



SYSTEM DESIGN ACCEPTANCE

PowerApps (e-Leave Applications)

Version 2.0



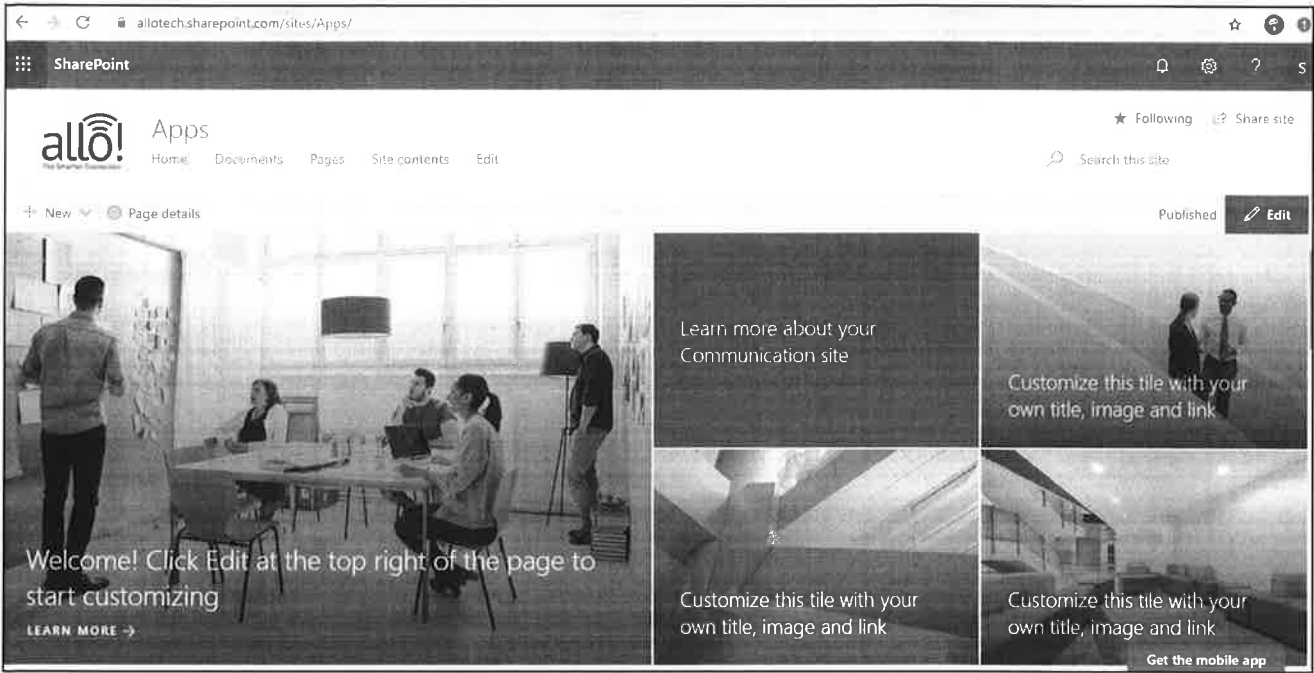
FEBRUARY 26, 2020
SISTEM RKK SDN BHD

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Site eleave

Design for site collection



Details of site collection

TITLE	DETAILS
Site Collection Name	Apps
Site Collection URL	https://allotech.sharepoint.com/sites/Apps/
Type of site	Communication sites
Logo	Allo Technology Sdn Bhd
Top Navigation	Link navigation to: <ul style="list-style-type: none"> Home – direct to the home page which is tenant name eLeave Application – Direct open the eleave application using HR Application - Direct open the HR application using Master List – Direct to all list required for this apps
Subsite	<ul style="list-style-type: none"> ELeave - https://allotech.sharepoint.com/sites/Apps/eLeave
Footer	Copyright @ Allo Technology Sdn Bhd

Power Apps (e-Leave Application)

Menu Page

1

HR announcements

2

1 Jan

PUBLIC HOLIDAY: NEW YEAR

25 Jan

PUBLIC HOLIDAY: CHINESE NEW YEAR

27 Jan

REPLACEMENT HOLIDAY: CHINESE NEW YEAR

1 May

PUBLIC HOLIDAY: LABOUR DAY

7 May

PUBLIC HOLIDAY: WESAK DAY

10 May

PUBLIC HOLIDAY: NUZUL AL-QURAN

11 May

REPLACEMENT HOLIDAY: NUZUL AL-QURAN

24 Jun

PUBLIC HOLIDAY: HARI RAYA PUASA

2 Aug

PUBLIC HOLIDAY: THAIPUSAM

20 Aug

PUBLIC HOLIDAY: AWAL MUHARAM

31 Aug

PUBLIC HOLIDAY: NATIONAL DAY

16 Sep

PUBLIC HOLIDAY: MALAYSIA DAY


14 Nov

PUBLIC HOLIDAY: DEEPAVALI

25 Dec

PUBLIC HOLIDAY: CHRISTMAS

3



Leave App

v1.0.19

Welcome

Arina

(Arina@liquidoffice.onmicrosoft.com)

Submit or Cancel leave request

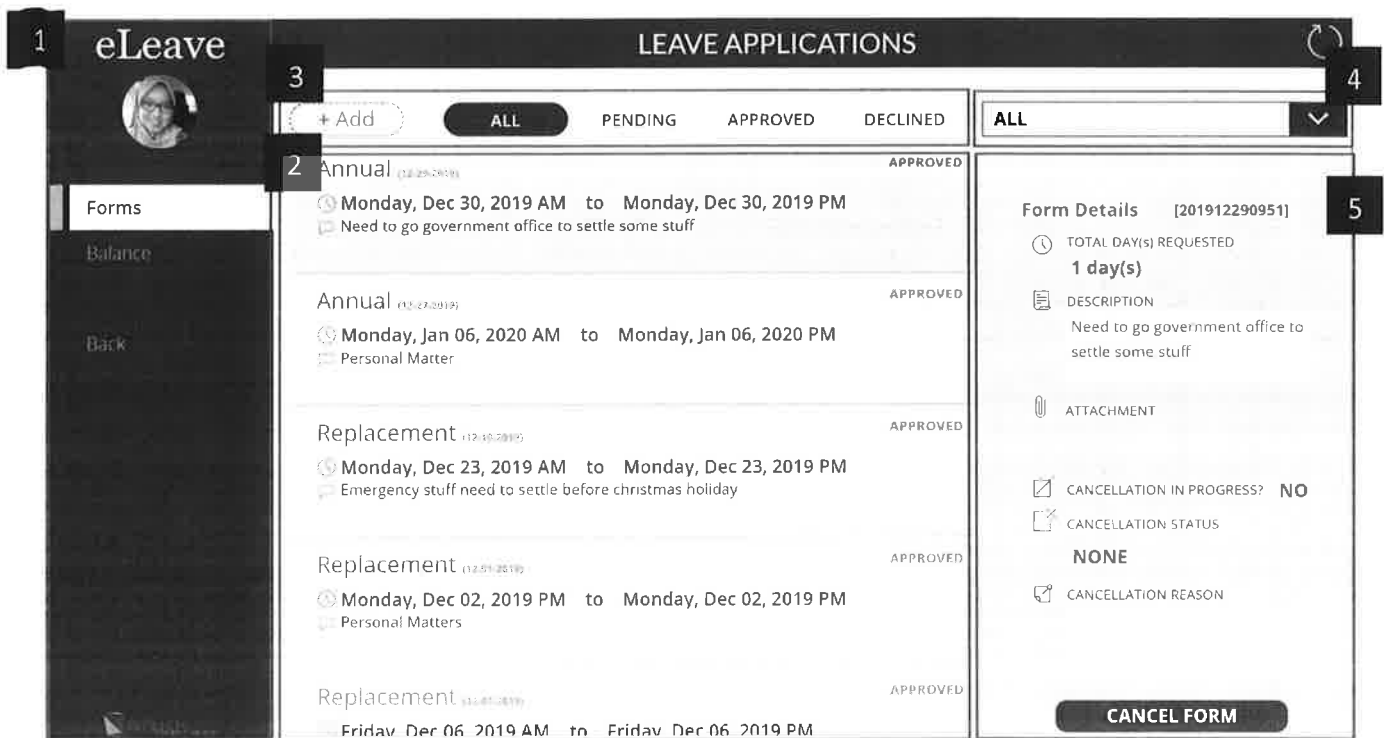
Approve or Cancel leave request

No.	Part	Functionality	Remarks
1.	HR Announcements	<ul style="list-style-type: none"> Display announcement from HR 	<ul style="list-style-type: none"> Rename the HR Announcement to "ALLO Technology Sdn Bhd Announcements" Display the latest announcement on the top Set 5 announcement only can display at once time
2.	Public Holiday	<ul style="list-style-type: none"> Display all list of public holidays from the master list Sort by date in ascending order 	<ul style="list-style-type: none"> Change the arrangement public holidays to column number 3 (to left)
3.	Company and User Details	Display Information <ul style="list-style-type: none"> Logo Title Version Welcome Text Name Email Button: <ul style="list-style-type: none"> Submit or Cancel leave request Approve or Cancel leave request 	<ul style="list-style-type: none"> Change the arrangement eleave application to column number 2 (to middle) Logo change to ALLO Technology Sdn Bhd. Replace the blue color background in button to purple (#652c8b) Rename the button to "User" for Submit or cancel leave request Rename the button to "Intermediate Manager/CEO" for Approve or cancel leave request

User

Dashboard Page

Users will be re-directed to the dashboard that contains history of the users' submitted eLeave applications




The screenshot displays the 'eLeave LEAVE APPLICATIONS' dashboard. On the left, a sidebar contains a user profile, a 'Forms' link, a 'Balance' section, and a 'Back' button. The main content area is titled 'LEAVE APPLICATIONS' and features a filter bar with tabs for 'ALL', 'PENDING', 'APPROVED', and 'DECLINED'. Below the filter bar, a list of leave applications is shown, each with a status indicator (e.g., 'APPROVED'). A detailed view of an 'Annual' leave application is displayed on the right, showing the dates 'Monday, Dec 30, 2019 AM to Monday, Dec 30, 2019 PM' and the description 'Need to go government office to settle some stuff'. The details panel also includes a 'Form Details' section with fields for 'TOTAL DAY(S) REQUESTED' (1 day(s)), 'DESCRIPTION', 'ATTACHMENT', and 'CANCELLATION IN PROGRESS?' (NO). A 'CANCEL FORM' button is located at the bottom of the details panel.

No.	Part	Functionality	Remarks
1.	Navigation	Display Information <ul style="list-style-type: none"> - Title of the application - Picture (from O365 Profile) Button <ul style="list-style-type: none"> - Forms: Details of leave application - Balance: Show the leave balance based on the current user - Back: Navigate back to the menu page 	
2.	Status	<p>The tabs denote the status of each request, whether the requests are Pending (color: orange), Approved (color: green) or Declined (color: red).</p> Tabs Button <ul style="list-style-type: none"> - + Add: Create a new leave - All: Display all the leave status - Pending: Display all the pending leave for approval only - Approved: Display all the approved leave only - Declined: Display all the declined leave by approver only 	<ul style="list-style-type: none"> - Change the text color for the "Approved" status to blue.

3.	Gallery	Display details of leave <ul style="list-style-type: none"> - Leave Type - Date Apply Leave - Date of Leave - Reason - Status 	
4.	Search	Select by leave type	
5.	Cancellation form	Show the details of cancellation leave <ul style="list-style-type: none"> - ID Leave - Total day requested - Description - Attachment - Status cancellation in Progress - Cancellation Status - Cancellation reason Button <ul style="list-style-type: none"> - Cancel form: Show popup message to get confirmation to cancel the leave with the reason 	

e-Leave Request



Back

eLeave

NEW FORM

1

1

4

Annual

BALANCE

2019 - 31/03/20

7

Sick

BALANCE

2019 - 31/03/20

6

CPD

BALANCE

2019 - 31/03/20

0.5

Birthday

BALANCE

2019 - 31/03/20

60

Hospita...

BALANCE

2019 - 31/03/20

0

Emerge...

BALANCE

2019 - 31/03/20

0

Non paid

BALANCE

2019 - 31/03/20

0.5

Replace...

BALANCE

2019 - 31/03/20

2

Non-emergency

2

Arina Nabilah Bt Norsallehin Annual

Past date allowed? false

Specify approver? false

Days in advance: 0

Taken: 10

Expires: March 31, 2020 1:00 AM

89 day(s) or 2122 hour(s)

3

December 1

AM/PM

AM

4

December 3

AM/PM

PM

5

Reason

Please enter reason with at least 8-200 characters.

6

Jomar Oroflo

7

Arina Nabilah Bt Norsallehin

8

Pending request(s):

Allowed pending: 10 days

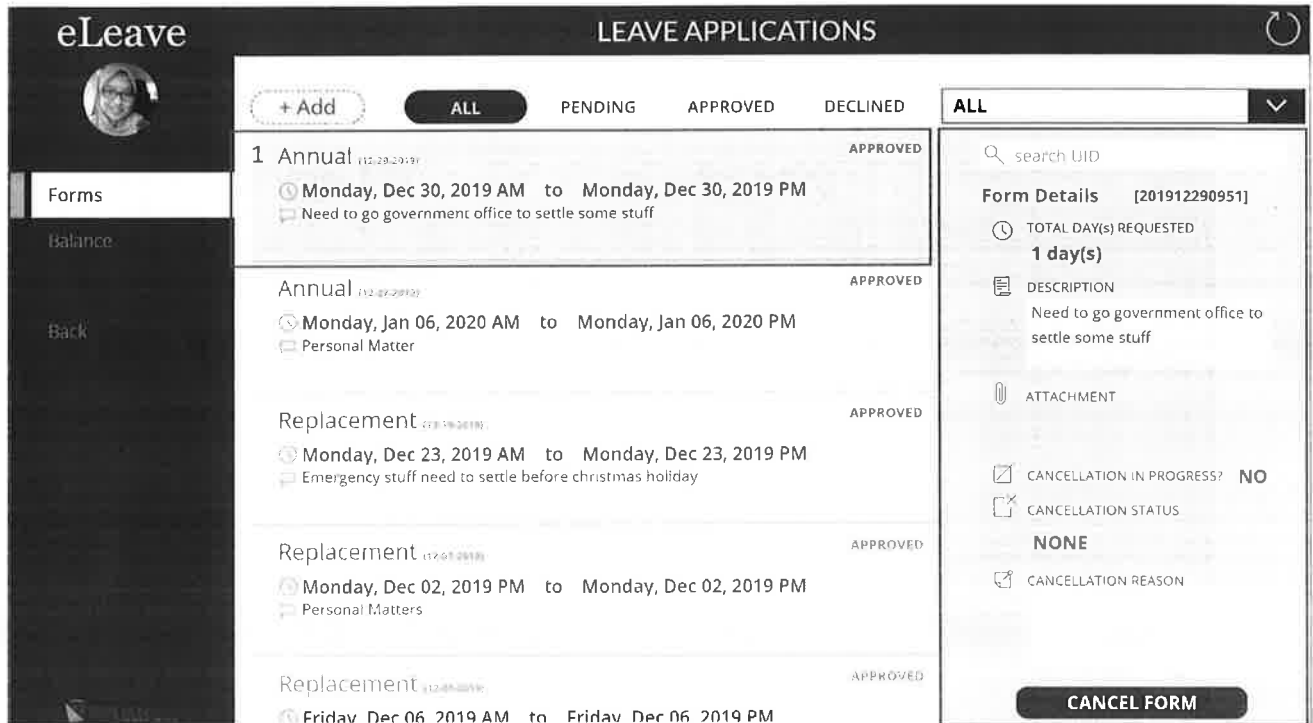
9

Submit 0 day Annual leave

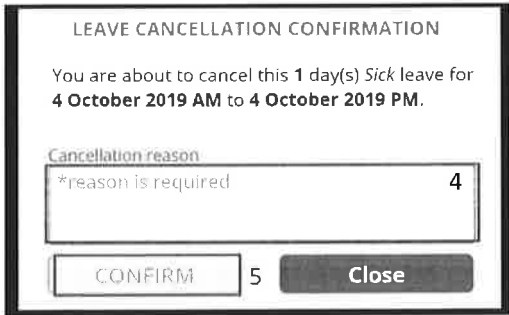
No.	Part	Functionality	Remarks
1.	New Form	<p>Step for user to create new e-leave</p> <ol style="list-style-type: none"> Select the leave type: - <ul style="list-style-type: none"> Annual Sick CPD Birthday Hospital Emergency Non- paid Replacement Check box to mention the urgency of the leave to get the approval Select the start date and set the time Select the end date and set the time Fill up the reason for applying leave Show the approver name Display the requestor name Display the allowed days to apply the leave Submit button to start the approval process <ul style="list-style-type: none"> Auto count the total leave and display on button 	<ul style="list-style-type: none"> Every user can change the allowed pending number
2.	Application Policy	<p>Display information</p> <ul style="list-style-type: none"> Past date allowed Specified approver Days in advance Total Taken Leave 	

		<ul style="list-style-type: none"> - Expires Date of leave balance - Show the total days and hours to expired 	
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Cancel e-Leave Request



The screenshot shows the 'eLeave' application interface. The main section, titled 'LEAVE APPLICATIONS', displays a list of approved leave requests. The sidebar on the right shows 'Form Details' for a specific request, including the total days requested (1 day), description, and cancellation status (NONE). A 'CANCEL FORM' button is visible at the bottom of the sidebar.

No.	Part	Functionality	Remarks
1.	Cancel Form	<p>Step for user to cancel e-leave</p> <ol style="list-style-type: none"> 1. Select cancel form on the intended leave request. 2. Click on cancel form to cancel the leave request. 3. A message will display to confirm the cancellation of the leave form.  <ol style="list-style-type: none"> 4. The text field for Cancellation reason is mandatory. 5. Once confirmed, the cancellation process will commence 	<ul style="list-style-type: none"> - Close Button change to capital words (CLOSE)

Leave Balance

Forms

Balance

Back

eLeave

LEAVE BALANCE

1

- 2020 +

3

Replacement

1.5 days

available

Replacement

1.5 days

available

Replacement

1 day

available

Birthday

0.5 day

available

2

CPD

6 days

available

Hospitalization

60 days

available

Non paid

0 day

available

Replacement

0 day

available

Replacement Leave

No.	Part	Functionality	Remarks
1.	Category of leave	Display all the category leave updated with the remainder days available for users to apply	
2.	Info icon	View the details of category of leave.	
3.	Individual leave	View the list of submitted leave applications under that leave category.	

Annual leave

Leave applications

- 2019 +

9/20/2019 to 9/20/2019, 1 day(s)

1 Form(s)

1 Total day(s) requested


APPROVED 1 form(s) 1 day(s)

2 day(s) available

Approver

Dashboard Page

eLeave



Forms

Back

APPROVALS

Arina Nabilah Bt No

ALL

PENDING

APPROVED

DECLINED

Annual - Arina Nabilah Bt Norsallehin

Tuesday, Aug 13, 2019 AM

to

Tuesday, Aug 13, 2019 PM

Celebrate Raya Haji

APPROVED

Annual - Arina Nabilah Bt Norsallehin

Tuesday, Oct 01, 2019 AM

to

Tuesday, Oct 01, 2019 PM

Personal Matter

APPROVED

Annual - Arina Nabilah Bt Norsallehin

Monday, Jan 06, 2020 AM

to

Monday, Jan 06, 2020 PM

Personal Matter

APPROVED

Annual - Arina Nabilah Bt Norsallehin

Monday, Dec 30, 2019 AM

to

Monday, Dec 30, 2019 PM

Need to go government office to settle some stuff

APPROVED

Annual

Request Details

TOTAL DAY(s) REQUESTED

1 day(s)

LEAVE TYPE

Annual

DESCRIPTION

Celebrate Raya Haji

No.	Part	Functionality	Remarks
1.	Gallery	Display all the task for approval based on the status <ul style="list-style-type: none"> - Leave Type - Requestor - Start Date - End Date - Reason - Status - Attachment 	
2.	Search	Filter based on the leave type only	
3.	Request Details	Display details based on the selection items <ul style="list-style-type: none"> - Total days requested - Leave Type - Reason 	

Approval Task

The screenshot displays the 'eLeave APPROVALS' interface. At the top, there's a header with the 'eLeave' logo, a user profile picture, and the name 'Nur Ain Binti Azizi'. Below the header, there are tabs for 'ALL', 'PENDING', 'APPROVED', and 'DECLINED', with 'PENDING' currently selected. A search bar on the right shows '201912061135'. The main content area shows a list of requests, with the first one being 'Annual - Nur Ain Binti Azizi' with a status of 'PENDING'. The request details on the right show 'TOTAL DAY(S) REQUESTED: 3 day(s)', 'LEAVE TYPE: Annual', and 'DESCRIPTION: Personal Matter'. At the bottom right, there are 'APPROVE' and 'REJECT' buttons.

No.	Part	Functionality	Remarks
1.	Task Form	<p>To approve by user:</p> <ol style="list-style-type: none"> Managers will need to select a user from the dropdown menu on the top-right corner of the page. When a particular user is selected, their eLeave history as well as their pending requests are displayed. Select the eLeave application for approval and the leave request details will be shown on the right pane. Select the green Approve button; or red Reject button on the bottom-right panel. Any action will send an email to the requester to update on the current status of the eLeave application. 	

Admin

HR Leave Management App

v1.0.1

General Config

GENERAL CONFIGURATION

Open eLeave SITE CONTENTS

Master lists

MANAGE USERS

MANAGE LEAVE TYPES

MANAGE ENTITLEMENT

MANAGE HOLIDAYS

MANAGE DATA SOURCE

MANAGE DEPARTMENTS

Balance Settings

MANAGE ASSIGNED LEAVES

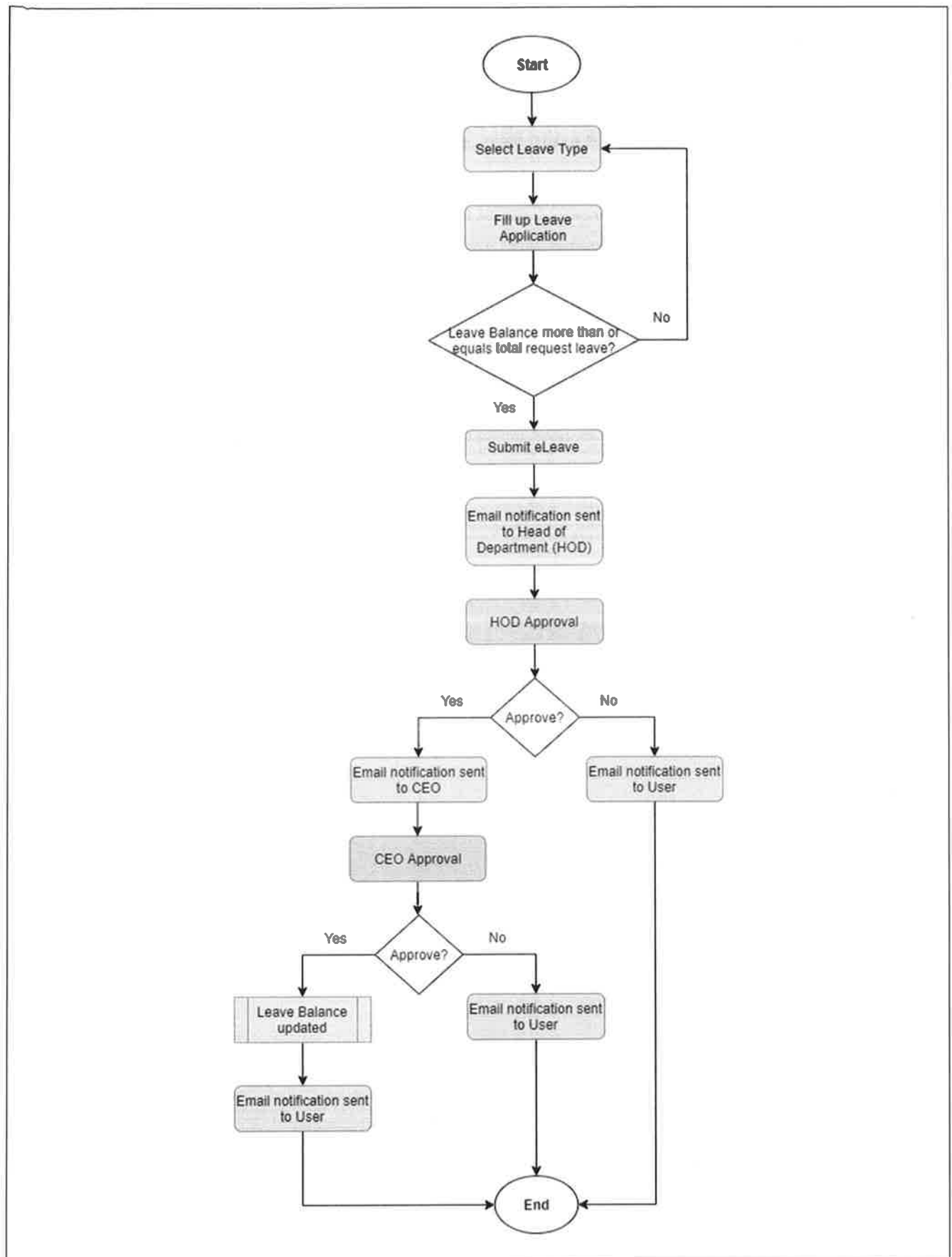
ASSIGN LEAVE (MULTI USER & LEAVE TYPES)

INITIATE CUT-OFF

No.	Part	Functionality	Remarks
1.	General Config	Button: General Configuration <ul style="list-style-type: none"> Link to manage the configuration based on the business requirement Button: Open e-Leave Site Contents <ul style="list-style-type: none"> Link to Site content in SharePoint 	Set the general configuration to: <ul style="list-style-type: none"> Am/pm - Yes First approval - Yes 2nd approval - To be confirmed Limit leave days - No Max pending leave days - 20
2.	Master List	Manage User <ul style="list-style-type: none"> Link to create a new user in company Manage Leave Types <ul style="list-style-type: none"> Link to add/update leave type Manage Entitlement <ul style="list-style-type: none"> Link to manage the total leave based on the job level Manage Holidays <ul style="list-style-type: none"> Link to add/update leave for holiday Manage Data Source <ul style="list-style-type: none"> Link to manage type of leave Manage Departments	

		<ul style="list-style-type: none"> - Link to add/update a department 	
3.	Balance Settings	<p>Manage Assign Leaves</p> <ul style="list-style-type: none"> - Link to assign leave for each user <p>Assigned Leave (Multiuser & Leave Types</p> <ul style="list-style-type: none"> - Link to assign leave for multiple user <p>Initiate cut – off</p> <ul style="list-style-type: none"> - Set expires date for e-leave application 	





Flows



Remarks:

Pembetulan muka depan sekali again 'design' kepada design.

Agreement

Prepared on	26 February 2020
Sign-Off by Customer	Sign-Off by SRKK consultant
Name:  SHAHNUN AFFANDY IDRUS Executive, Human Resource & Admin Signature: Date: 27/2/2020	Name: milad Asfa Signature:  Date: 28/2/2020
Name: Signature: Date:	Name: JOMAR OROLO Signature:  Date: 28/2/2020
Name: Signature: Date:	Name: RAJA ROZA ATHIRAH BT. RAJA AZNIR SHAH Signature:  Date: 28/2/2020

Name:	Name:
Signature:	Signature:
Date:	Date:

SHAHNUN AFTANDY IDRUS
Executive, Human Resource & Admin