**HCM Portal UI – Troubleshooting Guide**

If you experience any issues while using the HCM Portal UI, please follow the steps below for common problems. If your issue is not resolved, you can submit feedback for further assistance.

**1. Error Adding Employee**

**Message:**  
"Error adding employee. Please try again."

**What to do:**

1. Make sure the Employee ID you entered is not already used by another employee.
2. Double-check that all required fields are filled in correctly.
3. Try refreshing the page and submitting the form again.

**Still not working?**  
Please provide the details of what you tried to do and the Employee ID you used, and submit this as feedback. Our team will look into it.

**2. Error Adding Exit or Leave Request**

**Message:**  
"Error adding exit/leave request. Please try again."

**What to do:**

1. Make sure all required information is filled in.
2. Try refreshing the page and submitting the request again.

**Still not working?**  
Please provide the details of your request and submit this as feedback. Our team will assist you.

**3. Page Not Updating or Data Missing**

**What to do:**

1. Try refreshing the page.
2. If you recently made changes, wait a moment and check again.

**Still not working?**  
Please describe what you were trying to do and what is missing, then submit this as feedback.

**4. Unexpected Error or Something Not Working**

**What to do:**

1. Refresh the page and try again.
2. Make sure you are using a supported browser (such as Chrome, Edge, or Firefox).

**Still not working?**  
Please describe the problem and what you were trying to do, then submit this as feedback.

**Submitting Feedback**

If your issue is not resolved after following these steps, please provide:

* A description of the problem and what you were trying to do.
* Any error messages you saw on the screen.
* The steps you took before the issue happened.

Submit this information using the feedback option in the application. Our team will review your feedback and get back to you as soon as possible.