

## WFH Report (Staff)

1. Login to your InfoSys account, then click “WFH Reports” from the sidebar.
2. Click the **+ Add** button in line with the month you want to add report for.

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### WFH Reports

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DTR	Description	Status	Date	Action
21/09 Sep				+ Add
21/08 Aug	WFH dates: 11,13,18,20,27 Develop Permit to Transport - Online module Develop Nuclear Web Portal - Membership Module Update PNRI Portal - NATALab Online Application Module Update NATALab Add WFH Report - InfoSys Manage Office 365 Exchange Backup program files and databases	Submitted	21/08/31 17:50	View

Showing 1 to 2 of 2 entries

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3. Input WFH Dates and Report.
  4. Once required fields are inputted, **Save** button will appear. Click it.
- Note: Separate each accomplishment by ENTER key.

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### WFH Report Form

Month: 21/09 Sep

WFH dates: 6,8,10


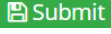
click to view DTR


Report:

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Input your WFH report here. Separate lists by ENTER key.

Save Close

5. Reports will be automatically saved as Draft.
  6. Click  Edit button to modify your report.
  7. Or click  Submit button to submit report to Head for approval.
- Note: Once report is submitted, you will not be able to modify your report, unless rejected by the Head.


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DTR	Description	Status	Date	Action
21/09 Sep	WFH dates: 6,8,10 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna	<div>Draft</div> <div>5</div>	21/09/02 14:30	<div>Edit</div> <div>6</div> <div>Submit</div> <div>7</div>
21/08 Aug	WFH dates: 11,13,18,20,27 Develop Permit to Transport - Online module Develop Nuclear Web Portal - Membership Module Update PNRI Portal - NATALab Online Application Module Update NATALab Add WFH Report - InfoSys Manage Office 365 Exchange Backup program files and databases	Submitted	21/08/31 17:50	View