

ALERTS

Using Alerts feature, employer can communicate messages to employees. The created alerts are displayed in employees Home Page under Alert section.

To create **Alerts**, Go To **Configure** menu > **Alert**

Select **Branch** from drop down list if the message to be sent to any particular branch or **All** to be sent to all employees irrespective of branch categorization.

Enter **From** date & **To** date

Enter the message in **Message to be displayed** text box

Click on **ADD** button to save the entered details.

Saved Alert message displays as per below screen shot

Alert Message

Configure Alert messages displayed in the ESS landing/home page

Successfully Added

Branch : All

From Date :

To Date :

Message to be displayed :

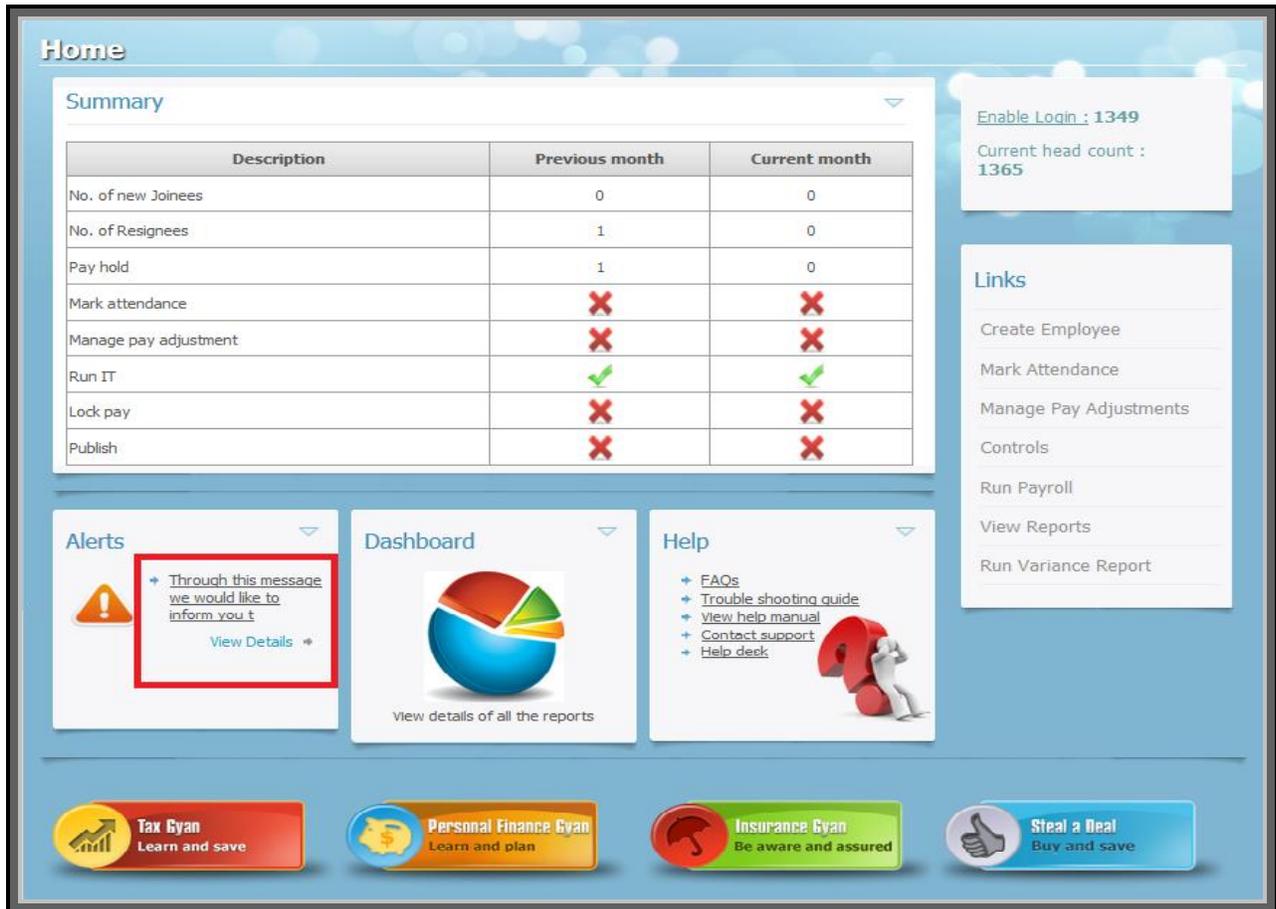
Active :

Add New

Sl No	From Date	To Date	Message	Is Active ?	Edit	Delete
1	05/10/2013	05/10/2013	Test	Yes		

Note: This message will be active/displayed within that selected period, post completion of the given to date message will be automatically made inactive.

Created Alerts Messages will be shown in Employees login home page, as shown in below screen shot.



Home

Summary

Description	Previous month	Current month
No. of new Joinees	0	0
No. of Resignees	1	0
Pay hold	1	0
Mark attendance	✗	✗
Manage pay adjustment	✗	✗
Run IT	✓	✓
Lock pay	✗	✗
Publish	✗	✗

Enable Login : 1349
Current head count : 1365

Links

- Create Employee
- Mark Attendance
- Manage Pay Adjustments
- Controls
- Run Payroll
- View Reports
- Run Variance Report

Alerts

⚠ Through this message we would like to inform you. [View Details](#)

Dashboard

View details of all the reports

Help

- FAQs
- Trouble shooting guide
- View help manual
- Contact support
- Help desk

Tax Gyan Learn and save

Personal Finance Gyan Learn and plan

Insurance Gyan Be aware and assured

Steal a Deal Buy and save

Click on **View details** to go to Alerts page to see the message in detail and other relevant messages, if any.

Alerts

Back

Sl No	Alert Raised Date	Alert Message
1	26/08/2013	
2	23/09/2013	income tax mapping
3	20/08/2012	You have currently no alerts
4	05/10/2013	Test
5	05/10/2013	Test
6	04/09/2013	
7	01/10/2013	Through this message we would like to inform you that company will remain closed on 1st Nov (Karnataka formation day), 2nd Nov (Diwal) and 4th Nov(Diwal)



Paybooks