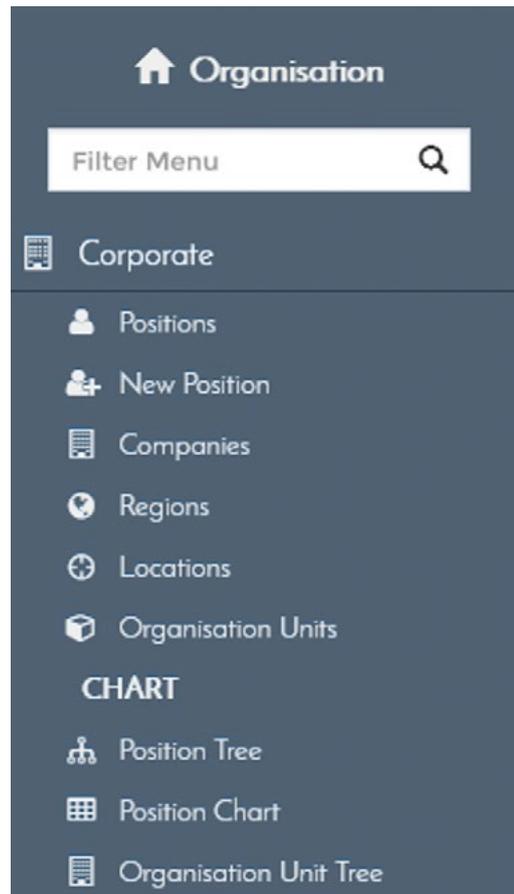




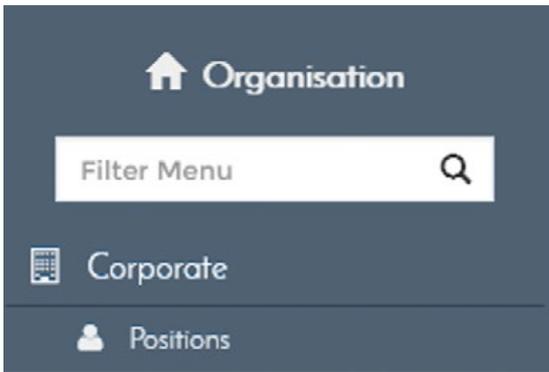
USER MANUAL: HR > ORGANISATION





The Corporate menu provides access to view and make changes to your corporate structure, including creating positions, companies, regions, locations and organisation units. You can also view and interact with the Position Tree, Position Chart and Organisation Unit Tree.

POSITIONS



Position

Search Clear Advanced xls

Edit	Position ID	Position	Copy	Parent Position ID	Parent Position	Org Unit	Location
	HMAST	Headmaster		HMAST	Headmaster	Headmaster	Hogwarts Castle
	HTEACHG	Gryffindor Head Teacher		HMAST	Headmaster	Leadership	Hogwarts Castle
	STUDG1	Gryffindor Student 1		PREFG	Gryffindor Prefect	Gryffindor	Hogwarts Castle
	GKEEPER	Gamekeeper		HMAST	Headmaster	Maintenance	Hogwarts Castle
	HTEACHS	Slytherin Head Teacher		HMAST	Headmaster	Leadership	Hogwarts Castle
	HTEACHH	Hufflepuff Head Teacher		HMAST	Headmaster	Leadership	Hogwarts Castle

Click the Positions link from the side menu to open the Position report. This report displays all the positions you have set up in EmployeeConnect and allows you to make any necessary changes.

● Click the  icon to edit a position

Position

Position ID: *
 Position name: *

Detail | Skills + Qualifications

Parent Position: Headmaster *
 Company: Hogwarts *
 Organisation Unit: Headmaster *
 Location: Hogwarts Castle *
 FTE: *

Management

Management Position? Yes No
 Key Position? Yes No
 Succession Plan? Yes No

Description

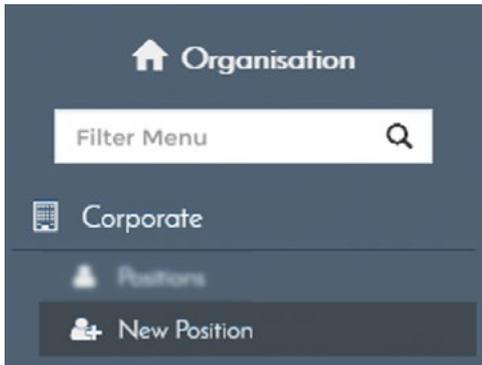
Attachment: No file chosen
 Description:

Start Date:
 End Date:

Rebuild Hierarchy

- Click on the  icon to edit an attribute of a position
- Click the  icon to save your changes

Note: Be careful when editing the Position ID of an existing position, as it has the potential to break any existing positions that currently report to that position within the hierarchy.



The New Position form provides access to create brand-new positions. You can set up a new position in EmployeeConnect by defining the relevant fields on the form.

How to Create a New Position

- Click the New Position Link from the menu
- Enter a unique 'Position ID'
- Enter a 'Position Name'
- Click the  icon to define the following attributes:
 - Parent Position (this defines which position the position you are creating reports to)
 - Company
 - Organisation Unit
 - Location
 - Job (only relevant if using the Performance module)
 - Cost Centre

- Enter the FTE of the position (1.0 = full-time)
- Click the  icon to create the new position

Note: To prevent errors, make sure the Position ID is unique.

✔ Save

Position

Position ID *

Position name *

Detail

Parent Position	*
Company	*
Organisation Unit	*
Location	*
FTE	<input style="width: 100px;" type="text" value="Enter number of FTE(Full)"/> *

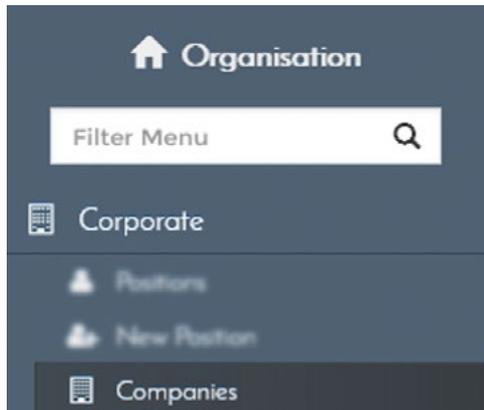
Management

Management Position?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Key Position?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Succession Plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Description

Attachment	<input type="button" value="Browse..."/> No file selected.
Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 60px;"> Provide a text description of this position </div>
Start Date	<input style="width: 80px;" type="text" value="The date of"/>
End Date	<input style="width: 80px;" type="text" value="The date of"/>
Rebuild Hierarchy	<input checked="" type="checkbox"/>

COMPANIES



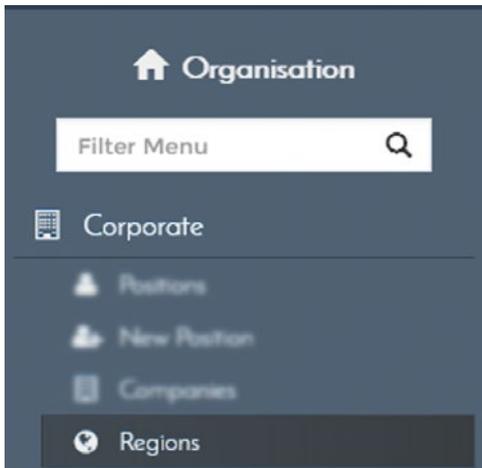
Company		
	Company ID	Company Name
	HOG	Hogwarts
	HOGSM	Hogsmeade
		

Click the Company link to open the Company report, which allows you to modify or create new Companies, should you have multiple employing entities.

- Click the  icon to edit an existing company
- Click the  icon to create a new company

Note: If you are integrating EmployeeConnect with a compatible payroll system, your companies will automatically be imported.

REGIONS



The screenshot shows a table titled 'Region' with the following columns: Region ID, Region Name, Parent Region, and Record. The table contains four rows of data and a final row with a plus icon. The 'Record' column has green dots for each row. The table is displayed in a light blue header and footer.

	Region ID	Region Name	Parent Region	Record
→	UK	United Kingdom		●
→	USA	North America		●
→	AU	Australia		●
→	PH	Philippines		●
+				

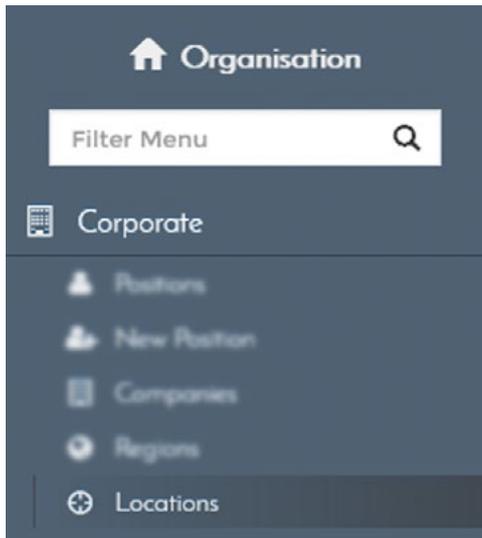
Rows 1 to 4 of 4

Click the Region link to open the Region report, which allows you to modify or create new Regions.

- Click the  icon to edit an existing Region
- Click the  icon to create a new Region

Note: To prevent errors, make sure the Region ID is unique.

LOCATIONS



Location

Search Clear Advanced xls

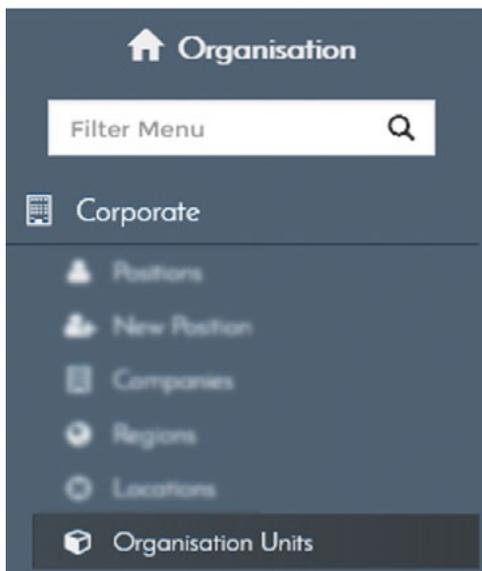
	Location ID	Location Name	Type	Parent Location
	HOGCAS	Hogwarts Castle		Hogwarts Castle
	HOGMEA	Hogsmeade		Hogwarts Castle
	MUGLON	Muggle London		Muggle London
	PDRIVE	Privet Drive		Muggle London

Click the Location link to open the Location report, which allows you to modify or create new Locations.

- Click the icon to edit an existing Location
- Click the icon to create a new Location

Note: It is recommended that you link locations to regions. To prevent errors, make sure the Location ID is unique.

ORGANISATION UNITS



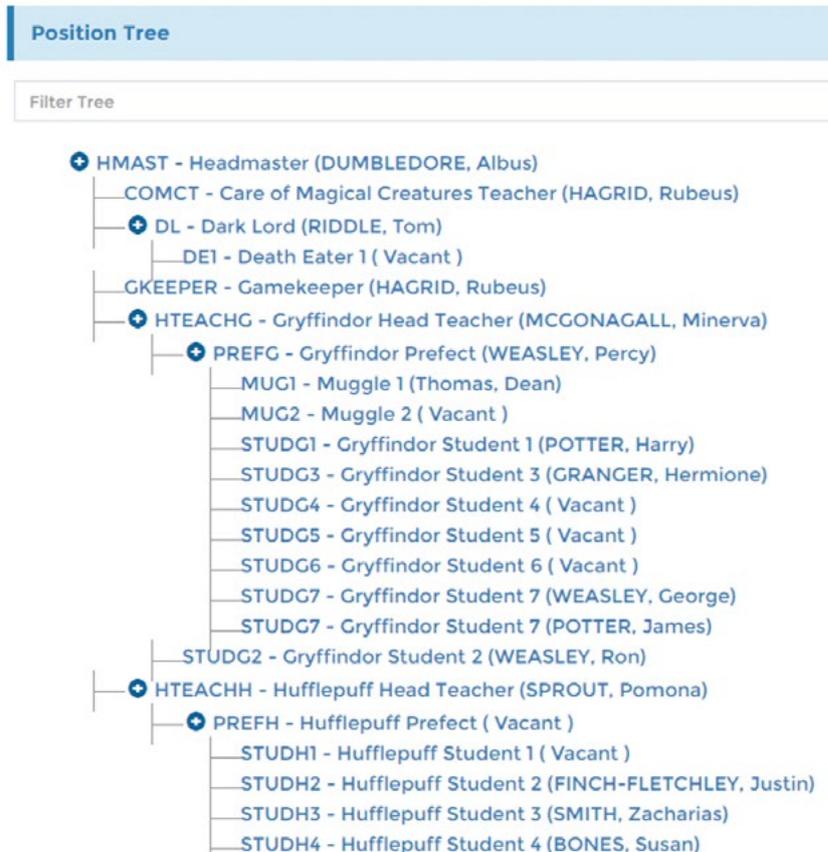
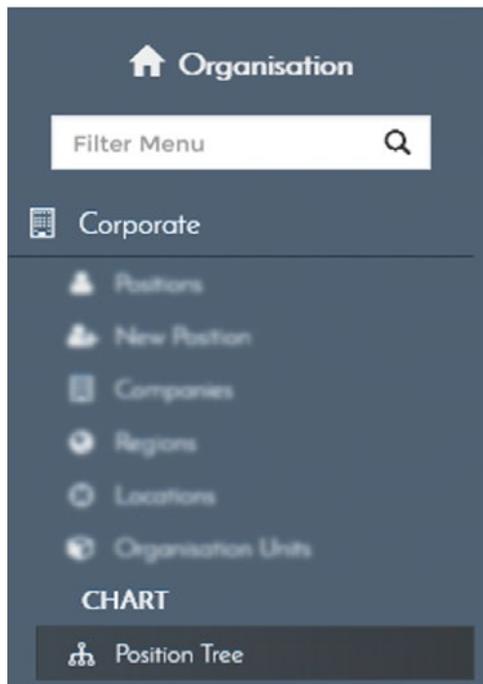
Organisation Unit			
	Copy	Org Unit ID	Org Unit Name
		NOMAG	Non Magic
		DUN	Dungeons
		CRTV	Creatives

Click the Org Unit link to access the Org Unit report. You can edit existing Org Units or define new Org Units here.

- Click the  icon to edit an existing Organisation Unit
- Click the  icon to create a new Organisation Unit

Note: To prevent errors, make sure the Org Unit ID is unique.

POSITION TREE

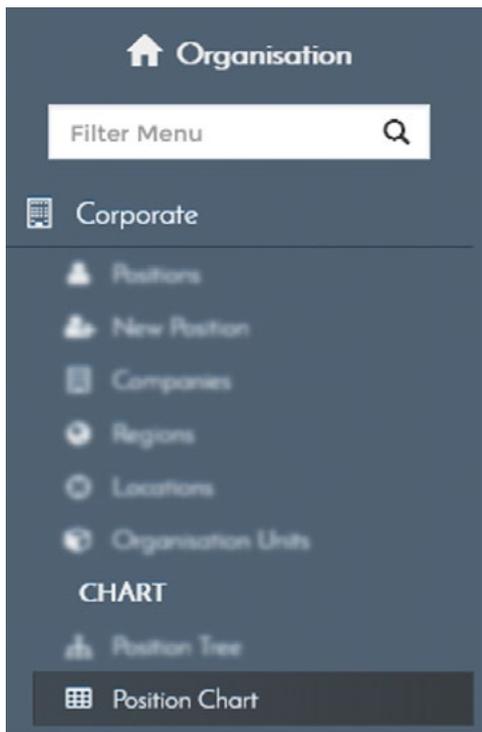


The Position Tree is a visual representation of the hierarchy of all positions in the system and the current incumbent of each position. You can filter the position tree for specific positions or incumbents by using the search bar at the top of the page.

- You can also expand/collapse the position tree to view specific verticals of the hierarchy, simply click the plus **⊕** or minus **⊖** icons to do so.
- Clicking directly on a position will take you to the position form, allowing you to make changes to that specific position, not the assignment.



POSITION CHART



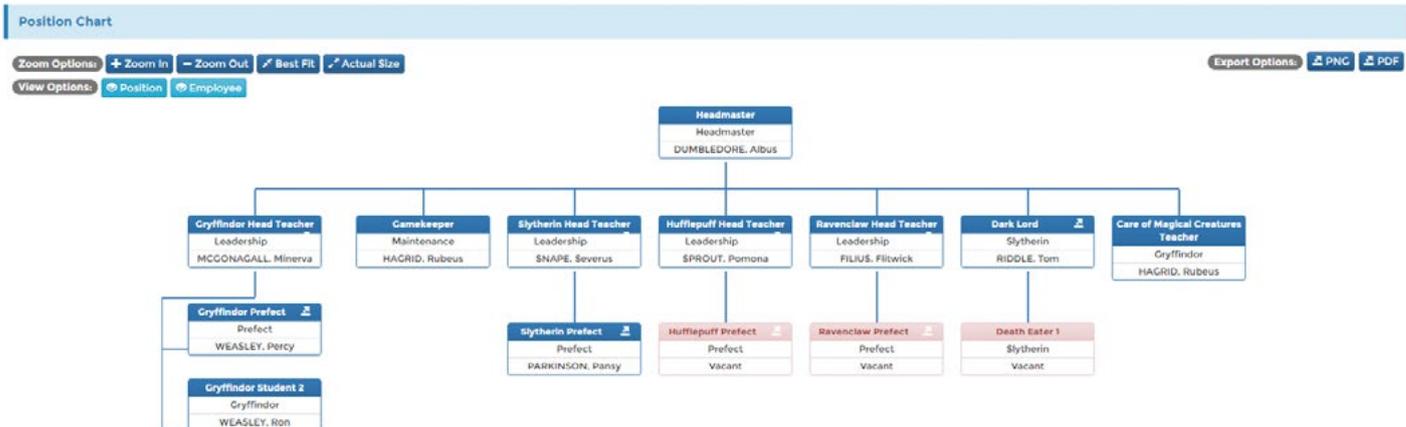
Position List

Search Clear Advanced

Chart	PosID	Position	ParentID	Parent
	DE1	Death Eater 1	DL	Dark Lord
	HMAST	Headmaster	HMAST	Headmaster
	HTEACHG	Gryffindor Head Teacher	HMAST	Headmaster

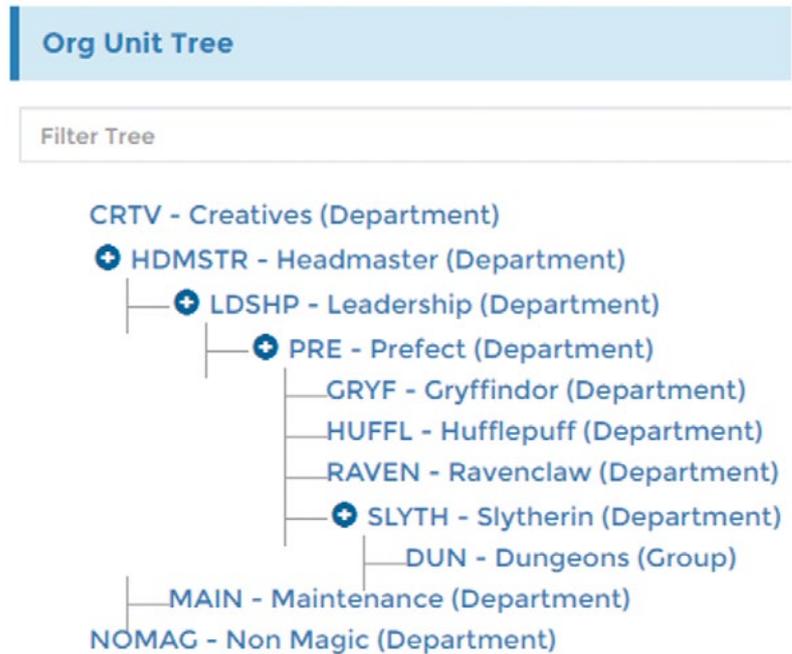
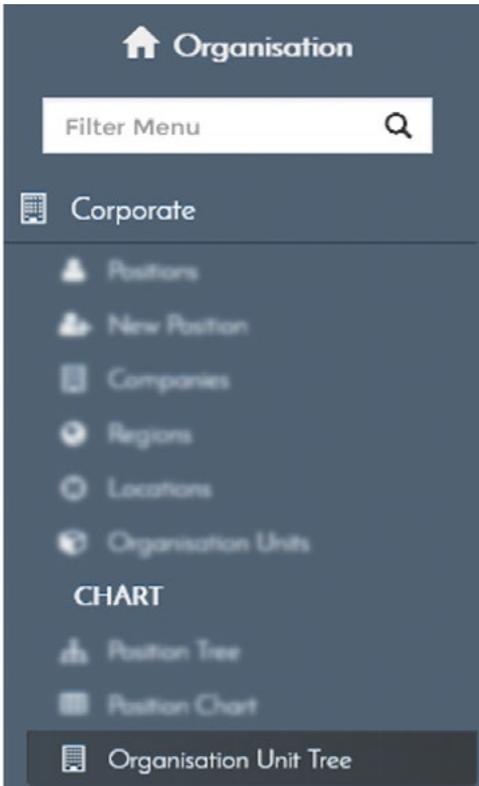
The Position Chart allows you to display a specific vertical of your position hierarchy, simply choose the position from which you wish to start from.

Click the  icon under the 'Chart' column to see the position chart from that position down.



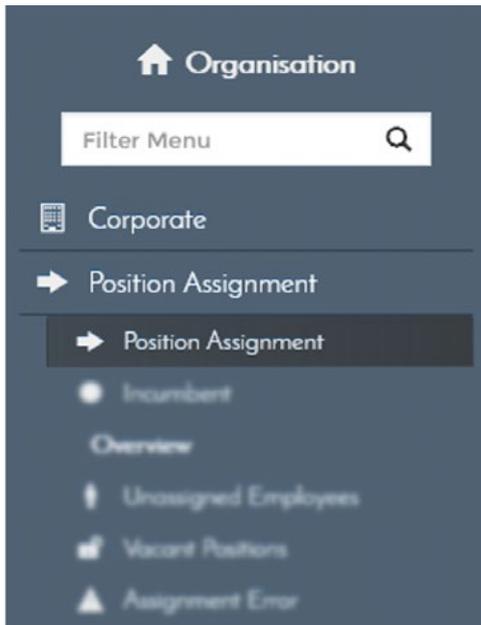
You can click the buttons on the top left of the page to show/hide certain attributes in the chart, whilst the buttons on the top right of the page to export a copy of the chart.

ORGANISATION UNIT TREE



Similar to the Position Tree, the Organisation Unit Tree allows you to see the hierarchy of all organisation units in the system. Use the **+** plus/**-** minus icons to expand/collapse verticals of the organisation unit hierarchy, and click directly on an organisation unit to view additional information or make changes.

POSITION ASSIGNMENT



Position Assignment														
[Search] [Clear] [Advanced] [xls]														
Edit	New	Person ID	Name	Position ID	Position	Assignment Type	Reporting Type	Allocation %	Location	Org Unit	Start Date	End Date	Record	Active
		30847	ABBERLEY, Roland	STUDR4	Ravenclaw Student 4	Primary	Reporting			Ravenclaw	27/01/2020			
		30831	ABBOTT, Hannah	STUDH1	Hufflepuff Student 1	Primary	Reporting			Hufflepuff	17/05/2017			
		30835	CHANG, Cho	PREFR	Ravenclaw Prefect	Primary	Reporting		Hog1	Prefect	17/05/2017			
		30837	CLEARWATER, Penelope	STUDR2	Ravenclaw Student 2	Primary	Reporting		Hog1	Ravenclaw	17/05/2017			

This Position Assignment report allows you to edit or create new position assignments in the system.

- Click the icon to edit an existing position assignment for an employee
- Click the icon to create a new position assignment for an employee

You will also be able to determine if the position assignment is currently active or not, by the traffic light icon in the 'Record' column, in conjunction with the start/end dates.

- The icon signifies the position assignment is active
- The icon signifies the position assignment is inactive



You will also be able to determine if the employee is currently active or not, by the coloured person icon in the 'Active' column.

- The  icon signifies the person is active
- The  icon signifies the employee is inactive

The 'Assignment Type' column indicates whether the position assignment is either a 'Primary' or 'Secondary' assignment.

- Note: An employee should only ever have one active primary position assignment at a time, whilst an employee can have many active secondary position assignments at one time.

The 'Reporting Type' column indicates whether the position assignment is either a 'Primary' or 'Secondary' assignment.

- Note: An employee should only ever have one active reporting position assignment at a time, whilst an employee can have many active non-reporting position assignments at one time.

How to Set an Employee Position Assignment

- Click the 'Position Assignment' link from the menu
- Click the  icon under the 'New' column
- Click the  icon to select a Position
- Set a 'Start Date' by clicking on the  icon
- Optionally set an 'End Date' if the position is temporary
- Set the 'Assignment Type' to either Primary or Secondary
- Set the 'Reporting Type' to either Reporting or Non-Reporting
- Set the 'Reason'
- Set the 'Allocation %'

 Save

Position Assignment

 **ABBERLEY, Roland** 30847
Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Assignment

Person  ABBERLEY, Roland *

Position  *

Period of Assignment

Start Date The date of 

End Date The date of 

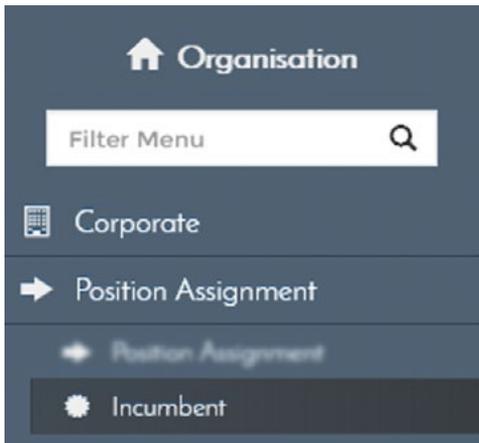
Nature of Assignment

Assignment Type Primary Secondary

Reporting Type Reporting Non-Reporting

Reason

Allocation %



Position Incumbent

Search Clear Advanced xls

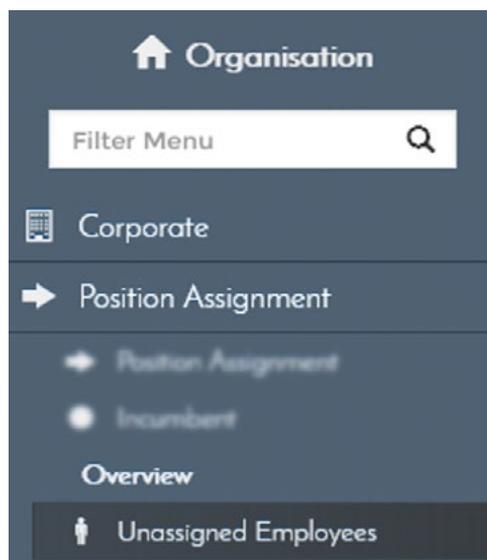
View	Position ID	Position	Position Record	Parent Position ID	Parent Position	Location	Org Unit	Edit	New	Occupancy Status
	COMCT	Care of Magical Creatures Teacher		HMAST	Headmaster	Hogwarts Castle	Gryffindor			Occupied
	DL	Dark Lord		HMAST	Headmaster	Hogwarts Castle	Slytherin			Occupied
	DE1	Death Eater 1		DL	Dark Lord	Hogwarts Castle	Slytherin			Vacant
	GKEEPER	Gamekeeper		HMAST	Headmaster	Hogwarts Castle	Maintenance			Occupied

Click on the Incumbent link to see the Position Incumbent report.

- Click the icon under the 'View' column to view the position details
- Click the icon under 'Edit' column to modify the position assignment
- Click the icon under the 'New' column to create a new position assignment for the selected employee

Unlike the Position Assignment report, which shows a list of all positions in the system and the employees that are assigned to those positions, the Position Incumbent report shows the opposite i.e. a list of all employees and the positions they are assigned to. Moreover, the Position Incumbent report also allows you to view and edit both the actual position itself and the position assignment all in one report. The report also allows you to view whether positions are occupied or vacant.

UNASSIGNED EMPLOYEES



Position Assignment

Search Clear Advanced xls

Edit	New	Person ID	Name	Position ID	Position
		TESTSYSUSER	VOLDEMORT, Riddle		

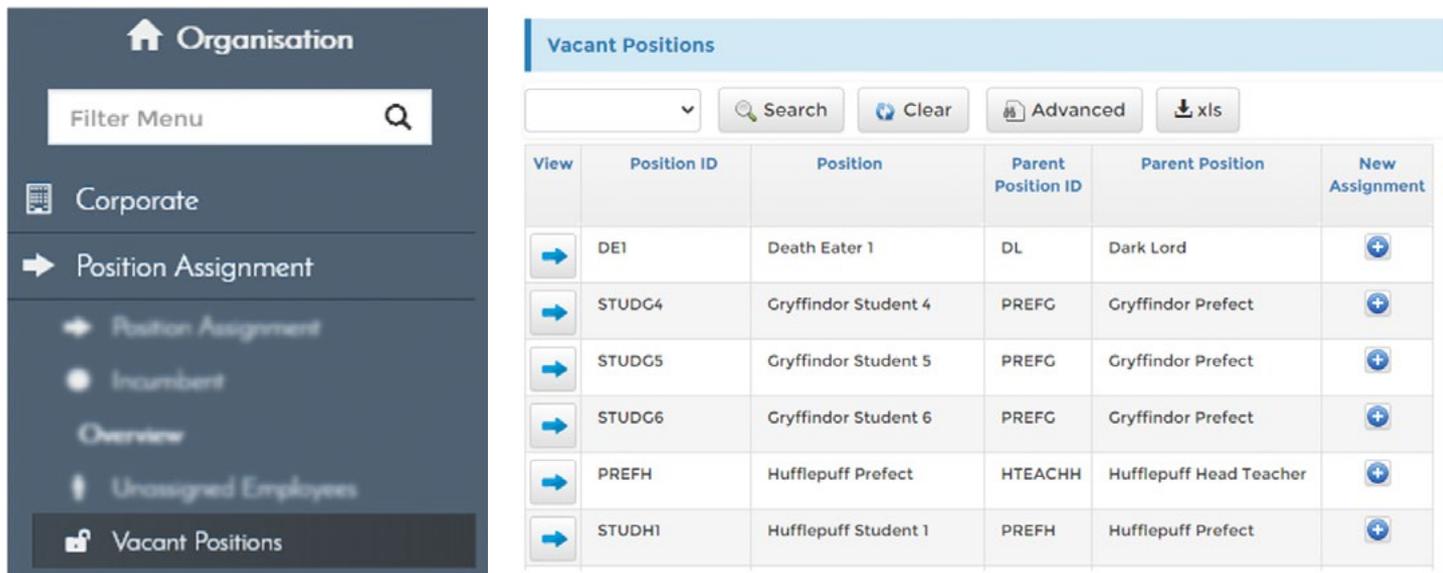
Rows 1 to 1 of 1

Click on the Unassigned Employees link to quickly access a report that displays all active employees without any active position assignments.

- Click the icon under the 'New' column to assign a position to an employee from the report.
- This will bring up the 'Position Assignment' form for the selected employee, allowing you to assign them to a position.



VACANT POSITIONS



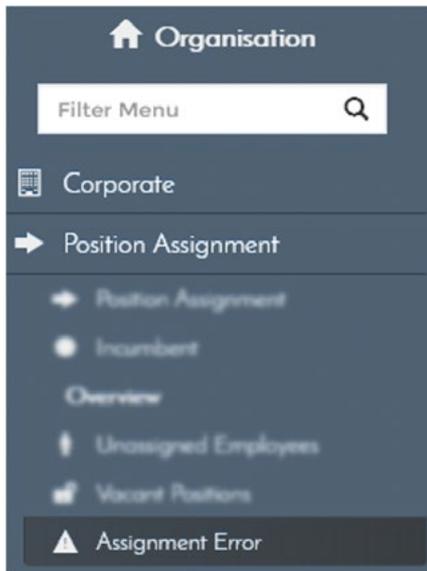
The screenshot shows the 'Organisation' sidebar on the left with 'Vacant Positions' selected. The main content area is titled 'Vacant Positions' and contains a table with the following data:

View	Position ID	Position	Parent Position ID	Parent Position	New Assignment
	DE1	Death Eater 1	DL	Dark Lord	
	STUDG4	Gryffindor Student 4	PREFG	Gryffindor Prefect	
	STUDG5	Gryffindor Student 5	PREFG	Gryffindor Prefect	
	STUDG6	Gryffindor Student 6	PREFG	Gryffindor Prefect	
	PREFH	Hufflepuff Prefect	HTEACHH	Hufflepuff Head Teacher	
	STUDH1	Hufflepuff Student 1	PREFH	Hufflepuff Prefect	

Click on the Vacant Positions link to access a report that shows all positions in the system that are currently vacant.

- Click the icon under the 'View' column to view the position details
- Click the icon under the 'New Assignment' column to assign the position to an employee

ASSIGNMENT ERROR



Position Assignment Errors

Errors | Active | All

Search Clear Advanced xls

Person ID	Name	Error	Assign	Assignment Record	Position Record	Position	Position ID
30847	ABBERLEY, Roland	Parent profile not resolved					STUDR4
30831	ABBOTT, Hannah	Profile not Active					STUDH1
30835	CHANG, Cho	Profile not Active					PREFR

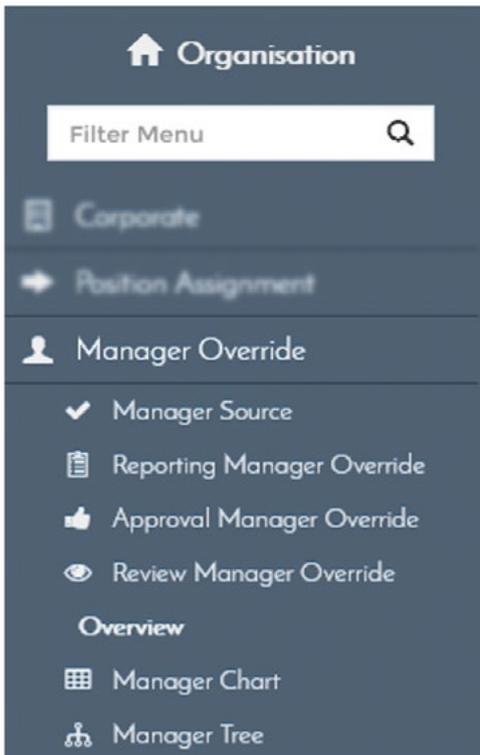
Click on the Assignment error link to get a report that will help you determine and troubleshoot possible issues with your position assignments.

The 'Error' column displays the possible error for the position assignment. The legend at the bottom of the form will serve as your guide as to what may be causing the error.

- Clicking the 'Errors' option at the top of the report will filter to only show errors
- Click the icon under the 'Assign' column to edit the position assignment
- Click the icon under the 'Position' column to edit the position



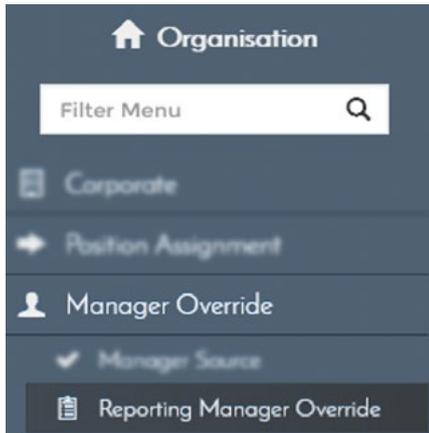
MANAGER OVERRIDE



The Manager Override report shows the Reporting Manager, Approval Manager, and Review Manager for all employees in the system. These three manager roles power different functions in the system, which are explained in the below sections.

By default, an employee will inherit their manager via position assignment, which will occupy all three of the manager roles. However, you can override individual manager roles if required. The Manager Source Report aggregates the three different types of managers an employee can have in a single report, allowing one to quickly identify if any employees have manager overrides in place.

REPORTING MANAGER OVERRIDE



Manager Assignment												
[Dropdown] [Search] [Clear] [Advanced] [Download xls]												
Edit	New	Person ID	Name	Assignment Type	MgrID	Manager Name	Start Date	End Date	Record	Company	Active	
	+	30847	ABBERLEY, Roland						●	Hogwarts	👤	
	+	30844	CRABBE, Vincent						●	Hogwarts	👤	
➡	+	30827	DUMBLEDORE, Albus	reporting	30825	MCGONACALL, Minerva			●	Hogwarts	👤	
	+	30834	FILIUS, Flitwick						●	Hogwarts	👤	

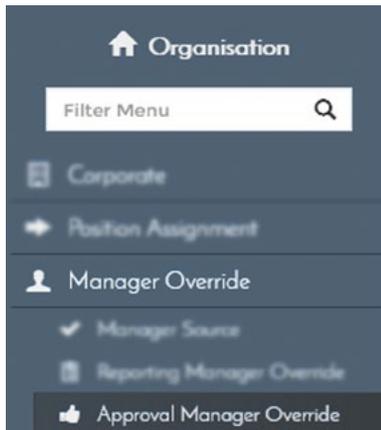
Click the Reporting Manager Override link to assign a reporting manager override. Doing so allows you to set a different reporting manager than what has been inherited via position assignment. This will reroute the employee to appear under a different manager in the organisation chart, as well as determine which manager 'manages' that employee via the Manager menu.

The  icon under the 'Record' column signifies there is no active override for an employee.

The  icon under the 'Record' column signifies there is an active override for an employee.

- Click the  icon to edit an existing override
- Click the  icon to assign a new override

APPROVAL MANAGER OVERRIDE



Manager Assignment											
[Filter] [Search] [Clear] [Advanced] [xls]											
Edit	New	Person ID	Name	Assignment Type	MgrID	Manager Name	Start Date	End Date	Record	Company	Active
	+	30847	ABBERLEY, Roland						●	Hogwarts	👤
	+	30844	CRABBE, Vincent						●	Hogwarts	👤
→	+	30827	DUMBLEDORE, Albus	Approval	30825	MCGONAGALL, Minerva			●	Hogwarts	👤
	+	30834	FILIUS, Flitwick						●	Hogwarts	👤

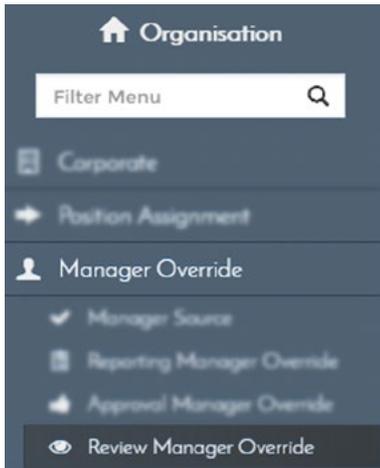
Click the Approval Manager Override link to assign an approval manager override. Doing so allows you to set a different approval manager than what has been inherited via position assignment. This will reroute any workflows the employee initiates to a different manager, such as a leave request or expense claim.

The  icon under the 'Record' column signifies there is no active override for an employee.

The  icon under the 'Record' column signifies there is an active override for an employee.

-  Click the  icon to edit an existing override
-  Click the  icon to assign a new override

REVIEW MANAGER OVERRIDE



Manager Assignment												
▼ Search Clear Advanced xls												
Edit	New	Person ID	Name	Assignment Type	MgrID	Manager Name	Start Date	End Date	Record	Company	Active	
	+	30847	ABBERLEY, Roland						●	Hogwarts	●	
	+	30844	CRABBE, Vincent						●	Hogwarts	●	
→	+	30827	DUMBLEDORE, Albus	review	30825	MCGONACALL, Minerva			●	Hogwarts	●	
	+	30854	FILIUS, Flitwick						●	Hogwarts	●	

Click the Review Manager Override link to assign a review manager override. Doing so allows you to set a different review manager than what has been inherited via position assignment. This will reroute the employee to a different manager when completing performance reviews in the system.

- Click the  icon to edit an existing override
- Click the  icon to assign a new override

The  icon under the 'Record' column signifies there is no active override for an employee.

The  icon under the 'Record' column signifies there is an active override for an employee.

MANAGER CHART

Organisation

Filter Menu

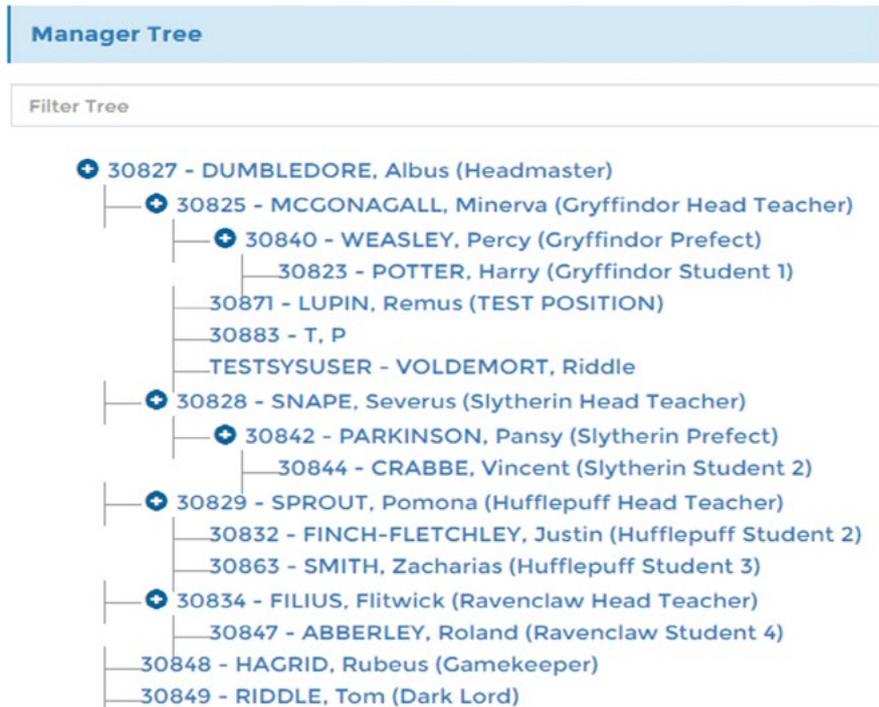
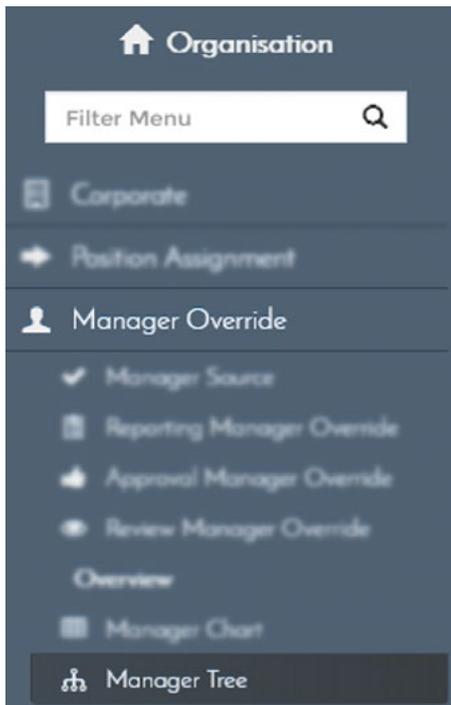
- Corporate
- Position Assignment
- Manager Override
 - Manager Source
 - Reporting Manager Override
 - Approval Manager Override
 - Review Manager Override
- Overview
- Manager Chart**
- Manager Tree

Manager List				
Detail	Person ID	Name	Hierarchy Level	Active
	30847	ABBERLEY, Roland	0	
	30844	CRABBE, Vincent	0	
	30827	DUMBLEDORE, Albus	0	
	30834	FILIUS, Flitwick	0	
	30832	FINCH-FLETCHLEY, Justin	0	

The Manager Chart allows you to select a specific employee and view the organisation chart, in conjunction with any manager overrides that have been configured, from that employee down. Simply click on the icon.



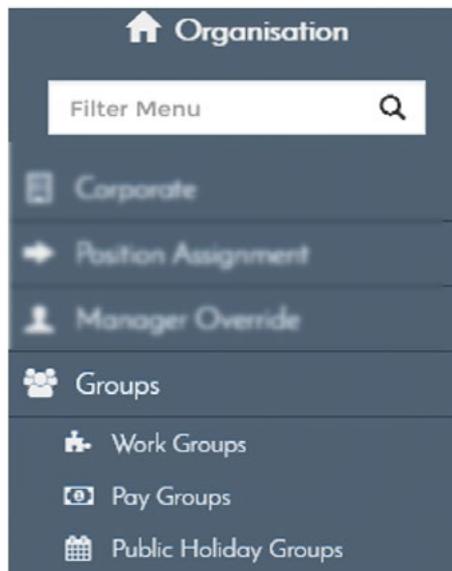
MANAGER TREE



The Manager Tree provides the same functionality as the Position Tree, except it takes into consideration any Reporting Manager overrides that have been configured.

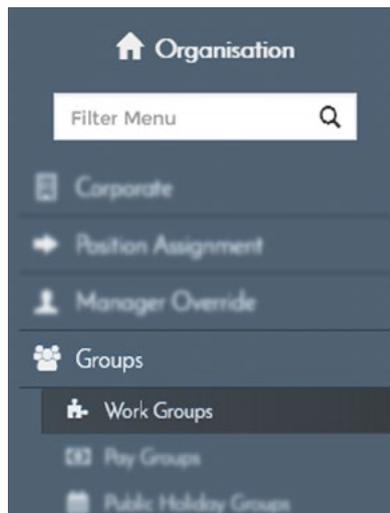
The Manager Tree is a visual representation of the hierarchy of all managers in the system and the reporting structure. You can also expand/collapse the manager tree to view specific verticals of the hierarchy, simply click the **+** or **-** icons to do so. Clicking directly on a Manager's name will take you to the manager form, allowing you to make changes to the manager assignment.

GROUPS



This menu gives you access to Work Groups, Pay Groups, and Public Holiday groups. Combined, these three groups define the rules applied to employees when requesting leave or submitting timesheets.

WORK GROUPS



Work Group						
[Dropdown]						
[Search] [Clear] [Advanced] [XLS]						
	Work Group ID	Work Group Name	Work Group Seed Date	Work Group Seed Day	Work Group Length	Week Pattern
[+]	Casual	Casual	01/07/2018	Sunday	14	[+]
[+]	FT_9day_FTN_1st_Fri_off	FT_9day_FTN_1st_Fri_off	12/08/2018	Sunday	14	[+]
[+]	Full Time	Full Time	28/04/2019	Sunday	7	[+]

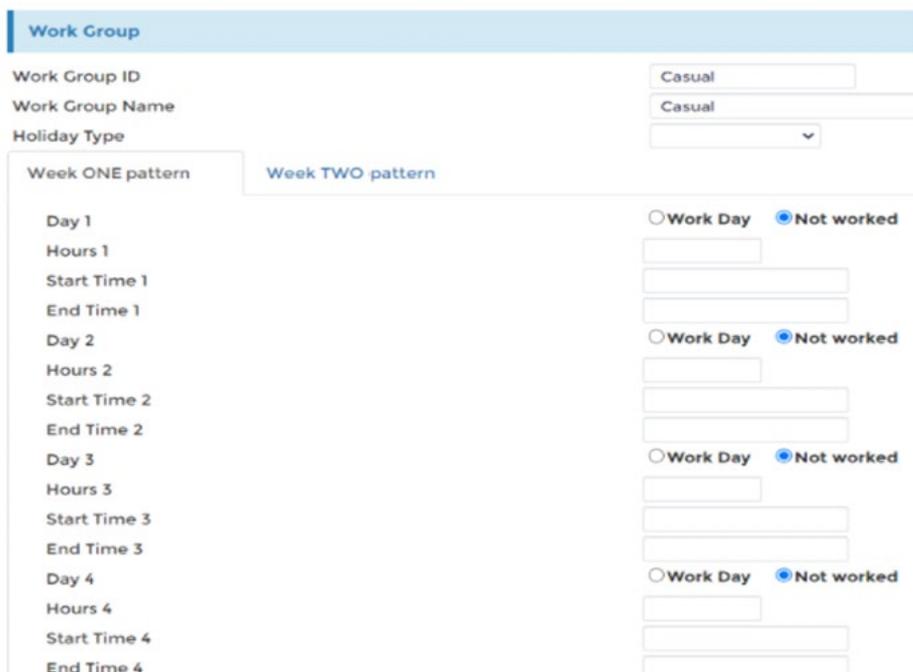
The Work Group report allows you to view, modify, and create new work groups in the system. The purpose of this functionality is to determine what days employees work, and how many hours they work on those days. This ensures the system is accurate and automates employee working patterns when applying for leave or submitting timesheets.



How to Set Up a New Work Group

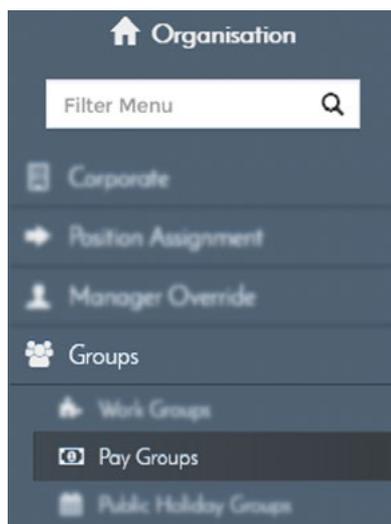
- Click 'Work Groups' link
- Click the  icon to create a new Work Group
- Click the  icon to edit an existing Work Group
- Click the  icon under the 'Week Pattern' column to define the working week for that Work Group
- Define work/non-work days by using the radio buttons.
- 'Start Time' and 'End Time' are only required to be defined if using timesheets
- If the work group is for a fortnightly working pattern, ensure to complete both the 'Week ONE Pattern' and 'Week TWO Pattern' tabs

Note: It is recommended to group employees that work the same days/hours under a single work group - a good example being full-time employees. Dissimilarly, it is recommended that employees that work different days/hours combinations have their own unique work group - such as part-time employees.



The screenshot displays the 'Work Group' configuration page. At the top, there are three input fields: 'Work Group ID' (containing 'Casual'), 'Work Group Name' (containing 'Casual'), and 'Holiday Type' (with a dropdown arrow). Below these is a tabbed interface with two tabs: 'Week ONE pattern' and 'Week TWO pattern'. The 'Week TWO pattern' tab is active. Under this tab, there are four sections, one for each day (Day 1 to Day 4). Each section contains a radio button for 'Work Day' (unselected) and 'Not worked' (selected), followed by three input fields for 'Hours', 'Start Time', and 'End Time'.

PAY GROUPS



Pay Group

Search Clear Advanced

	Pay Group ID	Pay Group Name	Pay Periods	Company	Pay Frequency
→	Monthly_Employee	Monthly Employees		Hogwarts	Monthly
→	HOGWARTS_Weekly_Employee	Hogwarts Weekly Employees		Hogwarts	Weekly
→	HOGSMEADE_Weekly_Employee	Hogsmeade Weekly Employees		Hogsmeade	Weekly
+					

Rows 1 to 3 of 3

The Pay Group report allows you to view, modify, and create new pay groups in the system, which indicates how frequently employees are paid.



How to Set Up a New Pay Group

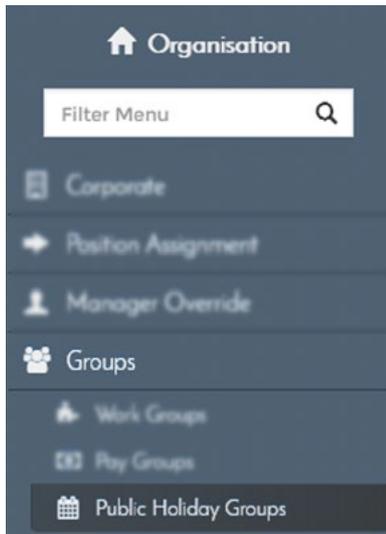
- Click the  icon to create a new Pay Group
- Click  icon to modify an existing Pay Group
- Click  icon under the 'Pay Periods' column to open the Pay Period of a Pay Group

Pay Period					
	▼	 Search	 Clear	 Advanced	 xls
	Period ID	PayGroup	Cutoff Date	Start Date	End Date
	143	Monthly Employees	15/12/2020	01/12/2020	15/12/2020
	142	Monthly Employees	30/11/2020	16/11/2020	30/11/2020
	141	Monthly Employees	15/11/2020	31/10/2020	15/11/2020
	140	Monthly Employees	30/10/2020	16/10/2020	30/10/2020
	139	Monthly Employees	15/10/2020	29/09/2020	15/10/2020
	138	Monthly Employees	29/02/2020	16/02/2020	29/02/2020

- Click the  icon
- Select the proper Pay Group under the 'PayGroup' column
- Set the cut off date under the 'Cutoff Date' column
- Set the 'Start Date'
- Set the 'End Date'

If using timesheet functionality, you will also need to define a pay period for each pay group, which determines the cut-off period for each pay group when employees are completing timesheets.

PUBLIC HOLIDAY GROUPS



Holiday Group				
[Dropdown]				
[Search] [Clear] [Advanced] [xls]				
Edit	Public Holiday Group	Year	Date	
	AUS-ACT	2021	01/01/2021	New Year's Day
	AUS-NSW	2021	01/01/2021	New Year's Day

The Public Holiday Group report allows you to view, modify, and create new public holidays in the system. By default, EmployeeConnect comes pre-loaded with all of the gazette Australian public holidays. However, you can edit the pre-loaded public holidays, or create brand-new holidays to cater to your unique requirements. Correctly configuring public holiday groups in the system aids in leave request and timesheet validation.

- Click icon under the 'Edit' column to modify an existing Public Holiday

How to Set Up a New Public Holiday Group

- Click 'Public Holiday Group' from the side menu
- Click the  icon to create a new Public Holiday
- Set a name under the 'Public Holiday Group' column
- Set the year under the 'Year' column
- Set the date under the 'Date' column
- Set a 'Holiday Name'

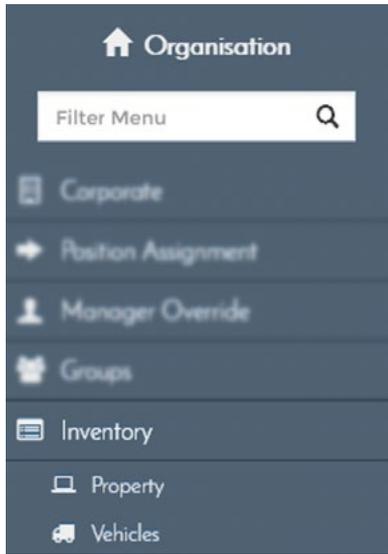
Holiday Group

Search

Edit	Public Holiday Group	Year	Date	Holiday Name	Type	Description
	AUS-NSW	2021	27/12/2021	Christmas Public Holiday		
	AUS-QLD	2021	27/12/2021	Christmas Public Holiday		
	AUS-NT	2021	27/12/2021	Christmas Public Holiday		
	New Zealand	2021	27/12/2021	Christmas Holiday		
	New Zealand	2021	28/12/2021	Boxing Day		
	AUS-SA	2021	28/12/2021	Boxing Day Holiday		
	AUS-NT	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-QLD	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-NSW	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-ACT	2021	28/12/2021	Boxing Day Public Holiday		
	AUS-TAS	2021	28/12/2021	Boxing Day		
	AUS-WA	2021	28/12/2021	Boxing Day Holiday		
	AUS-VIC	2021	28/12/2021	Boxing Day Holiday		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

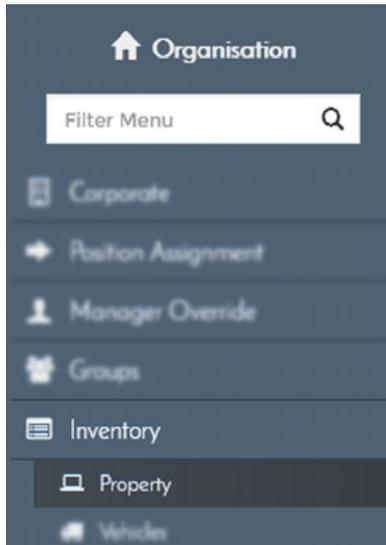
1 2 3 4 5
Rows 101 to 113 of 113

INVENTORY



This menu allows you to access Property and Vehicle links. This is the one stop location to manage and assign inventory and assets.





Property Inventory

Search Clear Advanced xls

Edit	Copy	Property ID	Type	SubType	Date Issued	Date Returned	Expiry Date	Make	Model	Serial Number	IMEI Number	PUK Code	MAC Address	Person ID	Name
			wand		15/05/2017			Ollivanders						30826	CRANCER, Hermione
		321	computer	iPad/Tablet	01/01/2018									30825	MCGONACALL, Minerva

Click the Property link to view, modify, assign, and create new property assets.

- Click the icon under the 'Edit' column to modify existing Property records
- Click the to create new Property records
- Click the icon under the 'Copy' column to copy a Property record and quickly assign to an employee

You can add any kind of company assets here and assign them to the appropriate employees. Property Types and Subtypes are list values, which can be modified with System Admin privileges. If required, please contact your EmployeeConnect consultant for help with modifying these list values.

How to Assign Property to an Employee

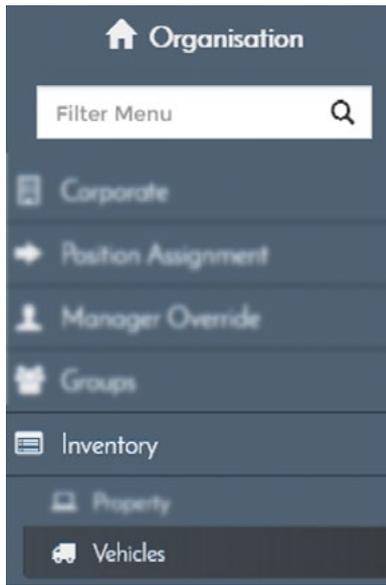
- Click the 'Property' link from the side menu
- Click  icon under the 'Edit' column
- Set a unique 'Property ID'
- Select the property 'Type' from the drop-down list
- Set the 'Sub-type'
- Set the 'Issue Date'
- Set an 'Expiry Date' for Temporary assignments
- Set the 'Return Date'
- Set the employee from the 'Select Person' field by clicking on the  icon
- Set other info required
- Click 'Save' to save your settings

Property

Property ID	Asset Mana 
Type	wand
SubType	
Issue Date	15/05/2017 
Expiry Date	
Return Date	Date proper 
Select Person	 GRANGER, Hermione
Currency	AUD
Value	\$..
Cost Centre	
Description	Made of vine wood and core is dragon heartstring.
Make	Ollivanders
Model	The model number wh
Serial Number	
IMEI Number	The IMEI Applies to Mc
Condition when Issued	
Condition when Returned	
Comments	

VEHICLE



Vehicle Inventory

Search Clear Advanced xlsx

Edit	Copy	Vehicle ID	Registration	Fleet No.	Parking Space	Fuel Card	Vehicle Type	Make	Model	Year	Colour	Rego Expiry	Person ID	Name
		VIN9938493022	6SZA266		Level 3, 330		Car	Porsche	911 Carrera S	2006	Seal Grey	09/07/2014	demo	Thomas, Dean

Click on the Vehicle link to access the Vehicle report.

- Click the icon to modify an existing Vehicle Inventory
- Click the icon to create a new Vehicle Inventory

You can view, modify, assign, or create new Vehicle entries here. You can edit the list values to add more specific vehicle details like make, year, color type, etc.

How to Assign a Vehicle to an Employee

- Click  icon under the 'Edit' column
- Set the employee to assign the vehicle to
- Set a 'Start Date'
- Set the 'End Date'
- Enter the 'Vehicle ID'
- Enter the 'Registration Number'
- Set other relevant info on the form
- Click 'Save' to save the settings

Vehicle Inventory

Select Person	 Thomas, Dean
Start Date	<input type="text"/> 
End Date	<input type="text"/> 
Comments	<input type="text" value="EC6.HR3.demo"/>
Vehicle ID	<input type="text" value="VIN9838493022"/>
Registration	<input type="text" value="6SZA266"/>
Fleet No.	<input type="text"/>
Parking Space	<input type="text" value="Level 3, J30"/>
Fuel Card	<input type="text"/>
Make/Model	<input type="text"/>
Vehicle Type	<input type="text" value="Car"/>
Make	<input type="text" value="Porsche"/>
Model	<input type="text" value="911 Carrera S"/>
Year	<input type="text" value="2006"/>
Colour	<input type="text" value="Seal Grey"/>
Equipment	<input type="text" value="sport exhaust"/>
Expiry	<input type="text"/>
Registration	<input type="text" value="09/07/2014"/> 
Expiry	

