

# WorkTAGC – Guide for HR Admin

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## Update User Profile

To update your User Profile, navigate to [Profile](#) > [Profile Details](#) > [Choose File](#) > [Upload](#)  
Then, [Save](#).

The screenshot shows the user profile management interface for DNACAPITALS. On the left is a dark blue sidebar with the user's name 'Lina Wee' and email 'lina@dnacapitals.com'. The sidebar menu includes: Dashboard, Profile (highlighted with a blue box and callout 'Navigate to Profile.'), Employee Management, Job Role Management, Course Catalogue, Department/Division, and Personal Profile. The main content area is titled 'Profile' and 'Org Profile'. It says 'We're glad to have you on board' and 'Complete your profile'. Below this are three cards: 'Profile Details' (with a callout 'Click to view Profile Details.'), 'Login & Security', 'User Profile Picture' (with a callout 'To upload Profile Picture, click to Choose File & Upload it.'), and 'Organization Profile Picture'. Both picture cards show a preview of a woman's face and include a 'Choose File' button and an 'Upload' button. Below each preview is the text 'JPG, GIF or PNG. Max Size of 800KB'. The organization profile picture card also shows the 'bAPI ANAL' logo.

## Edit Password

To update your User Profile, navigate to [Profile](#) > [Login & Security](#) > [Edit Password](#)  
Edit Password details.  
Then, [Proceed](#).

The screenshot illustrates the user interface for editing a password. It is divided into two main sections: the top navigation area and the main content area.

**Top Navigation Area:**

- Left Sidebar:** Contains navigation links: Dashboard, Profile (highlighted with a blue box and the text "Navigate to Profile."), Employee Management, and Job Role Management.
- Profile Details:** A card with a user icon and the text "Profile Details". A blue arrow points from the text "Click to view Login & Security." to the "Login & Security" link below it.
- Login & Security:** A card with a user icon and the text "Login & Security" followed by a right-pointing arrow. A blue box highlights the "Edit Password" link, with a blue arrow pointing to it from the text "Click to Edit Password."
- Email:** A card showing the email address "lina@dnacapitals.com" and a link "Edit Email".

**Main Content Area:**

- Left Sidebar:** Contains navigation links: Dashboard, Profile (highlighted with a blue box and a left-pointing arrow), Employee Management, Job Role Management, Course Catalogue, Department/Division, Personal Profile, and Logout.
- Profile Details:** A card with a user icon and the text "Profile Details".
- Login & Security:** A card with a user icon and the text "Login & Security" followed by a right-pointing arrow.
- Edit Password:** A card with the title "Edit Password" and the instruction "Enter your new password and you're all set. Please use a new and unique password." It contains three password input fields:
  - Current Password \*:** Labeled "Enter your current password".
  - New Password \*:** Labeled "Enter your new password". Below this field are four requirements, each with a checked checkbox:
    - one special character
    - one lowercase character
    - minimum 8 characters
    - one uppercase character
  - Confirm New Password \*:** Labeled "Re-enter your new password".
- Buttons:** Two buttons at the bottom: "Proceed" (dark blue) and "Discard" (teal).

## Department/Division Creation

To create a new Department/Division, navigate to [Department/Division](#).

**Department/Division**

Click to create new Department/Division → **Add Department/Division**

Search

DEPARTMENT/DIVISION NAME	REPORTING DEPARTMENT/DIVISION	STATUS	ACTION
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Dashboard

Profile

Employee Management

Job Role Management

Course Catalogue

**Department/Division**

Navigate to Department/Division.

Enter relevant information about Department/Division and Reporting Department/Division, then [Save](#).

Department/Division > Department/Division Detail

## Edit Department/Division

Department/Division Name \*

People Development

Reporting Department/Division \*

Human Resource

Status \*

Active

Save

Click to Save.

Enter relevant information.

Click to Save.

Dashboard

Profile

Employee Management

Job Role Management

Course Catalogue

Department/Division

Lina Wee  
lina@dnacapitals.com

DNA CAPITALS  
DATA & ANALYTICS

## Employee Management

Navigate to [Employee Management](#).  
Click to [Import](#) the employee list.

The screenshot shows the 'Employee Management' page. On the left sidebar, the 'Employee Management' menu item is highlighted with a blue box and an arrow pointing to it, with the text 'Navigate to Employee Management.' next to it. In the top right area, there are two buttons: 'Import' and 'Add Employee'. A blue box with an arrow points to the 'Import' button, with the text 'Click to import employee list.' next to it. Below the buttons is a search bar. The main content area contains a table with the following data:

FULL NAME	ID NUMBER	USER ROLE	EMAIL	STATUS	ACTION
		Employee/ HR Manager	lina@dnacapitals.com	Active	

## Step 1: Employee List - Hiring Managers & Human Resource Managers

Upload 2 lists:

- **Employee List:** Click to select file to import employee list, then click to [Save](#).
- **Reporting Manager List:** Next, click to select to import reporting manager list, then click to [Save](#).

Once both lists have been uploaded, an email notification will be sent to all managers to register an account on [OrgTalent](#).

The screenshot displays the 'Employee Management' interface. On the left is a dark blue sidebar with the 'DNA CAPITALS' logo and user information for Lina Wee (lina@dnacapitals.com). The sidebar contains navigation links for Dashboard, Profile, Employee Management, Job Role Management, Course Catalogue, Department/Division, Personal Profile, and Logout. The main content area shows the breadcrumb 'Employee Management > Import Employees' and the title 'Employee Management'. Below this, there are two sections: 'Import Employees' and 'Import Reporting Manager'. Each section features a file upload area with a 'Select file' button and a blue callout box that says 'Click to select file.'. Below the upload area is a link to 'Download sample document before import. Download here'. To the right of each section are 'Save' and 'Discard' buttons, with a blue callout box that says 'Click to save.' pointing to the 'Save' button. A red circle with the number '1' is next to the first section, and a red circle with the number '2' is next to the second section.

## Step 2: Employee List - Users

Upload 2 lists:

- **Employee List:** Click to select file to import employee list, then click to [Save](#).
- **Reporting Manager List:** Next, click to select to import reporting manager list, then click to [Save](#).

Once both lists have been uploaded, an email notification will be sent to all users to register an account on [MeTalent](#).

The screenshot displays the 'Employee Management' interface. On the left is a dark blue sidebar with the 'DNA CAPITALS' logo and user information for Lina Wee (lina@dnacapitals.com). The sidebar contains navigation links: Dashboard, Profile, Employee Management (highlighted), Job Role Management, Course Catalogue, Department/Division, Personal Profile, and Logout. The main content area shows the breadcrumb 'Employee Management > Import Employees' and the title 'Employee Management'. Below this, there are two sections: 'Import Employees' (marked with a '1' in a blue circle) and 'Import Reporting Manager' (marked with a '2' in a blue circle). Each section features a dashed border containing a 'Select file' button and a blue callout box with a left-pointing arrow and the text 'Click to select file.'. Below each section is a link to 'Download sample document before import. Download here'. To the right of each section are 'Click to save.' buttons with arrows pointing to 'Save' and 'Discard' buttons.