Sakowski M M (FCES)

Brainvire

Leave Management – User Guide



Contents

[1. Registering – Michal 30012104 2](#_Toc71811938)

[2. Logging - 30012104 2](#_Toc71811939)

# Registering – Michal 30012104

To register New user to the system follow these steps:

|  |  |
| --- | --- |
| **Step 1.**  Click the Register option from the login window. | **Step 2a.**  Insert basic required information in textboxes next to it.    To amend any information simply change data in a textbox or Click the RESET button. By clicking RESET all inserted data will be cleared.  **NOTE**: If you miss any information or incorrect data will be enter program will prevent you from registering and the registration process won't continue. |
| **Step 2b.**  Choose your user name and a password.    **NOTE:** Please choose a safe password and **do not** share it with anyone. | **Step 3.**  Double-check if all the information provided are correct and click SUBMIT to register. |
| **Step 4.**  Upon successful registration application will close the registration window and go back to log in view. |  |

# Logging – Michal 30012104

To login existing user to system follows these steps:

|  |  |
| --- | --- |
| **Step 1.**  In username, box insert Your username | **Step 2.**  In the password, box enter Your password    NOTE: Please note that the password is case sensitive so make sure your caps lock is off. |
| **Step 3a.**  To log in to the system, You have to agree to terms and conditions. Full document on term and condition can be view by clicking the terms and condition hyperlink. | **Step 3b.**  After familiarizing yourself with terms and conditions click on a checkbox. After agreeing to the T/C LOGIN button will be available.  **NOTE**: By doing this step you agree to all terms and conditions included in the document. |
| **Step 4a(optional).**  If any of the data, you provided was incorrect simply click the reset button to start the login process from the beginning.  SKIP THIS IF THE DATA ENTERED WAS CORRECT. | **Step 4b(optional).**  If data entered was incorrect or the user does not exist in the database application will inform You with the following window.    Go back to step one to try again or click on the REGISTER button to add a new user. |
| **Step 4c.**  Click the login button to login into the system. | **Step 5.**  Once successful login to the system main menu will be displayed. |