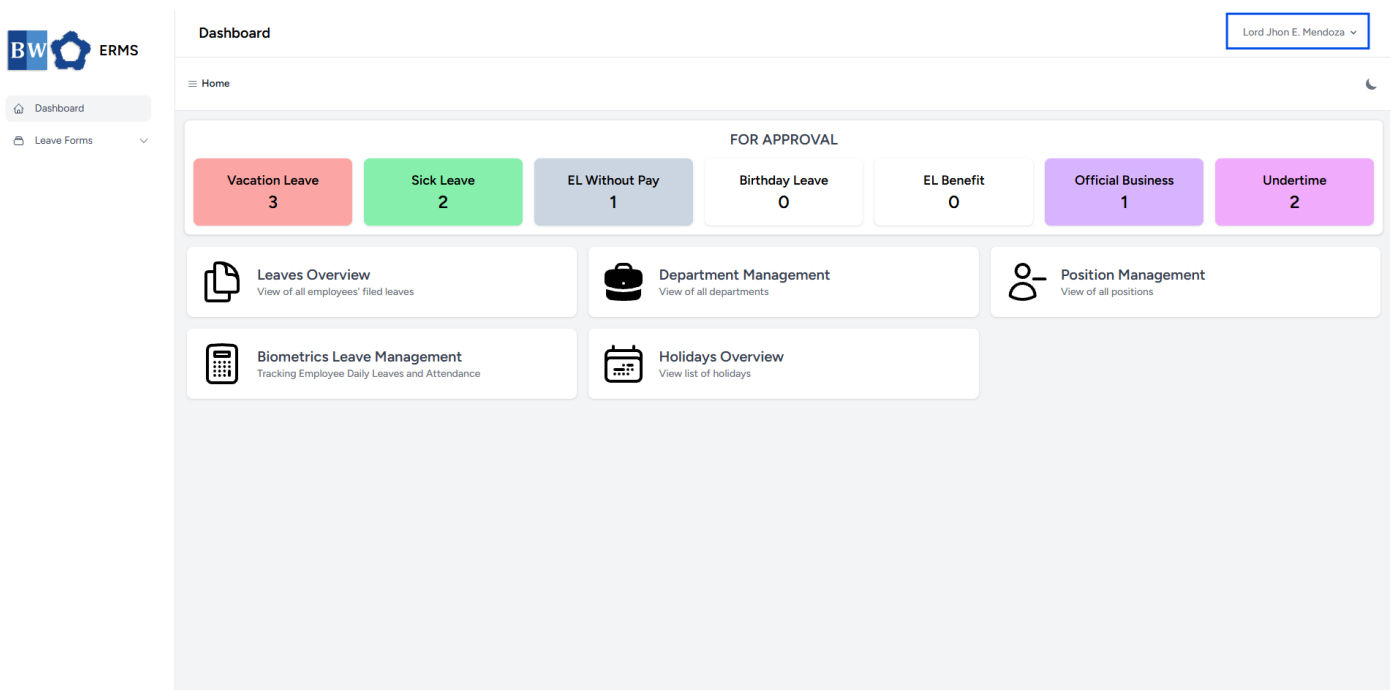


# User Management

This section provides a clear and complete guide on how to access Position Management as a HRIS Admin, outlining the steps and responsibilities involved.

To access the User Management page:

- Click your name at the top right corner of the screen.



The screenshot displays the ERMS Dashboard interface. At the top right, the user's name 'Lord Jhon E. Mendoza' is shown in a dropdown menu. The dashboard features a 'FOR APPROVAL' section with seven colored cards representing different leave types: Vacation Leave (3), Sick Leave (2), EL Without Pay (1), Birthday Leave (0), EL Benefit (0), Official Business (1), and Undertime (2). Below this section are several management options: Leaves Overview (View of all employees' filed leaves), Department Management (View of all departments), Position Management (View of all positions), Biometrics Leave Management (Tracking Employee Daily Leaves and Attendance), and Holidays Overview (View list of holidays). The left sidebar contains navigation options for 'Dashboard' and 'Leave Forms'.

- A **dropdown** will appear, where you can find the **User Management** option. Click it.

Dashboard

Home

FOR APPROVAL

Vacation Leave 3	Sick Leave 2	EL Without Pay 1	Birthday Leave 0	EL Benefit 0	Official Business 1	Uvertime 2
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Leaves Overview  
View of all employees' filed leaves

Department Management  
View of all departments

Position Management  
View of all positions

Biometrics Leave Management  
Tracking Employee Daily Leaves and Attendance

Holidays Overview  
View list of holidays

HRIS Admin  
Profile  
User Management  
Log Out

- It will open the **User Management** page.

User Management

Home > User Management

LIST OF USERS

Add Employee Import Export

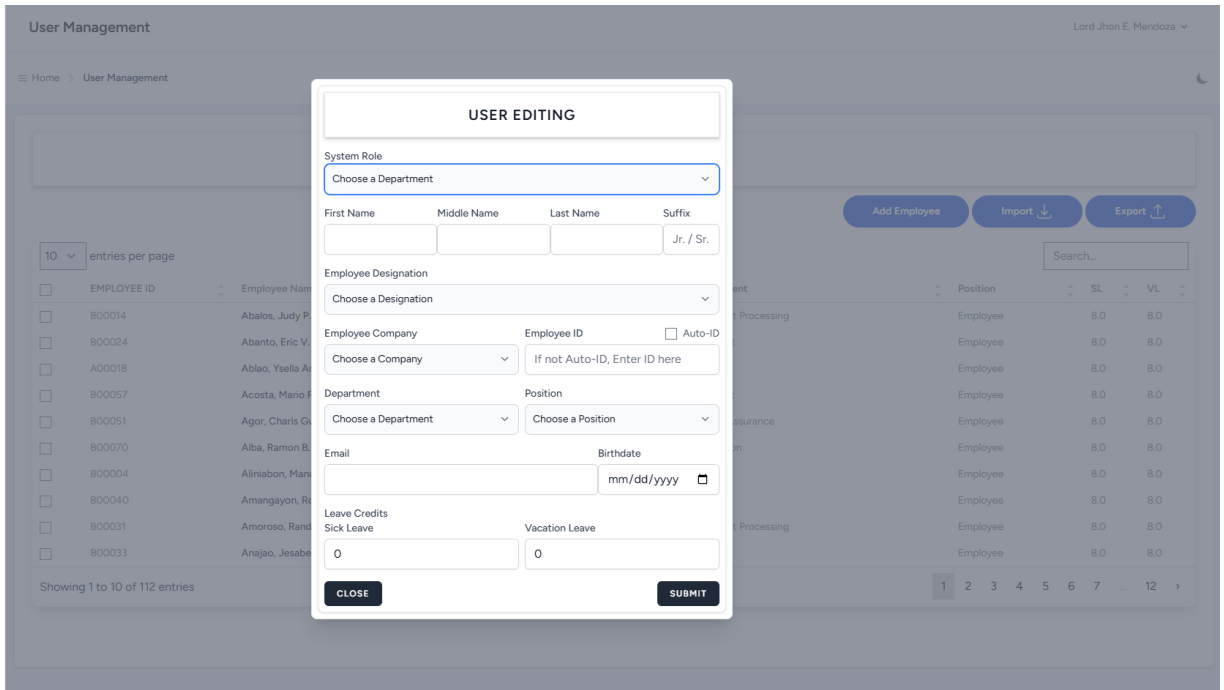
10 entries per page Search...

<input type="checkbox"/>	EMPLOYEE ID	Employee Name	Designation	Department	Position	SL	VL
<input type="checkbox"/>	B00014	Abalos, Judy P.	Cavite	Wet/Heat Processing	Employee	8.0	8.0
<input type="checkbox"/>	B00024	Abanto, Eric V.	Mandaluyong	Transport	Employee	8.0	8.0
<input type="checkbox"/>	A00018	Ablao, Ysella An P.	Mandaluyong	Sales	Employee	8.0	8.0
<input type="checkbox"/>	B00057	Acosta, Mario R.	Mandaluyong	Transport	Employee	8.0	8.0
<input type="checkbox"/>	B00051	Agor, Charis Gwen I.	Cavite	Quality Assurance	Employee	8.0	8.0
<input type="checkbox"/>	B00070	Alba, Ramon B.	Cavite	Production	Employee	8.0	8.0
<input type="checkbox"/>	B00004	Aliniabon, Manuelito	Cavite	Blending	Employee	8.0	8.0
<input type="checkbox"/>	B00040	Amangayon, Recky C.	Cavite	Packing	Employee	8.0	8.0
<input type="checkbox"/>	B00031	Amoroso, Randy C.	Cavite	Wet/Heat Processing	Employee	8.0	8.0
<input type="checkbox"/>	B00033	Anajao, Jesabel P.	Mandaluyong	Sales	Employee	8.0	8.0

Showing 1 to 10 of 112 entries

1 2 3 4 5 6 7 ... 12

- On the **User Management** page, click the **Add Employee** button to open the form.



- Fill out the required fields, then click **Submit**.
  - **Note:** Employee ID must be unique and not duplicated.
- After submitting, a notification will appear saying that the User has been created. The created user will be added to the list.

### Revision #3

Created 28 July 2025 05:14:21 by Lord Jhon E. Mendoza

Updated 28 July 2025 05:30:31 by Lord Jhon E. Mendoza