

# User Guide

CMS Portal

Setup



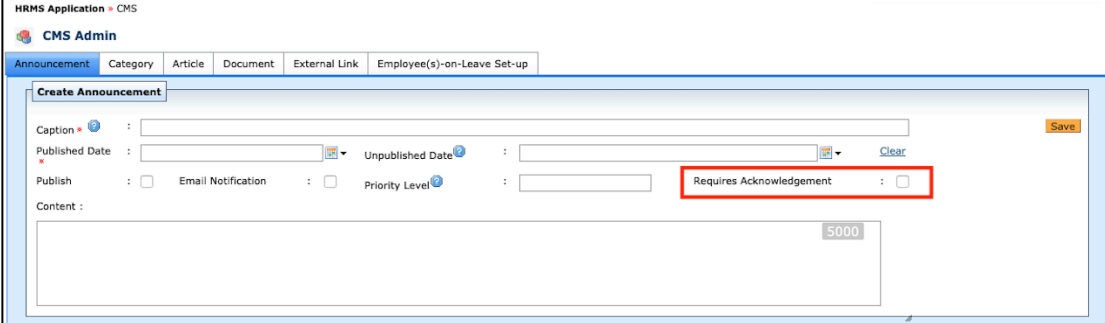
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## 1 SETUP SCREEN

The Setup Screen at CMS Admin is only accessible by the administrator.

Admin can set the announcement/notice to be acknowledged by employees after they have read it.



The screenshot shows the 'CMS Admin' interface with the 'Create Announcement' form. The form includes fields for 'Caption', 'Published Date', 'Unpublished Date', 'Publish', 'Email Notification', 'Priority Level', and 'Content'. A red box highlights the 'Requires Acknowledgement' checkbox, which is currently unchecked. A 'Save' button is visible in the top right corner of the form area.

Figure 1

## 2 ANNOUNCEMENT SCREEN

**How to setup Announcement to become acknowledgeable:**

- Announcements which requires acknowledgement can be set by checking the "Requires Acknowledgment" checkbox as shown in Figure 1. After the setting, the employee will be able to see the screen as shown in Figure 2.1 in CMS Portal.
- Once the employee clicks on "Mark as Read" button, the action will be stored in the database to be retrieved by the administrator. The 'Read' button cannot be toggled back to 'Mark as Read'.

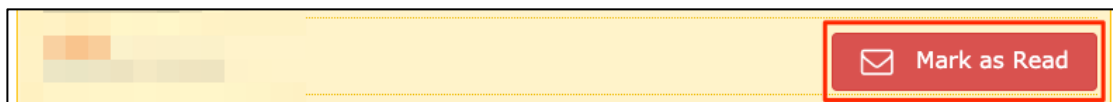


Figure 2.1 in CMS Portal

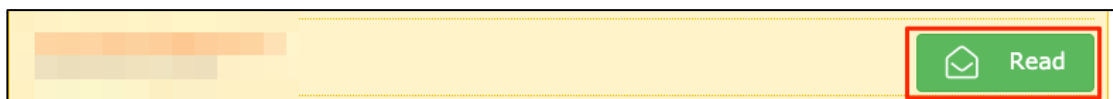


Figure 2.2 in CMS Portal

### 3 RETRIEVE ACKNOWLEDGEMENT REPORT

Click "Preview Acknowledgement" in Figure 3.1 or "Preview" in Figure 3.2 to view the acknowledgement report.

HRMS Application > CMS  
CMS Admin

Announcement Category Article Document External Link Employee(s)-on-Leave Set-up

**Create Announcement**

Caption :

Published Date :  Unpublished Date :  Clear

Publish : ☒ Email Notification : ☐ Priority Level :  Requires Acknowledgement : ☒

Content :

Save Cancel

Preview Acknowledgement

Figure 3.1

History

Delete

Caption	Published Date	Unpublished Date	Modified Date	Created Date	Priority Level	Requires Acknowledgement	Acknowledgement Report	Delete	Publish	Email Notification
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### 3.1 Export Acknowledgement Report

Show  entries

Acknowledgement Report :  Title/Caption  Date

1 2 3

Export

Search

No.	Employee No.	Employee Name	Acknowledged	Date and Time
1			YES	2019-06-20 2:32pm
2			YES	2019-06-20 3:42pm
3			NO	-
4			NO	-
5			NO	-
6			NO	-
7			NO	-
8			NO	-
9			NO	-
10			NO	-
11			NO	-
12			NO	-
13			NO	-
14			NO	-
15			NO	-
16			NO	-
17			NO	-
18			NO	-
19			NO	-
20			NO	-

Showing 1 to 20 of 1,989 entries

Previous 1 2 3 4 5 ... 100 Next

Figure 3.1.1

When clicking the preview button, a window will open as shown in Figure 3.1.1.

The administrator can filter the report by the drop-down option or search criteria before exporting the report into Excel or PDF format.

- 1 - Drop down filter (Yes/No)
- 2 - Search filter (Search by employee number, employee name, date and time).
- 3 - Export button. Export in Excel(.xlsx) and PDF(.pdf) format.

The exported report will follow exactly how the filter works.

For example, if the administrator wants to see who had not acknowledged the announcement, he/she select "No" in the dropdown filter. The exported report will list those who had not acknowledged the announcement.