



HRD Power

powering people development ...

Frequently Asked Questions

HRD Power is a flexible and customisable software, which includes a complete suite of HRD Applications

- ✓ Easy-to-use
- ✓ Seam-less Integration with existing HR systems
- ✓ User-defined fields
- ✓ Powerful, user-definable reporting facilities
- ✓ ISO Compliance Tool
- ✓ Export Facility
- ✓ HR Centric



SMR HR TECHNOLOGIES SDN BHD
(a MSC Status Company)
Unit 49, Level 40, Petronas Twin Towers 2
KLCCI, Kuala Lumpur
Tel: Hotline : 603-2282 8313.

How Do I ???

Sort the Columns in List View

With the List View open, click on the column heading you want as the primary sort.

Continue to click on this column heading until you have the type of sort required according to the following color codes:

Grey: no order

Blue: ascending order

Red: descending order

Repeat the above steps for other columns if you want to have sub-sorts.

Locate a record in List view

With List View open, go to the column that holds the information you wish to search.

Click on the column heading until it is sorted into either ascending or descending order.

Type in the characters for the item you are locating.

As you type, the record pointer will progressively move to the required record.



www.hrdpower.com

How Do I ???

Change the Order of Columns in List View

On the Menu Bar, click on Setup, Maintenance and Field Definitions.

Select the component you require and double-click on the folder to display the Core Fields and User Defined Fields folders.

Click on the '+' of the User Defined Fields folder to display the list of User Defined Fields.

Click on the <Order> button to display the ordered list of User Defined Fields.

Select the field whose order you wish to change.

Click on the Up or Down arrow to change its position.

Repeat for other fields if necessary.

Click on <Save> to record your changes.

Click on <Close> when finished.

Repeat the same procedure for other components as necessary.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Save the List Order as Default

Open the relevant List View by clicking on the icon on the Tool Bar or by selecting it from the Menu option on the Menu Bar.

From the Menu Bar, select Setup, and Save List Order as Default.

Change the display from List View to Quadrant View

In List View, locate the required record.

Double-click on that record to open up the Quadrant View.



www.hrdpower.com

How Do I ???

Add a User - Defined Field

From the Menu Bar, select Setup, Maintenance and Field Definitions.

Select the component you require and double-click on the folder to display the Core and User Defined Fields folders.

Click on the '+' of the User Defined Field folder to display the list of User Defined Fields.

Select and highlight the fields below that you wish to position the new field.

Click on the <Add> button.

Complete the appropriate field properties for the new field.

Click on the Display Settings tab to display the field in the List View and to set its order in List View.

Click on the Field Definitions tab and click on <Save> to record your changes.

Click on <Close> to return to the Field Maintenance dialog box.

Repeat the same procedure to add more fields.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Edit Fields

Notes: You can only edit the field label for Core Fields.

You cannot change the Field Type property of any field. To do this, you must delete the field and add a new field with the required Field Type.

From the Menu Bar, select Setup, Maintenance and Field Definitions.

Select the component you require and double-click on the folder to display the Core and User Defined Fields folders.

Click on the '+' of the relevant fields folder to display the list of either Core or User Defined Fields.

Select the required field and click on the <Edit> button.

Make any changes in the relevant items as required.

Click on <Save> to record your changes.

Repeat the same procedure as necessary.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Delete a User - Defined Field

Notes: You cannot delete Core fields.

You will not be asked to confirm your deletion, so make sure you have selected the correct field to delete.

From the Menu Bar, select Setup, Maintenance, and Field definitions.

Select the component you require and double-click on the folder to display the Core Fields and User Defined Fields folders.

Click on the '+' of the relevant fields folder to display the list of either Core or User Defined Fields.

Select the required field and click on the <Delete> button.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Move Fields

From the Menu Bar, select Setup, Maintenance, and Field Placement.

In the Setup Controls dialog box, select the required component that holds the fields you wish to move from the list on the right hand side.

Click on the field you wish to move to display the resizing handles.

Drag the field to its new location and release the mouse button.

Repeat this process for the accompanying field label and any other fields.

Change the Tab order if required.

Click on <Save> to record your changes.

Repeat for other components as necessary.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Resize Fields

From the Menu Bar, select Setup, Maintenance, and Field Placement.

In the Setup Controls dialog box, select the required component that holds the fields you wish to move from the list on the right hand side.

Click on the field you wish to resize to display the resizing handles.

Resize the field to your requirements by dragging on the appropriate resizing handle.

Repeat this process for the accompanying field label and any other fields.

Click on <Save> to record your changes.

Repeat for other components as necessary.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Add a new item to lookup list (Direct Method)

From the Menu Bar, select Setup, Maintenance, and Lookup Lists.

In the Lookup Lists pulldown list, select the Lookup List you wish to add an item to.

Select an existing item from the displayed list.

Type in the new item in the Lookup Values field.

Click on the <Add> button.

Repeat the same procedure for additional items.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Add a Lookup List from Quadrant View (Core Fields)

In Quadrant View, click on the button beside the Lookup List field.

Add the new item in the displayed blank field and click on <Save> to record the change.

Click on <Close> when finished.

Add a Lookup List from Quad View (User Def. Fields)

In Quadrant View, double-click on the field that has the Lookup List attached.

Tick the Check Box marked “Add new Lookup Value”.

Add the new item in the displayed field and click on <Save>.

Click on <Ok> to record the change.



www.hrdpower.com

How Do I ???

Edit a Lookup List Item

From the Menu Bar, select Setup, Maintenance, and Lookup Lists.

In the Lookup Lists pulldown list, select the Lookup List that contains the field you wish to edit.

Select the required item from the displayed list.

Type in the new item in the Lookup Values field.

Click on the <Update> button.

Repeat the same procedure additional items.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Delete an item from a Lookup List

From the Menu Bar, select Setup, Maintenance, and Lookup Lists.

In the Lookup Lists pull-down list, select the Lookup List that contains the field you wish to edit.

Select the required item from the displayed list.

Click on the <Remove> button.

Repeat the same procedure additional items.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Assign Competencies to an Employee

Open the Employees table by clicking on the Employees icon on the Tool Bar.

Locate the required employee from List View.

Double-click on this record to display the Quadrant View.

Click on the <Actions> button.

Select the required Competencies from the lower half of the Assign Competencies tab (you can display the Structure View of Competencies by clicking on the <Structure View> button first, if required).

Assign the Competencies by clicking on the Up arrow.

Complete the relevant fields in the Details dialog box and click on <Save>. These details apply to all assigned competencies.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Assign an Employee to a position

Open the Positions table by clicking on the Positions icon on the Tool Bar.

Locate the required Position from List View.

Double-click on this record to display the Quadrant View.

Click on the <Actions> button.

Click on the Assign Employees tab.

Select the required Employee(s) from the lower half of the Assign Employees tab.

Assign the Employee(s) by clicking on the Up arrow.

Complete the relevant details in the details dialog box and click on <Save>. These details apply to all assigned employees.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Assign Employees to a Training Program Date

Open the Training Program Dates table by selecting Training Program Dates from the Menu item on the Menu Bar.

Locate the required Training Program Date from the List View.

Double-click on this record to display the Quadrant View.

Click on the <Actions> button.

Select the required Employee(s) from the lower half of the Assign Employees tab.

Assign the Employee(s) by clicking on the Up arrow.

Complete the relevant fields on the Details dialog box. These details apply to all assigned employees.

Click on <Save> to complete the process.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Assign an Employee to a waitlist

To assign an Employee to a Wait List, assign the Employee to a Training Program rather than a Training Program Date.

Open the Training Programs table by clicking on the Training Programs icon on the Tool Bar.

Locate the required Training Program from the List View.

Double-click on this record to display the Quadrant View.

Click on the <Actions> button.

Select the required Employee(s) from the lower half of the Assign Employees tab.

Assign the Employee(s) by clicking on the Up arrow.

Complete the relevant fields on the Details dialog box. These details apply to all assigned employees.

Click on <Save> to complete the process.

Click on <Close> when finished.



www.hrdpower.com

How Do I ???

Transfer Employees from waitlist to a Training Program

To assign an Employee who is recorded on a Wait List for a Training Program to a Training Program Date:

Open the Training Program Dates table by clicking on Menu and then Training Program Dates.

Find the required Training Program Date and open up the Quadrant View by double clicking on it.

Click on the <Actions> button to display the Training Program Dates Actions dialog box.



www.hrdpower.com

Contact Details



HRD Power

powering people development ...

For More details Please Contact

- Sales** : sales@hrdpower.com
- Product support** : helpdesk@hrdpower.com
- Website** : www.hrdpower.com

All rights reserved. No part of this publication may be reproduced in a retrieval system , or transmitted in any form or by any means , electronic , mechanical , photocopying , recording or otherwise , without the prior written permission of Specialist Management Resources.



SMR HR TECHNOLOGIES SDN BHD
(a MSC Status Company)
Unit 49, Level 40, Petronas Twin Towers 2
KLCCI, Kuala Lumpur
Tel: Hotline : 603-2282 8313.