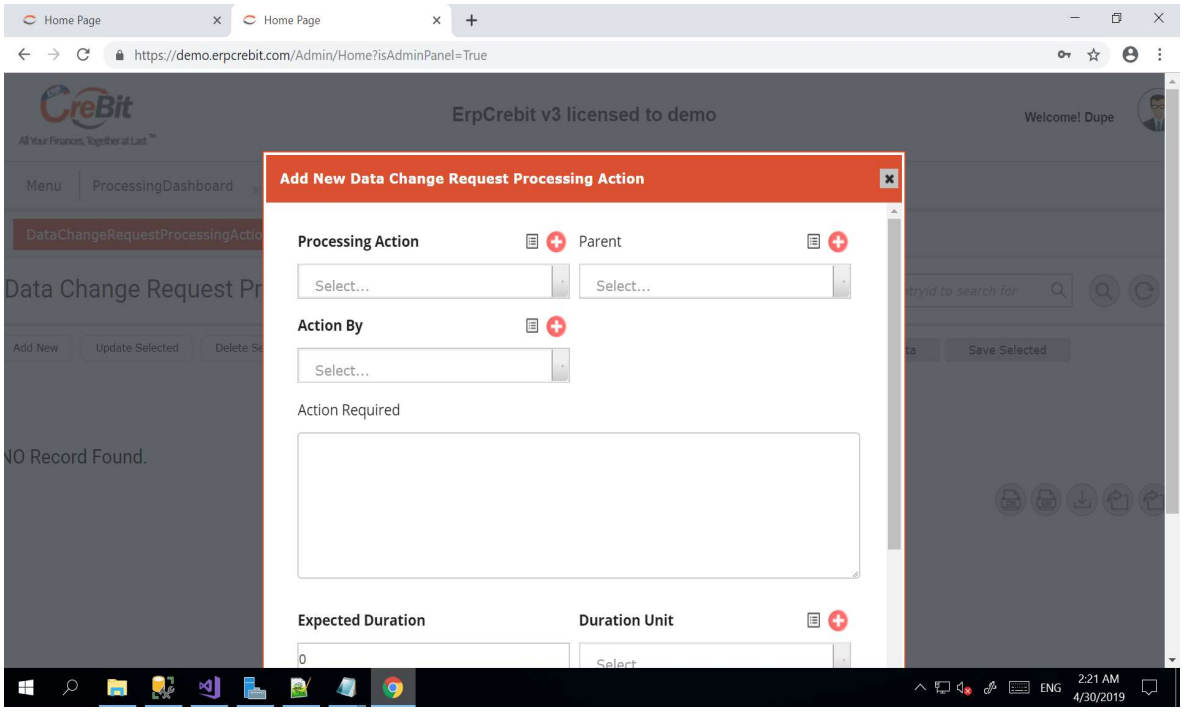
User Manual for Process Employee Change Request

Please follow below steps to request Employee Request

1. Login to ERP System
2. Change to Manager Role

3. **Data change Request Processing**
   a) There is a menu in left Panel named “Processing Dashboard”.
   b) Open this menu where you will see a sub menu named “**Data Change Request Processing Action**”
   Here you define all processing action required to complete a Data Change request. e.g. Checker, Approver etc.



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Processing action
Here you can create processing action for data change request, e.g. Maker, checker etc.

Parent
You can make a processing action as parent, if you want to make grouping.

Action By
It is department which you want to authorize for a specific action.

Action Required
Here you can define notes for this Processing action

Expected Duration
It means what will be expected duration for this Processing Action.

Duration Unit
Like Monthly, weekly, Daily etc.

Required
If it is required you must need to provide processing action.

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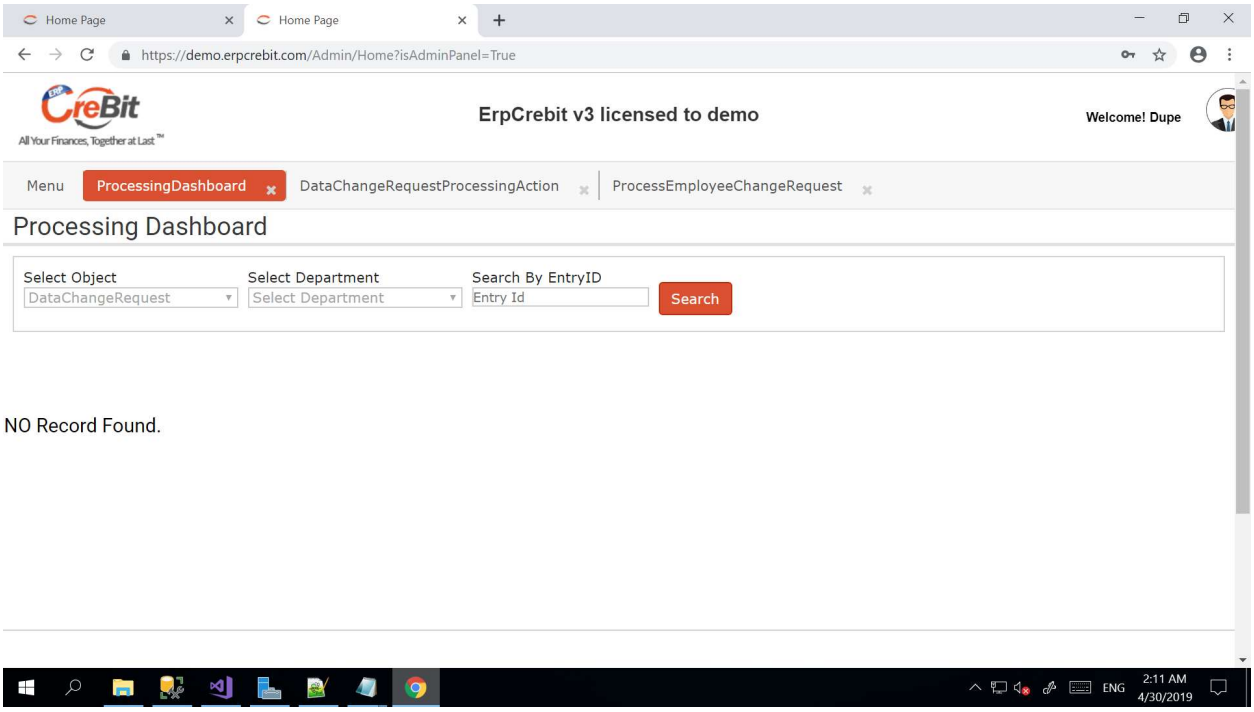
c) **Processing Dashboard**
You will see a 2nd menu named **"Process Dashboard"** inside same menu, where you need to define **Approve** a request.



Please select following values from dropdown

1. **Source Object**
   Data Change Request
2. **Department**
   You can select Department
3. **EntryId**
   You can search a record by EntryId for selected Source Object

   Once you select this information it will list all Data Change request and then you can process these request one by one Processing action.

   Rule for processing action

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1. You need to process Item based on the order, if processing action like this
   a) Checker
   b) Approver

   Then you need to process a Data change Request in same order, you can't process approver before Checker.

2. You must be a valid login for selected Department which you will define while processing action, e.g. if Checker Belongs to **Customer Support Department** and you belong to **HR Department** you can't process because you are not belongs to authorized department.

3. You must have a valid login details of Employee.

(Note: One you complete these steps you can proceed with next steps)

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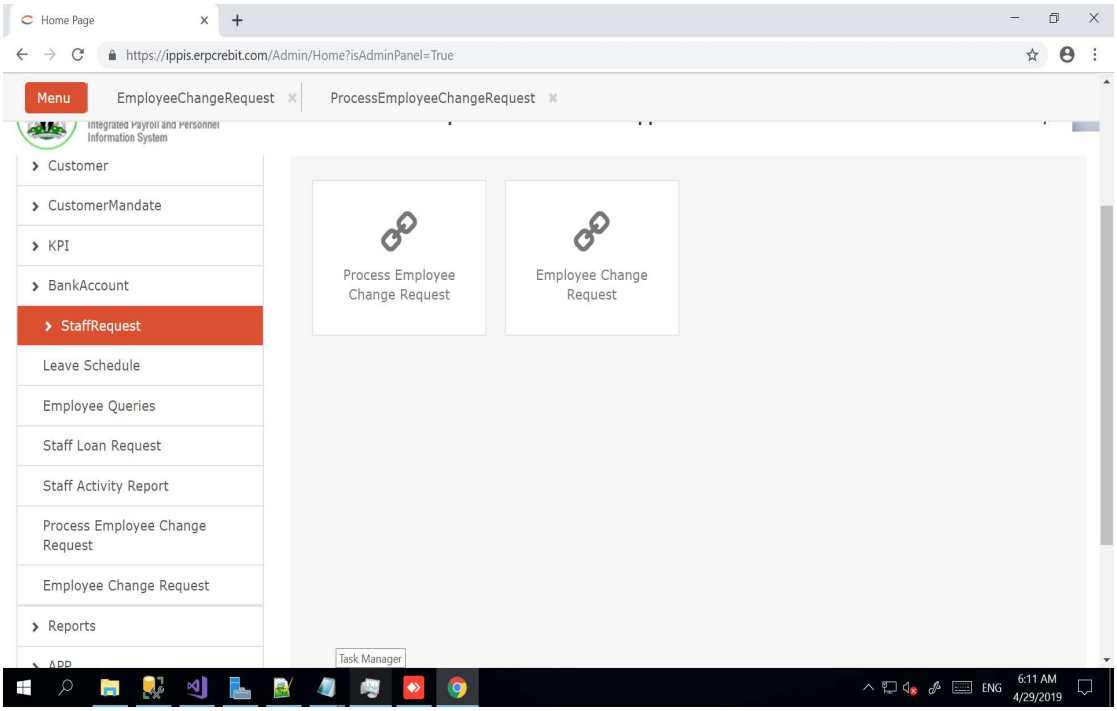
4. Click on Staff Change menu from left Panel.



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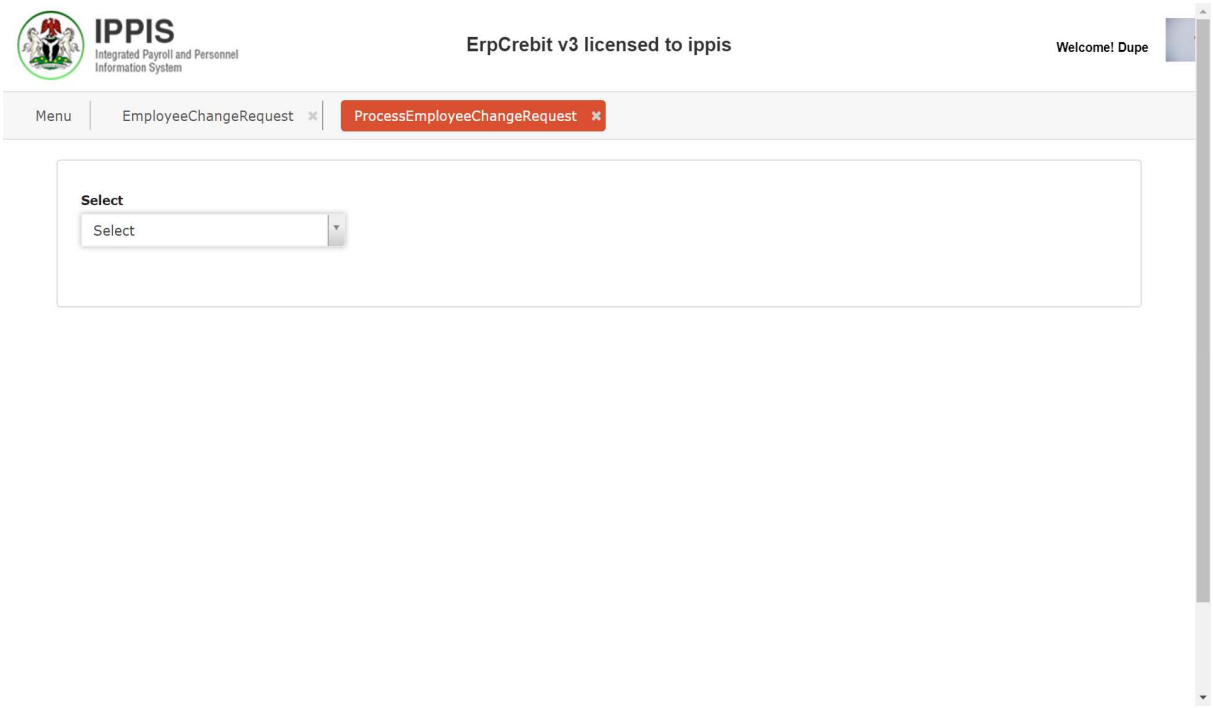
5. Process Employee change Request menu,
   using this menu you process request submitted by an Employee or other user.



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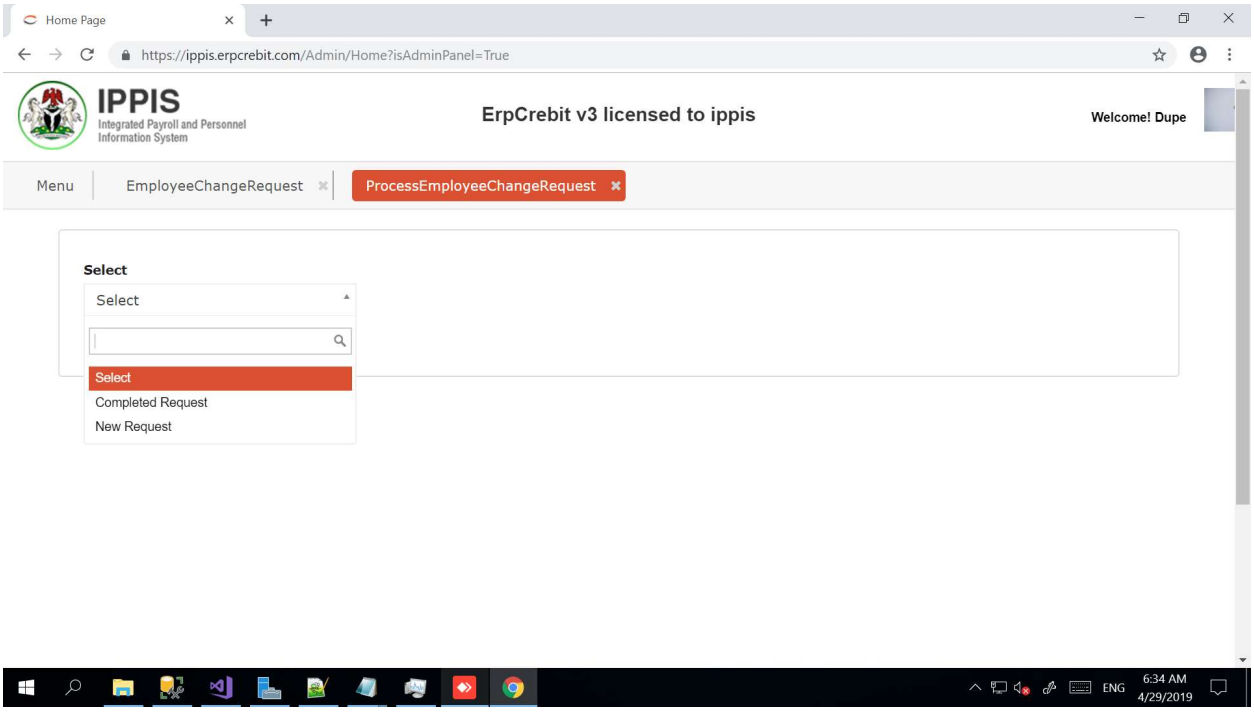
6. If logged in user have permission for Admin, then you can below screen with dropdown



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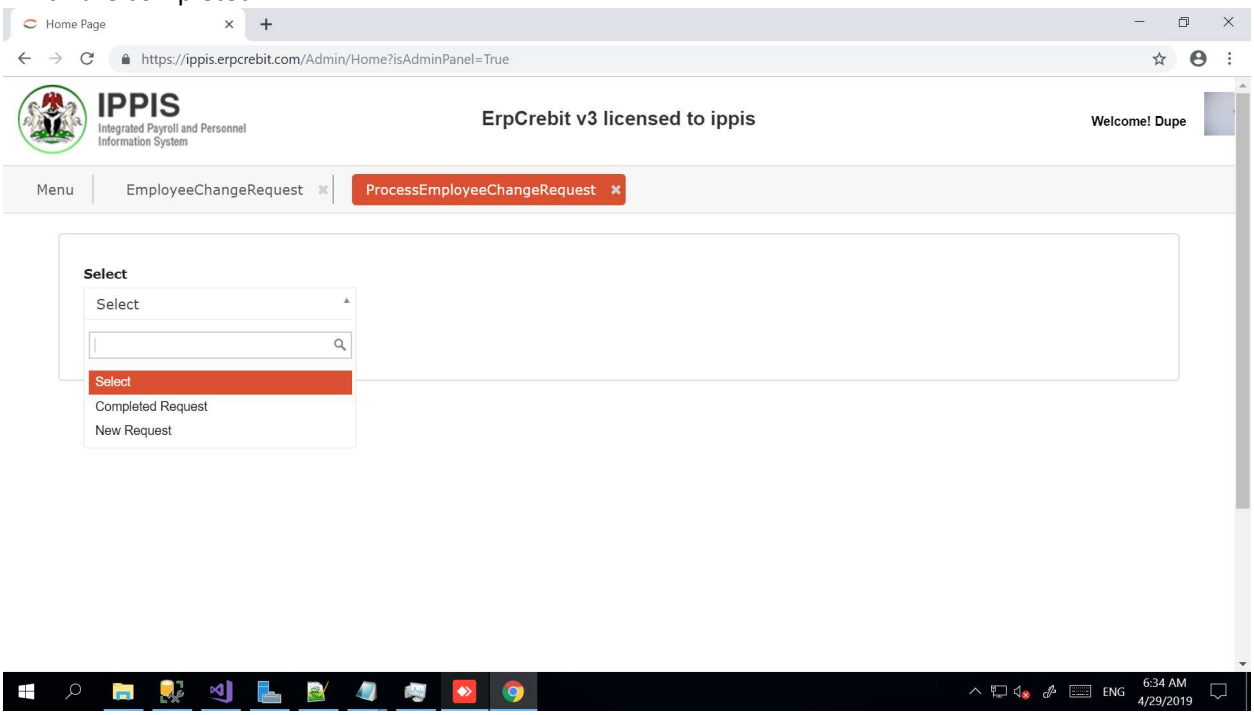
7. **Completed Request,** using this option you can check all existing request given by users and which are completed.



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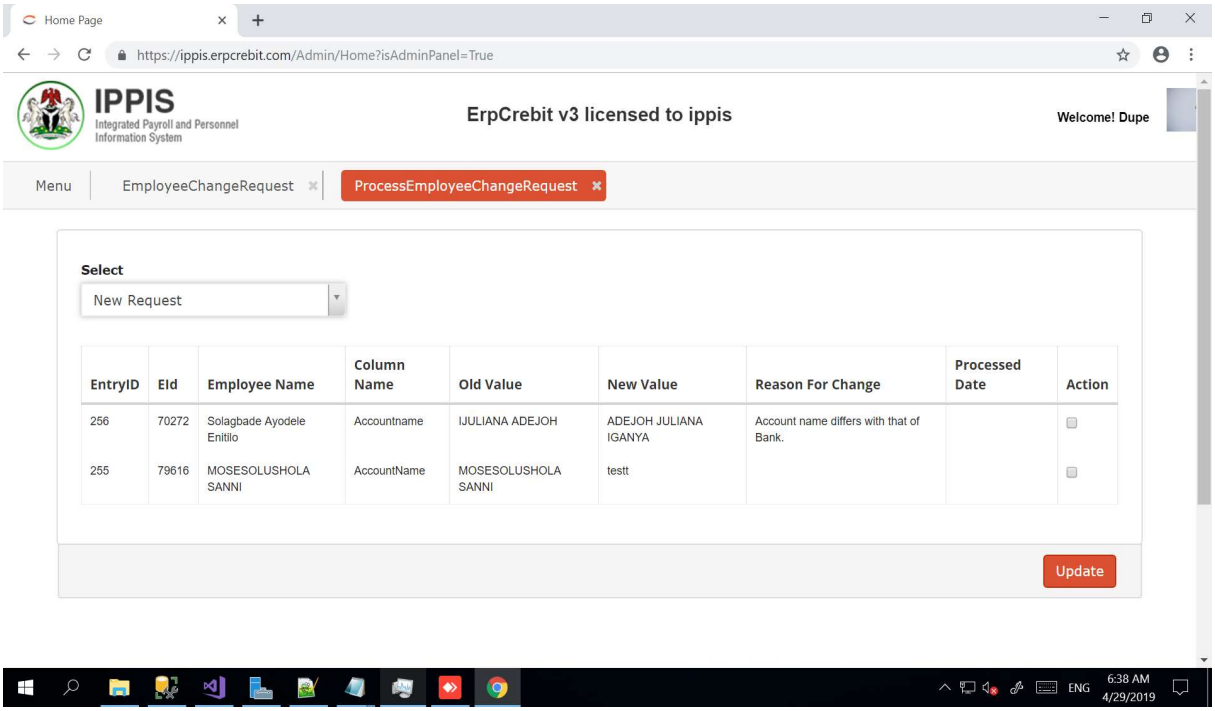
8. **New Request,** using this option you see all request which is submitted later and which are not completed.



You just have to select which record need to process from action tab and then hit Update button. When you submit this request an automatically an Email will send to concerned Employee as well as to user who is making changes.

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