

# REPORT FOR INDUSTRIAL ZONE

1. **Path:** HR/ Employee/ Report For Industrial Zone
2. **Image:**

The screenshot shows a web browser window titled "Reports for Industrial Zone". The address bar displays "[/ESYS/form/ch/ae/chae00190.aspx]". The top right corner shows a welcome message "Welcome [ĐOÀN ĐÌNH TY]" and standard browser icons. The main content area features a "Month" selector set to "04/2009". Below this is a section titled "REPORT" with a green "X" icon. The form contains five columns: "Report Name", "Department", "Group", "Status", and "Emp ID". Under "Report Name", there are four radio buttons: "New Workers", "Extension Contracts", "Resigned Workers", and "Labour Using" (which is selected). Each radio button is associated with a "Select All" dropdown menu in the "Department" column. The "Group" column also has a "Select All" dropdown. The "Status" column has a "Select All" dropdown. The "Emp ID" column has an empty text input field. Below the "Labour Using" radio button, there is an "Employee Type" label and a "Select All" dropdown.

3. **Definition:**
  - The "Report For Industrial Zone" is the form that user can print report into excel file.
  - Use uses this form to report the using of labor including new workers, extension contracts, resigned workers and labor using to Report For industrial Zone.
  - Labor Using is used to report the using of labor of company including the total employees at the beginning and the ending.
  - This form is only used for Hansoll.
4. **How to use:**
  - User can choose Month to print report into Excel File. After choosing month, user can choose some kinds of reports to print out, including four reports: New Workers, Extension Contracts, Resigned Workers and Labor Using. User can choose one of searching criteria as Department, Group, Status (Resign, Active), Emp ID, Employee type (Office, Factory) to print out.

5. **Field Description:**

Field Name	Description
Month	Working Month
Report Name	The name of each reporting kind
Department	Department to be chosen to report
Group	Group to be chosen to report
Status	Choose Active or Resigned Employees to report