









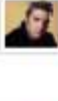
















### 3. Data Setup

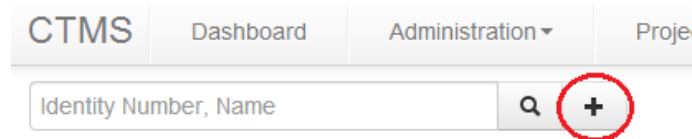
Worker Management      Contact Management      Suppliers

#### 3.1 Worker Management

Identity number, Name				
	Wēulu Bāi ID 004 baiewulu@hotmail.com	21 Serangoon Road #09-84 Someplace Singapore 654122	(001) Bedok Branch General worker	   
	Park Jae-Sang ID 003 parkjaesang@hotmail.com	21 Park Kun Jae #90-12 Kim Sari Korea 545614	(001) Bedok Branch General worker	   
	Elvis Presley ID 006 Mobile: 6789-0123 elvispresley@hotmail.com	50 Tupelo Road The Gate Mississippi 656454	Not assigned	   
	Taylor Swift ID S9541222H taylorswift@hotmail.com	21 Swift's Estate #09-84 Landmark Pennsylvania 6542354	(001) Bedok Branch General worker	   
	Michael Jackson ID 001 michaeljackson@hotmail.com	21 Jackson's Place The building Brineson 65125	(001) Bedok Branch General worker	   

### 3.1.1 Input Workers


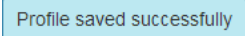
- At the top of the page click **Administration >> Data Setup >> Worker Management**
- Click the **+** sign to add workers



- Input worker's photo and particulars
- Click **Add Workers** when done. It will bring you to a page similar to the page below



### 3.1.2 Additional Information

- You can input more information by clicking 
- The inputted worker details will appear under **'General'**
- Here you can add in additional information by clicking **Personal** or **Qualification and Certification**
- Once done, you may click **Update Info**. There should be a display like this:  

- If there are projects or assignments assigned to the worker, it can be viewed in **Projects & Assignment**
- If there is any history of financial records, it can be viewed in **Payroll History**

A screenshot of the worker profile form. On the left is a sidebar with tabs: 'General', 'Personal' (selected), 'Qualification & Certification', 'Projects & Assignment', and 'Payroll History'. The main content area shows the 'Personal' section with a 'No image selected' message and a 'Change Photo' button. Below that is the 'Insurance' section with input fields for 'Insurance Bond No.' (14251425), 'Next of Kin' (Sam Lu), and 'Next of Kin Contact' (9554-6540). At the bottom are 'Update info' and 'Cancel' buttons.

### 3.1.3 Searching for Workers


This box above allows you to search for workers efficiently

- Key in the identity number or the name of the worker and click the  button. It will display your worker like this:

The screenshot shows the CTMS interface with a search bar containing 'sand'. Below the search bar, a worker profile is displayed for Sandy Lu. The profile includes the name 'Sandy Lu', a photo icon, the identity number 'S958654F', and the email 'SandyLu@example.com'. To the right, the address '21 Example estate #09-87 Landmark Singapore 564102' is shown, along with a 'Not assigned' status tag. The top navigation bar includes 'CTMS', 'Dashboard', 'Administration', 'Project Management', and 'Help'.

### 3.1.4 Assign Workers to Project


This is a close-up of the worker profile card for Sandy Lu. It shows the name 'Sandy Lu', the identity number 'S958654F', and the email 'SandyLu@example.com'. The address '21 Example estate #09-87 Landmark Singapore 564102' and the 'Not assigned' status are also visible. In the top right corner, there are three icons: a pencil (edit), a trash can (delete), and a target (assign).

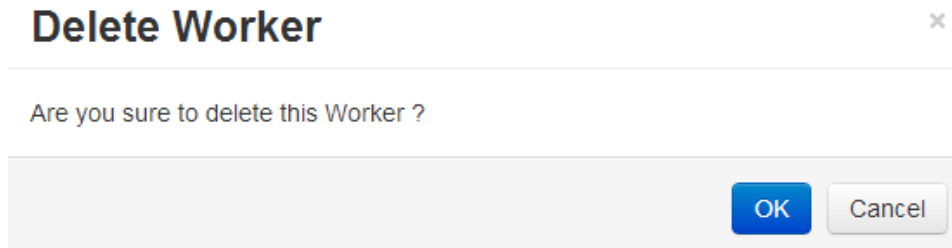
- If there is at least 1 project created, they can be assigned a project. Refer to [9.1](#) for details on creating a project
- Click  at the top right hand corner of the selected worker's tab
- Select the project be assigned to the worker
- You may choose to include the worker's designation
- When done, click **Assign**

The 'Assign To Project' dialog box is shown. It has a title bar with 'Assign To Project' and a close button. The main area contains two fields: 'Project \*' with a dropdown menu showing a hyphen '-' and a downward arrow, and 'Designation' with an empty text input field. At the bottom, there are two buttons: 'Assign' (highlighted in blue) and 'Cancel'.

- Refer to [10.5.1](#) for an alternative way to assign workers to project

### 3.1.5 Delete Worker

- Click 
- Click **OK** to delete a worker or **Cancel** to cancel the deletion
- You may choose to click the **X** (cross) to cancel the deletion instead




## 3.2 Contact Management

Authority, Name, Mobile, Office Phone		Q	+
Chief Administrative Officer	Name: <b>Natsu Isshak</b>	Office: 6541-6540 Mobile: 9876-5432	 
Chief Brand Officer	Name: <b>Sonia Tan</b>	Office: 6504-8888 Mobile: 9321-0987	 
Chief Risk Officer	Name: <b>Bryan Andrea</b>	Office: 6540-7890 Mobile: 9123-5678	 
Chief Executive Officer	Name: <b>John Low</b>	Office: 6599-9999 Mobile: 9876-5432	 
Financial Control Officer	Name: <b>Janice Lim</b>	Office: 6871-0123 Mobile: 9870-0123	 


### 3.2.1 Finding a Contact

Authority, Name, Mobile, Office Phone  

- Enter contact's Authority, Name, Mobile or Office Phone and click 

### 3.2.2 Adding Contact Information

- After clicking the  button, the following window should appear.

## Contact Information

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Appointment Holder/Authority *	<input type="text" value="Appointment Holder/Authority"/>
Name (if any)	<input type="text" value="Name"/>
Office Phone	<input type="text" value="Office Phone"/>
Mobile	<input type="text" value="Mobile"/>


You can then enter the Appointment Holder/Authority, Name (if any), Office Phone or Mobile.

After entering the data, click **Add Contact** to save the details or click **Cancel** to cancel saving of details.

### 3.2.3 Editing Contact Information

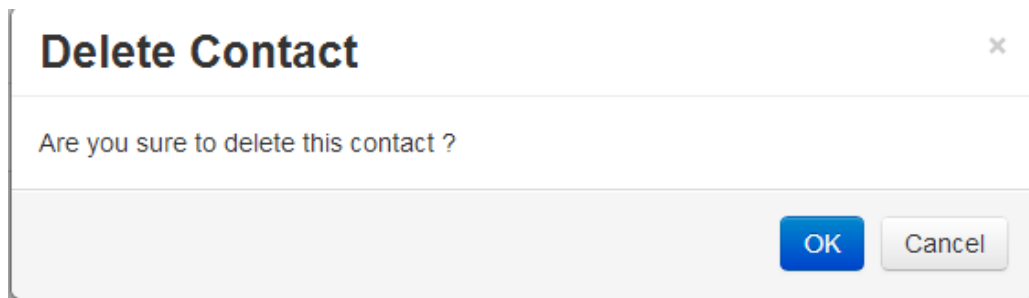



- Click the  button to edit contact information and make necessary changes

- After editing click **Update Info** so that information is saved and updated or, click **Cancel** to abandon editing

### 3.2.4 Deleting Contact Information



- Click the  button, the window above should appear
- Click **OK** to delete contact or click **Cancel** to cancel deleting contact.