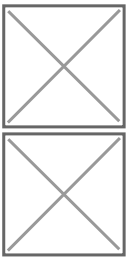


How To Re-Appointment a User

How to get there?

Click on System Administration (1), with you cursor hover over Modules (2) | Manage Employees (3).



What to do?

- Use the search criteria to find the user (1).
- Click on Search (2).
- Navigate to the user and click on Action (3).
- A new window will open.

Search Employees

Current Employees Previous Employees All

Employee Number Name Surname ID Number

Job Code Position

Number of Employees in All Employees: 1524

| Actions | Employee Number | Surname | Name | ID Number | Position | Location in organisation | Schema |
|--|-----------------|---------|---------|----------------|----------|--------------------------|--------------------------------|
| <input checked="" type="button" value="Action"/> | Captain Kurk | Kurk | Captain | 93091350190873 | Manager | Company | Multiple [[4] Orange / Purple] |

- Click on View / Edit (4)

| Actions | Employee Number | Surname | Name | ID Number | Position | Location in organisation | Schema |
|---------------------------------------|-----------------|---------|---------|----------------|----------|--------------------------|--------------------------------|
| <input type="button" value="Action"/> | Captain Kurk | Kurk | Captain | 93091350190873 | Manager | Company | Multiple [[4] Orange / Purple] |

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- On the left of the screen click on the plus icon at Organisational Assignment (5).
- Then click on Appointment History (6).
- Click on Action (7) for the appointment you would like to amend.
- A new window will open.

Home
Employees

Appointment History (Bangalore, Bang Lore)

This page displays the history of the employee's employment at this company. Here you also have various action items. You can Terminate, Transfer, Appoint the employee in another position, or simply make a correction. Previous employment is captured in another section.

Smart Navigation
Type detail relating to an employee e.g. Employee Number, Surname, Name

Search
Keyword (in Position Code OR Position OR Schema OR Appointment Type OR Reason for ending)

Between Start Date And End Date

Search Clear

Start Date in Group
Start Date in Group 2019/03/18 Change

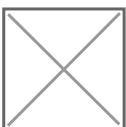
Transfer Employee Terminate Employee Appoint employee in another Position

| Action | Position Code | Position | Location in organization | Schema | Appointment Type | Primary Position | From | To | Notice Period | Reason for ending | Remove |
|--------|---------------|----------|--------------------------|-------------|------------------|-------------------------------------|------------|---------|---------------|-------------------|--------|
| Action | 80260132 | worker | Company | [1] Company | Permanent | <input checked="" type="checkbox"/> | 2019/03/18 | Present | 1 month(s) | | |

- Click on Make Correction (8).



- Select the users Position (9) by click on the hand symbol.
- From the drop down menu select the Appointment Type (10).
- Insert the Appointed From and To (11) fields.
- Click on Save (12) to save the users appointment.



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