

# 请假系统使用说明

## Vacation system usage instructions

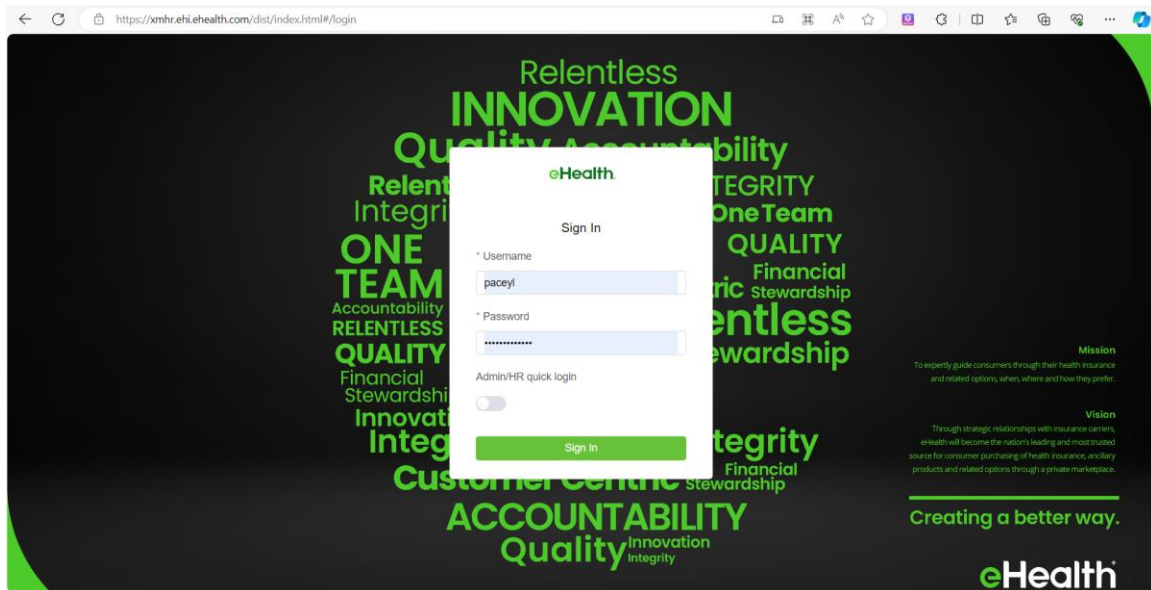
请假系统地址/URL: [ManagementSystem \(ehealth.com\)](https://xmhr.ehi.ehealth.com/dist/index.html#/login)

系统角色/Role: 1. 超级管理员/ Administrator 2. 人力资源部/ Human Resources  
3. 审批人员/ Approver 4. 普通用户/ General User

### 一、登录/ Log in

输入 AD 账号、密码登录系统。(HR 或管理员可打开免密登录)

Enter your AD account and password to log in to the system. (HR or administrator can turn on password-free)



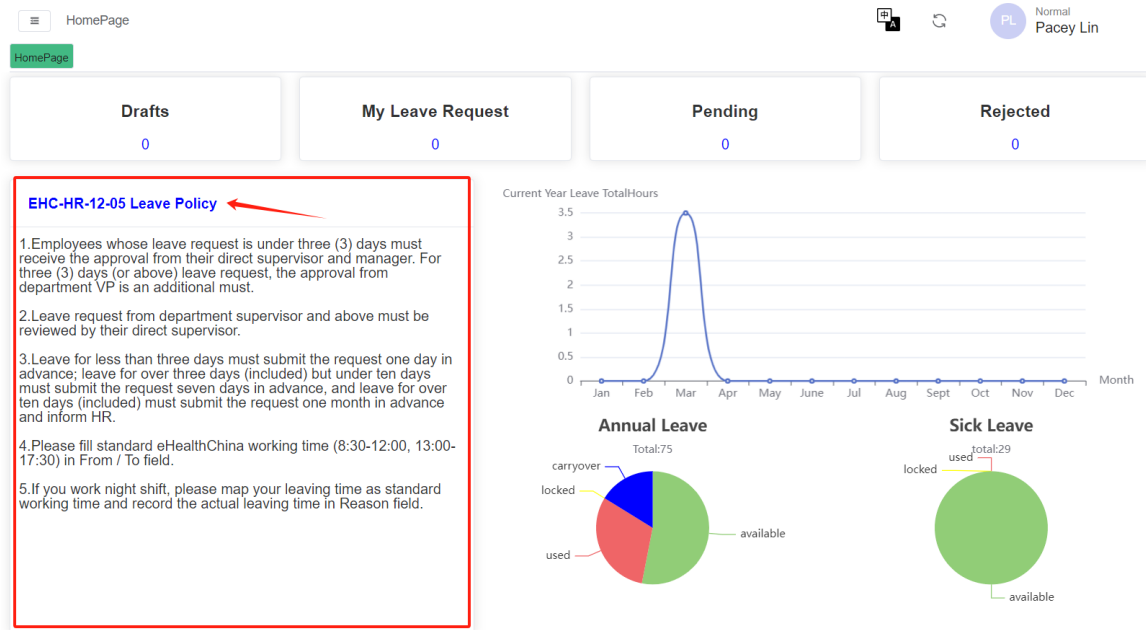
### 二、普通用户/ General User:

(一) 登录之后默认跳转至“主页”，页面显示内容如下：

After logging in, you will jump to the "Home Page", and the page will display the following content:

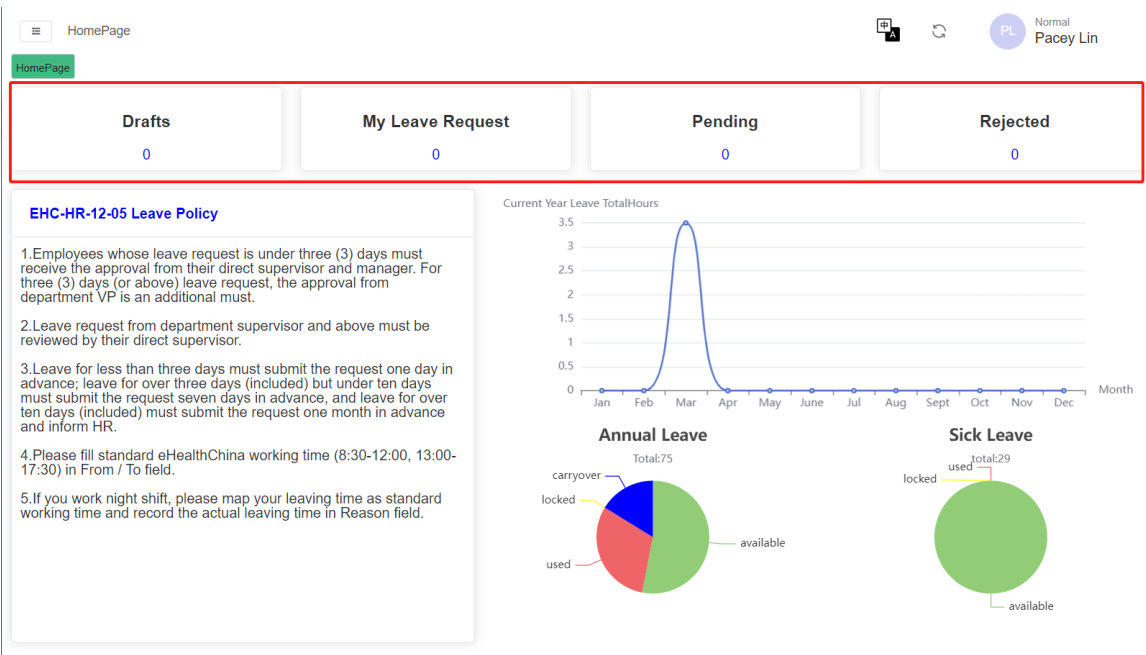
1. 公司请假政策（点击“Policy”可见详情）

Company leaves policy (click "Policy" for details)



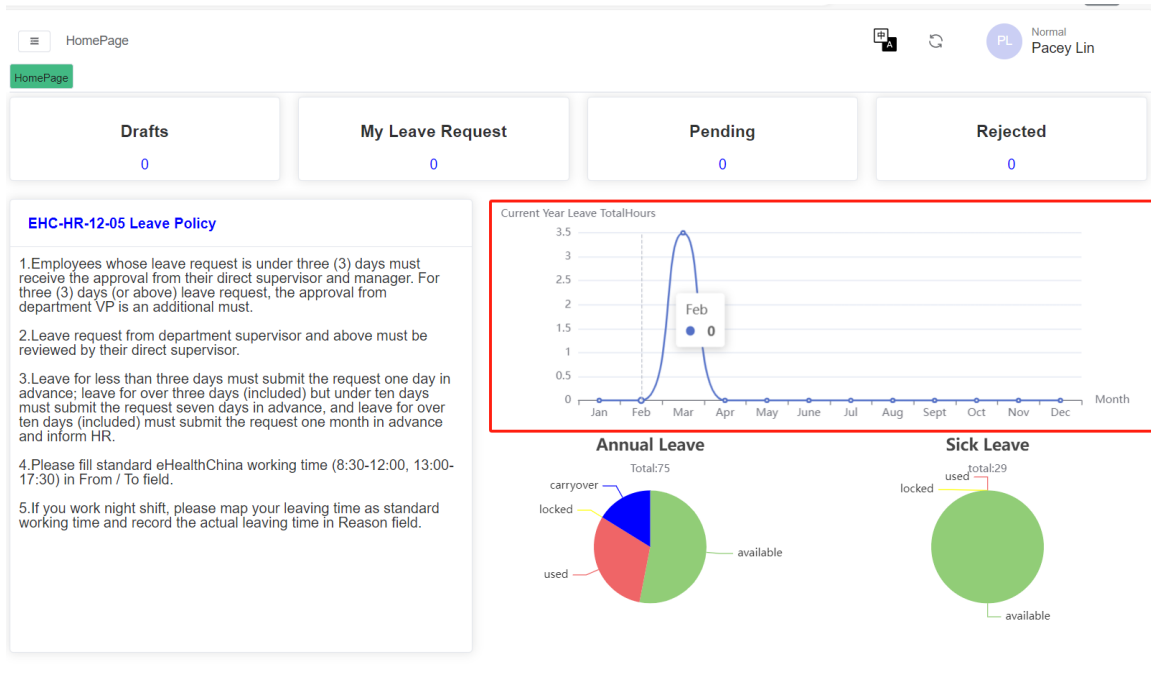
2. 个人请假数据（包括草稿箱，审批中假单，被拒绝的假单以及提交的假单）点击相应数据可跳转至“我的休假”页面。

Personal leave data (including drafts, my leave request, pending and rejected) can be jumped to the "My Leave Request" page by clicking on the data.



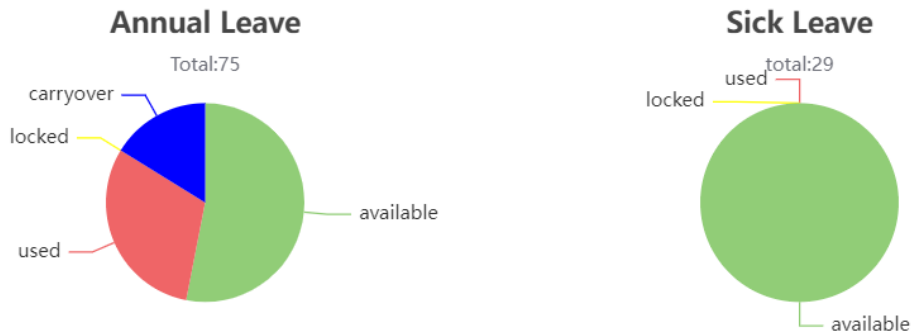
3. 个人当前年份的请假情况

Personal leave status in the current year



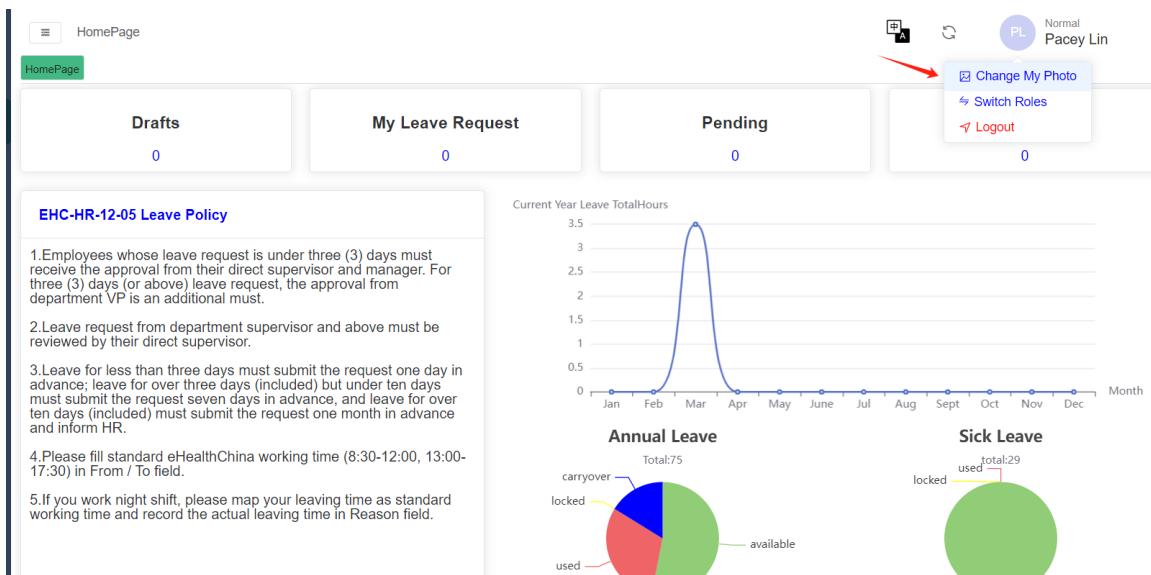
#### 4. 个人年假数据和病假数据

Personal annual leave data and sick leave data



#### 5. 修改个人头像

Modify profile picture



## (二) 我的休假/My Leave Request

1. 此页面显示个人全部请假数据，并可根据需求进行筛选。

This page displays all personal leave data and can be filtered according to needs.

My Leave Request

Normal Pacey Lin

HomePage My Leave Request X

+ New Application Edit Cancel View Process

	Leaveld	LeaveType	StartDate	EndDate	Hour	Reason	CurrentState	CurrentStep	CurrentOwner
<input checked="" type="checkbox"/>	<input type="text" value="filter Leaveld"/>	<input type="text" value="filter ..."/>	<input type="text" value="filter StartDate"/>	<input type="text" value="filter EndDate"/>	<input type="text" value="filter Ho"/>	<input type="text" value="filter Reason"/>	<input type="text" value="filter C..."/>	<input type="text" value="filter CurrentS"/>	<input type="text" value="filter CurrentOw"/>
<input checked="" type="checkbox"/>	paceyl20240313163355524	Annual Leave	2024-03-13 08:30	2024-03-13 12:00	3.5	personal rea...	Approved	End	Clark Zheng

Total 1 10/page 1 Go to 1

2. 点击“申请休假”进入填写假单弹窗

Click "New Application" to enter the pop-up window for filling out the leave request application form.

The 'New Application' window displays the following information:

- Leaveld:** paceyl20240321153751234
- UserName:** Pacey Lin
- LeaveType:** Annual Leave
- Available:** 47.5 h(5day7.5h)
- Annual leave calculation rules** (link)
- From:** [Calendar icon]
- To:** [Calendar icon]
- Total:** 0 h(0day0h)
- Reason:** [Text area]
- Attachment:** [Upload area with a plus sign]

Below the attachment area, it states: "jpg/png files with a count less than 3". At the bottom are buttons for Drafts, Submit, and Cancel.

系统将自动计算请假时间和剩余可用时间（请假数据在每年 1 月 1 日自动更新）。对于个人年假时间有疑问的，可点击计算规则进行查看。

The system will automatically calculate the leave time and remaining available time (leave data is automatically updated on January 1 every year). If you have any questions about personal annual leave time, you can click on the calculation rules to check.

The calculation rules window displays the following information:

2024-01-01 To 2024-12-31

Pacey Lin :  
Work Start Date:2018-06-16  
ehc Start Date:2023-06-26

from 2024-01-01 to 2024-12-31 annual vacation hours:

2024-01-01==>2024-06-16  
days count = 167  
accumulated working years = 5  
ehc working years= 1  
vacation standard = 5  
hours = 5 \* 8 \* 167 / 365 =18.301

2024-06-16==>2024-06-26  
days count = 10  
accumulated working years = 6  
ehc working years= 1  
vacation standard = 5  
hours = 5 \* 8 \* 10 / 365 =1.096

2024-06-26==>2024-12-31  
days count = 188  
accumulated working years = 6  
ehc working years= 2  
vacation standard = 10  
hours = 10 \* 8 \* 188 / 365 =41.205

Total:60.5

3. 点击“修改”即可编辑修改草稿假单。对已经发起流程的数据无法修改，只能撤销重新申请。

Click "Modify" to edit and modify the draft leave application. The data of the process that has been initiated cannot be modified and can only be canceled and re-applied.

New Application

\* LeaveId

paceyl20240321154159124

UserName

Pacey Lin

\* LeaveType

Annual Leave

Available

47.5 h(5day7.5h)

Annual leave calculation rules

\* From

2024-03-21 08:30

\* To

2024-03-21 17:30

Total

8 h(1day0h)

Reason

Attachment

jpg/png files with a count less than 3

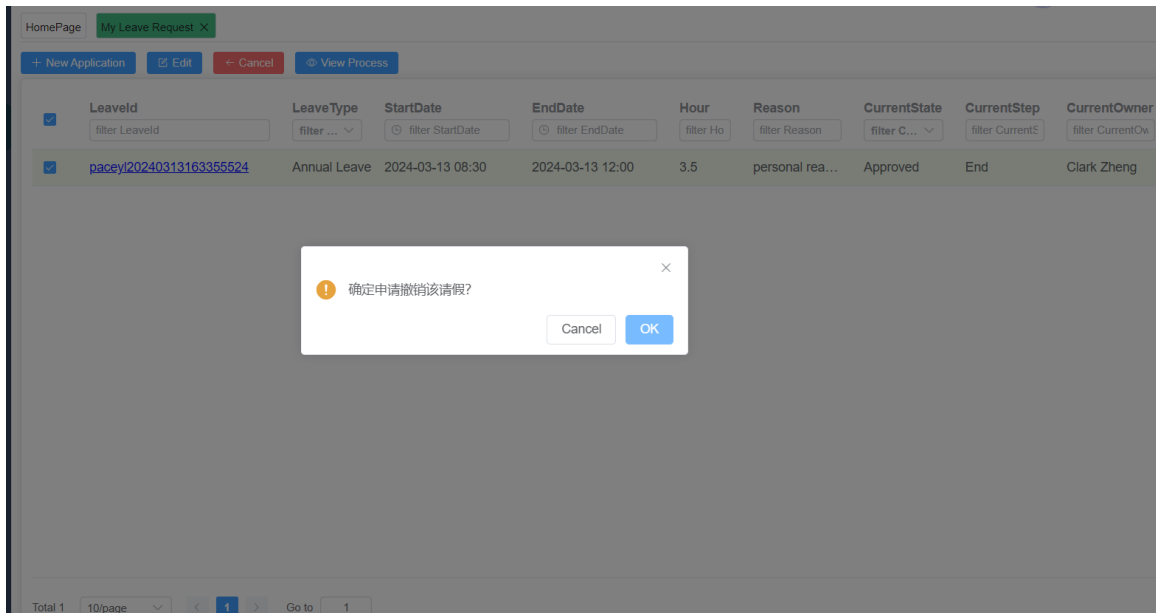
Drafts

Submit

Cancel

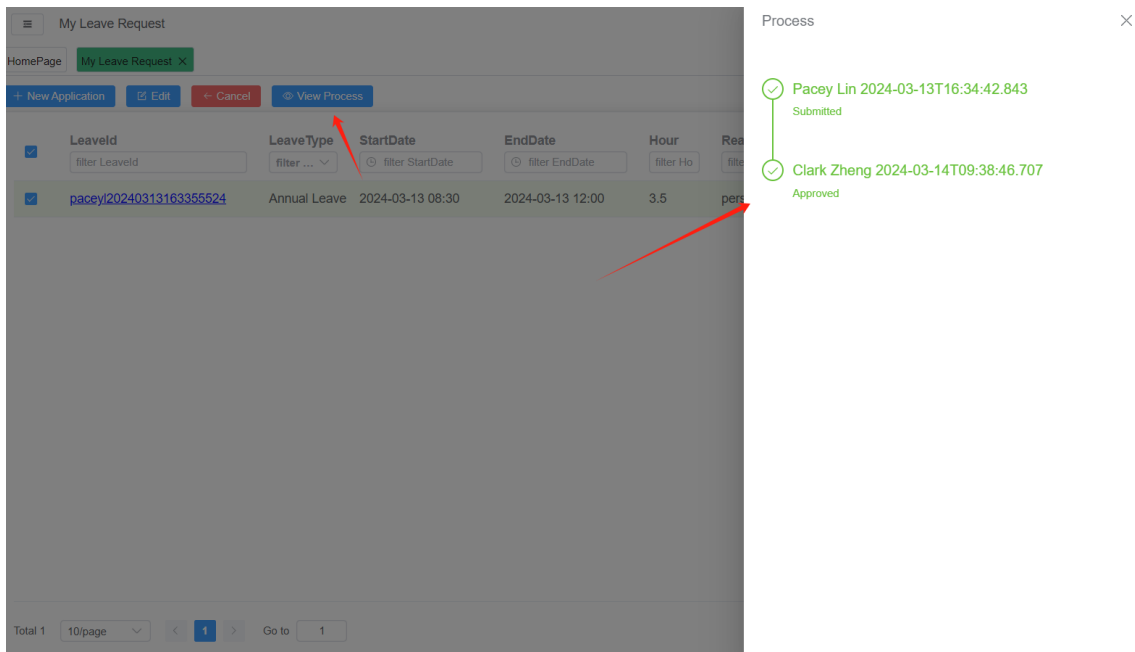
4. 对已经发起流程（审批中、已同意）的假单可以进行销假操作。对于草稿的假单直接删除即可。

If the leave application is already in the approval process, it can be canceled. You can simply delete the draft leave application.



5. 查点击“查看流程”可以查询当前假单审批进度。

Click "View Process" to check the leave application approval progress.



### （三）其他相关/ **Other Related**

此模块目前仅用于育儿假申请。在弹窗中输入相应数据，上传相关证明，申请通过之后，才可在“我的休假”模块使用育儿假。系统将自动计算育儿假数据，请假时无需重复上传证明材料。

This module is currently only used for parental leave applications. Enter the corresponding data in the pop-up window, upload the relevant certificates, and only after the application is approved, you can use the parental leave in the "My Leave Request". The system will automatically calculate parental leave data, and there is no need to repeatedly upload relevant certificates when applying for leave.

The screenshot shows a web application interface with a sidebar containing 'HomePage', 'My Leave Request', and 'Other Related' (selected). A modal titled 'New Application' is open, containing the following fields:

- \* RequestId**: Text input with value 'paceyl20240321155338177'
- \* UserName**: Text input with value 'paceyl'
- \* Child's date of birth**: Date picker field
- Description**: Text area
- \* Attachment**: File upload area with a '+' icon and text 'jpg/png files with a count less than 3'

At the bottom of the modal are 'Submit' and 'Cancel' buttons.

### 三、审批人员/ **Approver**

审批人在普通用户的基础上增加两个功能模块：1. 查询统计 2. 审批

Add two functional based on General User: 1. Query statistics 2. Approval.

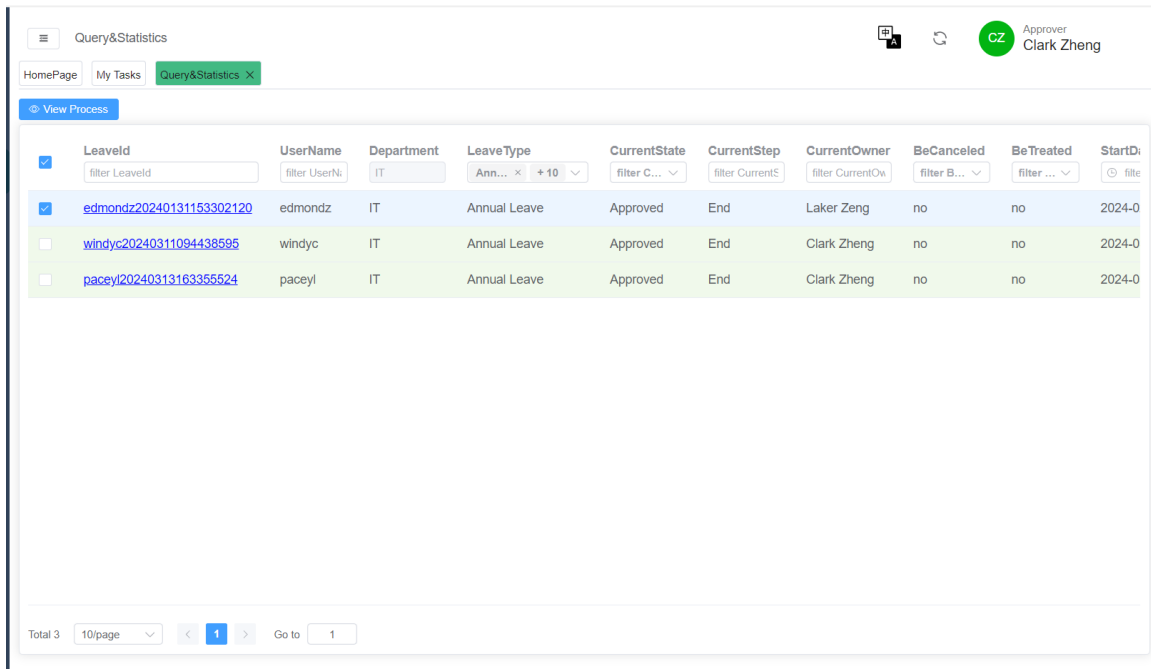
#### （一）查询统计/ **Query statistics**

查询统计权限仅针对部门经理及以上的审批人开放。在页面中可查询本部门所有人的请假假单。默认禁用部门筛选，HR 则可筛选所有部门。此页面也可查看审批流程。

The permission to query statistics is only for department managers and above. On this page, you can check the leave requests of everyone in the department. Department



filtering is disabled by default, and HR can filter all departments. The approval process can also be viewed on this page.



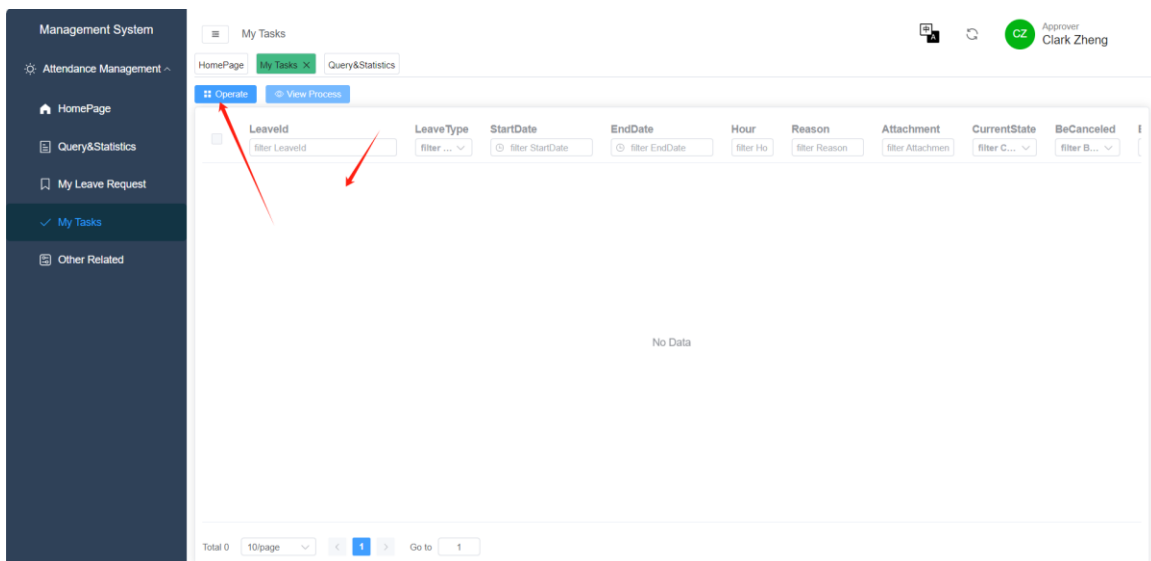
The screenshot shows the 'Query&Statistics' page. At the top, there are tabs for 'HomePage', 'My Tasks', and 'Query&Statistics'. Below the tabs is a 'View Process' button. The main area contains a table with columns: LeaveId, UserName, Department, LeaveType, CurrentState, CurrentStep, CurrentOwner, BeCanceled, BeTreated, and StartDate. There are three rows of data, all for 'Annual Leave' and 'Approved' status. The first row is for 'edmondz' (Laker Zeng), the second for 'windyc' (Clark Zheng), and the third for 'paceyl' (Clark Zheng). At the bottom, there is a pagination bar showing 'Total 3', '10/page', and a page number '1'.

LeaveId	UserName	Department	LeaveType	CurrentState	CurrentStep	CurrentOwner	BeCanceled	BeTreated	StartDate
<a href="#">edmondz20240131153302120</a>	edmondz	IT	Annual Leave	Approved	End	Laker Zeng	no	no	2024-0
<a href="#">windyc20240311094438595</a>	windyc	IT	Annual Leave	Approved	End	Clark Zheng	no	no	2024-0
<a href="#">paceyl20240313163355524</a>	paceyl	IT	Annual Leave	Approved	End	Clark Zheng	no	no	2024-0

## (二) 审批/ Approval

点击“我的任务”即可打开审批页面。页面将显示等待你审批的假单。可以点击“操作”按钮或“请假 ID”即可进行审批操作。

Click "My Tasks" to open the page. The page will display the leave applications waiting for your approval. You can click the "Operation" button or "Leave ID" to approve leave request.



The screenshot shows the 'My Tasks' page. On the left, there is a sidebar with a menu containing 'Attendance Management', 'HomePage', 'Query&Statistics', 'My Leave Request', 'My Tasks' (selected), and 'Other Related'. The main area has tabs for 'HomePage', 'My Tasks', and 'Query&Statistics'. Below the tabs are buttons for 'Operation' and 'View Process'. The 'Operation' button is highlighted with a red arrow. The table below has columns: LeaveId, LeaveType, StartDate, EndDate, Hour, Reason, Attachment, CurrentState, and BeCanceled. The 'LeaveId' column has a filter input. The 'LeaveType' column has a dropdown menu. The 'StartDate' and 'EndDate' columns have filter inputs. The 'Hour' column has a filter input. The 'Reason' column has a filter input. The 'Attachment' column has a filter input. The 'CurrentState' column has a dropdown menu. The 'BeCanceled' column has a dropdown menu. The table is currently empty, showing 'No Data'. At the bottom, there is a pagination bar showing 'Total 0', '10/page', and a page number '1'.

LeaveId	LeaveType	StartDate	EndDate	Hour	Reason	Attachment	CurrentState	BeCanceled
No Data								

\* Leaveld  UserName

\* LeaveType

\* From  \* To  Total **56** h(7day0h)

Reason

Attachment

jpg/png files with a count less than 3

审批者权限用户，在首页增加显示“我的任务”页签，点击后可快速到达“审批”页面。

Users with approver permissions has the "My Tasks" tab to the homepage to quickly reach the "Approval" page.

HomePage

My Tasks

Query&Statistics

My Tasks

Drafts

My Leave Request

Pending

Rejected

**EHC-HR-12-05 Leave Policy**

1. Employees whose leave request is under three (3) days must receive the approval from their direct supervisor and manager. For three (3) days (or above) leave request, the approval from department VP is an additional must.
2. Leave request from department supervisor and above must be reviewed by their direct supervisor.
3. Leave for less than three days must submit the request one day in advance; leave for over three days (included) but under ten days must submit the request seven days in advance, and leave for over ten days (included) must submit the request one month in advance and inform HR.
4. Please fill standard eHealthChina working time (8:30-12:00, 13:00-17:30) in From / To field.
5. If you work night shift, please map your leaving time as standard working time and record the actual leaving time in Reason field.

Current Year Leave TotalHours

**Annual Leave**

Total:107

**Sick Leave**

total:56

#### 四、人力资源部/ Human Resources

HR 在审批人员的基础上增加若干权限和功能。

HR adds several permissions and functions based on the approver.

（一）可在“查询统计”模块查询全部假单，可根据需求进行筛选；对假单可进行结算操作；在育儿假申请界面有审批权限。

All leave requests can be queried in the "Query Statistics" module, and can be filtered according to needs. HR has approval authority in the parental leave application.

Query Statistics

HomePageQuery & Statistics X

Treat

View Process

LeaveType	CurrentState	CurrentStep	CurrentOwner	BeCanceled	BeTreated	StartDate	EndDate	Hour	Reason
Ann... x +10	filter C...	filter CurrentS	filter CurrentOw	filter B...	filter ...	filter StartDate	filter EndDate	filter Ho	filter Reason
Annual Leave	Approved	End	Laker Zeng	no	no	2024-02-01 08:30	2024-02-09 17:30	56	
Annual Leave	Approved	End	Clark Zheng	no	no	2024-03-11 13:30	2024-03-12 17:30	12	Apply 1.5 da...
Annual Leave	Approved	End	Clark Zheng	no	no	2024-03-13 08:30	2024-03-13 12:00	3.5	personal rea...

Treat

View Process

Leaveld	UserName	Department	LeaveType	CurrentState	CurrentStep	CurrentOwner	BeCanceled	BeTreated
filter Leaveld	filter UserNi	IT	Ann... x +10	filter C...	filter CurrentS	filter CurrentOw	filter B...	filter ...
<input checked="" type="checkbox"/> edmondz20240131153302120	edmondz	IT	Annual Leave	Approved	End	Laker Zeng	no	no
<input type="checkbox"/> windyc20240311094438595	windyc	IT	Annual Leave	Approved	End	Clark Zheng	no	no
<input type="checkbox"/> paceyl20240313163355524	paceyl	IT	Annual Leave	Approved	End	Clark Zheng	no	no

Other Related

HomePage

Query&Statistics

My Leave Request

My Tasks

Leave Management

Holiday Setting

Other Related X

+ Request Parental

Approval

<input checked="" type="checkbox"/>	RequestId	UserName	BornDate	Description	Attachment	CurrentState
	<input type="text" value="filter RequestId"/>	<input type="text" value="filter UserName"/>	<input type="text" value="filter BornDate"/>	<input type="text" value="filter Description"/>	<input type="text" value="filter Attachment"/>	<input type="text" value="filter CurrentState"/>
<input checked="" type="checkbox"/>	Jenniferw20240130134626637	Jenniferw	2022-12-13...		data:image/png;base64/...	Approved

Total 1

10/page

1

Go to 1

## (二) 假期管理和假日设置/ Management and holiday settings

### 1. 假期管理/ Management

用于管理公司员工的年假额度、事假额度、病假额度及设置延期年假。

Used to manage the company's employees' annual leave data, personal leave data, sick leave data and set carryover annual leave.

Management System

Attendance Management ^

HomePage

Query&Statistics

My Leave Request

My Tasks

Leave Management

Holiday Setting

Other Related

Leave Management

HomePage

Query&Statistics

My Leave Request

My Tasks

Leave Management X

Holiday Setting

Other Related

% Annual & Sick Leave Calculation

Clear Carryover Leave

% Personal Leave Calculation

Edit

<input checked="" type="checkbox"/>	UserName	FullName	Gender	Department	WorkStartDate
	<input type="text" value="filter UserName"/>	<input type="text" value="filter FullName"/>	<input type="text" value="filter Gender"/>	<input type="text" value="filter Department"/>	<input type="text" value="filter WorkStartDate"/>
<input checked="" type="checkbox"/>	ninaf	Nina Fang	F	CD	2006-07-17T00:00:00...
<input type="checkbox"/>	kennethh	Kenneth Hu...	M	CarrierDataT...	2006-03-01T00:00:00...
<input type="checkbox"/>	michaelc	Michael Chen	M	CD	2002-06-13T00:00:00...
<input type="checkbox"/>	paulai	Paula Lin	F	CD	2009-08-10T00:00:00...
<input type="checkbox"/>	minney	Minnie Yan	F	CD	1991-01-01T00:00:00...
<input type="checkbox"/>	cheryl	Cherry Li	F	RA	2011-07-18T00:00:00...
<input type="checkbox"/>	jessicaw	Jessica Wu	F	RA	2008-10-13T00:00:00...
<input type="checkbox"/>	elaine	Elaine Yang	F	RA	2010-02-22T00:00:00...
<input type="checkbox"/>	manning	Manning Chen	F	RA	2004-12-16T00:00:00...
<input type="checkbox"/>	zoez	Zoe Zhou	F	RA	2010-02-22T00:00:00...

Total 250

10/page

1 2 3 4 ... 25

Go to 1

<input checked="" type="checkbox"/>	Type	Total	Available	Used	Pending	Carryover
	<input type="text" value="filter ..."/>	<input type="text" value="filter Total"/>	<input type="text" value="filter Available"/>	<input type="text" value="filter Used"/>	<input type="text" value="filter Pending"/>	<input type="text" value="filter Carryover"/>
<input checked="" type="checkbox"/>	Annual Leave	230.5	212.5	18	0	110.5
<input type="checkbox"/>	Sick Leave	56	56	0	0	0

Total 2

10/page

1

Go to 1

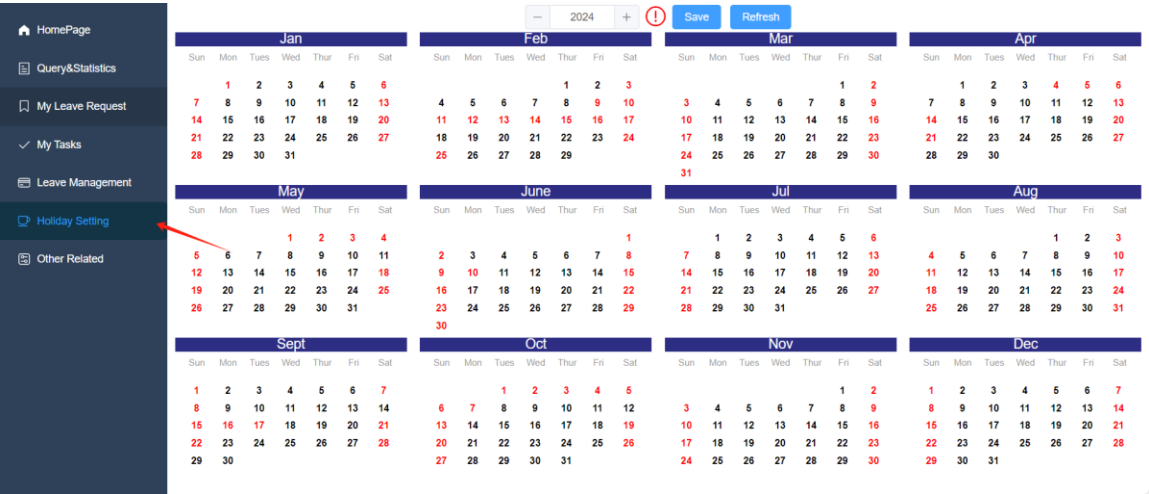
每年 1 月 1 日系统自动计算员工年假，如有误差需 HR 进行手动维护。须保证所有员工的数据完整，否则将影响请假申请提交。

The system will automatically calculate employee annual leave on January 1st every year. If there is any error, HR will need to perform manual maintenance. It is necessary to ensure that the data of all employees is complete, otherwise it will affect the submission of leave applications.

2. 假日设置/ Holiday settings

HR 应根据每年国务院颁发的法定假日设置节假日。系统默认所有的周末都是假日，若遇假期调休，HR 需进行手动数据更新。

HR should set holidays according to the statutory holidays issued by the State Council every year. The system defaults to all weekends being holidays. HR can update the data manually if necessary.



五、超级管理员/ Administrator

超级管理员拥有整个系统最大权限，包括了所有功能和权限。相较于 HR 增加 2 个模块：1. 假期类型设置 2. 系统维护

The administrator has the greatest authority over the entire system, including all functions and permissions. Compared with HR, 2 additional modules are added: 1. Holiday type setting 2. System maintenance

(一) 假期类型设置/ Holiday type setting

设置假期类型，包括假期名称和计算单位，适用范围和请假是否包含假日等等。

Set the holiday type, including holiday name and calculation unit, applicable scope and whether the leave includes holidays, etc.

Management System																																																																																																																																														
<div> <div>Attendance Management</div> <div> <div>HomePage</div> <div>Query&amp;Statistics</div> <div>My Leave Request</div> <div>My Tasks</div> <div>Leave Setting</div> <div>Leave Management</div> <div>Holiday Setting</div> <div>Other Related</div> <div>System Management</div> </div> </div> <div> <div>Leave Setting</div> <div> <div>HomePage</div> <div>Query&amp;Statistics</div> <div>My Leave Request</div> <div>My Tasks</div> <div>Leave Management</div> <div>Holiday Setting</div> <div>Other Related</div> <div>Leave Setting</div> </div> </div> <div> <div>SuperAdmin</div> <div>Pacey Lin</div> </div>																																																																																																																																														
<div> <div>New</div> <div>Edit</div> <div>Delete</div> </div> <table> <tr> <th>LeaveType</th><th>Qualification</th><th>Limit</th><th>MinUnit</th><th>IsHoliday</th><th>RequiredHR</th><th>Description</th><th>CreateBy</th><th>CreateDate</th><th>ModifyBy</th><th>M</th></tr> <tr> <td>filter Le...</td><td>filter Qu...</td><td>filter Limit</td><td>filter MinUn</td><td>filter IsH...</td><td>filter R...</td><td>filter Description</td><td>filter CreateBy</td><td>filter Create</td><td>filter ModifyBy</td><td>filter</td></tr> <tr> <td><input checked="" type="checkbox"/> Annual Leave</td><td>All</td><td>120</td><td>mHour</td><td>no</td><td>no</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Personal Leave</td><td>All</td><td>120</td><td>mHour</td><td>no</td><td>no</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Maternity Leave</td><td>All</td><td>0</td><td>mDay</td><td>no</td><td>yes</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Maternity Leave</td><td>Female</td><td>1264</td><td>All</td><td>yes</td><td>yes</td><td>总共168天...</td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Marriage Leave</td><td>All</td><td>120</td><td>Day</td><td>yes</td><td>yes</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Paternity Leave</td><td>Male</td><td>120</td><td>All</td><td>yes</td><td>yes</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Parental Leave</td><td>All</td><td>192</td><td>Day</td><td>no</td><td>no</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Nursing Leave</td><td>Female</td><td>1</td><td>Hour</td><td>yes</td><td>yes</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Prenatal check-u</td><td>Female</td><td>8</td><td>Hour</td><td>no</td><td>yes</td><td></td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> <tr> <td><input type="checkbox"/> Abortion Leave</td><td>Female</td><td>336</td><td>All</td><td>yes</td><td>yes</td><td>15-42天根...</td><td>paceyl</td><td>2023-10-17...</td><td>paceyl</td><td>20</td></tr> </table> <div> <div>Total 11</div> <div>10/page</div> <div>1 2</div> <div>Go to 1</div> </div>											LeaveType	Qualification	Limit	MinUnit	IsHoliday	RequiredHR	Description	CreateBy	CreateDate	ModifyBy	M	filter Le...	filter Qu...	filter Limit	filter MinUn	filter IsH...	filter R...	filter Description	filter CreateBy	filter Create	filter ModifyBy	filter	<input checked="" type="checkbox"/> Annual Leave	All	120	mHour	no	no		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Personal Leave	All	120	mHour	no	no		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Maternity Leave	All	0	mDay	no	yes		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Maternity Leave	Female	1264	All	yes	yes	总共168天...	paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Marriage Leave	All	120	Day	yes	yes		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Paternity Leave	Male	120	All	yes	yes		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Parental Leave	All	192	Day	no	no		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Nursing Leave	Female	1	Hour	yes	yes		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Prenatal check-u	Female	8	Hour	no	yes		paceyl	2023-10-17...	paceyl	20	<input type="checkbox"/> Abortion Leave	Female	336	All	yes	yes	15-42天根...	paceyl	2023-10-17...	paceyl	20
LeaveType	Qualification	Limit	MinUnit	IsHoliday	RequiredHR	Description	CreateBy	CreateDate	ModifyBy	M																																																																																																																																				
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<input type="checkbox"/> Prenatal check-u	Female	8	Hour	no	yes		paceyl	2023-10-17...	paceyl	20																																																																																																																																				
<input type="checkbox"/> Abortion Leave	Female	336	All	yes	yes	15-42天根...	paceyl	2023-10-17...	paceyl	20																																																																																																																																				

## （二）系统管理/ System maintenance

包括菜单管理，角色管理，用户管理以及字典管理。

Including menu management, role management, user management and dictionary management.

### 1. 菜单管理/ Menu management

Management System																																																																																																																																														
<div> <div>Attendance Management</div> <div> <div>System Management</div> <div>Menu Management</div> <div>User Management</div> <div>Role Management</div> <div>Dictionary Management</div> </div> </div> <div> <div>Menu Management</div> <div> <div>Menu Management</div> <div>User Management</div> <div>Role Management</div> <div>Dictionary Management</div> </div> </div> <div> <div>SuperAdmin</div> <div>Pacey Lin</div> </div>																																																																																																																																														
<div> <div>New</div> <div>Edit</div> <div>Delete</div> </div> <table> <tr> <th>MenuName</th><th>MenuType</th><th>ParentID</th><th>RouteName</th><th>RoutePath</th><th>ViewPath</th><th>Sort</th><th>Icon</th><th>CreateBy</th><th>CreateDate</th><th>Mox</th></tr> <tr> <td>filter MenuNam</td><td>filter ...</td><td>filter ParentID</td><td>filter RouteNam</td><td>filter RoutePath</td><td>filter ViewPath</td><td>filter Sort</td><td>filter Icon</td><td>filter CreateBy</td><td>filter Create</td><td>filter</td></tr> <tr> <td><input checked="" type="checkbox"/> 首页</td><td>Component</td><td>8d0ce7f8-a6...</td><td>homepage</td><td>/homepage</td><td>views/home...</td><td>0</td><td>HomeFilled</td><td>paceyl</td><td>2023-08-10...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 菜单管理</td><td>Component</td><td>94d26bc1-c...</td><td>menu</td><td>/menu</td><td>views/syste...</td><td>1</td><td>Menu</td><td>paceyl</td><td>2023-08-16...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 用户管理</td><td>Component</td><td>94d26bc1-c...</td><td>user</td><td>/user</td><td>views/syste...</td><td>2</td><td>User</td><td>paceyl</td><td>2023-08-16...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 角色管理</td><td>Component</td><td>94d26bc1-c...</td><td>role</td><td>/role</td><td>views/syste...</td><td>3</td><td>Place</td><td>paceyl</td><td>2023-08-16...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 系统管理</td><td>Directory</td><td>00000000-0...</td><td>system</td><td>/system</td><td>views/system</td><td>3</td><td>Setting</td><td>paceyl</td><td>2023-08-16...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 考勤管理</td><td>Directory</td><td>00000000-0...</td><td>attendance</td><td>/attendance</td><td>views/attend...</td><td>2</td><td>Sunny</td><td>paceyl</td><td>2023-09-07...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 假期管理</td><td>Component</td><td>8d0ce7f8-a6...</td><td>vacation</td><td>/vacation</td><td>views/attend...</td><td>5</td><td>CreditCard</td><td>paceyl</td><td>2023-09-07...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 字典管理</td><td>Component</td><td>94d26bc1-c...</td><td>dictionary</td><td>/dictionary</td><td>views/syste...</td><td>4</td><td>notebook</td><td>paceyl</td><td>2023-10-08...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 假期设置</td><td>Component</td><td>8d0ce7f8-a6...</td><td>leaveSetting</td><td>/leaveSetting</td><td>views/attend...</td><td>4</td><td>Setting</td><td>paceyl</td><td>2023-10-13...</td><td>pao</td></tr> <tr> <td><input type="checkbox"/> 我的休假</td><td>Component</td><td>8d0ce7f8-a6...</td><td>myLeave</td><td>/myLeave</td><td>views/attend...</td><td>2</td><td>CollectionTag</td><td>paceyl</td><td>2023-10-16...</td><td>pao</td></tr> </table> <div> <div>Total 14</div> <div>10/page</div> <div>1 2</div> <div>Go to 1</div> </div>											MenuName	MenuType	ParentID	RouteName	RoutePath	ViewPath	Sort	Icon	CreateBy	CreateDate	Mox	filter MenuNam	filter ...	filter ParentID	filter RouteNam	filter RoutePath	filter ViewPath	filter Sort	filter Icon	filter CreateBy	filter Create	filter	<input checked="" type="checkbox"/> 首页	Component	8d0ce7f8-a6...	homepage	/homepage	views/home...	0	HomeFilled	paceyl	2023-08-10...	pao	<input type="checkbox"/> 菜单管理	Component	94d26bc1-c...	menu	/menu	views/syste...	1	Menu	paceyl	2023-08-16...	pao	<input type="checkbox"/> 用户管理	Component	94d26bc1-c...	user	/user	views/syste...	2	User	paceyl	2023-08-16...	pao	<input type="checkbox"/> 角色管理	Component	94d26bc1-c...	role	/role	views/syste...	3	Place	paceyl	2023-08-16...	pao	<input type="checkbox"/> 系统管理	Directory	00000000-0...	system	/system	views/system	3	Setting	paceyl	2023-08-16...	pao	<input type="checkbox"/> 考勤管理	Directory	00000000-0...	attendance	/attendance	views/attend...	2	Sunny	paceyl	2023-09-07...	pao	<input type="checkbox"/> 假期管理	Component	8d0ce7f8-a6...	vacation	/vacation	views/attend...	5	CreditCard	paceyl	2023-09-07...	pao	<input type="checkbox"/> 字典管理	Component	94d26bc1-c...	dictionary	/dictionary	views/syste...	4	notebook	paceyl	2023-10-08...	pao	<input type="checkbox"/> 假期设置	Component	8d0ce7f8-a6...	leaveSetting	/leaveSetting	views/attend...	4	Setting	paceyl	2023-10-13...	pao	<input type="checkbox"/> 我的休假	Component	8d0ce7f8-a6...	myLeave	/myLeave	views/attend...	2	CollectionTag	paceyl	2023-10-16...	pao
MenuName	MenuType	ParentID	RouteName	RoutePath	ViewPath	Sort	Icon	CreateBy	CreateDate	Mox																																																																																																																																				
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<input type="checkbox"/> 用户管理	Component	94d26bc1-c...	user	/user	views/syste...	2	User	paceyl	2023-08-16...	pao																																																																																																																																				
<input type="checkbox"/> 角色管理	Component	94d26bc1-c...	role	/role	views/syste...	3	Place	paceyl	2023-08-16...	pao																																																																																																																																				
<input type="checkbox"/> 系统管理	Directory	00000000-0...	system	/system	views/system	3	Setting	paceyl	2023-08-16...	pao																																																																																																																																				
<input type="checkbox"/> 考勤管理	Directory	00000000-0...	attendance	/attendance	views/attend...	2	Sunny	paceyl	2023-09-07...	pao																																																																																																																																				
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<input type="checkbox"/> 字典管理	Component	94d26bc1-c...	dictionary	/dictionary	views/syste...	4	notebook	paceyl	2023-10-08...	pao																																																																																																																																				
<input type="checkbox"/> 假期设置	Component	8d0ce7f8-a6...	leaveSetting	/leaveSetting	views/attend...	4	Setting	paceyl	2023-10-13...	pao																																																																																																																																				
<input type="checkbox"/> 我的休假	Component	8d0ce7f8-a6...	myLeave	/myLeave	views/attend...	2	CollectionTag	paceyl	2023-10-16...	pao																																																																																																																																				

### 2. 用户管理/ User management

Management System

Attendance Management

System Management

Menu Management

User Management

Role Management

Dictionary Management

User Management

HomePage Menu Management User Management Role Management Dictionary Management

Edit Set Role Sync User from AD

	UserName	FullName	Gender	Department	EEmail	Jobtitle	Report	LastReport	Status	WorkStartDate	EF
	filter UserName	filter FullName	filter Gender	filter Department	filter EMail	filter Jobtitle	filter Report	filter LastReport	filter Sta...	filter WorkSta...	
<input checked="" type="checkbox"/>	ninaf	Nina Fang	F	CD	Nina.Fang@...	manager	Michael Chen	lakerz	Enable	2006-07-17T0...	20
<input checked="" type="checkbox"/>	kennethh	Kenneth Hu...	M	CarrierDataT...	Kenneth.Hu...		Port Zhang	lakerz	Enable	2006-03-01T0...	20
<input type="checkbox"/>	michaelc	Michael Chen	M	CD	Michael.Che...	director	lakerz	lakerz	Enable	2002-06-13T0...	20
<input type="checkbox"/>	paulial	Paula Lin	F	CD	Paula.Lin@...		Luna Huang	lakerz	Enable	2009-08-10T0...	20
<input type="checkbox"/>	mininley	Minnie Yan	F	CD	Minnie.Yan...		Nina Fang	lakerz	Enable	1991-01-01T0...	20
<input type="checkbox"/>	cherryl	Cherry Li	F	RA	Cherry.Li@e...		Jessica Wu	lakerz	Enable	2011-07-18T0...	20
<input type="checkbox"/>	jessicaw	Jessica Wu	F	RA	Jessica.Wu...	manager	Sophie Chen	lakerz	Enable	2008-10-13T0...	20
<input type="checkbox"/>	elainey	Elaine Yang	F	RA	Elaine.Yang...		Jessica Wu	lakerz	Enable	2010-02-22T0...	20
<input type="checkbox"/>	manning	Manning Chen	F	RA	Manning.Ch...		Jessica Wu	lakerz	Enable	2004-12-16T0...	20
<input type="checkbox"/>	zoez	Zoe Zhou	F	RA	Zoe.Zhou@...		Jessica Wu	lakerz	Enable	2010-02-22T0...	20

Total 250 10/page 1 2 3 4 25 Go to 1

### 3. 角色管理/Role management

Management System

Attendance Management

System Management

Menu Management

User Management

Role Management

Dictionary Management

Role Management

HomePage Menu Management User Management Role Management Dictionary Management

New Edit Delete Set User Set Menu Delete

	RoleName	Description	RoleKey	Remark	CreateBy
	filter RoleName	filter Descriptio	filter RoleKey	filter Remark	filter Create
<input checked="" type="checkbox"/>	超级管理员	最大权限	system.role:...		paceyl
<input type="checkbox"/>	普通用户	很普通	system.role:...		paceyl
<input type="checkbox"/>	HR	人事	system.role:hr		paceyl
<input type="checkbox"/>	审批组	具有审批权...	system.role:...		paceyl

	UserName	FullName	Gender	Department	EEmail	J
	filter UserN	filter FullName	filter Gender	filter Department	filter EMail	
<input type="checkbox"/>	paceyl	Pacey Lin	M	IT	Pacey.Lin@...	
<input type="checkbox"/>	clarkz	Clark Zheng	M	IT	Clark.Zheng...	n

Total 4 10/page 1 Go to 1

Total 2 10/page 1 Go to 1

### 4. 字典管理/ Dictionary management.

Management System

Attendance Management

System Management

Menu Management

User Management

Role Management

Dictionary Management

Dictionary Management

HomePageMenu ManagementUser ManagementRole ManagementDictionary Management

+ NewEditDelete

<input checked="" type="checkbox"/>	DictName	DictCode	Description	CreateBy	CreateDate
	filter DictName	filter DictCode	filter Description	filter CreateBy	filter On
<input checked="" type="checkbox"/>	性别	gender	1男2女3未知	paceyl	2023-10-08
<input type="checkbox"/>	菜单类型	menuType	0目录1组件	paceyl	2023-10-08
<input type="checkbox"/>	账户状态	isActive	true启用, false禁用	paceyl	2023-10-08
<input type="checkbox"/>	是否管理员	isAdmin	true是, false否	paceyl	2023-10-08
<input type="checkbox"/>	请假最小单位	minUnit	天, 半天, 小时	paceyl	2023-10-12
<input type="checkbox"/>	假期类型	leaveType		paceyl	2023-10-12
<input type="checkbox"/>	资格	qualification	0员工, 1男...	paceyl	2023-10-12
<input type="checkbox"/>	是否包含节假日	isContainHoliday		paceyl	2023-10-12
<input type="checkbox"/>	当前状态	currentState	请假的状态	paceyl	2023-10-20
<input type="checkbox"/>	是否销假	isCancel		paceyl	2023-10-20

Total 1210/page12Go to1

SuperAdminPacey Lin

+ NewEditDelete

<input type="checkbox"/>	ItemText	ItemValue	ParentID	Description	Sort
	filter ItemText	filter ItemValue	filter ParentID	filter Description	
<input type="checkbox"/>	男	1			2
<input type="checkbox"/>	女	2			3
<input type="checkbox"/>	全部	0			1

Total 310/page1Go to1