

Rawalpindi Medical University

Department of Information Technology



USER MANUAL

EMPLOYEE PROFILE

USER MANUAL – EMPLOYEE PROFILE

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1. Employee Profile Registration

This user manual explains the employee profile registration process mechanism in a clear and concise manner.

1.1 Checklist

Make sure that following documents should be available before filling form.

- ✓ CNIC (Self)
- ✓ Father CNIC
- ✓ Spouse CNIC
- ✓ Service Card RMU
- ✓ Passport
- ✓ Dual Passport (if applicable)
- ✓ Domicile
- ✓ Appointment Letter
- ✓ Posting Order
- ✓ Accreditation (PBC/PCATP/PEC/PMC/ PM&DC/PNC/PCO) Certificate (only for faculty)
- ✓ Faculty Registration Certificate (only for faculty)
- ✓ Govt Residence allotment letter
- ✓ Educational Certificates
- ✓ Research Publications
- ✓ Workshop, Conferences Publications
- ✓ Training/Workshops Attended Certificates
- ✓ Patents Details
- ✓ Awards and Achievements
- ✓ CV
- ✓ Affidavit
- ✓ Profile Picture (Passport size)

1.2 General Instructions

- Arrange scanned copies of all required documents (mentioned above) in Jpg/Jpeg format and that should be readable.
- Use Scanner or Cam scanner application to scan documents. Images taken through Camera/Mobile will be rejected.
- Each file should be scanned on A4 size paper (8.3 x 11.7 inches), and each document should not exceed 250kb. Profile picture should be passport size (2 x 2 inches) with blue/white background and size should not exceed 25Kb.
- Scanned copy of CNIC must contain both front and back side on A4 size paper.

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Example (Scanned Document):



1.3 Create an Account / Sign Up

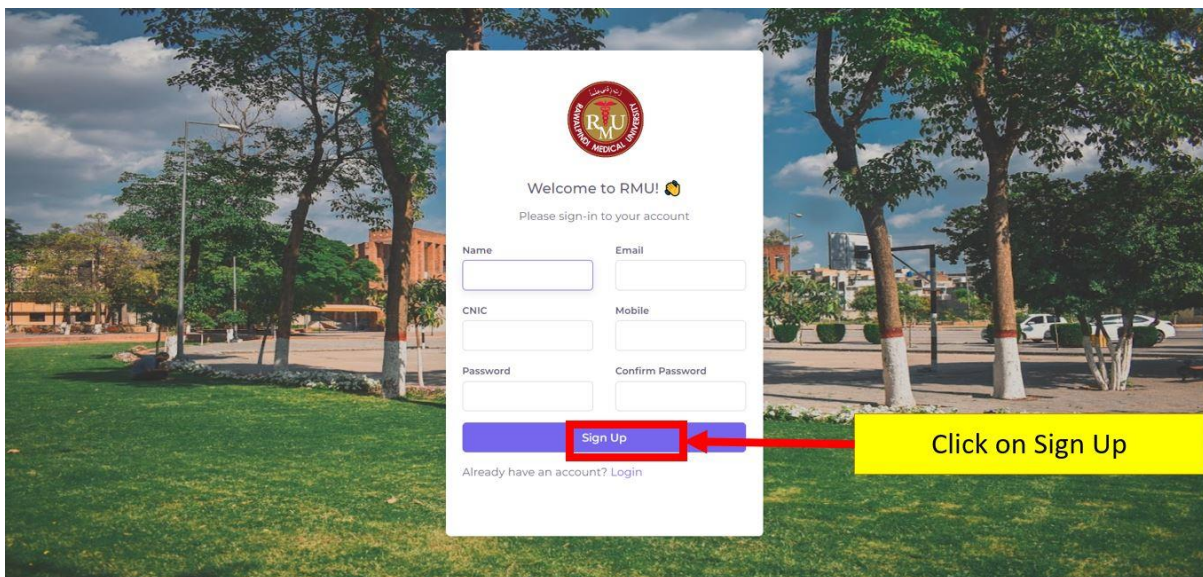
Visit link emp.cms.rmur.edu.pk on web browser.

Create a new user account. Follow steps of creating an account.

You can see a user form containing empty fields. Fill these fields respectively. And click on Sign Up

Note: Create **ONE ACCOUNT** for profile registration. Don't try/force to create multiple accounts.

Enter CNIC and Mobile without dashes (e.g. CNIC 33333333333333, Mobile 03331234567)



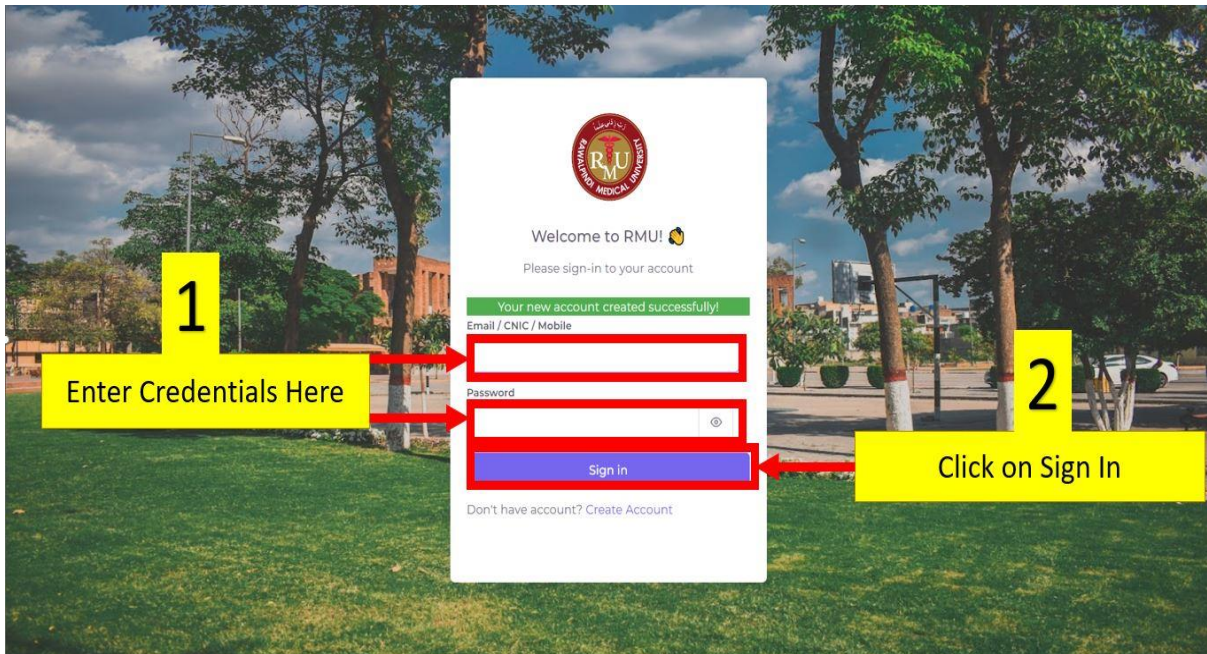
After successfully sign up this message displays on screen Your new account created successfully!

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Note: Do not forget your credentials. Keep the user Credentials (Specially Password) on your laptop/computer or in the form of manual notes to be used for future

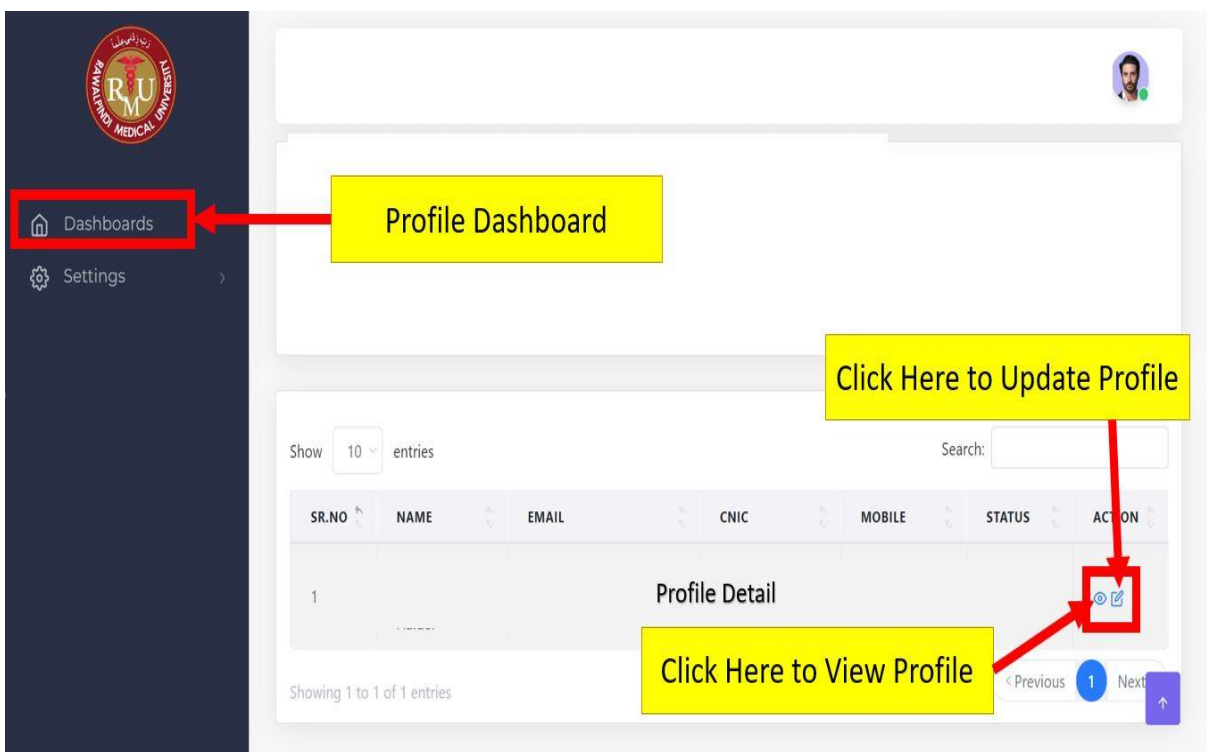
1.4 Sign In

Enter your credentials to Sign into the system



1.5 Dashboard

After successfully sign in dashboard appears.



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1.6 Profile Details

When click on icon to update profile. Enter your details don't left any field blank. Fill N/A were field not applicible. Fill all fields respectively and click on Save & Next.

Switch Tabs on dashboard (Personal Details, Address Info, Employment Details etc)
Complete all tabs relevant details.

The screenshot displays a user interface for updating an employee profile. On the left side, there is a vertical list of tabs, each with a purple icon and a text label. The tabs are: Personal Details (person icon), Address Info (location pin icon), Employment Details (stack of papers icon), Educational Details (graduation cap icon), Service Info in RMU (cube icon), Past Working History OTHER THAN RMU (two overlapping rectangles icon), Training/Course Details (wrench icon), Research Publications (open book icon), Awards/Achievements (anchor icon), Patents (briefcase icon), and Supporting Documents (paperclip icon). The 'Past Working History' tab has 'OTHER THAN RMU' written in red below it. On the right side, there is a purple button with the text 'Save & Next' and a right-pointing arrow.

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1.9 Disclaimer

Check disclaimer first and click on finish to save profile registration.

 **DISCLAIMER**

I hereby solemnly declare that the statements made by me are true, complete, and correct to the best of my knowledge and belief. Submission of fake/forged documents and any misrepresentation or omission discovered may render my service liable to termination at any time or any other penalty.



1.10 Support

In case of any support regarding Employee Profile Registration, please send an email at “soft-admin@rmur.edu.pk”. Mention “Employee Profile Registration” in the subject of the email and describe the relevant issue/problem in the body of the email, any screenshots related to issue also attach in the same email.
