

# Agileoffice user guide


Version 1.0

Private and confidential

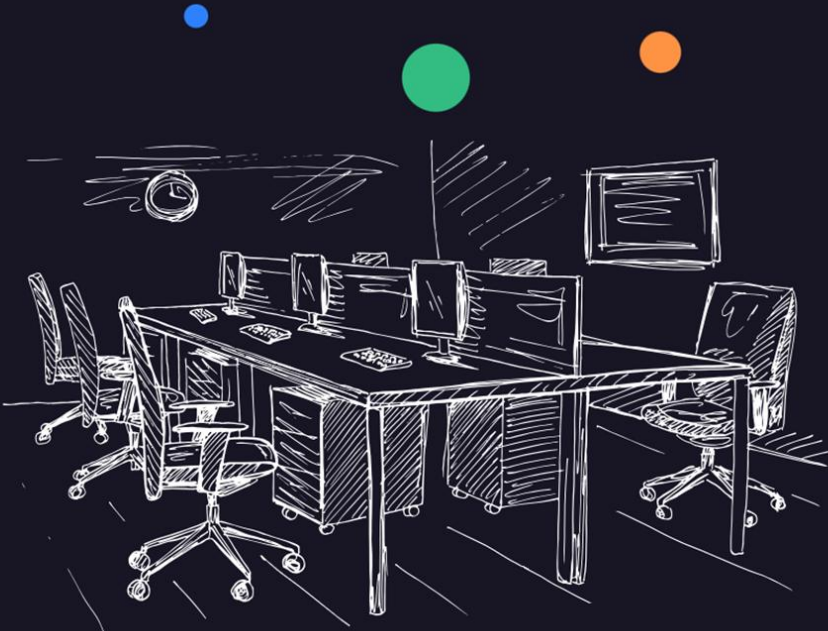


# Login to the portal





English



invinciX

INVINCIX

Employee ID \*

Employee ID

Password \*

Password

SIGN IN

xprodedge

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Raise a Query

View Ticket Status

Privacy Policy

Terms & Conditions


Click here to change the language(English / Portuguese)

Enter Employee ID

Enter Password

Click Sign In

# Dashboard



INVINCIX

Wednesday 05 February 2025 , 15 : 41 : 27

Language System

Change Password

Log Off

Dashboard

Check In

HR Services

Corporate Directory

Go for Leave

Notifications 2

System

has rejected your Present Contact Upd Request

System

has approved your Permanent Contact Update Request

document approval

05/02/2025

User Document Approval Request

View Request

personal data update

05/02/2025

My App

SL#

No data

Action

National Holidays

Date	Description
01/01/2025	New Year Day
03/02/2025	Heros Day
07/04/2025	Womens Day
01/05/2025	International Workers Day
25/06/2025	Mozambique Independence Day

Please review your email and update if required.

If you have already reviewed your mail ID, Please click on "Yes"

"Remind me later"

"Yes"

Clear

If the user clicks the 'Yes' button, then he/she will not get this remainder message again.

After successfully logging in to the system, the users will be prompted to review and update their email address.

# Dashboard

Dashboard

Check In

HR Services

Corporate Directory

Go for Leave

Document Circulation

External Document

Reports

Social Fund

Attendance

CAP

e-Meeting

agileoffice

INVINCIX

Wednesday 05 February 2025 , 15 : 41 : 27

Change language

System

Notifications

System

has rejected your Present Contact Update Request

System

has approved your Permanent Contact Update Request

My Requests

document approval

05/02/2025

User Document Approval Request

View Request

personal data update

05/02/2025

My To-Do List

Agile Office Application Testing

Agile Office Application Testing


Clear














My Approvals

SL#	Full Name	Approval Type	Subject	Action
No data to display				

National Holidays

Date	Description
01/01/2025	New Year Day
03/02/2025	Heros Day
07/04/2025	Womens Day
01/05/2025	International Workers Day
25/06/2025	Mozambique Independence Day





personal data update

30/01/2025

My Calendar and Meetings

Calendar

<

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Today

February 2025

Day

Week

Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

17:05 Agileoffice demo


16:00 TEST Agile Meeting


Organize Meeting

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Collapsed menu with icons

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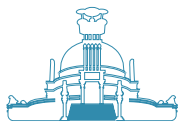


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## Offices

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### India

Plot no.353, 1st Floor, Infocity Ave,  
Sishu Vihar, Patia, Bhubaneswar-751024,  
Odisha, India



### Singapore

60 Eu Tong Sen Street, #02 03,  
Furama City Centre, Singapore - 059804