

1.7 Miscellaneous Details

Miscellaneous details provides summary details of expiry dates of passport, visa, work permit and residency permit. If you change the latest date(s) on this page, then the date(s) displayed on the relevant details page will also be changed and vice versa.

1.7.1 Amending miscellaneous Details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trial to return to the people menu.

1. Select Miscellaneous details

The miscellaneous details screen will be displayed

Miscellaneous details: Miss Libby Bush		Name: Miss Libby Bush	
		Social security number: NH904568A Pers ref: 30000018	
Correspondence			
Language of correspondence		<input type="text" value="English"/>	
Right to work			
Status		<input type="text" value="Yes"/>	
Passport			
Expiry date		<input type="text" value="25/07/2011"/>	
Visa			
Expiry date		<input type="text"/>	
Work Permit			
Expiry date		<input type="text"/>	
Residency permit			
Expiry date		<input type="text"/>	
Driving licence			
Valid until		<input type="text"/>	
Vehicle insurance			
Valid until		<input type="text"/>	
Date verified		<input type="text"/>	

2. Enter the appropriate changes for the employee. Note that the Right to work status will be maintained in Checks rather than within this screen.
3. Click the **Save** button.