Maptek Staff Management Utility

User Manual

SMU6

2020

# Revision History

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| --- | --- | --- |
| Version | Date | Revision Description |
| 1.0 | 9/10/2020 | Documentation Creation |
| 1.1 | 15/10/2020 | Review and update the documentations |
| 1.2 | 16/10/2020 | Modify the format for the whole documentation |

Table of Contents

[Revision History 1](#_Toc54961875)

[Product name 3](#_Toc54961876)

[Intended use 3](#_Toc54961877)

[Description of the main product elements and user interface 3](#_Toc54961878)

[Installation instructions 3](#_Toc54961879)

[Description of how to use the product 3](#_Toc54961880)

[1. Organisation Chart 4](#_Toc54961881)

[ Overview 4](#_Toc54961882)

[ Navigation 4](#_Toc54961883)

[2. Search Function 8](#_Toc54961884)

[ Overview 8](#_Toc54961885)

[ Navigation 8](#_Toc54961886)

[ Filter the condition 8](#_Toc54961887)

[ Check the chart of the searching result. 9](#_Toc54961888)

[3. Generate Reports 11](#_Toc54961889)

[ Overview 11](#_Toc54961890)

[ Navigation 11](#_Toc54961891)

[ Customise report with criteria 11](#_Toc54961892)

[ Generate the report 12](#_Toc54961893)

[ Print report 12](#_Toc54961894)

[ Export as Google Doc 13](#_Toc54961895)

[4. Maintenance information 15](#_Toc54961896)

# Product name

Maptek Staff Management Utility

# Intended use

The Staff Management Utility (SMU) is aimed to help with Maptek’s needs to ensure its fast-growing staff administration.

Staff Management Utility (SMU) is a Human Resource solution that manages organisation chart, employee data, and generate HR report in a web-based platform.

Our goal is to support the company to manage all the workforce with our easy-to-use management platform. SMU gives administration leaders and the HR team the power to keep track of all their staff administration work and optimise the process of assessing and delivering Administration reports and actionable insights to have a more productive outcome. Unlike other services, our product focuses on delivering the most effective, innovative, technically robust solutions to meet Maptek's corporate strategy in the future of work.

# Description of the main product elements and user interface

A picture containing timeline

Description automatically generated

The Staff Management Utility contains three major functionalities:

* Organisational Chart
* Search Staff Information
* Generate Report

There is an easy-to-use horizontal navigation bar on the top of every page, which will assist the user in traversing among the above three sections.

# Installation instructions

The installation instructions are displayed in the administration documentation—set-up manual.

# Description of how to use the product

## Organisation Chart

### Overview

This page will provide an organisation chart showing the employee information.

### Navigation

Click the "Organization Chart" button on the top navigation bar to go to this section.

Timeline

Description automatically generated

* + Application Guide

Regarding the bottom of the "zoom in " and "zoom-out", Click the button of the ''zoom in" is to zoom in the organisation chart. The function of the "zoom-out" button is that when clicking the zoom-out button, the organisation chart will be reduced.

A picture containing timeline

Description automatically generated

This is a regular size website above when clicking zoom in; the organisation chart will be enlarged:

A screenshot of a cell phone

Description automatically generated

When clicking the button "zoom out"; the organisation chart will be reduced:

Timeline

Description automatically generated

In organisation Chart, the membership information of the company is displayed as a node of the chart. When the mouse moves over each node, the member information represented by each node is shown.

Timeline

Description automatically generated

By pressing the '...' button, a window displayed the detailed information of the employee will be popped out. Further detailed of the information, please refer to spreadsheets.

Graphical user interface, text, application

Description automatically generated

Each department uses a different colour to display on the chart. People in the same department use the same colour to represent.

## Search Function

### Overview

This page will provide a list showing the employee information. The list will be filtered by the condition above.

### Navigation

Click “Search Staff Information” button on the top navigation bar to go to this section.

Timeline

Description automatically generated

### Filter the condition

Name, location, department, and report to are the conditions which the user can decide. When a user changes the searching condition, the result will be shown immediately.

The system would ignore the case of the letters, which means the user does not need to fix the case of the first letter of the name.

Example:

Graphical user interface, table

Description automatically generated

The system will list all of the departments in the spreadsheet. The user only can choose one of them. Once the condition changes, the list will refresh.

A picture containing timeline

Description automatically generated

The system will list all of the locations in the spreadsheet. The user only can choose one of them. Once the condition changes, the list will refresh.

A picture containing timeline

Description automatically generated

### Check the chart of the searching result.

A chart of organisational structure can be shown after condition setting.

User can click the chart button to see the chart.

The condition will be shown on the top. And the organisation structure will be shown in a pop-up window.

Graphical user interface

Description automatically generated

The initial chart will contain all the employee in the window so that the words could be tiny. Users can click the "zoom in" and “zoom out” button to fix the size of the words.

If the chart cannot be shown entirely in the window, there would be a scroll bar following the window. User can drag it to fix the content in the window (touchpad is supported).

Graphical user interface, text

Description automatically generated

Suppose the mouse move over a block of an employee. Detail information will be shown as tips information.

Users can click the “X” button on the top-right to close this window.

Diagram

Description automatically generated

## Generate Reports

### Overview

The Report page will allow users to generate reports about the information available in the system.

### Navigation

Click the "Generate Report" button on the top navigation bar to go to this section.

Timeline

Description automatically generated

### Customise report with criteria

The HR report is generated based on the vary department and location information.

It would automatically check all departments and locations at the beginning.

It will also allow users to self-service so that they can choose from different options by unchecking specify criteria. It will generate a new report and refresh the report result automatically.

Graphical user interface, application

Description automatically generated

### Generate the report

The report will show the following information:

* + The number of staffs per building.
  + The teams and/or division in each building.
  + The number of staffs in each team.
  + Male and female ratio.
  + Names of employees in each building.
  + Years (and months) in the company for all employees.

At least checking one department and one location is required to get the correct report.

Sample Report is shown as follows:

Graphical user interface, text, application, email

Description automatically generated

* Print report

Step 1: Click the “Print ” button at the bottom of the report.

Graphical user interface, diagram

Description automatically generated

Step 2: The web browser will open a new window to allow users to preview, print or save the web page as PDF.

Graphical user interface, application

Description automatically generated

* Export as Google Doc

Step 1: Click the “Export as Google Doc” button at the bottom of the report.

Graphical user interface, application

Description automatically generated

Top right corner of your screen will have a notification.

Graphical user interface

Description automatically generated

Step 2: Open the Google Docs of the current logging account, the generated report can be found, which you can edit and modify.

Graphical user interface, application, Word

Description automatically generated

## Maintenance information

The google sheet records the staff’s information in Maptek. To edit and maintain the google sheet, please refer the**Spreadsheet Format**section in the**Set Up.**