

Agileoffice user guide

Version 1.0

Private and confidential



Go for Leave

Welcome
Test User

QUICK LINKS

Dashboard

Corporate Directory

Go for Leave

Agile Office

MON 30 July 2018 , 18 : 31 : 54

Language Test User

Leave Summary

Apply Leave

Sl#	Leave Type	Total	Used	Balance
1	Acidente Trabalho	6		6
2	Assistência à Família	3		3
3	Casamento	10		10

This section describes how many leaves you have used out of total no of leaves and how many leaves left in each leave category

Click 'Go for Leave' menu to view your applied leaves , leave summary and the public holidays

Click 'Apply' to apply a leave

Go for Leave – Internal communication

INVINCIX

Wednesday 05 February 2025 , 16 : 21 : 32

Language System

Dashboard

Check In

HR Services

Corporate Directory

Go for Leave

Document Circulation

External Document

Reports

Social Fund

Attendance

CAP

Leave Archives

* Cannot apply a Leave. Check your Reporting details.

Sl#	Reason for leave	Leave Type	From	To	Status	Action
No data available						

Showing 0 to 0 of 0 entries

National Holidays

Date	Description
01/01/2025	New Year Day
03/02/2025	Heros Day
07/04/2025	Womens Day
01/05/2025	International Workers Day
25/06/2025	Mozambique Independence Day

Leave Summary

Sl#	Leave Type	Days	Days
1	Casual		
2	Casual Le		
3	Maternal Leave	180	180
4	Maternity	21	21

- You cannot apply a leave in the following circumstances:
- a. You don't have a reporting manager assigned yet
 - b. Your reporting manager has resigned and new reporting manager has not been assigned
 - c. Your reporting start date has not arrived yet
 - d. Your reporting period has over

Go for Leave – *View leave details*

Leave Details

Test User applied a leave from 01/08/2018 To 02/08/2018

Applied On : 30/07/2018


Leave Type : Acidente Trabalho

Reason : Test Leave

Substitute :

Remarks : Testing leave

Approval



Action taken by : Abhijit Panigrahi

Action taken on :

Close

Click to close the window
and return to the leave
details page

Go for Leave – *View leave details*



View

National Holidays

Date	Description
01-Jan-2018	New Year's Day
03-Feb-2018	Heroes' Day
07-Apr-2018	Women's Day
01-May-2018	Worker's Day
25-Jun-2018	Independence Day
07-Sep-2018	Victory Day

Leave Archives

Sl#	Reason for leave	Leave Type	From	To	Status	Action
1	Test Leave	Acidente Trabalho	01/08/2018	02/08/2018	Pending	View More

Click 'View More' to view or check the status of your leave request.

List of public holidays

Go for Leave – *Apply leave*



Internal - Inbox

Welcome
Test User

QUICK LINKS

Dashboard

Corporate Directory

Go for Leave

Agile Office

Leave Summary

Sl#	Leave
1	Ac
2	Ass
3	Cas

Apply Leave

Leave Type *

--Select--

Balance

0

From *

dd-mm-yyyy

To *

dd-mm-yyyy

Reason for leave *

Remarks *

Substitute in my absence

My Substitute is --Select--

Apply Leave

Close

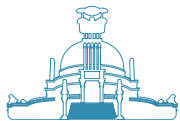
Click to close the pop-up

Fill the details in the corresponding fields

Click 'Apply' to apply leave

Note:- Fields marked with asterisk(*) symbol are mandatory

Offices



India

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Singapore

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