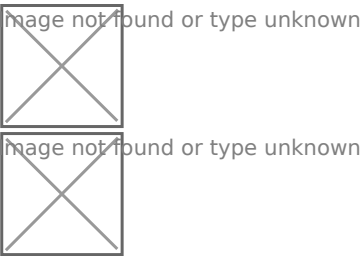


# How To Re-Appointment a User

## 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

1

Current Employees

Previous Employees

All

Employee Number

Captain Kurk

Name

Surname

ID Number

Job Code

Position

2

Search

Clear

Number of Employees in All Employees: 1524

Appoint New Employee

Appoint Employee Being Transferred

Appoint new Employee (Quick)

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Schema
<div>3</div> <div>Action</div>	Captain Kurk	Kurk	Captain	93091350190873	Manager	Company	Multiple [[4] Orange / Purple]

- Click on View / Edit (4)

Appoint New Employee Appoint Employee Being Transferred Appoint new Employee (Quick)

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Schema
Action	4	Captain	Captain	93091350190873	Manager	Company	Multiple [[4] Orange / Purple]

View / Edit  
Terminate Employee  
View Employee Profile  
View Learner Records  
View Licences

- 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

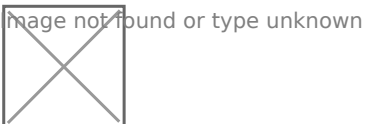
Start Date in Group

Start Date in Group 2019/03/18 Change

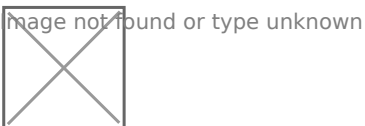
Transfer Employee Terminate Employee Appoint employee in another Position

Action	Position Code	Position	Location in organization	Schema	Appointment Type	Primary Position	From	To	Notice Period	Reason for ending	Remove
7 Action	80260132	worker	Company	[1] Company	Permanent	✓	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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