

Resource Management User Guide

➤ CLAIM MANAGEMENT

- How to approve claim

1. Click Resource Management > Claim Management
2. Click > Pending Review Claim tab to view claims that is pending for approval



The screenshot shows the 'Claim Management' page under 'Resource Management'. A red box highlights the 'Pending Review Claim[1]' tab. The page displays a table with columns: Action, Name, Claim_Sheet_Name, Remarks, Status, and Created_Date. One row is visible: Action (Review), Name (JOHN DOE), Claim_Sheet_Name (JOHN DOE-Jun-2017 Claim), Remarks (thiloooo), Status (Pending Approval), and Created Date (2017-06-02 16:42:48). Navigation buttons for Previous, Next, and a page number (1) are at the bottom.

3. Click Review



This screenshot is identical to the one above, showing the 'Pending Review Claim[1]' tab selected. However, the 'Action' column for the single row is highlighted with a red box, specifically around the 'Review' button.

4. Scroll down to view the details of the selected claim

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Export Search: []

	Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amo
<input type="checkbox"/>	Pending Approval	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries

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5. Tick on the rows that you wish to Approve

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Export Search: []

	Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amo
<input checked="" type="checkbox"/>	Pending Approval	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries

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6. Click Approve

Showing 1 to 10 of 32 entries

Previous | 1 | 2 | 3 | 4 | Next

Submit and Notify **Approve** Approve with Special Attention Reject Redirect

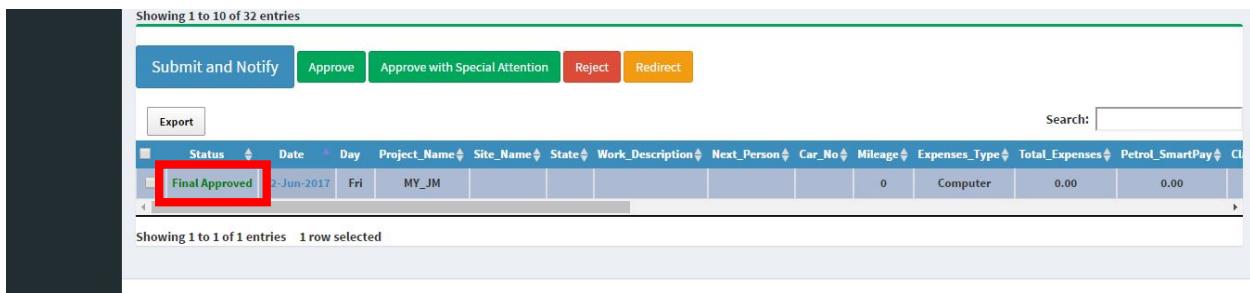
Export Search: []

	Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amo
<input checked="" type="checkbox"/>	Pending Approval	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries 1 row selected

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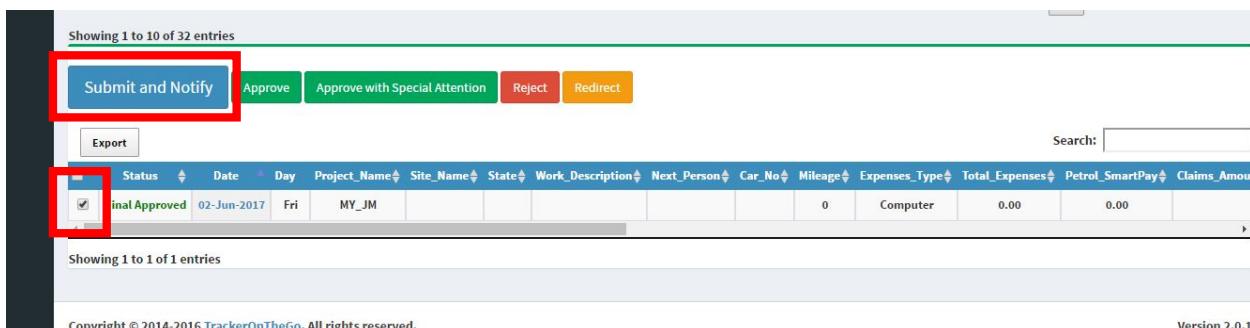
7. Then status will change from Pending > Approved



Showing 1 to 10 of 32 entries														
<input type="button" value="Submit and Notify"/> <input type="button" value="Approve"/> <input type="button" value="Approve with Special Attention"/> <input type="button" value="Reject"/> <input type="button" value="Redirect"/>														
<input type="button" value="Export"/> <input type="text" value="Search:"/>														
Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount	
Final Approved	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00		

Showing 1 to 1 of 1 entries 1 row selected

8. Tick on the rows that you wish to proceed for next action and click Submit for Next Approval button



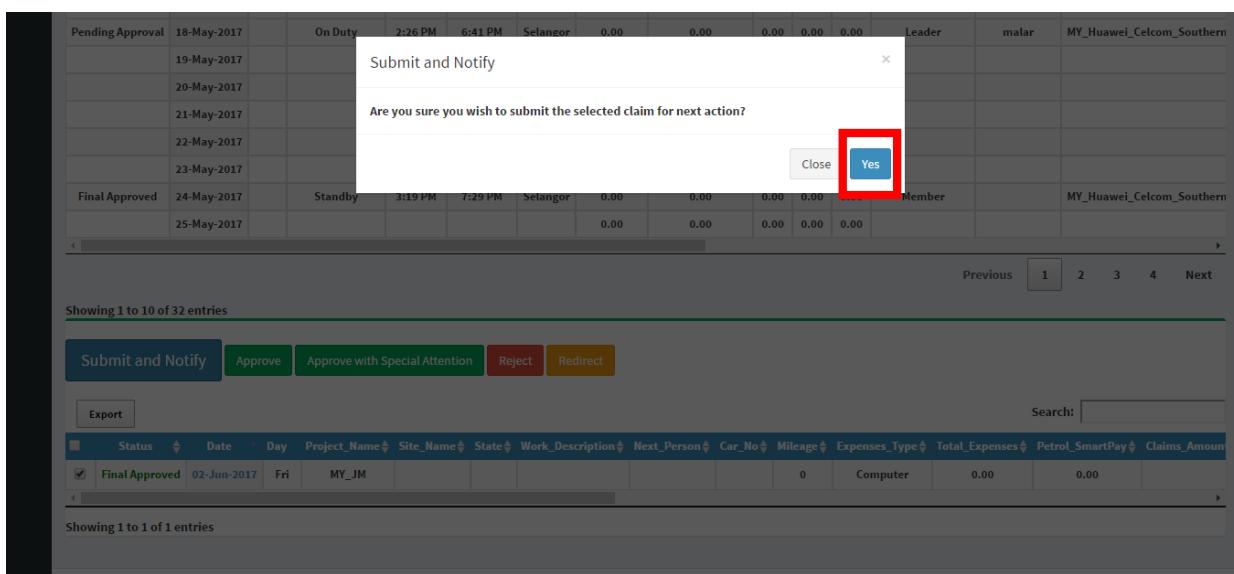
Showing 1 to 10 of 32 entries														
<input type="button" value="Submit and Notify"/> <input type="button" value="Approve"/> <input type="button" value="Approve with Special Attention"/> <input type="button" value="Reject"/> <input type="button" value="Redirect"/>														
<input type="button" value="Export"/> <input type="text" value="Search:"/>														
Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount	
<input checked="" type="checkbox"/> Final Approved	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00		

Showing 1 to 1 of 1 entries

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9. Click Yes (The request will be proceeded for next level of approval)



Pending Approval
18-May-2017
On Duty
2:26 PM
6:41 PM
Selangor
0.00
0.00
0.00
0.00
Leader
malar
MY_Huawei_Celcom_Southern

19-May-2017

20-May-2017

21-May-2017

22-May-2017

23-May-2017

Final Approved
24-May-2017
Standby
3:19 PM
7:29 PM
Selangor
0.00
0.00
0.00
0.00
Member

MY_Huawei_Celcom_Southern

25-May-2017

Previous
1
2
3
4
Next

Showing 1 to 10 of 32 entries

<input type="button" value="Submit and Notify"/> <input type="button" value="Approve"/> <input type="button" value="Approve with Special Attention"/> <input type="button" value="Reject"/> <input type="button" value="Redirect"/>													
<input type="button" value="Export"/> <input type="text" value="Search:"/>													
Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/> Final Approved	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries

- How to reject claim

1. Tick on the rows you wish to reject, insert **Comment** for rejection

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Export Search: []

Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/> Final Approved	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries

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2. Then , click **Reject** button

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention **Reject** Redirect

Export Search: []

Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/> Final Approved	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries 1 row selected

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3. The status will change from **Pending > Rejected**

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Export Search: []

Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/> Final Rejected	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries

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4. Tick on the rows you wish to proceed for next action and click **Submit and Notify**

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Status Date Day Project_Name Site_Name State Work_Description Next_Person Car_No Mileage Expenses_Type Total_Expenses Petrol_SmartPay Claims_Amount

<input checked="" type="checkbox"/> Final Rejected	02-Jun-2017	Fri	MY_JM					0	Computer	0.00	0.00
--	-------------	-----	-------	--	--	--	--	---	----------	------	------

Showing 1 to 1 of 1 entries

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5. Click Yes

Pending Approval 18-May-2017 On Duty 2:26 PM 6:41 PM Selangor 0.00 0.00 0.00 0.00 Leader malar MY_Huawei_Celcom_South

19-May-2017

20-May-2017

21-May-2017

22-May-2017

23-May-2017

Final Approved 24-May-2017 Standby 3:10 PM 7:29 PM Selangor 0.00 0.00 0.00 0.00 Member MY_Huawei_Celcom_South

25-May-2017

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Status Date Day Project_Name Site_Name State Work_Description Next_Person Car_No Mileage Expenses_Type Total_Expenses Petrol_SmartPay Claims_Amount

<input checked="" type="checkbox"/> Final Rejected	02-Jun-2017	Fri	MY_JM					0	Computer	0.00	0.00
--	-------------	-----	-------	--	--	--	--	---	----------	------	------

Showing 1 to 1 of 1 entries

- How to redirect claim

1. Tick the rows you wish to redirect

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect

Status Date Day Project_Name Site_Name State Work_Description Next_Person Car_No Mileage Expenses_Type Total_Expenses Petrol_SmartPay Claims_Amount

<input checked="" type="checkbox"/> Final Rejected	02-Jun-2017	Fri	MY_JM					0	Computer	0.00	0.00
--	-------------	-----	-------	--	--	--	--	---	----------	------	------

Showing 1 to 1 of 1 entries 1 row selected

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2. Click Redirect button

Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject **Redirect** Export Search: []

	Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/>	Final Rejected	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries 1 row selected

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3. Choose another approver to be redirected

Pending Approval 18-May-2017 On Duty 2:26 PM 6:41 PM Selangor 0.00 0.00 0.00 0.00 Leader malar MY_Huawei_Celcom_South

19-May-2017

20-May-2017

21-May-2017

22-May-2017

23-May-2017

Final Approved 24-May-2017 Standby

25-May-2017

Redirect

Approver:

JM Admin

Close **Redirect**

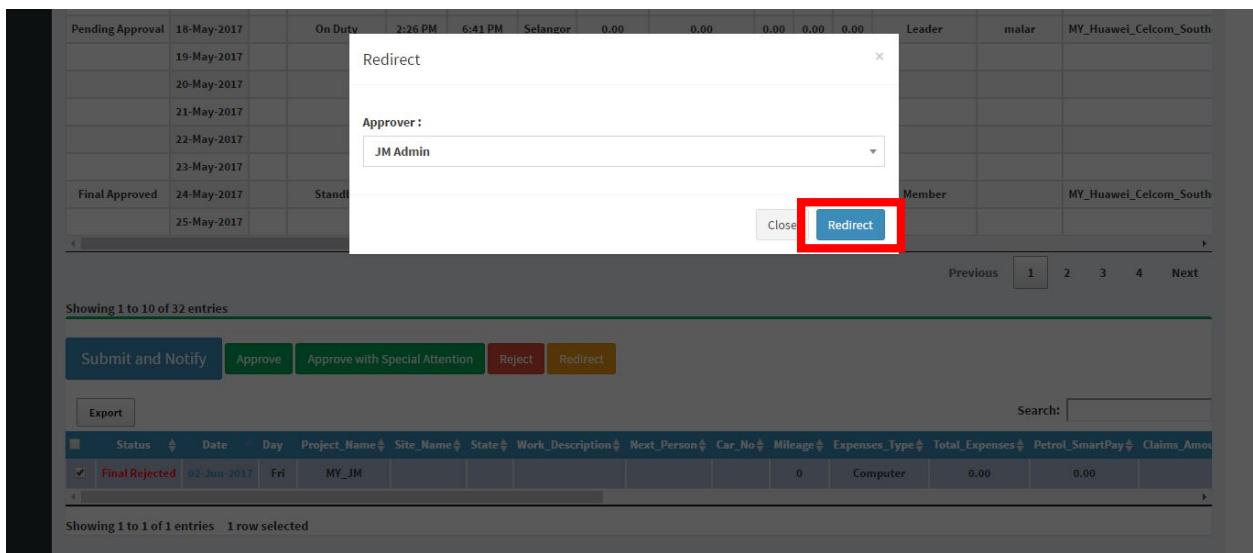
Showing 1 to 10 of 32 entries

Submit and Notify Approve Approve with Special Attention Reject Redirect Export Search: []

	Status	Date	Day	Project_Name	Site_Name	State	Work_Description	Next_Person	Car_No	Mileage	Expenses_Type	Total_Expenses	Petrol_SmartPay	Claims_Amount
<input checked="" type="checkbox"/>	Final Rejected	02-Jun-2017	Fri	MY_JM						0	Computer	0.00	0.00	

Showing 1 to 1 of 1 entries 1 row selected

4. Click Redirect button



5. The claim is now redirected to the approver that you requested

➤ CLAIM SUMMARY

1. Click Resource Management > Claim Summary

2. Filter the time sheet date from the Date Range Picker. Default view is set from 16th of current month to 15 of next month. Click **Refresh** button to retrieve timesheet on filtered date.

The screenshot shows the 'Claim Summary' page. On the left, there is a vertical sidebar with icons for Home, Management Tool, HR Management, and Claim Summary. The main area has a blue header bar with the title 'Claim Summary' and a 'Claim Details' link. Below the header, there is a date range picker with the value '16-May-2017 - 15-Jun-2017'. To the right of the date range is a green 'Refresh' button, which is highlighted with a red box. The main content area is divided into two sections: 'Expenses Type' on the left and 'Claim Summary' on the right. The 'Expenses Type' section contains a small green progress bar. The 'Claim Summary' section contains a grey 'Export' button. The top right corner of the screen shows the user 'JM Admin'.

3. There will be:
- Summary for expenses type

This screenshot is identical to the one above, showing the 'Claim Summary' page. The date range picker and refresh button are highlighted with a red box. The 'Expenses Type' section is also highlighted with a large red box. The rest of the interface, including the sidebar, header, and other sections, remains the same.

- b) Claim summary which can be export to PDF or Excel form using **Export** button

The screenshot shows the JM Admin interface with a sidebar on the left containing icons for Home, Management Tool, HR Management, and Claim Summary. The main content area is titled 'Claim Summary' and includes a 'Claim Details' section with a date range from '16-May-2017 - 15-Jun-2017' and a 'Refresh' button. Below this is a section for 'Expenses Type'. In the top right corner of the main content area, there is a 'Claim Summary' box with an 'Export' button, which is highlighted with a red rectangle.

- c) Three types of summary:

- I. Project
 - II. Staff Claim Breakdown
 - III. Staff Claim Total
- All this three can be export to your choice of format either PDF or Excel

The screenshot shows the 'Staff Claim Breakdown' page. At the top, there are three tabs: 'Project', 'Staff Claim Breakdown' (which is selected), and 'Staff Claim Total'. Below the tabs is an 'Export' button, also highlighted with a red rectangle. To the right of the export button are links for 'Previous' and 'Next' and a search bar labeled 'Search:'. At the bottom of the table area, it says 'No data available in table'. The footer of the page includes copyright information: 'Copyright © 2014-2016 TrackerOnTheGo. All rights reserved.' and 'Version 2.0.1'.

➤ CONTRACTOR PROFILE

1. Click Resource Management > Contractor Profile

The screenshot shows a table with the following data:

Image	Staff_ID	Name	Nick_Name	User_Type	Company	Company_Email	Personal_Email	Contact_No_1	Contact_No_2	Permanent_Address	Current_Address
	shhau@soft	TEST CONTRACTOR	Contractor			shhau@softoya.com		012			

Showing 1 to 1 of 1 entries

2. To search specific contractor or vendor name and details

The screenshot shows a table with the following data:

Image	Staff_ID	Name	Nick_Name	User_Type	Company	Company_Email	Personal_Email	Contact_No_1	Contact_No_2	Permanent_Address	Current_Address
	shhau@soft	TEST CONTRACTOR	Contractor			shhau@softoya.com		012			

Showing 1 to 1 of 1 entries

3. Click Edit to update details in contractor or vendor

The screenshot shows a table with the following data:

Edit	Image	Staff_ID	Name	Nick_Name	User_Type	Company	Company_Email	Personal_Email	Contact_No_1	Contact_No_2	Permanent_Address	Current_Address
		shhau@soft	TEST CONTRACTOR	Contractor			shhau@softoya.com		012			

Showing 1 to 1 of 1 entries

4. Enter those details and click **Update Profile** Button

The screenshot shows the 'Contractor Detail' section of a web application. At the top, there are tabs for 'Contractor Detail', 'Experience', 'Skill', 'License', 'Reference', and 'Document'. Below these tabs, there are three buttons: 'Update Profile' (highlighted with a red box), 'Update Profile Picture', and 'Change Password'. To the right of the buttons is a placeholder for a profile picture with a blue silhouette. Below the buttons, there are several input fields: 'Staffid' (shihau@soft), 'Name' (TEST CONTRACTOR), 'User Type' (Contractor), 'Company' (empty), 'Company Email' (shihau@softoya.com), 'Personal Email' (empty), 'Contact No 1' (012), 'Contact No 2' (+0123456789), and 'Gender' (empty dropdown).

➤ ENGINEER LOCATION TRACKING

1. Click Resource Management > Engineer Location Tracking

The screenshot shows the 'Engineer Location Tracking' section of the application. At the top, there are tabs for 'Map' and 'Satellite'. The main area is a map with a single red location pin. Below the map, there are two circular icons: one green labeled 'Time In' and one orange labeled 'Time Out'. At the bottom of the map area, it says 'Google' and includes 'Map data ©2017' and 'Terms of Use'. Below the map is a search bar with the date range '02-Jun-2017 - 02-Jun-2017' and a 'Refresh' button. At the very bottom is a table with the following columns: Name, User Type, Longitude Out, Date, Day, Available, Check In Type, Time In, Time Out, and Source. The table shows 10 entries.

Google Map data ©2017 | Terms of Use

Time In Time Out

02-Jun-2017 - 02-Jun-2017 Refresh

Show 10 entries Search:

Name	User_Type	Longitude_Out	Date	Day	Available	Check_In_Type	Time_In	Time_Out	Source
DAVID LIM	Staff				No				
HUSNA BINTI MOHD YUSOF	Staff	0.00000000	02-Jun-2017	Fri	No				
JM Admin	Staff				No				
JOHN DOE	Staff	0.00000000	02-Jun-2017	Fri	No				
SAKINAH BINTI ABDUL RAHIM	Staff				No				
TEST CONTRACTOR	Contractor				No				

Showing 1 to 6 of 6 entries Previous 1 Next

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2. Select date from the date range picker and click **Refresh**.

Google Map data ©2017 | Terms of Use

Time In Time Out

01-Apr-2017 - 01-May-2017 Refresh

01-Apr-2017 01-May-2017 Apply Cancel

Show Apr 2017 May 2017

Day	Available	Check_In_Type	Time_In	Time_Out	Source
Su	No				
Mo	No				
Tu	No				
We	No				
Th	No				
Fr	No				
Sa	No				

Previous 1 Next

3. Details of engineer location tracking can be viewed

The screenshot shows a web-based application for tracking engineer locations. At the top, there are two icons: 'Time In' (green) and 'Time Out' (orange). Below them is a search bar with the date range '01-Apr-2017 - 01-May-2017' and a 'Refresh' button. A red box highlights a table containing the following data:

Name	User_Type	Longitude_Out	Date	Day	Available	Check_In_Type	Time_In	Time_Out	Source
DAVID LIM	Staff				No				
HUSNA BINTI MOHD YUSOF	Staff				No				
JM Admin	Staff	0.00000000	12-Apr-2017	Wed	No				
JM Admin	Staff	0.00000000	04-Apr-2017	Tue	No				
JM Admin	Staff	0.00000000	26-Apr-2017	Wed	No				
JM Admin	Staff	101.46556290	09-Apr-2017	Sun	No	On Duty	9:15 PM	9:16 PM	mobile
JM Admin	Staff	0.00000000	19-Apr-2017	Wed	No				
JM Admin	Staff	0.00000000	13-Apr-2017	Thu	No				
JM Admin	Staff	0.00000000	05-Apr-2017	Wed	No				
JM Admin	Staff	0.00000000	27-Apr-2017	Thu	No				

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➤ LEAVE MANAGEMENT

1. Click Resource Management > Leave Management

The screenshot shows the 'Leave Management' module within a larger 'Resource Management' system. The top navigation bar includes 'JM Admin' and a user icon. The main area displays a calendar for June 2017. A specific date, June 22nd, is highlighted with a yellow box containing the text 'JOHN DOE - Full Day'. The left sidebar features several icons: a person, a file, a dollar sign, a gear, a clipboard, and a magnifying glass.

The screenshot shows a leave application tracking interface. At the top is a calendar for January 2017, with the 28th highlighted in orange as 'Today'. Below the calendar is a navigation bar with tabs: Pending Approval Leave, Approved Leave, Rejected Leave, All Leave, and Final Approved Leave. The 'Pending Approval Leave' tab is selected. A 'Submit and Notify' button is on the left, and a search bar is on the right. The main area contains a table with columns: Action, Name, Leave_Type, Leave_Term, Start_Date, End_Date, No_of_Days, Reason, Application_Date, Project_Name, Approver, Leave_Status, Comment, Review_Date, and File. A message 'No data available in table' is displayed. At the bottom are 'Previous' and 'Next' buttons.

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Version 2.0.1

2. Click these columns to see the details

This screenshot shows a detailed view of a pending approval entry. The table columns are identical to the previous screenshot. A single row is visible, representing an annual leave application from 27-Jan-2017 to 28-Jan-2017 for 0.5 days, reason CNY, application date 2017-01-10, approver JM Admin, and leave status 'Pending Approval'. The 'Leave_Status' column is highlighted with a red box. The 'Leave_Status' dropdown menu is open, showing options: Pending Approval, 1st Level Approved, and 1st Level Rejected. The '1st Level Approved' option is selected.

- How to Approve Leave

1. Go to Leave_Status column

This screenshot shows the same leave application tracking interface as before, but now the 'Leave_Status' column is being interacted with. The second row's 'Leave_Status' cell is highlighted with a red box, indicating it is selected for modification. The dropdown menu is open, showing the three options: Pending Approval, 1st Level Approved, and 1st Level Rejected.

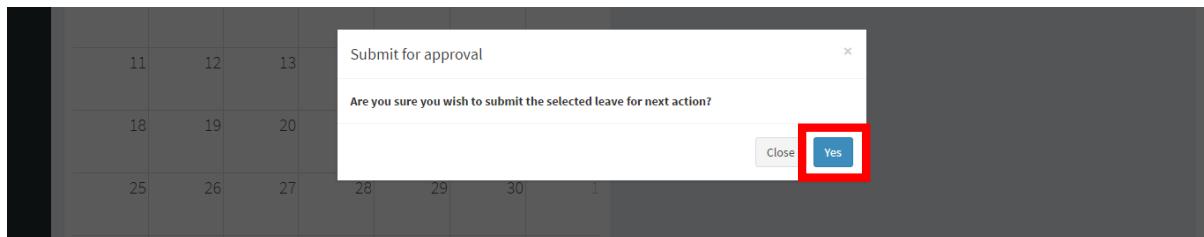
2. Click on it to change it to 1st Level Approved. (The numeric will change according to your level of approval)

This screenshot shows the leave application tracking interface after the leave status has been updated. The second row's 'Leave_Status' cell now displays '1st Level Approved' (with a numeric value of 1). The dropdown menu is still open, showing the three options: Pending Approval, 1st Level Approved, and 1st Level Rejected.

3. Tick on the row that leave status have been changed
4. Then, click **Submit and Notify**

Pending Approval Leave													Approved Leave	Rejected Leave	All Leave	Final Approved Leave
Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Rev			
<input checked="" type="checkbox"/> Redirect		Annual Leave	Half Day Afternoon	27-Jan-2017	28-Jan-2017	0.5	CNY	2017-01-10 11:22:46		JM Admin	1st Level Approved		2017-I			
<input type="checkbox"/> Redirect		Annual Leave	Half Day Morning	24-Mar-2017	24-Mar-2017	0.5	emergency	2017-03-21 09:51:41	MY_JM	JM Admin	Pending Approval		0000-I			

5. Click Yes



6. (The request will be proceeded to next approver. Similar steps applied for all the approval level and up to the final approver.)

- How to Reject Leave

1. Go to **Leave_Status** Column

Pending Approval Leave													Approved Leave	Rejected Leave	All Leave	Final Approved Leave
Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Rev			
<input checked="" type="checkbox"/> Redirect		Annual Leave	Half Day Afternoon	27-Jan-2017	28-Jan-2017	0.5	CNY	2017-01-10 11:22:46		JM Admin	1st Level Approved		2017-I			
<input type="checkbox"/> Redirect		Annual Leave	Half Day Morning	24-Mar-2017	24-Mar-2017	0.5	emergency	2017-03-21 09:51:41	MY_JM	JM Admin	Pending Approval		0000-I			

2. Change the status to rejected and **tick** on the row that leave status have been changed

Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Review
<input type="checkbox"/> Redirect		Annual Leave	Half Day Afternoon	27-Jan-2017	28-Jan-2017	0.5	CNY	2017-01-10 11:22:46		JM Admin	Pending Approval	1st Level Approved	2017-01-10 11:22:46
<input checked="" type="checkbox"/> Redirect		Annual Leave	Half Day Morning	24-Mar-2017	24-Mar-2017	0.5	emergency	2017-03-21 09:51:41	MY_JM	JM Admin	1st Level Rejected	Pending Approval	00:00:00

3. Click **Submit and Notify**

Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Review
<input type="checkbox"/> Redirect		Annual Leave	Half Day Afternoon	27-Jan-2017	28-Jan-2017	0.5	CNY	2017-01-10 11:22:46		JM Admin	1st Level Approved	2017-01-10 11:22:46	
<input checked="" type="checkbox"/> Redirect		Annual Leave	Half Day Morning	24-Mar-2017	24-Mar-2017	0.5	emergency	2017-03-21 09:51:41	MY_JM	JM Admin	1st Level Rejected	Pending Approval	2017-03-21 09:51:41

4. Click **Yes**



- How to Redirect Leave

1. **Tick** on the column of leave that you wish to redirect

Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Review
<input type="checkbox"/> Redirect	JOHN DOE	Full Day	Full Day	22-Jun-2017	22-Jun-2017	1	vila	2017-06-02 12:05:30	MY_Huawei_Celcom_Southern_Refarming	HUSNA BINTI MOHD YUSOF	Pending Approval	1st Level Approved	2017-06-02 12:05:30

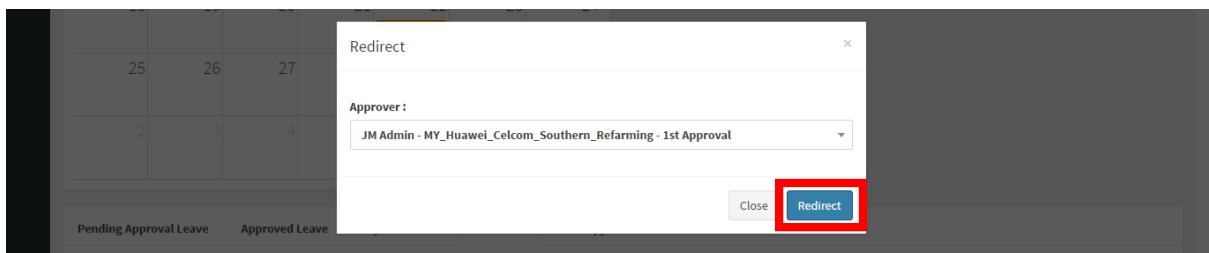
2. Click **Redirect** button

Action	Name	Leave_Type	Leave_Term	Start_Date	End_Date	No_of_Days	Reason	Application_Date	Project_Name	Approver	Leave_Status	Comment	Review
<input type="checkbox"/> Redirect	JOHN DOE	Full Day	Full Day	22-Jun-2017	22-Jun-2017	1	vila	2017-06-02 12:05:30	MY_Huawei_Celcom_Southern_Refarming	HUSNA BINTI MOHD YUSOF	Pending Approval	1st Level Approved	2017-06-02 12:05:30

3. Choose your approver



4. Click Redirect



➤ LEAVE SUMMARY

1. Click Resource Management > Leave Summary

The screenshot shows the 'Leave Summary' page under 'Resource Management'. At the top, there is a date range selector with '01-Jun-2017 - 30-Jun-2017' and a 'Refresh' button. Below this is a table with columns: No, Name, Annual Leave, Marriage Leave, Maternity Leave, Unpaid Leave, and Replacement Leave. A single row is shown for 'JOHN DOE' with values 0, 0, 0, 0, 0, and 0 respectively. The bottom of the page includes copyright information and a version number.

No	Name	Annual Leave	Marriage Leave	Maternity Leave	Unpaid Leave	Replacement Leave
1	JOHN DOE	0	0	0	0	0

1. To change date, click on the **date ranger column**.
2. Choose your date
3. Click **Apply** button > **Refresh** button

The screenshot shows the 'Leave Summary' page with a date range selector set to '01-Apr-2017 - 01-May-2017'. Below the date range are two buttons: 'Apply' (highlighted with a red box) and 'Refresh'. A calendar interface is displayed, showing the months of April and May 2017. The 'Apply' button is located at the bottom right of the calendar area. The rest of the page includes a summary table and navigation links.

Maternity Leave	Unpaid Leave	Replacement Leave
0	0	0

4. Click on the number to see the details

The screenshot shows the 'Leave Summary' page under 'Resource Management'. The URL is [Home > Management Tool > HR Management > Leave Summary](#). The main table shows leave types for user 'JM Admin': Annual Leave (1), Marriage Leave (0), Maternity Leave (0), Unpaid Leave (0), and Replacement Leave (0). A red box highlights the '1' in the 'Annual Leave' column for JM Admin. A tooltip window titled 'Name List' appears over the 'Annual Leave' cell, containing the following data:

Leave_Term	Start_Date	End_Date	No_of_Days	Reason
Full Day	13-Apr-2017	13-Apr-2017	1	

Buttons for 'Close' and 'Search' are visible at the bottom of the tooltip.

➤ TIMESHEET MANAGEMENT

1. Click Resource Management > Timesheet Management

The screenshot shows the 'Timesheet Management' page under 'Resource Management'. The URL is [Home > Management Tool > HR Management > Timesheet Management](#). The top navigation bar includes links for 'Pending Review Timesheet', 'Approved Timesheet', 'Rejected Timesheet', 'All Timesheet', and 'All Final Approved Timesheet'. The left sidebar has icons for Home, Management Tool, HR Management, Leave Summary, Timesheet Management, and User Management.

2. Filter the time sheet date from the Date Range Picker. Default view is set from 16th of current month to 15 of next month. Click **Refresh** button to retrieve timesheet on filtered date.

The screenshot shows the 'Timesheet Management' page under 'Resource Management'. A red box highlights the date range picker input field containing '16-May-2017 - 15-Jun-2017' and the green 'Refresh' button to its right. Below the input field are five tabs: 'Pending Review Timesheet' (selected), 'Approved Timesheet', 'Rejected Timesheet', 'All Timesheet', and 'All Final Approved Timesheet'. The left sidebar has icons for Home, Management Tool, HR Management, and Timesheet Management.

- How to Approve Timesheet

3. Click **Pending Review Timesheet** to view pending timesheet
 a) Click **Review** on the selected row

The screenshot shows the 'Pending Review Timesheet' list. A red box highlights the 'Review' button in the first column of the table. The table columns are 'Submitter' (JOHN DOE), 'Approver' (HUSNA BINTI MOHD YUSOF), and 'Status' (Pending Approval). At the bottom of the table, there are navigation buttons for 'Previous', a page number '1', and 'Next'.

b) Scroll down to view pending timesheet

Timesheet Detail

User Profile

Name : JM Admin
Position : Engineer
Home Base : Selangor
Scheme Name : Grade B

StaffId : admin
Name : JM Admin

Department :
Position : Engineer

Nationality : Malaysia
Home Base : Selangor

Joining Date : 11-Jan-2017
Scheme Name : Grade B

Timesheet Date : 16-May-2017 - 15-Jun-2017

Pending Approval : 1

Approved : 0

Rejected : 0

Total Allowance : RM0.00

Total Monetary Compensation : RM0.00

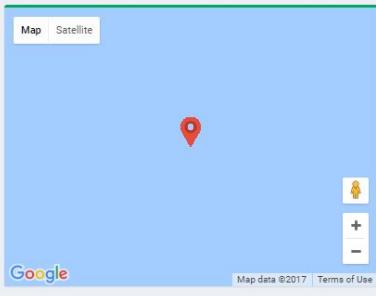
Total Allowance + Monetary Compensation : RM0.00

Total OT 1.5 : 0.00

Total OT 2.0 : 0.00

Total OT 3.0 : 0.00

Map
Satellite



Google
Map data ©2017
Terms of Use

16-May-2017 - 15-Jun-2017
Refresh

Submit and Notify
Approve
Approve with Special Attention
Reject
Redirect
Processed
Reset

Update Payment Month
Reset

Show 10 entries
Search:

	Status	Date	Day	Type	Time_In	Time_Out	State	Allowance	Monetary_Comp	OT_1.5	OT_2.0	OT_3.0	Leader/Member	Next_Person	Project_Name	Site_Name
<input checked="" type="checkbox"/>	Pending Approval	16-May-2017	Tue	On Duty	3:48 PM	3:53 PM		0.00	0.00	0.00	0.00	0.00	Member	Vila	MY_JM	JM

Previous
1
Next

Showing 1 to 1 of 1 entries

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 Version 2.0.1

c) Tick on the row that need to be approve

The screenshot shows a table with a single row of data. The first column contains a blue checkbox which is checked. The row details are: Status: Pending Approval; Date: 16-May-2017; Day: Tue; Type: On Duty; Time_In: 3:48 PM; Time_Out: 3:53 PM; State: ; Allowance: 0.00; Monetary_Comp: 0.00; OT_1.5: 0.00; OT_2.0: 0.00; OT_3.0: 0.00; Leader/Member: Member; Vila: ; Project_Name: MY_JM; Site_Name: JM.

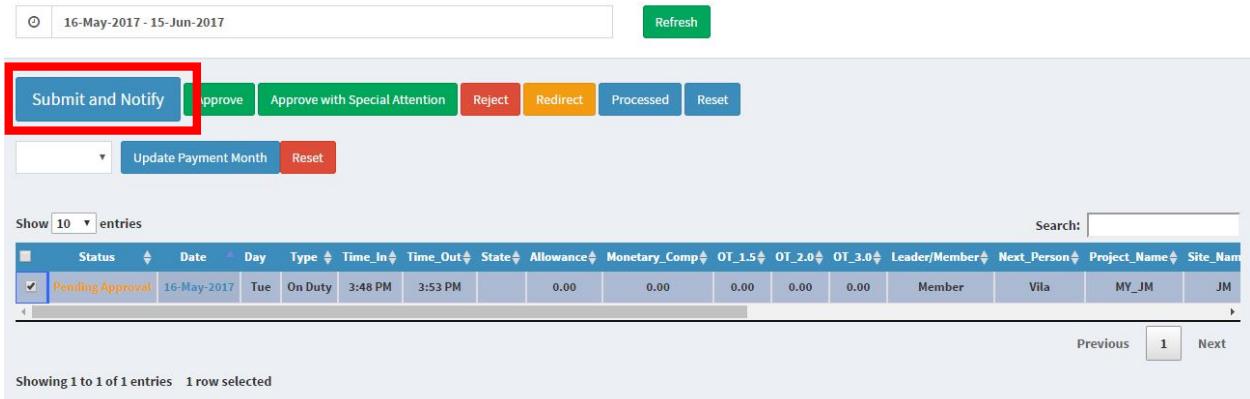
d) Click Approve button

The screenshot shows the same table as before, but the first column's checkbox is now unchecked. The row details remain the same: Status: Pending Approval; Date: 16-May-2017; Day: Tue; Type: On Duty; Time_In: 3:48 PM; Time_Out: 3:53 PM; State: ; Allowance: 0.00; Monetary_Comp: 0.00; OT_1.5: 0.00; OT_2.0: 0.00; OT_3.0: 0.00; Leader/Member: Member; Vila: ; Project_Name: MY_JM; Site_Name: JM.

e) Successful alert will have popped out

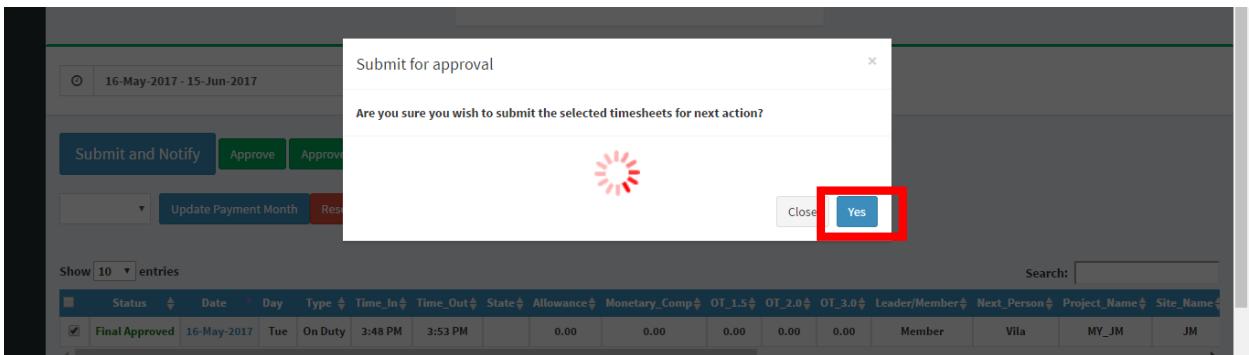
The screenshot shows a modal alert window titled "Alert!" with the message "Timesheet Approved!". The background table has a dark overlay. The table shows the same data as the previous screenshots. At the top of the table, there are two input fields: "Total OT 2.0:" with value 0.00 and "Total OT 3.0:" with value 0.00. The bottom of the table shows the status "Final Approved" for the row.

f) Then, click the **Submit** button



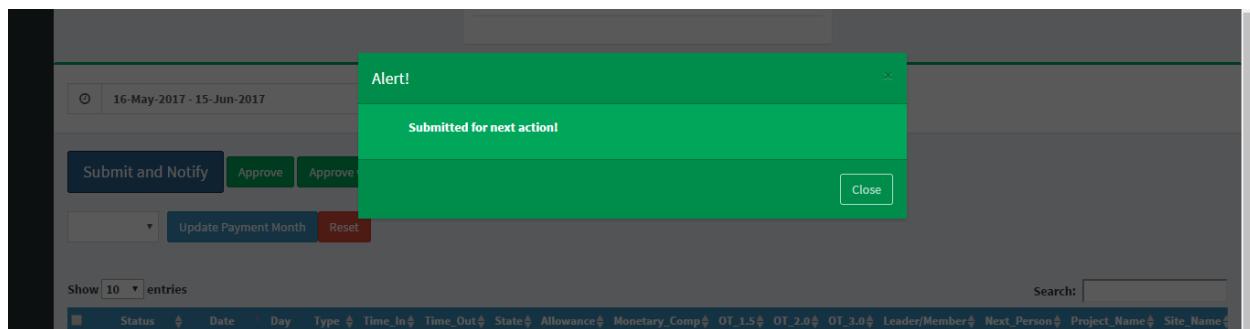
The screenshot shows a web-based application for managing timesheets. At the top, there is a date range selector from "16-May-2017 - 15-Jun-2017" and a "Refresh" button. Below the date range are several action buttons: "Submit and Notify" (highlighted with a red box), "Approve", "Approve with Special Attention", "Reject", "Redirect", "Processed", and "Reset". Underneath these buttons is a dropdown menu with "Update Payment Month" and "Reset" options. A search bar labeled "Search:" is also present. The main content area displays a table of timesheet entries. The first entry in the table has a checkbox checked and is labeled "Pending Approval". The table includes columns for Status, Date, Day, Type, Time_In, Time_Out, State, Allowance, Monetary_Comp, OT_1.5, OT_2.0, OT_3.0, Leader/Member, Next_Person, Project_Name, and Site_Name. At the bottom of the table, there are navigation links for "Previous", "1", and "Next". A message at the bottom of the page says "Showing 1 to 1 of 1 entries 1 row selected".

g) Click Yes



This screenshot shows a modal dialog box titled "Submit for approval". Inside the dialog, a question asks, "Are you sure you wish to submit the selected timesheets for next action?". Below the question is a loading icon. At the bottom right of the dialog is a blue "Yes" button, which is highlighted with a red box. In the background, the main application interface is visible, showing the same table of timesheets and the "Pending Approval" status for the first entry. The "Status" column for the first entry now shows "Final Approved".

h) Successful alert will have popped out



This screenshot shows a green success dialog box titled "Alert!". The message inside the box reads "Submitted for next action!". At the bottom right of the dialog is a "Close" button, which is highlighted with a red box. The background shows the same application interface as the previous screenshots, with the "Status" column for the first entry now showing "Final Approved".

- How to Reject Timesheet

- a) Tick on the row to be reject

This screenshot shows a timesheet approval interface. At the top, there are several buttons: 'Submit and Notify' (blue), 'Approve' (green), 'Approve with Special Attention' (green), 'Reject' (red, highlighted with a red box), 'Redirect' (orange), 'Processed' (blue), and 'Reset' (blue). Below these are 'Update Payment Month' and 'Reset' buttons. A search bar and a dropdown menu are also present. The main area is a table with columns: Status, Date, Day, Type, Time_In, Time_Out, State, Allowance, Monetary_Comp, OT_1.5, OT_2.0, OT_3.0, Leader/Member, Next_Person, Project_Name, and Site_Name. A single row is selected, indicated by a blue border and a checked checkbox in the first column. The row details are: Pending Approval, 16-May-2017, Tue, On Duty, 3:48 PM, 3:53 PM, , 0.00, 0.00, 0.00, 0.00, Member, Vila, MY_JM, JM. At the bottom, it says 'Showing 1 to 1 of 1 entries 1 row selected'.

- b) Click **Reject** button

This screenshot shows the same timesheet approval interface after the 'Reject' button was clicked. The 'Reject' button is now highlighted with a red box. The selected row's status has changed to 'Final Rejected'. All other elements remain the same as in the previous screenshot.

- c) The status will change to **Final Rejected**

This screenshot shows the final state of the timesheet approval process. The 'Reject' button is no longer highlighted. The selected row's status is now 'Final Rejected'. The rest of the interface is identical to the previous screenshots.

d) Tick the checkbox and click **Submit** button

The screenshot shows a web-based application for managing timesheets. At the top, there is a navigation bar with several buttons: 'Submit and Notify' (highlighted with a red box), 'Approve', 'Approve with Special Attention', 'Reject', 'Redirect', 'Processed', and 'Reset'. Below the navigation bar is a search bar with dropdown menus for 'Show' (set to '10') and 'entries', and a 'Search:' input field. A table below the search bar displays timesheet data for a specific date range (16-May-2017 - 15-Jun-2017). The table columns include: Status, Date, Day, Type, Time_In, Time_Out, State, Allowance, Monetary_Comp, OT_1.5, OT_2.0, OT_3.0, Leader/Member, Next_Person, Project_Name, and Site_Name. One row in the table is highlighted with a blue background and has a checked checkbox in the first column. At the bottom of the page, there is a copyright notice 'Copyright © 2014-2016 TrackerOnTheGo. All rights reserved.' and a version number 'Version 2.0.1'.

e) Click **Yes** button

This screenshot shows a modal dialog box titled 'Submit for approval' centered over the main application window. The dialog contains the text 'Are you sure you wish to submit the selected timesheets for next action?' and two buttons: 'Close' and 'Yes' (highlighted with a red box). The background of the main application shows the same timesheet data as the previous screenshot, with the 'Final Rejected' row selected. The bottom of the screen includes the standard footer information: 'Copyright © 2014-2016 TrackerOnTheGo. All rights reserved.' and 'Version 2.0.1'.

- How to Redirect Timesheet

a) Tick on the row you wish to redirect

The screenshot shows the same web-based application interface as the previous ones. The 'Redirect' button in the top navigation bar is highlighted with a red box. The table below shows the same data as before, with the 'Final Rejected' row selected and its checkbox checked (highlighted with a red box). The bottom of the page includes the standard footer information: 'Copyright © 2014-2016 TrackerOnTheGo. All rights reserved.' and 'Version 2.0.1'.

b) Click **Redirect** button

The screenshot shows a web-based application interface. At the top, there is a date range selector from "16-May-2017 - 15-Jun-2017" and a "Refresh" button. Below the date range are several buttons: "Submit and Notify" (blue), "Approve" (green), "Approve with Special Attention" (light green), "Reject" (red), "Redirect" (yellow, highlighted with a red box), "Processed" (light blue), and "Reset" (light blue). A dropdown menu labeled "Update Payment Month" is open, showing options like "May" and "June". Below these buttons is a search bar with placeholder text "Search: []". Underneath the buttons is a table header with columns: Status, Date, Day, Type, Time_In, Time_Out, State, Allowance, Monetary_Comp, OT_1.5, OT_2.0, OT_3.0, Leader/Member, Next_Person, Project_Name, Site_Name. A single row of data is shown, with the "Status" column containing "Final Rejected". At the bottom of the page, there is a copyright notice "Copyright © 2014-2016 TrackerOnTheGo. All rights reserved." and a version number "Version 2.0.1".

c) Choose another approver to be redirect

This screenshot shows the same application interface as above, but with a modal dialog box titled "Redirect" overlaid. The dialog has a dropdown menu labeled "Approver:" which contains the option "JM Admin", which is also highlighted with a red box. Below the dropdown are "Close" and "Redirect" buttons. The background of the application shows the same table with one entry: "Final Rejected" for the date range "16-May-2017 - 15-Jun-2017".

d) Click **Redirect** button

(The request will go to other approver and you are not able to see the request anymore)

This screenshot shows the application interface again with the "Redirect" dialog still open. The "Redirect" button in the dialog is now highlighted with a red box. The background table remains the same, showing the single "Final Rejected" entry.

4. **Approved Timesheet** tab is to view those timesheet that been approve

The screenshot shows the JM Admin interface for Timesheet Management. At the top, there's a navigation bar with icons for Home, Management Tool, HR Management, and Timesheet Management. Below the navigation is a date range selector from 16-May-2017 to 15-Jun-2017 and a Refresh button. A horizontal menu bar contains five tabs: Pending Review Timesheet, Approved Timesheet (which is highlighted with a red box), Rejected Timesheet, All Timesheet, and All Final Approved Timesheet.

5. **Rejected Timesheet** is to view those timesheet that been rejected

This screenshot is similar to the previous one, but the Rejected Timesheet tab is highlighted with a red box. The rest of the interface elements are identical, including the date range, refresh button, and other tabs.

6. **All Timesheet** tab is to view all type of timesheet either: approved or rejected

In this screenshot, the All Timesheet tab is highlighted with a red box. The other tabs (Pending Review, Approved, Rejected) are visible but not selected.

7. **All Final Approved Timesheet** tab is to view the timesheet that been already approved by the final approver

The final screenshot shows the All Final Approved Timesheet tab highlighted with a red box. The Pending Review, Approved, and Rejected tabs are also present but not selected.

➤ TIMESHEET SUMMARY

1. Click Resource Management > Timesheet Summary

Timesheet Summary Timesheet Details

Home > Management Tool > HR Management > Timesheet Summary

16-May-2017 - 15-Jun-2017 Refresh

All	Pending Submission	Incomplete Submission	Total Allowance						
Number of days : 31 Days [16-May-2017 to 15-Jun-2017]									
Show 10 entries	Search:								
StaffId	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby
david.lim@	DAVID LIM	0	0	0	0	0	0	0	0
sakinah@ja	SAKINAH BINTI ABDUL RAHIM	0	0	0	0	0	0	0	0
shhau@soft	TEST CONTRACTOR	0	0	0	0	0	0	0	0
john@jmclicks.com	JOHN DOE	2	0	0	0	1	0	0	1

Showing 1 to 4 of 4 entries

2. Filter the time sheet date from the Date Range Picker. Default view is set from 16th of current month to 15 of next month. Click Refresh button to retrieve timesheet on filtered date.

Timesheet Summary Timesheet Details

Home > Management Tool > HR Management > Timesheet Summary

16-May-2017 - 15-Jun-2017 Refresh

All	Pending Submission	Incomplete Submission	Total Allowance						
Number of days : 31 Days [16-May-2017 to 15-Jun-2017]									
Show 10 entries	Search:								
StaffId	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby
david.lim@	DAVID LIM	0	0	0	0	0	0	0	0
sakinah@ja	SAKINAH BINTI ABDUL RAHIM	0	0	0	0	0	0	0	0
shhau@soft	TEST CONTRACTOR	0	0	0	0	0	0	0	0
john@jmclicks.com	JOHN DOE	2	0	0	0	1	0	0	1

Showing 1 to 4 of 4 entries

3. All tab will be showing overall summary

All Pending Submission Incomplete Submission Total Allowance

Number of days : 31 Days [16-May-2017 to 15-Jun-2017]

Show 10 entries Search:

StaffId	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby
david.lim@	DAVID LIM	0	0	0	0	0	0	0	0
sakinah@ja	SAKINAH BINTI ABDUL RAHIM	0	0	0	0	0	0	0	0
shhau@soft	TEST CONTRACTOR	0	0	0	0	0	0	0	0
john@jmclicks.com	JOHN DOE	2	0	0	0	1	0	0	1

Previous 1 Next

Showing 1 to 4 of 4 entries

4. Pending submission will be showing summary for the count of pending summary

All Pending Submission Incomplete Submission Total Allowance

Number of days : 31 Days [16-May-2017 to 15-Jun-2017]

Notify Show 10 entries Search:

StaffId	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby
<input type="checkbox"/> david.lim@	DAVID LIM	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> sakinah@ja	SAKINAH BINTI ABDUL RAHIM	0	0	0	0	0	0	0	0
<input type="checkbox"/> shhau@soft	TEST CONTRACTOR	0	0	0	0	0	0	0	0

Previous 1 Next

Showing 1 to 3 of 3 entries

5. Incomplete Submission will be showing summary for the count of incomplete summary

All Pending Submission Incomplete Submission Total Allowance

Number of days : 31 Days [16-May-2017 to 15-Jun-2017]

Notify Show 10 entries Search:

StaffId	Name	Total_Submitted	Total_Pending_Approval	Total_Approved	Total_Rejected	Total_On_Duty	Total_On_Leave	Total_Weekend	Total_Standby
<input type="checkbox"/> john@jmclicks.com	JOHN DOE	2	0	0	0	1	0	0	1

Previous 1 Next

Showing 1 to 1 of 1 entries

6. Total allowance will be showing for summary of the total allowance

All	Pending Submission	Incomplete Submission	Total Allowance
Number of days : 31 Days [16-May-2017 to 15-Jun-2017]			
Show 10 entries			
StaffId	Name	Total Allowance	
husna@	HUSNA BINTI MOHD YUSOF	0.00	
john@jmclicks.com	JOHN DOE	0.00	

Showing 1 to 2 of 2 entries

➤ CLAIM & TIMESHEET SUMMARY

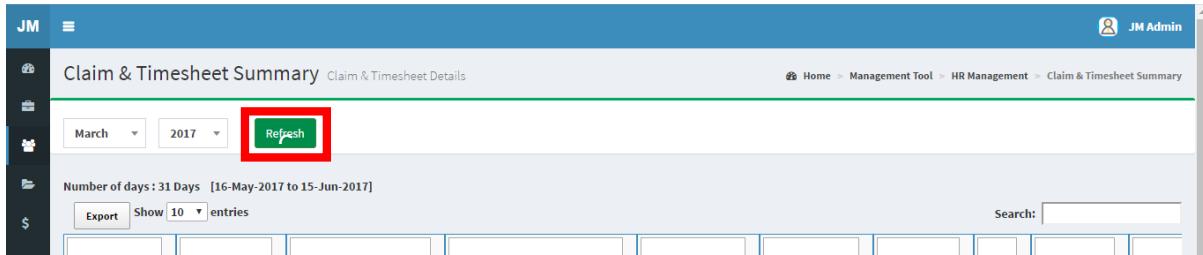
1. Click Resource Management > Claim & Timesheet Summary

Claim & Timesheet Summary										
Claim & Timesheet Details										
Home > Management Tool > HR Management > Claim & Timesheet Summary										
Number of days : 31 Days [16-May-2017 to 15-Jun-2017]										
Claim Submitted Date	StaffId	Name	Claim_Sheet_Name	Position	Claim Submitted	Claim Status	Claim Process Status	Claim Remarks Status	Timesheet Submitted	
2017-06-02 15:27:51	admin	JM Admin	JM Admin-Jun-2017 Claim	Engineer	Yes	Pending Approval			Add Remark	No Times
	david.lim@	DAVID LIM		Manager	No Claim				Add Remark	No Times
	sakinah@ja	SAKINAH BINTI ABDUL RAHIM		Engineer	No Claim				Add Remark	No Times
	shhau@soft	TEST CONTRACTOR			No Claim				Add Remark	No Times
0000-00-00 00:00:00	john@jmclicks.com	JOHN DOE	john@jmclicks.com-Jun-2017 Claim		Pending Submission				Add Remark	Yes

2. Change Month to see summary from different month

Claim & Timesheet Summary										
Claim & Timesheet Details										
Home > Management Tool > HR Management > Claim & Timesheet Summary										
Number of days : 31 Days [16-May-2017 to 15-Jun-2017]										
Claim Submitted Date	StaffId	Name	Claim_Sheet_Name	Position	Claim Submitted	Claim Status	Claim Process Status	Claim Remarks Status	Timesheet Submitted	
2017-06-02 15:27:51	admin	JM Admin	JM Admin-Jun-2017 Claim	Engineer	Yes	Pending Approval			Add Remark	No Times

3. Click Refresh

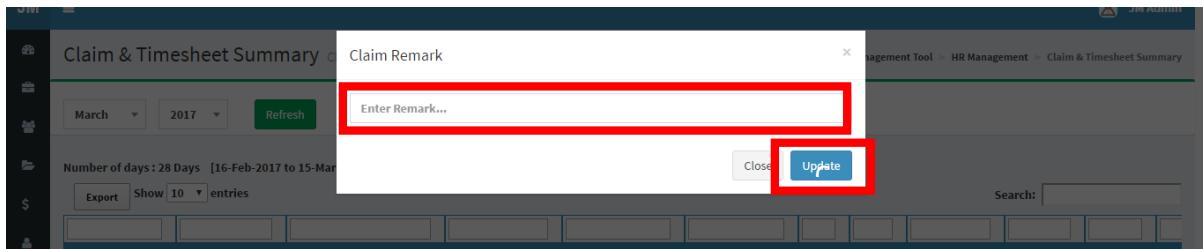


- How to add Remark

1. Click on Add Remark button of any column you desired

Claim Submitted Date	StaffId	Name	Claim_Sheet_Name	Position	Claim Status	Claim Process Status	Claim Remarks	Timesheet Submitted	Timesheet Status	Time Process Status
0000-00-00 00:00:00	admin	JM Admin	Mar-2017-W10 Claim	Engineer	Pending Submission		Add Remark	No Timesheet		

2. Enter your remark and click Update



➤ USER PROFILE

1. Click Resource Management > User Profile

No	Image	Status	Staff_ID	Name	Nick_Name	User_Type	Company_Email	Personal_Email	Contact
1		Pending Account Detail Approval	admin	JM Admin		Staff		no-reply@jmclicks.com	
2		New Registered Account	david.lim@	DAVID LIM		Staff	david.lim@jalur-milenum.com		019381
3		Pending Account Detail Approval	sakinah@ja	SAKINAH BINTI ABDUL RAHIM		Staff	sakinah@jalur-milenum.com		019391

- How Approve Profile Update, Reject Profile Update or edit user account detail

1. Click Edit on profile that you want to approve or edit

No	Image	Status	Staff_ID	Name	Nick_Name	User_Type	Company_Email	Personal_Email	Contact
1		Pending Account Detail Approval	admin	JM Admin		Staff		no-reply@jmclicks.com	
2		New Registered Account	david.lim@	DAVID LIM		Staff	david.lim@jalur-milenum.com		019381

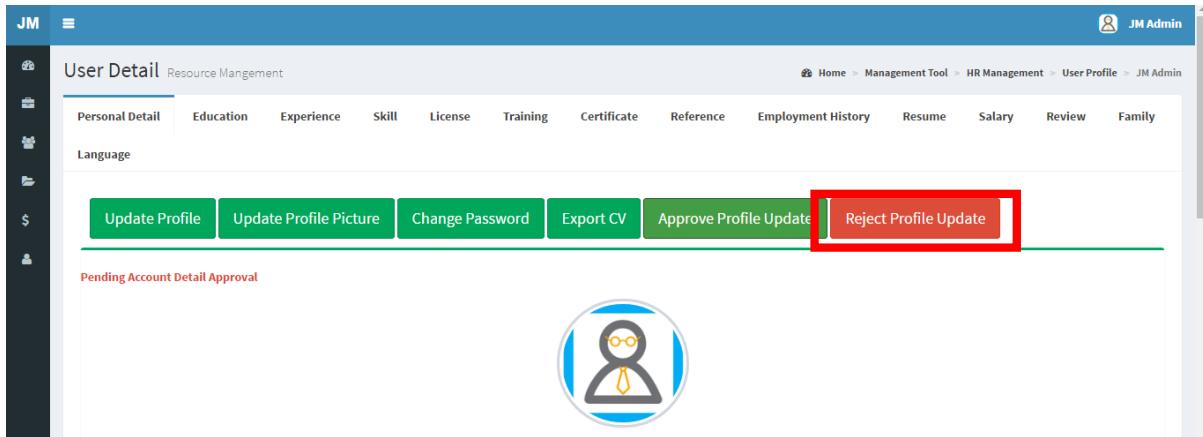
2. Click Approve Profile Update

The screenshot shows the 'User Detail' page under 'Resource Management'. The top navigation bar includes 'Home', 'Management Tool', 'HR Management', 'User Profile', and 'JM Admin'. Below the navigation, there are tabs for 'Personal Detail', 'Education', 'Experience', 'Skill', 'License', 'Training', 'Certificate', 'Reference', 'Employment History', 'Resume', 'Salary', 'Review', and 'Family'. A 'Language' section is also present. At the bottom of the page, there are several buttons: 'Update Profile' (green), 'Update Profile Picture', 'Change Password', 'Export CV', 'Approve Profile Update' (highlighted with a red box), and 'Reject Profile Update' (red). A message 'Pending Account Detail Approval' is displayed above a placeholder user icon. Form fields for 'Staff ID' (admin), 'Name' (JM Admin), 'User Type' (Staff), 'Nick Name', 'Company Email', 'Contact No 1', and 'Contact No 2' are shown.

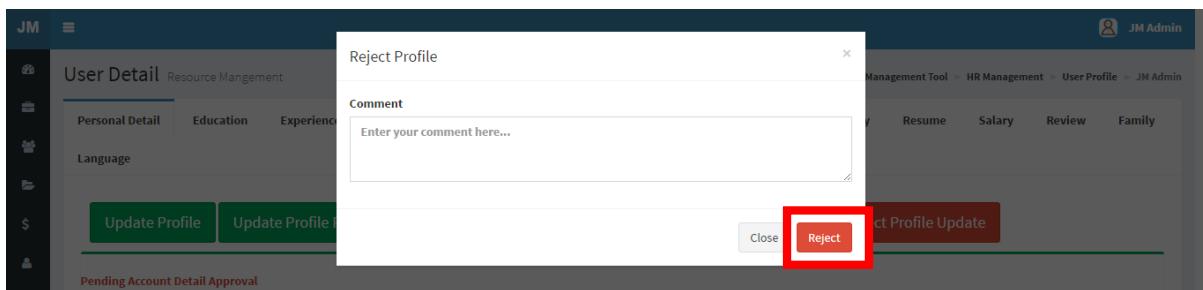
3. Click Approve

The screenshot shows a modal dialog box titled 'Approve Profile' with the question 'Are you sure you wish to approve this profile update?'. The 'Approve' button is highlighted with a red box. The background of the main page is dimmed. The 'User Detail' page structure is visible, including the top navigation, tabs, and form fields for staff details.

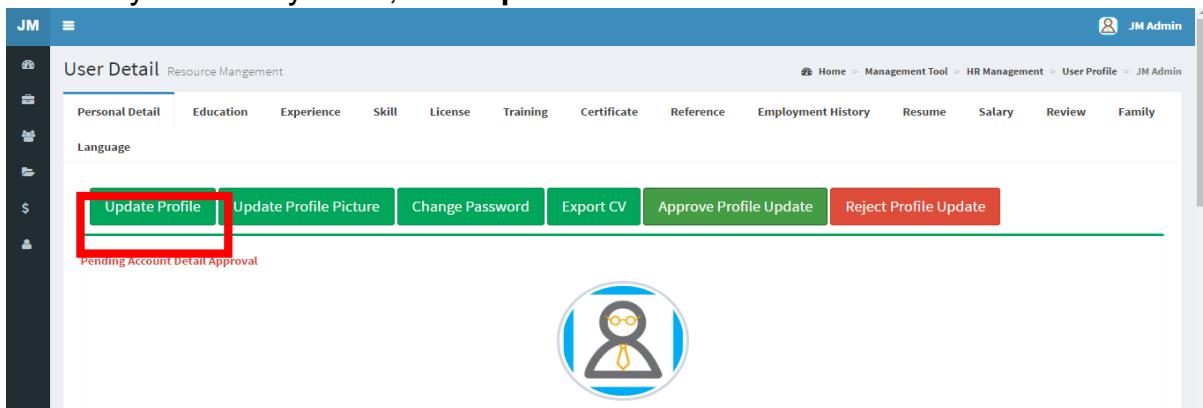
4. To Reject Profile Update, click **Reject Profile Update**



5. Write your **comment and click **Reject** button**



6. If you add any detail, click **Update Profile to save**



7. Click **Update**

