

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:

day/month/year

Warning period:

Number of days

Unavailable from:

day/month/year

Unavailable to:

day/month/year

Reason:

Status:

Digital copy:

Remarks:

Save

Save & close

Close

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