

# The Office Niche



Organization employee's username

Password: Enter your password for  
100% authentication



Channels



I  
C  
O  
N  
S

### Departmental Channels

DC-01  
DC-02  
DC-03

F  
O  
R

### Conference Rooms

CR-01  
CR-02  
CR-03

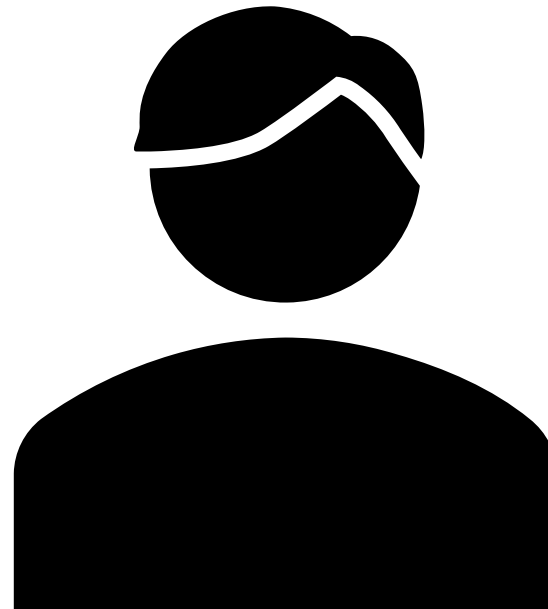
A  
C  
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Y

### Individual Chats/Messages

CM-01  
CM-02  
CM-03

\*\*Gossips

Chats



FRS is being done when Sign In is clicked.. It asks you whether you are this employee with this HR ID... You have to reply in Yes/No.. If you say Yes, it marks your attendance else if you say No, it clears the screen to take another photo

SIGN OUT

SIGN IN



Channels



I  
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Conference Rooms

CR-01

CR-02

CR-03

A  
C  
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T  
Y

Individual  
Chats/Messages

CM-01

CM-02

CM-03

\*\*Gossips

Chats



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A  
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### Individual Chats/Messages

CM-01

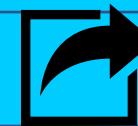
CM-02

CM-03

\*\*Gossips



DC-01



Only people with authorized permissions can post in this group !!  
(Which are essentially are dept heads)

HR-

11/2/2021

Welcome to the new internal employee... Mr. XYZ. He is going to assist the Finance dept head in his work as Account manager. You can contact him at @XYZ

11/3/2021

It is the Independence Day tomorrow. So, everyone have lost of fun...





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### Individual Chats/Messages

CM-01

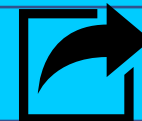
CM-02

CM-03

\*\*Gossips



DC-03



Only people with authorized permissions can post in this group !!  
(Which are essentially are dept heads)

Finance-

11/2/2021

Welcome to the new internal employee... Mr. XYZ. He is going to assist the Finance dept head in his work as Account manager. You can contact him at **@XYZ**

11/3/2021

Everyone pay your dues right on time...

11/4/2021

India team, kindly upload your timesheets approved by your managers....





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Conference  
Rooms/Group chats

CR-01

CR-02

A  
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I  
T  
Y

Individual  
Chats/Messages

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CM-02

CM-03

\*\*Gossips

Only people with authorized permissions can post in this group !!  
(Which are essentially are conference organizer and those invited for the conference)

Pilot Chat Group-  
11/2/2021

#Luis: Hello, everybody! How are you?

#Ishita: I am good Sir. How about you?

#Uma: I am good too. How about both of you?

#Edgar: @all.. Kindly report any bugs in the file mentioned...





Channels



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Departmental  
Channels

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CR-02

Individual  
Chats/Messages

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CM-02

CM-03

\*\*Gossips



CR-02



Only people with authorized permissions can post in this group !!  
(Which are essentially are conference organizer and those invited for the  
conference)

Monday.com Implementation

11/2/2021

#Ishita: I am good Sir. How about you?

#Uma: I am good too. How about you?

#Edgar: @all.. Kindly report any bugs in the file mentioned...





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\*\*Gossips



CM-01



Only people within the individual chat rooms can post in this group !!  
(Which are essentially the individuals)

11/2/2021

#Ishita: I am good Sir. How about you?

#Uma: I am good too. How about you?

#Ishita: @all.. Kindly report any bugs in the file mentioned...

#Uma: I am good too. How about you?







Channels



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### Conference Rooms/Group chats

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\*\*Gossips



CM-02



Only people within the individual chat rooms can post in this group !!  
(Which are essentially the individuals)

11/2/2021

#Ishita: I am good Sir. How about you?

#Shannon: I am good too. How about you?

#Ishita: @all.. Kindly report any bugs in the file mentioned...

#Shannon: I am good too. How about you?







Channels



1



Upcoming Meetings in a week



October 2021



10/1/2021:  
Meeting A



10/1/2021:  
Meeting B



10/5/2021:  
Meeting C



October 2021

Month, year

Days

Create an event +

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Dates

Number of events scheduled at time

Click on this meeting number to see an advanced meeting schedule

Holidays in Working Calendar

Holiday-01: 4<sup>th</sup> October 2021

Holiday-02: 23<sup>rd</sup> October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2 01	0 02
1 03	1 04	1 05		0 07	0 08	0 09
0 10	2 11	0 12	0 13	0 14	3 15	1 16
0 17	0 18	1 19	2 20	2 21	0 22	0 23
2 24	0 25	2 26				0 30
0 31						



Channels



Upcoming  
Shifts in a  
week with  
exceptions



October 2021



10/1/2021:  
Shift 1 XYZ went  
on a leave



10/5/2021:  
Shift 3 ABC and  
DEF went on a  
leave and half  
day today



October 2021

Month, year

Days

Attendance

Sun

Mon

Tue

Wed

Thu

Fri

Sat

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

24

25

31

22

23

29



30

Dates


Click on the date to see the  
signed in employees of the  
company.. Also those signed out  
for the day.. Summarizing the  
daily attendance of dept people


On Leave: Date-01- Person-1, Person-2; Date-02-Person1

3



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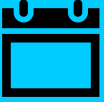


\*\*Gossips





Office Notes



Hello, this is my current ID: HR-1234



11/2/2021

Hello, this is my current ID: HR-1234


11/2/2021


To meet Mr. ABC regarding approval of timesheet

11/5/2021



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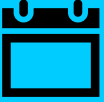
CM-03



\*\*Gossips





Timesheets Approval





October 2021:  
31 days  
21 working days  
18 approved  
3 not approved

November 2021:  
30 days  
21 working days  
1 Holiday  
17 approved  
4 not approved



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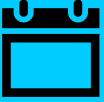


\*\*Gossips







Task Planner/To-Do List




Task-01 description


Due date

Reminder alarm



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Conference Rooms/Group chats

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Bookings



Booking-01 description

Due date

Reminder alarm