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.

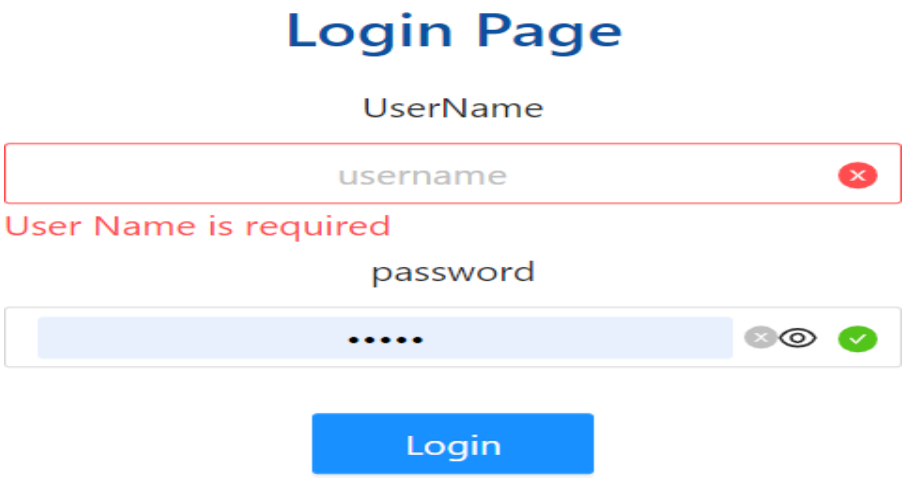

Figure 1 user login form

After login successfully you will get the following page.

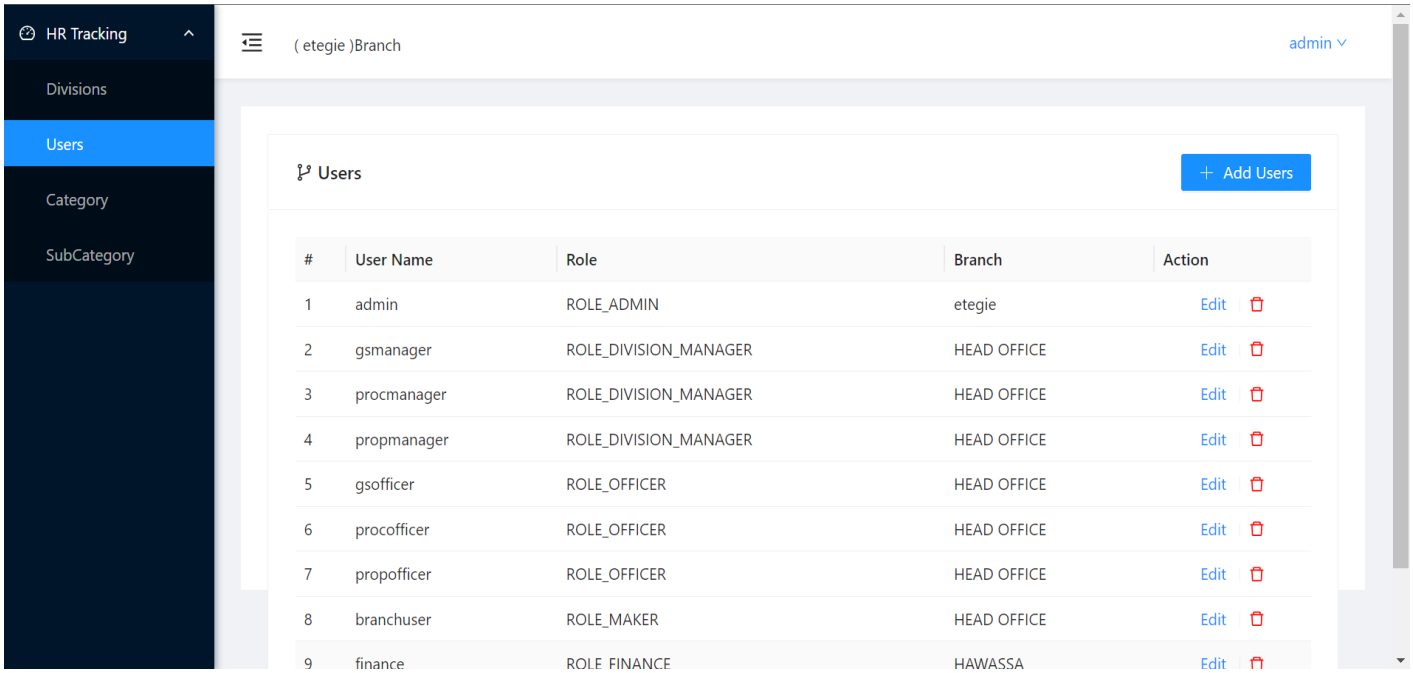

Figure 2 admins first page

Maintenance

1. Division Maintenance Dashboard

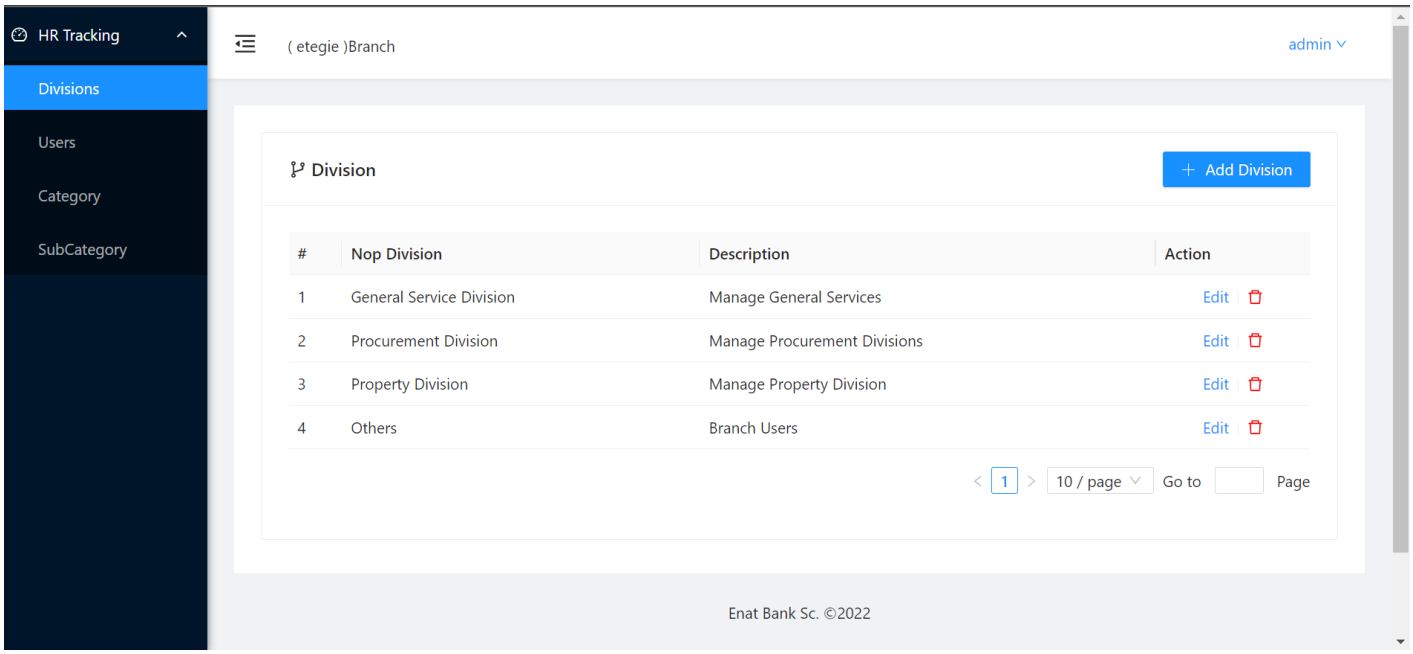

Figure 3 Division maintenance dashboard

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.

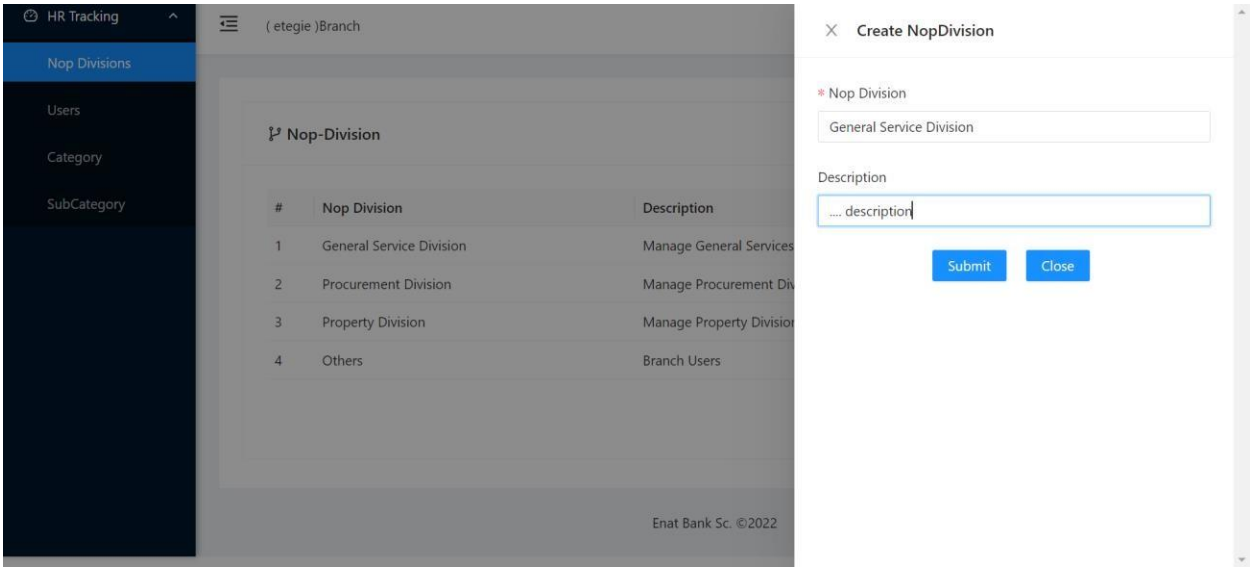

Figure 4 add new division form

Edit division

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

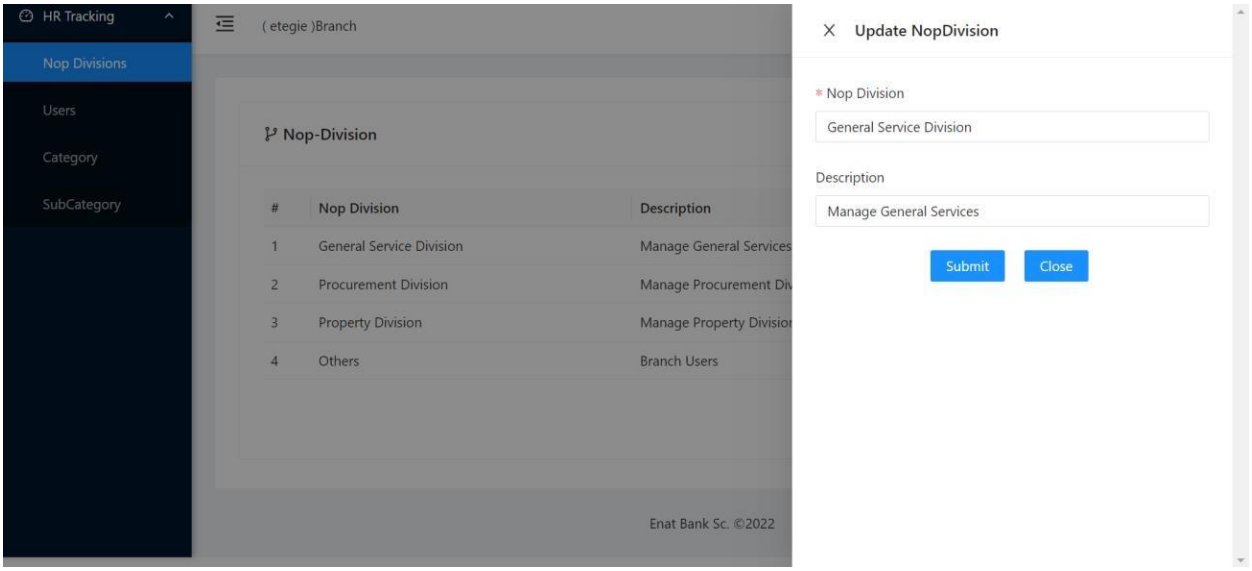

Figure 5 edit division form

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.

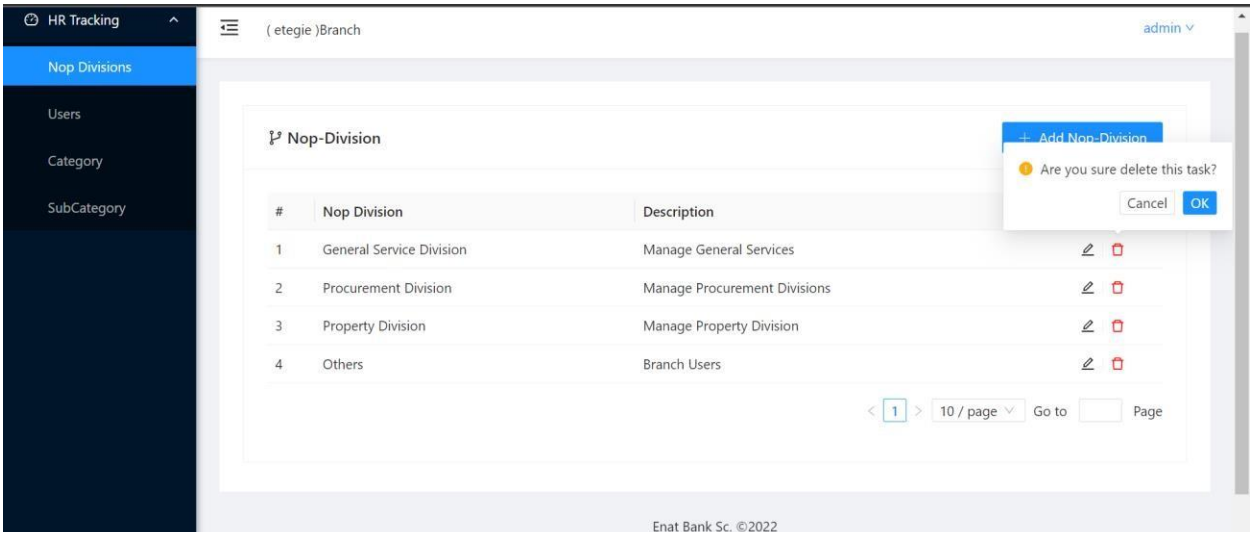

Figure 6 delete division screen

2 User maintenance Dashboard

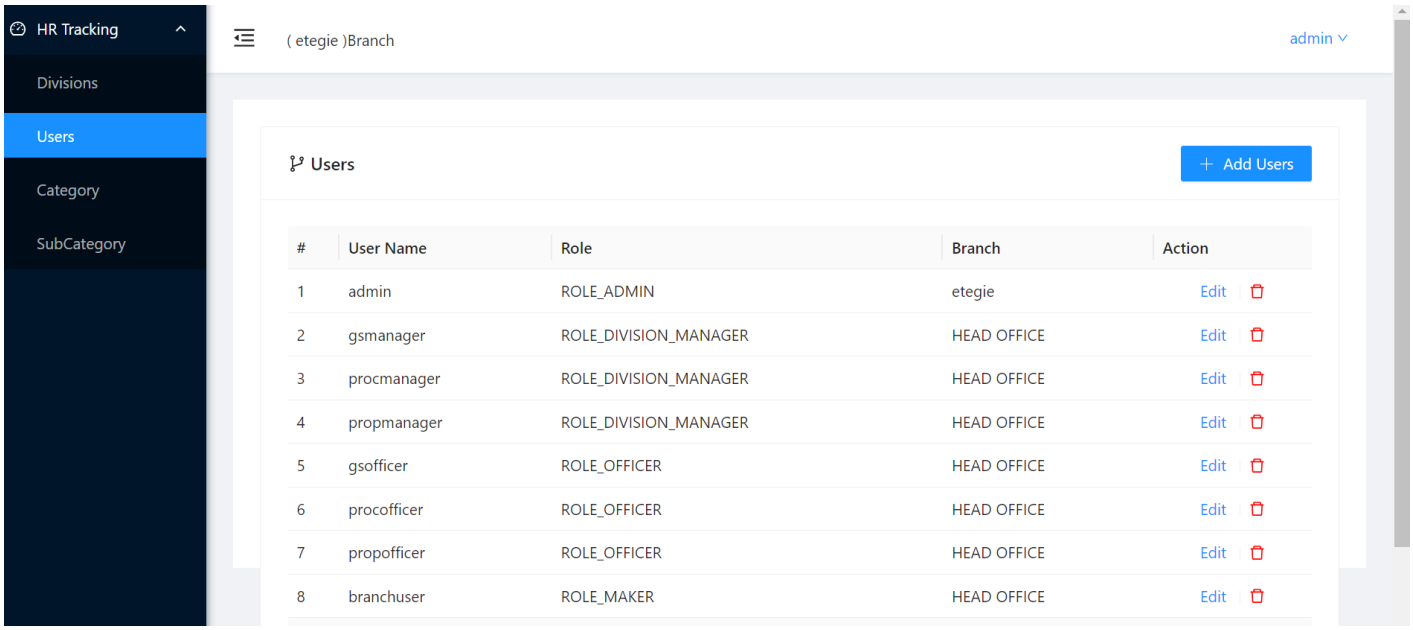

Figure 7 user maintenance dashboard

Add new user

Click Add user button then the following form will appear

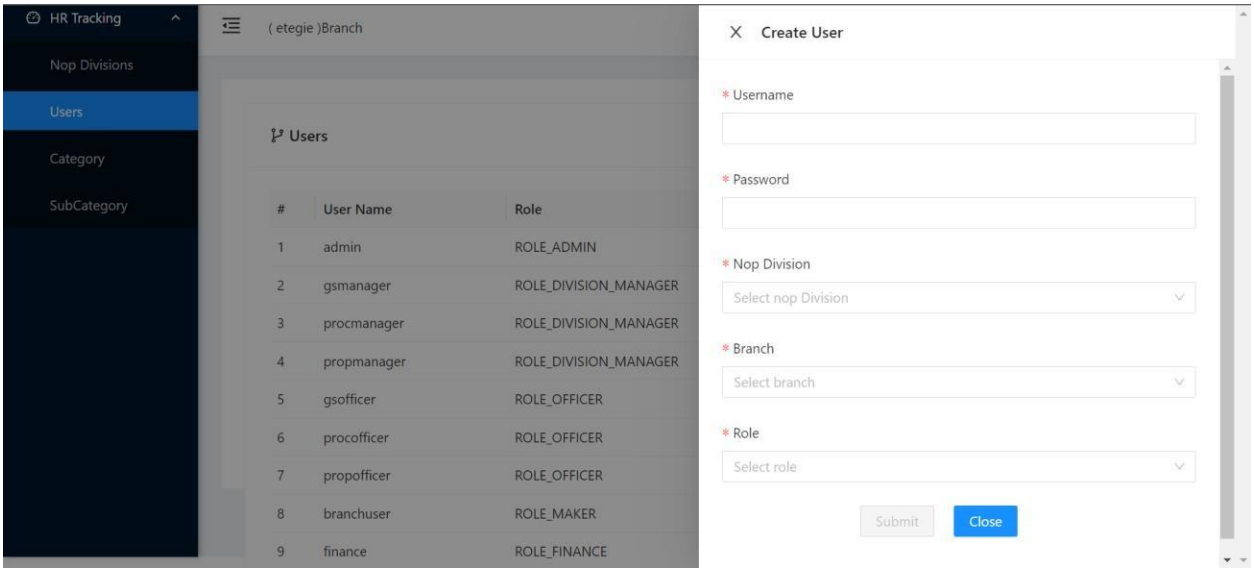

Figure 8 add new user form

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

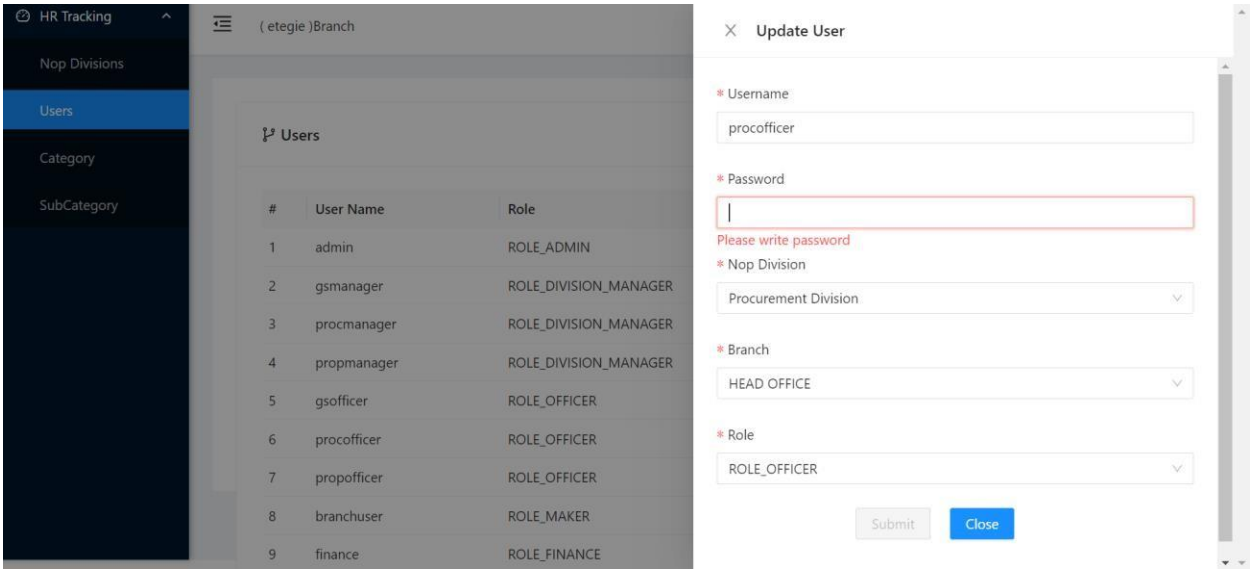

Figure 9 edit user form

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.

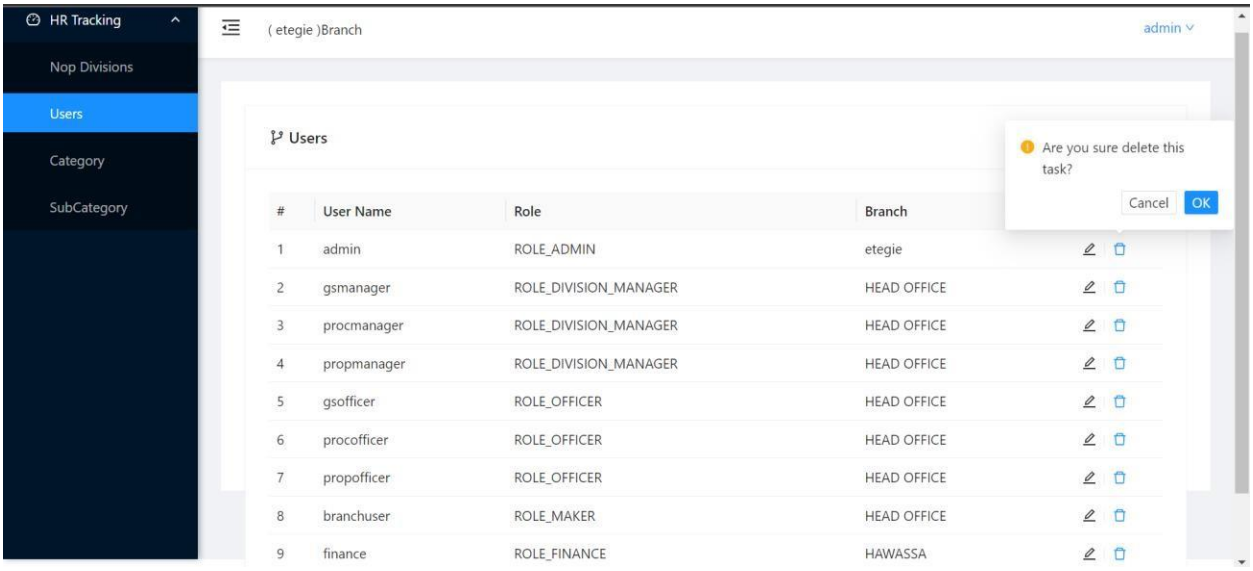

Figure 10 delete user pop up page

3 Category Maintenance Dashboard

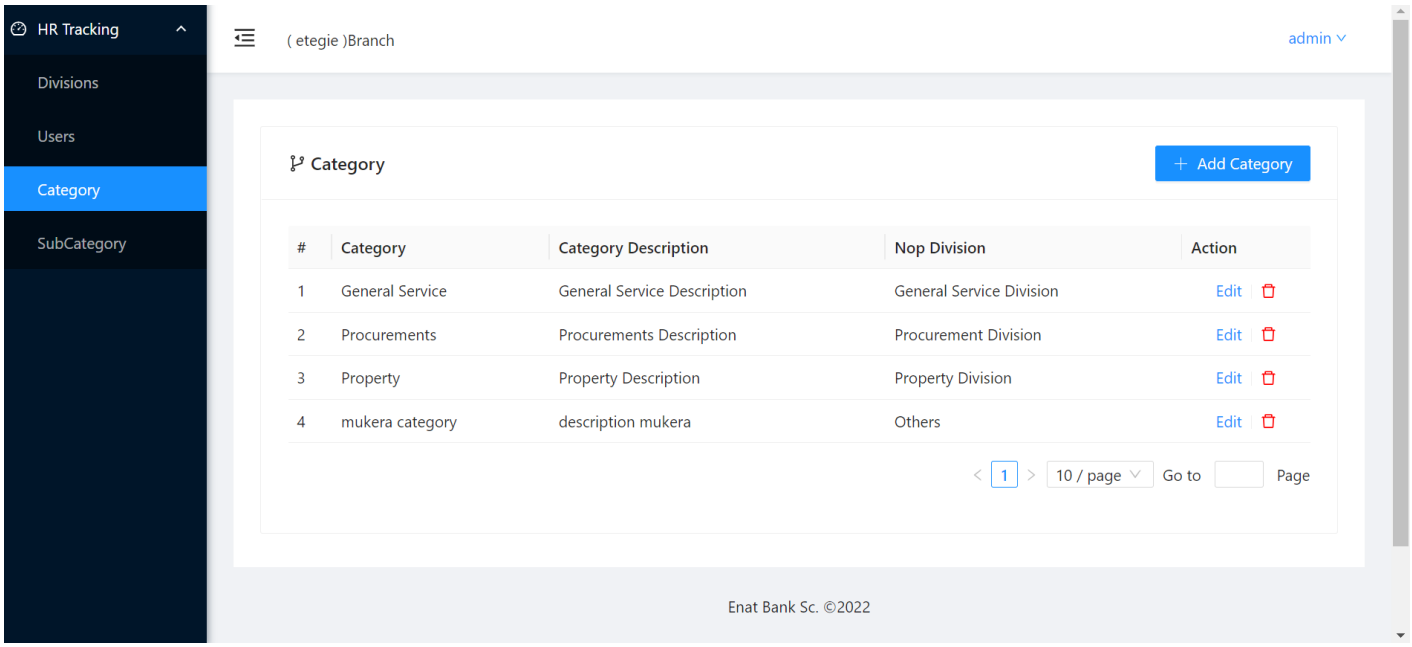

Figure 11 category maintenance dashboard

Add new category

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

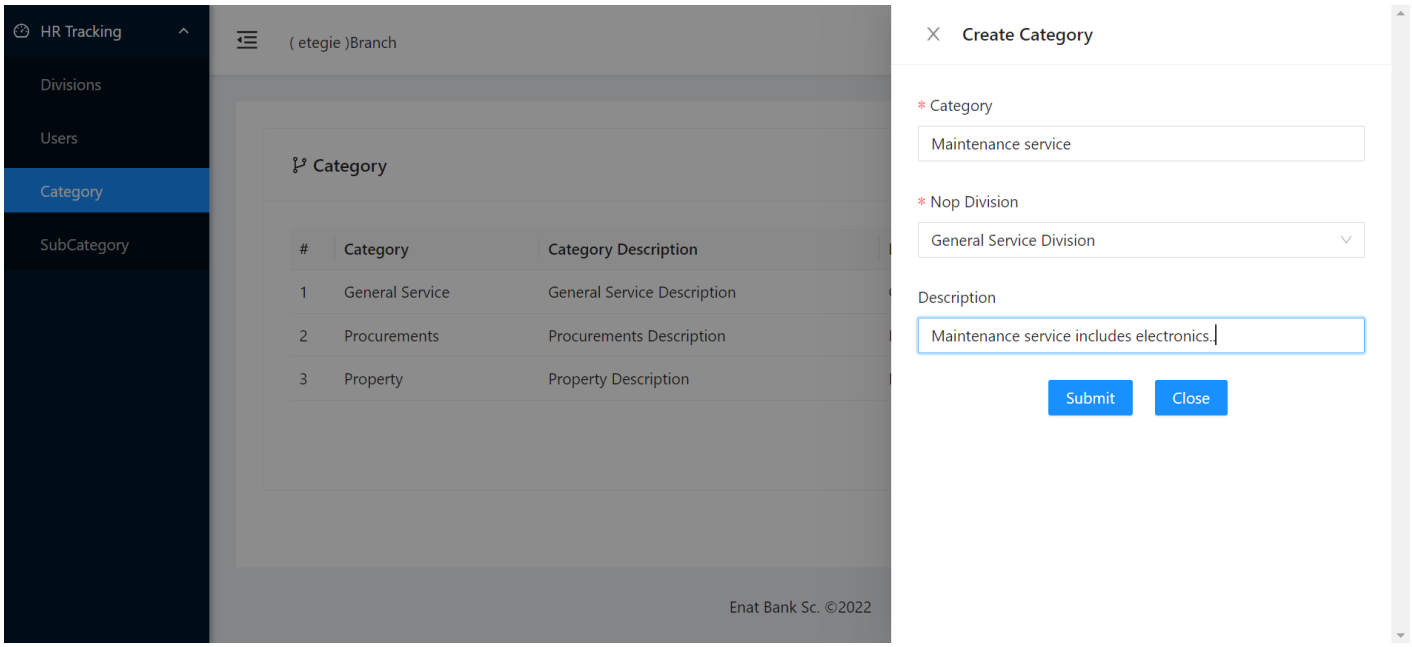

Figure 12 add new category form

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

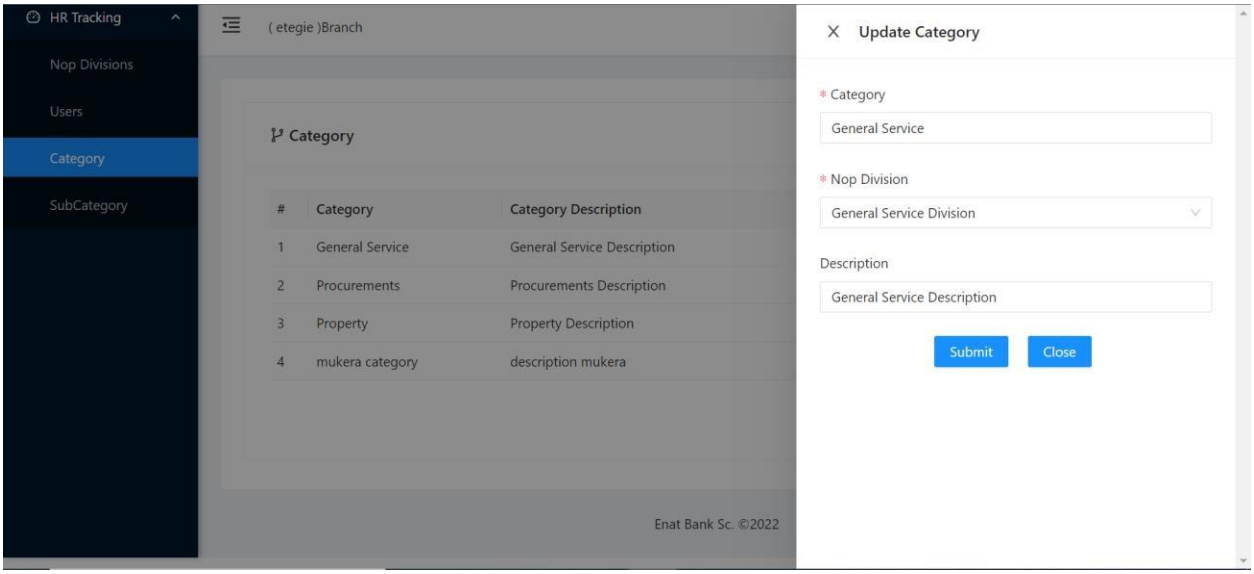

Figure 13 edit category form

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.

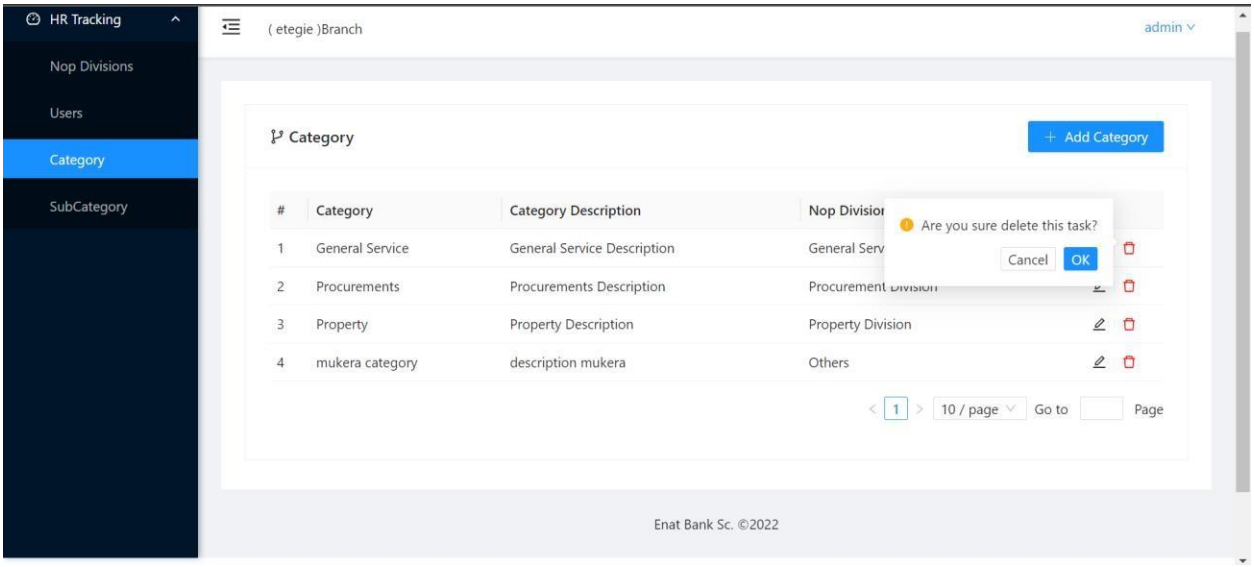

Figure 14 delete category popup screen

4 Sub-category Maintenance Dashboard

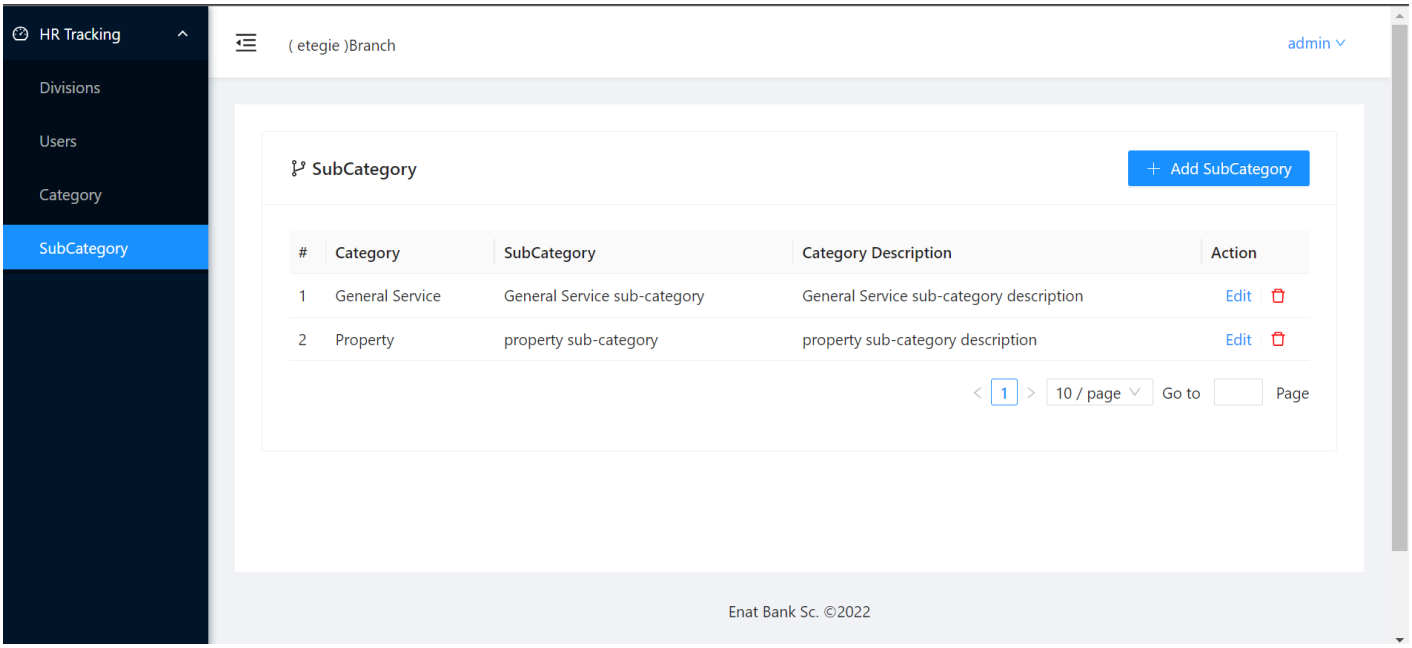

Figure 15 sub-category maintenance dashboard

Add new sub-category

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

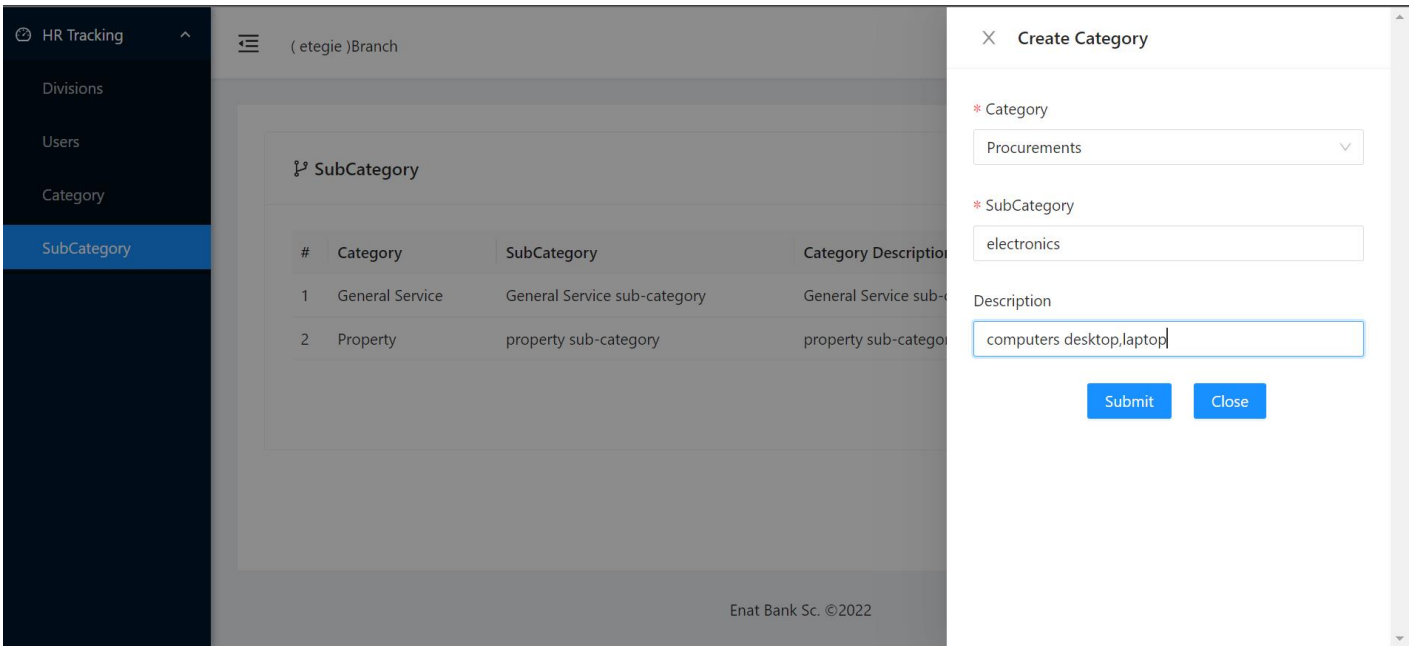

Figure 16 add new subcategory form

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

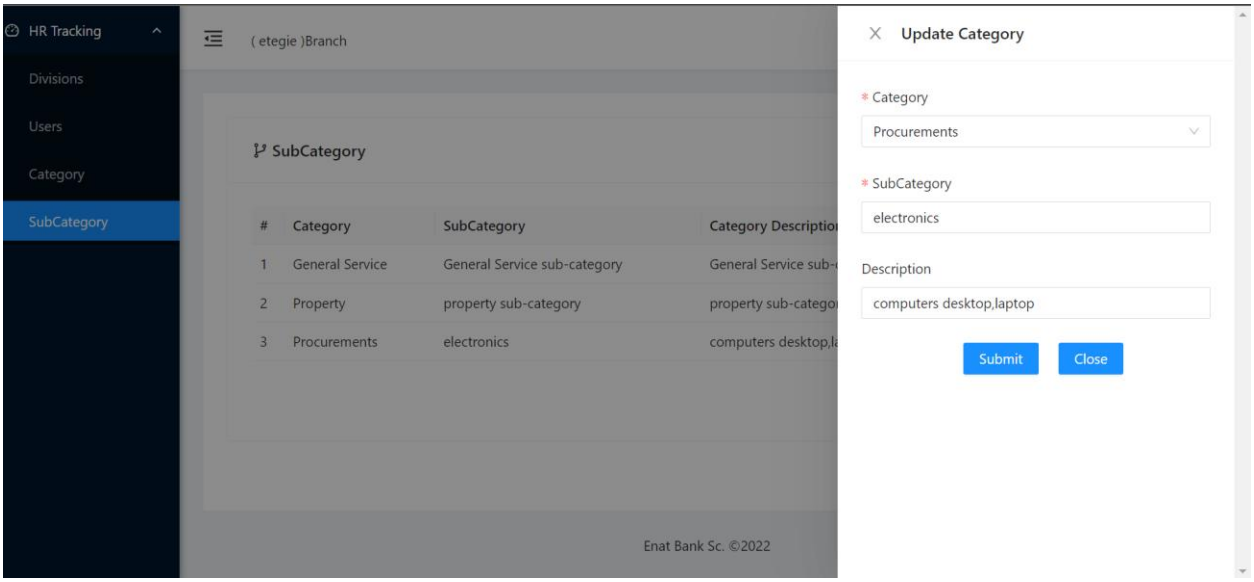

Figure 17 edit sub category form

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.

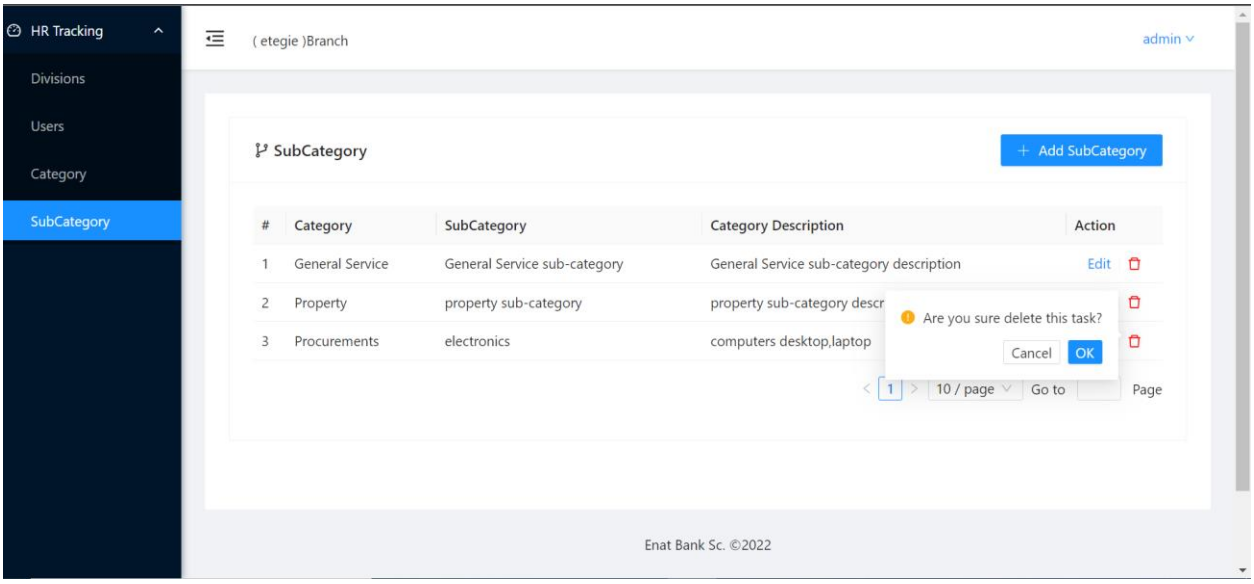

Figure 18 delete sub-category popup screen