Enterprise Resource Planning

Of

ZAB

Training User Manual
(SV–12.3.1 | MV–1.0.0)
For

Intercontinental Dhaka

Roster Setup & Update

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1)   Roster Entry

Step 1   Open System **> Attendance Information >> Roster Entry**
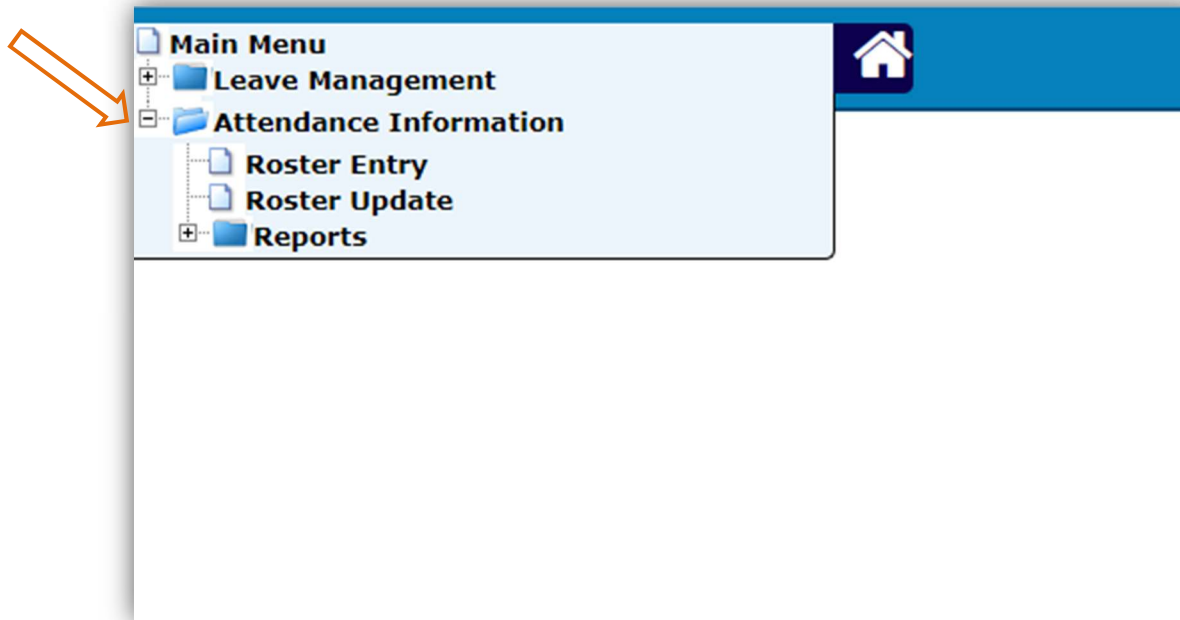
Step 1   Open System **> Attendance Information >> Roster Entry**
Step 2   Assign Start Date & End date for the roster.

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

After **Add** roster a new Roster ID will be added >>
   a) For trial, click **Trail Run**
   b) Click **Print Trial Roster** to see the Trial Roster

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

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Going Detail >>

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

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c. Choose the blank shift to Modify Shift Status

Click **Return** after completing Detail Update.

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

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2) Roster Update

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

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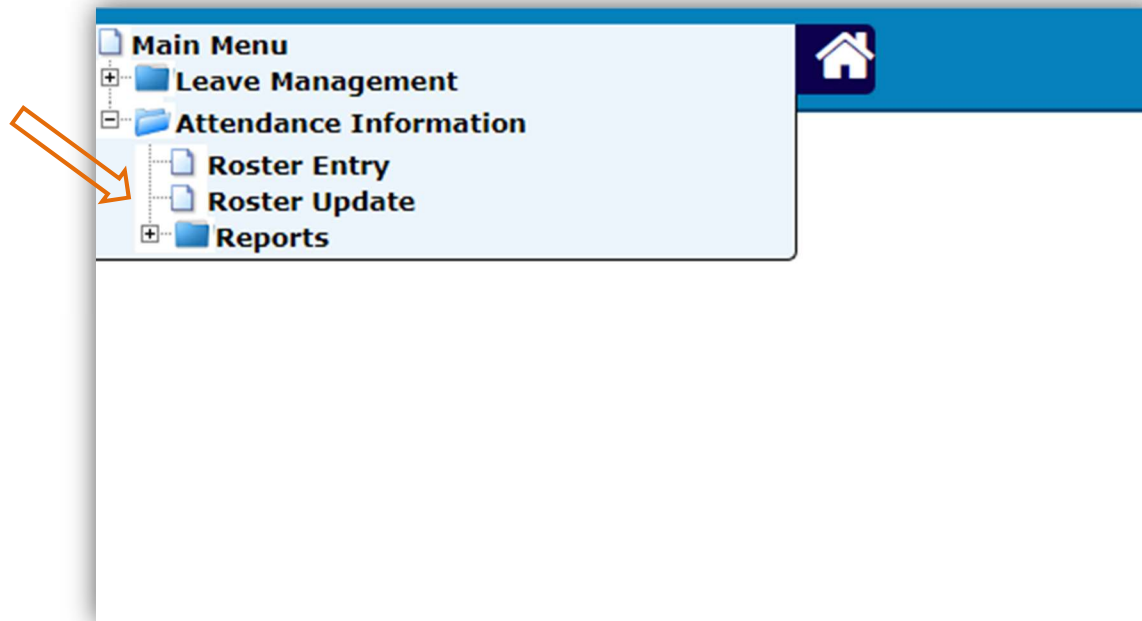
Step 1   Open System **> Attendance Information >> Roster Update**

Step 2   Select Section & Date.

Step 3   Click **Show**

Step 4   Click **Detail**

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Going Detail >>

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

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c. **Choose the blank shift to Modify Shift Status**

Click **Return** after completing Update.