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1 Basic of e-Leave Module

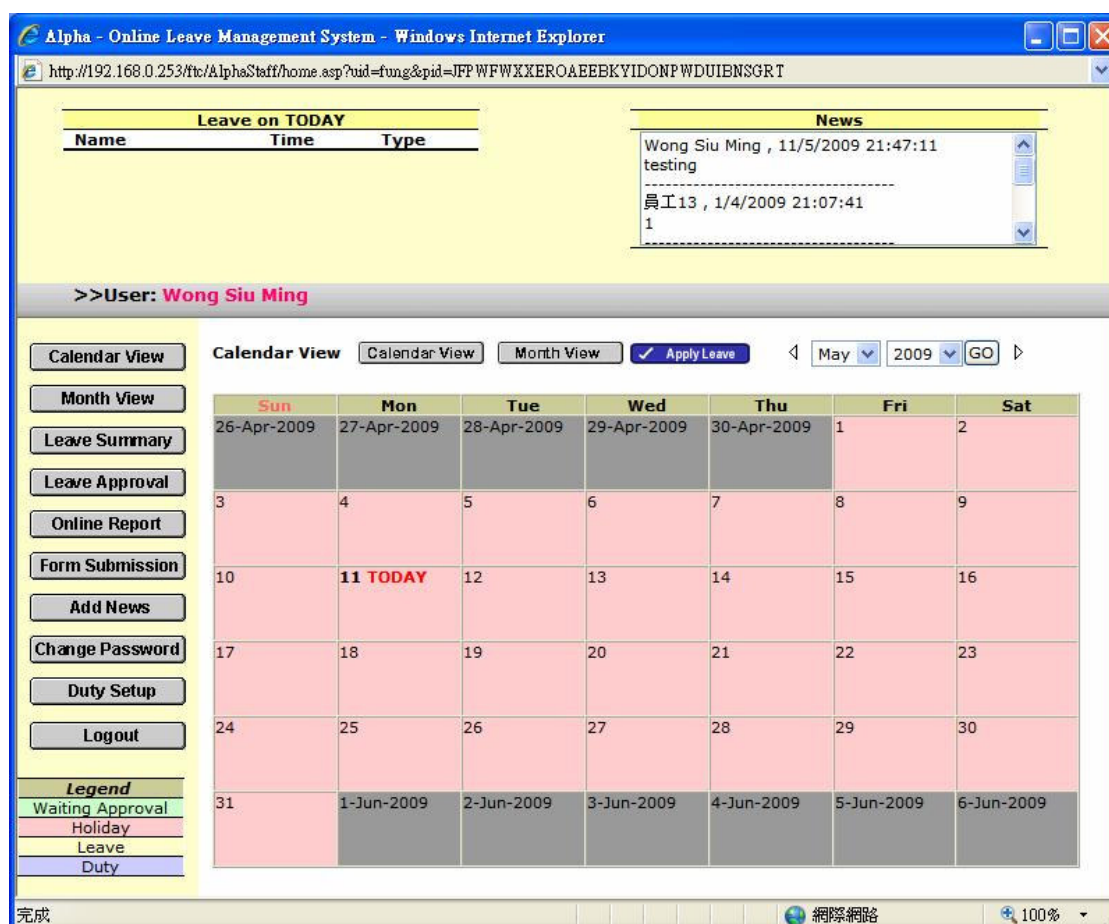
1.1 Login

1.1.1 Open a [Internet Explorer] and enter e-Leave link / loading bookmark link, a login screen will show



1.1.2 Enter [Login User] and [Password], then press [Login] to login
(If no login user can be use, please refer to 3.1 – 3.3)

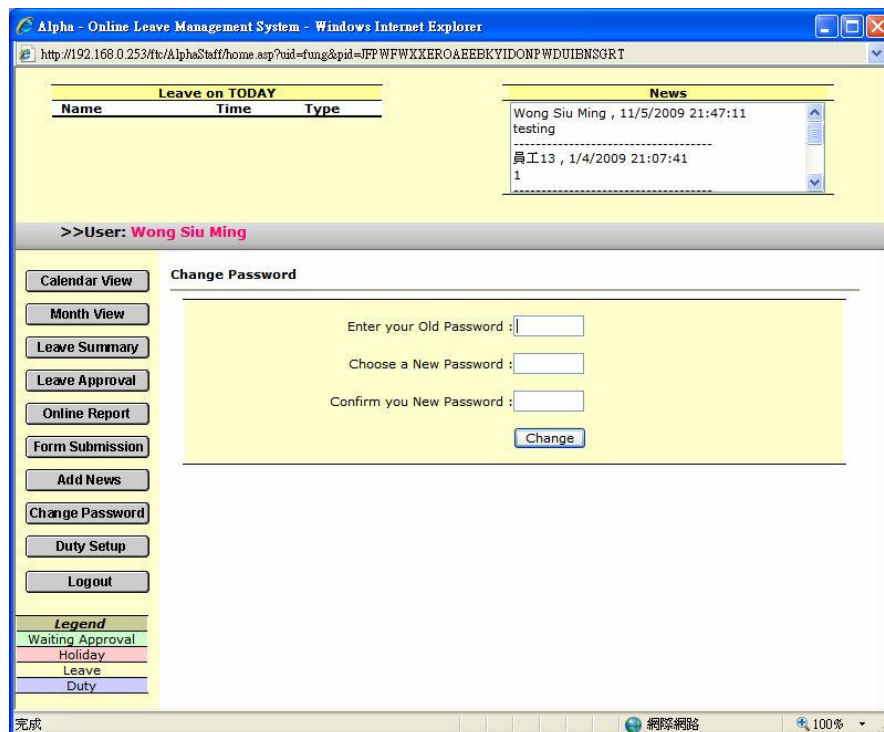
1.1.3 If login success, below screen will show



1 Basic of e-Leave Module

1.2 Change Password

1.2.1 Press [Change Password]



Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/AlphaStaff/home.asp?uid=fung&pid=JFPWFXXEROAEEBKIDONPWDUIBNSGRT

Leave on TODAY			News
Name	Time	Type	
			Wong Siu Ming , 11/5/2009 21:47:11 testing
			員工 13 , 1/4/2009 21:07:41 1

>>User: Wong Siu Ming

Calendar View | Month View | Leave Summary | Leave Approval | Online Report | Form Submission | Add News | **Change Password** | Duty Setup | Logout

Change Password

Enter your Old Password :

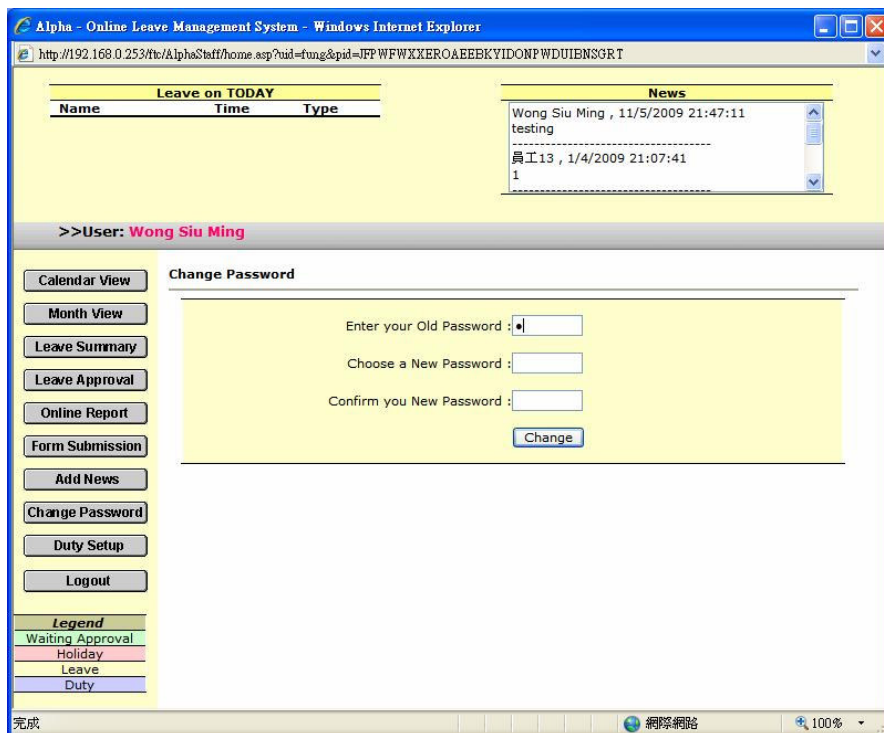
Choose a New Password :

Confirm you New Password :

Legend
Waiting Approval
Holiday
Leave
Duty

完成 網際網路 100%

1.2.2 Enter your old password



Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/AlphaStaff/home.asp?uid=fung&pid=JFPWFXXEROAEEBKIDONPWDUIBNSGRT

Leave on TODAY			News
Name	Time	Type	
			Wong Siu Ming , 11/5/2009 21:47:11 testing
			員工 13 , 1/4/2009 21:07:41 1

>>User: Wong Siu Ming

Calendar View | Month View | Leave Summary | Leave Approval | Online Report | Form Submission | Add News | **Change Password** | Duty Setup | Logout

Change Password

Enter your Old Password :

Choose a New Password :

Confirm you New Password :

Legend
Waiting Approval
Holiday
Leave
Duty

完成 網際網路 100%

1.2.3 Enter new password and confirm your new password (Both new password must be match)

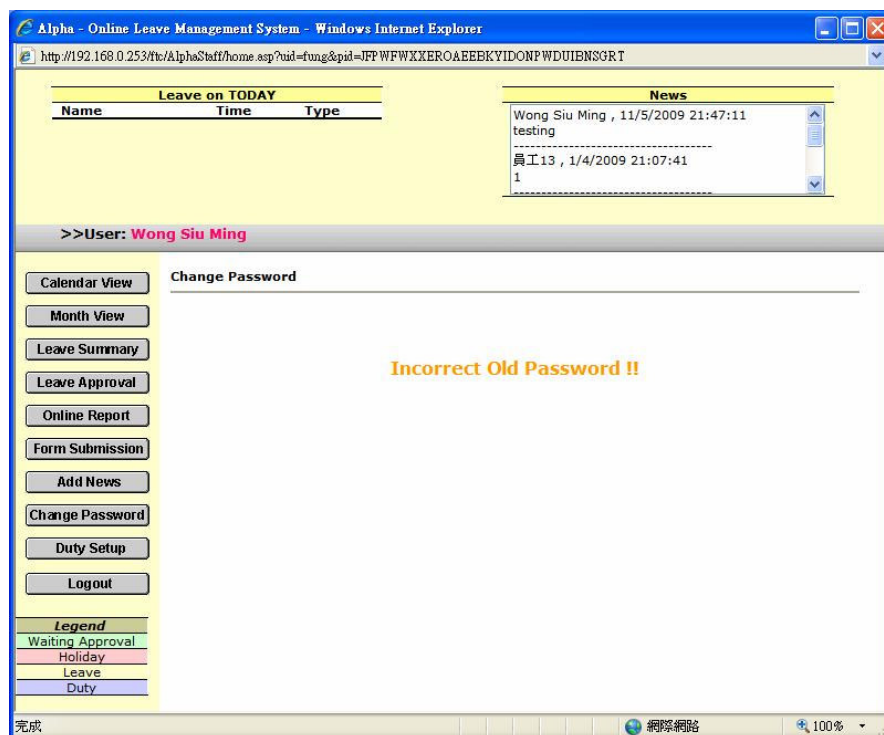
The screenshot shows the 'Alpha - Online Leave Management System' interface in a Windows Internet Explorer browser. The user is logged in as 'Wong Siu Ming'. The 'Change Password' form is active, displaying three input fields: 'Enter your Old Password', 'Choose a New Password', and 'Confirm your New Password'. A 'Change' button is located below the 'Confirm your New Password' field. The left sidebar contains a menu with options: Calendar View, Month View, Leave Summary, Leave Approval, Online Report, Form Submission, Add News, Change Password (highlighted), Duty Setup, and Logout. A legend at the bottom left defines colors for Waiting Approval (green), Holiday (pink), Leave (yellow), and Duty (blue). The top right shows a 'News' section with two entries: 'Wong Siu Ming, 11/5/2009 21:47:11 testing' and '員工 13, 1/4/2009 21:07:41 1'.

1.2.4 Press [Change] to save

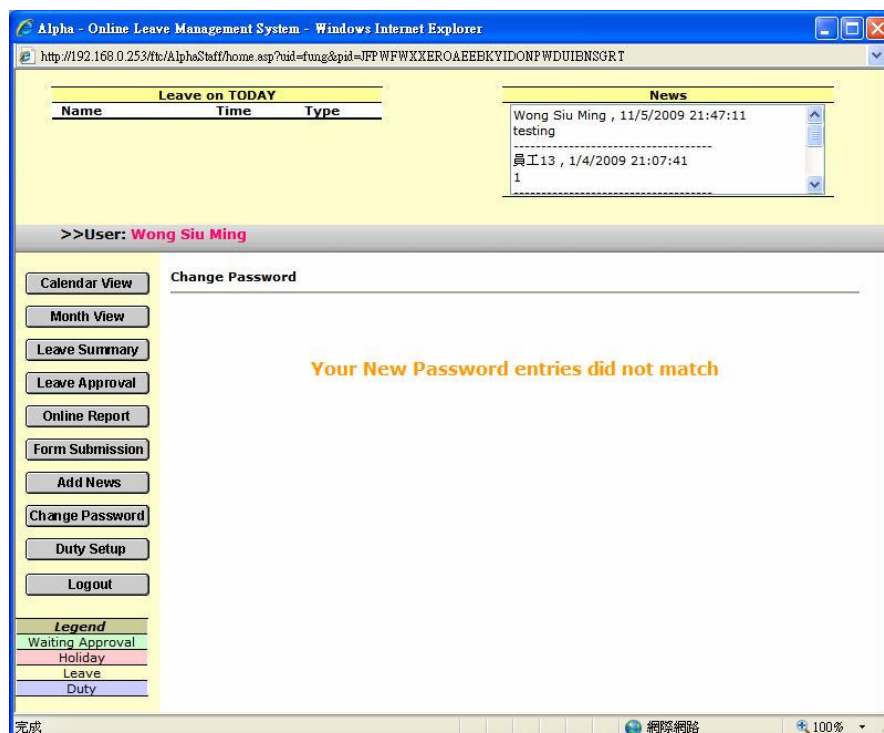
1.2.5 System will prompt message for your changes (If change password success, new password will be effected on next login time)

The screenshot shows the same 'Alpha - Online Leave Management System' interface, but the 'Change Password' form is no longer visible. Instead, a large orange text message reads 'Your password is changed successfully'. The rest of the interface, including the left sidebar menu and the top right 'News' section, remains the same as in the previous screenshot.

1.2.6 If old password is incorrect, change password will fail



1.2.7 if new password and confirm password not match, change password will fail



1.2.8 Please re-enter the correct one

2 Usage of e-Leave Module

2.1 Calendar View

2.1.1 Introduction

2.1.1.1 Press [Calendar view]

The screenshot shows the 'Alpha - Online Leave Management System' interface in a Windows Internet Explorer browser. The user is logged in as 'Wong Siu Ming'. The main area displays a 'Calendar View' for the month of May 2009. The calendar grid shows days from 26-Apr-2009 to 6-Jun-2009. Each day cell contains a status (e.g., DB(10-20), DA(10-20), or TODAY) and a 'Select Time' dropdown menu. The interface includes a sidebar with navigation buttons like 'Calendar View', 'Month View', 'Leave Summary', 'Leave Approval', 'Online Report', 'Form Submission', 'Add News', 'Change Password', 'Duty Setup', and 'Logout'. A 'Legend' section at the bottom left defines the colors: Yellow for Leave Day, Green for Waiting Leave Approval Day, Red for Holiday, and Blue for Normal Working Day. The top right shows a 'News' section with two entries.

2.1.1.2 Select [Date Range] and press [GO]

or Press 『 ◀ 』 / 『 ▶ 』 to display previous or next month calendar

Legend

Yellow : Leave Day

Green : Waiting Leave Approval Day

Red : Holiday

Blue : Normal Working Day

2 Usage of e-Leave Module

2.1 Calendar View

2.1.2 Leave Application

2.1.2.1 Press [Calendar View]

Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/ta/AlphaStaff/home.asp?uid=twng&pid=JFFWFWXXEROAEEBKIDONPFDUIENST

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

News

Wong Siu Ming, 11/5/2009 21:47:11
testing

員工13, 1/4/2009 21:07:41
1

>>User: **Wong Siu Ming**

Calendar View | Calendar View | Month View | ☒ Apply Leave | May 2009 | GO

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26-Apr-2009	27-Apr-2009	28-Apr-2009	29-Apr-2009	30-Apr-2009	1 DB(10-20) Select Time	2 DA(10-20) Select Time
3 DB(10-20) Select Time	4 DB(10-20) Select Time	5 DA(10-20) Select Time	6 DB(10-20) Select Time	7 DB(10-20) Select Time	8 DB(10-20) Select Time	9 DB(10-20) Select Time
10 DA(10-20) Select Time	11 DA(10-20) Select Time	12 TODAY DA(10-20) Select Time	13 DA(10-20) Select Time	14 DA(10-20) Select Time	15 DB(10-20) Select Time	16 DA(10-20) Select Time
17 DB(10-20) Select Time	18 DB(10-20) Select Time	19 DA(10-20) Select Time	20 DA(10-20) Select Time	21 DB(10-20) Select Time	22 DA(10-20) Select Time	23 DA(10-20) Select Time
24 DB(10-20) Select Time	25 DA(10-20) Select Time	26 DA(10-20) Select Time	27 DA(10-20) Select Time	28 DA(10-20) Select Time	29 DB(10-20) Select Time	30 DB(10-20) Select Time
31 DB(10-20) Select Time	1-Jun-2009	2-Jun-2009	3-Jun-2009	4-Jun-2009	5-Jun-2009	6-Jun-2009

Legend

- Waiting Approval
- Holiday
- Leave
- Duty

2.1.2.2 Select a day and time section for Leave Application

Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/ta/AlphaStaff/home.asp?uid=twng&pid=JFFWFWXXEROAEEBKIDONPFDUIENST

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

News

Wong Siu Ming, 11/5/2009 21:47:11
testing

員工13, 1/4/2009 21:07:41
1

>>User: **Wong Siu Ming**

Calendar View | Calendar View | Month View | ☒ Apply Leave | May 2009 | GO

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26-Apr-2009	27-Apr-2009	28-Apr-2009	29-Apr-2009	30-Apr-2009	1 DB(10-20) Select Time	2 DA(10-20) Select Time
3 DB(10-20) Select Time	4 DB(10-20) Select Time	5 DA(10-20) Select Time	6 DB(10-20) Select Time	7 DB(10-20) Select Time	8 DB(10-20) Select Time	9 DB(10-20) Select Time
10 DA(10-20) Select Time	11 DA(10-20) Select Time	12 TODAY DA(10-20) Select Time	13 DA(10-20) Select Time	14 DA(10-20) Select Time	15 DB(10-20) Select Time	16 DA(10-20) Select Time
17 DB(10-20) Select Time	18 DB(10-20) Select Time	19 DA(10-20) Select Time	20 DA(10-20) Select Time	21 DB(10-20) Select Time	22 DA(10-20) Select Time	23 DA(10-20) Select Time
24 DB(10-20) Select Time	25 DA(10-20) Select Time	26 DA(10-20) Select Time	27 DA(10-20) Select Time	28 DA(10-20) Select Time	29 DB(10-20) Select Time	30 DB(10-20) Select Time
31 DB(10-20) Select Time	1-Jun-2009	2-Jun-2009	3-Jun-2009	4-Jun-2009	5-Jun-2009	6-Jun-2009

Legend

- Waiting Approval
- Holiday
- Leave
- Duty

2.1.2.3 Press [Leave Apply] to continue

The screenshot shows the 'Alpha - Online Leave Management System' interface in a Windows Internet Explorer browser. The user is logged in as 'Wong Siu Ming'. The interface includes a sidebar with navigation buttons: Calendar View, Month View, Leave Summary, Leave Approval, Online Report, Form Submission, Add News, Change Password, Duty Setup, and Logout. Below these is a 'Legend' section with color-coded boxes for Waiting Approval (green), Holiday (pink), Leave (yellow), and Duty (blue). The main content area is titled 'Leave Application' and contains the following fields:

- Leave Date:** A date picker showing '12-May-2009 : AM'.
- Leave Type:** A dropdown menu set to 'Annual Leave'.
- Reason:** A text area with a '(Max. 500 Characters)' limit and a 'Submit' button.

At the top of the page, there are two tables:

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

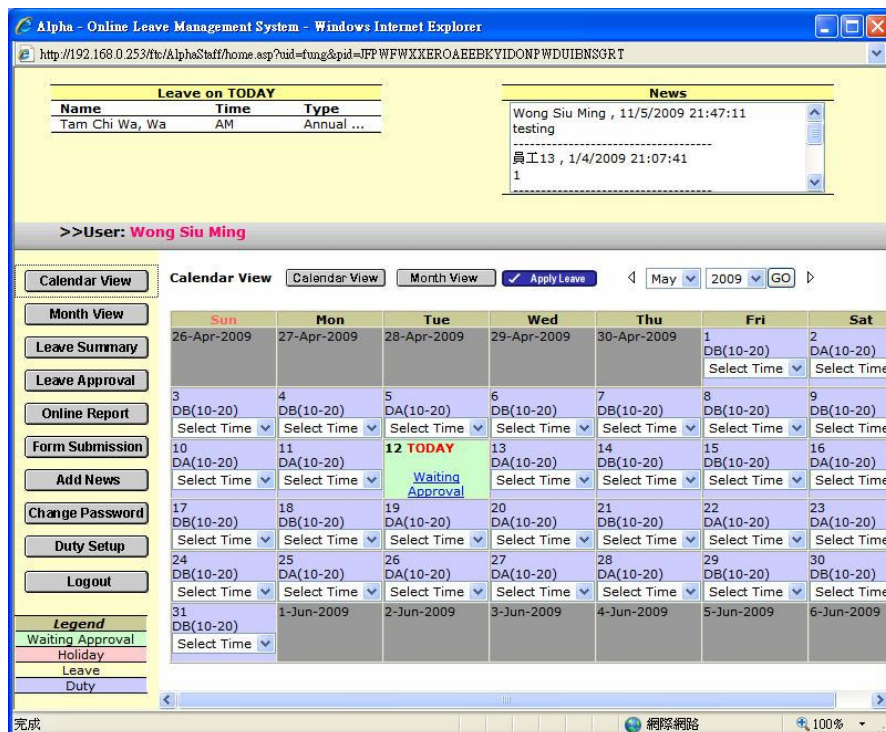
News	
Wong Siu Ming , 11/5/2009 21:47:11	testing
員工13 , 1/4/2009 21:07:41	1

2.1.2.4 Select [Leave Type] and enter [Reason]

2.1.2.5 Press [Submit] to submit

The screenshot shows the same 'Alpha - Online Leave Management System' interface, but now displaying a success message. The 'Leave Application' form area contains a small envelope icon and the text: 'Your leave application form is sent out successfully'. The sidebar and top tables remain the same as in the previous screenshot.

2.1.2.6 Go to [Calendar View] again, you will see your leave application status [Waiting Approval]

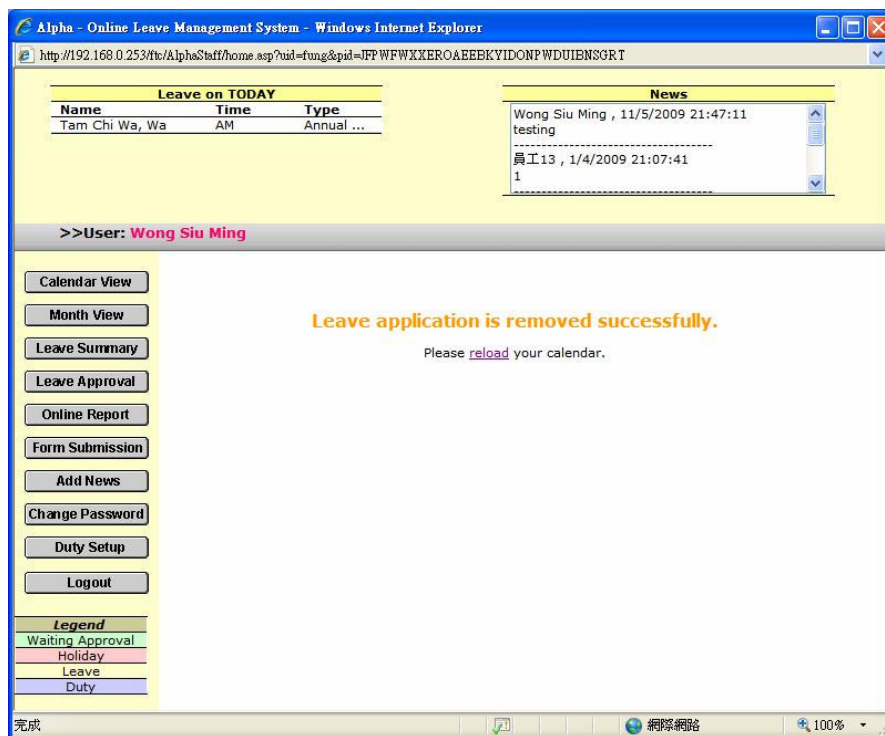


2.1.2.7 Press [Waiting Approval] to check the detail



2.1.2.8 Press [Close] to Close the screen

2.1.2.9 Press [Remove] in case of cancel leave application

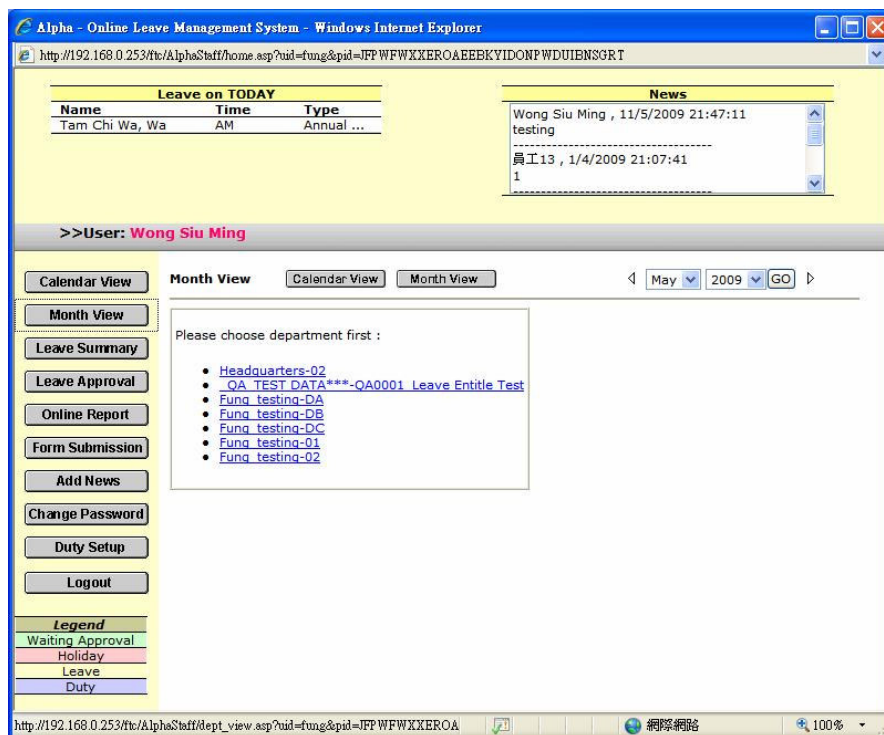


2 Usage of e-Leave Module

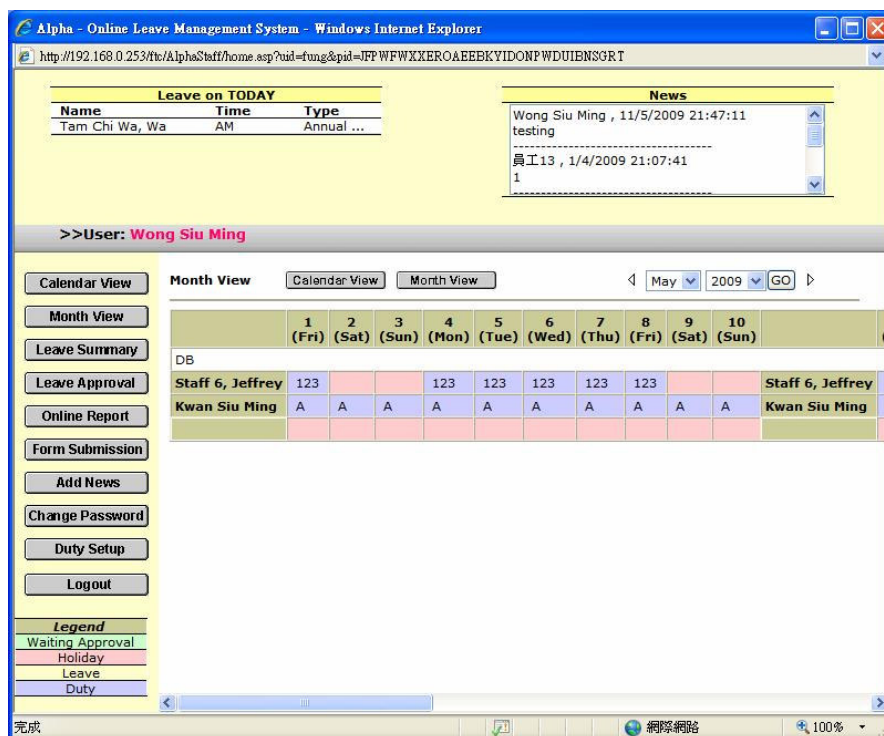
2.2 Month View

2.2.1 Introduction

2.2.1.1 Press [Month View]



2.2.1.2 Select [Department] to view



2.2.1.3 Select[Date Range] and press [GO]

or Press 『 ◀ 』 / 『 ▶ 』 to display previous or next month calendar

Legend

Yellow : Leave Day

Green : Waiting Leave Approval Day

Red : Holiday

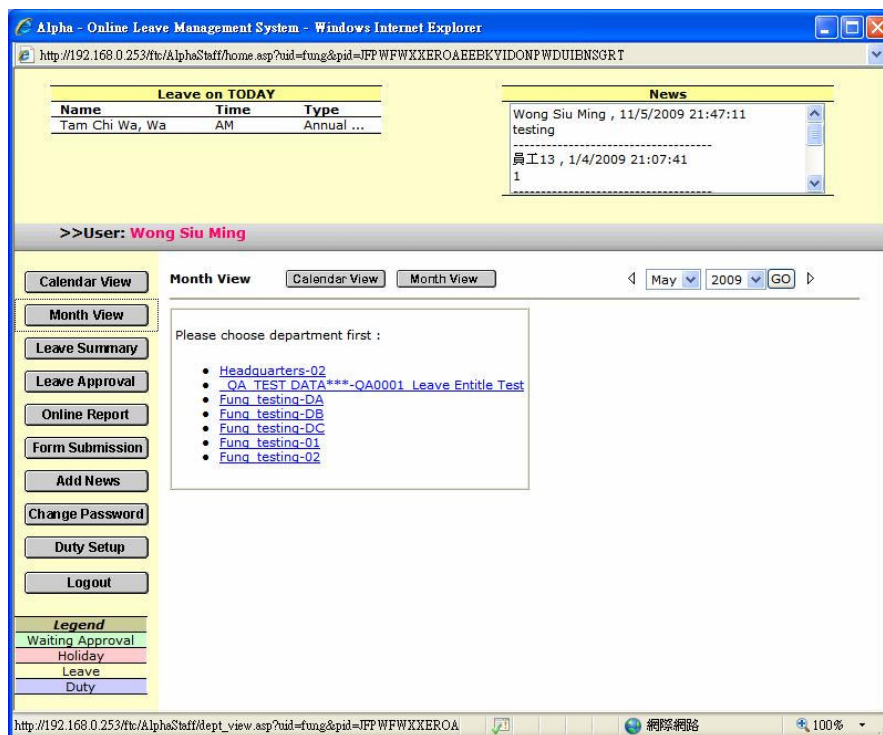
Blue : Normal Working Day

2 Usage of e-Leave Module

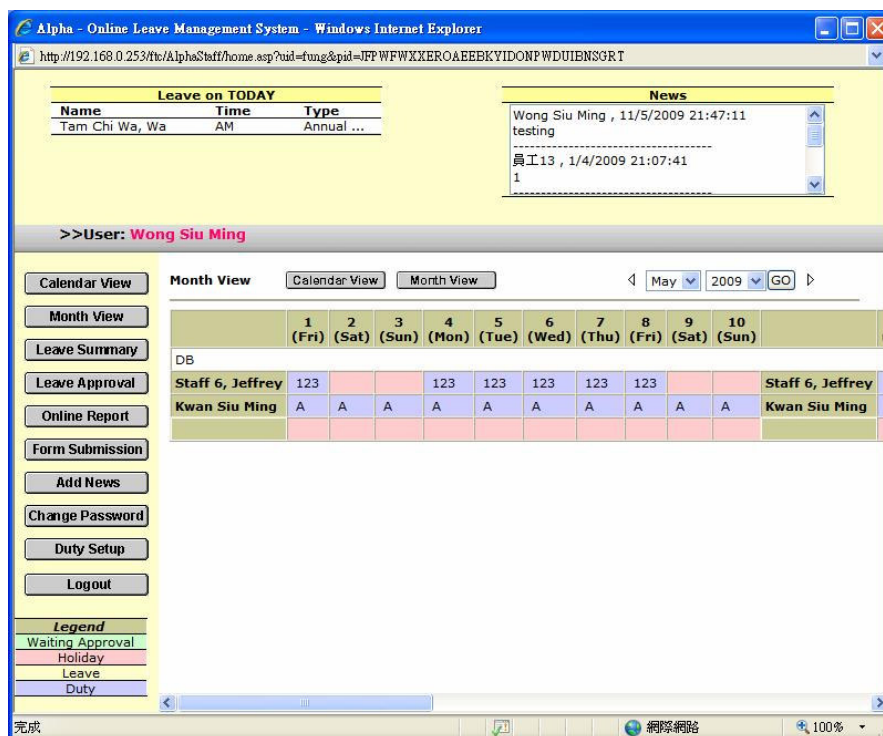
2.2 Month View

2.2.2 Usage of Month View

2.2.2.1 Press [Month View]



2.2.2.2 Select [Department] to view



2.2.2.3 Select [Date Range] and press [GO]

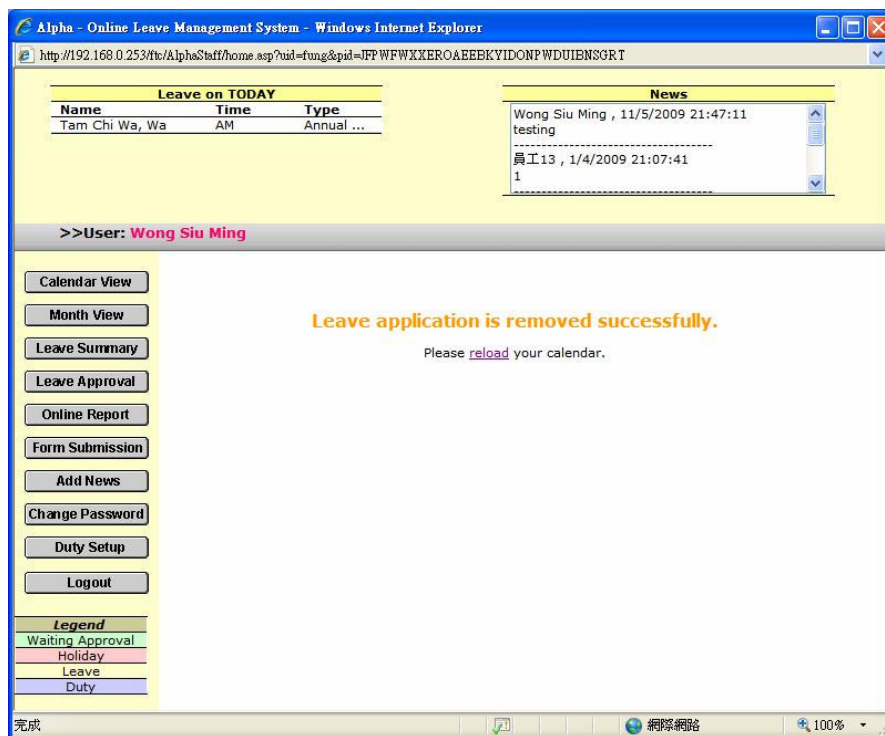
or Press 『 ◀ 』 / 『 ▶ 』 to display previous or next month calendar

2.2.2.4 Press [Waiting Approval] to check the detail



2.2.2.5 Press [Close] to Close the screen

2.2.2.6 Press [Remove] in case of cancel leave application



2 Use of e-Leave Module

2.3 Leave Summary

2.3.1 Usage of Leave Summary

2.3.1.1 Press [Leave Summary]

2.3.1.2 Follow Detail will be show

Item	Usage	Sample
Balance as at dd-mm-yyyy	Display previous balance	10.50
Auto Entitle	System entitlement within selected period	2.00
Manual Entitle	Manual entitlement within selected period	1.00
Taken	Leave taken within selected period	4.00
Adjustment	Leave Adjustment within selected period	-8.00
Balance	Balance Bought Forward	1.50

2.3.1.3 Select a suitable date range before using this Leave Summary

2 Usage of e-Leave Module

2.5 Online Report

2.5.1 Individual Leave Report

2.5.1.1 Press [Online Report]

The screenshot shows the 'Alpha - Online Leave Management System' interface in a Windows Internet Explorer browser. The address bar displays a URL starting with 'http://192.168.0.253/ite/AlphaStaff/home.asp?uid=fung&pid=JFFWFWXEROAEEBKIDONFWDUIENSORT'. The interface includes a 'Leave on TODAY' table with columns 'Name', 'Time', and 'Type', showing 'Tam Chi Wa, Wa' at 'AM' for 'Annual ...'. A 'News' section on the right contains two entries: 'Wong Siu Ming, 11/5/2009 21:47:11 testing' and '員工13, 1/4/2009 21:07:41 1'. Below the news, it says '>>User: Wong Siu Ming'. The main area is titled 'Online Report' and contains two sections: 'Leave Report' and 'Attendance Report'. Each section has a 'Date Range' dropdown (set to '1 Jan 2009 to 31 Dec 2009' for Leave and '1 May 2009 to 31 May 2009' for Attendance) and an 'Employee' dropdown (set to 'DA002 Wong Siu Ming'). A 'Generate Report' button is present for each section. A left sidebar contains navigation buttons: 'Calendar View', 'Month View', 'Leave Summary', 'Leave Approval', 'Online Report' (highlighted), 'Form Submission', 'Add News', 'Change Password', 'Duty Setup', and 'Logout'. At the bottom of the sidebar is a 'Legend' with color-coded boxes for 'Waiting Approval' (green), 'Holiday' (red), 'Leave' (yellow), and 'Duty' (blue). The bottom status bar shows '完成' and a zoom level of '100%'.

2.5.1.2 Select a [Date Range]

2.5.1.3 Select [Employee]

2.5.1.4 Press [Generate Report]

2 Usage of e-Leave Module

2.5 Online Report

2.5.2 Individual Leave Report

2.5.2.1 Press [Online Report]

Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/ite/AlphaStaff/home.asp?uid=fung&pid=JFFWFWXEROAEEBKIDONFWDUIENST

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

News
Wong Siu Ming , 11/5/2009 21:47:11 testing
員工 13 , 1/4/2009 21:07:41
1

>>User: Wong Siu Ming

Online Report

Leave Report

Date Range : 1 Jan 2009 to 31 Dec 2009

Employee : DA002 Wong Siu Ming

Generate Report

Attendance Report

Date Range : 1 May 2009 to 31 May 2009

Employee : DA002 Wong Siu Ming

Generate Report

Legend

- Waiting Approval
- Holiday
- Leave
- Duty

完成

2.5.2.2 Select a [Date Range]

2.5.2.3 Select [Employee]

2.5.2.4 Press [Generate Report]

2 Usage of e-Leave Module

2.8 Form Submission

2.8.1 Usage of Form Submission

2.8.1.1 Press [Form Submission]

The screenshot displays the 'Alpha - Online Leave Management System' interface within a Windows Internet Explorer browser. The address bar shows a URL starting with 'http://192.168.0.253/ite/AlphaStaff/home.asp?uid=fung&pid=JFFWFWIXEROAEEBKIDONFWDUIENST'. The interface is divided into several sections:

- Leave on TODAY:** A table with columns 'Name', 'Time', and 'Type'. It shows one entry: 'Tam Chi Wa, Wa' at 'AM' with 'Annual ...' as the type.
- News:** A list of news items, including 'Wong Siu Ming, 12/5/2009 22:18:55 News' and 'Wong Siu Ming, 12/5/2009 22:18:51 News'.
- User Information:** A bar indicating the user is 'Wong Siu Ming'.
- General Submission Form:** The main area for form submission. It includes:
 - Form Name:** A dropdown menu set to 'Sample Template'.
 - Instruction:** A text area containing 'Please write down below information:' followed by 'Name:' and 'Staff ID:'.
 - Content:** A large text area for the user to enter details.
 - Submit:** A button at the bottom of the form.
- Left Navigation Menu:** Contains buttons for 'Calendar View', 'Month View', 'Leave Summary', 'Leave Approval', 'Online Report', 'Form Submission' (highlighted), 'Add News', 'Change Password', 'Duty Setup', and 'Logout'. Below these is a 'Legend' section with color-coded boxes for 'Waiting Approval' (green), 'Holiday' (pink), 'Leave' (yellow), and 'Duty' (blue).

2.8.1.2 Select a pre-set template

2.8.1.3 Follow the instruction to fill in required information, then press [Submit] to submit

Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/ta/AlphaStaff/home.asp?uid=fung&pid=JFPWFWXEROAEEBKIDONPWDUIENSGRT

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

News	
Wong Siu Ming , 12/5/2009 22:18:55	News
Wong Siu Ming , 12/5/2009 22:18:51	News

>>User: **Wong Siu Ming**

General Submission Form

Form Name :

Instruction : Please write down below information:
Name:
Staff ID:

Content: Please write down below information:
Name:Wong Siu Ming
Staff ID: DA002

Calendar View
Month View
Leave Summary
Leave Approval
Online Report
Form Submission
Add News
Change Password
Duty Setup
Logout

Legend
Waiting Approval
Holiday
Leave
Duty

完成

2.8.1.4 Message will prompt after form submission

Alpha - Online Leave Management System - Windows Internet Explorer

http://192.168.0.253/ta/AlphaStaff/home.asp?uid=fung&pid=JFPWFWXEROAEEBKIDONPWDUIENSGRT

Leave on TODAY		
Name	Time	Type
Tam Chi Wa, Wa	AM	Annual ...

News	
Wong Siu Ming , 12/5/2009 22:18:55	News
Wong Siu Ming , 12/5/2009 22:18:51	News

>>User: **Wong Siu Ming**

General Submission Form

Your form is sent out successfully

Calendar View
Month View
Leave Summary
Leave Approval
Online Report
Form Submission
Add News
Change Password
Duty Setup
Logout

Legend
Waiting Approval
Holiday
Leave
Duty

完成

2.8.1.5 A pre-set receiver will receive your submitted form by e-mail