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# User Manual for Online Leave Management System (Administrator)

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Version 1.1

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Prepared by FDCV GROUP

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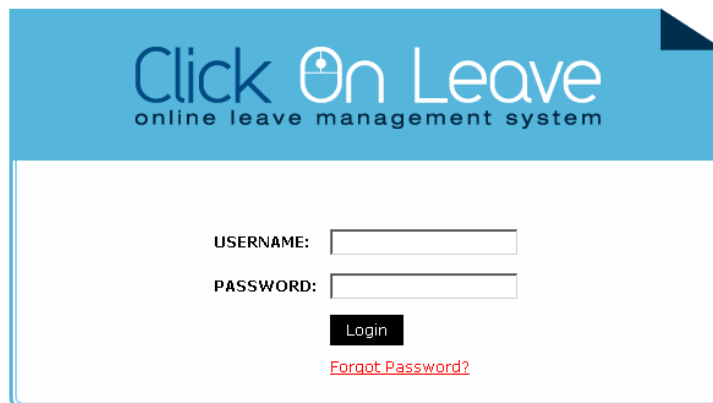
# 1 Login to Leave Management System

Access to the following URL with an internet browser (recommended Mozilla Firefox):  
<http://hr.fdcvgroup.com>

Login with appropriate Username & Password.

Default Username : Your Login ID

Default Password : Refer password in your email



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After login successfully, you will see the page below, and this is “Home” for administrator:



## 2 Setup Application Setting

### 2.1 Step 1: General


**General** is used to maintain general setting for system. To access the “**General**”, simply click on “**General**” on the left menu.

**General**

Company Name \*

Email \*

URL \*

Logo 

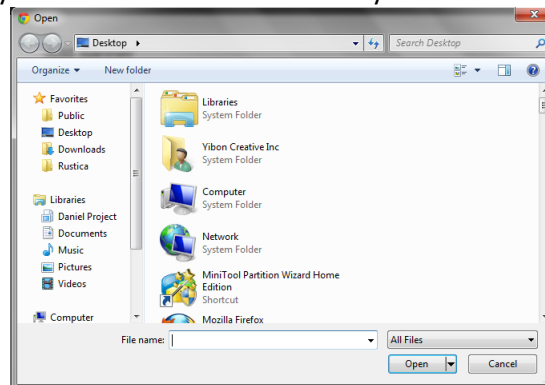
Working Schedule \*

Off Day \* 1.  2.

\* compulsory field

\*\* Note: This is for default value. Those changes make will not take effect for all branches.

1. For “**Company Name**” field, enter your company name.
2. For “**Email**” field, enter the email address.
3. For “**Logo**” field, simply click on button “**Browse**” and you will see the screen as below:



Find the correct path/destination, and click on the intended image and then click “**Open**” button at the bottom. Next you will back to the original screen.

4. For” **Working Schedule**” field, select default working day.  
If working schedule is 5 working days, please make selection as below:

Off Day 1.  2.

If working schedule is 6 working days, please make selection as below:

Off Day

If working schedule is 5 + ½ working days, please make selection as below:

Off Day

5. After click on button “**Update**” to save the settings.

## 2.2 Step 2: Branch

“Branch” is used to maintain branch details. You may create new branch or delete an existing branch here. To view the “Branch” list, simply click on “Branch” on the left pane menu.

| Branch

Add New

Showing Result 1 - 1 of 1 Posts | 1 |

BRANCH	WEEKEND HOLIDAY	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	Saturday / Sunday	19 Apr 2013	<a href="#">Edit</a> / <a href="#">Delete</a>

Showing Result 1 - 1 of 1 Posts | 1 |

### 2.2.1 Add a New Branch

To add a new branch, simply click on “Branch” from the left menu and click on the button “Create New Branch” on the top left of the table.

#### | Branch - Create New Branch

Branch Name \*

Address \*

State \*  for Malaysia ONLY

Telephone \*  -

Fax Number \*  -

Working Schedule \*

Off Day \* 1.  2.

\* compulsory field

1. For “Branch Name” field, enter the branch name.
2. For “Address” field, enter the “Address” of the Branch.
3. For “Telephone” field, enter the “Telephone” of the Branch.
4. For “Fax Number” field, enter the “Fax Number” of the Branch.
5. For “Working Schedule” field, select default working day.  
If working schedule is 5 working days, please make selection as below:

Off Day 1.  2.

If working schedule is 6 working days, please make selection as below:

Off Day

If working schedule is 5 + ½ working days, please make selection as below:

Off Day

6. After created successfully, the branch will be listed.

\*\*Remark: Warning message will show if there is duplicate branch name. Therefore you need to tick the check box to continue proceed create branch.

**Are you sure want to save?**

### 2.2.2 Edit a Branch

To edit a branch, simply click on “**Branch**” from the left menu. From the listing, select the particular branch and click the “**Edit**” under “**Actions**” column.

BRANCH	WEEKEND HOLIDAY	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	Saturday / Sunday	19 Apr 2013	<a href="#">Edit</a> <a href="#">Delete</a>

### 2.2.3 Delete a Branch

To delete a branch, simply click on “**Branch**” from the left menu. From the listing, click related “**Delete**” button in the last column of the row.

BRANCH	WEEKEND HOLIDAY	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	Saturday / Sunday	19 Apr 2013	<a href="#">Edit</a> <a href="#">Delete</a>

\*\* While deleting a branch, system will find if any staff(s) is under the particular branch. If yes, branch deletion is not allowed and warning message is shown.

**WARNING: There are 1 staff(s) still linked to this branch!**

## 2.3 Step 3: Departments

“**Departments**” is used to maintain department details. You may create new department or delete an existing department here. To view Department list, simply click on “**Department**” on the left menu.

**Departments**

Select Branch

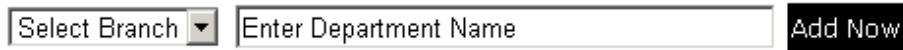
Showing Result 1 - 7 of 7 Posts | 1 |

BRANCH	DEPARTMENT	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	3D Visualization	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Admin/Account	24 Apr 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Architctual Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Branding Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Event Management Division	21 May 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Internet Marketing Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Management	05 Jul 2013	<a href="#">Edit</a> / <a href="#">Delete</a>

Showing Result 1 - 7 of 7 Posts | 1 |

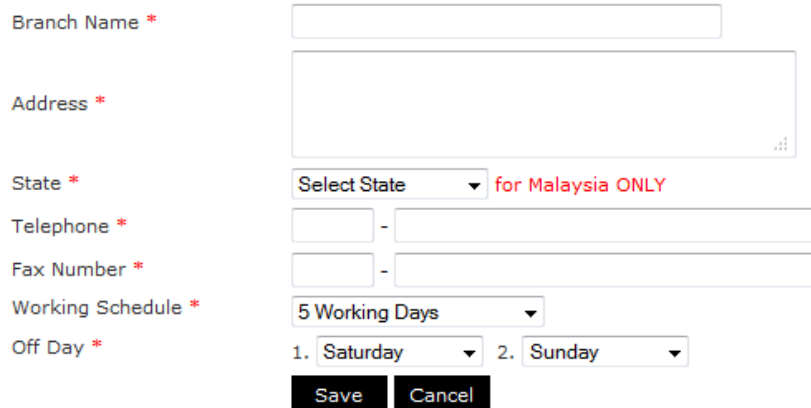
### 2.3.1 Add a New Department

To add a new department, simply move to the top page of “**Department**”. You will see the screen below:



1. From the above screen, select the Branch and enter department name. Next click on button “**Add Now**”. After that you will see the page as below:

#### Branch - Create New Branch



\* compulsory field

2. For the “**Branch**” field, it will show the Branch that previously selected.
3. For the “**Department Name**” field, it will show the Department Name that previously entered.
4. For the “**Approving Officer**” field, select approving officer from the drop down box. (Remark: Maximum 3 approving officer is allowed.)
5. For the checked box “**Make changes apply to staff**”, checked if you would like all staff in department selected having same approving officer.
6. After all fields are inserted, click “**Save**”. The department will be listed.

### 2.3.2 Edit a Department

To edit a department, simply click on “**Department**” from the left menu. From the listing, select the particular department and click the “**Edit**” in the last column of the row.

BRANCH	DEPARTMENT	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	3D Visualization	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Admin/Account	24 Apr 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Architectual Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Branding Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Event Management Division	21 May 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Internet Marketing Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Management	05 Jul 2013	<a href="#">Edit</a> / <a href="#">Delete</a>



### 2.3.3 Delete a Department

To delete a “Department”, simply click on “Department” from the left menu. From the listing, click on the related “Delete” button in the last column of the row.

BRANCH	DEPARTMENT	DATE CREATED	ACTIONS
FDCV GROUP SDN BHD	3D Visualization	19 Jun 2013	<a href="#">Edit</a> <a href="#">Delete</a>
FDCV GROUP SDN BHD	Admin/Account	24 Apr 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Architectual Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Branding Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Event Management Division	21 May 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Internet Marketing Division	19 Jun 2013	<a href="#">Edit</a> / <a href="#">Delete</a>
FDCV GROUP SDN BHD	Management	05 Jul 2013	<a href="#">Edit</a> / <a href="#">Delete</a>

\*\* While deleting a department, system will check if any staff is under the particular department. If yes, delete action will not proceed and warning message will be shown.

## 2.4 Step 4: Holiday

“Holiday” is used to maintain holiday details. You may create a new holiday or delete an existing holiday here. To view the Holiday list, simply click on “Holiday” from the left menu.

[Holiday](#)

[Add New](#)

Year : 2013 ▾

Showing Result 1 - 20 of 23 Posts | 1 2 | [Next](#)

HOLIDAY	APPLY ON BRANCH	DATE	YEARLY RECURRENCE	ACTIONS
New Year	Apply to All Branch	01 Jan 2013	yes	<a href="#">Edit</a> / <a href="#">Delete</a>
Prophet Muhammad's Birthday	Apply to All Branch	24 Jan 2013	no	<a href="#">Edit</a> / <a href="#">Delete</a>
Thaipusam	Head Office	27 Jan 2013	no	<a href="#">Edit</a> / <a href="#">Delete</a>

### 2.4.1 Add a New Holiday

To add a new holiday, simply click on “Holiday” from the left menu and click on the button “Create New Holiday” on the top left of the table.

**Holiday - Create New Holiday**

Branch \*  Apply to all branch  
FDCV GROUP SDN BHD

Holiday Description \*

Holiday Date \* Sep 30 2013

Recurrence \* Please Select

[Save](#) [Cancel](#)

\* compulsory field

1. For “Branch” field, select the branch name.
2. For “Holiday Description” field, enter the holiday description.
3. For “Holiday Date” field, select the holiday date.

4. For the “**Recurrence**” field, select “**Yes**” or “**No**”.
5. After the holiday created successfully, it will be listed.  
 \*\* Remark: New Holiday will only take effect on future leave application.

### 2.4.2 Edit a Holiday

To edit a holiday, simply click on “**Holiday**” from the left menu. From the listing, select the particular holiday and click the “**Edit**” in the last column of the row.

HOLIDAY	APPLY ON BRANCH	DATE	YEARLY RECURRENCE	ACTIONS
New Year	Apply to All Branch	01 Jan 2013	yes	<a href="#">Edit</a> / <a href="#">Delete</a>
Prophet Muhammad's Birthday	Apply to All Branch	24 Jan 2013	no	<a href="#">Edit</a> / <a href="#">Delete</a>

\*\*Remark: You are only allowed to edit holiday description.

### 2.4.3 Delete a Holiday

To delete a “**Holiday**”, simply click on “**Holiday**” from the left menu. From the listing, click related “**Delete**” button in the last column of the row.

HOLIDAY	APPLY ON BRANCH	DATE	YEARLY RECURRENCE	ACTIONS
New Year	Apply to All Branch	01 Jan 2013	yes	<a href="#">Edit</a> <a href="#">Delete</a>
Prophet Muhammad's Birthday	Apply to All Branch	24 Jan 2013	no	<a href="#">Edit</a> / <a href="#">Delete</a>

### 2.4.4 View a Specified Year

To view holiday from specified year, you may select year or state from the drop down list on the top right.

Year :  ▼

## 2.5 Step 5: Leave Type

“**Leave Type**” is used to maintain leave type detail and default entitlement. You may create new leave type or edit an existing leave type here. To access the “**Leave Type**”, simply click on “**Leave Type**” on the left menu.

#### Leave Type

Add New

Showing Result 1 - 14 of 14 Posts | 1 |

LEAVE TYPE	DEDUCT FROM ANNUAL LEAVE	ENTITLEMENT	ACTIONS
Annual Leave	yes	12	<a href="#">Edit</a>
Co. Closed / Public Holiday	yes	-	<a href="#">Edit</a>
Compassionate Leave	no	3	<a href="#">Edit</a>

### 2.5.1 Add a New Leave Type

To add a new leave type, simply click on “**Leave Type**” from the left menu and click on the button “**Add New**” on the top left of the table.

#### Leave Type - Create New Leave Type

Leave Type(Short Form) *	<input type="text"/>
Name	<input type="text"/>
Description	<input type="text"/>
Default Entitlement	<input type="text"/>
Deduct from Annual Leave *	<input type="radio"/> Yes <input type="radio"/> No
Show to Confirmed Staff *	<input type="radio"/> Yes <input type="radio"/> No
Show to Staff Under Probation *	<input type="radio"/> Yes <input type="radio"/> No
	<input type="checkbox"/> Make changes apply to all staff
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

\* compulsory field

1. For “**Leave Type (Short Form)**” field, enter the short form of the leave type.
2. For “**Name**” field, enter the name of the leave type.
3. For “**Description**” field, enter the description of the leave type.
4. For “**Default Entitlement**” field, enter default entitlement of the leave type.
5. For “**Deduct from Annual Leave**” field, select “**Yes**” or “**No**”.
6. For “**Show to Confirmed Staff**” field, select “**Yes**” or “**No**”.
7. For “**Show to Staff Under Probation**” field, select “**Yes**” or “**No**”.
8. For “**Make changes apply to all staff**” field, checked if you would like all staff to have same leave entitlement.
9. After created successfully, the new leave type will be listed.

### 2.5.2 Edit a Leave Type

To edit a leave type, simply click on “**Leave Type**” from the left menu. From the listing, select the particular leave type and click the “**Edit**” in the last column of the row.

LEAVE TYPE	DEDUCT FROM ANNUAL LEAVE	ENTITLEMENT	ACTIONS
Annual Leave	yes	12	<a href="#">Edit</a>
Co. Closed / Public Holiday	yes	-	<a href="#">Edit</a>
Compassionate Leave	no	3	<a href="#">Edit</a>

## 2.6 Step 6: Carry Forward

“Carry Forward” is used to maintain carry forward day allowed for coming year. You may update carry forward day allowed or view the history of carry forward percentage here. To access the **Carry Forward**, simply click on “Carry Forward” on the left menu.

### Carry Forward

[2014] Carry Forward only  day(s) is allowed [Update](#)

Showing Result 1 - 1 of 1 Posts | 1 |

YEAR	DAY(S) ALLOWED	DATE CREATED
2014	0	19 Apr 2013

Showing Result 1 - 1 of 1 Posts | 1 |

### 2.6.1 Update Number of Day for Carry Forward

To update number of day allowed to carry forward, simply click on “Carry Forward” from the left menu. From top left of the table simply edit the number of day carry forward for coming year. After click on “Update” button, carry forward for coming year is updated.

[2014] Carry Forward only  day(s) is allowed [Update](#)

## 2.7 Step 7: User Groups

“User Group” is used to maintain staff group category for reference to allocate leave entitlement. You may create new staff group category or delete an existing staff group category here. To view the “User Group” list, simply click on “User Group” on the left menu.

### User Groups

[Add New](#)

Showing Result 1 - 5 of 5 Groups | 1 |

GROUP	DATE CREATED	ACTIONS
Manager	14 Sep 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Non Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
HOD	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Management	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

Showing Result 1 - 5 of 5 Groups | 1 |

### 2.7.1 Add a New User Group

To add a new user group, simply click on “**User Groups**” from the left menu and click on the button “**Add New**” on the top left of the table.

#### | User Groups - Create New Group

Group Name \*

<u>Leave Type</u>	<u>Entitlement</u>
Annual Leave	14
Compassionate Leave	2
Hospitalization Leave	60
Marriage Leave	3
Maternity Leave	60
Medical Leave	14
Paternity Leave	1

\* compulsory field

1. For “**Group Name**” field, enter the group name.
2. For those leave entitlement field, enter the Leave entitlement.
3. After created successfully, the new staff group category will be listed.

\*\* Remark: All default entitlement is based on entitlement from “**Leave Type**” Section.

### 2.7.2 Edit a User Groups

To edit a user groups, simply click on “**User Groups**” from the left menu. From the listing, select the particular user group and click the “**Edit**” in the last column of the row.

GROUP	DATE CREATED	ACTIONS
Manager	14 Sep 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Non Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

### 2.7.3 Delete a User Groups

To delete a “**User Groups**”, simply click on “**User Groups**” from the left menu. From the listing, click related “**Delete**” button in the last column of the row.

GROUP	DATE CREATED	ACTIONS
Manager	14 Sep 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Non Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Executive	04 Aug 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

\*\* While deleting a staff group category, system will check if any staff(s) is under the category. If yes, deletion is not allowed and warning message is shown.

**WARNING: There are 3 staff(s) still linked to this staff group category!**

## 2.8 Step 8: User

“User” is used to maintain user detail and user’s entitlement. You may create new user or deactivate an existing user here. To access the “User”, simply click on “User” on the left menu.

**User**

**Add New**

Branch: View All | Department: View All | Staff: View All | Status: View All | Search:

Showing Result 1 - 20 of 28 Posts | 1 2 | [Next](#) [Print](#)

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
3D Visualization	Arkhad Boon Bin Nornal Aron (Arkhad)	Gyn	Confirmed (01 Jul 2013)	<a href="#">Profile</a> / <a href="#">Entitlement &amp; PIC</a> / <a href="#">Report</a> / <a href="#">Deactivate</a> / <a href="#">Delete</a>
3D Visualization	Chat Boon San (Chat Boon San)	Gyn	Inactive	<a href="#">Profile</a> / <a href="#">Entitlement &amp; PIC</a> / <a href="#">Report</a> / <a href="#">Activate</a> / <a href="#">Delete</a>

### 2.8.1 Add a New User

To add a new user, simply click on “User” from the left menu and click on the button “Add New” on the top left of the table. There are two steps to complete a registration for new user.

## Step 1

### User - Create New User

Staff ID\*  /  / 0002

#### LOGIN DETAIL

Login ID\*

Password

Confirm Password\*

#### PERSONAL DETAIL

Staff Nickname\*

Staff Full Name\*

Gender\*  Male  Female

Date of Birth

Nationality\*

Religion

Race

Marital Status

#### PERSONAL CONTACT DETAIL

Email

Handphone

House Phone

Mailing Address

Resident Address

#### EMERGENCY CONTACT DETAIL

Contact 1

Contact 2

Contact Number 1

Contact Number 2

Relation Contact 1

Relation Contact 2

#### EMPLOYMENT INFORMATION

Start Date\*

Branch\*  [Click New Branch](#)

Department\*  [Click New Department](#)

Position

Salary (MYR)

KWSP No.

KWSP Percentage

Socso No.

Socso Pay Amount

Income Tax Number

PCV

Status\*

Performance & Awards

#### OTHER(S)

Remarks

Save

Cancel

\* compulsory field

1. For "Staff ID" field, enter the Staff ID.
2. For "Login ID" field, enter the Login ID.
3. For "Password" field, enter password for the staff.
4. For "Confirm Password" field, enter again password for the staff.
5. For "Staff Nickname" field, enter the Staff Nickname.

6. For **"Staff Full Name"** field, enter the Staff full name.
7. For **"Gender"** field, select "Male" or "Female".
8. For **"Date of Birth"** field, select date of birth for staff.
9. For **"Nationality"** field, enter nationality for staff.
10. For **"Religion"** field, enter religion for staff.
11. For **"Race"** field, enter race for staff.
12. For **"Marital Status "** field, select marital status for staff.
13. For **"Email"** field, enter email for the staff.
14. For **"Handphone"** field, enter handphone for the staff.
15. For **"Housephone"** field, enter house phone for the staff.
16. For **"Housephone"** field, enter house phone for the staff.
17. For **"Mailing Address"** field, enter mailing address for the staff.
18. For **"Resident Address"** field, enter resident address for the staff.
19. For **"Emergency Contact 1"** field, enter emergency contact 1 for the staff.
20. For **"Contact Number Emergency Contact 1"** field, enter contact number emergency contact 1 for the staff.
21. For **"Relation Emergency Contact 1"** field, enter relation emergency contact 1 for the staff.
22. For **"Emergency Contact 2"** field, enter emergency contact 2 for the staff.
23. For **"Contact Number Emergency Contact 2"** field, enter contact number emergency contact 2 for the staff.
24. For **"Relation Emergency Contact 2"** field, enter relation emergency contact 2 for the staff.
25. For **"Start Date"** field, select the start date of staff start working.
26. For **"Branch"** field, select branch name.
27. For **"Department"** field, select department name.
28. For **"Position"** field, enter position for staff.
29. For **"Salary"** field, enter salary for staff.
30. For **"KWSP No."** field, enter KWSP No. for staff.
31. For **"KWSP Percentage"** field, enter KWSP Percentage for staff.
32. For **"Socso No."** field, enter Socso no. for staff.
33. For **"Socso Pay Amount"** field, enter Socso Pay Amount for staff.
34. For **"Income Tax Number"** field, enter Income Tax Number. for staff.
35. For **"PCV"** field, enter PCV for staff.
36. For **"Status"** field, select status **"Confirmed"** or **"Under Probation"**.
37. For **"Performance & Awards"** field, enter Performance & Awards for staff.
38. For **"Remark"** field, enter remark for the staff.
39. After the first step, please proceed to step 2 to complete the registration for new staff.




## Step 2

### | User - Edit User Entitlement & PIC

Staff ID FDCV/ABC/0001

Staff Name 

**MORE INFORMATION**

Confirm Date Feb 1 2013 

Resign Date

Approving Officer

1.
2.
3.

User Groups Category

**LEAVE ENTITLEMENT & CARRY FORWARD**

<u>Leave Type</u>	<u>Entitlement</u>
Annual Leave	16
Compassionate Leave	3
Hospitalization Leave	60
Marriage Leave	3
Maternity Leave	60
Medical Leave	12
Out For Business	1
Paternity Leave	0


**Day(s) Allowed Carry Forward for ( 2014 )**  
Day(s) allowed to carry forward  day(s) (Leave blank if you want it assign default value)

**Carry Forward (Recommend for first time use)**  
[2013] Number of Day to Carry Forward   
Remarks for Carry Forward

**History Remarks Log**

TIME	NUMBER DAY(S)	REMARKS	ACTION
19 Jun 2013	3	Bring forward from previous year	<input type="checkbox"/> Delete this record

1. If "Status Staff" previously selected is "Confirmed", therefore "Confirm Date" and "Resign Date" field is visible else "Confirm Date" and "Resign Date" field is hidden.

Confirm Date Feb 1 2013 

Resign Date

For "Confirm Date" field, select the confirm date of staff confirmed.

For "Resign Date" field, select the resign date of staff resigned.

- For **“Approving officer”** field, select staff name from the drop down list. (Remark: Maximum 3 approving officer can be select)
- For **“User Groups Category”** field, select user groups category of the staff.  
If **“Status Staff”** previously selected is **“Confirmed”**, therefore those leave type entitlement field is visible else entitlement field is hidden.

Leave Type	Entitlement
Annual Leave	16
Compassionate Leave	3
Hospitalization Leave	60
Marriage Leave	3
Maternity Leave	60
Medical Leave	12
Out For Business	1
Paternity Leave	0

- For **“Carry Forward”** field, enter number of day to carry forward.
- For **“Remark for Carry Forward(Recommend for first time use)”** field, enter remark for the carry forward.
- After created successfully, the new user will be listed. An email with login information will send to user.

### 2.8.2 Edit User Profile

To edit a user profile, simply click on **“User”** from the left menu. From the listing, select the particular user and click the **“Profile”** in the last column of the row.

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
Internet Division	[REDACTED]	[REDACTED]	Confirmed (01 Feb 2013)	Profile / Entitlement & PIC / Report / Deactivate / Delete

### 2.8.3 Edit User Leave Type Entitlement & Person In-Charged

To edit a user leave type entitlement & person in-charged, simply click on **“User”** from the left menu. From the listing, select the particular user and click the **“Entitlement & PIC”** in the last column of the row.

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
Internet Division	[REDACTED]	[REDACTED]	Confirmed (01 Feb 2013)	Profile / Entitlement & PIC / Report / Deactivate / Delete

### 2.8.1 Particular User Report

To view a **“Report”** for particular user, simply click on **“Report”** from the left menu. From the listing, click related **“Report”** button in the last column of the row.

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
Internet Division	[REDACTED]	[REDACTED]	Confirmed (01 Feb 2013)	Profile / Entitlement & PIC / Report / Deactivate / Delete

### 2.8.2 Deactivate a User

To deactivate a **“User”**, simply click on **“User”** from the left menu. From the listing, click related **“Deactivate”** button in the last column of the row.

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
Internet Division	[REDACTED]	[REDACTED]	Confirmed (01 Feb 2013)	Profile / Entitlement & PIC / Report / Deactivate / Delete

\*\* Remark: Deactivate staff means changing the staff’s status to **“Inactive”**.

### 2.8.3 Delete a User

To permanently delete a user, simply click on “**User**” from the left menu. From the listing, click related “**Delete**” button in the last column of the row.

DEPARTMENT	STAFF NAME	PERSON IN CHARGED	STATUS	ACTIONS
Internet Division	[REDACTED]	[REDACTED]	Confirmed (01 Feb 2013)	<a href="#">Profile</a> / <a href="#">Entitlement &amp; PIC</a> / <a href="#">Report</a> / <a href="#">Deactivate</a> / <a href="#">Delete</a>

\*\* Remark: All related record (leave application) of the particular user will be deleted from system.

### 2.8.4 View a Specified Status

To view user listing from specified branch, department, staff or status, you may select them from the drop down list on the top.

Branch: 
 Department: 
 Staff: 
 Status: 
 Search:

Showing Result 1 - 20 of 28 Posts | 1 2 | [Next](#) [Print](#)

## 2.9 Announcement

“**Announcement**” is used to maintain announcement and it will display at the system header if there’s any special issue or memo. You may create new announcement or delete an existing announcement here. To view the “**Announcement**” list, simply click on “**Announcement**” on the left menu.

### | Announcement

[Add New](#)

Showing Result 1 - 2 of 2 Posts | 1 |

TITLE	ANNOUNCEMENT	VALIDITY	DATE CREATED	ACTIONS
Testing	Donec eleifend luctus tellus et blandit. Phasellus condimentum ante eget magna iaculis mollis. Donec ut...	12 Jan 2011 - 15 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Testing	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sit amet mattis velit. Sed in...	12 Jan 2011 - 14 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

Showing Result 1 - 2 of 2 Posts | 1 |

### 2.9.1 Add a New Announcement

To add a new announcement, simply click on “**Announcement**” from the left menu and click on the button “**Add New**” on the top left of the table.

### | Announcement - Create New Announcement

Title \*

Announcement \*

You have  characters left.

Valid from \*

Valid until \*

\* compulsory field

1. For “**Title**” field, enter the title of announcement.
2. For “**Announcement**” field, enter the announcement.

3. For “Valid from” field, select the date valid from.
4. For “Valid until” field, select the date valid until.
5. For the checkbox, checked if notification email needed.
6. After created successfully, the new announcement will be listed.

### 2.9.2 Edit an Announcement

To edit an announcement, simply click on “Announcement” from the left menu. From the listing, select the particular announcement and click the “Edit” in the last column of the row.

TITLE	ANNOUNCEMENT	VALIDITY	DATE CREATED	ACTIONS
Testing	Donec eleifend luctus tellus et blandit. Phasellus condimentum ante eget magna iaculis mollis. Donec ut...	12 Jan 2011 - 15 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Testing	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sit amet mattis velit. Sed in...	12 Jan 2011 - 14 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

### 2.9.3 Delete an Announcement

To delete a “Announcement”, simply click on “Announcement” from the left menu. From the listing, click related “Delete” button in the last column of the row.

TITLE	ANNOUNCEMENT	VALIDITY	DATE CREATED	ACTIONS
Testing	Donec eleifend luctus tellus et blandit. Phasellus condimentum ante eget magna iaculis mollis. Donec ut...	12 Jan 2011 - 15 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>
Testing	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sit amet mattis velit. Sed in...	12 Jan 2011 - 14 Jan 2011	24 Nov 2010	<a href="#">Edit</a> / <a href="#">Delete</a>

## 3 Apply Leave on Behalf

There are two options for administrator to apply leave on behalf: apply leave for staff.

### Apply Leave On Behalf

Staff Name

Leave Type \*

Remarks

*\* compulsory field*

*Apply leave on behalf is temporary for viewing purpose, staff still have to apply the leave by themselves.*

### 3.1 Apply Leave on behalf of a Staff

1. To apply leave on behalf of a staff, simply select staff name from drop down list.

Staff Name

Leave Type \*

Remarks

Please Select

Please Select

**FDCV GROUP SDN BHD**

**• 3D Visualization**

Arshad

Dollah



Ito

- For the **“Leave Type”** field, simply select the leave type from drop down list.

Leave Type \*  
 Remark

Please Select  
 Please Select  
 Annual Leave  
 Compassionate Leave  
 Emergency Leave  
 Examination Leave  
 Hospitalization Leave  
 Marriage Leave

For the **“Start Day”** field refer to the start day to take leave and for the **“End Day”** field refer to the end day of the leave application.

Start Day \*      Dec ▾ 27 ▾ 2012       Half Day Selection ▾  
 End Day \*      Dec ▾ 27 ▾ 2012       Half Day Selection ▾

- For the **“Remark”** field, enter the remark for the leave application. This field is compulsory if replacement leave was selected to state the relating event.

Remark

- After all fields are inserted, click **“Apply”**. It will bring you to preview page to preview your leave request.
- In Preview page, system will show a summary about leave taken and how many days taken. Click on **“Confirm”** button to continue apply your leave request.

**| Summary Apply Leave On Behalf**

Staff Name	KLStaff1
Start Date	28 Dec 2012
End Date	28 Dec 2012
Leave Type	Annual Leave
Remark	- apply on behalf by Administrator

Summary

\*\* Below is leave taken :  
**28 Dec 2012**

(Total Day taken : 1)

\*\* An email will send to staff and his/her person in charged regarding the leave application.

## 4 Apply Leave Auto Approve

There are two options for administrator to apply leave auto approve: apply leave for staff OR apply leave for a branch.

### Apply Leave Auto Approve

Staff Name

\*\*Optional :  Apply to Selected Branch

Leave Type \*

Remarks

\* compulsory field

### 4.1 Apply Leave Auto Approve for a Staff

6. To apply leave auto approve on behalf a staff, simply select staff name from drop down list.

Staff Name  or Search:

\*\*Optional :  Apply to Selected Branch

Leave Type \*

Remarks

Please Select  
Branch Offices  
Head Office  
• Account  
KLManager 1  
KLStaff1

7. For the “Leave Type” field, simply select the leave type from drop down list.

Leave Type \*

Remark

Please Select  
Annual Leave  
Compassionate Leave  
Emergency Leave  
Examination Leave  
Hospitalization Leave  
Marriage Leave

If selected leave type is “Replacement Leave”, for the “Replacement Day” field, please select replacing day.

Replacement Day \*

Else for the “Start Day” field refer to the start day to take leave and for the “End Day” field refer to the end day of the leave application.

Start Day \*

End Day \*

- For the **“Remark”** field, enter the remark for the leave application. This field is compulsory if replacement leave was selected to state the relating event.

Remark

Apply

Cancel

- After all fields are inserted, click **“Apply”**. It will bring you to preview page to preview your leave request.
- In Preview page, system will show a summary about leave taken and how many days taken. Click on **“Confirm”** button to continue apply your leave request.

### | Summary Apply Leave Auto Approve

Staff Name	test2
Leave Type	Annual Leave
Remark	- apply on behalf by Administrator

Summary

\*\* Below is leave taken :  
**22 Apr 2011**

(Total Day taken : 1)

Confirm

Cancel

\*\* An email will send to staff and his/her person in charged regarding the leave application.

## 4.2 Apply Leave for a Branch

- To apply leave for all staffs in a branch, simply ticked the check box **“Apply to Selected Branch”** and select branch from drop down list.

\*\*Optional :  Apply to Selected Branch

Leave Type \*

Remarks

Please Select ▼

Please Select

Branch Offices

Head Office

- For the **“Leave Type”** field, simply select the leave type from drop down list.

Leave Type \*

Remark

Please Select ▼



Please Select

Compulsory Leave

Co. Closed / Public Holiday

\*\*Note: Only Co. Closed/ Public Holiday and Compulsory Leave are applicable.

For the **“Start Day”** field refer to the day start to take leave and for the **“End Day”** field refer to the end day of the leave application.

Start Day *	Dec ▾	27 ▾	2012		Half Day Selection ▾
End Day *	Dec ▾	27 ▾	2012		Half Day Selection ▾

3. For the **“Remark”** field, enter the remark for the leave application.

Remark

Apply Cancel

\* compulsory field

11. After all fields are inserted, click **“Apply”**. It will bring you to preview page to preview your leave request.
12. In Preview page, system will show a summary about leave taken and how many days taken. Click on **“Confirm”** button to continue apply your leave request.

### **| Summary Apply Leave Auto Approve**

**Optional :	Apply to Selected Branch Branch Offices
Start Date	31 Dec 2012
End Date	31 Dec 2012
Leave Type	Compulsory Leave
Remark	- apply on behalf by Administrator

Summary

\*\* Below is leave taken :  
**31 Dec 2012**

(Total Day taken : 1)

Confirm Cancel



## 5 Report

### 5.1 Leave Calendar

“Leave Calendar” shows all staff schedule leaves and late penalties in calendar form. To view previous month or next month, simply click “Previous” or “Next” on top of the table. To access the “Leave Calendar”, simply click on “Leave Calendar” on the left menu.

#### | Leave Calendar

[\(switch to table view\)](#)

<<Previous Next>>

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11 Sultan of Selangor's Birthday	12	13	14	15
16 • Staff (Late Penalty)	17	18	19	20	21	22 • Staff (Late)
23 • Staff (MC) • Staff (Late)	24 Christmas	25 • Staff (AL)	26 • Staff (AL)	27	28	29
30	31					

### 5.2 Today Leave

“Today Leave” shows all staff who on leave today. For the purpose to make the listing of staff on leave easier, staffs are categorized by branch and department. To access the “Today Leave”, simply click on “Today Leave” on the left menu.

#### | Today Leave (01 Oct 2013)

Branch  Department

Showing Result 1 - 1 of 1 Posts | 1 |

 Print

DEPARTMENT	STAFF NAME	STATUS
Architectural Division	Alison	Maternity Leave

Showing Result 1 - 1 of 1 Posts | 1 |

If there are record(s) found, then you will saw a button “Print” on top right of the table. To print report, simply click on it and new window will be open and show only the report table.

### 5.3 Leave Request

“Leave Request” is used to maintain leave request from staff. You may update status for any existing leave request here. To view the “Leave Request” list, simply click on “Leave Request” on the left menu.

For the purpose to make the listing of leave request easier, leave request are categorized by status, branch and department.

## Leave Request

Branch  Department  Staff   
 Leave Type  Month  Year   
 Status  Status Remark: ! Pending ! Approved ! Denied ! Cancelled ! Penalty

Showing Result 1 - 20 of 56 Posts | 1 2 3 | Next

DEPARTMENT	STAFF NAME	FROM - TO	APPLIED ON	APPROVING OFFICER	REASON	MC SLIP	STATUS	DAY	REMARK
Admin/Account	Raggie	07 Aug 2013 - 07 Aug 2013	05 Aug 2013	Them	<a href="#">View</a>	-	Approved	1(AL) <span style="color: orange;">!</span>	<input type="text"/> <input type="button" value="Update"/>

### 5.3.1 Update Leave Request Status

To update status of staff leave request, simply move to **“Leave Request”** on the left menu. From the particular row, select status from drop down list and fill in the remark for particular leave request. After click on **“Update”** button, status for leave request is updated.

Admin/Account	Raggie	07 Aug 2013 - 07 Aug 2013	05 Aug 2013	Them	<a href="#">View</a>	-	<input type="text" value="Approved"/> <input type="text" value="Pending"/> <input type="text" value="Approved"/> <input type="text" value="Denied"/> <input type="text" value="Cancelled"/> <input type="text" value="Penalty"/>	1(AL) <span style="color: orange;">!</span>	<input type="text"/> <input type="button" value="Update"/>
Event Management Division	Cash	06 Jan 2014 - 10 Jan 2014	09 Sep 2013	Jat	<a href="#">View</a>	-		5(AL) <span style="color: orange;">!</span>	<input type="text"/> <input type="button" value="Update"/>

\*\*Remark: An email will send to staff and HOD for the leave request status updated.

## 5.4 Claim Request

**“Claim Request”** is used to maintain claim request from staff. You may update status for any existing claim request here. To view the **“Claim Request”** list, simply click on **“Claim Request”** on the left menu.

For the purpose to make the listing of leave request easier, leave request are categorized by status, branch and department.

## Claim Request

Branch  Department  Staff

Showing Result 1 - 3 of 3 Posts | 1 |

STAFF	CLAIM MONTH	AMOUNT	APPROVING OFFICER	RECEIPT	DETAIL	ACTION		
Alicon	Sep' 2013	RM 68	Charles, Damon	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Katherine	Sep' 2013	RM 168	Tey, Abner	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Abner	Sep' 2013	RM 177.4	Tey, Abner			<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>

Showing Result 1 - 3 of 3 Posts | 1 |

### 5.4.1 View Claim Details

To view details of claim request, simply move to **“Claim Request”** on the left menu. From the particular row, click on icon.

Alicon	Sep' 2013	RM 68	Charles, Damon	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Katherine	Sep' 2013	RM 168	Tey, Abner	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Abner	Sep' 2013	RM 177.4	Tey, Abner			<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>

### 5.4.2 Clarify Claim Request

To ask for clarification on staff claim request, simply move to “**Claim Request**” on the left menu. From the particular row, click on “**Leave Remark**” .

STAFF	CLAIM MONTH	AMOUNT	APPROVING OFFICER	RECEIPT	DETAIL	ACTION		
Alison	Sep' 2013	RM 68	Charles, Damon	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Katherine	Sep' 2013	RM 168	Tey, Abner	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Abner	Sep' 2013	RM 177.4	Tey, Abner			<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>

You will be redirected to “**Staff Claim Request**” page.

#### Staff Claim Request

**Department** : Architectual Division  
**Staff** : Alison  
**Claim Month** : Sep' 2013  
**Total Claim Amount** : **RM 68**

**Date Applied** : 12 Sep 2013  
**Approving Officer** : Charles , Damon  
**Attached** : -

**Claim Date** : 2013-09-12 **Amount** : RM 68  
**Others(RM 68)**  
**Description** : Medical claim  
Receipt no: 0021311752

**Remark** :

Enter request for clarification on staff’s claim request in “**Remark**” section and click on “**Update Remark Only**” button to update remark, click on “**Approved All**” button to approve the claim request, click on “**Denied All**” button to deny the claim request, click on “**Cancel**” button to go back to “**Claim Request**” page.

### 5.4.3 Approve Claim Request

To approve staff claim request, simply move to “**Claim Request**” on the left menu. From the particular row, click on “**Approved All**” .

STAFF	CLAIM MONTH	AMOUNT	APPROVING OFFICER	RECEIPT	DETAIL	ACTION		
Alison	Sep' 2013	RM 68	Charles, Damon	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Katherine	Sep' 2013	RM 168	Tey, Abner	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Abner	Sep' 2013	RM 177.4	Tey, Abner			<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>

### 5.4.4 Deny Claim Request

To deny staff claim request, simply move to “**Claim Request**” on the left menu. From the particular row, click on “**Denied All**” .

STAFF	CLAIM MONTH	AMOUNT	APPROVING OFFICER	RECEIPT	DETAIL	ACTION		
Alison	Sep' 2013	RM 68	Charles, Damon	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Katherine	Sep' 2013	RM 168	Tey, Abner	-		<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>
Abner	Sep' 2013	RM 177.4	Tey, Abner			<a href="#">Leave Remark</a>	<a href="#">Approved All</a>	<a href="#">Denied All</a>

## 5.5 Pending Leave

“Pending Leave” shows all staff pending leave applied on behalf by admin. For the purpose to make the summary listing of staff easier, all staff are categorized by branch, department and year. To access the “Pending Leave”, simply click on “Pending Leave” on the left menu.

**Pending Leave**

Branch  Department  Staff   
 Status  Month  Year

Showing Result 1 - 2 of 2 Posts | 1 |

DEPARTMENT	STAFF NAME	FROM - TO	APPLIED ON	APPROVING OFFICER	STATUS	DAY	REMARK
3D Visualization	Swan	14 Aug 2013 - 14 Aug 2013	14 Aug 2013	Gyn	Pending	1(EL)	- apply on behalf by Administrator <input type="button" value="Update"/>
3D Visualization	Swan	06 Aug 2013 - 06 Aug 2013	06 Aug 2013	Gyn	Pending	1(EL)	Father in law passed away - apply on behalf by Administrator <input type="button" value="Update"/>

Showing Result 1 - 2 of 2 Posts | 1 |

### 5.5.1 Update Pending Leave Status

To update status of staff pending leave request, simply move to “Pending Leave” on the left menu. From the particular row, select status from drop down list and fill in the remark for particular pending leave. After click on “Update” button, status for pending leave is updated.

3D Visualization	Swan	14 Aug 2013 - 14 Aug 2013	14 Aug 2013	Gyn	<input type="text" value="Pending"/> <input type="text" value="Pending"/> <input type="text" value="Deduct 1.5"/> <input type="text" value="Cancelled"/>	1(EL)	- apply on behalf by Administrator <input type="button" value="Update"/>
							Father in law passed away - apply on behalf by Administrator <input type="button" value="Update"/>

\*\*Remark: An email will send to staff and HOD if status is updated to ‘Deduct 1.5’.

## 5.6 Replacement Entitlement

“Replacement Entitlement” shows all staff unapplied replacement leave. For the purpose to make the summary listing of staff easier, all staff are categorized by branch, department and year. To access the “Replacement Entitlement”, simply click on “Replacement Entitlement” on the left menu.

**Replacement Entitlement**

Branch  Department  Staff   
 Status  Month  Year

Showing Result 1 - 2 of 2 Posts | 1 |

BRANCH	DEPARTMENT	STAFF NAME	REPLACEMENT DAY	APPLIED ON	APPROVING OFFICER	STATUS	DAY	REMARK
Head Office	Account	KLStaff1	31 Dec 2012	24 Dec 2012	KLDirector, KLManager2	Pending	1 (RL)	test - apply on behalf by Administrator <input type="button" value="Update"/>
Head Office	Account	KLStaff1	16 Dec 2012	22 Dec 2012	KLDirector, KLManager2	Pending	0.5 AM(RL)	yttest te este - apply on behalf by Administrator <input type="button" value="Update"/>

Showing Result 1 - 2 of 2 Posts | 1 |

### 5.6.1 Update Replacement Entitlement Status

To update status of staff replacement entitlement, simply move to “**Replacement Entitlement**” on the left menu. From the particular row, select status from drop down list and fill in the remark for particular replacement leave. After click on “**Update**” button, status for replacement entitlement is updated.

BRANCH	DEPARTMENT	STAFF NAME	REPLACEMENT DAY	APPLIED ON	APPROVING OFFICER	STATUS	DAY	REMARK
Head Office	Account	KLStaff1	31 Dec 2012	24 Dec 2012	KLDirector, KLManager2	Pending Pending Cancelled	1 (RL)	test - apply on behalf by Administrator Update

Remark: An email will send to staff and HOD for the leave request status updated.

### 5.7 Leave Balance

“**Leave Balance**” shows all staff annual leave and medical leave summary. For the purpose to make the summary listing of staff easier, all staff are categorized by branch, department and year. To access the “**Leave Balance**”, simply click on “**Leave Balance**” on the left menu.

**Leave Balance**

Branch: View All | Department: View All | Staff: View All | Year: 2013

Showing Result 1 - 14 of 14 Posts | 1 | [Print](#)

STAFF		DEPARTMENT	ENTITLEMENT				BF	LEAVE TAKEN					BALANCE		
NAME	LEVEL		AL	MC	RL	AL		MC	EL	UPL	RL	AL	MC	RL	
Maggie	Staff	Admin/Account	8.5	7	0	0	1	0	0	0	7.5	7	0		
Zack	Staff	Event Management Division	9.5	8	0	0	1	1	0	0	8.5	7	0		

To print report, simply click “**Print**” on top right of the table and new window will be open and show only the report table.

### 5.8 Leave History

“**Leave History**” shows all staff leaves request history. For the purpose to make the summary listing of staff easier, all staff are categorized by branch, department, staff, leave type, year and status. To access the “**Leave History**”, simply click on “**Leave History**” on the left menu.

**Leave History**

Branch: View All | Department: View All | Staff: View All | Leave Type: View All | Month: View All | Year: View All | Status: View All | Search Staff: |

Showing Result 1 - 20 of 39 Posts | 1 | 2 | [Next](#) | [Print](#)

MC SLIP	DEPARTMENT	STAFF NAME	FROM	TO	APPLIED ON	DAY	STATUS
-	Admin/Account	Maggie	07 Aug 2013	07 Aug 2013	05 Aug 2013	1(AL)	Approved
-	Event Management Division	Zack	12 Sep 2013	13 Sep 2013	02 Sep 2013	2(AL)	Approved


To print report, simply click “**Print**” on top right of the table and new window will be open and show only the report table.



## 5.9 Claim History

“Claim History” shows all staff claim request history. For the purpose to make the summary listing of staff easier, all claim are categorized by branch, department, staff, claim type, month, year and status. To access the “Claim History”, simply click on “Claim History” on the left menu.

**Claim History**

Branch  Department  Staff   
 Month  Year  Status   
 Search Staff

Showing Result 1 - 5 of 5 Posts | 1 | 

DEPARTMENT	STAFF NAME	CLAIM MONTH	AMOUNT	ATTACHED	DETAIL	STATUS
Admin/Account	Nandy	Aug' 2013	RM 22	-		Approved
Architectual Division	Alison	Aug' 2013	RM 148.8	-		Approved

To print report, simply click “Print” on top right of the table and new window will be open and show only the report table.

## 5.10 User Role

“User Role” shows listing of staff in-charged. For the purpose to make the summary listing of staff in-charged easier, all staff are categorized by branch, department and approving officer.

To access the “User Role”, simply click on “User Role” on the left menu.

**User Role**

Branch  Department  Approving Officer

Showing Result 1 - 20 of 22 Posts | 1 2 | Next

DEPARTMENT	PERSON IN CHARGED	STAFF NAME	LEVEL	STATUS
Admin/Account	Them	Meggie	staff	Under Probation
Event Management Division	Jet	Cash	staff	Under Probation

## 5.11 Log Report

“Log Report” is to keep record for each activity in the system and track back all actions done by any user. To access the “Log Report”, simply click on “Log Report” on the left menu.

**Log Report**

1 2 3 4 5 Next >

DATE	STAFF ID	DESCRIPTION
01 Oct 2013 9:17 am	Administrator	Login to system
30 Sep 2013 6:12 pm	Administrator	Insert Department Detail Web Development
30 Sep 2013 5:48 pm	Administrator	Delete Branch FDCV GROUP SDN BHD

## 6 Password Reset

For security purpose, you are advised to reset your password once a month. To reset the password, simply click on “**Password Reset**” from the top menu after login successfully.

### | Password Reset

*Old Password	<input type="text"/>
*New Password	<input type="text"/>
*Re-type New Password	<input type="text"/>
	<input type="button" value="Save Changes"/>

Enter the correct Old Password, and enter twice the New Password. Only if the Old Password is correct, the New Password will be applied.

## 7 Logout

To logout the system, simply click on “**Logout**” from the top menu.