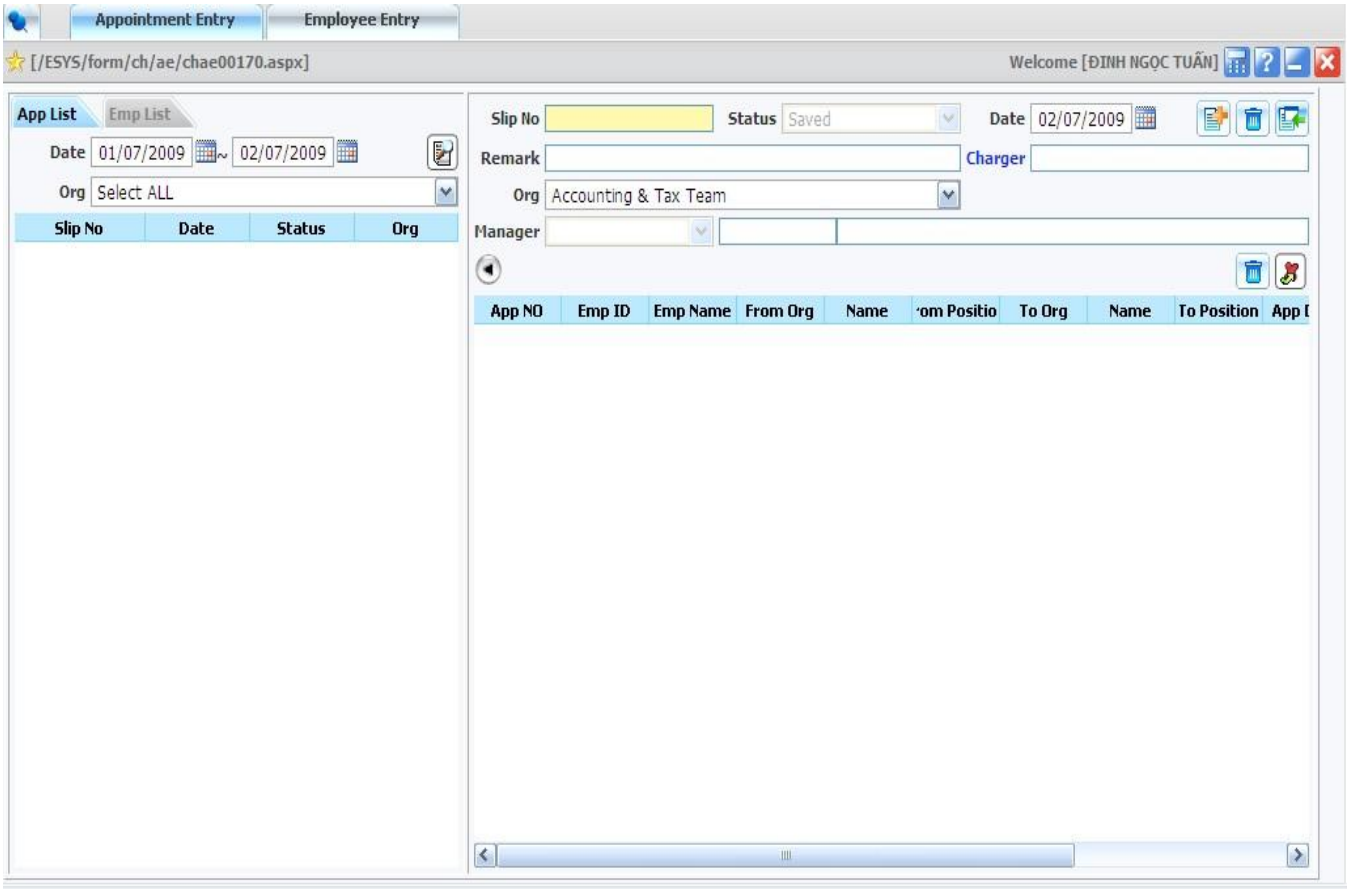
APPOINTMENT ENTRY

1. **Path:** HR/ Employee/ Appointment Entry
2. **Image:**

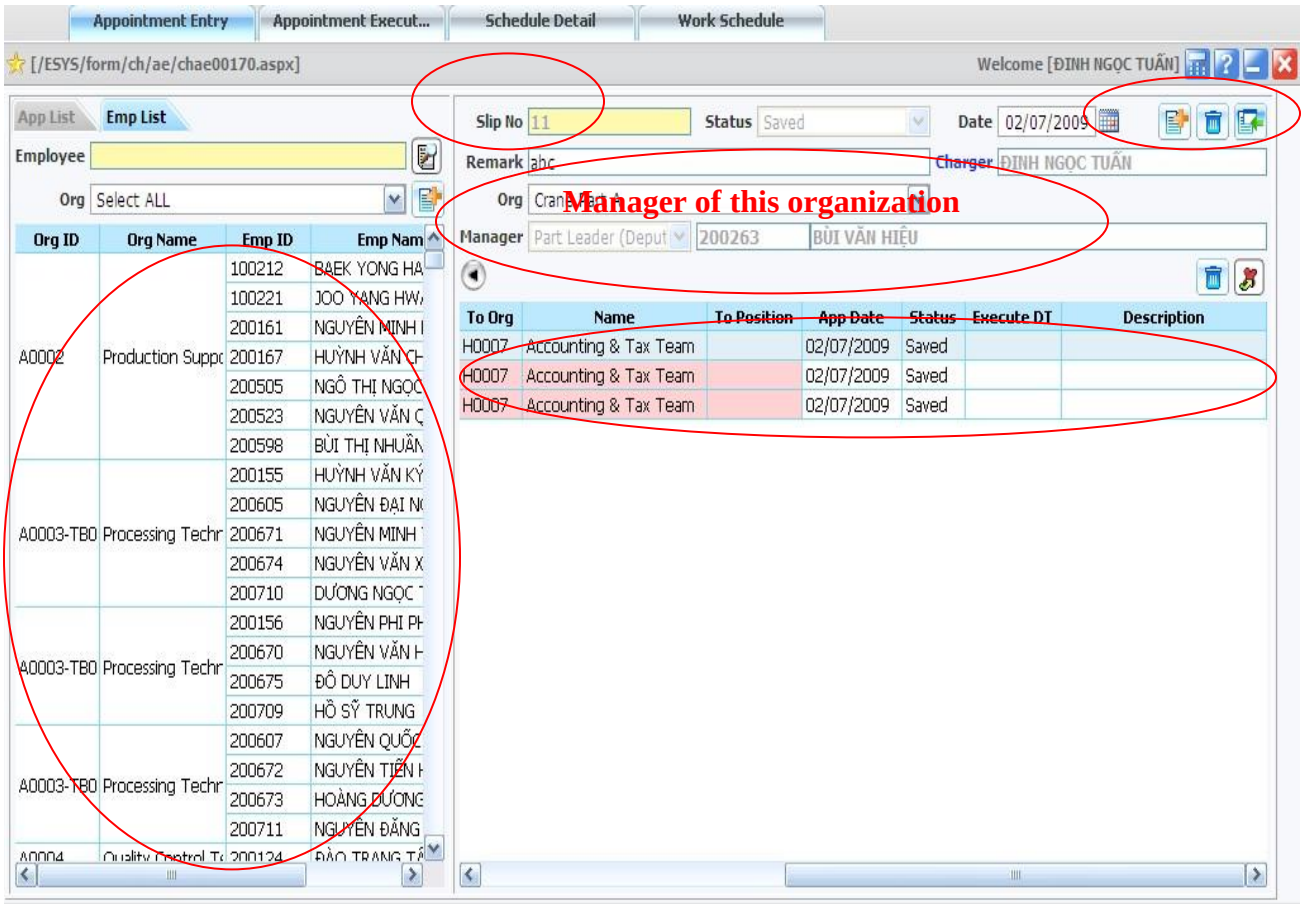


3. **Definition:**
   - This form allows user to move employees from an organization to another organization, and allows user to change position for them if any. And system will recognize the date we change organization for employees.
   - Summary:
     - Including two Tab: App List và Emp List
     - Form “Appointment Entry”: Searching by Date, Org, Employee.
     - Some buttons: **Search, Add, Delete, Save, Undelete**.

4. How to use:

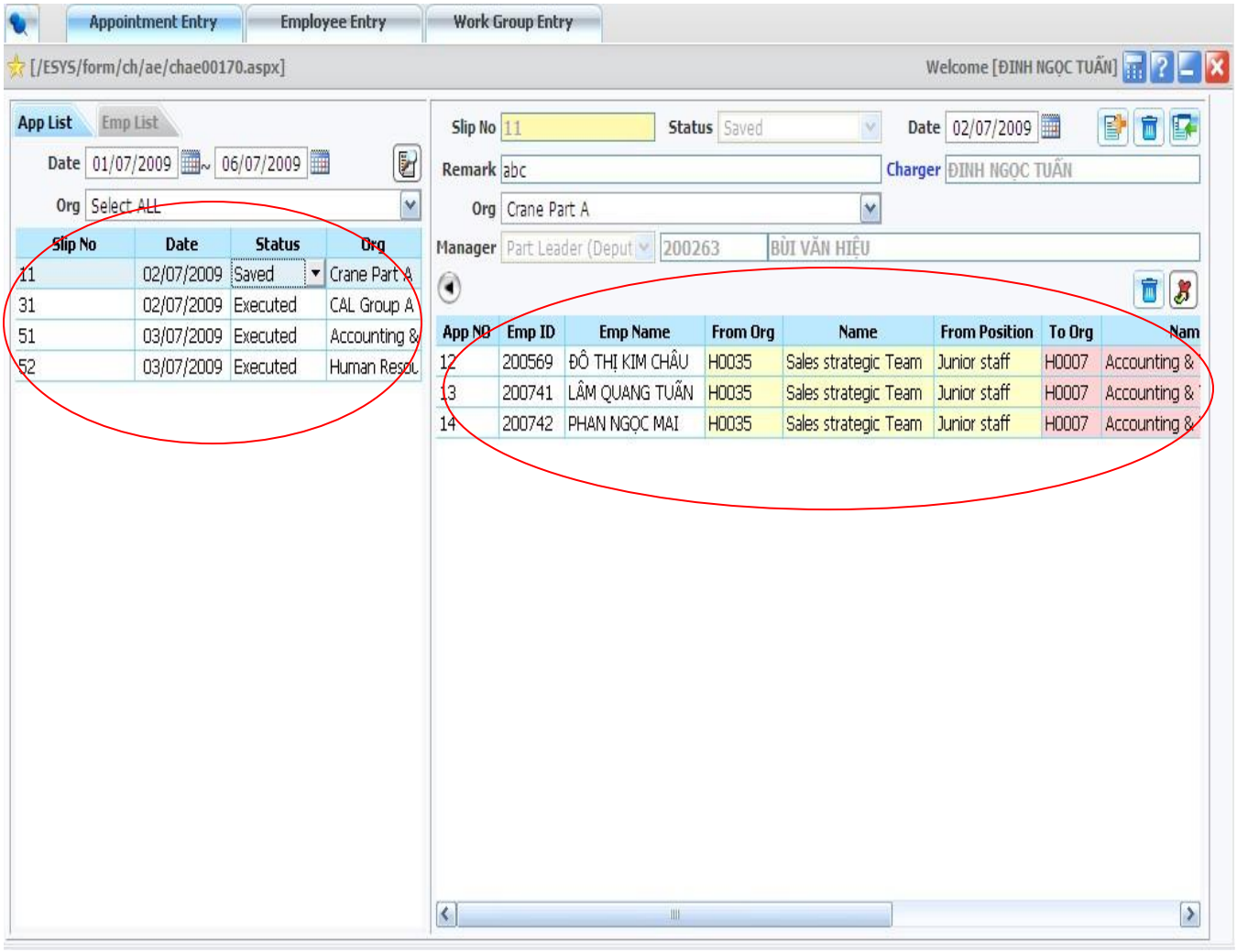
Tab “Emp List”

- Choose Tab “Emp List”, We choose department of employees at Org and Press button to find department including employees we want to move on the left side, then we choose Add button and new department at Org that employees will be moved to on the right side, we double click into employees we want, at that time those employees will be moved to new organization and press button to save.
- At that time, the Status of employees will display “Saved”, we have to choose Form Appointment Execute to confirm .
- System will show the name of manager of new organization and the slip no.



Tab “App list”

- User uses this tab to view App List that we made at the Tab Emp List by choosing Date or Organization on the left side, then press Search .
- Clicking into the row we want, employee list that have been moved will appear on the right side.



- User can choose button to delete employees we don't want to choose.

5. Field Description:

Field Name	Description
Emp List	Employee List
Date	Date of

Org	Organization
Slip No	Slip number
Status	Status
Remark	Remark
Charger	Charger
Manager	Manager
App No	Application Number
Emp ID	Employee ID
Emp Name	Employee Name
From Org	From Organization
Name	Name of Organization that employees belong to
From Position	From Positon (present position of employee)
To Org	To Organization
Name	Name of Organization that employees will be moved to
To Position	To position (new position of employee if any)
App Date	Appoitment Date (the date user registers to move Organization for employees)
Status	Status of employee
Excute Dt	Excute Date (The beginning date to move organization)
Description	Description