# Monthly Man Power User Guide


## CIO DIVISION

# Monthly Man Power Collection

➢ To write Monthly Man Power Collection, Click Monthly Man Power Collection.

# New Monthly Man Power Collection

➢ If user want to use this Monthly Man Power Collection, user need to click
  ✚ New Monthly Man Power Collection

- Firstly, user will need to choose BU/BR/Division Name.
- User will need check **Total Employee (Manpower)**. Total Employee have to fill related BU/BR/Division exist employee numbers.
- User will notice to fill the beginning month total man power at **Beginning of Month**.
- Actually, if user will need to recruit new employees, user can add this employee amount at **Recruit of Month (Manpower).** If user won't need to recruit new employees, user can notice to fill employees amount Zero (0).
- If user will need to fill Transfer In employees, user can fill this employees amount at **Transfer In Month (Manpower).** If user won't need to fill Transfer In employees, user can notice to fill employees amount Zero (0).
- If user will need to fill Transfer Out employees, user can fill this employee amount at **Transfer Out Month (Manpower).** If user won't need to fill Transfer Out employees, user can notice to fill employees amount Zero (0).
- If user will need to fill resign employees, user can fill this employee amount at **Resign of Month (Manpower).** If user won't need to fill resign employees, user can notice to fill employees amount Zero (0).
- User will notice to fill the end month total man power at **End of Month**. End of Month have to fill related BU/BR/Division exist employee numbers.
- If user will need to fill mechanic employees, user can fill this employee amount at **Total Mechanic (Manpower).** If user won't need to fill resign employees, user can notice to fill employees amount Zero (0).
- If user will need to fill program employees, user can fill this employee amount at **Total Program (Manpower).** If user won't need to fill resign employees, user can notice to fill employees amount Zero (0).

# Monthly Man Power

## Monthly Man Power Collection Form

Month :

April, 2019

BU/BR/Division Name :

After Sales Service

Total Employee (ManPower) :

11

Male (ManPower) :

3

Female (ManPower) :

8

Beginning Of Month (ManPower) :

11

Recruit Of Month (ManPower) :

0

Transfer In Month (ManPower) :

0

Transfer Out Month (ManPower) :

0

Resign Of Month (ManPower) :

0

End Of Month (ManPower) :

EndManPower

Total Mechanic (ManPower) :

4

Total Program (ManPower) :

ProgramManPower

➢ User will fill A4 Count, LL Count, TSB Count, and A3 Count in this table.

| EmployeeName | JoinDate | Rank | Position | Department | BU/BR/Dept Name | A4 Count | LL Count | TSB Count | A3 Count |
|---|---|---|---|---|---|---|---|---|---|
| Aung Ko Ko (11) | Feb 15 2018 | 4C | Section Head | After Sales Service | After Sales Service | 2 | 0 | 0 | 3 |
| Htay Htay Oo | Mar 05 2012 | 5A | Department Head | After Sales Service | After Sales Service | 1 | 1 | 0 | 3 |
| Htoo Myat Mon Kyaw | Jun 05 2018 | 2A | Staff | After Sales Service | After Sales Service | 2 | 0 | 0 | 2 |
| Khin Myat Myat Moh | Dec 27 2017 | 2A | MTDP | After Sales Service | After Sales Service | 2 | 0 | 0 | 2 |
| Lai Lai Wai | Nov 20 2006 | 5B | Department Head | After Sales Service | After Sales Service | 1 | 1 | 0 | 3 |
| Moh Moh Thin (2) | Aug 24 2018 | 5C | Department Head | After Sales Service | After Sales Service | 1 | 1 | 0 | 3 |
| Nay Aung Min | Aug 02 2010 | 5C | Department Head | After Sales Service | After Sales Service | 1 | 1 | 0 | 3 |
| Nway Zin Win | Jan 23 2017 | 2B | MCDP | After Sales Service | After Sales Service | 1 | 0 | 0 | 2 |
| Sai Lao Kham | Apr 01 2011 | 7A | Assistant General Manager | After Sales Service | After Sales Service | 0 | 0 | 0 | 0 |
| Thae Oo Nge | Dec 26 2016 | 2C | MCDP | After Sales Service | After Sales Service | 1 | 0 | 1 | 2 |
| Win Lai Lai Aung | Sep 25 2017 | 2A | MTDP | After Sales Service | After Sales Service | 2 | 0 | 0 | 2 |

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| | |
|---|---|
| Create By: | May Hnin Phyu |
| Create Date: | April 04, 2019 11:12:21 AM |

Add Monthly Man Power

➢ After filling all data, user can click **Add Monthly Man power**

Add Monthly Man Power **.**

➢ User want to modify Monthly Man Power Collection data, user can click

+ New Monthly Man Power Collection . User will need to fill all data.