

Enterprise Resource Planning

of

ZAB

Training User Manual

(SV-12.0.0 | MV-1.0.0)

For

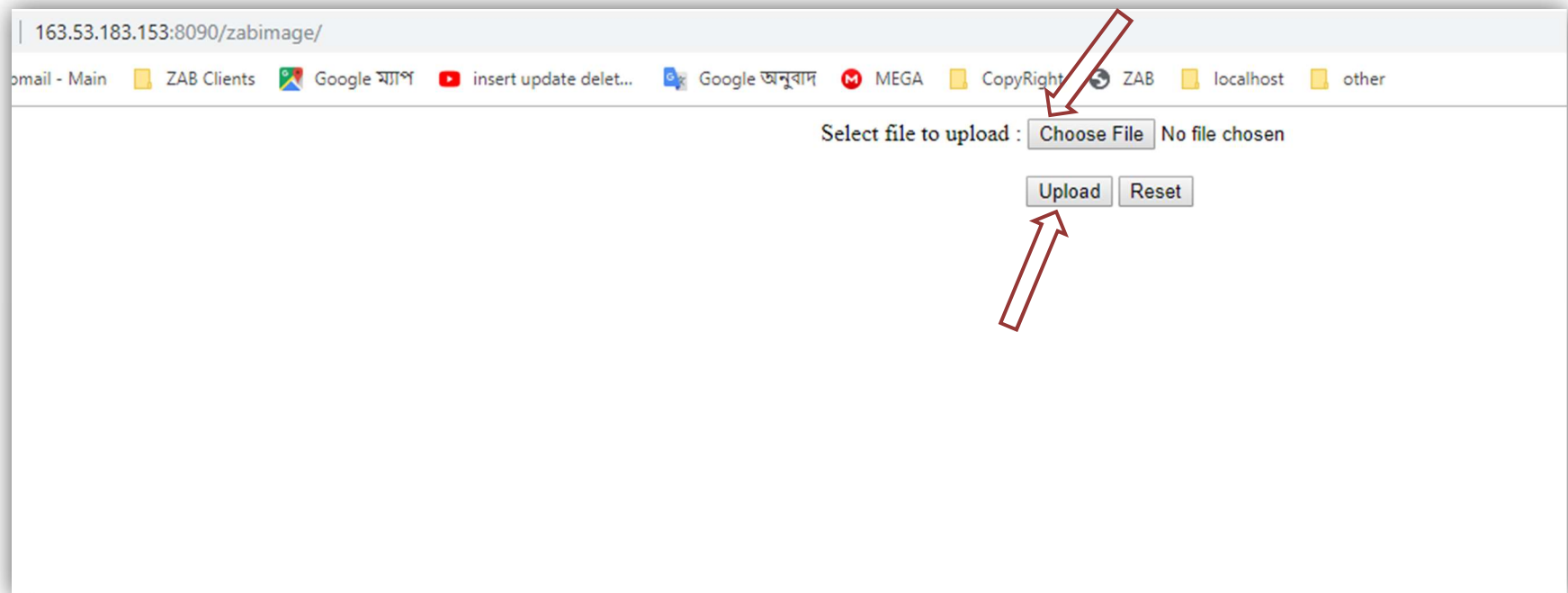
FloWater Solutions Ltd.

Upload Signature of Staff

1) Upload Signature (Image) of Staff

A. Put a Signature Image to the Server

Step 1	Keep a picture of Staff Signature in a folder of your PC (png/jpg format) with name of Staff ID
Step 2	browse the URL link http://163.53.183.153:8090/zabimage/
Step 3	Click Choose File and then choose the Image File (of Staff Signature)
Step 4	Click Upload button
Result	the Signature Image will be Uploaded to the Specified folder of the Server



B. Upload the Signature Image to Personnel Information

Step 1	Open System > HR & Payroll > HR Development (HRD) > Personnel Info
Step 2	Write the Staff ID & then Click Show
Step 3	Click Choose File and Choose the Signature Image File (of the Staff) and then Click Update
Step 4	Now Click Signature_Upload button
Result	The Signature of the Staff will be Uploaded Successfully

The screenshot shows the 'Personnel Information' form in the HR Development (HRD) system. The form is divided into several sections for data entry. On the left, there is a sidebar with buttons: Show, Clear, Add, Update, Delete, Top, Previous, Next, and Bottom. At the top of the form, there is a 'Signature_Upload' button. The form fields are as follows:

Id EID-0005	Name Bijoy Barua	Joining Date 30-07-2017	Grade [Pick]
Concern Name Head Office	Religion [Pick]	Department Name [Pick]	Designation Asst. Manager
Blood Group [Pick]	Confirmation Date 01-01-2999	Location Name [None]	Date of Birth 30-07-2017
Retirement Date 28-07-2074	Resignation Date 26-12-2998	Marital Status [Pick]	Sex <input type="radio"/> Male <input type="radio"/> Female
District [Pick]	Personal Mobile No. 	Official Mobile No. 	Email
Mailing Address 	Permanent Address 	Employee Status Normal	Employee ID : 011005
Contact Person 	Relation With Employee 	Contact Person's Cell No. 	Employee Type [Pick]
Punch <input checked="" type="checkbox"/> Activate?	Leave Plan [Pick]	Superior ID 	Leave Approval Superior
File Name Choose File No file chosen	Employee Position <input type="checkbox"/> Above Manager?		