

Scott Knapp
Administrator
of MMS
scknapp@indiana.edu

812-855-5826

Bridget Gentry
Associate
Administrator
of MMS
blgentry@indiana.edu

812-856-2407
Pager: 812-337-4710

Start by going to the MMS website.

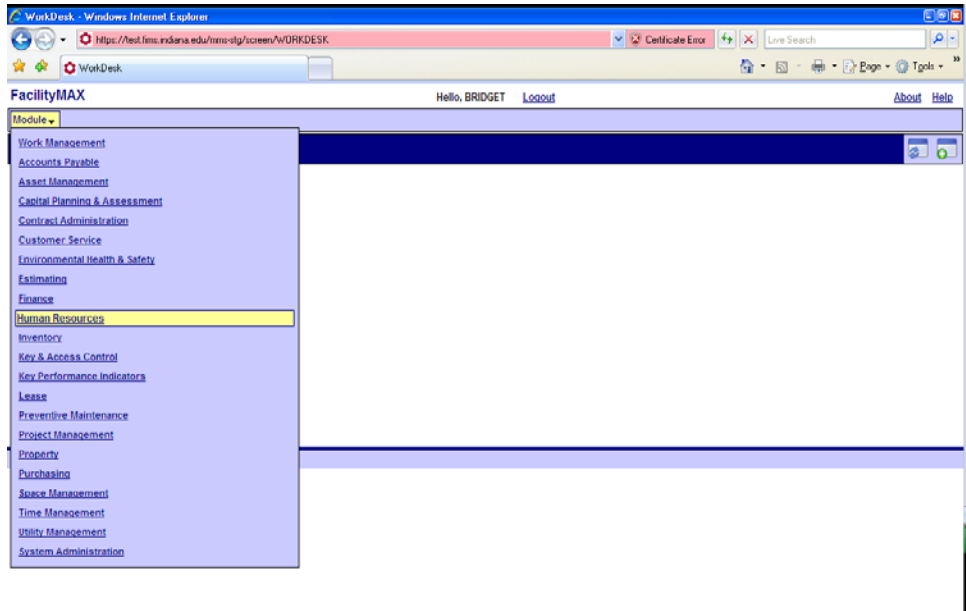
<http://www.indiana.edu/~mmswebpg/>

You will see on the left side Other MMS Applications. Click on the "Other MMS Applications" link.

You will then see NEW MMS and a link under it for Test. Click on test. This is where we will be practicing.

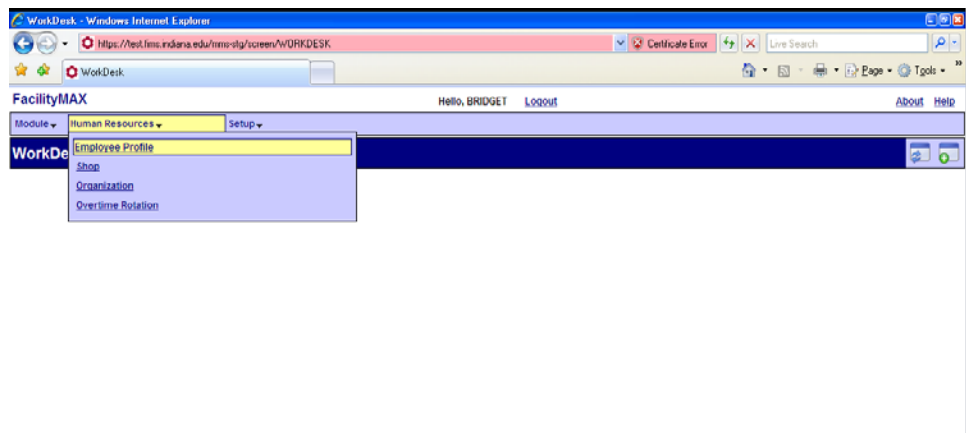
In this manual you will learn about adding new shop people and updating shop information as needed.

Employee Profile



Start by going to Human Resources on the Module Menu.

From the Human Resources menu choose employee profile.



Employee Profile - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/WORKDESK

Employee Profile

FacilityMAX Hello, BRIDGET Logout

Module Human Resources Setup

Employee Profile View: Select

Employee ID		Editor	
		Edit Date	
Name		Defaults	
First Name		Time Type	
Middle Initial		Labor Class	
Last Name			
Other User ID			
		Active	
		Employee Type	

Done

Above you will see a blank Employee Profile screen. Click on the New Icon that looks like a sheet of paper in the upper right corner.

Fill in the User ID, Name, default time type, labor class and choose shop person under Employee type.

Employee Profile - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/EMPLOYEE_EDIT

Employee Profile

FacilityMAX Hello, BRIDGET Logout

Module Human Resources Setup

Employee Profile View: Select

Employee ID	johndoe	Editor	
		Edit Date	Jun 08, 2009 07:26 AM
Name		Defaults	
First Name	John	Time Type	ST
Middle Initial	R	Labor Class	REG
Last Name	Doe		
Other User ID			
		Active	Yes
		Employee Type	Shop Person

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Done

Employee Profile - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/EMPLOYEE_EDIT

Employee Profile

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Employee Profile View: Select

Employee ID: JOHNDOE Editor Edit Date: Jun 08, 2009 07:26 AM

Name: First Name: John Middle Initial: R Last Name: Doe Other User ID:

Defaults: Time Type: ST Labor Class: REG

View: Select
Select
Contact Information
Confidential Data
Payroll Data
Labor Rates
Regular Schedule
Exception Schedule
Impairment
Emergency Contact Information
Training
Education
Evaluation
Time Card Defaults
Location
Position Control Number
Notes Log
User Defined Fields
Related Documents

Active: Yes Employee Type: Shop Person

Before you click on save, we have a few more things to add. Go up to the view drop down menu. Select Payroll Data.

On the Payroll data page, fill in the Job Class, payroll status must be Active, employment status should be original. Now you can click on the green done flag to go back to the employee profile.

Payroll Data - Windows Internet Explorer

https://test.fms.indiana.edu/nms-olp/screen/EMPLOYEE_POSITION_DATA_EDIT

Payroll Data

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Payroll Data View: Select

Employee ID: JOHNDOE Editor Edit Date: Jun 08, 2009 07:29 AM Name: JOHN DOE

Payroll: Pay Basis: Pay Code: Salary Grade: Base Salary: Annual Salary: Base Bi-Weekly Hours: Base Daily Hours: Distribution Code: Shift Premium: Percentage Effort: Payroll Status: ACTIVE Payroll Class:

Job Attributes: Job Family: Job Class: B-REGULAR Job Title: BPP BI-WEEKLY STANDARD Hire Date: Service Date: Seniority Date: Hire Code: Employment Status: Original Leave of Absence Date: Leave Renewal Date: Unit Number: Company Status: Expense Class:

Employee Profile - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/EMPLOYEE_EDIT?shopPerson=JOHNDOE

Employee Profile

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Employee Profile

View: Select

Employee ID: **JOHNDOE** Editor: Edit Date: Jun 08, 2009 07:26 AM

Name: First Name: JOHN Middle Initial: R Last Name: DOE Other User ID:

Defaults: Time Type: ST Labor Class: REG RGN - STANDARD TIME FOR BI WEEKLY REGULAR (TYP BI-WEEKLY PAY)

View menu:

- Select
- Contact Information
- Confidential Data**
- Payroll Data
- Labor Rates
- Regular Schedule
- Exception Schedule
- Impairment
- Emergency Contact Information
- Training
- Education
- Evaluation
- Time Card Defaults
- Location
- Position Control Number
- Notes Log
- User Defined Fields
- Related Documents

Active: Yes Employee Type: Shop Person

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Done Internet 100%

Next we want to go to confidential data. From the view drop down menu choose confidential data.

There isn't much we need to do at this screen but it would be good to make sure the correct sex is chosen for the employee.

Confidential Data - Windows Internet Explorer

https://test.fms.indiana.edu/fms-slg/screen/EMPLOYEE_CONFIDENTIAL_DEMOGRAPHIC_EDIT

Confidential Data

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Confidential Data

Employee ID: **JOHNDOE** Editor: Edit Date: Jun 08, 2009 07:30 AM Name: JOHN DOE

Personal: Social Security Number: Birth Date: Sex: Male Veteran: No Ethnicity: Citizenship: Security Clearance:

Exit: Exit Reason: Exit Date:

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Employee Profile - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sql/screen/EMPLOYEE_EDIT?shopPerson=JOHNDOE

Employee Profile

FacilityMAX

Hello, BRIDGET Logout

Module Human Resources Setup

Employee Profile

View: Select

Employee ID	JOHNDOE	Editor	
		Edit Date	Jun 08, 2009 07:26 AM

Name		Defaults	
First Name	JOHN	Time Type	ST RGN - STANDARD TIME FOR BI WEEKLY
Middle Initial	R	Labor Class	REG REGULAR (TYP BI-WEEKLY PAY)
Last Name	DOE		
Other User ID			

- Select
- Contact Information
- Confidential Data**
- Payroll Data
- Labor Rates
- Regular Schedule
- Exception Schedule**
- Impairment
- Emergency Contact Information
- Training
- Education
- Evaluation
- Time Card Defaults
- Location
- Position Control Number
- Notes Log
- User Defined Fields
- Related Documents

Active Yes

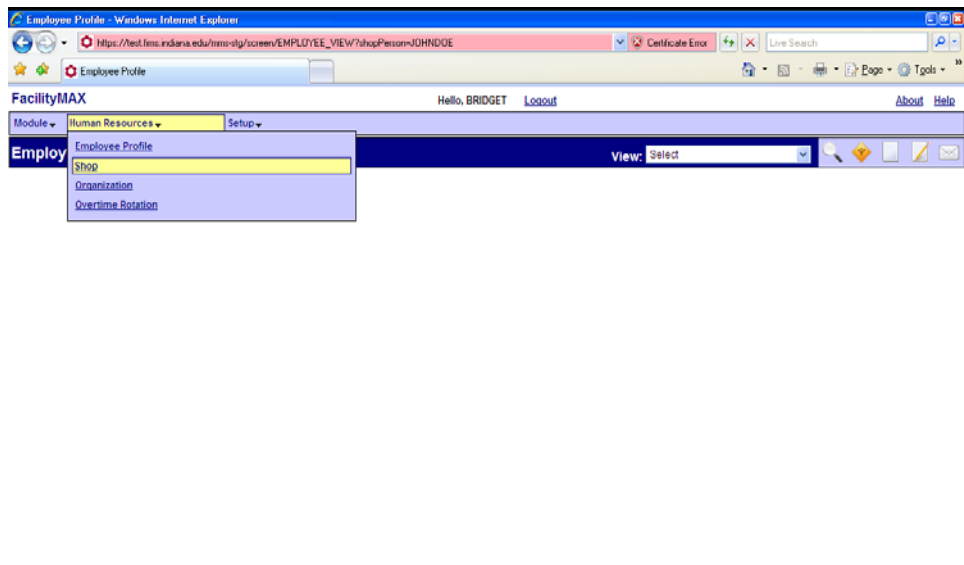
Employee Type Shop Person

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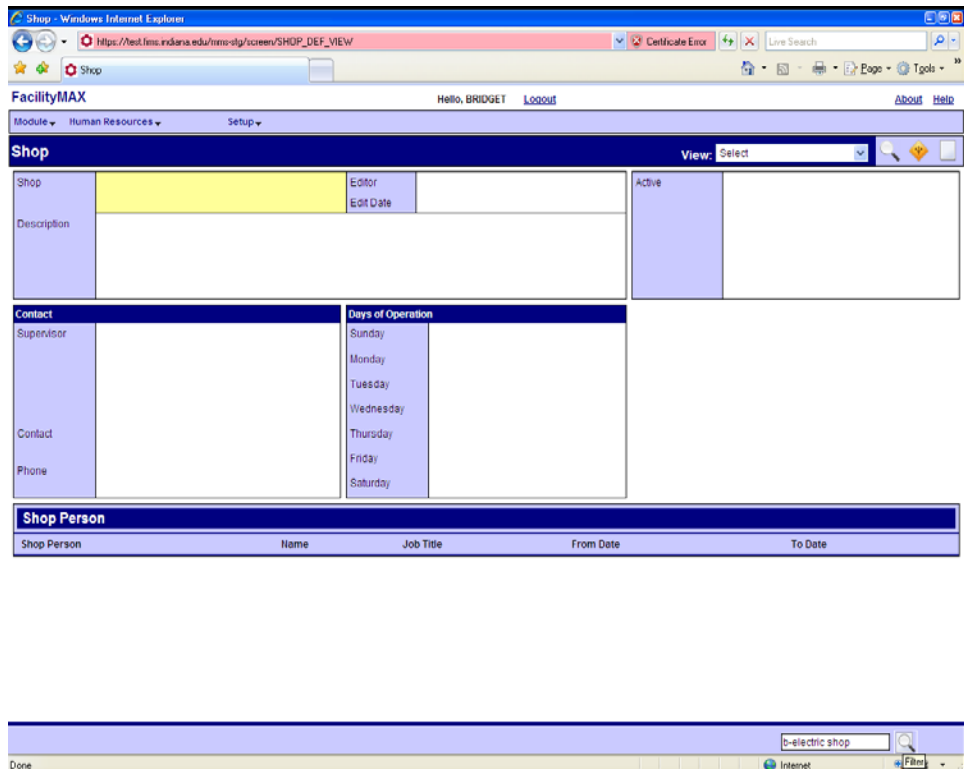
Done

Notice that the view drop down menu now has 3 items that are bold. This means that there is data on those pages. You can now save the employee profile.

Shops – adding shop persons



Next we need to add John Doe to a shop. We will still be in the Human Resources module. This time choose Shop under the Human Resources menu. Below is a Shop screen. You can find shops by using the single search at the bottom right corner of your page (as I have done below) or Click on the search icon (magnifying glass) at the top right to go to the search page.



Shop

Shop: B-ELECTRIC SHOP

Description: BPP ELECTRIC SHOP

Contact: [Empty]

Phone: [Empty]

Supervisor: [Empty]

Account: [Empty]

Subcode: [Empty]

Monday: [X]

Tuesday: [X]

Wednesday: [X]

Thursday: [X]

Friday: [X]

Saturday: [X]

Sunday: [X]

Account Extension 1: [Empty]

Account Extension 2: [Empty]

Account Extension 3: [Empty]

Account Extension 4: [Empty]

Account Extension 5: [Empty]

Account Extension 6: [Empty]

Account Extension 7: [Empty]

Account Extension 8: [Empty]

Account Extension 9: [Empty]

Account Extension 10: [Empty]

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If you click on the search icon at the top of the page to go to the search page, you can type in the shop name as I have above or zoom to see the list.

Below you see the electric shop information. Click on edit so we can add John Doe.

Shop

View: Select

Shop: B-ELECTRIC SHOP

Description: BPP ELECTRIC SHOP

Contact: JRDYOLE

Supervisor: JOHN DOYLE

Days of Operation:

Day	Operation
Sunday	No
Monday	Yes
Tuesday	Yes
Wednesday	Yes
Thursday	Yes
Friday	Yes
Saturday	No

Shop Person

Shop Person	Name	Job Title	From Date	To Date
AWDAGLEY	ALCDE DAGLEY		Sep 05, 2008	
BOMANN	BRIAN MANN		Jun 30, 2008	
BFOSTER	BARRY FOSTER		Feb 18, 2008	
BFRANKLA	BRADLEY FRANKLAND		Sep 05, 2008	
BRIZVODA	BRUCE GAZVODA		Jul 14, 2008	
BWAYHUFF	DONALD DAYHUFF		Jul 01, 2008	

Shop - Windows Internet Explorer

https://test.fms.indiana.edu/nms-slg/screen/SHOP_DEF_EDIT

FacilityMAX

Module: Human Resources Setup

Shop

View: Select

Shop: B-ELECTRIC SHOP

Description: BPP ELECTRIC SHOP

Editor: FF

Edit Date: Mar 24, 2009 08:53 AM

Active: Yes

Contact

Supervisor: JDOYLE

JOHN DOYLE

Contact:

Phone:

Days of Operation

Sunday: No

Monday: Yes

Tuesday: Yes

Wednesday: Yes

Thursday: Yes

Friday: Yes

Saturday: No

Shop Person

Shop Person	Name	Job Title	From Date	To Date	Add Shop Person
AWAGLEY	ALCOE DAGLEY		Sep 05, 2008		
BOMANN	BRIAN MANN		Jun 30, 2008		
FOSTER	BARRY FOSTER		Feb 18, 2008		
FRANKLA	BRADLEY FRANKLAND		Sep 05, 2008		
GAZYODA	BRUCE GAZYODA		Jul 14, 2008		
DAYHUFF	DONALD DAYHUFF		Jul 01, 2005		

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After you click on edit, click on the green plus sign that is about ½ way down the page at the shop person level.

You should now have a shop person entry page. Put the user ID in the shop person blank. Put in a start date which is "FROM DATE"

Click on the green done flag.

Shop Person - Windows Internet Explorer

https://test.fms.indiana.edu/nms-slg/screen/SHOP_DEF_DETAIL_EDIT

FacilityMAX

Module: Human Resources Setup

Shop Person

Shop: B-ELECTRIC SHOP

Description: BPP ELECTRIC SHOP

Editor: FF

Edit Date: Mar 24, 2009 08:53 AM

Shop Person: JOHNDOE

JOHN DOE

From Date: 1 Jun 2009

To Date:

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If you scroll down to the bottom of the shop page, you can see that Mr. John Doe now shows up at the bottom. Click on save. You have added an employee to the employee profile and to the shop.

Shop - Windows Internet Explorer
https://test.fms.indiana.edu/nmo-slg/screen/SHOP_DEF_EDIT
 Certificate Error
 Live Search
 Shop
 FacilityMAX
 Hello, BRIDGET Logout
 About Help
 Module Human Resources Setup
 Shop View: Select
 Shop Editor FF
 Edit Date Mar 24, 2009 08:53 AM
 Active Yes
 Description BPP ELECTRIC SHOP
 Contact Supervisor JDOYLE
 JOHN DOYLE
 Contact
 Phone
 Days of Operation
 Sunday No
 Monday Yes
 Tuesday Yes
 Wednesday Yes
 Thursday Yes
 Friday Yes
 Saturday No
 Shop Person

Shop Person	Name	Job Title	From Date	To Date
AWDAGLEY	ALDOE DAGLEY		Sep 05, 2008	
BOLAND	BRAN MAN		Jun 30, 2008	
BOSTER	BARRY FOSTER		Feb 18, 2008	
BRANKLA	BRADLEY FRANKLAND		Sep 05, 2008	
BGAZYODA	BRUCE GAZYODA		Jul 14, 2008	
DAYHUFF	DONALD DAYHUFF		Jul 01, 2005	
DYVQUINT	DAVID YQUINT		Jul 28, 2003	
GRII	GREG MARTIN		Jan 02, 2007	
JAPTAYLO	JAY TAYLOR		Jul 07, 2003	
JASDECKA	JASON DECKARD		Feb 29, 2008	
JDOYLE	JOHN DOYLE			
JEDIDLEY	JILL KENEALLY-BINDH			
JDKARR	J KEVIN CARR		Mar 10, 2008	
JVOLIVA	JAMES VOLIVA			
JWKEIRI	JAMES KERI			
KLOWRY	KIRK LOWRY		Jan 02, 2007	
MUCCLURE	MARTY MCLURE		Jan 18, 2004	
NGARCIA	NICK GARCIA		Jul 08, 2002	
PWEGAND	PETER WEGAND			
RAEVERRO	RONALD EVERROAD		Feb 14, 2008	
RAYJOHNS	RAY JOHNSON		May 22, 2005	
RKLLOCH	RICKY KILLON			
SOBROUGH	STEVEN BROUGH		Jun 15, 2005	
SSLCOTT	SHELLY SCOTT			
THOARD	TIMOTHY HOARD			
JDOHDOE	JOHN DOE	BPP BI-WEEKLY STANDARD	Jun 01, 2009	

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 Internet 100%

Remove a Shop Person

The screenshot shows the FacilityMAX interface in a web browser. The top navigation bar includes 'Module' (Human Resources), 'Setup', and 'Shop'. The main content area is titled 'Shop' and displays details for 'B-ELECTRIC SHOP'. The shop is active, with a description 'BPP ELECTRIC SHOP'. The contact information lists 'JOHN DOYLE' as the supervisor. The days of operation are listed as Sunday (No), Monday (Yes), Tuesday (Yes), Wednesday (Yes), Thursday (Yes), Friday (Yes), and Saturday (No). Below this is a table of 'Shop Person' records.

Shop Person	Name	Job Title	From Date	To Date
AWDAGLEY	ALCIDE DAGLEY		Sep 05, 2008	
BOMANN	BRIAN MANN		Jun 30, 2008	
BFOSTER	BARRY FOSTER		Feb 18, 2008	
BFRANKLA	BRADLEY FRANKLAND		Sep 05, 2008	
BGAZVODA	BRUCE GAZVODA		Jul 14, 2008	
DDAYHUFF	DONALD DAYHUFF		Jul 01, 2005	

To remove a shop person from a shop, find the shop, click edit, scroll down to the shop person name, click on it.

The screenshot shows the FacilityMAX interface in a web browser, displaying the 'Shop' edit view. The main content area is titled 'Shop' and displays a list of 'Shop Person' records. The list includes names, job titles, and dates. The 'JOHN DOE' record is highlighted, indicating it is the selected record for editing.

Shop Person	Name	Job Title	From Date	To Date
BFOSTER	BARRY FOSTER		Feb 18, 2008	
BFRANKLA	BRADLEY FRANKLAND		Sep 05, 2008	
BGAZVODA	BRUCE GAZVODA		Jul 14, 2008	
DDAYHUFF	DONALD DAYHUFF		Jul 01, 2005	
DLCBGER	DIANE CRIDER			
DYVOUNT	DAVID YOUNT		Jul 28, 2003	
GBU	GREG MARTIN		Jan 02, 2007	
JAPTAYLO	JAY TAYLOR		Jul 07, 2003	
JASDECKA	JASON DECKARD		Feb 28, 2008	
JDOYLE	JOHN DOYLE			
JEDUDLEY	JILL KENEALY-MINCH			
JKCARR	J.KEVIN CARR		Mar 10, 2008	
JOHNDOE	JOHN DOE	BPP BI-WEEKLY STANDARD	Jun 01, 2009	
JVOLIVA	JAMES VOLIVA			
JWKERN	JAMES KERN			
KLOWRY	KIRK LOWRY		Jan 02, 2007	
MUMCCLUR	MARTY MCCURE		Jan 18, 2004	
NGARCIA	NICK GARCIA		Jul 08, 2002	
PWEGAND	PETER WEGAND			
RAEVERROD	RONALD EVERROD		Feb 14, 2008	
RAYJOHNS	RAY JOHNSON		May 22, 2005	
RKILLION	RICKY KILLION			

Shop Person - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/SHOP_DEF_DETAIL_EDIT

Shop Person

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Shop Person

Shop	B-ELECTRIC SHOP	Editor	ff
Description	BPP ELECTRIC SHOP		
Shop Person	JOHNDOE JOHN DOE		
From Date	1 Jun 2009	To Date	5 Jun 2009

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Add the end date. Click on the green Done flag. Then click on save. I have removed John Doe from the B-Electric Shop and he now shows up on the inactive shop person screen. You can view that inactive shop people by going to the view drop down and selecting inactive shop people.

Inactive Shop People - Windows Internet Explorer

https://test.fms.indiana.edu/fms-sqlg/screen/SHOP_DEF_INACTIVE_SHOP_PEOPLE

Inactive Shop People

FacilityMAX Hello, BRIDGET Logout About Help

Module Human Resources Setup

Inactive Shop People

Shop Person	Name	Job Title	From Date	To Date
ADAGLEY	ALCDE DAGLEY		Jul 14, 2008	Jul 14, 2008
BTEMP ELEC	LAYMON WILLIAMS		Apr 21, 2003	Apr 28, 2003
BRIANNI	BRIAN MANN		Nov 28, 2008	Jan 01, 2008
BSSMITH	BRIAN SMITH			Nov 18, 2007
BRSWAFF	BRIAN SWAFFORD		Mar 10, 2008	Jul 01, 2007
BSFOSTER	BARRY FOSTER		Feb 18, 2008	Feb 21, 2008
COULTER	RICK COULTER		Apr 20, 2008	Jan 01, 2008
DAYHUFF	DONALD DAYHUFF		Jul 01, 2005	Jan 23, 2005
DPATE	DIANA PATE			Jul 01, 2006
EBAGLEY	EARL BAGLEY, JR			Jul 06, 2001
GDLILUA	GLEN DILLMAN		May 24, 2005	Jul 01, 2008
JERESCOT	JEREMY SCOTT			Feb 01, 2004
JCARR	J KEVIN CARR		Jan 05, 2004	Jan 17, 2004
JCARR	J KEVIN CARR		Oct 22, 2006	Feb 25, 2008
JOHNDOE	JOHN DOE	BPP BI-WEEKLY STANDARD	Jun 01, 2009	Jun 05, 2009
KESSMITH	KEVIN SMITH			Jan 31, 2004
LAWILLI	LARRY WILLIAMS		Apr 21, 2003	Apr 28, 2003
LHAMMER	LISA HAMMER			Aug 12, 2007
LJAYNES	LARRY JAYNES			Feb 01, 2004
MACEASTON	MATT EASTON		Jan 02, 2007	Jan 02, 2007
MDEMARRY	MARK DEMMARRY		Mar 13, 2008	Mar 27, 2008

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Done