

How do I add a note for an employee?

1. Select the employee
2. Click on the tab **Activities**
3. Click on **New** and select **New note**

Note details □

Subject:

Date: 03/12/2024 16:41

Due date:


Warning period:

Unavailable from:

Unavailable to:

Reason:

Status:

Digital copy: 

Remarks:

4. Complete all required fields
5. Click on **Save & close**

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