CMS Admin

1. Mail Notify (Announcement)

Allow E-Mail notify feature while creating new Announcement, Edit Announcement or short path trigger send mail.

1.1 New Announcement Send Mail Notify

×н	HRMS Application / CMS / CMS Admin											
Anr	nouncement Category Article Docu	iment Exter	nal Link Emp	oloyee(s)-on	-Leave Set	-up						
	Create Announcement											
	Caption • 🕜 : Announcement					_	3				Save	6
	Published Date : 2019-11-29 🗒		Unpublished Date	0 : 2	019-12-03			Clear				_
4	Publish : Content :	: 💌	Priority Level 🕜				Requires Acknowledgen	nent : 🗹				
	5	-						5000				
								h				
	History											_
												Delete
	Caption	Published Date	Unpublished Date	Modified Date	Created Date	Priority Level	Requires Acknowledgement	Acknowledgement Report	Delete	Publish		Email Notification
	NEW HIRE 2019	2019-11-28	-	2019-11-20	2019-11-20			Preview		•	Publish	

- 1. Fill up the information [Caption], [Published Date] and [Unpublished Date] or contain as number 1, 2, 3.
- The User have to tick/check [Publish] box first as number 4 only can tick/check [Email Notification] box as number 5.
- 3. After that Press the [Save] Button as Number 6 It will Pop-up the Mail list as Picture below.
- 4. Select the person to be send by tick/check the checkbox as 7 & Press [Send] button as 8.
- 5. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

Employee No	Employee Name	Department	Job Title	Email Address	
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	KORN-DAVID BAT THEORY				
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	10100, Co. 80171 (804)			the destruction of the second second	

Sub-Feature on top for User to Filter/Lower Down the Mailing List

- 1. There will be Four Type of Search ID, Name, Department and Job Title.
- 2. Individual search is category as ID and Name.
- 3. Group Search is category as Department and Job Title.
- 4. Select wanted to Search By which type than Select/key in the information than press [Filter]. Note:
 - 1. If Want to group search on Department & Job Title [Press ctrl + left click] for multiple select.

Mailing List Search by:	Employee No.	Employee No Search	
Mailing List Search by:	Employee Name	Employee Name Search	
Mailing List Search by:	Department	Select options	• Search
Mailing List Search by:	Job Title	Select options	• Search

2. Name can be first name or last name or both also can be filling up to search more specific.

1.2 Edit Announcement Send Mail Notify

Create Announceme	nt										L	
Caption • 🛛	NEW HIRE 2019									5	Save	Cancel
Published Date =	2019-11-28		Unpublished Date	9 :		2		Clear				
Publish :	Email Notification	on : 🔲	Priority Level 🕜				quires Acknowledgen	nent : 🔲				
Content :												
		4						5000				
								11				
History												
			Hannah Rahmaha	Modified	Created	Priority	Requires	Acknowledgement	D 1 4	B 1 P 1		Ema
Caption		Published	Unpublished				Acknowledgement	Peport	Delete	Publish		
Caption	1	Published Date 2019-11-28	Unpublished Date	Date 2019-11-20	Date 2019-11-20	Level	Acknowledgement	Report	Delete	Publish	Publish	Notific _√

- 1. Edit the Announcement by Click The [Caption] Link in the Announcement Record There as **1**.
- 2. After get the Information and Edited. Just have to aware the [Unpublished Date] and [Publish] is not expired and tick/Check as 2 and 3.
- 3. After the Second step User only allow to tick/check [Email Notification] as 4.
- 4. After that Press the [Save] Button as Number 5 It will Pop-up the Mail list as Picture below.
- 5. Select the person to be send by tick/check the checkbox as 6 & Press [Send] button as 7.
- 6. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

Note:

1. If the [Unpublished date] is expired than after click on the link to retrieve information for edit will not checked [Publish] or [Email Notification] for the user.

Employee No	Employee Name	Department	Job Title	Email Address	•
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1.3 Short path trigger Send Mail Notify

Category Article Document External Link Employee(s)-on-Leave Set-up Carsies Announcement	RMS Application / CMS / CM	IS Admin													
Caption	ouncement Category	Article	Document Extern	al Link Emp	ployee(s)-on-L	eave Set-up									
Published Date	Create Announcement														
Publish : mail Notification : Priority Level : Requires Acknowledgement : : Image: Second Secon	Caption ×														Save
Contant: 5000 History Feature of the second of th	Published Date ×		iii		Unpublished D	ate®					Clear				
Caption Published Date Modified Date Created Date Priority Acknowledgement Report Delet Publish Modified Report Control of Control		:	Email Notification	:	Priority Level				Require	s Acknowledgement	:				
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Server Network Down 2019-11-20 - 2019-11-21 2019-11-21 Preview 🛛 Unpublish 🗙	Leave box				2019-11-21	-	2019-11-28	2019-11-20		•	Preview			Unpublish	×
	Server Network Down				2019-11-20		2019-11-21	2019-11-21			Preview			Unpublish	×

- 1. In Short Path Send Mail there will be Five Status need to be aware:
 - Publish already and [Email Notification] tick as link to click for short path sends mail 1.
 - Expired already and [Email Notification] Status Cross as 2.
 - Expired already and [Email Notification] status Tick as 3.
 - Temporary unpublish and [Email Notification] cross as 4. Can be publish again from record.
 - Publish in future which it auto publish on that day and while publish [Mail Notify] status only can be clicked as 5.

Note: [Email Notification] will be a Link when the Publish is green for User to trigger Short Path Send Mail. If the Announcement is already expired than [Email Notification] status will no longer a link to trigger Short Path Send Mail.

- 2. To Trigger Short Path Send Mail Just click on the link as 1.
- 3. Than it will Pop-up the Mail list as Picture below.
- 4. Select the person to be send by tick/check the checkbox as 6 & Press [Send] button as 7.
- 5. That there will be auto generate mail send out as admin to make other people aware of the New Announcement.

Employee No	Employee Name	Department	Job Title	Email Address	
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