

ORIENTATION 7: DEVELOP EMPLOYEE DATABASE AND REGISTRATION TO VCI PORTAL

Objectives:

- The students are registered as the company employees
- The students are registered at VCI Portal and can access VCI Portal

Introduction

To access VCI Portal facility, every student must be registered at VCI PORTAL. This activity can be done by the teacher/facilitator or VP of Human Resources, in or our of the hours of instructions of VCI.

Instrument & Material Preparation

- Computer and Internet network

Activities

No	Activities	Duration
1	<p>Making employee database</p> <ul style="list-style-type: none"> ▪ The CEO directs the VP of Human Resources to make a database of employees in accordance with their positions and titles. ▪ The employee database consists of the name of employees; positions/titles; cell phone numbers and email addresses. This database is for registering the employees into VCI Portal. 	45'
2	<p>Employee Registration to VCI Portal</p> <ul style="list-style-type: none"> ▪ Register all employees, including the Ceo and VPs to VCI Portal using the teacher’s/facilitator’s username. Register the employees one by one by completing all of the columns at VCI Portal as shown in the figure below. Mark the opiton ‘Yes’ for all employees. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Gender <input type="text" value="_____"/> ▾</p> <p>Email <input type="text" value="Optional"/></p> <p>Department <input type="text" value="Optional"/></p> <p>Has access to PE bank account <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>May place Wholesale Marketplace orders <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has access to Store Manager <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Remarks <input type="text" value="Optional"/></p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> ▪ Click ‘Save’ for every employee data having been input, and then repeat the process to input the data of other employees. ▪ The Username and Password for each employee for accessing the VCI Portal will be sent via email. If the students find difficulties in finding the usernames and passwords, they can be requested to the teacher/facilitator. 	45'

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Output

- Registered all employees to VCI Portal

Internet Activity

- VCI Portal (id.penworldwide.org)