



Enat Bank S.C Human Resource Workflow Documentation

Version 1.0

System Development and quality assurance Department

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1 Logging On

A user ID and password is required to log onto web interface. Users will have username and password to access the system.




Login Page

UserName

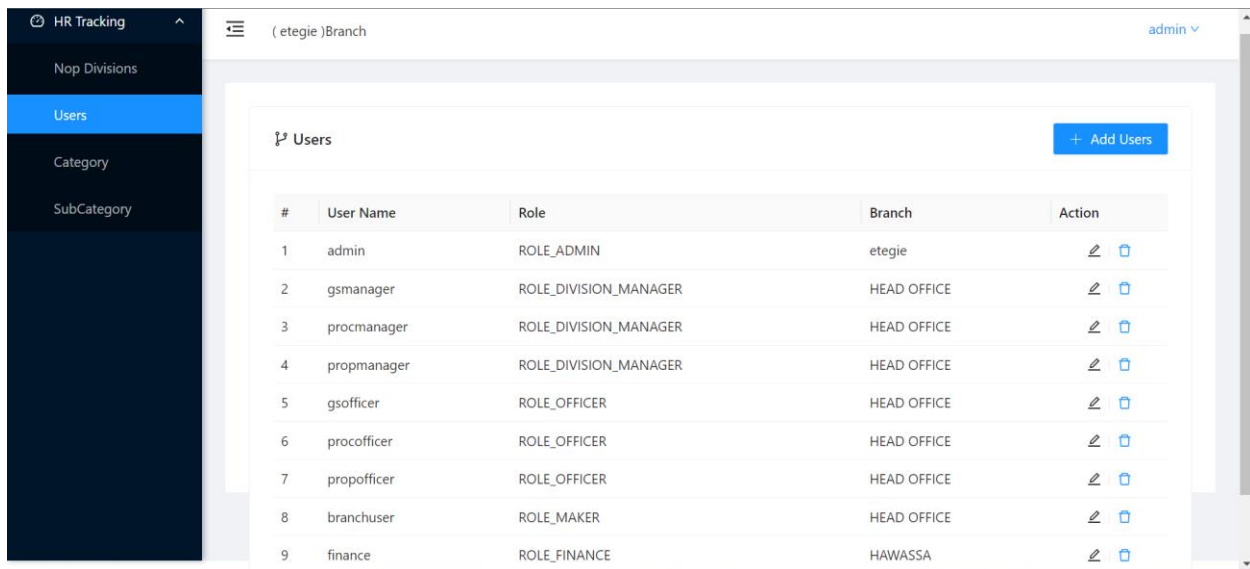
User Name is required

password

Login

2 Administrator Menu



3 Nop-Division Maintenance

1. Add new Nop Division

Click Add Nop-Division button then the following form will appear

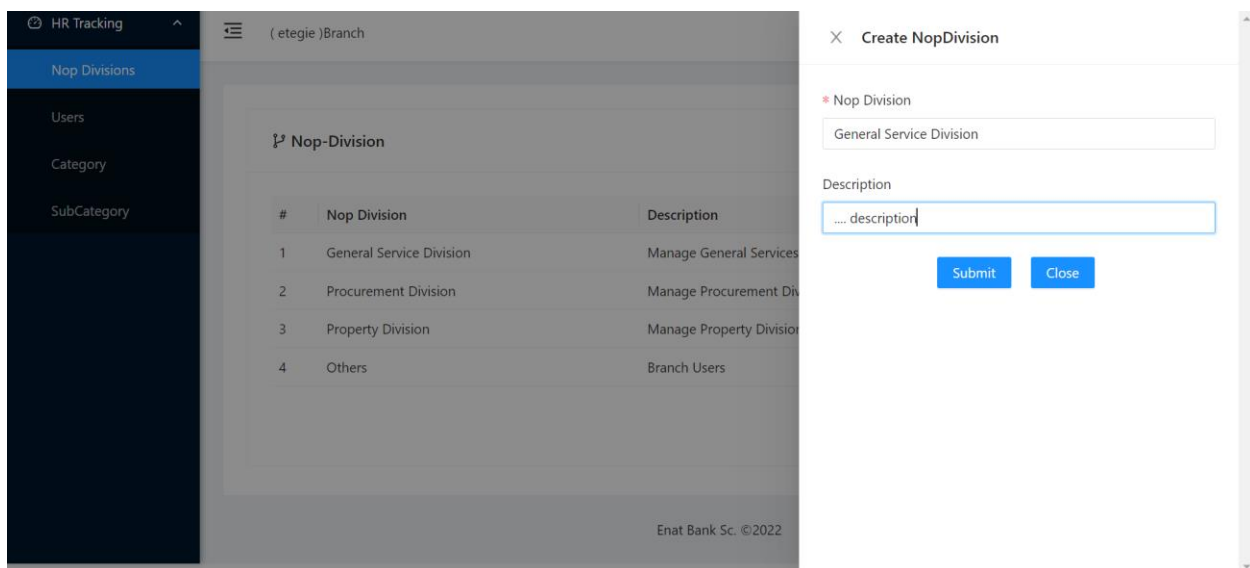


Figure 1 nop division menu

Finally fill the form and then click submit button in order to save the nop-division

2. Edit nop division

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

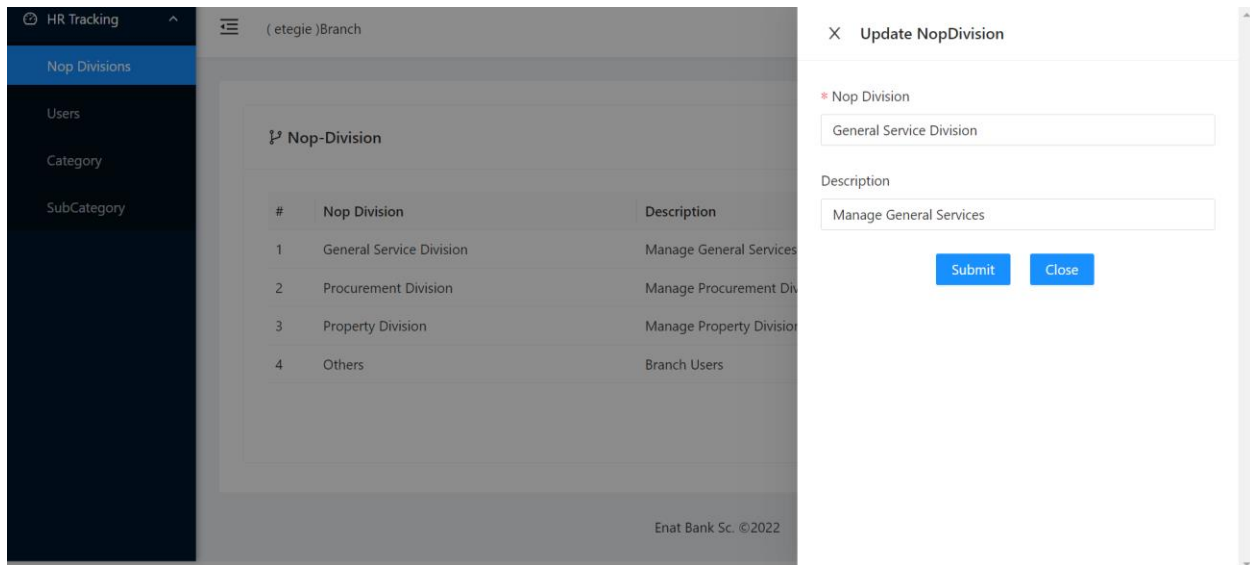


Figure 2 Edit nop-division

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

3. Delete Nop Division

If you want to delete the nop division, click delete button icons then the following screen will appear

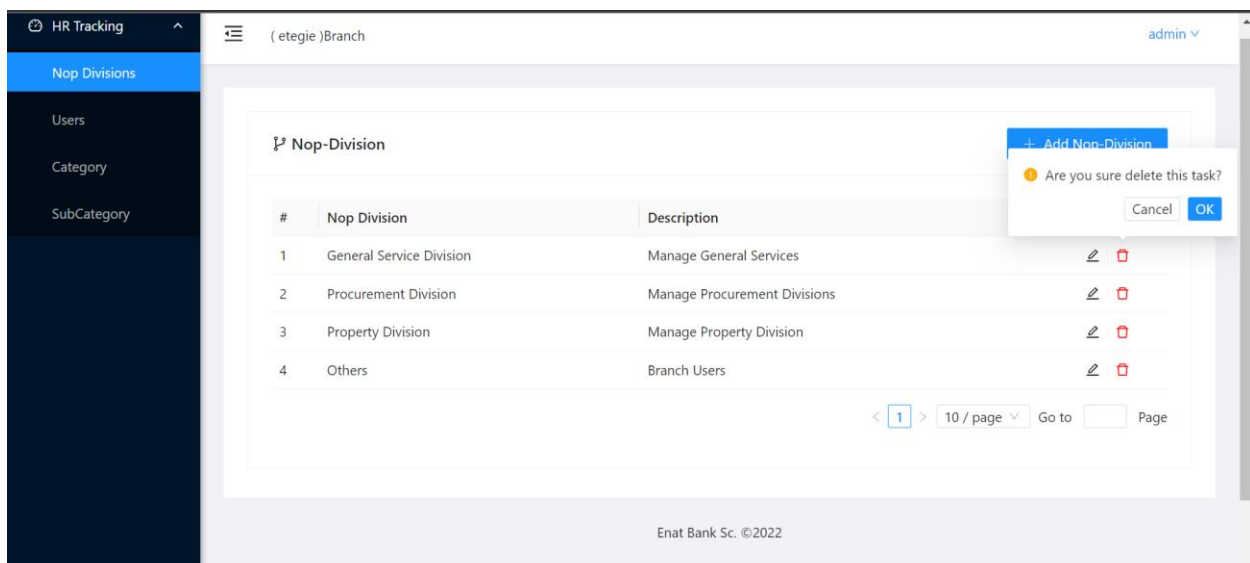


Figure 3 Delete nop-division

Click ok if you want to delete otherwise click cancel button

4 User maintenance

1. Add new user

Click Add user button then the following form will appear

The screenshot displays the HR Tracking interface. On the left, a sidebar menu includes 'HR Tracking', 'Nop Divisions', 'Users' (highlighted), 'Category', and 'SubCategory'. The main area shows a list of users under the heading 'Users'. The list has columns for '#', 'User Name', and 'Role'. Below the list, a 'Create User' modal form is open. The form contains fields for 'Username', 'Password', 'Nop Division' (a dropdown menu), 'Branch' (a dropdown menu), and 'Role' (a dropdown menu). At the bottom of the form are 'Submit' and 'Close' buttons.

#	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 4 Add new users

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

2. Edit user

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

Update User

* Username
procofficer

* Password
Please write password

* Nop Division
Procurement Division

* Branch
HEAD OFFICE

* Role
ROLE_OFFICER

Submit Close

#	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 5 Edit user's data

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

4. Delete Users

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

Are you sure delete this task?

Cancel OK

#	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 6 Delete Users data

Click ok if you want to delete otherwise click cancel button

5 Category maintenance

1. Add new category

Click Add category button then the following form will appear

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

Figure 7 Add new Category

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

2. Edit category

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

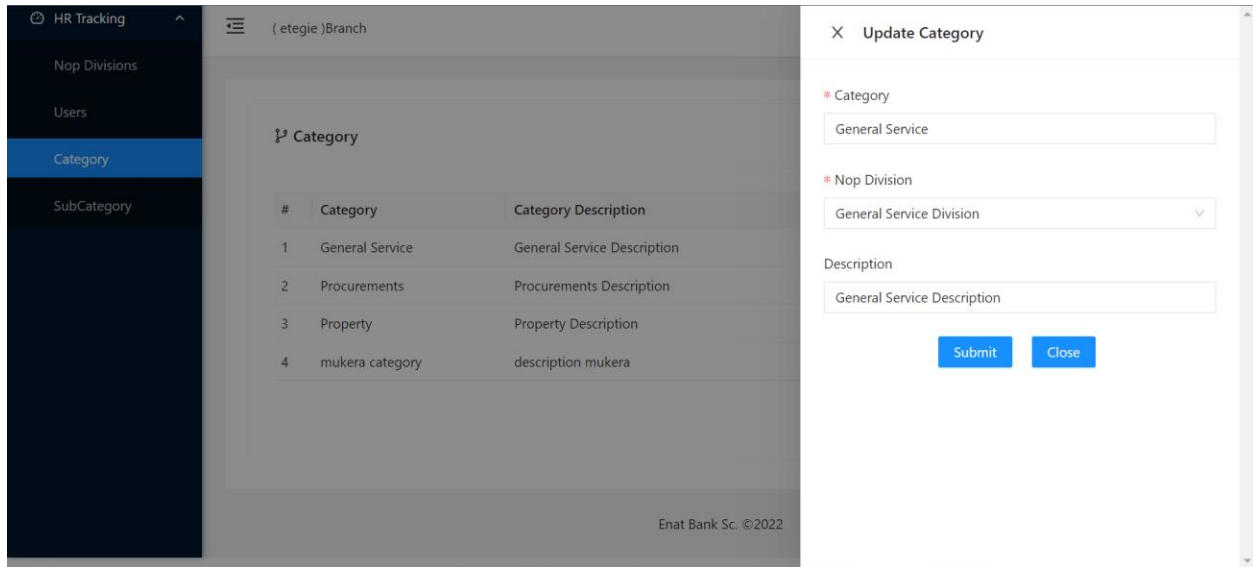


Figure 8 Edit Category

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

5. Delete category

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

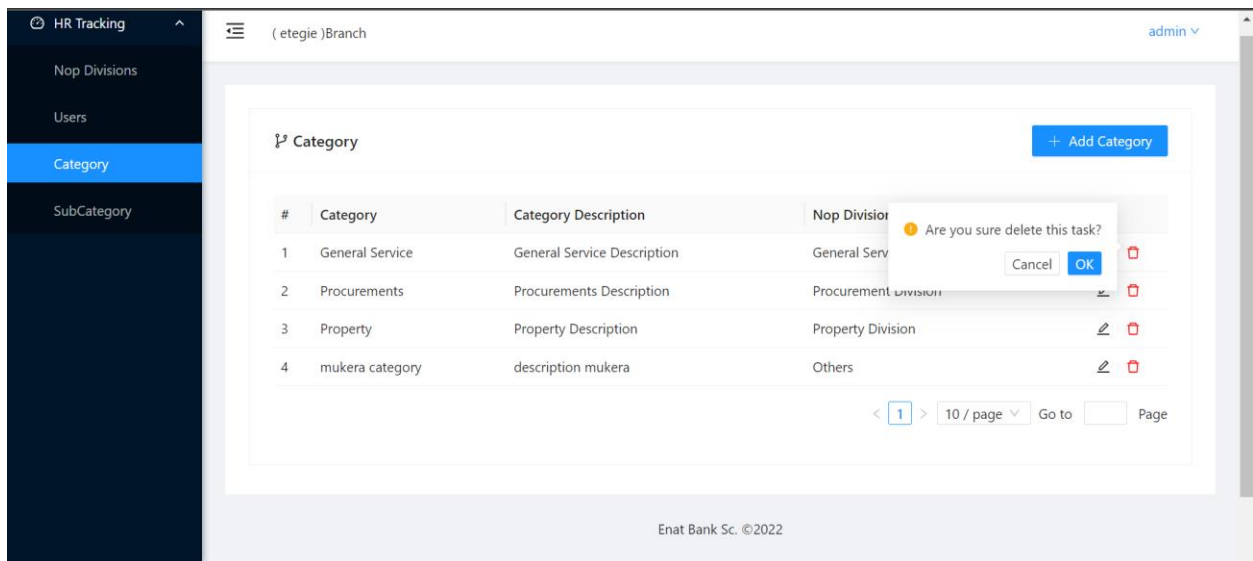


Figure 9 Delete Category

Click ok if you want to delete otherwise click cancel button

6 Sub-Category maintenance

1. Add new sub-category

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

#	Category	SubCategory	Category Description
1	General Service	General Service sub-category	General Service sub

Figure 10 Add new sub-category

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

2. Edit sub-category

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

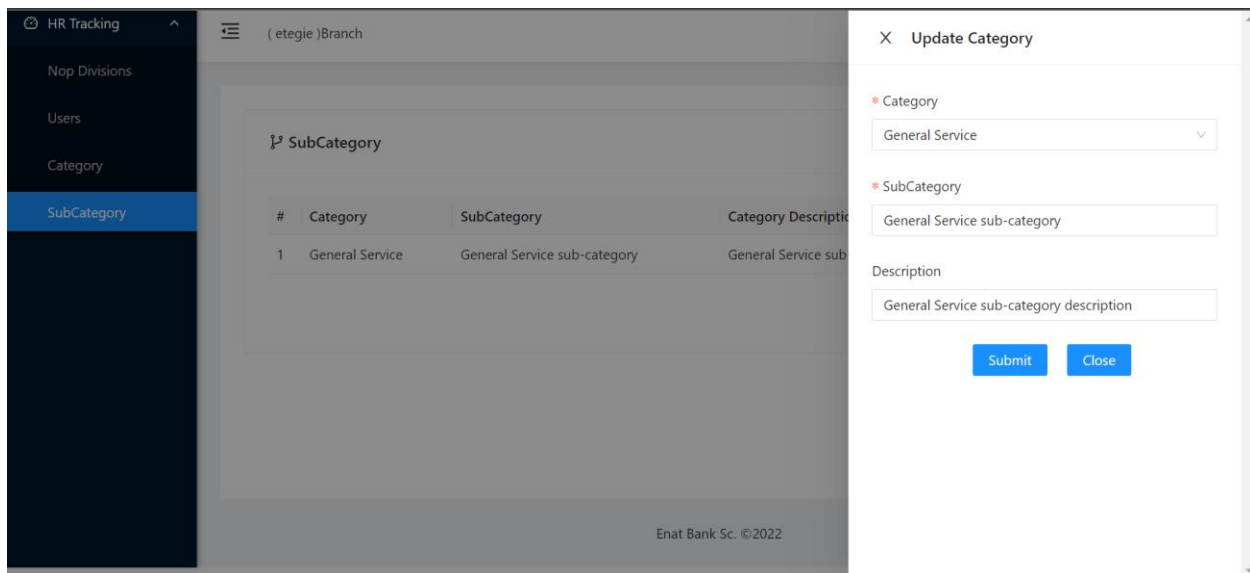


Figure 11 Edit sub-category

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

6. Delete sub-category

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

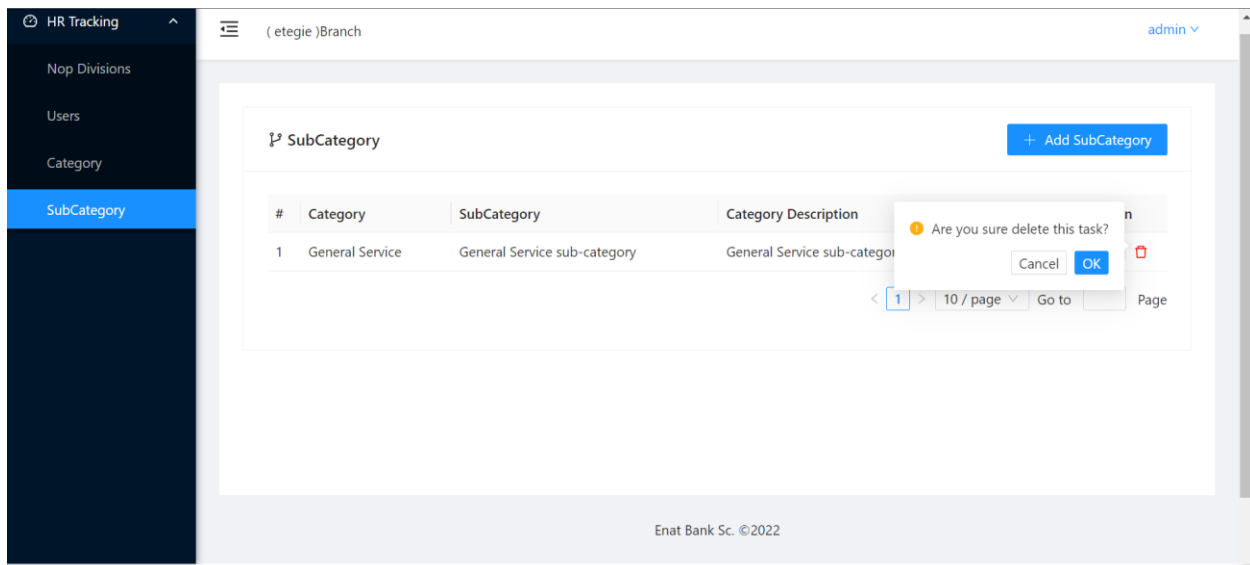


Figure 12 Delete sub-category

Click ok if you want to delete otherwise click cancel button

7 Branch users or requesters menu

#	SubCategory	Issue	IssueCode	Status	Requested At	Action
1	General Service sub-category	ssaas	29	pending	2022-06-22	Detail
2	General Service sub-category	DFS	25	pending	2022-06-20	Detail
3	General Service sub-category	ada	24	pending	2022-06-20	Detail
4	procurement sub-category	sdsa	23	pending	2022-06-20	Detail
5	property sub-category	edwe	22	pending	2022-06-20	Detail
6	property sub-category	dd	21	pending	2022-06-20	Detail
7	procurement sub-category	sadweq	20	pending	2022-06-20	Detail
8	General Service sub-category	f	19	completed	2022-06-18	Detail

Figure 13 branch users or requesters menu

1. Add new request

Click Add Request button then the following form will appear

Create Request

General Service sub-category

* Issue/Description
ssaas

* Quantity
29

* serialNumber
sadasdww

Remark

Submit Close

Figure 14 Add new request

fill the form and then click submit button to save the request.

2. Edit request

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

The screenshot shows the 'Update Request' dialog box in the HR Tracking system. The dialog is overlaid on a table of requests. The table has columns: #, SubCategory, Issue, and IssueCode. The dialog contains fields for SubCategory (dropdown), Issue/Description (text), Quantity (text), serialNumber (text), and Remark (text). There are 'Submit' and 'Close' buttons at the bottom right of the dialog.

#	SubCategory	Issue	IssueCode
1	General Service sub-category	ssaas	29
2	General Service sub-category	DFS	25
3	General Service sub-category	ada	24
4	procurement sub-category	sdsa	23
5	property sub-category	edwe	22
6	property sub-category	dd	21
7	procurement sub-category	sadweq	20
8	General Service sub-category	f	19
9	General Service sub-category	s	18

Update Request

* SubCategory
General Service sub-category

* Issue/Description
ssaas

* Quantity
3

* serialNumber
hgyt

Remark

Submit Close

Figure 15 Edit request

3. Show details

Click detail buttons, then the following detail page will appear

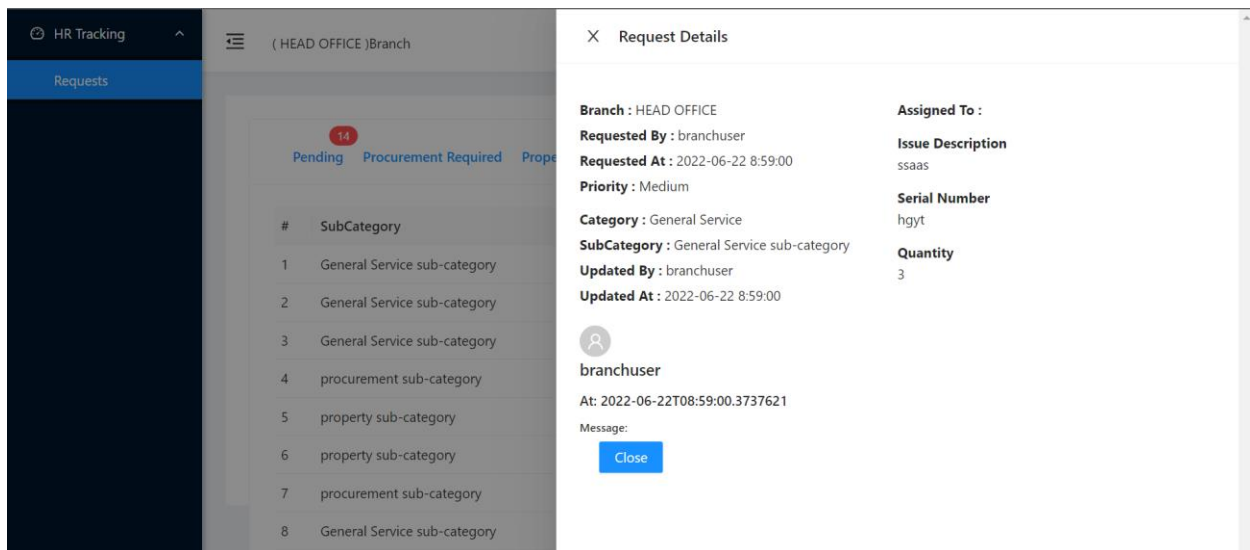


Figure 16 show request details

8 Managers Menu

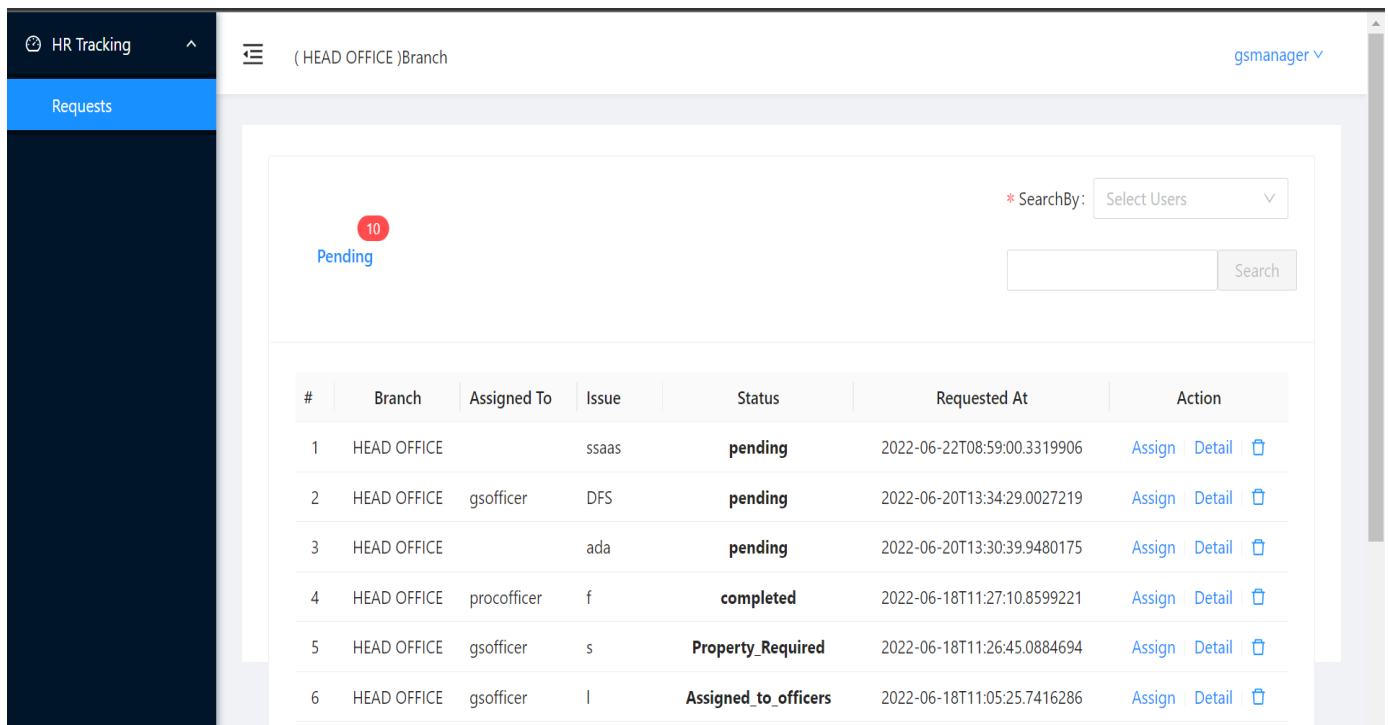


Figure 17 Nop-division managers menu

1. Assign requests

Click assign button then the following page will appear

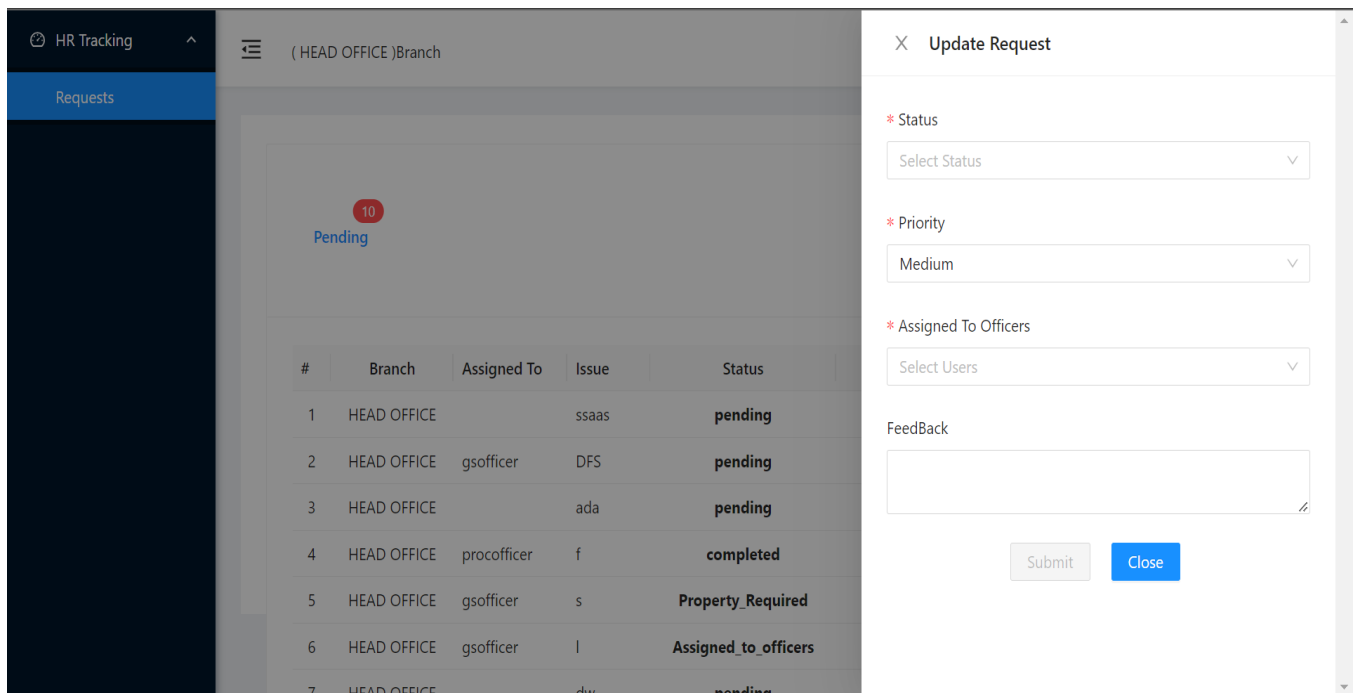


Figure 18 Managers assign requests

Fill the form then click submit button to change status and assigned to officers.

2. Show details

Click detail buttons, then the following detail page will appear

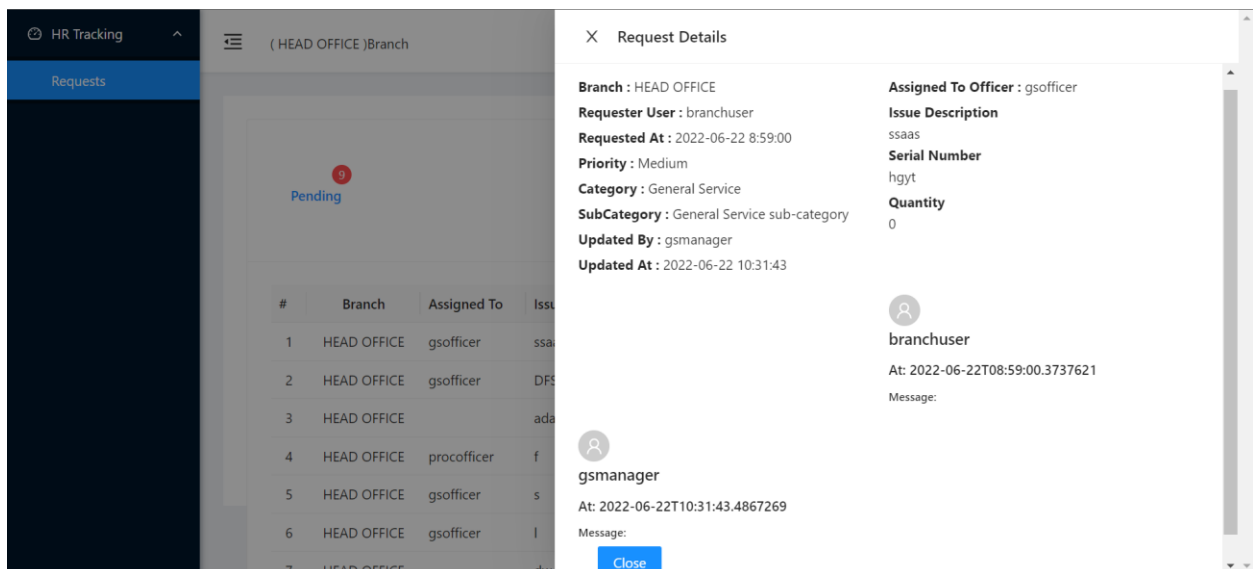


Figure 19 Requests Detail

3. Search requests by

Select search by and filed the value that you wants to search

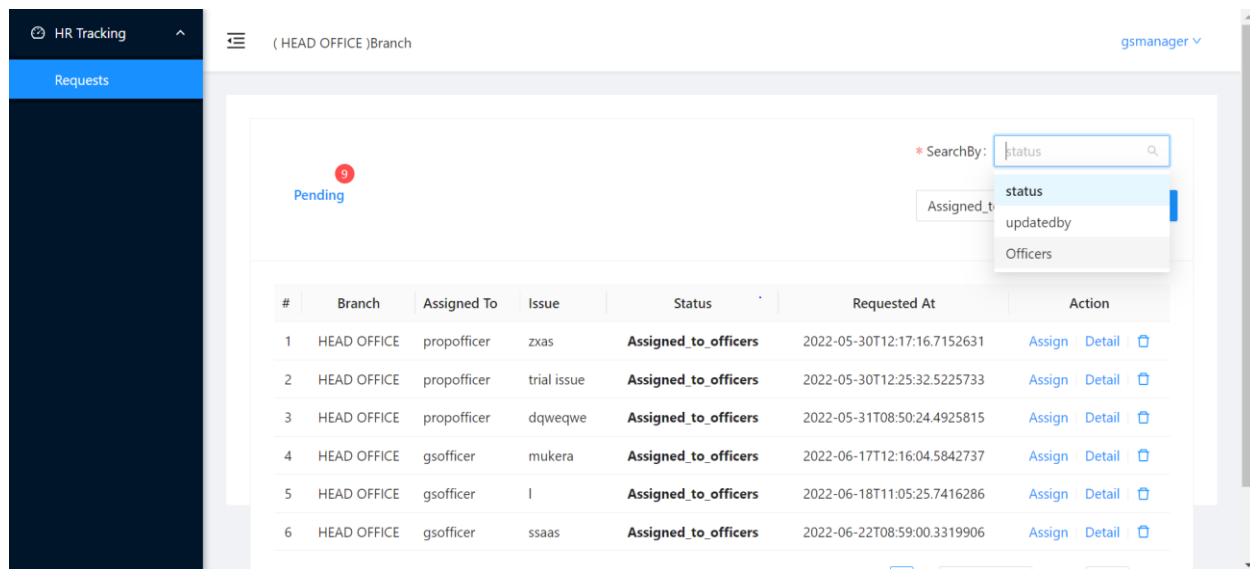


Figure 20 Requests search by different options

Click search button to view the result

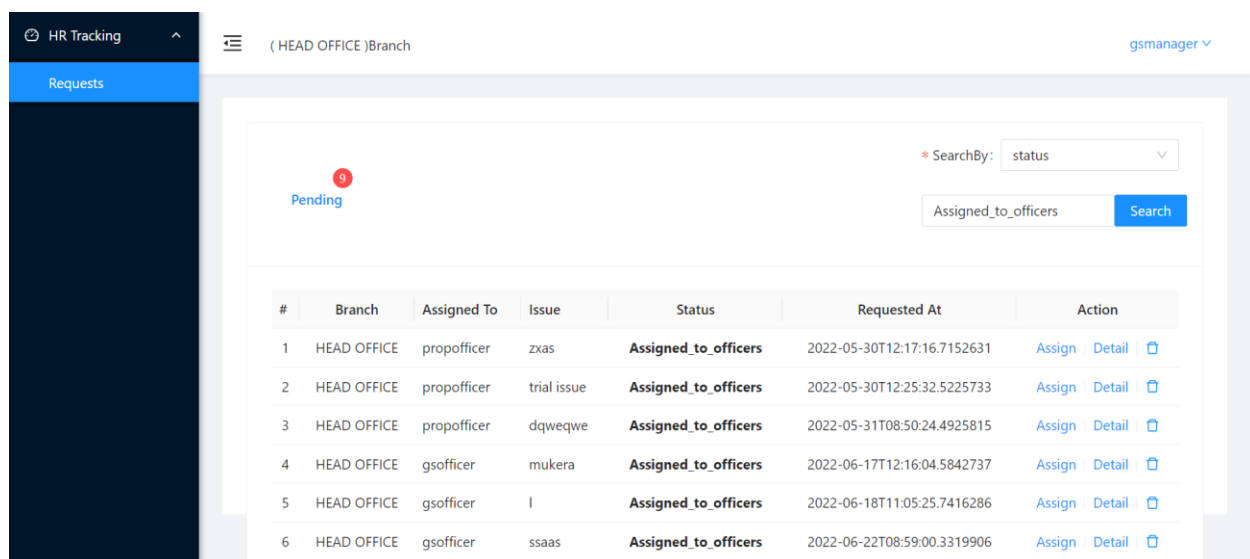
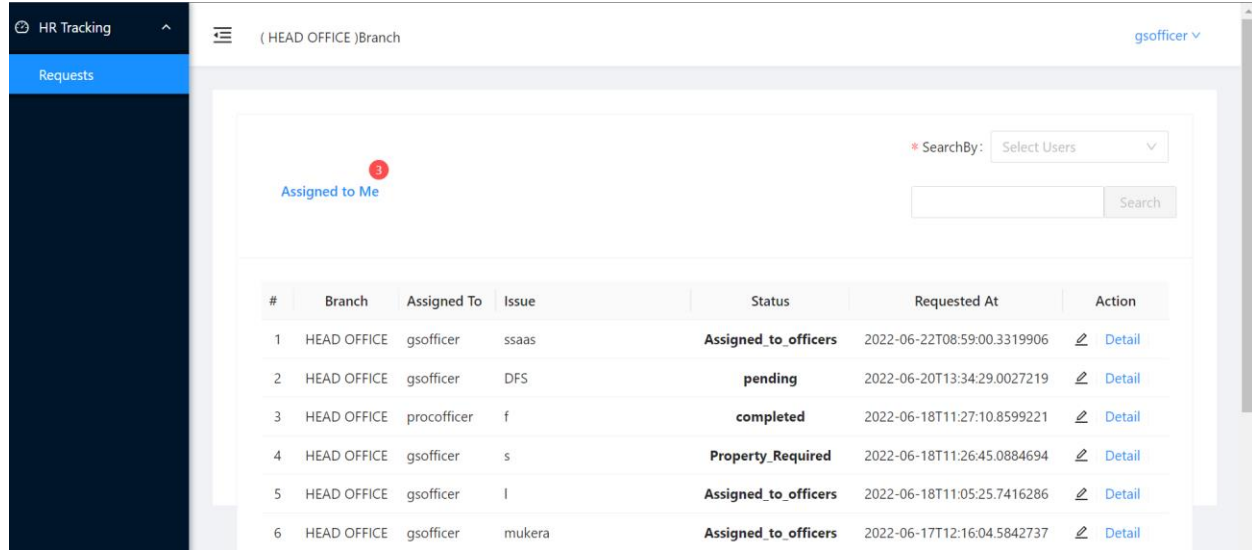


Figure 21 Searched by status results

9 Officers' menu as general service officers



Assigned to Me

* SearchBy:

#	Branch	Assigned To	Issue	Status	Requested At	Action
1	HEAD OFFICE	gsofficer	ssaas	Assigned_to_officers	2022-06-22T08:59:00.3319906	Detail
2	HEAD OFFICE	gsofficer	DFS	pending	2022-06-20T13:34:29.0027219	Detail
3	HEAD OFFICE	procofficer	f	completed	2022-06-18T11:27:10.8599221	Detail
4	HEAD OFFICE	gsofficer	s	Property_Required	2022-06-18T11:26:45.0884694	Detail
5	HEAD OFFICE	gsofficer	l	Assigned_to_officers	2022-06-18T11:05:25.7416286	Detail
6	HEAD OFFICE	gsofficer	mukera	Assigned_to_officers	2022-06-17T12:16:04.5842737	Detail

Figure 22 Officers menu

1. Edit or assign requests to property manager

Click edit button icon then the following page will appear

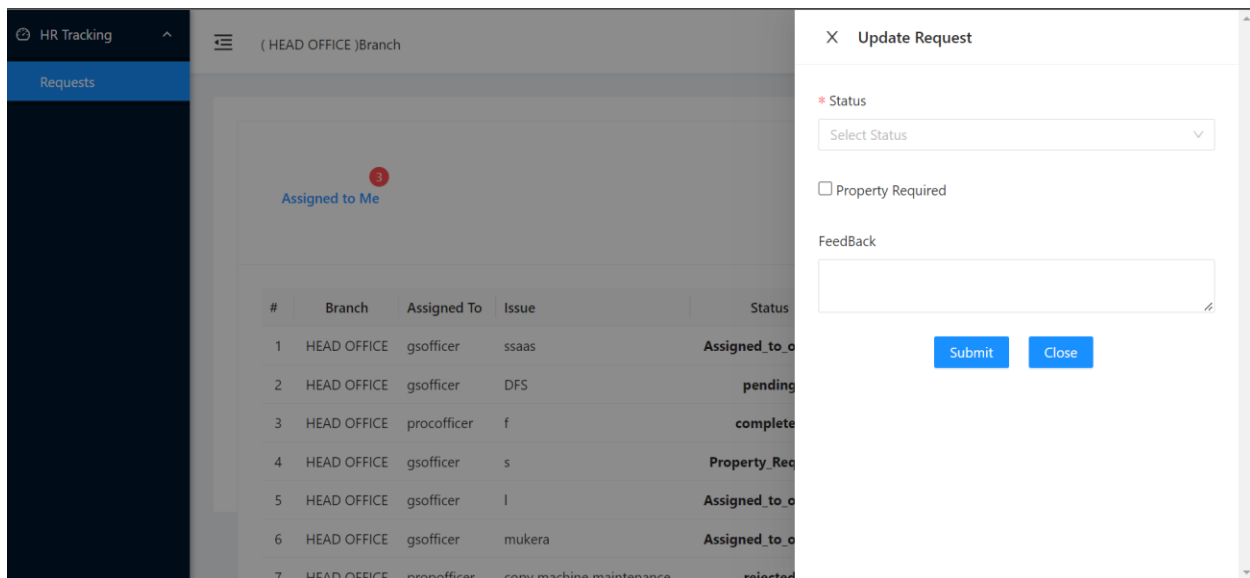


Figure 23 general service Officers assign requests

If the request requires property, select status as Property Required and also select the required property check box finally click submit to save the changes.

The notification on Assigned to me indicates the new requests.

10 Officers' menu as property officers

1. Edit or assign requests to property manager

Click edit button icon then the following page will appear

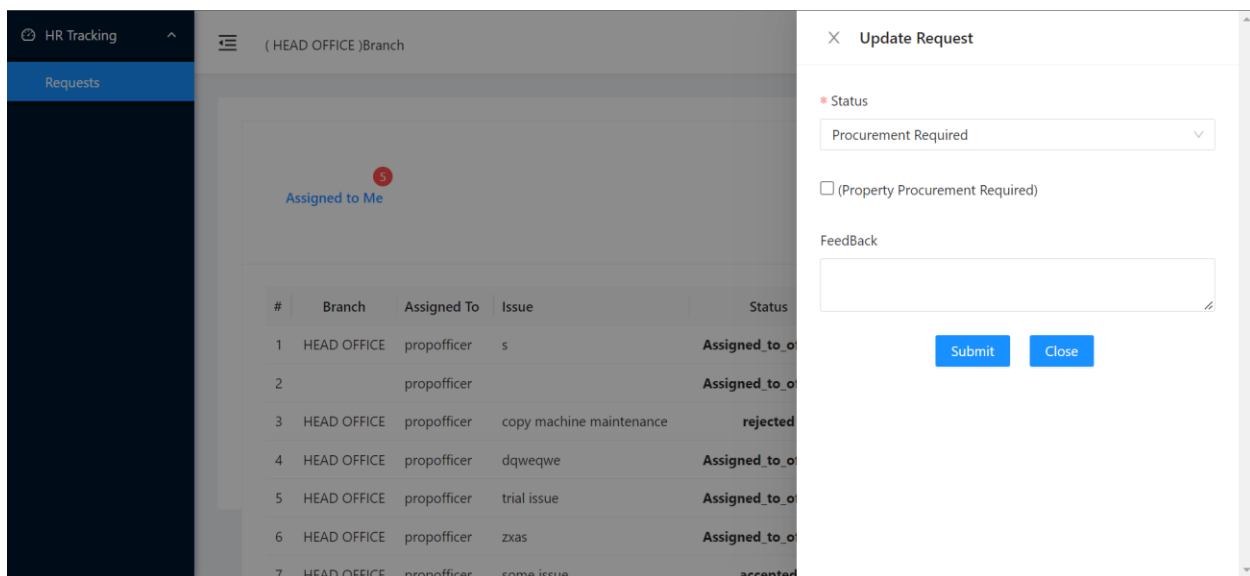


Figure 24 Property officers assign requests

If the requested property not found on the store or property procurement is required, select status as Procurement Required and also select the (Property Procurement Required) check box finally click submit to save the changes.

11 Officers' menu as procurement officers

1. Edit or assign requests

Click edit button icon then the following page will appear

The screenshot displays the HR Tracking interface. On the left, a sidebar shows 'HR Tracking' and 'Requests'. The main area shows a table of requests assigned to the user. The 'Update Request' modal is open, allowing for editing the request's status and visibility to finance.

#	Branch	Assigned To	Issue	Status
1	HEAD OFFICE	procofficer	f	completed

Update Request

Status: Completed

☒ Visible To Finance

FeedBack:

Submit **Close**

Figure 25 Procurement officers edit and make requests visible to finance users

If procurement is performed and which needs to be sent or visible to finance user, click visible to finance check box, and then click submit button to save the changes.

12 Finance user's menu

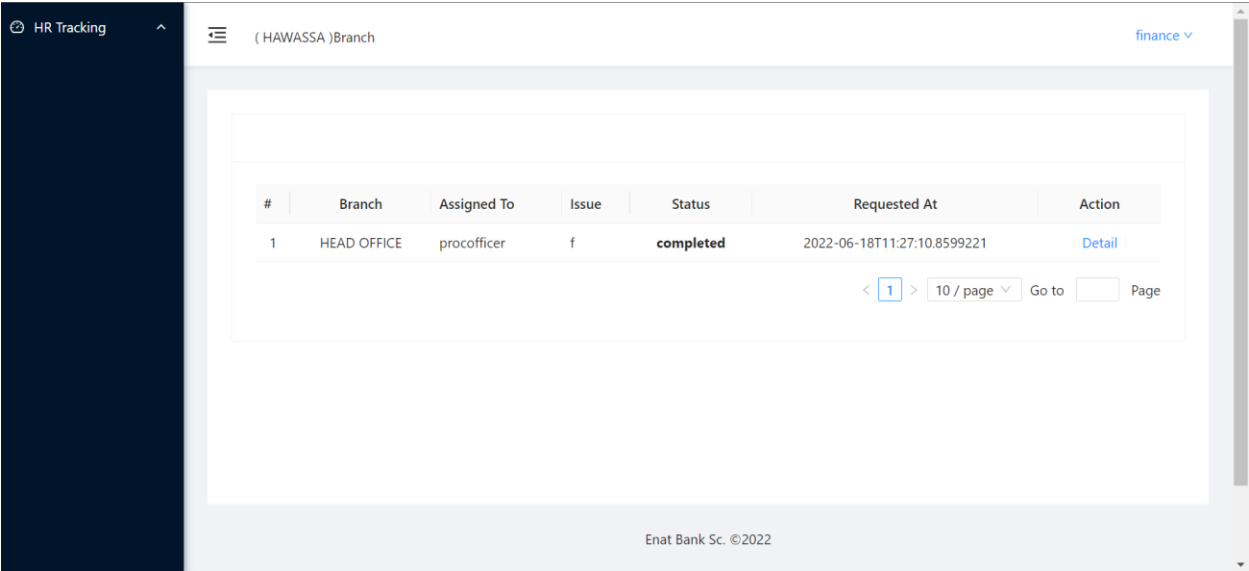


Figure 26 Finance menu

View requests detail

Click details button to see the details of requests which are assigned to them

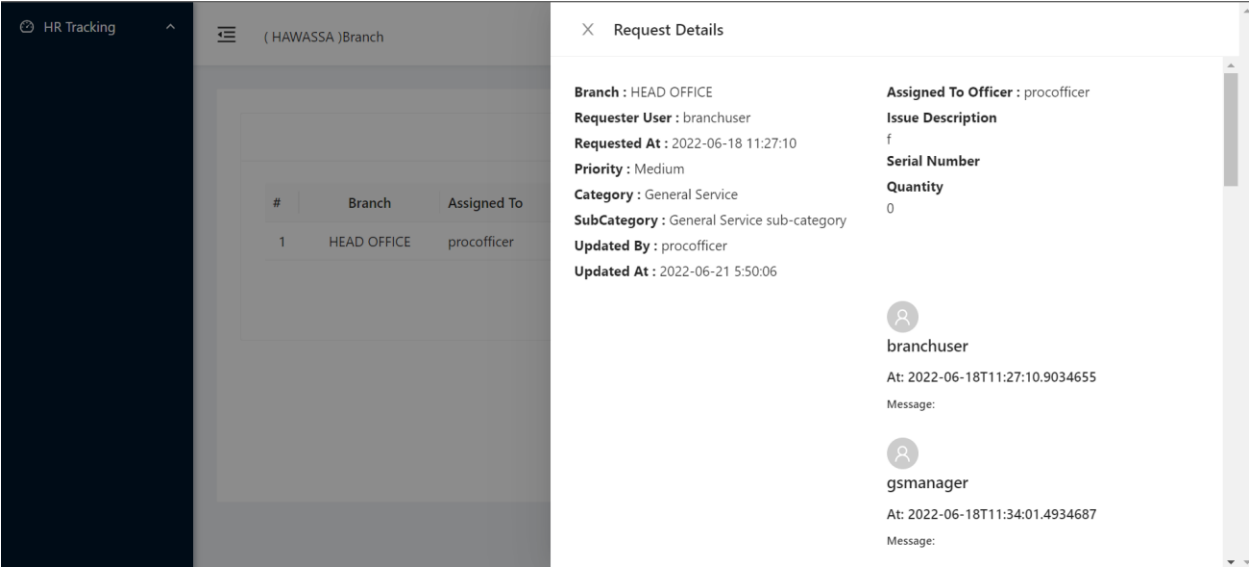


Figure 27 Finance requests details