

Archiving of employees

We will start by specifying what information we want to store about employees, such as "father's name", "mother's name", "date of birth" and "family status" (married, single, widowed, divorced), "number of children", "proven" and "Occupational rank".

And as we explained earlier in [descriptors](#) Descriptors can be easily created

Now, we want to arrange the employees according to the departments and we want to archive the administrative orders of the workers and employees.

Section

We will archive the work according to the departments to which it belongs, so we have to open a document for each section. First, we need to define a "type" of a document that we name **:department** and that has its own "set" descriptors, for example

- (Address (building address
- (Location (the location of the department according to the building
- (Maximum number (the maximum number of staff that can be accommodated

Add these above descriptors to [Descriptors](#) (It does not already exist). You can use the descriptors table from "Archive" → "Tables" → "Descriptors" to add descriptors more easily

الاسم	النوع	
7	المساحة	رقم
8	عدد الأولاد	نص
9	مستوى الموظف	لائحة
10	الحالة العائلية	لائحة
11	العنوان	نص
12	المكان	نص
13	العدد الأقصى	رقم
14		
15		

Then create a "set of descriptors" for it to call "section descriptors", then in the "document types" screen add a new type named "section".

الاسم	القسم	الاسم
الاسم	تحديد	
الجنود	☒	1
المكان	☒	2
العدد الأقصى	☒	3
تاريخ شحن	☐	4
نم العقد	☐	5
المنشأ	☐	6
قيمة العقد	☐	7
البائع	☐	8
شركة الشحن	☐	9
المساحة	☐	10

ادوات

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حذف

تعديل

حذف

خيارات

بحث (F3)

إغلاق

The employee

After we finished defining the type of "section", we can add the documents of the departments we want in the archive, but let's postpone this after we define the document type **employee**, in "archive .descriptors" make sure that these descriptors are present, which do not exist, add them

Father's name •

Mother's name •

Date of Birth •

(Family status (married, celibate, widowed, divorced •

Number of Children •

(Proven (permanent employee •

Job ranking •

But be aware that the "Family status" is of a "list" type. Note that when filling out the values of the employee's document in the archive, one must choose between (married, celibate, widowed, .divorced) for the family status

So in "Archive descriptors" Add the above descriptors until you reach "Family Status", enter it and "save it, then click "Edit Items

Now do not forget to create a set of descriptors "employee descriptors" and then the document type "employee" as we did previously in the department.

After we defined what is required to enter data, now we need an archive for employees so that our data does not overlap with the rest of the data, so enter from **File → Tools → muniments** by adding (a new archive and calling it "Employees" (or any name Want it

Within this archive enter "sections", that is, documents with a "section" category, any sections you want, for example:

- Accounting •
- Management •
- Marketing •
- Material production line •
- The final production line •

Now add the employees under the appropriate departments, for example as follows, but enter only the first name and continue reading

- Mohammed •
- Saeed •
- Adnan •
- Fadi •
- Bassam •

Do not continue writing the rest of the names before we get to know the sub-documents required for the employee, if we add "Muhammad", we need a sub-document for him, which is "certificate" (secondary or university certificate) if any, and we also need to add an "employment application" document and the "Qualifications", for example

Note that whenever we want to add a new employee, we must add these sub-documents to it, and this is tiring, so we will resort to using **Templates**

Templates

Are multiple documents associated with a specific type to be added directly after adding the document of that type

That is, if you create a document based on a template, the program will create it with the type specified for it in the template, and it will also add the child documents to it automatically

As in the above example, we have to add a new form, to call it, for example, "employee" template ((archiving → cards → Documents Templates

Add an employee form as in the picture, the name of the form and the type of document that will be created, and in the table on the left the name of the sub-document that will be created automatically under the new document, and with the type specified in the column on the right

الاسم	النوع	الاسم	النوع
موظف	موظف	موظف	موظف
العناصر			
اسم الوثيقة	النوع	اسم الوثيقة	النوع
1	المؤهلات	ملف	ملف
2	شهادات	ملف	ملف
3	طلب التوظيف	ملف	ملف
4			
5			
6			
7			
8			
9			
10			
11			
12			

ادوات

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حذيد

تعديل

حذف

خيارات

بحث (F3)

إغلاق

Notice that we have created new document types and called them File without descriptors. Just to make writing the example easier, you can expand the work as you like

Now let's go to the archive to which we added the sections (which are documents of department type) and try to add a new employee under it by pressing the right mouse button on the department to which you want to add an employee, and choosing "New" → "Templates" → "Employee" As in the picture

الاسم
انتاج التز
+٤ الرمز
الوثيقة الاب
النوع
المستوى غير محدد
الوصف
1
2
3
4
5
6
7
8
9
موظف
11
12

قسم المحاسبة
+١ - محمد

قسم التسويق
+٢ - سعيد

انتاج المواد
+٣ - عدنان

المؤهلات
+٣٠١٠١

شهادات
+٣٠١٠٢

طلب التوظيف
+٣٠١٠٣

انتاج التز
+٤

طوي
توسيع
طوي الكل
توسيع الكل

نوع
نموذج

جديد

ادوات

بحث (F3)

أدوات

- استيراد من ملف
- استيراد ملفات
- استيراد مرفقات
- استيراد من أرشفة
- استيراد من مساحة
- استيراد من WIA

The program will only ask for the name of the document to annotate the rest of the necessary documents from the form under the new document

الوثيقة	٤ - انتاج التركيب
الاسم	فادي



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