

I. SESS LEAVE PROCEDURE

- 1. The Update has to be performed by an HR Admin
- 2. Sicorax Payroll and Sicorax HR has to be updated first

Step 1 : Click on Preferences \rightarrow Update

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Step 2 : Click on Check Server

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Step 3 : Click on Download and wait for files to download

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Step 4 : Click on Install

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Step 5 :

Important : CLOSE ALL WINDOWS OF SESS AND RE-LAUNCH SESS

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