
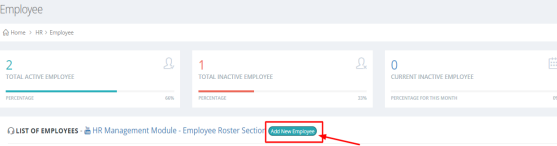


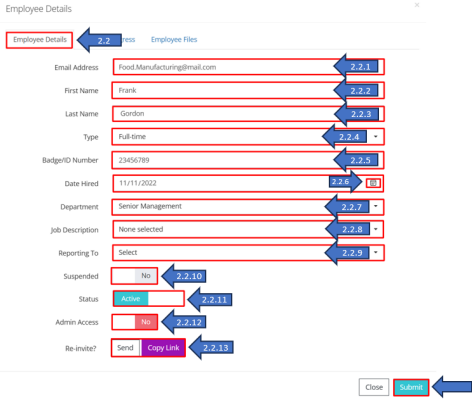
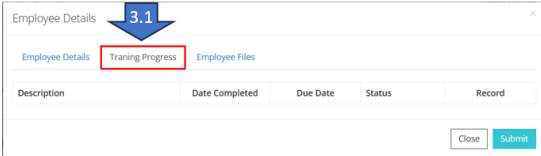
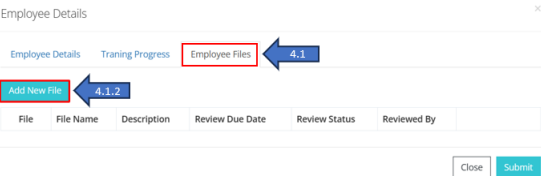




InterlinkIQ Navigation Instructions - HR Employee Roster Management Module

Process Step	Procedure	Image
Step 1 Employee Roster		
	1.1 Click add new employee	
	1.1.2 Email 1.1.3 First Name 1.1.4 Last Name 1.1.5 Type 1.1.6 ID Number 1.1.7 Date Hired 1.1.8 Department 1.1.9 Job description 1.1.10 Reporting to  Once done, click "Submit"	
Step 2 Employee Roster Details	2.1 To view the employee details click "View" button	
	2.2 Employee Details 2.2.1 Email Address 2.2.2 First Name 2.2.3 Last Name 2.2.4 Type 2.2.5 ID Number 2.2.6 Date Hired 2.2.7 Department 2.2.8 Job Description 2.2.9 Reporting to 2.2.10 Suspended (Yes/No) 2.2.11 Status (Active/Inactive) 2.2.12 Admin Access (Yes/No) 2.2.13 Re-invite? (Send/Copy Link)  Once done, click "Submit"	
Step 3 Training Progress Section	3.1 To view the list of training for your employee click "Training Progress"	
Step 4 Employee Files Section	4.1 Employee Files 4.1.2 Click Add New Files	

	<div>4.1.3 Upload File</div> <div>4.1.4 File Name</div> <div>4.1.5 Description</div> <div>4.1.6 Review Due Date</div> <div>Once done, click "Submit"</div>	<div>New File</div> <div><div>Upload File</div><div>Choose File</div><div>No file chosen</div><div>4.1.3</div></div> <div><div>File Name</div><div></div><div>4.1.4</div></div> <div><div>Description</div><div></div><div>4.1.5</div></div> <div><div>Review Due Date</div><div>08/07/2023</div><div>4.1.6</div></div> <div><div>Close</div><div>Submit</div></div>																																
<div>Step 5</div> <div>Inactive details</div>	<div>5.1 Click the "Inactive" button</div> <div>To view the employee details click "View" button</div>	<div>LIST OF EMPLOYEES - HR Management Module - Employee Roster Section</div> <div>Add New Employee</div> <div>Active</div> <div>Inactive</div> <div>Suspended</div> <div>Report</div> <div><table><tr><th>ID#</th><th>Last Name</th><th>First Name</th><th>Position</th><th>Email</th><th>Date Hired</th><th>Employment Type</th><th>Status</th><th>Registered</th><th></th></tr><tr><td>1</td><td>HR</td><td>Sumin</td><td>Sanitation Manager</td><td>hr_sumin@gmail.com</td><td>2022-11-07</td><td>Full-time</td><td>Inactive</td><td>No</td><td>View</td></tr></table></div> <div>5.1</div>	ID#	Last Name	First Name	Position	Email	Date Hired	Employment Type	Status	Registered		1	HR	Sumin	Sanitation Manager	hr_sumin@gmail.com	2022-11-07	Full-time	Inactive	No	View												
ID#	Last Name	First Name	Position	Email	Date Hired	Employment Type	Status	Registered																										
1	HR	Sumin	Sanitation Manager	hr_sumin@gmail.com	2022-11-07	Full-time	Inactive	No	View																									
	<div>5.2 Employee Details</div> <div>5.2.1 Email Address</div> <div>5.2.2 First Name</div> <div>5.2.3 Last Name</div> <div>5.2.4 Type</div> <div>5.2.5 ID Number</div> <div>5.2.6 Date Hired</div> <div>5.2.7 Department</div> <div>5.2.8 Job Description</div> <div>5.2.9 Reporting to</div> <div>5.2.10 Suspended (Yes/No)</div> <div>5.2.11 Status (Active/Inactive)</div> <div>5.2.12 Admin Access (Yes/No)</div> <div>5.2.13 Re-invite?</div> <div>5.2.13.1 Send</div> <div>5.2.13.2 Copy Link</div> <div>Once done, click "Submit"</div>	<div>5.2</div> <div>Employee Details</div> <div>Training Progress</div> <div>Employee Files</div> <div><div>Email Address</div><div>cindy.compliance@yahoo.com</div><div>5.2.1</div></div> <div><div>First Name</div><div>Cindy</div><div>5.2.2</div></div> <div><div>Last Name</div><div>Compliance</div><div>5.2.3</div></div> <div><div>Type</div><div>Full-time</div><div>5.2.4</div></div> <div><div>Badge/ID Number</div><div>008</div><div>5.2.5</div></div> <div><div>Date Hired</div><div>09/05/2022</div><div>5.2.6</div></div> <div><div>Department</div><div>Compliance</div><div>5.2.7</div></div> <div><div>Job Description</div><div>Human Resource Manager</div><div>5.2.8</div></div> <div><div>Reporting To</div><div>Select</div><div>5.2.9</div></div> <div><div>Suspended</div><div>No</div><div>5.2.10</div></div> <div><div>Status</div><div>Inactive</div><div>5.2.11</div></div> <div><div>Admin Access</div><div>No</div><div>5.2.12</div></div> <div><div>Re-invite?</div><div>Send</div><div>Copy Link</div><div>5.2.13.1</div><div>5.2.13.2</div></div> <div><div>Close</div><div>Submit</div></div>																																
<div>Step 6</div> <div>Suspended Section</div>	<div>6.1 To view the list of Suspended employee click "Suspended"</div>	<div>LIST OF EMPLOYEES - HR Management Module - Employee Roster Section</div> <div>Add New Employee</div> <div>Active</div> <div>Inactive</div> <div>Suspended</div> <div>Report</div> <div><table><tr><th>ID#</th><th>Last Name</th><th>First Name</th><th>Position</th><th>Email</th><th>Date Hired</th><th>Employment Type</th><th>Status</th><th>Registered</th></tr><tr><td colspan="9">Empty Record</td></tr></table></div> <div>6.1</div>	ID#	Last Name	First Name	Position	Email	Date Hired	Employment Type	Status	Registered	Empty Record																						
ID#	Last Name	First Name	Position	Email	Date Hired	Employment Type	Status	Registered																										
Empty Record																																		
<div>Step 7</div> <div>Report Section</div>	<div>7.1 Click the "Report"</div> <div>To view the summary list of active, inactive and Suspended employee</div>	<div>LIST OF EMPLOYEES - HR Management Module - Employee Roster Section</div> <div>Add New Employee</div> <div>Active</div> <div>Inactive</div> <div>Suspended</div> <div>Report</div> <div><table><tr><th>Total</th><th>Active</th><th>Inactive</th><th>Suspended</th></tr><tr><td>Full-time</td><td>2</td><td>1</td><td>0</td></tr><tr><td>Part-Time Project</td><td>0</td><td>0</td><td>0</td></tr><tr><td>OJT</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Freelance</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Part-Time Apprentice</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Trainee</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Consultant</td><td>0</td><td>0</td><td>0</td></tr></table></div> <div>7.1</div>	Total	Active	Inactive	Suspended	Full-time	2	1	0	Part-Time Project	0	0	0	OJT	0	0	0	Freelance	0	0	0	Part-Time Apprentice	0	0	0	Trainee	0	0	0	Consultant	0	0	0
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