

# **How to use Employees Node**

Create Employee  
Edit Employee  
Delete Employee

**CREATE EMPLOYEE**

# CREATE Employee

The screenshot displays a web application interface with a navigation area on the left and a main content area on the right. The navigation area contains a tree view with various categories, including 'Employees', which is highlighted with a red circle and an arrow pointing to it. The main content area shows a toolbar with 'Delete', 'Open', and 'Add' buttons, where the 'Add' button is also highlighted with a red circle and an arrow pointing to it. Below the toolbar is a table with three columns: 'Employee Id Number', 'Name', and 'Address'. The table contains three rows of data.

**Navigation Area**

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
- Disbursements
- Billing
- Receipts
- Cheques
- Cheque Editor
- Payment
- Settings
- Employees**
- Contacts
- Banks
- User Accounts
- Holidays
- Cash On Vault
- Types
- Reports

**Toolbar**

Home Employees

Delete Open **Add**

Search by..

Employee Id Number	Name	Address
	Lee, Min Ho	San Roque, Mandaue, Philippines, 6014
	Miranda, KC	1, 1, Philippines, 6015
	world, hello	b, c, Philippines, 2312

**1. Click Employees node in the Navigation Area**

**2. Click the Add button**


# CREATE Employee

## (Fill Employee Name)

Home Employees Add Employee

Save Close

### Basic Information



Upload

\*Name:

\*Gender: ☒ Male ☐ Female

\*Birth Date:

Employee Id Number:

\*Position:

\*Employment Status:

\*Salary:

TIN:  -  -  -

SSS Number:

PHIC Number:

### Contact Information

\*Primary Home Address:

Cellphone Number:

Telephone Number:

Email Address:

3. Fill Employee Name  
by clicking the  
empty text field or  
the Browse button

# CREATE Employee

(Fill Employee Name – empty textfield)

10/5/1993

Number:

Status:

**Name Detail Box**

Title:

\*First Name: Allan

Middle Name:

\*Last Name: Magale

Suffix:

Nickname:

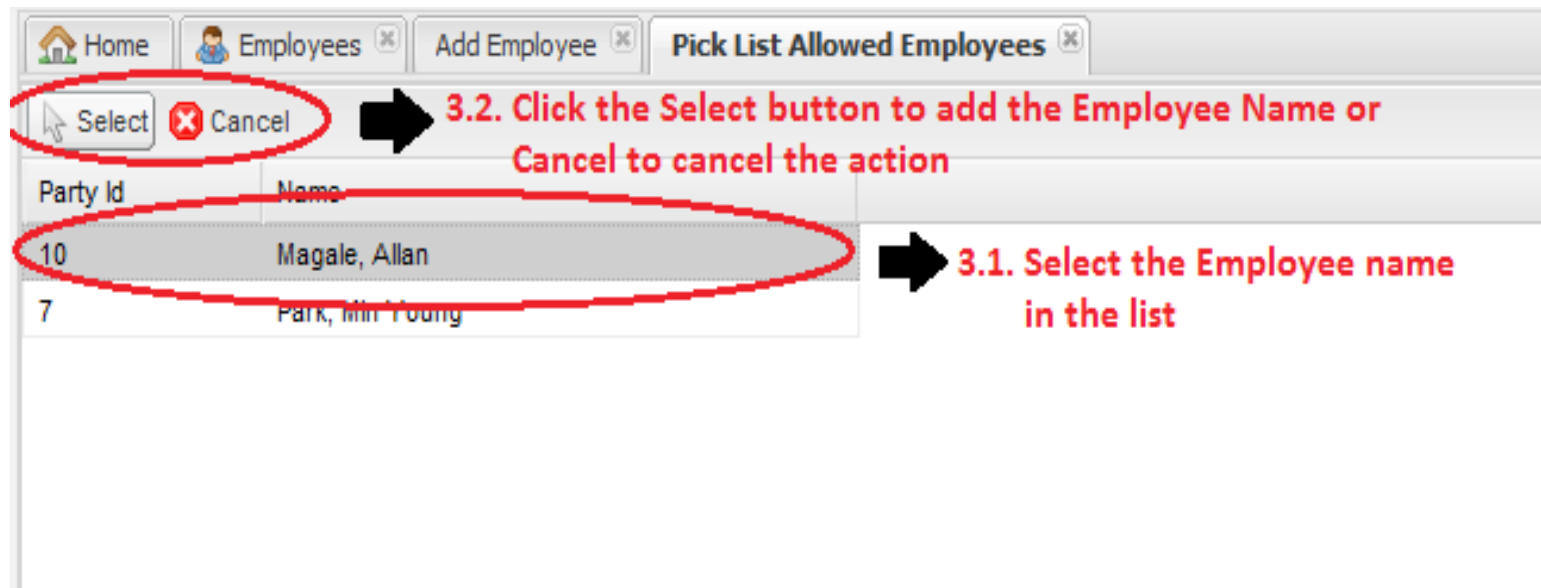
3.1. Fill in the required First and Last Name of the new employee

Done Cancel

3.2. Click Done to add the name or Cancel to cancel the add name action

# CREATE Employee

## (Fill Employee Name – Browse Button)



Home Employees Add Employee Pick List Allowed Employees

Select Cancel

3.2. Click the Select button to add the Employee Name or Cancel to cancel the action

Party Id	Name
10	Magale, Allan
7	Park, Min Young

3.1. Select the Employee name in the list


# CREATE Employee

## (Fill Address)

[Home](#) [Employees](#) [Add Employee](#)

Save | Close

### Basic Information



Upload

Browse...

\*Name:

Magale, Allan

Browse

\*Gender:

☒ Male ☐ Female

\*Birth Date:

10/5/1993

Employee Id Number:

\*Position:

\*Employment Status:

\*Salary:

TIN:

 -  -  -

SSS Number:

PHIC Number:

### Contact Information

\*Primary Home Address:

Cellphone Number:

Telephone Number:

Email Address:

3.4 Fill Employee address by clicking the empty textfield or the Browse button.

Please fill out the form.

# CREATE Employee (Fill Address)

The screenshot shows a web application for creating an employee. The main form has fields for Name, Gender, Birth Date, Employee Id Number, Position, Employment Status, Salary, TIN, SS Number, and HIC Number. An 'Address' modal is open, containing fields for Street Address, Barangay, City or Municipality (with radio buttons for City and Municipality), Province, Country, and Postal Code. A red oval highlights the modal, and a red arrow points to the 'Fill the required fields (\*)' instruction. Another red oval highlights the 'Ok' and 'Cancel' buttons, with a red arrow pointing to the instruction 'Click OK to add the Address or Cancel to cancel the action.'.

Name: Magale, Allan

Gender: ☒ Male ☐ Female

Birth Date: 10/5/1993

Employee Id Number:

Position:

Employment Status:

Salary:

TIN:

SS Number:

HIC Number:

☐ Address

Street Address:

\*Barangay: Lahug

City or Municipality

☒ City ☐ Municipality Cebu

Province:

\*Country: Philippines

\*Postal Code: 6000

☒ Form is valid.

Click OK to add the Address or Cancel to cancel the action.




# CREATE Employee

Home Employees Add Employee

Save Close → 5. Click Save button to add the Employee or Cancel to cancel the action.

### Basic Information



Koala.jpg Browse... Upload

\*Name: Mr. Magale, Allan Browse

\*Gender: ☒ Male ☐ Female

\*Birth Date: 10/5/1993

Employee Id Number:

\*Position: Clerk

\*Employment Status: Employed

\*Salary: 25,000.00

TIN: - - -

SSS Number:

PHIC Number: 4. Fill in all the required fields (\*)

### Contact Information

\*Primary Home Address: Lahug, Cebu, Philippines, 6000

Cellphone Number: +63

Telephone Number: +63

Email Address:

Note: See Miscellaneous Folder to know How To Upload A Picture

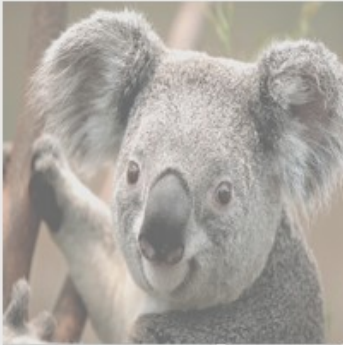
Form is valid.

# CREATE Employee

Home Employees Add Employee

Save Close

### Basic Information



Koala.jpg Browse... Upload

\*Name: Mr. Magale, Allan Browse

\*Gender: ☒ Male ☐ Female

\*Birth Date: 10/5/1993

Employee Id Number:

\*Position: Clerk

\*Employment Status: Employed

\*Salary: 25,000.00

TIN:

SSS Number:

PHIC Number:

Status

Employee record was successfully created.

OK

### Contact Information

\*Primary Home Address: Lahug, Cebu, Philippines, 6000

Cellphone Number: +63

Telephone Number: +63

Email Address:

Form is valid.

5. A confirmation message will appear to inform you that the creation of the Employee Record was successful. Click OK to return.

# CREATE Employee

[Home](#) [Employees](#)

[Delete](#) | [Open](#) | [Add](#)

Employee Id Number	Name	Address
	Lee, Min Ho	San Roque, Mandaue, Philippines, 6014
	Magale, Allan	Lahug, Cebu, Philippines, 6000
	Miranda, KC	1, 1, Philippines, 6015
	world, hello	b, c, Philippines, 2312

6. After saving, you will be returned to the Employees List with the new Employee record added on the list.

Page 1 of 1

**EDIT EMPLOYEE**

# EDIT Employee

**Navigation Area**

- Lending Application
  - Loan Products
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- Cheque Editor
- Payment
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  - Employees**
  - Contacts
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- User Accounts
- Holidays
- Cash On Vault
- Types
- Reports

**Employees**

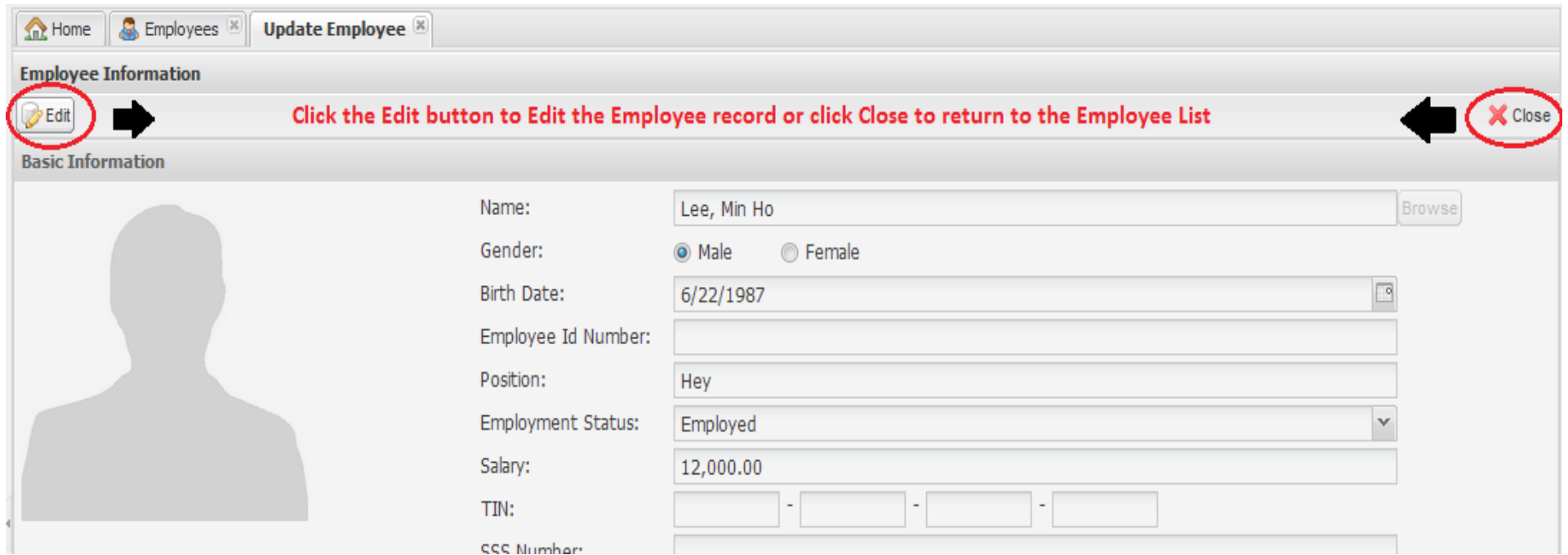
3. Click the Open button to view the selected Employee record

Employee Id Number	Name	Address
	Lee, Min Ho	San Roque, Mandaue, Philippines, 6014
	Miranda, KC	1, 1, Philippines, 6015
	world, hello	b, c, Philippines, 2312

2. Select an Employee Record in the Employee List

1. Click the Employees Node in the Navigation Area

# EDIT Employee



The screenshot shows a web application interface for updating an employee record. At the top, there are three tabs: 'Home', 'Employees', and 'Update Employee'. The 'Update Employee' tab is active. Below the tabs, the section is titled 'Employee Information'. A red circle highlights an 'Edit' button (with a pencil icon) on the left, and a red circle highlights a 'Close' button (with an 'X' icon) on the right. A red arrow points from the 'Edit' button to the center, and another red arrow points from the 'Close' button to the center. In the center, red text reads: 'Click the Edit button to Edit the Employee record or click Close to return to the Employee List'. Below this, the 'Basic Information' section contains a form with the following fields: Name (Lee, Min Ho), Gender (Male selected), Birth Date (6/22/1987), Employee Id Number, Position (Hey), Employment Status (Employed), Salary (12,000.00), TIN, and SSS Number. A 'Browse' button is next to the Name field. A grey silhouette of a person is on the left side of the form.

Home Employees Update Employee

Employee Information

Edit Click the Edit button to Edit the Employee record or click Close to return to the Employee List Close

Basic Information

Name: Lee, Min Ho Browse

Gender: ☒ Male ☐ Female

Birth Date: 6/22/1987

Employee Id Number:

Position: Hey

Employment Status: Employed

Salary: 12,000.00




TIN: - - -

SSS Number:

# EDIT Employee


Home Employees Update Employee


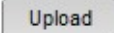
### Employee Information


 Save  Cancel 

**2. Click the Save button to update the Employee Record or Cancel to cancel the update action and return to the Employee list.**


### Basic Information



Koala.jpg   



\*Name: Lee, Min Ho 

\*Gender: ☒ Male ☐ Female

\*Birth Date: 10/5/1993 

Employee Id Number:

\*Position: Teller

\*Employment Status: Employed 

\*Salary: 12,000.00


TIN:  -  -  -

SSS Number:

PHIC Number:

**1. Update fields to be updated**

### Contact Information

\*Primary Home Address: San Roque, Mandaue, Philippines, 6014 

Cellphone Number: +63

Telephone Number: +63

Email Address:


# EDIT Employee

[Home](#) [Employees](#) [Update Employee](#)

Employee Information

[Save](#) [Cancel](#) [Close](#)

Basic Information



[Browse...](#)  
[Upload](#)

Name:

Lee, Min Ho

[Browse](#)

Gender:

☒ Male ☐ Female

Birth Date:

6/22/1987

Employee Id Number:

Position:

Teller

Employment Status:

Employed

Salary:

12,000.00

TIN:

SSS Number:

PHIC Number:

Status

Employee record was successfully updated.

[OK](#)

Contact Information

Primary Home Address:

San Roque, Mandaue, Philippines, 6014

Cellphone Number:

+63

Telephone Number:

+63

Email Address:

Form is valid.

After saving, a confirmation message will inform you that the record was successfully updated.




# EDIT Employee

[Home](#) [Employees](#) [Update Employee](#)

**Employee Information**

[Edit](#) Click Close button to return to the Employee List. [Close](#)

**Basic Information**



Name:  [Browse](#)

Gender: ☒ Male ☐ Female

Birth Date:  [Calendar](#)

Employee Id Number:

Position:

Employment Status:  [v](#)

Salary:

TIN:  -  -  -

SSS Number:

PHIC Number:

**DELETE EMPLOYEE**

# DELETE Employee

**Navigation Area**

- Lending Application
  - Loan Products
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  - Receipts
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- Settings
  - Employees**
  - Contacts
  - Banks
  - User Accounts
  - Holidays
  - Cash On Vault
  - Types
  - Reports

**Employees**

Home Employees

Ad3. Click the Delete button

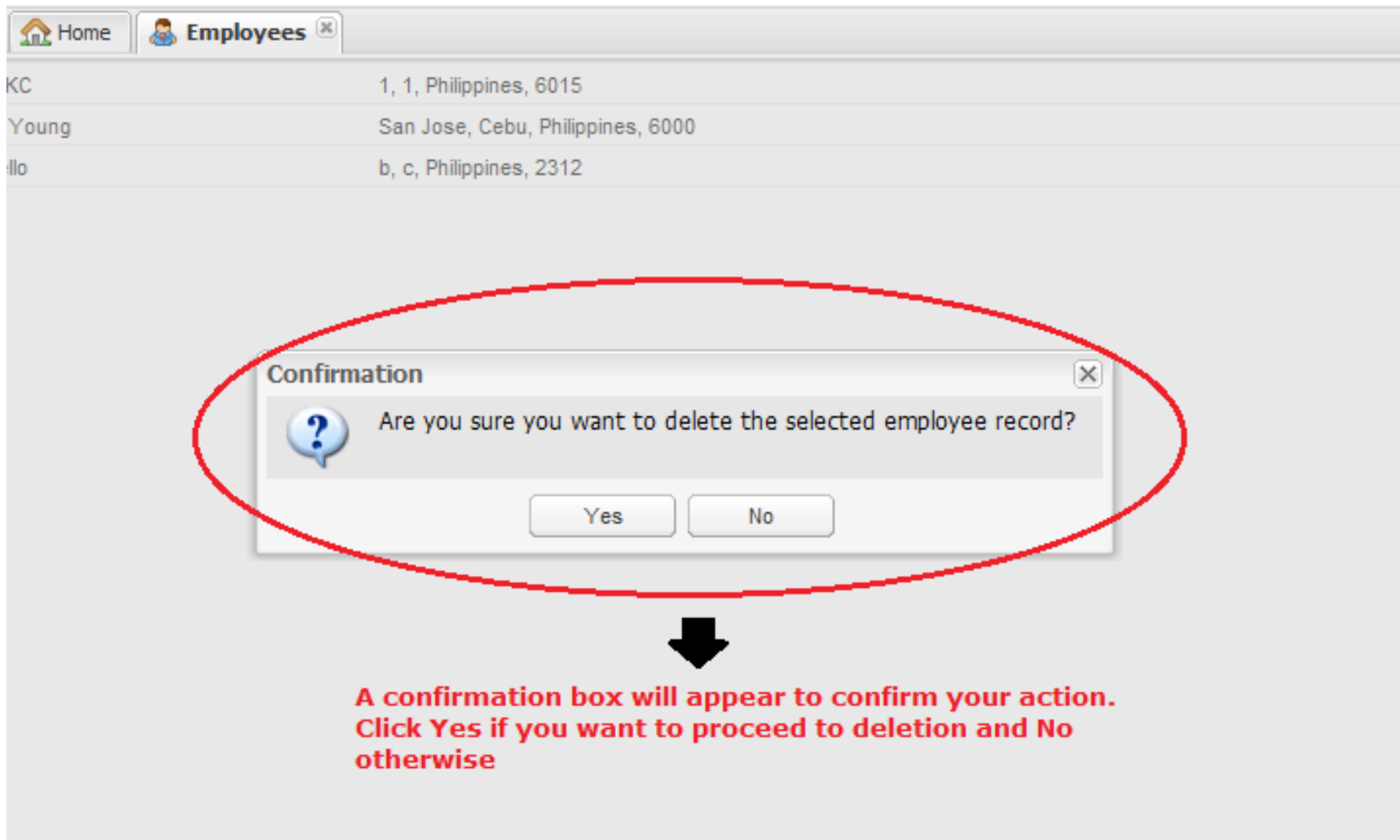
Search by.. x type here..

Employee Id Number	Name	Address
	Lee, Min Ho	San Roque, Mandaue, Philippines, 6014
	Magale, Allan	Lahug, Cebu, Philippines, 6000
	Miranda, KC	1, Philippines, 6015
	Park, Min Young	San Jose, Cebu, Philippines, 6000
	world, hello	b, c, Philippines, 2312

**1. Click the Employees node in the Navigation Area**

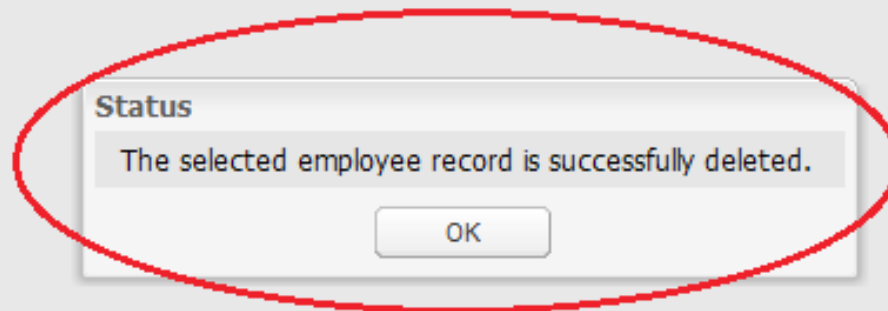
**2. Select the Employee record you want to delete in the Employee List**

# DELETE Employee



# DELETE Employee

K, Min Young	San Jose, Cebu, Philippines, 6000	Employed
rd, hello	b, c, Philippines, 2312	Employed



**An alert message will confirm the successful deletion of the employee record. Click OK to return to the Employee List.**

# DELETE Employee

[Home](#) [Employees](#)

[Delete](#) [Open](#) [Add](#)

Employee Id Number	Name	Address	Employment Status
	Magale, Allan	Lahug, Cebu, Philippines, 6000	Employed
	Miranda, KC	1, 1, Philippines, 6015	Employed
	Park, Min Young	San Jose, Cebu, Philippines, 6000	Employed
	world, hello	b, c, Philippines, 2312	Employed

**You will be returned to the Employee list with the deleted record no longer available in the list.**

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