## User’s Guide

### How to create a Calendar Event

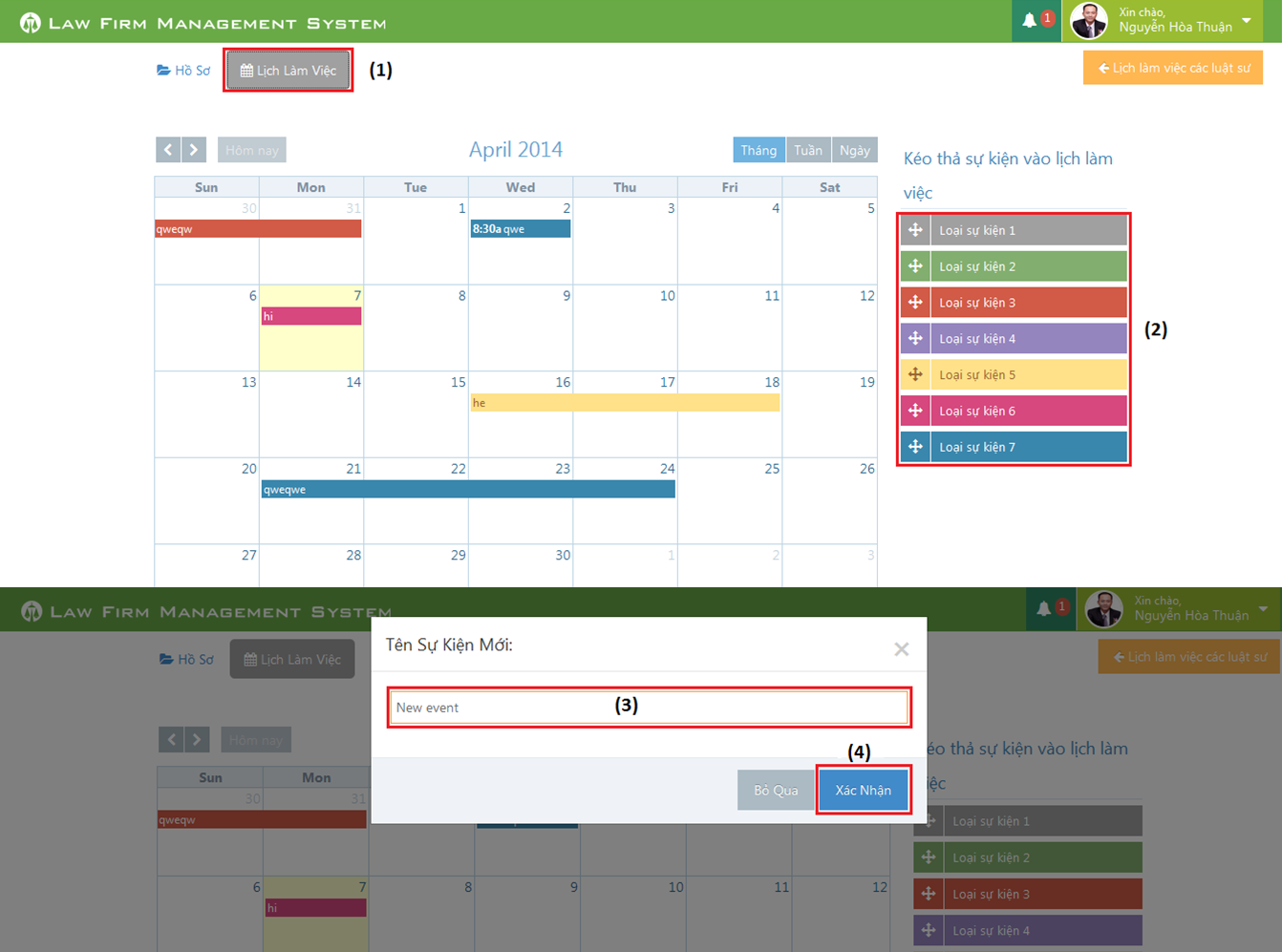


Figure 242: How to create a Calendar Event

|  |  |
| --- | --- |
| Step | Description |
| 1 | At Index page, click at “Lịch làm việc” tab |
| 2 | Drag any event and drop it into calendar.  (User can also click or click and drag anywhere in calendar to create a new event) |
| 3 | Input New calendar event name. |
| 4 | Press “Xác nhận” button to create new calendar event. |

### How to create an Operation Event

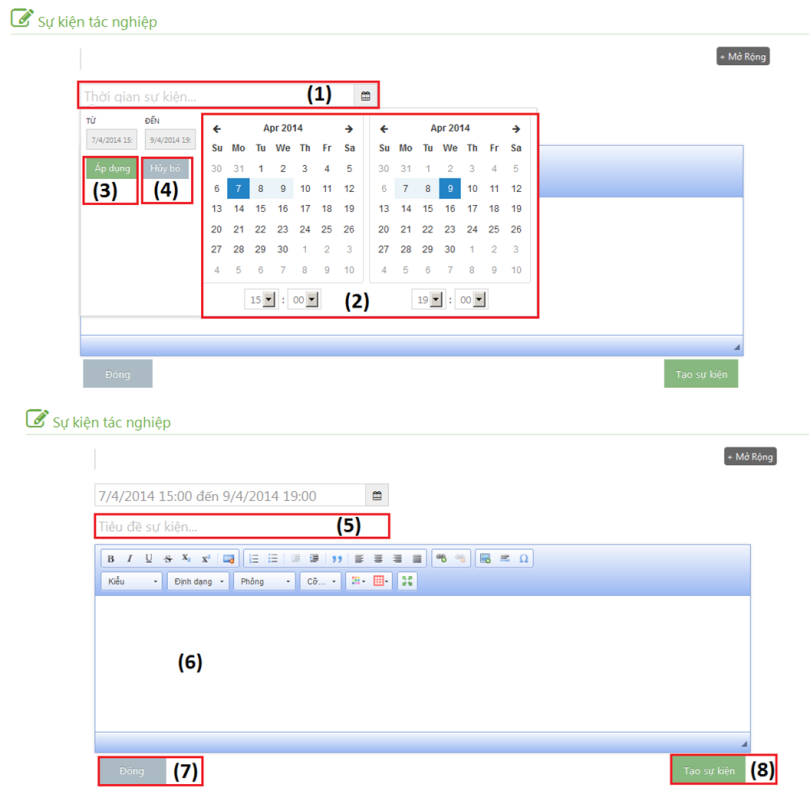


Figure 243: How to create an Operation Event

|  |  |
| --- | --- |
| Step | Description |
| 1 | Click to text box to add time start and finish of event |
| 2 | Choose date and time of event |
| 3 | Click [Áp dụng] button to input data on “Thời gian sự kiện” |
| 4 | Click [Hủy bỏ] button to cancel input |
| 5 | Input title of event |
| 6 | Input content of event include: text, image…. |
| 7 | Click [Đóng] button to close Popup and back to [List event] screen |
| 8 | Click [Tạo sự kiện] to insert new operation event |

### How to upload photos to Documents Related

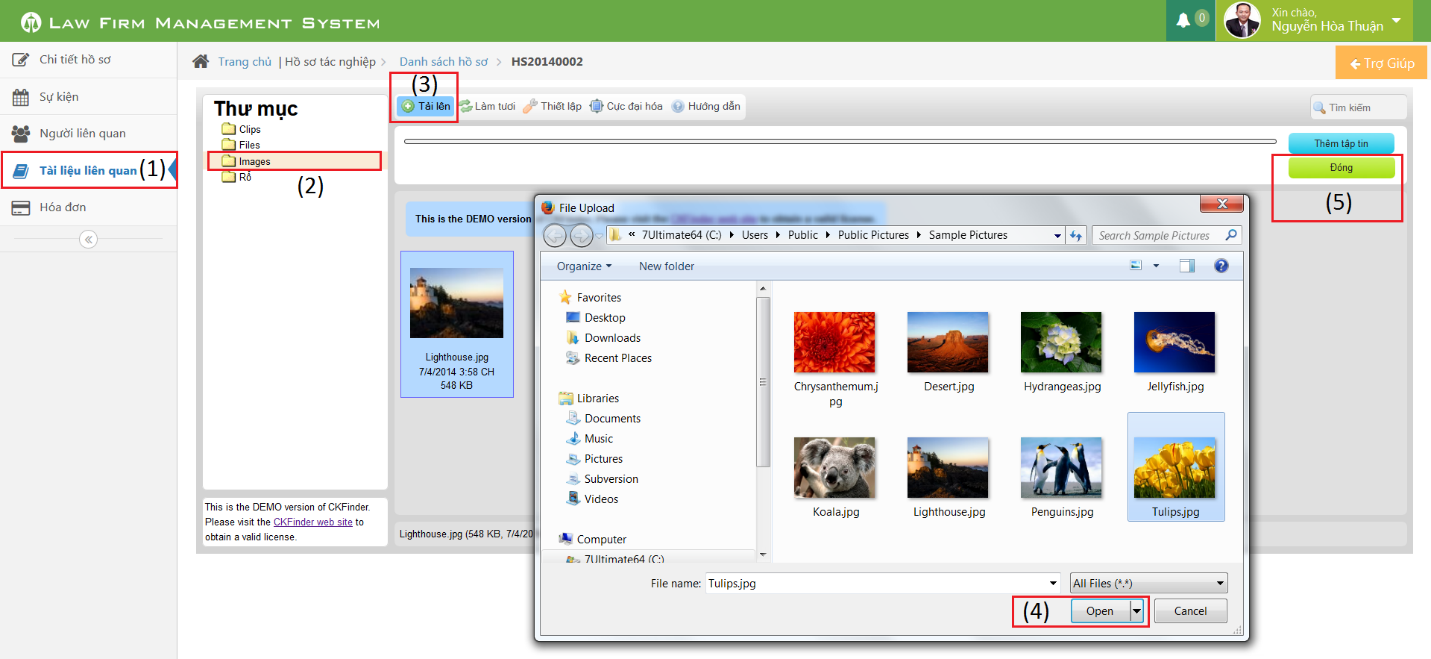


Figure 244: How to upload photos to Documents Related

|  |  |
| --- | --- |
| Step | Description |
| 1 | Go to case detail page and then click on “Tài liệu liên quan” link |
| 2 | Click on “Images” button (can upload only image file format) |
| 3 | Click on “Tải lên” button to show a popup |
| 4 | Choose one or many photos and then click “Open” button |
| 5 | Click on “Đóng” button to complete upload |

### How to search in Thư Viện Pháp Luật

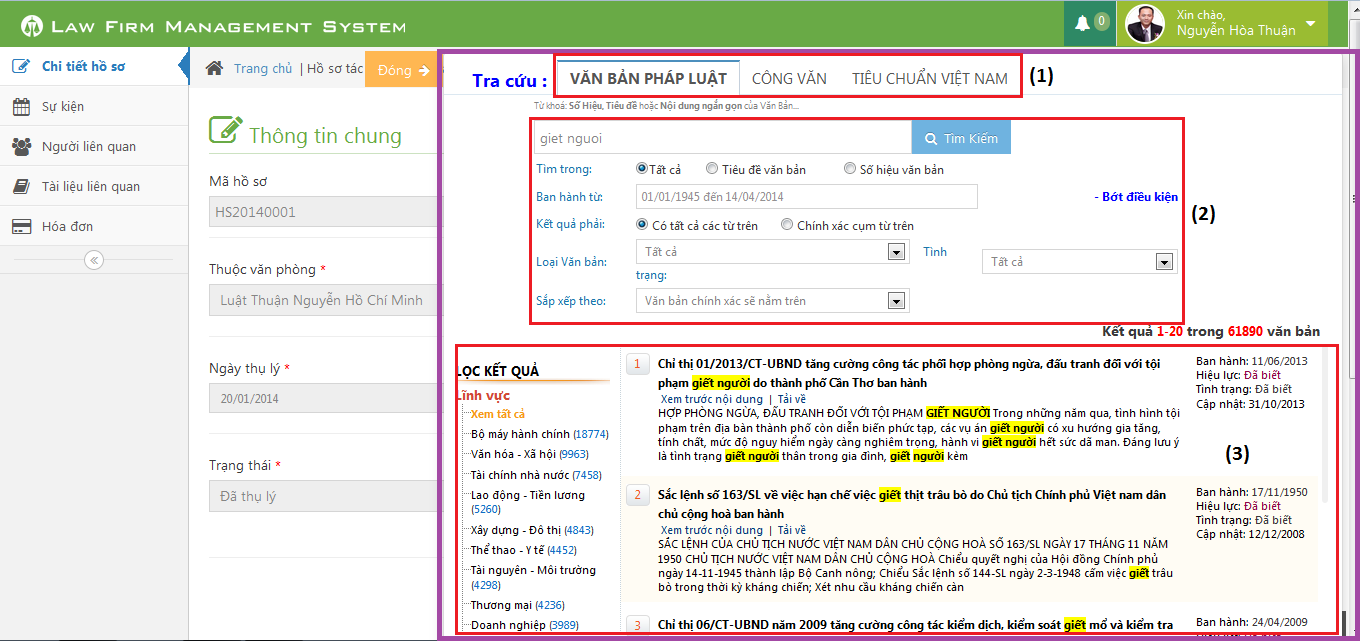


Figure 245: How to search in Thư Viện Pháp Luật

|  |  |
| --- | --- |
| Step | Description |
| 1 | Open “Trợ giúp” pop-up and choose the Document type that you want to search. |
| 2 | Input the conditional to search the document. |
| 3 | After press “Tìm kiếm” button, the result will be showed. |

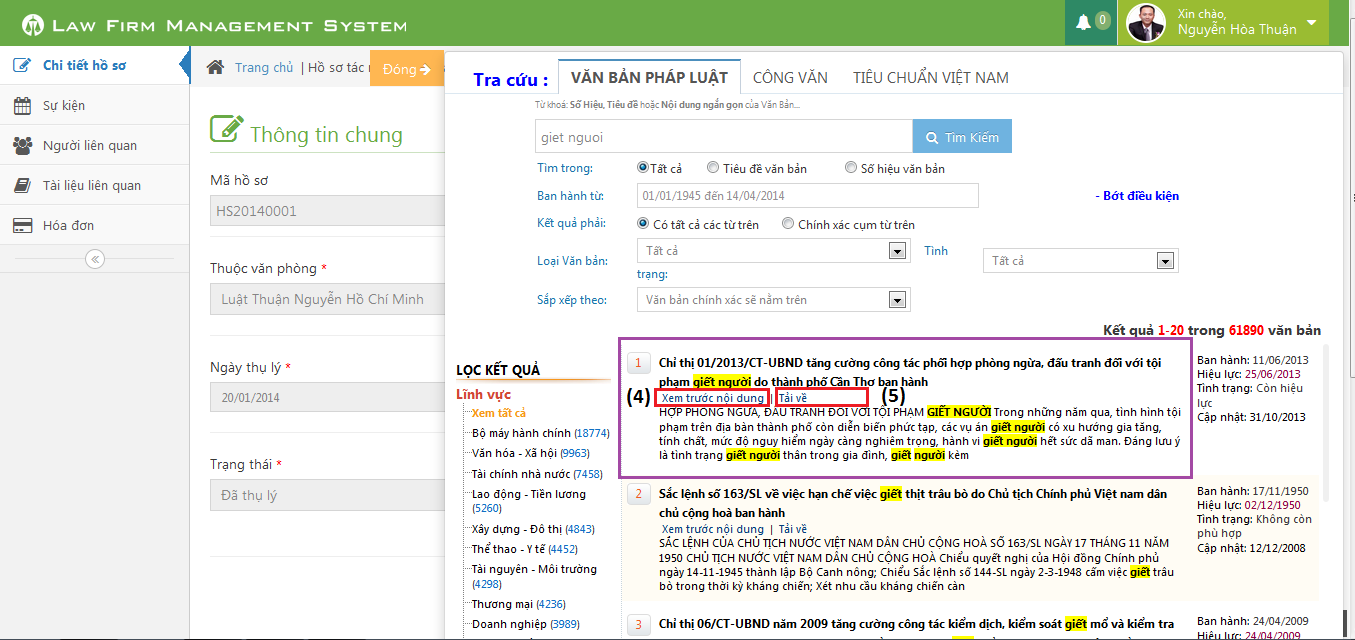


Figure 246: How to Preview or Download file

|  |  |
| --- | --- |
| Step | Description |
| 4 | Each result, user can pre-view by click at “Xem trước nội dung” link. |
| 5 | User can also download the document by click at “Tải về” link. |

### How to create a Staff

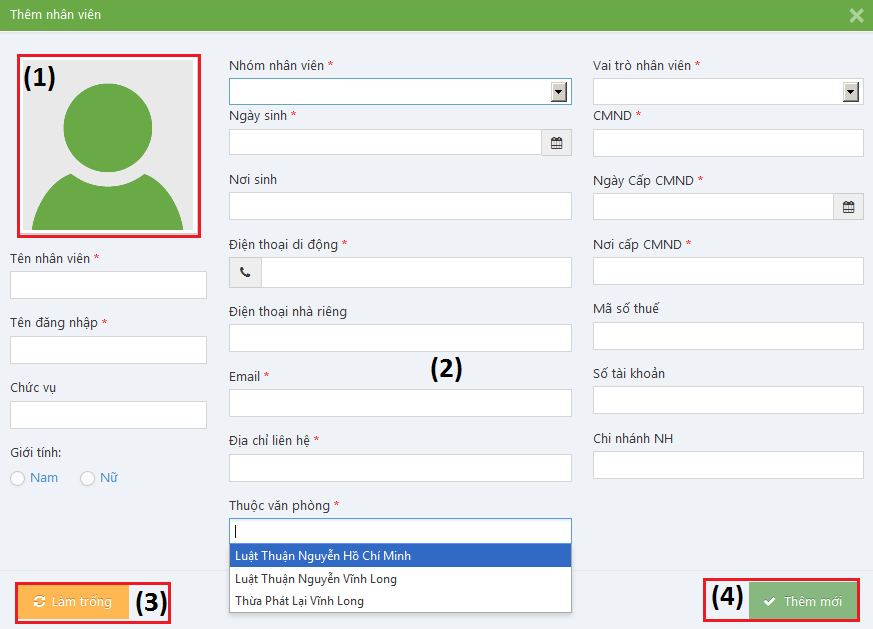


Figure 247: How to create a Staff

|  |  |
| --- | --- |
| Step | Description |
| 1 | Click to input avatar of staff |
| 2 | Fill information of staff:  - Tên nhân viên, Tên đăng nhập, Nhóm nhân viên, Ngày sinh, Điện thoại di động, Email, Địa chỉ liên hệ, Thuộc văn phòng, Vai trò nhân viên, CMND, Ngày cấp CMND, Nơi cấp CMND is required  - Điện thoại di động, Điện thoại nhà riêng, CMND, Mã số thuế, Số tài khoản must be number  - Email to compliance with format |
| 3 | Click [Làm trống] button to clear all fill to blank. |
| 4 | Click [Thêm mới] button to insert new staff |

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