

# Advantage HRM 3.11- On Demand Training

**Class Title:** How to Navigate in Advantage HRM 3.11

Creation Date: 02/19/2018  
Revision Date: 03/05/2018  
Revision Date: 07/10/2018

# Goal & Objectives

**Goal:** After taking this class, staff will know how navigate in Advantage HRM 3.11.

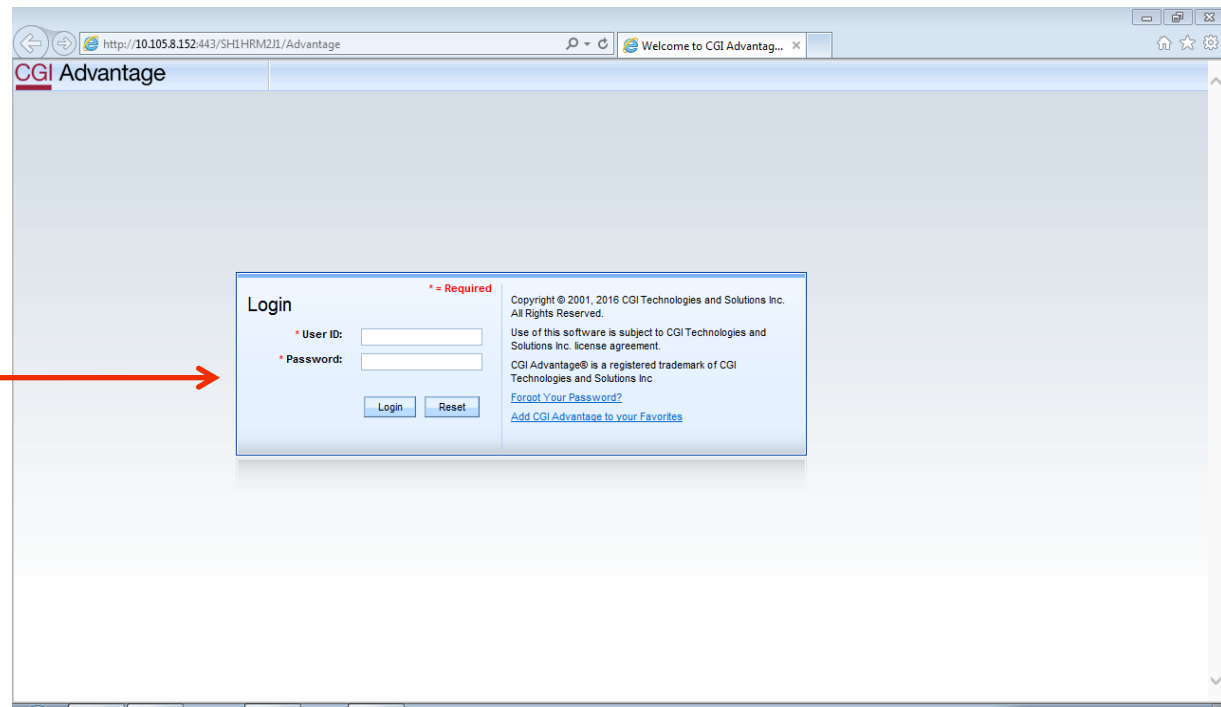
**Objectives:**

- Show staff how to log into Advantage HRM 3.11
- Show staff how to navigate in Advantage HRM 3.11
- Show staff how to sign out of Advantage HRM 3.11

# How to log into Advantage HRM 3.11

1. Enter the web address for HRM in your internet browser.

2. Enter your **User ID** and **Password** and select **Login** to begin your session.



CGI Advantage

http://10.105.8.152:443/SH1HRM2JI/Advantage

Welcome to CGI Advantag...

**Login** \* = Required

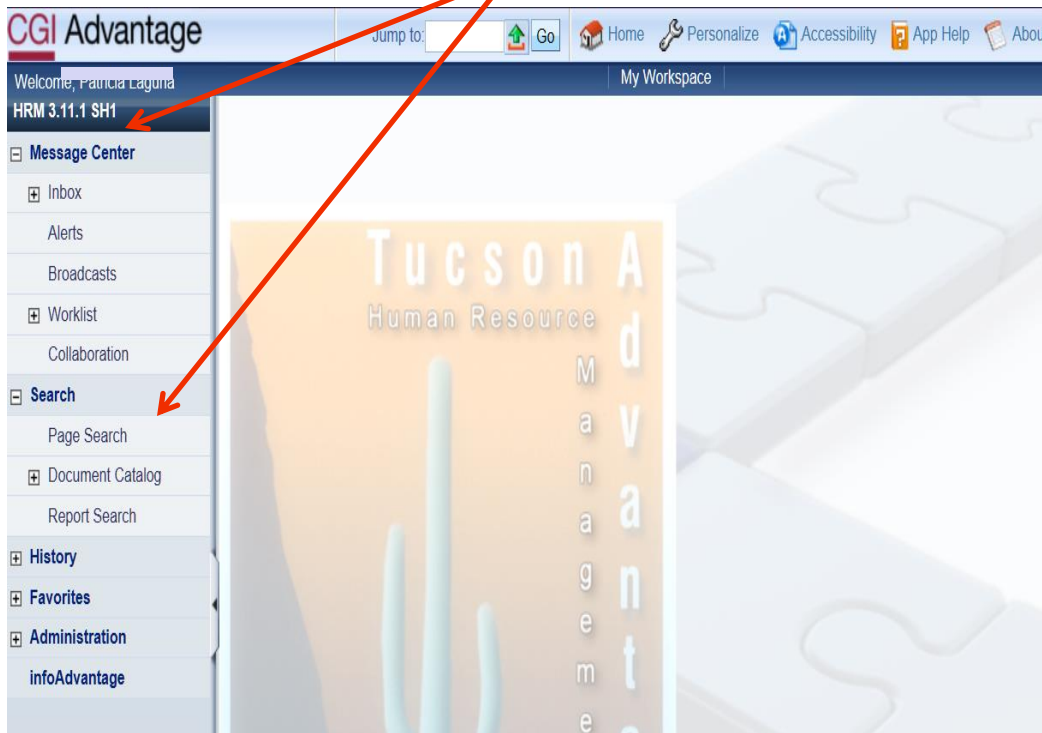
\* User ID:

\* Password:

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# How to log into Advantage HRM 3.11

When you log into Advantage HRM, you will see the home screen. On the left-hand side, you will see a panel with several options. The panel can be opened and closed, depending on your preference.



**Message Center** – Primarily used for Workflow, if appropriate.

**Search** – Starting point to enter the various tables/pages and to search for documents.

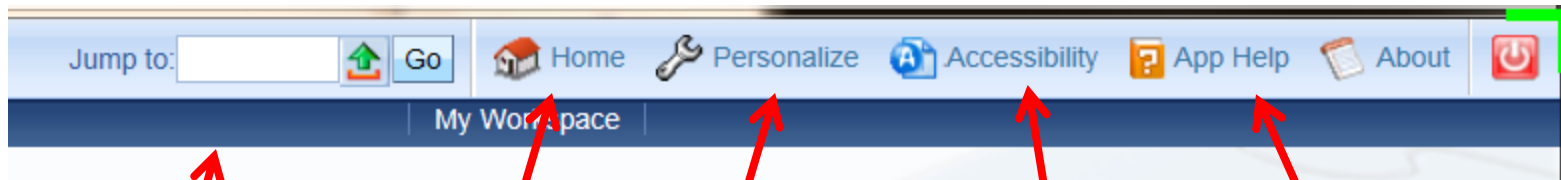
**History** – Lists the various tables and documents opened during the day. Starts over the next day.

**Favorites** – Lists shortcuts to access your most used tables and pages.

**Administration** – Used to manage passwords, hints, and email alerts.

# How to log into Advantage HRM 3.11

## Jump to Action



The **Jump to** action in the Primary Navigation Panel enables you to navigate between pages within the HRM application.

The **Home** icon, which will take you back to the original starting page

**Personalize**  
This link opens the Personalization window. You can modify your workspaces, home page and favorites

**Accessibility**  
This link opens the online help system

Within the **App Help** window, you can find information about the system as well as **User Guide Downloads**

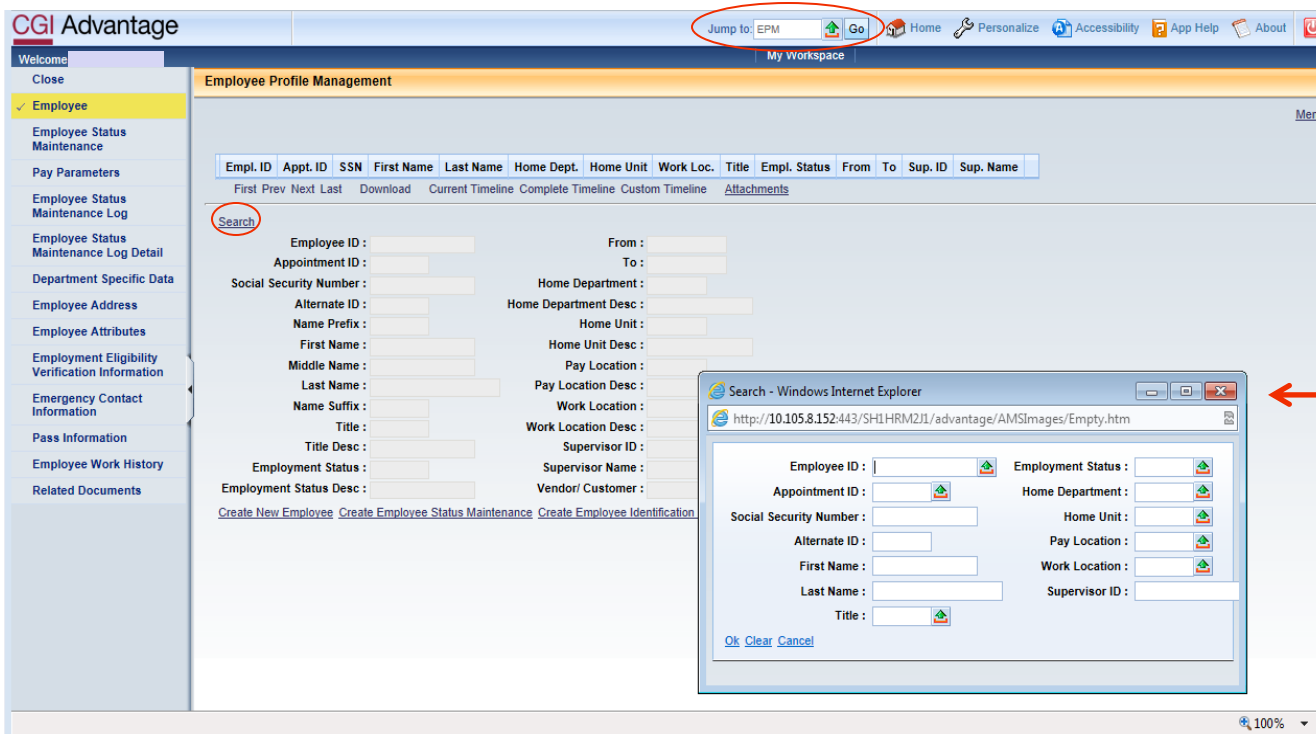
## How to navigate in Advantage HRM 3.11

Here is a list of commonly used pages for HRM

<b>CODE</b>	<b>NAME</b>
<b>ATLM</b>	Time and Leave Management
<b>DEDM</b>	Deduction Management
<b>DEPTA</b>	Employee Accounting Data – (Document Catalog Page)
<b>DEPTD</b>	Department Specific Data - (Document Catalog Page)
<b>DEPTE</b>	Employee Event Accounting Data - (Document Catalog Page)
<b>EIND</b>	Employee Incident Detail - (Document Catalog Page)
<b>EINQ</b>	Employee Inquiries
<b>EPEV</b>	Employee Evaluation - (Document Catalog Page)
<b>EPM</b>	Employee Profile Management
<b>ER</b>	Employee Relations
<b>ESMT</b>	Employee Status Maintenance - (Document Catalog Page)
<b>ISTS</b>	Incident/Grievance Status Inquiry
<b>ITYP</b>	Incident/Grievance Type Inquiry
<b>LCD</b>	Learning and Career Development
<b>LEAVM</b>	Leave Management
<b>PACT</b>	Personnel Action Code
<b>PAYM</b>	Pay Management
<b>POSM</b>	Position Status Maintenance
<b>QEIN</b>	Employee Incident Inquiry
<b>QLEVBAL</b>	Leave Balance
<b>QNCX</b>	Name Change Cross Reference
<b>QTRS</b>	Time Document Catalog
<b>SPEV</b>	Self-Performance Evaluation - (Document Catalog Page)

# How to navigate in Advantage HRM 3.11

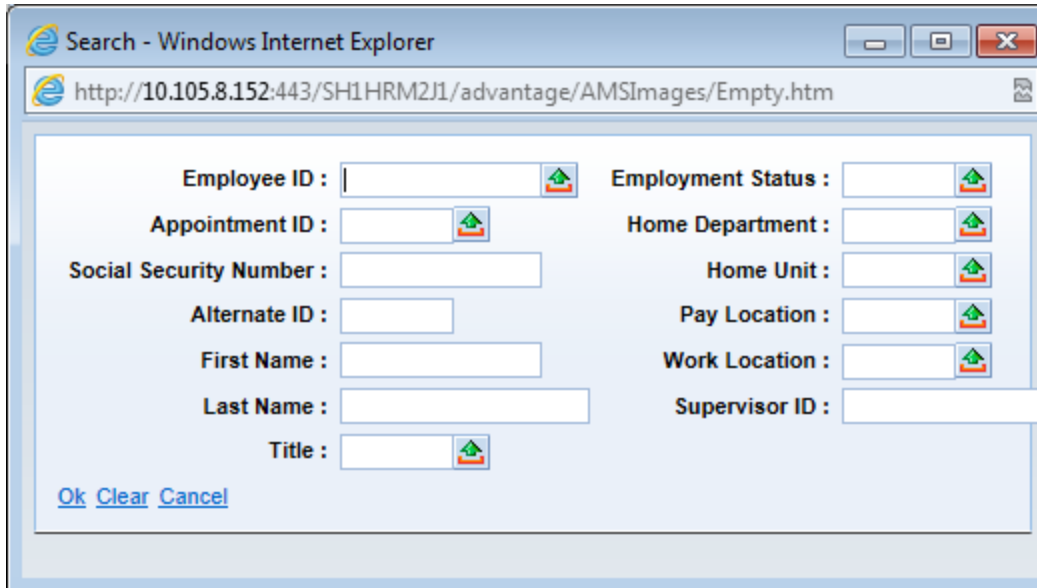
In this example, **EPM** was entered. The **Jump To** box will be used to access all pages used during testing.



The screenshot displays the Advantage HRM 3.11 interface. At the top, the navigation bar includes a 'Jump to: EPM' field with a 'Go' button, circled in red. Below this, the 'Employee Profile Management' page is visible, featuring a table with columns for 'Empl. ID', 'Appt. ID', 'SSN', 'First Name', 'Last Name', 'Home Dept.', 'Home Unit', 'Work Loc.', 'Title', 'Empl. Status', 'From', 'To', 'Sup. ID', and 'Sup. Name'. A 'Search' link in the left sidebar is also circled in red. A search dialog box is open, showing various employee search criteria fields such as Employee ID, Appointment ID, Social Security Number, Alternate ID, Name Prefix, First Name, Middle Name, Last Name, Name Suffix, Title, Employment Status, Supervisor Name, and Vendor/ Customer. The dialog box also includes fields for Employment Status, Home Department, Home Unit, Pay Location, Work Location, and Supervisor ID. A red arrow points to the search dialog box.

On initial search, a **Search** box will pop up to allow the entry of search criteria. This box will not pop up on subsequent use of the **Jump To** feature. To activate, use the **Search** link.

## How to navigate in Advantage HRM 3.11



The screenshot shows a web browser window titled "Search - Windows Internet Explorer" with the address bar displaying "http://10.105.8.152:443/SH1HRM2J1/advantage/AMSIImages/Empty.htm". The main content area contains a search form with the following fields:

Employee ID :	<input type="text"/>	Employment Status :	<input type="text"/>
Appointment ID :	<input type="text"/>	Home Department :	<input type="text"/>
Social Security Number :	<input type="text"/>	Home Unit :	<input type="text"/>
Alternate ID :	<input type="text"/>	Pay Location :	<input type="text"/>
First Name :	<input type="text"/>	Work Location :	<input type="text"/>
Last Name :	<input type="text"/>	Supervisor ID :	<input type="text"/>
Title :	<input type="text"/>		

At the bottom left of the form, there are three buttons: [Ok](#), [Clear](#), and [Cancel](#).

Selection criteria can be chosen from the available fields in the **Search** box.



# How to navigate in Advantage HRM 3.11

CGI Advantage - Windows Internet Explorer  
 http://10.105.8.152:443/SH1HRM2J1/Advantage

CGI Advantage

Welcome | My Workspace

Close

Employee Profile Management

Current Timeline

Empl. ID	Appt. ID	SSN	First Name	Last Name	Home Dept.	Home Unit	Work Loc.	Title	Empl. Status	From	To	Sup. ID	Sup. Name
161					161	1638	1638	1010	A	06/26/2017	12/31/9999		

From 1 to 1 of 1 | First Prev Next Last | Download | Current Timeline | Complete Timeline | Custom Timeline | Attachments

Search

Employee ID :  From : 06/26/2017

Appointment ID :  To : 12/31/9999

Social Security Number :  Home Department : 161

Alternate ID :  Home Department Desc : HUMAN RESOUR

Name Prefix :  Home Unit : 1638

First Name :  Home Unit Desc : OPERATIONS SER

Middle Name :  Pay Location : 1638

Last Name :  Pay Location Desc : OPERATIONS SER

Name Suffix :  Work Location : 1638

Title : 1010 Work Location Desc : OPERATIONS SER

Title Desc : HUM RES TECH Supervisor ID :

Employment Status : A Supervisor Name :

Employment Status Desc : ACTIVE-PERM Vendor/ Customer :

[Create New Employee](#) [Create Employee Status Maintenance](#) [Create Employee Identification Change Form](#)

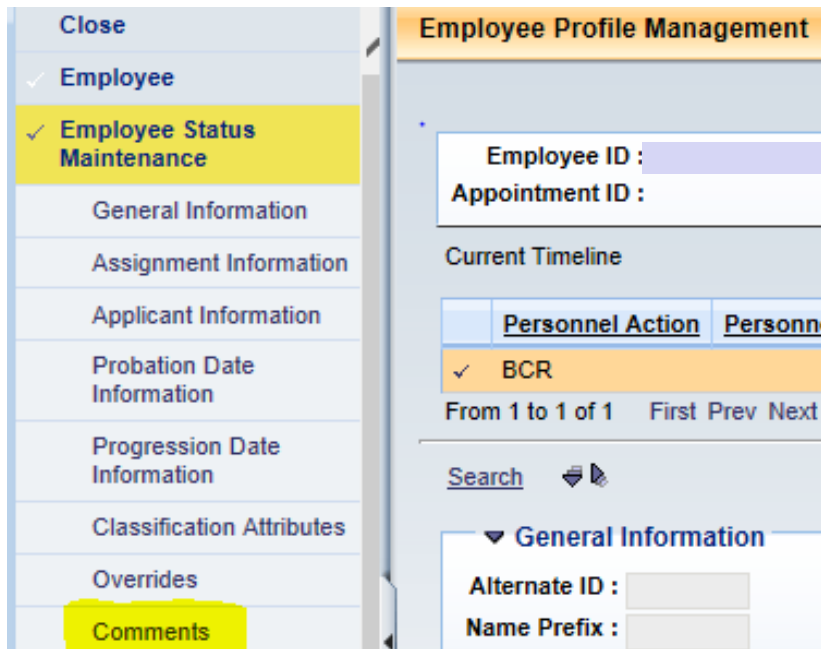
Menu

100%

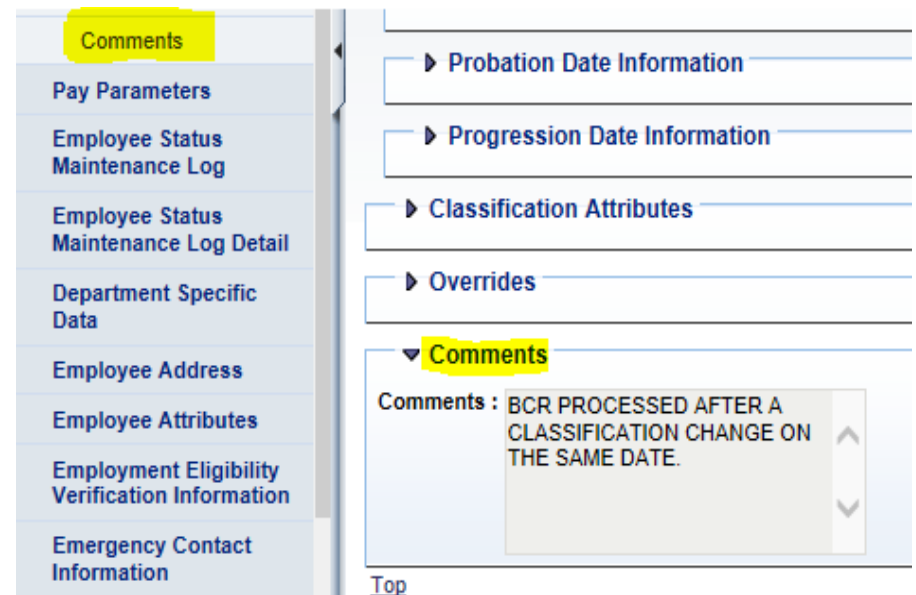
This is an example of the search result for an employee profile.

# How to navigate in Advantage HRM 3.11

A new tab for **Comments** has been added to **Employee Status Maintenance (ESMT)**. This area is used by HR Records to provide additional clarification for the action or approvals given.



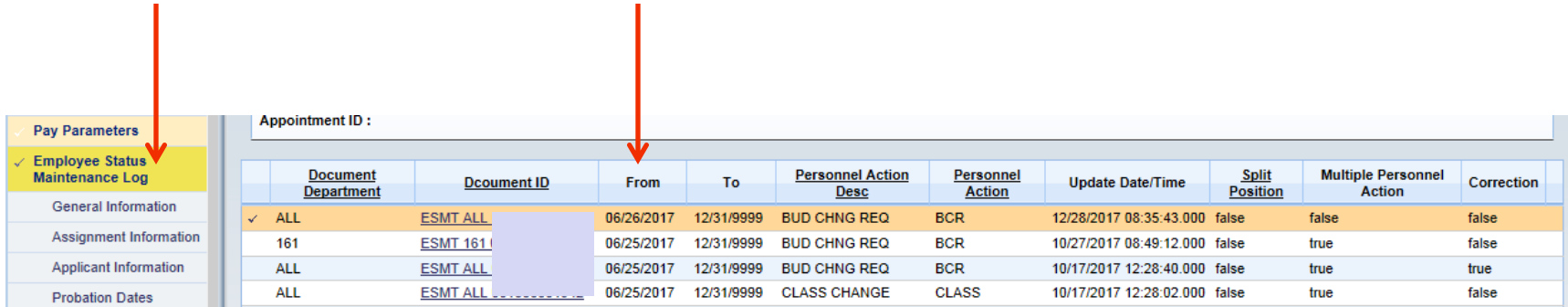
This screenshot shows the 'Employee Profile Management' navigation menu. The 'Employee Status Maintenance' option is highlighted in yellow. Below it, the 'Comments' option at the bottom is also highlighted in yellow. Other menu items include Close, Employee, General Information, Assignment Information, Applicant Information, Probation Date Information, Progression Date Information, Classification Attributes, Overrides, and Comments.



This screenshot shows the 'Employee Status Maintenance Log' interface. The 'Comments' tab is highlighted in yellow. The main content area displays a list of information sections: Probation Date Information, Progression Date Information, Classification Attributes, Overrides, and Comments. The 'Comments' section is expanded, showing a text box with the following text: 'Comments : BCR PROCESSED AFTER A CLASSIFICATION CHANGE ON THE SAME DATE.' A 'Top' link is visible below the comments section.

# How to navigate in Advantage HRM 3.11

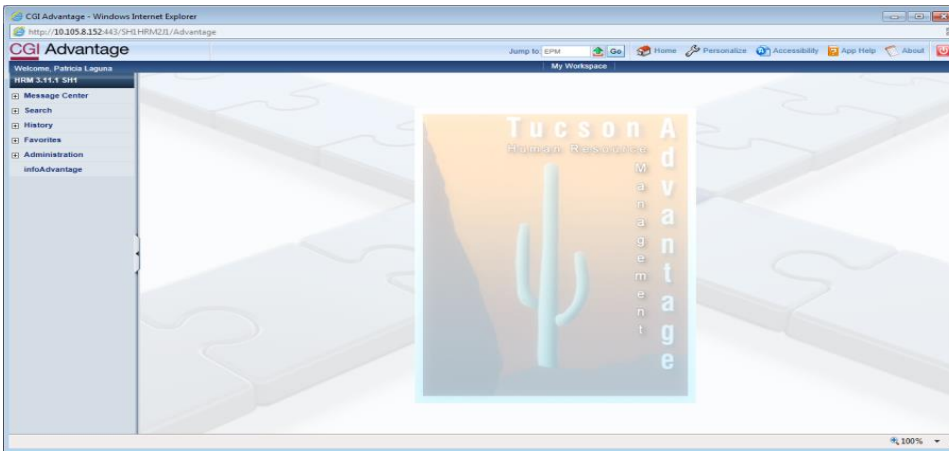
The **Employee Status Maintenance Log** can be found on the navigation field. The log now displayed on the **EPM** page shows all actions processed on an employee, including multiple actions on the same day.



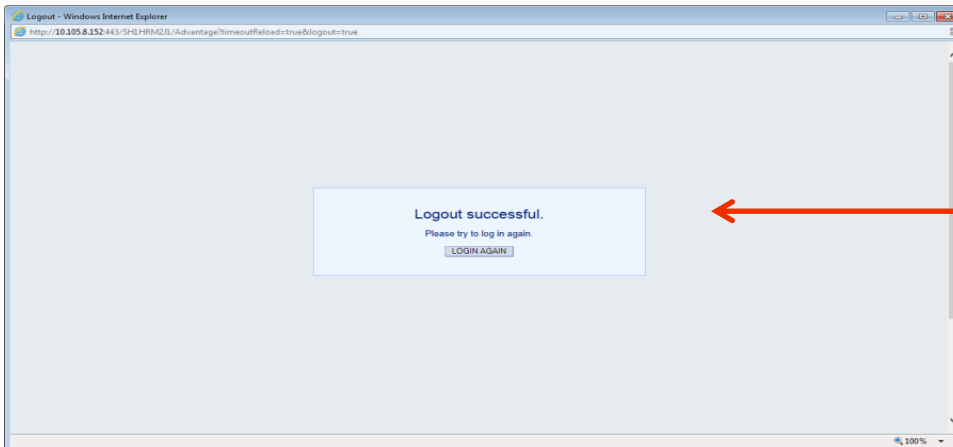
Appointment ID :

Document Department	Document ID	From	To	Personnel Action Desc	Personnel Action	Update Date/Time	Split Position	Multiple Personnel Action	Correction
✓ ALL	<a href="#">ESMT ALL</a>	06/26/2017	12/31/9999	BUD CHNG REQ	BCR	12/28/2017 08:35:43.000	false	false	false
161	<a href="#">ESMT 161</a>	06/25/2017	12/31/9999	BUD CHNG REQ	BCR	10/27/2017 08:49:12.000	false	true	false
ALL	<a href="#">ESMT ALL</a>	06/25/2017	12/31/9999	BUD CHNG REQ	BCR	10/17/2017 12:28:40.000	false	true	true
ALL	<a href="#">ESMT ALL</a>	06/25/2017	12/31/9999	CLASS CHANGE	CLASS	10/17/2017 12:28:02.000	false	true	false

## How to sign out of Advantage HRM 3.11



To sign out of HRM, navigate to the **Home** page and select the **Logout** button.



This will take you to the **Logout successful** page.

Thank You!

This concludes the navigational  
training for Advantage HRM 3.11