

## **FAQs**

### **1. Product Admin**

**Q: What can I do if I forgot my password?**

**A:** Click on forgot a password button and proceed the wizard.

**Q: How can I add new Announcement?**

**A:** To add new Announcement go to add new Announcement Button and fill the data regarding announcement after that click on send button.

**Q: Can I send Announcement to selected companies?**

**A:** Yes, You can send the announcement to a selected companies only.

**Q: What is Admin?**

**A:** Product admin can provide the permission to the companies to store company data and Employee data.

### **2. Company Admin**

**Q: What can I do if I forgot a password?**

**A:** click on forgot a password button and proceed the wizard.

**Q: How to add new department?**

**A:** To add new department go to Department Management' module then click on 'Add Department' button and then save the work.

**Q: Can Employee also send the Announcement?**

**A:** Yes, Employee also send the Announcement regarding Meeting and presentations

**Q: What is Company Admin?**

**A:** Company admin provide the details of Employee.

**Q: How to add new Role of Employee?**

**A:** For adding new Role of Employee go to 'Role Management' Module and click on 'Add Role' Button and save the work.

**Q: Can I Add new Client?**

**A:** Yes, You can add new Client using 'Client Management' Module.

### **3. Employee**

**Q: Can an employee see his/her personnel file?**

**A:** Yes. An employee who wishes to see his/her personnel record should get in employee portal.

**Q: How can I Apply for Leave?**

**A:** Go to leave Management Module click on 'Apply Leave' button then fulfil all leave Details and click on apply button.

**Q: Can I download salary report of employee?**

**A:** Yes you can download salary report of employee.

**Q: Employee can upload the task?**

**A:** Yes, Employee can upload the task which he/she perform.