



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.

The login page features a title 'Login Page' in blue. Below it, the 'UserName' label is positioned above a text input field containing 'username'. A red border and a red 'x' icon indicate a validation error, with the message 'User Name is required' displayed in red text below the field. The 'password' label is above a password input field showing masked characters '.....'. This field includes icons for clearing the field (x), toggling visibility (eye), and a green checkmark for validation. A blue 'Login' button is centered below the password field.

Figure 1 user login form

After login successfully you will get the following page.

The dashboard includes a left sidebar with 'HR Tracking' and a sub-menu with 'Divisions', 'Users' (highlighted), 'Category', and 'SubCategory'. The top header shows '(etegie)Branch' and a user profile 'admin'. The main content area is titled 'Users' and contains a table with 9 rows of user data. Each row has columns for '#', 'User Name', 'Role', 'Branch', and 'Action' (with 'Edit' and delete icons). An '+ Add Users' button is in the top right of the table area.

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

Figure 2 admins first page

Maintenance

Division Maintenance Dashboard

The screenshot displays the 'Division Maintenance Dashboard' within an application. The interface includes a dark sidebar on the left with navigation options: 'HR Tracking', 'Divisions' (highlighted), 'Users', 'Category', and 'SubCategory'. The main content area features a header with a hamburger menu, the text '(etegie)Branch', and a user profile 'admin'. Below the header, there's a section titled 'Division' with a '+ Add Division' button. A table lists the following divisions:

#	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

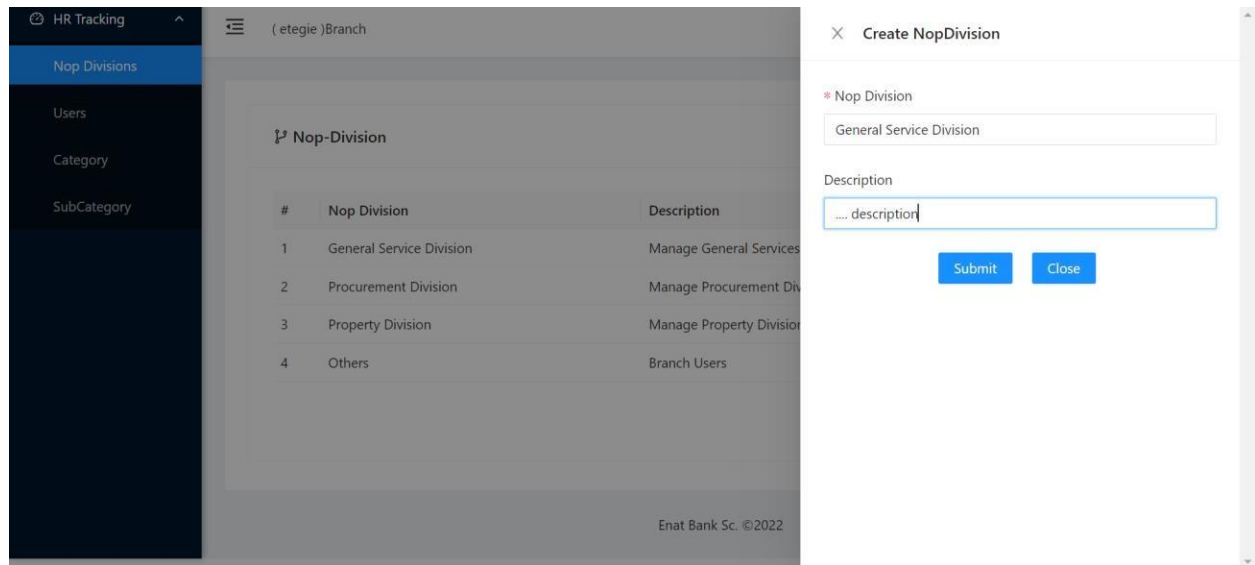
At the bottom of the table, there is a pagination control showing '< 1 >' and '10 / page', followed by a 'Go to' field and 'Page'.

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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.



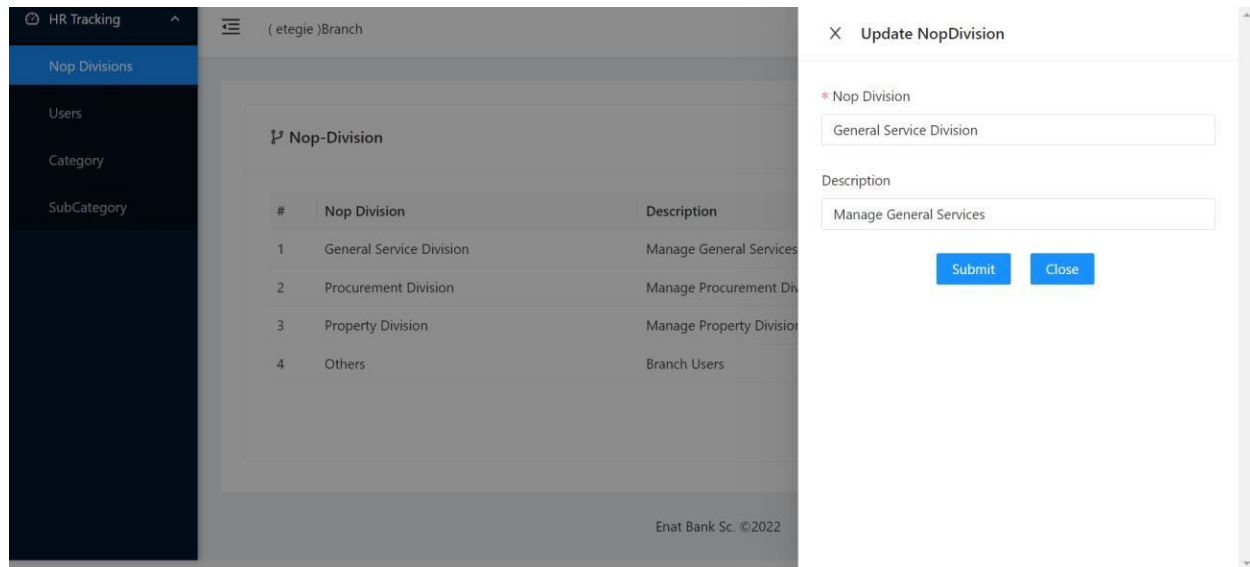
The screenshot shows the 'HR Tracking' application interface. On the left, a sidebar menu lists 'Nop Divisions', 'Users', 'Category', and 'SubCategory'. The main area displays a table of existing divisions. Overlaid on the right is a 'Create NopDivision' form. The form contains a dropdown menu for 'Nop Division' (currently showing 'General Service Division') and a text input for 'Description' (containing '.... description'). At the bottom of the form are 'Submit' and 'Close' buttons.

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



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 area displays a table of divisions. A modal window titled 'Update NopDivision' is open on the right, allowing editing of a specific division. The modal contains two text input fields: 'Nop Division' with the value 'General Service Division' and 'Description' with the value 'Manage General Services'. At the bottom of the modal are two blue buttons: 'Submit' and 'Close'.

#	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

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Figure 5 edit division form

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.

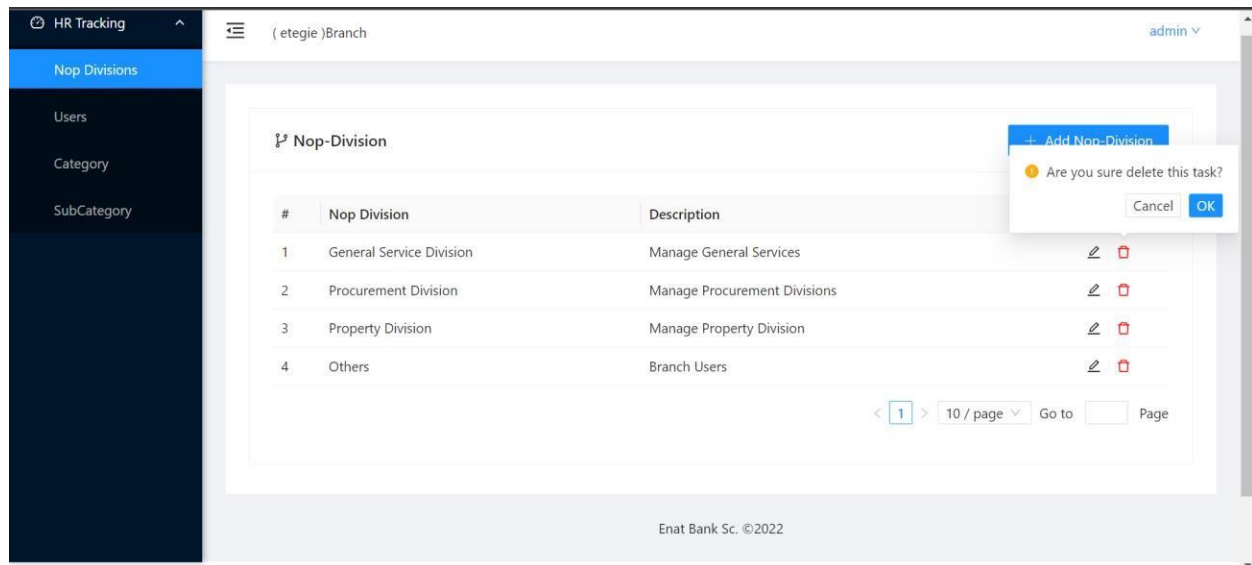


Figure 6 delete division screen

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

The screenshot displays the 'Create User' form within the HR Tracking application. The form is titled 'Create User' and contains the following fields:

- Username**: A text input field.
- Password**: A text input field.
- Nop Division**: A dropdown menu with the placeholder text 'Select nop Division'.
- Branch**: A dropdown menu with the placeholder text 'Select branch'.
- Role**: A dropdown menu with the placeholder text 'Select role'.

At the bottom of the form, there are two buttons: 'Submit' and 'Close'.

In the background, a table of existing users is visible. The table has columns for '#', 'User Name', and 'Role'.

#	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

Edit user

If you want to edit the users, click edit button icons then the following screen will appear. Modify the field and then click submit button to save the changes.

The screenshot shows the 'Update User' form in the HR Tracking system. The background displays a list of users, and the foreground shows the form with fields for Username, Password, Nop Division, Branch, and Role.

#	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

Update User

* Username
procofficer

* Password
Please write password

* Nop Division
Procurement Division

* Branch
HEAD OFFICE

* Role
ROLE_OFFICER

Submit Close

Figure 9 edit user form

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.

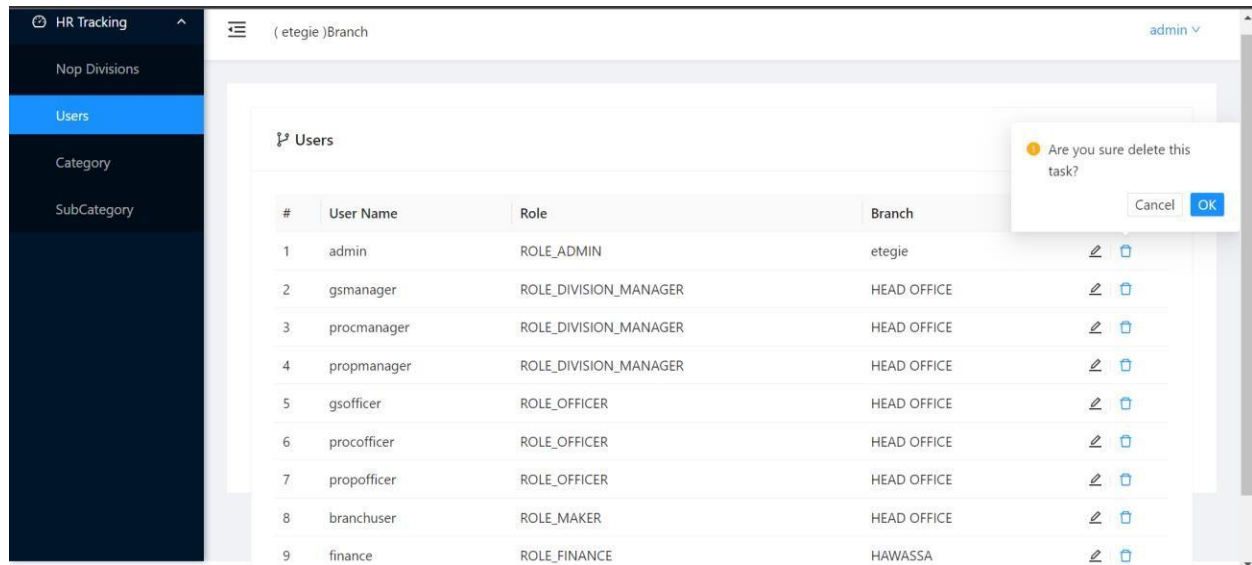


Figure 10 delete user pop up page

Category Maintenance Dashboard

HR Tracking

Divisions

Users

Category

SubCategory

(etegie)Branch

admin

Category

+ Add Category

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

< 1 > 10 / page Go to Page

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

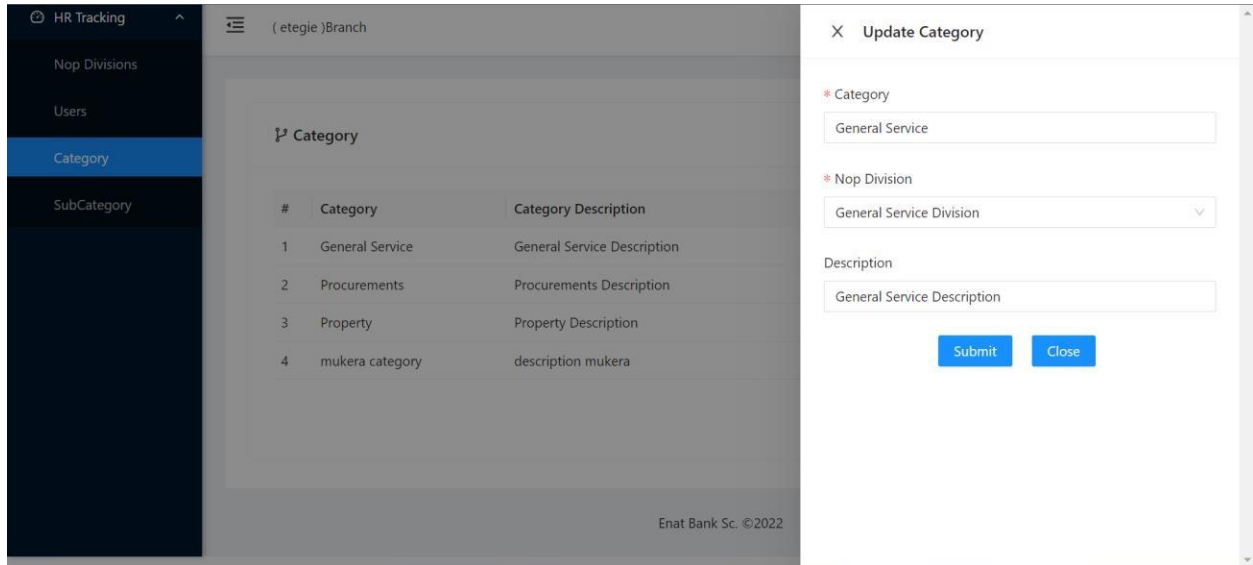
The screenshot shows the 'Create Category' form in the HR Tracking system. The form is titled 'Create Category' and has a close button (X). It contains three required fields: 'Category' (text input with 'Maintenance service'), 'Nop Division' (dropdown menu with 'General Service Division'), and 'Description' (text input with 'Maintenance service includes electronics.'). There are 'Submit' and 'Close' buttons at the bottom. In the background, a table lists existing categories.

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

Figure 12 add new category form

Edit category

If you want to edit the category, click edit button icons then the following screen will appear. Modify the field and then click submit button to save the changes.



The screenshot shows a web application interface with a sidebar on the left containing links: HR Tracking, Nop Divisions, Users, Category (highlighted), and SubCategory. The main content area displays a table of categories and an 'Update Category' modal form on the right.

#	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

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.

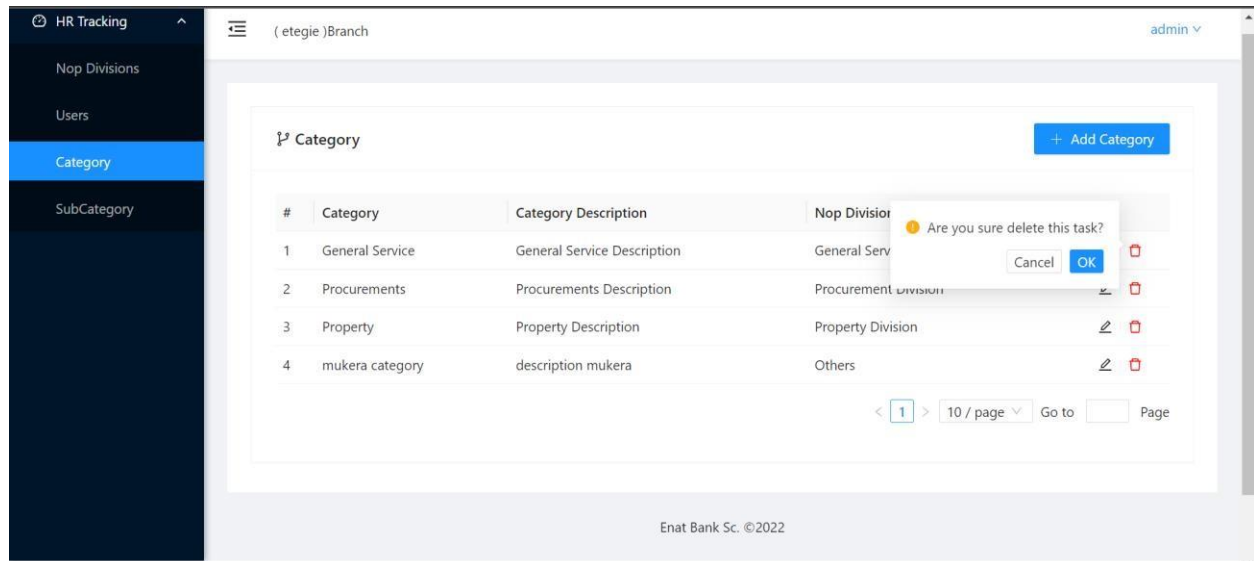


Figure 14 delete category popup screen

Sub-category Maintenance Dashboard

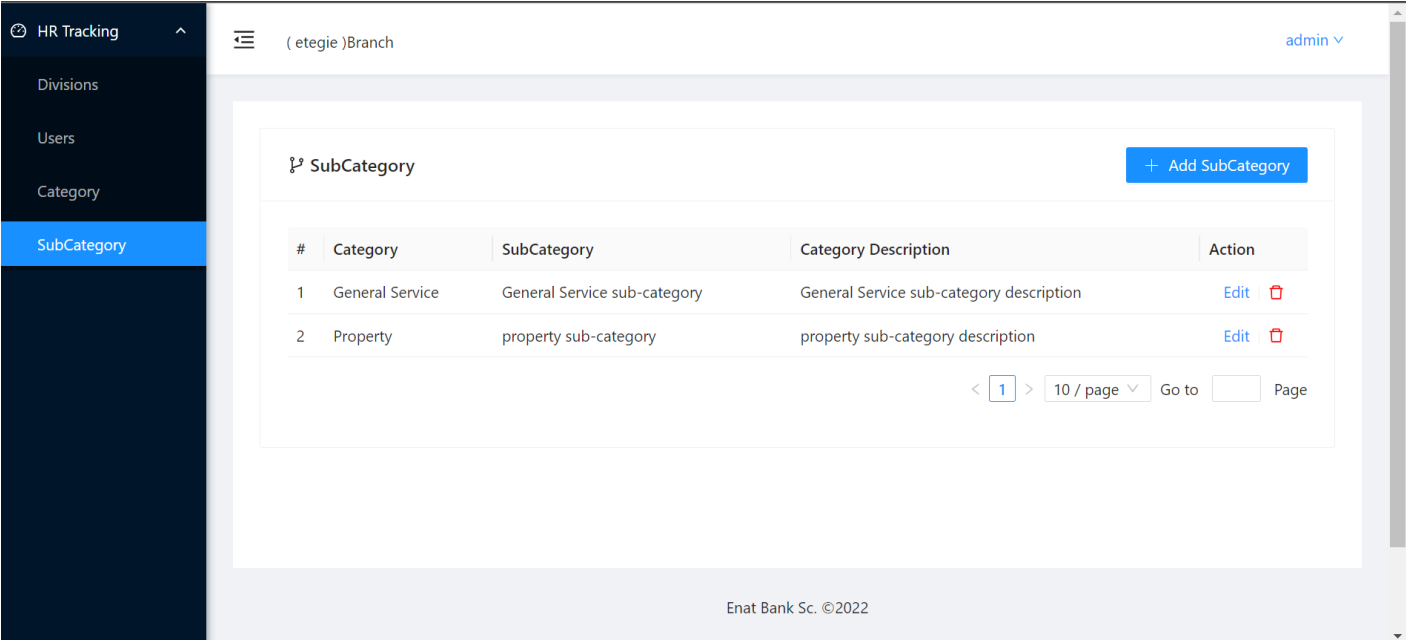


Figure 15 sub-category maintenance dashboard

Add new sub-category

Click Add sub-category button then the following form will appear. Finally fill the form and then click submit button in order to add new sub-category.

HR Tracking

Divisions

Users

Category

SubCategory

(etegie)Branch

SubCategory

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

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Create Category

* Category

Procurements

* SubCategory

electronics

Description

computers desktop,laptop

Submit

Close

Figure 16 add new subcategory form

Edit sub-category

If you want to edit the sub-category, click edit button icons then the following screen will appear. Modify the field and then click submit button to save the changes.

The screenshot shows a web application interface for 'HR Tracking'. On the left is a dark sidebar with a menu containing 'Divisions', 'Users', 'Category', and 'SubCategory' (which is highlighted). The main content area has a header with '(etegie)Branch' and a table titled 'SubCategory'. The table contains three rows of data. An 'Update Category' modal form is open on the right, allowing editing of the selected sub-category. The form includes a dropdown for 'Category' (set to 'Procurements'), a text input for 'SubCategory' (containing 'electronics'), and a text input for 'Description' (containing 'computers desktop,laptop'). 'Submit' and 'Close' buttons are at the bottom of the form. The footer of the application reads 'Enat Bank Sc. ©2022'.

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

Update Category

* Category
Procurements

* SubCategory
electronics

Description
computers desktop,laptop

Submit **Close**

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Figure 17 edit sub category form

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.

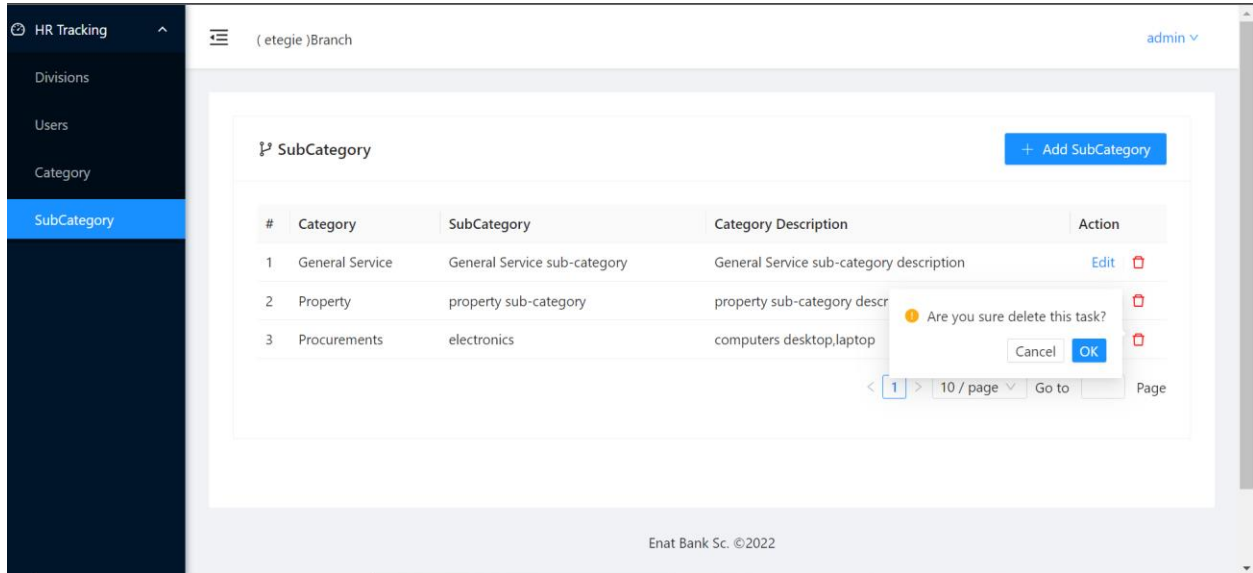


Figure 18 delete sub-category popup screen