

بسم الله الرحمن الرحيم

بسم الله والحمد لله والصلاة والسلام على اشرف المرسلين سيدنا محمد سيد الخلق اجمعين عليه افضل الصلاه واتم التسليم

اخواني في الله سوف نبده سويًا معاً وندعو الله عز وجل ان يكتبه لى في صالح الاعمال وان يكون حسنه وصدقه جاريه لكل من استفاد ولو بمعلومه واحده من هذا الكتاب المبسط عن انظمه اوراكل اى بيزنس *Oracle E-business*

وسوف يتم الشرح على الموديول الخاص بالموارد البشريه (**Human Resource**) نظرا لانه هو الموديول الذى اعرفه حاليا والذى اتعلمه من مده قريب فانا مازلت ايضا ادرسه وايضا كونه من اكثر الموديولات استخداما فى الشركات سواء المتوسطه او الكبيرة الحجم

هو فى شركه
مفيهاش موارد
بشريه
(موظفين)

وفضلت انا اشرح لكم كل جزئيه اتعلمها حتى تكون خالصه لوجه الله تعالى واتمنى لو وجدتم اخطاء فى شرحى او فى معلوماتى ان تصححوها لى فانا لست معصوما من اخطاء ومازلت اتعلم واعذرونى فستكون هناك الكثير من المصطلحات التى سوف اكتبها باللغه الانجليزيه نظرا لسهوله فهمها فى لغتها الام فهذا الافضل لنا جميعا

بسم الله نبده :-

Any one interested to learn , Teach oracle Human Resource Management Systems (HRMS) can use this document For his / her as a basic reference document. Although the document will cover most of all required but this is not a whole Oracle Hrms. So please consider it as basic reference document. I will also recommend reading the oracle documentation for each module provide by **oracle University**

محتويات الفصل الاول والمتطلبات

- القدره على الدخول على الابليكشن سواء من خلال الانترنت او ان يكون على جهازك المحلى
- خلفيه عن نظام الموارد البشريه ومفاهيمها Human resource management systems concept
- فهم لاساليب البيزنس ومتطلباته في مختلف الشركات
- قراءة الكتب الرسميه من اوراكل يونيفرستي نظرا لقوتها وارشح لكم حاليا

- R11i Navigating Oracle Applications .PDF

- Oracle Implementation Guide. PDF

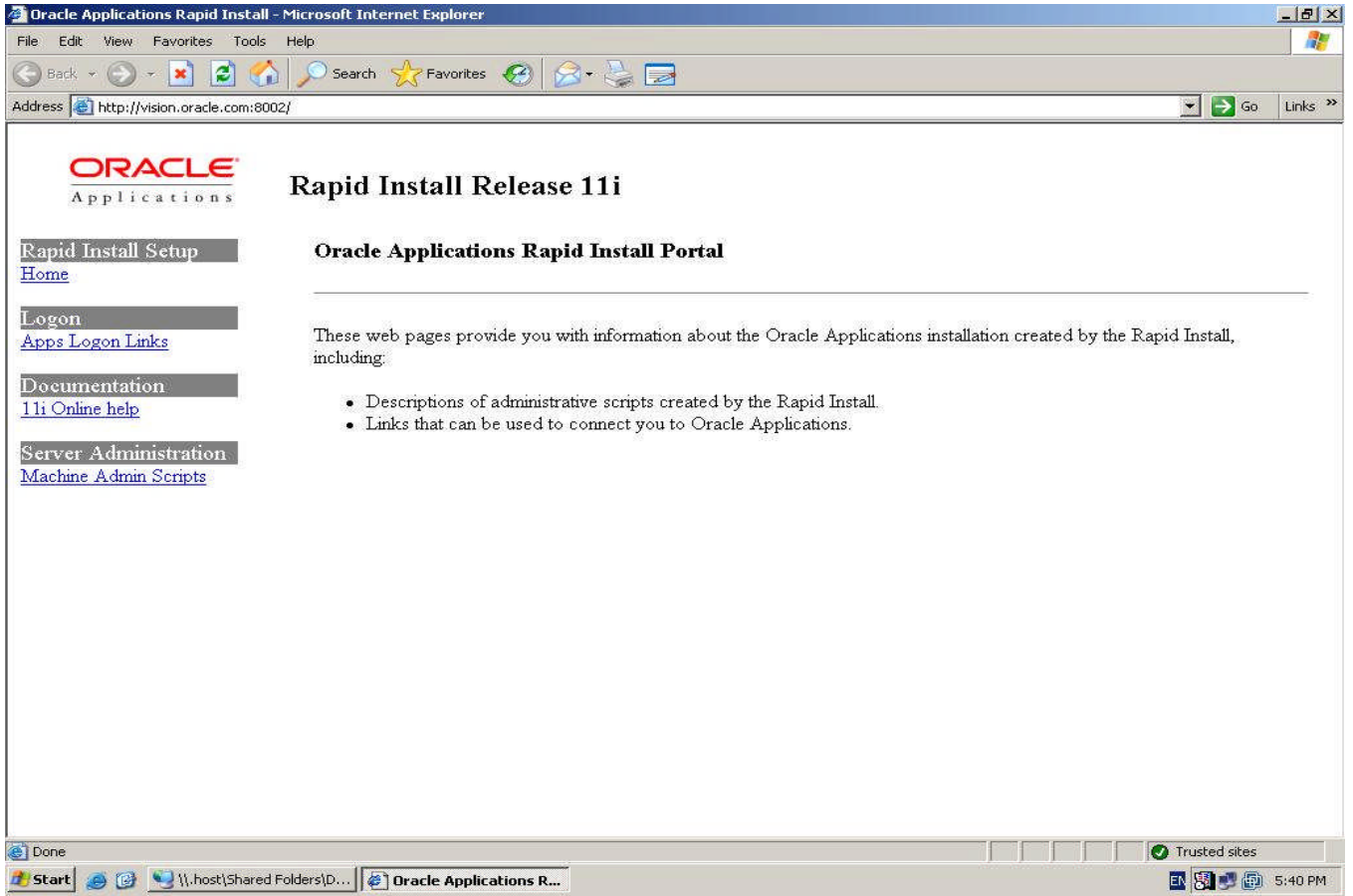
Index

- مفاهيم عن الموارد البشريه
- حلجات لازم تعرفها الاول
- كيفيه تحضير الابليكشن
- كيفيه الدخول على الابليكشن

لو عندك اى استفسار بخصوص
الجزئيه دى في امكانك ان تراسلنى
على الميل

MS-8@live.com

محمد صلاح الدين



نلاحظ هنا ده اول شكل بيظهر لنا بعد ما بنسطب الاپليكشن كله او لما نقمحه لاول مرة ونبص في العنوان كدا هنلاقى اسم النسخه دى وهى **Vision** وكمات هنلاقى بعدها رقم البورت اللى شغال عليه الدومين ده ٨٠٠٢

طبعا ده مش مثال ثابت يعنى لا ده بيتغير على حسب كل مؤسسه وشغلها واسم الدومين بتبعها

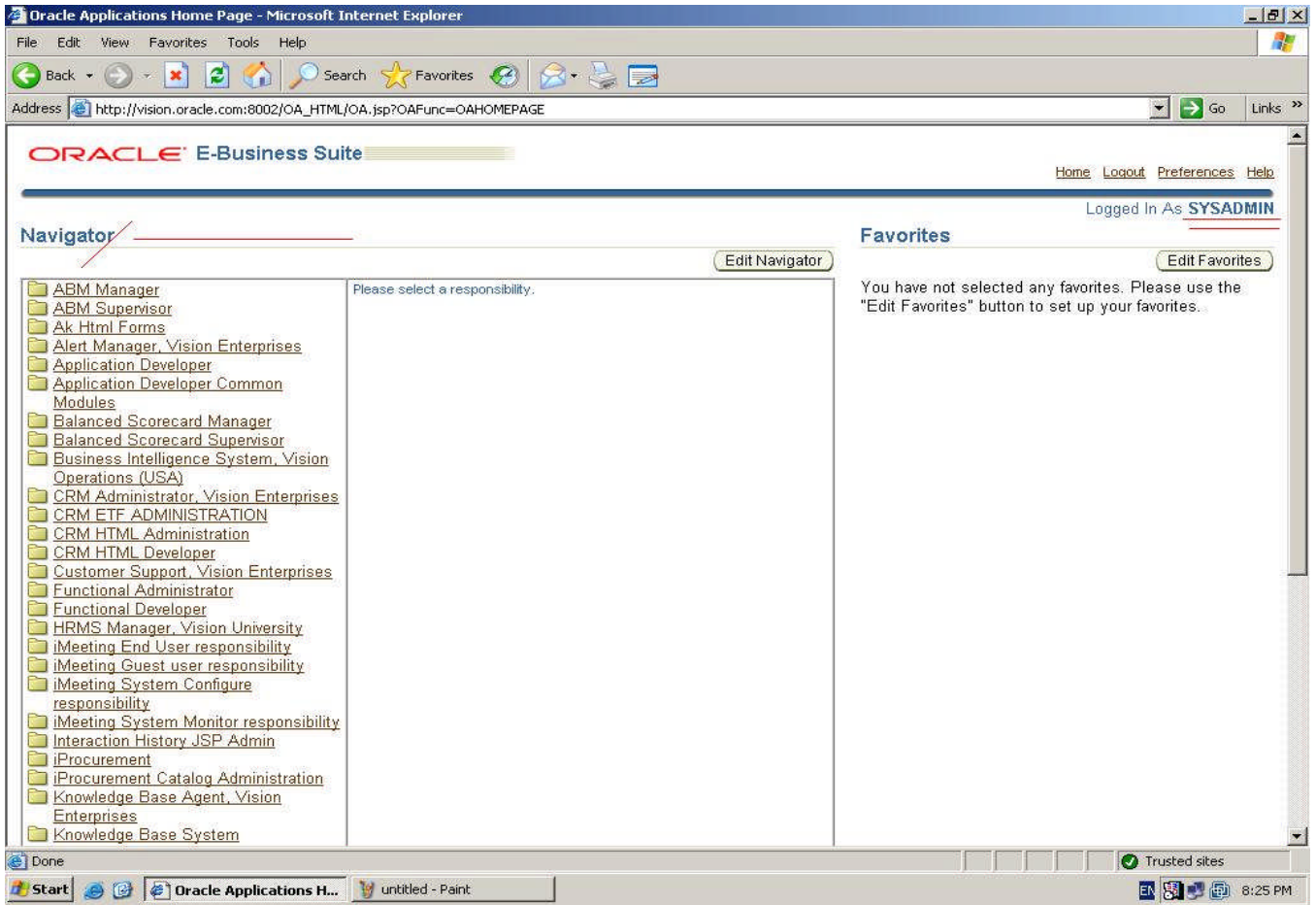
----- اسف لو بشرح باستفاضه اكثر من اللازم لان ممكن حد يقولى يا عم ما كلنا عارفين ده انجز بقى هقولك مش تعمم لاني انت عارف في غيرك ميعرفش وانا بشرح على اقل مستوى معرفه موجود وان كنت انت عارفها فده خير على الاقل زياده تاكيد

نكمل

Apps log on

Username = sysadmin

Password = sysadmin



دى هي الشاشة الاولى اللي هتظهر لنا في الابليكشن وهي من اهم الشاشات واللى هنتعرف عليها مع كتر الاستخدام والتدريب على الابليكشن طبعا لو لاحظنا هنا فوق هنلاقي في خط احمر ده اسم الشاشة

Navigator وهي عبارة عن شجرة الابليكشن او اسمها البرمجي TREE واكيد اغلبنا يعرف ان شكل التري يتشوفه باستمرار حتى في الويندوز العادي موجوده

وفي الناحيه اليمين اسم اليوزر اللي داخل حاليا على الابليكشن وطبعا علشان احنا داخلين باسم الادمن فظاهر لنا كل حاجه في الابليكشن اما لو احنا يوزر عادي ليه صلاحيات معينه ومسئوليات معينه ففي حاجات هتختفي

وهنا هنطرح سؤال مهم وهو ايه هي

Responsibility

هي عبارة عن الصلاحيات اللي بيقرر الادمن يديها للمستخدمين وبتتوقف على مستوى كل يوزر ومدى مسؤولياته على الابليكشن يعنى هتختلف من ادمن - لمدخل بيانات - لمدير - لصاحب مؤسسه - لمحاسب كلهم اشخاص بيتعاملوا على الابليكشن لكن مش الكل زي بعض في شغلهم

واهم حاجه تهمننا في الشاشة دي في الوقت الحالي هي صلاحيات الادمن العالم

Global HRMS Manager

System administrator

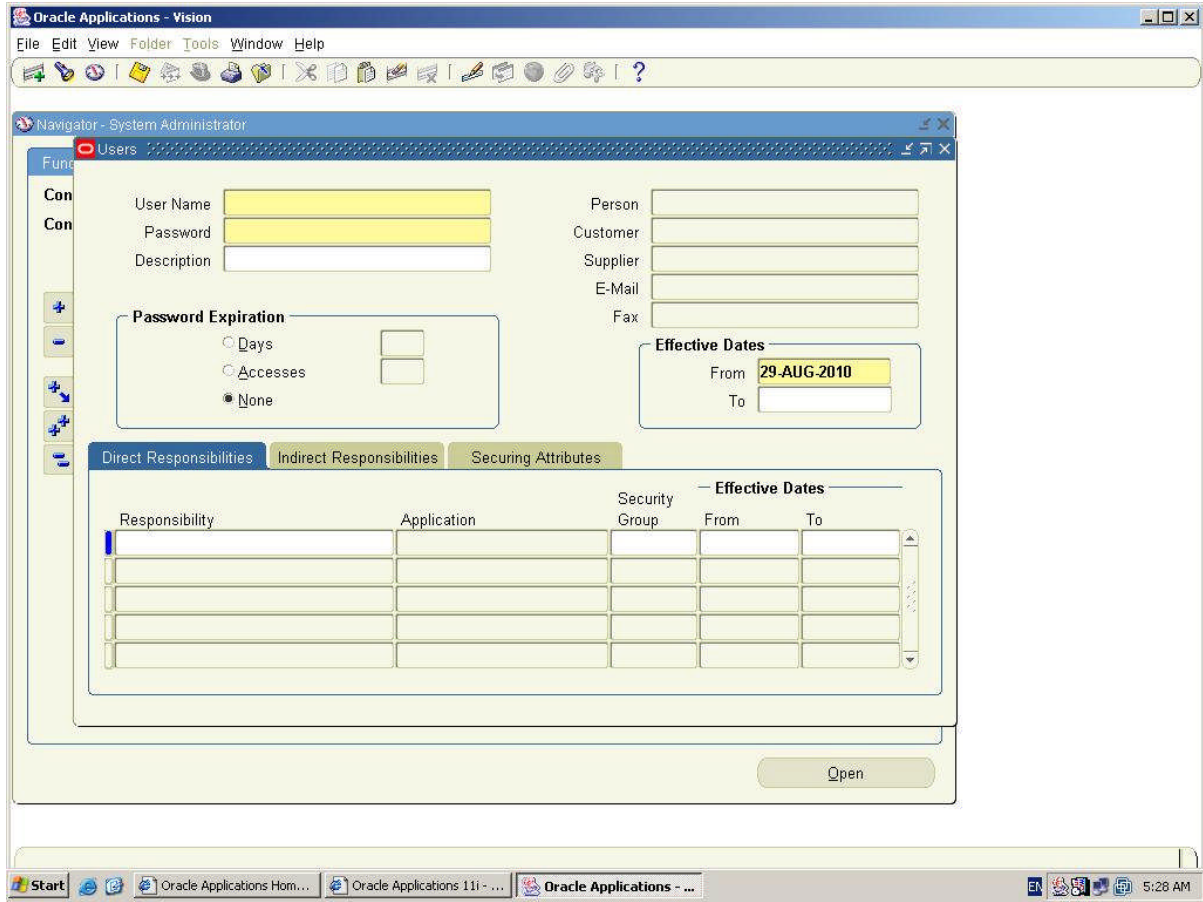
وبمجرد الضغط عليها هتظهر كل حاجه بصلاحياتها بيقرر يقوم بيها الادمن في الناحيه المقابله للتري الاولى زي الشكل الاتي

وبمجرد الدخول عليها هتبدء اول خطوة وهي انشاء مستخدم نقدر نشغل عليه

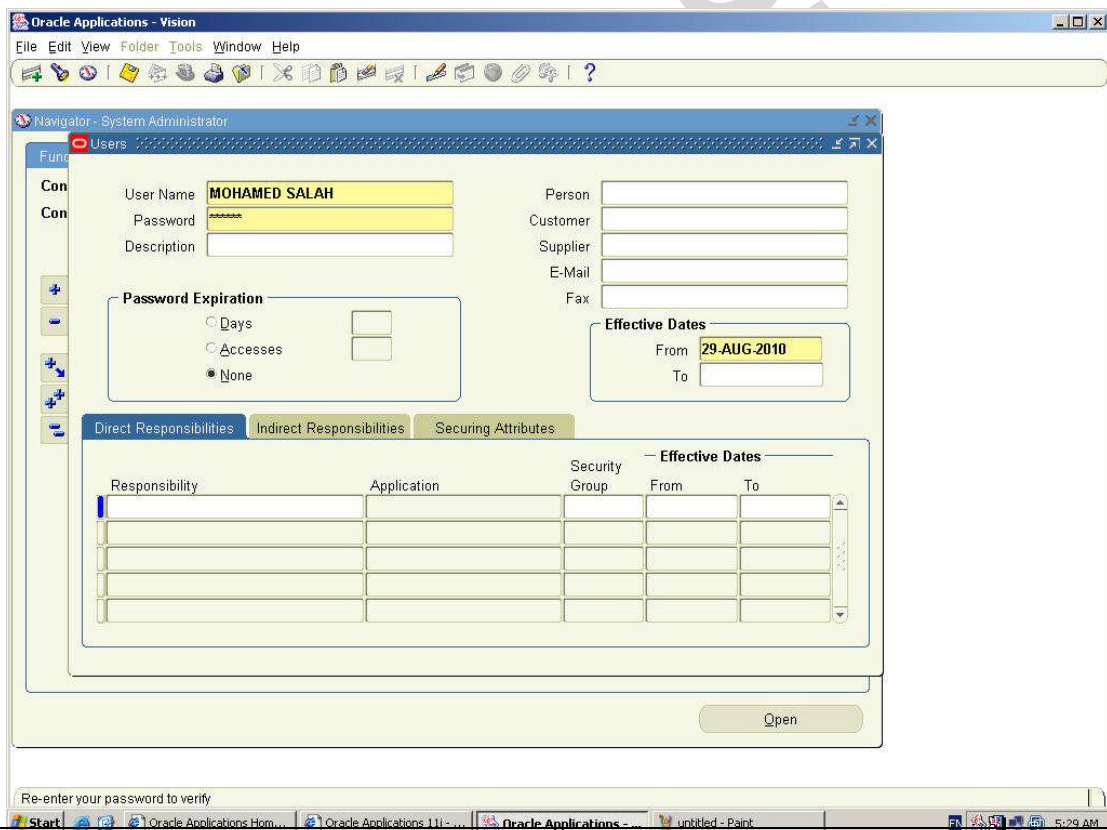
<ul style="list-style-type: none"> Interaction History JSP Admin iProcurement iProcurement Catalog Administration Knowledge Base Agent, Vision Enterprises Knowledge Base System Administrator, Vision Enterprises Knowledge Base Worker, Vision Enterprises Oracle Installed Base Admin Oracle Installed Base User Preferences SSWA Scripting Agent, Vision Enterprises Self Service Web Applications Manager, Vision Enterprises SEM Exchange Manager System Administration System Administrator User Management Workflow Workflow Administrator Web Applications Workflow User Web Applications 	<ul style="list-style-type: none"> Currency Network Test Application : Validation <ul style="list-style-type: none"> Set Values Application : Flexfield : Key <ul style="list-style-type: none"> Segments Aliases CrossValidation Groups Values Accounts Application : Flexfield : Descriptive <ul style="list-style-type: none"> Segments Values Application : Document <ul style="list-style-type: none"> Define Categories Assign Repositories Install <ul style="list-style-type: none"> Nodes Languages Natural Languages
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<ul style="list-style-type: none"> Workflow : Oracle Applications manager <ul style="list-style-type: none"> Workflow Manager Workflow : Web Services WSDL <ul style="list-style-type: none"> Generic XMLGateway WSDL Security <ul style="list-style-type: none"> Web PL/SQL Security : User <ul style="list-style-type: none"> Define Monitor Security : Responsibility <ul style="list-style-type: none"> Define Request Security : Responsibility : ValueSet <ul style="list-style-type: none"> Define Assign Security : ORACLE <ul style="list-style-type: none"> Register DataGroup Security : AuditTrail <ul style="list-style-type: none"> Install Groups Tables Security : AuditTrail : Audit Trail Reporting <ul style="list-style-type: none"> Audit Industry Template Audit Hierarchy Navigator Audit Query Navigator Audit Report

في الشكل اللى فات هنا مربعين لونهم احمر الاولى لليوزر والتانيه للمسئوليات وبتعاطا بما انك ادمن دلوقتى لازم نعمل انشاء مستخدم جديد وده علشان نقدر نعطي له صلاحيات يقدر يتعامل بيها وتبع معايا ازاى نقدر نكريت يوزر Security >>> Define يوزر جديد



١ شاشة كريت اليوزر - الاسم - الباسورد مرتين تتكرر فى نفس الحقل - وصف لهذا اليوزر



- ٢- المدة التي انت محتاجها علشان الباسورد تفضل صالحه -
٣- الصلاحيات اللي هنعطيها لليوزر ده اى ان كان عددها وعلى انه ابليكشن - والمده الزمنية من و الى مده تاريخيه محددة

Oracle Applications - Vision

Navigator - System Administrator

Users

User Name: MOHAM

Responsibilities

Find: Global h%

Responsibility	Application
Global HR Manager	Human Resources
Global HR Professional V4.0	Human Resources
Global HRMS Manager	Human Resources
Global Hierarchy Manager	Human Resources

Buttons: End, OK, Cancel

Open

Choices in list: 4 (Choices in full list: 141)

Taskbar: Oracle Applications 11i - ... Oracle Applications - ... unttitled - Paint 5:29 AM

Oracle Applications - Vision

Navigator - System Administrator

Users

User Name: MOHAMED SALAH

Person: []

Customer: []

Supplier: []

E-Mail: []

Fax: []

Effective Dates

From: 29-AUG-2010

To: []

Direct Responsibilities

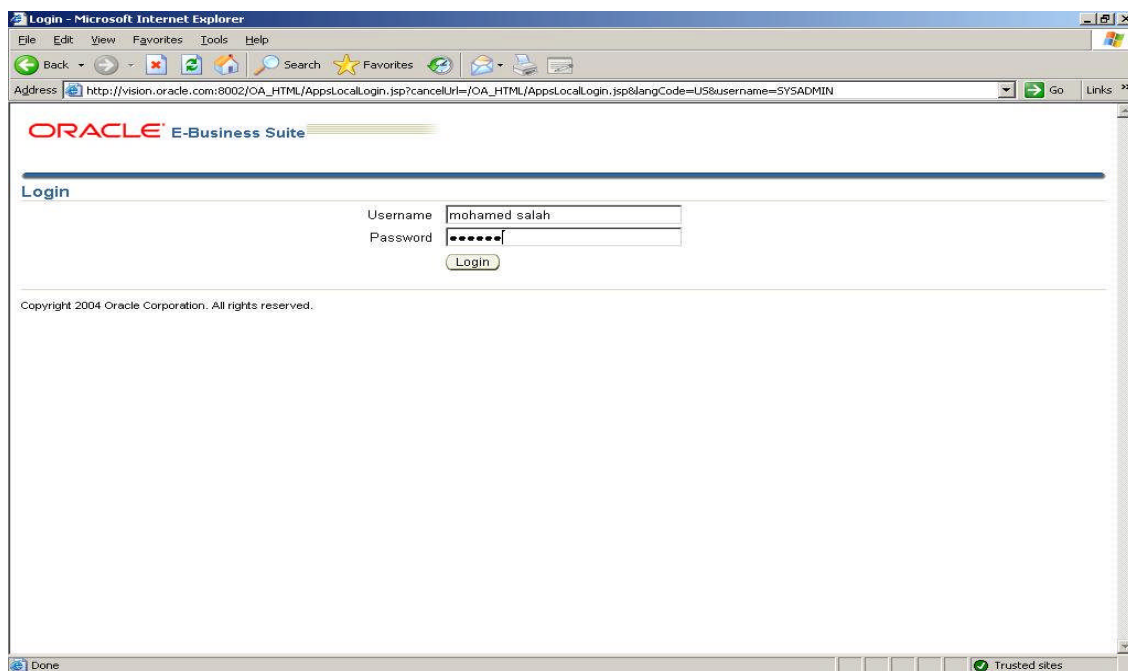
Responsibility	Application	Security Group	Effective Dates From	Effective Dates To
Global HRMS Manager	Human Resources	Standard	29-AUG-2010	[]
System Administrator	System Administration	Standard	29-AUG-2010	[]

Taskbar: Oracle Applications 11i - ... Oracle Applications - ... unttitled - Paint 5:31 AM

بكذا احنا نقدر ندخل وننشئ اى مستخدم جديد لنا بنفس الطريقه حتى عدد لانهاى من المستخدمين

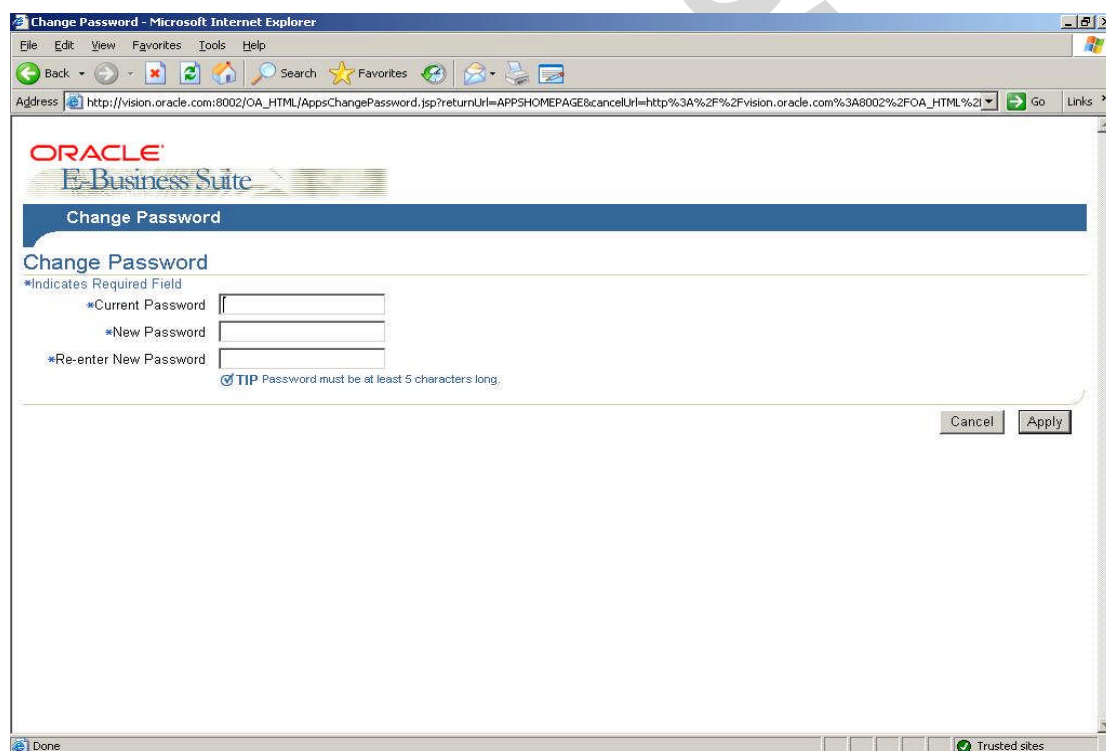
ملاحظه

لا نستطيع حذف اى مستخدم تم انشاءه على الابليكشن ولكن نستطيع ان نوقف نشاطه على النظام من خلال التاريخ Effective Dates وايضا نستطيع ان نلغى اى صلاحية اعطيت لاي يوزر من خلال نفس الخاصية ايضا

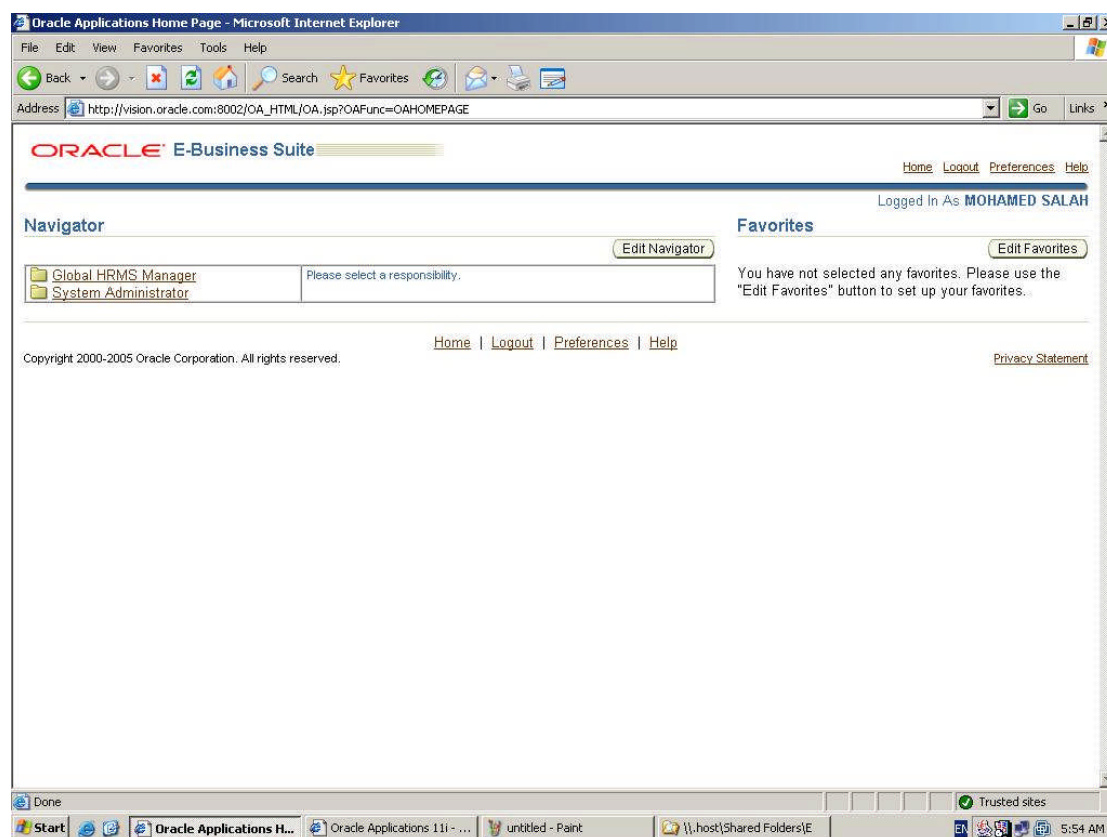


نحاول نخرج من الابليكشن وندخل حاليا من جديد باليوزر بتاعنا

اولا ما بندخل بالاكونت الجديد بيطلب من المستخدم انه يدخل باسودر خاص بيه هو وطبعا ده فيه حمايه للمستخدمين اى ان كان عددهم بعد ما الامن ينشاء لهم الاكونتات بتاعتهم



هنلاحظ وجود الصلاحيات اللى احنا اختارناها بس .



وسنبدء ان شاء الله فى تعريف ما هى خطوات بناء

Work structure – Flex field – Descriptive- Segment - Business Group- security profiles

Break



لو عندك اى استفسار بخصوص
الجزئيه دى فى امكانك ان
تراسلنى على الميل
MS-8@live.com
محمد صلاح الدين

ورجعنا لكم تانى

طيب قبل ما ندخل على الرخامه بقى وكدا فى شويه كلمات او تعريفات عاوزين نعرفها الاول علشان نبقى فاهمين الحياه ماشيه فين وجايه امتى وهنعمل زى مدرس الانجليزى بتاع زمن وبيقولنا احفظوا الكلمات دى انا مش هقول احفظوها ولكن افهموها بتجيبى ليه وامتى وهل هنستخدمها فى الابليكشن واعتقد اغلبها بنستخدمه فى حياتنا اليوميه

هنرتب الكلمات حسب الحرف الابجدى وانا هترجم بعض الكلمات ترجمه حرفيه وكمان ترجمه البيزنس وده الاهم
الترجمه الحرفيه بتروح وبتجيبى لكن ترجمه البيزنس دى اللى بتتعد فى القلب

(حاضر هبطل رخامه وابدء)



Absence Types

Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows

انواع الغياب : وهى تصنيفات لانواع الغياب فى الشركه الموظف بيغيب ليه
١- اجازة طبيه - ٢- اجازة سنويه - اجازة للمهام الخارجيه فكلها تعتبر غياب ولكنها تحتسب على النظام على انها غياب واغلبها يكون مدفوع الاجر

Alternative Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the name of the region to pop up a list of the other regions in the stack. Select the name of a region to bring it to the top of the stack.

مناطق بديله او اضافيه

بمعنى عدد اختيارنا من شاشه لبلد معين بيظهر زى اختيار اضافى لمنطقه داخل البلد وهكذا المحافظات او الولايات

Applicant

A candidate for employment in a Business Group.

متقدم لطلب وظيفه

وهو شخص بيكون مقدم ورقه للتعيين او شخص مقدم سيره ذاتيه

Appraisal

A 'superset' of recording opinions and setting and achieving objectives, plans and so on.

تخمين او تقييم

وهى عبارته عن بعض التقييمات التى وضعت لتحقيق اهداف معينه او الوصول لخطط مسبقه

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

مقترحات او اراء

هى عبارته عن مجموعه من التمارين او الواجبات بتجمع من اكثر من مصدر علشان نقيم بيها موظف

Assignment

An employee's assignment identifies his or her role and payroll within a Business Group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is a required component for payment purposes.

واجبات او المهام

وهى عبارته عن مهام بتعطى للموظف من الاخر شغلك ايه فى الشركه وهو ده اللى هتعمله وبناء عليه بيتحدد مرتبك

Assignment Number

A number that uniquely identifies an employee's assignment. An employee with multiple assignments has multiple assignment numbers.

Assignment Set

A grouping of employees and/or applicants that you define for running Quick Paint reports and processing payrolls.

Assignment Status

For employees, used to track their permanent or temporary departures from your enterprise, and to control the remuneration they receive. For applicants, used to track the progress of their applications.

B**Base Currency**

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined on the system.

Behavioral Indicators

Characteristics that identify how a competence is exhibited in the work context.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits.

Block

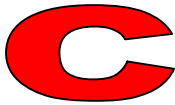
The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The highest level organization in the Oracle HRMS system. A Business Group may correspond to the whole of your enterprise or to a major grouping such as a subsidiary or operating division. Each Business Group must correspond to a separate implementation of Oracle HRMS.

**Calendars**

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type.

Career Map

A plan showing the expected routes by which employees can progress from one job to another within the Business Group.

Cash Analysis

A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

Competence

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill, an attitude or an attribute.

Competence Requirements

Competencies required by an organization, job or position.

Competence Type

A group of related competencies

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Core Competencies

Competencies required by every person to enable the enterprise to meet its goals.

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Customizable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of customization.

D

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle Fast Formula to locate and retrieve it for use in formulas.

Date To and Date From

These fields are used in windows not subject to Date Track. The period you enter in these fields remains fixed until you change the values in either field.

Date Track

When you change your effective date (either to past or future), Date Track enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

Deployment Factors

Also known as Work Factors or Choices. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold deployment factors at both job and position, or at person level.

Descriptive Flex field

A field that your organization can customize to capture additional information required by your business but not otherwise tracked by Oracle Applications.

E

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Classifications

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

Element Entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

Element Link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a customized form, or for distributing costs.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Event

An activity such as a training day, review, or meeting, for employees or applicants.

F

Field

A view or entry area in a window where you enter, view, update, or delete information.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

G

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

Group

A component that you define, using the People Group key flex field, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

H**Hierarchy**

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

I**Input Values**

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

K**Key Flexfield**

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

L**Leaver's Statement**

Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

M

Menus

You set up your own navigation menus, to suit the needs of different users.

N**Nonrecurring Elements**

Elements that process for one payroll period only unless you make a new entry for an employee.

O**Oracle Fast Formula**

An Oracle tool that allows you to write Oracle HRMS formulas without using a programming language.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

P**Pay Scale**

A set of progression points, which can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Performance (Within Assessment)

An expectation of "normal" performance of a competence over a given period. For example, a person may exceed performance expectation in the communication competence.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Competence Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competence.

Person Type

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The

eighth category is 'External'. You can create your own user person types based on the eight system types.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Proficiency (Within Assessment)

The perceived level of expertise of a person in a competence, in the opinion of the assessor, over a given period. For example, a person may demonstrate the communication competence at Expert level.

Proficiency Level

A system for expressing and measuring how a competence is exhibited in the work context.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

Q**Qualification Type**

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

QuickCode Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own QuickCode Types, and you can add values to some predefined QuickCode Types.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

R**Rates**

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of

recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Security Group

A list of reports and processes that can be submitted by holders of a particular responsibility.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

S

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

T

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.



User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.



Work Choices

Also known as Deployment Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold deployment factors at both job and position, or at person level.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

دى بعض المصطلحات اللى هنشوفها كثير فى الشغل على الابليكشن وطبعاً كل واحد هنعابله هنعرف دوره لوحدك مع الوقت والتدريب على الابليكشن انا طبعاً مش هنترجمها كلها سايب اغلبيها ليكم تدوروا عليها وتعرفوا امتى بتستخدم او هي ايه

اول حاجه هنبدء فى معرفتها هى Key Flex field
وللموديول الخاص بال HR

7 Flex Field يجب تعريفهم الاول ويتم تعريفهم من خلال **Responsibility** الخاصه ب **System Administrator**

وهما بيساعدونى علشان يعطوا مرونة اكثر للسيستم وكمان ليهم مهام هنعرفها من خلال الشغل على الابليكشن
وهما متقسمين زى ما فى الجدول كذا 5 مع الاتش ار بيتعرفوا فى خلال تحضيره و ٢ فى وقت ابلدكشن المرتبات واغلب الوقت بيقوم بيهم الخاص
بالفايننشال لما بيعمل موديول الحسابات

Key Flex Filed	Application, Module
<ul style="list-style-type: none">• Jobs• Positions• Grades• Competences• Personal Analysis	Core HR
<ul style="list-style-type: none">• People Group• Cost allocation	Payroll

ملاحظه

طيب مفيش حد منكم سألنى كم سوال من اللي مستقيهم ليه؟؟

- ١- ايه فايده المفاتيح دى .
- ٢- ليه سموها كذا يعنى ما كان ممكن تتسمى اى اسم تانى
- ٣- ايه هى انواعهم
- ٤- هل كل موديول فى الاى بيزنس ليه مفا تيح غير الموديولات التانيه
- ٥- هل ممكن اطنش ومعملش منهم حاجه فى السيطب بتاع الموديول وعادى يعنى كله اشطه محدش هيدقق



هرد عليكم وعلى كل الاسئله بس مش بالترتيب
هنبدء برقم 3

٣- . ما هى انواع مفاتيح Flex Field

هناك نوعان من هذه المفاتيح وهما

Key Flex Filed (KFF)

Descriptive Flex Field (DFF)

٢- لما تمت تسميتهم بهذه الاسماء

واضح من الاسم اذا ترجم بالمعنى العادى سيدل على مدلول معين وبامكانك صديقي ان تستشف هذا لوحدك

Flex
Flexible

يثى - يتنى - يحنى
لين - مرن - لذن

معنى هذا ان الاسم مشتق من كلمه مرونة فهذه المفاتيح تعطى السيستم مرونة فى التعامل

Describe
Description

يصف - يوصف
وصف - مواصفات

ومعنى هذا الاسم يدل على وصف الاشياء فهو يساعد فى ابضاح معلومات تخص النظام

٤- هل كل الموديولات لها مفاتيح

نعم كل موديول فى الاتش ار له مفاتيح تساعد فى سهوله التعامل مع الموديول وتكون خاصه به فقط وهناك بعض المفاتيح مشتركه بين موديولين او اكثر مثل People Group - Coast allocation فهم يتم انشائهم من موديول Payroll وليس من Human resource وايضا هم مرتبطين بموديول الحسابات لان المرتبات تسمع فى الاخر هناك لان دى فلوس الشركه والمرتبات تدخل تحت المدفوعات فى الفايينشال

٥- هل ممكن اطنش ومش اعمل مفتاح منهم

ارد عليك واقولك احنا هنستعبط بقى

١- نيجى بقى لاهم سوال ايه فايده المفاتيح دى ووضح اكثر لازمتها

احنا قولنا انها بتدي السيستم مرونة ويسر فى التعامل مع الموديول بمعنى ادق الاوراكل بتبيع الموديولات بتعتها للعالم كله هل معنى كذا العالم كله شبهه بعضه فى اساليب الشغل و هل كل مصنع او شركه او موسسه مالىه احتياجتها او متطلباتها زى التانيه اقولك لا طبعا كل واحد وليه اسلوبه وشغله وكل بلد وليها قوانينها وطرق عملها لو افترضنا اوراكل ثبتت السيستم بتعها بشكل واحد وجبت التعامل عليه هنا فى مصر مثلا واشتغل كويس جيت اشغله فى كندا او انجلترا بقى سيستم فاشل اقل مثال

الضرائب بقى مصر غير الضرائب فى كندا او انجلترا

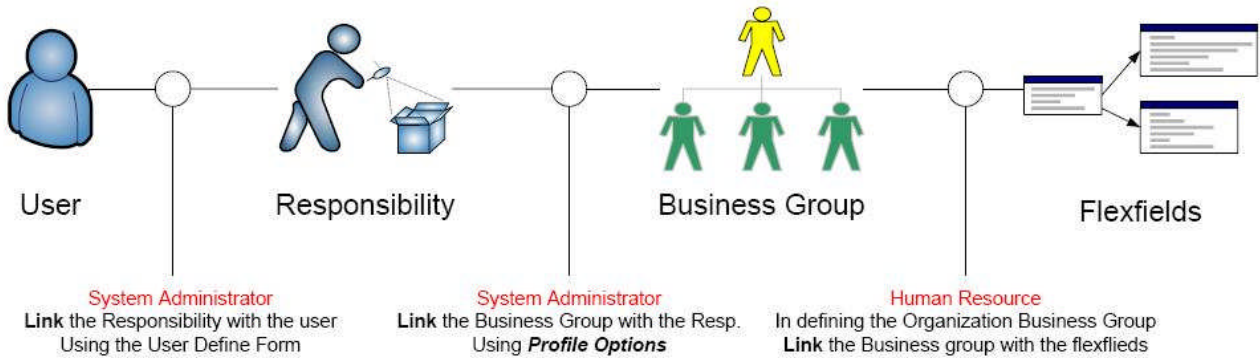
التامينات الاجتماعيه والصحيه فى مصر غير العالم كله 😊

من هنا اوراكل فضلت تعمل بعض الجداول فى النظام تسهل وتساعد الشركات والمؤسسات فى جعل النظام بتعها يتوافق مع كل اساليب الشغل والعمل فى العالم كله وعلى حسب الاختيار العميل

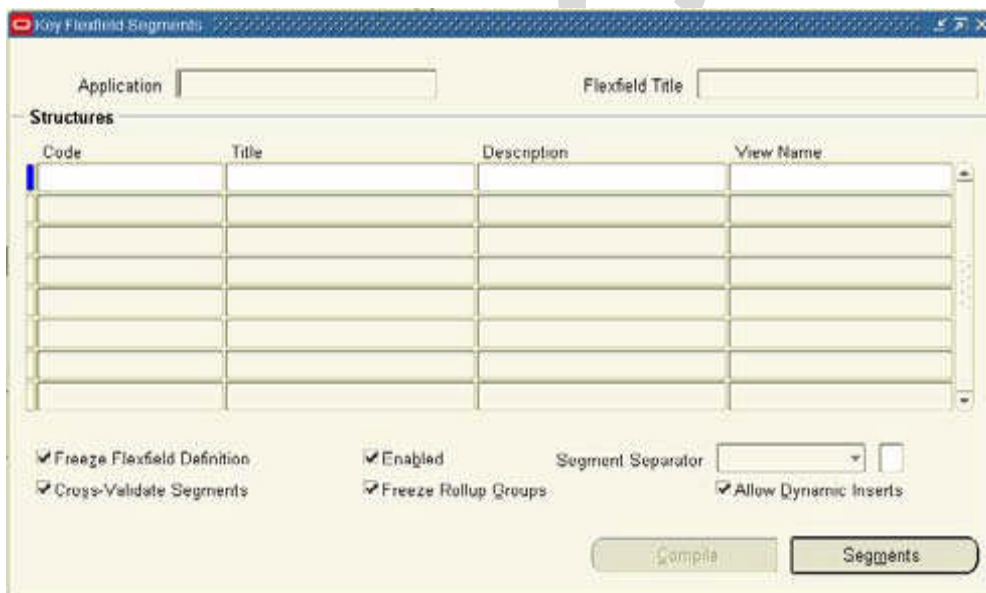
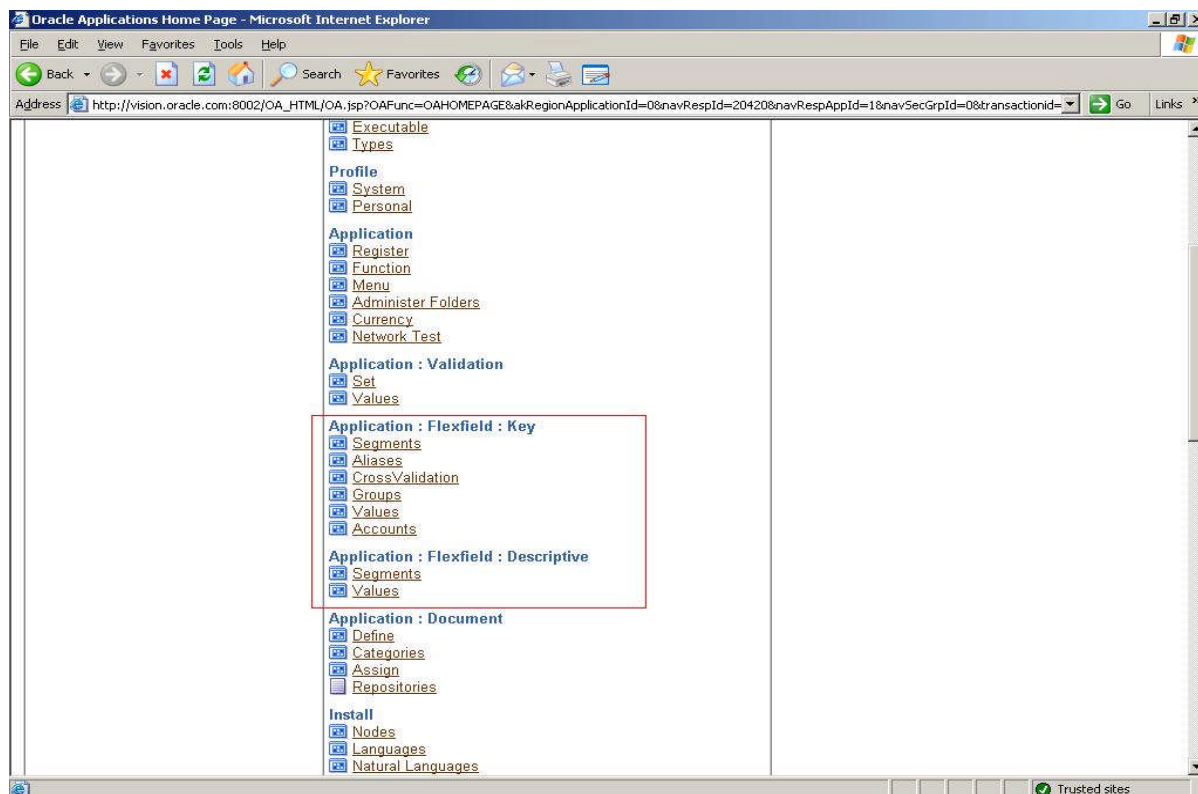
ومهم جدا جدا نعرف الفرق ما بين KFF_DFF

لانه مقدرش ندخل على شرح المرتبات Payroll قبل ما نكون فاهمين يعنى ايه ده وكمان نفهم Value sets بتعتهم

😊 نحاول كلنا نفهم الشكل ده وترتيبه لانه مهم جدا فى الشرح للباقي



نبدء ونختار Segment ونحدد فى اول خطوة لينا هنتغل على ابليكشن ايه وطبعا هو Human resources
اول حاجه هنعرفها هي jobs
هيدء نعمل سيرش عليها من شكل الكشاف اللى فوق ده



بعد ما ندخل على الابس هنتظهر اول شاشة دى ومنها هنبءء فى البحث على الابليكشن اللى هنملاء مفاتيحه
ثانيا اسماء المفاتيح ايه وانا كنبئها كلها فى الجدول فوق وهى خاصه بالاتش ار مودبول بس

Code	Title	Description	View Name
AU_POSITION_FLEXFI	Australian Position Flexfield		
Training_Position_FF	Training_Position_FF		
BELGIUM_POSITION_I	Belgium Position Flex	Vision Belgium Position Flex	
BRAZIL_POSITION_FL	Brazil_Position_Flexfield	Vision Brazil Position Flexfield	
CAN_POSITIONS	CAN Positions		
COLOMBIA_POSITION	COLOMBIA POSITIONS Flex		
CAHRMS_POSITIONS	Canadian Position Flexfield		
CN_POSITION_FLEXFI	China Position Flex	Vision China Position Flex	

Freeze Flexfield Definition
 Cross-Validate Segments
 Enabled
 Freeze Rollup Groups
 Segment Separator: **Period (.)**
 Allow Dynamic Inserts

Compile Segments

زى ما احنا شايقين هنا اسم Human resource جنبها Position flex field وتحت خالص Segment نبدء نعمل كريت لكل مفتاح على حدى وناخد بالننا من كل موديول عليه انه مفاتيح

نبدء نملى segment بتاعت كل مفتاح بالقيمة اللي هيرجع بيها وممكن فى المفتاح الواحد نضيف اكثر من سيجمنت تصل الى فى كل مفتاح ٣٠

Number	Name	Window Prompt	Column	Value Set	Enabled	Displayed
1	Position Name	Position Name	SEGMENT1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Value Set Flexfield Qualifiers New Open

لو عذك اى استفسار
 بخصوص الجزئية دي فى
 امكك ان تراسلنى على الميل
MS-8@live.com
 محمد صلاح الدين

Value Set Name: **training_position_value_set**
Description: **This value set is used for training purposes**
List Type: **List of Values** Security Type: **No Security**
Format Validation:
Format Type: **Char** Maximum Size: **20** Precision:
 Numbers Only (0-9)
 Uppercase Only (A-Z)
 Right-justify and Zero-fill Numbers (0001)
Min Value: Max Value:
Value Validation:
Validation Type: **Independent**

يتم العمل على المفاتيح بهذه الطريقة حتى تنتهي من كل المفاتيح مع وجود بعض الوظائف التي يجب مراعاتها وهي عمل Save بعد كل عملية وايضا

Freeze Flex field Definition
Allow Dynamic Insert

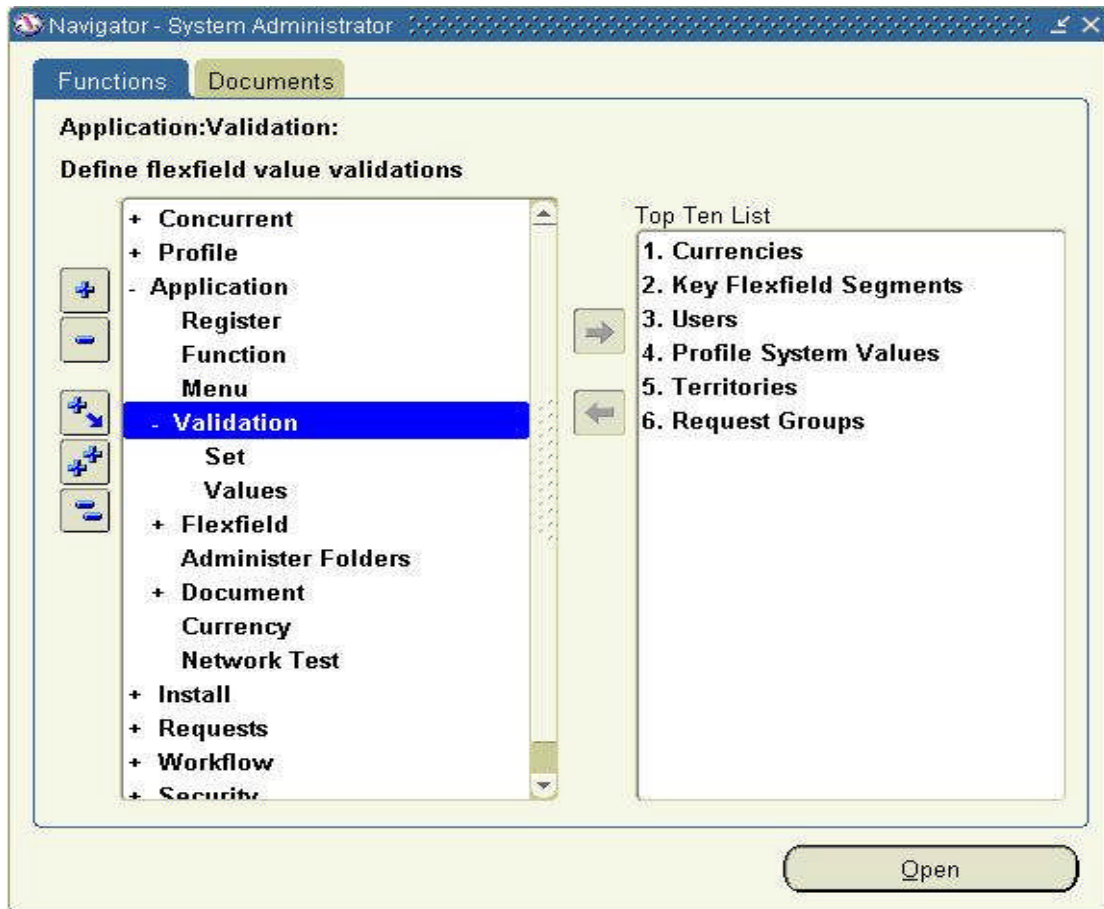
وهي مهمة قبل عمل Save ثم عمل Compile للوظيفة حتى يتم تفعيلها

بعد ان اشدنا كل المفاتيح السبعة ما هي الخطوة التالية...؟؟
يجب ان نملأ هذه المفاتيح ببعض البيانات التي اتعملت علشانها

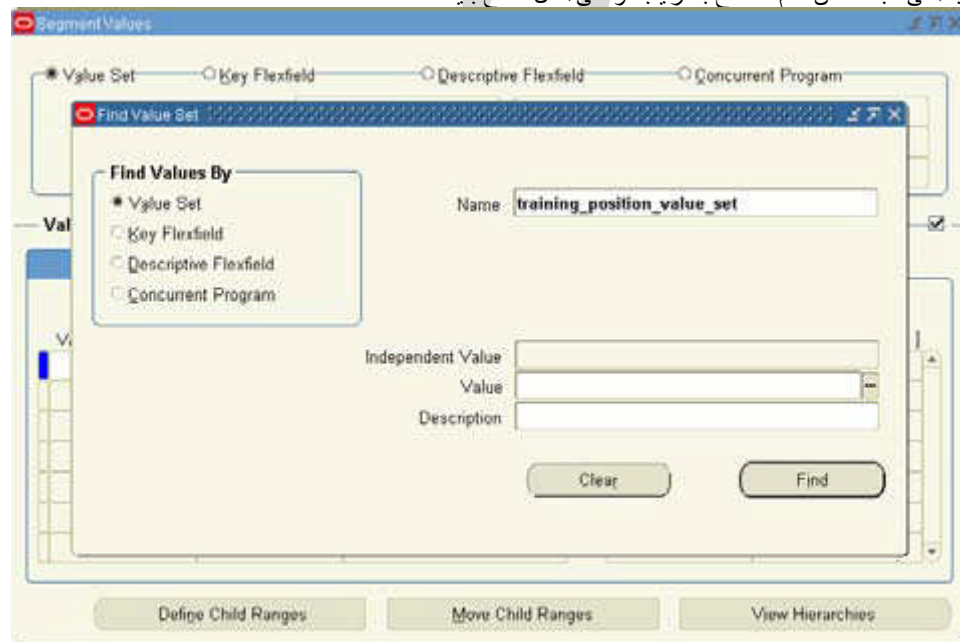
من خلال نفس الشاشة وهي الشاشة التي نلاحظ فيها وجود اسم الصلاحيه في الخاصه بالادمن ونذهب الى Application

Validation >>> Values

Navigator - System Administrator
Functions Documents
Application:
Customizable System Administrator menu
+ Concurrent
+ Profile
+ **Application**
+ Install
+ Requests
+ Workflow
+ Security
Top Ten List
1. Currencies
2. Key Flexfield Segments
3. Users
4. Profile System Values
5. Territories
6. Request Groups



نبدء في البحث عن اسم المفتاح بالترتيب ونملء كل مفتاح بقيمة



Segment Values

Value Set
 Key Flexfield
 Descriptive Flexfield
 Concurrent Program

Name: **training_position_value_** This value set is used for training purposes

Dependent Value Set:

Independent Value:

Values (training_position_value_set)

Values, Effective | Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled			
			From	To	[]	
Position 1	Position 1		<input checked="" type="checkbox"/>			
Position 2	Position 2		<input checked="" type="checkbox"/>			
Position 3	Position 3		<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges | Move Child Ranges | View Hierarchies

ساحاول جاهدا باذن الله ان اجعله فيديو مرئى اسهل فى الشرح واسرع نظرا لان الكتابه وترتيب الصور عملها يتطلب وقت وجهد كبير والشرح المرئى سيعطى مساحه كبيره من الوقت

اتمنى تشجيعكم والدعاء لى بظهر الغيب بالتوفيق والنجاح فى الحياه والمستقبل والجنه فى الاخره

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