

Personnel Master

Employee Number: 1101
Title: **Wilson**
Family Name: **Wilson**

Given Name: **Wilson**
1 16024

Date of Birth: 15/04/1982
Age: 28
Gender: Female

Department: 001 Personnel
Current Job: 100 SENIOR PERSONNEL OFFICER
Job Level: 3
Work Year/Start Date: 122

Employment Status: Current
Secretary Status: *****

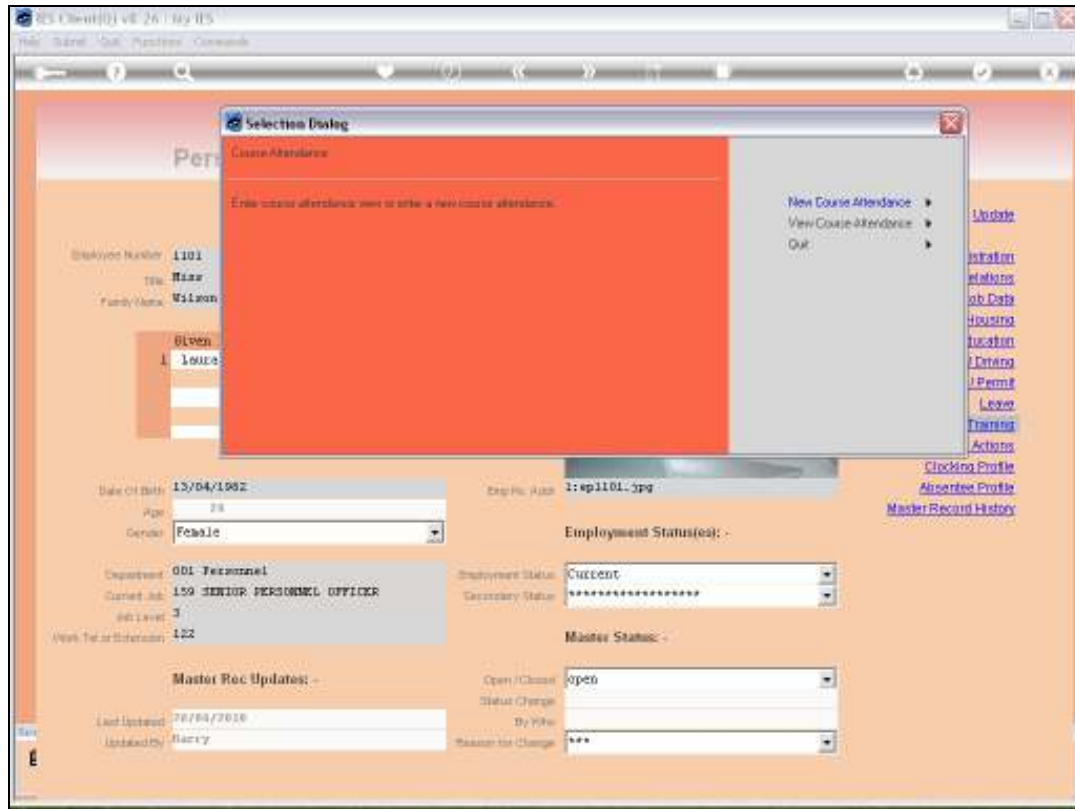
Master Status: Open / Closed
Status Change:
By Whom: ***

Master Rec Updates: -
Last Updated: 28/04/2010
Updated By: Barry

Update
Registration
Relations
Job Data
Contact and Housing
Education
Vehicle/Driving
Contact/Permit
Leave
Courses and Training
Personnel Action
Clocking Profile
Absence Profile
Master Record History

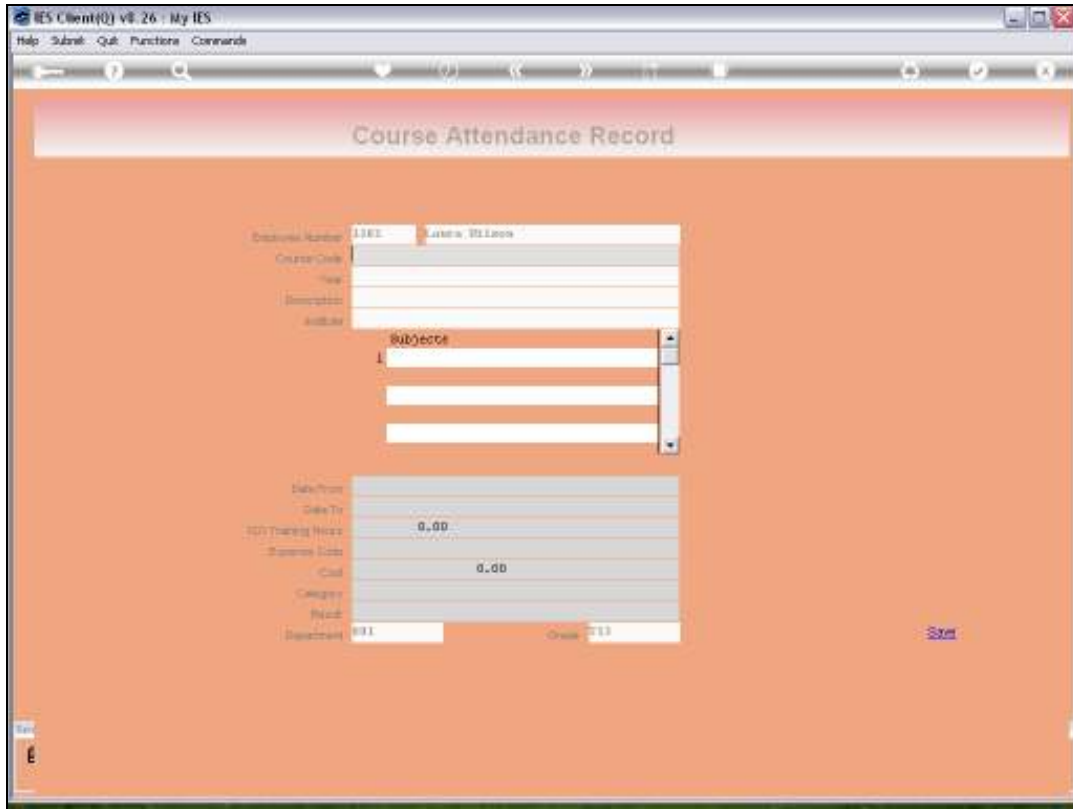
Slide 1

Slide notes: From the Personnel Master, we have a function for 'Courses and Training' for this Employee.



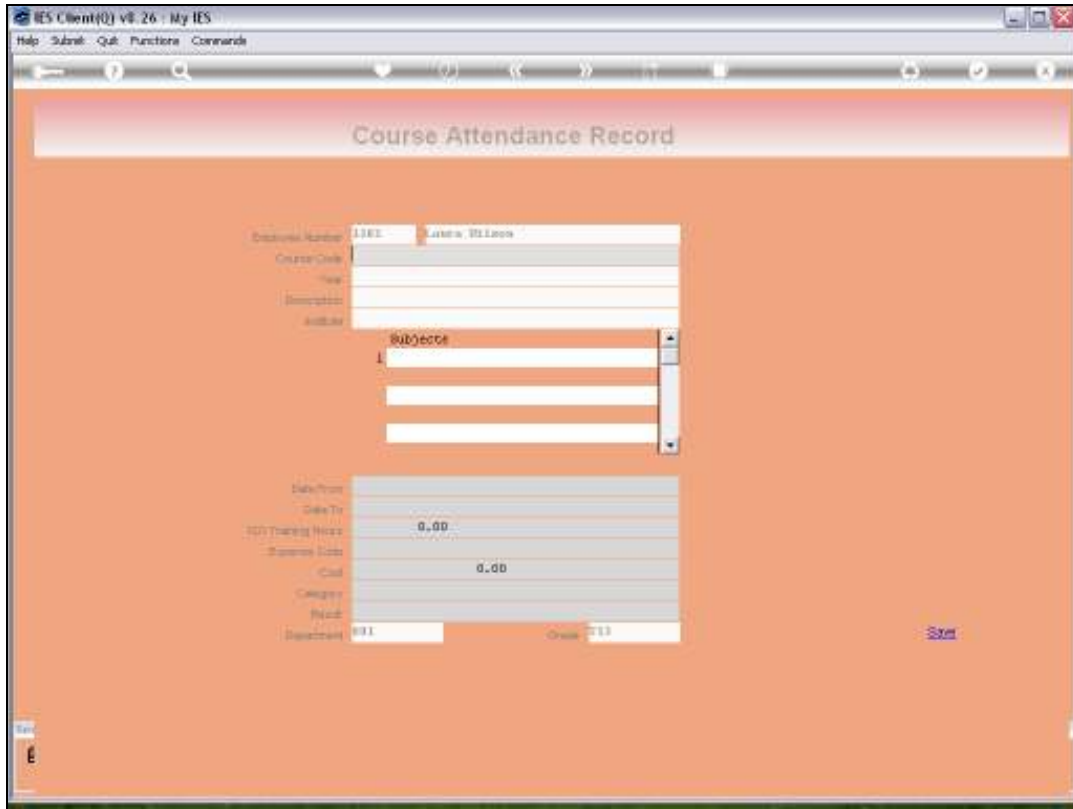
Slide 2

Slide notes: Employee Course attendance can also be captured by the Group Method, but from the Personnel Master screen, as in this case, we are working only with the current Employee record.



Slide 3

Slide notes: Nevertheless, we can still capture a new Course Attendance record.



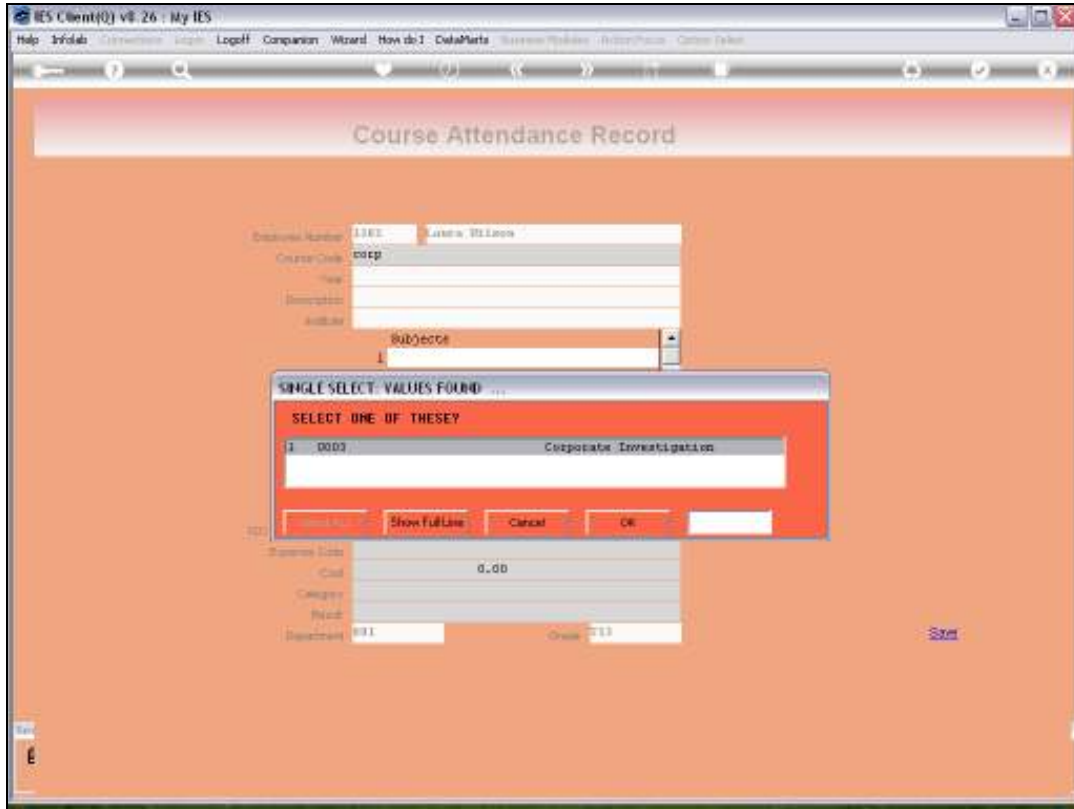
Slide 4
Slide notes:

The screenshot shows a web browser window titled "IES Client(0) v8.26 : My IES". The main content area has an orange background and is titled "Course Attendance Record". The form contains the following fields:

- Customer Number: 1181
- Customer Name: Linda Wilson
- Course Code: cccp
- Type: [Empty]
- Description: [Empty]
- Subject: [Dropdown menu]
- Date From: [Empty]
- Date To: [Empty]
- CCP Training Fees: 0.00
- Expense Code: [Empty]
- Cost: 0.00
- Category: [Empty]
- Plant: [Empty]
- Department: 011
- Class: 113

A "Start" button is located at the bottom right of the form area.

Slide 5
Slide notes:



Slide 6
Slide notes:

Internet Explorer window: IES Client(0) v8.26 : My IES

Course Attendance Record

Employee Number: 1181 Last Name: Williams

Course Code: cccp

Type: _____

Description: _____

Subject: _____

Date From: _____

Date To: _____

CCP Training Hours	Hours	Cost
	0.00	0.00

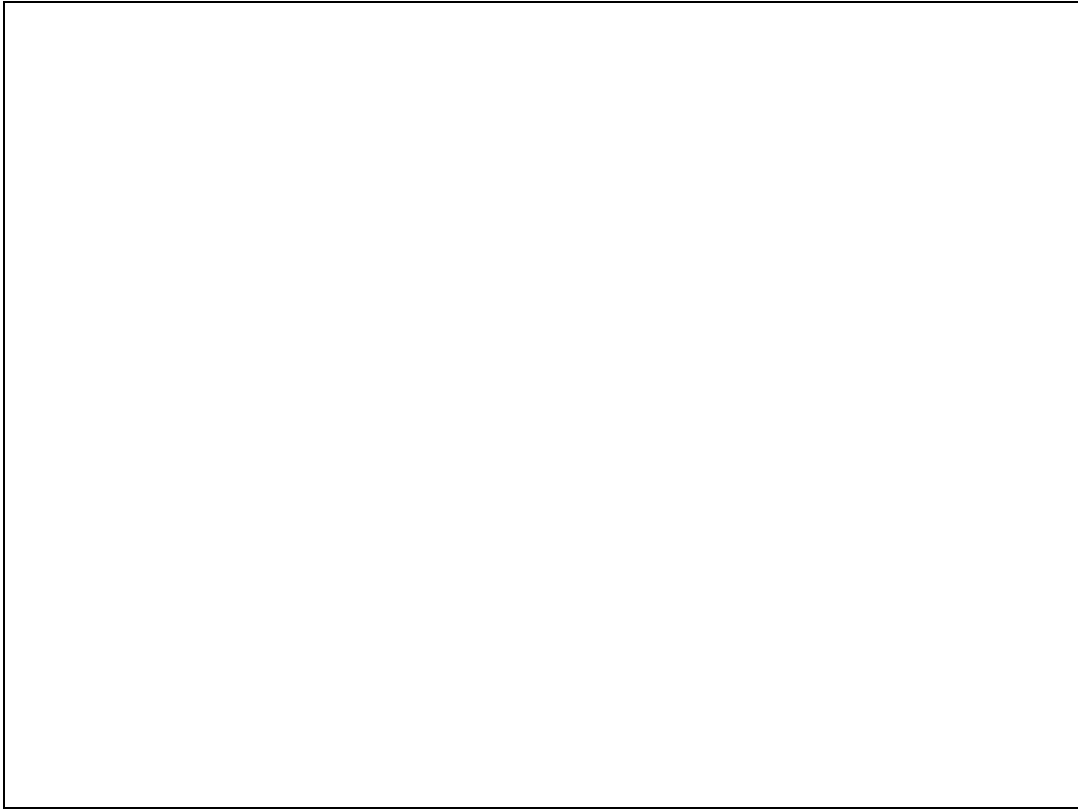
Category: _____

Plant: _____

Department: 011 Class: 113

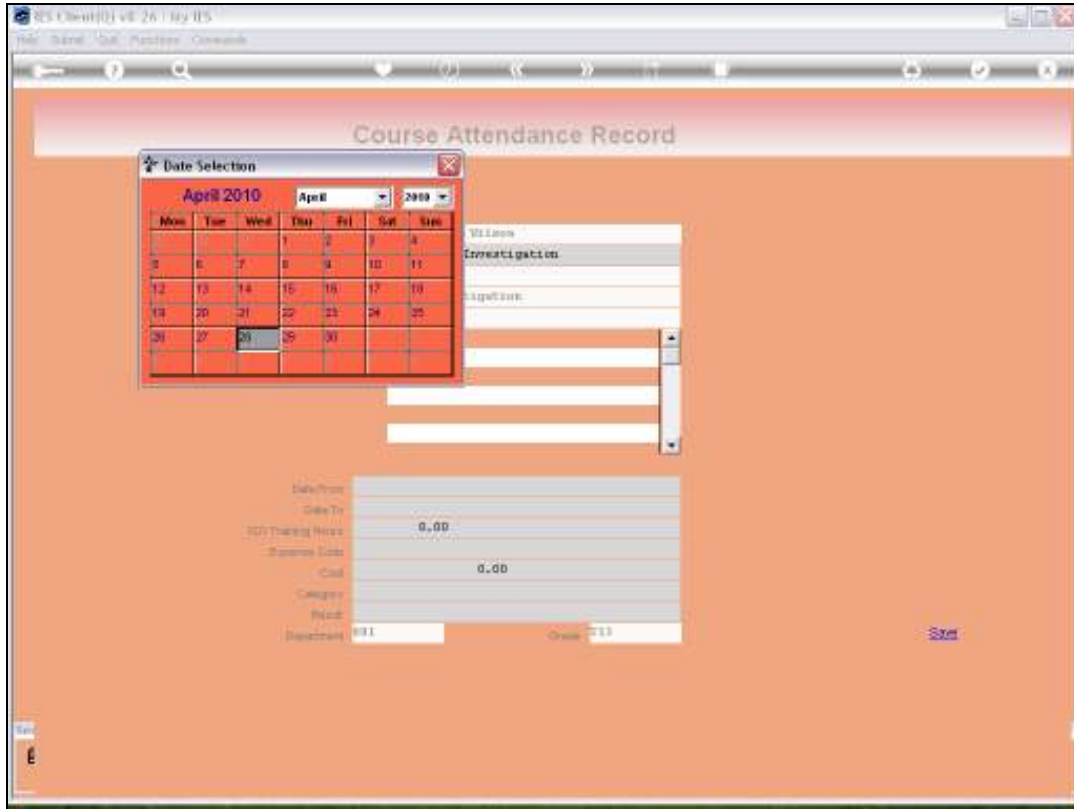
[Start](#)

Slide 7
Slide notes:

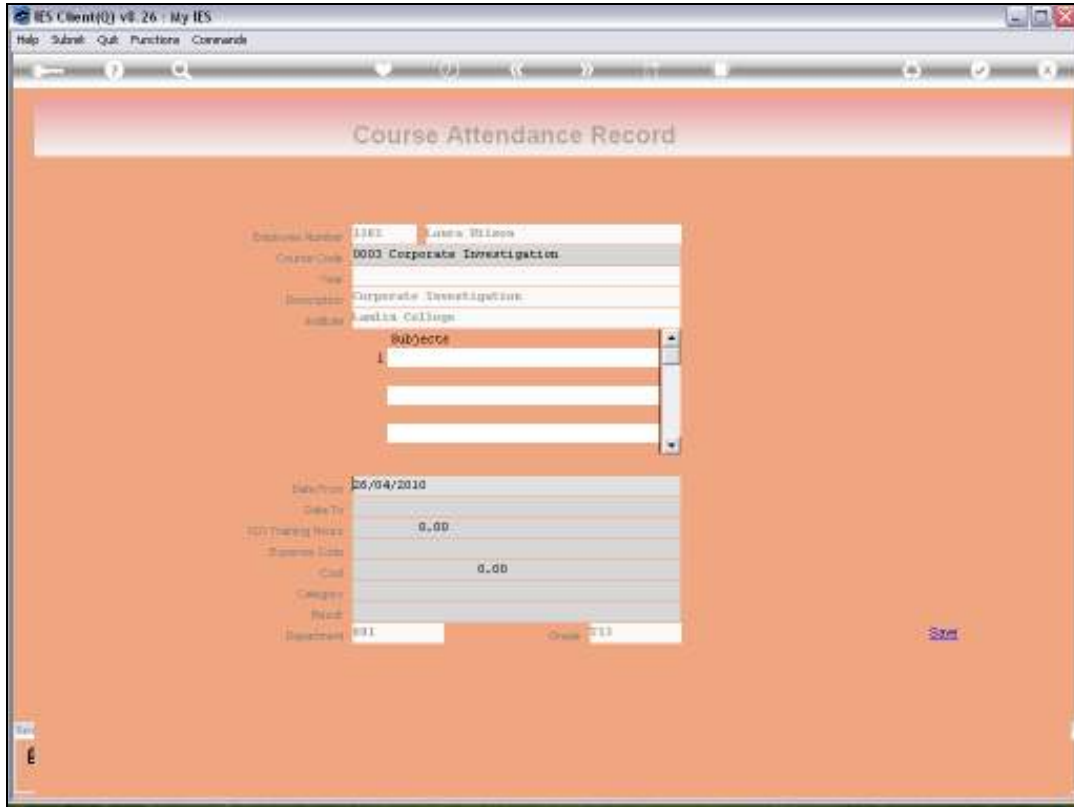


Slide 8

Slide notes: After selecting the Course, which must already be present on the Course Master, we then select the Course Dates From and To.

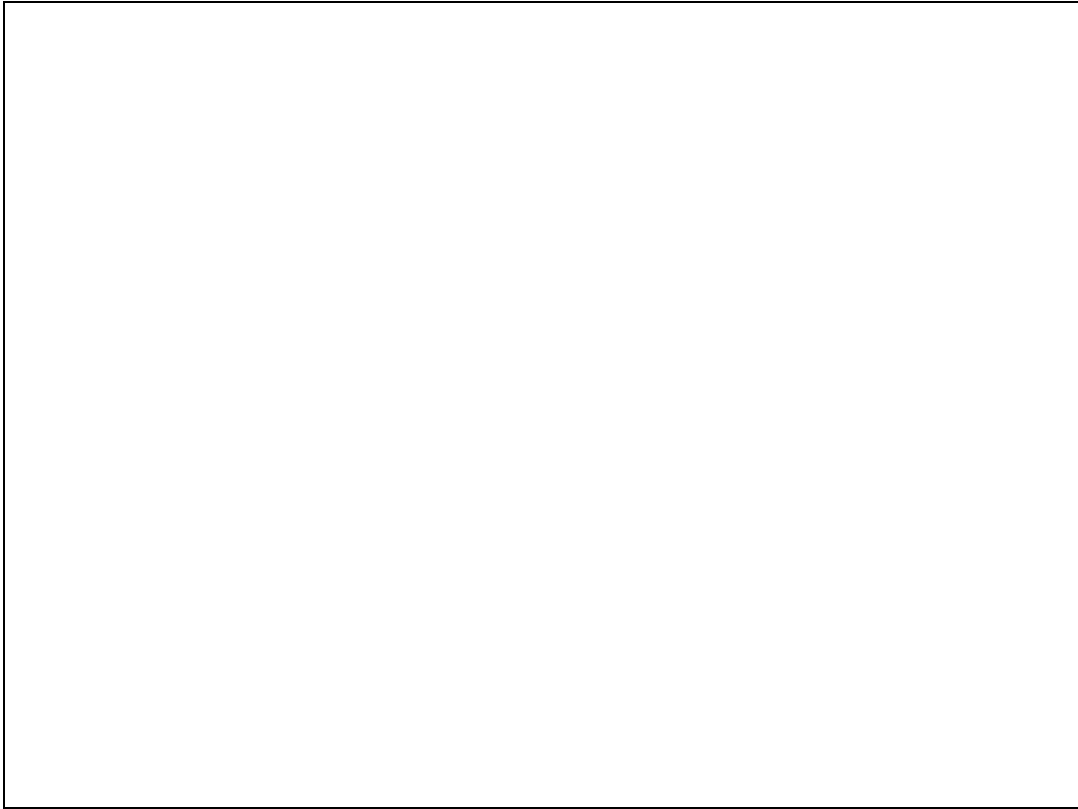


Slide 9
Slide notes:



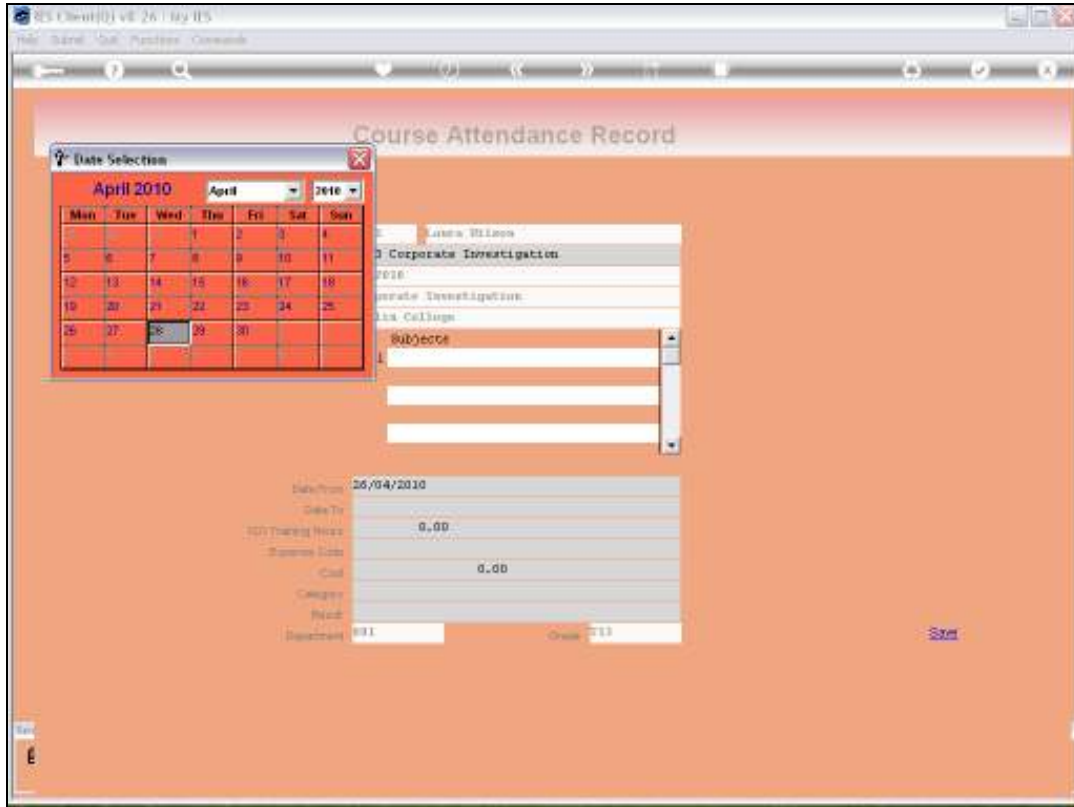
Slide 10

Slide notes:



Slide 11

Slide notes:



Slide 12

Slide notes:

The screenshot displays the IES Client v8.26 interface. The window title is "IES Client(v8.26) - My IES". The main content area is titled "Course Attendance Record" and contains a form with the following fields:

Customer Number	1181	Linda Wilson
Course Code	0003	Corporate Investigation
Year	2010	
Description	Corporate Investigation	
Address	Linda Collins	
Subject	Subject	
Date From	26/04/2010	
Date To	27/04/2010	
ISO Training Hours	0.00	
Course Cost		
Cost	0.00	
Category		
Print		
Department	011	Class 113

A "Start" button is visible in the bottom right corner of the form area.

Slide 13

Slide notes: It is optional to capture ISO Training Hours, and we only do that if the Course qualifies for ISO hours.

IES Client(0) v8.26 : My IES

Help Submit Quit Functions Commands

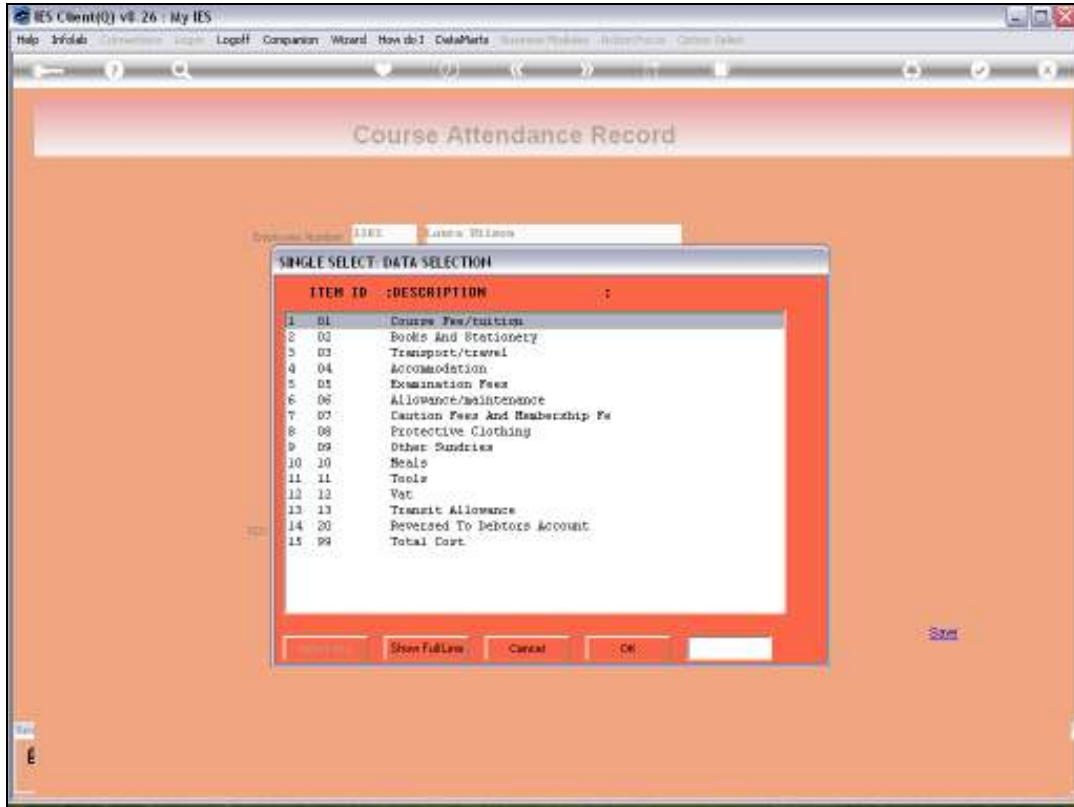
Course Attendance Record

Customer Number	1181	Lundin College
Course Code	0003	Corporate Investigation
Year	2010	
Description	Corporate Investigation	
Institute	Lundin College	
Subject	Subject	
Date From	26/04/2010	
Date To	27/04/2010	
CC Training Hours	16.00	
Course Cost	6.00	
Class	011	
Group	113	

Start

Slide 14

Slide notes: The remaining fields are all optional.



Slide 15

Slide notes:

IES Client(v8.26) v8.26 : My IES

Help Submit Quit Functions Commands

Course Attendance Record

Customer Number	1181	Lundin College
Course Code	0003	Corporate Investigation
Year	2010	
Description	Corporate Investigation	
Institute	Lundin College	
Subject	Subject	
Date From	26/04/2010	
Date To	27/04/2010	
100 Training Hours	16.00	
Session Cost	6.00	
Cost		
Category		
Plant		
Department	011	Class 113

Start

Slide 16

Slide notes:

Customer Number: 1181 Linda Wilson

Course Code: 0003 Corporate Investigation

Year: 2010

Description: Corporate Investigation

Institution: Lanika College

Subject: [Dropdown Menu]

Date From: 26/04/2010

Date To: 27/04/2010

100 Training Hours: 16.00

Course Code	Description	Cost	Amount
01	COURSE FEE/TUITION	2,500.00	

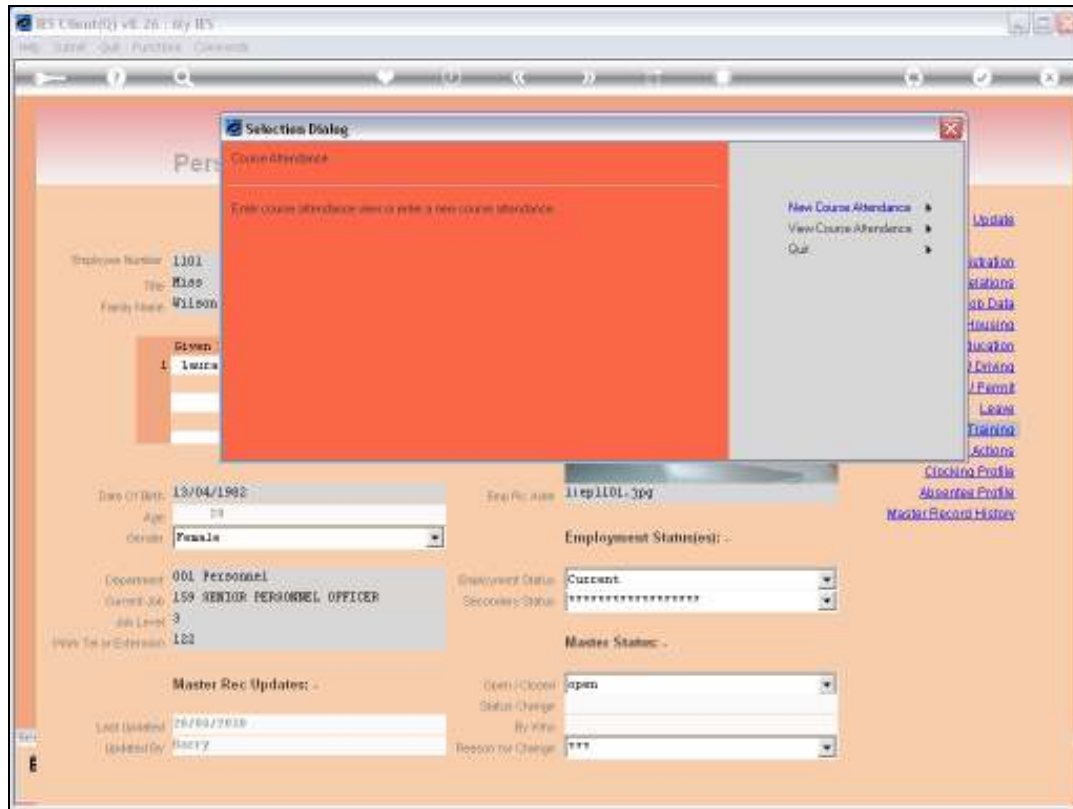
Department: 011 Class: 113 [Start](#)

Slide 17

Slide notes:

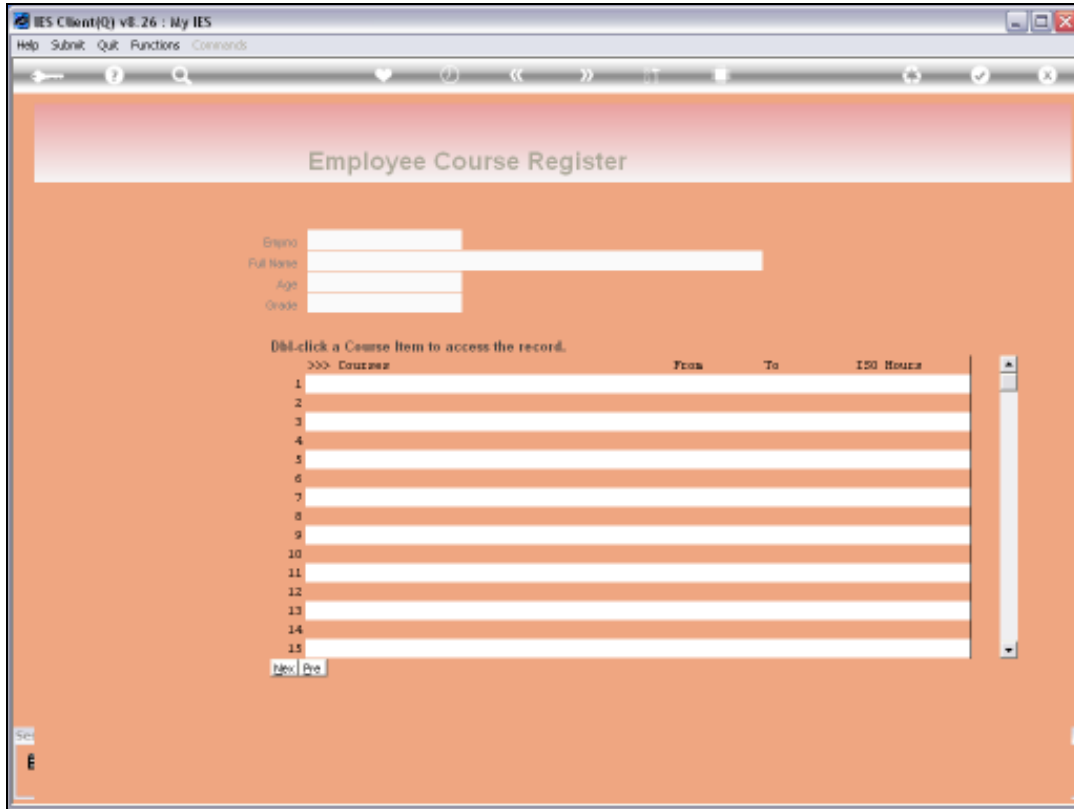


Slide 18
Slide notes:



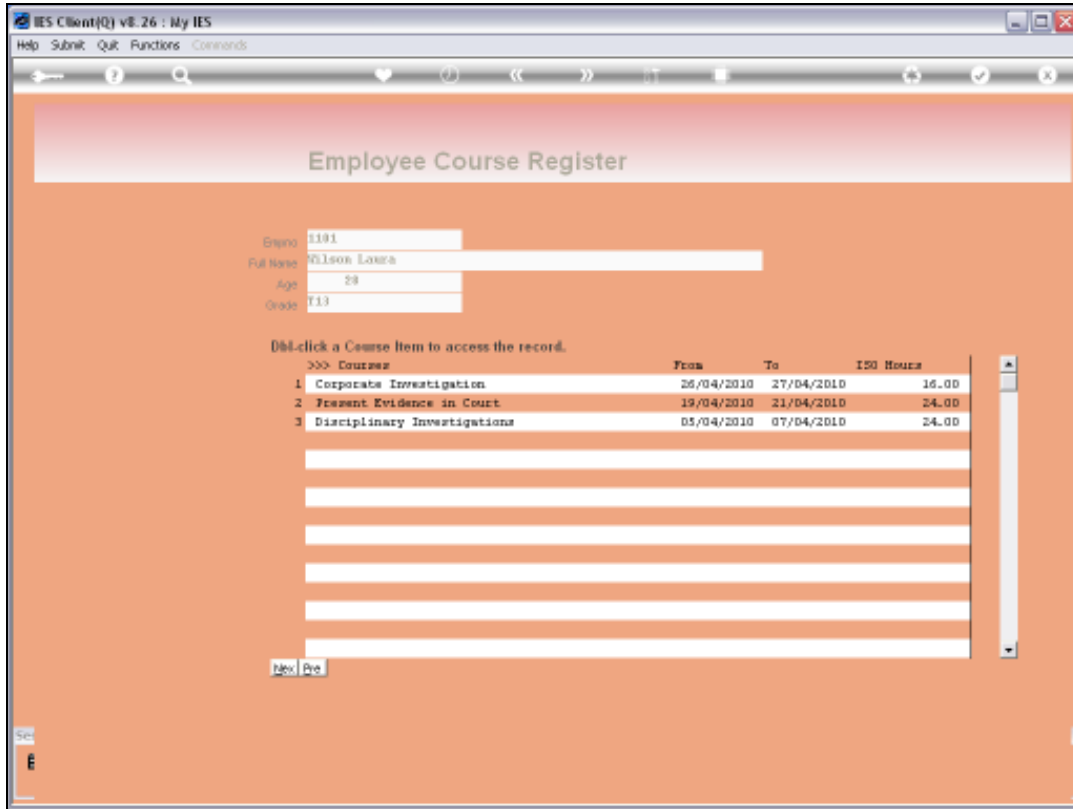
Slide 19

Slide notes: When we select the 'view' option, we can see all prior Course Attendance for the Employee.



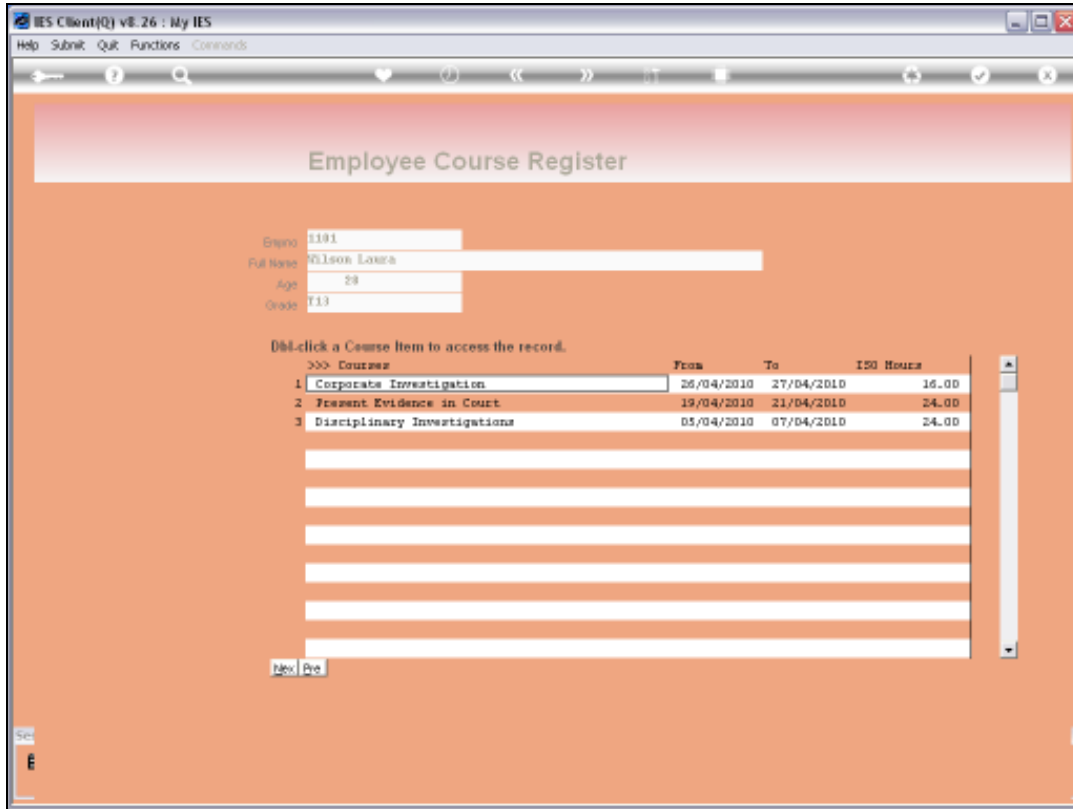
Slide 20

Slide notes:



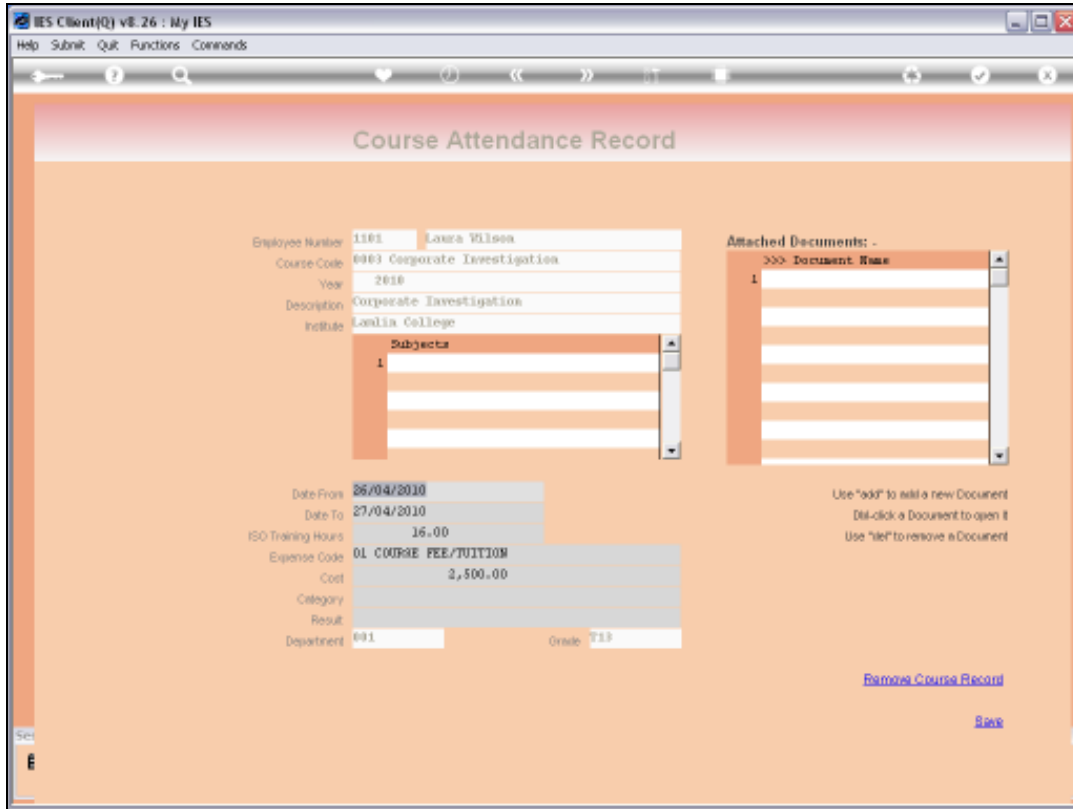
Slide 21

Slide notes:



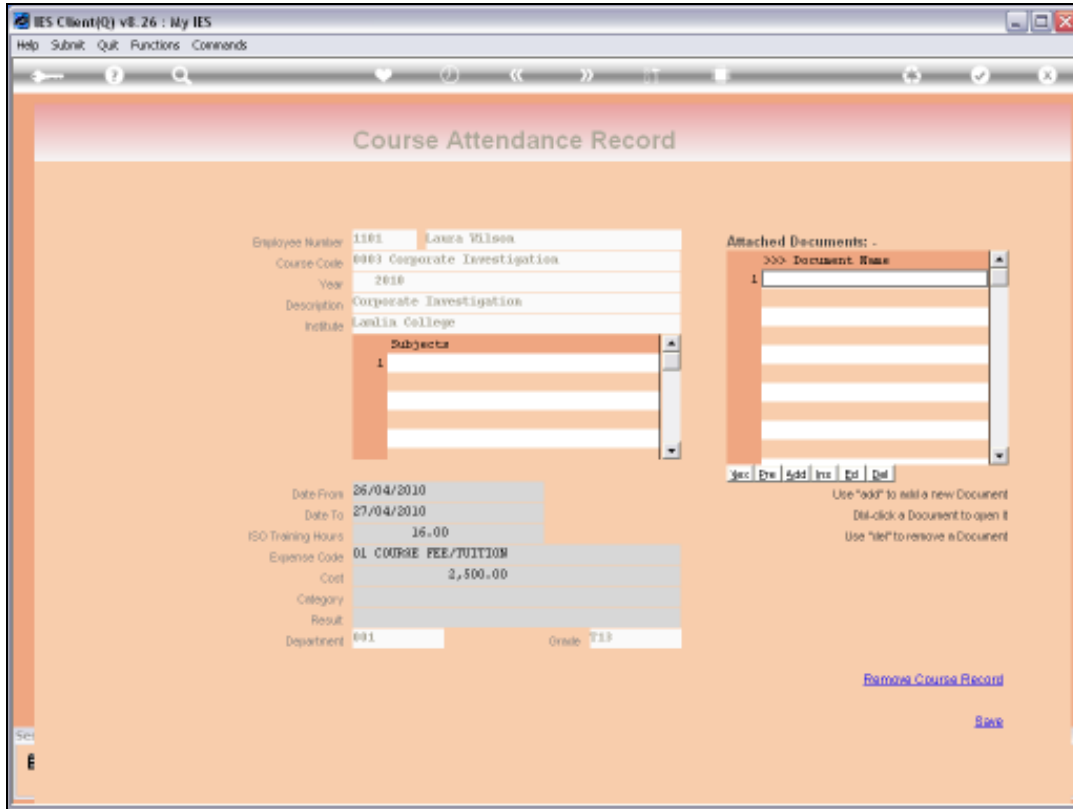
Slide 22

Slide notes: We can drill into any of the listed Course Attendance records by dbl-clicking on it.

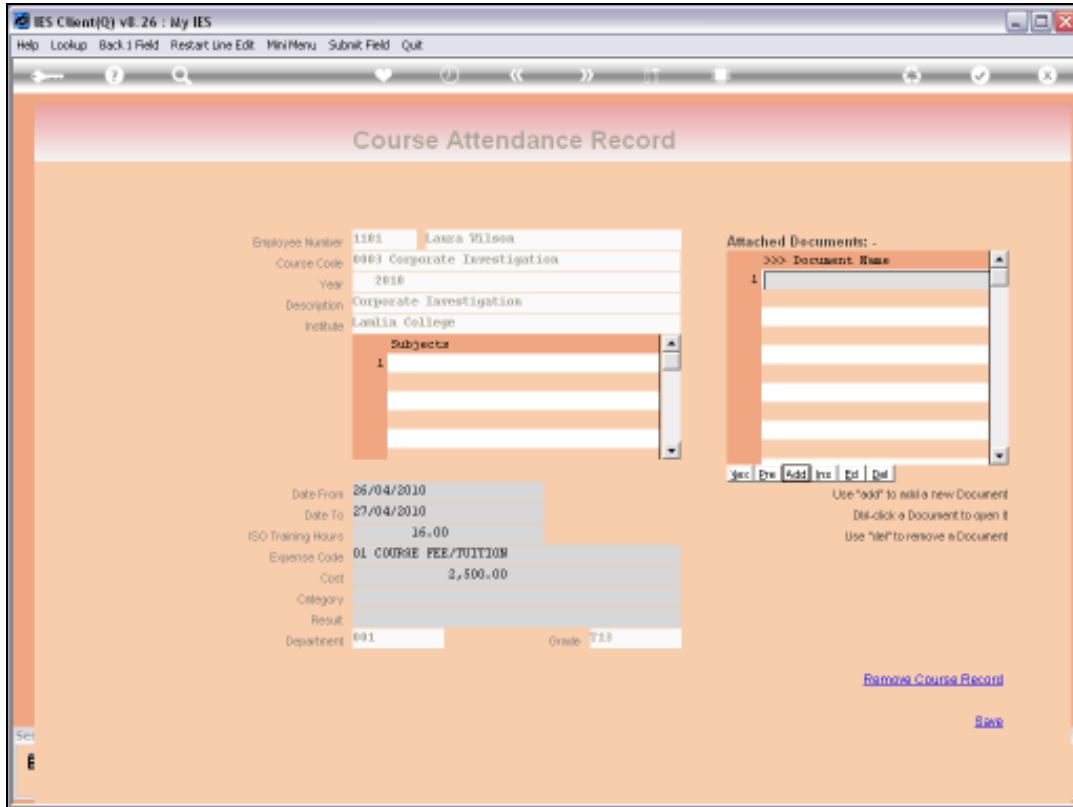


Slide 23

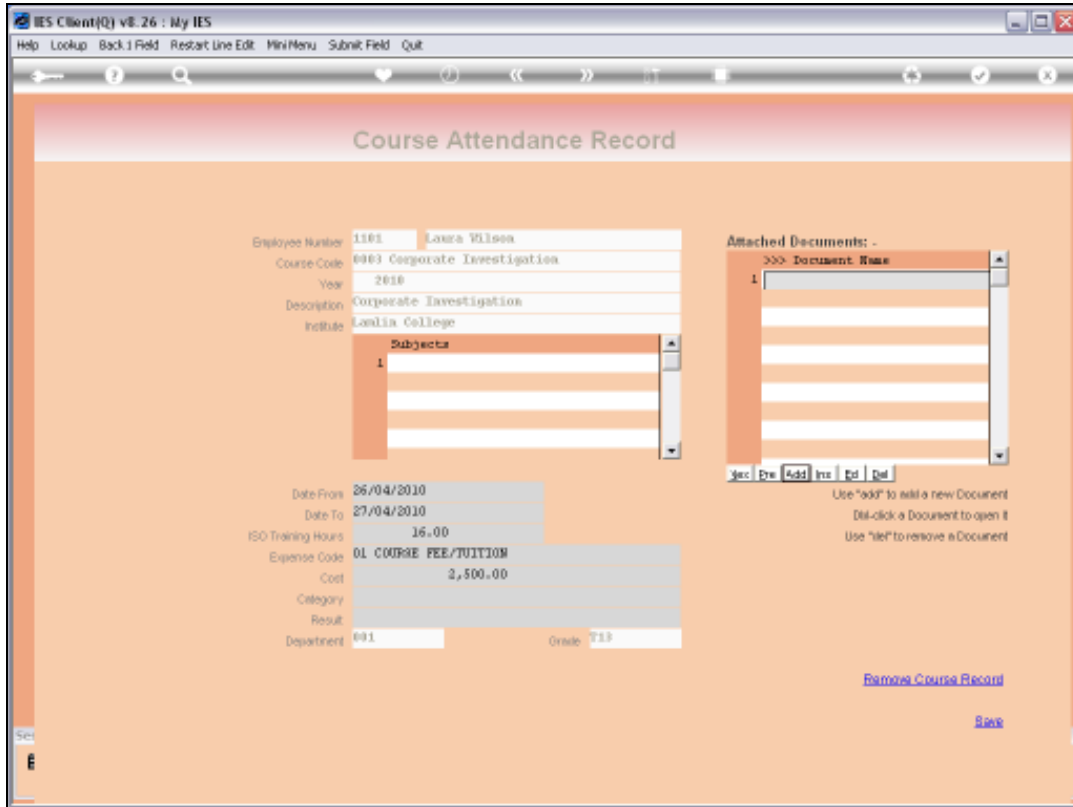
Slide notes: Where necessary, we can attach 1 or multiple external Documents to the Course record.



Slide 24
Slide notes:

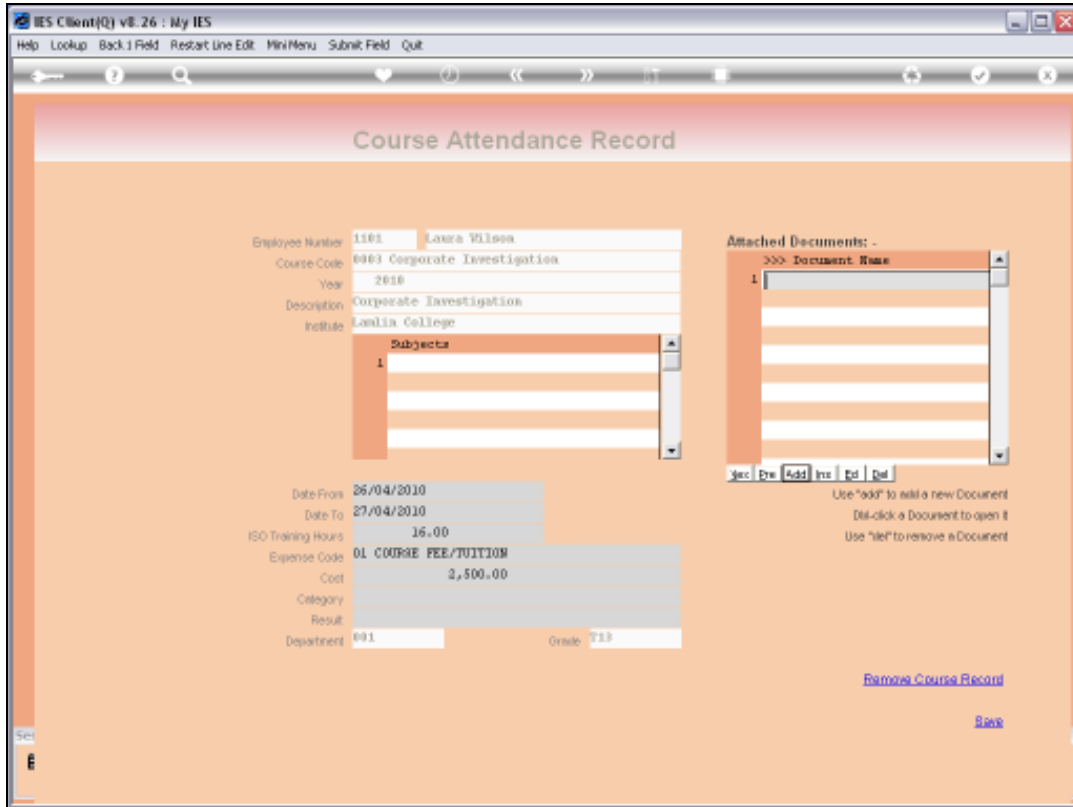


Slide 25
Slide notes:

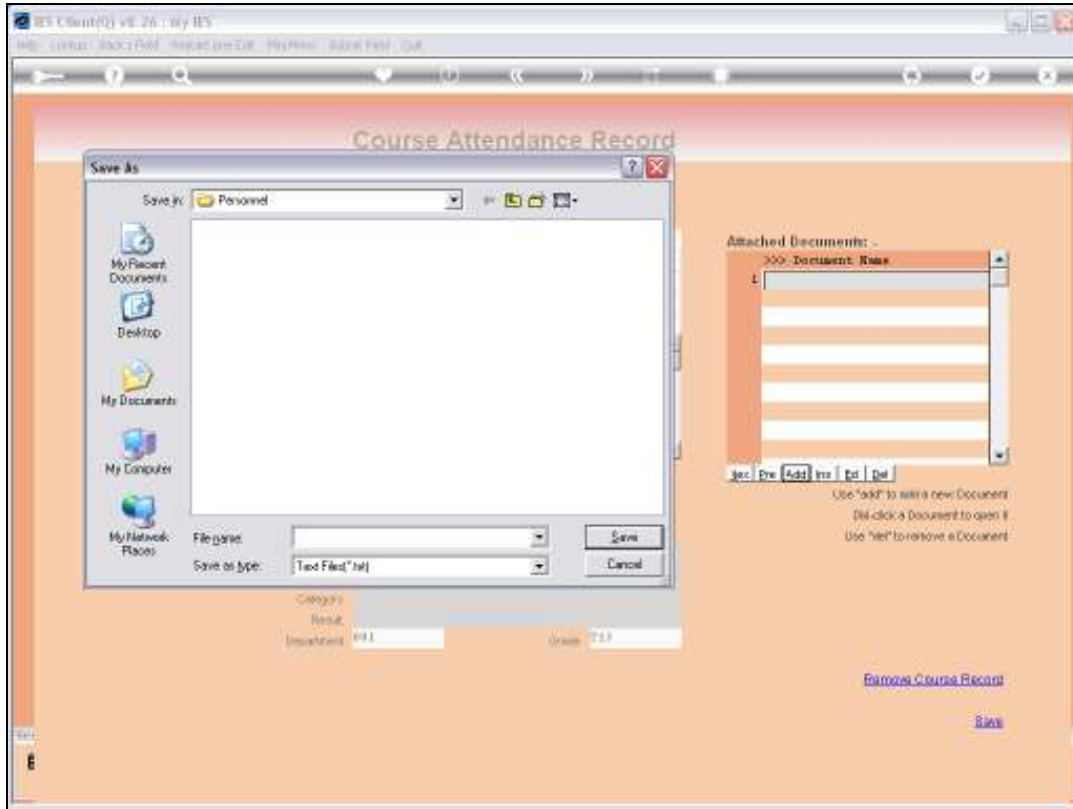


Slide 26

Slide notes: When we indicate a name for the new Document, then we are prompted to select a Document from a folder of our choice.

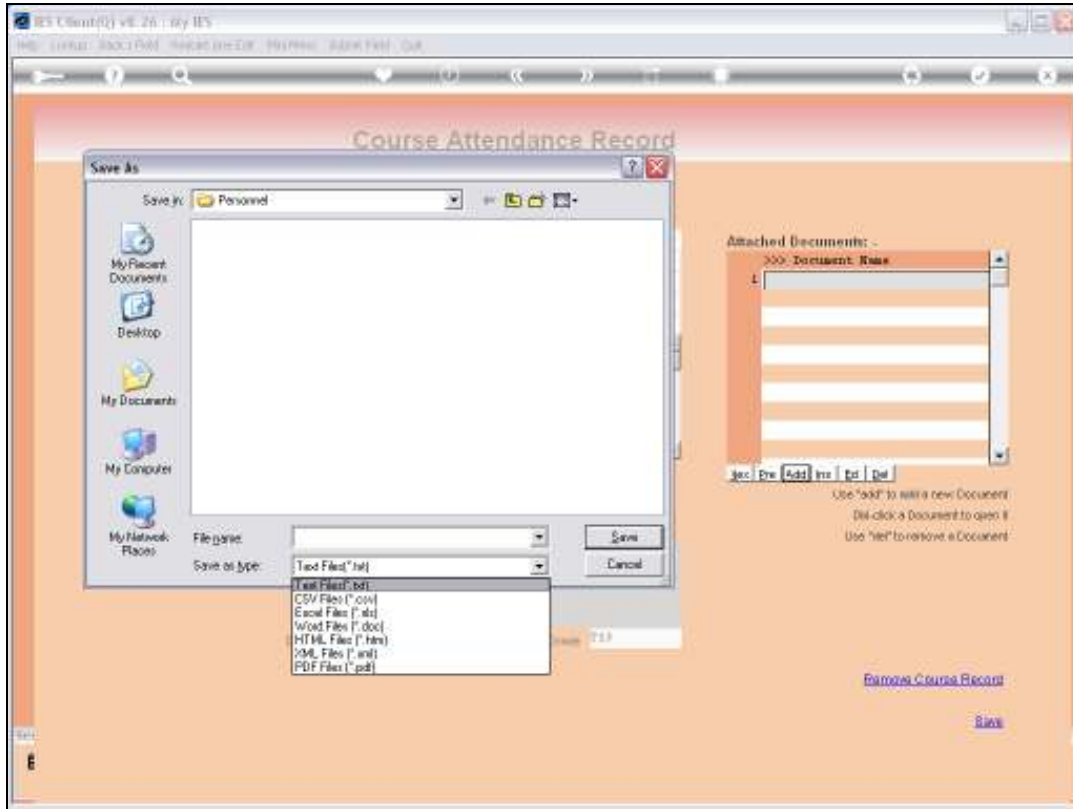


Slide 27
Slide notes:

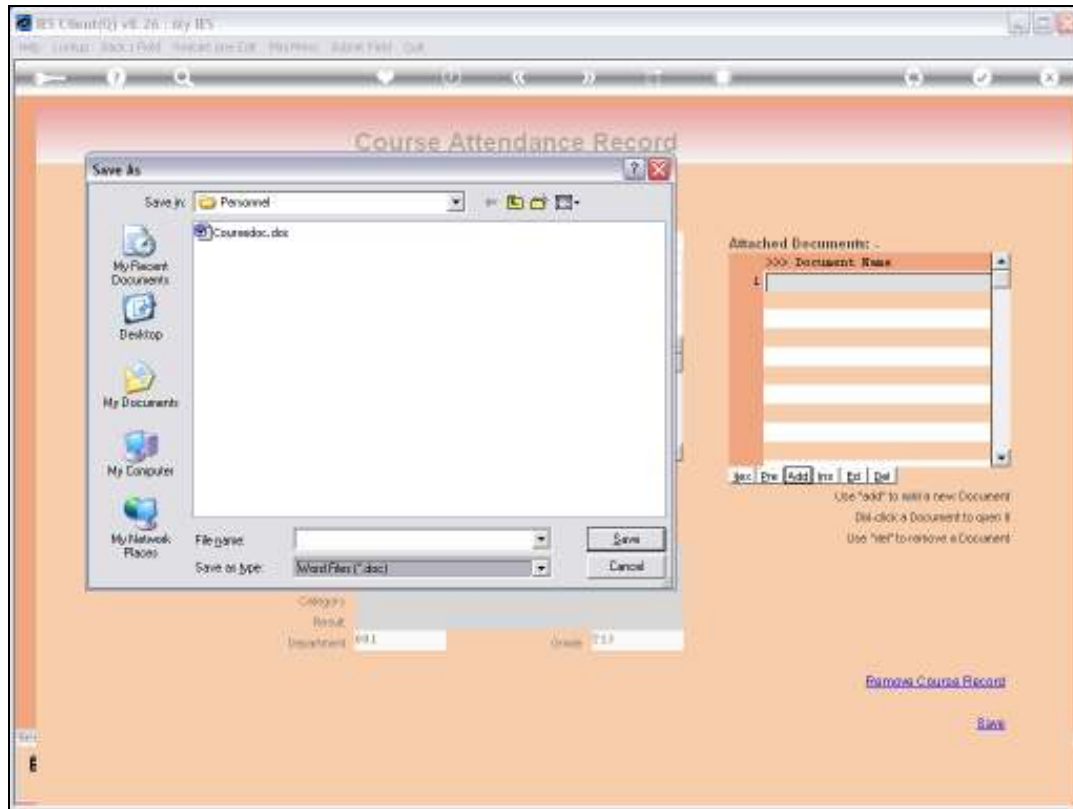


Slide 28

Slide notes:

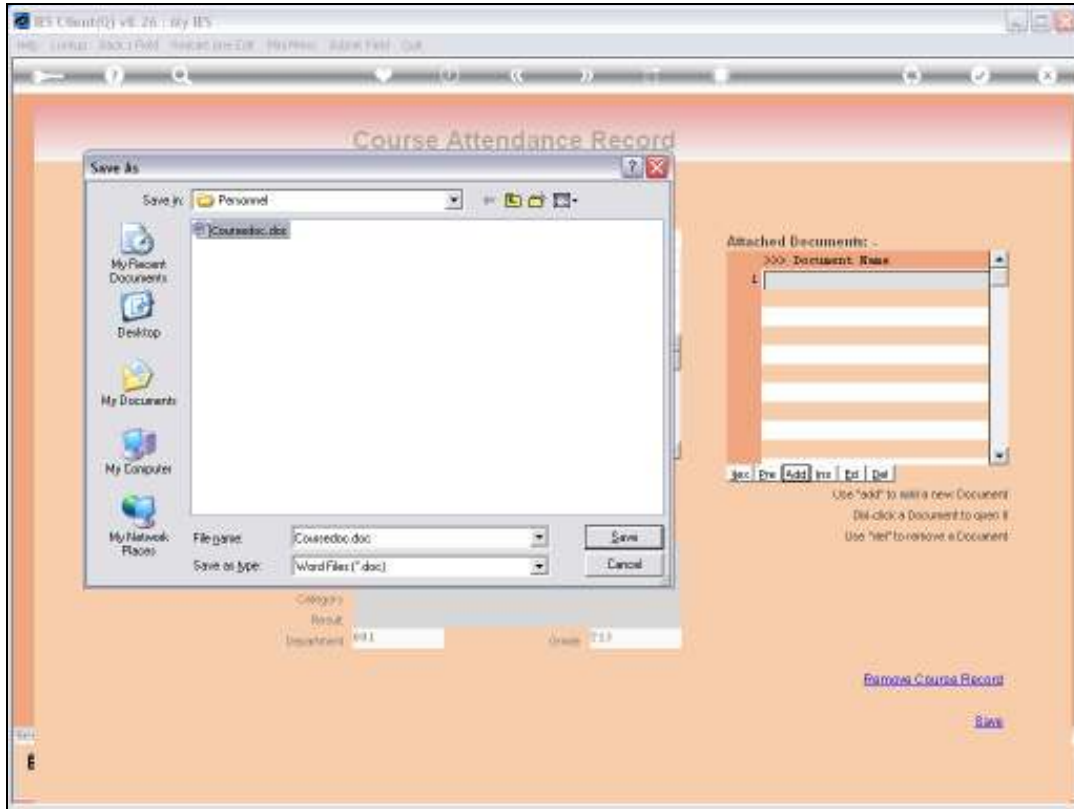


Slide 29
Slide notes:



Slide 30

Slide notes: It is recommended to have a defined folder where all Personnel external Documents are stored.



Slide 31
Slide notes:

The screenshot shows a web application window titled "IES Client v8.26 : My IES". The main content area is titled "Course Attendance Record". It contains several data entry fields and lists:

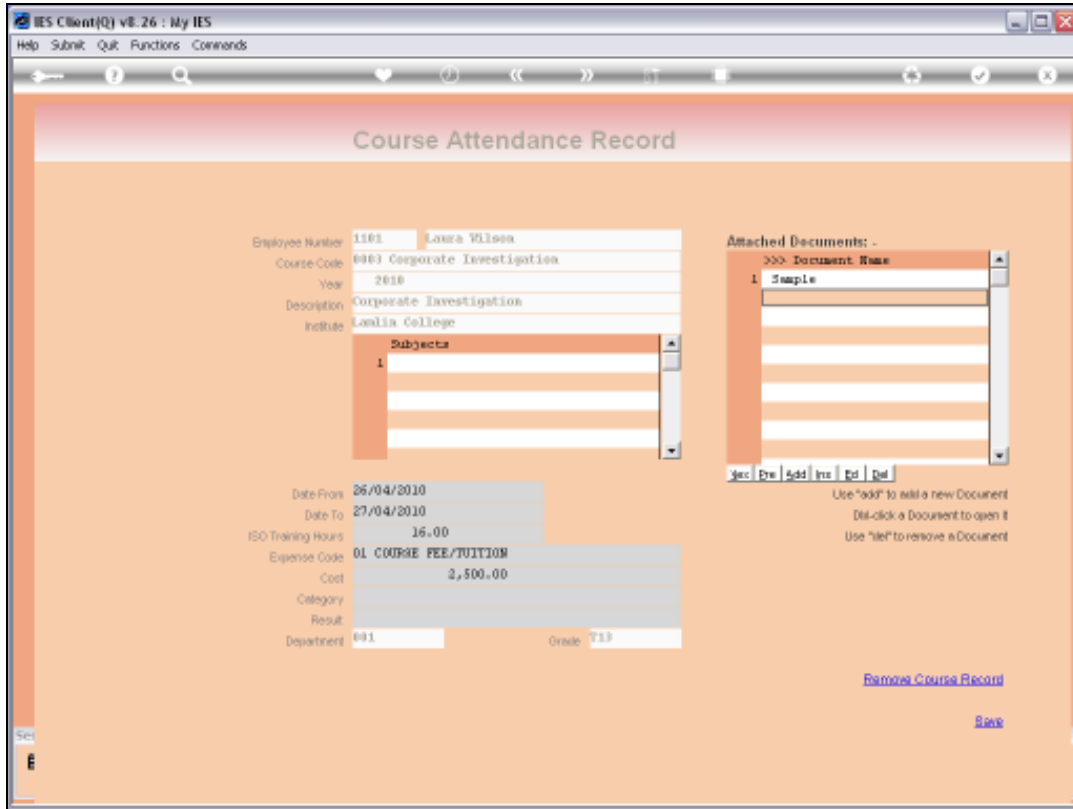
- Employee Information:** Employee Number: 1191, Name: Laura Wilson
- Course Information:** Course Code: 0003 Corporate Investigation, Year: 2010, Description: Corporate Investigation, Institute: Lomira College
- Subjects:** A list with one entry: 1 Subjects
- Training Details:** Date From: 26/04/2010, Date To: 27/04/2010, ISO Training Hours: 16.00, Expense Code: 01 COURSE FEE/TUITION, Cost: 2,500.00
- Department:** 001, Grade: T13
- Attached Documents:** A list with two entries: 1 Sample, 2 (empty). Below the list are buttons: Yes, No, Add, Ins, Del, Del.

Instructions for the document list:
Use "add" to add a new Document
Del-click a Document to open it
Use "del" to remove a Document

Links at the bottom right: [Remove Course Record](#), [Save](#)

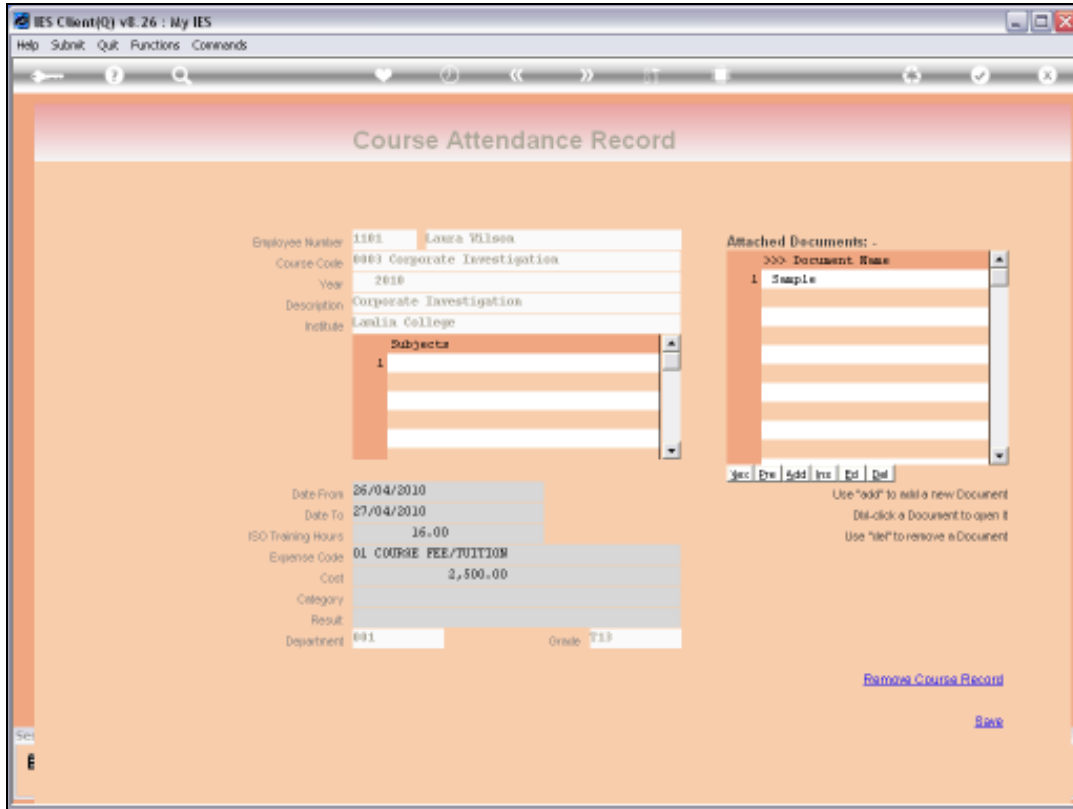
Slide 32

Slide notes:



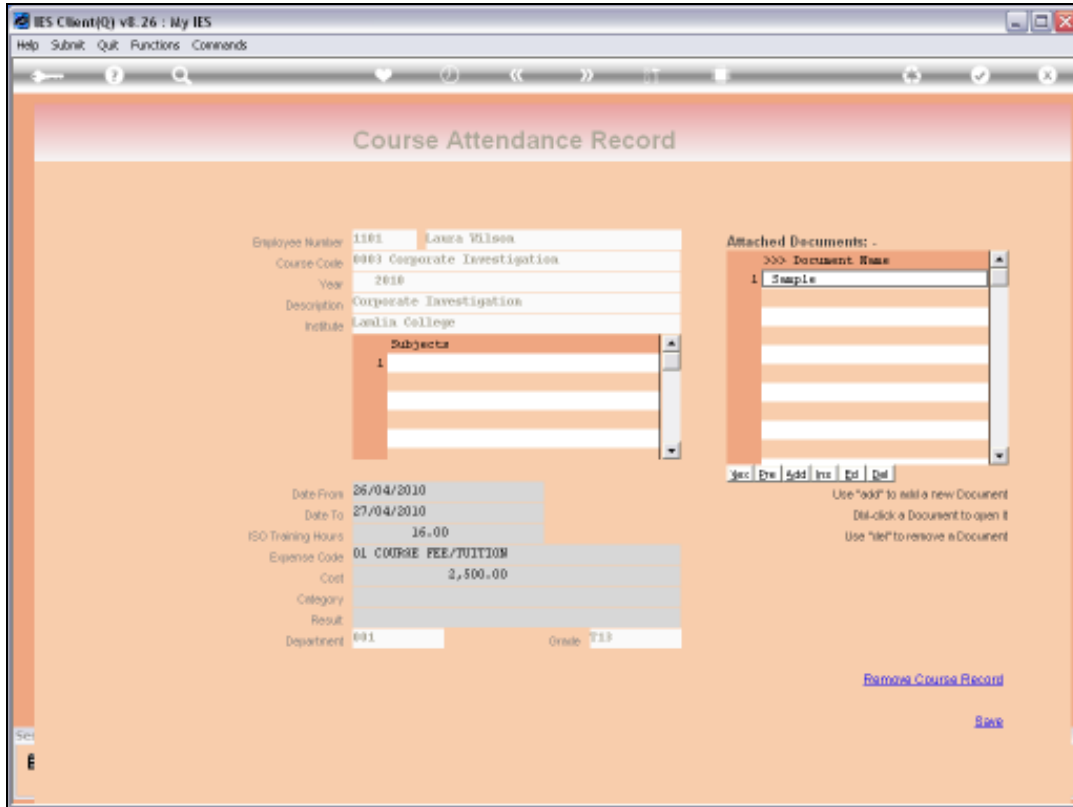
Slide 33

Slide notes:



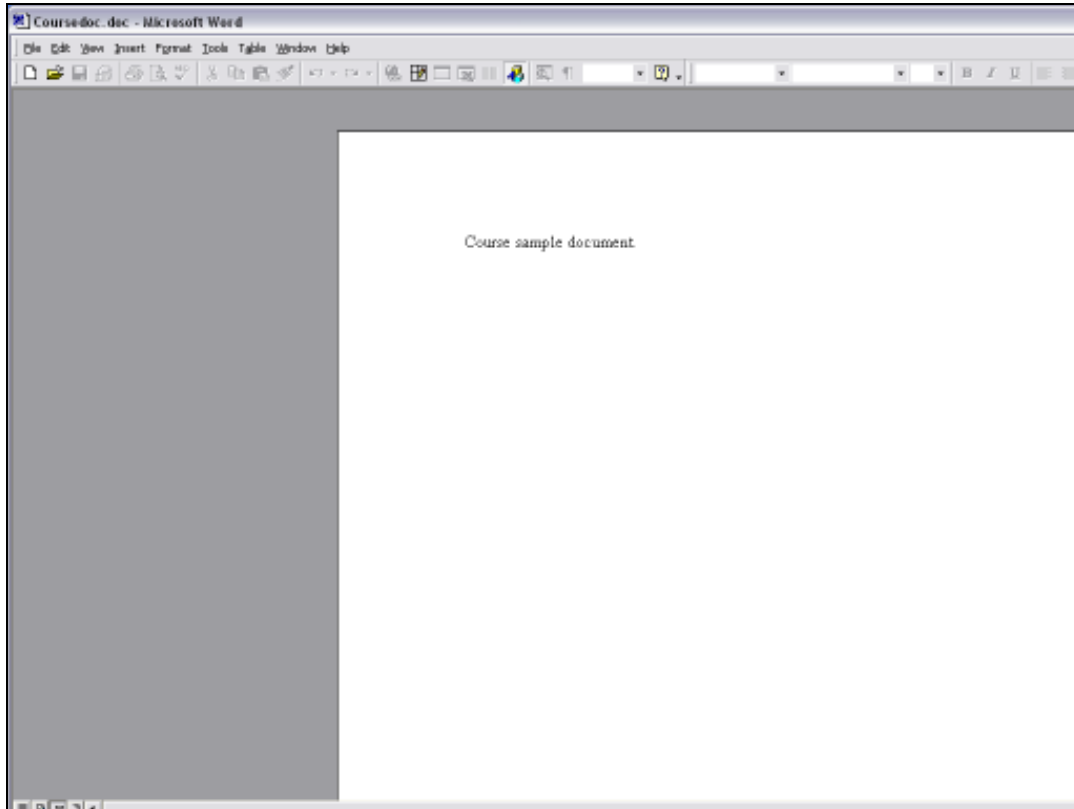
Slide 34

Slide notes: Once any Documents are present, we can open any such Document by dbl-clicking on it.



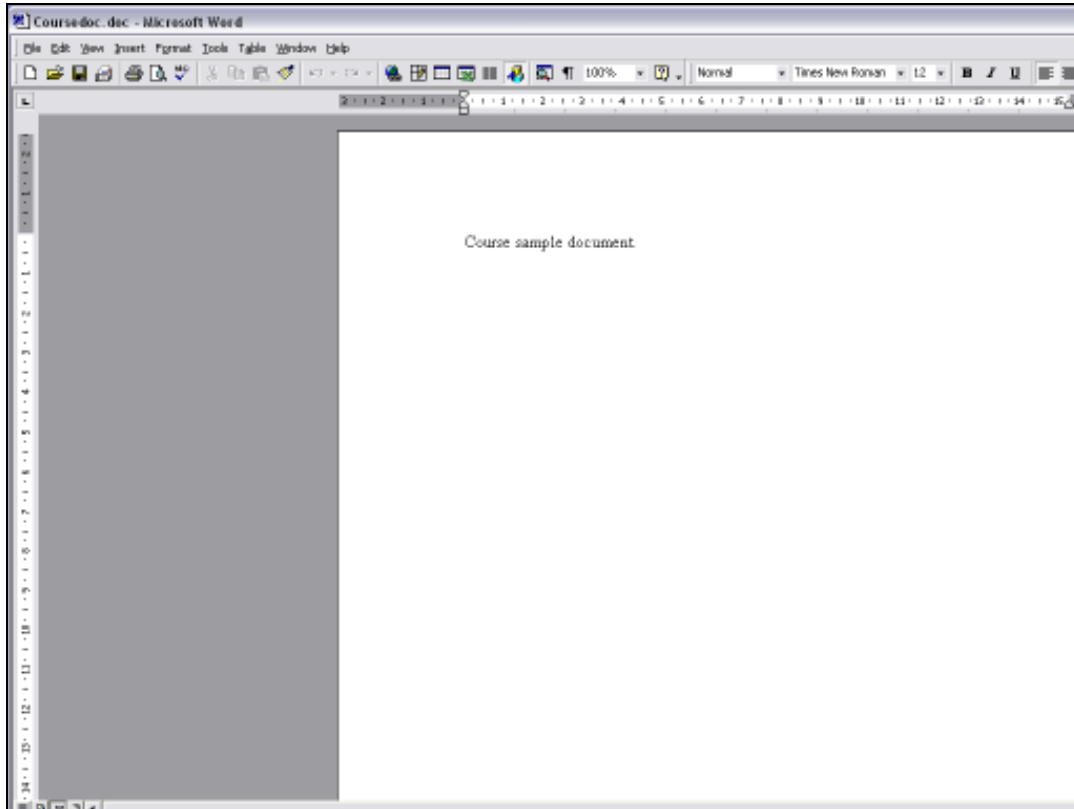
Slide 35

Slide notes:



Slide 36

Slide notes:



Slide 37

Slide notes:

The screenshot shows a web application window titled "IES Client v8.26 : My IES". The main content area is titled "Course Attendance Record". It displays a form with the following fields:

- Employee Number: 1101, Name: Laura Wilson
- Course Code: 0003 Corporate Investigation
- Year: 2010
- Description: Corporate Investigation
- Institute: Lambda College
- Subjects: A list with one entry: 1
- Date From: 26/04/2010
- Date To: 27/04/2010
- ISO Training Hours: 16.00
- Expense Code: 01 COURSE FEE/TUITION
- Cost: 2,500.00
- Category: (empty)
- Result: (empty)
- Department: 001, Grade: T13

On the right side, there is an "Attached Documents:" section with a table:

Document Name
1 Sample

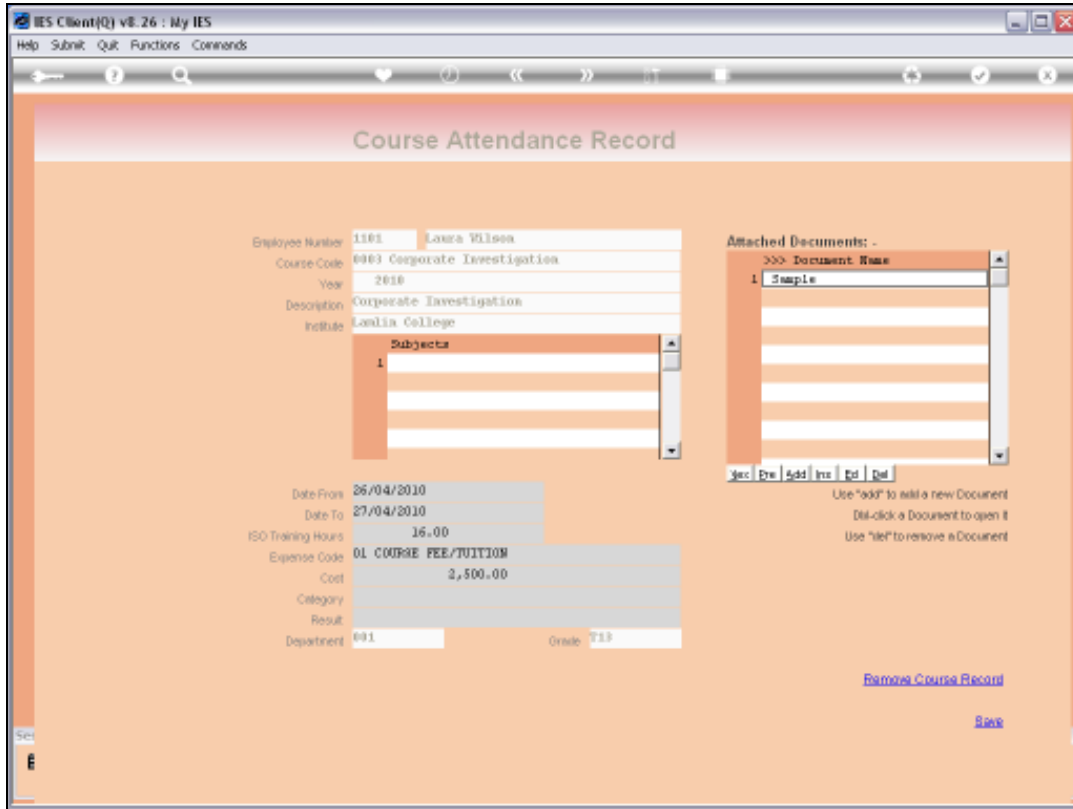
Below the table are buttons: "Yes", "No", "Add", "Ins", "Del", "Del".

Instructions below the buttons:

- Use "add" to add a new Document
- Del-click a Document to open it
- Use "del" to remove a Document

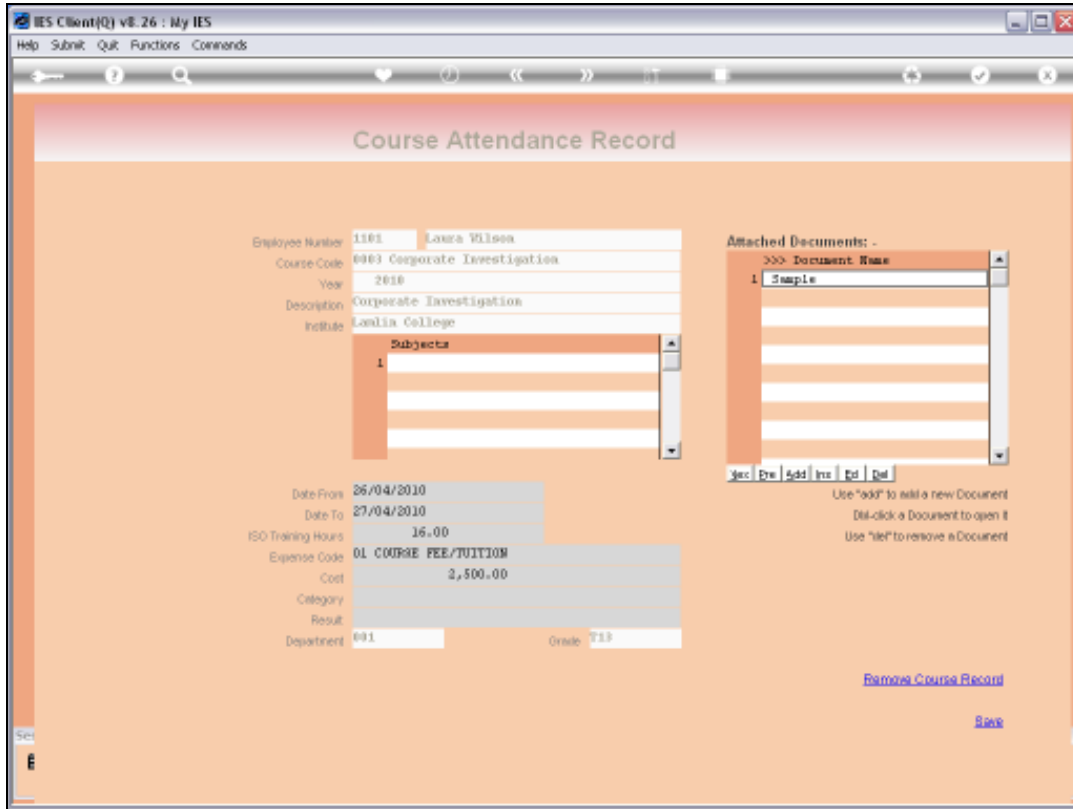
At the bottom right, there are two links: "Remove Course Record" and "Save".

Slide 38
Slide notes:



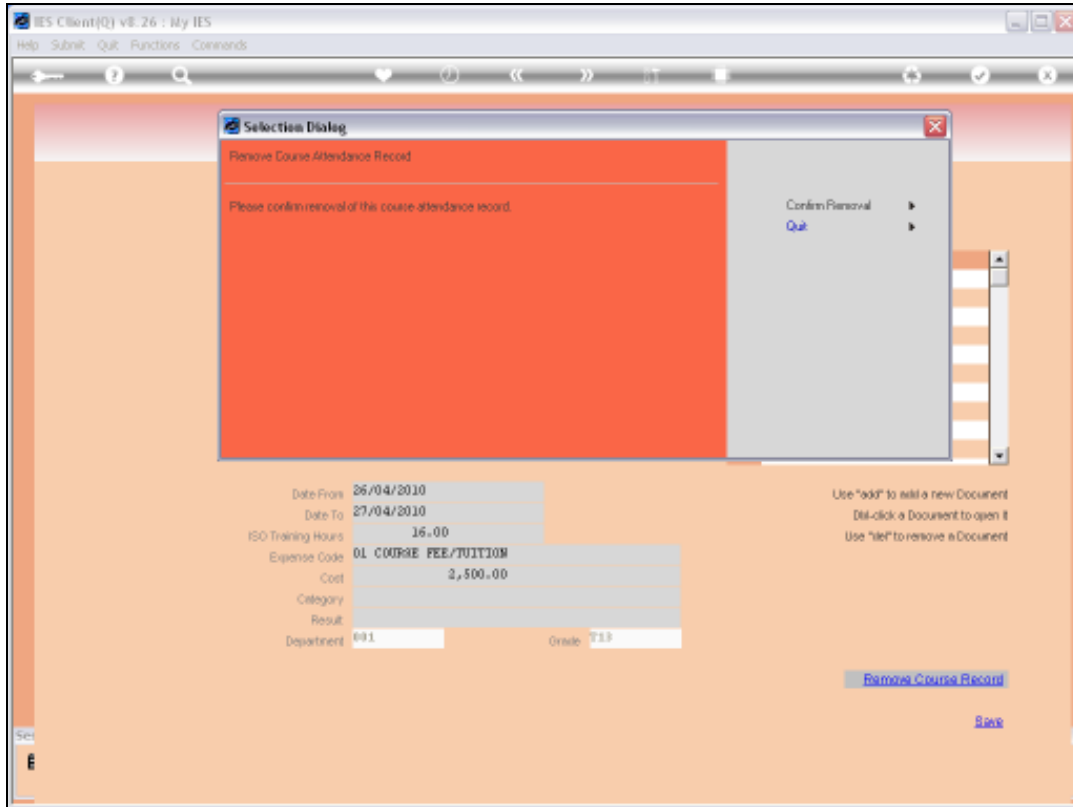
Slide 39

Slide notes:

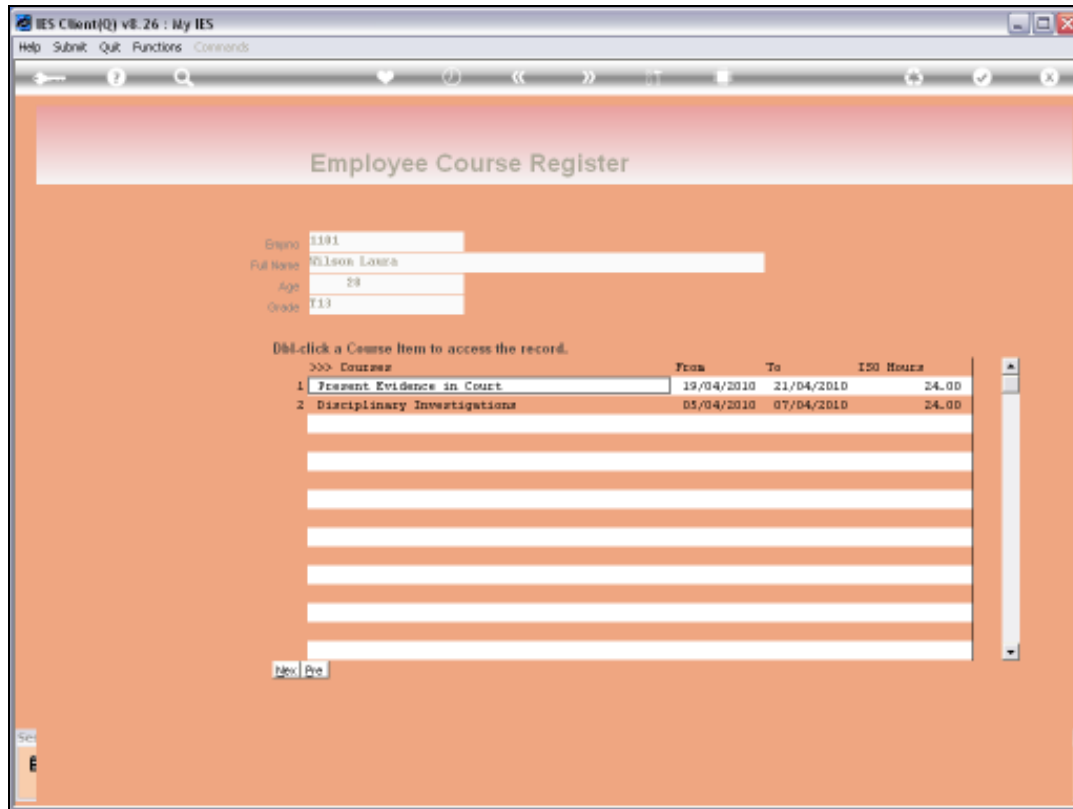


Slide 40

Slide notes: A Course attendance record can also be removed, provided that the User has access to modify the Personnel Master record.

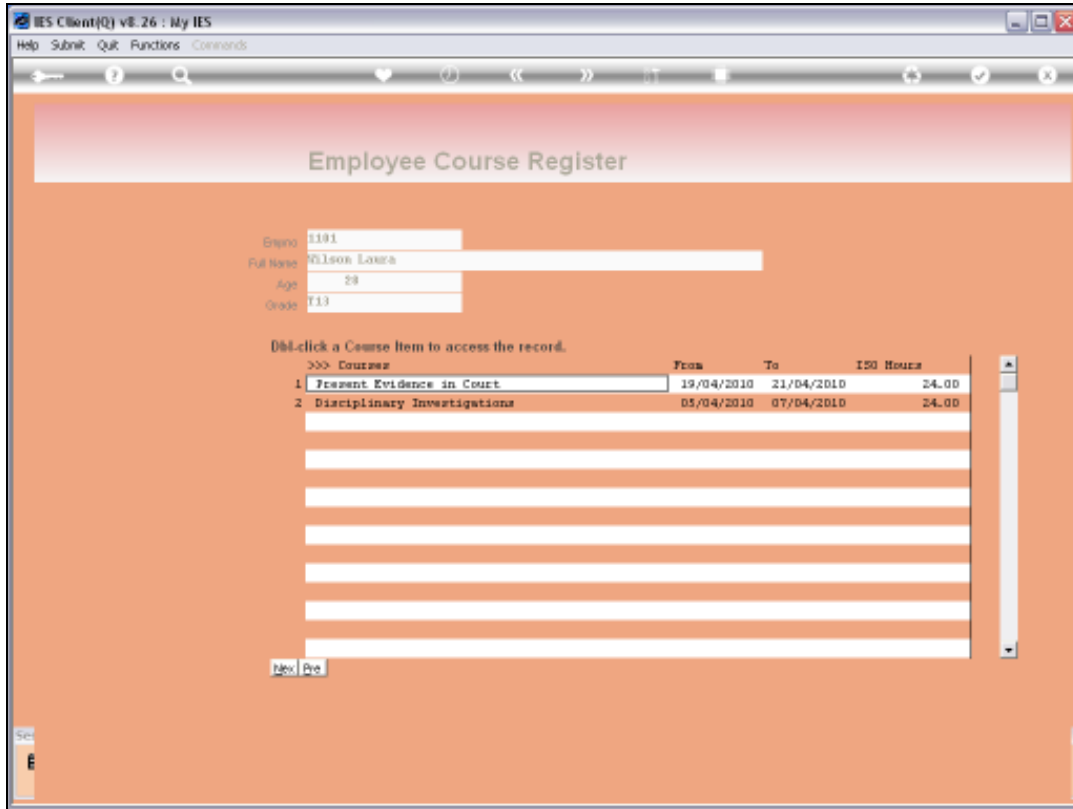


Slide 41
Slide notes:



Slide 42

Slide notes: And as we can see, that Course Attendance record has been removed and no longer appears on the list.



Slide 43

Slide notes:



Slide 44
Slide notes:



Slide 45
Slide notes: