

Workflows

Common ERP workflows

- [Adding a new employee](#)
- [Create product stock from purchase](#)
- [Create product stock from production](#)

Adding a new employee

This document outlines the step-by-step process to add a new employee into the ERP system.

- **Summary:**

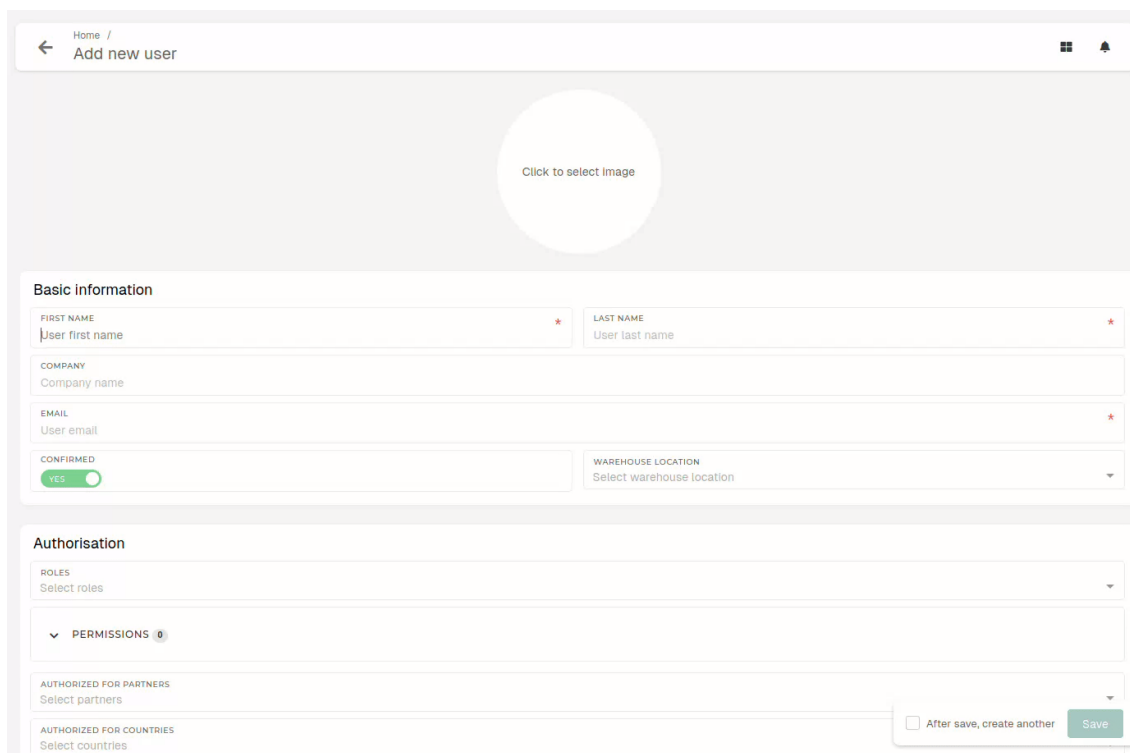
- **IT or Web:** Created a new user with assigned credentials and access levels
- **HR:** Creates an HR user profile for the new user and assigns work position, generates contracts...

Steps

Create a new user with access

The IT department must create a new account in the Google workspace.

With the new email account, IT or Web department [creates a new user](#) with that email in the ERP.



The screenshot shows a web interface for adding a new user. At the top, there is a navigation bar with a back arrow, the text 'Home / Add new user', and a notification bell icon. Below the navigation bar is a large circular area with the text 'Click to select image'. The form is divided into two main sections: 'Basic information' and 'Authorisation'. The 'Basic information' section contains several input fields: 'FIRST NAME' (with a red asterisk), 'LAST NAME' (with a red asterisk), 'COMPANY' (with a placeholder 'Company name'), 'EMAIL' (with a red asterisk), 'CONFIRMED' (a toggle switch set to 'YES'), and 'WAREHOUSE LOCATION' (a dropdown menu with the placeholder 'Select warehouse location'). The 'Authorisation' section contains a 'POLES' dropdown menu (with the placeholder 'Select roles'), a 'PERMISSIONS' section (with a dropdown arrow and a '0' indicator), 'AUTHORIZED FOR PARTNERS' (a dropdown menu with the placeholder 'Select partners'), and 'AUTHORIZED FOR COUNTRIES' (a dropdown menu with the placeholder 'Select countries'). At the bottom right of the form, there is a checkbox labeled 'After save, create another' and a green 'Save' button.

IT or Web department assigns previously decided-upon permissions (roles) to the new user.

IT or Web must also [create a new warehouse location](#) and assign it to the user.

Home / Add warehouse location

Basic information

WAREHOUSE
Select belonging warehouse

NAME
Enter name

DESCRIPTION
Enter description

DEFAULT PRODUCT LINE
Default product line

STATUS
Select status

AGV robot map info

After save, create another

Create a new HR profile for user

HR creates an HR profile for the new user (requires at least selecting the user, gender, citizenship and entering employment start date).

Home / Add HR profile

Basic information

USER John Doe, john.doe@company.com	PRIVATE EMAIL Private email	PRIVATE PHONE Private phone
GENDER male	EMSO Emão	CITIZENSHIP US, United States
HUMAN_RESOURCES.COST_CENTER.BIROKRAT.LBL	TAX NUMBER	PARTNER Select partner company
COST CENTER PLAIN (BC)	BIRTHDAY dd.mm. yyyy	BIRTH LOCATION
CREDIT AMOUNT 0,00	NUMBER OF EMPLOYEE	BIROKRAT ID
EDUCATION Education		

Workflow

Student info

Work locations

Work positions

EMPLOYMENT START DATE
01. 07. 2025

WORK POSITIONS

After save, create another

HR assigns the work position and work location, enters bank information and family members and generates vacation an employment contract.

Create product stock from
purchase

Create product stock from
production