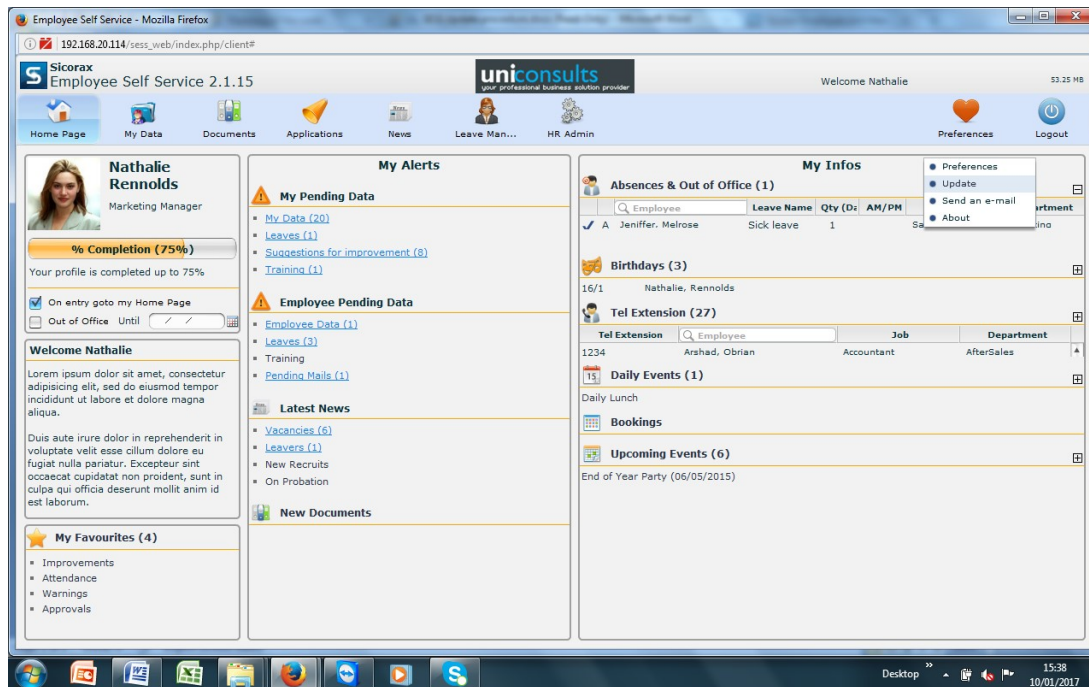


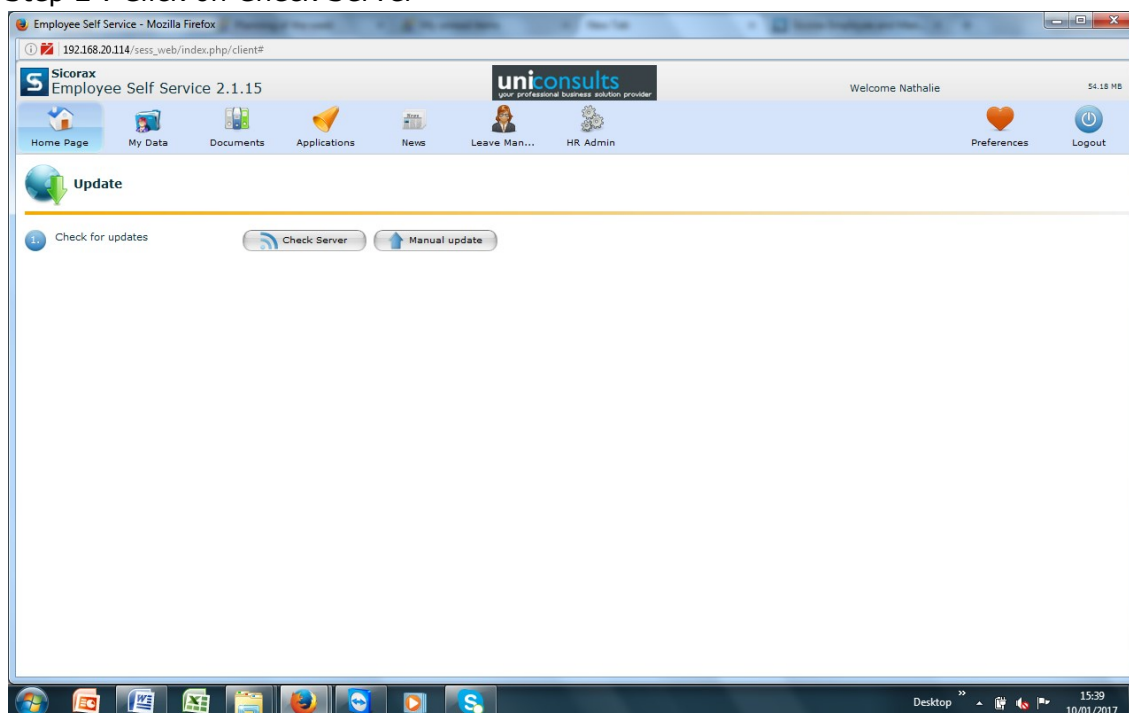
I. SESS LEAVE PROCEDURE

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

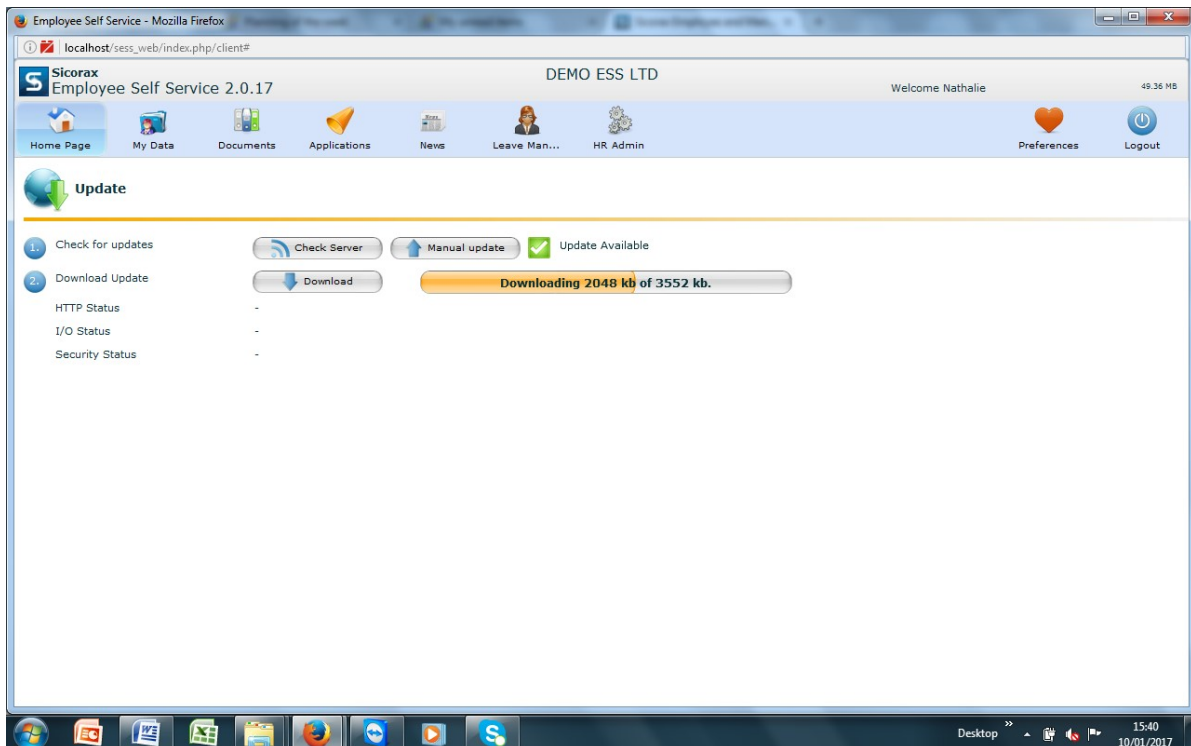
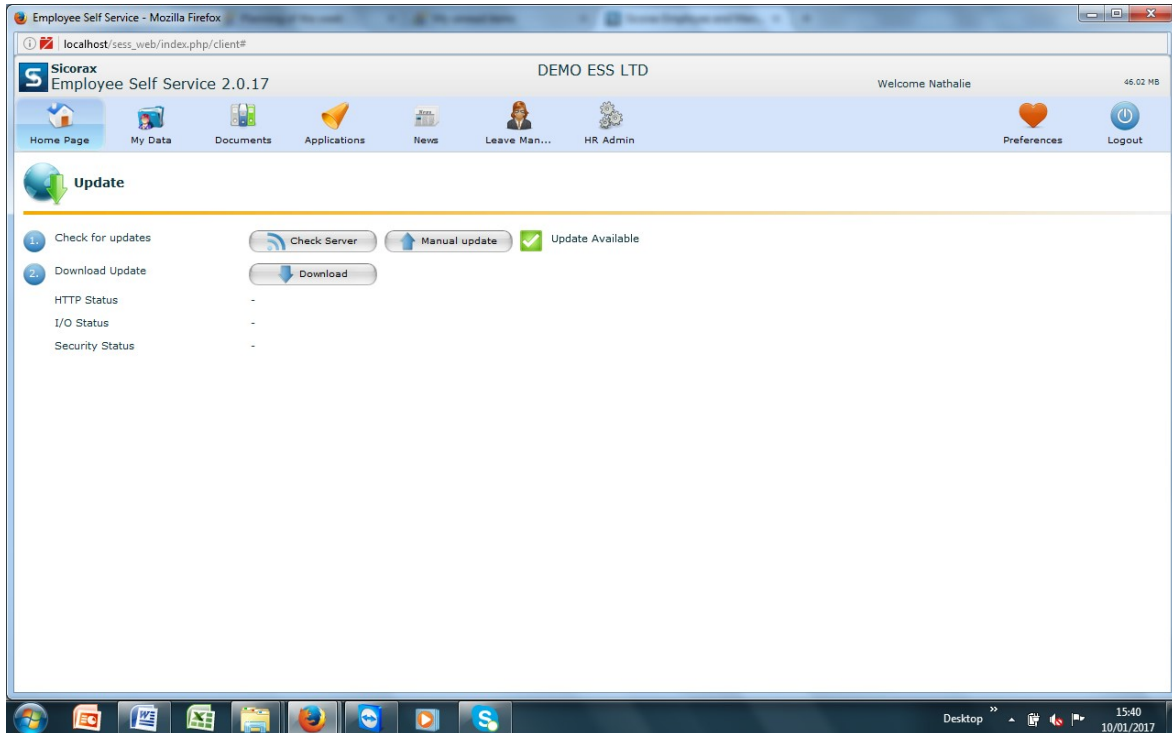
Step 1 : Click on Preferences → Update

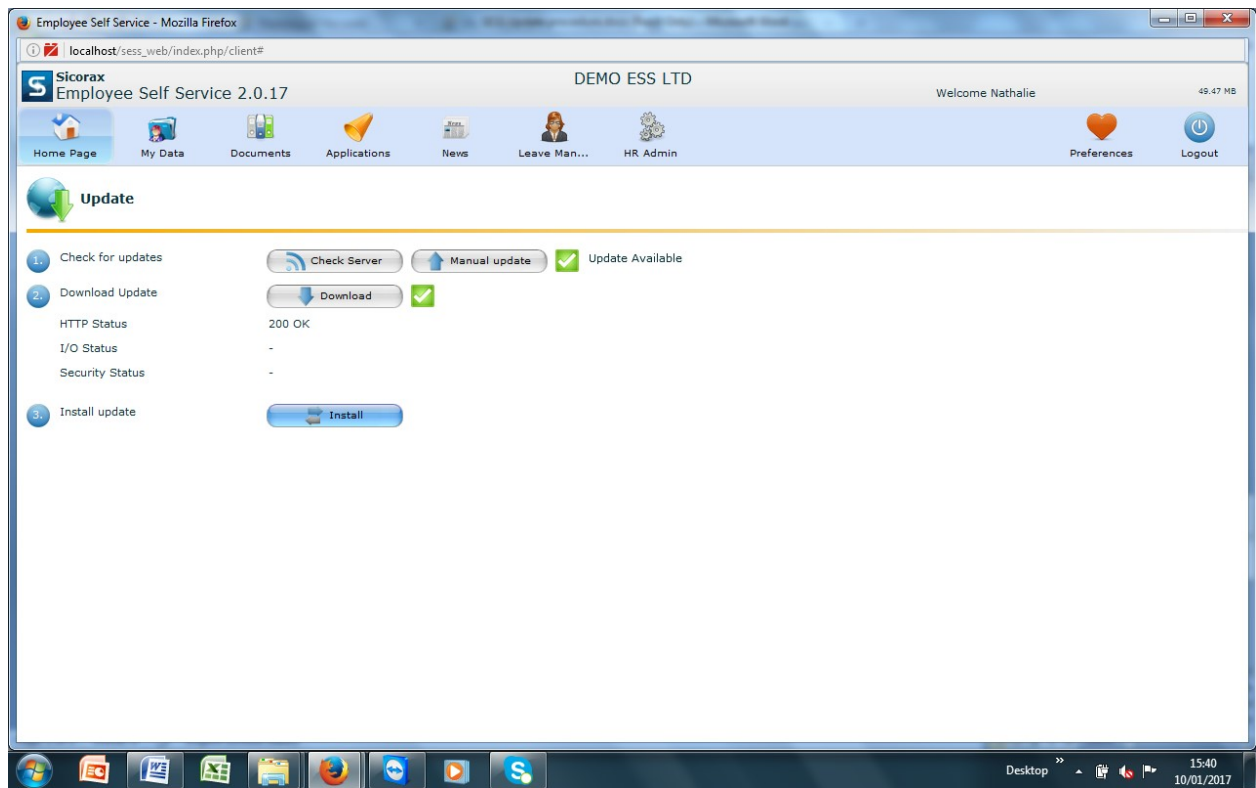


Step 2 : Click on Check Server

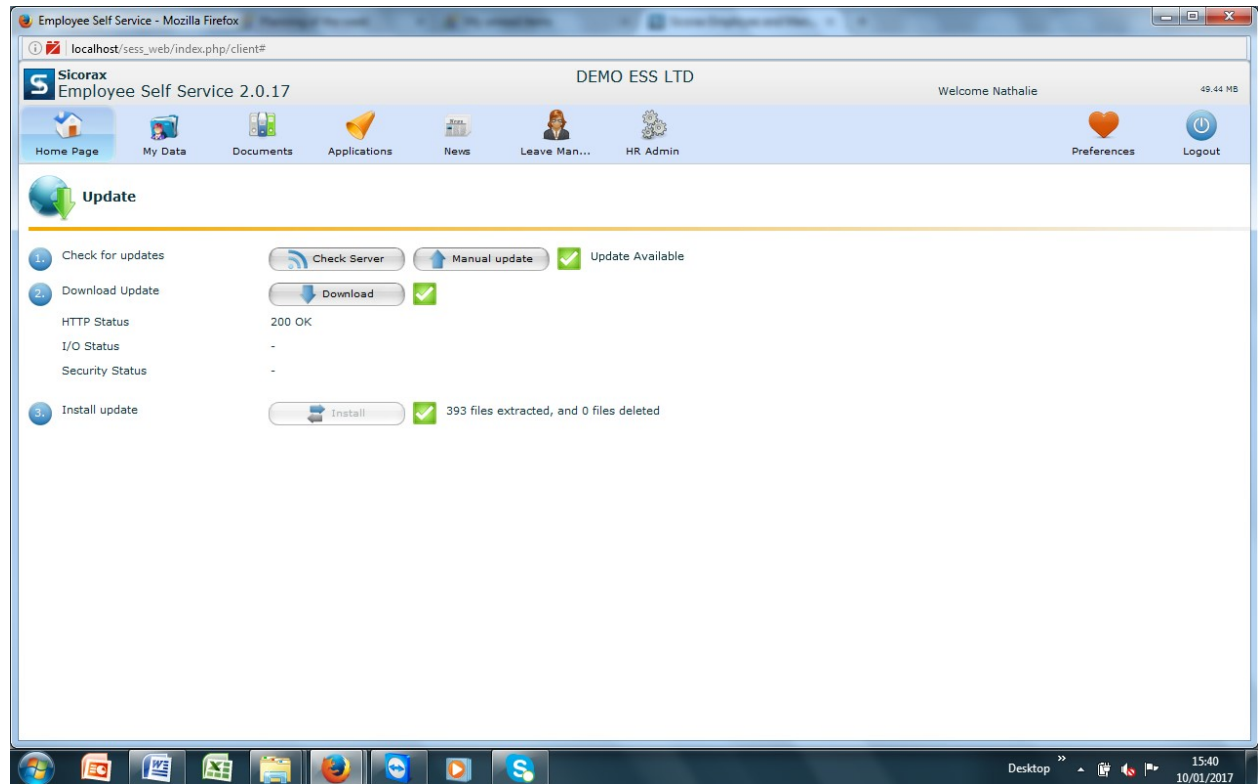


Step 3 : Click on Download and wait for files to download





Step 4 : Click on Install



Step 5 :

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