

Company letters

NEW SYSTEM COMPANY LETTERS PROJECT

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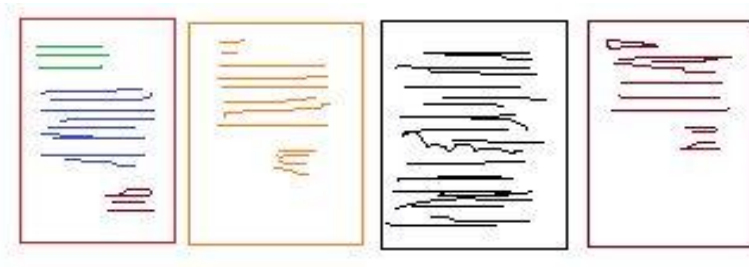
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Project Summary

- Create new system for Managing Company letters.
- Workflow ESS/HR-> CEO->HR Admin Manager->HR

Request:

- Each Company have multiple Letters with different design so as per requirements now we are creating Company Letter process with several letters designs.



- User / HR Admin Will **Select letter Type**. As per letter type system will create letter design.
- System also show chamber of commerce notification at creating letter time. If user want he can create.
- Write subject in subject area and enter to whom this letter to be submitted.
- As above criteria System will get Employee data.
- And system will give free text OR Fix format letter option as well.
- In free text type letter system will apply formatting tool.

HR->114/110A ->600

Karar:

- System check if letter needed chamber of commerce approval CTO - >600 will provide reference/code number and Copy text of letter Created by HR and paste it to Chamber Of commerce website.

Workflow -> CTO 600

Complete:

- If Request by HR-Admin print and share with employee.
- If Request by Employee System will respond to him.