Start by going to the MMS website.
http://www.indiana.edu/~mmswebpg/

You will see on the left side Other MMS Applications. Click on the “Other MMS Applications” link.

You will then see NEW MMS and a link under it for Test. Click on test. This is where we will be practicing.

In this manual you will learn about adding new shop people and updating shop information as needed.
Start by going to Human Resources on the Module Menu.

From the Human Resources menu choose employee profile.
Above you will see a blank Employee Profile screen. Click on the New Icon that looks like a sheet of paper in the upper right corner.

Fill in the User ID, Name, default time type, labor class and choose shop person under Employee type.
Before you click on save, we have a few more things to add. Go up to the view drop down menu. Select Payroll Data.

On the Payroll data page, fill in the Job Class, payroll status must be Active, employment status should be original. Now you can click on the green done flag to go back to the employee profile.
Next we want to go to confidential data. From the view drop down menu choose confidential data.
There isn’t much we need to do at this screen but it would be good to make sure the correct sex is chosen for the employee.
Notice that the view drop down menu now has 3 items that are bold. This means that there is data on those pages. You can now save the employee profile.
Shops – adding shop persons

Next we need to add John Doe to a shop. We will still be in the Human Resources module. This time choose Shop under the Human Resources menu. Below is a Shop screen. You can find shops by using the single search at the bottom right corner of your page (as I have done below) or Click on the search icon (magnifying glass) at the top right to go to the search page.
If you click on the search icon at the top of the page to go to the search page, you can type in the shop name as I have above or zoom to see the list. Below you see the electric shop information. Click on edit so we can add John Doe.
After you click on edit, click on the green plus sign that is about ½ way down the page at the shop person level.

You should now have a shop person entry page. Put the user ID in the shop person blank. Put in a start date which is “FROM DATE”

Click on the green done flag.
If you scroll down to the bottom of the shop page, you can see that Mr. John Doe now shows up at the bottom. Click on save. You have added an employee to the employee profile and to the shop.
Remove a Shop Person

To remove a shop person from a shop, find the shop, click edit, scroll down to the shop person name, click on it.
Add the end date. Click on the green Done flag. Then click on save.

I have removed John Doe from the B-Electric Shop and he now shows up on the inactive shop person screen. You can view that inactive shop people by going to the view drop down and selecting inactive shop people.