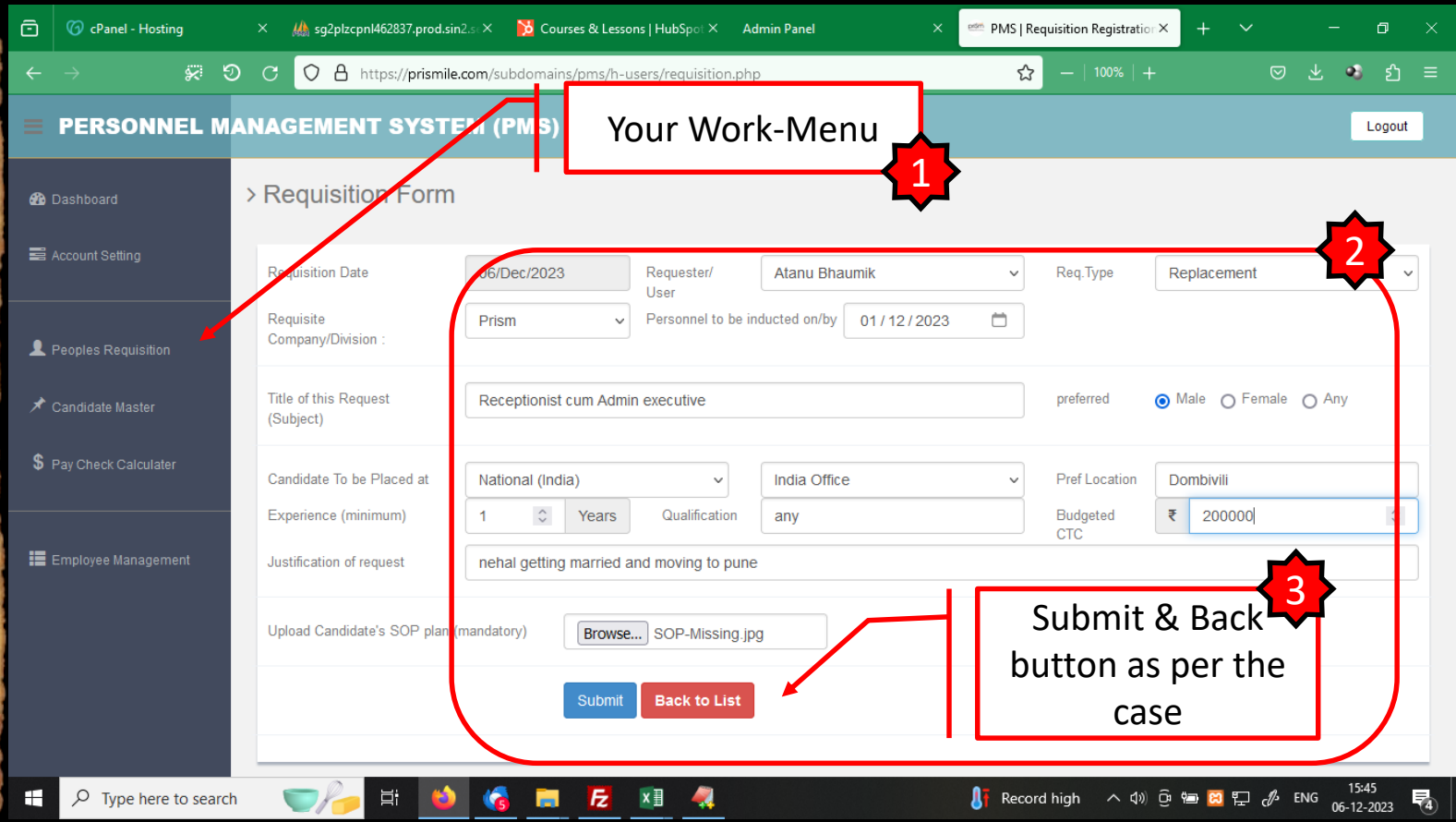
Know your MAIN screen

How to enter/ raise your requisition :-

- This can be done by the HOD
- This can be done by the peoples person on behalf of the HOD / Requestor
- the screen is self explanatory for capturing the data
- The data entered derives the software and gives it a flow based on the SOP.
- Every requisition is identified with an unique number as RID – requisition ID.
- This also gets attached to the resumes as you would see



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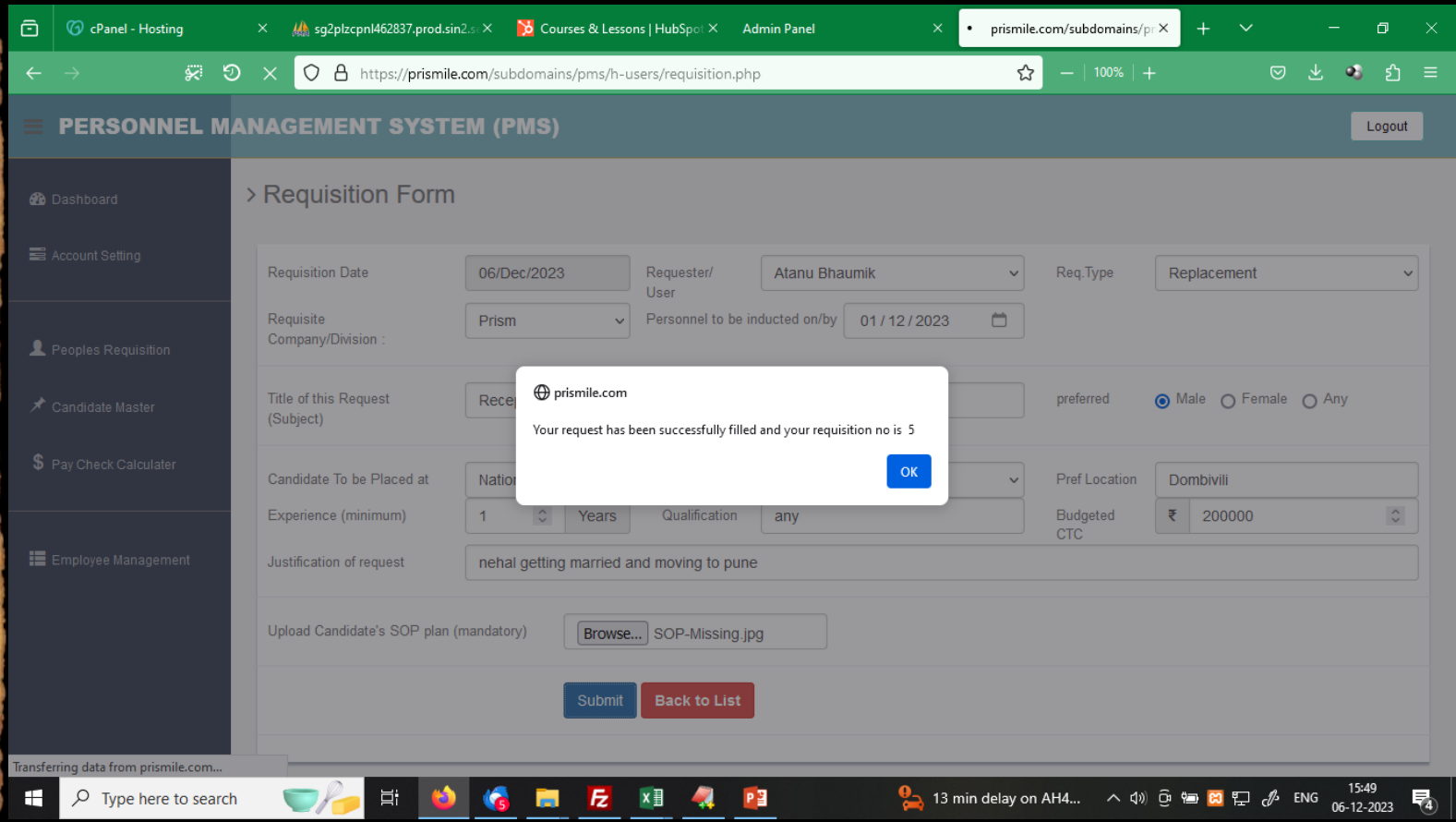
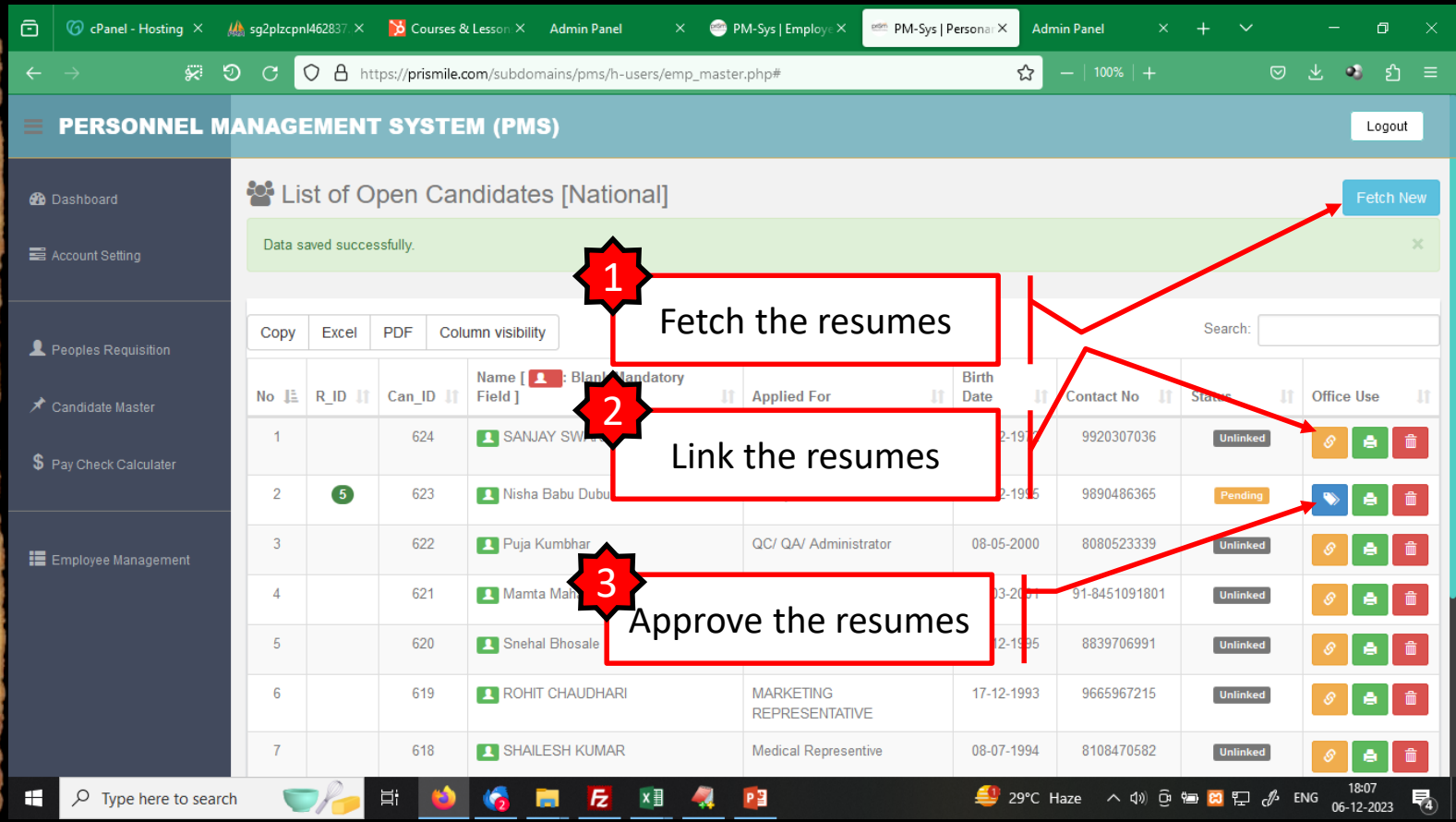
- The ID is allotted on the submission of the requistion



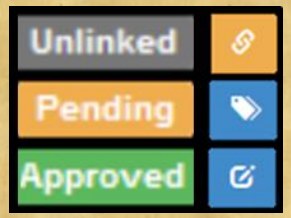
Stage – 2 [Call candidates and interviews]

- There is this fetch button which automatically fetches the resume entered by the candidate on another system which is available on the website.
- Its taken care in the system that no resume is fetched twice and only one copy is maintained
- Each of the resume are to be linked here as step-2 with its requisition.
- Once done the next stage opens up.
- You can print the resume any time from here itself.



Fetch the Resumes

Take a note of the status and the buttons as below, it is a single screen where all the office activities are recorded :



- The 1st is the SOP where the resume gets linked to the requisition. Translates to …
- The 2nd is the SOP where the interview remarks are taken. Translates to …
- The 3rd is the SOP where the final candidature is allotted.

https://prismile.com/subdomains/pms/h-users/emp_master.php

PERSONNEL MANAGEMENT SYSTEM (PMS) Logout

- Dashboard
- Account Setting
- Peoples Requisition
- Candidate Master
- Pay Check Calculater
- Employee Management

List of Open Candidates [National]

Fetch New

Copy | Excel | PDF | Column visibility | Search:

No	R_ID	Can_ID	Name [: Blank Mandatory Field]	Applied For	Birth Date	Contact No	Status	Office Use
1	6	630	NILESH KILLEDAR	ACCOUNT EXECUIVE	27-04-1975	+918828402704	Pending	
2		629	ROHIT SHARMA	AREA SALES MANAGER	22-07-1982	9860425572	Unlinked	
3		628	JAGDISH ANKUSH GOVILKAR	Abm	14-06-1987	9773274313	Unlinked	
4		627	Brijesh kumar pal	abm	10-03-1991	-	Unlinked	
5	6	626	Rutvij Puralkar	Accountant	10-07-1997	91-8879747858	Approved	
6		625	bijendra kumar	abm	02-09-1981	91	Unlinked	
7		624	SANJAY SWARANKAR	REGIONAL SALES MANAGER	16-02-1972	9920307036	Unlinked	
8	5	623	Nisha Babu Dubukwad	Reception	17-12-1995	9890486365	Approved	

Approve/ Disapprove

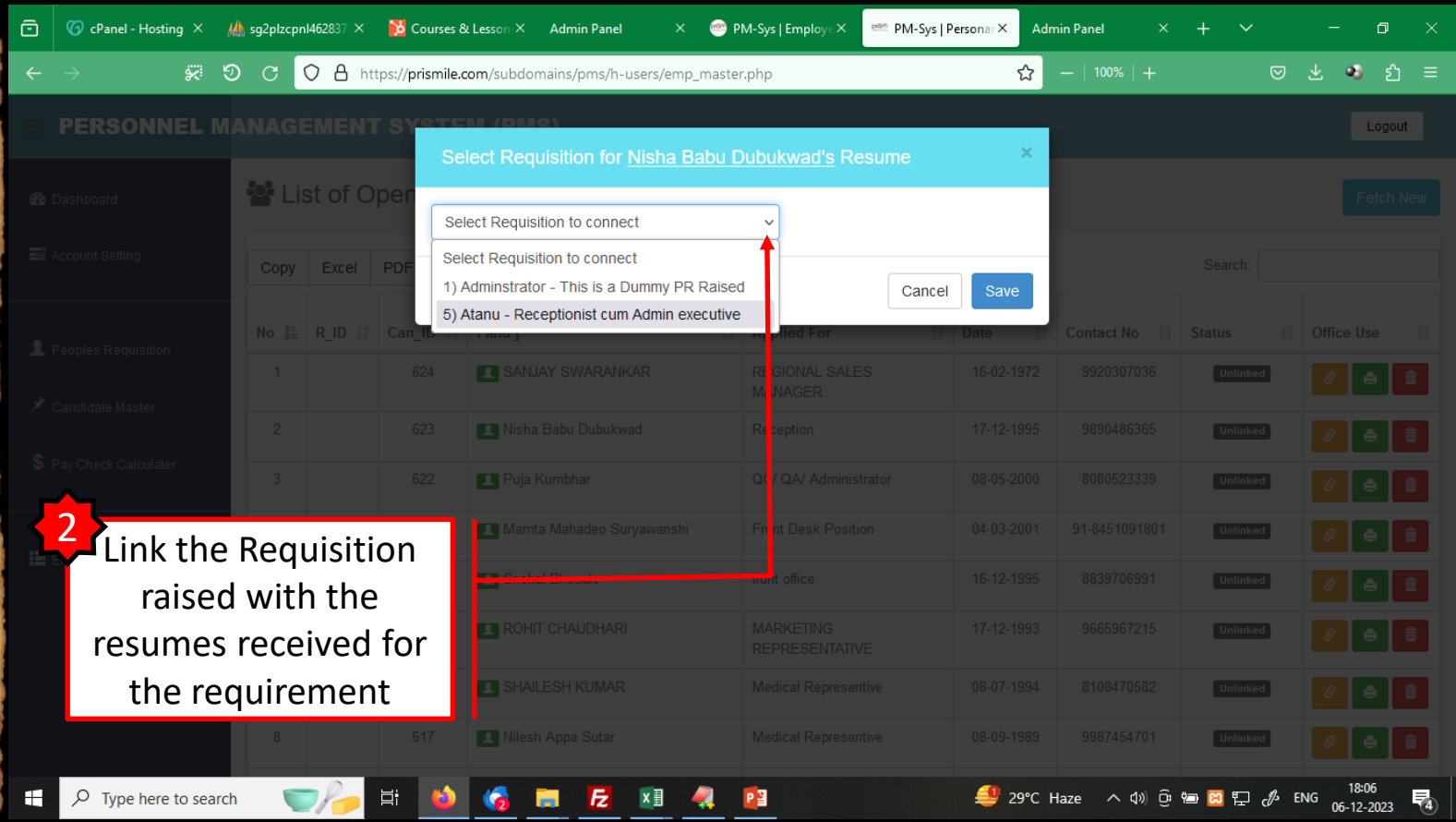
https://prismile.com/subdomains/pms/h-users/approval.php?nik=630

Type here to search

ENG 14:49 19-01-2024

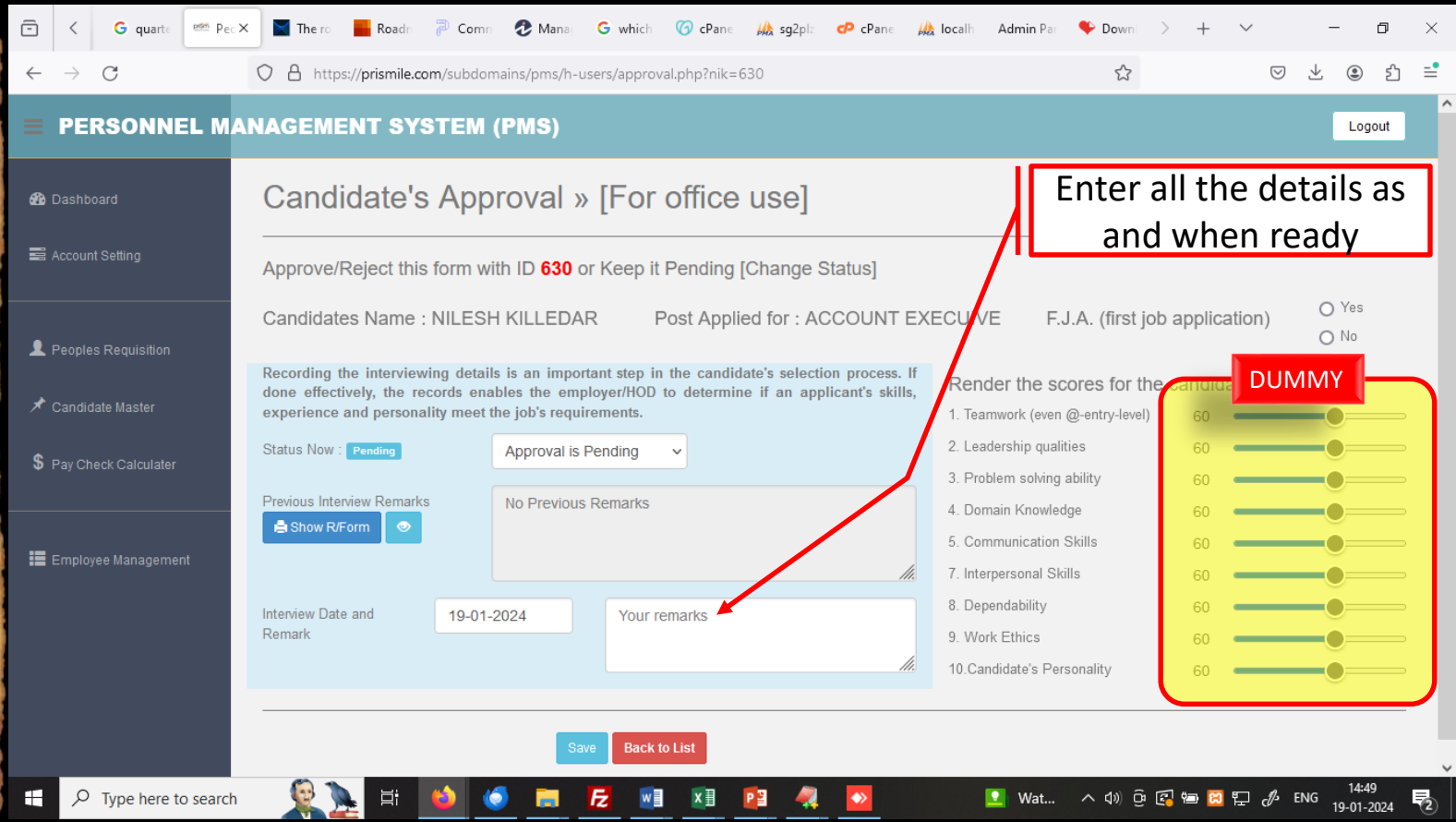
Link the Resume to a Requisition

- On clicking on the link button against the resume you get this window – listing the open requisition.
- The resume being linked is referred on the title bar of the window
- Once linked the same cannot be de-linked as this is a non-reversible part of the workflow – so CAREFUL
- To link select the requisition from the drop-down list and save it.



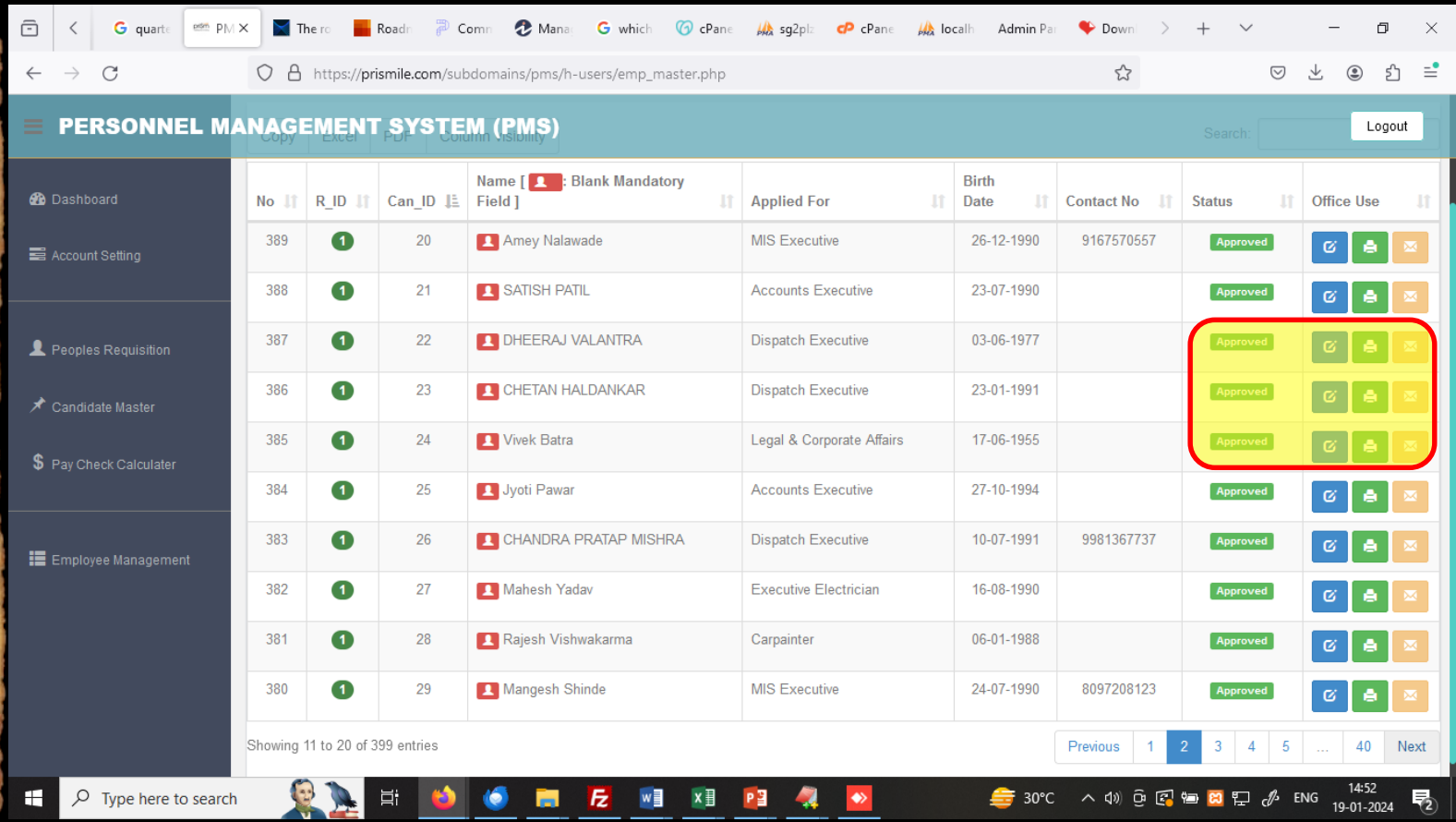
Record the Interview details & Status

- Each interview is recorded with the date – it's the same interface where the system shows the details till the previous interaction for reference and the current interview details.
- For the interviewer we have provided the dummy guide as pointers for the interview, which later-on can also become the standards and filter to automate the selection process.



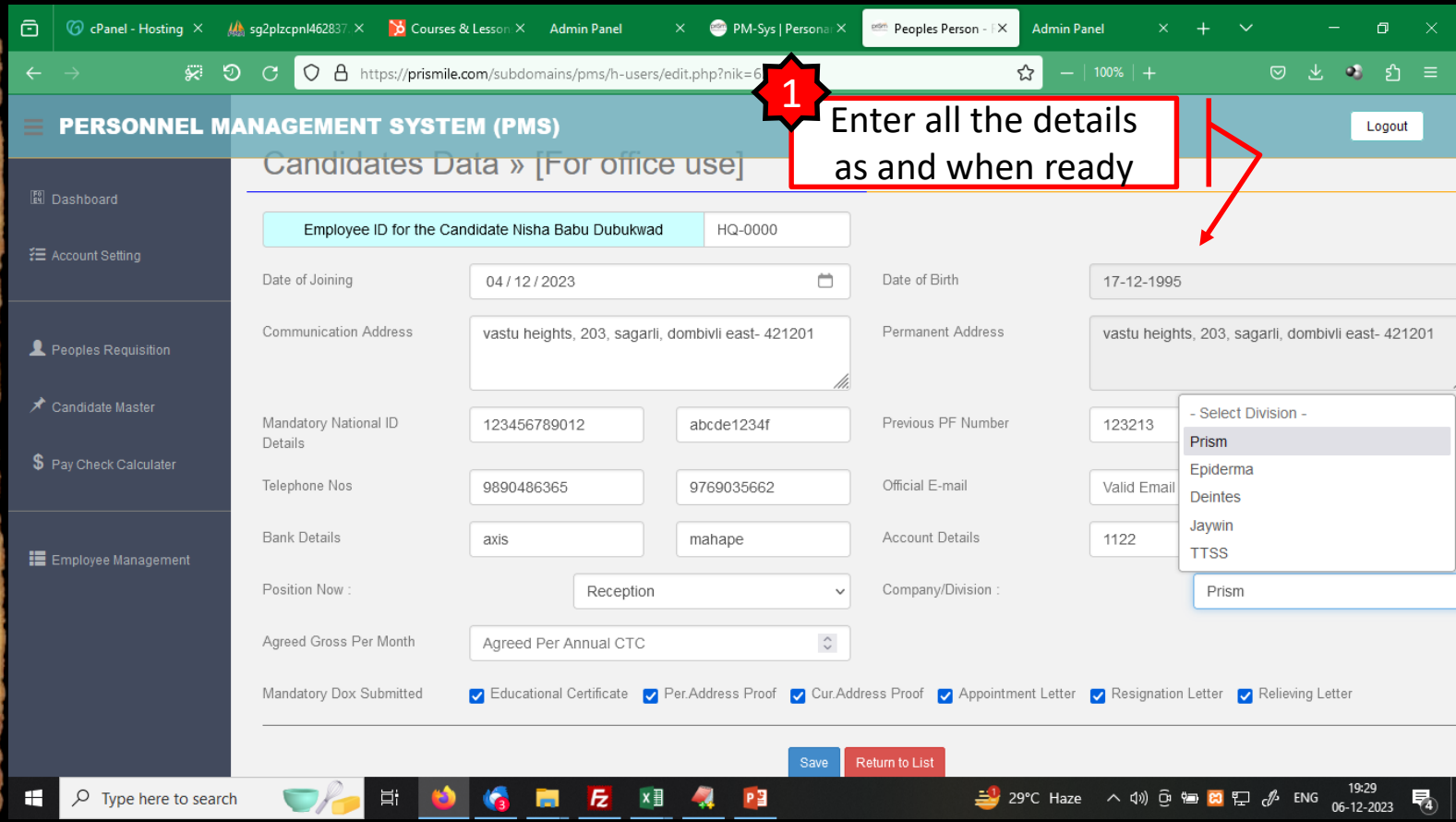
The Offer Letter is Automatic

- The moment any one successful gets approved – the very moment his/her offer letter is ready.
- The delete resume button changes to
- Printing offer letter is as per the standard draft and can be printed on the letter head as the – this also has the agreed CTC.



Stage – 3 [Induction details]

- Enter the interview details as per the fields
- Based on the mandatory submissions the offer letter will be enabled / disabled
- The code number is presently kept manual – however can be automated later when stabilized
- Like the offer letter on submission of the documents the candidate status will become employee and the process flows further as per the SOP.

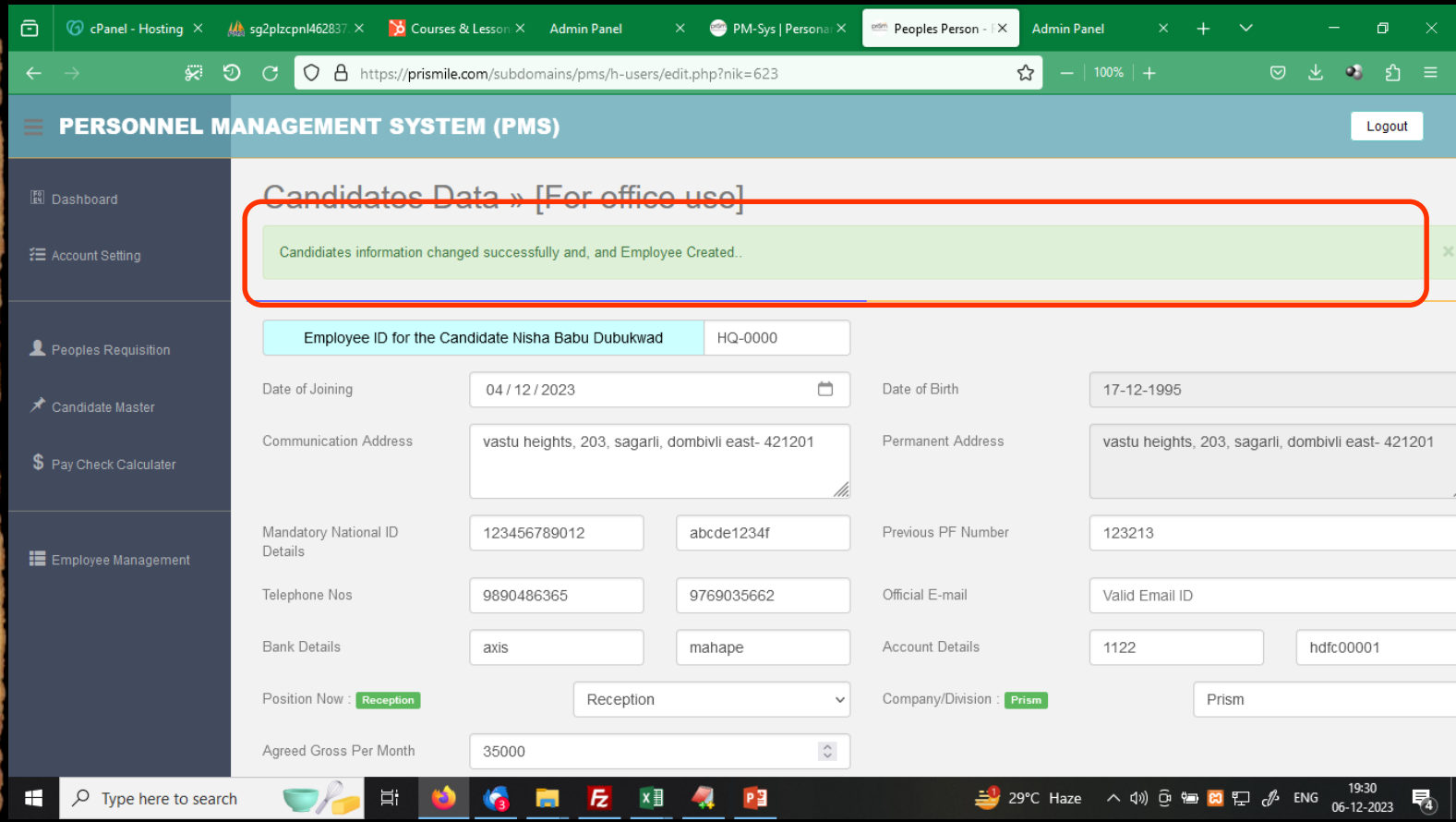


Candidature converted to Employee

On completion of the following procedures in the system as per the SOP, as in :

1. Selection process of the candidate
2. Joining formalities.
3. Induction process.
4. Submission of the mandatory docs.

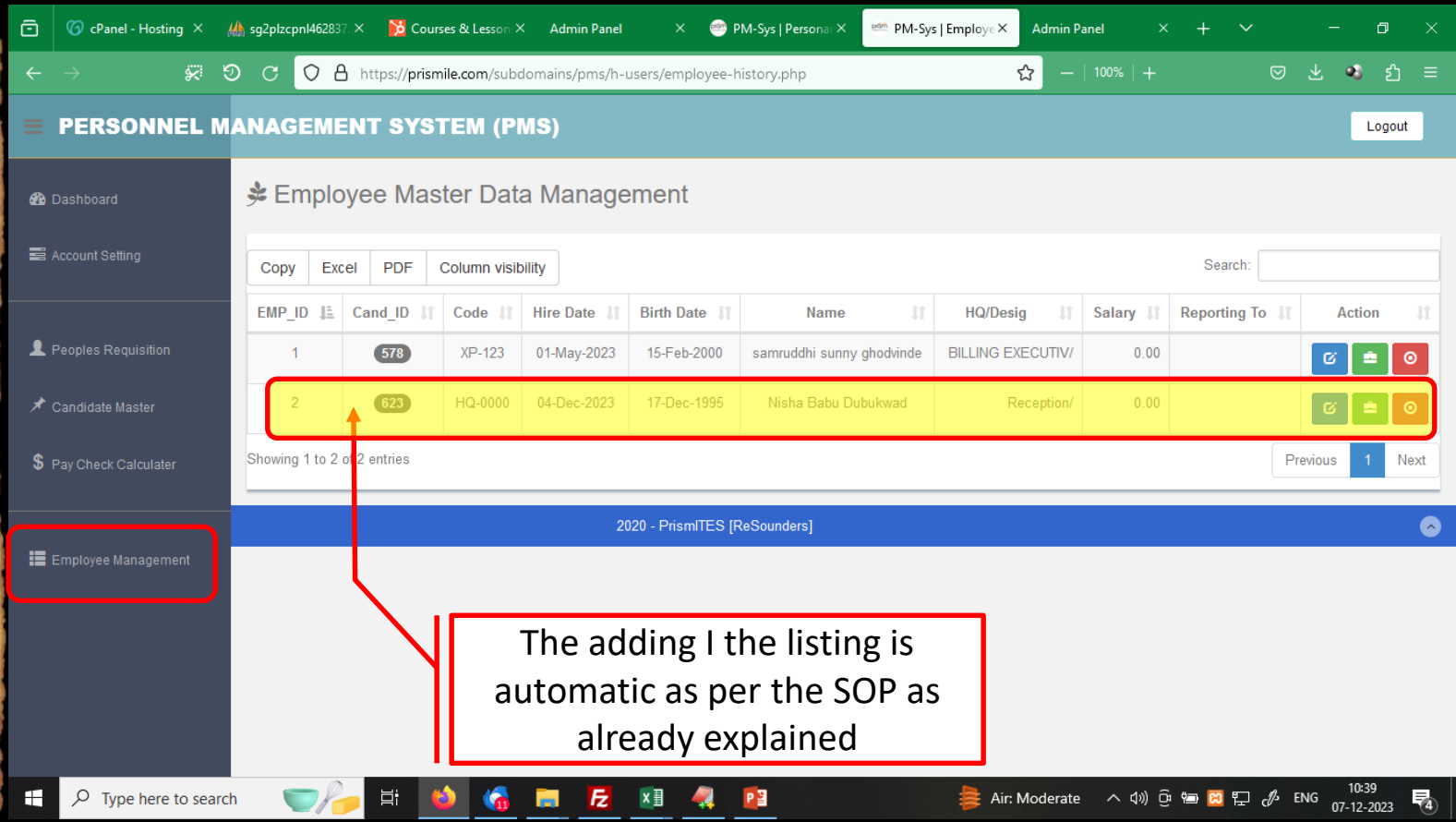
All such data which was that of a candidate → gets converted / moved automatically in the EMPLOYEE MASTER as that an employee.



Employee Listing

- On Ground this is point from here the work takes turn and employee & their record management gets initiated in the office & as per the retention period.
- And in the system every thing is made automatic and easy for storing/retrieval & controlled access.

1. Automatically the record got created.
2. Any add-edit-del is allowed as per the rule.
3. Check the next 2 slides to see the data captured and retained to have an idea



cPanel - Hosting | sg2plzcpnl462837 | Courses & Lesson | Admin Panel | PM-Sys | Personal | Peoples Person - | Admin Panel

https://prismile.com/subdomains/pms/h-users/employee-edit.php?eid=1

PERSONNEL MANAGEMENT SYSTEM (PMS)

Logout

- Dashboard
- Account Setting
- Peoples Requisition
- Candidate Master
- Pay Check Calculater
- Employee Management

Employee's Data » [For office use]

Candidature/ Employee ID	578 XP-123	Name	samruddhi sunny ghodvinde
Date of Joining	01 / 05 / 2023	Date of Birth	15-Feb-2000 (Tue)
Communication Address	Communication Address	Permanent Address	Permanent Address
Official E-mail	Valid Email ID	Mandatory ID Details	Aadhaar Number / PAN Card Number
Provident Fund A/C No	PF A/c Number	Previous PF Number	PY/MUM/0031310/000/0000069
Bank Details of Salary A/C	Bank Name / Branch	Account Details	Bank A/c Number / IFSC Code
Agreed Gross Per Month	Agreed Per Month CTC	Account Details in resume	Bank A/c Number / IFSC Code
Designation Now : BILLING EXECUTIV	- Select Level -	Reporting Boss : Prism	IFSC Code
'Click' on the File-Name to download	Aadhar Card.pdf Employee Data Sheet- Tejal Daundkar.pdf	Upload into Employee's File (image/pdf/docx)	Browse... No file selected.

REFERENCE

Type here to search

Air: Moderate ENG 10:38 07-12-2023

Dashboard
Account Setting
Peoples Requisition
Candidate Master
Pay Check Calculater
Employee Management

Provident Fund A/C No | PF A/c Number | Previous PF Number | PY/MUM/0031310/000/0000069

Bank Details of Salary A/C | Bank Name | Branch | Account Details | Bank A/c Number | IFSC Code

Agreed Gross Per Month | Agreed Per Month CTC | Account Details in resume | Bank A/c Number | IFSC Code

designation Now : BILLING EXECUTIV | - Select Level - | Reporting Boss : Prism | IFSC Code

'Click' on the File-Name to download

- Aadhar Card.pdf
- Employee Data Sheet- Tejal Daundkar.pdf
- Pan Card.pdf
- Resume.pdf

Upload into Employee's File (image/pdf/docx)

Browse... No file selected.

No file selected.

Add More to Upload!

Save | Back to List

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Automated printouts as per the SOP stages

1. Manpower Req. Requisition with ID
2. Candidate's own resume, entered by themselves.
3. Pay Calculator
4. On approval Offer letter with the salary breakup.

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Employee details captured & maintained …

- These are the details listed out for a quick reference as a follow thru.
- The orange text are the one's we have as structured record in form of system data.
- The white text are the one's denoting where these data are captured.

This list is not final but is as per the current SOP which is considered as a base part of this Solution.

1. Bank of Bio-Data received listed out with search ability.
2. Requested & approved by details thru man-power requisition.
3. Complete resume details thru candidates resume.
4. Complete interview feed-back details captured in approval mechanism.
5. Rejected candidates with reasons.
6. Mandatory docs & papers required & submitted while registering the candidate as an employee.
7. Employee information for the complete life cycle :
    1. Bank details
    2. Statutory #s (details like PF/ PAN/ Aadhaar.
    3. Present & permanent address.
    4. All digitized copies of the notices, letters, certificates, etc.
8. Exiting details.