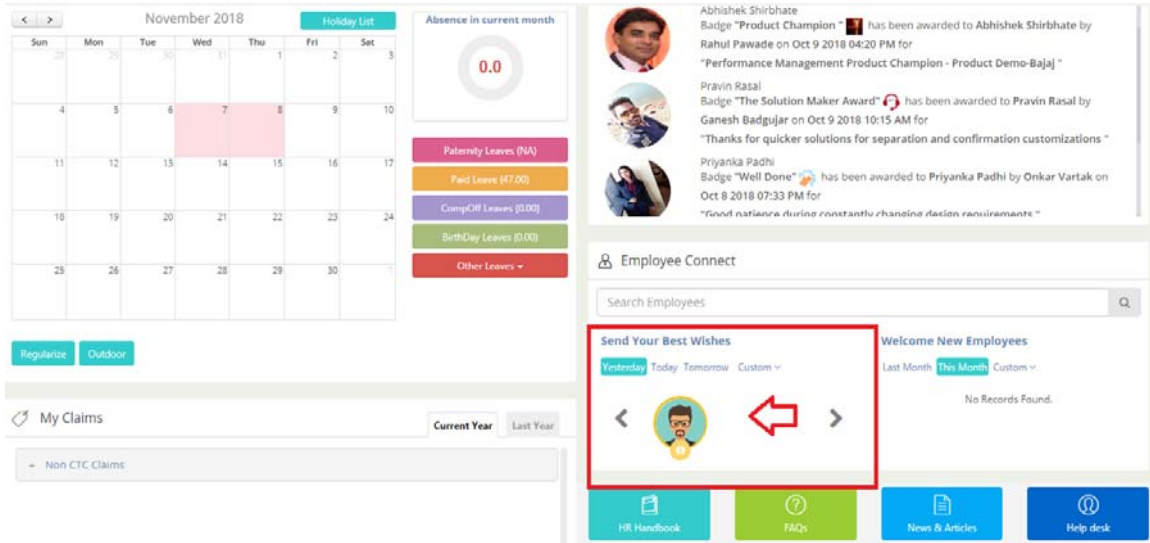


How to send “Birthday Wishes”?

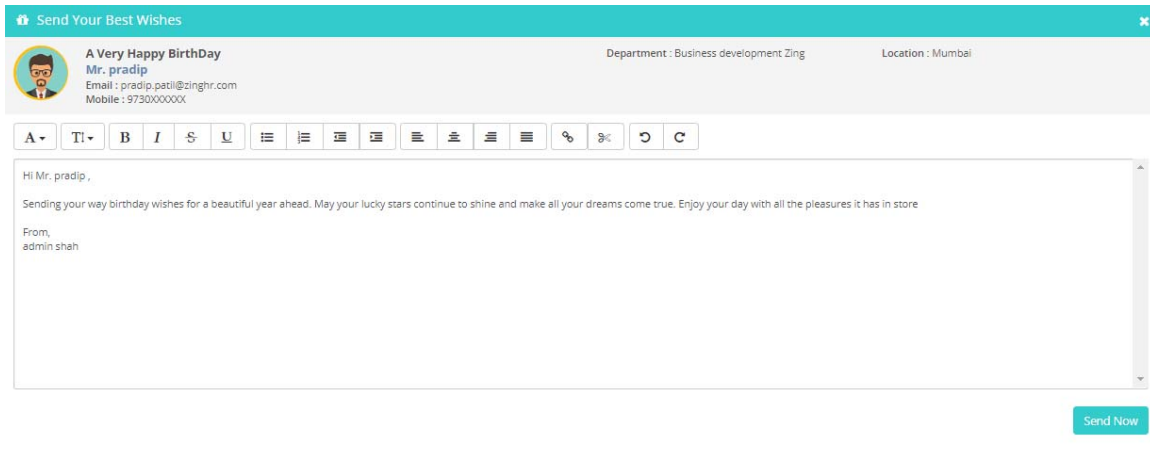
You can follow the below steps to send ‘Birthday Wishes ‘ on Zing HR :

1. Log in to your Zing HR account.
2. You can able to see ‘Send Your Best Wishes ’ on right-hand bottom side (You can"dg able to view Current day, Previous day or select the custom date employee birthdays.



The screenshot displays the Zing HR dashboard interface. On the left, there is a calendar for November 2018 with a 'Holiday List' tab. Below the calendar are buttons for 'Regularize' and 'Outdoor'. In the center, there is a section for 'Absence in current month' showing '0.0' and a list of leave types: 'Paternity Leaves (NA)', 'Paid Leaves (47.00)', 'CompOff Leaves (0.00)', 'BirthDay Leaves (0.00)', and 'Other Leaves'. On the right, there is a 'Employee Connect' section with a search bar and a 'Send Your Best Wishes' button highlighted in a red box. Below this button are navigation options: 'Yesterday', 'Today', 'Tomorrow', and 'Custom'. To the right of the 'Send Your Best Wishes' section is a 'Welcome New Employees' section with a 'No Records Found' message. At the bottom, there are buttons for 'HR Handbook', 'FAQs', 'News & Articles', and 'Help desk'.

3. Click on the employee image / pic, you will get a window where you can send mail of best wishes for Birthdays, Work Anniversary & Marriage Anniversary.



The screenshot shows the 'Send Your Best Wishes' modal window. At the top, it says 'Send Your Best Wishes' with a close button. Below this, there is a profile card for 'A Very Happy Birthday Mr. pradip' with contact information: 'Department : Business development Zing', 'Location : Mumbai', 'Email : pradip.patil@zinghr.com', and 'Mobile : 9730XXXXXX'. Below the profile card is a rich text editor with a toolbar containing options for text color, background color, bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and undo. The text area contains a pre-filled message: 'Hi Mr. pradip, Sending your way birthday wishes for a beautiful year ahead. May your lucky stars continue to shine and make all your dreams come true. Enjoy your day with all the pleasures it has in store. From, admin shah'. At the bottom right, there is a 'Send Now' button.

4. Click on the ‘Send Now ‘ and you are done.’



A Very Happy Birthday
Mr. pradip
Email : pradip.patl@zinghr.com
Mobile : 9730000000

Department : Business development Zing

Location : Mumbai

A T B I S U [List Icons] [Link Icon] [Link Icon] [Undo] [Redo]

Hi Mr. pradip ,
Sending your way birthday wishes for a beautiful year ahead. May your lucky stars continue to shine and make all your dreams come true. Enjoy your day with all the pleasures it has in store
From,
admin shah

Send Now



Send Now