

User Guide

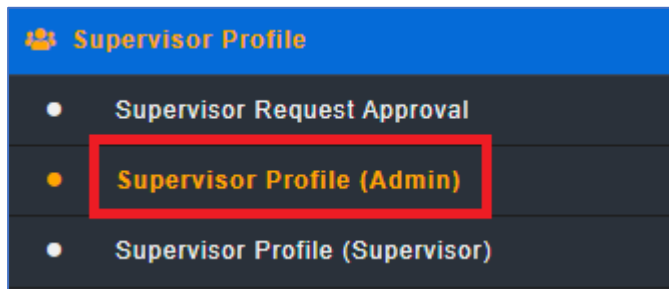
Supervisor Profile

How to create a supervisor profile



HOW TO CREATE SUPERVISOR PROFILE

1. Go to Supervisor Profile -> Supervisor Profile (Admin).



2. Go to the 1st tab (A) Supervisor Profile.

3. Click on (B)  to add a new supervisor.

A screenshot of a web application window. The top navigation bar has four tabs: 'Supervisor Profile' (highlighted with a red box and labeled 'A'), 'Assign Individual Employee', 'Assign Group of Employees', and 'Delegation Supervisory Authority'. Below the tabs is a form titled 'Supervisor Information (* Denotes Required)'. The form contains several input fields: 'Supervisor Name' (a dropdown menu), 'Employee No.' (a text field), 'First Name' (a text field), 'Last Name' (a text field), 'Full Name' (a text field), 'Email Address' (a text field), 'Office Phone' (a text field), and 'Department' (a text field). A red box labeled 'B' highlights a blue 'Add' button in the top right corner of the form.

4. Click on (A) to select the employee list that already have employee profile.

5. Click on (B) (for outsource supervisor) to fill in all the detail.

6. Click on  (C) to save the record.

7. Save successfully and show **Record has been added.**

A screenshot of the same web application window as before. The 'Supervisor Profile' tab is still selected. The 'Supervisor Name' dropdown menu is now open, showing a list of names. A red box labeled 'A' highlights the dropdown menu. Below the dropdown menu, there is a red box labeled 'B' that highlights a large text area for entering details. In the top right corner of the form, there is a green 'Save' button (labeled 'C') and a grey 'Cancel' button. The text 'Please select supervisor(s) from list' is visible below the dropdown menu.

8. Click on (A) to find the existing supervisor profile in the list.

Supervisor Profile Assign Individual Employee Assign Group of Employees Delegation Supervisory Authority

Supervisor Information (* Denotes Required)

Supervisor Name: Add

Employee No.: *

First Name:

Last Name:

Full Name: *

Email Address: *

Office Phone:

Department: