



VNLeave V2

Explanation and Manual

the explanation and manual about
VNLeave Version 2

Company Profile

[BACK TO CONTENT PAGE](#)

Company Name

VENTURE NUCLEUS (M) SDN BHD



ADDRESS

NO 27-2 JALAN WANGSA DELIMA 13,
WANGSA LINK, 53300 KUALA LUMPUR



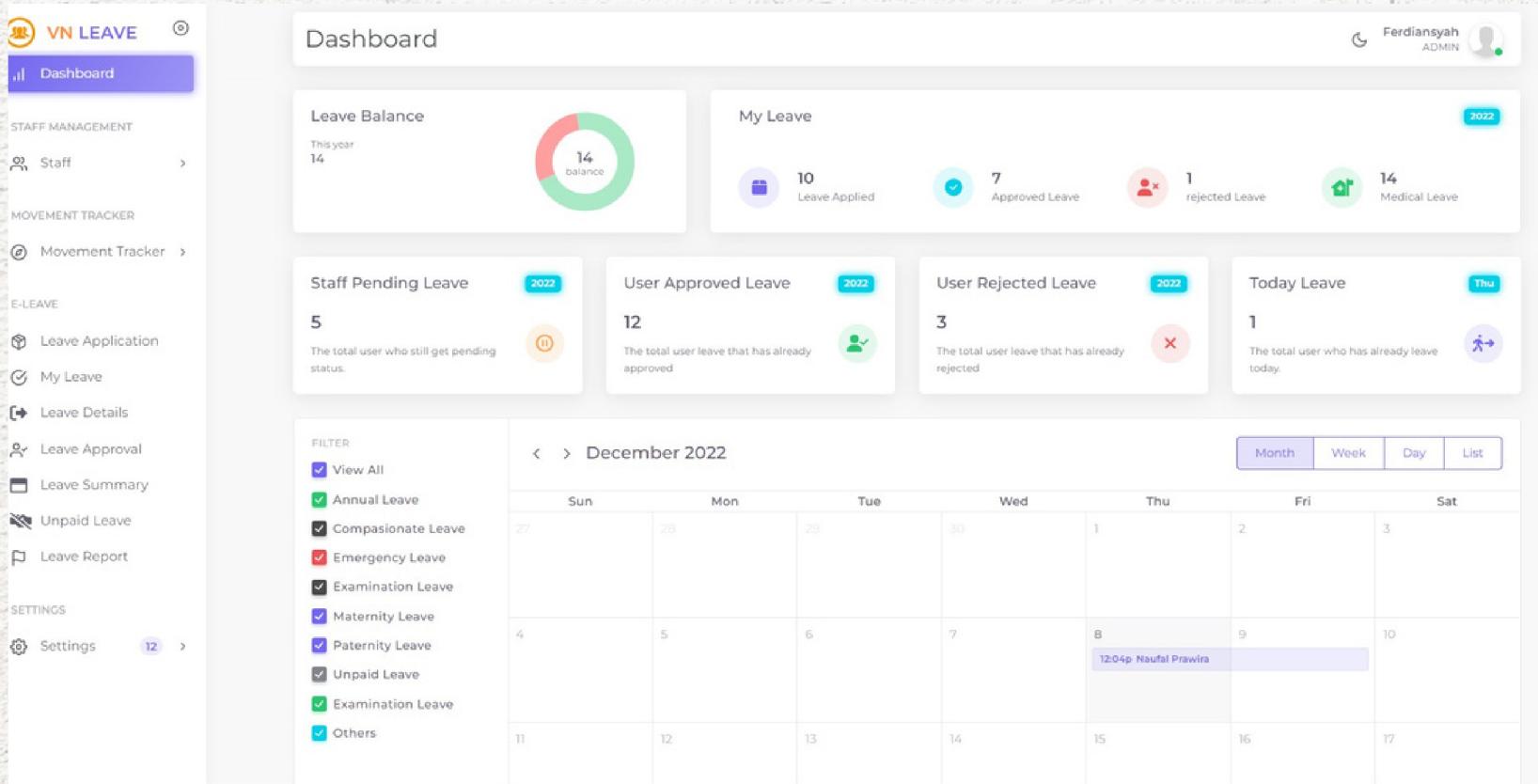
Business Focus

TEN (10) YEARS EXPERIENCE IN INSTALLATION, OPERATION, AND INTEGRATION OF VARIOUS SYSTEMS AND DEVICES, MAINTENANCE SUPPORT AND SERVICES, SUCH AS SISTEM PENGURUSAN ADUAN JALAN (RCMS) KKR AND SISTEM PENGURUSAN BANJIR BERSEPADU (IFMS) KEMAMAN



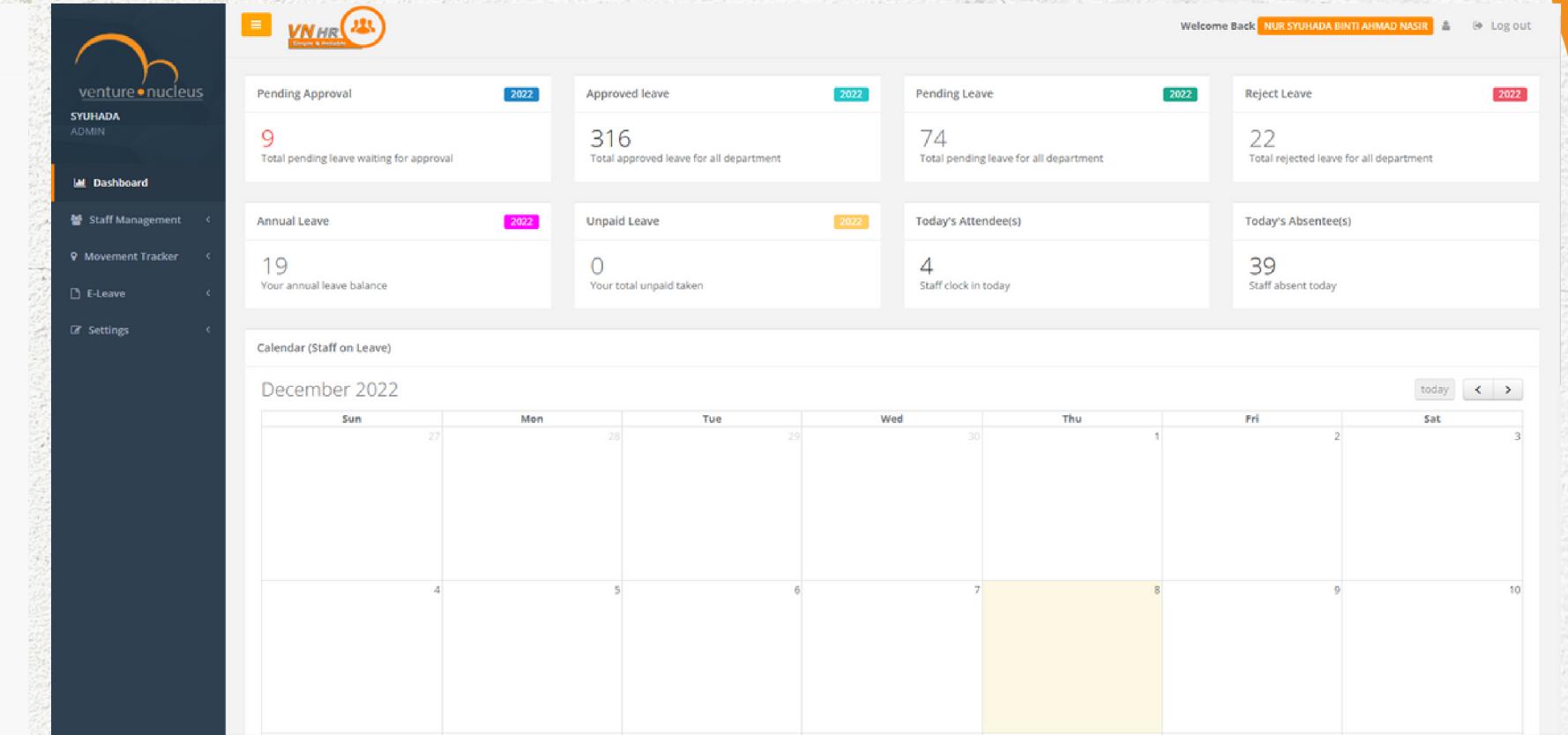
**VN Leave is website for
staff in Venture Nucleus
in aims to make staff
easier to apply leave and
Staff Management.**

UPDATE IN VN LEAVE



The screenshot shows the VN LEAVE Version 2 dashboard. It features a top navigation bar with the VN LEAVE logo, user name 'Ferdiansyah', and a log out button. Below the navigation is a main dashboard area with several cards: 'Leave Balance' (14), 'My Leave' (10 Leave Applied, 7 Approved Leave, 1 rejected Leave, 14 Medical Leave), 'Staff Pending Leave' (5), 'User Approved Leave' (12), 'User Rejected Leave' (3), and 'Today Leave' (1). A large calendar for December 2022 is displayed at the bottom, showing specific leave entries for certain dates.

VN LEAVE VERSIONS TWO



The screenshot shows the VN LEAVE Version 1 dashboard. It has a similar top navigation bar with the VN HR logo, user name 'SYUHADA', and a log out button. The main dashboard includes sections for 'Pending Approval' (9), 'Approved leave' (316), 'Pending Leave' (74), and 'Reject Leave' (22). Below these are sections for 'Annual Leave' (19), 'Unpaid Leave' (0), 'Today's Attendee(s)' (4), and 'Today's Absentee(s)' (39). At the bottom is a 'Calendar (Staff on Leave)' for December 2022, where specific leave entries are highlighted in yellow.

VN LEAVE VERSIONS ONE

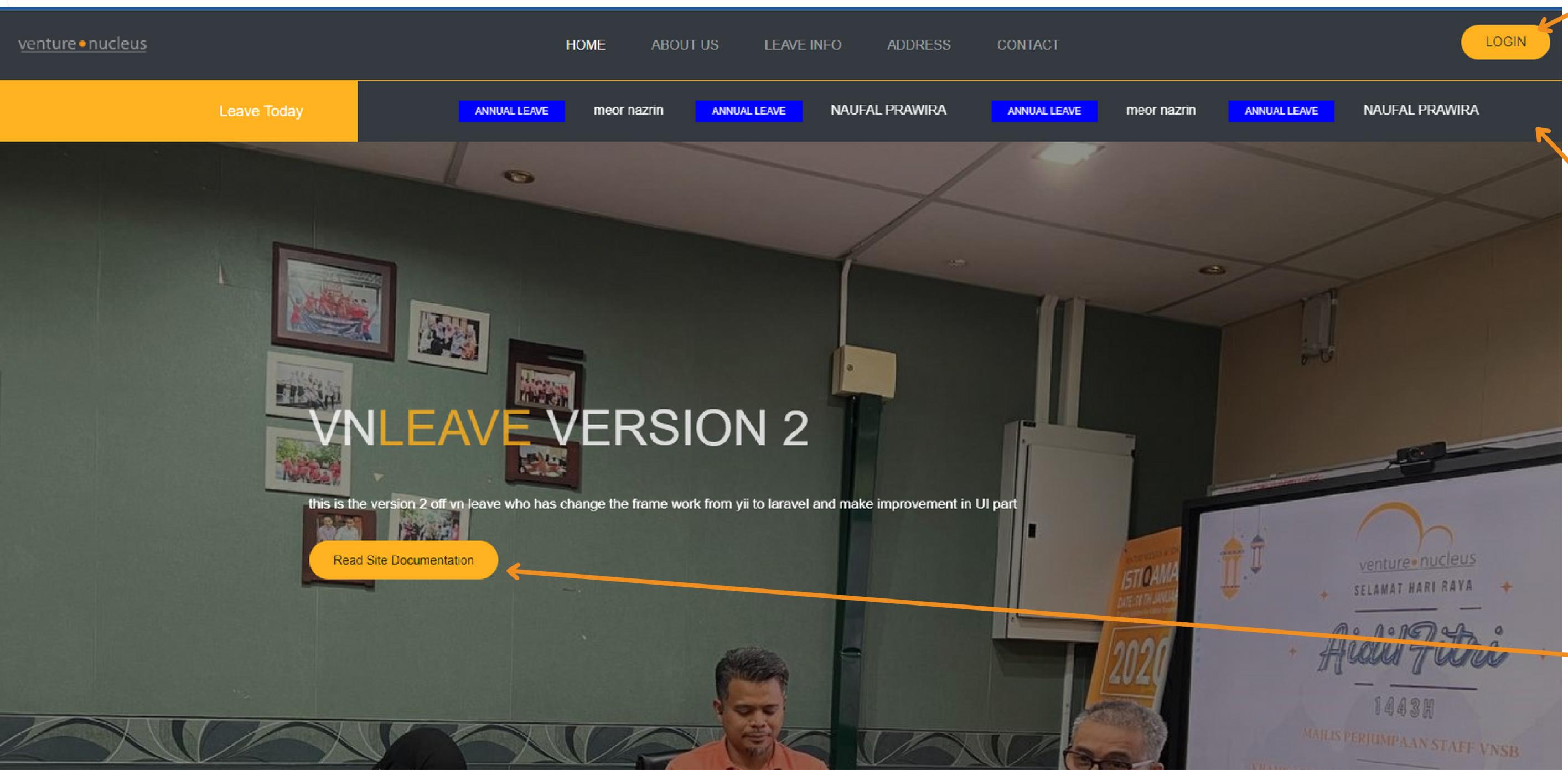
**The Update in VNLeave was mostly from UI side
and change the frame work from Yii to Laravel**



VN LEAVE MANUAL

HOW TO USE VNLEAVE V2

LANDING PAGE (HOME) VN LEAVE VERSION 2



VN LEAVE
venture • nucleus

Login Button

for user to login to their account (which is admin, staff ,HOD, etc.)

Running text

This inform the user who leave today with the leave type

BUTTON DOCUMENTATION

A button For download this manual.

LANDING PAGE (HOME)

VN LEAVE VERSION 2

Next Public Holiday

CHRISTMAS

14 Days
01 Hours
28 Mins
34 Sec

About Us

Executive Summary

Venture Nucleus (M) Sdn Bhd or VNSB is an established Bumiputera company since 2004. Combining years of experiences with technical expertise, VNSB was able to carry out trading and provide various technical and management services in ICT and telecommunication industry in Malaysia. We also take into consideration of the government initiatives when faced with the technology capacity. VNSB will be focusing on the Communications Content and Infrastructure (CCI) sector which is spans a wide ecosystem covering content, network applications, services and devices.



venture

Aware of this opportunity, we will strive to engage more actively approaching our target and take chances. With high quality of human capital and consistent financial stability, VNSB has been spreading its wings in equipment supply, software development and technical services that relates to telecommunication and ICT around works as well as project

Next Holiday Countdown

The countdown the information about next holiday

About us Content

content about our company VN Leave



VN LEAVE

LANDING PAGE (HOME)

VN LEAVE VERSION 2

On Leave Today, Sat, 10 Dec 2022

Name Staff Name	Type Leave Type	Start Date Staff Leave Start Date	End Date Staff Leave End Date
meor nazrin	ANNUAL LEAVE	Sat, 10 Dec 2022	Sat, 10 Dec 2022
NAUFAL PRAWIRA	ANNUAL LEAVE	Sat, 10 Dec 2022	Sat, 10 Dec 2022



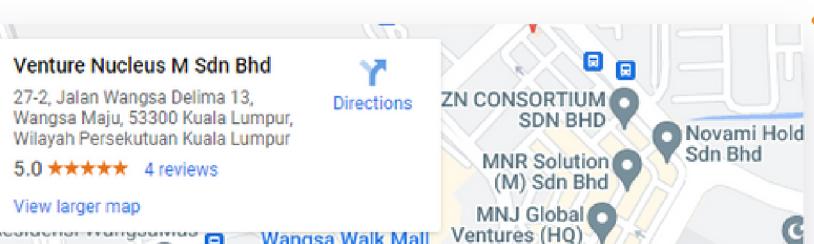
Next Holiday Countdown

The countdown the information about next holiday

Location

Our Office

Address

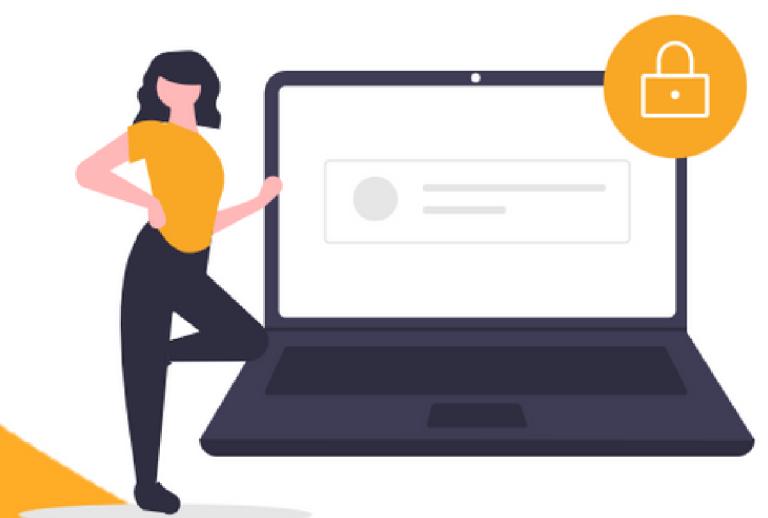


Location

this is where the location of our company Venture Nucleus

LOGIN PAGE

VN LEAVE VERSION 2



Login

Username
 Mamang_gans01

Password


Forgot Your Password?

Login

Login Form

Insert username and password and click login button

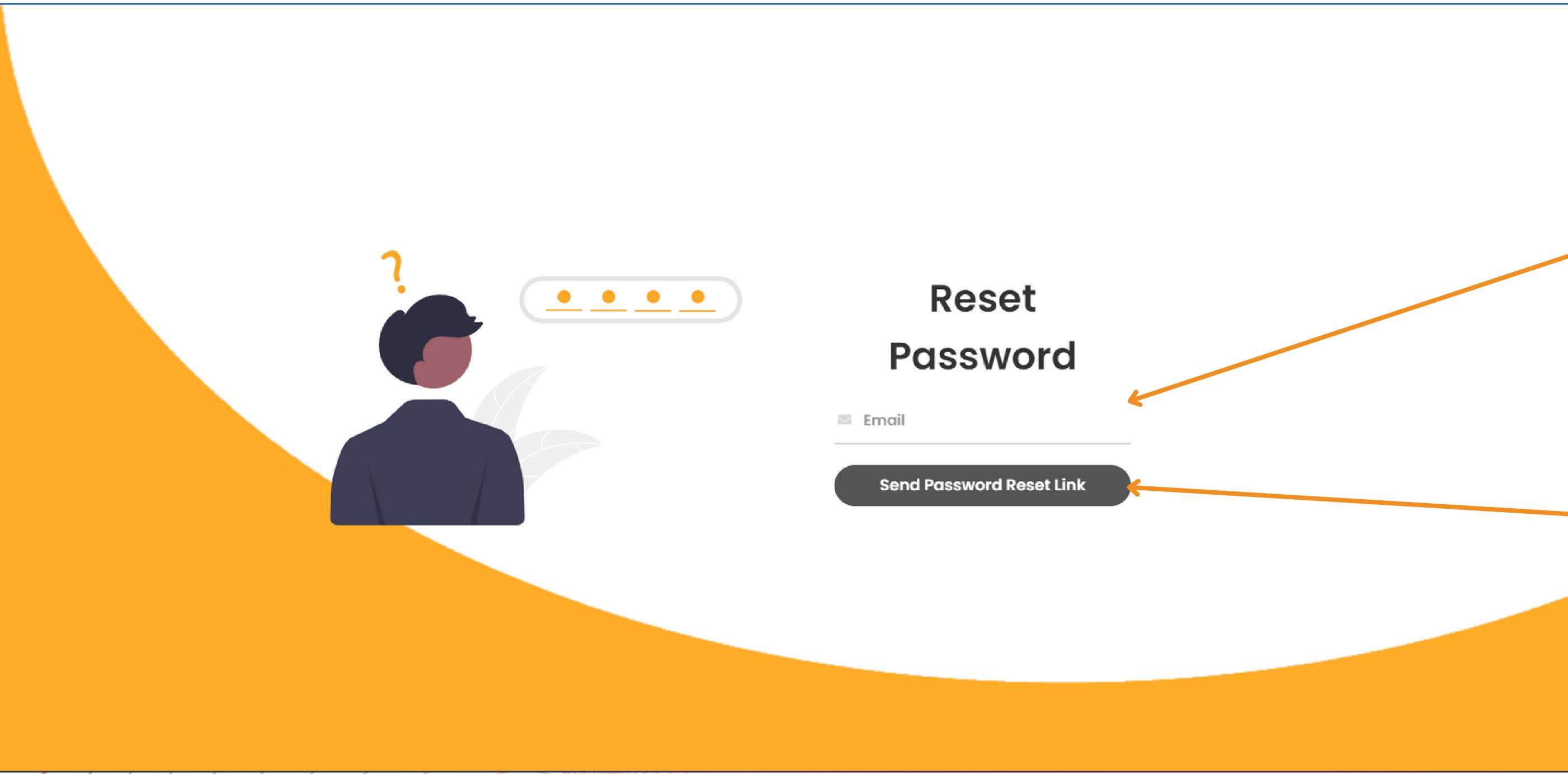
Forgot Password

if user forgot their password so user will be click this button and redirect to forgot password page

Login Button

After user insert their username and password user will click this button to log in to dashboard page

Forgot Password



Form Email

The user enters the email associated with the account

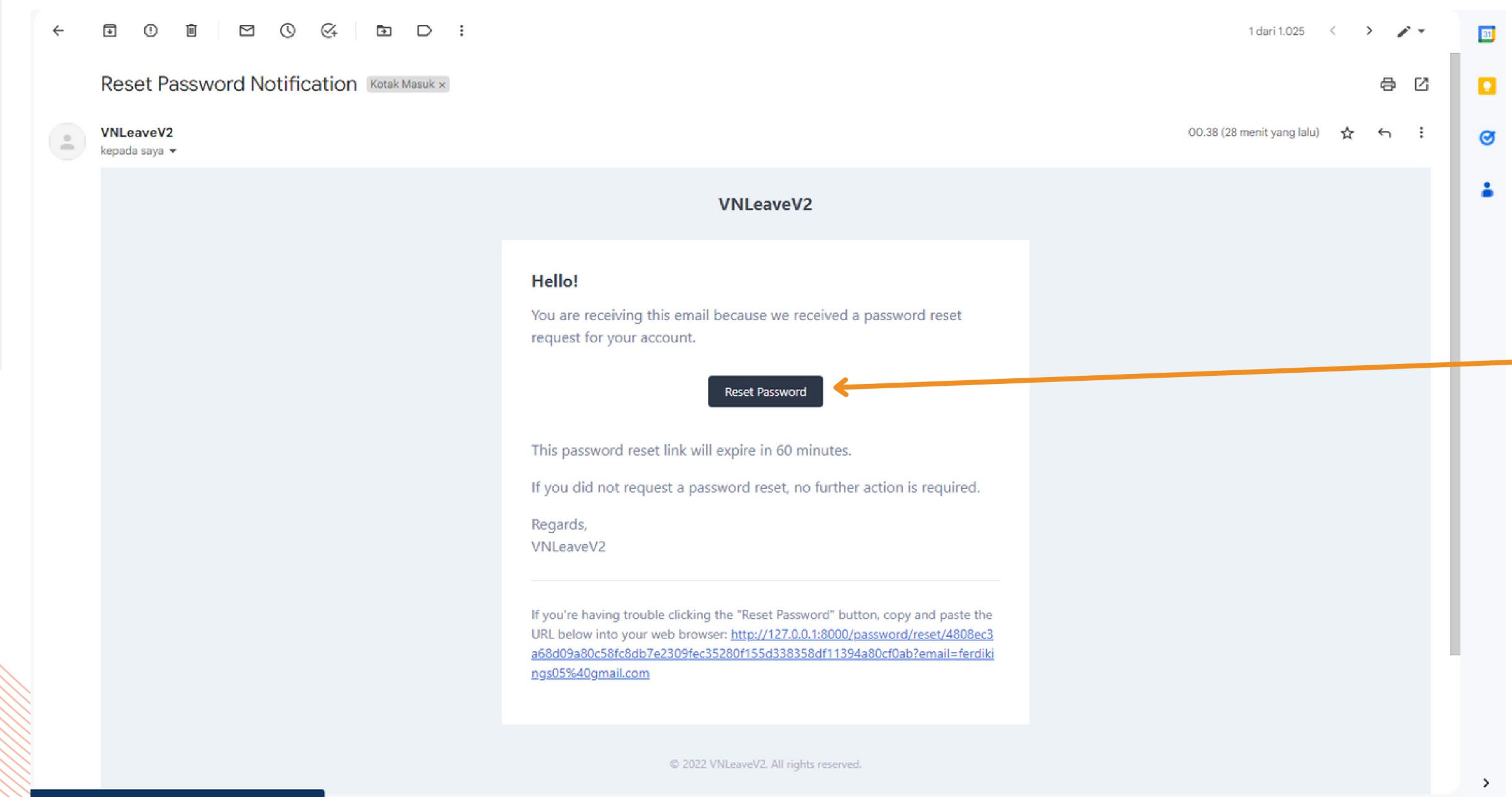
Button Submit

after user insert their email

Forgot Password Email

Forgot Password email

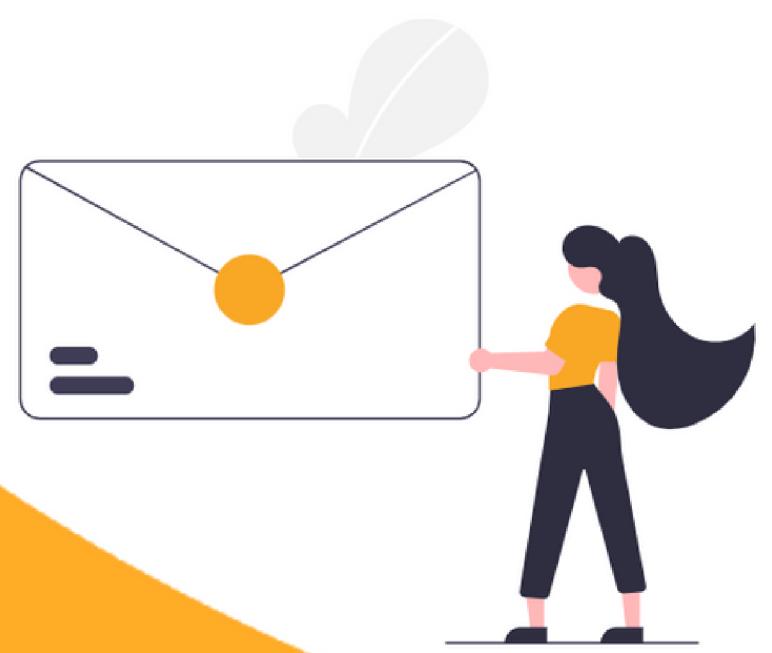
if the user insert email data correctly the user will get this email in thier email account



Button Reset Password

if user click this button it will redirect to page where the user change their password

Create New Password PPage



Reset Password

Email
✉ ferdikings05@gmail.com

🔒 Password

🔒 Confirm Password

Reset Password

Form New Password

User created a new password according to what the user wants, and repeat it bellow the form password

Button Reset Password

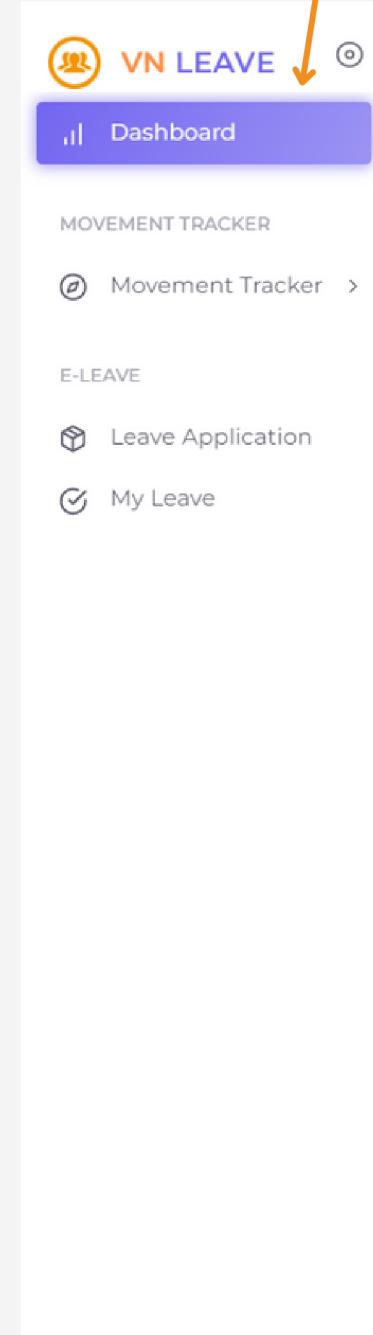
A button For submit a new password.

STAFF SECTION

VN Leave for Staff Section

Main Menu

this main menu is for navigation for user to select to another page



Dashboard

Leave Balance



This year
14

My Leave



8

Leave Applied



5

Approved Leave



2

Rejected Leave

NAUFAL PRAWIRA STAFF

Profile

Logout

14 Medical Leave

Calender Filter

this check box is for filter to user to see which leave type they want to see

Leave Balance Content

this box is contain the information about user leave balance, leave taken and leave quota this year.

Leave Calender

this is an leave calendar which the function is to inform the user who leave day by day.



Button Dropdown

This dropdown is for user go to edit their profile (BTN Profile), and for logout from their account (BTN Log-out)

My Leave Content

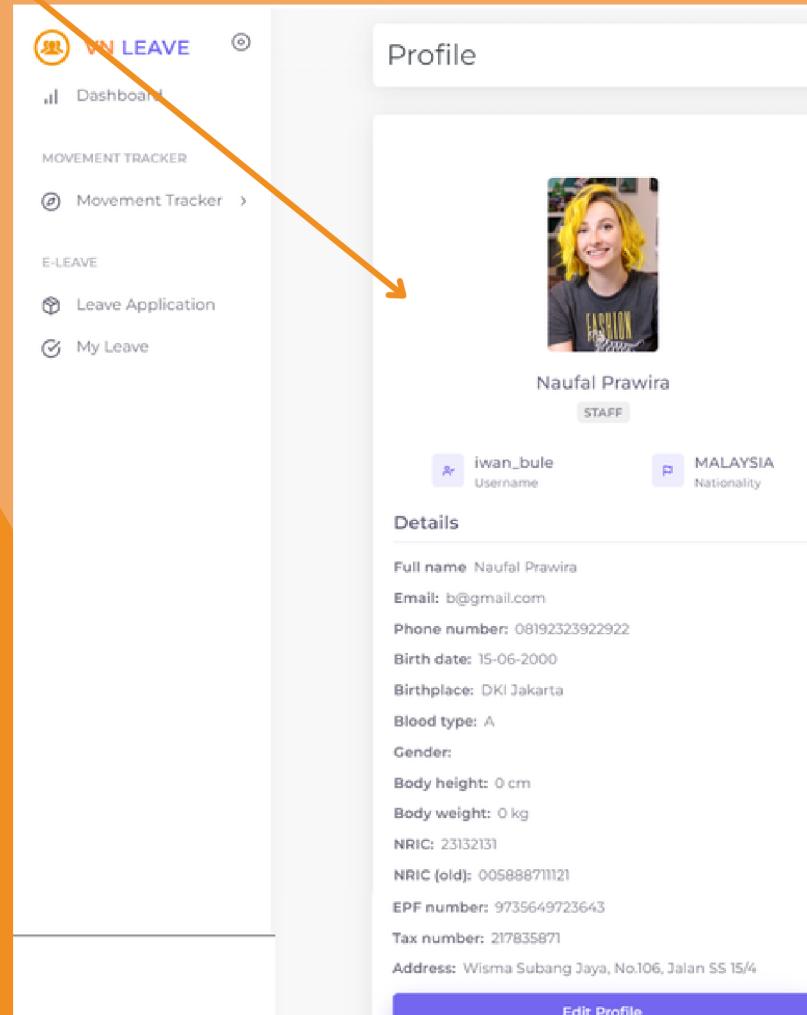
this content is containing the information about user Approval Leave (the leave who already approved), Rejected Leave (the leave who already rejected), Leave applied (the leave who apply by this user) and Medical Leave.

DASHBOARD FOR STAFF

Edit Profile Page

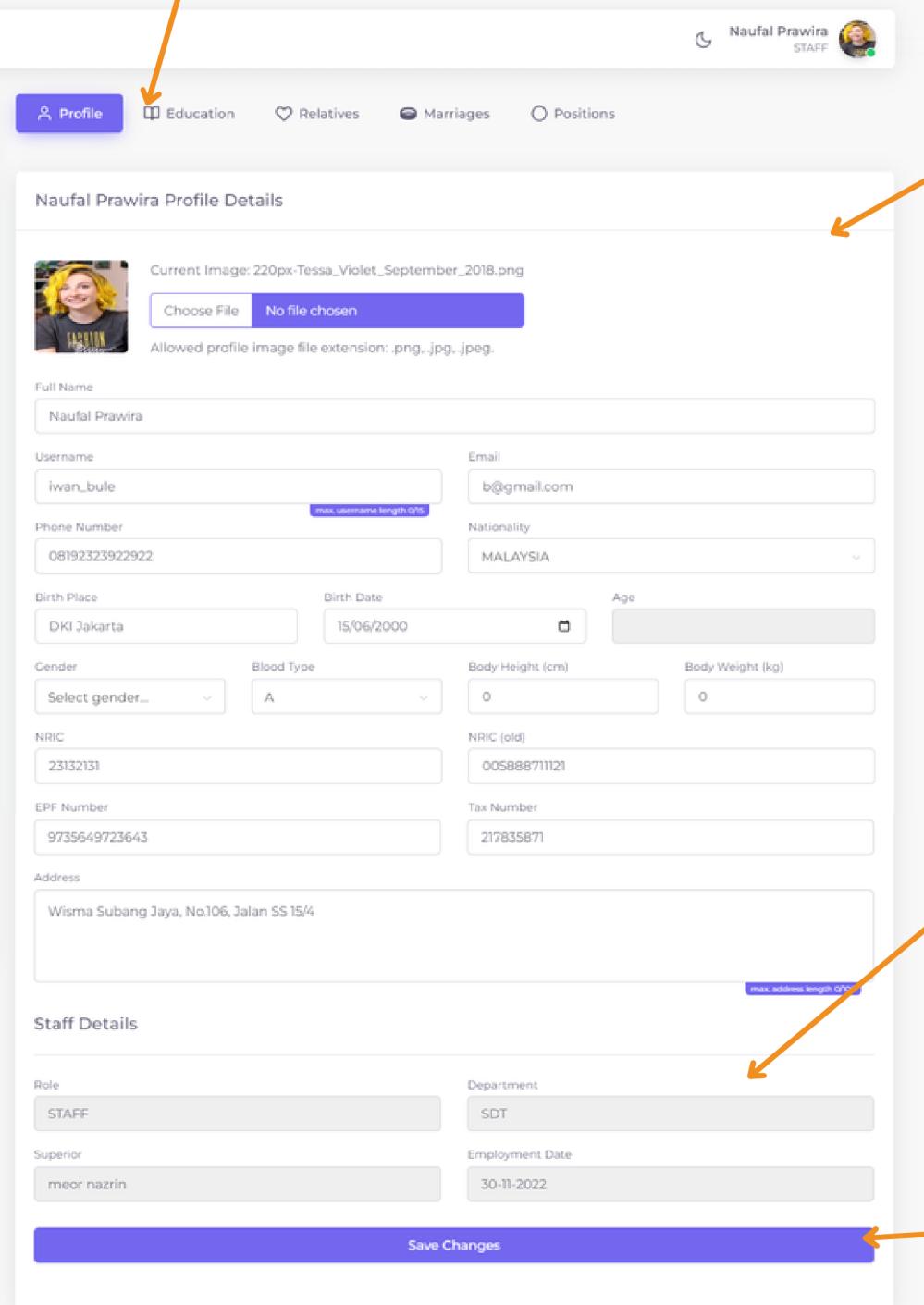
Profile Detail

this is containing the information that user file in profile form such as profile image, Full-Name, Username, Email, Phone Number, Nationality, birth place, birth date, gender, blood type, body height, body weight, NRIC, NRIC(old), EPF Number, TAX Number, and Address.



Profile Navigation bar

this navigation bar is for user navigate to another page, so user can add another information such as education, relatives, marriages, position.



Edit Profile Form

In this form, user can change their profile image, Full-Name, Username, Email, Phone Number, Nationality, birth place, birth date, gender, blood type, body height, body weight, NRIC, NRIC(old), EPF Number, TAX Number, and Address.

Staff Detail

this staff detail is for user to see the information about the employment status at venture nucleus.

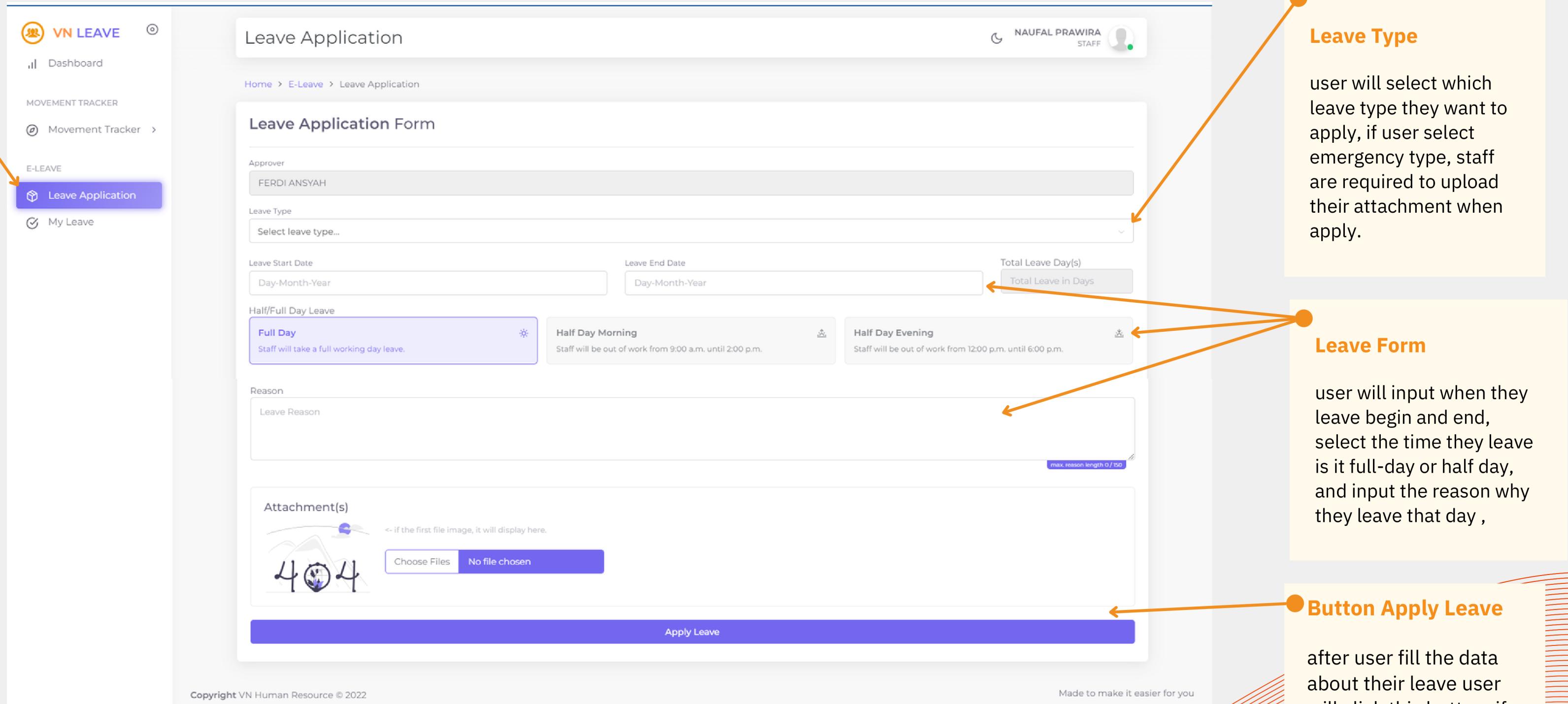
Button Save

this button is for save the changes that user made before

Staff Leave Application

Main Menu

if in main menu the user select Leave application, so the page will be redirect to this page



The screenshot shows the 'Leave Application' form. At the top left is the 'VN LEAVE' logo. The top right shows the user profile 'NAUFAL PRAWIRA STAFF'. The left sidebar has a 'Leave Application' button highlighted in purple, indicating it's the active page. The main form area is titled 'Leave Application Form'.

- Approver:** FERDI ANSYAH
- Leave Type:** A dropdown menu labeled 'Select leave type...'.
- Leave Start Date:** A date input field labeled 'Day-Month-Year'.
- Leave End Date:** A date input field labeled 'Day-Month-Year'.
- Total Leave Day(s):** A dropdown menu labeled 'Total Leave in Days'.
- Half/Full Day Leave:**
 - Full Day:** Staff will take a full working day leave.
 - Half Day Morning:** Staff will be out of work from 9:00 a.m. until 2:00 p.m.
 - Half Day Evening:** Staff will be out of work from 12:00 p.m. until 6:00 p.m.
- Reason:** A text input field labeled 'Leave Reason' with a character limit of 0 / 150.
- Attachment(s):** A section with a placeholder image of a 404 error, a 'Choose Files' button, and a 'No file chosen' message.
- Apply Leave:** A large blue button at the bottom.

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Leave Type

user will select which leave type they want to apply, if user select emergency type, staff are required to upload their attachment when apply.

Leave Form

user will input when they leave begin and end, select the time they leave is it full-day or half day, and input the reason why they leave that day ,

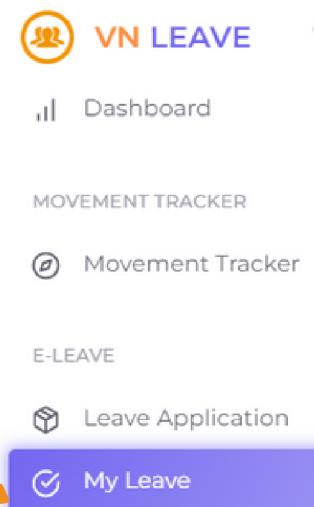
Button Apply Leave

after user fill the data about their leave user will click this button, if successful the system will be send an email to HOD and director.

Staff My Leave

My Leave Nav-Bar

If in main menu the user select My Leave, so the page will be redirect to this page



127.0.0.1:8000/home

My Leave

Home > E-Leave > My Leave

NO.	LEAVE TYPE	START DATE	END DATE	LEAVE TAKEN	STATUS	ACTIONS
1	ANNUAL LEAVE	Tue 13-Dec-2022	Tue 13-Dec-2022	0	APPROVED BY HOD	
2	MEDICAL/SICK LEAVE	Sun 11-Dec-2022	Sun 11-Dec-2022	0	PENDING	

Showing 1 to 2 of 2 entries



Staff Detail

This table will be display user Leave detail such as Leave type, the leave start Date, Leave End date leave taken and leave status.

Button

This button is for edit and delete leave data in the selected table

Leave Types



Annual Leave

This leave type will be reduced annual leave balance by one



Compassionate Leave

This leave type will be reduced annual leave balance by one



Emergency Leave

This leave type will be reduced annual leave balance by one but user is mandatory to send an attachment



Special Leave

This leave type will be reduced annual leave balance by one



Maternity Leave

 after approved, the staff will be automatically get permission to leave for 2 months and user is mandatory to send an attachment



Medical Leave

This leave type will be reduced medical leave balance by one and the staff will be mandatory to send the attachment



Paternity Leave

 after approved, the staff will be automatically get permission to leave for 3 days but user is mandatory to send an attachment



Unpaid Leave

this leave type will not be count in any balance but this type will be count after annual leave balance reach 0.

VN LEAVE

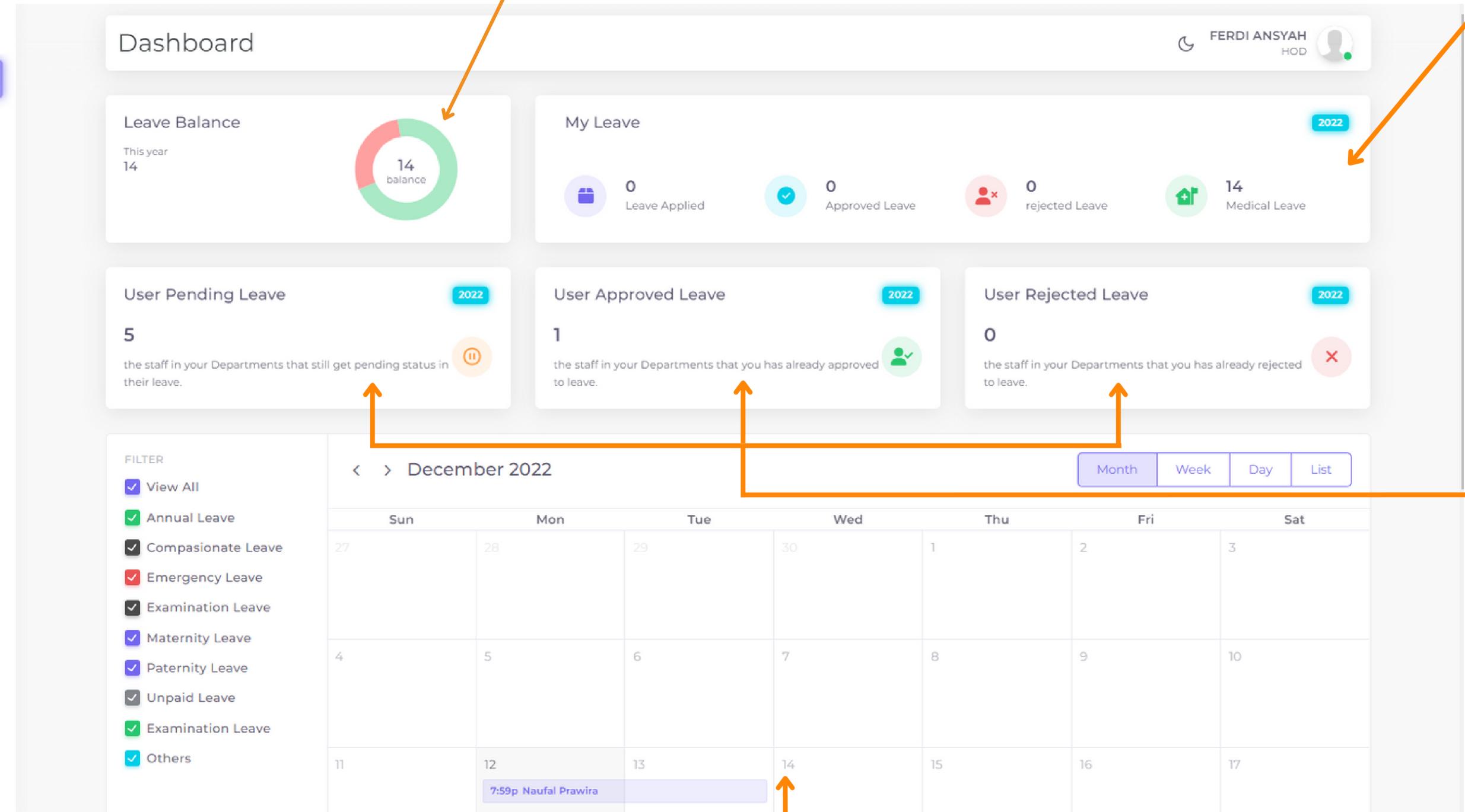
Head of Department (HOD) Section

THIS SECTION WILL BE
TALK ABOUT VN LEAVE
IN HOD SECTION



Dashboard HOD

- VN LEAVE** (2)
- Dashboard**
- STAFF MANAGEMENT
 - Staff >
- MOVEMENT TRACKER
 - Movement Tracker >
- E-LEAVE
 - Leave Application
 - My Leave
 - Leave Details
 - Leave Approval
 - Leave Report



Leave Balance Content

this box is contain the information about user leave balance, leave taken and leave quota this year.

My Leave Content

this content is containing the information about user Approval Leave (the leave who already approved), Rejected Leave (the leave who already rejected), Leave applied (the leave who apply by this user) and Medical Leave.

User Under HOD Status

this content are contain about staff under this Hod who still got pending status, who already get approved to leave, and the user who already get rejected to leave

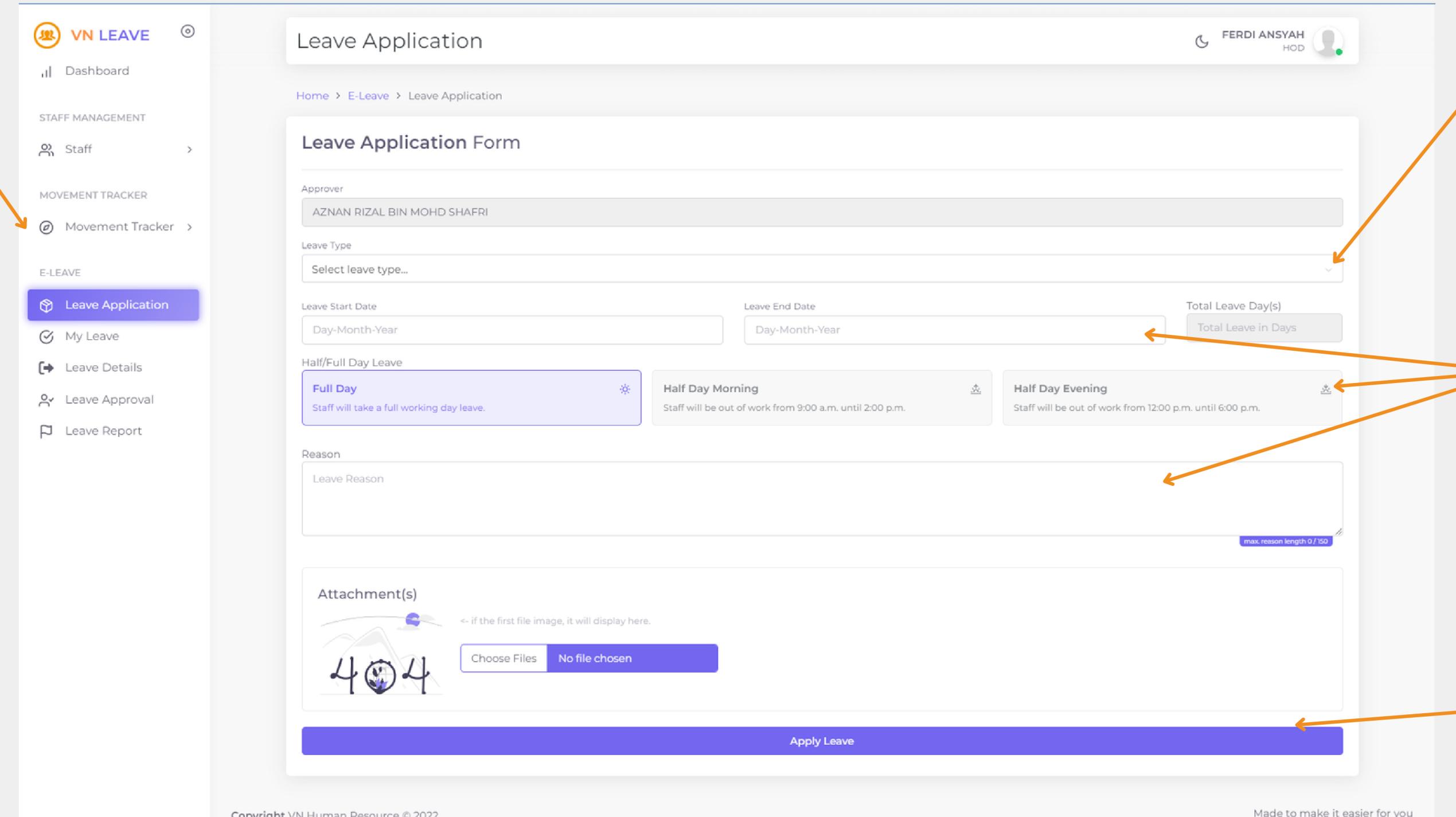
Leave Calender

this is an leave calender which the function is to inform the user who leave day by day.

HOD Leave Application

Main Menu

if in main menu the user select Leave application, the user will be redirect to this page



The screenshot shows the 'Leave Application' form. On the left is a sidebar with a purple header 'VN LEAVE' and a navigation menu including 'Dashboard', 'STAFF MANAGEMENT', 'MOVEMENT TRACKER', 'E-LEAVE' (with 'Leave Application' selected), 'My Leave', 'Leave Details', 'Leave Approval', and 'Leave Report'. The main area has a title 'Leave Application' and a breadcrumb 'Home > E-Leave > Leave Application'. It features a 'Leave Application Form' section with fields for 'Approver' (AZNAN RIZAL BIN MOHD SHAFRI), 'Leave Type' (dropdown), 'Leave Start Date' (Day-Month-Year), 'Leave End Date' (Day-Month-Year), 'Total Leave Day(s)' (dropdown), 'Half/Full Day Leave' (radio buttons for 'Full Day', 'Half Day Morning', and 'Half Day Evening'), 'Reason' (text area), and an 'Attachment(s)' section with a placeholder image of a 404 error and file upload buttons ('Choose Files' and 'No file chosen'). At the bottom is a large blue 'Apply Leave' button.

Staff Detail

User will select which leave type they want to apply, if user select emergency type, staff are required to upload their attachment when apply.

Leave Form

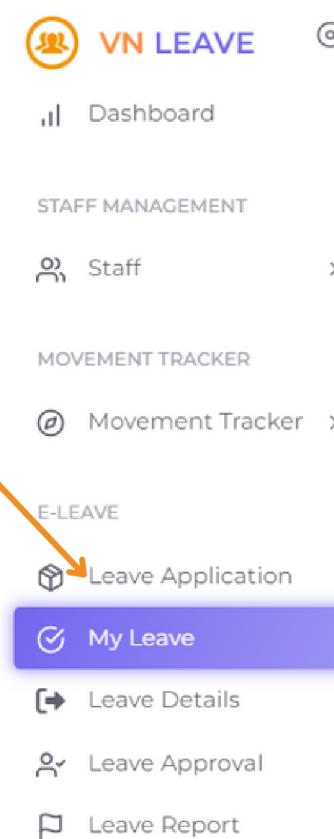
User will input when they leave begin and end, select the time they leave is it full-day or half day, and input the reason why they leave that day ,

Button Apply Leave

After user fill the data about their leave user will click this button, if successful the system will be send an email to HOD and director.

HOD My Leave

My Leave Nav-Bar
if in main menu the user select My Leave, the user will be redirect to this page



My Leave

Home > E-Leave > My Leave

My Leave Data						
NO.	LEAVE TYPE	START DATE	END DATE	LEAVE TAKEN	STATUS	ACTIONS
1	ANNUAL LEAVE	Wed 14-Dec-2022	Thu 15-Dec-2022	0	REJECTED BY HR	
2	EMERGENCY LEAVE	Fri 16-Dec-2022	Tue 13-Dec-2022	0	APPROVED BY HR	
3	MEDICAL/SICK LEAVE	Wed 14-Dec-2022	Fri 16-Dec-2022	0	PENDING	

Showing 1 to 3 of 3 entries

< Previous 1 Next >

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Made to make it easier for you

Staff Detail

this table will be display user Leave detail, such as Leave type, the leave start Date, Leave End date leave taken and leave status.

Button

This button is for edit and delete leave data in the selected table



VN LEAVE

VN LEAVE

Dashboard

STAFF MANAGEMENT

Staff

MOVEMENT TRACKER

Movement Tracker

E-LEAVE

Leave Application

My Leave

Leave Details

Leave Approval

Leave Report

Leave Details

FERDI ANSYAH
HOD

Home > E-Leave > Leave Details

Leave Details Data

Show 25 entries

Search:

NO.	NAME	DEPARTMENT	EMPLOYMENT DATE	ANNUAL LEAVE TAKEN/BALANCE	ANNUAL MC LEAVE TAKEN/BALANCE	ACTION
1	NAUFAL PRAWIRA	SDT	06 Dec 2022	1/13	0/14	

Showing 1 to 1 of 1 entries

Staff NAUFAL_PRAW Leave Details

Staff Name

NAUFAL PRAWIRA

Department

SDT

Leave History

Show 10 entries

Search:

NO.	TYPE	HALF/FULL DAY	START DATE	END DATE	DAY(S) TAKEN
1	ANNUAL LEAVE	HALF DAY MORNING	Tue, 13 Dec 2022	Tue, 13 Dec 2022	0

Showing 1 to 1 of 1 entries

< Previous 1 Next >

Close

Leave Details Nav-bar

if in main menu the user select Leave Details, the user will be redirect to this page

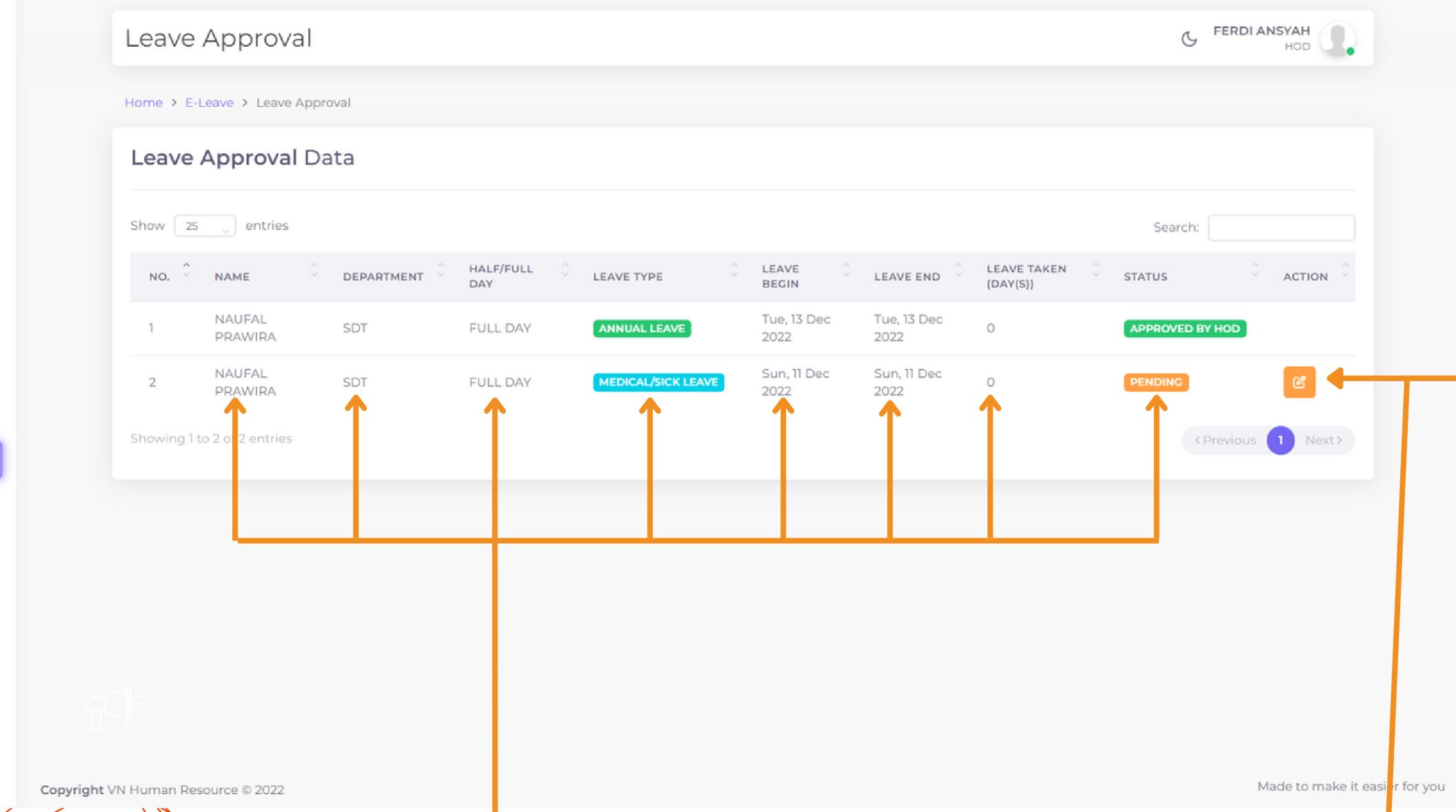
Staff Detail

this table will be display user Leave detail, such as Full-Name, Department, Employment Date, annual leave taken , annual leave balance, annual medical Leave taken, annual medical leave balance, Leave type, the leave start Date, Leave End date leave taken and leave status under this HOD department.

Button View

This button is for view all staff leave history under this user department.

Leave Approval



Leave Approval

Home > E-Leave > Leave Approval

Leave Approval Data

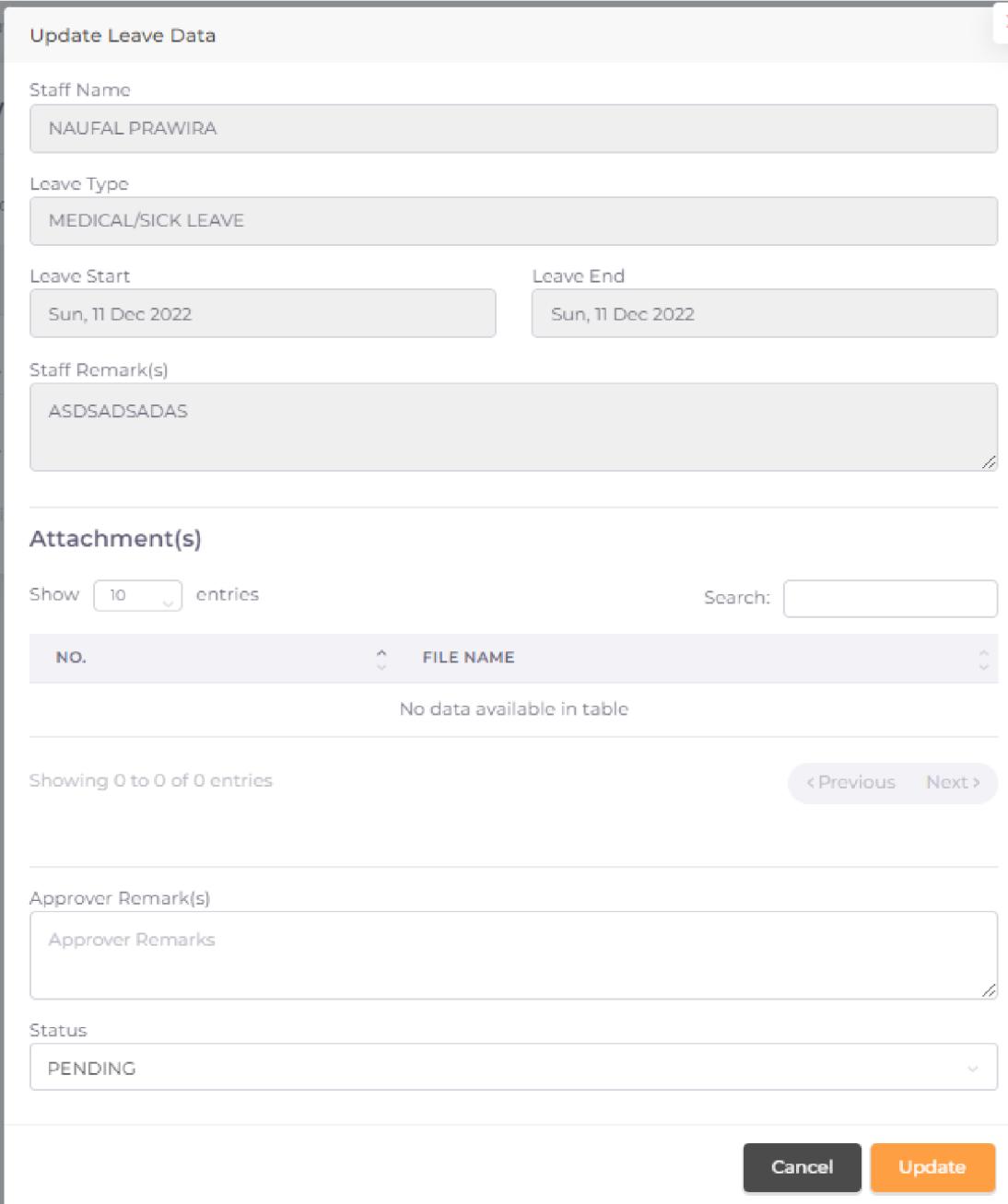
NO.	NAME	DEPARTMENT	HALF/FULL DAY	LEAVE TYPE	LEAVE BEGIN	LEAVE END	LEAVE TAKEN (DAY(S))	STATUS	ACTION
1	NAUFAL PRAWIRA	SDT	FULL DAY	ANNUAL LEAVE	Tue, 13 Dec 2022	Tue, 13 Dec 2022	0	APPROVED BY HOD	
2	NAUFAL PRAWIRA	SDT	FULL DAY	MEDICAL/SICK LEAVE	Sun, 11 Dec 2022	Sun, 11 Dec 2022	0	PENDING	

Showing 1 to 2 of 2 entries

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Staff Leave Detail

this table will be display Leave detail about staff who under this user department, the data is Full-Name, Department, status leave (full or half day), leave start, leave end and status.



Update Leave Data

Staff Name
NAUFAL PRAWIRA

Leave Type
MEDICAL/SICK LEAVE

Leave Start
Sun, 11 Dec 2022

Leave End
Sun, 11 Dec 2022

Staff Remark(s)
ASDSADSADAS

Attachment(s)

No data available in table

Approver Remark(s)
Approver Remarks

Status
PENDING

Cancel **Update**

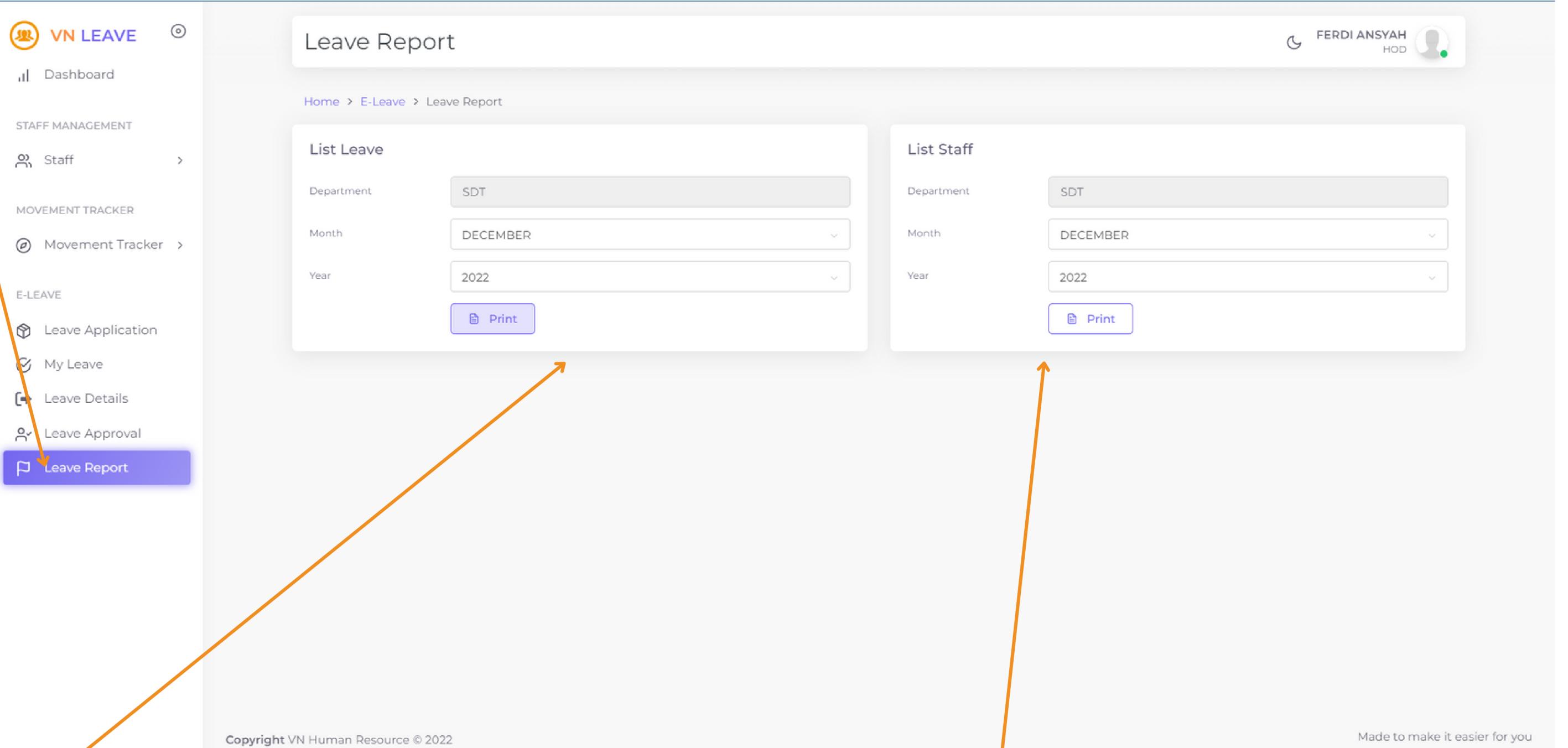
Approved an Leave

when user click edit button a pop up will appear and will show about leave staff form, in this form user can see who wants to leave, leave type, start leave date, end leave date and the reason why that staff leave that day, after that this user (this hod) will make the decision for this leave whether is approved or rejected, user can also make approver remark if the leave was approved

Leave Report

Main Menu

If in main menu the user select Leave Report, the user will be redirect to this page



Leave Report

Home > E-Leave > Leave Report

List Leave

Department: SDT

Month: DECEMBER

Year: 2022

Print

List Staff

Department: SDT

Month: DECEMBER

Year: 2022

Print

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Made to make it easier for you

List Leave Form

In this form user can get a pdf about leave staff data under his/her department, user can select month and year user want to see and click print

Form List Staff

In this form user (HOD) can get a pdf about staff data under his/her department, user can select month and year user want to see and click print to get a pdf about list staff



ADMIN SECTION

Dashboard Admin



The dashboard features a central calendar for December 2022. To the left is a sidebar with navigation links for Staff Management, Movement Tracker, E-Leave, and Settings. The main area includes a 'Leave Balance' section with a pie chart (14 balance), a 'My Leave' summary, and four cards for 'Staff Pending Leave' (2), 'Staff Approved Leave' (2), 'Staff Rejected Leave' (1), and 'Today Leave' (0). A 'FILTER' section on the left lists various leave types with checkboxes.

Leave Balance Content

this box is contain the information about user leave balance, leave taken and leave quota this year.

My Leave Content

this content is containing the information about user Approval Leave (the leave who already approved), Rejected Leave (the leave who already rejected), Leave applied (the leave who apply by this user) and Medical Leave.

Leave Status All User

This four card(content) is containing the information about all staff leave information in VNLeave, the information that was given by this four card is the information about all staff who still get pending status in their leave, all staff who already get approved status, all staff who already get rejected status, and the status about who start leave today.

Leave Calender

this is an leave calender which the function is to inform the user who leave day by day.

List Staff

Home > Settings > List Staff

List Staff Data

NO.	FULL NAME	EMAIL	ROLE	DEPARTMENT / SUPERIOR	PHONE	ACTION(S)
1	AZNAN RIZAL BIN MOHD SHAFRI	aznan@gmail.com	DIRECTOR	EXECUTIVE	0123456789	  
2	FAIZAL BIN JAMAT	faizal@gmail.com	DIRECTOR	EXECUTIVE	1234567890	  
3	FERDI ANSYAH	ferdikings05@gmail.com	HOD	SDT AZNAN RIZAL BIN MOHD SHAFRI	0218622370	  
4	SYUHADA	ferdicompany@gmail.com	ADMIN	COMPANY AZNAN RIZAL BIN MOHD SHAFRI	01397483	  
5	NAUFAL PRAWIRA	ferdicompany02@gmail.com	STAFF	SDT FERDI ANSYAH	0182938	  

Showing 1 to 5 of 5 entries < Previous 1 Next >

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Staff Detail

this table will be display all the staff who already registered in VN leave, data that represent bellow is 5 important information about the staff, such as full name, email, his/her role in the company, his/ her department and staff phone number

Register Staff Button

if user click this button a pop will be showing a form for registering new staff.

Actions Buttons

this 3 buttons is for fast edit, full edit the staff and delete the staff.

STAFF MANAGEMENT

STAFF MANAGEMENT

Register Staff

Full Name

Department

Superior

Password

Email

Employment Date

Role

Username

Retype Password

Phone Number

Company

Cancel

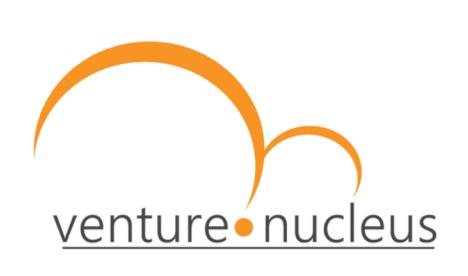
Register

Form Register Staff

as we say before Popup will appear after admin click register staff button in this form user need to fill the details of the staff to register.

Register Button

after user fill al the data, user will be click this button to registered the staff



Vendor Management System

THANK YOU

[BACK TO CONTENT PAGE](#)

The image shows two side-by-side mobile phone screens, both displaying the VN LEAVE vendor management system dashboard. The left phone is oriented vertically, and the right phone is oriented horizontally. Both screens show a similar layout with a header, various statistics, and a calendar at the bottom.

Dashboard (Top Left):

- Leave Balance:** This year 14 (represented by a pie chart)
- My Leave (2022):**
 - Leave Applied: 0
 - Approved Leave: 0
 - Rejected Leave: 0
 - Medical Leave: 14
- Staff Pending Leave (2022):** 2 (with a status indicator)
- Staff Approved Leave (2022):** 2 (with a status indicator)
- Staff Rejected Leave (2022):** 1 (with a status indicator)
- Today Leave:** 0

Calendar (Bottom): December 2022

Dashboard (Top Right):

- Leave Balance:** This year 14 (represented by a pie chart)
- My Leave (2022):**
 - Leave Applied: 3
 - Approved Leave: 1
 - Rejected Leave: 1
 - Medical Leave: 14
- User Pending Leave (2022):** 1 (with a status indicator)