Transfer Charge Handover

User Guide V1.0

Document Author

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4. User

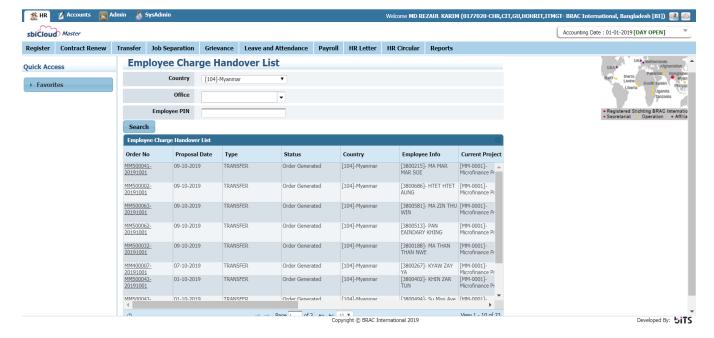
 Usually respective staff will taking the charge handover from outgoing staff.

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.

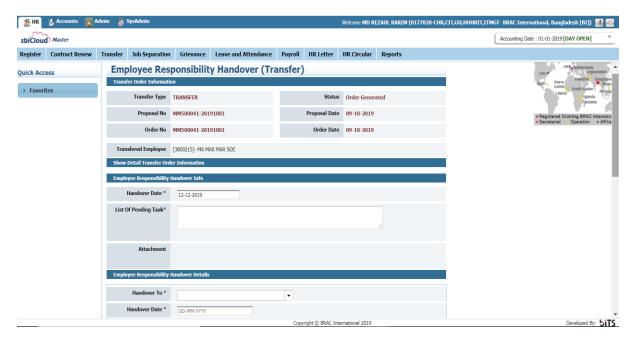
6. Working steps

- 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.

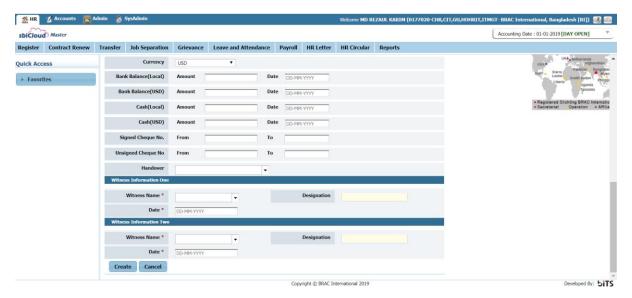


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• Enter your required information.



• After entering all information click Create button to save.



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