

# Print Appointment/Confirmation/Increment letter

Step 1: Navigate yourself to the Maintain Employee panel

The image shows two parts of the software interface. On the left, a menu is open under 'Human Resource', with 'Maintain Employee...' selected. A red arrow points to the 'Human Resource' menu, and another red arrow points to 'Maintain Employee...'. A red box contains the text 'Step 1.1: Click Human' and another red box contains 'Step 1.2: Click maintain employee'. In the center, the word 'OR' is displayed. On the right, the 'Maintain Employee' panel is shown with a person icon and the text 'Maintain Employee'. A red arrow points to this text, and a red box contains the text 'OR click here straight'.

Step 2: Select the employee

The image shows a window titled 'Employee' containing a table with three rows. The first row is selected. A red arrow points to the first row. A red box contains the text 'Double Click the employee'. Below the table, a text box contains the instruction: 'To learn how to key in new employee, please view the Maintain Employee guide.'

Code	Name	Active
00001	ALI	<input checked="" type="checkbox"/>
00002	CHONG	<input checked="" type="checkbox"/>
00003	LEENA	<input checked="" type="checkbox"/>

## Step 2: Click preview reports

The screenshot shows the 'Employee' form with the following details:

- Code: 00001
- Job Title: DIRECTOR
- Active:
- Name: ALI

The 'History' tab is selected, displaying a table of records:

Post Date	Type	Description
13/06/2015	----	Entitled to PARKING with rate 50.00
13/06/2015	----	Entitled to NEWSPAPER with rate 30.00
13/06/2015	----	Entitled to HOUSE with rate 1,000.00
13/06/2015	----	Entitled to PETROL with rate 200.00
13/06/2015	----	Entitled to PHONE with rate 100.00
13/06/2015	----	Revise Wages from - to 5,000.00
13/06/2015	----	Revise WagesType from ---- to SENIOR
13/06/2015	----	Revise MaritalStatus from S to M

Annotations in the image include:

- A red box around the magnifying glass icon in the top toolbar with the text "Click here to preview reports".
- A red box around the 'Preview' button in the 'More' dropdown menu on the right side of the form.
- A red box around the text "OR click here to preview" with an arrow pointing to the 'Preview' button.

## Step 2: Select the report you want by double clicking it

The 'Select Report' dialog box displays the following list of reports:

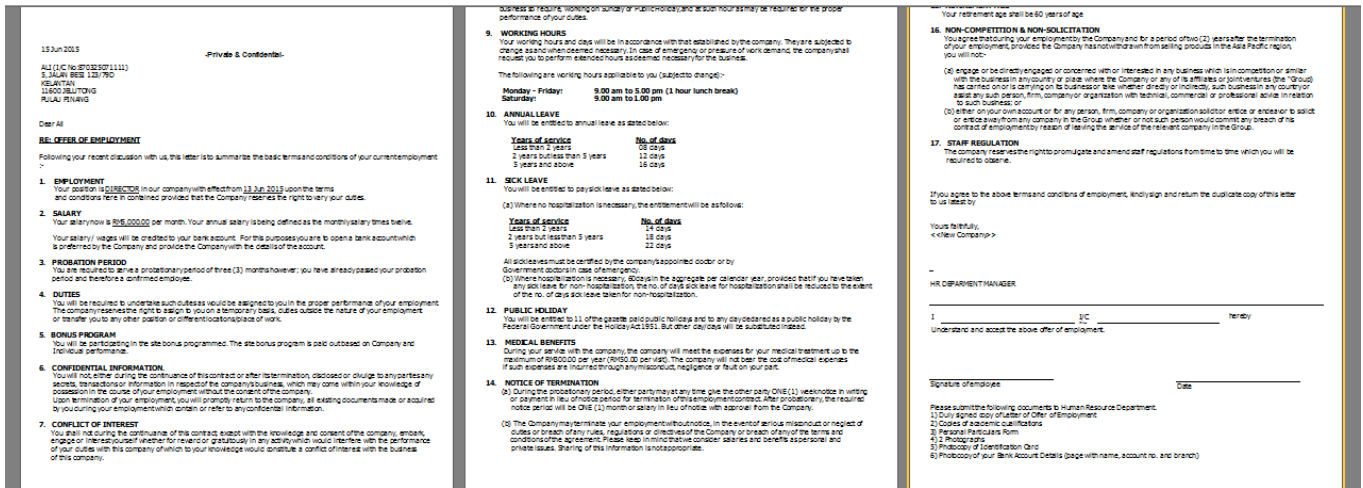
- HR.Employee.Appointment.Report
- HR.Employee.Confirmation.Report
- HR.Employee.Increment.Report
- HR.Employee.Report
- PCB.TP1.Report
- PCB.TP2.Report
- PCB.TP3.Report

Annotations in the image include:

- A red box around the list of reports.
- A red box around the text "Select the report you want" with an arrow pointing to the list.

At the bottom of the dialog, there is a checkbox for "Select All" and buttons for "OK" and "Cancel".

# This is the example of the appointment letter



## Special note:

For increment letter, make sure increment is set in **history** in order for the report to work

The screenshot shows the 'Employee' record for Code 00001 and Name ALI. The 'History' tab is selected, showing a table of changes:

Code	Description
----	Default History Type
Increment	Increment
15/06/2015	Revise Wages from 5,000.00 to 7,000.00

Annotations in the image indicate the following steps:

- 1) Select History**: Points to the 'History' tab in the top navigation bar.
- 2) Click the drop down arrow**: Points to the dropdown arrow next to the date '15/06/2015' in the history table.
- 3) Select this**: Points to the 'Increment' row in the history table.
- 4) Save**: Points to the 'Save' button in the right-hand sidebar.