ORANGEHRM
THE WORLD'S FIRST
HR App Store

OrangeHRM

Are all your employees updated on the latest and upcoming events in your organization?

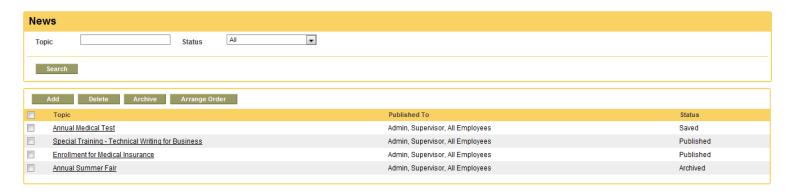**Want to make general announcements to all employees concurrently?**

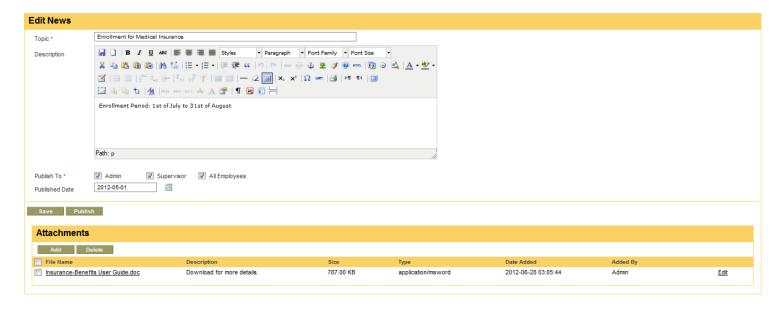**Is this information accessible to every employee at any time?**

The OrangeHRM News Publisher lets administrators create a company intranet with a location to post company news and upload supporting documents for employees to view and download.
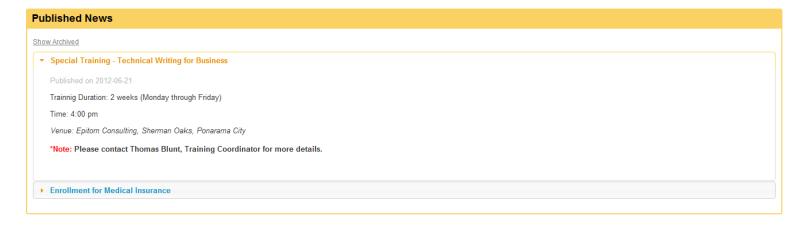
HR for ALL

Administrators have full control over news topics published within the system.

News

Topic		Status	All

Search

Add　Delete　Archive　Arrange Order

☐	Topic	Published To	Status
☐	Annual Medical Test	Admin, Supervisor, All Employees	Saved
☐	Special Training - Technical Writing for Business	Admin, Supervisor, All Employees	Published
☐	Enrollment for Medical Insurance	Admin, Supervisor, All Employees	Published
☐	Annual Summer Fair	Admin, Supervisor, All Employees	Archived

Create news topics, attach supporting files and select who can view the published news topic.

Edit News

Topic * ___Enrollment for Medical Insurance___

Description

[toolbar]

Enrollment Period: 1st of July to 31st of August

Path: p

Publish To * ☑ Admin　☑ Supervisor　☑ All Employees
Published Date 2012-05-01

Save　Publish

Attachments

Add　Delete

☐	File Name	Description	Size	Type	Date Added	Added By	
☐	Insurance-Benefits User Guide.doc	Download for more details.	787.00 KB	application/msword	2012-06-28 03:05:44	Admin	Edit

When employees log-in to the system, they will be able to view the company's latest news.

Published News

Show Archived

▾ **Special Training - Technical Writing for Business**

Published on 2012-06-21

Trainnig Duration: 2 weeks (Monday through Friday)

Time: 4:00 pm

Venue: Epitom Consulting, Sherman Oaks, Ponarama City

Note: Please contact Thomas Blunt, Training Coordinator for more details.

▸ **Enrollment for Medical Insurance**

Arrange the order in which you wish the news topics to appear when employees log-into the system.

Arrange Order

Legend

Saved
Published
Archived

‡ **Annual Walk**

‡ **Annual Medical Test**

    ‡ **Special Training - Technical Writing for Business**

‡ **Enrollment for Medical Insurance**

‡ Annual Summer Fair

Save   Back