



Enat Bank S.C Human Resource Workflow Admin Manual
Version 1.0

System Development and quality assurance Department
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Logging On

A user ID and password is required to log onto web interface. Users will have username and password to access the system click the following URL <http://10.1.22.72:5005/login> to access the system.

Login Page

UserName

User Name is required

password

Figure 1 user login form

After login successfully you will get the following page.

HR Tracking

Divisions

Users

Category

SubCategory

(etegie)Branch

admin

Users

+ Add Users

#	User Name	Role	Branch	Action
1	admin	ROLE_ADMIN	etegie	Edit Delete
2	gsmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
3	procmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
4	propmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
5	gsofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
6	procofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
7	propofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
8	branchuser	ROLE_MAKER	HEAD OFFICE	Edit Delete
9	finance	ROLE_FINANCE	HAWASSA	Edit Delete

Figure 2 admins first page

Maintenance

1. Division Maintenance Dashboard

The screenshot displays the 'Division Maintenance Dashboard' within an application. The sidebar on the left lists navigation options: 'HR Tracking', 'Divisions' (highlighted), 'Users', 'Category', and 'SubCategory'. The main content area is titled '(etegie)Branch' and 'admin'. It features a 'Division' section with a '+ Add Division' button and a table listing existing divisions. The table has columns for '#', 'Nop Division', 'Description', and 'Action'. The data rows are as follows:

#	Nop Division	Description	Action
1	General Service Division	Manage General Services	Edit
2	Procurement Division	Manage Procurement Divisions	Edit
3	Property Division	Manage Property Division	Edit
4	Others	Branch Users	Edit

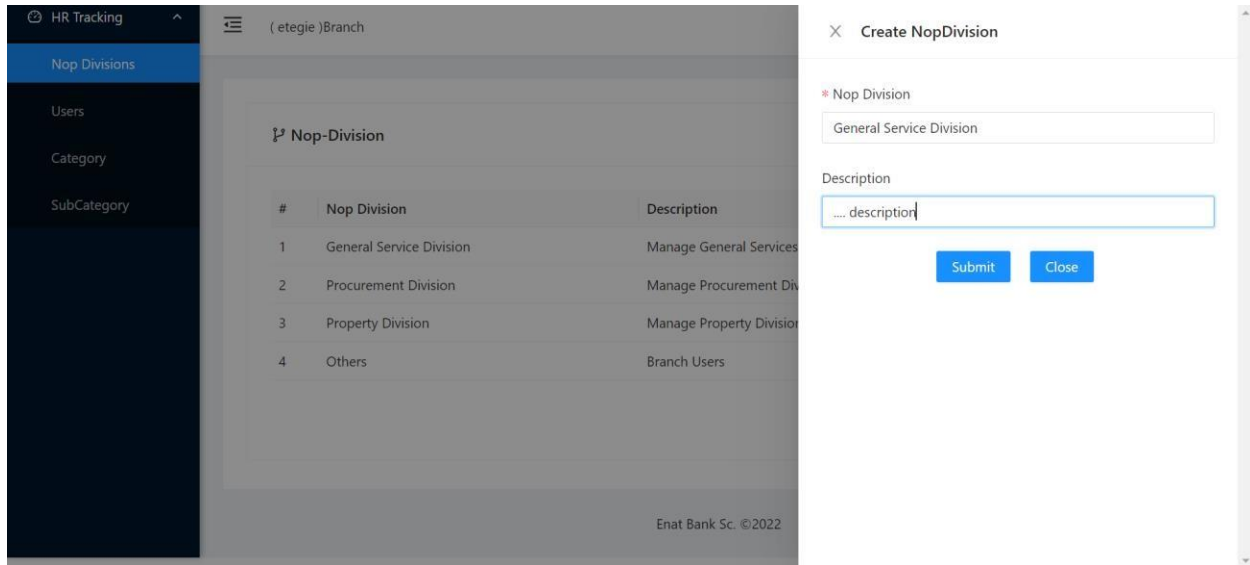
At the bottom of the table, there is a pagination control showing '< 1 >' and '10 / page', followed by a 'Go to' field and 'Page'.

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Figure 3 Division maintenance dashboard

Add new Division

Click Add Division button then the following form will appear and then fill the form then click submit button in order to save new division.



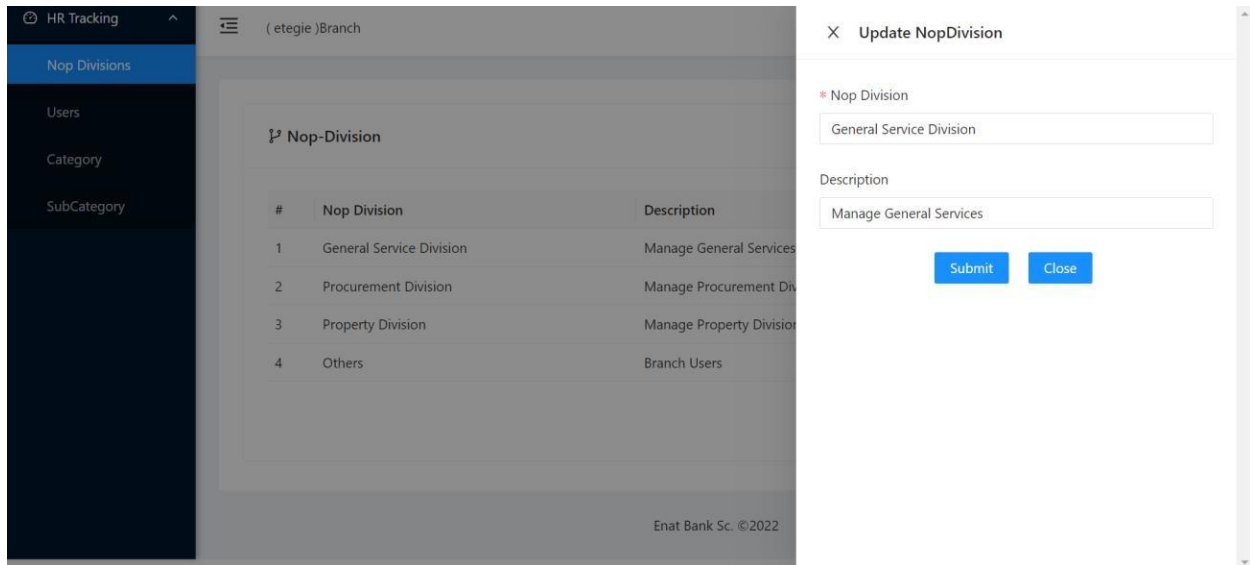
The screenshot shows the 'Create NopDivision' form in the HR Tracking system. The form is overlaid on a dimmed background showing a list of existing divisions. The form has two input fields: 'Nop Division' (containing 'General Service Division') and 'Description' (containing '.... description'). There are 'Submit' and 'Close' buttons at the bottom right of the form.

#	Nop Division	Description
1	General Service Division	Manage General Services
2	Procurement Division	Manage Procurement Div
3	Property Division	Manage Property Division
4	Others	Branch Users

Figure 4 add new division form

Edit division

If you want to edit the division, click edit button then the following screen will appear



The screenshot shows a web application interface for 'HR Tracking'. On the left is a dark sidebar with navigation links: 'Nop Divisions' (highlighted), 'Users', 'Category', and 'SubCategory'. The main content area is titled '(etegie)Branch' and displays a table of 'Nop-Division' records. The table has columns for '#', 'Nop Division', and 'Description'. The records are:

#	Nop Division	Description
1	General Service Division	Manage General Services
2	Procurement Division	Manage Procurement Division
3	Property Division	Manage Property Division
4	Others	Branch Users

An 'Update NopDivision' modal form is open on the right. It contains two text input fields: 'Nop Division' (containing 'General Service Division') and 'Description' (containing 'Manage General Services'). Below the fields are two blue buttons: 'Submit' and 'Close'. The footer of the application shows 'Enat Bank Sc. ©2022'.

Figure 5 edit division form

Modify the field and then click submit button to save the changes

Delete Division

If you want to delete the division, click delete button icons then the following popup screen will appear. Click ok if you want to delete otherwise click cancel button.

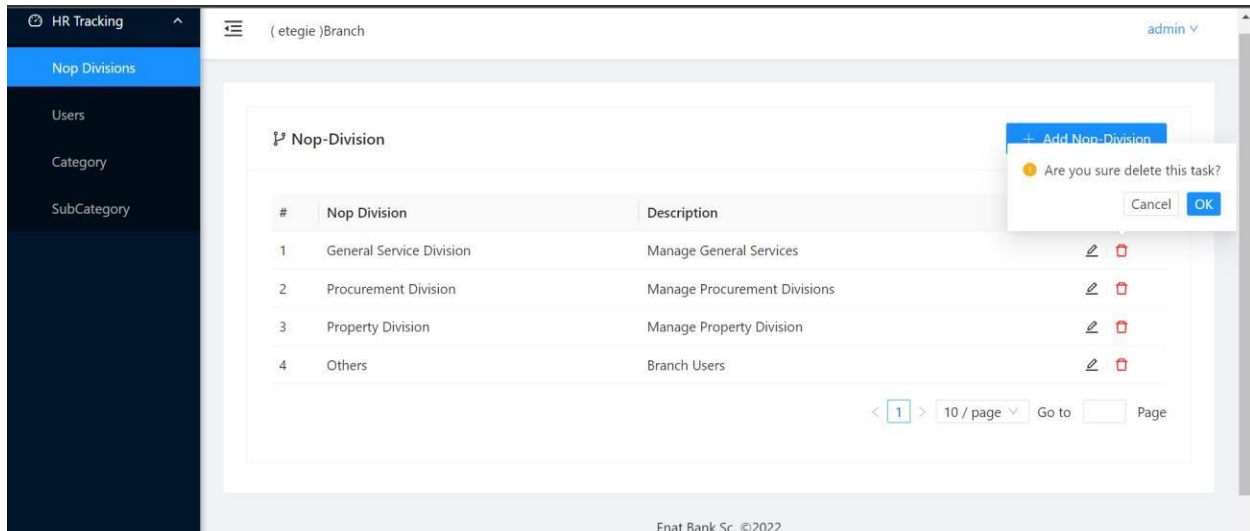


Figure 6 delete division screen

2 User maintenance Dashboard

HR Tracking

Divisions

Users

Category

SubCategory

(etegie)Branch

admin

Users

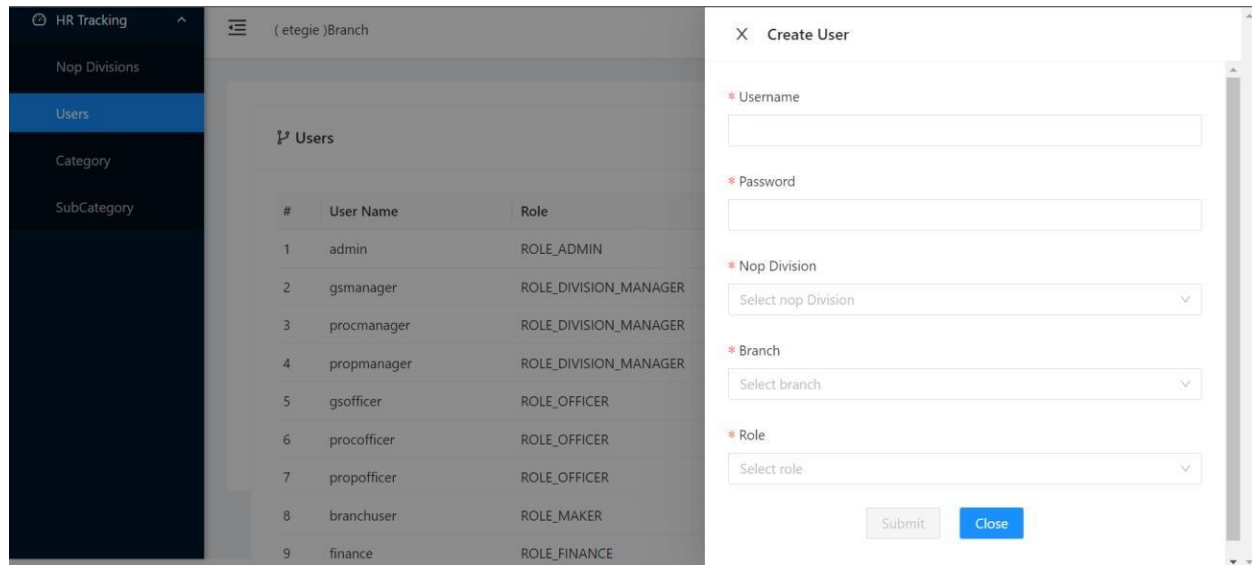
+ Add Users

#	User Name	Role	Branch	Action
1	admin	ROLE_ADMIN	etegie	Edit Delete
2	gsmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
3	procmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
4	propmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE	Edit Delete
5	gsofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
6	procofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
7	propofficer	ROLE_OFFICER	HEAD OFFICE	Edit Delete
8	branchuser	ROLE_MAKER	HEAD OFFICE	Edit Delete

Figure 7 user maintenance dashboard

Add new user

Click Add user button then the following form will appear



The screenshot shows the 'HR Tracking' application interface. On the left is a dark sidebar with navigation options: 'Nop Divisions', 'Users' (highlighted), 'Category', and 'SubCategory'. The main area displays a table of existing users under the heading '(etegie)Branch' and 'Users'. The table has columns for '#', 'User Name', and 'Role'. A 'Create User' modal form is overlaid on the right side of the table. The form contains the following fields:

- Username: Text input field
- Password: Text input field
- Nop Division: Dropdown menu with 'Select nop Division' as the placeholder
- Branch: Dropdown menu with 'Select branch' as the placeholder
- Role: Dropdown menu with 'Select role' as the placeholder

At the bottom right of the form are two buttons: 'Submit' (disabled) and 'Close' (active).

#	User Name	Role
1	admin	ROLE_ADMIN
2	gsmanager	ROLE_DIVISION_MANAGER
3	procmanager	ROLE_DIVISION_MANAGER
4	propmanager	ROLE_DIVISION_MANAGER
5	gsofficer	ROLE_OFFICER
6	procofficer	ROLE_OFFICER
7	propofficer	ROLE_OFFICER
8	branchuser	ROLE_MAKER
9	finance	ROLE_FINANCE

Figure 8 add new user form

Finally fill the form and then click submit button in order to add new user.

Edit user

If you want to edit the users, click edit button icons then the following screen will appear

#	User Name	Role
1	admin	ROLE_ADMIN
2	gsmanager	ROLE_DIVISION_MANAGER
3	procmanager	ROLE_DIVISION_MANAGER
4	propmanager	ROLE_DIVISION_MANAGER
5	gsofficer	ROLE_OFFICER
6	procofficer	ROLE_OFFICER
7	propofficer	ROLE_OFFICER
8	branchuser	ROLE_MAKER
9	finance	ROLE_FINANCE

Figure 9 edit user form

Modify the field and then click submit button to save the changes

Delete Users

If you want to delete the users, click delete button icons then the popup screen will appear. Click ok if you want to confirm delete otherwise click cancel button.

The screenshot shows the 'Users' management interface in the HR Tracking system. The left sidebar contains navigation options: 'HR Tracking', 'Nop Divisions', 'Users' (selected), 'Category', and 'SubCategory'. The main content area displays a table of users under the heading 'Users'. The table has columns for '#', 'User Name', 'Role', and 'Branch'. There are 9 users listed. A confirmation popup is overlaid on the table, asking 'Are you sure delete this task?' with 'Cancel' and 'OK' buttons.

#	User Name	Role	Branch
1	admin	ROLE_ADMIN	etegie
2	gsmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE
3	procmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE
4	propmanager	ROLE_DIVISION_MANAGER	HEAD OFFICE
5	gsofficer	ROLE_OFFICER	HEAD OFFICE
6	procofficer	ROLE_OFFICER	HEAD OFFICE
7	propofficer	ROLE_OFFICER	HEAD OFFICE
8	branchuser	ROLE_MAKER	HEAD OFFICE
9	finance	ROLE_FINANCE	HAWASSA

Figure 10 delete user pop up page

3 Category Maintenance Dashboard

The screenshot displays the 'Category Maintenance Dashboard' for 'etegie)Branch'. The dashboard features a sidebar with navigation options: HR Tracking, Divisions, Users, Category (selected), and SubCategory. The main content area shows a table of categories with the following data:

#	Category	Category Description	Nop Division	Action
1	General Service	General Service Description	General Service Division	Edit
2	Procurements	Procurements Description	Procurement Division	Edit
3	Property	Property Description	Property Division	Edit
4	mukera category	description mukera	Others	Edit

At the bottom of the table, there is a pagination control showing '< 1 >' and '10 / page'. A 'Go to' field is also present. The footer of the dashboard reads 'Enat Bank Sc. ©2022'.

Figure 11 category maintenance dashboard

Add new category

Click add category button if you want to add new category. and the following screen will appear.

Create Category

* Category
Maintenance service

* Nop Division
General Service Division

Description
Maintenance service includes electronics.

Submit Close

#	Category	Category Description
1	General Service	General Service Description
2	Procurements	Procurements Description
3	Property	Property Description

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Figure 12 add new category form

Finally fill the form and then click submit button in order to add new category.

Edit category

If you want to edit the category, click edit button icons then the following screen will appear

The screenshot shows a web application interface for editing a category. On the left is a dark sidebar with navigation links: 'HR Tracking', 'Nop Divisions', 'Users', 'Category' (highlighted), and 'SubCategory'. The main content area has a header '(etegie)Branch' and a title 'Category' with a plus icon. Below the title is a table with 3 columns: '#', 'Category', and 'Category Description'. The table contains 4 rows of data. A modal window titled 'Update Category' is open on the right, containing three input fields: 'Category' (text), 'Nop Division' (dropdown), and 'Description' (text). At the bottom of the modal are 'Submit' and 'Close' buttons. The footer of the main content area reads 'Enat Bank Sc. ©2022'.

#	Category	Category Description
1	General Service	General Service Description
2	Procurements	Procurements Description
3	Property	Property Description
4	mukera category	description mukera

Update Category

* Category
General Service

* Nop Division
General Service Division

Description
General Service Description

Submit Close

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Figure 13 edit category form

Modify the field and then click submit button to save the changes

Delete category

If you want to delete the category, click delete button icons then the following popup screen will appear. Click ok if you want to confirm otherwise click cancel.

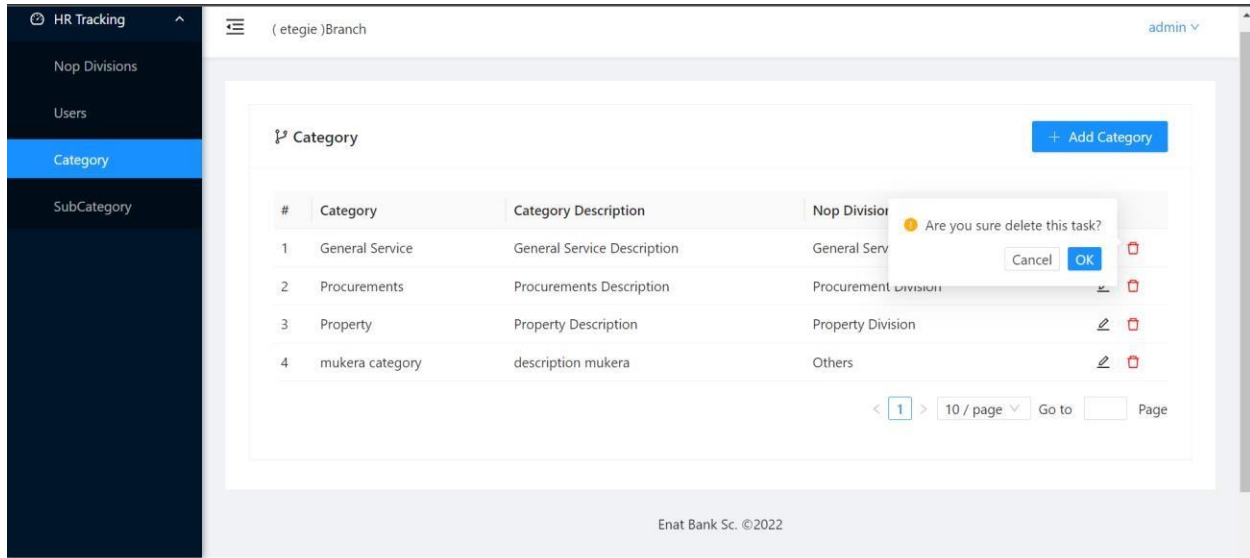


Figure 14 delete category popup screen

4 Sub-category Maintenance Dashboard

The screenshot displays the 'SubCategory' maintenance dashboard. On the left is a dark sidebar with navigation links: 'HR Tracking', 'Divisions', 'Users', 'Category', and 'SubCategory' (which is highlighted in blue). The top header shows '(etegie)Branch' and a user profile 'admin'. The main content area features a 'SubCategory' section with a '+ Add SubCategory' button. Below this is a table with the following data:

#	Category	SubCategory	Category Description	Action
1	General Service	General Service sub-category	General Service sub-category description	Edit
2	Property	property sub-category	property sub-category description	Edit

At the bottom of the table, there is a pagination control showing '< 1 >' and '10 / page', followed by a 'Go to' field and a 'Page' label. The footer of the dashboard reads 'Enat Bank Sc. ©2022'.

Figure 15 sub-category maintenance dashboard

Add new sub-category

Click Add sub-category button then the following form will appear

The screenshot shows a web application interface. On the left is a dark sidebar with a menu containing 'HR Tracking', 'Divisions', 'Users', 'Category', and 'SubCategory' (which is highlighted). The main content area has a header with a hamburger menu icon and '(etegie)Branch'. Below the header is a section titled 'SubCategory' with a table. The table has four columns: '#', 'Category', 'SubCategory', and 'Category Description'. It contains two rows of data. A modal window titled 'Create Category' is open on the right. It has a close button (X) and three input fields: 'Category' (a dropdown menu showing 'Procurements'), 'SubCategory' (a text input field containing 'electronics'), and 'Description' (a text input field containing 'computers desktop,laptop'). At the bottom of the modal are two buttons: 'Submit' and 'Close'. The footer of the main content area says 'Enat Bank Sc. ©2022'.

#	Category	SubCategory	Category Description
1	General Service	General Service sub-category	General Service sub-category
2	Property	property sub-category	property sub-category

Figure 16 add new subcategory form

Finally fill the form and then click submit button in order to add new sub-category.

Edit sub-category

If you want to edit the sub-category, click edit button icons then the following screen will appear

#	Category	SubCategory	Category Description
1	General Service	General Service sub-category	General Service sub-
2	Property	property sub-category	property sub-categor
3	Procurements	electronics	computers desktop,l

Figure 17 edit sub category form

Modify the field and then click submit button to save the changes.

Delete sub-category

If you want to delete the sub-category, click delete button icons then the following popup screen will appear. Click ok if you want to confirm otherwise click cancel.

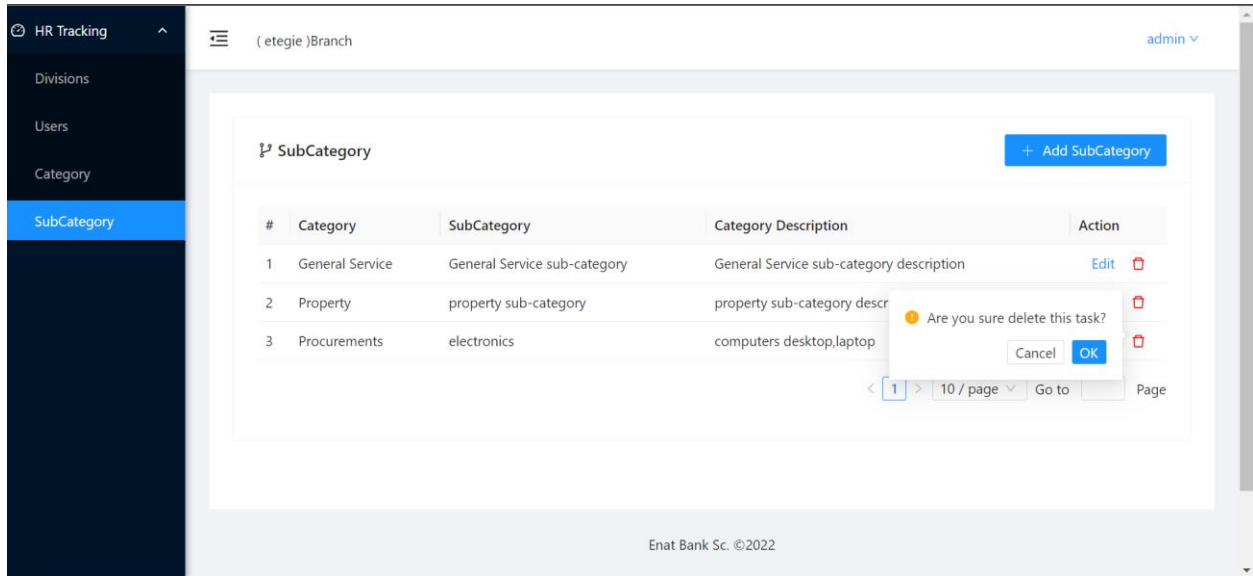


Figure 18 delete sub-category popup screen