

**Holiday Management System**

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# Introduction

This document is a user manual that is intended as a complete guide for the users to be familiarized with the basic functionalities of the system. It is a must for new users and newly hired employees to read this manual in order to immediately access the different functionality of the system. Holiday Management System Module provides flexibility allowing the user to add different types of holidays. By reading this guide, you will learn how to use the elements of the graphical user interface and be able to use the features of the system. This module will explain the step by step process of adding, updating, and deleting a holiday.

# Holiday Management System

**Holiday Management System** is an application that can be accessed by the admin of TMJ Payroll Department. This system can be used to automate the adding of holidays. There are features like adding a new holiday, updating the details of a holiday, and it also includes delete functionality. This system contains relevant information related to TMJ Payroll Department which could be helpful for them to manage the holidays. All the data that will be inserted into the system will be considered as a holiday and it will reflect in the Amazon Connect database.

|  |  |
| --- | --- |
|  | Note: There are two languages that can be used in this system: English and Japanese Language. This can be found at the lower portion of the application. |

## 

## Adding a new holiday

* To create a new holiday, the user is required to fill in the necessary details in the form. Such as the date and the holiday name.

Figure 1. Adding a new holiday

* Upon clicking the add button, it will prompt the user that it has successfully added to the system. The system will automatically reject the request once the holiday is existing in the system.

Figure 2. Successfully added holiday

## Updating Holiday

* The user can update a holiday, but it will only be limited in changing the holiday name.

Figure 3. Changing Holiday Name

* Upon clicking the confirmation button, it will prompt the user that the selected item has been successfully updated.

Figure 4. Successfully updated holiday

## 

## Deleting Holiday

* The user also has the capability to delete a holiday from the system. There is a confirmation modal that will appear to confirm the action.

Figure 5. Deleting Holiday Confirmation Modal

* Upon clicking the delete button, it will prompt the user that the selected item has been successfully deleted.

Figure 6. Successfully deleted holiday