

Introduction to ETWeb



- Interface
- Searching
- How to use pages
- Introduction to Filters
- Quick reports
- Reporting
- Code tables
- Org units
- Basic data structures
- Admintools

Introduction to ETWeb - 2

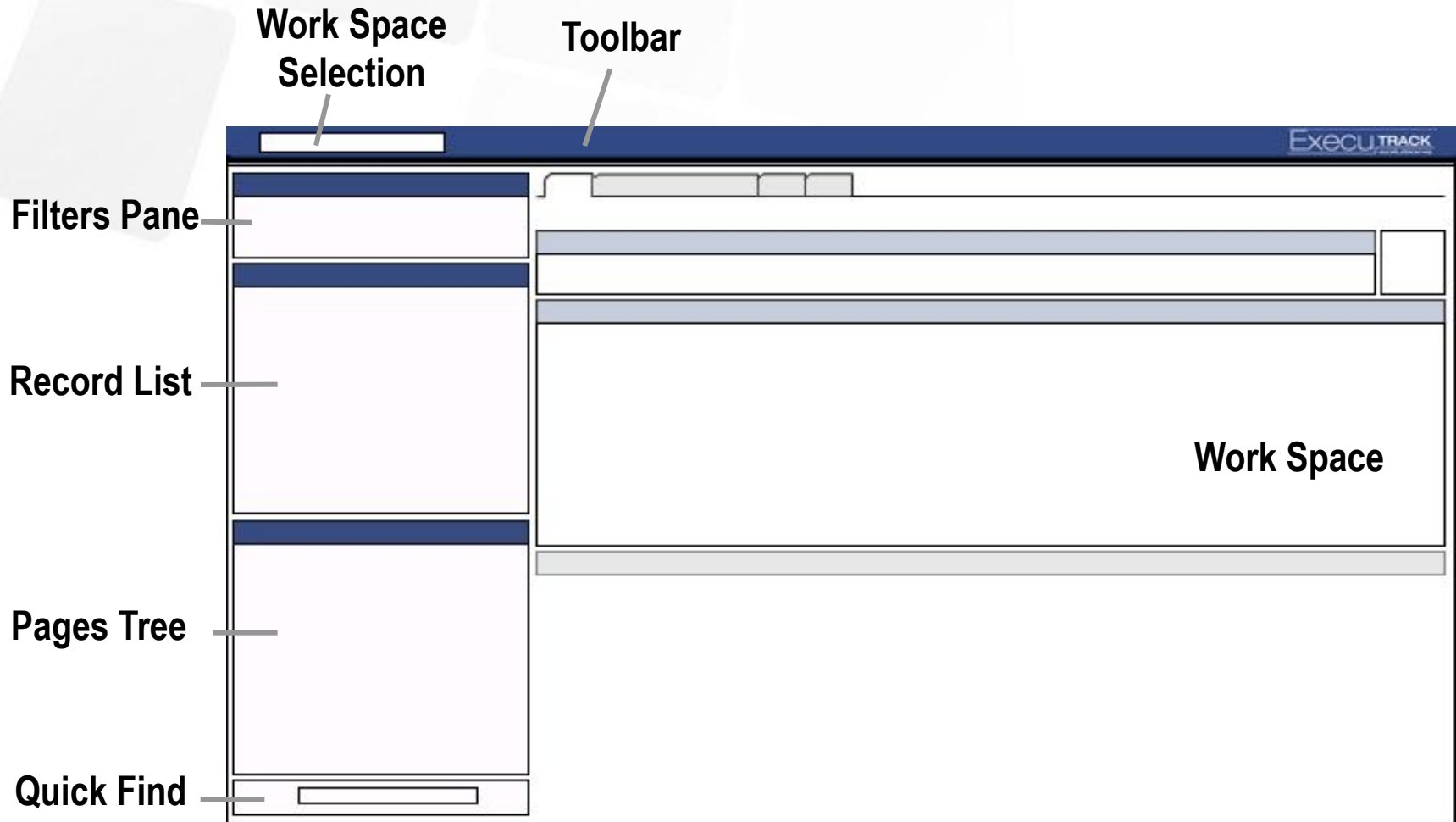
- Issues and Bugs
- Tools to analyse them
- Support resources
- Update packs

User Interface



- **Overview**
- **Overview - Toolbar**
- **Overview - Workspace Selection**
- **Overview - Filter Pane**
- **Overview - Records List**
- **Pages Tree**

User interface



HR Explorer > Abbey, Peter L. - Ge > Talent Profile

Showing 1-15 of 150

- Menu
- > Employee Core Information
- > Position Core Information
- > Position Assignment
- > Expatriates
- > Performance Management
- > Compensation Management
- > Market Compensation
- > Skills & Competency Management
- > 360 Degree Feedback
- > Career & Succession Planning
- > Development Management
- E-mail Current Filter
- Sent Items

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Overview - Toolbar



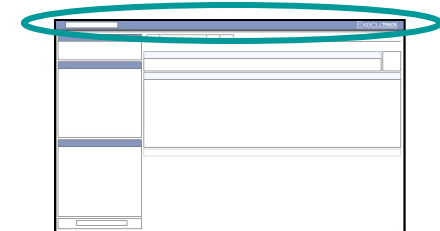
The Toolbar consists of the Workspace Selection list, the **User options** button, the online **Help** button, the **Logout** button, and the About information.

Workspace Selection

The Workspace Selection contains various options for editing the different record types or system settings. The options that appear in this list depend on user roles and permissions. By selecting one of the options, the corresponding Workspace appears (two level selection).

Help button

Clicking this button opens the ETWeb Enterprise Online Help window.



User options button

clicking this button opens the User options tabset.

Logout button

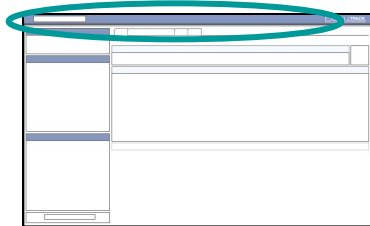
Clicking this button logs the application. Log-in is possible immediately after logging out.

Overview - Workspace Selection



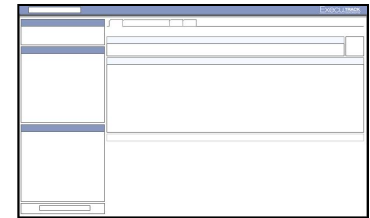
In HR Admin different modules and workspaces can be selected by choosing the appropriate tab

- **HR Explorer**
Workspace to administer active positions and active employees
- **Positions**
Workspace to create and administer positions
- **Job Family Workspace**
Workspace to create and administer position clusters
- ...



Overview - Filters Pane

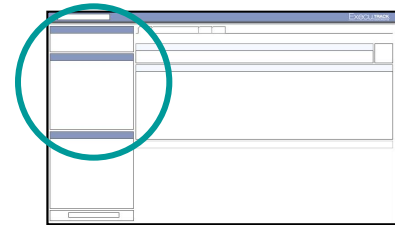
Depending on the selected filter (upper Drop Down menu) the list shows data records which fulfil the criteria of the filter. Given the option “**Active Records/All Records**,” the filter result can be removed without having to select any other filter. This gives the user access to all records in the database.



The overview list shows – in partial lists each with **30 data records** – all data records matching the filter criteria. Navigation within the list is facilitated by buttons (see next page).

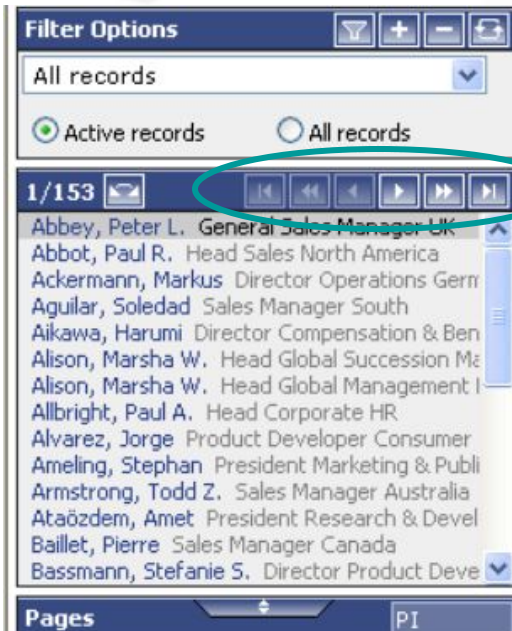
Note the active/all radio buttons

Overview - Records List



Navigation Buttons

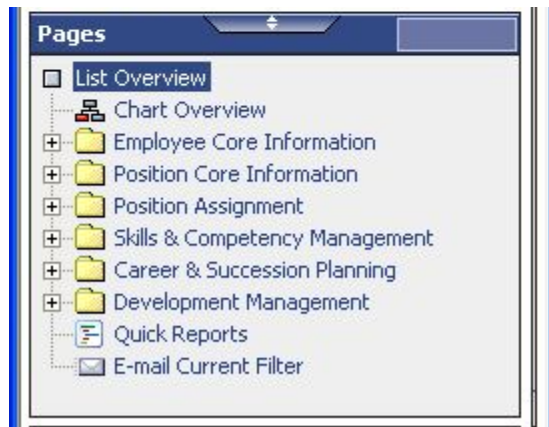
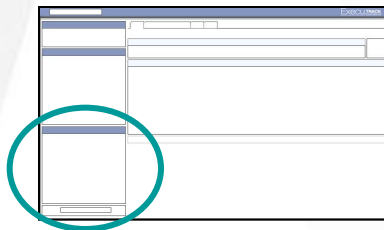
The following chart describes the function of each button:













Icon	Description
	Displayed data records can be ordered by Names or by Position Titles. By clicking on the button the mode of display changes
	Shows the first data record of the list
	Shows the previous partial list
	Shows the data record previous to the active data record
	Shows the data record following the active data record
	Shows the next partial list
	Shows the last data record of the list

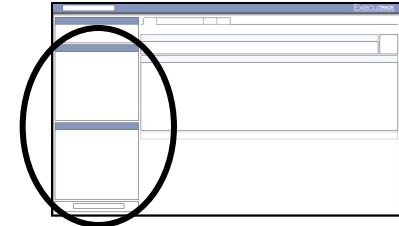
Pages Tree

The pages tree of the HR Explorer consists of different folders which are clustered **thematically**.



Icon	Description
	Folder that contains a collection of pages
	General form
	Set of forms accessible through multiple tabs
	Report in Excel format
	Report where you can select the output format
	Chart
	Action form
	Mail function
	Web page
	Specific home page

How to select a Base Record -HR



WHO: The way to access a data record of an individual

1. Select the requested data record from the list

WHAT: The kind of information you want about the person

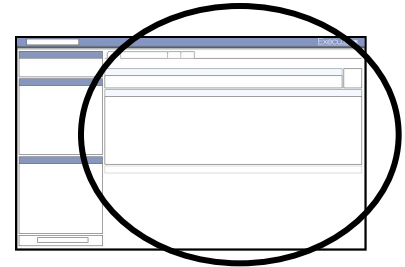
2. Select the relevant folder or report from the pages tree.
Keep in mind - Only forms (symbol ) can be filled with data.

Remember: to view and/or update forms

FIRST click the who (from data list), then click the what (the form)

- **Banner**
 - Employee
 - Position
 - Workflow Banner
 - ...

Data Header (Banner)



Name	Code	Photo	Work Address	Home Address	Second Address	E-mail, Phone, Fax	Private Phone, Fax	Citizenship
<div style="border: 1px solid gray; padding: 5px;"> <p>Michels, Kay (S1797596) </p> <p>Essen</p> <p>Salutation: Mr. Title: Dr.</p> <p>Name: Kay Middle name(s):</p> <p>Surname: Michels</p> </div>								
<div style="border: 1px solid gray; padding: 5px;"> <p>Abbey, Peter L. (P00063) </p> <p>General Sales Manager UK</p> <p>Sales</p> </div>								
			000.055		Sales Europe		Sales UK	
					Benson, Ron K.		London	

Name of the employee

Current Title

Operating company

Position Code

Name of supervisor

Supervisor office location

- **Tabset**
 - Register card style control
 - Configurable
 - Tabs are displayed depending on security
 - Subform of an 1:n form can be a tabset and can be closed with the X

Searching

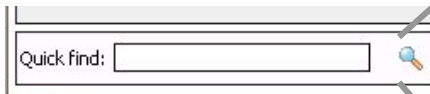


- Quick find
- Find dialog

Quick find



In the Quick find field, type the data you wish to locate and press Enter



The Find Dialog can be accessed by clicking on the magnifying glass

Percent “%” always works as the Wild Card character

Find Employee / Position - Microsoft Internet Explorer

Find Employee / Position

Employee	Position	Organization Unit
Name: <input type="text"/>	(begins): <input type="text" value="Sales"/>	Division: (not selected) <input type="button" value="v"/>
Emp code: <input type="text"/>	(contains): <input type="text"/>	Section: (not selected) <input type="button" value="v"/>
Supervisor: <input type="text"/>	Pos code: <input type="text"/>	Department: (not selected) <input type="button" value="v"/>
Unassigned: <input type="checkbox"/>	Vacant: <input type="checkbox"/>	Location: Toronto <input type="button" value="v"/>

1 record found

Baillet, Pierre (P00042)			
Sales Manager Canada	000.065		Bailey, Lewis R.
Sales	Sales North America	Sales Canada	Toronto

Find dialog



- New Quick Finds in ETWeb 11
- Advanced Finds: See system/find/findtest.asp

Pages



- 1:1
- 1:n
- report
- Charts
- Complex pages
 - HR analytics
 - Performance Potential Grid
 - Bulk pages

- Two kinds: build in filters and Powersets
- Build in filters: normally with parameters
- Powerset: Filter field groups and fields are the base (name!)
- Powerset: user-created with Filter builder
- Publish filter functionality
- Security is always applied to the result
- Filter related objects
 - Reports
 - Bulk pages
 - Best fit

Quick reports



- Great Value for the customer
- Redesigned for ETWeb 11
- Filter field groups and fields provide the columns
- Filter provide the rows
- Limits: see web.config

Reporting



- SQLRS reports
- Excel report
- Charts

- ETWeb 11: Report Queue

Basic data structures



- Employee-Position
 - n to n
 - One Primary Employee
 - One primary Position
- User-Person
- Reporting Structure
 - Parent Child

- Build a Org structure that is different for every customer
- Structure is defined with Unit Types (see [ats.asp](#))
- Used for Positions
- Used in Find
- Security relevant
- HR Responsibility/Org Unit Chart
- Relations between Units
 - Parent Child
- Performance issues

- Multilingual
- N entries per Code, one per language, but only one default
- Referential integrity
- Hide flag
- Default flag
- Special Code Tables
 - HRPlannigPeriod
 - CurrencyExchange

System tools



- System/tools
 - Cache control
 - License check
 - Log files
- ATS.asp
 - Advance settings

Issues and Bugs - where do they appear?



- ETWeb Error Log
- DTU log
- Browser
 - Show friendly HTTP error messages
 - HTTP 400/500
 - Expected vs. Unexpected
 - SQL vs ASP/Middle tier
- IIS Log
- Event log
- SQL Server Log

Issues and Bugs - tools to analyse



- Browser
 - View source
- SQL server profiler
 - Check what is actually send and received to/from backend
- ETWeb log
 - Typical example: Is Email passed to SMTP server
- IIS Log
 - Search for 500

Update packs

- Naming convention
- Readme.txt/update .ini
 - Version number
- Backend folder
- Frontend folder
- %temp%\log.txt for updater log