



How To Make An
Announcement



Online

DEEPAK AMARSHI VARIYA

Last Login: 07-09-2023 2:48 PM

🔍 Search in menu...

- 🏠 Dashboard
- 📄 Download Section
- 🏢 Organization
- 👥 Customer
- 🏢 Company
- 📋 Tasks
- 👤 Digital Signature
- 💰 Expense
- 📦 Items
- 📊 Sales
- 📊 Purchase
- 🏢 Auto Bank Reconciliation (ABR)
- 📄 Company Law
- 🤖 Robot

👤 Human Resource

Human Resource

Departments

Departments

Attendance

Time History

Time Change Request

Attendance Report

Users

User

Announcement

Announcement

Apply & Track Your Leave

Leave Management

Marketing & Lead

Leads

You Can Also Make
Announcement From
Quick Generate Option As Well

🕒 Clock In

Step 1

To See The Attendance report Of Staff
Go to the tab of Human Resource &
Select The Option Announcement

By Following Diagram



Online

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-  Dashboard
-  Download Section
-  Organization
-  Customer
-  Company
-  Tasks
-  Digital Signature
-  Expense
-  Items
-  Sales
-  Purchase
-  Auto Bank Reconciliation (ABR)
-  Company Law
-  Robot
-  Human Resource

Announcements

You can Also Find the Ledger Confirmation In Company Listing

Thursday 7th September - 2023, Time: 3:43:42 PM

 Clock In

All Announcements

Show 10 entries

Search:

Title	Created By	Start Date	End Date	Status	Action
Office Time 09:30 am to 06:30 pm	DEEPAK AMARSHI VARIYA	06-08-2023		Published	  

Showing 1 to 1 of 1 entries

Step 2

NOW "CLICK" ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM



Online

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 Search in menu... Dashboard Download Section Organization Customer Company Tasks Digital Signature Expense Items Sales Purchase Auto Bank Reconciliation
(ABR) Company Law Robot Human Resource

Announ

All Anno

Show

Title

Office

Showing

New Announcements

After Pressing On The + Button You'll Get This Pop-Up

Step 3

Now Fill the Mandatory Fields
& Submit The Form By "clicking"
Save Button

Title *

Office Time 09:30 am to 06:30 pm

Description

<p>Revised Office Time 09:30 am to 06:30 pm </p>

Start Date *

2023-08-06



End Date *

2023-10-31



Attachment



Upload The Related Document File Here

Share With

☐

All Customers

Status

☒

Published

☐

Un Published

Save

After Completing The Form Press On The Save

Thursday 7th September - 2023, Time 3:45:34 PM

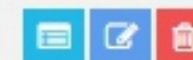
 Clock In

Search:

Status

Action

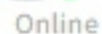
Published



Previous

1

Next



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Human Resource

You Get Many Action Here
View, Edit & Delete

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