

Human Resource

Human Resource manual

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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

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

10

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	

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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

E00000

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

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Update staff data, then click "Update"

Update staff information



Name

E-mail address

Contact phone

Street address

City

District

State

Country



Zipcode

 Update

File Staff Record

Click "Archive" button on right of the staff

Staff

10

E00000

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

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Upload file, then click "Close"

Work ▾

Employee ▾

System ▾



So

File upload

Drop files here to upload

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

Close

000007

cZxdYDWRqGCLBts

5459620645

tokikobanke@gmail.com

