

Overview Video

<https://www.youtube.com/embed/bx0LyN9kkZI>

Step-by-Step Tutorial Guide

Step 1: Open the Notification Settings Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Business Settings**.
3. Click **Notification Settings**.
4. The **Notification Settings** page opens.

This module allows administrators to configure email and system notifications for various HR processes.

Step 2: View Available Notification Categories

1. On the Notification Settings page, review the list of available notification events.
2. The notifications are organized based on different HR activities.
3. Each notification includes an option to enable or disable alerts.

This provides centralized control over all system-generated notifications.

Step 3: Configure Email Notifications

1. Locate the notification event you want to configure.
2. Enable or disable the **Email Notification** option using the available toggle.
3. Repeat the process for other notification events as required.

Email notifications ensure that employees and administrators receive important updates directly in their inbox.

Step 4: Configure System Notifications

1. Locate the **System Notification** option for the required event.
2. Enable or disable the notification using the available toggle.
3. Configure the notification preferences according to your organization's requirements.

System notifications keep users informed about important activities within the application.

Step 5: Configure HR Event Notifications

Review and configure notifications for various HR activities, such as:

- Employee onboarding
- Leave requests
- Attendance updates
- Payroll processing
- Approval requests
- Employee-related announcements
- Other configurable system events

Enable only the notifications that are relevant to your organization's workflow.

Step 6: Update Notification Preferences

1. Review all configured notification settings.
2. Verify that the required email and system notification options are enabled.
3. Disable notifications that are not required.

Proper notification settings help reduce unnecessary alerts while ensuring important updates are delivered.

Step 7: Save the Notification Settings

1. After reviewing all notification preferences, click **Save** or **Update**.
2. Wait for the confirmation message indicating that the changes have been saved successfully.
3. The updated notification settings are now applied across the system.

Once saved, the configured notification preferences become effective for future HR activities.

Key Benefits of Notification Settings

- Centralized notification management.
- Configure email and system alerts from a single location.
- Improve communication between HR and employees.
- Ensure timely updates for approvals and HR activities.
- Reduce unnecessary notifications by customizing alert preferences.
- Enhance user awareness of important system events.

End of Tutorial

You have now completed the **Notification Settings** configuration in TankhaPay.

This module enables administrators to manage email and system notifications efficiently, ensuring users receive relevant updates while maintaining organized and effective communication across the organization.

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