[redacted]

OUM

TR100 3.1.6. MOVIMENTAÇÕES - APOSENTADORIA DOS PODERES - CADASTRO PESSOA

FRENTE: AFT

RENOVA RH

Sistema de Gestão e Recursos Humanos

Autor:

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Número de Controle: TR100

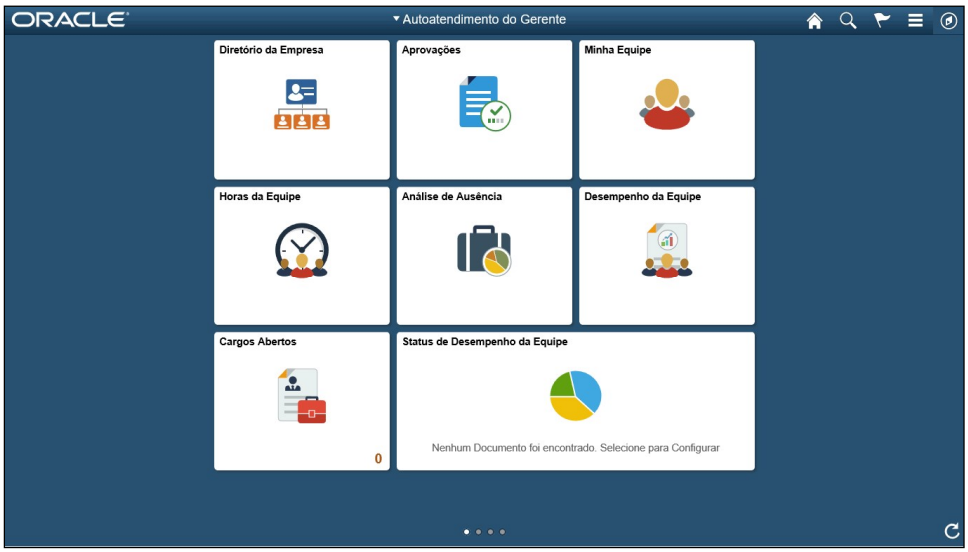
Versão: 1.0

Aprovações:

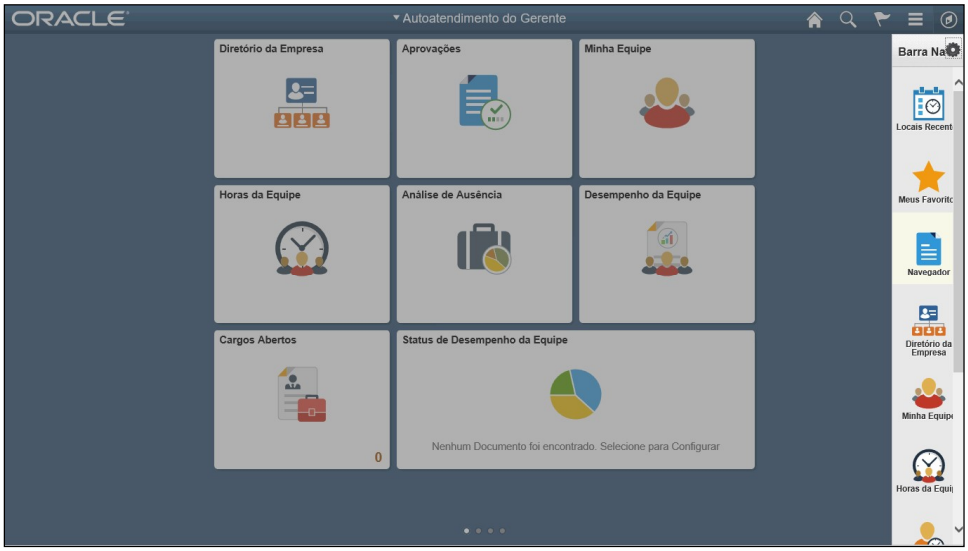
Nomes	**Posição**	**Assinaturas**

Procedimento

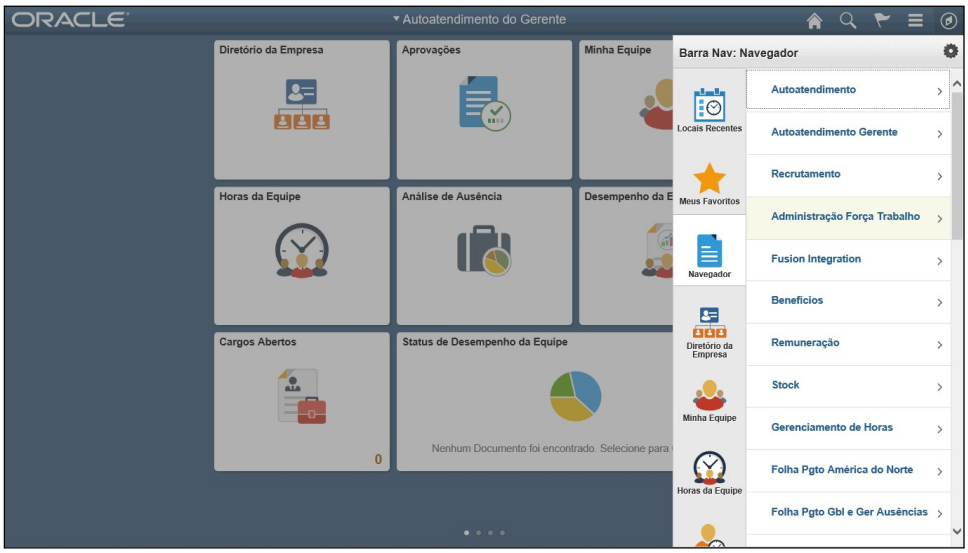
O processo para aposentadoria dos poderes engloba o Cadastro da Pessoa como POI, ou seja, pessoa de interesse, e o cadastro do vínculo como aposentado. Neste treinamento executaremos o cadastro da pessoa.



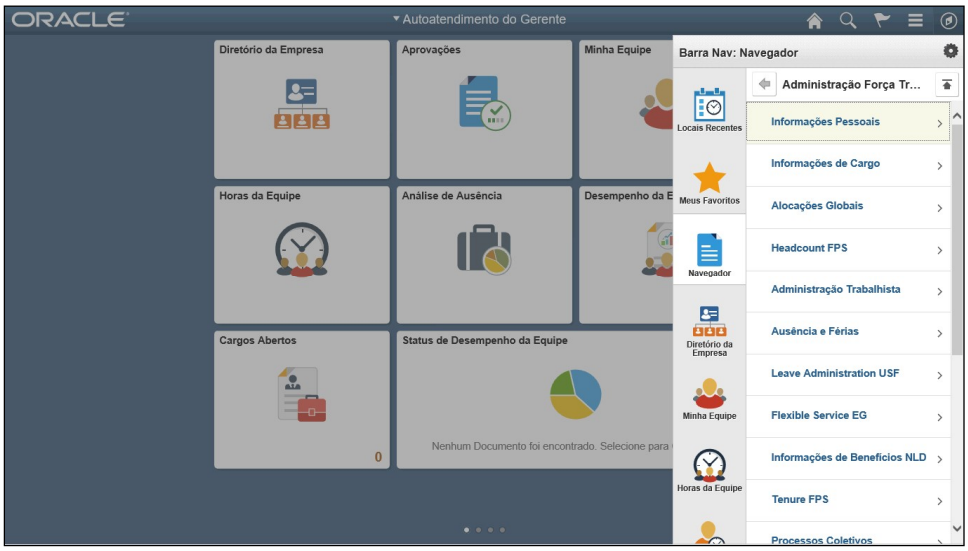
Etapa	Ação
1.	Clique no botão **Barra Nav**.



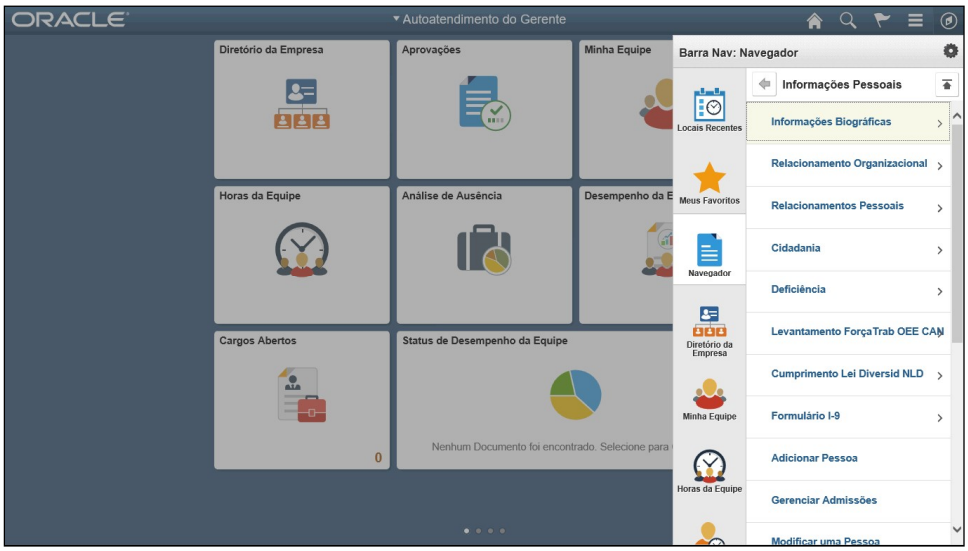
Etapa	Ação
2.	Clique no botão **Navegador**.



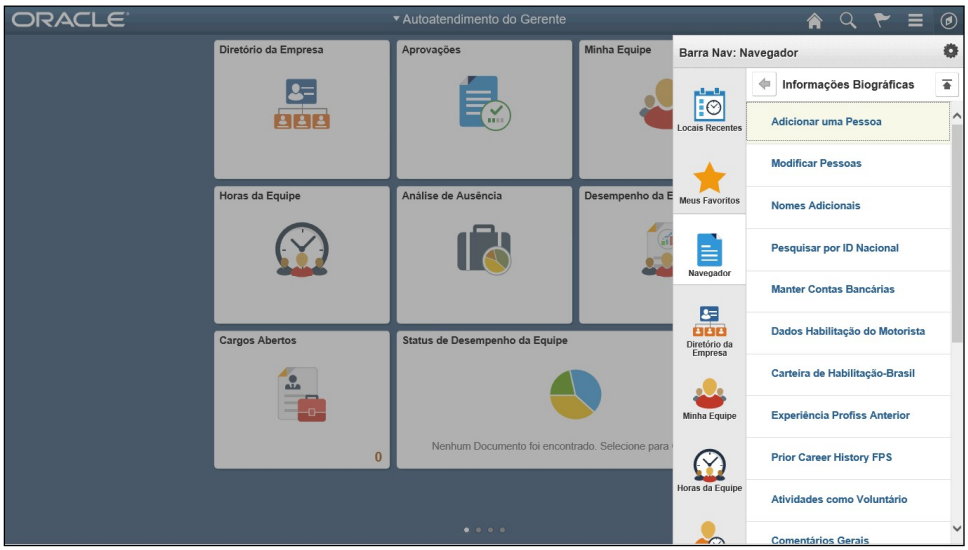
Etapa	Ação
3.	Clique no menu **Administração Força Trabalho**.



Etapa	Ação
4.	Clique no menu **Informações Pessoais**. Informações Pessoais >

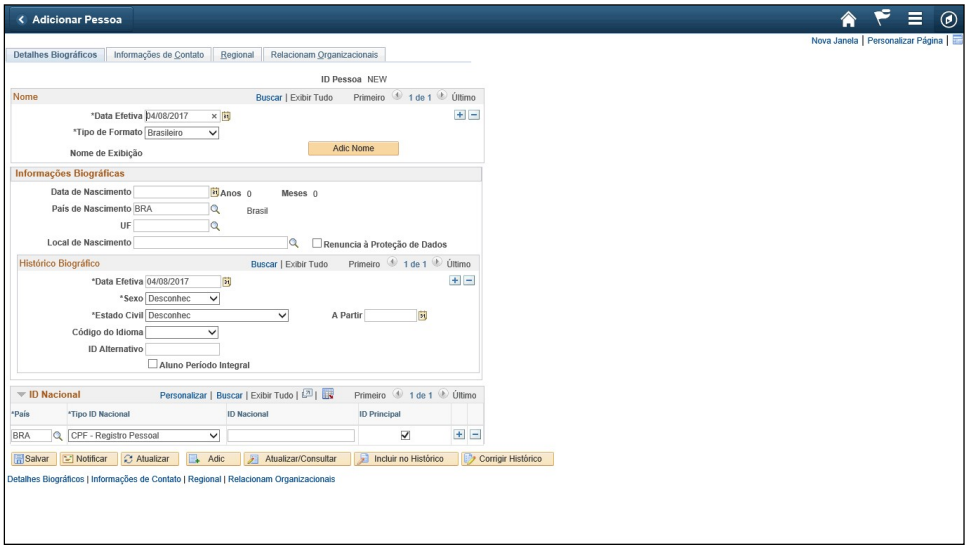


Etapa	Ação
5.	Clique no menu **Informações Biográficas**. Informações Biográficas >

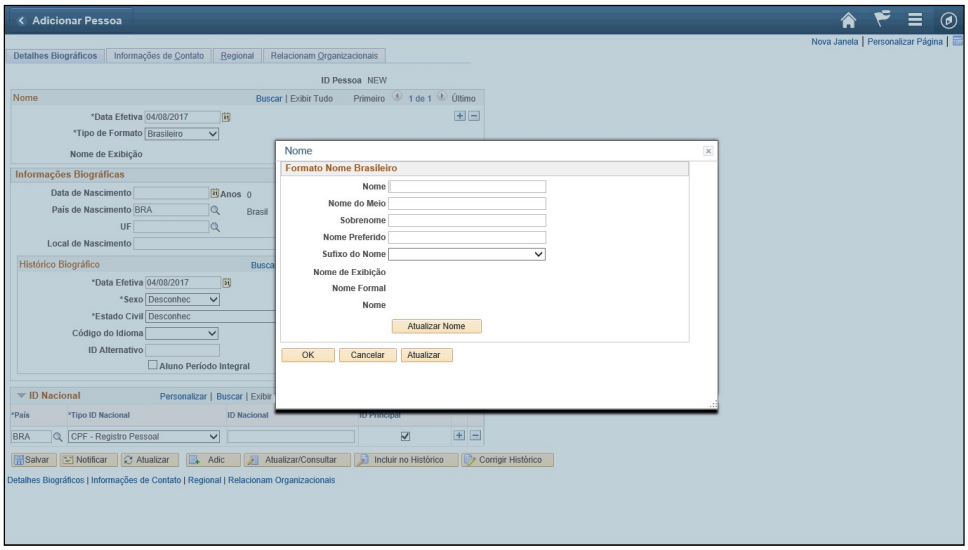


Etapa	Ação
6.	Clique no menu **Adicionar uma Pessoa**. Adicionar uma Pessoa

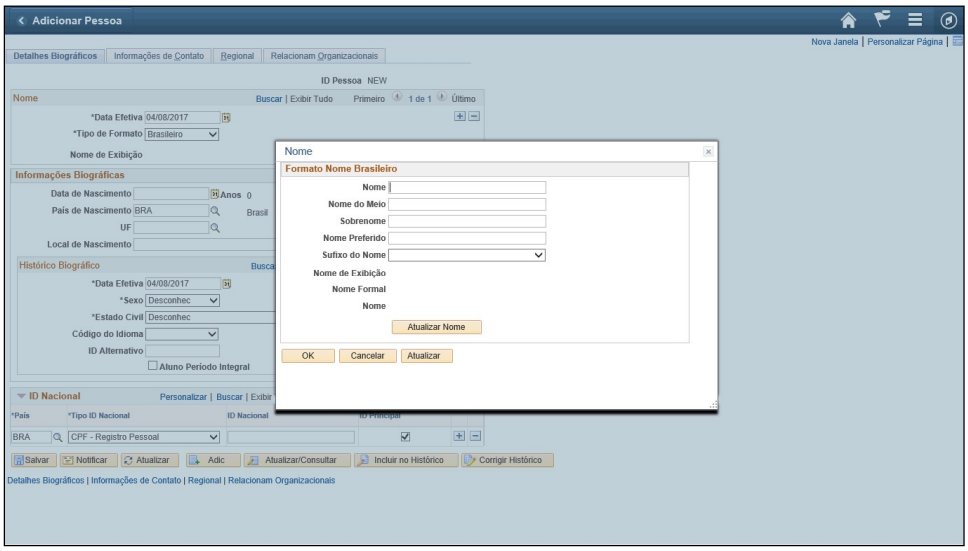
Etapa	Ação
7.	Clique no botão **Adic Pessoa**. Adic Pessoa



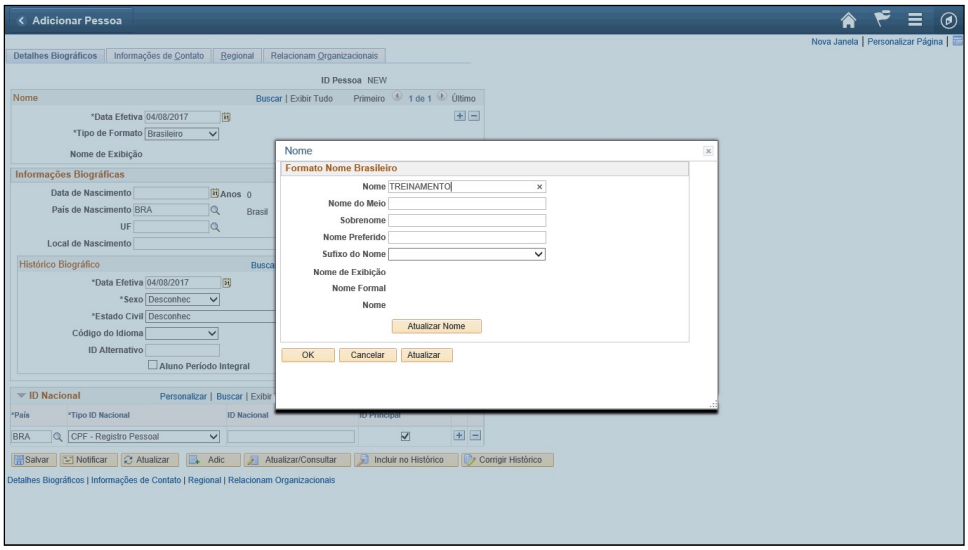
Etapa	Ação
8.	Clique no botão **Adic Nome**. Adic Nome



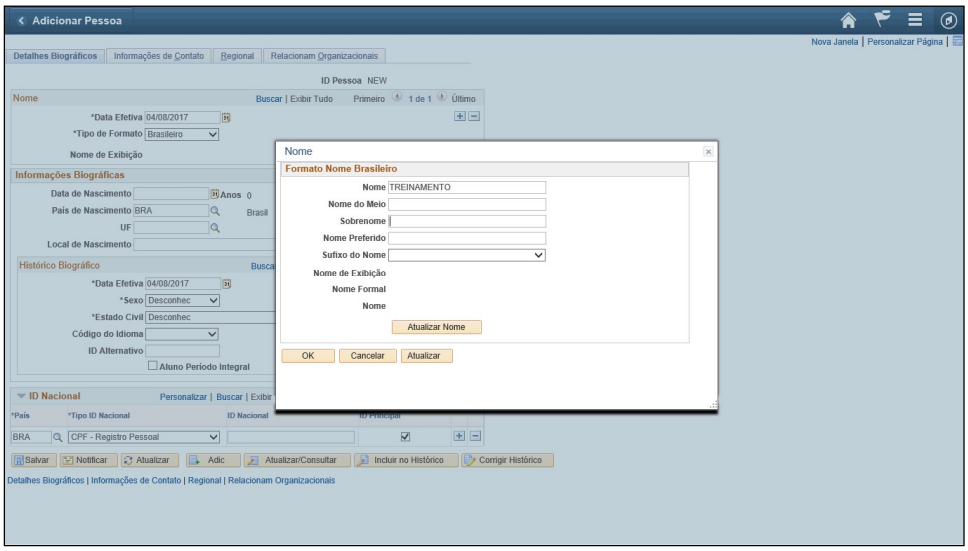
Etapa	Ação
9.	Clique no campo **Nome**. Nome



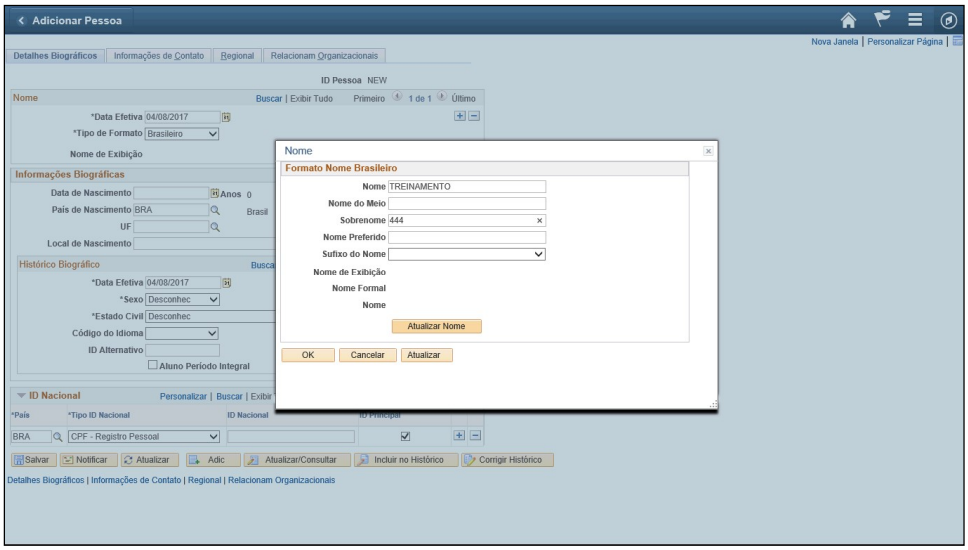
Etapa	Ação
10.	Digite as informações desejadas no campo **Nome**. Digite "**TREINAMENTO**". Nome



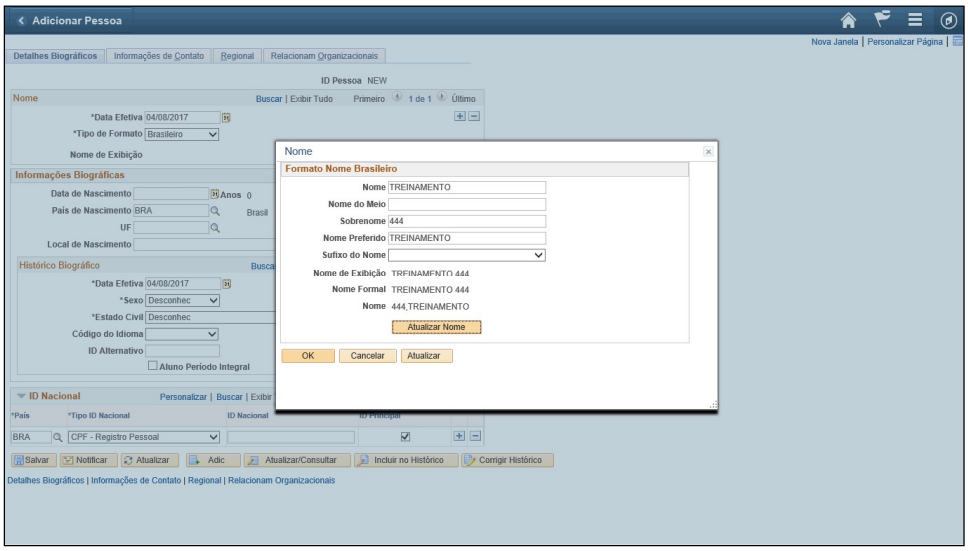
Etapa	Ação
11.	Clique no campo **Sobrenome**. Sobrenome



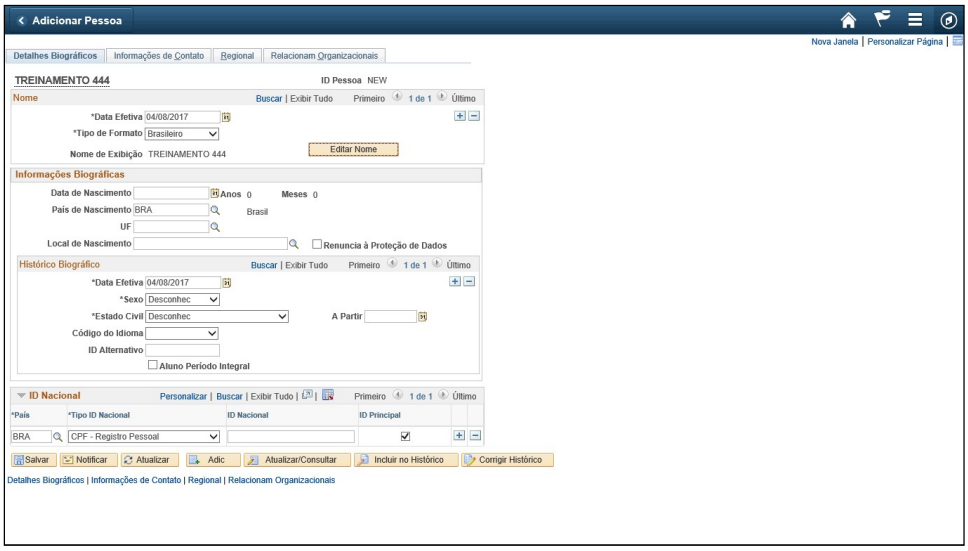
Etapa	Ação
12.	Digite as informações desejadas no campo **Sobrenome**. Digite "**444**". Sobrenome



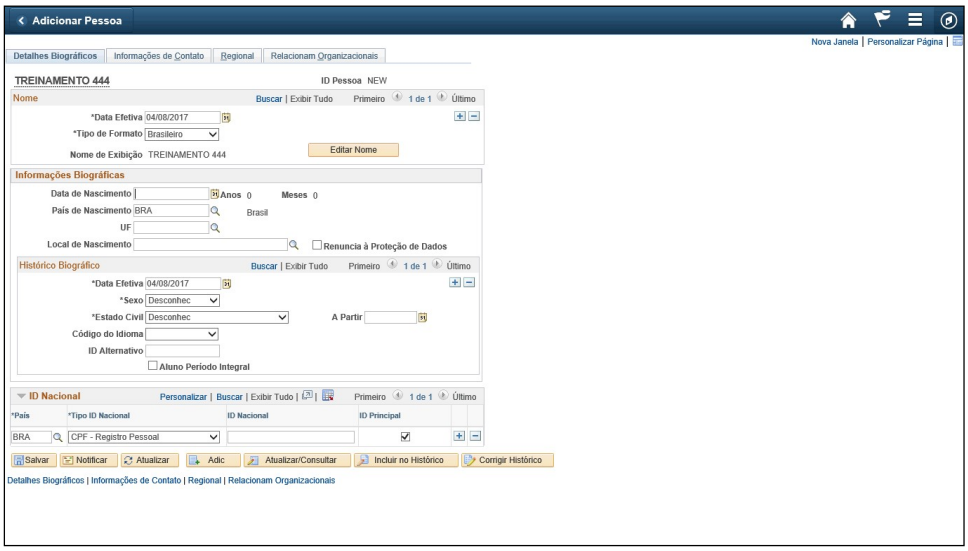
Etapa	Ação
13.	Clique no botão **Atualizar Nome**. Atualizar Nome



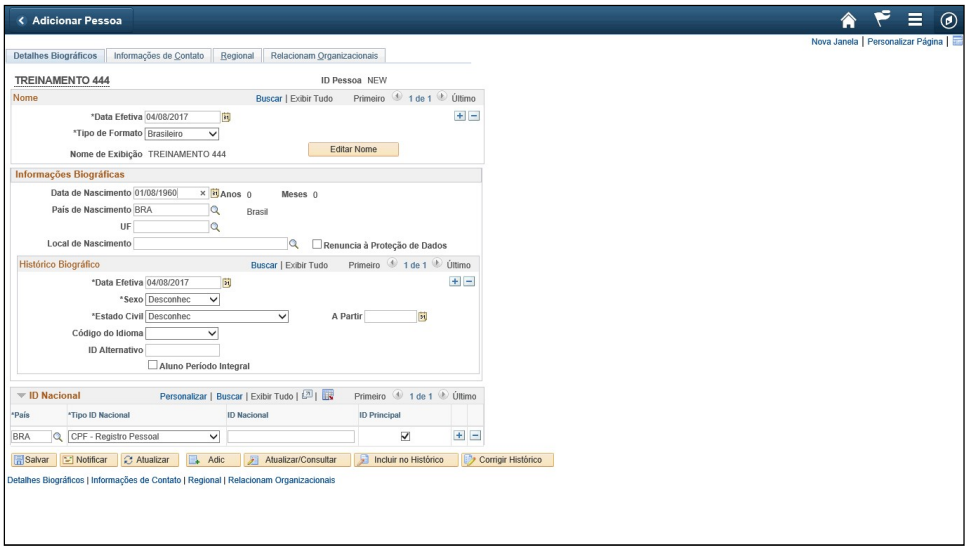
Etapa	Ação
14.	Clique no botão **OK**. OK



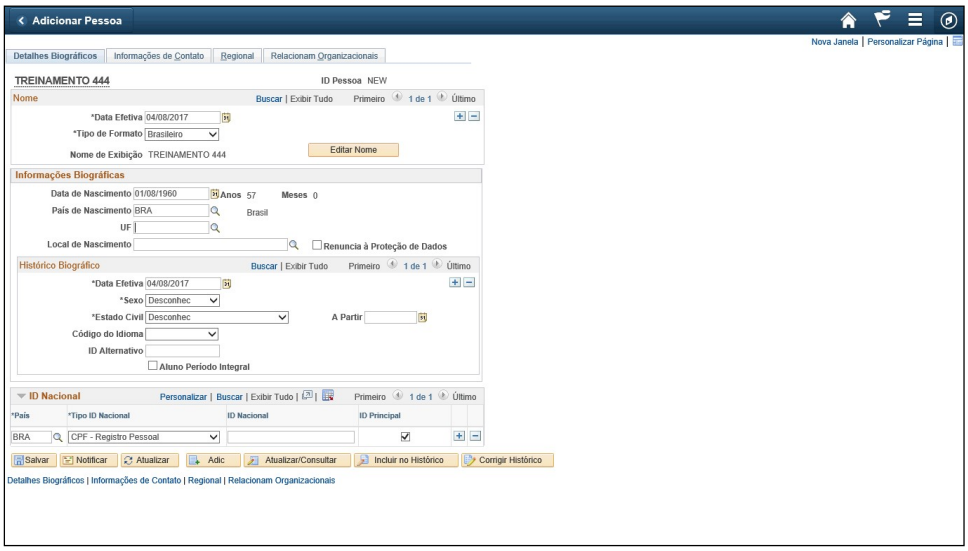
Etapa	Ação
15.	Clique no campo **Data de Nascimento**. Data de Nascimento



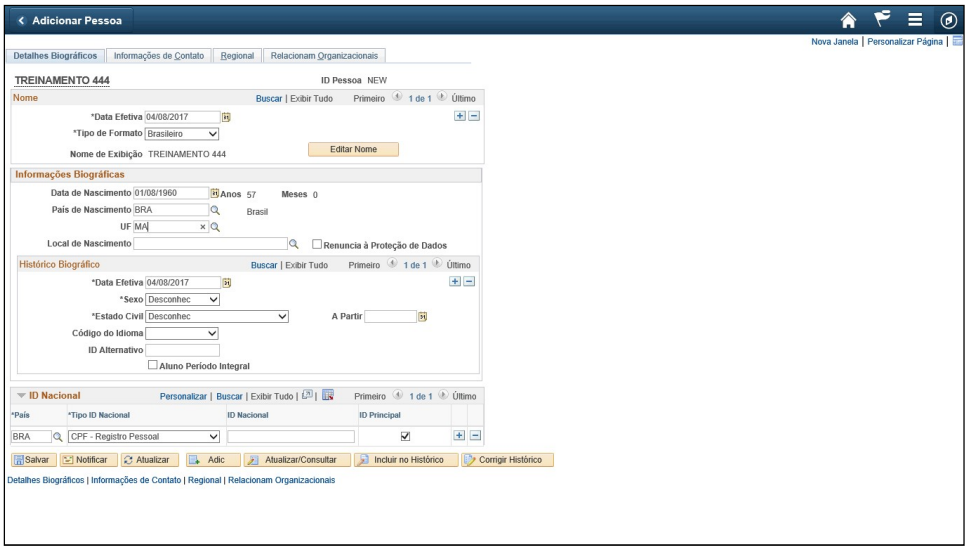
Etapa	Ação
16.	Digite as informações desejadas no campo **Data de Nascimento**. Digite "**01/08/1960**". Data de Nascimento



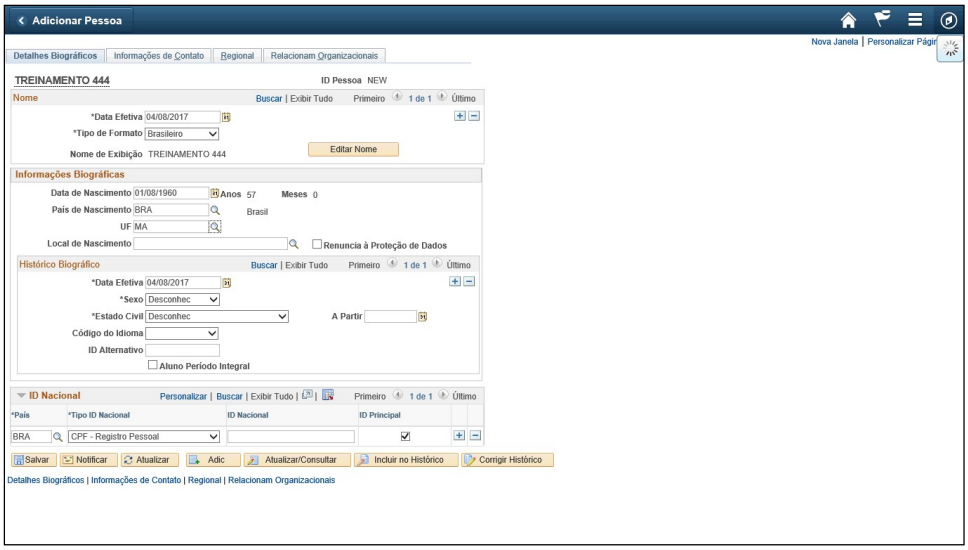
Etapa	Ação
17.	Clique no campo **UF**. UF



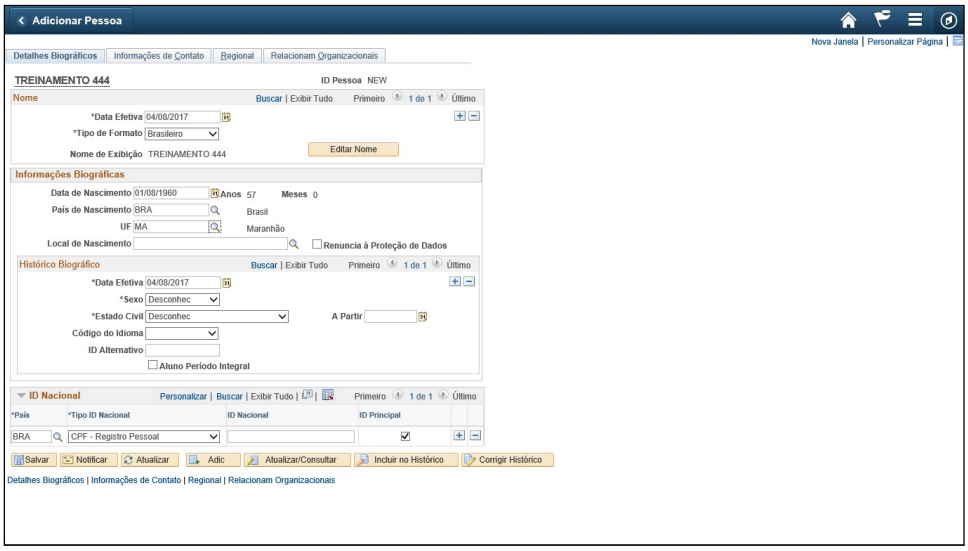
Etapa	Ação
18.	Digite as informações desejadas no campo **UF**. Digite "**MA**". UF



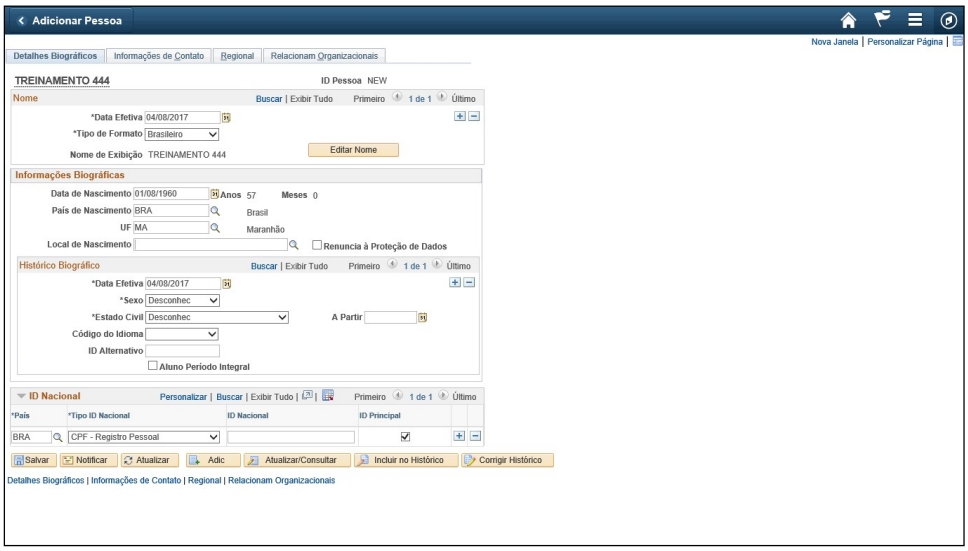
Etapa	Ação
19.	Pressione **[Tab]**.



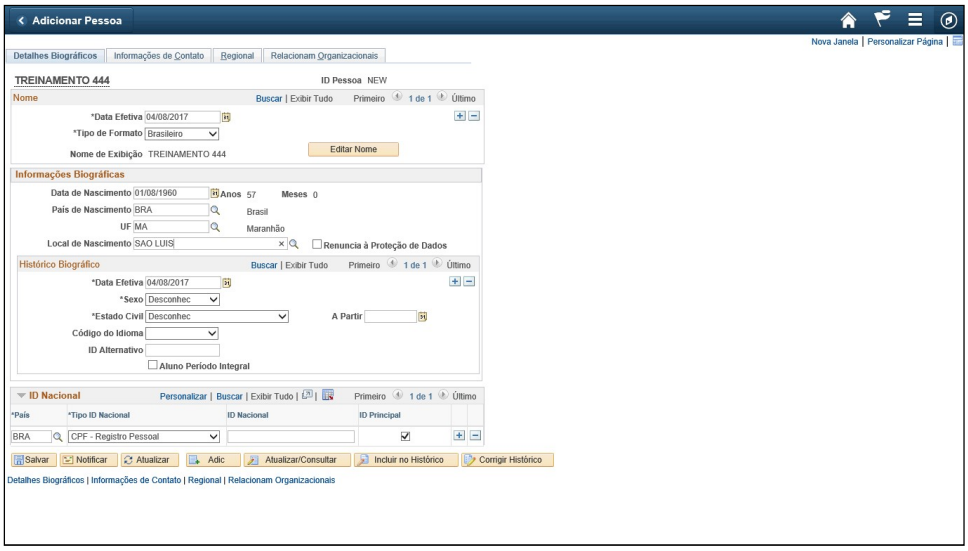
Etapa	Ação
20.	Pressione **[Tab]**.



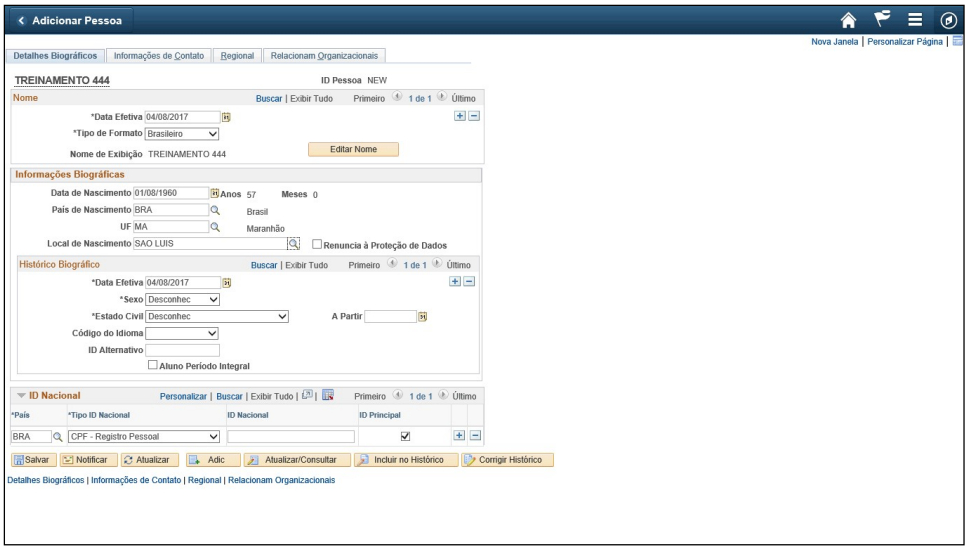
Etapa	Ação
21.	Clique no campo **Local de Nascimento**. Local de Nascimento



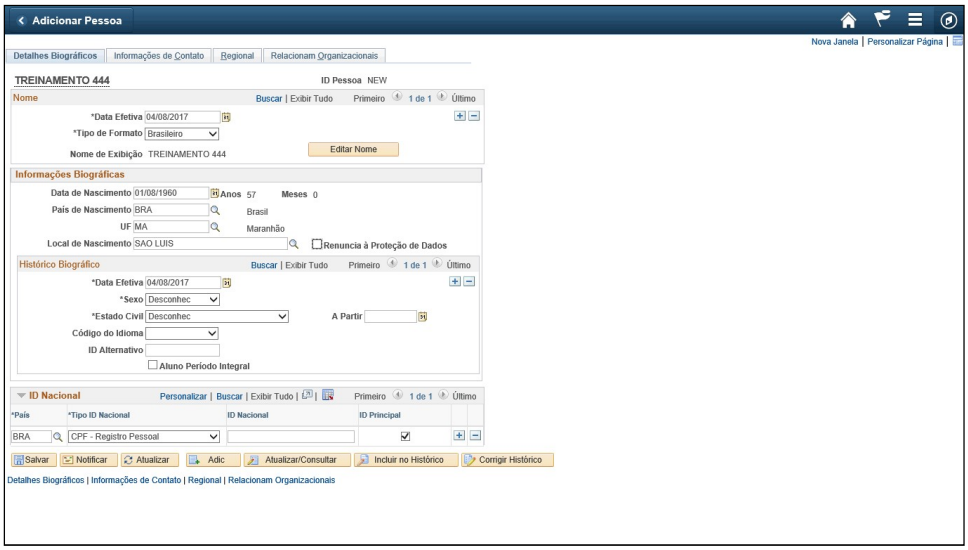
Etapa	Ação
22.	Digite as informações desejadas no campo **Local de Nascimento**. Digite "**SAO LUIS**". Local de Nascimento



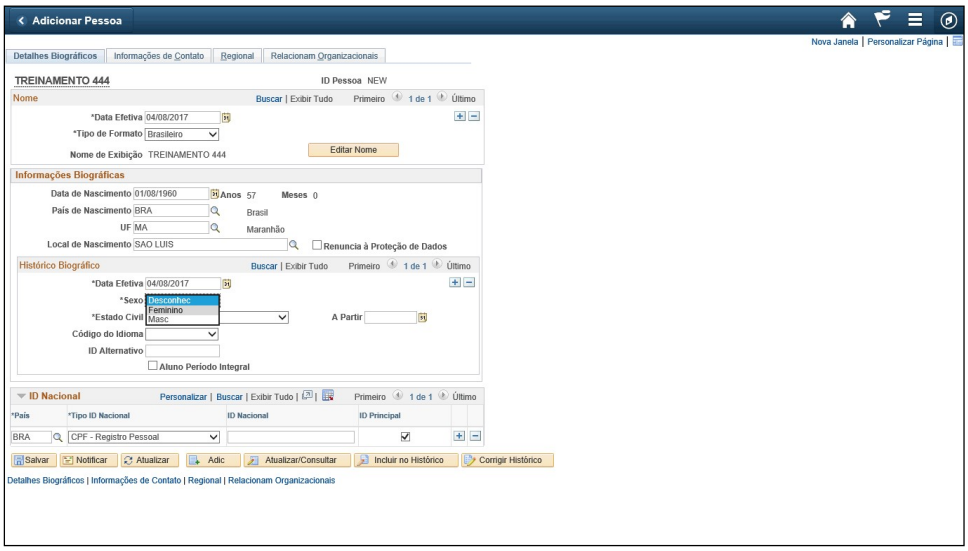
Etapa	Ação
23.	Pressione **[Tab]**.



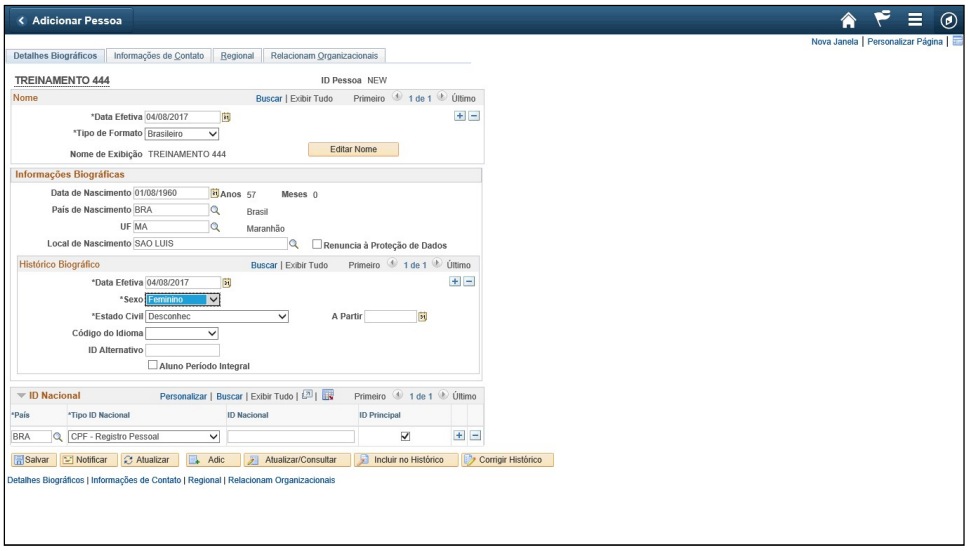
Etapa	Ação
24.	Pressione **[Tab]**.



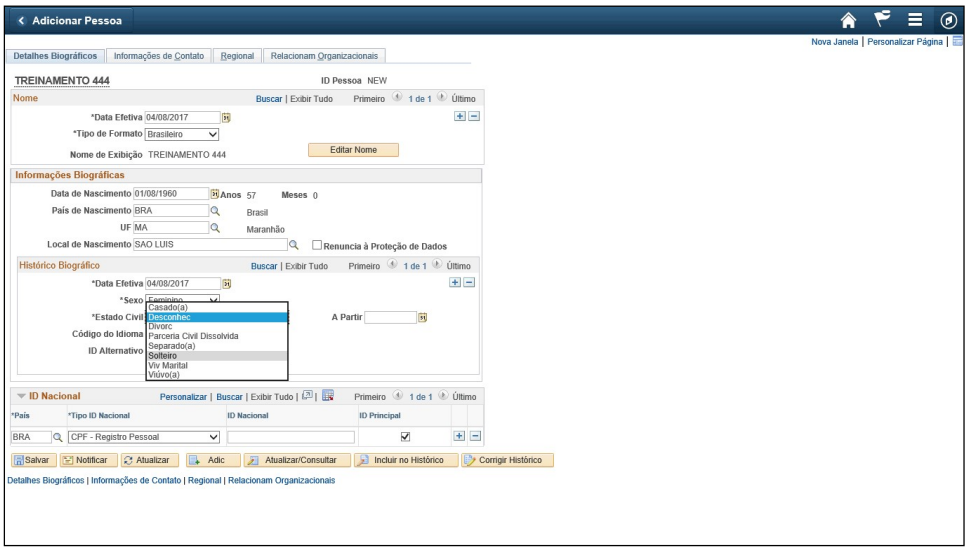
Etapa	Ação
25.	Clique na lista **Sexo**. Sexo Desconhec



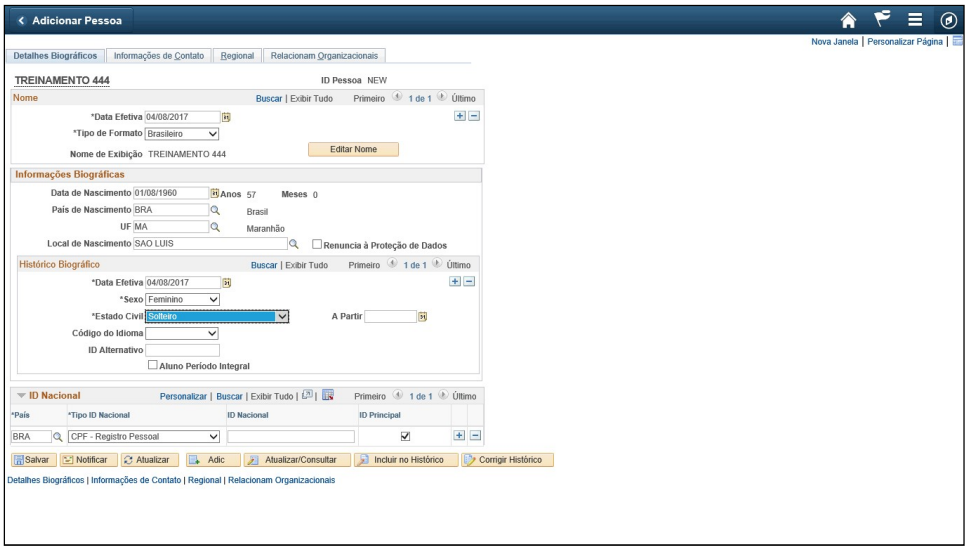
Etapa	Ação
26.	Clique no item de lista **Feminino**. Feminino



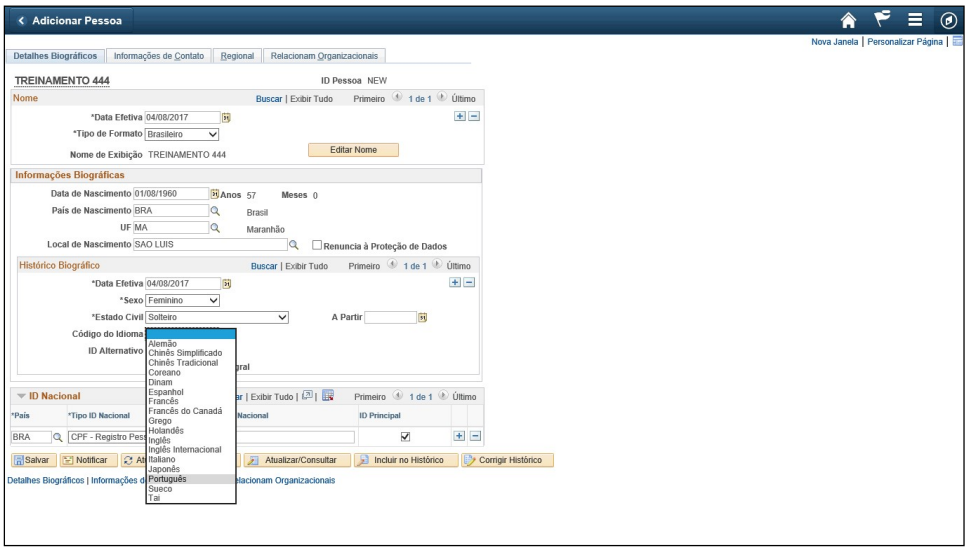
Etapa	Ação
27.	Clique na lista **Estado Civil**. Estado Civil Desconhec



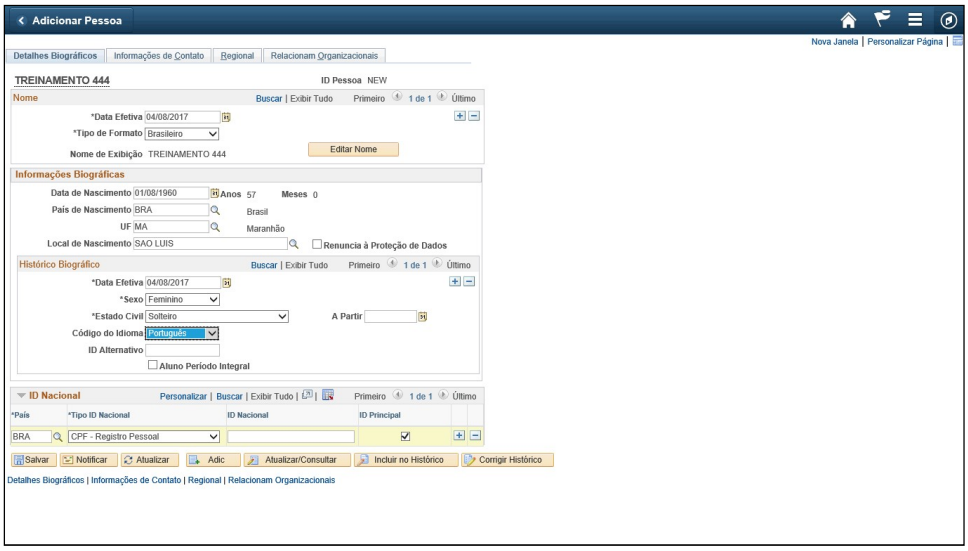
Etapa	Ação
28.	Clique no item de lista **Solteiro**. Solteiro



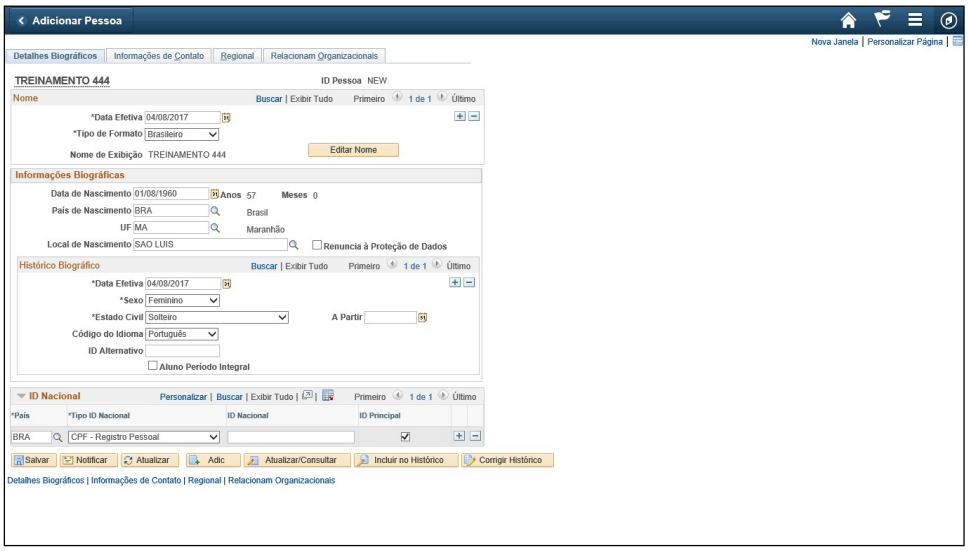
Etapa	Ação
29.	Clique na lista **Código do Idioma**. Código do Idioma



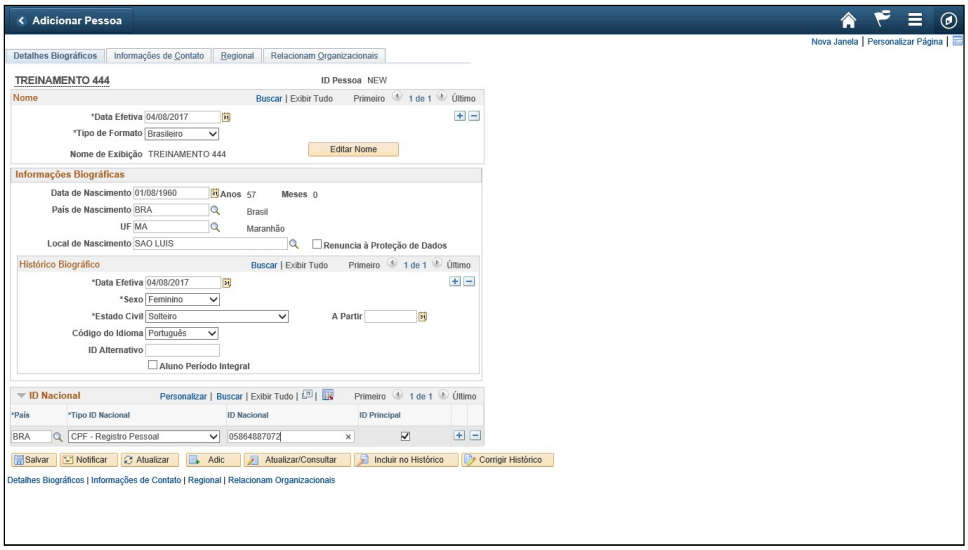
Etapa	Ação
30.	Clique no item de lista **Português**. Português



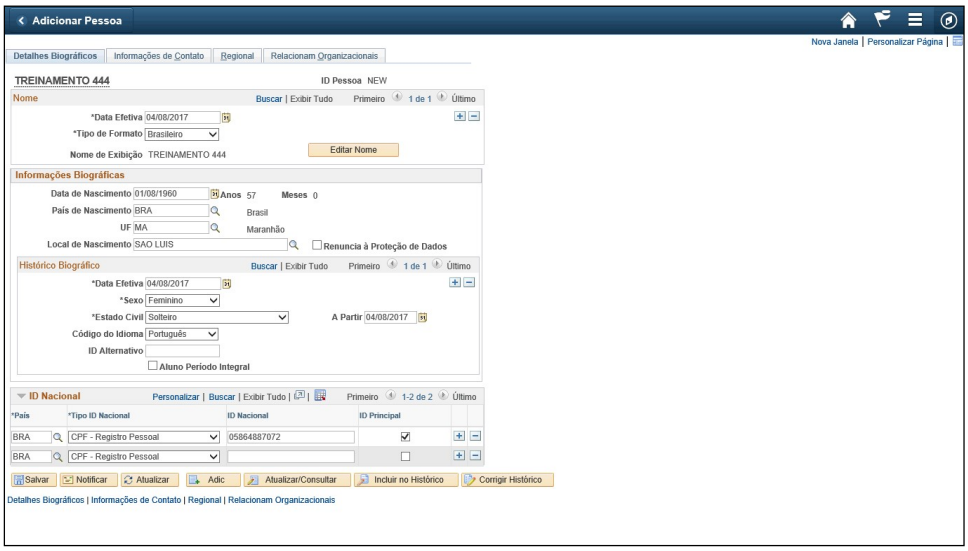
Etapa	Ação
31.	Clique no campo **ID Nacional**.

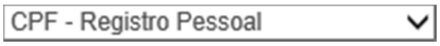


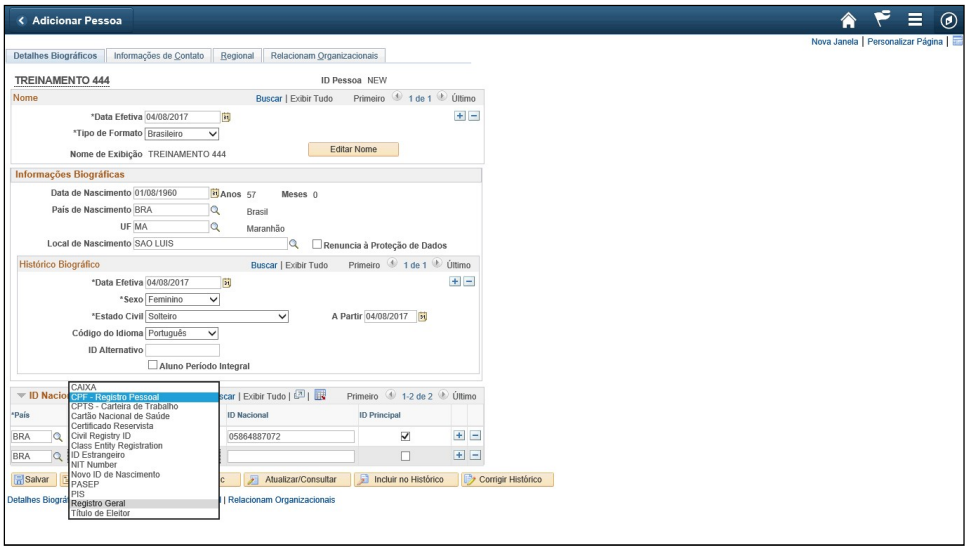
Etapa	Ação
32.	Digite as informações desejadas no campo **ID Nacional**. Digite "**05864887072**".



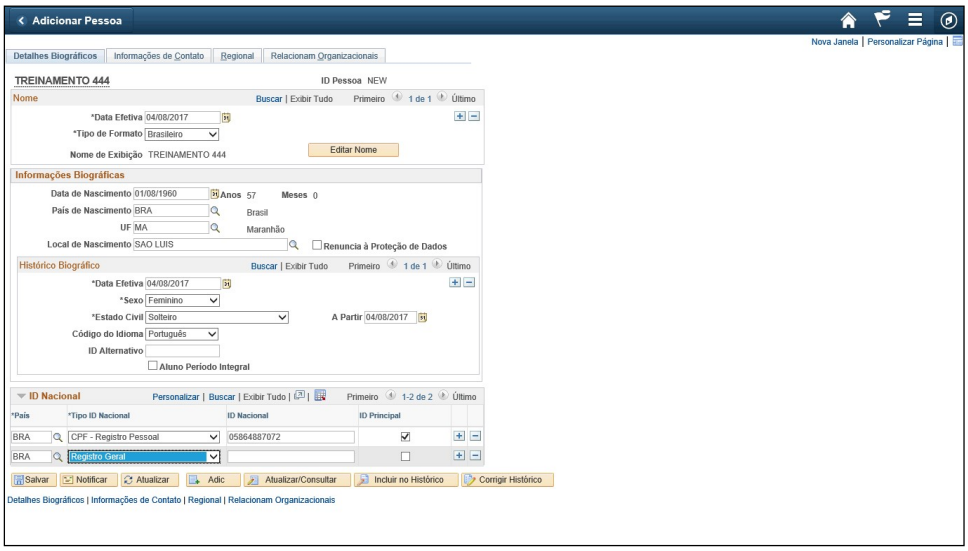
Etapa	Ação
33.	Clique no botão **Adicionar nova linha à linha 1 (Alt+7)**.



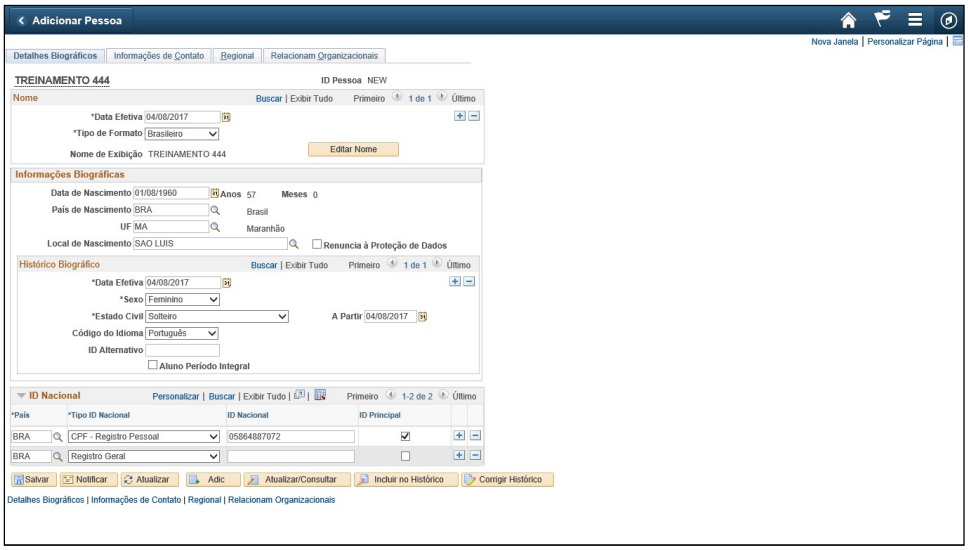
Etapa	Ação
34.	Clique na lista **Tipo ID Nacional**. 



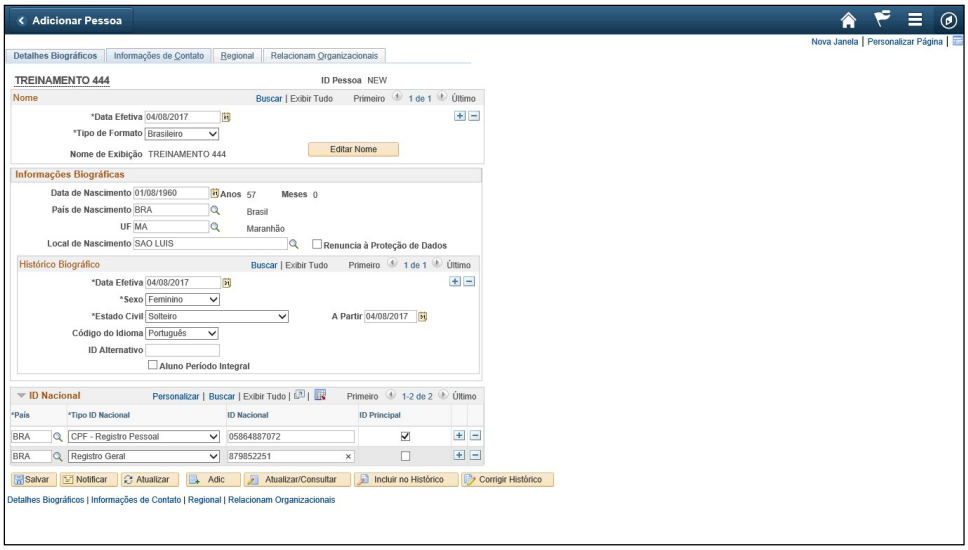
Etapa	Ação
35.	Clique no item de lista **Registro Geral**. Registro Geral



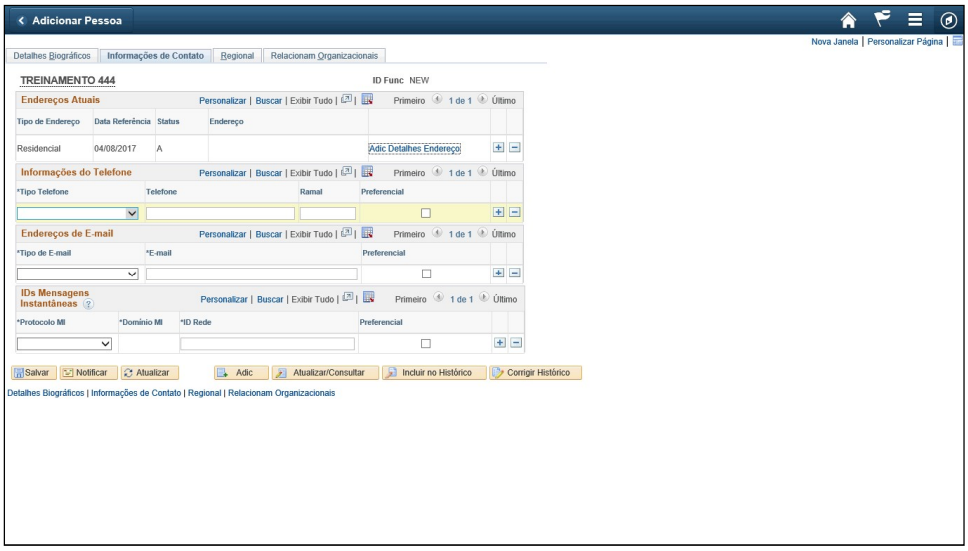
Etapa	Ação
36.	Clique no campo **ID Nacional**.



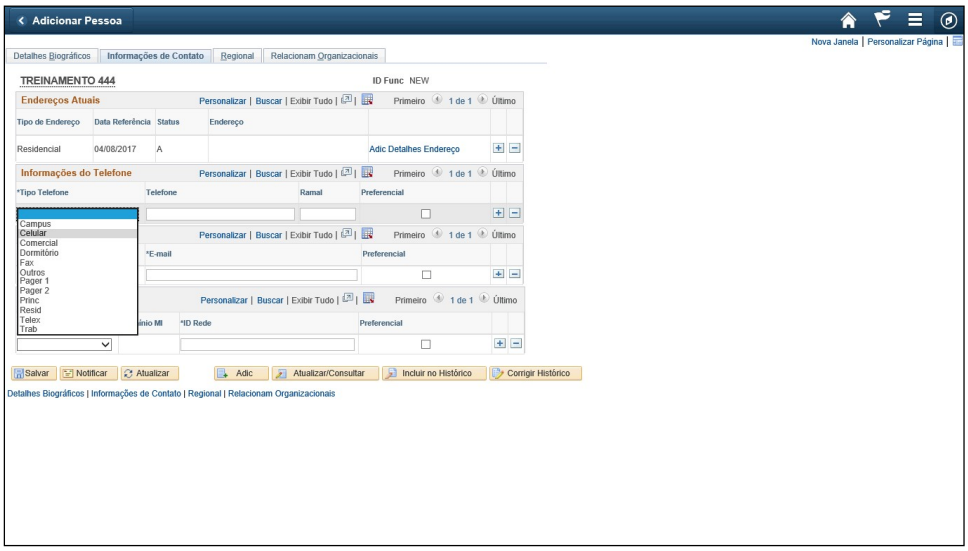
Etapa	Ação
37.	Digite as informações desejadas no campo **ID Nacional**. Digite "**879852251**".



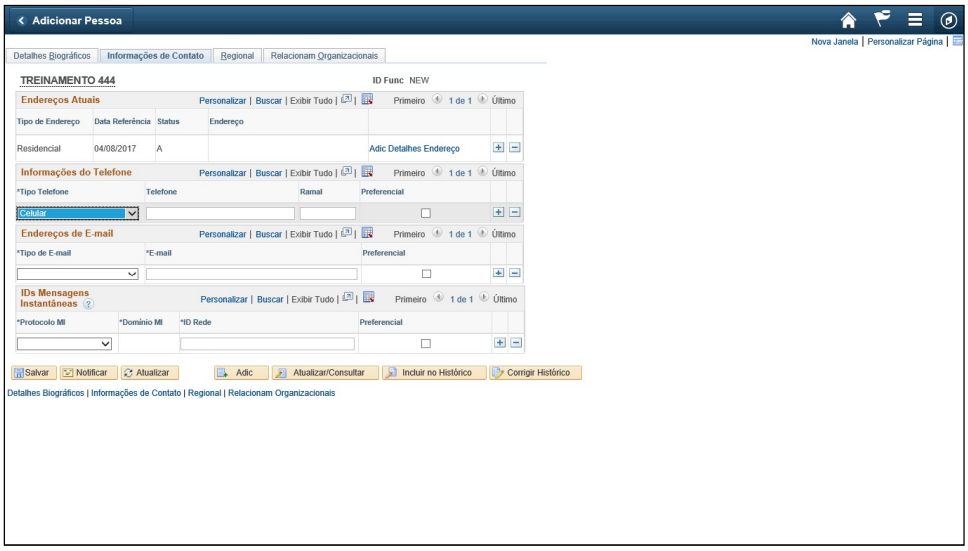
Etapa	Ação
38.	Clique na guia **Informações de Contato**. Informações de Contato



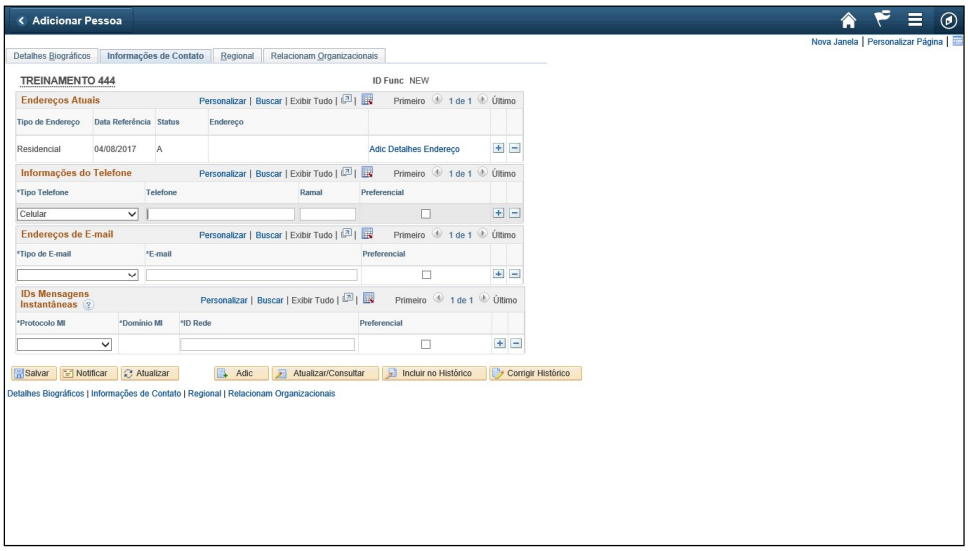
Etapa	Ação
39.	Clique na lista **Tipo Telefone**.



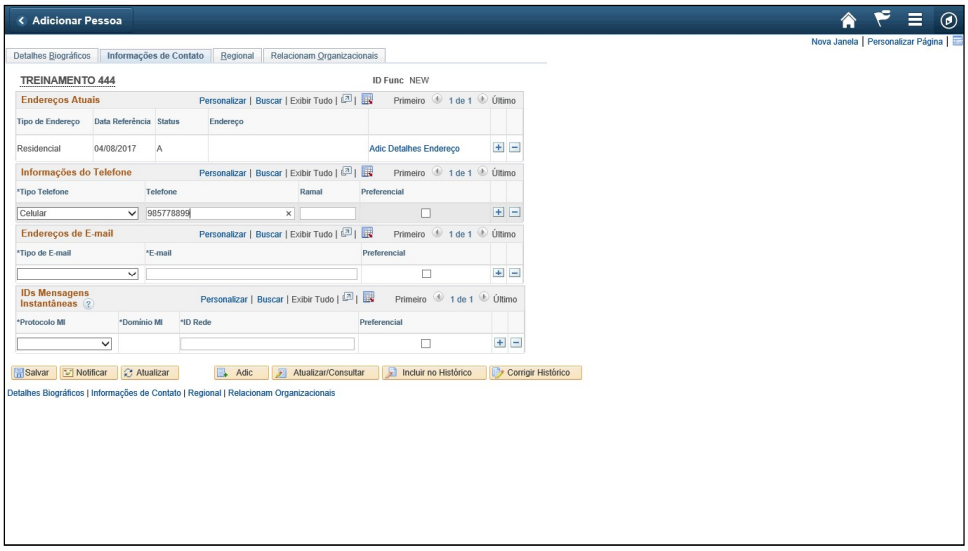
Etapa	Ação
40.	Clique no item de lista **Celular**.



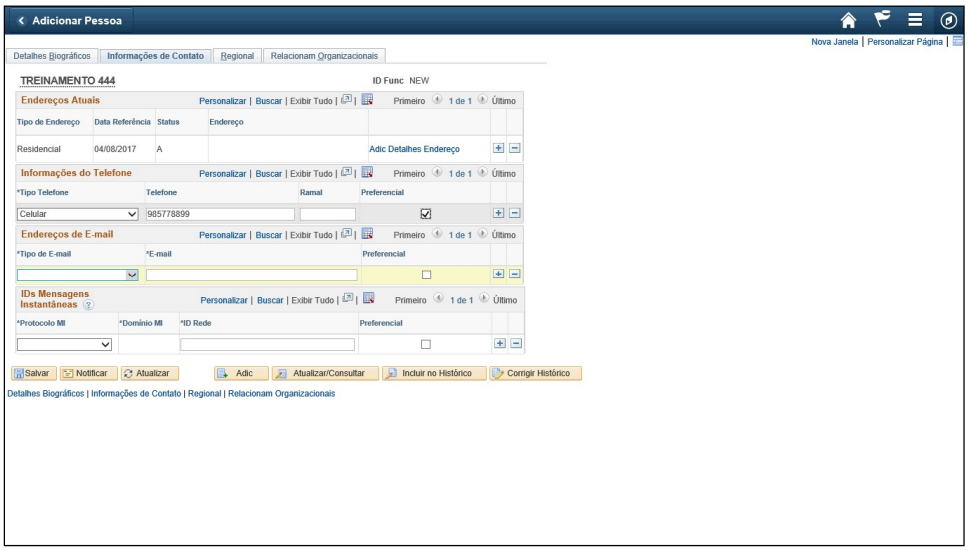
Etapa	Ação
41.	Clique no campo **Telefone**.



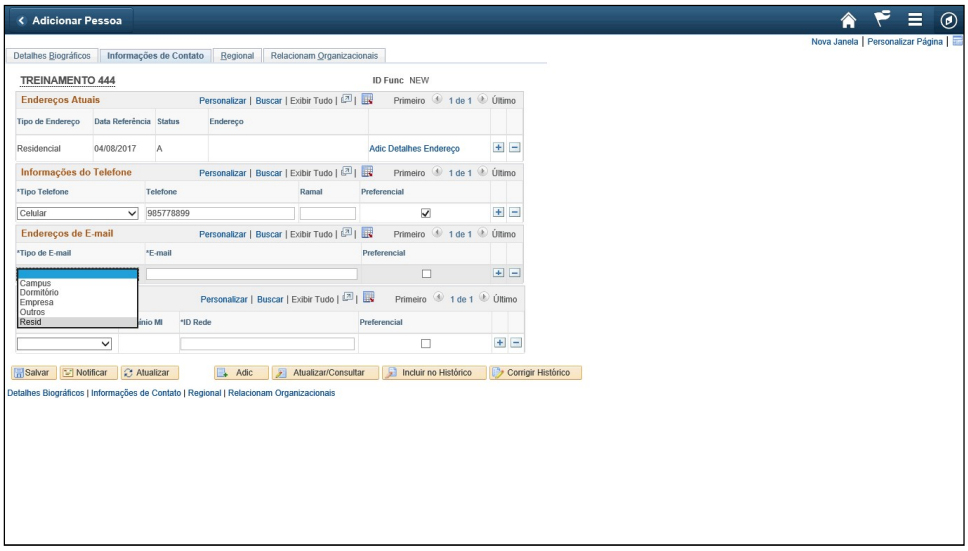
Etapa	Ação
42.	Digite as informações desejadas no campo **Telefone**. Digite "**985778899**".



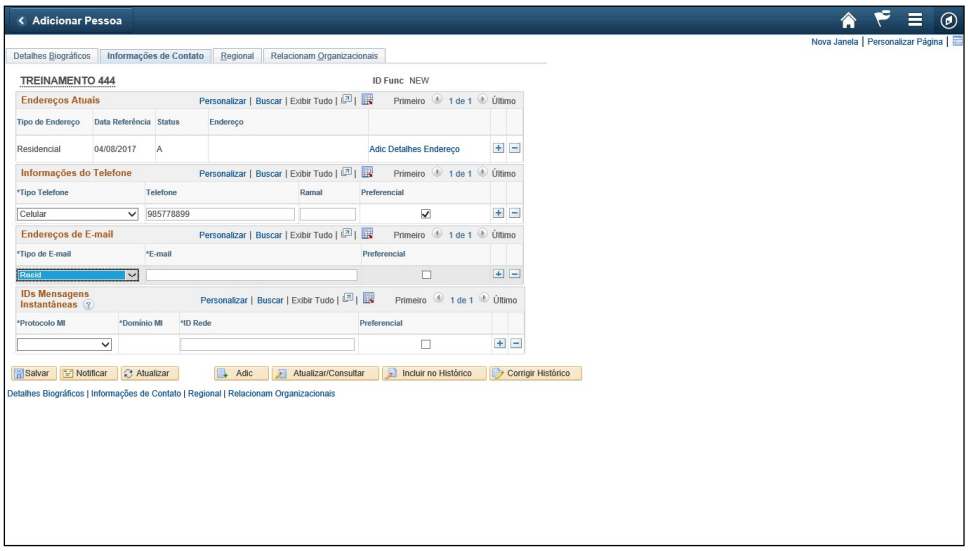
Etapa	Ação
43.	Clique na opção **Preferencial**.



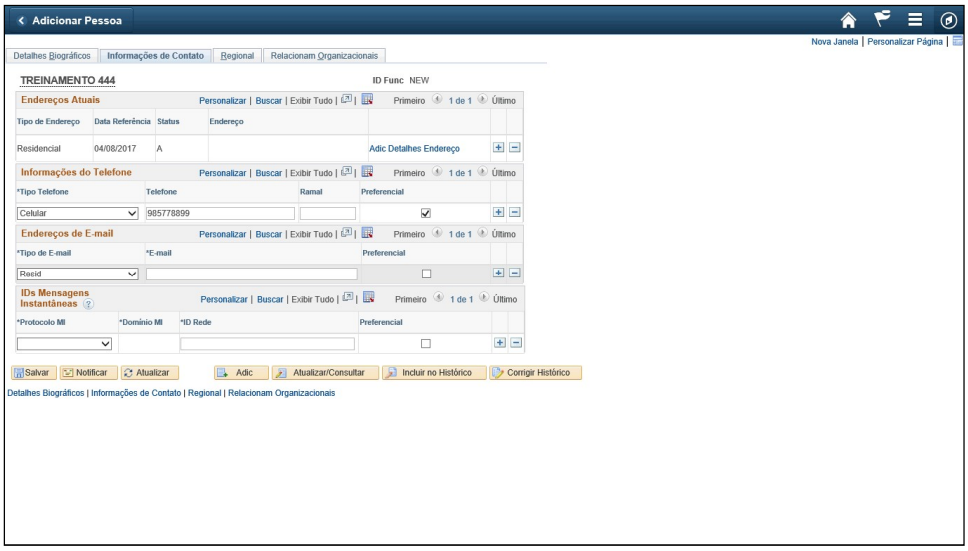
Etapa	Ação
44.	Clique na lista **Tipo de E-mail**.



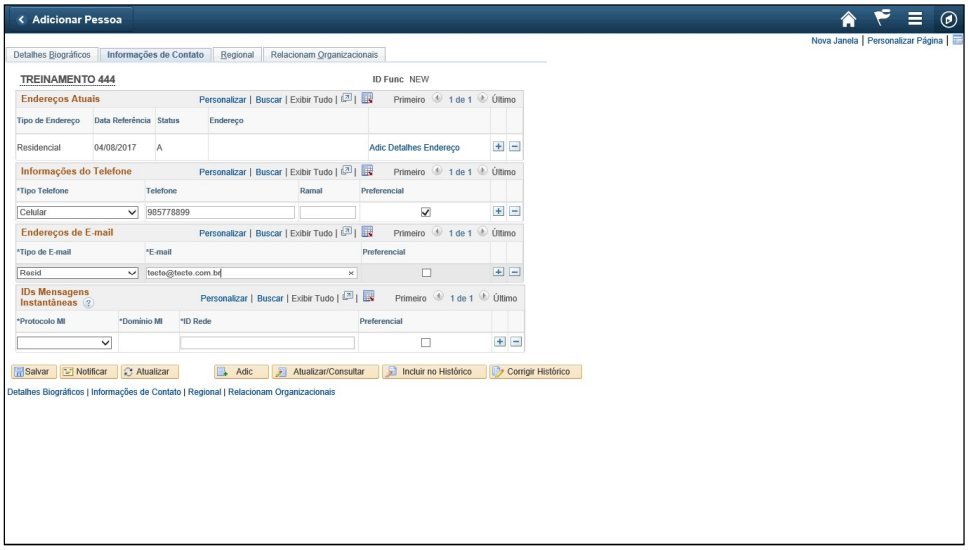
Etapa	Ação
45.	Clique no item de lista **Resid**. Resid



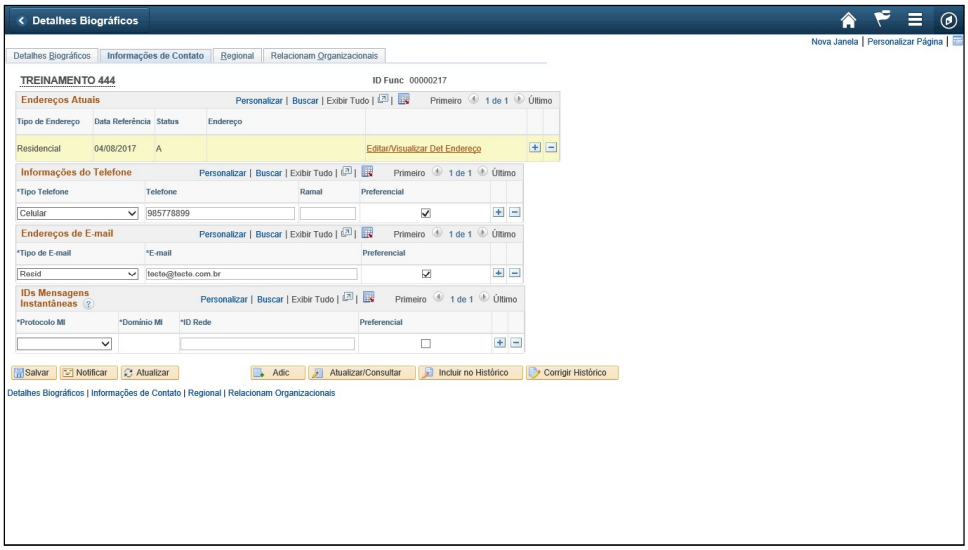
Etapa	Ação
46.	Clique no campo **E-mail**.



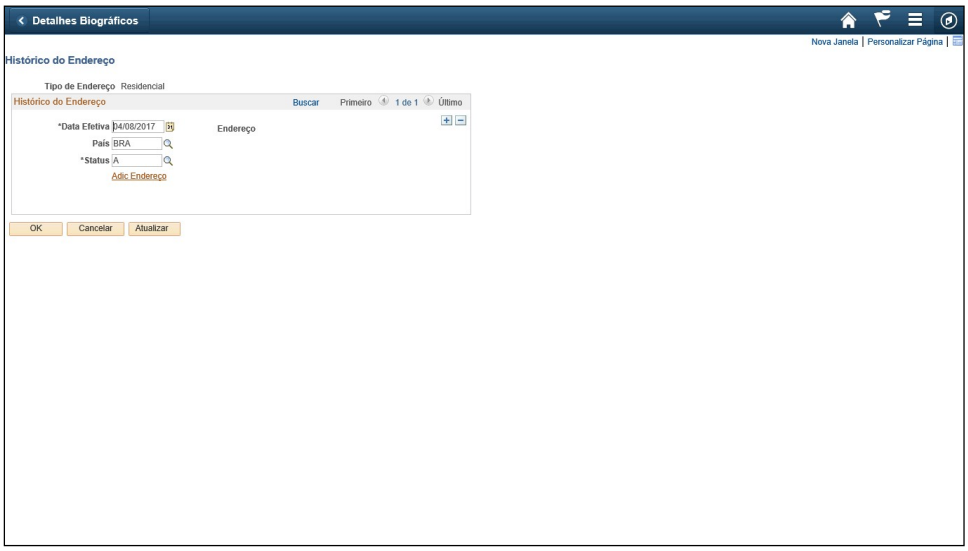
Etapa	Ação
47.	Digite as informações desejadas no campo **E-mail**. Digite "**teste@teste.com.br**".



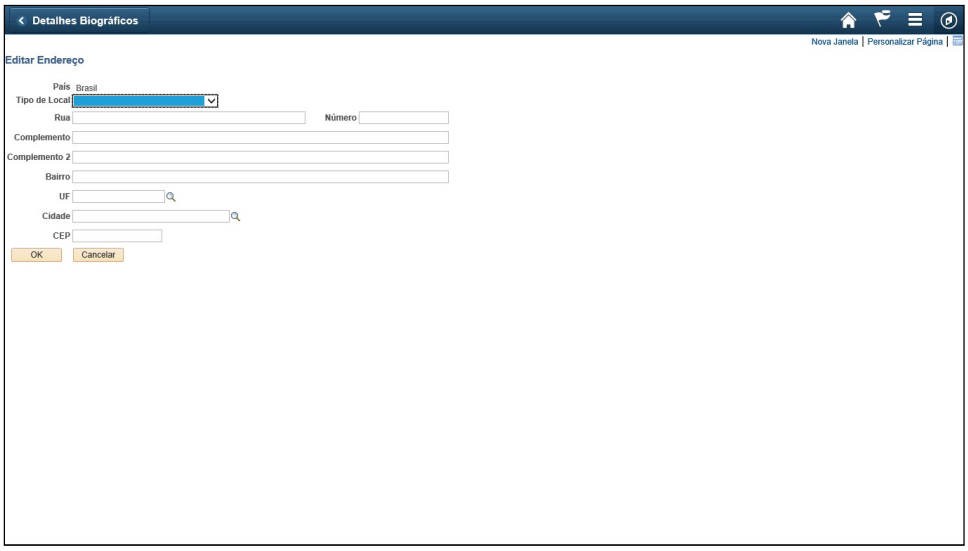
Etapa	Ação
48.	Clique na opção **Preferencial**. ☐



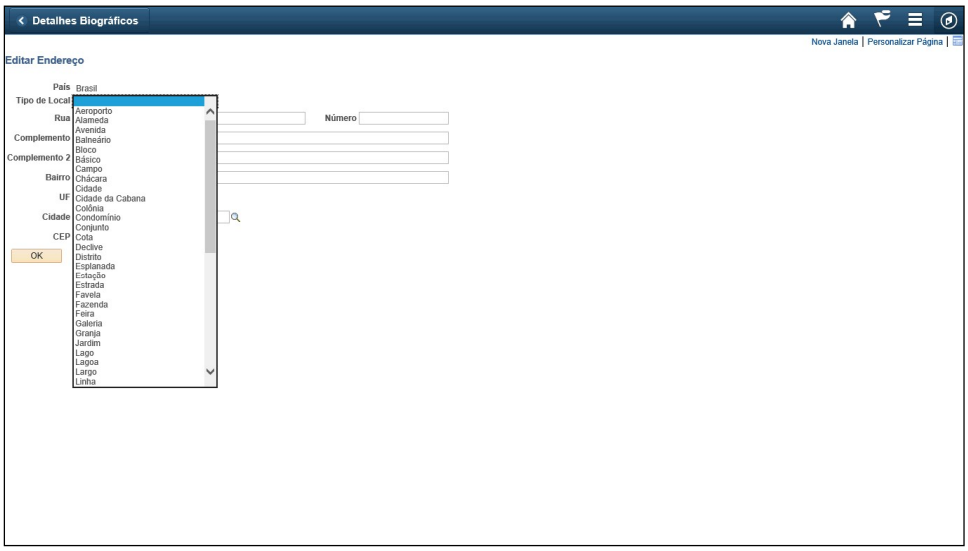
Etapa	Ação
49.	Clique no link **Editar/Visualizar Det Endereço**. Editar/Visualizar Det Endereço



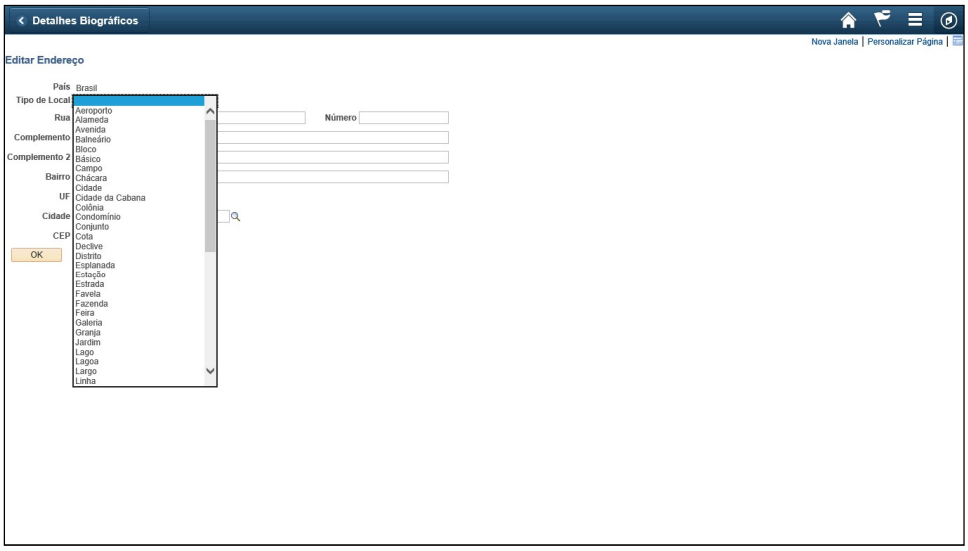
Etapa	Ação
50.	Clique no link **Adic Endereço**. Adic Endereço



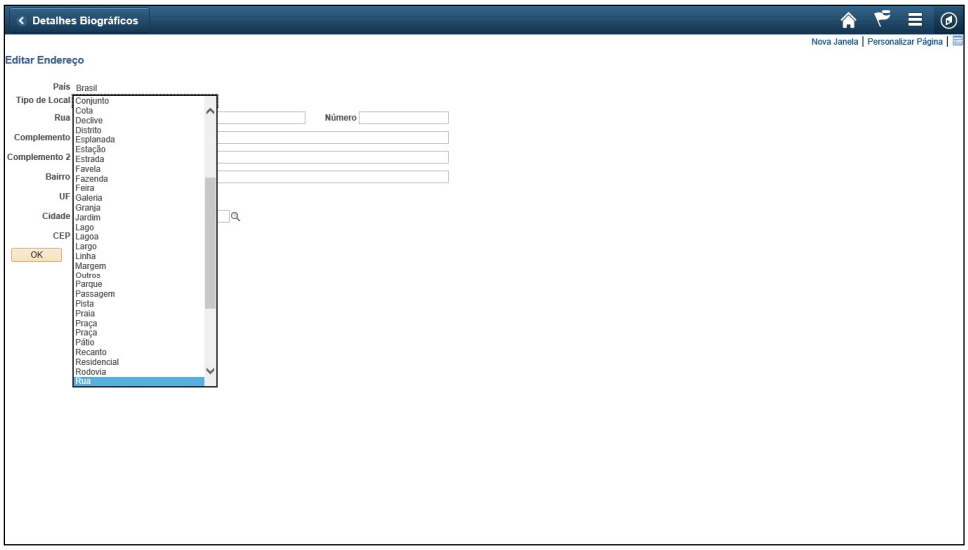
Etapa	Ação
51.	Clique na lista **Tipo de Local**. Tipo de Local



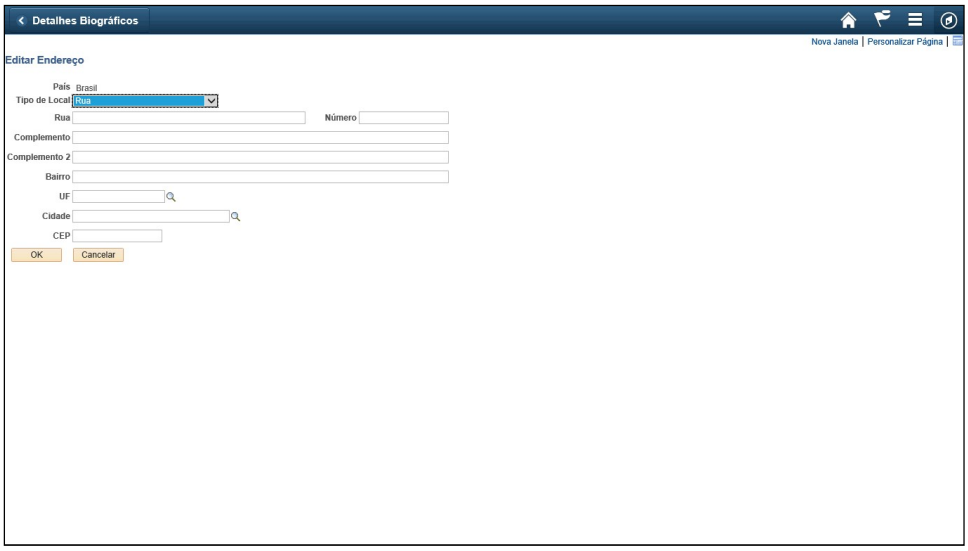
Etapa	Ação
52.	Digite as informações desejadas no campo **Cidade da Cabana**. Digite "**ru**".



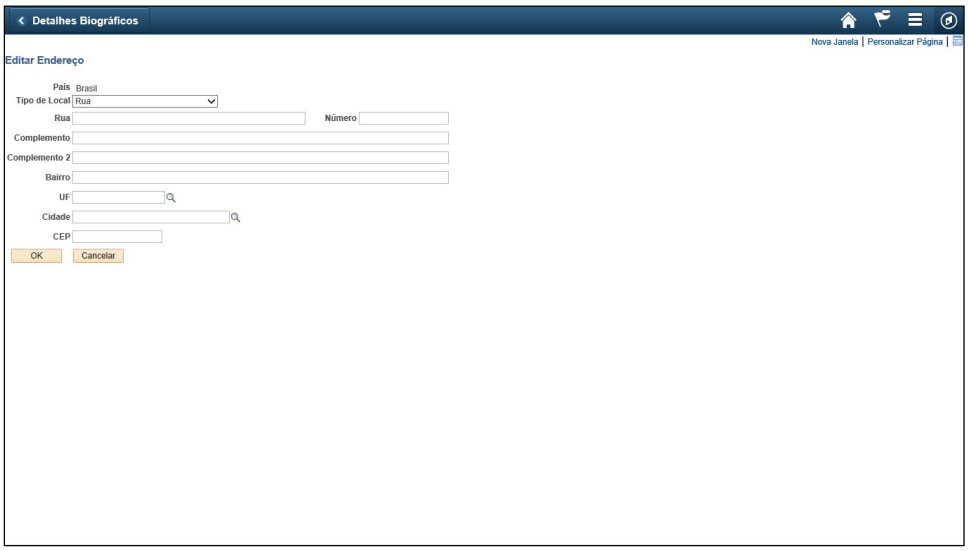
Etapa	Ação
53.	Digite as informações desejadas no campo **Conjunto**. Digite "**a**".



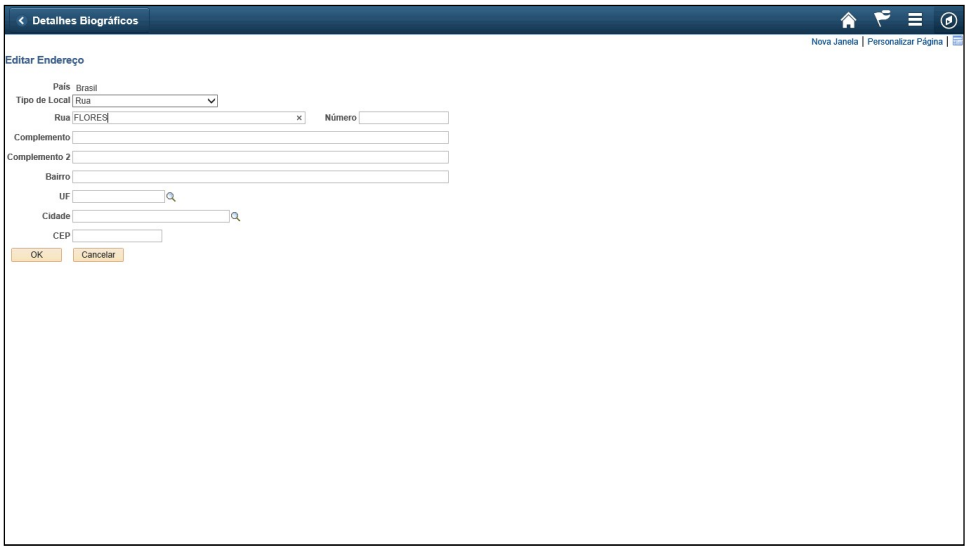
Etapa	Ação
54.	Clique no item de lista **Rua**. Rua



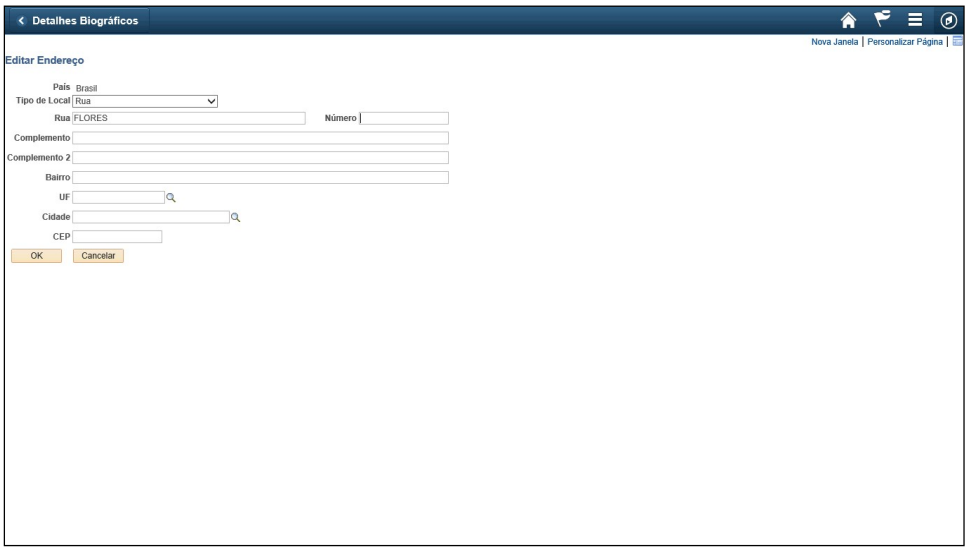
Etapa	Ação
55.	Clique no campo **Rua**. Rua



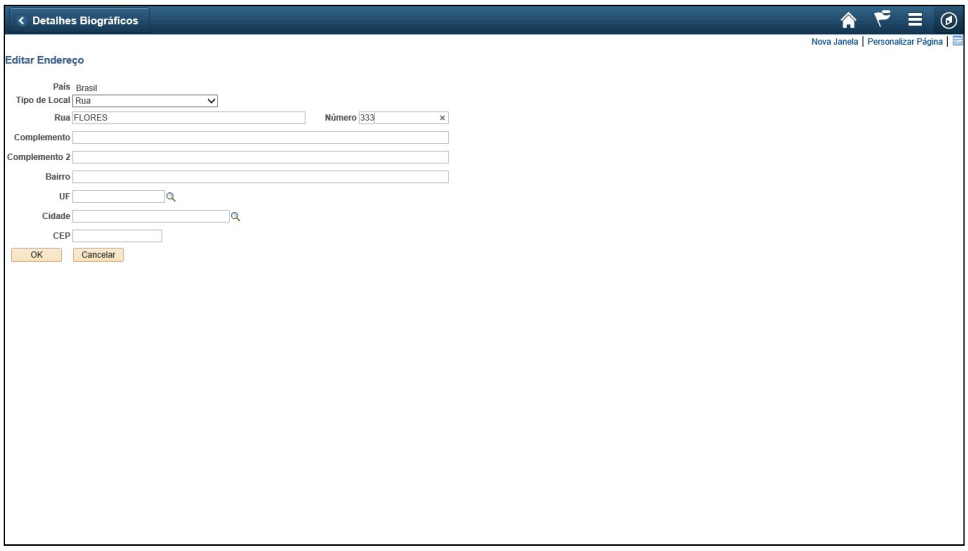
Etapa	Ação
56.	Digite as informações desejadas no campo **Rua**. Digite "**FLORES**". Rua



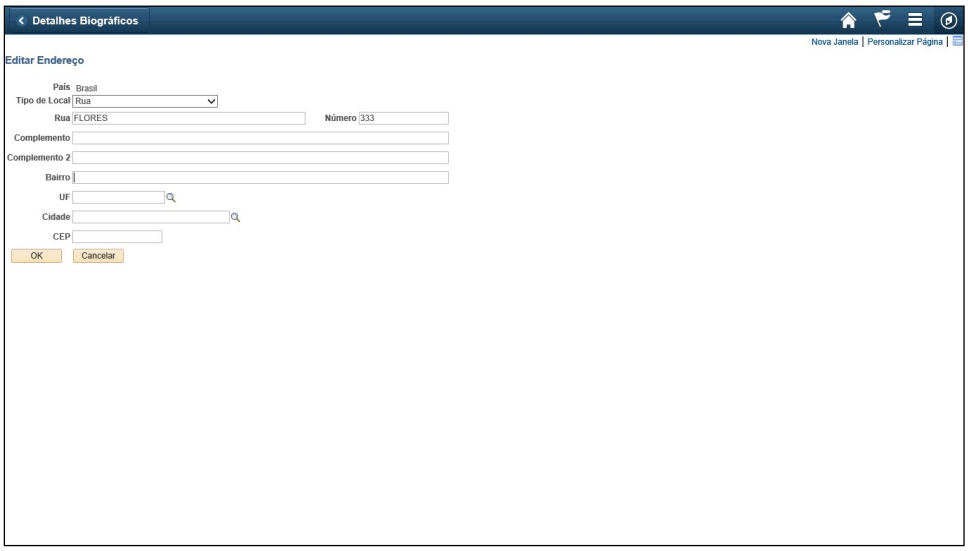
Etapa	Ação
57.	Clique no campo **Número**. Número



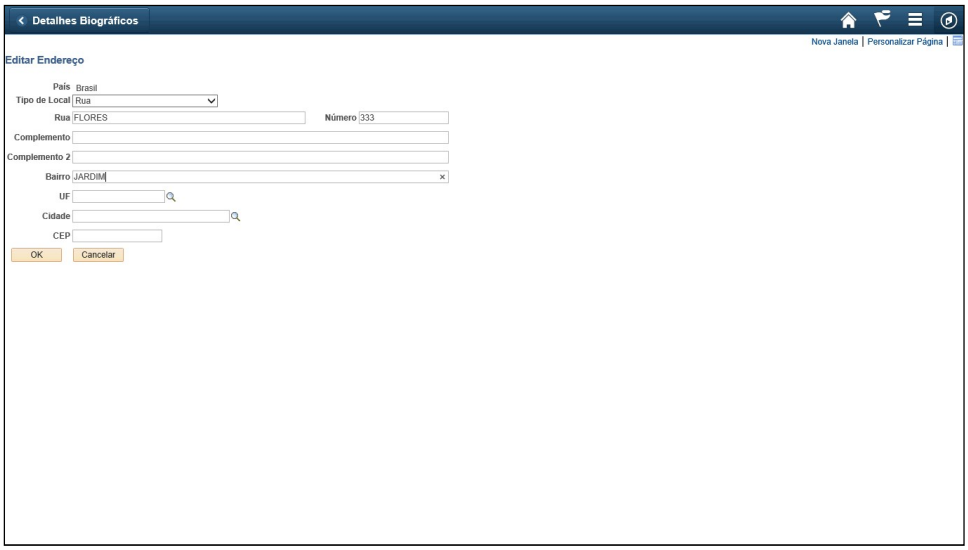
Etapa	Ação
58.	Digite as informações desejadas no campo **Número**. Digite "**333**". Número



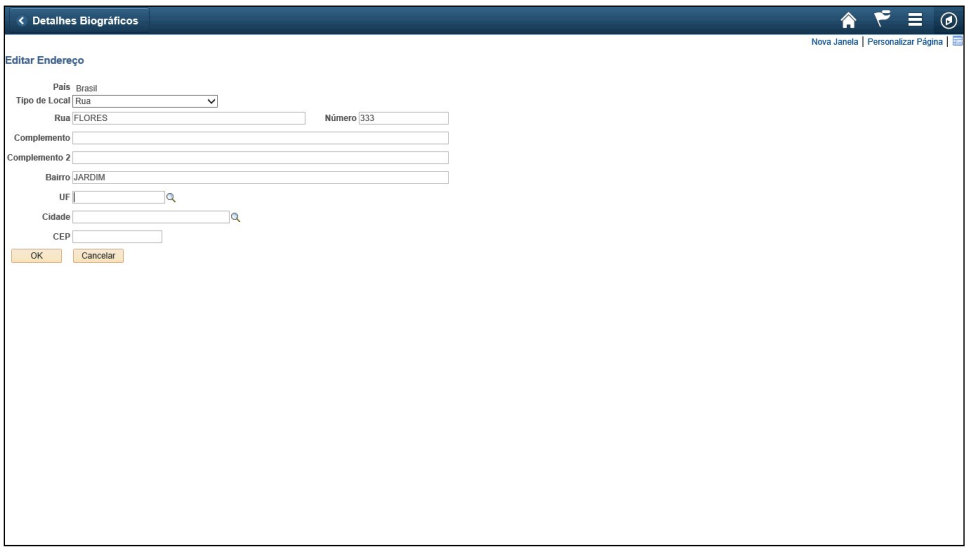
Etapa	Ação
59.	Clique no campo **Bairro**. Bairro



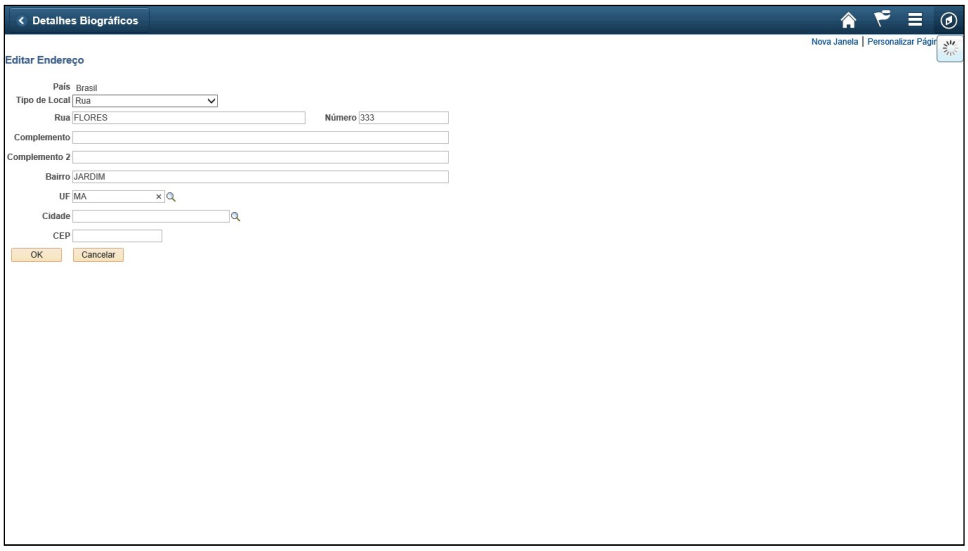
Etapa	Ação
60.	Digite as informações desejadas no campo **Bairro**. Digite "**JARDIM**". Bairro



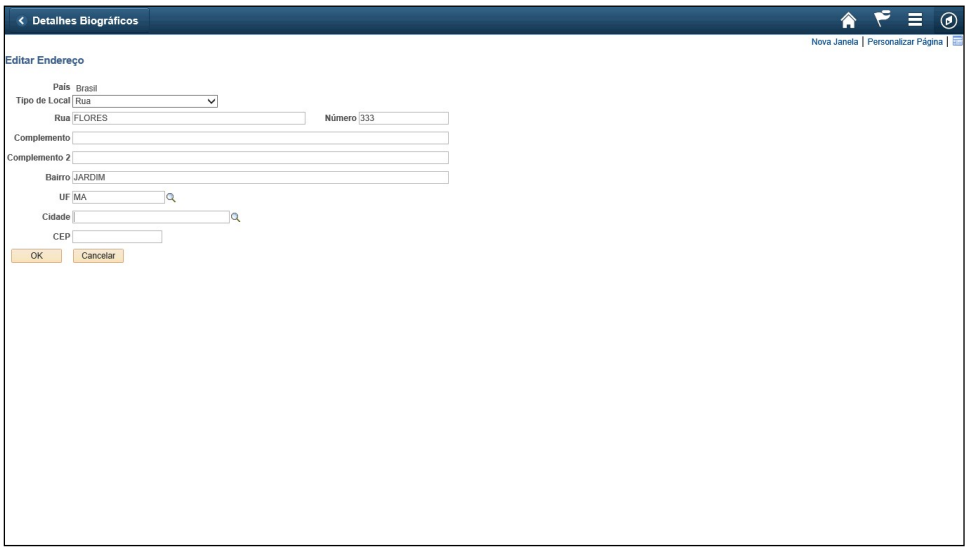
Etapa	Ação
61.	Clique no campo **UF**. UF



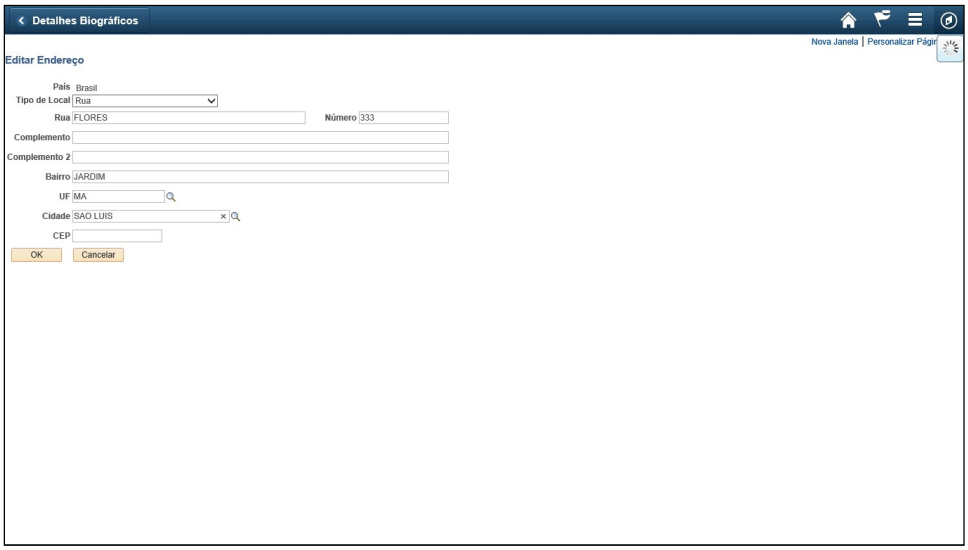
Etapa	Ação
62.	Digite as informações desejadas no campo **UF**. Digite "**MA**". UF



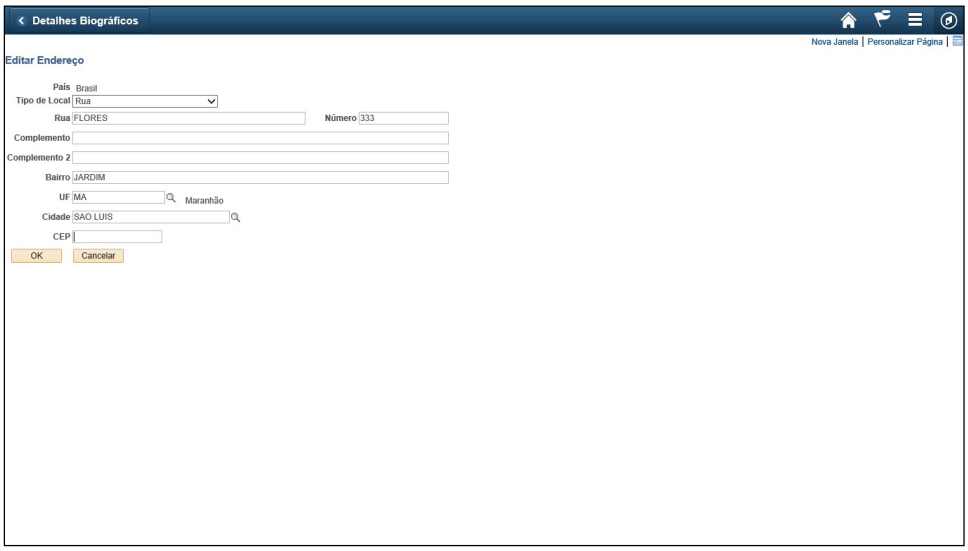
Etapa	Ação
63.	Clique no campo **Cidade**. Cidade



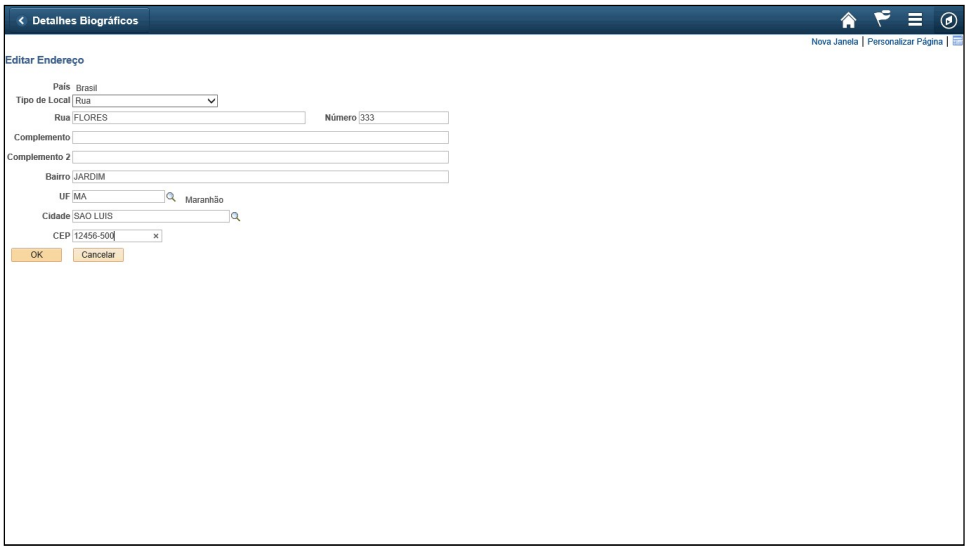
Etapa	Ação
64.	Digite as informações desejadas no campo **Cidade**. Digite "**SAO LUIS**". Cidade



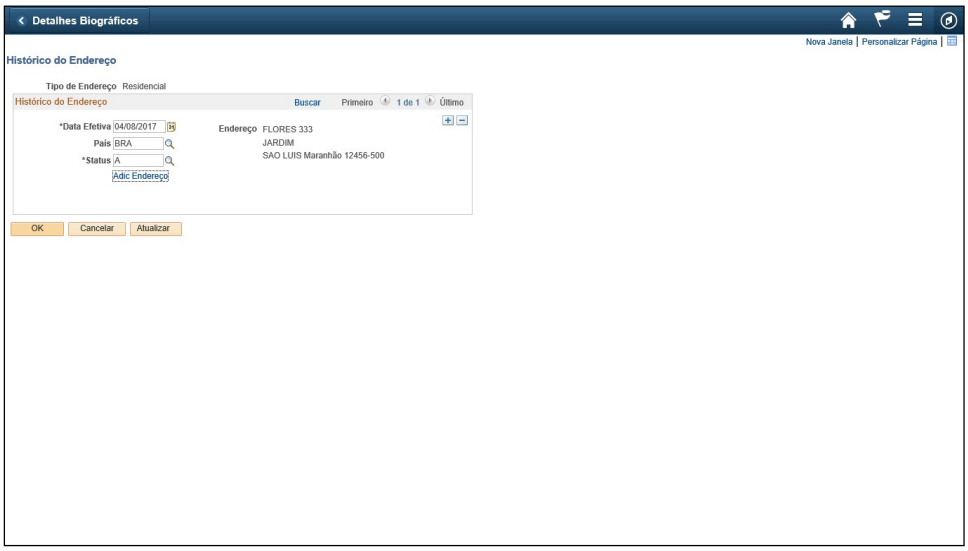
Etapa	Ação
65.	Clique no campo **CEP**. CEP



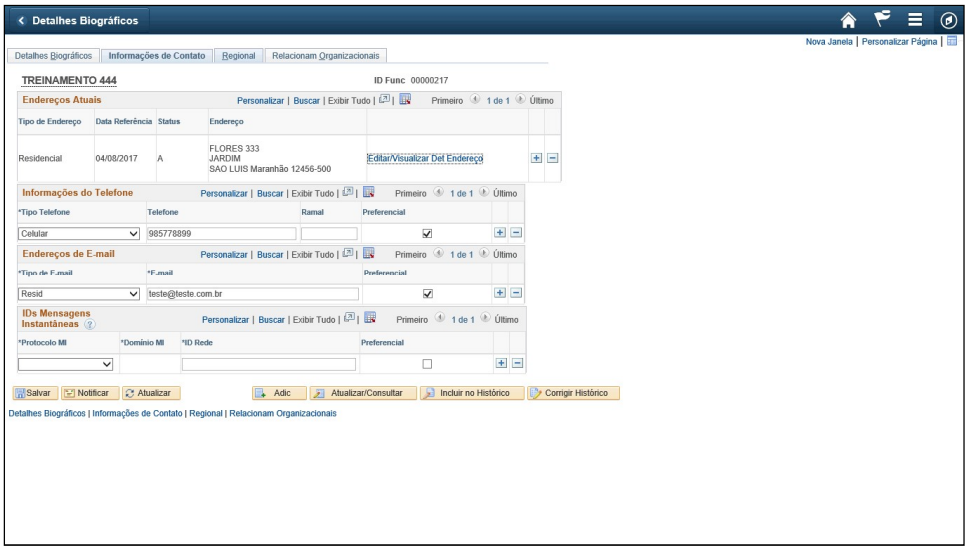
Etapa	Ação
66.	Digite as informações desejadas no campo **CEP**. Digite "**12456-500**". CEP



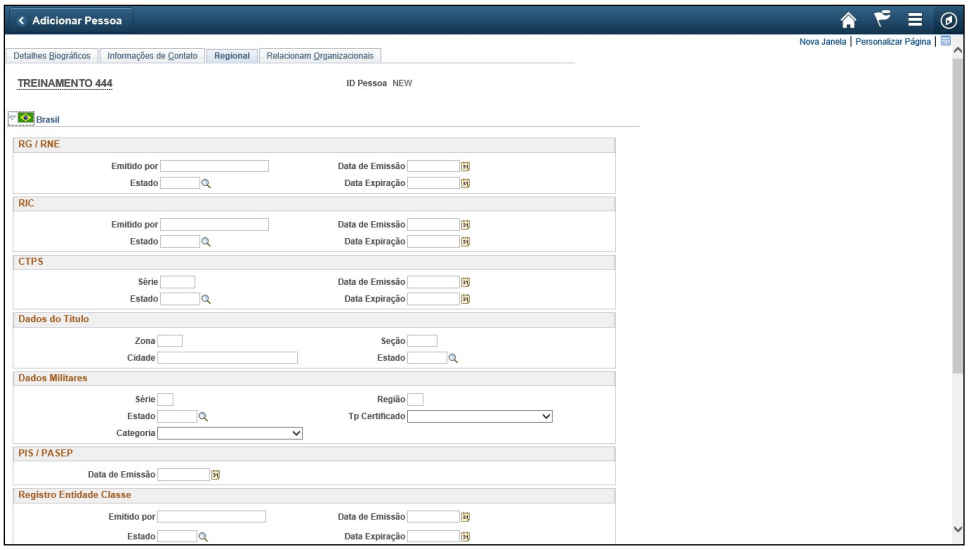
Etapa	Ação
67.	Clique no botão **OK**. OK



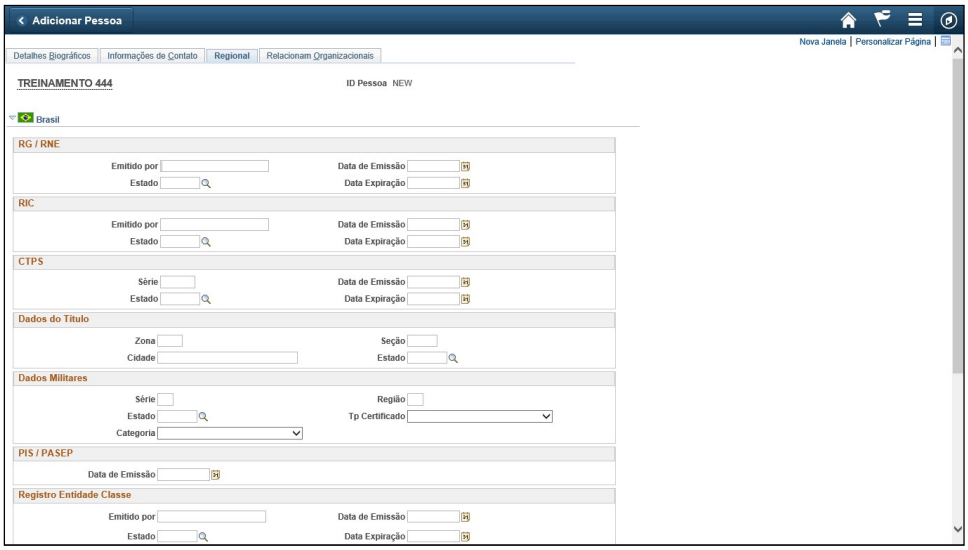
Etapa	Ação
68.	Clique no botão **OK**. OK



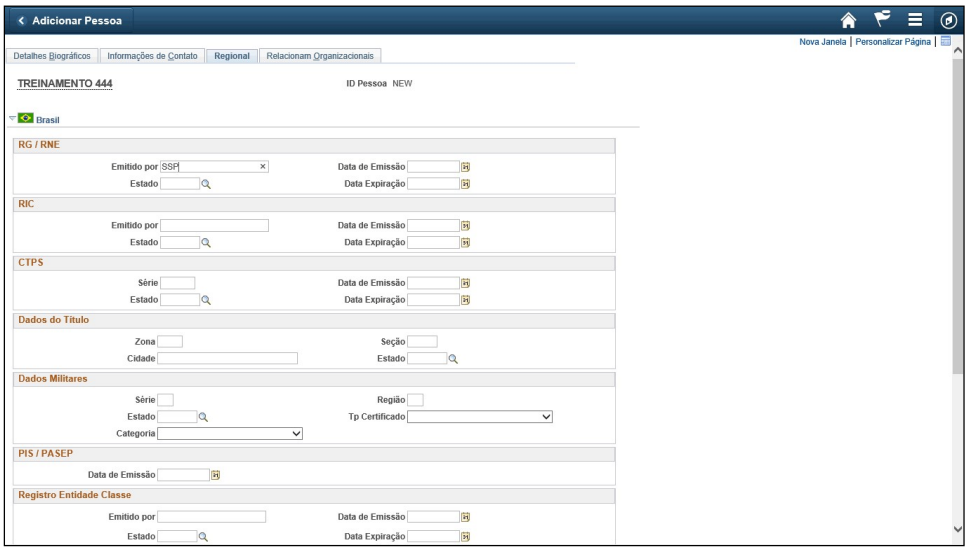
Etapa	Ação
69.	Clique na guia **Regional**. Regional



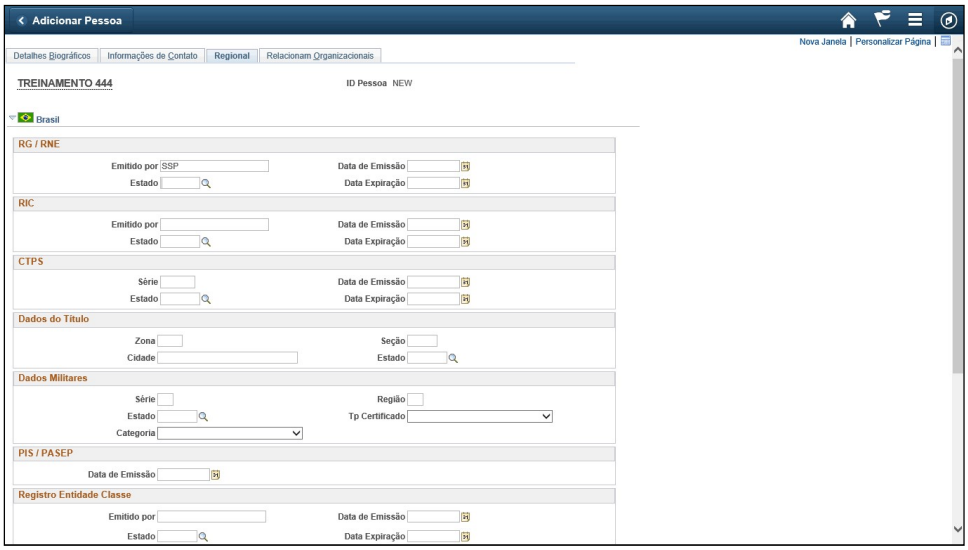
Etapa	Ação
70.	Clique no campo **Emitido por**. Emitido por



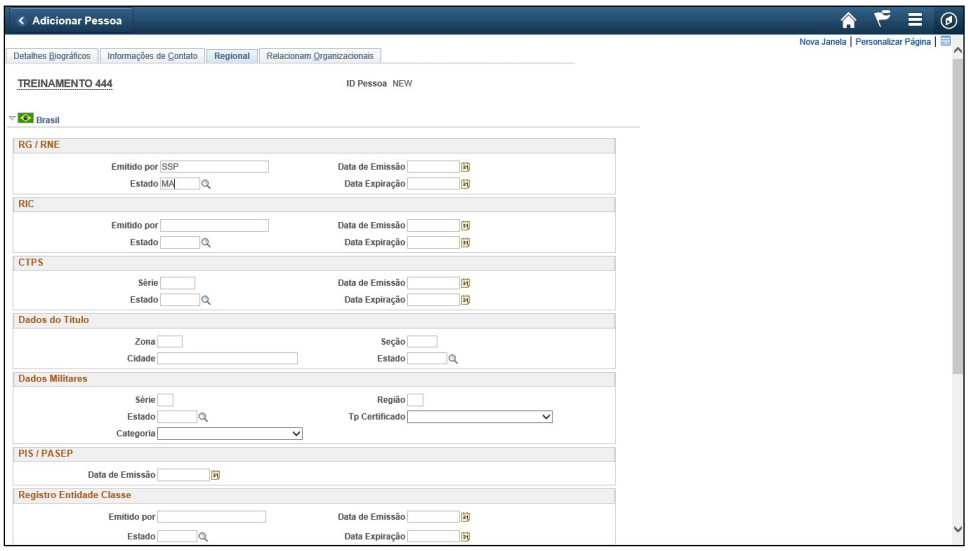
Etapa	Ação
71.	Digite as informações desejadas no campo **Emitido por**. Digite "**SSP**". Emitido por



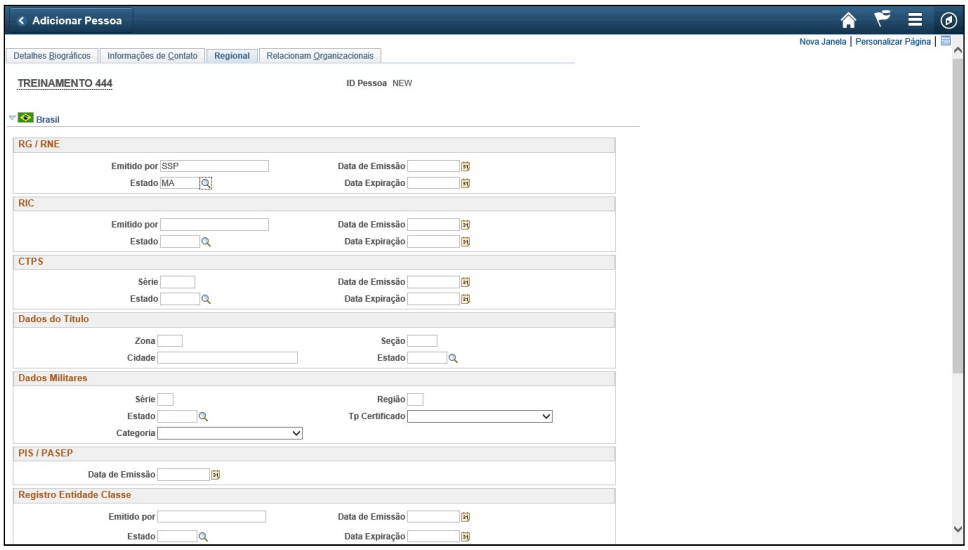
Etapa	Ação
72.	Clique no campo **Estado**. Estado



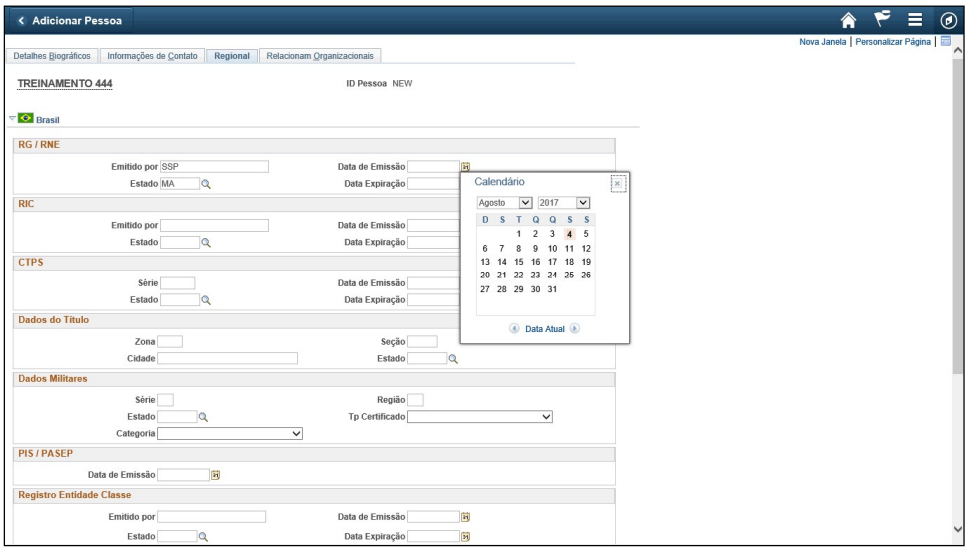
Etapa	Ação
73.	Digite as informações desejadas no campo **Estado**. Digite "**MA**".



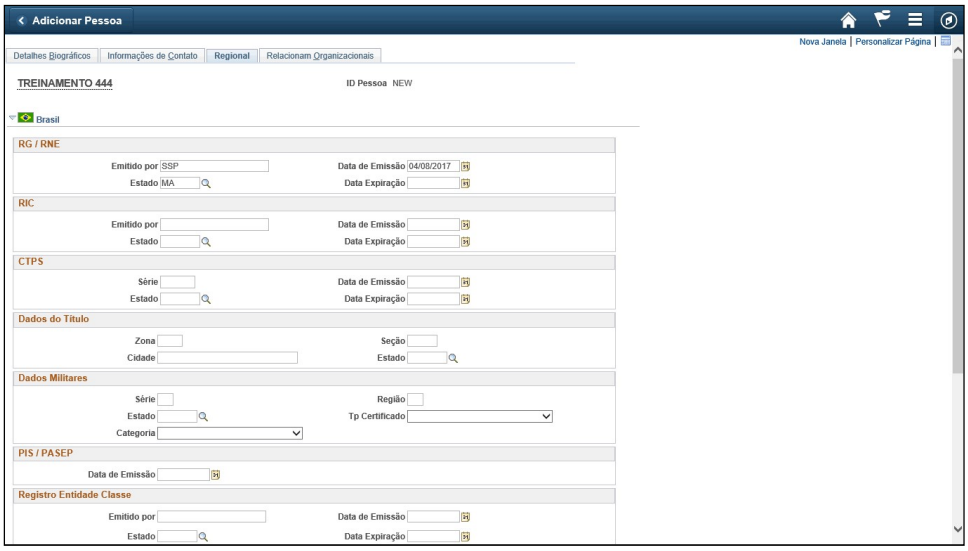
Etapa	Ação
74.	Pressione **[Tab]**.



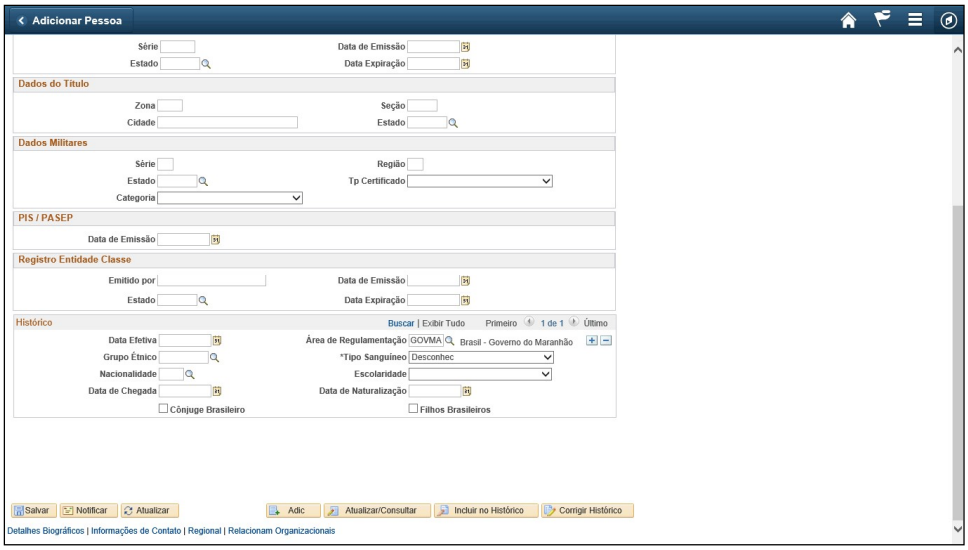
Etapa	Ação
75.	Clique no botão **Calendário Data de Emissão (Alt+5)**.



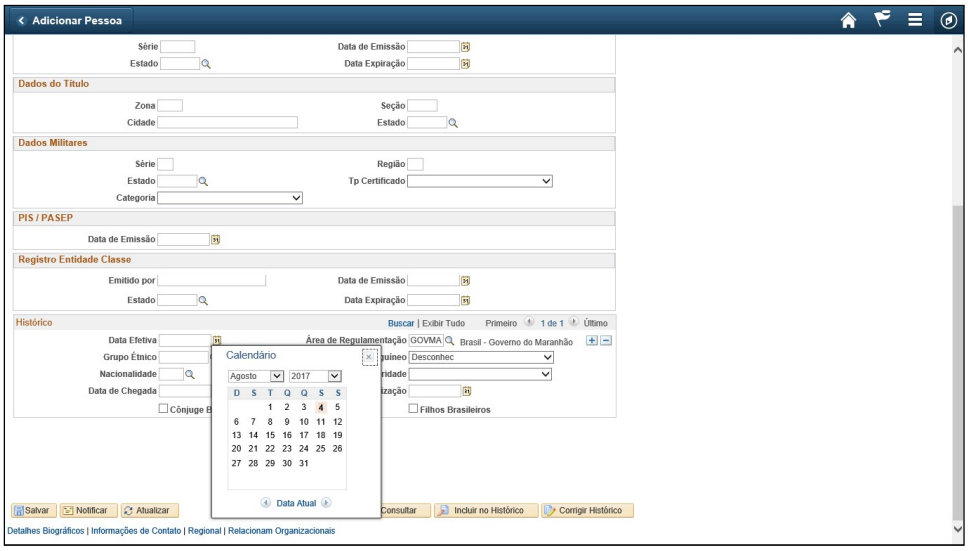
Etapa	Ação
76.	Clique no link **4**.



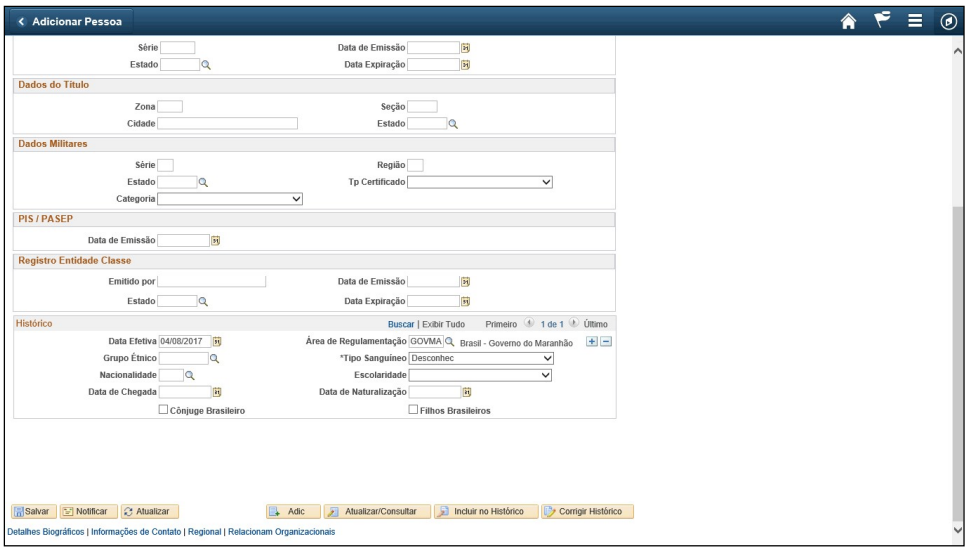
Etapa	Ação
77.	Clique na barra de rolagem.



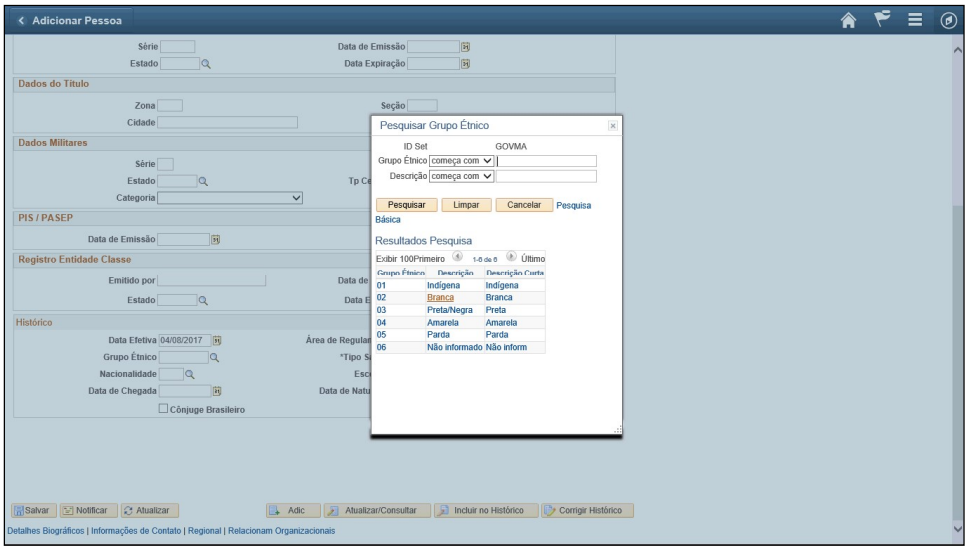
Etapa	Ação
78.	Clique no botão **Calendário Data Efetiva (Alt+5)**.



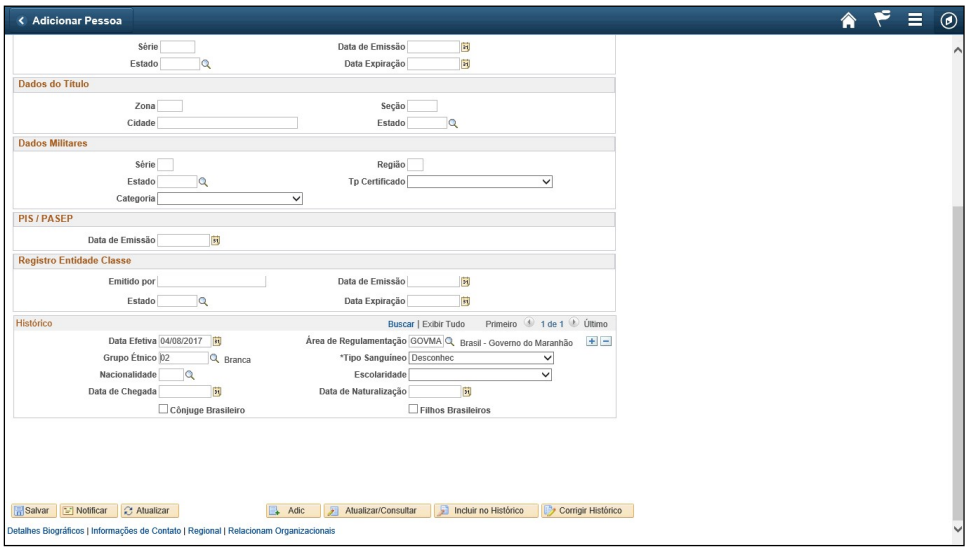
Etapa	Ação
79.	Clique no objeto **4**.



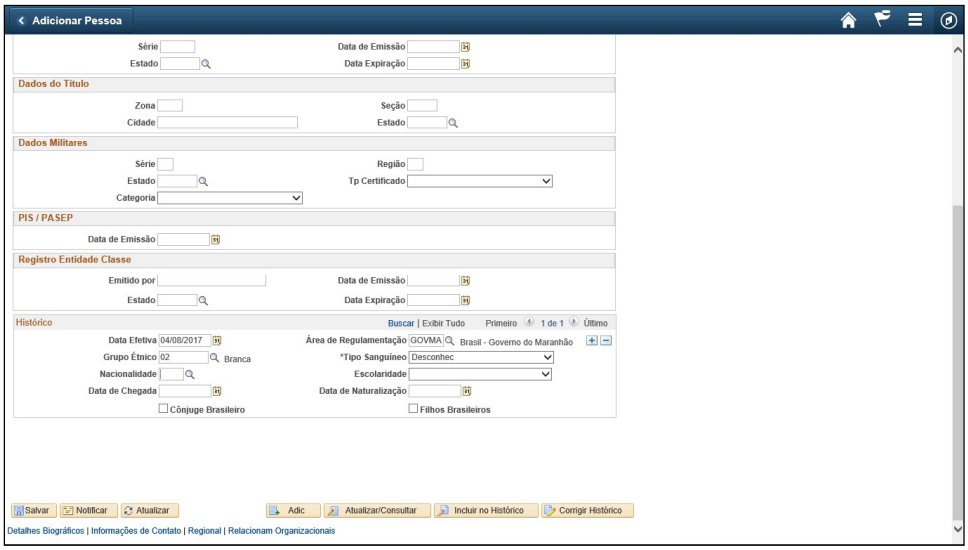
Etapa	Ação
80.	Clique no botão **Pesquisar Grupo Étnico (Alt+5)**.



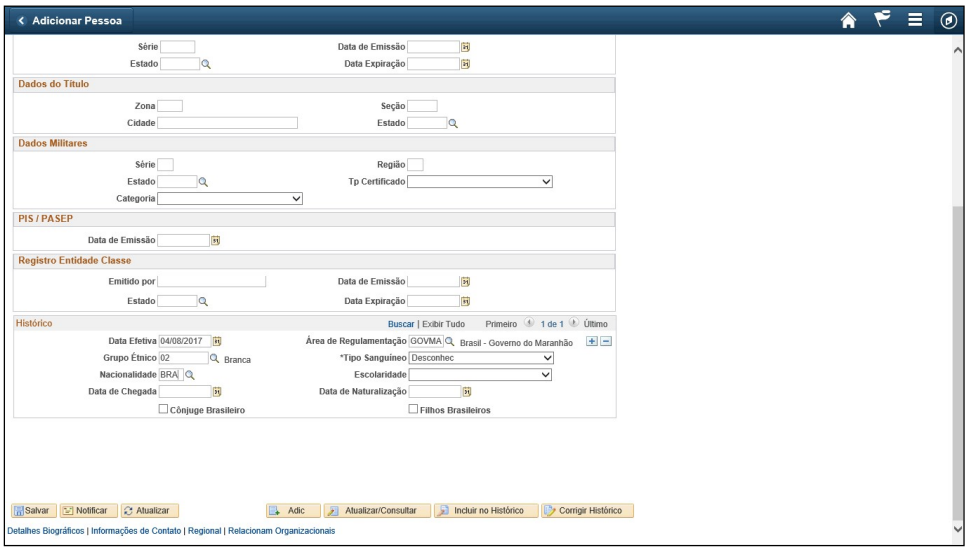
Etapa	Ação
81.	Clique no link **Branca**. Branca



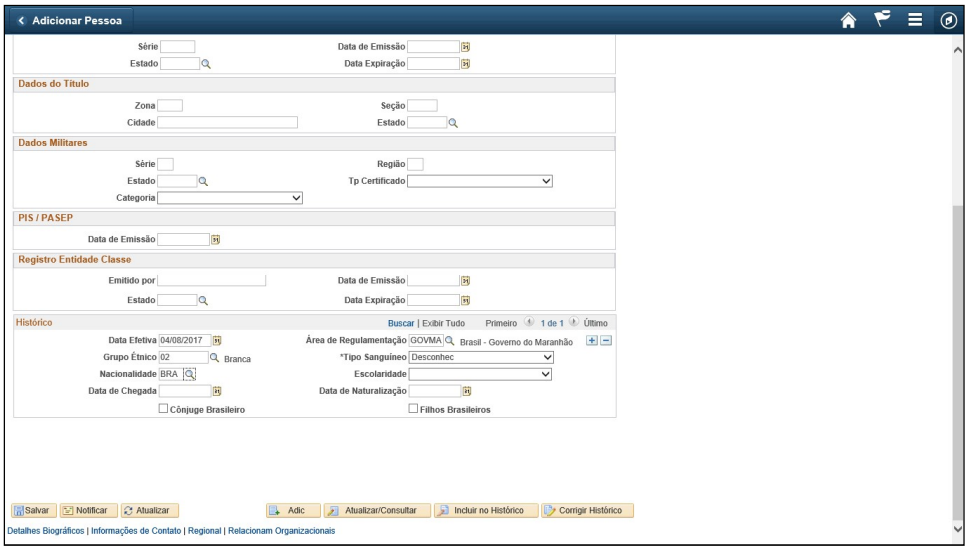
Etapa	Ação
82.	Clique no campo **Nacionalidade**. Nacionalidade



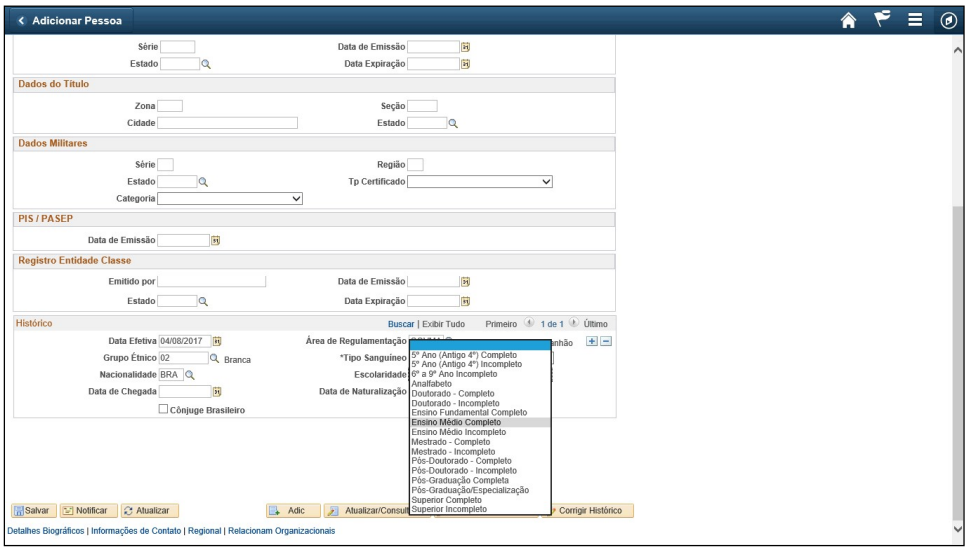
Etapa	Ação
83.	Digite as informações desejadas no campo **Nacionalidade**. Digite "**BRA**". Nacionalidade



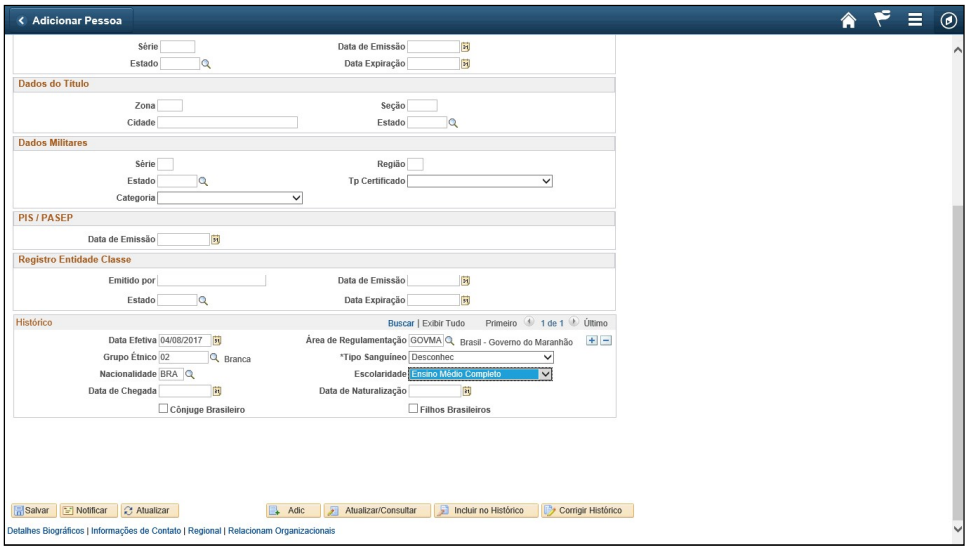
Etapa	Ação
84.	Pressione **[Tab]**.



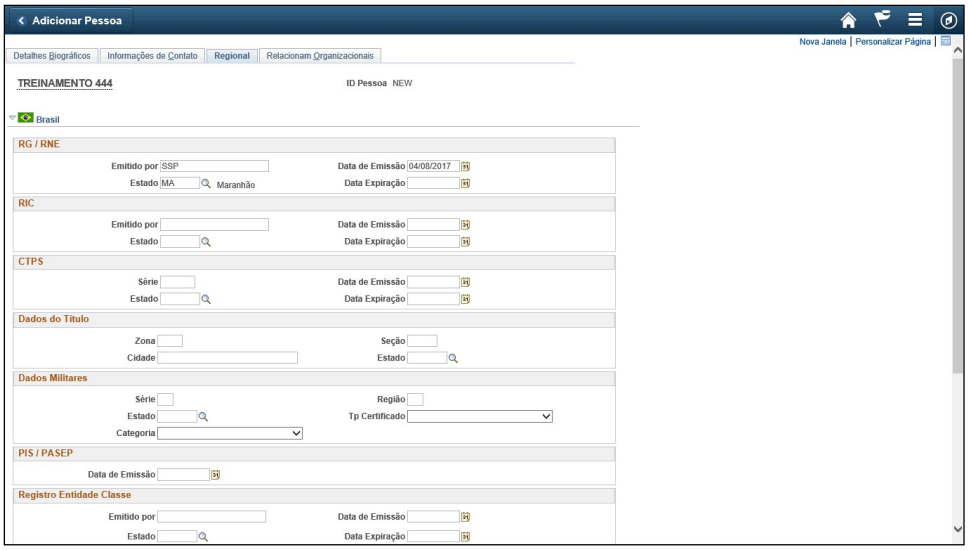
Etapa	Ação
85.	Clique na lista **Escolaridade**. Escolaridade



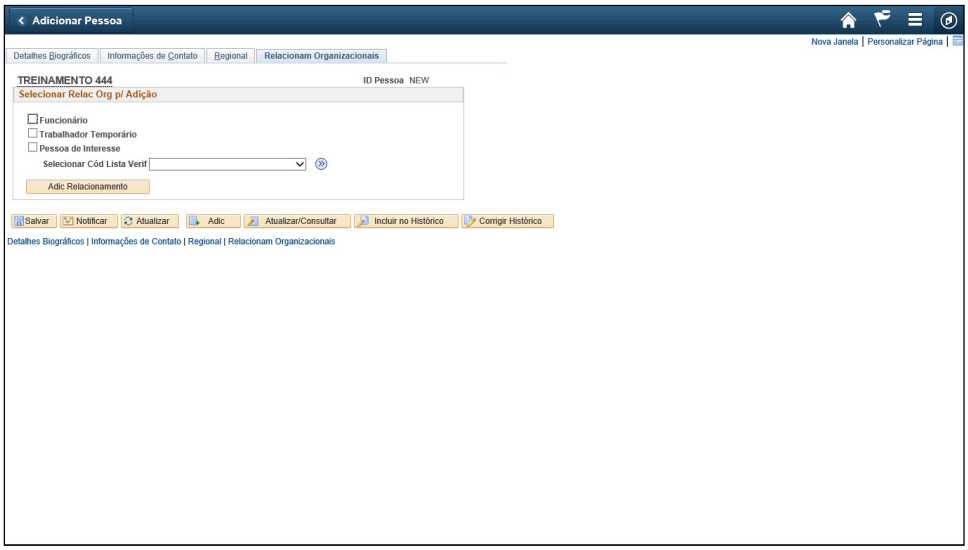
Etapa	Ação
86.	Clique no item de lista **Ensino Médio Completo**. Ensino Médio Completo



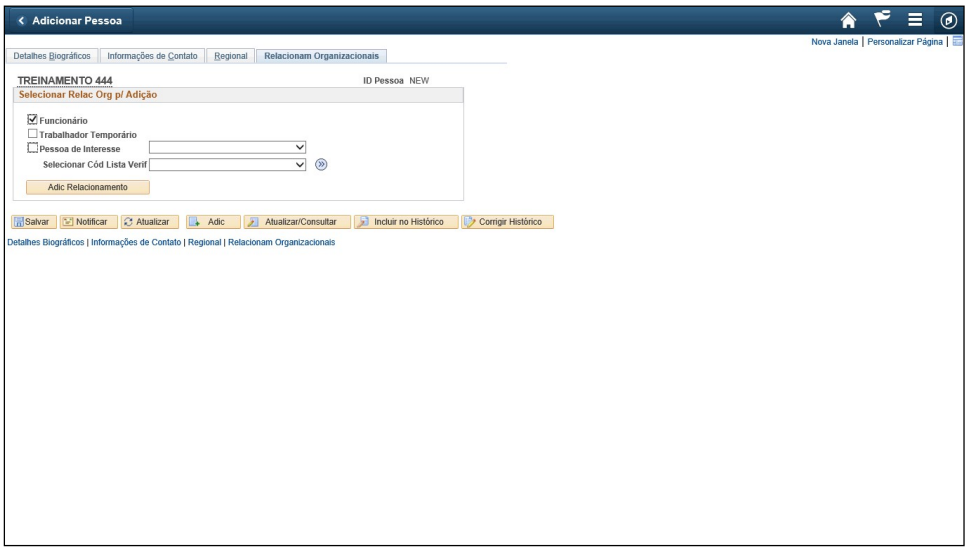
Etapa	Ação
87.	Clique na barra de rolagem.



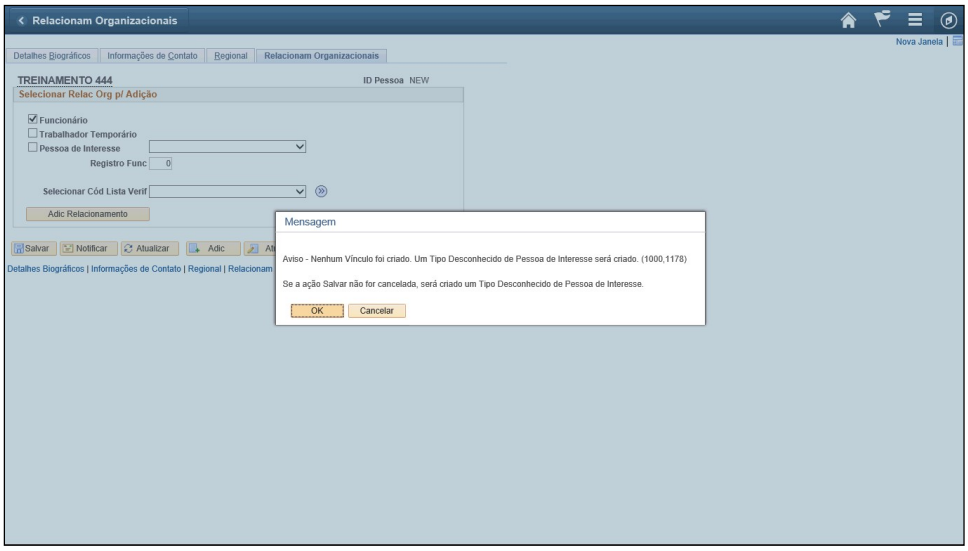
Etapa	Ação
88.	Clique na guia **Relacionam Organizacionais**. Relacionam Organizacionais



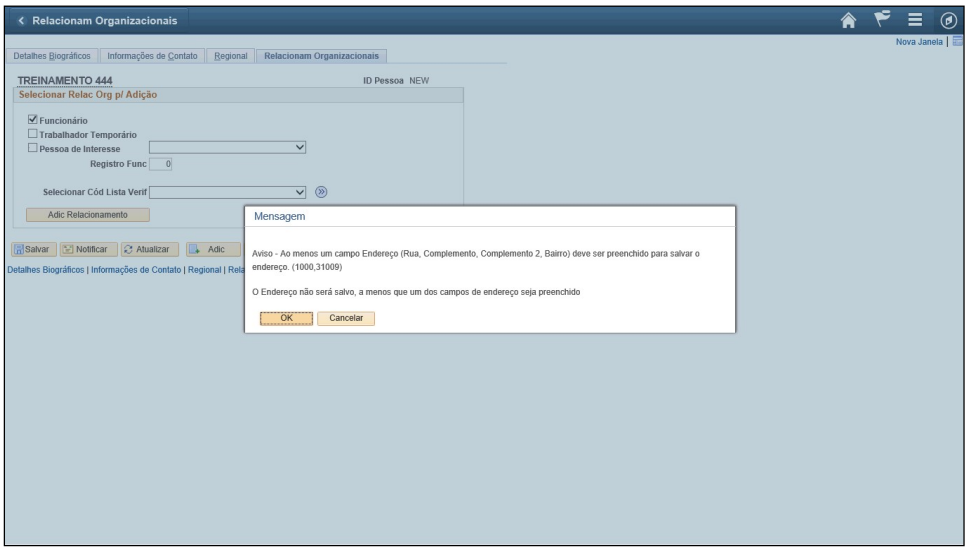
Etapa	Ação
89.	Clique na opção **Funcionário**. ☐ Funcionário



Etapa	Ação
90.	Clique na lista **Funcionário**. Funcionário



Etapa	Ação
91.	Clique no botão **OK**. OK



Etapa	Ação
92.	**Fim do Procedimento.**