

Sav - Konnect

Project Intranet



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An organization is created when people start working together for an objective & in same direction by sharing the responsibilities. Managing them well & making their lives easier is a must for every organization.

Project Intranet targets saving of paper, efforts & time required for an organization to manage Employees, Projects, Timesheets, Assets & everything that exists between employee and employer or colleagues. This project is in fast development phase right now & features are popping up one after another at a rapid speed but never compromising with quality.

Technology Stack for developing Intranet are MySQL as Database, JPA with Hibernate, Spring IOC, Spring AOP, Spring MVC, Apache CXF, GWT for building user interface. Tomcat 6 is getting used as a web-server and for JMS we have ActiveMQ in place. Jenkins takes care of all builds and deployments. Service Oriented Architecture (SOA), Physically Isolated Multi Tenant Design helped us to give Intranet a perfect shape.

Little light on architecture & design part of Intranet, complete system strictly follows the Service Oriented Architecture (SOA). On the other hand the application is designed to have a Physically Isolated Multi Tenant Design, which means that all the tenants will have their database & file-systems physically separated from other user's database & file-system. This ensures that contents of one tenant are never shared with others.

From deployment perspective, because of Physically Isolated Multi Tenant Design we can practically have single deployment working for all or selected tenants, or we can have separate deployments for all or selected tenants. There will be no changes in the deployment procedure for any of the cases mentioned.

All three tiers of security (Wire level, Message level & application level security) are present to make sure your data is always secure.

List of features which are ready to use goes here –

- 1) Flicks** – This is a feature where short news, events or updates can be broadcasted for all the employees of the Organization. Every employee can post a flick which can be seen by everyone along with the name & picture of the person who posted it.

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Intranet Third Release

This release adds -

- Management of projects by admins.
- Users will be assigned to projects.
- We will select project while filling timesheet instead of typing it.
- Hours can be added upto a quarter eg. 1.25, 4.5, 6.75 as well.
- Enhanced Report while exporting multiple timesheets (for admins)

Flcks

Ajinkya : hi

Piyush : hi

Ajinkya : my account is hacked

Rupesh : ty

Rupesh : Hi

Nazaneen : hi !

Rupesh : hi

- 2) **Role management** – This section enables Admins to manage roles for all the Employees, One can create, update or delete roles using this section. Every role has a set of rights associated with it which can be changed as per the need. Whenever there is a change in rights associated with a role, all the employees having that role will face the Impact on next login.

Role [X]

Role : ADMIN ▼ Delete Role New Role : Save

Manage Tenants Manage Users Manage Applications Manage Settings

Manage Offices Export Timesheets Manage Policies Manage Assets

Save Rights


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- 3) **Employee Profile Management** – Pretty clear from the name itself, One can manage his own profile details from here including personal details, photographs etc. There are certain details which need approval to change, those fields are disabled here. An admin can add users, make the changes to profiles, enable/disable or even delete them as per the need.

Sav-On-Software Nazaneen Masim Sayyad

Home My Profile Timesheet Employees Assets



Nazaneen Masim S. Jr.
Consultant
Java Developer

Personal Details

Personal Email :

Mobile :

Date of Birth :

Gender : Male Female

Father's Name :

Mother's Name :

Local Address :

Permanent Address :

Emergency Contact :


Professional Details

- 4) **Employee Search** – There are situations where we need to know about a colleague, Employee Search functionality gives us provision to search for a person, browse through his hierarchy, view his profile, projects, contact details, extensions etc. This will help us connect faster whenever we feel like reaching someone. Admins can search employees view their details & modify them right there.


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Home My Profile Timesheet Employees Assets

Search User :

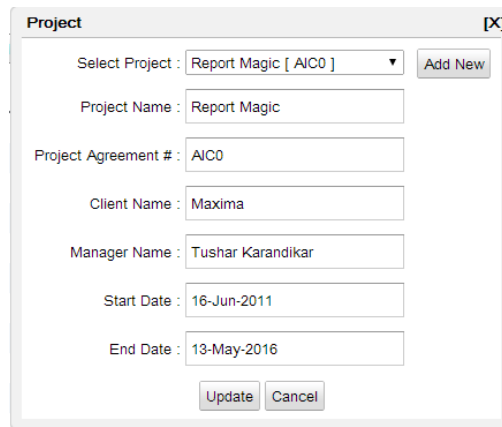


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- 5) **Office Management** – As globalization is a basic concept now a days, one organization can have multiple offices in different geographical locations, we can have all the offices registered here & can assign employees to respective offices, so that only the HR team of his/her office gets the right to manage his details.
- 6) **Project Management** – Managing the projects with the organization can be done, details like project name, client, start date, end date etc can be seen & modified by admins. Every employee will be assigned to project(s) for which they are working.



The screenshot shows a 'Project' management window with the following fields and values:

- Select Project: Report Magic [AIC0] (dropdown menu)
- Project Name: Report Magic
- Project Agreement #: AIC0
- Client Name: Maxima
- Manager Name: Tushar Karandikar
- Start Date: 16-Jun-2011
- End Date: 13-May-2016

Buttons: Add New, Update, Cancel

- 7) **Timesheets Management** – As all employees will be working on respective projects, they need to fill in timesheets for the projects. One can use intranet to fill in the timesheets, view all his timesheets integrated with taken and upcoming leaves, export them individually in the format that client of project accepts. Admins can export the timesheets based on, dates, projects and/or employees in client specific format. When an admin exports timesheets, a report is also presented in the downloaded zip file which has all details project-wise, week-wise & Employee-wise. It is basically a summary of all the timesheets being exported.

Modify Timesheet [X]

From Date : 24-Feb-2014

Project Name : Intranet123 [Intranet123]

Client Manager : Anurag123

Day	Hours	Type	Comments
Feb - 24 (Mon)	8	Billable	
Feb - 25 (Tue)	8	Vacation	SickLeave
Feb - 26 (Wed)	8	Billable	
Feb - 27 (Thu)	8	Billable	
Feb - 28 (Fri)	8	Billable	
Mar - 01 (Sat)	0	Holiday	Weekly Off
Mar - 02 (Sun)	0	Holiday	Weekly Off

Update Delete Export Cancel

- 8) **Asset Management** – Asset management if done on papers is a tedious task, Intranet automates that too. Asset managers can add, update & delete the assets. Asset once added goes into store till it is assigned to someone. Assigning & returning of assets can be done from this section. If an employee leaves the organization, this section can be helpful to track the assets available with him.

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Nazaneen Masim

Home My Profile Timesheet Employees **Assets**

Assets with Rupesh Kothawade Store Add Asset Search User : Rupesh Kotha

Name	Specifications	Serial Number	Issued To	Issued On	Issued By
Lenovo	Lenovo	2	Rupesh Kothawade	19-Feb-2014	Rupesh Kothawade
Ipad	4gb Ram	E37849Y529	Rupesh Kothawade	13-Mar-2014	Rupesh Kothawade

- 8) **History** – History or logs is a crucial part of any system for tracking purposes. Intranet keeps creating histories of every significant operation while employees are busy performing their day to day work. This can be used as a diary or personal memorandum whenever we need the dates we did a particular task like referring a candidate, taking an interview, or making request for an asset.
- 9) **Holidays & Leave management** – This section will help employees & HR department to manage the Holidays in a particular Office, as well as the leaves. Employees can view the leave balance, & all the leaves taken by them in a particular year. Employee can apply for leave or can mention the already taken leave in emergency situations.

Here is a list of upcoming features –

- 1) **Alert Management** – Updates about events (e.g. birthdays, anniversaries, new joining etc), status change of a request or schedule, change in project allocation etc will be provided to relevant people via emails & My Tasks section. Alerts will be generated asynchronously from the system so that there is no performance hit when servers are running at full load & still they need to send lots of alert emails.
- 2) **Documents** – There are lots of excel sheets that many people manage, for example HR department manages dates when employees join a particular project, what all gifts we have give to whom & when, employees may manage the lists of interviews that they have taken. This section will help us create our document tables, keep it on intranet & share them with others if needed.
Also there are lots of files associated with employees like academic documents, passports, offer letters, appraisal letters, experience letters etc and files associated with assets like purchase order, bills, repairing bills etc, all these documents can be uploaded to intranet for an employee or asset. We can view documents for an employee or asset any time & download back whenever required.

- 4) **Policies Management** – Every organization has a predefined set of policies. To make these policies available to all the employees, this section will be introduced in Intranet. In some of the certifications e.g. ISO-2005, it is required for an organization to have evidences of policy acceptance by every employee. This functionality will be incorporated as well.
- 5) **My Tasks** – This will be a dynamic section where everyone will see if something is awaiting on them, for example – approving requests (of leave, hardware or software installation, reimbursement etc.), meeting schedules, interview schedules, joining events etc. This will be pretty much like an organizer where one can see the stuff he needs to act upon.
- 6) **Office Map** – A Map of office will be shown where employee can see all the desks, conference rooms, phones, printers etc. one can just mouse hover a desk to see who is sitting there & what's the extension, double click a printer to get it configured on to his/her machine, see what all facilities (Computers, VOIP phones, Video Conferencing etc) are there in a conference room, click on it to book it for a meeting, add people into the meeting. Adding people into meeting will send them the meeting invitations & will be integrated with their Calendars.
- 7) **Evaluations Management** – If an employee performs well then his efforts must be appreciated in different perspectives. This is the section where all the employees can submit their experiences with any of their colleague at any point of time. Also in every 6 month the employees must submit their feedbacks for sibling colleagues, people who report to them as well as the person they report to. This will result into 360 degrees performance tracking and collection of such feedback submissions can be taken for performance reviews.
- 8) **Requests Management** - There are lots of things for which employees need to come to the HR department or an IT admin like – Bonafide & other letters, change or correction in names, address, Software/hardware installation, asset allocation etc. They can directly go to Intranet & make

requests from there. Request will automatically go for the approval process and then to the queue of respective department. Once the request has been fulfilled, everyone involved in the process will be updated.

- 4) **Recruitment Management** – This module will take care of complete recruitment cycle, which starts right from first request to candidate to upload his profile into the system, proceeds to multiple interview scheduling, employees taking interviews, providing feedback & decisions, offering candidate the job & finally his joining into the organization. Complete flow will be backed up by Intranet to make it paperless and easy.
- 5) **Tenant Management** – This section provides different management mechanisms to the tenant as well as the owner organization of this product. Tenants can go for managing their specific mails, reports, look & feel and all other settings. Owner organization can manage all the tenants, their billings etc.

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