**Teknowledge Shared Services Pvt. Ltd**

OPR for How Check OneNote to do section

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| --- | --- |
| **SUBJECT** | **OPR for How Check**  **OneNote to do section** |
| **DEPARTMENT** | IT Support |
| **RECORDER (Name & Designation)** | Fowzan Rahumathullah |
| **APPROVEDBY (Name & Designation)** | Tharindu Chinthaka |
| **CREATED DATE** | 25 – July – 2019 |
| **LAST UPDATED** | 25 – July – 2019 |
| **PATH ON NETWORK FOLDER** | [Click Here](https://cisintlcom.sharepoint.com/:w:/g/itsupport/EZBem0Fwfu5LroAb4Dv6xLoB1HU-fiGxHpvrZmds3omnHQ?e=gRgAFA) |
| **NO. OF PAGES INCLUDING THIS PAGE** | 2 Pages |

1. Open the **“OneNote”**
2. Sync to **“IT Support”** Notebook
3. Then open the **“To Do”** Part
4. Then check is there any task to finish or to do
5. And update the to do list and send the mail to HOD

