Module 1 ADMIN

FR1 Login

Login with valid credentials

Login with invalid credentials

Check the availability of following:

Admin

PIM

Leave

Time

Recruitement

My info

Performance

Dashboard

Directory

Maintenance

FR2 PIM

 FR2.1

  Add Employee (Should create your own name)

FR2.1.1

  Personal Details

      One you have added and saved the employee name with his/her picture and the user logins you can also edit the personal details listed below by clicking "Edit" on the bottom of the screen. Clicks "save" once the fields are added.

You can edit the following;

* Code – Employee Id/No

* Last Name

* First Name

* Middle Name

* Nationality – Select from a list of pre-defined nationalities

* Date of Birth

Marital Status – Select from the drop down

* Gender – Click on the relevant gender

* Driver's License Number

* License Expiry Date

Module 2: ESS MODULE

FR4: ESS USER LOGIN

FR4.1 Login

Login with valid credentials.

Login with invalid credentials

Check the following menu:

PIM

Leave

Time

My info

Performance

Dashboard

Directory