



DoltWise Absences User Guide

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1. Introduction

DoltWise Absences is an application, which purposes are to replace an Absence Management System, to be fully operational and single point for managing the absences in the company. However, the user should be careful and should track its days for a certain amount of time in case to be sure everything is correct and working properly. It is recommended for the user to give a feedback for the application – what is considered as a positive, what for negative and how it could be improved.

2. User Interface

DoltWise Absences application contains 5 modules:

DoltWise Absences
Request Absence
Absences
Available Days
Cancel Requests
Absences History

The 1st one - “Request Absence” is direct way to request an absence and it leads you directly to the absences form;

The 2nd one – “Absences” leads you to the main table where you can track your requests and there approval status or state;

The 3rd one – Available Days contains user records for all used days no matter for vacation, training or unpaid days (work from home days are not included). They are individual and there is separate record for every user for every year;

The 4th one – “Cancel Requests” is the place where a user can request cancellation for an absence request;

The 5th one – “Absences History” contains all absences requests which are over and their state is “closed”. It could be used for reference and reports;

3. Request and absence

The form for requesting absence is that:

Number	ABS0010004	* Start Date	<input type="text"/>	
Opened by	Georgi Mavrodiev	* End Date	<input type="text"/>	
* Type	-- None --	Approval	Not Yet Requested	
Assigned to	Bogdan Tomov	State	Open	

Additional Information

Description/Product

Submit

You have 6 types of absences that you can request:

- Work from home
- Paid vacation
- Unpaid vacation
- Sick leave
- Business trip
- Training
- Half Day

When you choose the type, you should select start and end date. Remember:

You cannot request absence with start date that is **3 or more months** after the current date. This consideration is taken because of the nature of our work. You cannot request absence with start date before the current date. Also, you cannot request absence with starting date into the current year and end date into the next year! It is recommended this type of requests to be separated in 2 different requests – one for the current year and one for the next one.

The system checks if you already request an absence with days that are overlapping requested dates and also checks if you have enough available days for your request.

Next step is to choose substitute. This field shows up only if the absences type requires it. You can choose substitution only from your department and without requested absence during the time of yours.

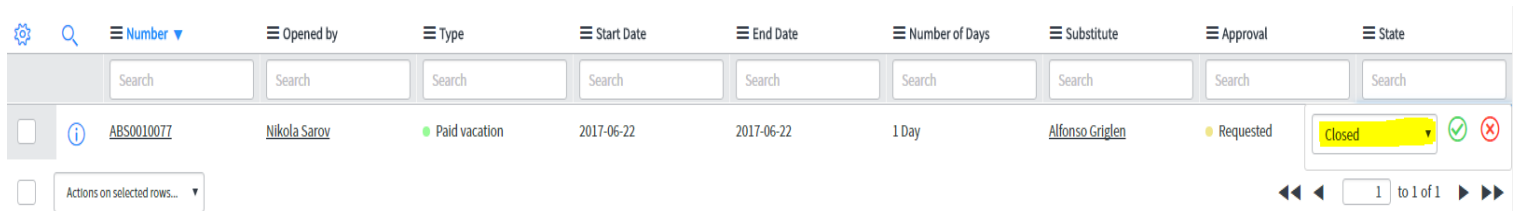
At the end, you can add description of the request. It is not mandatory field so you can skip it.

When you press “submit” button a workflow is triggered with approval logic for your request.

4. Cancel request

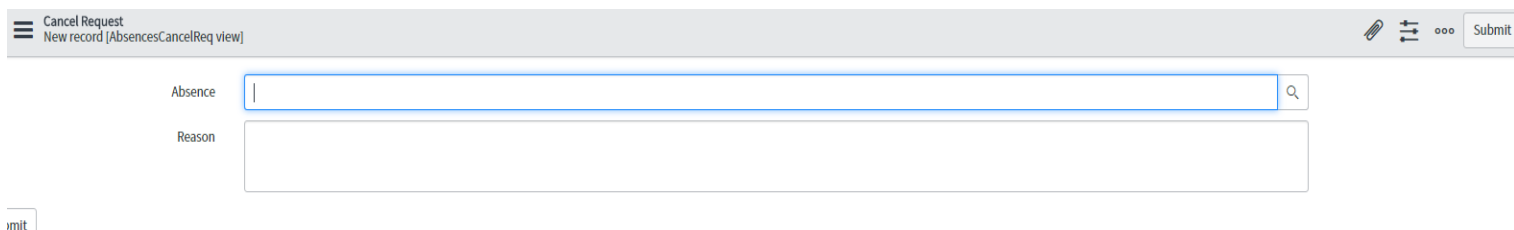
You can request cancellation of absence request in two ways depending of the approval status of the absence request.

You can cancel a request directly from the “Absences” table by changing its state but only if approval status is **not** “approved”, the record belongs to you, and you are into the table **list** not into the record!



	Number	Opened by	Type	Start Date	End Date	Number of Days	Substitute	Approval	State
<input type="checkbox"/>	ABS0010077	Nikola Sarov	Paid vacation	2017-06-22	2017-06-22	1 Day	Alfonso Griglen	Requested	Closed

You can cancel a request after its approval status goes to “approved” and before its state goes to “in progress” from “Cancel Request” table:



Cancel Request
New record [AbsencesCancelReq view]

Absence

Reason

Submit

After pressing the “Submit” button the approval status goes to “waiting approval” and a notification is send to a specific person responsible for the approval.

Important: You cannot cancel request after its state goes to “in progress” which means that the absence has begun. You must contact the administrator in this situation !

5. Reference

The user can track your used days for previous, current and future years in “Available Days” table. Also, you can check your passed requests (in “closed” state) in “Absences History” table and to check if your used days matches the date into the records.

Every user receives all the necessary notifications.

There is calendar report “AbsencesCalendar” which could be attached to your or any other homepage where the user can see and also highlight all the absences which are “approved”.

6. Security constrains

Every user is not allowed to:

- Modify records created from other users or to open such from their behalf;
- To modify modules, tables and other configuration settings of the application;
- The user can see if necessary the records from other users;
- Every user has specific role assigned to him, giving specific access to the application;

7. Addition information

Do not hesitate to provide feedback with comments and suggestions!

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