

APPOINTMENT ENTRY

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




The screenshot shows a web application window titled "Appointment Entry" with a sub-tab "Employee Entry". The address bar shows the URL "[/ESYS/form/ch/ae/chae00170.aspx]". The top right corner displays a welcome message "Welcome [ĐÌNH NGỌC TUẤN]" and standard window controls. The form is divided into two main sections: "App List" and "Emp List". The "App List" section contains a date range selector (01/07/2009 to 02/07/2009) and an organization dropdown menu (Select ALL). Below this is a table with columns: Slip No, Date, Status, and Org. The "Emp List" section contains a form with fields for Slip No, Status (Saved), Date (02/07/2009), Remark, Charger, Org (Accounting & Tax Team), and Manager. Below the form is a table with columns: App NO, Emp ID, Emp Name, From Org, Name, From Position, To Org, Name, To Position, and App I. The table is currently empty.

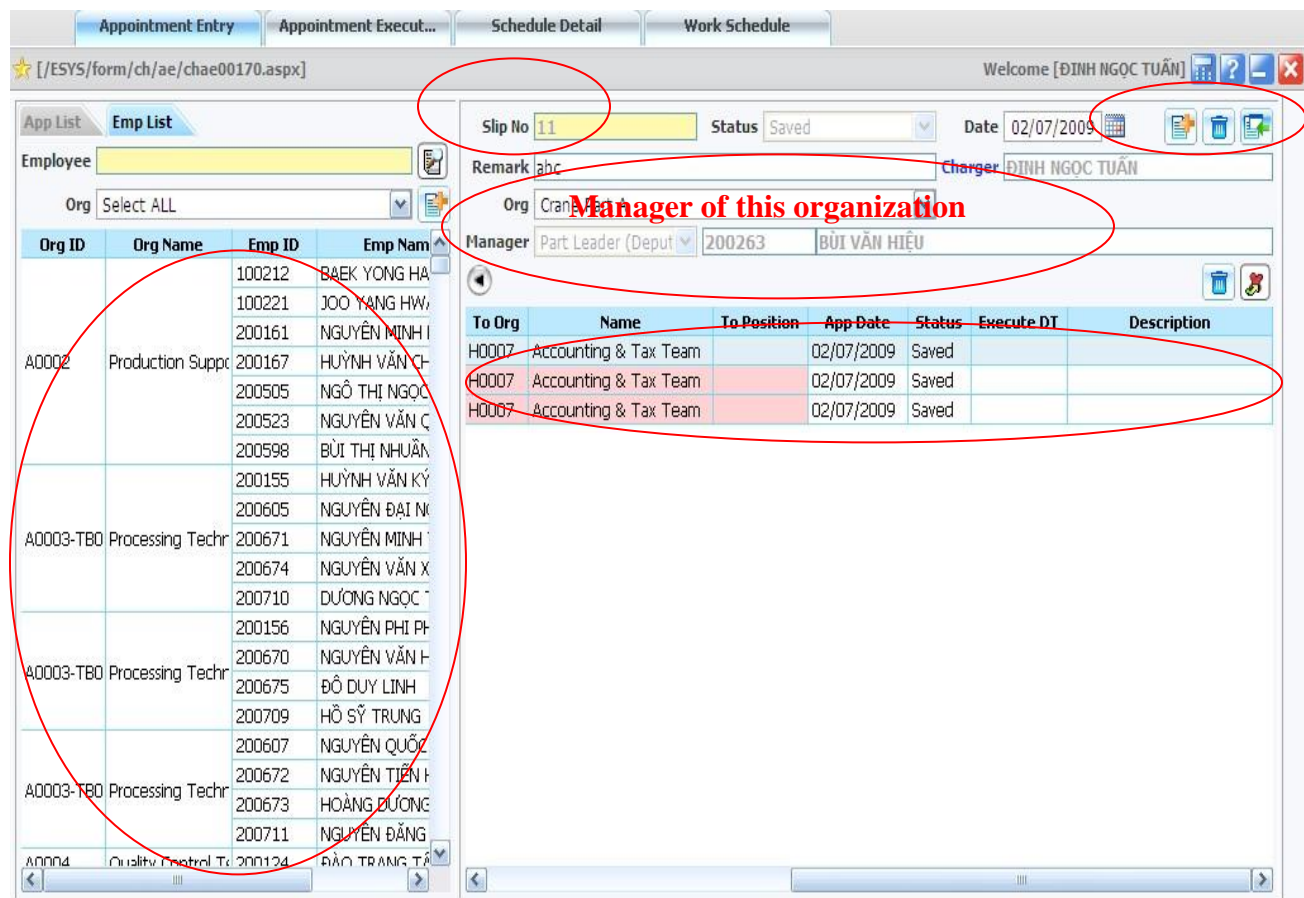
3. **Definition:**

- 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.



Appointment Entry | Appointment Execut... | Schedule Detail | Work Schedule

[[ESYS/form/ch/ae/chae00170.aspx] Welcome [ĐÌNH NGỌC TUẤN]

App List | **Emp List**

Employee

Org Select ALL

Org ID	Org Name	Emp ID	Emp Nam
A0002	Production Supp	100212	BAEK YONG HA
		100221	JOO YANG HW
		200161	NGUYỄN MINH I
		200167	HUỖNH VĂN CH
		200505	NGÔ THỊ NGỌC
		200523	NGUYỄN VĂN C
A0003-TB0	Processing Techn	200598	BÙI THỊ NHUÂN
		200155	HUỖNH VĂN KÝ
		200605	NGUYỄN ĐẠI N
		200671	NGUYỄN MINH I
A0003-TB0	Processing Techn	200674	NGUYỄN VĂN X
		200710	DƯƠNG NGỌC T
		200156	NGUYỄN PHI PH
A0003-TB0	Processing Techn	200670	NGUYỄN VĂN F
		200675	ĐỖ DUY LINH
		200709	HỒ SỸ TRUNG
A0003-TB0	Processing Techn	200607	NGUYỄN QUỐC
		200672	NGUYỄN TIẾN I
		200673	HOÀNG DƯƠNG
		200711	NGUYỄN ĐĂNG
A0004	Quality Control Te	200124	ĐÀO TRANG T

Slip No 11 Status Saved Date 02/07/2009

Remark abc


Org Crane Man

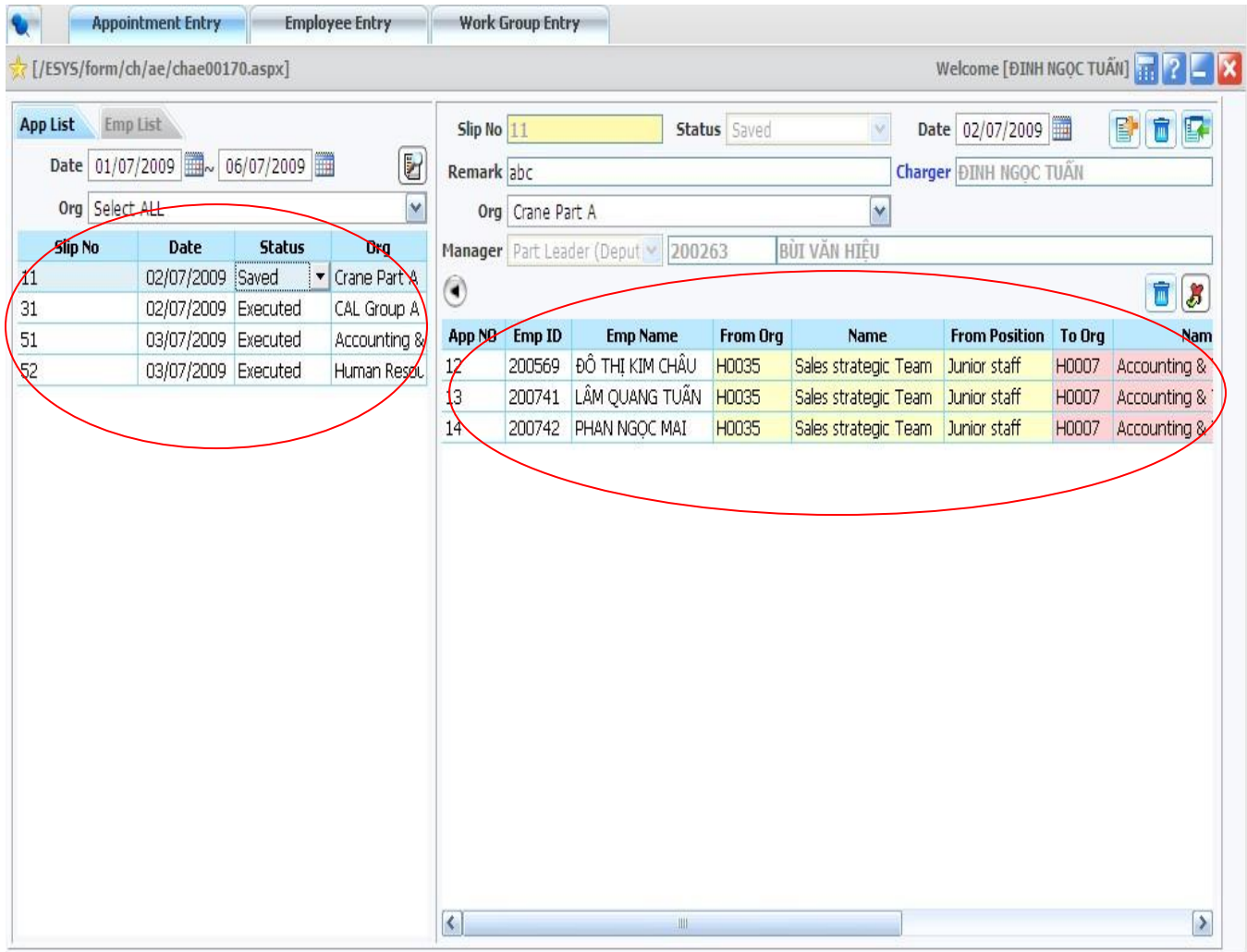
Manager of this organization

Manager Part Leader (Deput) 200263 BUI VĂN HIỆU

To Org	Name	To Position	App Date	Status	Execute DT	Description
H0007	Accounting & Tax Team		02/07/2009	Saved		
H0007	Accounting & Tax Team		02/07/2009	Saved		
H0007	Accounting & Tax Team		02/07/2009	Saved		

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.



Appointment Entry Employee Entry Work Group Entry

[/ESYS/form/ch/ae/chae00170.aspx] Welcome [ĐINH NGOC TUẤN]

App List Emp List

Date 01/07/2009 ~ 06/07/2009

Org Select ALL

Slip No 11 Status Saved Date 02/07/2009

Remark abc Charger ĐINH NGOC TUẤN

Org Crane Part A

Manager Part Leader (Deput) 200263 BUI VĂN HIẾU

Slip No	Date	Status	Org
11	02/07/2009	Saved	Crane Part A
31	02/07/2009	Executed	CAL Group A
51	03/07/2009	Executed	Accounting &
52	03/07/2009	Executed	Human Resol

App No	Emp ID	Emp Name	From Org	Name	From Position	To Org	Nam
12	200569	ĐÔ THỊ KIM CHÂU	H0035	Sales strategic Team	Junior staff	H0007	Accounting &
13	200741	LÂM QUANG TUẤN	H0035	Sales strategic Team	Junior staff	H0007	Accounting &
14	200742	PHAN NGOC MAI	H0035	Sales strategic Team	Junior staff	H0007	Accounting &

- 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