

Human Resource

Human Resource manual

- [Introduction](#)
- [Dashboard](#)
- [Personnel](#)
 - [Introduction](#)
 - [View staff](#)
 - [Update staff](#)
 - [File Staff Record](#)

Introduction

Human Resource dashboard can be found under "Work" menu

home-finance-en.png

Dashboard

Following is an example dashboard

There is one major sections; Staff.

hr-en.png

Personnel

Personnel

Introduction

Following shows a sample window.

The chapter describes features available within the window.



















hr-staff-en.png

View staff

Click "View" button on the right of staff

Staff

Refresh icon | 10 | Search: E00000

Code	Name	Phone	Email	
E000002	Someone McGuest	+1 222 333 4444	guest@guest.com	  
E000005	Eric		eric@cloudcompli.com	  
E000006	Xavier Hernandez		xavier@arks.tech	  
E000007	cZxdYDWRqGCLBts	5459620645	tokikobanke@gmail.com	  
E000008	RnMokgwuLeIWSG	6409783924	llysidetgj@gmail.com	  
E000009	vQUPGcWwDsHbSOj	8837571437	peterbenson5204@gmail.com	  
Code	Name	Phone	Email	

1 ~ 6 / 6 / 22 | Page 1

staff modal appears

View staff information



Name	Someone McGuest
E-mail address	guest@guest.com
Contact phone	+1 222 333 4444
Street address	123 Los Angeles Street
City	Los Angeles
District	
State	California
Country	US United States
Zipcode	90101

Staff files



















Date	Description	Staff
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Update staff

Click "Update" button on right of the staff

Staff

10

Code	Name	Phone	Email	
E000002	Someone McGuest	+1 222 333 4444	guest@guest.com	  
E000005	Eric		eric@cloudcompli.com	  
E000006	Xavier Hernandez		xavier@arks.tech	  
E000007	cZxdYDWRqGCLBts	5459620645	tokikobanke@gmail.com	  
E000008	RnMokgwuLeIWSG	6409783924	llysidetgj@gmail.com	  
E000009	vQUPGcWwDsHbSOj	8837571437	peterbenson5204@gmail.com	  
Code	Name	Phone	Email	

1 ~ 6 / 6 / 22 < 1 >

Update staff data, then click "Update"

Update staff information



Name Someone McGuest

E-mail address guest@guest.com

Contact phone +1 222 333 4444

Street address 123 Los Angeles Street


City Los Angeles

District

State California

Country US United States

Zipcode 90101



















 Update

File Staff Record

Click "Archive" button on right of the staff

Staff

10

Code	Name	Phone	Email	
E000002	Someone McGuest	+1 222 333 4444	guest@guest.com	  
E000005	Eric		eric@cloudcompli.com	  
E000006	Xavier Hernandez		xavier@arks.tech	  
E000007	cZxdYDWRqGCLBts	5459620645	tokikobanke@gmail.com	  
E000008	RnMokgwuLeIWSG	6409783924	llysidetgj@gmail.com	  
E000009	vQUPGcWwDsHbSOj	8837571437	peterbenson5204@gmail.com	  
Code	Name	Phone	Email	

1 ~ 6 / 6 / 22 < 1 >

Upload file, then click "Close"



File upload

Drop files here to upload

Drag file into above boxes to upload; filename will be stored as description.

Close

