

IRIS User Guide: How to Add New LDC Staff Member Records



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
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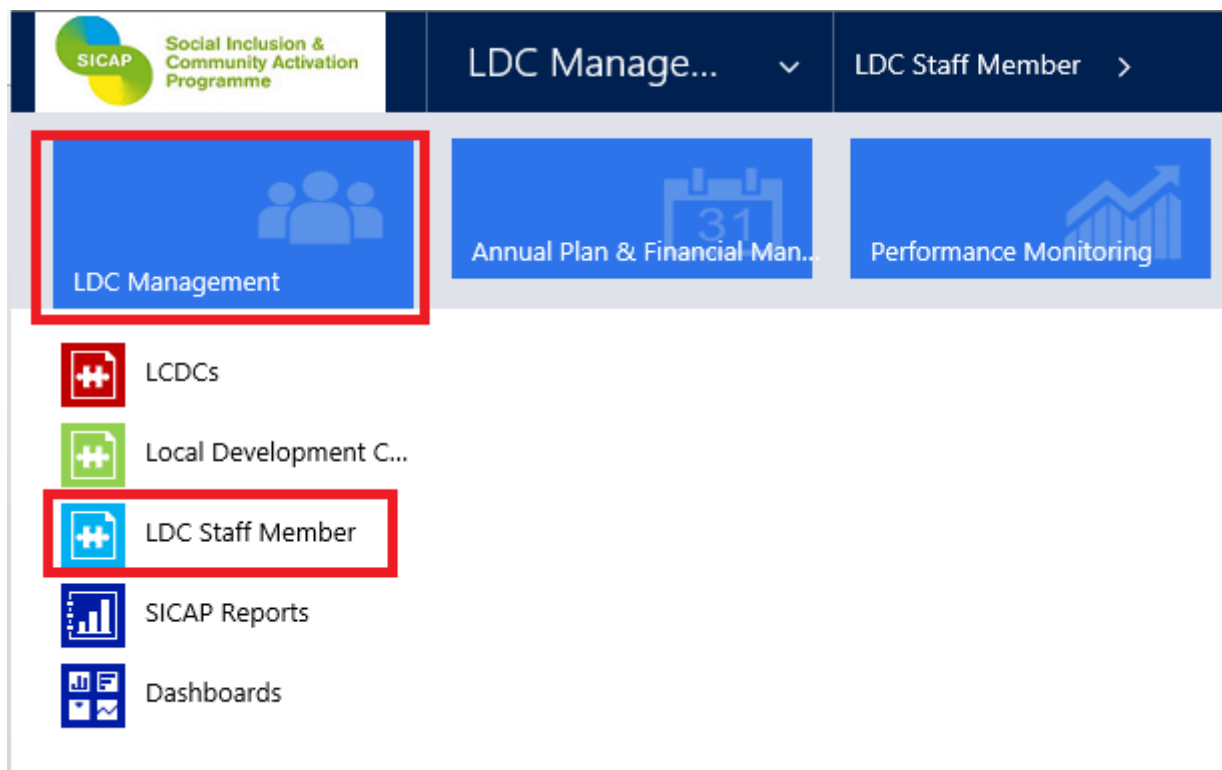
European Social Fund



Rialtas na hÉireann
Government of Ireland

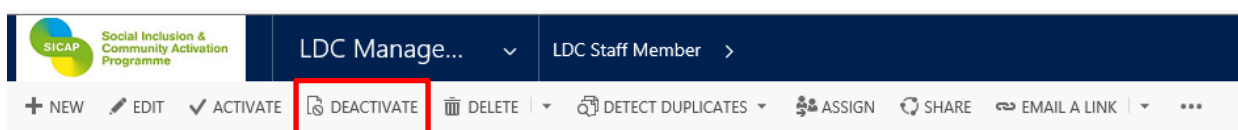
How to Add New LDC Staff members

Log into IRIS and select the **LDC Management** option in the navigation pane along the top side of your screen.



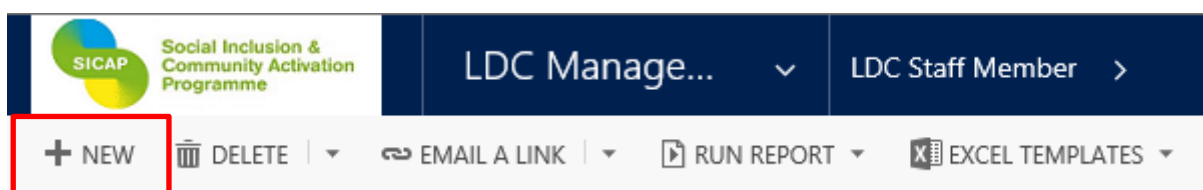
Then, click on the **LDC Staff Member** option from the drop down of the navigation pane.

This will display a list of active LDC Staff members. Staff members who are no longer employed/funded by SICAP should be deactivated.



From here you are able to add new records for Local Development Company (LDC) staff members on the system.

The following window will open for completion. Click on the **New** icon in the top left hand corner of the ribbon.



The following **New LDC Staff member** window will open for completion.

SICAP Social Inclusion & Community Activation Programme

LDC Manage... LDC Staff Member > New_LDC Staff Me...

SAVE SAVE & CLOSE NEW FORM EDITOR

_LDC STAFF MEMBER : INFORMATION

New_LDC Staff Member

General

LDC	--	Last Name*	--
First Name*	--	CV Submitted to LCDC?	No
Job Role*	--	Email*	--
Phone	--		

Description

--

Note: Remember that all fields marked with * (red asterisk) are mandatory and must be completed. You can use the tab key to move between fields on the system

In the **First Name** field enter the staff member's first name and tab to the mandatory **Last Name** field and complete.

SICAP Social Inclusion & Community Activation Programme

LDC Manage... LDC Staff Member > New_LDC Staff Me...

SAVE SAVE & CLOSE NEW FORM EDITOR

_LDC STAFF MEMBER : INFORMATION


New_LDC Staff Member

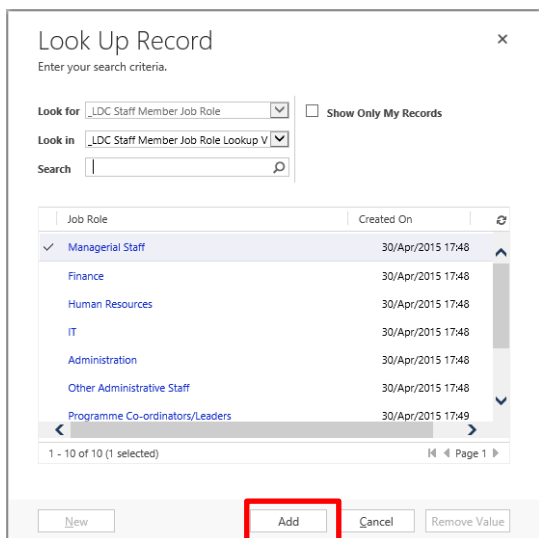
General

LDC	--	Last Name*	--
First Name*	--	CV Submitted to LCDC?	No
Job Role*	--	Email*	--
Phone	--		

Description

--

In the **Job Role** field use the **look up** function  (magnifying glass symbol) select the relevant job role from the drop down list provided. Click **Add**



Look Up Record

Enter your search criteria.

Look for: Show Only My Records

Look in:

Search:

Job Role	Created On
✓ Managerial Staff	30/Apr/2015 17:48
Finance	30/Apr/2015 17:48
Human Resources	30/Apr/2015 17:48
IT	30/Apr/2015 17:48
Administration	30/Apr/2015 17:48
Other Administrative Staff	30/Apr/2015 17:48
Programme Co-ordinators/Leaders	30/Apr/2015 17:49

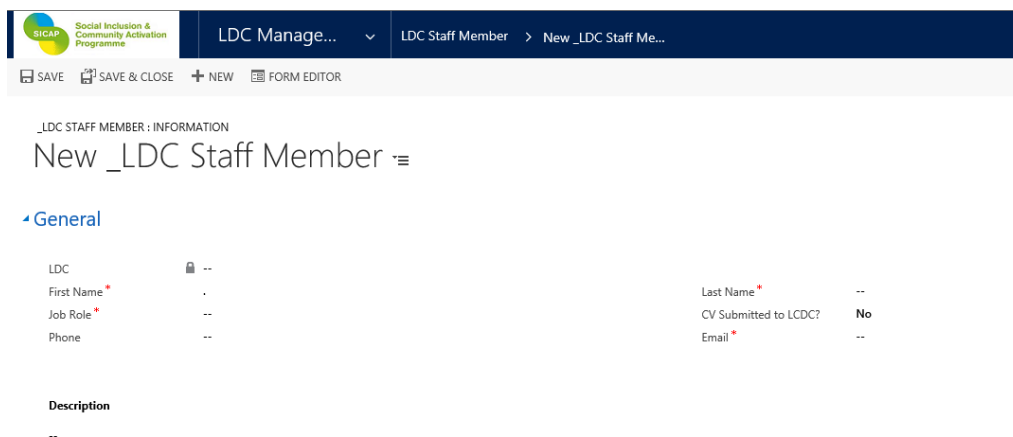
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Buttons: New, Add, Cancel, Remove Value

In the **CV submitted to LCDC** field the system will always default to the **NO** option. Click the **YES** option if appropriate.

CV Submitted to LCDC? **No**

Note: CVs for new staff must be uploaded to the AP - Staff CVs Folder by accessing the SharePoint library via the Documents section of the Annual Plan (see SICAP IRIS User Guide: How to upload documents). CVs can be anonymized to remove personal details and referring the job title.



SICAP Social Inclusion & Community Activation Programme

LDC Manage... LDC Staff Member > New _LDC Staff Me...

SAVE SAVE & CLOSE NEW FORM EDITOR

_LDC STAFF MEMBER : INFORMATION

New _LDC Staff Member

General

LDC --

First Name* . Last Name* --

Job Role* -- CV Submitted to LCDC? **No**

Phone -- Email* --

Description

--

Complete the Phone and Email fields with the relevant contact details for this particular staff member.

If the staff member is employed by a consortium partner input the name of the employer in the description field

Once you have completed all of the relevant fields, you can click the **Save** and **New** icons in the top left hand corner of the ribbon to save this record and to create a new LDC Staff member record if necessary, or click the **Save & Close** icon when complete.

