

User Guide

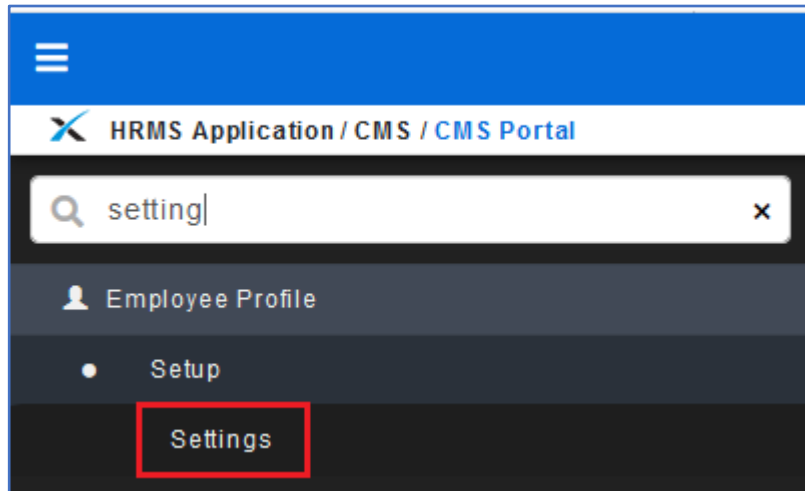
Employee Profile's Attachment

How to turn on the attachment tab & upload the attachment.



EMPLOYEE PROFILE'S ATTACHMENT

1. Go to Employee Profile -> Setup -> **Settings**.



2. Go to 3rd tab (A) [**Employee Profile Setting**] -> click on tab (B) [**Attachment**].
3. On the 1st tab **Attachment Setup** (C) there is 3 setting.
4. Display Attachment Tab (D)
 - **ON** - Show the attachment tab in employee profile and
 - **OFF** - Hide the attachment tab.
5. Allow Admin Restricted mode to view attachment (E)
 - **YES** - Allow the restricted admin to view the attachment.
6. Allow Admin Restricted mode to attach file (F)
 - **YES** - Allow the restricted admin to attach file.
7. Once done, click (G) **Save** button.

8. Click on the 2nd tab **Attachment Category Management**(H).
9. If you wish to display the category when attach file, click **ON**(I).
10. Set for the **compulsory to select the category**(J) when you attach the file.
11. Fill the category name(K).
12. Click **+ Add** button (L) and it will show the category on below table(M).
13. The category added in the below table able to edit or delete.
14. Once done, click (N) **Save** button.

Attachment Setup

Attachment Category Management (H)

Display of category selection : ☒ On ☐ Off (I)

Compulsory to select category : ☐ Mandatory ☒ Optional (J)

New item to add : (K) (L)

Category List

Attachment Category	Action
Benefit	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Offer Letter	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Resignation	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Resume	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Transport	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Warning Letter	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

(N)

15. Under employee profile will show a tab [**Attachment**].
16. Click **+ Add** button.

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

Employee Information - CHIN AI KUAN

Employee: 1119 - CHIN AI KUAN



Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset **Attachment** (1) Work Calendar

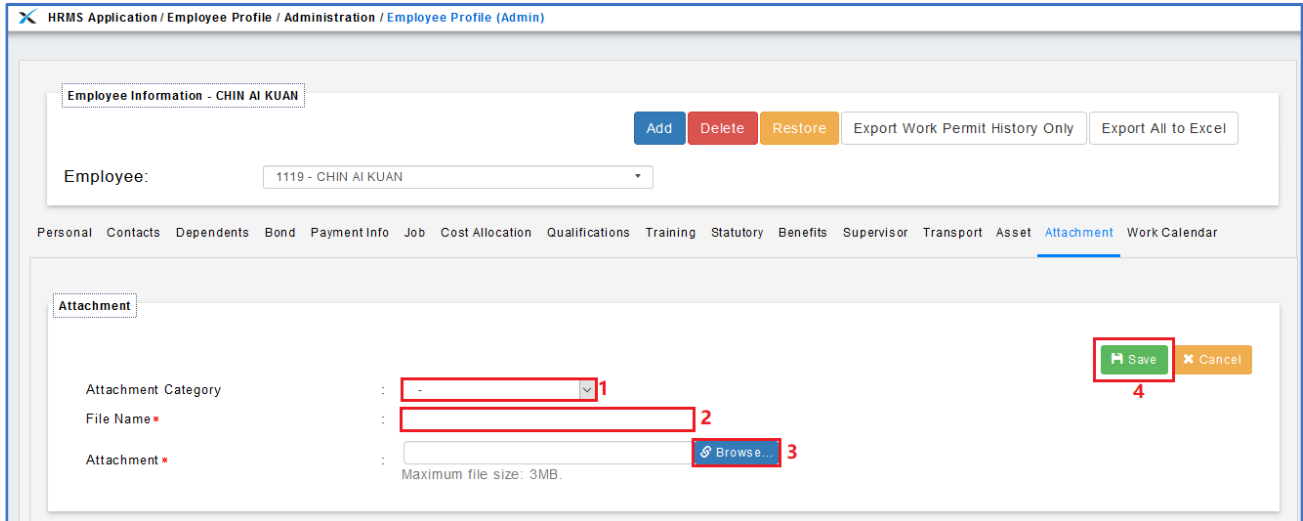
Attachment

(2)

Attachment Category File Name Action

No Record.

17. If you turn on the category selection, will show the **Attachment category** and you may select.
18. Insert the **File Name**.
19. Click  **Browse...** to select the file that you want attached.
20. Once done, click  **Save** button.



HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

Employee Information - CHIN AI KUAN

Add Delete Restore Export Work Permit History Only Export All to Excel

Employee: 1119 - CHIN AI KUAN

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset **Attachment** Work Calendar

Attachment


Attachment Category : - 1

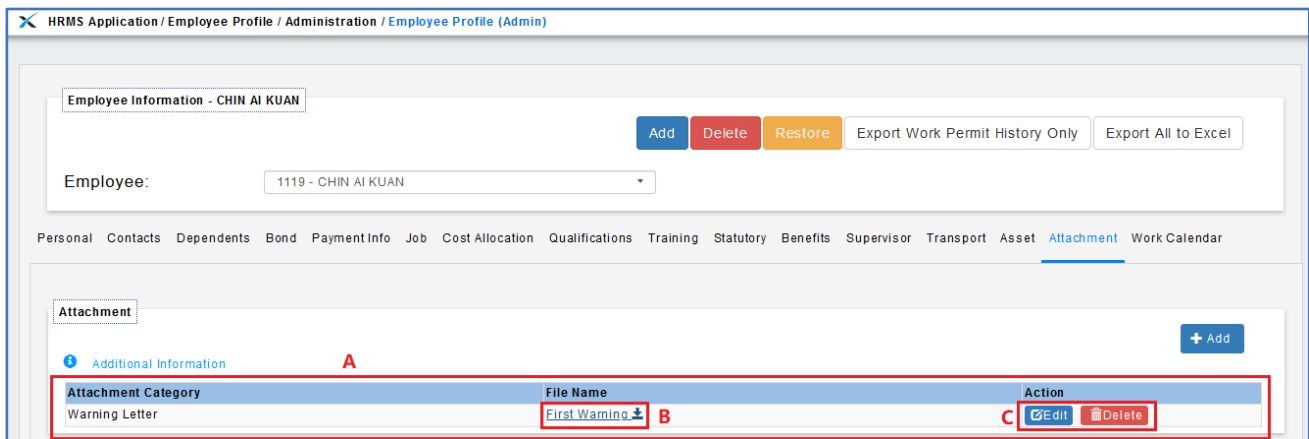
File Name : 2

Attachment : 3

Maximum file size: 3MB.

Save 4 Cancel

21. After save will show as screenshot(A) below.
22. Click the attach file(B) to view the file.
23. If you wish to edit or delete may click under action(C).
24. You still able to click  **Add** button to upload another attachment.



HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

Employee Information - CHIN AI KUAN

Add Delete Restore Export Work Permit History Only Export All to Excel

Employee: 1119 - CHIN AI KUAN

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset **Attachment** Work Calendar

Attachment

Additional Information A

Attachment Category	File Name	Action
Warning Letter	First Warning B	C Edit Delete

+ Add