

Please Read First

Welcome and thank you so much for following the necessary instructions .This CD Contains the following:

- 1) Installation Files for both Server and Client PC for version 3.1, which is the final version of the HRMIS on this project
- 2) A Database of the latest Job Grade/Class/Titles
- 3) Please Read the second document, for installation guidance on the HRMS upgrade from 3.0 to 3.1.
- 4) The third document has to do with Job grade/class/tiles upgrade and should only be done after the new software has been installed.

Please note that this document can also be used for other future Job grade/class/titles upgrade and not this just this purpose only. In view of this you will be require to keep this documentation safely for future upgrades

Please if you are not sure or not clear with the procedures please call the IT in your RCC to guide you. Alternately you can call Mr Ebenezer Addy on 0543693525. But please note Mr Ebenezer will only be available till the end of September 2015.