




LEAVE MONITORING SYSTEM MANUAL



ADMIN PAGE

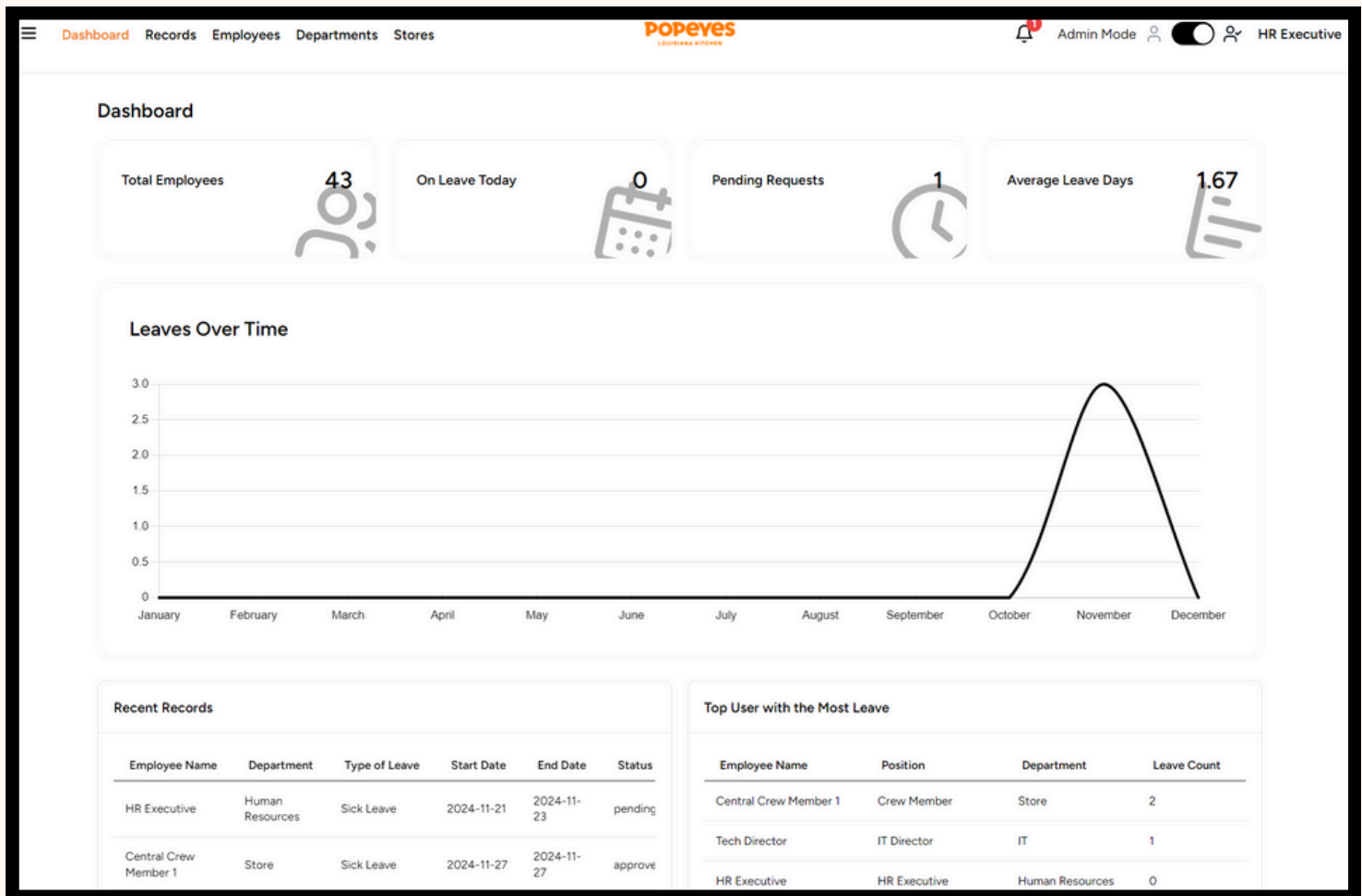
LOG IN PAGE



The image shows the login page for Popeyes Louisiana Kitchen. At the top, the Popeyes logo is displayed in orange, with "LOUISIANA KITCHEN" in a smaller font below it. Below the logo is a white login box. Inside the box, there is a grey button with the Microsoft logo and the text "Sign in with Microsoft". Below this button is a horizontal line with the text "Or continue with" in the center. Underneath the line, there are two input fields. The first is labeled "Email" and contains the text "hr.executive@popeyes.com". The second is labeled "Password" and contains a series of dots. Below the password field is a checkbox labeled "Remember me". At the bottom of the login box, there is a link that says "Forgot your password?" and an orange button labeled "LOG IN".

- Go to the Popeyes Leave monitoring website.
- Click on "Sign In" or "Log In."
- Enter your email address and password, then click "Log In."

Admin Dashboard



- Admin dashboard contains the number of employees, statistics, status and records
- The admin has the authority to approve and disapprove pending request

ADMIN RECORDS

Records Generate Report View Request

Search by name or employee number...

Type of Leave: All Types Status: All Statuses Date: mm/dd/yyyy

Name	Employee Number	Department	Type of Leave	Start Date	End Date	Date Filed	Status	Actions
Russel Lester Modales	PLK-0010	IT	Leave Without Pay	2024-11-26	2024-11-29	2024-11-21	pending	🔗
HR Executive	SUP-001	Human Resources	Sick Leave	2024-11-21	2024-11-23	2024-11-21	pending	🔗
Tech Director	IT-001	IT	Leave Without Pay	2024-11-25	2024-11-26	2024-11-20	approved	🔗
Central Crew Member 1	CR-Central1	Store	Sick Leave	2024-11-27	2024-11-27	2024-11-20	approved	🔗
Central Crew Member 1	CR-Central1	Store	Leave Without Pay	2024-11-25	2024-11-26	2024-11-20	approved	🔗

Showing 1 to 5 of 5 entries Page 1

- The records page consist of type of leaves which can be filtered through types, status and dates
- This also contains the employee's information and type of leave and the start and end date of the leave

ADMIN GENERATE REPORT

All Types

All Statuses

mm/dd/yyyy

Generate Report

X

Start Date

End Date

Leave Type

mm/dd/yyyy

mm/dd/yyyy

All Types

Status

Department

Store

All Statuses

All Departments

All Stores

Cancel

Generate Excel Report

Date Range: Nov 25, 2024 to Nov 26, 2024							
Employee Number	Employee Name	Position	Department	Store	Leave Type	Start Date	End Date
IT-001	Tech Director	IT Director	IT		Leave Without Pay	2024-11-25	2024-11-26
CR-Central1	Central Crew Member 1	Crew Member	Store	Central Store	Leave Without Pay	2024-11-25	2024-11-26
PLK-1002	Rob Russel Mercado	Marketing Staff	Marketing		Leave Without Pay	2024-11-25	2024-11-26
PLK-0010	Russel Lester Modales	IT Specialist	IT		Leave Without Pay	2024-11-26	2024-11-29

Total Records: 4

Duration (Days)	Status	Reason	Admin Remarks	Date Filed
2	Approved	test	Approved	2024-11-20
2	Approved	test	approved for now	2024-11-20
2	Approved	Can I leave? hehe		2024-11-21
4	Approved	I have fever like symptoms		2024-11-21

- Generate report on which specific date range
- This creates a leave record report in excel file

ADMIN VIEW REQUEST

Name	Employee Number	Department	Type of Leave	Start Date	End Date	Date Filed	Status	Actions
Gon Amido Luna	PLK-1003	IT	Leave Without Pay	2024-11-25	2024-11-26	2024-11-24	pending	
Russel Lester Modales							ved	
Rob Russel Mercado							ved	
HR Executive							ng	
Tech Director							ved	
Central Crew Member 1							ved	
Central Crew Member 1	CR-Central1	Store	Leave Without Pay	2024-11-25	2024-11-26	2024-11-20	approved	

Showing 1 to 7 of 7 entries

Page 1

Pending Leave Requests

Employee	Type	Start Date	End Date
HR Executive	Sick Leave	2024-11-21	2024-11-23
Gon Amido Luna	Leave Without Pay	2024-11-25	2024-11-26

Close

- this shows the pending leave requests and basic information for the type of leave

ADMIN VIEW REQUEST

The screenshot displays a web application interface for managing leave requests. At the top, there's a 'Records' header and two buttons: 'Generate Report' and 'View Request'. Below the header is a search bar labeled 'Search by name or employee number...'. On the left, a sidebar shows a list of employees under the heading 'Type of Leave', with 'All Types' selected. The main area shows a table of records. A modal titled 'Leave Record Details' is open, displaying information for Gon Amido Luna. The modal includes fields for Employee, Employee Number, Department, Type of Leave, Start Date, End Date, Date filed, Current Status (Pending), Reason, Admin Remarks, and Attachment. At the bottom of the modal, there's an 'Update Status' section with a dropdown menu showing 'Select new status', 'Approved', and 'Rejected'. A 'Close' button is located at the bottom right of the modal. The background shows a table with columns for Name, Type of Leave, and Actions, with several rows of employee data.

Records Generate Report View Request

Search by name or employee number...

Type of Leave

All Types

Name

Gon Amido Luna

Gon Amido Luna

Russel Lester Modales

Rob Russel Mercado

HR Executive

Tech Director

Central Crew Member 1

Central Crew Member 1

Showing 1 to 8 of 8

Leave Record Details ×

Employee: Gon Amido Luna

Employee Number: PLK-1003

Department: IT

Type of Leave: Leave Without Pay

Start Date: 2024-11-25

End Date: 2024-11-26

Date filed: 2024-11-21

Current Status: Pending

Reason: No reason provided

Admin Remarks: No remarks provided

Attachment: View Attachment

Update Status:

Select new status

Select new status

Approved

Rejected

Close

Page 1

- After selecting a request this will display the complete leave record details
- Admins can approve and reject the pending status and add Remarks after selecting a status

ADMIN EMPLOYEES PAGE

DashboardRecordsEmployeesDepartmentsStores































POPEYESORIGINAL RECIPES

Admin ModeHR Executive

Employees

Create Employee

Search employee by name...All DepartmentsAll Stores

Employee Number	Name	Position	Department	SPL	VL	SL	EL	Actions
PLK-1003	Gon Amido Luna	IT Specialist	IT	0	0	0	0	  
PLK-1002	Rob Russel Mercado	Marketing Staff	Marketing	0	0	0	0	  
PLK-0010	Russel Lester Modales	IT Specialist	IT	0	0	0	0	  
EMP-1001	Crew	Crew Member	Store	0	0	0	0	  
EMP-1000	Gon Luna	Crew Member	Store	0	0	0	0	  
HR-003	HR Staff 2	HR Staff	Human Resources	0	7	7	3	  
MAR-003	Marketing Staff 2	Marketing Staff	Marketing	0	7	7	3	  
HR-001	HR Director	HR Director	Human Resources	0	7	7	3	  
HR-002	HR Staff 1	HR Staff	Human Resources	0	7	7	3	  
FIN-003	Finance Staff 2	Finance Staff	Finance	0	7	7	3	  

Showing 1 to 10 of 44 entriesPage 1

- This page contains all the employee information and remaining leaves
- This can create new employees and edit, remove and view

ADMIN CREATE EMPLOYEES

The image shows a modal window titled "Create New Employee" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Employee Number:** A text input field.
- Name:** A text input field.
- Department:** A dropdown menu with the placeholder text "Select a department".
- Store:** A dropdown menu with the placeholder text "Select a store".
- Email:** A text input field.
- Date Hired:** A text input field with the placeholder "mm/dd/yyyy".
- Regularization Date:** A text input field with the placeholder "mm/dd/yyyy".
- Solo Parent:** A toggle switch, currently turned off.
- Buttons:** "Create Employee" and "Cancel" buttons at the bottom right.

In the background, a blurred "Employees" table is visible, showing columns for Employee Number, Name, Department, and Store, with several rows of data.

- This input will create a new employee by filling up the required information

ADMIN VIEW EMPLOYEES DETAILS

DashboardRecordsEmployeesDepartmentsStores

POPEYES
LEARNERS ATTITUDE

Admin Mode

HR Executive

Employee Details

Employee Name:
Gon Amido Luna

Employee Number:
PLK-1003

Date Hired:
2024-11-21

Regularization Date:
2025-05-20

Department:
IT

Position:
IT Specialist

Remaining Leaves

Sick Leave

0

remaining days

Emergency Leave

0

remaining days

Solo Parent Leave

0

remaining days

Vacation Leave

0

remaining days

Leave Records

Type	Start Date	End Date	Date Filed	Status	
Leave Without Pay	November 25, 2024	November 26, 2024	November 21, 2024	rejected	<div>View</div>
Leave Without Pay	November 25, 2024	November 25, 2024	November 21, 2024	pending	<div>View</div>

Showing 1 to 2 of 2 entries

Page 1

- This page displays the employee details and remaining leaves and pending status

ADMIN VIEW EMPLOYEES DETAILS

Employee Number:

Leave Record Details

Employee: Gon Amido Luna

Employee Number: PLK-1003

Department: IT

Type of Leave: Leave Without Pay

Start Date: 2024-11-25

End Date: 2024-11-26

Date filed: 2024-11-21

Current Status: **Rejected**

Reason: No reason provided

Admin Remarks: No remarks provided

Attachment: [View Attachment](#)

Close































- By clicking the view button on the leave record it will display the “leave record detail” showing the current status of the request

ADMIN EMPLOYEE DELETE

Employees

Create Employee

Search employee by name...All DepartmentsAll Stores

Employee Number	Name	Position	Department	SPL	VL	SL	EL	Actions
PLK-1003	Gon Amido Luna	IT Specialist	IT	0	0	0	0	  
PLK-1002	Rob Russel Mercado				0	0	0	  
PLK-0010	Russel Lester Modales				0	0	0	  
EMP-1001	Crew				0	0	0	  
EMP-1000	Gon Luna				0	0	0	  
HR-003	HR Staff 2	HR Staff	Human Resources	0	7	7	3	  
MAR-003	Marketing Staff 2	Marketing Staff	Marketing	0	7	7	3	  
HR-001	HR Director	HR Director	Human Resources	0	7	7	3	  
HR-002	HR Staff 1	HR Staff	Human Resources	0	7	7	3	  
FIN-003	Finance Staff 2	Finance Staff	Finance	0	7	7	3	  

Delete Employee

Are you sure you want to delete Gon Amido Luna?

CancelDelete

- By clicking the trash bin button this will prompt the Delete employee on which this will delete the employee from the database

ADMIN DEPARTMENT PAGE

Department

Create Department

Search department by name...

Department Name	Position Count	Employee Count	Actions
Store	5	27	
IT	3	7	
Human Resources	3	4	
Finance	2	3	
Marketing	2	4	
Research and Development	0	0	

Showing 1 to 6 of 6 entries

Page 1

- This displays the current department of the company and it can view, edit and remove departments

ADMIN CREATE DEPARTMENT

The image shows a web application interface with a modal form titled "Create New Department". The modal is white with rounded corners and is centered over a blurred background of a table. The table has a header row with "me..." and "Actions". The "Actions" column contains icons for view, edit, and delete. The table rows contain data, including numbers like 2, 4, and 0. The modal form has a label "Department Name" above a text input field. At the bottom of the modal are two buttons: "Create Department" and "Cancel".

me...

Actions

Create New Department

Department Name

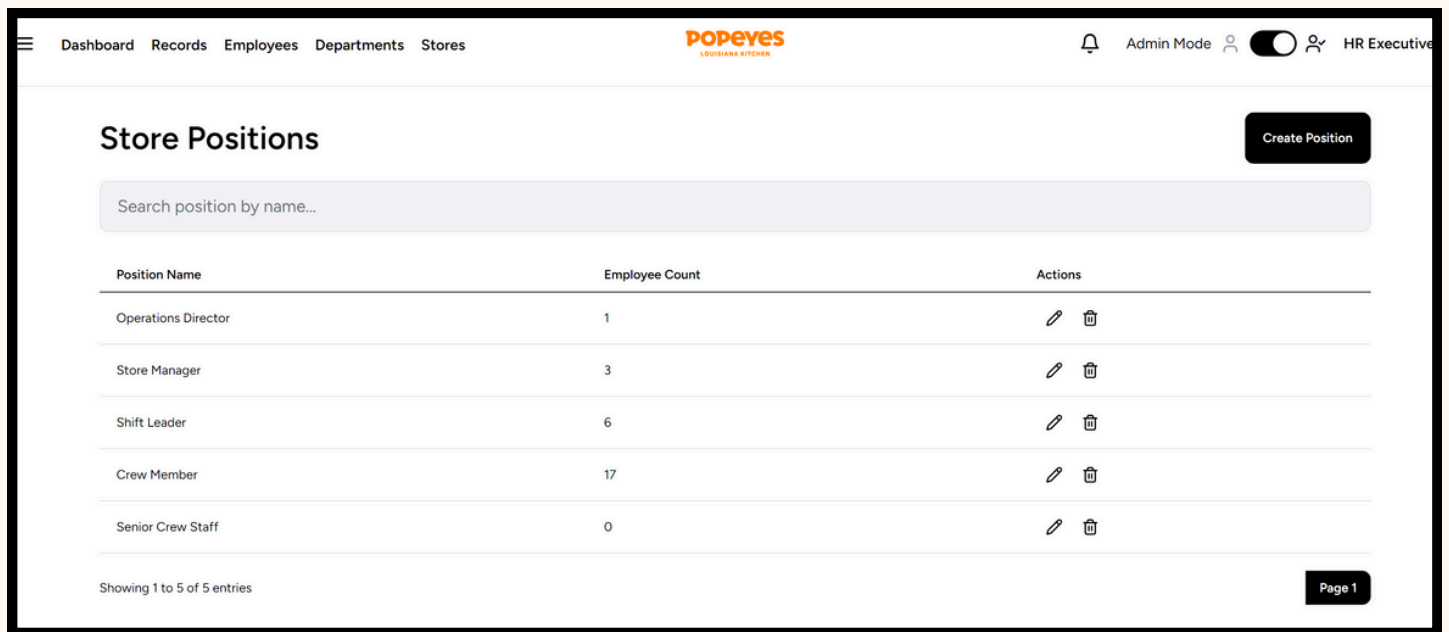
Create Department Cancel

2 4











0 0

- This can create a new field of department

ADMIN CREATE DEPARTMENT POSITIONS

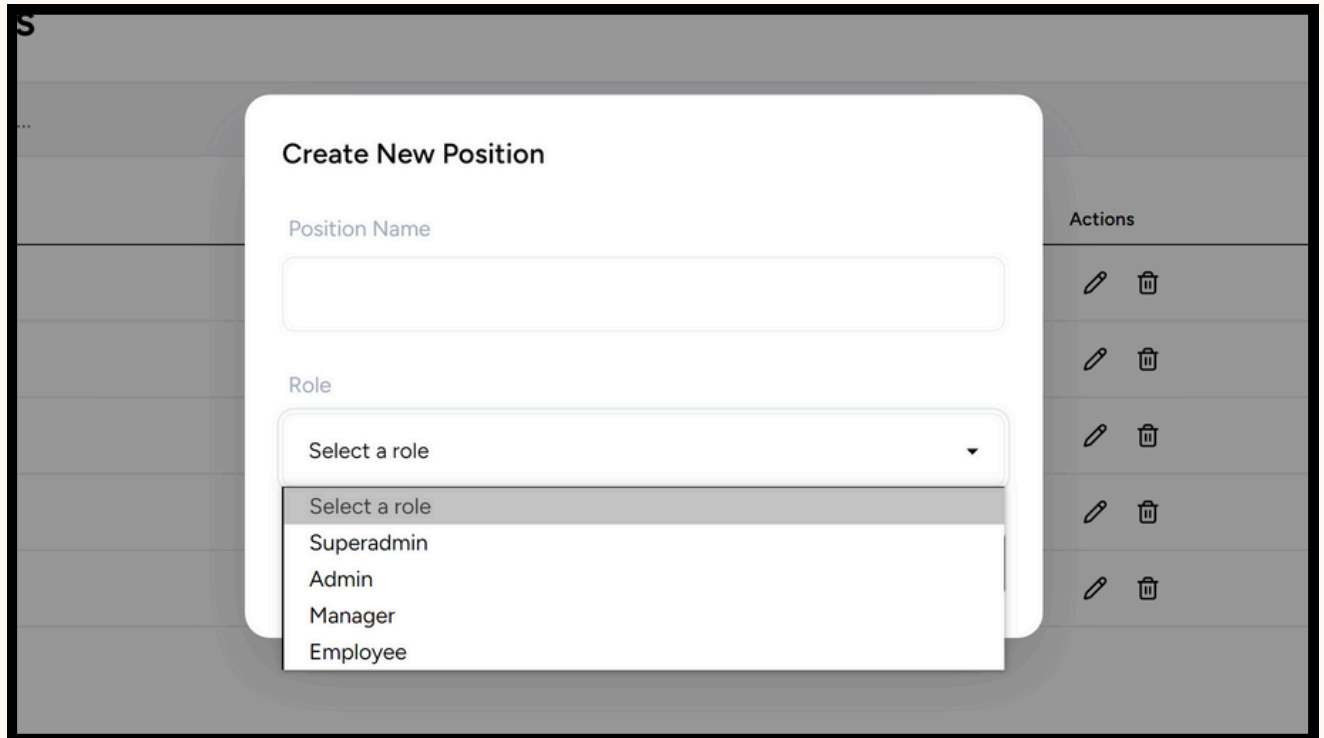


The screenshot shows the 'Store Positions' page in the Popeyes Admin interface. The page has a navigation bar with links to Dashboard, Records, Employees, Departments, and Stores. The Popeyes logo is in the top right, along with a bell icon, 'Admin Mode' toggle, and a user profile icon labeled 'HR Executive'. A 'Create Position' button is in the top right corner. Below the header is a search bar labeled 'Search position by name...'. The main content is a table with three columns: 'Position Name', 'Employee Count', and 'Actions'. The table lists five positions: Operations Director (1), Store Manager (3), Shift Leader (6), Crew Member (17), and Senior Crew Staff (0). Each row has edit and delete icons in the 'Actions' column. At the bottom left, it says 'Showing 1 to 5 of 5 entries', and at the bottom right, there is a 'Page 1' button.

Position Name	Employee Count	Actions
Operations Director	1	 
Store Manager	3	 
Shift Leader	6	 
Crew Member	17	 
Senior Crew Staff	0	 

- This displays the positions and employee count within the specific department

ADMIN CREATE DEPARTMENT POSITIONS



The screenshot shows a modal window titled "Create New Position" overlaid on a blurred background of a table. The modal contains two main input fields: "Position Name" with a text input box, and "Role" with a dropdown menu. The dropdown menu is open, showing a list of roles: "Select a role" (highlighted), "Superadmin", "Admin", "Manager", and "Employee". To the right of the modal, a portion of the background table is visible, showing an "Actions" column with edit and delete icons for each row.

Create New Position

Position Name

Role

Select a role

Select a role

Superadmin

Admin

Manager

Employee

Actions

✎ ✖

✎ ✖

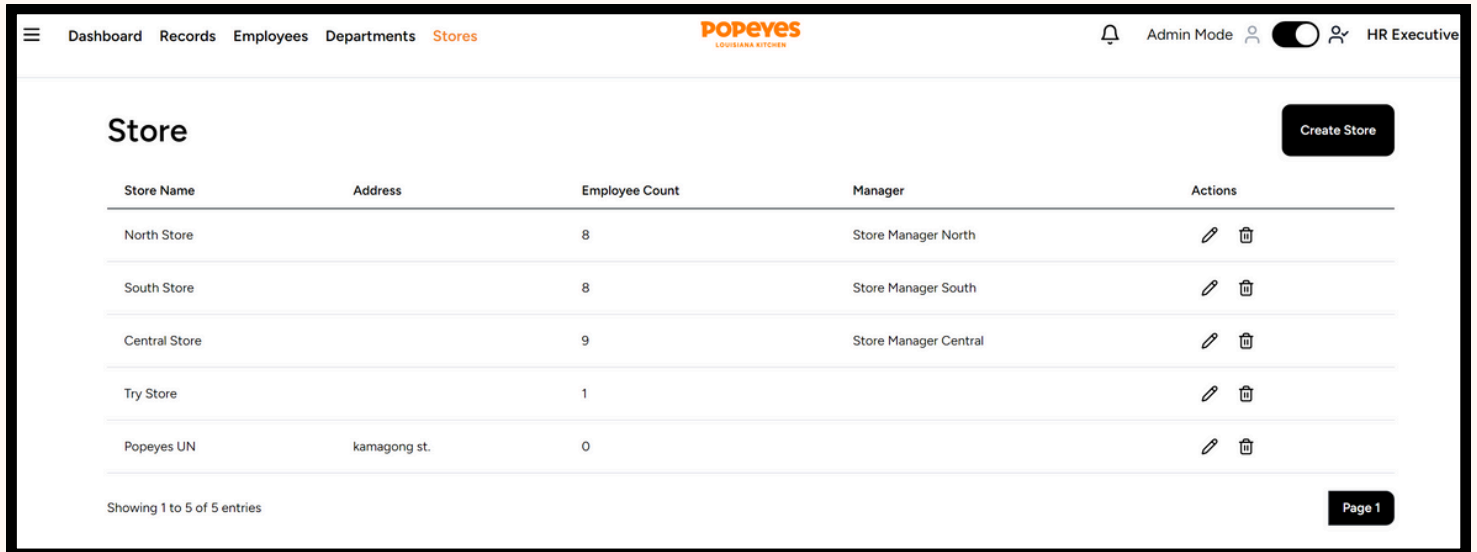
✎ ✖

✎ ✖

✎ ✖

- **This creates a position name and giving it a specific role and authority**

ADMIN STORE PAGE



The screenshot shows the 'Stores' section of the Popeyes admin interface. At the top, there's a navigation bar with links to Dashboard, Records, Employees, Departments, and Stores (which is highlighted). The Popeyes logo is in the center, and on the right, there are notifications, a toggle for Admin Mode, a user profile icon, and the text 'HR Executive'. Below the navigation bar, the main heading 'Store' is on the left, and a 'Create Store' button is on the right. A table lists five store entries with columns for Store Name, Address, Employee Count, Manager, and Actions. The first four entries (North, South, Central, and Try) have empty address fields, while the fifth (Popeyes UN) has 'kamagong st.'. Each entry has edit and delete icons in the Actions column. At the bottom left, it says 'Showing 1 to 5 of 5 entries', and at the bottom right, there's a 'Page 1' button.

Store Name	Address	Employee Count	Manager	Actions
North Store		8	Store Manager North	
South Store		8	Store Manager South	
Central Store		9	Store Manager Central	
Try Store		1		
Popeyes UN	kamagong st.	0		

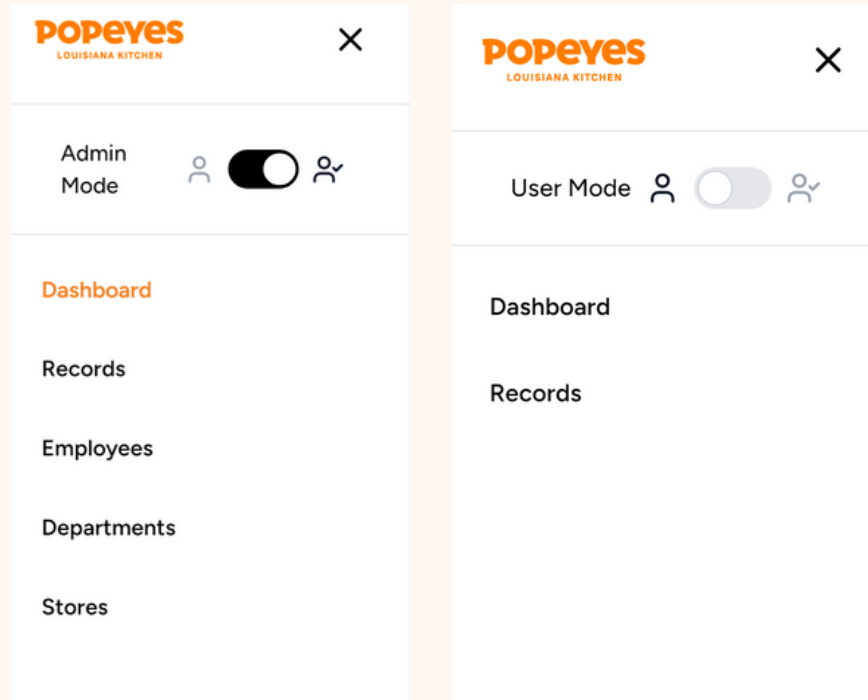
- This displays the current store locations and employee count

ADMIN STORE PAGE

The image shows a modal form titled "Create New Store" overlaid on a blurred background of a table. The table has columns for "Store Name", "Employee Count", and "Manager". The modal form contains two input fields: "Store Name" and "Address". At the bottom right of the modal are two buttons: "Create Store" and "Cancel".

- This can create a new store information and address

ADMIN TOGGLE MODE TO USER

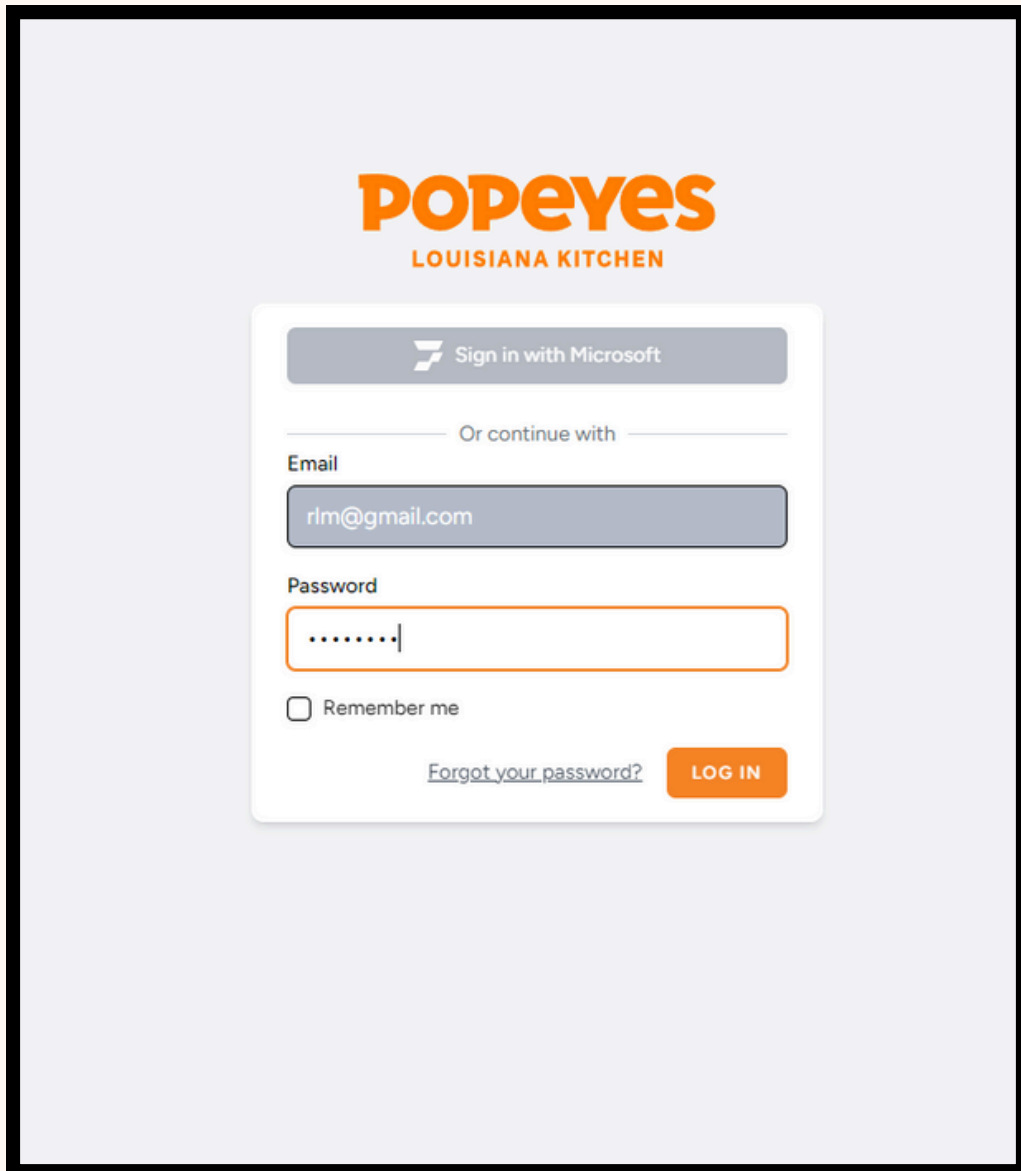


- This toggle can allow the admin to switch from admin mode to user mode



USER PAGE

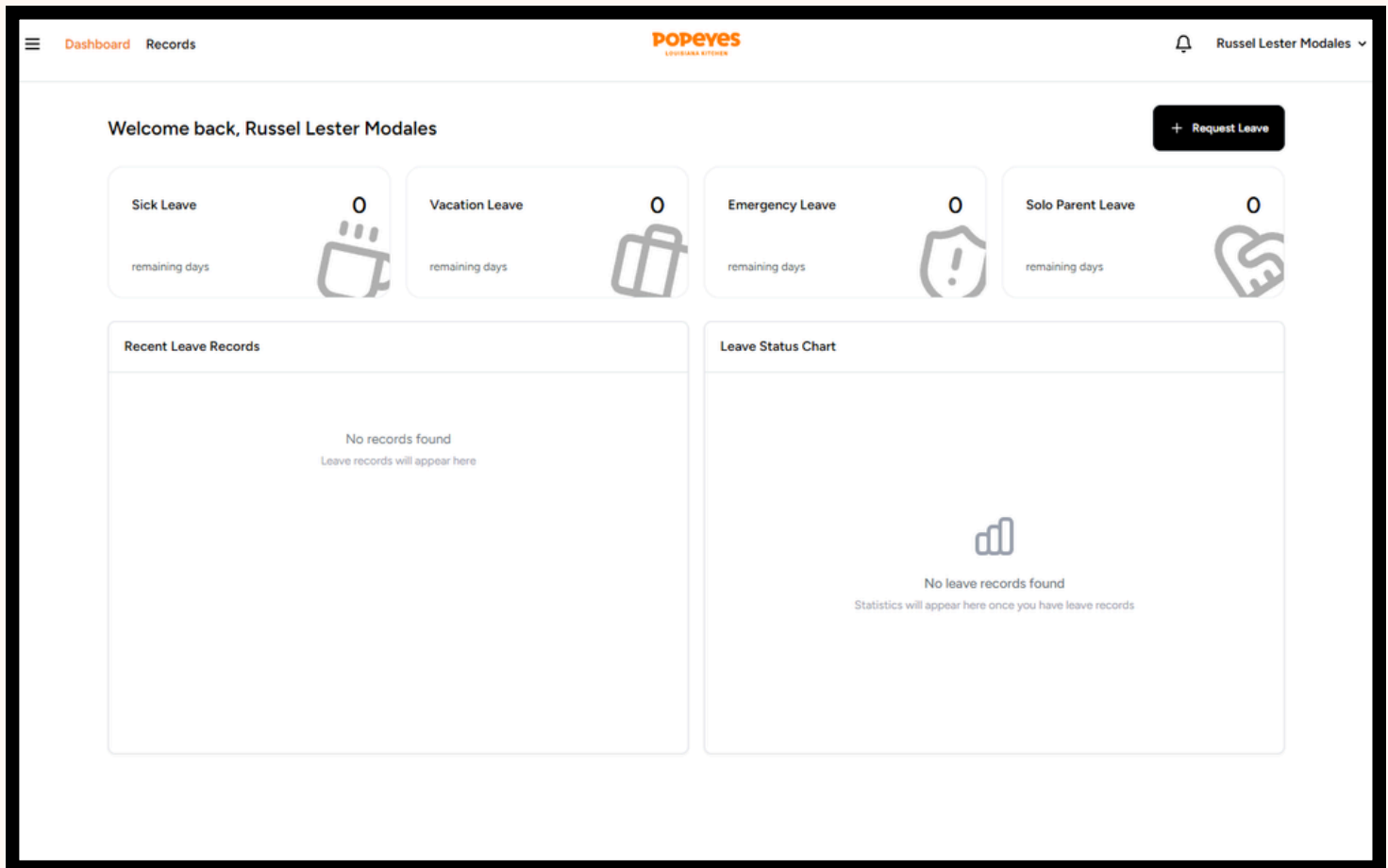
LOG IN PAGE



The image shows a login page for Popeyes Louisiana Kitchen. At the top, the Popeyes logo is displayed in orange, with "LOUISIANA KITCHEN" in a smaller font below it. Below the logo is a white login box. Inside the box, there is a grey button with the Microsoft logo and the text "Sign in with Microsoft". Below this button is a horizontal line with the text "Or continue with" in the center. Underneath the line, there are two input fields: "Email" and "Password". The "Email" field contains the text "rlm@gmail.com". The "Password" field contains a series of dots, indicating a password is entered. Below the password field is a checkbox labeled "Remember me". At the bottom of the login box, there is a link that says "Forgot your password?" and a grey button labeled "LOG IN".

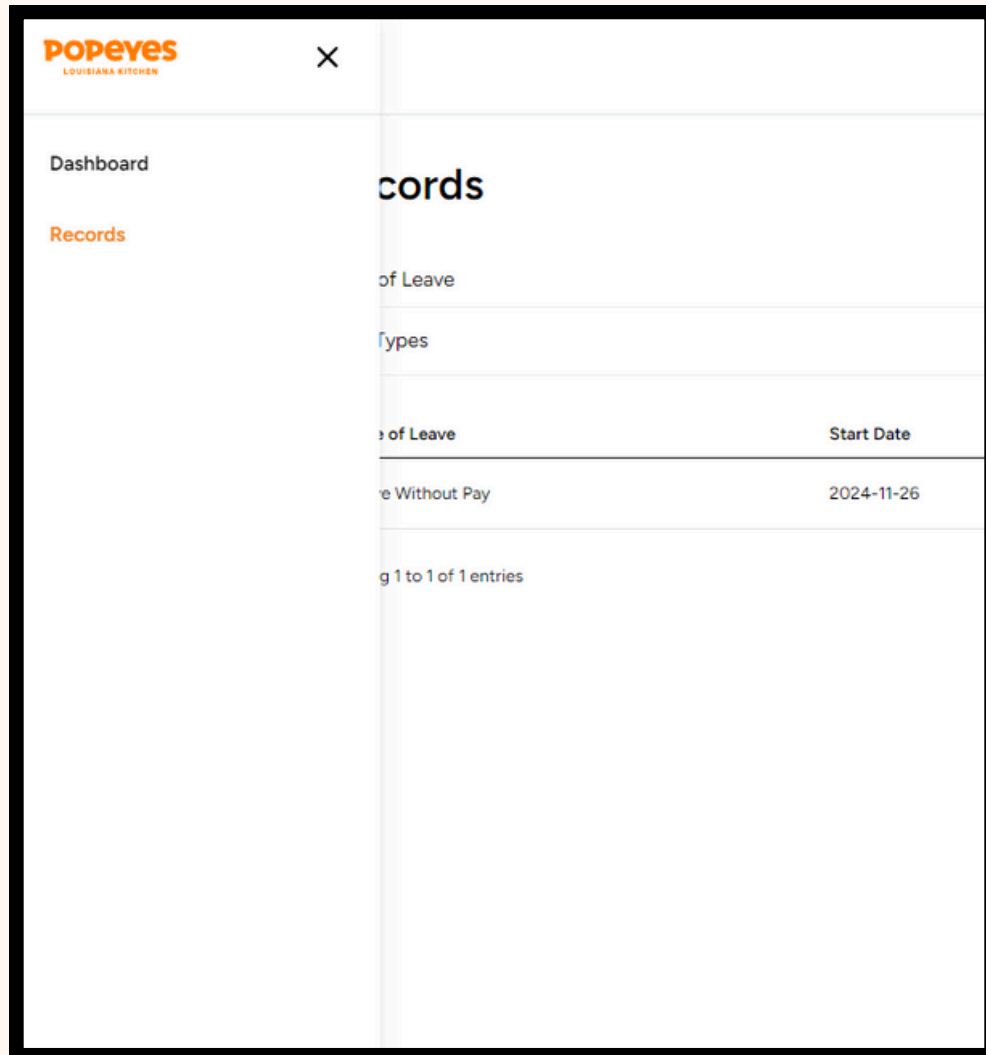
- Go to the Popeyes Leave monitoring website.
- Click on "Sign In" or "Log In."
- Enter your email address and password, then click "Log In."

USER DASHBOARD PAGE



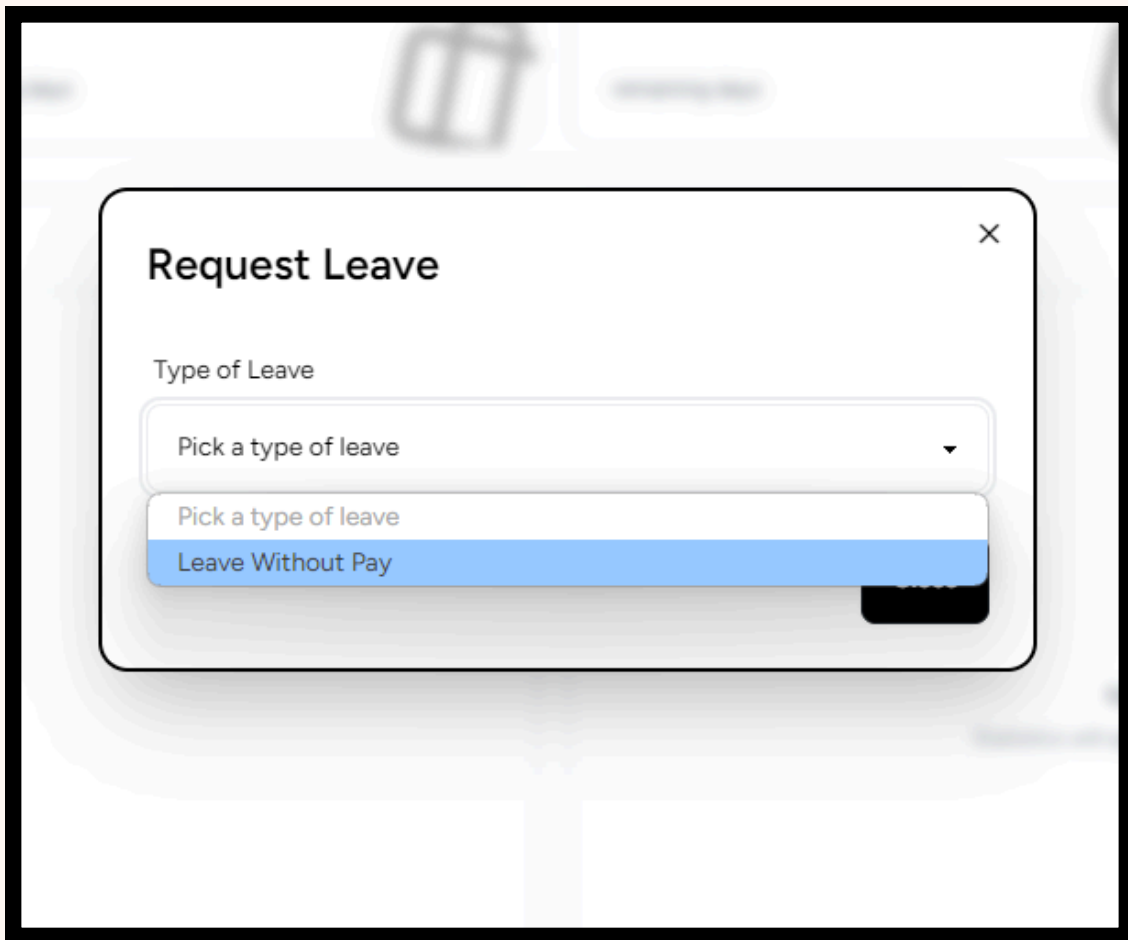
- After logging in, the user is redirected to the Dashboard.
- The Dashboard displays remaining balances for all leave types.
- Users can access Records and view notifications via the bell icon that contains if the request is approved or reject.

USER SIDEBAR NAVIGATION



- The side navigation bar offers quick access to the Dashboard and Records.
- In mobile view, the menu is collapsed for easy navigation.
- Tap the icons to switch between the Dashboard and Records.

REQUEST LEAVE PAGE



- Clicking Request Leave prompts the user to select a leave type.
- After selection, the system redirects to Leave Scheduling.
- Newly created users see only Leave Without Pay until 180 days, then access all leave types.

REQUEST LEAVE PAGE

Request Leave ×

Type of Leave

Leave Without Pay ▼

Date Range Must be requested at least 3 days in advance

26/11/2024 29/11/2024 ☐

Maximum leave duration: 0 day(s)

Reason

I have fever like symptoms

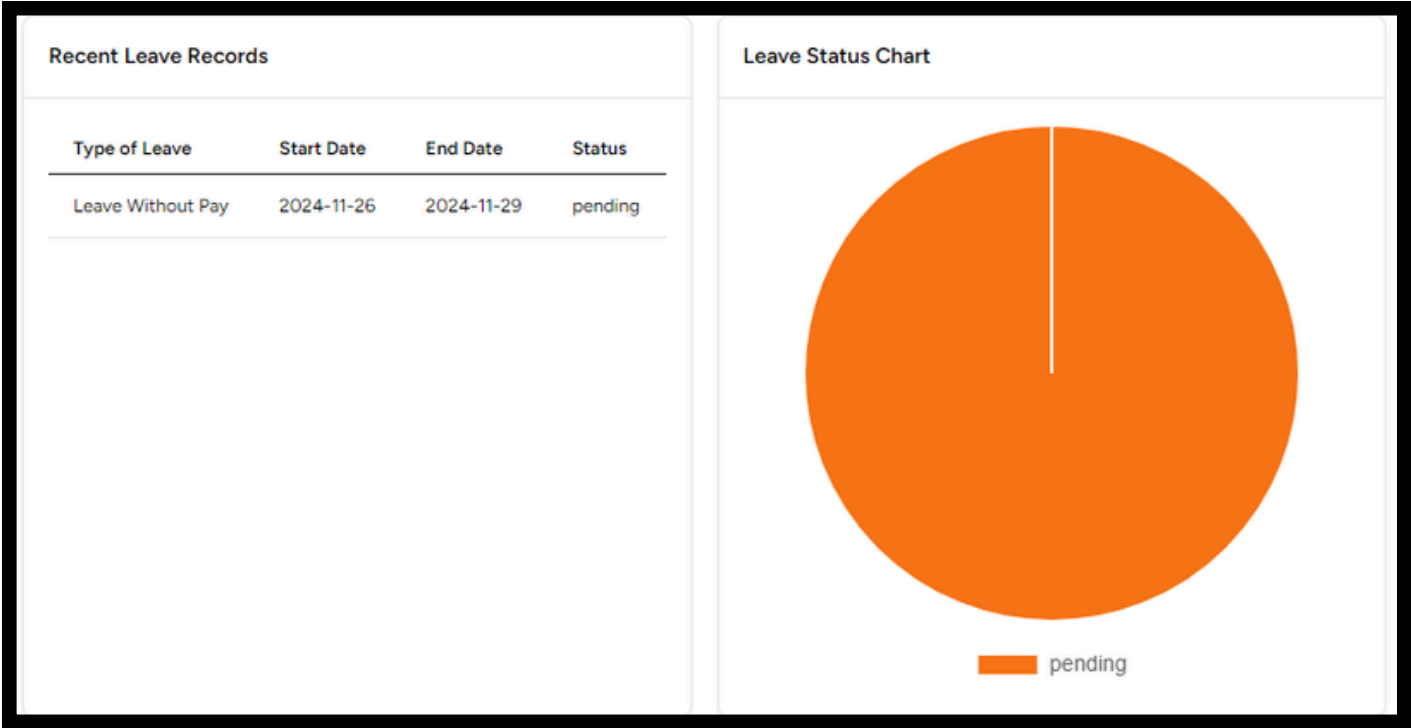
Attachment (optional) PDF, DOC, DOCX, JPG, JPEG, PNG (max 2MB)

CHOOSE FILE No file chosen

Submit **Close**

- The user selects the start and end date for the leave.
- The Reason field captures the purpose of the leave.
- Users can upload supporting documents in PDF, PNG, JPG, or JPEG formats with maximum of 2MB.

DASHBOARD RECENT LEAVE RECORD



- Submitted leave requests are displayed on the Dashboard in charts and tables for easy tracking.
- Charts provide a visual summary of leave types and durations.
- Tables list detailed recent leave records, including status and dates.