

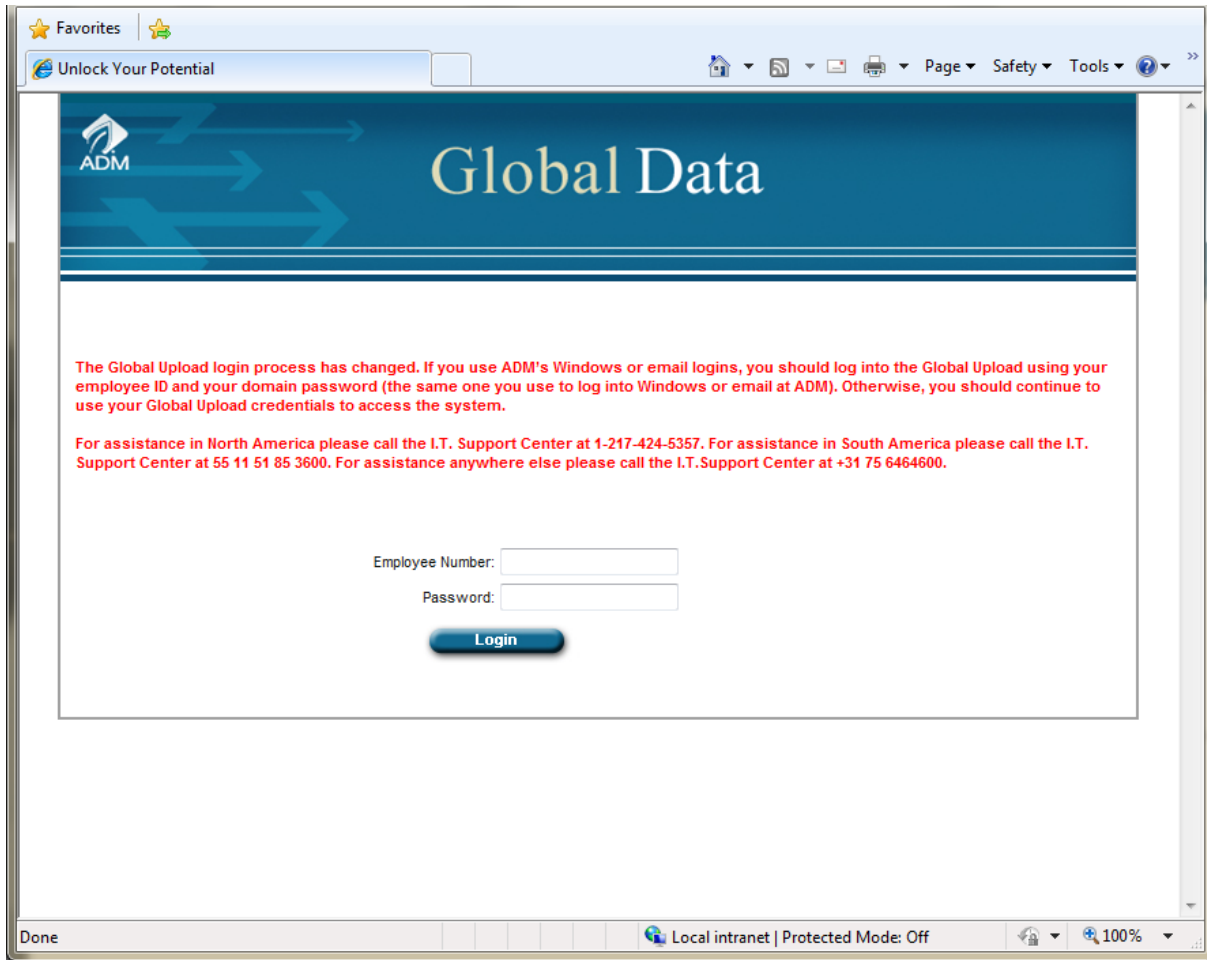
# Global Upload Admin User Manual



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# Login Screen



Enter Employee Number: Employee Number:

Enter Password: Password:

Click Login:

## View Employees

The screenshot shows the 'Global Data' application interface. At the top, there is a navigation bar with 'Home', 'Admin', and 'Logout' links. Below this, a breadcrumb trail reads 'Home > View Employees'. The main heading is 'Global Data'. A link for 'Add Approvers' is visible. The status 'Active Headcount: 131' is shown, along with a note that the count includes 0 employees that have changed locations. A search section includes a 'Search By:' dropdown menu with options: 'All Records', 'Filter By Employee ID', and 'Filter By Employee Last Name'. Below the search are filters for 'Locations' and 'Status', both with 'Select...' dropdown menus. At the bottom, a table displays employee data with columns for 'Empl ID', 'Empl Name', 'Group', 'Location', 'Status', 'Hire Date', 'Termination Date', and 'Actions'. The 'Actions' column contains links for 'add', 'edit/view', and 'edit/view'.

Empl ID	Empl Name	Group	Location	Status	Hire Date	Termination Date	Actions
							<a href="#">add</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>

Select 'Search By' to search for employees by Employee ID or Employee Last Name.

Select 'Location' to show only employees from that location: Locations:

Select 'Status' to show only employees with that status: Status:

Click [Empl ID](#) to sort by Employee Number.

Click [Empl Name](#) to sort by Employee Last Name.

Click [Group](#) to sort by Group.

Click [Location](#) to sort by Location.

Click [Status](#) to sort by Status.

Click [Hire Date](#) to sort by Hire Date.

Click [Termination Date](#) to sort by Termination Date.

Click [add](#) to add new record.

Click [edit/view](#) to edit/view record.

Click  to confirm.

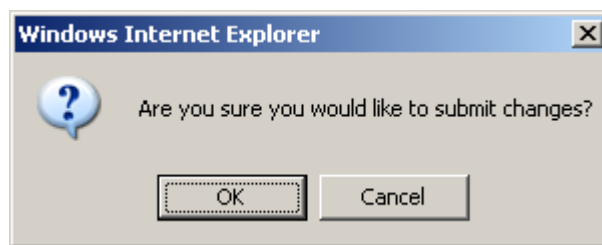
## Add new employees

The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the 'ADM' logo and the text 'Global Data'. Below the header is a navigation bar with 'Home', 'Admin', and 'Logout' links. The main content area shows a breadcrumb trail 'Home > Add/Update Employee' and the title 'Global Data'. A red asterisk indicates required fields. The form includes a 'Rehire' checkbox and various input fields: \*Empl No., \*First Name, Middle Name, \*Last Name, Office Phone, Cell Phone, Emergency Contact, Emergency Home Phone, Emergency Work Phone, \*Group, \*Location, Payroll ID, \*Job Title, \*Hire Date, \*Ident, \*Reports To, \*Class, \*Status, Bargaining Status, Termination Date, and Last Day Worked. A 'Comments' text area is at the bottom with a 'Characters Remaining: 200' indicator. At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Return'.

Once you have clicked the 'add' link, the above screen will be visible.

Please fill in the appropriate fields before submitting the form. Required fields are Employee Number, First Name, Last Name, Group, Location, Job Title, Hire Date, Ident, Reports To, Class, Status

Click **Submit** to validate the information on the form and submit the information. Also, when you click the submit button, the box below will appear as a confirmation that you want to proceed with the changes



Click **Reset** to reset the form after any changes you made.

Click **Return** to return to the main page of the application.

## Edit Employee Information


The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the ADM logo and the text 'Global Data'. Below the header, there are navigation links for 'Home' and 'Logout'. The main content area shows a breadcrumb trail 'Home > Add/Update Employee' and the title 'Global Data'. A red asterisk indicates a required field. The form contains various input fields for employee information, including Empl No., First Name, Middle Name, Last Name, Office Phone, Cell Phone, Emergency Contact, Emergency Home Phone, Emergency Work Phone, Group, Location, Payroll ID, Job Title, Hire Date, Ident, Reports To, Class, Status, Bargaining Status, Termination Date, and Last Day Worked. There are also icons for help and edit. A 'Rehire' checkbox is present. A 'Comments' text area is at the bottom of the form, with a character count of 200. At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Return'.

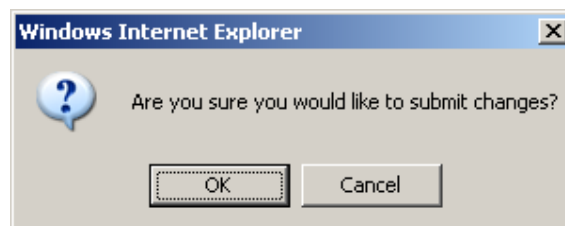
When you click the link to edit/view, the above form will be displayed with the selected employee's information. On this page, you will be able to modify current information on an employee.


Click  to remove a date for an employee returning from a leave or if a date was entered incorrectly.


You will not be able to edit the hire date and employee ID for an existing employee. If these need to be updated, please notify the GED Administrator at [globalemployeedatabase@adm.com](mailto:globalemployeedatabase@adm.com).

Do not remove any of the required field information that was mentioned in the add section.

Click  to validate the information on the form and submit the information. When you click the submit button, the box below will appear as a confirmation that you want to proceed with the changes.



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.

## Re-Hire Employee

ADM Global Data

Home Admin Logout

Home > Add/Update Employee

### Global Data

\*Required Field

* Empl No.:	<input type="text"/>	Payroll ID:	<input type="text"/>
* First Name:	<input type="text"/>	* Job Title:	DOMESTIC EXECUTION ASST.
Middle Name:	<input type="text"/>	* Hire Date:	01-10-2000
* Last Name:	<input type="text"/>	* Ident:	Salary
Office Phone:	<input type="text"/>	* Reports To:	
Cell Phone:	<input type="text"/>	* Class:	Exempt
Emergency Contact:	<input type="text"/>	* Status:	Active
Emergency Home Phone:	<input type="text"/>	Bargaining Status:	Select...
Emergency Work Phone:	<input type="text"/>	Termination Date:	
* Group:	<input type="text"/>	Last Day Worked:	
* Location:	<input type="text"/>		
Comments:	<input type="text"/>		

Characters Remaining: 200

Submit Reset Return

If an employee was terminated and coming back with full service recognition as a re-hire, the employee should continue to use the previously issued employee id. The terminated record needs to be edited to reflect the now Active status by using the check box for re-hires only.

Once you check the box, the dates entered in the Termination Date and Last Day Worked fields will be automatically be removed. The status will update to 'Active.'

Do not remove any of the required field that were mentioned on the add section.

Click to validate the information on the form and submit the information.

Click to reset the form after any changes you made.

Click to return to the main page of the application.

## Transfer an Employee to New Location

The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the ADM logo and the text 'Global Data'. Below the header is a navigation bar with 'Home', 'Admin', and 'Logout' links. The main content area shows a breadcrumb trail 'Home > Add/Update Employee' and the title 'Global Data'. A red asterisk indicates a required field. The form contains the following fields:

* Empl No.:	<input type="text"/>	Payroll ID:	<input type="text"/>
* First Name:	<input type="text"/>	* Job Title:	DOMESTIC EXECUTION ASST.
Middle Name:	<input type="text"/>	* Hire Date:	01-10-2000
* Last Name:	<input type="text"/>	* Ident:	Salary
Office Phone:	<input type="text"/>	* Reports To:	
Cell Phone:	<input type="text"/>	* Class:	Exempt
Emergency Contact:	<input type="text"/>	* Status:	Active
Emergency Home Phone:	<input type="text"/>	Bargaining Status:	Select...
Emergency Work Phone:	<input type="text"/>	Termination Date:	
* Group:	<input type="text"/>	Last Day Worked:	
* Location:	<input type="text"/>		
Comments:	<input type="text"/>		


Characters Remaining: 200

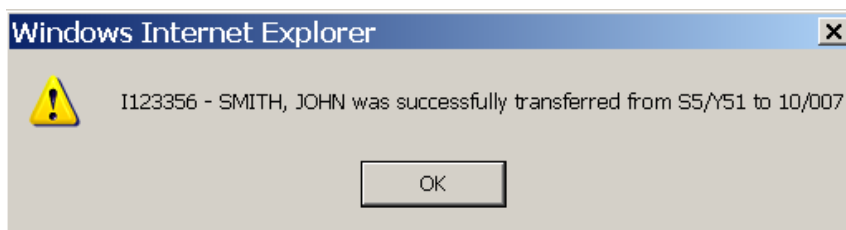
Buttons: Submit, Reset, Return


Click the link to 'Edit/View' to display the employee information for the employee transferring.


You will modify the group and location information for the employee.

Do not remove any data from the required fields.

Click  to validate the information on the form and submit the information. Also, the box below will appear as confirm you have successfully transferred an employee.



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.



## Transfer an Employee to New Location (cont.)

The screenshot displays the 'Global Data' web application interface. At the top, there is a navigation bar with 'Home', 'Admin', and 'Logout' links. Below this, a breadcrumb trail shows 'Home > View Employees'. The main heading is 'Global Data'. A message box, highlighted with a red oval, states: 'Active Headcount: 39. Your count includes 2 employees that have changed locations.' To the right of this message is a link for 'Add Approvers'. Further right is a search section with a 'Search By:' dropdown menu set to 'All Records' and a 'GO' button. Below the search section is a 'Filters:' area with two dropdown menus: 'Locations: Select...' and 'Status: Select'. The main content is a table with the following columns: 'Empl ID', 'Empl Name', 'Group', 'Location', 'Status', 'Hire Date', 'Termination Date', and 'Actions'. The 'Actions' column contains links for 'add', 'edit/view', and 'edit/view' for each row.

Empl ID	Empl Name	Group	Location	Status	Hire Date	Termination Date	Actions
							add
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>
							<a href="#">edit/view</a>

After an employee has successfully transferred, you will notice your 'Active Headcount' will update.

If you are transferring an employee to a new location, the above message will mention the total amount of employees that have changed locations.

If an employee was transferred to your location, the above message will mention the total amount of employees that are now added to your location.

## Admin—Add Users

The screenshot shows a web application interface for 'Global Data'. At the top, there is a blue header with the 'ADM' logo and the text 'Global Data'. Below the header is a navigation bar with 'Home', 'Admin', and 'Logout' links. The main content area has a breadcrumb trail 'Home > Employee Maintenance' and a title 'Global Data'. There are two links: 'Add Approvers' and 'Employee Search'. A red asterisk indicates required fields. The form contains the following fields:

* Empl No.:	<input type="text"/>	Payroll ID:	<input type="text"/>	<input type="checkbox"/> Rehire
* First Name:	<input type="text"/>	* Job Title:	<input type="text"/>	
Middle Name:	<input type="text"/>	* Hire Date:	<input type="text"/>	
* Last Name:	<input type="text"/>	* Ident:	Select... <input type="text"/>	
Office Phone:	<input type="text"/>	* Reports To:	<input type="text"/>	
Cell Phone:	<input type="text"/>	* Class:	Select... <input type="text"/>	
Emergency Contact:	<input type="text"/>	* Status:	Select... <input type="text"/>	
Emergency Home Phone:	<input type="text"/>	Bargaining Status:	Select... <input type="text"/>	
Emergency Work Phone:	<input type="text"/>	Termination Date:	<input type="text"/>	
* Group:	<input type="text"/>	Last Day Worked:	<input type="text"/>	
* Location:	<input type="text"/>			
Comments:	<input type="text"/>			


Characters Remaining: 200

When you click the 'Admin' link, the above screen will be displayed. There are two choices you can make here.

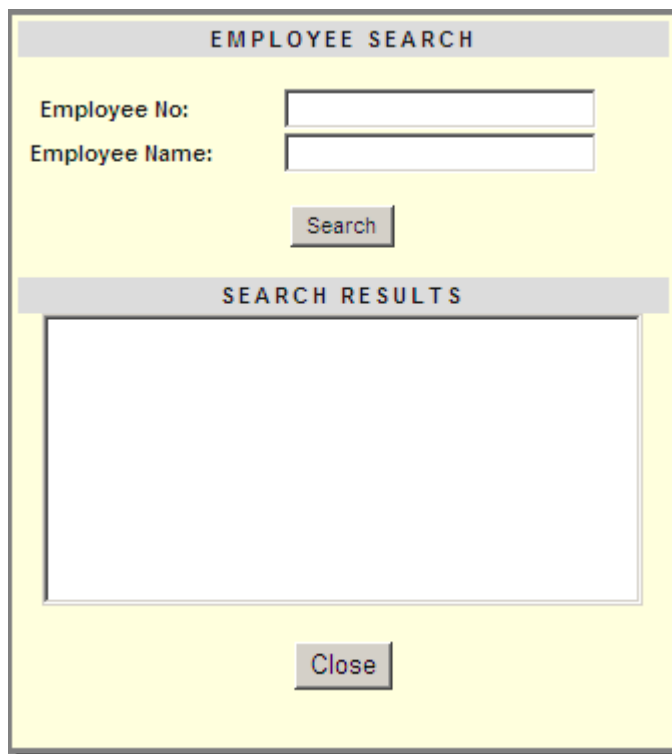
Above, there are two links and [Employee Search](#) [Add Approvers](#)

Click  to validate the information on the form and submit the information.

Click  to reset the form after any changes you made.

Click  to return to the main page of the application.

## Admin Employee Search Link



The screenshot shows a web form titled "EMPLOYEE SEARCH". It contains two input fields: "Employee No:" and "Employee Name:". Below these fields is a "Search" button. Underneath the search section is a section titled "SEARCH RESULTS" which contains a large empty rectangular box for displaying results. At the bottom of the form is a "Close" button.

When you click [Employee Search](#) the following screen will be displayed so you may search for an employee by last name or employee ID.

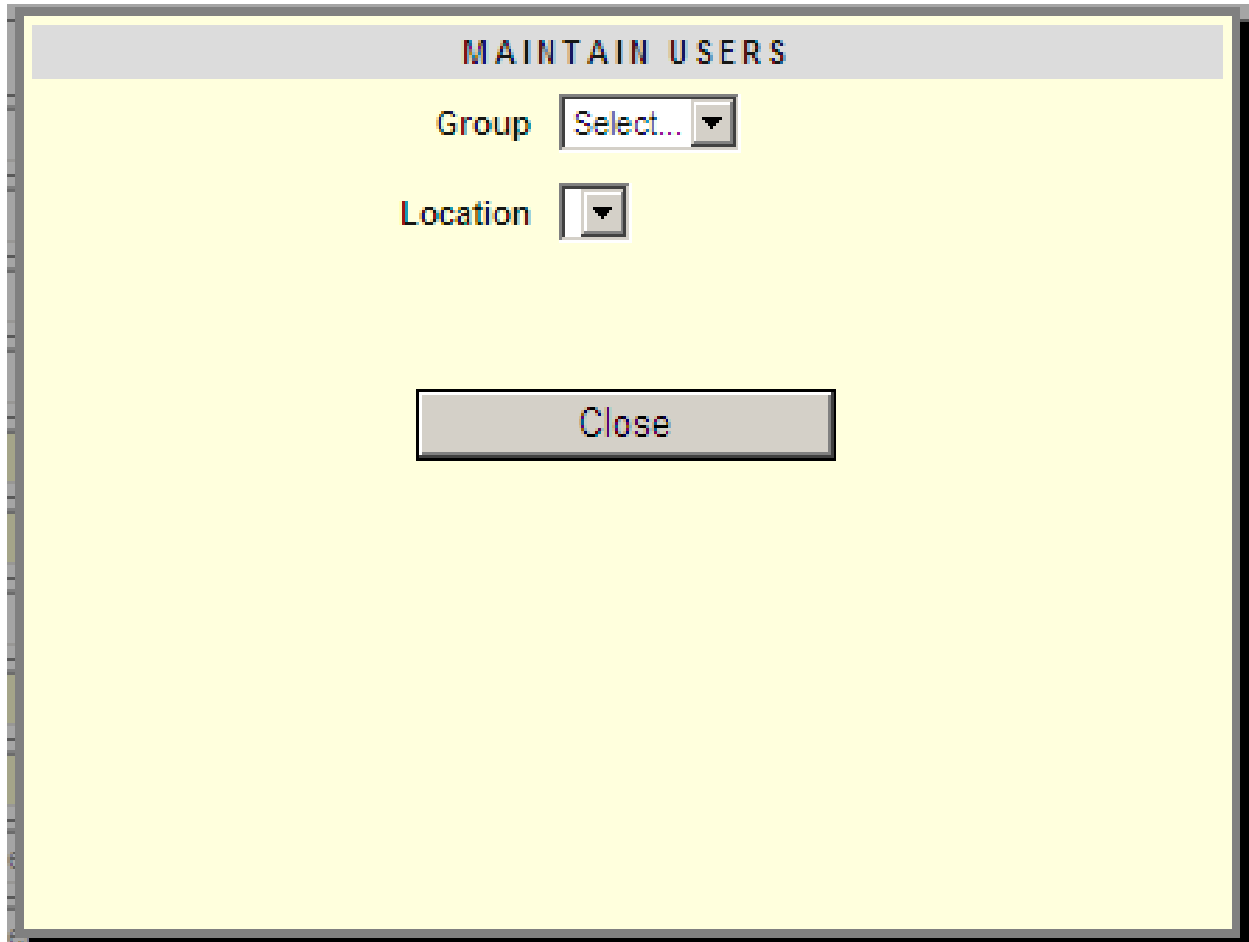
Then you may click  button.

The results from this will be displayed in the list box below.

Once the results are shown from your search, you may select a name from the list and it will fill in the form with information on that employee.

Clicking  button closes the search box with out selecting a employee.

## Admin— Add Approvers link



The screenshot shows a dialog box titled "MAINTAIN USERS". It contains two dropdown menus: "Group" with a "Select..." option and a "Location" dropdown. At the bottom center, there is a "Close" button.

When you click [Add Approvers](#) link, the above screen will be displayed. To add an approver you must be in the first approver role. As a primary approver, you then must select a group and location for the approver to be added to.

Click  button to close out with out making any changes.

## Admin- Add Approver Cont.

**MAINTAIN USERS**

Group

Location

Empl No	Empl Name	Actions
<input style="width: 95%;" type="text"/>		
Password <input style="width: 95%;" type="text"/>	Confirm Password <input style="width: 95%;" type="text"/>	<a href="#" style="color: blue; text-decoration: underline;">add</a>

If you are the primary approver for the group location, you will be able to add new approvers to that group.

Next you can enter an employee number and then create a new password for the new approver and click [add](#)

If an approver is already in that group/location, you are able to click [delete](#) link next to that approvers name. You may not delete yourself from a group location.

Click  button to exit the maintain users form.