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## ***Transfer Charge Handover***

# ***User Guide V1.0***

### Document Author

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Change Details</b>
05 December 2019	V1.0	Md Rezaul Karim	First revision

## Table of Content

1. User .....	1
2. Aim.....	1
3. Working Step.....	1-2

## 4. User

- Usually respective staff will taking the charge handover from outgoing staff.

## 5. Aim

- When staff is going to be Transfer, respective staff need to take charge handover from outgoing staff. This User interface will provide this feature where respective staff can take Transfer charge handover.

## 6. Working steps

- Go to Transfer>Charge handover.
- Now pending charge handover will appear for you when you search by your criteria, Click Order number to go details.

The screenshot displays the 'Employee Charge Handover List' interface within the sbiCloud Master application. The top navigation bar includes 'HR', 'Accounts', 'Admin', and 'SysAdmin'. The user is identified as MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT - BRAC International, Bangladesh [BI]). The 'Accounting Date' is 01-01-2019 [DAY OPEN].

The main menu includes: Register, Contract Renew, Transfer, Job Separation, Grievance, Leave and Attendance, Payroll, HR Letter, HR Circular, and Reports. The 'Transfer' menu is active.

The 'Employee Charge Handover List' section features search filters for Country (set to [104]-Myanmar), Office, and Employee PIN. A 'Search' button is present.

The table below shows the results of the search:

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
MM500041-20191001	09-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800215]- MA MAR MAR SOE	[MM-0001]- Microfinance Pr
MM500002-20191001	09-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800686]- HTET HTET AUNG	[MM-0001]- Microfinance Pr
MM500063-20191001	09-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800581]- MA ZIN THU WIN	[MM-0001]- Microfinance Pr
MM500062-20191001	09-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800513]- PAN EAINDARY KHING	[MM-0001]- Microfinance Pr
MM500022-20191001	09-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800188]- MA THAN THAN NWE	[MM-0001]- Microfinance Pr
MM400007-20191001	07-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800267]- KYAW ZAY YA	[MM-0001]- Microfinance Pr
MM500043-20191001	01-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800402]- KHIN ZAR TUN	[MM-0001]- Microfinance Pr
MM500043-	01-10-2019	TRANSFER	Order Generated	[104]-Myanmar	[3800494]- Su Mon Aye	[MM-0001]-

The interface also includes a 'Quick Access' sidebar with 'Favorites' and a world map showing various countries. The footer contains 'Copyright © BRAC International 2019' and 'Developed By: bits'.

- Enter your required information.

- After entering all information click Create button to save.

- Now you will be able to see this proposal to next any step.