

SOP for Filling Personal Profile and Training data in HRMS platform..

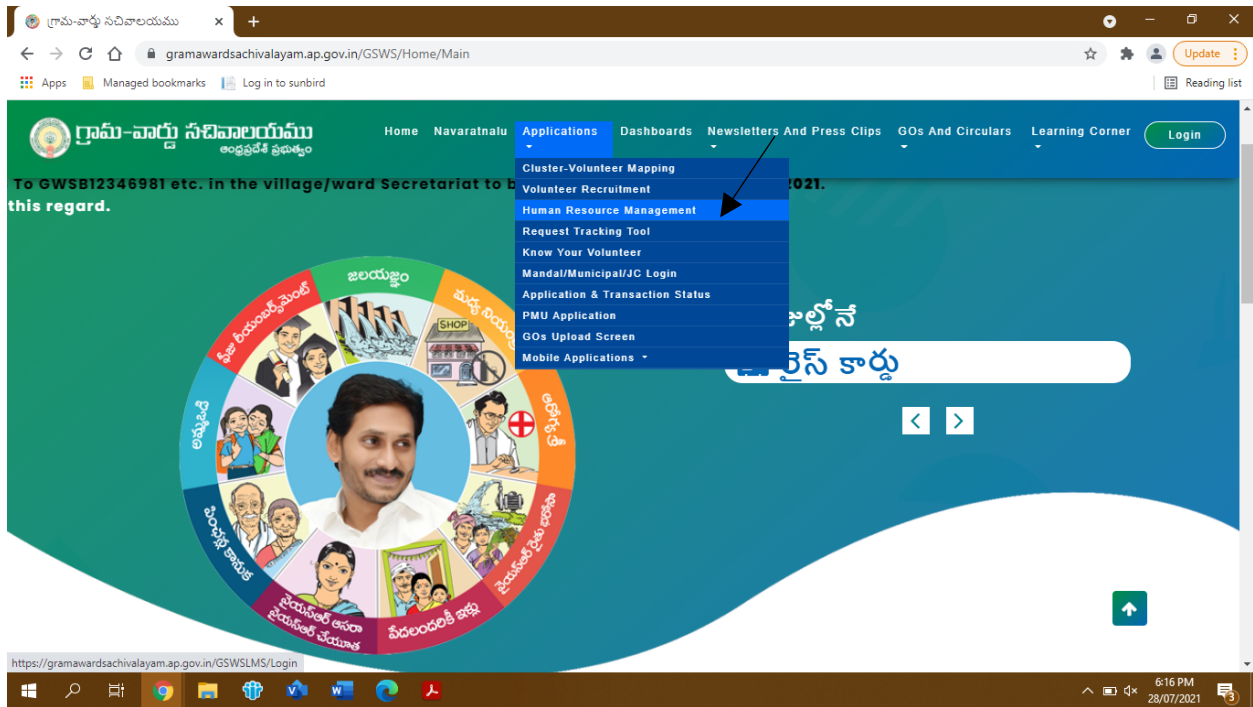
Step 1:

Please go to the website of GSWS. <https://gramawardsachivalayam.ap.gov.in/>



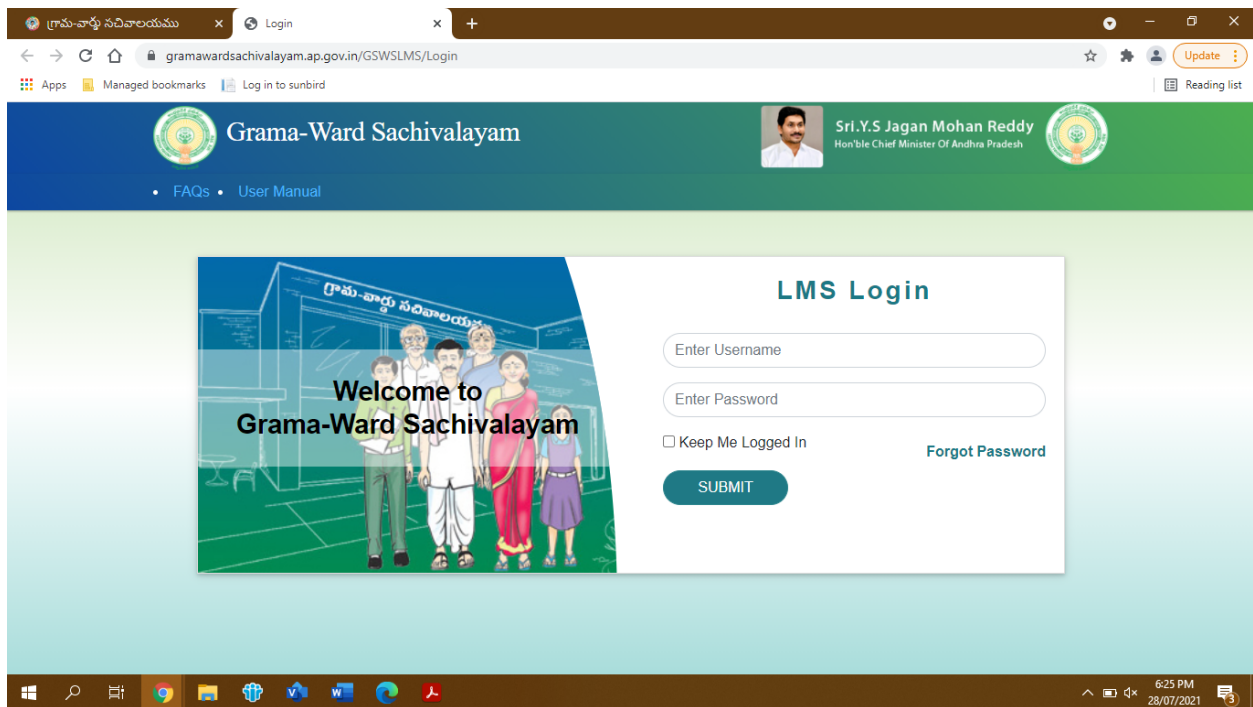
Step 2:

Click on the Applications tab on the website as shown below and click on the Human Resources Management option given in the drop down.



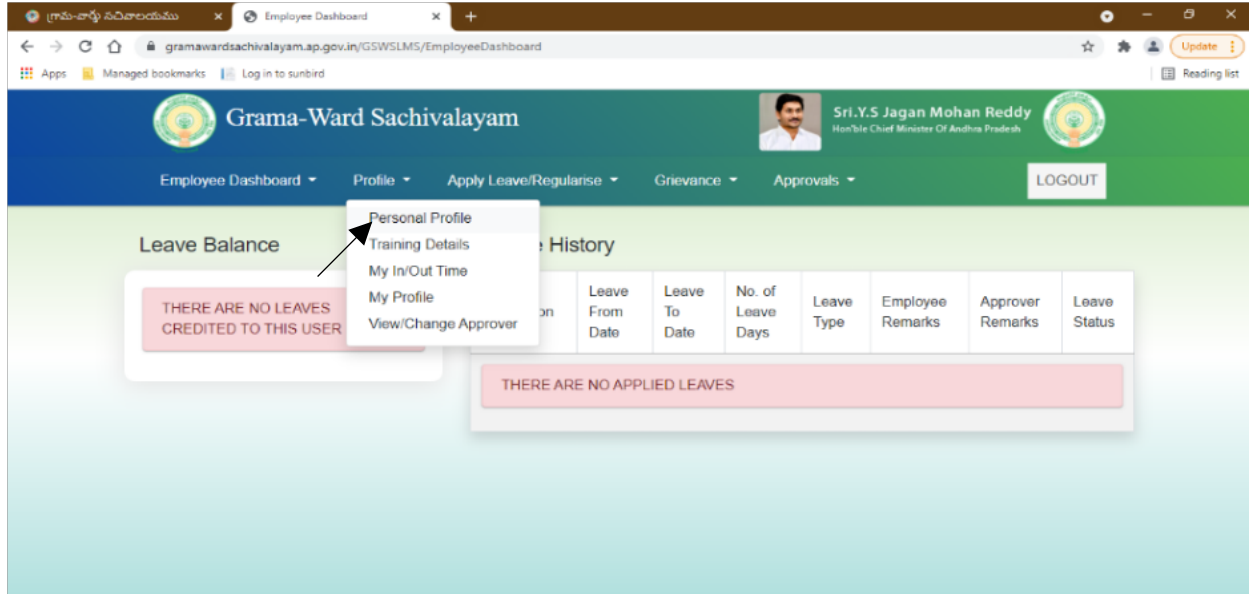
Step 3:

You will be redirected to another tab which would open the login page into HRMS or Leave Management portal (LMS).



Step 4:

The first page as you login into HRMS, shows up as the screen below. It has the Profile tab as shown in the screen below. The Profile tab will show you the Personal Profile option, as seen in the drop down, below.



Step 5:

As you click on the Personal Profile option, the following screen comes up. It has 5 tabs as seen below- Basic Details, Religion and Caste Details, Address Details, Family Details, Education and Employment Details.

The screenshot shows the 'Personal Profile' page on the Grama-Ward Sachivalayam website. The page is titled 'Personal Profile' and has a navigation menu with options: Employee Dashboard, Profile, Apply Leave/Regularise, Grievance, Approvals, and LOGOUT. The main content area has five tabs: Basic Details, Religion and Caste Details, Address Details, Family Details, and Education and Employment Details. The 'Basic Details' tab is selected, showing a profile picture placeholder and form fields for Name, Date of birth, Gender, and Blood Group.

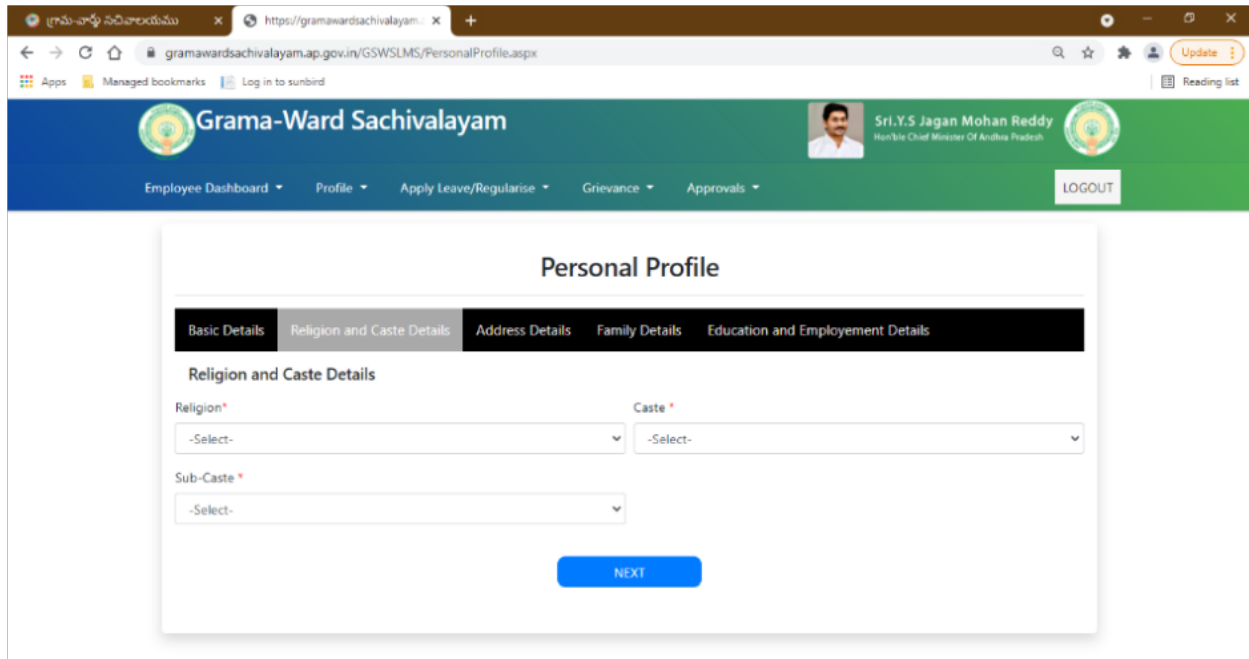
Step 6:

Filling up the details in each screen with your personal details as asked, would help to complete your personal profile. At end of each tab, the Next button is there, which would take you to next tab. However, you can also migrate between tabs in case of changes which you need to make in any.

The screenshot shows the 'Personal Profile' page on the Grama-Ward Sachivalayam website. The page is titled 'Personal Profile' and has a navigation menu with options: Employee Dashboard, Profile, Apply Leave/Regularise, Grievance, Approvals, and LOGOUT. The main content area has four tabs: Marital Status, Nationality, Communication Details, and Specially Abled Details. The 'Marital Status' tab is selected, showing form fields for Marital status, Nationality, Aadhar Number, Mobile, Emergency Contact, and Email. A blue 'NEXT' button is visible at the bottom right, with an arrow pointing to it.

Step 7:

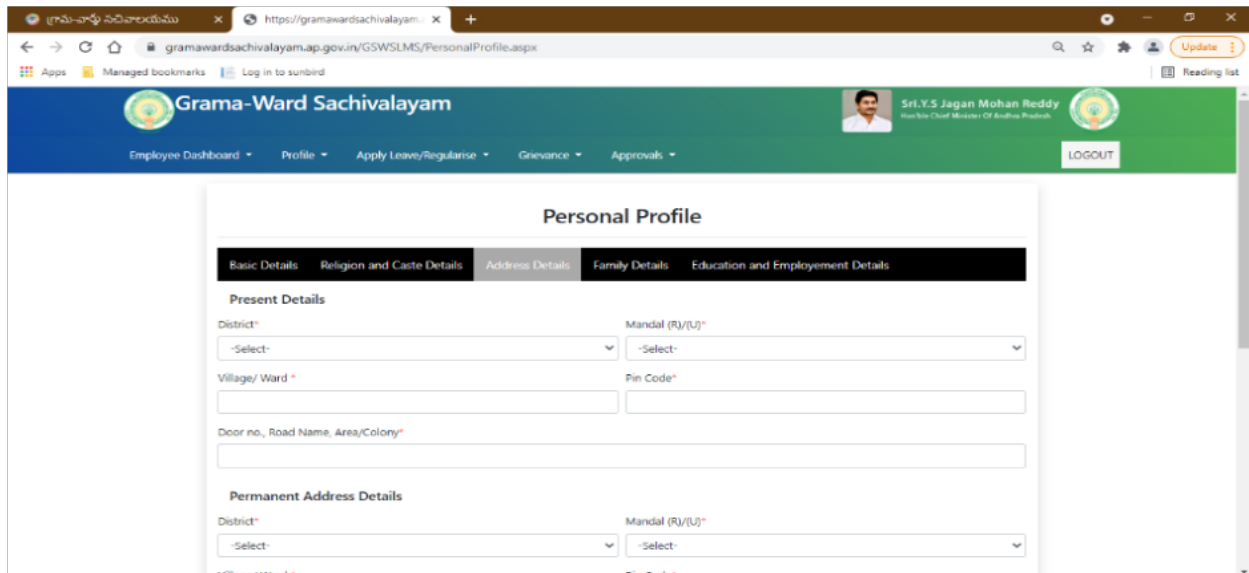
The Religion and Caste Details is the second tab as shown below. You can select the right option from the drop down in each.



The screenshot shows a web browser window with the URL <https://gramawardsachivalayam.ap.gov.in/GSWSLMS/PersonalProfile.aspx>. The page header includes the logo of Grama-Ward Sachivalayam and the name of Sri.Y.S Jagan Mohan Reddy, Hon'ble Chief Minister Of Andhra Pradesh. The navigation menu contains: Employee Dashboard, Profile, Apply Leave/Regularise, Grievance, Approvals, and LOGOUT. The main content area is titled "Personal Profile" and has five tabs: Basic Details, Religion and Caste Details (selected), Address Details, Family Details, and Education and Employment Details. Under the "Religion and Caste Details" tab, there are three dropdown menus: Religion*, Caste*, and Sub-Caste*. Each dropdown menu currently shows "-Select-". A blue "NEXT" button is located below the dropdowns.

Step 8:

The Address Details has the Present, Permanent and Birth Address Details to be filled in.



The screenshot shows the same web browser window as in Step 7, but with the "Address Details" tab selected. The "Address Details" tab is highlighted in the navigation menu. Under this tab, there are two sections: "Present Details" and "Permanent Address Details". Each section has four input fields: District* (dropdown), Mandal (R)/L/U* (dropdown), Village/ Ward* (text), and Pin Code* (text). The "Present Details" section also includes a text field for "Door no., Road Name, Area/Colony*". The "Permanent Address Details" section has the same four input fields as the "Present Details" section.

The screenshot shows a web browser window with the URL <https://gramawardsachivalayam.ap.gov.in/GSWSLMS/PersonalProfile.aspx>. The page contains two sections for address details:

- Current Address:** District* (dropdown), Mandal (RU/U)* (dropdown), Village/ Ward * (text), Pin Code* (text), and Door no., Road Name, Area/Colony* (text).
- Birth Address Details:** District* (dropdown), Mandal (RU/U)* (dropdown), Village/ Ward * (text), Pin Code* (text), Place of Birth* (text), and Are you residing in Head Quarters ?* (dropdown).

A blue button labeled "NEXT" is located at the bottom center of the form.

Step 9:

The Family Details is the fourth tab, where you can add family members one by one by clicking on the Add option shown in the screen below.

The screenshot shows the same web browser window, but now the "Personal Profile" page is fully loaded. The navigation bar includes the logo, the name "Sri.Y.S Jagan Mohan Reddy" (Minister of Andhra Pradesh), and a "LOGOUT" button. The "Personal Profile" section has five tabs: Basic Details, Religion and Caste Details, Address Details, Family Details (selected), and Education and Employment Details.

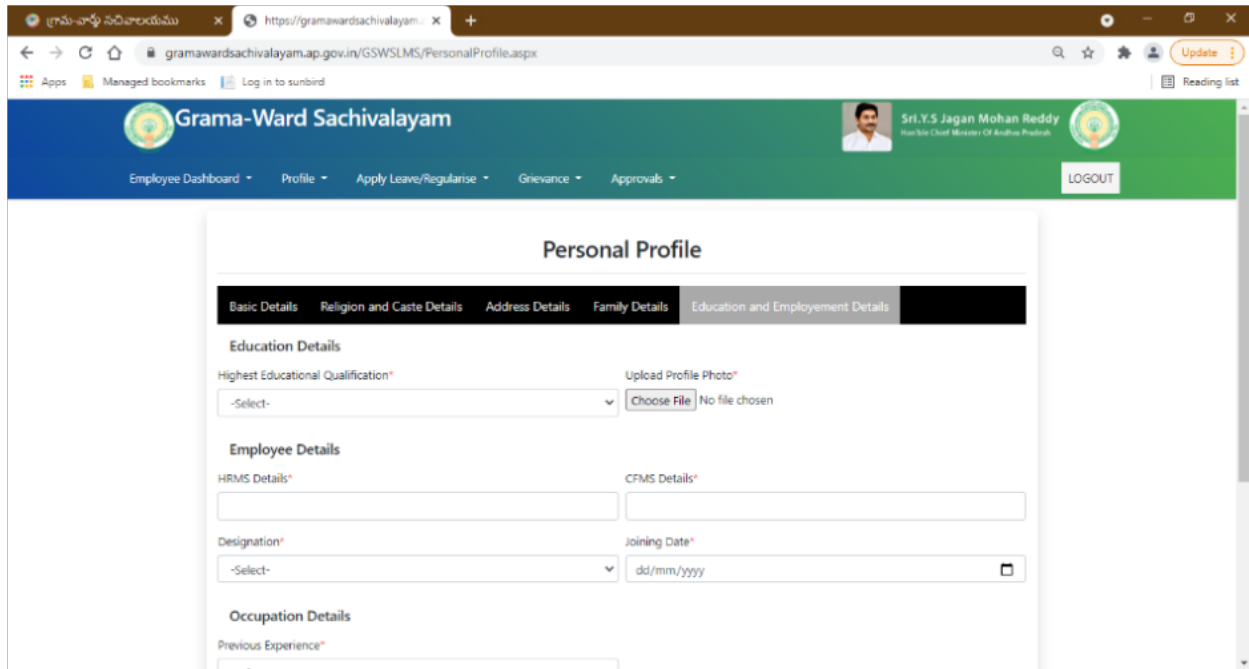
The "Family Details" tab contains the following fields:

- Relationship* (dropdown)
- Name (text)
- Age (text)

A blue button labeled "ADD" is located at the bottom center of the form, with an arrow pointing to it.

Step 10:

In the final tab you are required to fill in the Education and Employment Details.

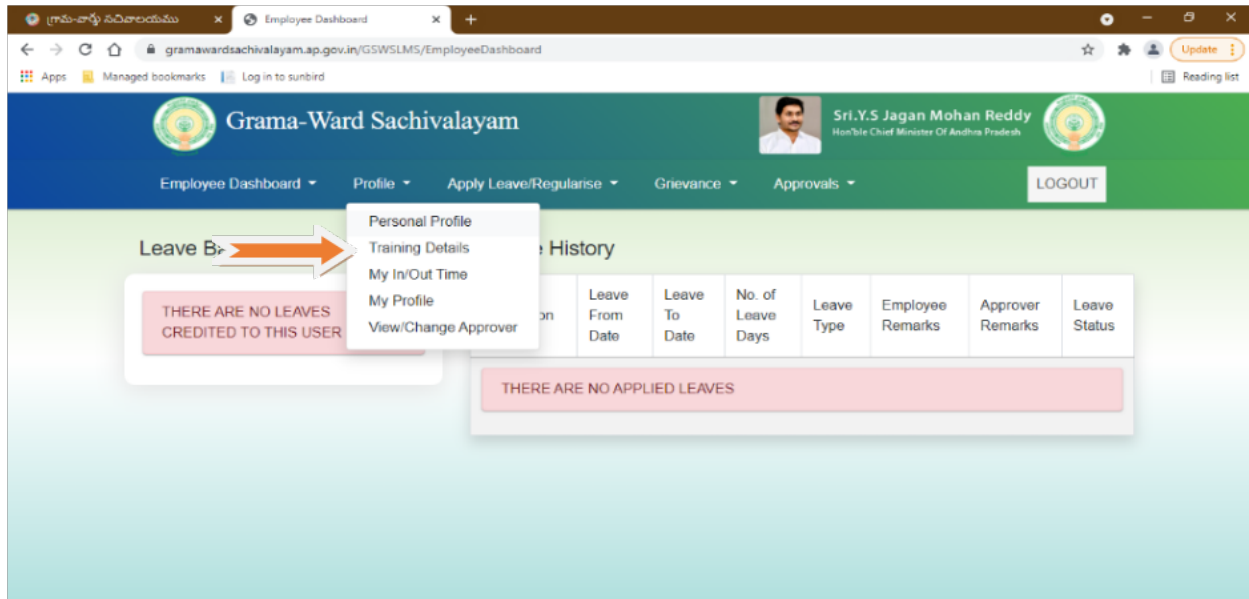


The screenshot shows a web browser window with the URL <https://gramawardsachivalayam.ap.gov.in/GSWSLMS/PersonalProfile.aspx>. The page header includes the logo of Grama-Ward Sachivalayam and the name of the Minister, Sri.Y.S Jagan Mohan Reddy. The main content area is titled "Personal Profile" and contains several tabs: Basic Details, Religion and Caste Details, Address Details, Family Details, Education and Employment Details, and a final unlabeled tab. The "Education and Employment Details" tab is active. Under "Education Details", there is a dropdown for "Highest Educational Qualification*" and a file upload area for "Upload Profile Photo*" with a "Choose File" button and "No file chosen" text. Under "Employee Details", there are input fields for "HRMS Details*", "CFMS Details*", "Designation*" (a dropdown), and "Joining Date*" (a date picker). Under "Occupation Details", there is a field for "Previous Experience*". A "LOGOUT" button is visible in the top right corner of the page.

In the section of Department Test Details, you can add more than one test by clicking on the Add option shown below. You would need to upload result sheet in case of examination passed as shown in the option below.

Click on the Save option given below to save the details.

Step 11: Go to Home page in the HRMS module and click on Profile tab and choose training details in the profile tab as shown in the screen below.



Step 12: the Training details screen will show as below... please fill the all trainings attended by the functionary and save the details

