

Leave Request Application



USER MANUAL BOOK

Team Development:

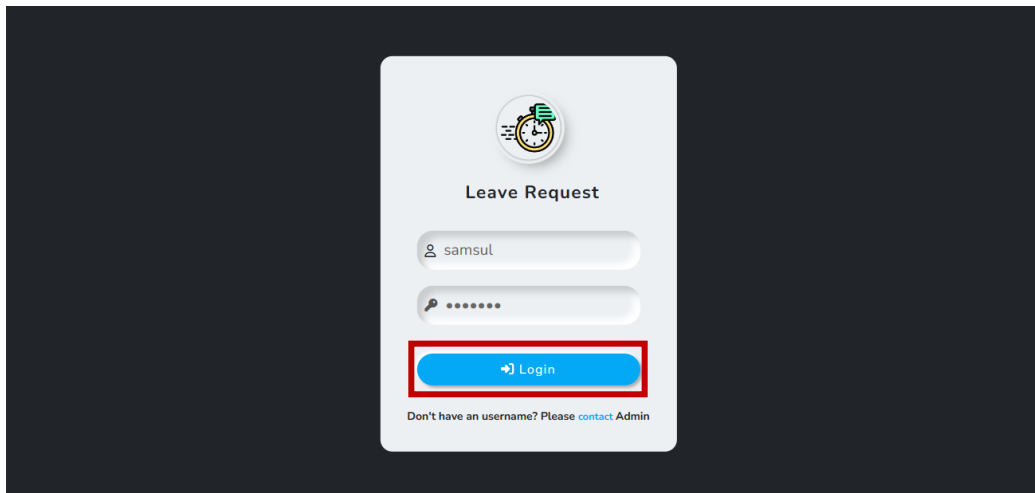
Kevin Krisna Adji Pratama | Thoriq Afa Faisal Muhammad | Achmad Fachturrohman

Panduan Penggunaan Website

Leave Request Application

#Halaman Login

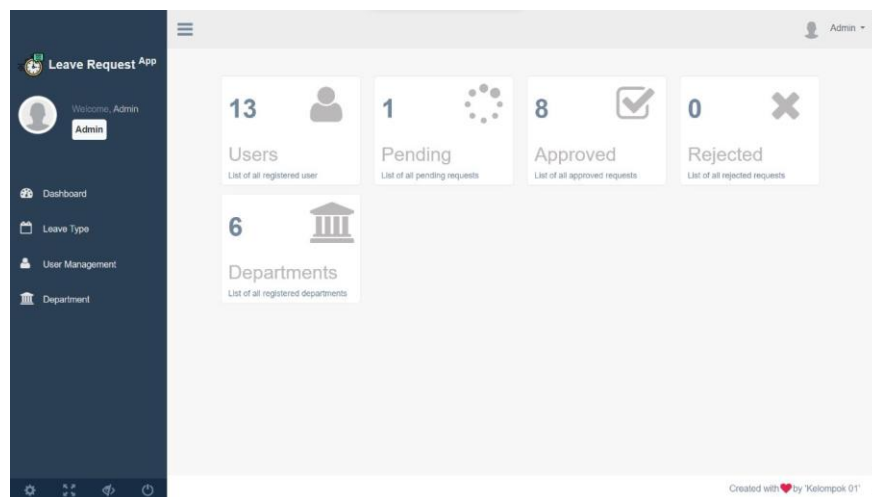
- Lakukan login dengan memasukkan username dan password



- Terdapat hak akses pada aplikasi ini:
 1. Admin
 2. Employee
 3. Manager

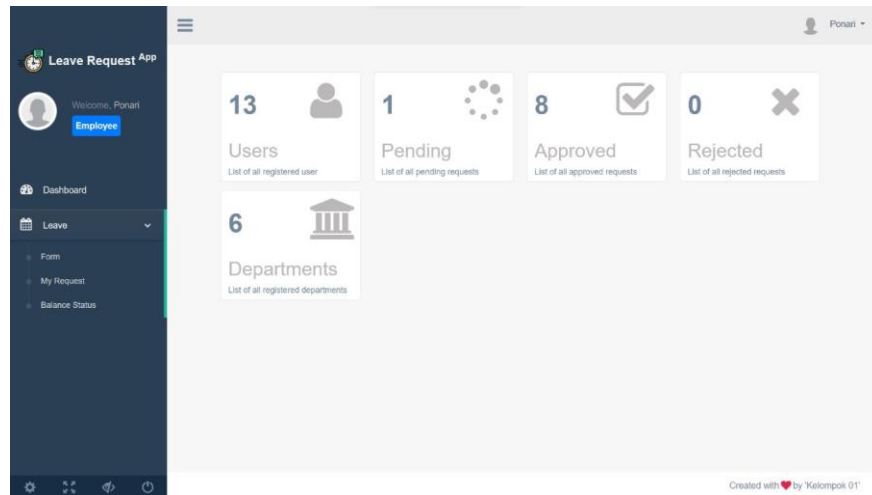
#Halaman Admin

- Menampilkan menu Dashboard, Leave Type, User Management dan Department



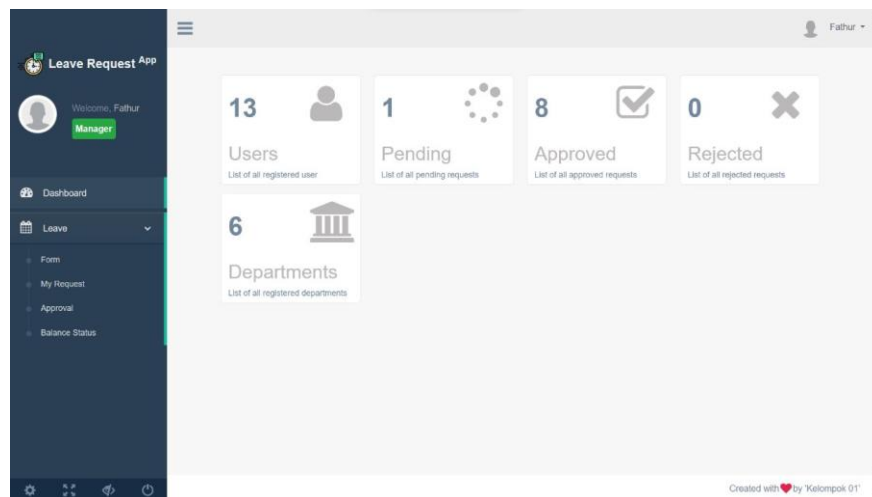
#Halaman Employee

- Menampilkan menu Dashboard, Leave Form, Leave My Request, dan Leave Balance Status



#Halaman Manager

- Menampilkan menu Dashboard, Leave Form, Leave My Request, Approval, dan Leave Balance



#Leave Form

- Menampilkan form pengajuan cuti

Leave Request App

Welcome, Ponari
Employee

Dashboard

Leave

Form

My Request

Balance Status

Leave/Form

Leave Type * Maternity

Start Date * 13/07/2023

End Date * 20/07/2023

Durations 6 days

Notes Screenshot [LeaveForm](#)

20 / 200 characters

Attachment Choose file Browse

Submit

Created with ❤ by Kelompok 01

- Dapat mengajukan cuti dengan cara sebagai berikut:

1. Menuju halaman Leave Form

Leave Request App

Welcome, Ponari
Employee

Dashboard

Leave

Form

My Request

Balance Status

Leave/Form

Leave Type * Maternity

Start Date * 13/07/2023

End Date * 20/07/2023

Durations 6 days

Notes Screenshot [LeaveForm](#)

20 / 200 characters

Attachment Choose file Browse

Submit

Created with ❤ by Kelompok 01

2. Pilih Leave Type

Leave Request App

Welcome, Samsul
Employee

Dashboard

Leave

Form

My Request

Balance Status

Leave/Form

Leave Type * - Choose Leave Type -

Start Date *

End Date *

Durations

Notes

0 / 200 characters

Attachment Choose file Browse

Submit

3. Isi form sesuai ketentuan seperti start date, end date (untuk General), Notes dan Attachment

Leave Request APP

Welcome, Samsul
Employee

Dashboard

Leave

Form

My Request

Balance Status

Leave/Form

Leave Type * General

Start Date * 07/13/2023

End Date * 07/18/2023

Duration 4 days

Notes
tes notes
9 / 200 characters

Attachment Choose file Browse

Submit

Gentelella - Bootstrap Admin Template by Colorlib

4. Lakukan submit dengan menekan tombol submit, maka pengajuan cuti akan masuk ke dalam halaman My Request, seperti pada gambar di bawah.

Leave Request APP

Welcome, Samsul
Employee

Dashboard

Leave

Form

My Request

Balance Status

Leave/My Request

Show 10 entries

Search:

No	Start Date	End Date	Duration	Note	Employee	Type	Status	Action
1	13 July 2023	18 July 2023	4	cuti umum	Samsul	General	Rejected	
2	13 July 2023	18 July 2023	4	tes notes	Samsul	General	Pending	

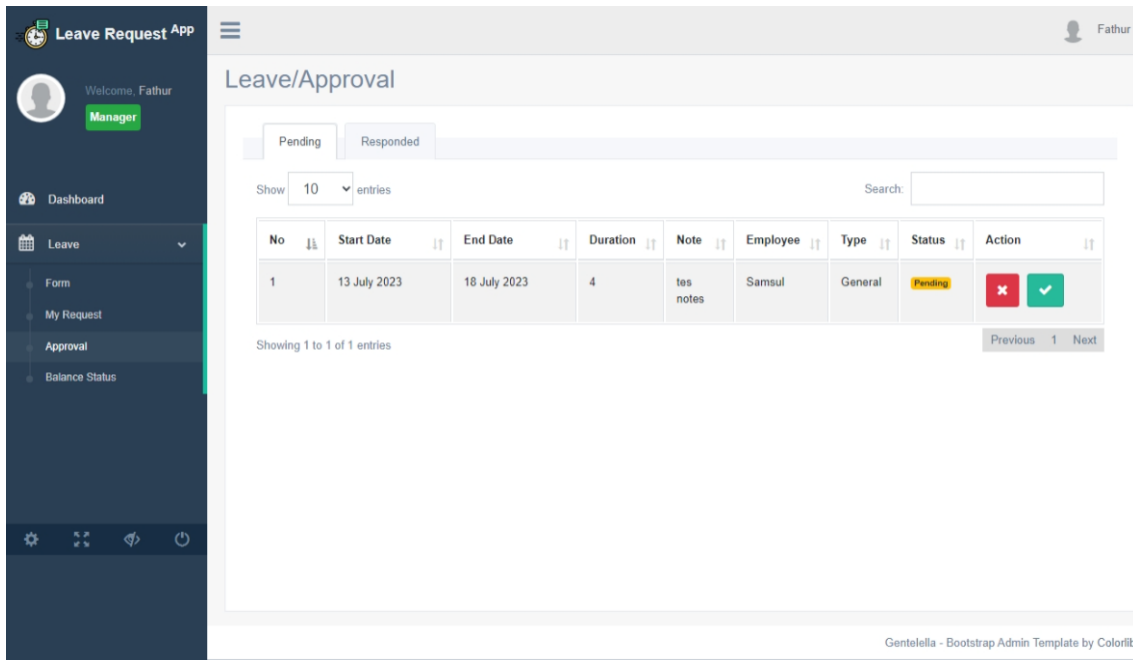
Showing 1 to 2 of 2 entries

Previous 1 Next

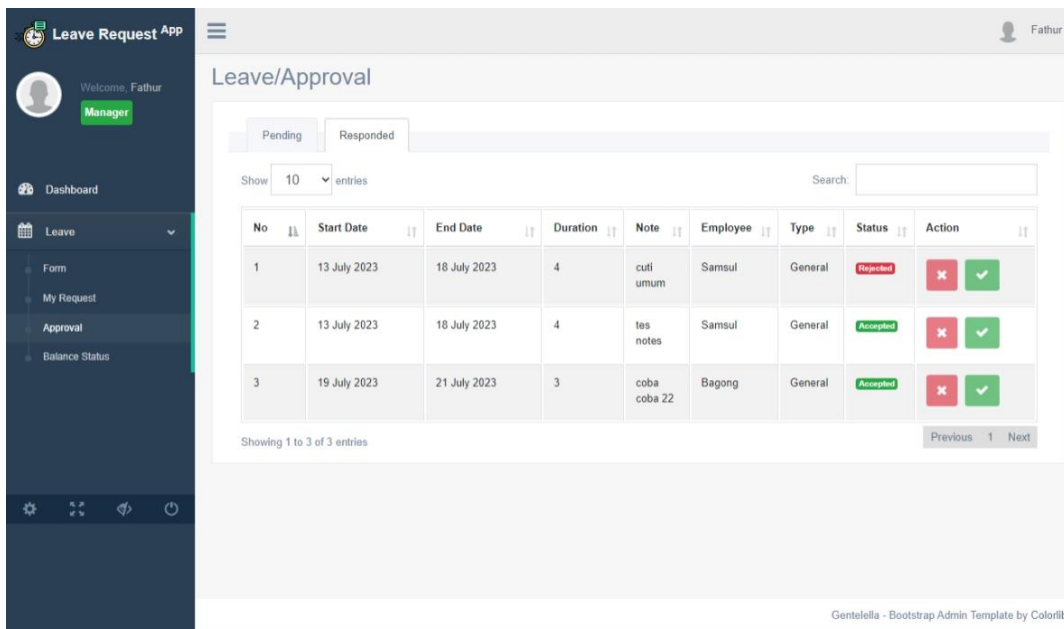
Gentelella - Bootstrap Admin Template by Colorlib

#Approval

1. Masuk sebagai Manager dan pilih menu Approval. Request cuti yang masuk akan tampil di tab Pending.




2. Sedangkan yang sudah di lakukan action maka akan masuk ke tab Responded.



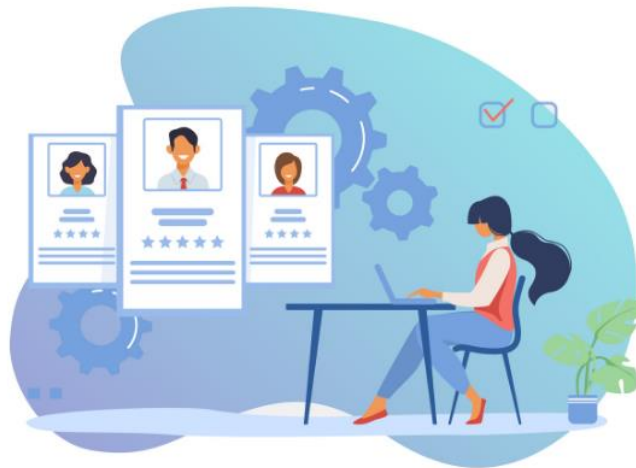
3. Setelah dilakukan action berupa Approve atau Reject oleh manager si Employee, maka Employee akan mendapatkan email notifikasi terkait pengajuan cutinya.

Leave Request Status

 **Sender:** metrodataacademy@gmail.com

 **Time:** 10:23:52 PM

 PT. TK Informatika



Leave Request Status: Decision Notification

Dear, Samsul!

I hope this email finds you well. I am writing to inform you about the outcome of your leave application. I am pleased to let you know that your leave request has been **ACCEPTED**.

Here are the details of your accepted leave:

Duration	: 4 days
Start Date	: 13 July 2023
End Date	: 18 July 2023
Purpose	: General
Additional Notes	: "tes notes"
Additional Remarks	: "No Remarks - Accepted"

With Regards,

Manager



You're receiving this email because you have requested a leave of absence and we need to verify it.

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