

- 1. Reminder ID will be auto generated after the reminder is created successfully. So no need to display reminder id in add reminder page. (Similar to that of contract reminder)
- 2. “Create By/On”, “Last Modified By/On” are auto captured by the system and no need to be shown in add reminder page. These fields will only be shown as text in view / edit / delete page. (Similar to that of contract reminder)
- 3. Please display group description next to user group (similar to that of contract reminder)
- 4. Add “CC List” field. (similar to that of contract reminder)
- 5. Better to place the row “First / Second / Third Reminder Date” below “Start Date, Validity Period, Expiry Date”. → group dates info together (similar to that of contract reminder)
- 6. If user need to monitor other records for the same staff, user need to create a new reminder. One reminder is only for one record.

Home › Dashboard › Staff Reminder › Add Staff

ADD STAFF

Staff Details

Reminder ID *

DKN001

User Group *

Select User Group

OFO / SFO

Select OFO / SFO

Staff ID *

Staff ID

Staff Name *

Staff Name

Date Joined

DD/MM/YYYY

Department

Select Department

Designation

Designation

Date of Birth

DD/MM/YYYY

Record details

Record to Monitor *

Select Record to Monitor

Record ID

Record ID

Section

Select Section

Start Date

DD/MM/YYYY

Validity Period

0 Years

Expiry Date *

DD/MM/YYYY

Upload files ?

Browse

First Reminder Date *

DD/MM/YYYY

Second Reminder Date

DD/MM/YYYY

Third Reminder Date

DD/MM/YYYY

Remarks

Remarks

ADD ANOTHER RECORD

Other details

Created By

Created By

Created On

DD/MM/YYYY HH.MM

Last Modified By

Last Modified By

Last Modified On

DD/MM/YYYY HH.MM

Status

ACTIVE

INACTIVE

CANCEL

SUBMIT