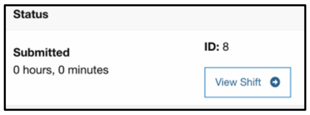
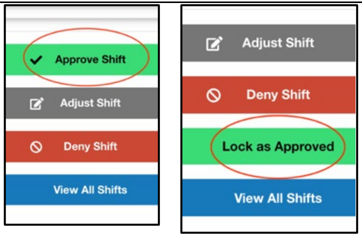
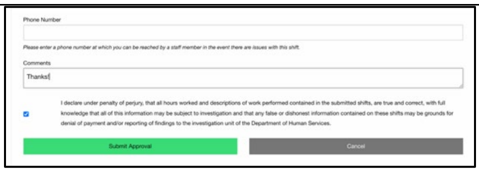
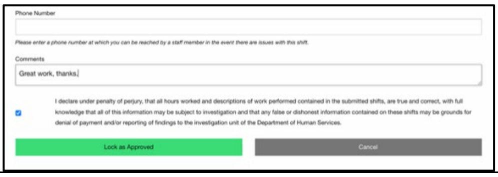
Way fududahay in la ansixiyo xilliyada shaqo ku jira barnaamijka shabakadda evvie. Bixiyaha FMS waa inuu mar hore iimayl kuugu soo diray tilmaamaha samaynta akoonkaaga **FMS**One. Waxaad u baahan tahay inaad haysato magaca isticmaalaha **FMS**One iyo furaha sirta ah si aad u isticmaasho barnaamijak shabakada **evvie.** Haddii aadan weli dajin habka galitaankaaga **FMS**One, fadlan dib u eeg xaashida tilmaanta samaynta taas ka hor inta aadan isku dayin inaad gasho barnaamijka shabakada ee **evvie**.

Aan marno tillaabooyin qaar si aan u ansixiyo xilliyadaada shaq0.

	Talaabooyinka Dhamaystirka	Sida ay Shaashada ugaga muuqato
1	Fur bogga shabakada oo raac link-ga barnaamijkaaga **evvie** ee marinka shabakada. Link-ga waxaa laguugu soo diray martiqaadka iyo iimaylada soo dhaweynta ee aad heshay markii aad galyso. Ku soo gal **FMS**One.	*1 – shaashada gellitaanka*
2	Guji batoonka buluugga ah ee "**View all Shifts**".	*2 - eeg Badhanka Shifts*
3	Ka raadi ama baadh tusaha xilliyada shaqo ee ku jira heerka la gudbiyay ama la ansixiyay. Guji badhanka **View Shift**, liiska, ku xiga xilliyada shaqada ee aad rabto inaad ansixiso. Qofka ugu horreeya ee ansixiya wuxuu raadin doonaa xilliyada shaqo ee la soo gudbiyay si loo ansixiyo, qofka labaad wuxuu raadin doonaa xilliyada shaqo ee la ansixiyay si uu u geliyo Oggolaanshaha la xidhay.	 *3 - Eeg badhanka xilliyada shaqo*
4	Ka dib marka la eego xilliyada shaqo, u jiid shaashadda dhanka hoose oo guji cagaarka ee **Approve Shift** ama batoonka **Lock as Approved**	 *Badhanka ansixi xilliga shaqo* U Quful sida loo ansixiyay
5	Geli faallooyin kasta, ka dibna calaamadda saxda saar sanduuqa si aad u caddeyso xilligaaga shaqo. Talaabada ugu danbeysa waa in aad gujiso calaamadda cagaaran ee **Submit Approval** ama batoonka **Lock as Approved.** Xilligaaga shaqo hadda waa la oggolaaday ama oggolaanshaha waa la qufulay. Haddii la ogolaado, qofka labaad wuxuu u baahan doonaa inuu dhamaystiro nidaamka qufulka ka hor inta aan shaqada loo dirin liiska mushaharka si loo habeeyo.	 *4 - Sanduuqa faallooyinka iyo badhanka oggollaanshada* 

Haddii aad hayso su'aalo dheeraad ah, fadlan tixraac Buugga Isticmaalaha **evvie** ama la xidhiidh Bixiyahaaga FMS wixii caawinaad ah.

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