Table of Contents

A. User Interface
   1. Login

   The system has a default username and password. It will given to the administrator who be
   using this. Account can be created using the administrator account.
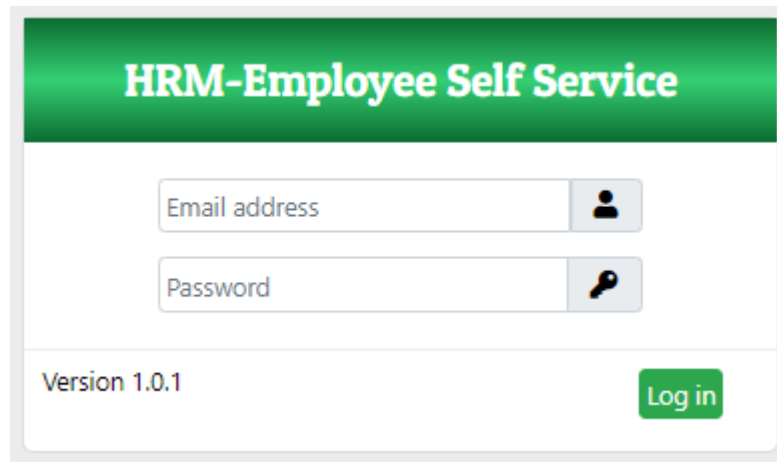

Figure 1 Login form

   2. Managing Account Details

   At the right most of the home page, when you click My Profile, you can now manage your account
   details, you can send/view suggestions about the system to the administration and to other users,
   a help page so you can get a guide to the system, and a log out button to log out your account.
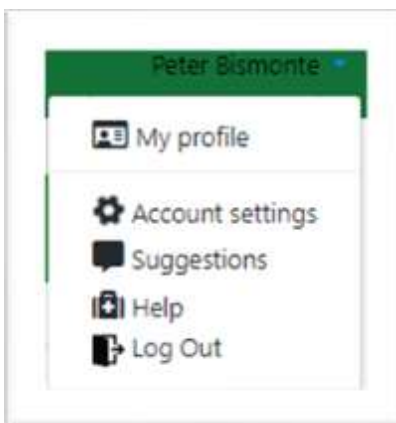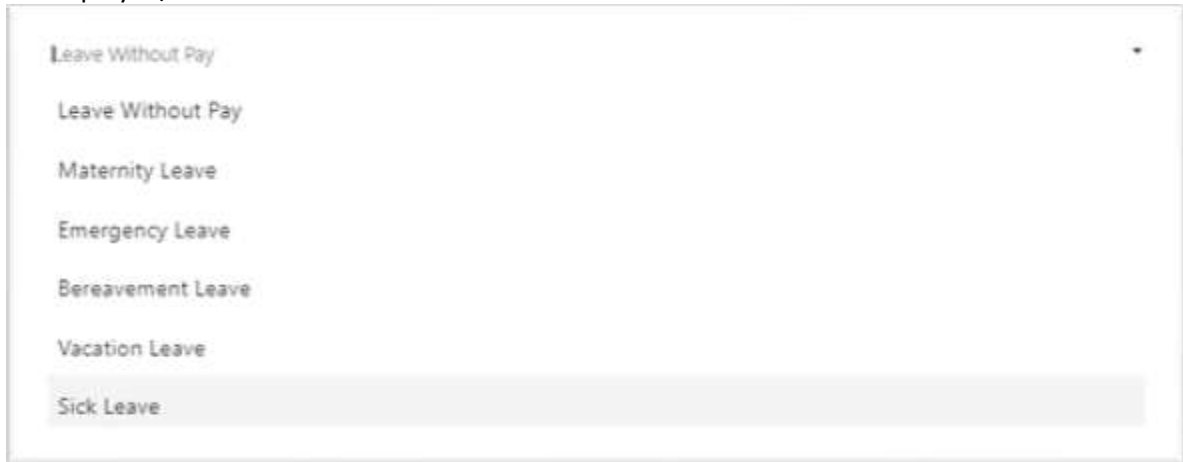

Figure 2 Manage Account

B. Employee Filing Application
  1. Leave Form

    Employee/User can apply leave by clicking Apply Button to the top-right of the table of leave
    Application. In Figure 3, Employee/User must select first the type of leave that their applying. After
    selecting, the system generates the available balance, Total Days, and Remaining Balance of
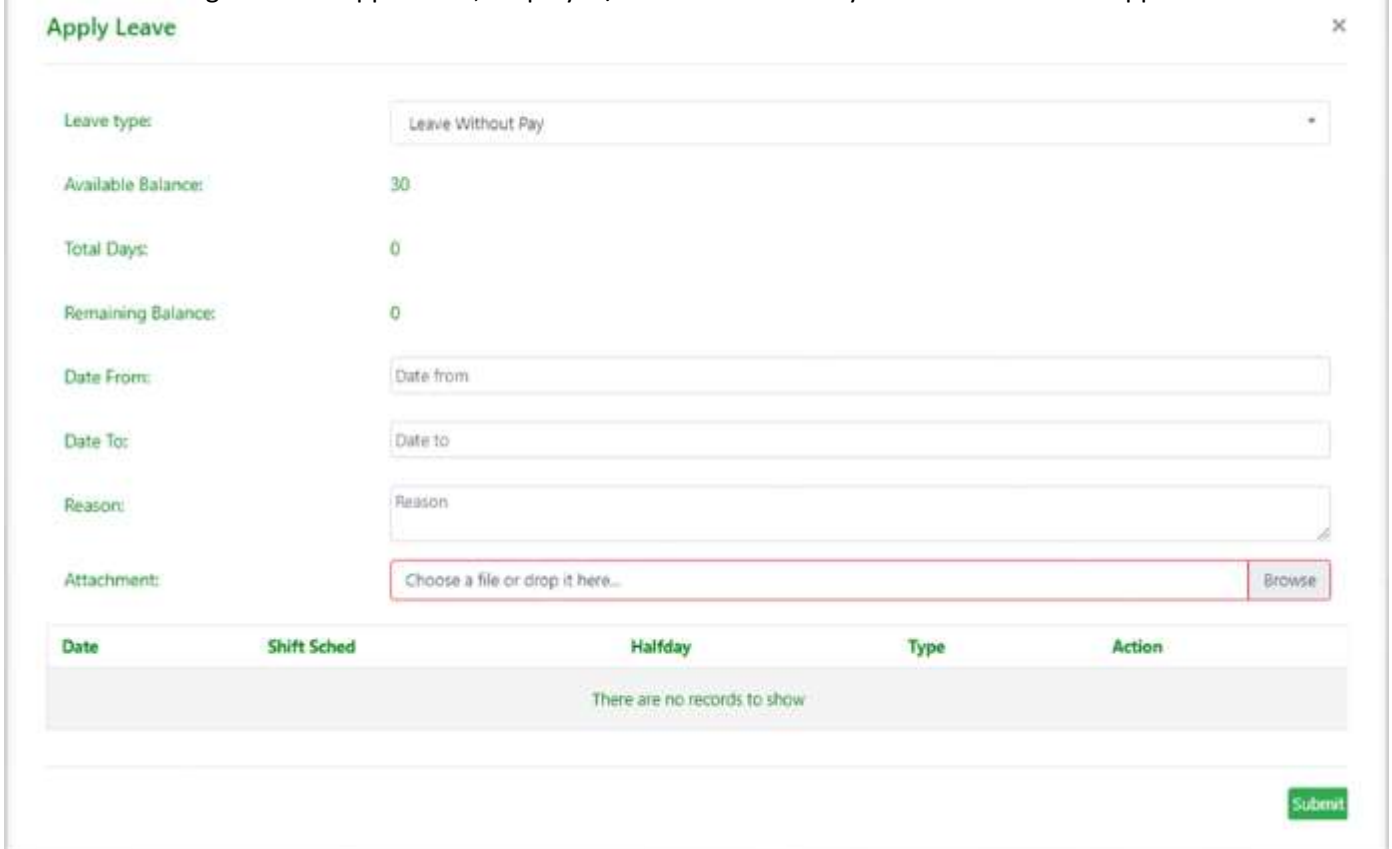   employee/user leaves.

Figure 3. Type of leaves

    After submitting the leave application, employee/user can view it on your home and Leave application table.

Figure 4. Leave Application

3

2. Overtime Application Form

In this section Employee/user can apply overtime. Also, when you click the apply button at the top right of the Overtime Application Table the overtime form (Figure. 5) will appear.
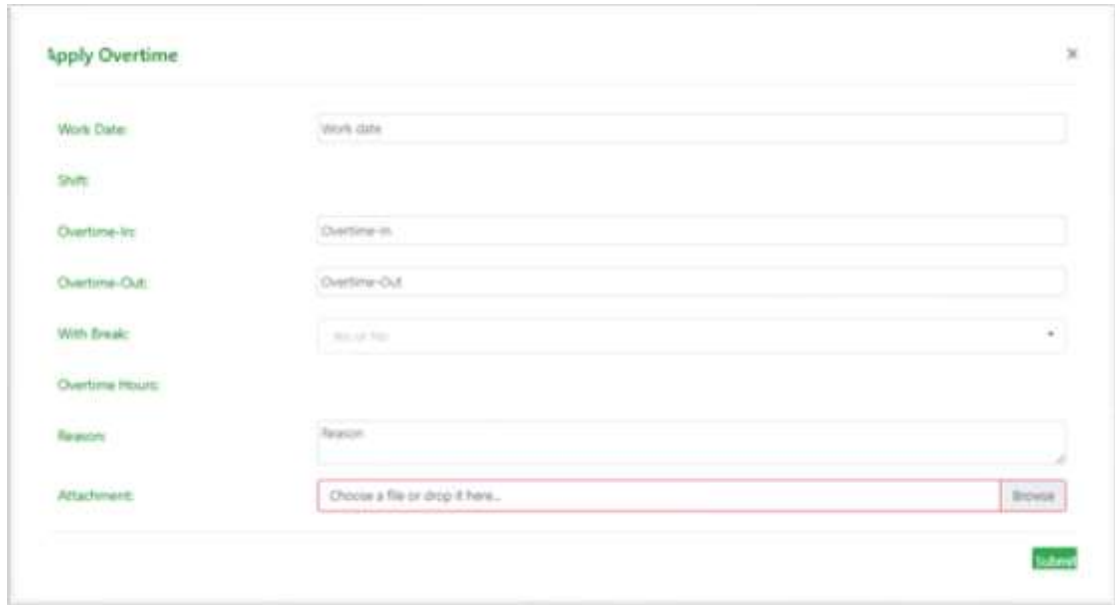

Figure 5. Overtime Application

3. Official Business from

This form is for the employee/user have official business outside the office. There are times that the employee/user missed their in and out to the biometric scanner. As we have this form (Figure 6.) you can check the multiple dates if you have consecutive days of official business.
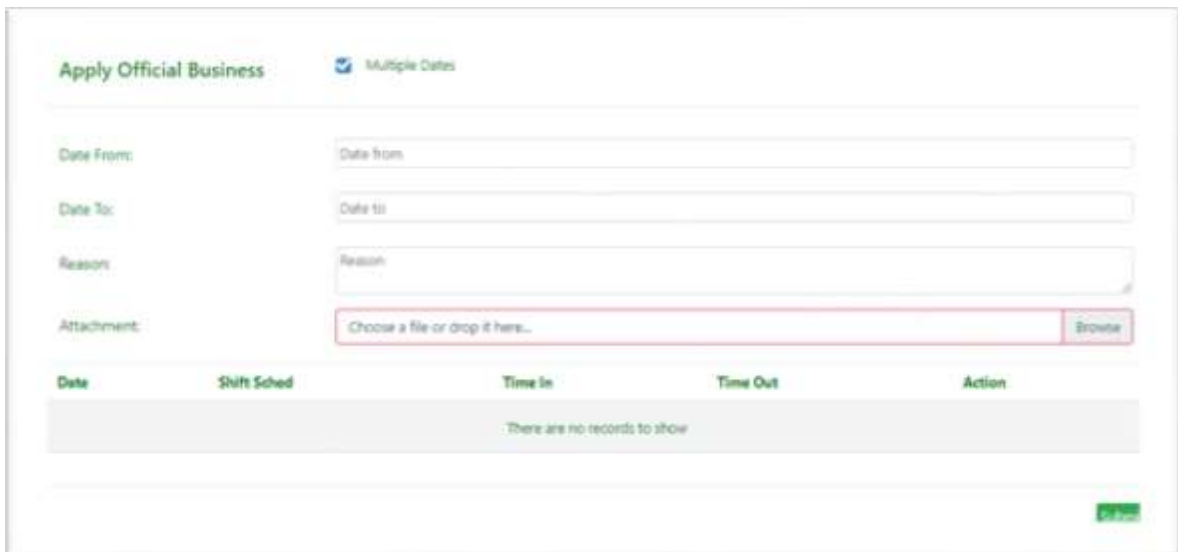

Figure 6. Official Business Form (Multiple Dates)

Figure 7. Official Business Form

4. Change of Shift Form

   Employee/user can change their shift schedule. This form will help them to determine from what date and time.

Figure 8. Change of Shift Form

5. Change Rest Day

There are Two (2) types when employee/user applying for a change of rest day. As in figure 9., these are Rest day to Shift and Shift to Rest day, it means the employee can replace their Rest day into shift schedule and they can replace their Shift schedule into Rest day for some purposes.

Figure 9. Change of Shift Form
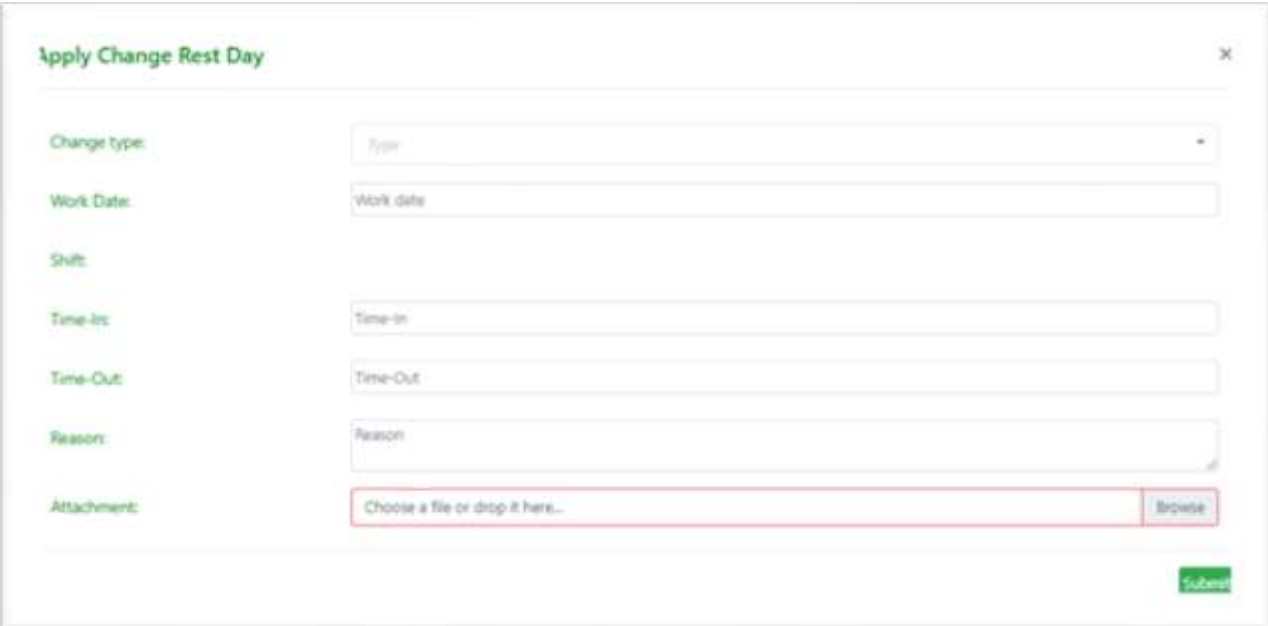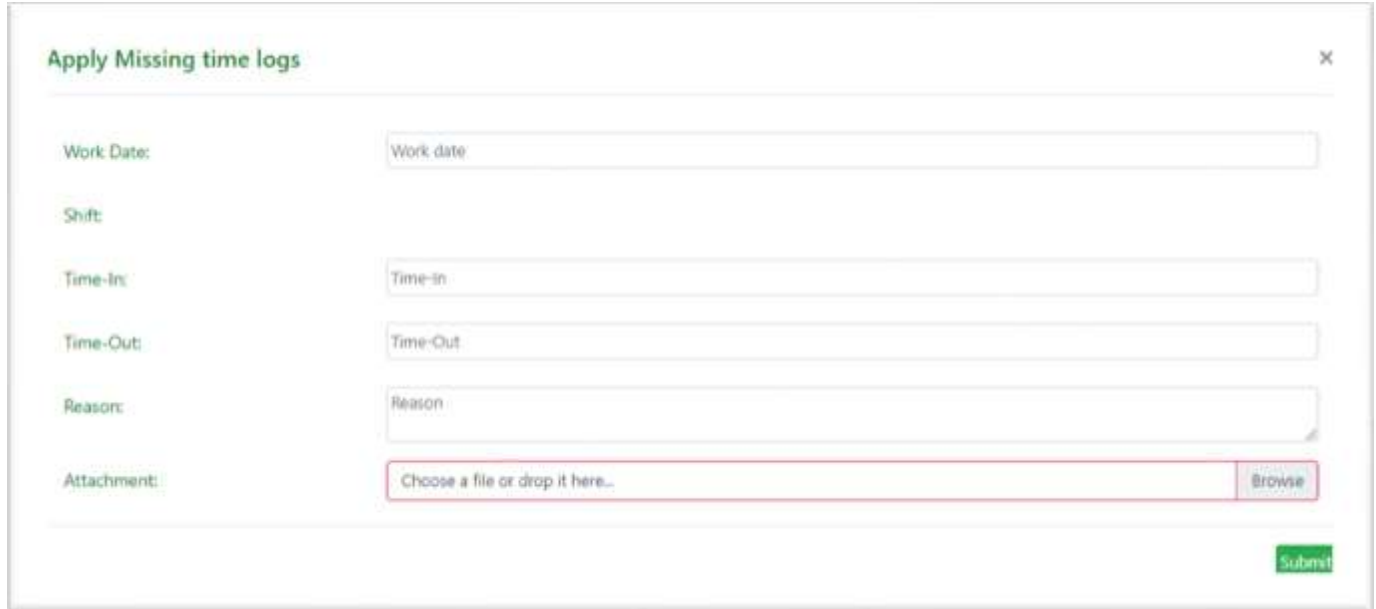
Figure 10. Change of Rest Day Form

6. Missing Time Logs

　　This form will help the employee apply their missing time logs due to some bugs and errors of the Fingerprint Scanners.

Figure 11. Missing Time Logs Form