

User Manual



Take your leave

**Online leave management
system**

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1. What is “take your leave”?

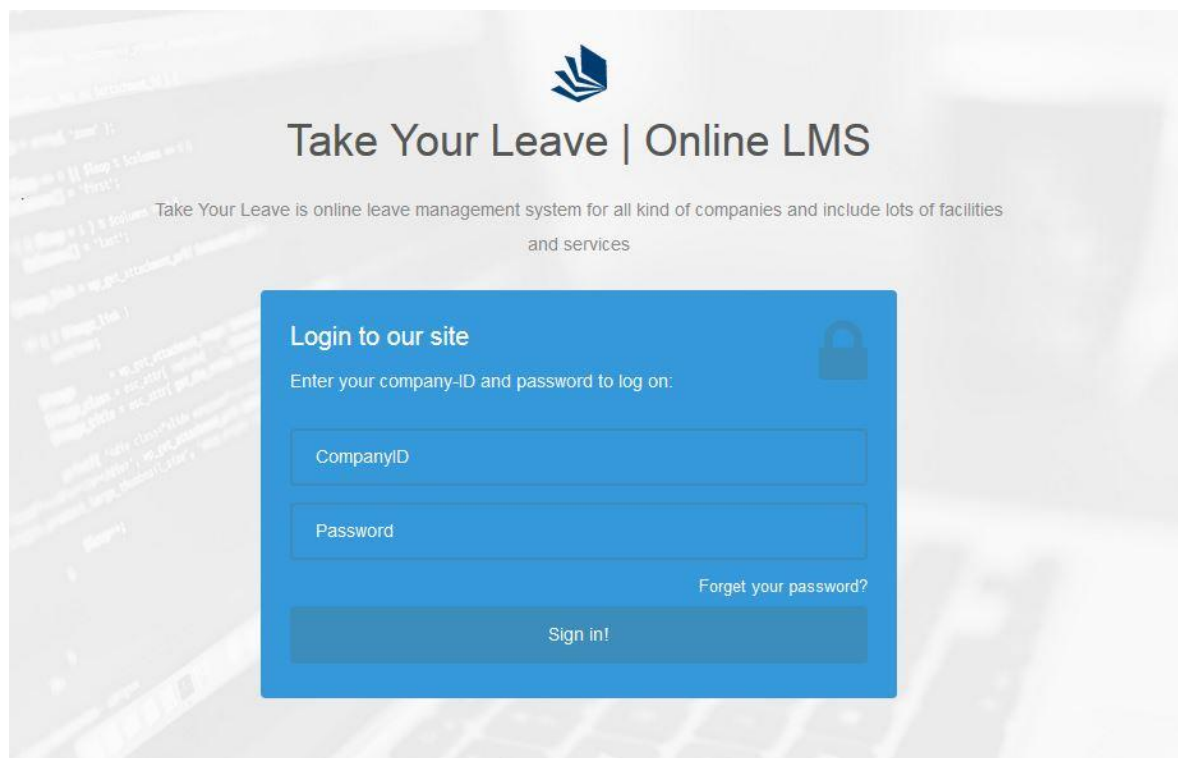
This is a web based Leave management system, it can combine employees, executive levels as well as company management in one place to apply leaves, grant leaves, check current situation of each one's availability for a leave as well as upload medical reports in case of sick leaves.

“**TAKE YOUR LEAVE**” lets you

- Apply leaves
- Figure out leave availability
- Notice the status of leave applications (approved/rejected/pending)
- Cancel their leave requests and recall the requests which are rejected
- Generate emails and SMS automatically to notify users
- Give access to the authorized people to approve or reject leaves
- Send leave requests through two supervisors to be approved
- Filter out leave details
- Roster management system

2. System Login

This shows the login interface of “Take Your Leave”. You can login to the system through username given by the admin and your password.



2. Navigation Bar

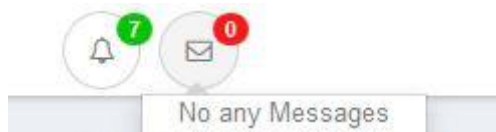


This consists with two notifications in two ways

1. Get notification about leave status. Whether the leave is approved or pending



2. Messages -This shows a message notification when message has come. If not it displays a message saying that no messages are here



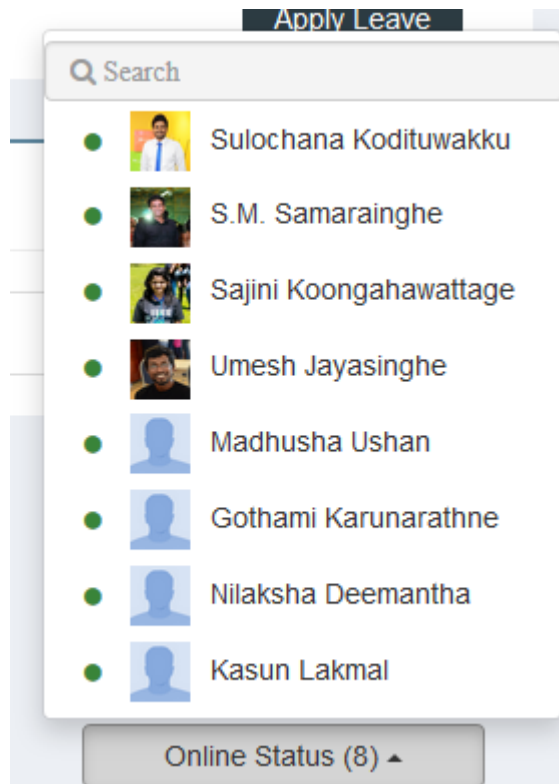
2. Logout tag – This tag provides two features

- Logout
- Edit profile



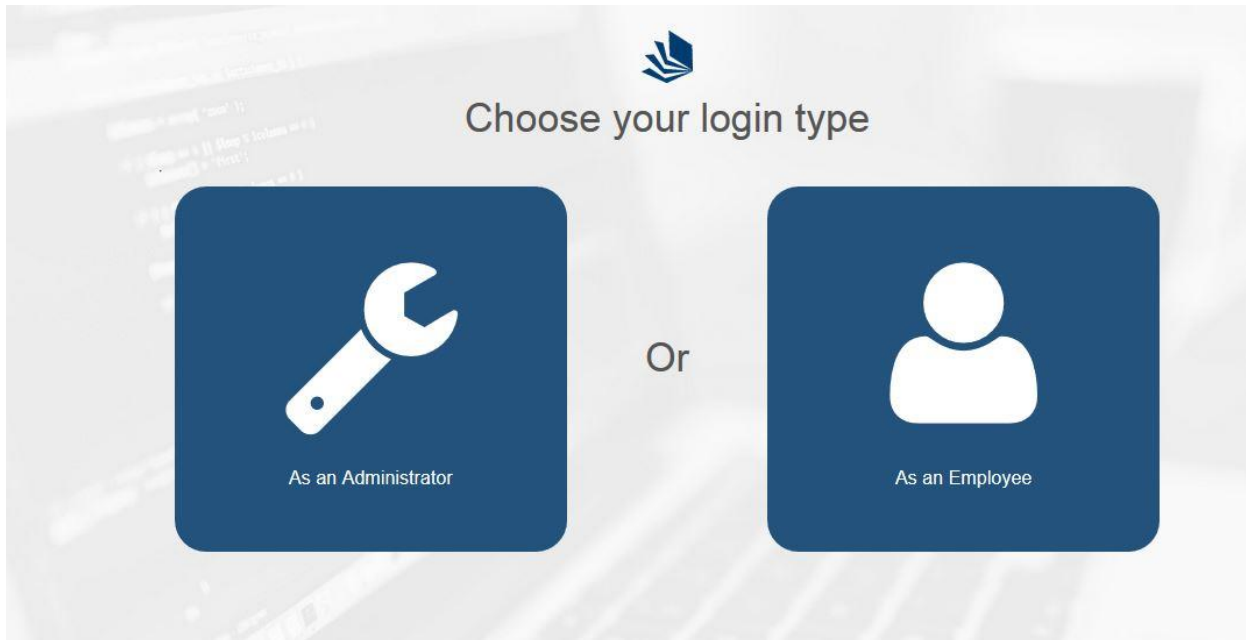
3. Online Status

Here all the present employees on day are display online. Employees can communicate with each other through this interface.

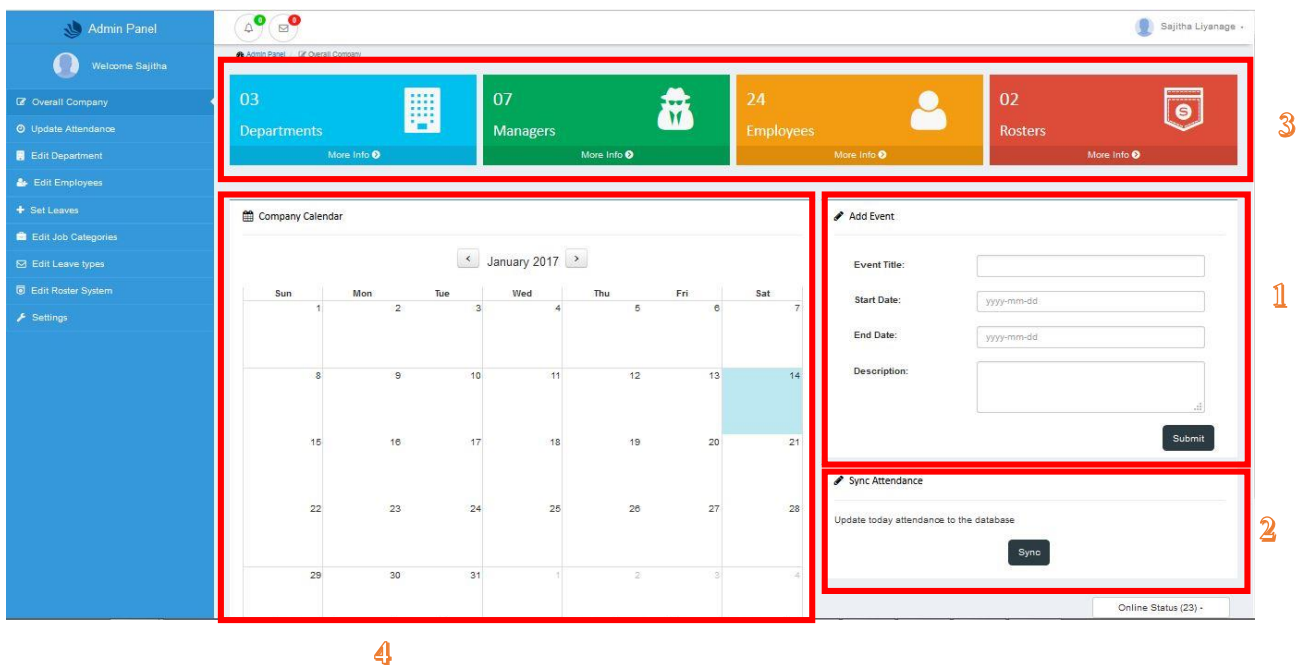


4. Admin Panel

System admin can log in to the system through this interface. He can log as an admin and also as a normal employee.



Overall company



1 Add Events

By the “Add events” section it have given following sections

By the section “Add event” system admin can add events to the company calendar

2 Sync attendance

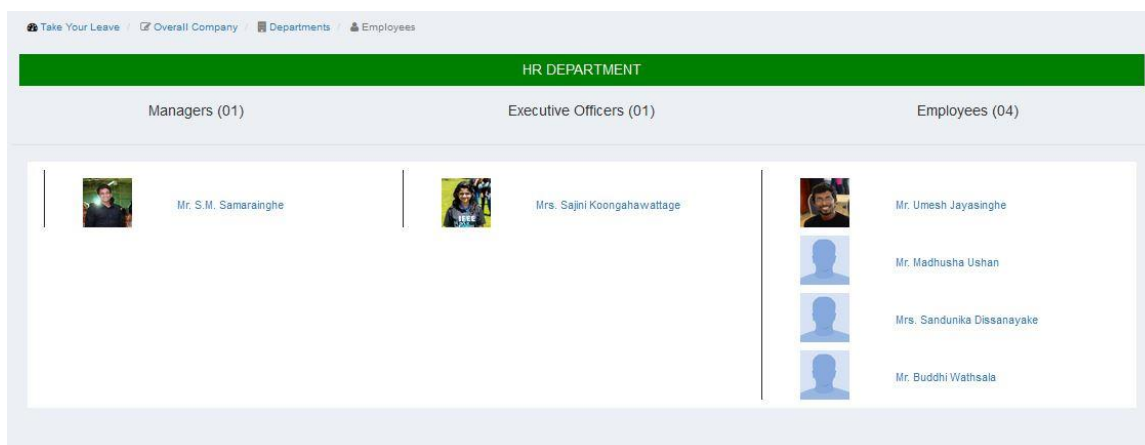
By “sync Attendance section” system admin can update and send details to the database. By this daily attendance records can be send to the database.



Admin can view detailed view in separate sections. [More Info](#) Button we can see more details relevant to each section.



By [View Employees](#) button admin can see following details.



3 Calendar

This shows the company calendar. Yearly events in the company can be added to this by the admin

4 Attendance

By update attendance section admin can update daily attendance of the company. For this he can use the “sync” button at the right end corner.

Today Attendance						Sync
Date	Employee Id	In Time	Out Time	Work Time	Over Time	
Tr002	42506	8	5.00	8.00	0.00	
Tr003	42507	8.3	5.00	7.30	0.00	
Tr004	42508	8.4	5.00	7.20	0.00	
Tr005	42509	8.1	5.00	7.50	0.00	
Tr006	42510	8	5.00	8.00	0.00	
Tr007	42511	8.2	5.00	7.40	0.00	
Tr010	42508	8.4	5.00	7.20	0.00	
Tr011	42509	8.1	5.00	7.50	0.00	
Tr012	42510	8	5.00	8.00	0.00	
Tr013	42511	8.2	5.00	7.40	0.00	

Edit department

1

Admin Panel / Edit Departments

Current Departments

HR Department

More Info

Finance Department

More Info

IT Department

More Info

Server Department

More Info

Server Room Department

More Info

2

+ Add New Department

Department Name :

Department Color :

Roster Status :

No

Submit

3

Pending Requests

HR Department

Approved

Finance Department

Approved

IT Department

Approved

Server Department

Approved

Security Department

Rejected

Server Room Department

Approved

1 Current departments

This shows current departments in the company

2 Add new Department

By this section admin can add new departments to the company. Here following sections have to set at every department creating time.

- Department color
- Department Name
- Roster status

3 Pending Requests

This section shows the departments created by the admin. This shows two sections approved and rejected by the director.

Edit employee

The screenshot displays the Admin Panel interface. On the left, the 'Count of Employees' section (labeled 1) shows a table of departments with their respective employee counts:

Department	Count
HR Department	25
Finance Department	24
IT Department	24
Server Department	24
Server Room Department	23

On the right, the 'Add New Employee' section (labeled 2) contains a form with the following fields:

- Employee Department : HR Department
- Employee Role : Director
- Job Category : Software Engineer
- Job Level : Permanent
- Company ID : Tryonics-01
- Employee Name :
- Employee NIC : xxxxxxxxx/V
- Employee Gender : Male
- Employee Email :
- Set Password : 123
- Employee Telephone :

A 'Submit' button is located at the bottom right of the form.

1 Count of employees

This section shows how many employees have allocated to each department. By clicking see all employees section admin can see more details about the employee in the system as below.

2 Add new employee

By this form system admin can add new employee to the system. This needs to fill details associated with the employee.

Set leave

The screenshot displays the 'Set Leaves' section of an admin panel. On the left is a blue sidebar with navigation links: Admin Panel, Welcome Sajitha, Overall Company, Update Attendance, Edit Department, Edit Employees, Set Leaves (highlighted), Edit Job Categories, Edit Leave types, Edit Roster System, and Settings. The main content area has a top bar with 'Admin Panel' and 'Set Leaves' breadcrumbs. Below this are three sections: 1. 'Show Leave Count' (highlighted with a red box and callout 1) containing dropdowns for 'Software Engineer' and 'permanent', and a 'Get Details' button. 2. 'Delete Leave Count' (highlighted with a red box and callout 2) containing the same dropdowns and a 'Delete Selects' button. 3. 'Set Leaves for Job Categories' (highlighted with a red box and callout 3) containing dropdowns for 'Job Category' and 'Job Level', and input fields for 'Annual Leave', 'Casual Leave', 'Medical Leave', and 'Short Leaves', with a 'Submit' button at the bottom right.

1 Show leave count

Here admin can set the post of the employee. Admin can set post with detail permanent, probation, and trainee. By the get details button can see the leave names and leave count separately.

2 Delete leave count

Leave counts can be deleted using this section.

3 Set leave count for job categories

By this section admin can set leave count for different roles. Job categories and job levels can be select from the drop down list.

Edit job categories

The screenshot displays the 'Admin Panel' interface for 'Sajitha Liyanage'. The left sidebar contains navigation links: Overall Company, Update Attendance, Edit Department, Edit Employees, Set Leaves, Edit Job Categories (highlighted), Edit Leave types, Edit Roster System, and Settings. The main content area is divided into several sections:

- Added Job Categories (1):** A table listing job categories: Software Engineer, Web Developer, Graphic Designer, and Sales Manager. Each entry has a 'Delete X' button at the end.
- Added Job Levels (2):** A table listing job levels: Permanent, Probation, and Trainee. Each entry has a 'Delete X' button at the end.
- Add New Job Category (3):** A form with a 'Job Category' dropdown and a 'Submit' button.
- Add New Job Level (4):** A form with a 'Job Level' dropdown (with a hint 'all in simple letters') and a 'Submit' button.
- Pending Requests (5):** A table showing leave requests for various job categories with 'Approved' or 'Rejected' status and a checkmark or cross icon.

1 Added job categories

- Added job categories are shown here. These job categories can be deleted by the delete button at the each end of the job category

2 Added job levels are shown here

- By this previously added job levels can be deleted by the delete button at the end.

3 Add new job category

- New job categories can be added to the system

4 Add new job level

- New job levels can be added to the system through this

5 Pending requests

- This shows the leave requests that had been sent to the Director to approve. Buttons at the end shows whether the relevant job category is approved or rejected.

Edit leave types

1 Added leave types

Leave types are shown here. Total number of leave types are shown. Added leave types can be deleted by the button at the button.

2 Add new Leave Type

Leave Type and renew period can be set by this section

3 Pending requests

This section shows that the status of the leave. Whether the leave is approved or waiting for approve.

Edit Roster system

This has two sections as “Manage roster” and “Adding roster”

1. Manage Roster
2. Adding Roster

Manage Roster

The screenshot shows the 'Manage Roster' interface. On the left is a blue sidebar with the 'Admin Panel' header and a 'Welcome Sajitha' message. Below this are menu items: 'Overall Company', 'Update Attendance', 'Edit Department', 'Edit Employees', 'Set Leaves', 'Edit Job Categories', 'Edit Leave types', 'Edit Roster System', and 'Settings'. The main content area has a top bar with 'Admin Panel' and 'Edit Roster System' tabs. Below this are three sections: 1. 'Count of Employees' (labeled 1) with a list of departments: 'Server Department' and 'Server Room Department'. 2. 'Show Groups' (labeled 2) with a 'Select Department' dropdown menu and a 'Select any Department' button. 3. 'Show Shifts' (labeled 3) with a table of shift sessions. 4. 'Add New Employee' (labeled 4) with a form for adding a new employee, including fields for Department, Role, Category, Level, ID, Name, NIC, Gender, Email, Password, and Telephone. The 'Add New Employee' section has a 'Submit' button at the bottom right.

Shift Name	Start Time	End Time
Morning Session	07.00	12.00
Afternoon Session	12.00	19.00
Night Session	19.00	7.00

1 Count of employees

Number of employees in each department can be shown here.

2 Show groups

This show groups in the roster system and allocated number of employees to each department. You can select the department by drop down menu. Then you can see the number of employee with the group name.

3 Show Shifts

This shows shift sessions in the system with start time and end time.

4 Adding new employee

New employee can be added to the roster system by this form

2. Adding Roster

The screenshot shows the Admin Panel interface. On the left is a blue sidebar with navigation links: Admin Panel, Welcome Sajitha, Overall Company, Update Attendance, Edit Department, Edit Employees, Set Leaves, Edit Job Categories, Edit Leave types, Edit Roster System, and Settings. The main content area has a header with 'Admin Panel' and 'Edit Roster System'. Below the header, there are two forms. The first form, labeled '1', is titled 'Add New Group' and contains fields for 'Department' (a dropdown menu with 'Server Department' selected) and 'Group Name' (a text input field), with a 'Submit' button. The second form, labeled '2', is titled 'Add New Shift' and contains fields for 'Shift Name' (a text input field), 'Start Time' (a dropdown menu with '07:00 in 24h' selected), and 'End Time' (a dropdown menu with '20:00 in 24h'), with a 'Submit' button. Above the 'Add New Shift' form, there are tabs for 'Manage Roster' and 'Adding Roster'.

- 1 Add new group
New groups can be added to the system department wise.

- 2 Add new shift
New shifts can be added to the system through with the start time and end time.

Settings

- System admin can transfer details get from the system to the salary department for their use.

The screenshot shows a modal dialog box titled 'Send Leave Count Report'. It contains a confirmation message: 'Are you sure you want to do this action ?'. Below this, there are two input fields: 'Receiver Email:' and 'Leave Report:'. The 'Leave Report:' field contains the text 'Employee_Leave_Details.pdf'. At the bottom right of the dialog, there are two buttons: 'Send Email' (a green button) and 'Close' (a white button with a grey border).

- In this window leave counts can be reset by clicking on the “Reset” button. By clicking this leave can be reset after a year.

The screenshot shows the Admin Panel interface. On the left is a blue sidebar with the 'Admin Panel' header and a 'Welcome Sajitha' message. Below this are menu items: Overall Company, Update Attendance, Edit Department, Edit Employees, Set Leaves, Edit Job Categories, Edit Leave types, Edit Roster System, and Settings. The main content area has a top bar with a user profile 'Sajitha Liyanage' and notification icons. Below this is a 'Transfer Leaves' section with the text 'Transfer leave counts to Salary Department (via Email)' and three buttons: 'Preview' (orange), 'Download' (red), and 'Send Report' (green). The next section is 'Reset Leave Counts' with the text 'In this section can reset all the employee leave counts (For the New Year)' and a 'Reset Leave Count' button (blue).

5. Employee Interface

The screenshot shows the Employee Interface. On the left is a blue sidebar with the 'Take Your Leave' header and a 'Welcome Employee' message. Below this are menu items: Apply Leave, Leave Status, My Attendance, Medical Upload Center, Generate Reports, My Calendar, Chat Box, and My Profile. The main content area has a top bar with a user profile 'Umesh Jayasinghe' and notification icons. Below this is a 'Remaining Leaves' section with a table showing leave types and remaining counts: Annual Leave (25 remaining / 42), Casual Leave (01 remaining / 25), Medical Leave (08 remaining / 12), and Short Leaves (05 remaining / 05). Below this is an 'Overall Calendar' section showing a calendar for January 2017. The calendar has columns for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. The dates 1 through 31 are shown, with some dates highlighted in blue (12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22). Below the calendar is a 'Leave Application' section with a form containing fields for Leave Type (dropdown), Priority Type (dropdown), Starting Date (text), End Date (text), Day Count (text), and Reason (text). There is an 'Apply Leave' button (blue) at the bottom of the form. Below the form is a 'Past Leave Notifications' section showing a list of leave notifications with their status (Approved) and a checkmark.

If an employee is absent on a day and he has not applied a leave for that day, previously. Then this page is displayed to him at his first login

The screenshot displays the 'Take Your Leave' application interface. On the left is a blue sidebar with navigation links: 'Take Your Leave', 'Welcome Admin', 'Apply Leave', 'Leave Status', 'My Attendance', 'Medical Upload Center', 'Generate Reports', 'My Calendar', 'Chat Box', and 'My Profile'. The main content area has a light blue header with a notification bell and a user profile 'Sajitha Liyanage'. Below the header is a red warning banner: 'You have an unauthorized leave on 14/01/2017. Please apply a leave!'. The main content is divided into two columns. The left column shows 'Remaining Leaves' with a table:

Leave Type	Remaining / Total
Annual Leave	42 remaining / 42
Casual Leave	20 remaining / 20
Medical Leave	10 remaining / 10
Short Leaves	02 remaining / 02

Below this is an 'Overall Calendar' for January 2017, showing a grid of days from Monday to Sunday. The right column is the 'Leave Application' form, which includes fields for 'Leave Type' (set to 'Annual Leave'), 'Priority Type' (set to 'Moderate'), 'Starting Date' (dd/mm/yyyy), 'End Date' (dd/mm/yyyy), 'Day Count' (a numeric input field), and 'Reason' (a text area). An 'Apply Leave' button is at the bottom right of the form.

Apply Leave status

✓ Remaining leaves

By this section employee can get a clear understanding about the amount of leave left for them separately. As a fraction including total leave amount and number of leaves left.

✓ Leave application

Employee can apply a leave through this section.

✓ Past leave notifications

From here past leave notifications can be seen. Can know whether the leave is approved or not and date of the leave.

Leave status

From the right end corner can see whether the leave is approved or not. By the right end corner button at the end leave can be cancelled.

My attendance

This section shows the details about attendance of the employee

Date	In Time	Out Time	Work Time	Over Time
2016-05-19	8.1	5	7.5	0
2016-05-19	8.1	5	7.5	0
2016-05-19	8.1	5	7.5	0

Filter date-To select a date range from set of dates.

Download as a PDF-My attendance can be downloaded as a PDF

Medical upload center

Select Absent Date: Results empty

Drop Your Medical Here
or
Browse From Computer
(PDF or image files only allowed - Max Size 3MB)

Submit Medical

My Previous Medical Uploads

Medical	Status
Medical- 12/01/2017	Waiting for Approve
Medical- 12/01/2017	Waiting for Approve
Medical- 11/01/2017	Approved
Medical- 08/12/2016	Waiting for Approve
Medical- 08/12/2016	Approved
Medical- 03/12/2016	Approved

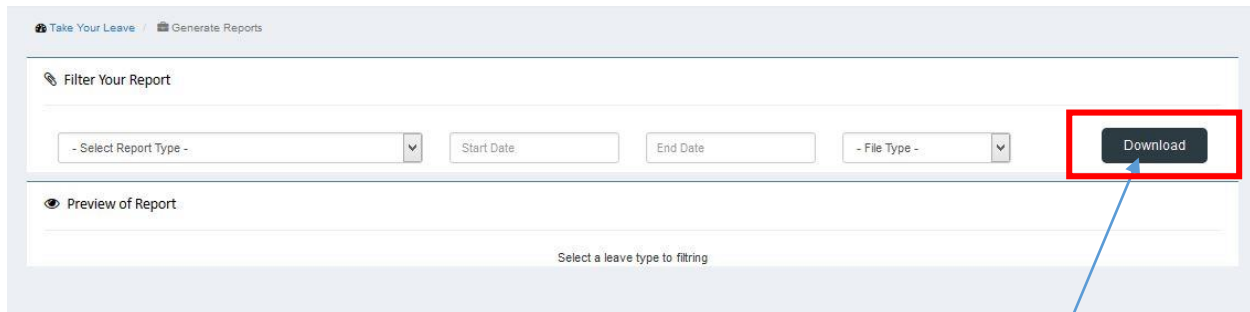
My Dates of Absent

Dates	Duration
20/01/2017 to 24/01/2017	4 day
09/12/2016 to 20/12/2016	11 day
09/12/2016 to 13/12/2016	4 day
08/12/2016 to 16/12/2016	8 day
04/12/2016 to 05/12/2016	1 day
16/12/2016 to 05/12/2016	2 day
26/10/2016 to 27/10/2016	2 day

Medical can be dropped here

Medicals can be browse from the computer and they should upload with the submit button.

Generate Reports



Take Your Leave / Generate Reports

Filter Your Report

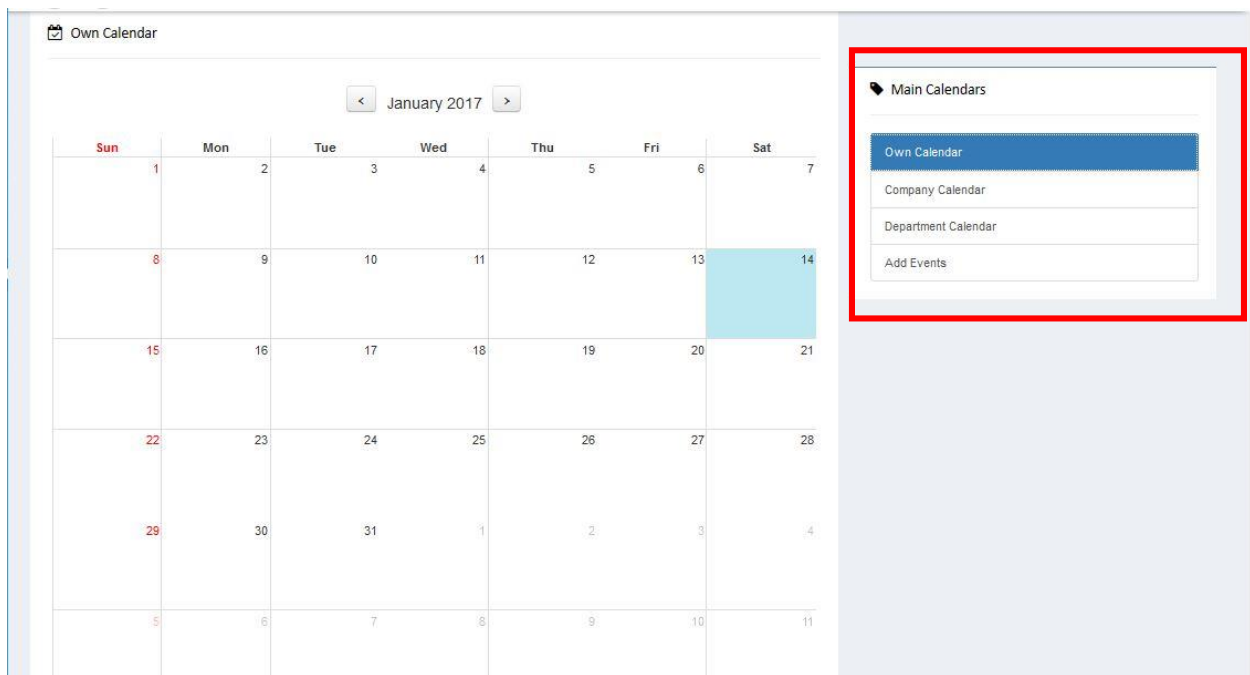
- Select Report Type - Start Date End Date - File Type - Download

Preview of Report

Select a leave type to filtering

Reports can be generated and can be downloaded using the “download” button after giving the start date and end date.

My calendar



Own Calendar

< January 2017 >

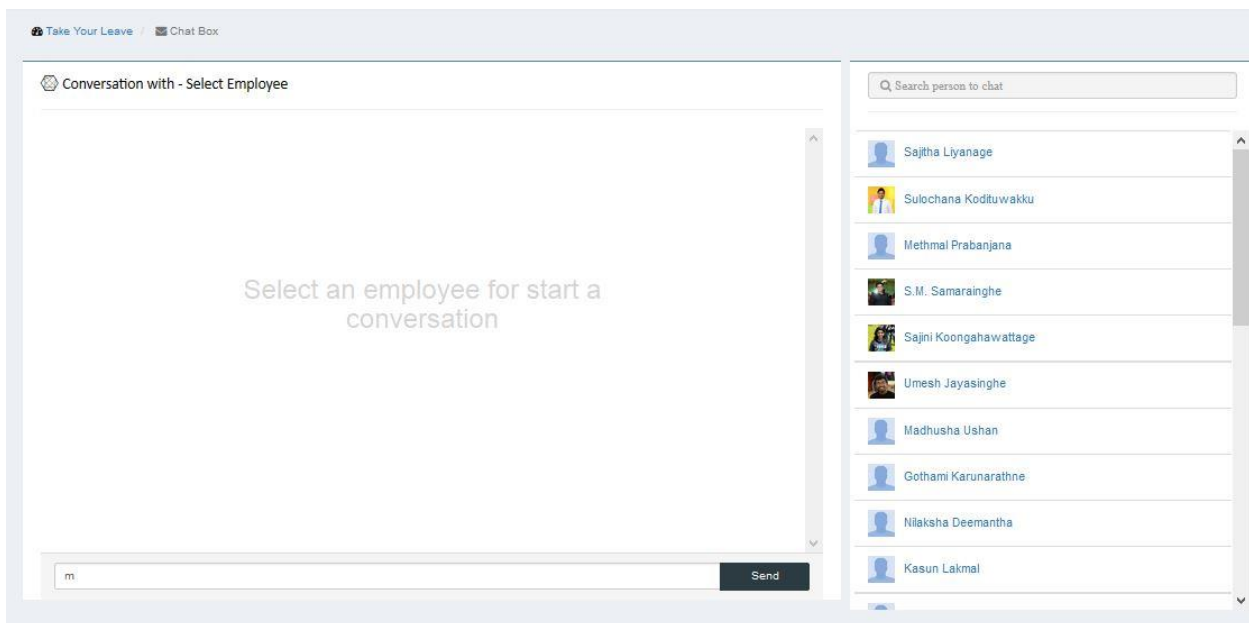
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Main Calendars

- Own Calendar
- Company Calendar
- Department Calendar
- Add Events

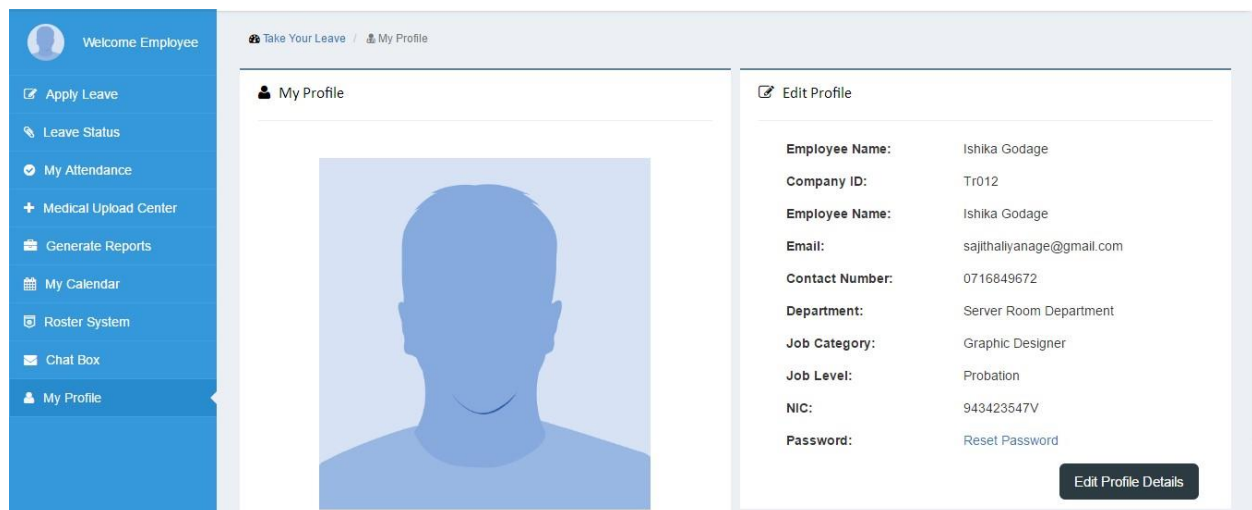
This shows the calendar relevant to each employee. Calendar can be see separately as company own calendar, Calendar and, Department calendar. New events can be added to the system by “Add events”.

Chat Box



By this facility conversations can be done. Employee can be select from the list at the right side.

My Profile



Employee profile details can be seen from there.

6. Executive and Manager Interfaces

- Here shows the executive interface. There is a one additional section other than in normal employee interface in both manager and executive interface.

Take Your Leave / Leave Status

Take Your Decision

Leave applied by : NOT SELECT ANY ONE

Leave Type :

Leave Priority :

Duration :

Number of Days :

Reason :

special note : If reject,

Request Leaves In Same Time

Select waiting leave request to get result.

Waiting for approval or rejection

There is no any pending request

Overall Calendar

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- Leave can be approved or rejected by the executive and manager.

Waiting for approval or rejection

Madura Herath	Waiting for Approve ?
Umesh Jayasinghe	Waiting for Approve ?
Madhusa Ushan	Waiting for Approve ?
Sandunika Dissanayake	Waiting for Approve ?



Emergency Leave



Leave request from same job level



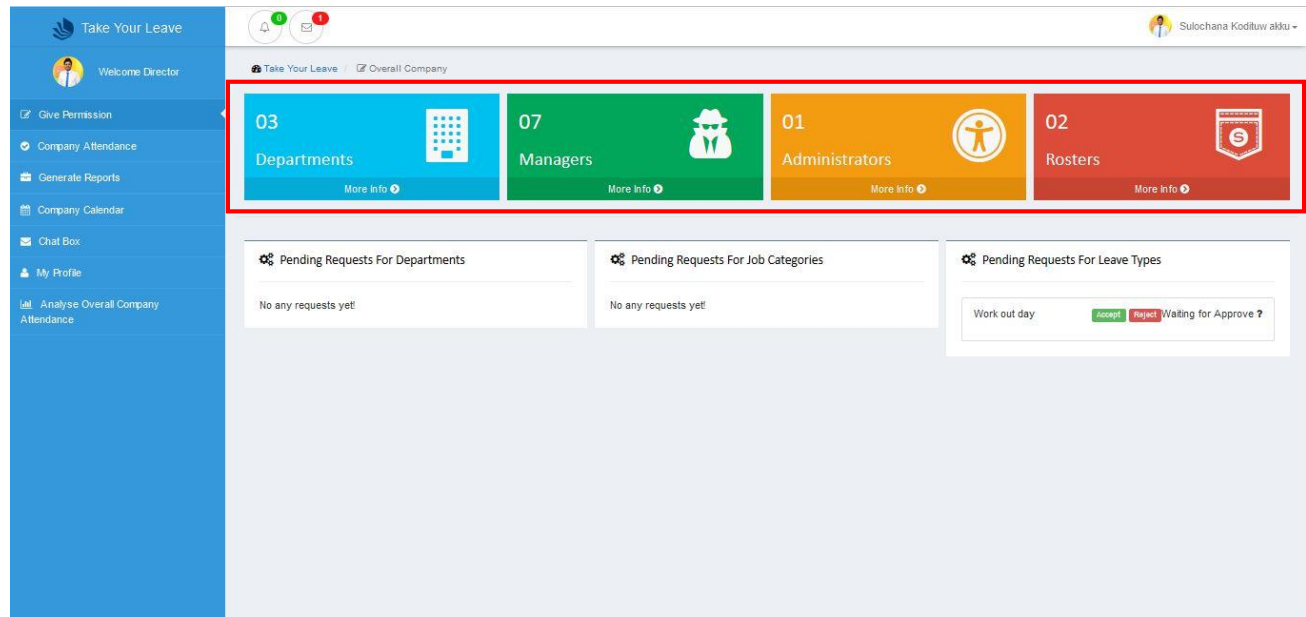
General leave



Later requested leave for
Unauthorized leave



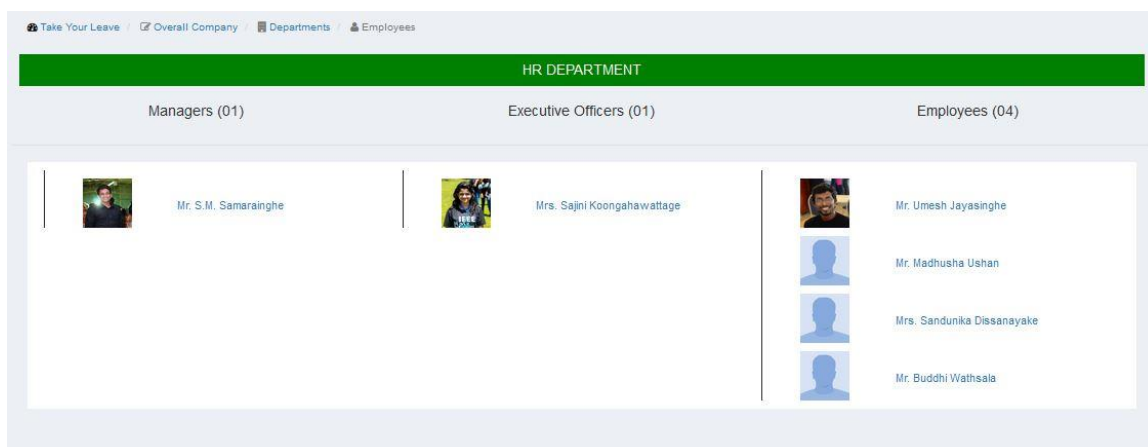
7. Director interface



Director can view detailed view in separate sections. [More Info](#) Button we can see more details relevant to each section



By [View Employees](#) button manager can see following details



- Pending requests are shown here. They can be accepted or rejected by the manager according to need.

Company attendance

Company attendance can be checked by the manager by this “Attendance option” by selecting start date and end date.

- Filter dates-number of members on selected date range is filtered
- Download as PDF-Above selected member list is downloaded as a PDF

Take Your Leave / My Attendance

Attendance Option

Start Date: End date: Filter Dates Download As PDF

My Attendance

Date	In Time	Out Time	Work Time	Over Time
2016-05-16	8	5	8	0
2016-05-16	8	5	8	0
2016-05-16	8	5	8	0
2016-05-16	8	5	8	0
2016-05-16	8	5	8	0
2016-05-24	8	5	8	0
2016-05-16	8	5	8	0
2016-05-24	8	5	8	0
2016-05-16	8	5	8	0
2016-05-24	8	5	8	0

Generate Reports.

Take Your Leave / Generate Reports

Filter Your Report

Company Department Detail - File Type - Download

Preview of Report

Department Name	Number of Employees	Roster Status
HR Department	8	NO
Finance Department	4	NO
IT Department	4	NO
Server Department	6	YES
Server Room Department	5	YES

Reports can be generated by selecting the department.

File type can be selected by the drop down menu to download the file.

Analyze overall company attendance

This section shows a graphical representation of the today present employee and absent employee. It shows as a percentage and as graphs.

