Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01

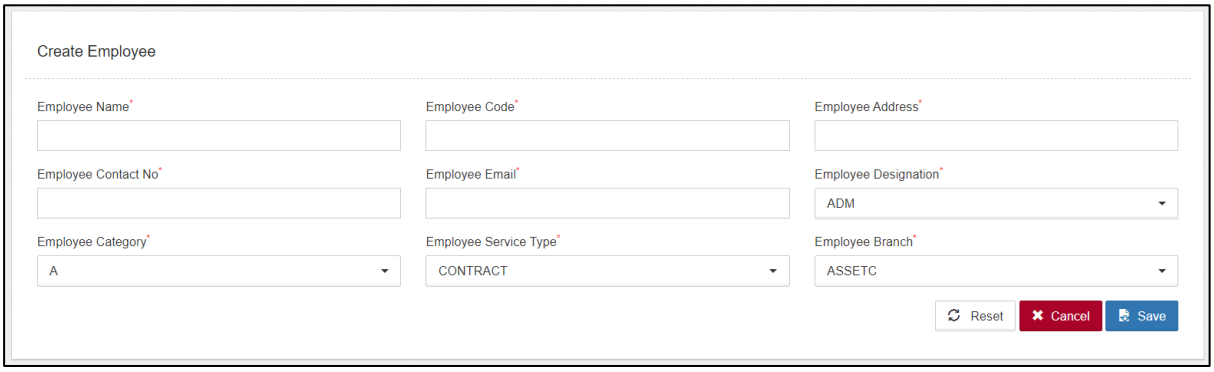
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WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL – EMPLOYEE MANAGEMENT

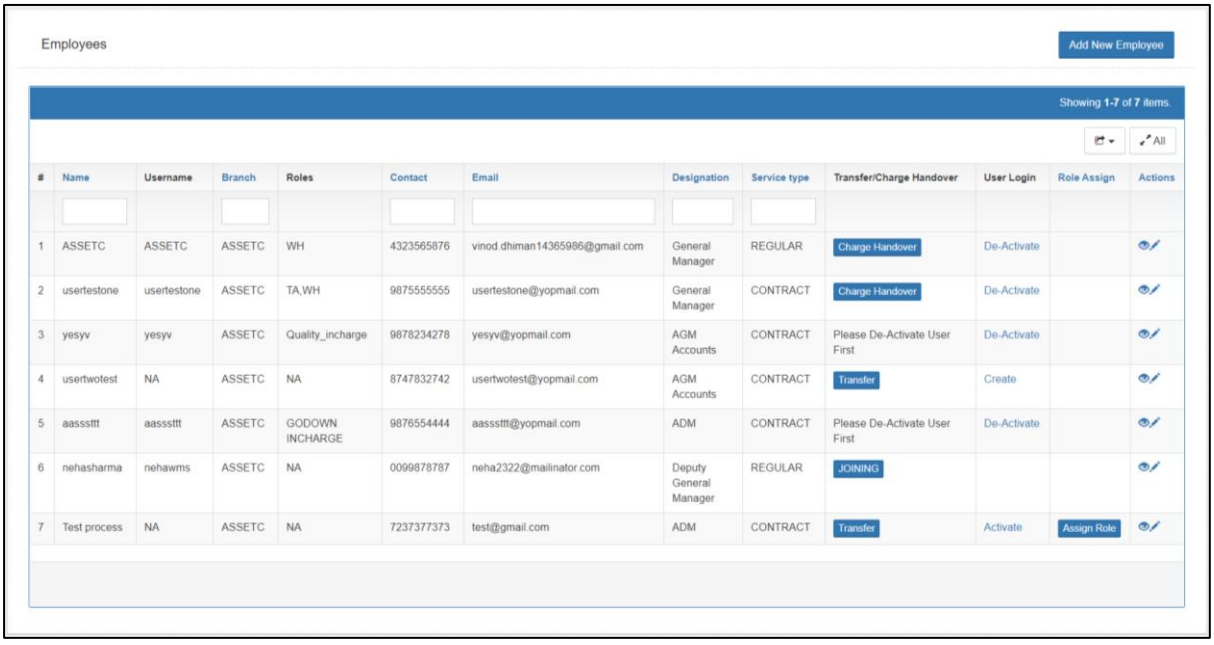
1. **Add new Employee- <u>admin User</u> can add new employee by using the admin id and password. Steps are:-**
   - **User login on wms portal and redirect to-**
   - **Employee Management>>Employee Detail>>AddNewEmployee**
   - **User need to enter the details like:-**

   Employee Name,
   Employee Code,
   Employee address,
   Employee Contact no,
   Email,
   Designation,
   Employee Category,
   Employee Service Type and Employee Branch.



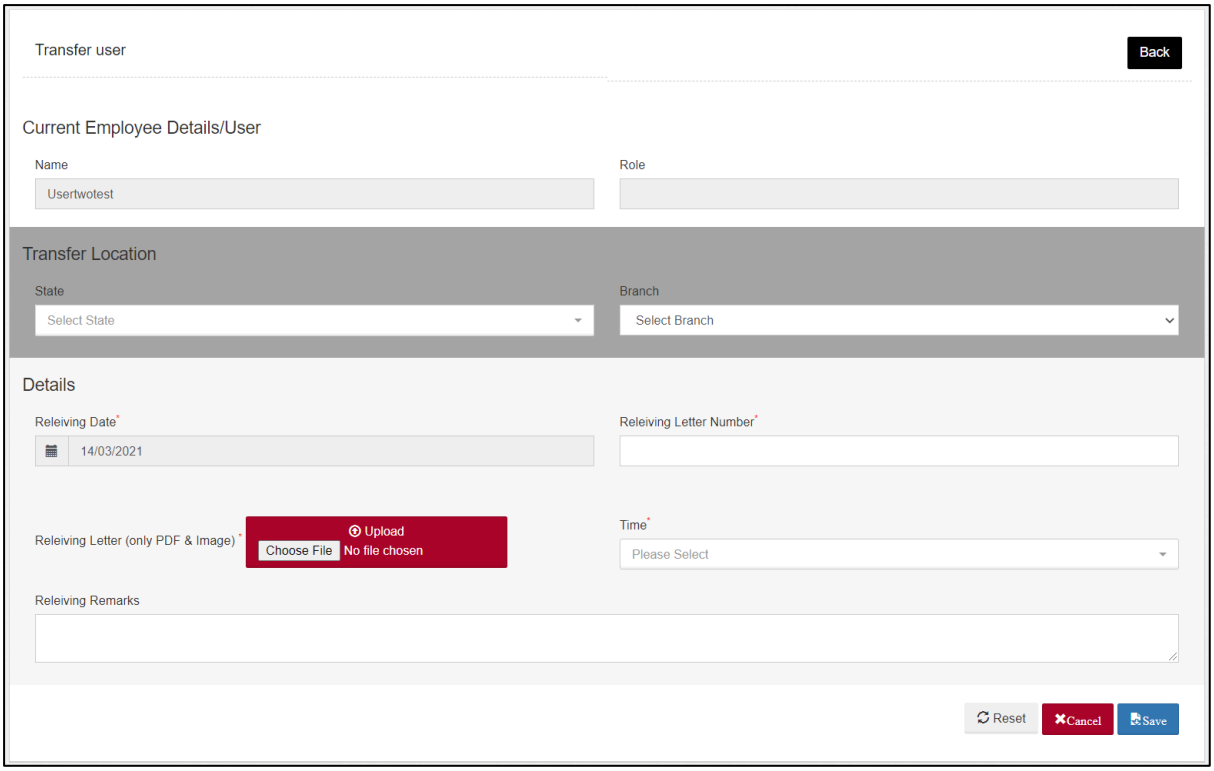
After filling all the details click on save button.

2. **Employee Details-** Here user can see the added employee details.
   - **Navigate to Employee Management>>Employee Detail**

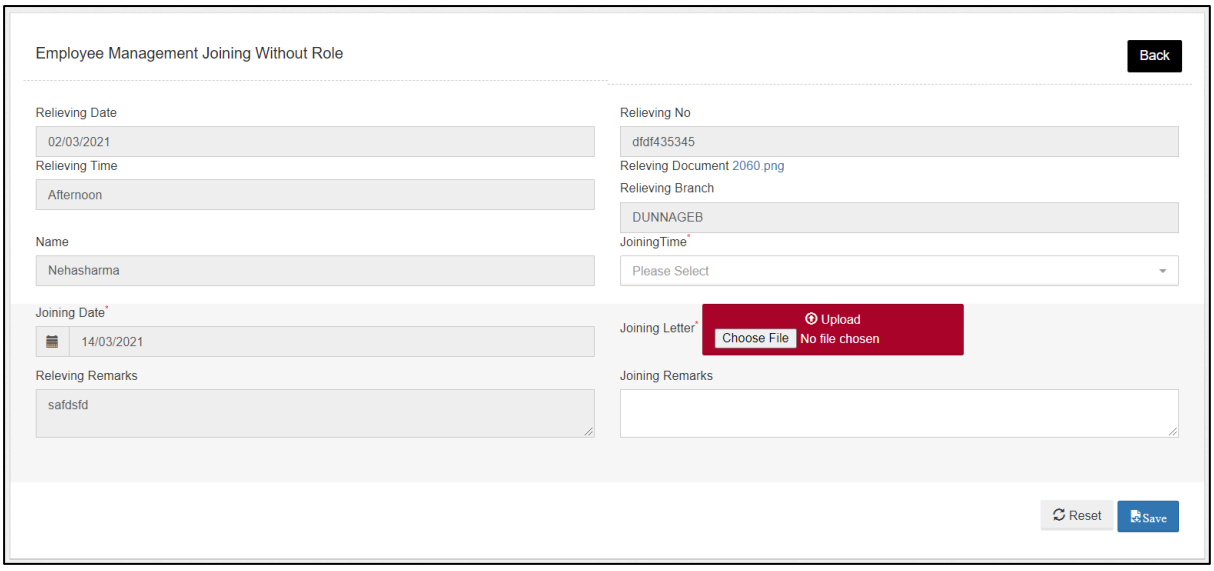


#	Name	Username	Branch	Roles	Contact	Email	Designation	Service type	Transfer/Charge Handover	User Login	Role Assign	Actions
1	ASSETC	ASSETC	ASSETC	WH	4323565876	vinod.dhiman14365986@gmail.com	General Manager	REGULAR	Charge Handover	De-Activate		
2	usertestone	usertestone	ASSETC	TA,WH	9875555555	usertestone@yopmail.com	General Manager	CONTRACT	Charge Handover	De-Activate		
3	yesyv	yesyv	ASSETC	Quality_incharge	9878234278	yesyv@yopmail.com	AGM Accounts	CONTRACT	Please De-Activate User First	De-Activate		
4	usertwotest	NA	ASSETC	NA	8747832742	usertwotest@yopmail.com	AGM Accounts	CONTRACT	Transfer	Create		
5	aasssttt	aasssttt	ASSETC	GODOWN INCHARGE	9876554444	aasssttt@yopmail.com	ADM	CONTRACT	Please De-Activate User First	De-Activate		
6	nehasharma	nehawms	ASSETC	NA	0099878787	neha2322@mailinator.com	Deputy General Manager	REGULAR	JOINING			
7	Test process	NA	ASSETC	NA	7237377373	test@gmail.com	ADM	CONTRACT	Transfer	Activate	Assign Role	

3. **Transfer Employee- <u>User WHM</u>** can Transfer employee from one warehouse to another warehouse from the below screen.
   - **Navigate to Employee Management>Employee Transfer-**
   - Here user can fill the details of **Transfer Location as State, Branch, Releasing date, Releasing Letter Number, Attached letter, time and Remarks.**
   - Click on **save** button.



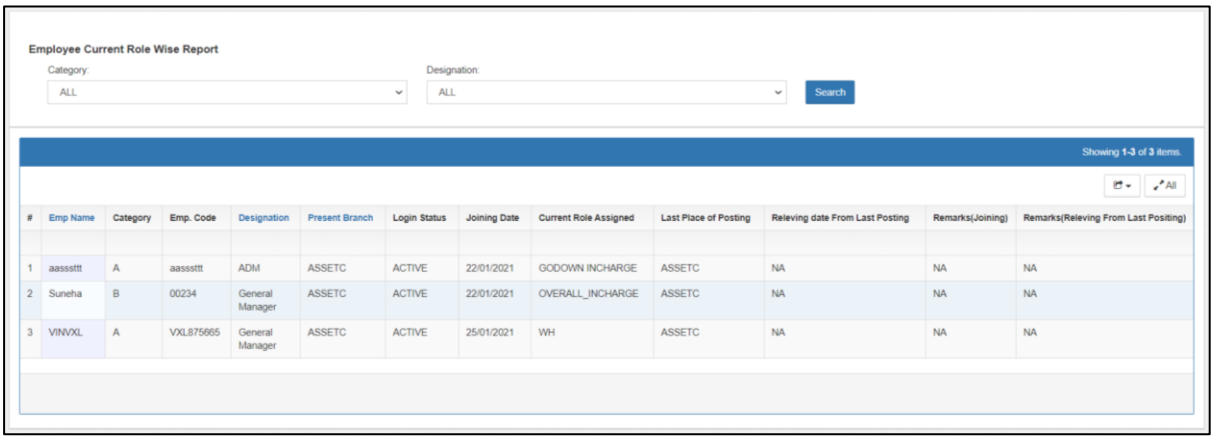
4. **Employee Joining-** Employee can join in the warehouse without role.



5. **WHM Transfer-** WHM Transfer screen can take charge for warehouse using the screen.



6. **Employee Reports- WHM can see the details of all employee.**



Employee Role wise Report

Category: ALL

Designation: ALL

Search

Showing **1-4** of **4** items.

All

#	Emp Name	Category	Emp. Code	Designation	Warehouse	Joining Date	Previous Role	Period of Role(From Date -To date)	Current Role	Current Role Date	Login Status
1	Suneha	B	00234	General Manager	ASSETC	22/01/2021		22/01/2021 -- 22/01/2021	OVERALL_INCHARGE	22/01/2021	ACTIVE
2	aasssttt	A	aasssttt	ADM	ASSETC	22/01/2021	TA	22/01/2021 -- 22/01/2021	WH	22/01/2021	ACTIVE
3		A	aasssttt	ADM	ASSETC	22/01/2021		22/01/2021 -- 22/01/2021	GODOWN INCHARGE	22/01/2021	ACTIVE
4	VINVXL	A	VXL875665	General Manager	ASSETC	25/01/2021	TA	25/01/2021 -- 25/01/2021	WH	25/01/2021	ACTIVE