E-STAFF SYSTEM

Version: 1.0.11.0

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System Requirement

System requirement is the criterion of the network and server required prior to do the installation and setup of iFlexiHRMS E-Staff system.

SERVER REQUIREMENT				
Component	Minimum System Requirements			
Operating System	Windows Server 2008 R2 / 2012 / 2012 R2 or above			
Database	Microsoft SQL Server 2008 R2 / 2012 with Express / Standard / Enterprise Edition			
Framework	Microsoft .Net Framework 4.0 or above			
Processor	Intel Core i5 processors (Recommended i7 processors)			
Memory	8 GB (Recommended 16 GB or above)			
Monitor	WXGA (1366x768 and similar) resolution with 65536 colors (Wide screen as a must)			
Hard Drive	7200 rpm Hard Disk Drive (Recommended Solid State Drive(SSD))			
Internet Information Server (IIS)	Microsoft IIS 6.0 or higher			
Local Area Network	Minimum 10 Mbps (Recommended 100 Mbps)			
Internet	Minimum 256 Kbps (Recommended 1 Mbps)			
Free Disk Space	3 GB for installation, 20 GB for database and working			
Pointing Device	A mouse, supported by Windows			
Printer A Windows compatible printer				

CLIENT PC REQUIREMENT

Component	Minimum System Requirements	
Internet Connection Make sure User PC can connect with Web Server		
	 Mozilla Firefox 5.0 or higher 	
Browser	 Google Chrome v8.0 or higher 	
	 Microsoft[®] Internet Explorer 8.0 or higher 	

Installation Guide

A. Setup Internet Information Server (IIS)

1. Check IIS installed or not.

If already installed IIS, you can see Start->Administrator Tools consists IIS Manager.



2. If IIS not install, go to Start->Administrative Tools -> Server Manager



3. Right click on Roles, and then click Add Roles.

📕 Server Manager	
File Action View Help	
Server Manager (RND-DB-SVR)	Roles
★ Rol Fea Fea Remove Roles ★ Remove Roles	View the health of the roles i
Refresh Help	Roles Summary
	Roles: 3 of 17 installed
	Active Directory Certificate Se File Services

4. Click Next.

Add Roles Wizard	×
Before You Begin	1
Before You Begin Server Roles Confirmation Progress Results	This wizard helps you install roles on this server. You determine which roles to install based on the tasks you want this server to perform, such as sharing documents or hosting a Web site. Before you continue, verify that: • The Administrator account has a strong password • Network settings, such as static IP addresses, are configured • The latest security updates from Windows Update are installed If you have to complete any of the preceding steps, cancel the wizard, complete the steps, and then run the wizard again. To continue, click Next. • Skip this page by default • Skip this page by default • Previous Next > Install Cancel

5. Tick Web Server (IIS) and click Install.

Add Roles Wizard		×
Select Server Ro	les	
Before You Begin Server Roles Confirmation Progress Results	Select one or more roles to install on this server. Roles: Active Directory Certificate Services (Installed) Active Directory Pederation Services Active Directory Federation Services Active Directory Fights Management Services Active Directory Rights Management Services Application Server DHCP Server Fax Server File Services (Installed) Hyper-V Network Policy and Access Services Print and Document Services Remote Desktop Services Windows Deployment Services Windows Server Update Services	Description: Web Server (IIS) provides a reliable, manageable, and scalable Web application infrastructure.
	More about server roles	added from the Roles home page.
	< Previous Ne	xt > Install Cancel

B. Create Application Pools

1. Create Application Pools for eStaff System Go to IIS Manager, double click the icon as below:

III a Longitud & Million/Austines & A		
COC V Control Panel + All Control Panel Items + Administrative Tools	👻 🍕 Search Adm	inistrative Tools
Organize 🔻 🔳 Open		iii 🔹 🗖 🌘
★ Favorites Name	Date modified	Type Size
E Desktop 🔊 Component Services	14/07/2009 12:57	Shortcut
🕕 Downloads 🛛 🛃 Computer Management	14/07/2009 12:54	Shortcut
😵 Dropbox 🛛 📷 Data Sources (ODBC)	14/07/2009 12:53	Shortcut
🔚 Recent Places 🛛 🔝 Event Viewer	14/07/2009 12:54	Shortcut
🛐 Internet Information Services (IIS) 5.0 Manager	01/08/2016 2:36 PM	Shortcut
📜 Libraries 👔 Internet Information Services (IIS) Manager	01/08/2016 2:36 PM	Shortcut
Documents 😥 iSCSI Initiator	14/07/2009 12:54	Shortcut
🎝 Music 🔂 Local Security Policy	31/07/2016 1:19 AM	Shortcut
E Pictures Performance Monitor	14/07/2009 12:53	Shortcut
📄 Subversion 🛛 🚡 Print Management	31/07/2016 1:19 AM	Shortcut
Videos 😹 Services	14/07/2009 12:54	Shortcut

- 2. A: Click on "Application Pools".
 - B: Click on "Add Application Pool".
 - C: Enter "eStaff" under the "Name".
 - *D: Select ".NET Framework v4.0.30319".
 - E: Click on "OK" button to save the changes.

File View Help									
Connections		. D						A	ctions
2	Application	1 POOIS					В	I.	Add Applicatio
A RG-06 (PRG-06 (User)	This page lets you view an applications, and provide i	d manage solation ar	the list of applic nong different a	ation pools on the applications.	server. Application poo	ols are associated with worker processes, contain one	e or more	¢	Set Applicatio Help
	Filter:	- 🙌 Go	🗸 👻 Show A	II Group by: No	Grouping	•			Online Help
	Name	Status	.NET Fram	Managed Pipel	Identity	Applications			
	 	Started Started Started Started	v4.0 v4.0 v2.0 V2.0 Name eStaff .NET F .NET F N. MET F N. MET F Sta	Integrated Classic Classic Integrated lication Pool c C Framework version: Framework v20.507 anaged Code rt application pool E OK	ApplicationPoolld ApplicationPoolld ApplicationPoolld ApplicationPoolld 20 21 27 27 27 27 27 27 27 27 27 27 27 27 27				

* If you didn't see ".NET Framework v4.0.30319" under the drop down list, meaning the server haven't install .NET Framework 4.0. Kindly install "dotNetFx40_Full_x86_x64.exe" which given to you.

C. Setup e-Staff System

 Copy and put the EStaff and CallService folder to web server's hard drive. Remark: Please place under AUTOHR folder which same folder path with iFLEXI HRMS SYSTEM for easy file backup. Example: <u>C:\Program Files(x86)\AutoHR.</u>



D. Add a New Database in SQL Server Management Studio

- 1. Open SQL Server Management Studio.
- 2. Right click on Databases -> Click Add New Database...



3. Database name fill in EStaff_[CompanyName], then click OK.

8		New	Data	ibase			- 🗆 🗙
Select a page	🔄 Script 👻 📑	Help					
Poptions Filegroups	Database <u>n</u> ame:			EStaff_Flex	iTeam		
	Owner:			<default></default>			
	Use full-text inc	lexing					
	Database files:						
	Logical Name	File Type	Fileg	Filegroup Initial Size (MB) Autogrowth			
	EStaff_Flexi	Rows	PRIMARY 2 By 1 MB, unrestricted g		stricted growth		
	EStaff_Flexi	Log	Not	Not Applicable 1 By 10 percent, unrestricted of		, unrestricted growt	
Connection							
Server: 192.168.10.250							
Connection: flexi							
Mew connection properties							
Progress							
Ready	<				<u>A</u> dd		> <u>R</u> emove
						ОК	Cancel

E. Add eStaff Application to the IIS Server

1. Go to Start -> Administrative Tools -> Internet Information Services (IIS) Manager.



2. Right click on the "Default Website" and then the click on the "Add Application..."



3. For alias, fill in **EStaff**. For physical path, **choose EStaff folder** from your server. Then, click on "OK" button to continue.

Add Application	? ×
Site name: Default Web Site Path: /	
Alias: Application EStaff DefaultApp Example: sales	n pool: pPool Select
Physical path: [C:\Program Files (x86)\AutoHR\EStaff] Pass-through authentication	
<u>C</u> onnect as Test Settings	OK Cancel

4. Then, click on OK button to continue, you will see "eStaff" application is created successfully under IIS Manager:



F. Set Login.apsx as Default Page

- . . PRG-06 (PRG-06\user) • 🚱 Go 🛛 - 🕁 Show All | Group by: Area Filter: Application Pools ASP.NET a 😔 Default Website ٩ 10 ۲ 404 2 .NET Error .NET Pages Globalization .NET Profile .NET Trust Levels AlertBoxJQuery NET NET Authorizat... Compilation aspnet_client AspTcpQuery • 8 CKEEditor ConvertsTemperature Session State SMTP E-mail 📋 DataTable 2 📑 datepicker 😚 Demo1 IIS. Authentic.. D 110 EStaff 1 CGI . 0 ASP CGI Default Directory Browsing Compress flexiteam Document PlexiVMS 9 📄 iflexi.asia 4 8 10 P ja 📋 iflexi.asia old PHP Manager Output Caching Request Filtering MIME Types Modules SSL Settings JQuery KoolPHPSuite
- 1. Click on **EStaff ->** Double click on "**Default Document**".

2. Click on "Add" below the Actions.

Pefault Do	cument	Actions	
Use this feature to specify	the default file(s) to return when a client does not request a specific file. Set de	fault documents in order of priority. Disable	
Name	Entry Type	Revert 10	o Parent
index.html	Local	🔞 Help	
Default.htm	Local	Online H	lelp
Default.asp	Local		
index.htm	Local		
iisstart.htm	Local		
default.aspx	Local		

3. Enter "Login.aspx' as the name and click on "OK" button.

Name:		
Login.aspx		
	0.11	
	OK	Cancel



G. Modify Database Path in Web.config

- 1. Go to EStaff Folder.
- 2. Right click on "web.config" and open with Notepad.

eOTPlan		01/11/2012 6:19 PM	/ File folder	
ePayslip	Open	2012 6:19 PM	/ File folder	
img	Show how to open this file	2012 6:19 PM	A File folder	
Install	7-Zip	▶ 2012 6:19 PM	A File folder	
js ĸ	Scan for viruses	2012 6:19 PM	A File folder	
Misc Provider	Open with 2	 Interne 	t Explorer	
Scripts 💏	TortoiseSVN	, oo Micros	oft Visual Studio 2010	anliantiana 2.0
ityles lest	Restore previous versions	Micros	ad 3	pplications 2.0
lserCor	Send to	• Choos	e default program	
)epartm Global.a	Cut	2012 11:07	ASAX File	120 KB
lome.a	Сору	2012 5:02 PM	A ASP.NET Server Pa	3 KB
ndex.ht	Create shortcut	2012 6:13 PM	A Firefox HTML Doc	1 KB
LeaveBa	Delete	2012 11:07	. ASP.NET Web Ser	1 KB
ogin.as	Rename	2012 5:05 PM	ASP.NET Server Pa	8 KB
Site.Mas	Dramatics	2012 11:41	. MASTER File	6 KB
web.cor	Properties	2013 3:04 PM	A CONFIG File	17 KB

3. Modify Connection String value.

Data Source=[Fill in Server Name]; Initial Catalog=[Fill in Database Name]; uid=flexi; pwd=flexi9979

First Location:

Link to EStaff Database

```
</appender>
<appender name="ConsoleAppender" type="log4net.Appender.ConsoleAppender">
<layout type="log4net.Layout.PatternLayout">
<conversionPattern value="%date [%thread] %-5level %logger [%property{NDC}] - %message%newline" />
</layout>
</appender>
<appender name="ADONetAppender" type="log4net.Appender.ADONetAppender">
<appender name="ADONetAppender" type="log4net.Appender.ADONetAppender">
<bufferSize value="1" />
<connectionType value="System.Data_sqlCliont_SqlConnection, System.Data, Version=1.0.0.0, Culture=nou
<connectionString value="Data Source=PRG=06;Initial Catalog=FlexiEModule;uid=flexi;pwd=XXXXXXXX" />
<Commandrext value= INSERT INTO Log ([Date],[Inread],[FLeve1],[Logger],[Message],[Exception],[IP],[Co
<parameter>
<dayout type="log4net.Layout.RawTimeStampLayout" />
```

Second Location:

A) Link to AutoHR Database

B) Link to EStaff Database

```
<appSettings>
<!-- ******** Encryption Key ******* -->
<add key="encryptionKey" value="flexi" />
<add key="log4net.Internal.Debug" value="true" />
<adpSettings>
</appSettings>
</appSettings>
</add name="FlexiHRMSPayConnectionString" connectionString="Data Source=PRG-06;Initial Catalog=iFlexi_HRMS;Integrated source=PRG-06;Initial Catalog=FlexiEModule;Integrated sour
```

4. Save the web.config.

H. Generate e-Staff Database & Tables

1. Browse the URL: <u>localhost/EStaff/Install/Setup.aspx</u>, then waiting for system generates tables automatically.



2. Click "Here" to continue installation.

3. After finished, click on "Click Here to Access Your EStaff" to start access your EStaff system.

(i) localhost/eStaff/Install/install.aspx
IFLEXihrms
Installing EStaff
Version: 1.0.4.0 Click "Here" to access the system.
Installation Status Report
00:00:00 - Installing Assembly Version: 1.0.4.0 00:00:00 - Installing EStaff Version: 1.0.4.0 00:00:00 - Installing Membership Provider: 00:00:00.0100000 - Executing Script: EStaff1.0.0.0.sql 00:00:00.2800003 - Success Execute! 00:00:00.2800003 - Executing Script: EStaff1.0.1.1.sql 00:00:00.3400004 - Success Execute! 00:00:00.3400004 - Executing Script: EStaff1.0.2.1.sql 00:00:00.4300006 - Success Execute! 00:00:00.4300006 - Executing Script: EStaff1.0.3.1.sql 00:00:00.6600009 - Success Execute! 00:00:00.6600007 - Executing Script: EStaff1.0.3.2.sql 00:00:00.6700009 - Success Execute! 00:00:00.6600009 - Executing Script: EStaff1.0.3.sql 00:00:00.700009 - Success Execute! 00:00:00.700009 - Executing Script: EStaff1.0.3.sql 00:00:00.700009 - Success Execute! 00:00:00.700009 - Executing Script: EStaff1.0.3.sql 00:00:00.700009 - Success Execute! 00:00:00.700009 - Executing Script: EStaff1.0.3.sql 00:00:00.720011 - Success Execute! 00:00:00.730010 - Executing Script: EStaff1.0.3.6.sql 00:00:00.720011 - Success Execute! 00:00:00.7720011 - Executing Script: EStaff1.0.3.8.sql 00:00:00.720011 - Success Execute! 00:00:00.7720011 - Executing Script: EStaff1.0.3.9.sql 00:00:00.7920012 - Success Execute! 00:00:00.7920012 - Executing Script: EStaff1.0.3.9.sql 00:00:00.8220012 - Success Execute! 00:00:00.8320012 - Executing Script: EStaff1.0.4.0.sql 00:00:00.8420012 - Success Execute! 00:00:00.8420012 - Executing Script: EStaffE
Installation Complete
Click Here To Access Your EStaff

I. Setup CallService in Task Scheduler

1. Go to Start -> Administrative Tools -> Task Scheduler.



3. Click Create Task... in right panel.

4. Add Task : CallService – Email

	×
General Triggers Acti	ans Conditions Settings
Marrier GallSené	
Na <u>m</u> e:	ze - Email
Location: \	
Author: RND-DB-	SVR\Administrator
Description:	
Security options	
When running the tas	k, use the following user account:
RND-DB-SVR\Admini	strator Change <u>U</u> ser or Group
• <u>R</u> un only when use	r is logged on
C Run <u>w</u> hether user i	s logged on or not
🗖 Do not store <u>p</u> i	assword. The task will only have access to local computer resources.
🗖 Run w <u>i</u> th highest p	rivileges
Lidden Cor	figure forMünderer \6cts™ \00nderer Sen er™ 2009
waata Task	lew Trigger
aberal Triggers Actions Cor	Begin the task: On a schedule
When you create a task, you can	_ Settings
when you create a task, you can	🔿 One time 🛛 Start: 07/01/2016 💌 12:29:57 PM 📑 🗖 Synchronize across time zones
Trigger Details	Daily A Recur every: 1 days
	() (ickky
	C Monthly
	C Monthly Advanced settings
	Monthly Advanced settings Delay task for up to (random delay): 1 hour
	C Monthly C Monthly Advanced settings □ Delay task for up to (random delay): 1 hour ✓
	Advanced settings Advanced settings Delay task for up to (random delay): 1 hour Repeat task every: 5 minutes for a duration of: 1 day Stop all running tasks at end of repetition duration
2.	 Monthly Advanced settings Delay task for up to (random delay): 1 hour Delay task for up to (random delay): 1 hour Repeat task every: 5 minutes 4, for a duration of: 1 day Stop all running tasks at end of repetition duration Stop task if it runs longer than: 3 days
2.	 Monthly Advanced settings Delay task for up to (random delay): 1 hour Delay task for up to (random delay): 1 hour Repeat task every: 5 minutes Stop all running tasks at end of repetition duration Stop task if it runs longer than: 3 days Expire: 07/01/2017 12:29:57 PM Synchronize across time zones
2. New	 Monthly Advanced settings Delay task for up to (random delay): 1 hour Delay task for up to (random delay): 1 hour Repeat task every: 5 minutes I hour Gra duration of: 1 day I day I stop all running tasks at end of repetition duration Stop task if it runs longer than: 3 days Expire: 07/01/2017 12:29:57 PM 5.

🏩 Create Task	New Action
General Triggers Actions Conditions Set	You must specify what action this task will perform.
Action Details	Action: Start a program Settings Program/script: ::\Program Files (x86)\AutoHR\CallService\CallService.exe Browse Add arguments (optional): (FMAIL
2.	Start in (optional):
Edit Delete	4. OK Cancel

- 5. Click **OK** to Save.
- 6. Add Task : CallService AutoHR

🔮 Create Task	×
	New Trigger
Create Task General Triggers Actions Condi When your reate a task, you can sp Trigger Details	Begin the task: On a schedule Settings One time Daily Begin the task: One time Recur every: Image: Construction of the set of
2. New Edit	Advanced settings Delay task for up to (random delay): 1 hour Repeat task every: 30 minutes Growth and the formula tasks at end of repetition duration Stop task if it runs longer than: 3 days Expire: 07/01/2017 12:37:11 PM Synchronize across time zones K Enabled OK Cancel

1 Freste Tack	New Action
General Triggers Actions Conditions	You must specify what action this task will perform.
When you create a tak, you must specif	Action: Start a program
Action Details	Program/script: :\Program Files (x86)\AutoHR\CallService\CallService.exe Browse
	Add arguments (optional): 3. /AUTOHR
	Start in (optional):
2	
New Edit Delete	4
	OK Cancel

7. Click **OK** to Save.

J. Configure CallService Connection String

1. Go to **CallService** Folder.

Compu	iter 🕨 Os (C:) 🕨 Progran	n Files (x86) 🕨 AutoHR 🕨	CallService	Α	✓ 4 Searce	h CallService	
Organize 🔻 🏼 🗍 Ope	en 🔻 New folder						8== •
🔆 Favorites	Name	^	Date modi	ïed	Туре	Size	
📃 Desktop	CallService		22/08/2016	11:17	Application		915 KB
🗼 Downloads	CallService.ex		22/00/2016	10:40	CONFIG File	В	3 KB
😌 Dropbox	CallService	open	5	11:17	Program Debu	ıg D	694 KB
🔚 Recent Places	CallService	Edit	5	11:17	XML Docume	nt	1 KB
	EOTPLANAU	7-Zip	- F 5	11:40	Text Documer	nt _	2 KB
🥃 Libraries	EStaff	CRC SHA	•	11:40	Text Documer	nt 🖉	16 KB
Documents	🚳 FlexiDAL.dll 📓	Edit with Notepad++	5	10:34	Application ex	tens, 1	8,503 KB
🌙 Music	🖓 FlexiDAL 😿	Scan for viruses	5	10:34	Program Debu	ig 0 2	5,794 KB
Pictures	🔮 FlexiDAL 🙀	Move to Ouarantine	5	10:34	XML Docume	nt	609 KB
Subversion	S FlexiLibrary.d		I	10.02	A	+	-eeð KB
📑 Videos	FlexiLibrary	Open with C	• •	Micr	osoft Visual Stud	io 2010	KB
	🖳 FlexiLibrary 🐗	TortoiseSVN	•	3 Micr	osoft Visual Stud	io 2015	КВ
📜 Computer	log4net.dll		[Note	pad		5 КВ
🏭 Os (C:)		Restore previous version	s	Cho	ose default progr	am	
Data (D:)		Send to	• T	choo	ose acraate progr		

- 2. Right click on "CallService.exe web.config" and open with **Notepad**.
- 3. Modify Connection String value.

CallSe	ervice exe config 🖸
1	ul version="1.0"?>
2	☐ ifiguration>
3	e:onfigSections>
4	- configSections>
5	eppSettings>
6	<add key="StartAutoHR" value="True"></add>
7	<pre><add key="encryptionKey" value="flexi"></add></pre>
8	<pre><add key="ClientSettingsProvider.ServiceUri" value=""></add></pre>
9	appSettings>
10	H:onnectionStrings>
11	A <add connectionstring="Data Source=PRG-06\SQLEXPRESS2008;Initial <u>Catalog</u>=iFlexi_EEW;Persist Security Info=True;</pre></th></tr><tr><th>13</th><th>- connectionStrings></th></tr><tr><th>14</th><th>etartup></th></tr><tr><th>15</th><th><pre><supportedRuntime version=" flexihrmsconnectionstring"="" name="EStaffConnectionString" sku=".NETFramework,Version=v4.0" v4.0"=""></add>
16	startup
17	A:vstem.web>

A) Link to eStaff system database.

B) Link to iFlexi HRMS Payroll system database.

K. Testing Your EStaff Site

Browse URL: <u>http://localhost/Estaff</u>

Test login as administrator:

ID: flexi

Password: flexi9979

	User Login Username: flexi Password: @ Remember Me If you forget your password, click <u>HERE</u> If you forget your password, click <u>HERE</u>	
Powered by Version: 1.0.3.5		Member online: 0

IFLEXIHRMS	Welcome flexi , UserGroup: ADMIN , RouteID: - My Account Change Password Change Email Logout
Home e-Employee e-Attendance e-OT e-Leave e-Payslip Admin Welcome To e-Staff System	
HR e-Leave Management System II Updated:9/26/2012 11:17:52 PM Screated by YTTAN Open/Close	Notification
Powered by Version: 1.0.3.5 Instance Name: RND-DB-SVR AutoHR DB: iFlexi_HRMSDemo2 EStaff DB: FlexiEModuleDemo2	Member online: 1/ 5

Frequently Ask Questions

1. Can E-Staff System run under SSL standard (https://)?

Yes, but SSL Digital Cert is required to install in your Web server. And this SSL Cert cost some money.

+# https://	1/?AspxAutr ♀ 🔒 Ċ 🕂 eStaff ×	
it View Favorites Tools Help IFLEXIHRINS Home Login		General Details Certification Path Certificate Information This certificate is intended for the following purpose(s): • Ensures the identity of a remote computer
	User Login Username: Vsername: Password: Remember Me If you forget your password, click HERE Vsername	* Refer to the certification authority's statement for details. Issued to: Issued by: DigCert SHA2 Secure Server CA Valid from 07- Jan- 16 to 10- Jan- 19 Install Certificate Issuer Statement
Powered by Version: 1.0.3.5		Learn more about <u>certificates</u>