

# Agileoffice user guide

Version 1.0

Private and confidential



# HR Services – Approvals



HR Services

Approval Requests

Add New Employee

Download Leave Summary

Corporate Directory

List of User Requests

Search

Search employee request on specific search criteria

SL#	Full Name	Employee ID	Request Summary	Requested On	Status	Action
1	Test User	787878	Document Approval	30/07/2018	Pending	Action
2	Test User	787878	Present Contact Update	30/07/2018	Pending	Action
3	Test User	787878	Permanent Contact Update	30/07/2018	Pending	Action

Showing 1 to 3 of 3 entries

Previous

1

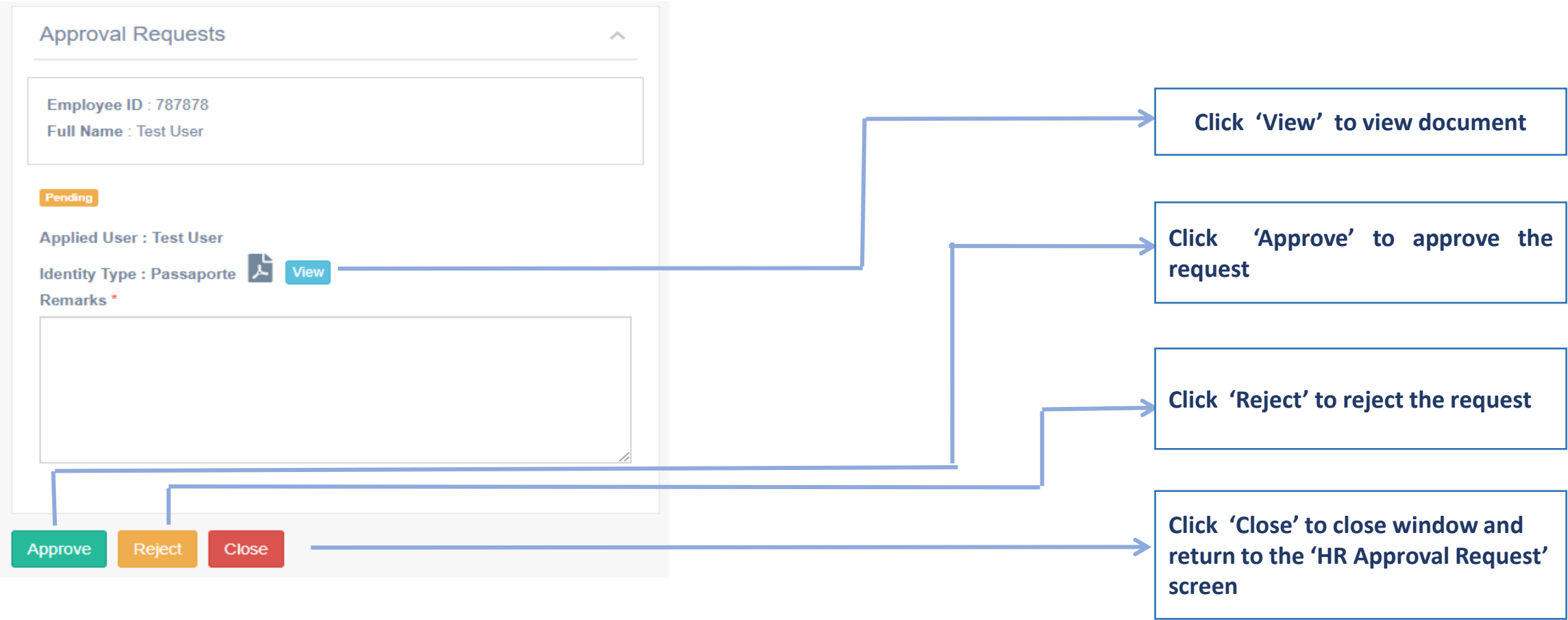
Next

Click 'Action' to approve / reject the request

Go to previous page

Go to next page


# HR Services – *View document request details*



**Note:-** Similarly, the other update requests can be approved or rejected

# HR Services – View all leave requests (Dashbaord)



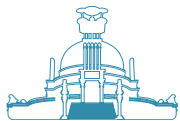
My Approvals 

SL#	Full Name	Approval Type	Subject	Action
1	Test User	LEAVE	Test Leave	<a href="#">Action</a>

Click 'Action' to approve / reject the request

## Offices

---



### India

Plot no.353, 1st Floor, Infocity Ave,  
Sishu Vihar, Patia, Bhubaneswar-751024,  
Odisha, India



### Singapore

60 Eu Tong Sen Street, #02 03,  
Furama City Centre, Singapore - 059804