User guide to application configuration

DData#HRMS Creatio

DData Consulting

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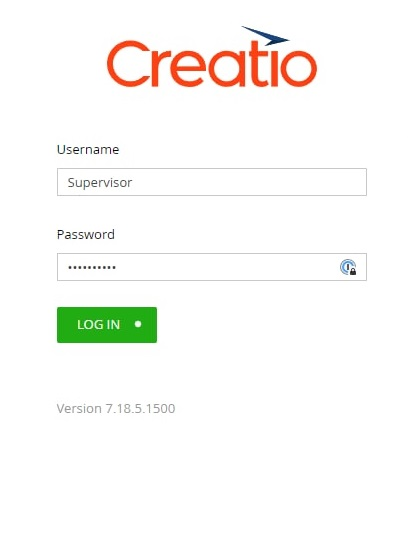
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Systems Login

DData HRMS Creatio product is a web resource therefore follow the respective link to launch the system. **SYSTEM LOGIN** window will open. Login to the system using your personal Login and Password.

To log in:

1. Enter the Login and Password in the appropriate fields:



1. Click [**Login**].

Login to "DData HRMS" is completed.

System settings management

[**System Settings**] is used to further configure the system sections.

System settings allow to **switch on/off** the use of **HRMS DDATA** functionality during the work of employees. When enabled, **HRMS DDATA** functionality becomes mandatory.

List of HRMS functionality available for on/off switching:

• Use work schedules

• Use KPI

• Use Offboarding

• Use Onboarding

• Use skills and scope of competence

• Use functional responsibilities

|  |  |  |
| --- | --- | --- |
| **System setting** | **Default setting** | **Description** |
| Work schedule | On | The "Work schedule" field becomes mandatory for filling out in the following sections:   * Positions of employees * Employees |
| KPI | On | The "KPI" detail is enabled for display and filling out in the following sections:   * Departments * Employees |
| Offboarding | On | The "Offboarding" detail is enabled for display and filling out in the following sections:   * Employees |
| Onboarding | On | The "Onboarding" detail is enabled for display and filling out in the following sections:   * Employees |
| Skills and scope of competence | On | The "Skills" and "Scope of competence" detail is enabled for display and filling out in the following sections:   * Positions of employees * Vacancies * Interviews * Contacts * Employees |
| Functional responsibilities | On | The "Functional responsibilities" detail is enabled for display and filling out in the following sections:   * Departments * Positions of employees * Vacancies * Interviews * Contacts * Employees |

Default settings:

• Product version in use

• Country by default

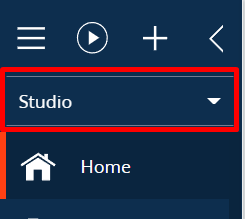
• Mandatory indication of position and department

|  |  |  |
| --- | --- | --- |
| **System setting** | **Options** | **Description** |
| Product version in use | HRMS Full | Enables conducting interviews with candidates in the "Interviews" section |
| HRMS Lite | Enables conducting interviews with candidates in the "Contacts" section |
| Country by default | Ukraine | Used to calculate working days, to take into account weekends |

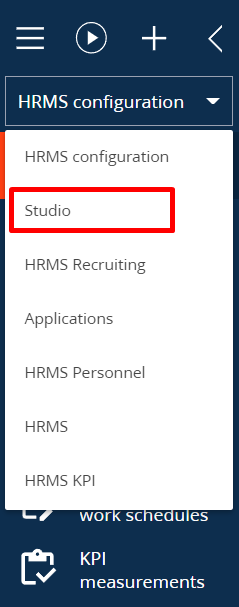
To switch on/off **HRMS DDATA** functionality:

*Note: Functionalities are enabled by default.*

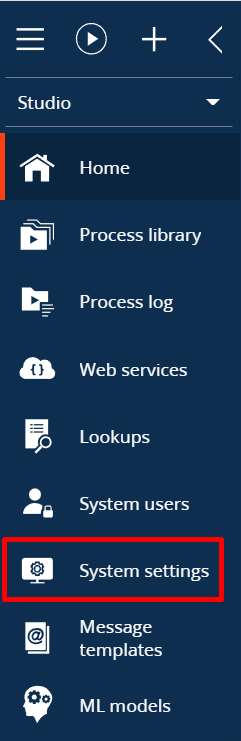
1. Click the button in the upper left corner (it displays your current workplace)



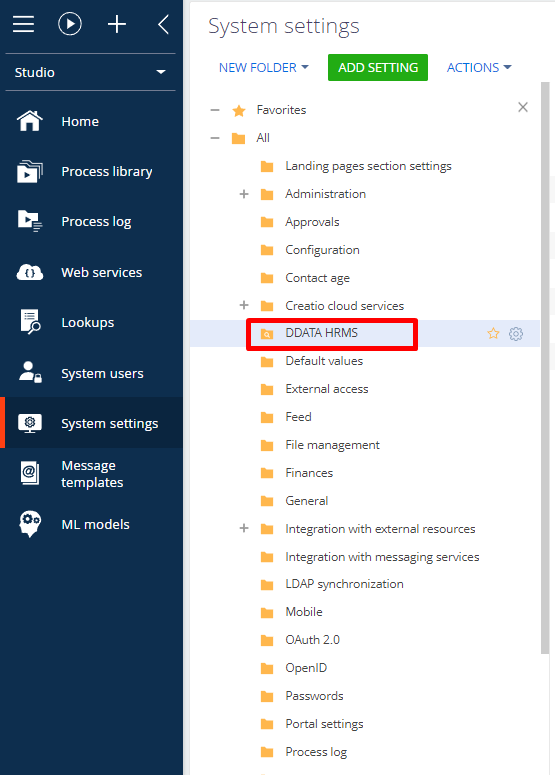
1. Select the desired workplace from the drop-down list [**Studio**] and click



1. Go to [**System settings**] section;



1. Select Directory **DDATA HRMS**;



1. Select the necessary functionality from the list and click [**Open**];

Изображение выглядит как текст

Автоматически созданное описание

1. Tick the checkbox [**Use by default**] to enable the functionality or remove the tick to disable the functionality.

Изображение выглядит как текст

Автоматически созданное описание

1. Click the [**Save**].

To open [**System settings]** from any section, press the btn_system_designer00001.png in the upper right corner of the application and select [**Open system designer**] - [**System configuration**] - [**System settings**].

Directory

The system has pre-configured directory. Only users with **system administrator** or **HRMS manager** roles are provided with an access to reference books.

How to add new levels of skills and scope of competence to the system

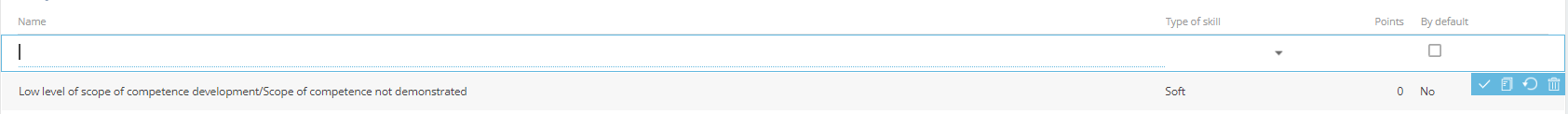
Follow the steps below to add new levels of skills and scope of competence to the system:

1. Open the workplace [**Studio**]
2. Go to section [**Directories**]
3. In the dynamic group [**HRMS**], find and open the directory [**Employee skills levels**]

Изображение выглядит как текст

Автоматически созданное описание

1. Click [**Add**]
2. Fill in the following fields that appear:



• [**Title**]

• [**Skill Type**] click  to open the drop-down list

• [**Points**]

• [**Default**] to set the default level

|  |  |
| --- | --- |
|  | Important  A skill and competence level marked with [Use by default] will be automatically set for skills and scope of competence added to a vacancy. |

1. Click  to save the entry of the employee's new skill level

Adding Onboarding status to the directory

Follow the steps below to add new onboarding status to the system:

1. Open workplace [**Studio**]
2. Go to section [**Directories**]
3. In folder [**HRMS**], find and open directory [**Onboarding status**]

Изображение выглядит как текст

Автоматически созданное описание

1. Click **[Add]**
2. Fill in the required fields:

• [**Title**]

• [**Calendar days**]

1. If necessary, fill in the optional fields:

• [**Description**]

• [**Negative**]

1. Click  to save the entry of the employee's new onboarding status

Adding Dismissal status to directory

Follow the steps below to add new dismissal status to the system:

1. Open workplace [**Studio**]

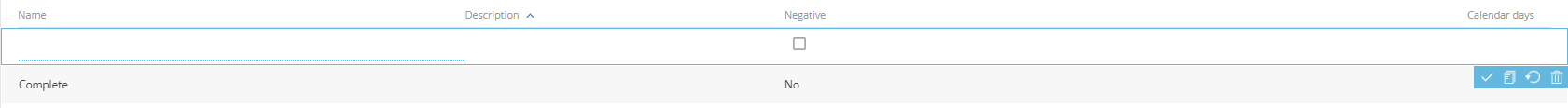
2. Go to section [**Directory**]

3. Go to folder [**HRMS**], find and open directory [**Dismissal status**]

Изображение выглядит как текст

Автоматически созданное описание

1. Click [**Add**]



1. Fill in the required fields:

• [**Title**]

• [**Calendar days**]

1. If necessary, fill in the optional fields:

• [**Description**]

• [**Negative**]

1. Click  to save the entry of the employee's new dismissal status