

Overview Video

<https://www.youtube.com/embed/DUwwl1I6q7Q>

Step-by-Step Tutorial Guide

Step 1: Open the Broadcast Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Broadcast**.
3. Click **Broadcast** to open the module.
4. The Broadcast dashboard displays all previously created broadcast messages.

This module allows HR teams to send announcements, greetings, and notifications to employees from a centralized location.

Step 2: View Existing Broadcast Messages

1. On the Broadcast dashboard, review the list of available broadcasts.
2. Each broadcast displays key information such as:
 - Broadcast Title
 - Broadcast Type
 - Status
 - Scheduled Date (if applicable)
 - Created Date

3. Use the search or filter options to quickly locate an existing broadcast.

This page provides a centralized view of all employee communications.

Step 3: Create a New Broadcast

1. Click **Create Broadcast**.
2. The broadcast creation page opens.
3. Begin configuring the new broadcast.

This feature allows HR administrators to send organization-wide or targeted communications.

Step 4: Enter Broadcast Details

1. Enter the **Broadcast Title**.
2. Select the appropriate **Broadcast Type**.
3. Enter the message or announcement that will be shared with employees.
4. Review the content before proceeding.

Ensure the broadcast message is clear and complete before publishing.

Step 5: Select the Recipients

1. Choose the employees who should receive the broadcast.
2. Depending on your organization setup, recipients can be selected based on:
 - Organization
 - Branch
 - Department
 - Designation
 - Employee Category
 - Individual Employees

3. Verify the selected recipients before continuing.

This ensures the message reaches only the intended audience.

Step 6: Configure Broadcast Schedule

1. Choose whether the broadcast should be sent immediately or scheduled for a later time.
2. If scheduling is required:
 - Select the date.
 - Select the time.
3. Verify the scheduled delivery details.

Scheduling helps automate employee communications in advance.

Step 7: Save and Publish the Broadcast

1. Review all broadcast details.
2. Confirm the recipient list.
3. Verify the message content.
4. Click **Save**, **Publish**, or **Send**.
5. The broadcast is successfully created and is either sent immediately or scheduled for delivery.

Step 8: Manage Existing Broadcasts

From the Broadcast dashboard, you can manage previously created broadcasts.

Available actions may include:

- View broadcast details
- Edit scheduled broadcasts
- Search broadcasts
- Filter broadcast history
- Review broadcast status

This helps HR teams efficiently monitor and manage employee communications.

Key Benefits of the Broadcast Module

- Centralized employee communication.
- Send announcements to multiple employees at once.
- Schedule broadcasts for future delivery.
- Target specific employee groups.
- Improve internal communication across the organization.
- Maintain a history of all broadcast messages.

End of Tutorial

You have now completed the **Broadcast Management** walkthrough in TankhaPay.

The Broadcast module enables organizations to efficiently create, schedule, and manage employee communications, ensuring important announcements reach the right employees at the right time.

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