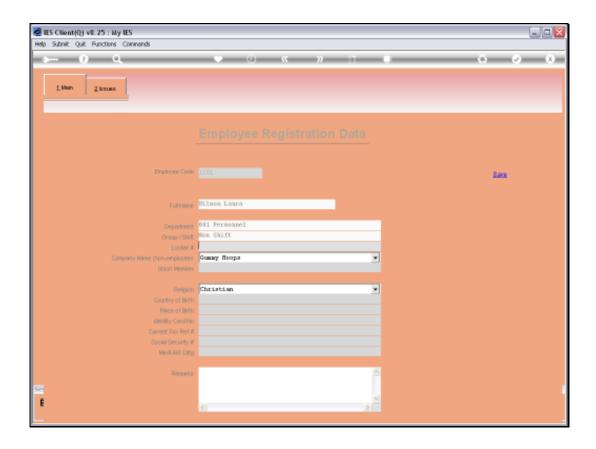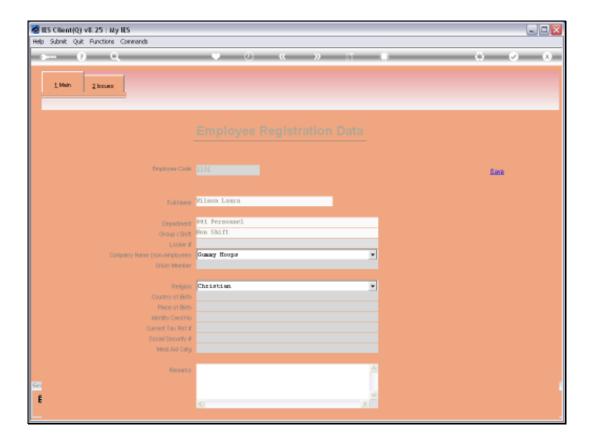Slide 1

Slide notes: From the Personnel Master screen, we may access the REGISTRATION function to maintain some registration details for the Employee.
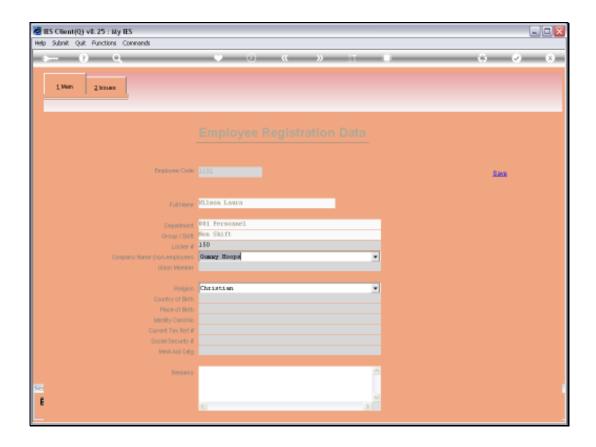
Slide 2

Slide notes: All of the values we find here are optional, and whether or which of the fields we will update for which Employees are entirely dependent on the needs of our Company.
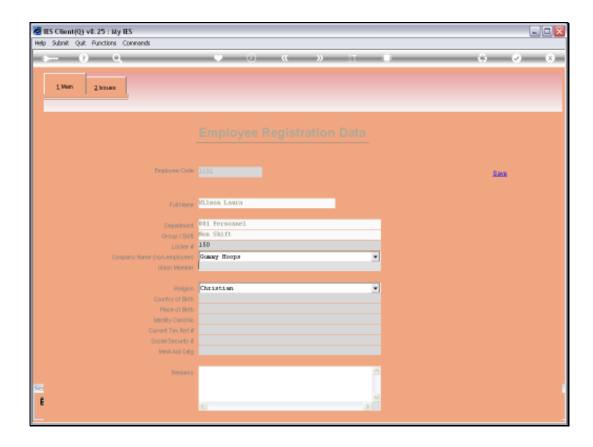
Slide 3

Slide notes: For example, we may indicate a Locker number for this Employee.
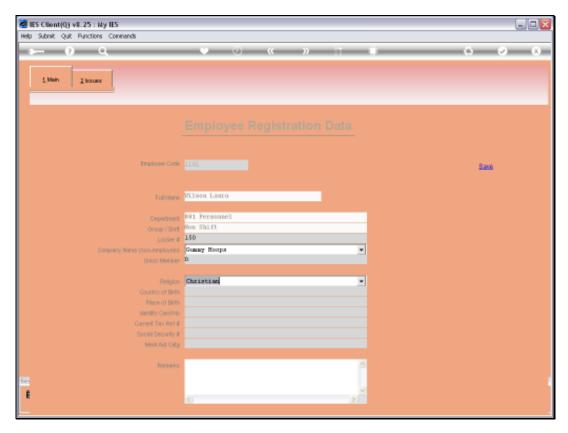
Slide 4

Slide notes: The Company Name will be our own, but it can also be a different Company Name when we include some outsourced or contracted Staff from other Companies on our own Personnel Register.
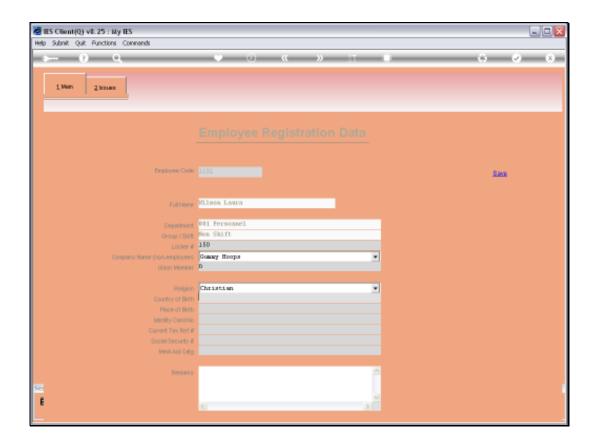
Slide 5

Slide notes: We may indicate whether this Employee is a Union Member or not.
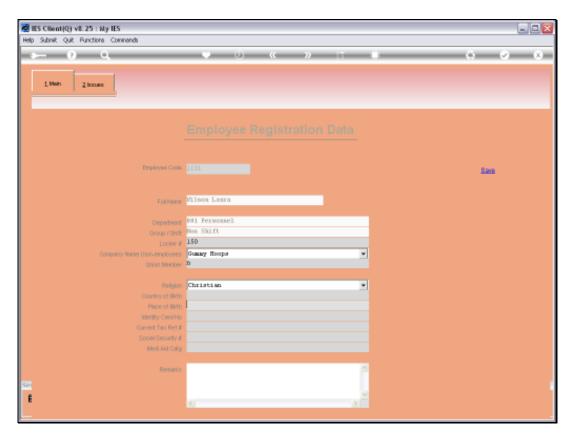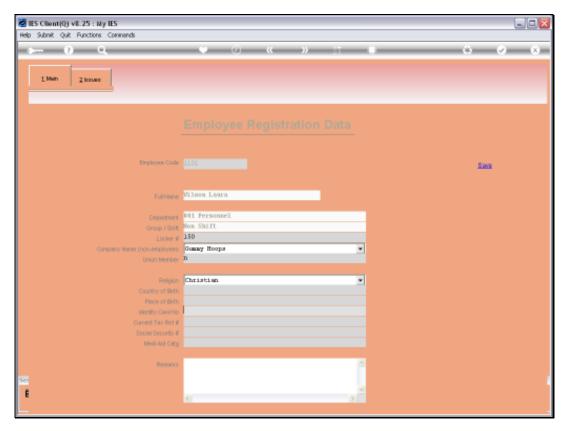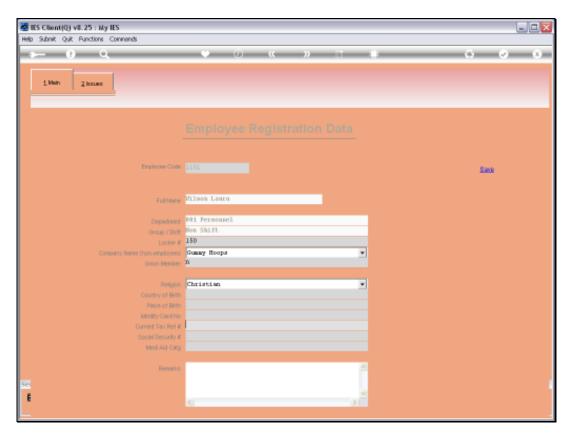
Slide 6
Slide notes:

Slide 7

Slide notes: And, as seen here, we have a number of other indicators that we can capture if that information is important to us.
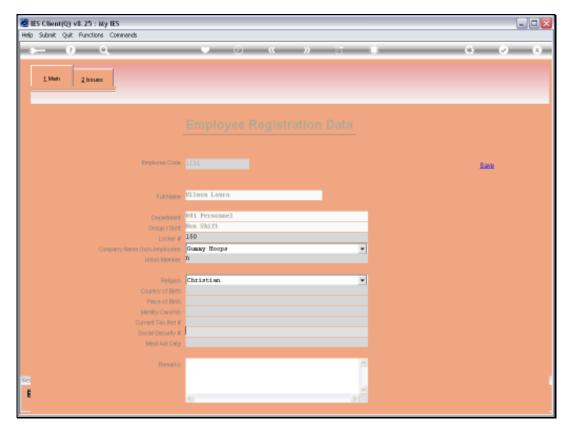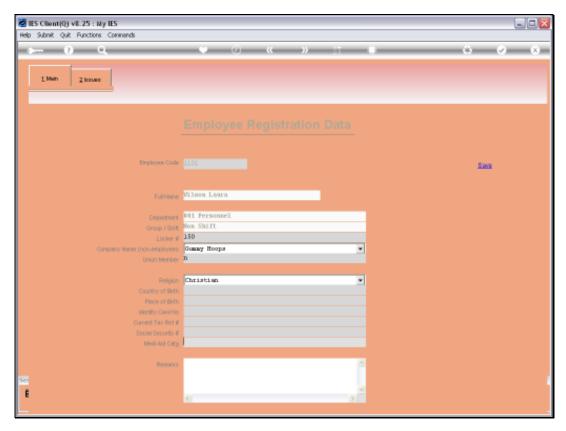
Slide 8
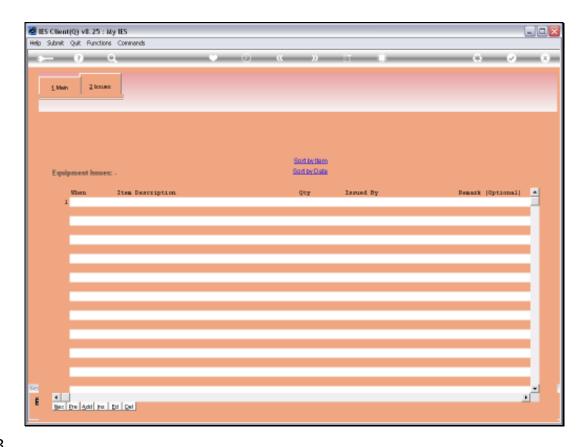Slide notes:

Slide 9
Slide notes:

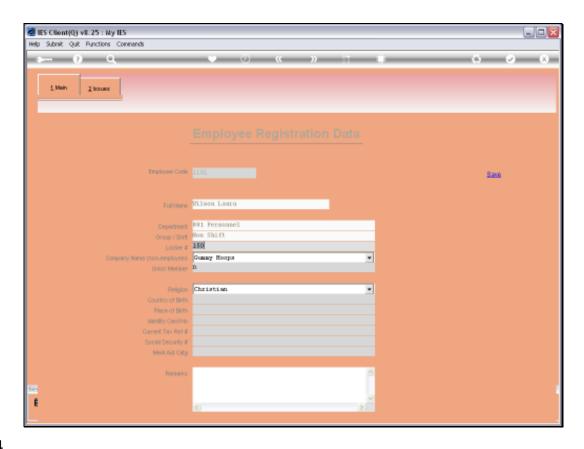Slide 10
Slide notes:

Slide 11
Slide notes:

Slide 12
Slide notes:

Slide 13

Slide notes: We also have a register of Equipment Issues for each Employee. Although we can manually capture and amend Equipment Issue details here, on the Personnel Master, it is more common to capture that information in groups of Employees, and we show that in a separate tutorial.

Slide 14

Slide notes: When we make any changes here, we will use the SAVE function before returning to the main record.

Slide 15
Slide notes: