

ABC Company - Online Leave Management System - Microsoft Internet Explorer

Leave on TODAY		
Name	Time	Type
Manager A	10/11/2006 4:24:18 PM	Testing

Company Logo

News
Manager A , 10/11/2006 4:24:18 PM
Testing

>> User: Manager A

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

Calendar View Calendar View Month View ☒ Apply Leave < Oct 2006 GO >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Holiday Select Time	2 9-18 Select Time	3 9-18 Select Time	4 9-18 Select Time	5 9-18 Select Time	6 9-18 Select Time	7 9-13 Select Time
8 Holiday Select Time	9 9-18 Select Time	10 9-18 Select Time	11 TODAY 9-18 Select Time	12 9-18 Select Time	13 9-18 Select Time	14 Holiday Select Time
15 Holiday Select Time	16 9-18 Select Time	17 9-18 Select Time	18 9-18 Select Time	19 9-18 Select Time	20 9-18 Select Time	21 9-13 Select Time
22 Holiday Select Time	23 9-18 Select Time	24 9-18 Select Time	25 9-18 Select Time	26 9-18 Select Time	27 9-18 Select Time	28 Holiday Select Time
29 Holiday Select Time	30 9-18 Select Time	31 9-18 Select Time	1-Nov-2006	2-Nov-2006	3-Nov-2006	4-Nov-2006

Legend
Waiting Approval
Holiday
Leave
Duty

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Month View Calendar View Month View < Oct 2006 GO >

Please choose department first :

- ABC Company-Dept A
- ABC Company-Dept B
- ABC Company-Dept C

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Leave Application

Leave Date : 23-Oct-2006 : Whole Day
Leave Type : ANNUAL LEAVE
Reason :
(Max. 500 characters)
Submit

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Month View Calendar View Month View < Oct 2006 GO >

	1 (Sun)	2 (Mon)	3 (Tue)	4 (Wed)	5 (Thu)	6 (Fri)	7 (Sat)	8 (Sun)	9 (Mon)	10 (Tue)	11 (Wed)	12 (Thu)
Dept B												
Staff C	Holiday	9-18	9-18	9-18	9-18	9-18	9-13	Holiday	9-18	9-18	Staff C	9-18
Staff D	Holiday	8-17	8-17	8-17	8-17	8-17	8-17	Holiday	8-17	8-17	Staff D	8-17
Staff E	Holiday	9-18	9-18	9-18	9-18	9-18	Holiday	Holiday	9-18	9-18	Staff E	9-18

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>> User: **Staff B**

Calendar View
Month View
Leave Summary
Online Report
Change Password
Logout

Leave Summary on today

	ANNUAL LEAVE	SICK LEAVE
Balance before 1-Oct-2006	10.00	-1.00
Entitle	0.00	0.00
Taken	0.00	0.00
Balance	10.00	-1.00

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>> User: **Manager A**

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Leave Application Detail

Applicant : **Staff B**

Leave Quota : **AL(10), SL(0)**

Leave Date : **26-Sep-2006**

Leave Time : **PM**

Leave Day : **0.5 day(s)**

Leave type : **ANNUAL LEAVE**

Leave Reason :

Approved leave application(s) :

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>> User: **Manager A**

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Leave Application List

Select All Un-select All

Name	Date	Time	Day Deduct	Type
<input type="checkbox"/> Staff B	13-Sep-2006		1 day(s)	SICK LEAVE
<input type="checkbox"/> Staff B	26-Sep-2006		0.5 day(s)	ANNUAL LEAVE
<input type="checkbox"/> Staff B	2-Oct-2006		1 day(s)	ANNUAL LEAVE
<input type="checkbox"/> Staff B	3-Oct-2006		0.5 day(s)	ANNUAL LEAVE
<input type="checkbox"/> Staff B	4-Oct-2006		0.5 day(s)	ANNUAL LEAVE
<input type="checkbox"/> Staff C	25-Oct-2006		1 day(s)	ANNUAL LEAVE
<input type="checkbox"/> Staff C	26-Oct-2006		1 day(s)	ANNUAL LEAVE

Approve Reject

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>> User: **Manager A**

Calendar View
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Online Report

Leave Report

Date Range : 1 Oct 2006 to 31 Oct 2006
Employee : A0001 Manager A
Generate Report

Attendance Report

Date Range : 1 Oct 2006 to 31 Oct 2006
Employee : A0001 Manager A
Generate

A0001 Manager A
---- ABC Company - Dept A ----
A0001 Manager A
B0001 Staff B
---- ABC Company - Dept B ----
C0001 Staff C
D0001 Staff D
E0001 Staff E
---- ABC Company - Dept C ----
F0001 Staff F
A0001 Manager A

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>> User: Manager A

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

Add News

News :

Add News

Previous News

Manager A , 10/11/2006 4:24:18 PM
Testing

Legend

- Waiting Approval
- Holiday
- Leave
- Duty

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Duty Setup

Individual

Date Range : Oct 2006

Employee : A0001 Manager A

Setup

----- ABC Company - Dept A -----
A0001 Manager A
B0001 Staff B
----- ABC Company - Dept B -----
C0001 Staff C
D0001 Staff D
E0001 Staff E
----- ABC Company - Dept C -----
F0001 Staff F
A0001 Manager A

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>> User: Manager A

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

Change Password

Enter your Old Password :

Choose a New Password :

Confirm your New Password :

Change

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- Holiday
- Leave
- Duty

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Duty Setup E0001 Staff E ☒ Update

Oct 2006 GO

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Holiday	2 9-18	3 9-18	4 9-18	5 9-18	6 9-18	7 Holiday
Select Time	Select Time	Select Time	Select Time	Select Time	Select Time	Select Time
8 Holiday	9 9-18	10 9-18	11 TODAY 9-18	12 9-18	13 9-18	14 9-13
Select Time	Select Time	Select Time	Select Time	Select Time	Select Time	Select Time
15 Holiday	16 9-18	17 9-18	18 9-18	19 9-18	20 9-18	21 Holiday
Select Time	Select Time	Select Time	Select Time	Select Time	Select Time	Select Time
22 Holiday	23 9-18	24 9-18	25 9-18	26 9-18	27 9-18	28 9-13
Select Time	Select Time	Select Time	Select Time	Select Time	Select Time	Select Time
29 Holiday	30 9-18	31 9-18	1-Nov-2006	2-Nov-2006	3-Nov-2006	4-Nov-2006
Select Time	Select Time	Select Time	Select Time	Select Time	Select Time	Select Time

Legend

- Waiting Approval
- Holiday
- Leave
- Duty

Web Site Setup

User Account | Access Group | Leave Approval | Online News

Login Name :	Name :	Email :	Access Gro...
manager	Manager A	manager@abc.com	Manager
staff	Staff B	staffb@abc.com	Staff
staffc	Staff C	abc@abc.com	Staff

Account Details

☐ ☐ ☐ ☐

Login Name :
 Password :
 Confirm :

Corresponding Staff
 ID :
 Name :
 Email :

Access Group

Web Site Setup

User Account | Access Group | Leave Approval | Online News

☒ Approve Leave
 ☒ Cancel Leave

id	Apply date	Employee	Leave date	Time From	Time To	Type	Remark
<input type="checkbox"/> 4	4/10/2006 2:04:...	Staff B	13/9/2006	0:00:00	23:59:59	SICK LE...	
<input type="checkbox"/> 6	4/10/2006 2:05:...	Staff B	26/9/2006	13:00:00	18:00:59	ANNUA...	
<input type="checkbox"/> 1	4/10/2006 1:54:...	Staff B	2/10/2006	0:00:00	23:59:59	ANNUA...	
<input type="checkbox"/> 2	4/10/2006 1:54:...	Staff B	3/10/2006	9:00:00	14:00:59	ANNUA...	
<input type="checkbox"/> 3	4/10/2006 1:54:...	Staff B	4/10/2006	13:00:00	18:00:59	ANNUA...	
<input type="checkbox"/> 7	11/10/2006 16:...	Staff C	25/10/2006	0:00:00	23:59:59	ANNUA...	
<input type="checkbox"/> 8	11/10/2006 16:...	Staff C	26/10/2006	0:00:00	23:59:59	ANNUA...	

Web Site Setup

User Account | Access Group | Leave Approval | Online News

Group No. :	Group Name :
1	Manager
2	Staff

Group Details

☐ ☐ ☐ ☐

Group No. : Group Name. :

Access control
☐ This staff only
☒ By select department(s)

☒ View Calendar
☒ Publish Online News
☒ Roster

☒ Leave Summary
☒ Leave Approval

☒ Online Report
☒ Leave Report
☒ Attendance Report

☒ Online apply leave
 Send application form to
 1.

Corresponding acting persons
 1.

2.

3.

Web Site Setup

User Account | Access Group | Leave Approval | Online News

Manager A , 10/11/2006 4:24:18 PM
 Testing