**Transfer:** Transfer module is used for transfer the employee from one organization/unit to another.

**Steps for transferring the employee are as follows:**

1. **Go to Manage Employee → Active Employees**
   Here Nodal Officer can view list of Employees with option to Edit and view employee Details.

2. **Nodal Officer can search Employee by Name/Mobile No. and click on Detail to transfer a employee. A new screen will appear with complete employee detail.**

3. **For initiating the Transfer of Employee Click on "Transfer". A Pop-up window will appear to choose an Organization to Transfer and with a reason.**
4. On successful transfer following message will appear

5. Now the nodal officer of the transferred organization should login with their credentials and Go to

6. Click On "Process" button. This will open a new window showing employee details.
7. Now change the organization details and submit.

8. Now employee is transferred successfully and Active in your Organization for marking Attendance.