Transfer Release Office JAT

User Guide V1.0

Document Author

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

User Guide Page ii

Table of Content

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

User Guide Page 1

4. User

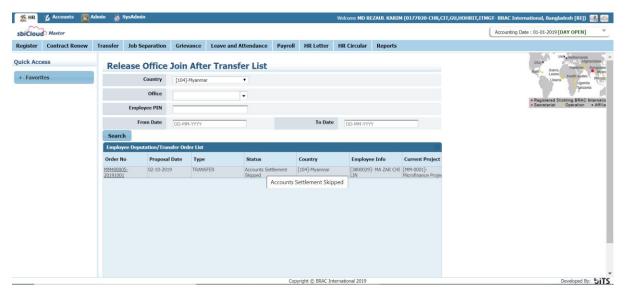
 Usually respective branch/office staff will release the outgoing staff from system.

5. Aim

 When staff is going to be Transfer, respective branch/office staff need to release this outgoing staff. This User interface will provide this feature where respective branch/office staff can release this outgoing staff.

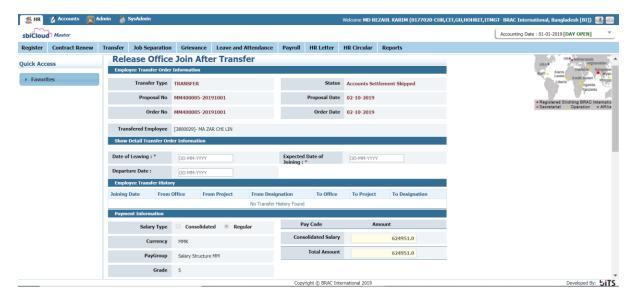
6. Working steps

- Go to Transfer>Join After Transfer>Release Office JAT.
- Now pending staff to be release will appear for you when you search by your criteria, Click Order number to go details.

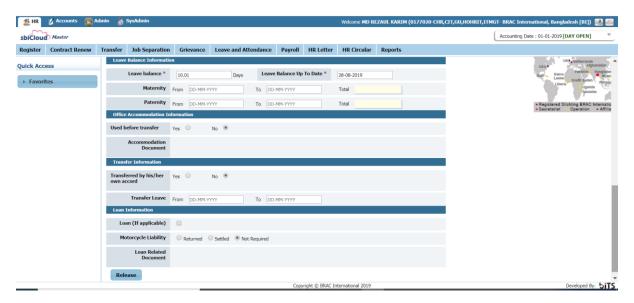


User Guide Page 2

• Enter your required information.



 After entering all information click Release button to release the staff.



• Now release is done and it will be available for receiving office.