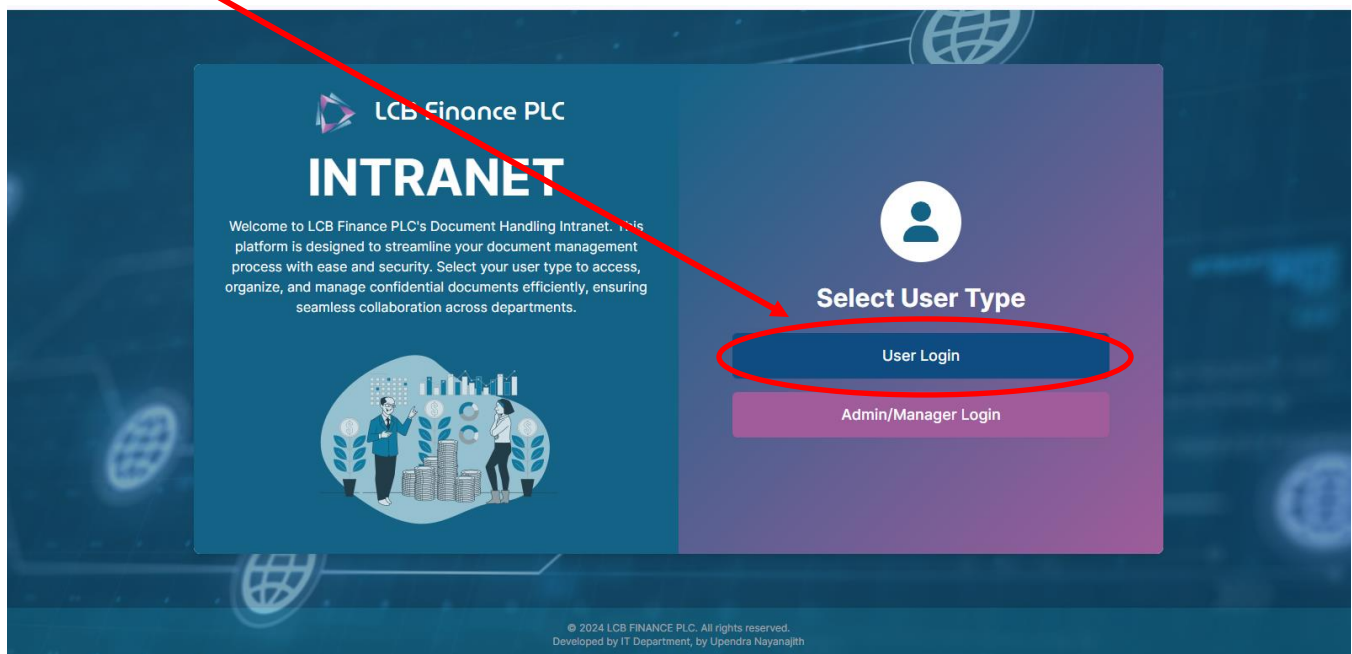


INTRANET USER MANUAL

Login path



Login page



1. Home page



Same process for every module(policies/tutorials/applications)

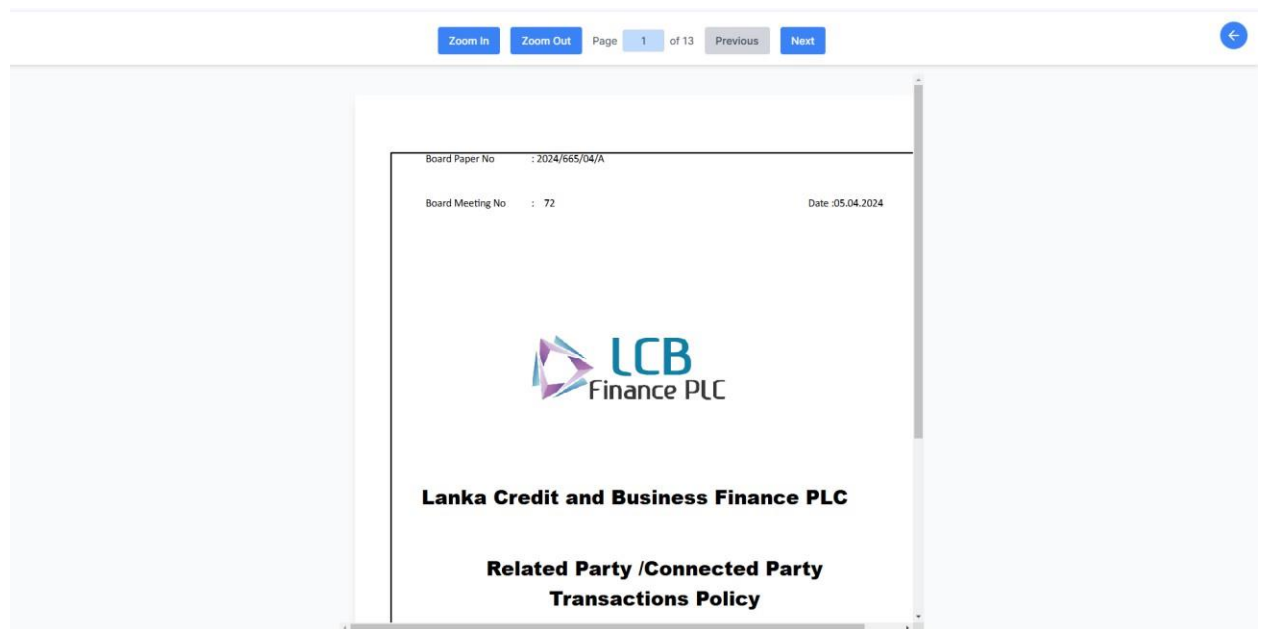
I. Circulars

Stay updated with the latest official announcements and updates. Circulars provide critical information on company policies, procedural changes, and important notices.

II. Policies

Our policies define the rules and guidelines governing company operations and employee conduct. **Note: These documents are strictly confidential. Unauthorized access, sharing, or distribution is prohibited.**

- 1.) Zoom in button
- 2.) Zoom out button
- 3.) select pages by type page number
- 4.) Previous / next button
- 5.) Back button



III. Tutorials

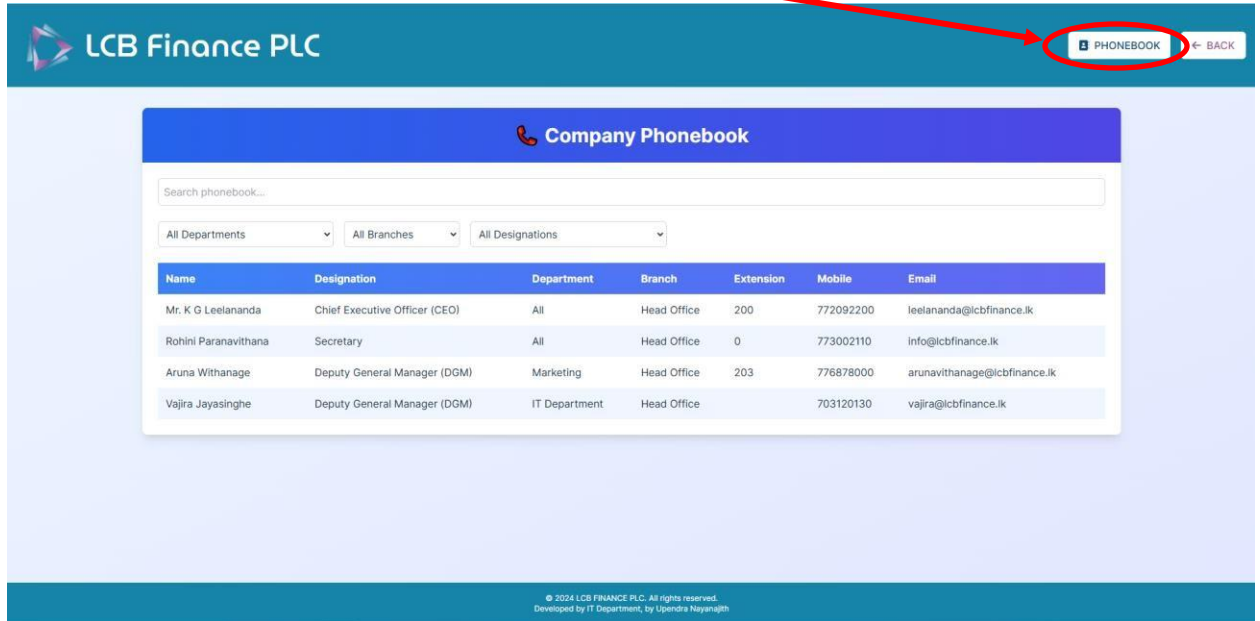
Enhance your skills with comprehensive step-by-step guides and instructional content. These tutorials cover various topics designed to help you efficiently navigate tools and processes.

IV. Applications

Access a range of internal applications tailored to streamline work processes. These tools are essential for daily tasks and contribute to efficient organizational operations.

2. Phone Book

View and access the company's contact directory, including relevant employee information for seamless communication.



- Also, this document is uploaded to tutorial section, you can refer from it there