

User Guide

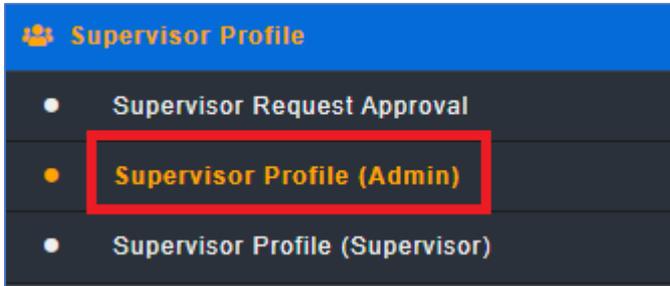
Supervisor Profile

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 the 'Supervisor Profile' form. The 'Supervisor Profile' tab is selected and highlighted with a red box labeled 'A'. The form contains several input fields: 'Supervisor Name' (a dropdown menu), 'Employee No.' (a text field), 'First Name', 'Last Name', 'Full Name', 'Email Address', 'Office Phone', and 'Department'. A red box labeled 'B' highlights the 'Add' button in the top right corner.

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 'Supervisor Profile' form after the 'Add' button is clicked. The 'Supervisor Name' dropdown menu is open, showing a list of employees. A red box labeled 'A' highlights the dropdown menu. A red box labeled 'B' highlights the list of employees. A red box labeled 'C' highlights the 'Save' button in the top right corner. The 'Employee No.' field is empty, and the other fields are also empty.

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: