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| genweb2 ltd. |
| Samuda User Manual |
| REFERENCE: GW/ERP/USER MANUAL |
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| **Genweb2 Ltd.** |
| **09-May-17** |

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# 1. User Login

Payroll is an integral part of a company’s operations in every organization. It is very important for a company’s financial accounting as well as for its recipient e.g the employees. For User login we have to go software home page. Click sign in button and find out login page then add user name and password and click Log in.



Fig: Home Page

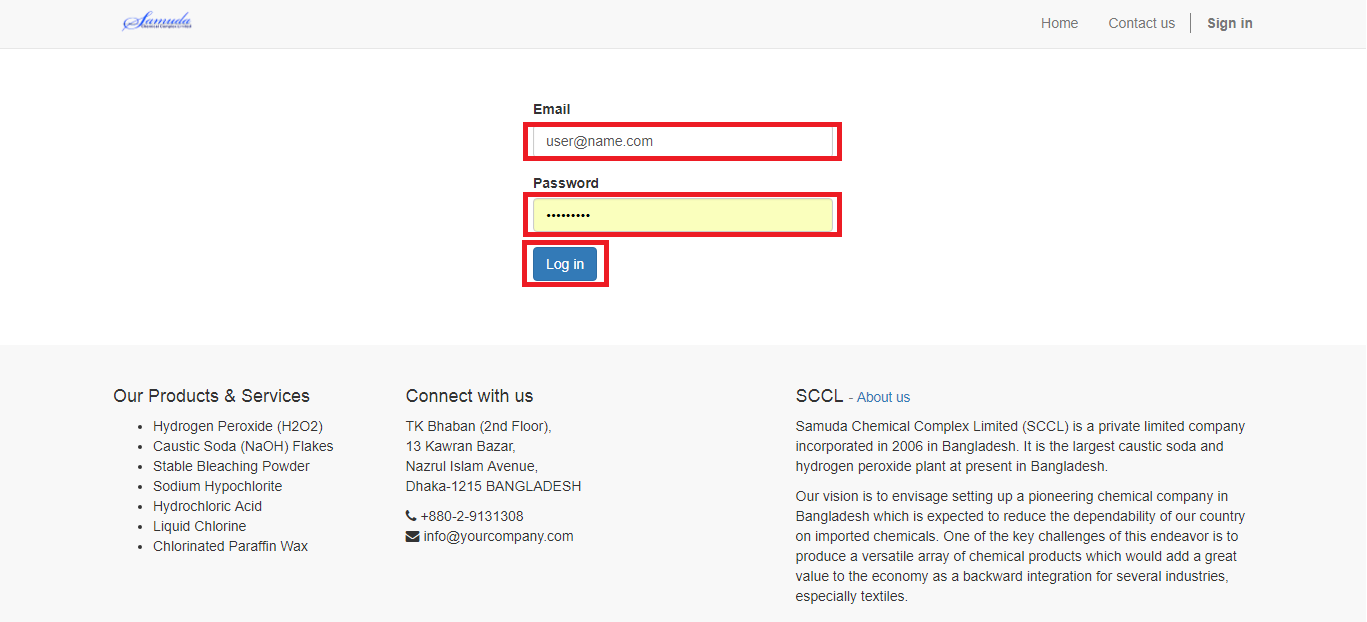


Fig: Login Page

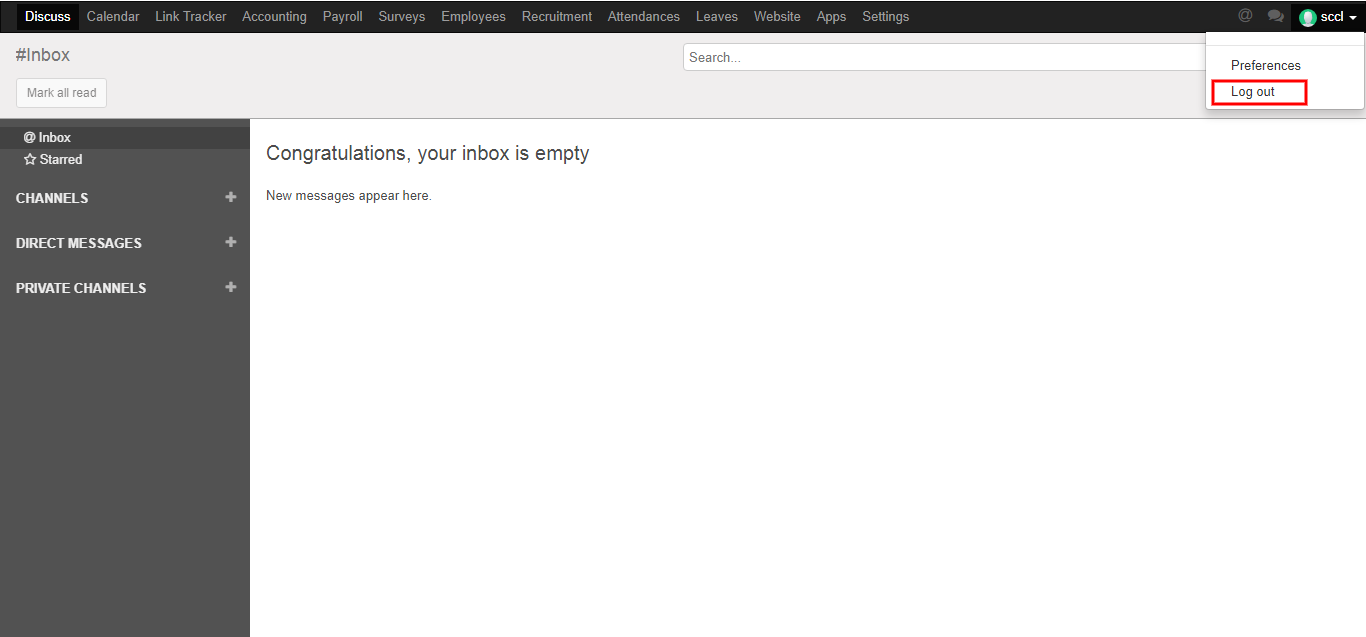
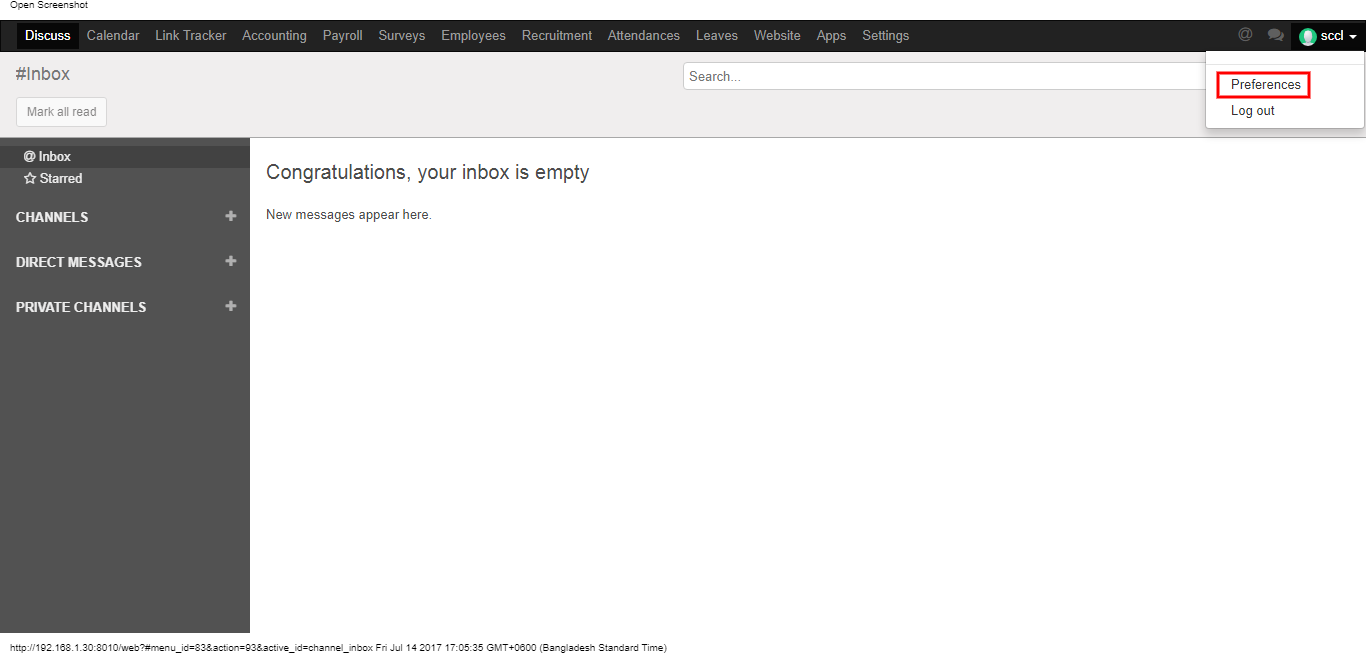


Fig: Logout Page

## 1.1 Edit Profile and Change Password

First we need to click **Preferences** then edit our profile and change our password. After entering the all information click **Save**.



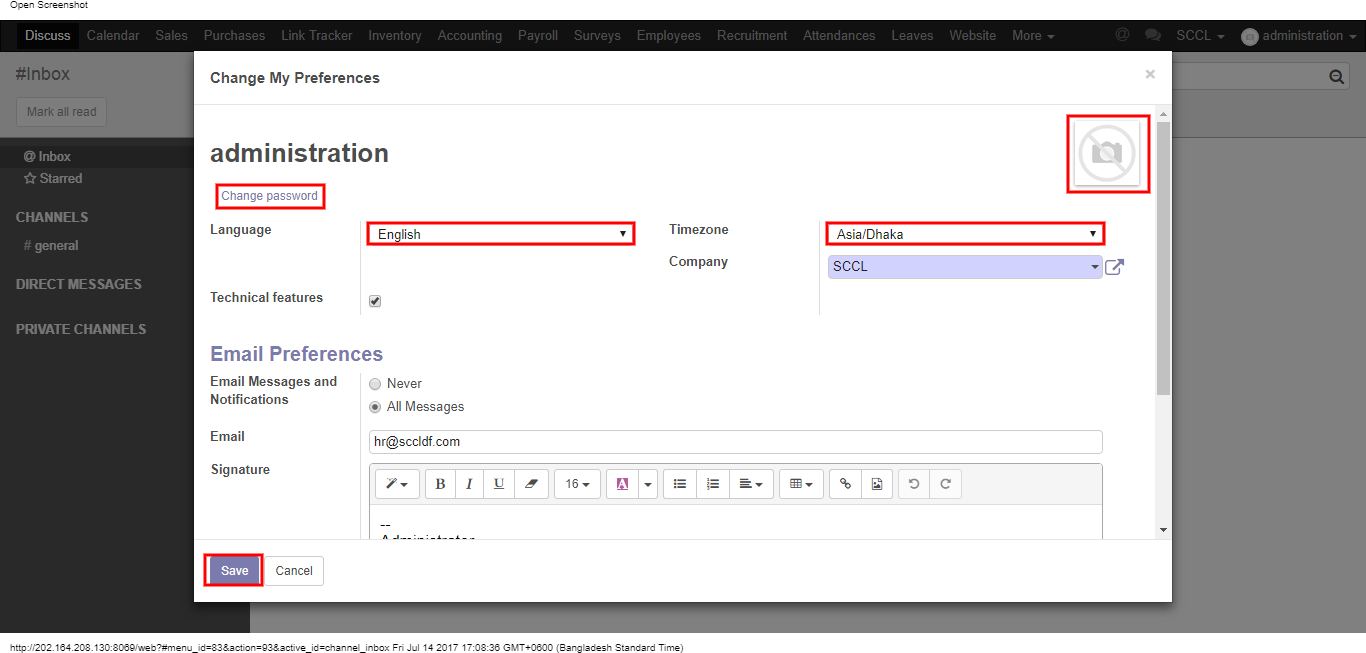


Figure: Edit Profile

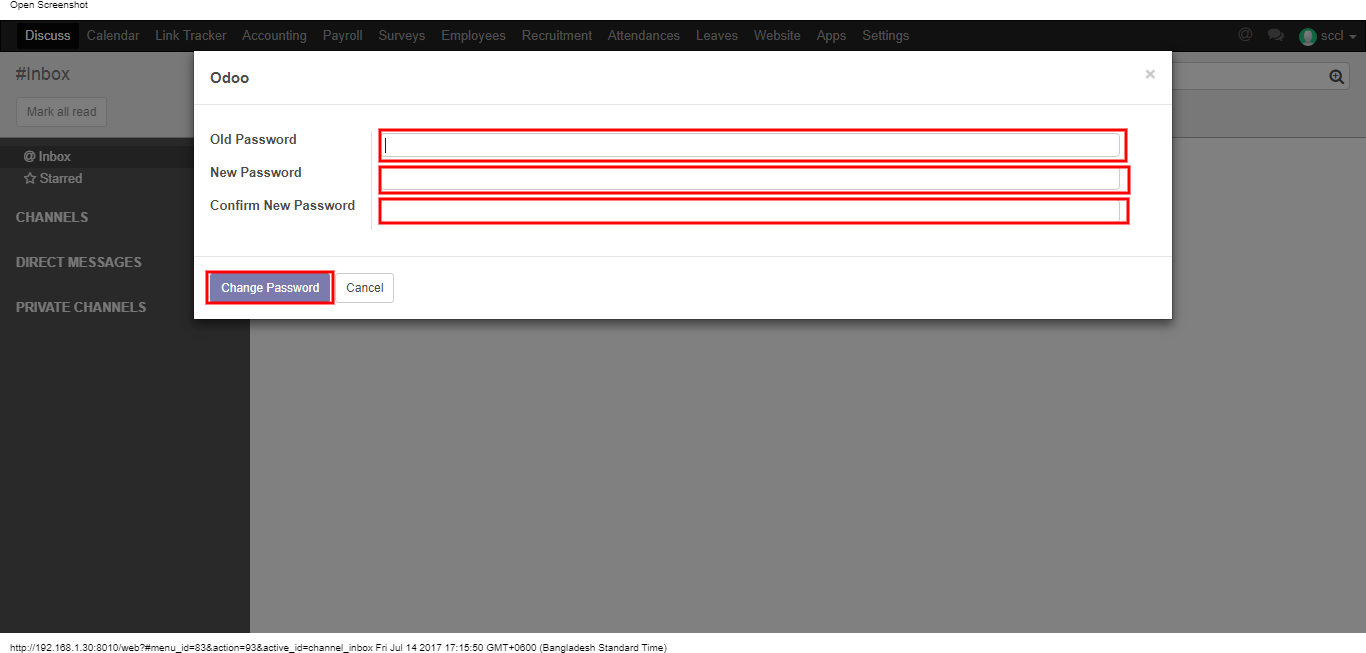


Fig: Change Password

## 1.2 Website Browse and Back to Login Page

Using the menu click **Website** and go to website page and to back click **Website button** then click any module menu.

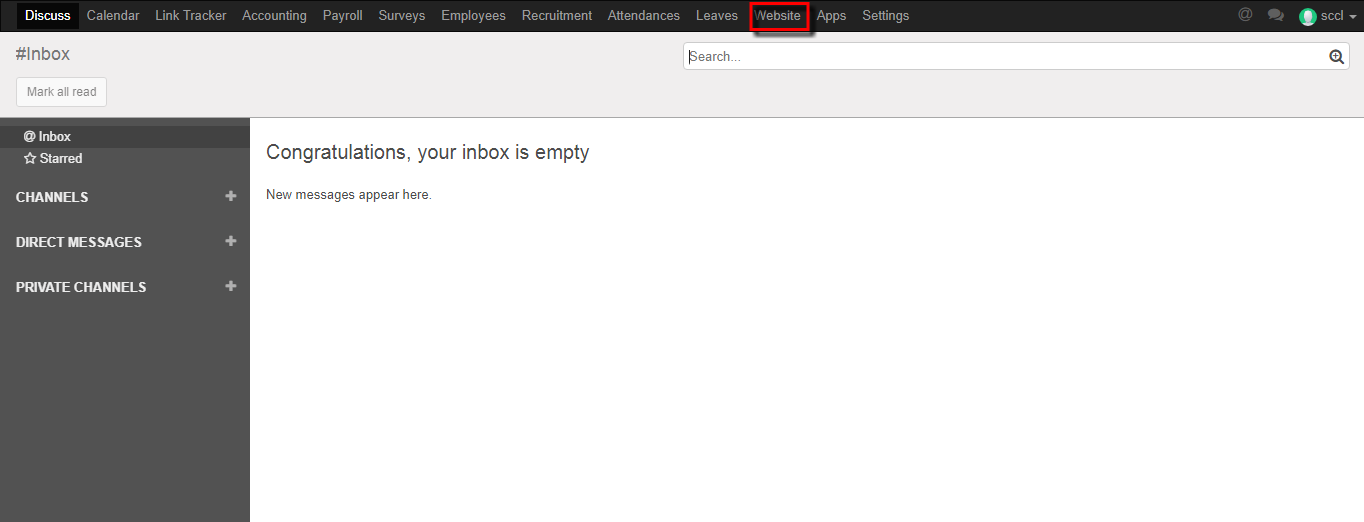


Fig: Go to Website Page



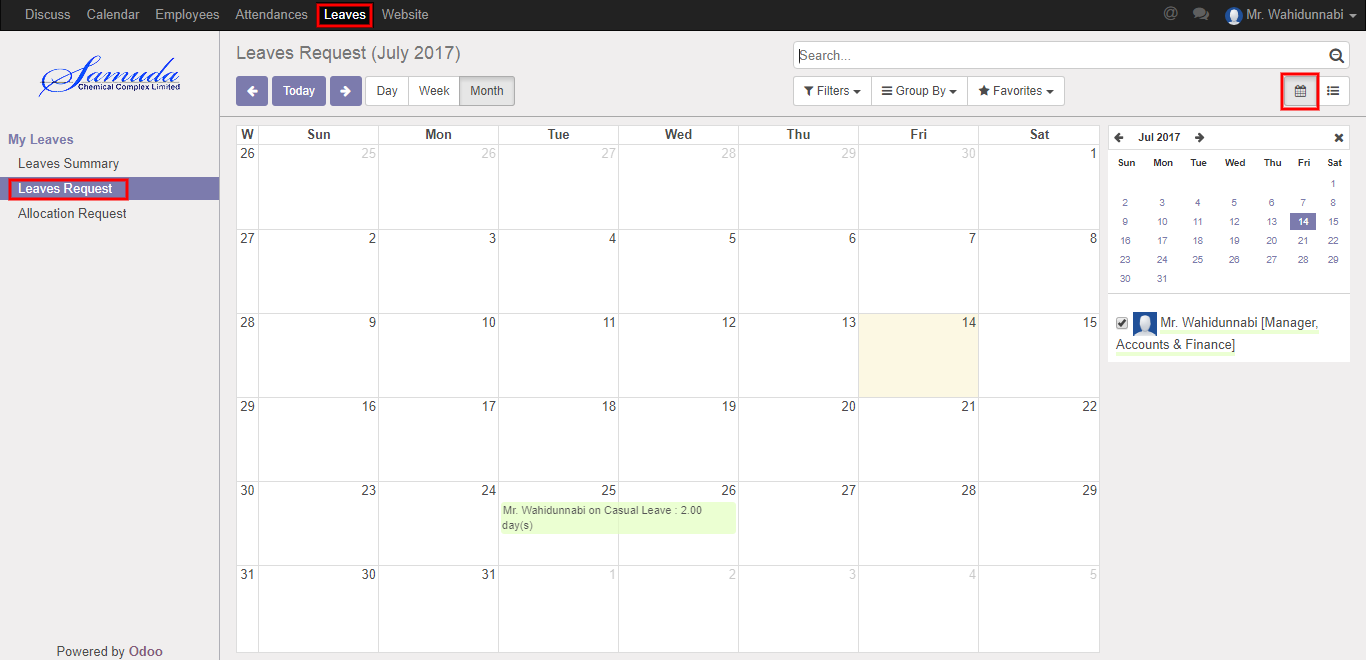
Fig: Back from Website Page

# 2. Leave Request

## 2.1 Create Leave Request

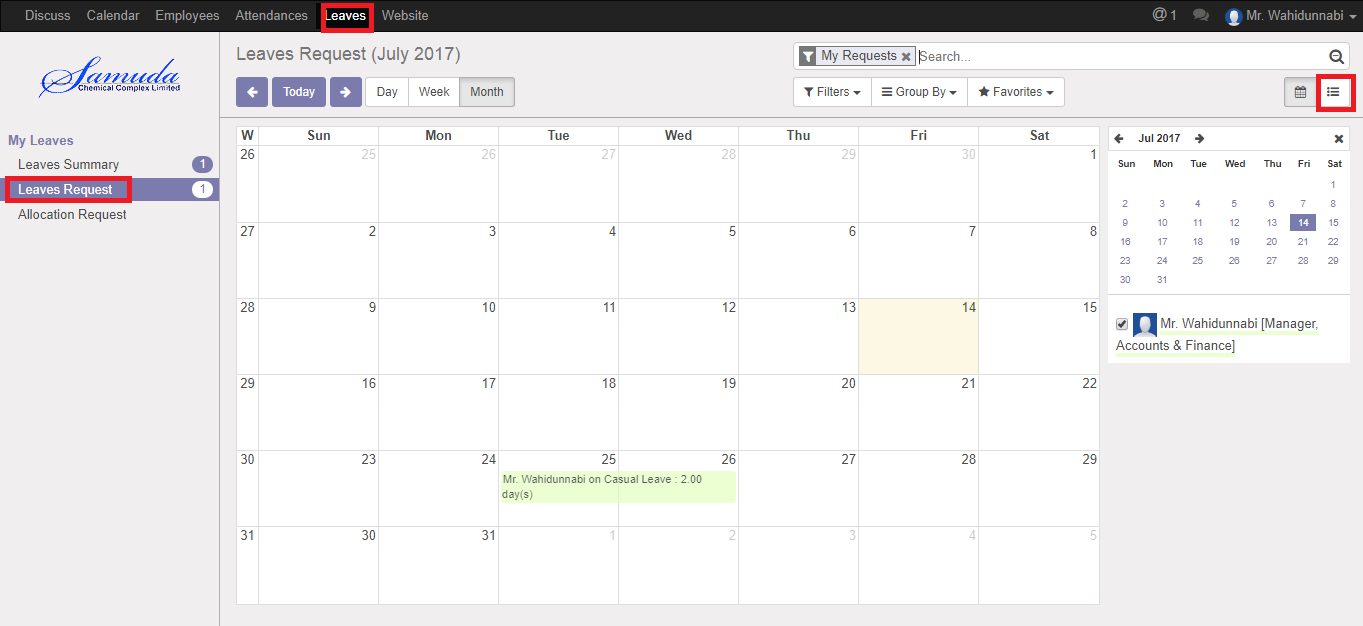
For create a leave request we have to go leave menu then create a leave request.

Using the menu **Leave ‣ My Leaves ‣ Leave Request** click **Calendar** button.



**Fig:** Leave Calendar View

Using the menu **Leave ‣ My Leaves ‣ Leave Request** click **List** button.



Figure**:** Leave List View

Using the menu **Leave ‣ My Leaves ‣ Leave Request** click **Create**.

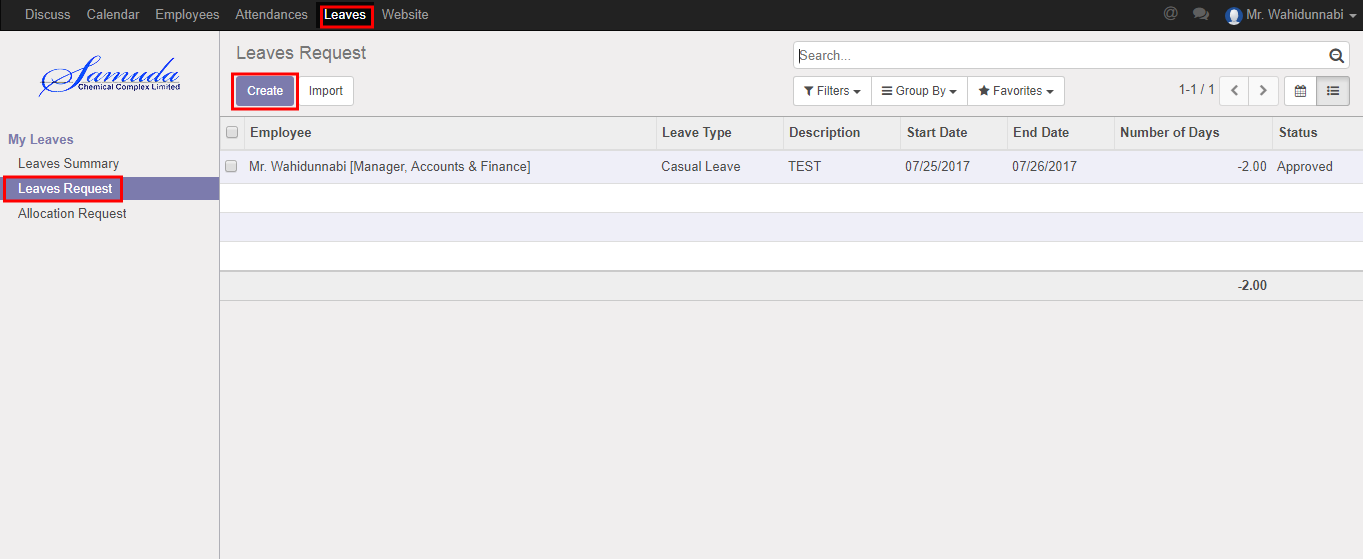
You can configure the following information:-

**Description:** Enter some description.

**Leave Type:** Select a leave type.

**Duration:** Select duration of leave.

After entering the Leave Request information click **Save**.



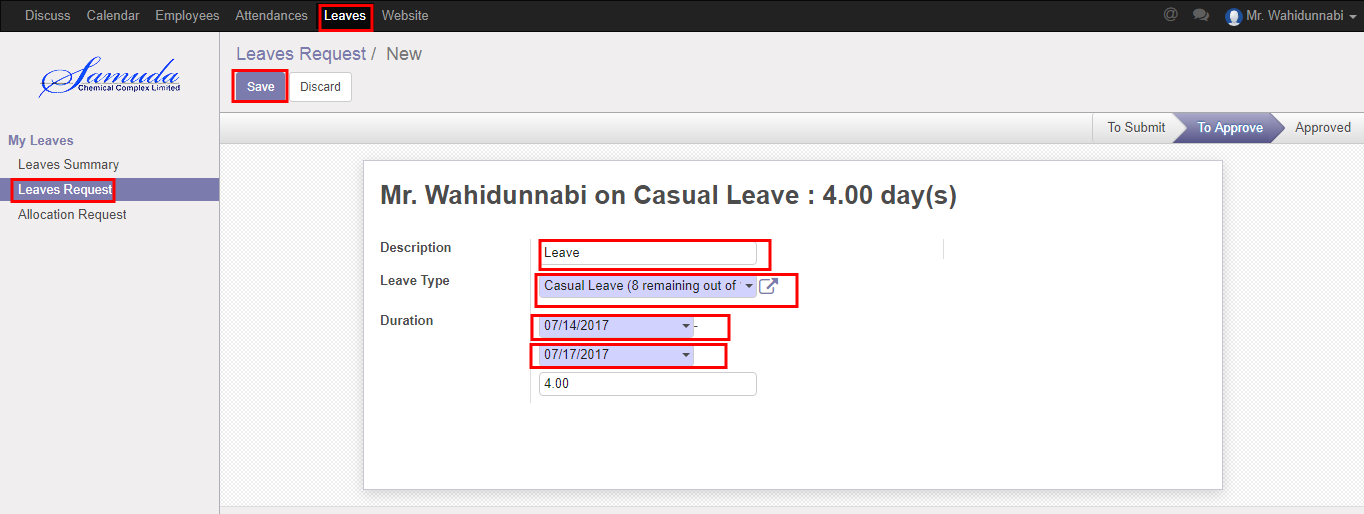


Figure: Create a Leave Request

After leave request department manager will first approve or refuse it then HR manager will approve it. If employee’s leave request approve or refuse they can notify.



Figure: Leave Request Notification

## 2.2 Show Leave Summary

For create a leave request we have to go leave menu then create a leave request.

Using the menu **Leave ‣ My Leaves ‣ Leave Summary**.



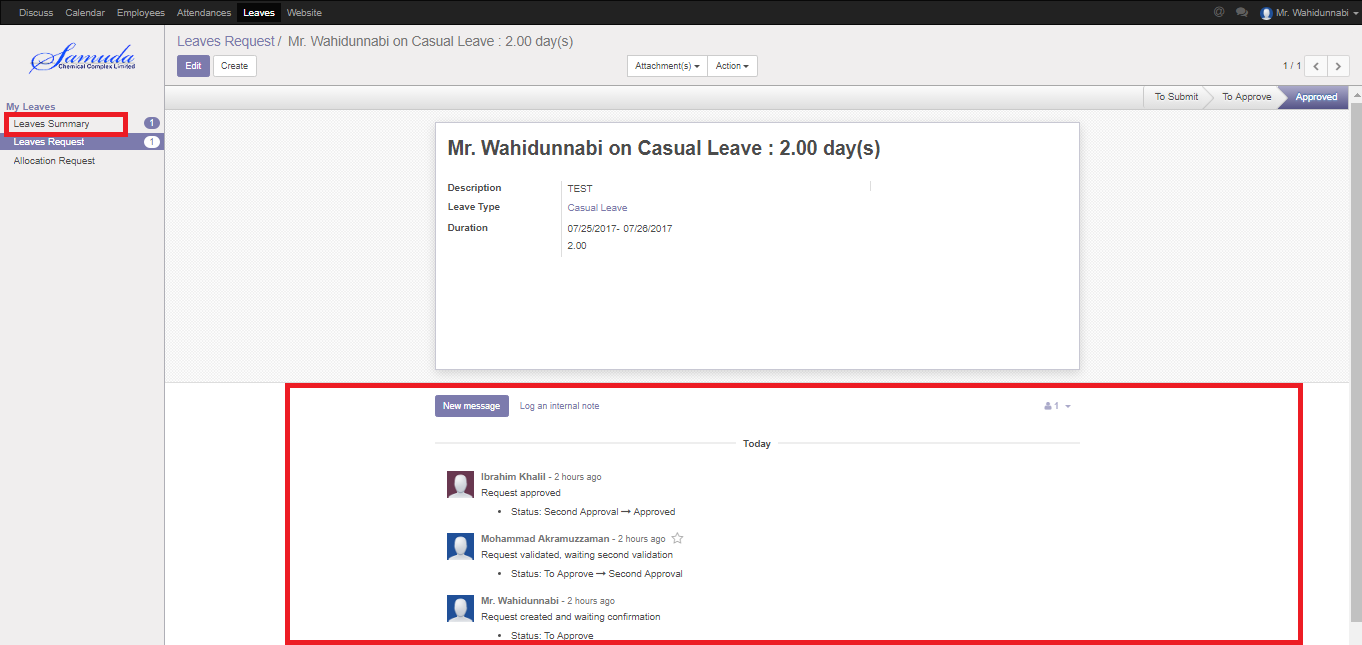


Figure: Leave Summary

## 2.3 Create Leave Allocation Request

For create a leave allocation request we have to go leave menu then create an allocation request.

Using the menu **Leave ‣ My Leaves ‣ Allocation Request** click **Create**.

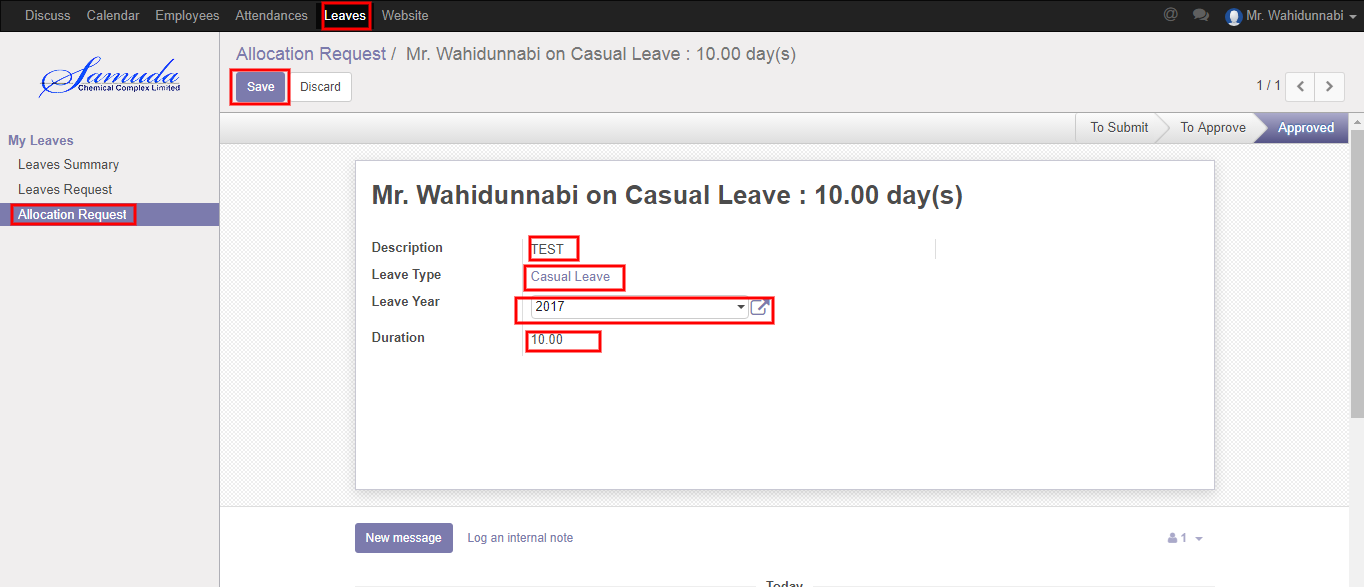


Figure: A Leave Allocation Request

After leave allocation request department manager will first approve or refuse it then HR manager will approve it. If employee’s leave allocation request approve or refuse they can notify.