

## Employee Master

- Add Employee
- Department Transfer Within MCF
- Transfer/Retired Employee

The above functionalities available only for admin user.

### 1) Add Employee:

Functionalities:

1. List Employees: An Employee table with the following properties is displayed:

- SNo
- Emp no
- Emp Name
- Shop
- Section
- Sub Section



SNo	Emp No	Emp Name	Shop	Section	Sub Section
1	12345	Naresh Kumar Gupta	Bigge Shop	Fabrication Unit	Frame Fabrication
2			Bigge Shop	Component	Component
3	23456	Ajit	Bigge Shop	Fabrication Unit	Frame Fabrication

2. Add New Record: There are five fields:

- Emp no
- Emp Name
- Shop
- Section
- Sub Section

**Note:** Section is dependent on Shop. When Shop is selected, based on the selected shop, applicable section will available in Section field.

Sub-Section is dependent on Section. When Section is selected, based on the selected section, applicable sub-section will available in Sub-Section field.

**Add new record** [X]

Emp No

Emp Name

Shop  
 Bogie Shop ▼

Section  
 Component ▼

Sub Section  
 Component ▼

Cancel Save

## Department Transfer Within MCF:

1. List Employee: An Employee table with the following properties is displayed:

- SNo
- Emp no
- Emp Name
- Shop
- Section
- Sub Section

SNo	Emp.No	Emp Name	Shop	Section	Sub Section
1	12345	Neem Kumar Gupta	Bogie Shop	Fabrication Line	Frame Fabrication
2			Bogie Shop	Component	Component
3	23456	Ajay	Bogie Shop	Fabrication Line	Frame Fabrication

2. Edit: By selecting a record and clicking on edit option a user can give edit the following values:

- Shop
- Section
- Sub Section

The image shows a screenshot of a software interface. At the top, there is a table with two rows, both containing the text 'Bogie Shop'. Below this table is a modal dialog box titled 'Edit record' with a close button (X) in the top right corner. The dialog box contains three dropdown menus: 'Shop' (set to 'Bogie Shop'), 'Section' (set to 'Fabrication Line'), and 'Sub Section' (set to 'Frame Fabrication'). At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

### Department Transfer Within MCF:

1. List Employee: An Employee table with the following properties is displayed:
  - SNo
  - Emp no
  - Emp Name
  - Shop
  - Section
  - Sub Section

Add + Dashboard Production Material Manpower Utilization Chat Box							
Employee List							
SNo	Emp No	Emp Name	Shop	Section	Sub Section	Transfer/Retired Emp	
1	12345	Navin Kumar Gupta	Bigge Shop	Production Line	Prime Production		
2			Bigge Shop	Component	Component		
3	23456	Ajay	Bigge Shop	Production Line	Prime Production		

1. Transfer/Retired Emp: By selecting a record and clicking on transfer/retired Emp icon at toolbar a user can give these inputs which are:

- Reason: Reason can be transfer, retired or death.
- Transfer/Retired Date: Effective date will be entered.

Retired/ Transfer for Employee... ✕

Reason:  

Transfer ▼

Enter Transfer/Retired Date:  

15-05-2019

Submit

Close