

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

HRMS Application / CMS / CMS Admin

Announcement Category Article Document External Link Employee(s)-on-Leave Set-up

Create Announcement

Caption : Announcement

Published Date : 2019-11-29

Unpublished Date : 2019-12-03

Publish : ☒ Email Notification : ☒ Priority Level : Requires Acknowledgement : ☒

Content : 5000

Save

History

Caption	Published Date	Unpublished Date	Modified Date	Created Date	Priority Level	Requires Acknowledgement	Acknowledgement Report	Delete	Publish	Email Notification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		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Publish

1. Fill up the information [Caption], [Published Date] and [Unpublished Date] or contain as number 1, 2, 3.
2. 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.

Mailing List

Search by: All Search

Employee No	Employee Name	Department	Job Title	Email Address	
000001	Lucy Annabel Mary Thomas	UK Division 1.2	Lead Software Developer	lucy.annabel@mywave.co.uk	<input checked="" type="checkbox"/>
000002	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000003	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000004	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000005	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000006	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000007	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000008	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000009	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>
000010	Matthew James Smith Thomas	UK Division 1.2	Software Developer	matthew.james@mywave.co.uk	<input type="checkbox"/>

8 Send Cancel

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

HRMS Application / CMS / CMS Admin

Announcement Category Article Document External Link Employee(s)-on-Leave Set-up

Create Announcement

Caption : NEW HIRE 2019

Published Date : 2019-11-28

Unpublished Date :

Publish : ☒ Email Notification : ☐ Priority Level :

Content :

5000

5 Save Cancel

History

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		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Publish

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.

Mailing List

Search by:

All

Search

Employee No	Employee Name	Department	Job Title	Email Address	
000000	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input checked="" type="checkbox"/>
000001	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000002	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000003	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000004	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000005	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000006	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000007	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000008	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000009	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000010	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000011	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000012	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000013	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000014	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000015	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000016	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000017	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000018	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000019	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>
000020	LOUIS JENNIFER	IT Services 2.0	Lead Software Developer	louis.jennifer@mywave.com	<input type="checkbox"/>

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Send

Cancel

[There Is Filter Feature Refer at the top.](#)

1.3 Short path trigger Send Mail Notify

HRMS Application / CMS / CMS Admin

Announcement Category Article Document External Link Employee(s)-on-Leave Set-up

Create Announcement

Caption * :

Published Date * : Unpublished Date * : Clear

Publish : ☐ Email Notification : ☐ Priority Level * : Requires Acknowledgement : ☐

Content :

Save

History

Caption	Published Date	Unpublished Date	Modified Date	Created Date	Priority Level	Requires Acknowledgement	Acknowledgement Report	Delete	Publish	Email Notification
New Hire - 31 OCT 2019	2019-11-28	-	2019-11-20	2019-11-20		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Publish ✓
CNY 2021	2019-11-27	-	2019-11-28	2019-11-22		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input type="checkbox"/>	Unpublish ✗
Perfect Record	2019-11-22	-	2019-11-28	2019-11-22		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input type="checkbox"/>	Unpublish ✗
Leave box	2019-11-21	-	2019-11-28	2019-11-20		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input type="checkbox"/>	Unpublish ✗
Server Network Down	2019-11-20	-	2019-11-21	2019-11-21		<input checked="" type="checkbox"/>	Preview	<input type="checkbox"/>	<input type="checkbox"/>	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.

Mailing List

Search by:

All

Search

Employee No	Employee Name	Department	Job Title	Email Address	
000000	Yusufi, Muhammad Nur Hafidz	IT Division 2.2	Senior Software Developer	ms_dev@mywave.com.my	<input checked="" type="checkbox"/>
000001	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000002	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000003	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000004	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000005	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000006	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000007	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000008	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000009	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000010	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000011	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>
000012	Wong, Kenneth Wai Fung	IT Division 1.1	IT	ms_dev@mywave.com.my	<input type="checkbox"/>

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Send

Cancel

[There Is Filter Feature Refer at the Top.](#)