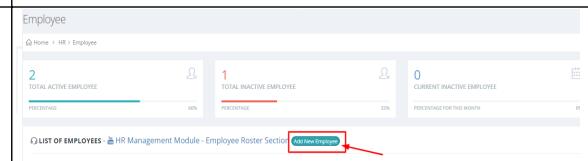
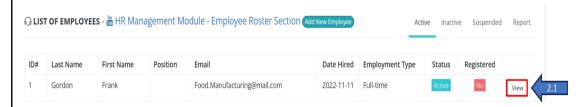
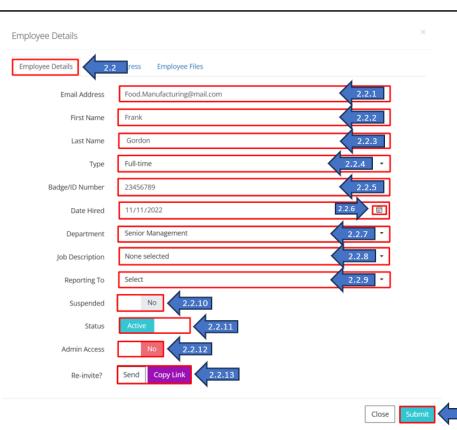
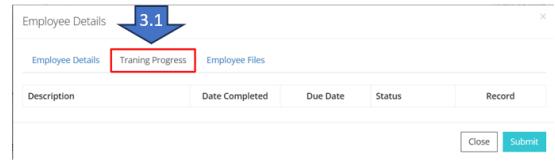
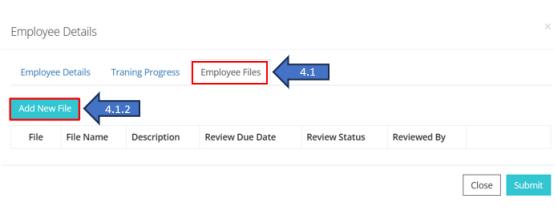




### InterlinkIQ Navigation Instructions - HR Employee Roster Management Module

Process Step	Procedure	Image
<b>Step 1</b> <b>Employee Roster</b>	Click the HR Management Module from the left sidebar menu, then select "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"	  
<b>Step 2</b> <b>Employee Roster Details</b>	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"	  
<b>Step 3</b> <b>Training Progress Section</b>	3.1 To view the list of training for your employee click "Training Progress"	
<b>Step 4</b> <b>Employee Files Section</b>	4.1 Employee Files 4.1.2 Click Add New Files	

	<p>4.1.3 Upload File 4.1.4 File Name 4.1.5 Description 4.1.6 Review Due Date</p> <p>Once done, click "Submit"</p>	
<b>Step 5</b> <b>Inactive details</b>	<p>5.1 Click the "Inactive" button To view the employee details click "View" button</p>	
	<p>5.2 Employee Details 5.2.1 Email Address 5.2.2 First Name 5.2.3 Last Name 5.2.4 Type 5.2.5 ID Number 5.2.6 Date Hired 5.2.7 Department 5.2.8 Job Description 5.2.9 Reporting to 5.2.10 Suspended (Yes/No) 5.2.11 Status (Active/Inactive) 5.2.12 Admin Access (Yes/No) 5.2.13 Re-invite? 5.2.13.1 Send 5.2.13.2 Copy Link Once done, click "Submit"</p>	
<b>Step 6</b> <b>Suspended Section</b>	<p>6.1 To view the list of Suspended employee click "Suspended"</p>	
<b>Step 7</b> <b>Report Section</b>	<p>7.1 Click the "Report" To view the summary list of active, inactive and Suspended employee</p>	