

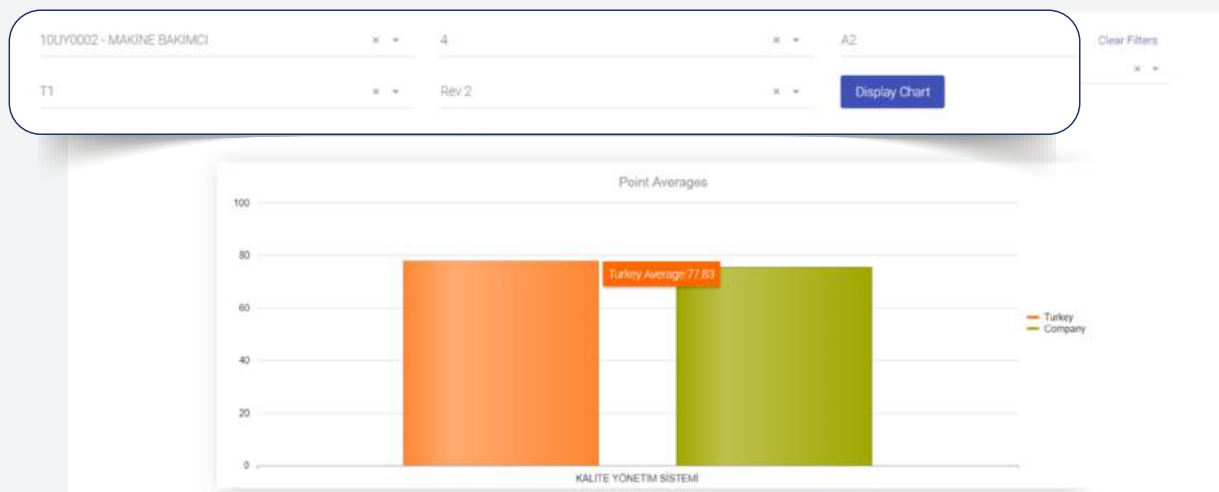
## 1- Login into the project with the username and password provided;

**Link :** <http://www.cometittool.com/Account/Login?ReturnUrl=%2F>

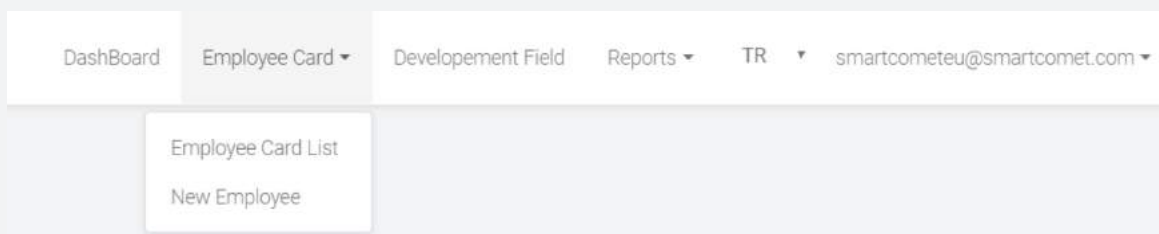
**Username :** smartcometeu@smartcomet.com

**Password :** Cy.12345

## 2- After Login process is successfully completed, Dashboard screen welcomes you . Fill the proper filter values and hit the Display Chart button for reaching the Chart you have desired.



## 3- An Employee can be created via Employee Card / New Employee Menu. For listing existing Employees, navigate through Employee Card List.



#### 4- Under the New Employee menu, fill all necessary fields and hit the Save button for completing the recording process.

New Employee

Name	Surname	Gender
<input type="text"/>	<input type="text"/>	Select...
Email	BirthDate	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Education State	Position	Position Experience(Year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job	Total Experience(Year)	
Select...	<input type="text"/>	
Manager Comment		
<input type="text"/>		

[Save](#)

#### 5- Under the Employee Card List Menu, you can list all existing employees, observe their details and qualifications.

Employee Card List

	Company	Name	Surname	Email	BirthDate	Position
<a href="#">Detail</a>	SMART COMET	Smart	Comet	smartcomet@smartcom...	01.04.2013	manager

New qualifications can be added by Employee Qualifications / Detail Menu.

Employee Qualifications

	Job	Level	Unit	Qualification Detail
<a href="#">Detail</a>	11UY0014 - ALÜMİNYUM KAYNAKÇISI	SEVİYE 3	A1	Kaynak işlerinde iş sağlığı ve güvenliği

Qualification

Job

Level

Unit

11UY0014 - ALÜMİNYUM KAYNAKÇISI

SEVİYE 3

A1

Type

Revision

Qualification Detail

T1

Rev 0

Kaynak işlerinde iş sağlığı ve güvenliği

Employee Point

Turkey Average

Company Average

90.00

Turkey Average

Company Average

Development Field

Add Development Fields

Dev2

Add

Employee Qualifications

		Development Field	Is Completed
		Dev2	Yes
		Dev4	No

Development Fields can be managed by Development Field Menu right top of the screen / toolbar.

DashBoard

Employee Card

Development Field

Reports

TR

smartcometeu@smartcomet.com

## 6- You can export all employee and qualifications data to excel by Reports / Employee Report Menu.

Employee Report

EXPORT TO EXCEL

Name	Surname	Email	BirthDate	Start Date
Smart	Comet	smartcomet@smartcom...	01.04.2013	05.04.2017