

Enterprise Resource Planning

of

ZAB

Training User Manual

(SV-12.3.1 | MV-1.0.0)

For

Intercontinental Dhaka

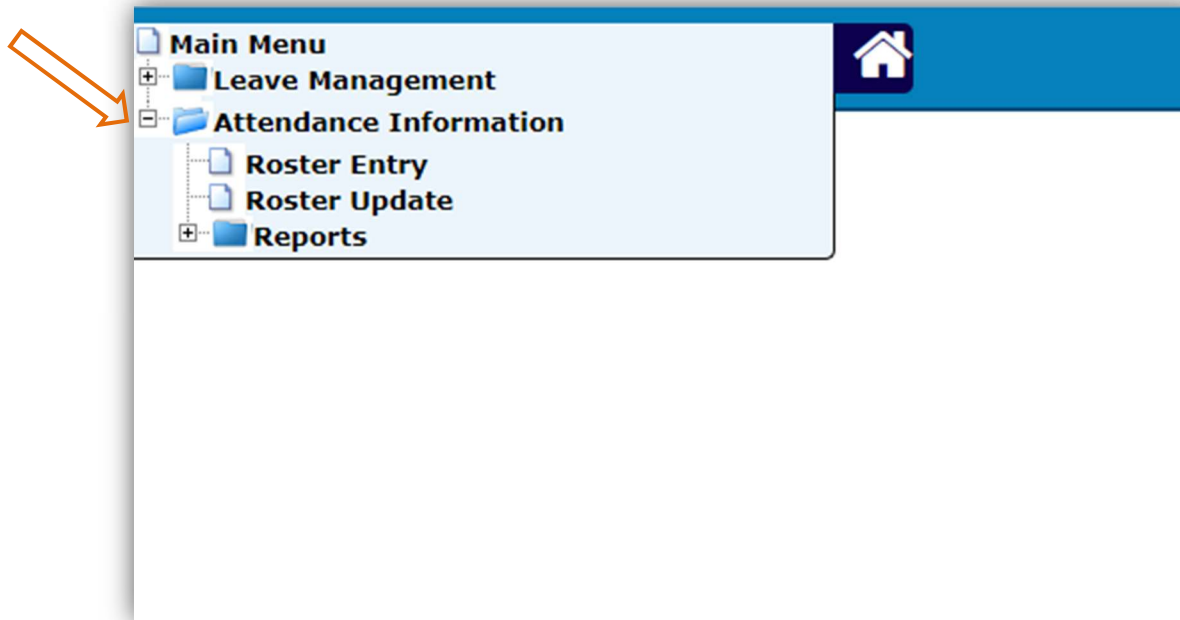
Roster Setup & Update

Index

Option No.	Option Name	Page No.
1	Roster Entry	03
2	Roster Update	10

1) Roster Entry

Step 1 Open System > **Attendance Information** >> **Roster Entry**



Step 1 Open System > **Attendance Information** >> **Roster Entry**





Step 2 Assign Start Date & End date for the roster.

Step 3 Select Department Name and then Select Section ID
(You must select at first **Department Name** to select Section ID)

Step 4 Select Day Off if required.


Step 5 Click **Add**


Result A new roster will be added





Print Roster


Print Trial Roster


 Add


 Update


 Delete


 Show

 Clear


 First

 Next


 Prev

 Last

Roster Header

Roster 

From Date

14-07-2019 

Department Name


Engineering ▼

Section Name


Status

Note

Entry Date

01-07-2019 

To Date

23-07-2019 

Section ID

Engineering-BICC ▼

Day Off

Saturday ▼

Roster Detail List

Roster Detail Trial

After **Add** roster a new Roster ID will be added >>

- For trial, click **Trial Run**
- Click **Print Trial Roster** to see the Trial Roster


The screenshot displays the ZAB ERP Roster Management interface. At the top, there is a navigation bar with icons for home, list, search, and refresh. Below this, there are buttons for 'Print Roster' and 'Print Trial Roster'. A sidebar on the left contains buttons for 'Add', 'Update', 'Delete', 'Show', 'Clear', and navigation controls ('First', 'Next', 'Prev', 'Last'). The main area features a 'Roster Header' form with the following fields:

- Roster**: RS--000002
- Entry Date**: 01-07-2019
- From Date**: 02-07-2019
- To Date**: 11-07-2019
- Department Name**: Engineering
- Section ID**: Engineering-BICC
- Section Name**: Engineering-ICD
- Status**: Open
- Day Off**: Saturday
- Note**: (Empty text area)

On the right side, there are two tabs: 'Roster Detail List' and 'Roster Detail Trial'. Arrows indicate the flow: from 'Add' to 'Trial Run', from 'Trial Run' to 'Print Trial Roster', and from 'Roster' field to the 'Roster' label.

After **Trial Run**, Click **Show** >> (Before going to Roster Detail, You must click **Show**)

- Click **Detail**



Going Detail >>

- Pick a staff record from the side list to modify shift.
- Select the desired shift and then click **Update**

Roster Detail : RS--000002

Line No: 3, Entry Date: 02-07-2019, Employee ID: EID-00177, Name: Md. Raihanul Islam, Shift: Customize Shift Night, Shift Status:

Roster Detail List

Line No	Date	Staff	Name	Shift	Shift Status
1	02-07-2019	CID-0191	Kalu Howlader	Shift MA 06:00 to 14:00	
2	02-07-2019	EID-00175	Md. Abdul Kader	Shift EB 15:00 to 23:00	
3	02-07-2019	EID-00177	Md. Raihanul Islam	Shift EB 15:00 to 23:00	
4	02-07-2019	EID-00178	Md. Shafiqul Islam	Shift EB 15:00 to 23:00	
5	02-07-2019	EID-00180	Md. Shahid Hossain	Shift MA 06:00 to 14:00	
6	02-07-2019	EID-00181	Billal Hossain	Shift MA 06:00 to 14:00	
7	02-07-2019	EID-00183	Mominul Islam Chowdhury	Shift MA 06:00 to 14:00	
8	02-07-2019	EID-00185	Md. Alamgir Hossain	Shift NA 22:00 to 06:00	
9	02-07-2019	EID-00186	Md. Anwar Hossain	Shift MA 06:00 to 14:00	
10	02-07-2019	EID-00187	Md. Gius Uddin	Shift NA 22:00 to 06:00	
11	02-07-2019	EID-00190	Helal Uddin Ahmed	Shift NA 22:00 to 06:00	
12	02-07-2019	EID-00191	Md. Shafiul Azam	Shift EA 14:00 to 22:00	

c. Choose the blank shift to Modify Shift Status

Roster Detail : RS-000002

Line No: 3, Entry Date: 02-07-2019, Employee ID: EID-00177, Name: Md. Raihanul Islam, Shift: [Pick], Shift Status: [Pick]

Roster Detail List

Line No	Date	Staff	Name	Shift	Shift Status
1	02-07-2019	CID-0191	Kalu Howlader	Shift MA 06:00 to 14:00	
2	02-07-2019	EID-00175	Md. Abdul Kader	Shift EB 15:00 to 23:00	
3	02-07-2019	EID-00177	Md. Raihanul Islam	Shift EB 15:00 to 23:00	
4	02-07-2019	EID-00178	Md. Shafiqul Islam	Shift EB 15:00 to 23:00	
5	02-07-2019	EID-00180	Md. Shahid Hossain	Shift MA 06:00 to 14:00	
6	02-07-2019	EID-00181	Billal Hossain	Shift MA 06:00 to 14:00	
7	02-07-2019	EID-00183	Mominul Islam Chowdhury	Shift MA 06:00 to 14:00	
8	02-07-2019	EID-00185	Md. Alamgir Hossain	Shift NA 22:00 to 06:00	
9	02-07-2019	EID-00186	Md. Anwar Hossain	Shift MA 06:00 to 14:00	
10	02-07-2019	EID-00187	Md. Gius Uddin	Shift NA 22:00 to 06:00	
11	02-07-2019	EID-00190	Helal Uddin Ahmed	Shift NA 22:00 to 06:00	
12	02-07-2019	EID-00191	Md. Shafiul Azam	Shift EA 14:00 to 22:00	



Click **Return** after completing Detail Update.



After return Click **Confirm** to confirm the roster (To show roster click **Print Roster**)



Print Roster **Print Trial Roster**

Detail **Trial Run** **Confirm**



Roster Header


Roster  Entry Date 
 RS--000002 01-07-2019

From Date  To Date 
 02-07-2019 11-07-2019

Department Name  Section ID 
 Engineering Engineering-BICC

Section Name
 Engineering-ICD

Status  Day Off 
 Trail Saturday

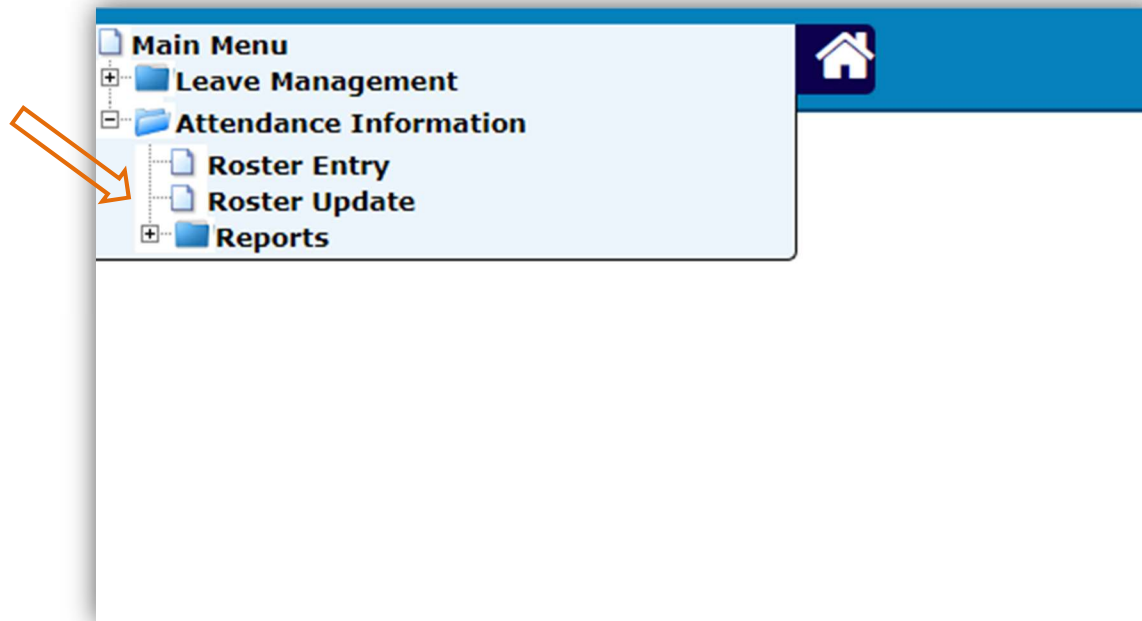
Note


Roster Detail List

SL	Date	Staff	Name	Section	Shift	Note
1	02-07-2019	CID-0191	Kalu Howlader	Engineering-ICD	Shift MA 06:00 to 14:00	
2	02-07-2019	EID-00175	Md. Abdul Kader	Engineering-ICD	Shift EB 15:00 to 23:00	
3	02-07-2019	EID-00177	Md. Raihanul Islam	Engineering-ICD	Shift EB 15:00 to 23:00	
4	02-07-2019	EID-00178	Md. Shafiqul Islam	Engineering-ICD	Shift EB 15:00 to 23:00	
5	02-07-2019	EID-00180	Md. Shahid Hossain	Engineering-ICD	Shift MA 06:00 to 14:00	
6	02-07-2019	EID-00181	Billal Hossain	Engineering-ICD	Shift MA 06:00 to 14:00	
7	02-07-2019	EID-00183	Mominul Islam Chowdhury	Engineering-ICD	Shift MA 06:00 to 14:00	
8	02-07-2019	EID-00185	Md. Alamgir Hossain	Engineering-ICD	Shift NA 22:00 to 06:00	
9	02-07-2019	EID-00186	Md. Anwar Hossain	Engineering-ICD	Shift MA 06:00 to 14:00	
10	02-07-2019	EID-00187	Md. Gius Uddin	Engineering-ICD	Shift NA 22:00 to 06:00	
11	02-07-2019	EID-00190	Helal Uddin Ahmed	Engineering-ICD	Shift NA 22:00 to 06:00	
12	02-07-2019	EID-00191	Md. Shafiul Azam	Engineering-ICD	Shift EA 14:00 to 22:00	

2) Roster Update

Step 1 Open System > Attendance Information >> Roster Update



- Step 1** Open System > **Attendance Information >> Roster Update**
- Step 2** Select Section & Date.
- Step 3** Click **Show**
- Step 4** Click **Detail**

The screenshot shows the 'Roster Update By Department' interface. A blue header bar contains icons for home, list, search, and refresh. Below the header, there are two buttons: 'Show' (with an eye icon) and 'Detail' (with a magnifying glass icon). A 'Clear' button is also present. The 'Detail' button is highlighted with a blue arrow. The 'Show' button is also highlighted with a blue arrow. The 'Roster Update By Department' form is shown with the following fields:

- Department Name: Engineering (dropdown)
- Section ID: Engineering-ICD (dropdown)
- Entry Date: 02-07-2019 (calendar icon)
- Roster: RS--000002

Red arrows point to the 'Detail' button and the 'Roster' field. A red arrow also points to the 'Entry Date' field.

The 'Roster For : RS--000002' table displays the following data:

Date	Day Name	Shift	Note
02-07-2019	Tuesday	Shift MA 06:00 to 14:00	
02-07-2019	Tuesday	Shift EB 15:00 to 23:00	
02-07-2019	Tuesday	Shift EB 15:00 to 23:00	
02-07-2019	Tuesday	Shift EB 15:00 to 23:00	
02-07-2019	Tuesday	Shift MA 06:00 to 14:00	
02-07-2019	Tuesday	Shift MA 06:00 to 14:00	
02-07-2019	Tuesday	Shift MA 06:00 to 14:00	
02-07-2019	Tuesday	Shift NA 22:00 to 06:00	
02-07-2019	Tuesday	Shift MA 06:00 to 14:00	
02-07-2019	Tuesday	Shift NA 22:00 to 06:00	
02-07-2019	Tuesday	Shift NA 22:00 to 06:00	
02-07-2019	Tuesday	Shift EA 14:00 to 22:00	

Going Detail >>

- Pick a staff record from the side list to modify shift.
- Select the desired shift and then click **Update**

Roster Detail : RS--000002

Line No: 3, Entry Date: 02-07-2019, Employee ID: EID-00177, Name: Md. Raihanul Islam, Shift: Customize Shift Night, Shift Status:

Roster Detail List

Line No	Date	Staff	Name	Shift	Shift Status
1	02-07-2019	CID-0191	Kalu Howlader	Shift MA 06:00 to 14:00	
2	02-07-2019	EID-00175	Md. Abdul Kader	Shift EB 15:00 to 23:00	
3	02-07-2019	EID-00177	Md. Raihanul Islam	Shift EB 15:00 to 23:00	
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8	02-07-2019	EID-00185	Md. Alamgir Hossain	Shift NA 22:00 to 06:00	
9	02-07-2019	EID-00186	Md. Anwar Hossain	Shift MA 06:00 to 14:00	
10	02-07-2019	EID-00187	Md. Gius Uddin	Shift NA 22:00 to 06:00	
11	02-07-2019	EID-00190	Helal Uddin Ahmed	Shift NA 22:00 to 06:00	
12	02-07-2019	EID-00191	Md. Shafiul Azam	Shift EA 14:00 to 22:00	

c. Choose the blank shift to Modify Shift Status

Roster Detail : RS-000002

Line No: 3, Entry Date: 02-07-2019, Employee ID: EID-00177, Name: Md. Raihanul Islam, Shift: [Pick], Shift Status: [Pick]

Roster Detail List

Line No	Date	Staff	Name	Shift	Shift Status
1	02-07-2019	CID-0191	Kalu Howlader	Shift MA 06:00 to 14:00	
2	02-07-2019	EID-00175	Md. Abdul Kader	Shift EB 15:00 to 23:00	
3	02-07-2019	EID-00177	Md. Raihanul Islam	Shift EB 15:00 to 23:00	
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Click **Return** after completing Update.

