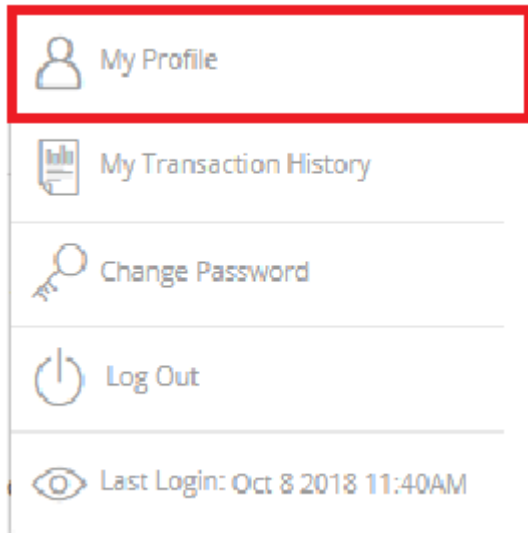


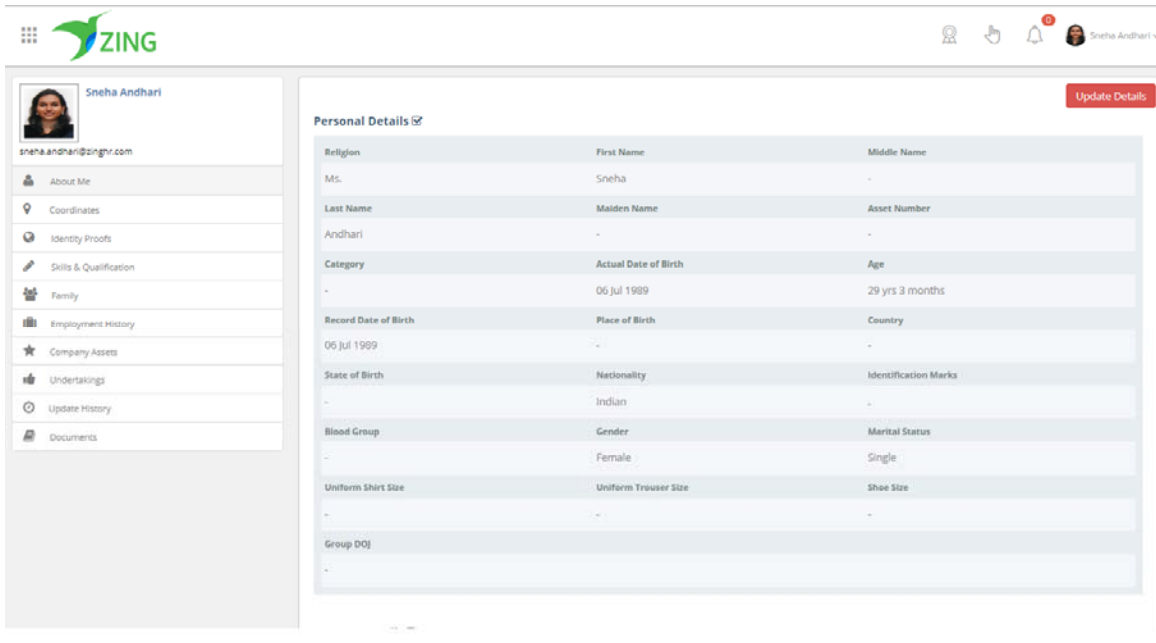
How to check the 'Update History'

You can follow the below steps to add 'Update History' on Zing HR :

1. Log in to your Zing HR account.
2. Click on your name on the right-hand top side of the screen and then click 'My Profile'.



3. New window will appear, where you can able to view all your details.



- If you want to view your 'Update History' details please select 'Update History' from left side tab.

The screenshot shows the ZING employee profile page for Sneha Andhari. The left sidebar contains a navigation menu with the following items: About Me, Coordinates, Identity Proofs, Skills & Qualification, Family, Employment History, Company Assets, Undertakings, **Update History** (highlighted with a red box), and Documents. The main content area displays 'Personal Details' with a warning: '(Can not modify Personal Details as previously modified details are pending for Approval.)'. Below this is a table of personal information:

Religion	First Name	Middle Name
Ms.	Sneha	-
Last Name	Maiden Name	Asset Number
Andhari	-	-
Category	Actual Date of Birth	Age
-	06 Jul 1989	29 yrs 3 months
Record Date of Birth	Place of Birth	Country
06 Jul 1989	-	-
State of Birth	Nationality	Identification Marks
-	Indian	-
Blood Group	Gender	Marital Status
-	Female	Single
Uniform Shirt Size	Uniform Trousler Size	Shoe Size
-	-	-
Group DOJ	-	

The URL at the bottom of the page is: <https://demo.zinghr.com/2015/Pages/ED/EmployeeDossier.aspx#>

- New window will appear, where you can able to view your past 'Employee Dossier Transaction History'.

The screenshot shows the 'Employee Dossier Transaction History' window. It features a filter bar with buttons for 'All', 'Approved', 'Pending', and 'Rejected'. A dropdown menu on the right is set to 'About Me'. Below the filter bar is a table with the following columns: Action, Status, Section, and Updated On.

Action	Status	Section	Updated On
Edit	Pending	Employment Details	8 October 2018
Edit	Pending	Personal Details	8 October 2018
Edit	Approved	Personal Details	8 June 2016
Edit	Approved	Contact Details	8 June 2016
Edit	Approved	Employment Details	8 June 2016

At the bottom of the table, there is a pagination control with buttons for 'First', 'Prev', '1', '2', 'Next', and 'Last'.

- If you want to check Section wise then please click on right side drop down menu and select the particular section, also you can able to view the transaction status wise for that please click on the left side status (Approved, Pending, Rejected)

Employee Dossier Transaction History

All Approved Pending Rejected

Select Status

Menu: About Me

- About Me
- Coordinates
- Identity Proofs
- Skills & Qualification
- Family
- Employment History
- Documents

Action	Status	Section	Section Menu
Edit	Pending	Employment Details	
Edit	Pending	Personal Details	8 October 2018
Edit	Approved	Personal Details	8 June 2016
Edit	Approved	Contact Details	8 June 2016
Edit	Approved	Employment Details	8 June 2016

First Prev 1 2 Next Last