

INSURANCE MANAGEMENT

1. Path:

HR/Insurance/Insurance Management.

2. Image:

The screenshot shows the 'Insurance Management' form in the enuSuite application. The interface includes a top navigation bar with tabs for HR, SO, PO, PC, INV, FA, DMS, and AG. The main form area has a search section with the following fields and values:

- Month: 08/2008
- Times: FIRST TIMES
- Kind: Giảm LĐ Trả Thẻ
- Search: Emp ID
- Department: FACTORY 3
- Group: Select All
- Employee(s): 1
- Amount: 100
- Report Kind: 03a_TBH

Below the search filters is a table with the following data:

GROUP	EMP_ID	FULL_NM	SOCIAL NO	KIND	OLD SAL	NEW SAL	INC SOCIAL	INC HEALTH	DEC SOCIAL	DEC HEALTH	FROM MONTH	TO MONTH	NUM MONTH	RATE(%)	INC SOCIAL2
F3 S LINE 3	VNG-011	HỒ THỊ THU HIỀN		Giảm LĐ Trả Thẻ	100				100	100	08/2008				




3. Definition:

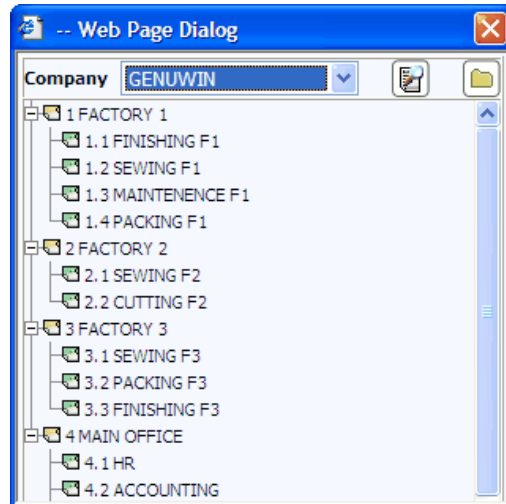
The “**Insurance Management**” Form is where user can manage information insurance for employee.

Summary:

- The “**Insurance Management**” form: Search by: Month, Times, Kind, Search (Emp ID, Card ID, Name), Department, Group.
- Some buttons: **Search, Add New, Delete, Undelete, Save, Report.**

4. How to use:

-  search button: To search information insurance of employee user can choose search condition by: click onto  button to see before current month or click onto  button to next current month. Choose insurance period at **times** list box choose **Kind** and input keyword onto Search box. Click onto **Department**. Line. After user click this line. System will show one popup.



- User can click on Department name to select. And choose group name at Group list box. And then search button to see.
- Add new button: user can use this button for special case. When user click this button. System will show one form. User can choose search condition by: choose Department, Group, or input keyword Search box. And then click button to see information. User can double click on row to select information of employee. Exit button: when user click this button the form will close.

Untitled Page -- Web Page Dialog

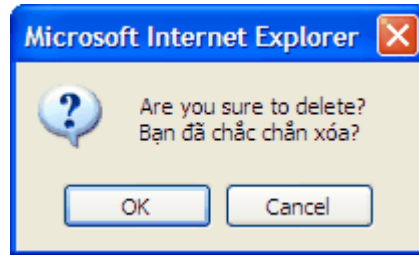
Department: Group: Search by:

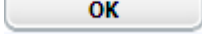
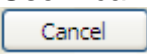

Double click on row to select

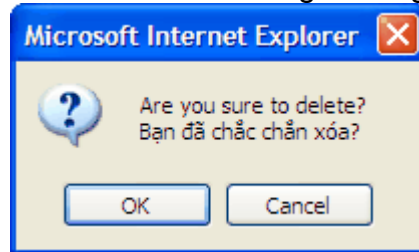
Department	Group	Emp ID	Card ID	Full Name	OLD CODE	Personal ID	Join Date
IMPORT-EXPORT	IMPORT-EXPORT	VNG-007	19	TRƯƠNG THỊ ÁI LINH		33	05/09/2005
FINISHING F1	F1 F LINE 1	VNG-036	VNG-036	PHẦN THỊ THU THUY			19/09/2008
PACKING F1	F1 P LINE 4	VNG-032	VNG-032	NGUYỄN VĂN NGHE		143423	20/09/2008
PACKING F1	F1 P LINE 3	VNG-018	83	LÊ THỊ NGÀ		9889	01/06/2007
CUTTING F2	F2 C LINE 1	VNG-037	VNG-037	NGUYỄN THANH MINH			04/10/2008
FINISHING F1	F1 F LINE 1	VNG-041	VNG-041	LƯU THỦY THẨM			27/10/2008
FINISHING F1	F1 F LINE 1	VNG-038	VNG-038	TRƯƠNG VINH HANG			08/10/2008
FINISHING F1	F1 F LINE 1	VNG-042	LQD	LÊ QUÍ ĐÓN			01/04/2008
CUTTING F2	F2 C LINE 1	VNG-044	VNG-044	LƯƠNG TĂNG LƯƠNG GIẢM			15/09/2008
FINISHING F1	F1 F LINE 1	VNG-046	VNG-046	PROBATION TECH AMT			08/09/2008
ACCOUNTING	ACCOUNTING	VNG-003	11	GIANG GIANG TÂM		6472364	27/04/2006
ACCOUNTING	ACCOUNTING	VNG-004	88	BÀNH THỊ BÁCH THẢO		7877743424	16/04/2008
ACCOUNTING	ACCOUNTING	VNG-005	38	PHẦN THỊ THANH TUYẾN		4327487324	01/01/2004
HR	HR	VNG-009	40	NGUYỄN NGỌC CHÂU		312	06/03/2006
PACKING F1	F1 P LINE 5	VNG-010	41	HUYỀN NHÃN PHƯƠNG		221	17/03/2006
PACKING F1	F1 P LINE 4	VNG-016	84	NGUYỄN HƯNG HÒA		798	01/06/2007
PACKING F1	F1 P LINE 1	VNG-017	6	MÃ THẾ KIẾT		7	01/06/2007
CUTTING F2	F2 C LINE 1	VNG-019	12	LÊ THỊ CẨM VÂN		9898	01/12/2007
CUTTING F2	F2 C LINE 1	VNG-020	VNG-020	PHẠM THỊ THÚY HẰNG		09898	01/01/2007
SEWING F1	F1 S LINE 1	VNG-026	66	NGUYỄN PHÚC KHÁNH MINH		32131231	01/06/2007
PACKING F1	F1 P LINE 5	VNG-027	77	NGUYỄN VĂN THÁI		97987	01/01/2004
CUTTING F2	F2 C LINE 1	VNG-028	16	NGUYỄN VĂN NGHĨA		34234234	22/09/2006
HR	HR	VNG-001	21	TRẦN THỊ BÍCH LIÊU		1234567890	05/08/2004
IMPORT-EXPORT	IMPORT-EXPORT	VNG-002	26	VŨ QUỐC TRUNG		2342312312	03/10/2005
HR	HR	VNG-006	0	HUYỀN CÔNG THỊ GIANG		5544	14/07/2005

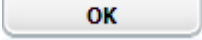
http://192.168.1.230/ESYS/form/ch/ae/cha00010_search_emp.aspx?random=Tue Nov 18 11:03:23 UTC+0700 2008 Trusted sites

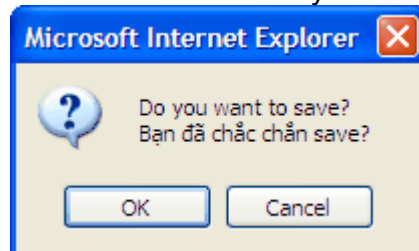
- After user select information of employee user can input some information by: choose Kind, input old salary onto OLD SAL column, new salary onto NEW SAL column, input from month and to month onto FROM MONTH, TO MONTH box, input percent onto RATE(%) box, check MOD BYHAND. After that click button to save. After user click save button . System will show one message dialog.

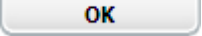







- User can click  button to save information or user can click  button to cancel save step.
-  Delete button: When user click onto row and click this button system will show one message dialog.



- User can click  button to mark delete status of row. Or user can click  button to cancel delete step. After user click  button user can click  button to delete row. After user click  save button. System will show one message dialog.



- User can click  button to delete row.
-  Undelete button: after user click  Delete button but user don't click  save button. User can click  Undelete button to reuse row.
-  print button: user can choose **Report kind** and click this button to print information insurance to excel file.

5. Field Description:

Field Name	Description
Month	Choose month to search
Times	Times
Kind	Kind
Search(Emp ID, Card ID, Name)	Search(Employee ID, Card ID, Name)
Department	Department name

Group	Group name
Employee(s)	Total row
Amount	Total Amount
Report Kind	Report Kind
GROUP	Group name
EMP_ID	Employee id
FULL_NAME	Full name
SOCIAL NO	Social no
KIND	Kind
OLD SAL	Old salary
NEW SAL	New Salary
INC SOCIAL	Increase Social
INC HEALTH	Increase Health
DEC SOCIAL	Decrease Social
DEC HEALTH	Decrease Health
FROM MONTH	Form month
TO MONTH	to month
NUM MONTH	Number month
RATE (%)	Rate
INC SOCIAL2	Increase social 2 more
INC HEALTH2	Increase Health more
DEC SOCIAL2	Decrease social more
DEC HEALTH2	Decrease health more
BOOK YN	When user check. Employee have social book. If user don't check employee haven't social book.
MOD BYHAND	Modify by hand