

HOW TO CHANGE PERSON-IN-CHARGE OF KSK

Condition:

- ONLY PM level and above can access to KSK listing

STEP 1: Go to GROUP > STAFF/KSK

The screenshot shows the METRIO HQ TMS interface. At the top, there is a navigation bar with the following tabs: ATTENDANCE, REPORT, ATTENDANCE DETAIL BY EMPLOYEE, GROUP, CHANGE PASSWORD, and Download. The GROUP tab is selected, and a dropdown menu is open showing two options: INCHARGE PERSON and STAFF/KSK. A red arrow points to the STAFF/KSK option. Below the navigation bar, the page title is "Search Amend Staff". Below the title, there is a search form with two fields: "Keywords:" and "Type:". The "Type:" field has a dropdown menu with "Staff" selected.




- From the menu bar, select "STAFF/KSK" under GROUP tab.

STEP 2: Search the KSK Using Keywords

The screenshot shows the "Search Amend Staff" form. The "Keywords:" field contains the value "300001". The "Type:" field has a dropdown menu with three options: Staff, KSK, and Subcon Worker. The "KSK" option is selected. A red box highlights the "Search" button. Red annotations with numbers in parentheses indicate the steps: (1) Enter staffcode, (2) Select "KSK", and (3) Search KSK.

- Enter staff code in "Keywords" input
- Select KSK for "Type"
- Click "Search" button

STEP 3: Click the Edit Icon

Search Results (3 Record Found)						
ID	Incharge	Location	Staff Name	Type	Updated	Action
399999	demoacc	PGTEST2	test	General Worker	liwin2023-01-16 09:06:00	
499999	demoacc	PGTEST2	test2	General Worker	liwin2023-01-13 14:10:34	
599999	demoacc	PGTEST2	Test3	General Worker	liwin2023-01-16 09:06:05	
Page Number: showall						

- Click the “Edit” icon of the target KSK

STEP 4: Change PIC and Save

Amend Staff - Google Chrome

metrio.qubit-software.com.my/amend-staff-pm.php?id=9698

Amend Staff

ID :

Name :

Hour Rate :

OT Hour Rate :

Location :

LA :

Select new PIC

Save changes

- A pop up window will appear
- Select new PIC
- Click “Save Info”