

PROJECT DOCUMENTATION

HUN-TEC GmbH
TOLDI RICHÁRD

LEAVE MANAGEMENT

Created By:
Richárd Toldi

HUN-TEC GmbH

<https://hun-tec.de/>

Index

INTRODUCTION	1
WHY IS IT NECESSARY	2
1. USER GUIDE	4
1.1 WELCOME PAGE	4
1.2 PAGE OF THE SUBMITTED REQUESTS	5
1.3 MANAGER VIEW OF REQUESTS.....	9
1.4 DETAILS OF THE SELECTED REQUEST IN MANAGER INTERFACE.....	10
1.5 PERSONAL PAGE	11
1.6 DETAILS OF EMPLOYEE'S REQUEST PAGE.....	13
1.7 SUBMISSION PAGE FOR NEW REQUESTS	14
1.8 EMPLOYEE'S REQUEST MODIFICATION PAGE.....	16
1.9 MANAGER'S REQUEST MODIFICATION PAGE	17
1.10 CAMERA PAGE	18
1.11 PERSONAL CALENDAR VIEW	19
1.12 MANAGER CALENDAR VIEW	20
1.13 MANAGER'S PAGE OF THE REPORT.....	22
1.14 EMPLOYEE'S PAGE OF THE REPORT	23
1.15 EMPLOYEES MANAGEMENT	24
1.16 EMPLOYEE MODIFICATION.....	25

1.17	SETTINGS OPTIONS.....	26
1.18	SETTINGS OPTIONS.....	27
2.	TROUBLESHOOTING GUIDE: RESOLVING COMMON ISSUES	28
2.1	APPLICATION DOESN'T LOAD	28
2.2	APPLICATION DOESN'T LOAD FROM MOBILE PHONE 2.2 APPLICATION	28

INTRODUCTION

Welcome to our state-of-the-art Leave Management Application, a comprehensive solution designed to revolutionize the way organizations handle employee leave requests. In today's fast-paced world, managing employee leave efficiently and effectively is crucial for maintaining productivity and ensuring a healthy work-life balance. Our cross-platform application is built with convenience in mind, empowering you to access and utilize its features seamlessly from any device, anywhere.

Managing employee leave has traditionally been a labor-intensive process, involving stacks of paperwork, manual calculations, and endless back-and-forth communication. However, our Leave Management Application streamlines this entire process, saving valuable time and effort for both employees and HR professionals alike. By leveraging cutting-edge technology, we have created a centralized platform that simplifies and automates leave management, providing a range of benefits that enhance the overall productivity and efficiency of your organization.

One of the key advantages of our Leave Management Application is its cross-platform functionality. Whether you prefer to use a desktop computer, a laptop, a tablet, or a smartphone, our application is accessible from any device with an internet connection. This flexibility ensures that you can conveniently manage leave requests and monitor their status while on the go, whether you are in the office, at home, or traveling. With our cross-platform capability, you no longer need to be tied to a specific location or device to stay up-to-date with your team's leave schedules.

Furthermore, our application offers a comprehensive set of features that cater to the diverse needs of organizations. Employees can effortlessly submit leave requests, specify the desired duration, and even attach supporting documents if necessary. HR professionals benefit from a centralized dashboard that provides a clear overview of all leave requests, allowing for efficient approval, denial, or modification processes. Automated notifications keep all stakeholders informed, minimizing communication gaps and reducing the chances of scheduling conflicts.

WHY IS IT NECESSARY

A Leave Management Application is essential in modern workplaces for several reasons:

1. **Streamlined Process:** Traditional leave management systems involving manual paperwork and spreadsheets are prone to errors, delays, and miscommunication. An application automates the entire process, making it faster, more accurate, and efficient. It centralizes all leave-related information, simplifies request submissions, and eliminates the need for physical documentation.
2. **Time and Resource Savings:** Manual leave management requires HR personnel to dedicate significant time and effort to handle paperwork, track leave balances, and communicate leave statuses. By automating these tasks, a Leave Management Application frees up HR staff to focus on more strategic initiatives, saving time, and optimizing resource allocation.
3. **Enhanced Transparency and Fairness:** A digital leave management system ensures transparency by providing a clear record of all leave requests, approvals, and denials. It eliminates bias and favoritism by enforcing standardized policies and leave entitlements. This transparency builds trust among employees and ensures fair treatment, promoting a positive work culture.
4. **Accurate Leave Balances:** Leave applications provide real-time visibility into employees' available leave balances. This prevents unauthorized leaves and eliminates the risk of employees taking more leave than they are entitled to. Accurate tracking also allows organizations to plan for adequate coverage during peak vacation seasons or critical project periods.
5. **Improved Collaboration and Communication:** A Leave Management Application facilitates seamless communication between employees and managers. It enables employees to submit leave requests online, attach supporting documents, and receive timely notifications on request status updates. Managers can easily review and approve requests, minimizing the need for time-consuming email or in-person interactions.
6. **Data-Driven Insights:** Leave management applications generate comprehensive reports and analytics, providing valuable insights into leave patterns and trends. These insights help HR teams identify patterns of absenteeism, manage workload distribution, and plan resource allocation effectively. Data-driven decision-making enables organizations to

address potential productivity gaps and make informed adjustments to their workforce management strategies.

7. **Flexibility and Accessibility:** With a cross-platform Leave Management Application, employees and managers can access the system from any device with an internet connection. This flexibility allows employees to request leave, check balances, and view their leave history conveniently, whether they are working remotely, traveling, or on-site. Managers can also review and manage leave requests from anywhere, ensuring a seamless workflow across locations and time zones.
8. In summary, a Leave Management Application simplifies and streamlines the leave management process, improves communication and transparency, reduces administrative burdens, and provides valuable insights for effective workforce planning. It is an indispensable tool for organizations aiming to enhance productivity, employee satisfaction, and operational efficiency.

1. USER GUIDE

1.1 WELCOME PAGE

The welcome page features the logo of Hun-Tec GmbH company, which, upon clicking, opens the company's website. Additionally, the welcome page displays the most recent version of the application, along with its publication time. This information proves valuable for future troubleshooting purposes.

The application eliminates the need for manual user registration. Upon accessing the first page, the application automatically determines whether the user is new or returning. If the application detects a new user, it proceeds to register them into the database using standard settings preconfigured by the leader or manager within the application.

By clicking the Enter button located at the bottom of the screen, users are directed to different screens based on their role as a leader/manager or an employee. The application intelligently navigates users to their respective initial screens, tailored to their specific needs and permissions.



Leave Management

Relax-Take it easy!



Enter



Version: 5.100
veröffentlicht: 13/06/2023 08:17

1.2 PAGE OF THE SUBMITTED REQUESTS

When a manager enters the application, they are directed to the Review (Eingereicht) page, which allows them to manage submitted leave requests. It is important to note that managers can only view and handle requests from their respective subordinates. No one has access to all requests unless there is a single manager overseeing all employees.

On the Review (Eingereicht) page, a search field is located at the top, enabling managers to search for specific requests by the requester's names. Additionally, they can refresh the list of requests if they have spent a considerable amount of time on the Review page. While the page automatically refreshes the list whenever accessed, if the user has been on the page for an extended period and an employee submits a new request during that time, a manual refresh is necessary to view the updated list.

Eingereicht

Name

Richard Toldi

15/06/2023 - 22/06/2023

6 Tage

14/06/2023 07:18

✓

Richard Toldi

16/06/2023 - 21/06/2023

4 Tage

13/06/2023 07:55

Tevezett

Name	Erstelldatum
Richard Toldi	14/06/2023 07:18
Anfangsdatum	Enddatum
15/06/2023	22/06/2023
Urlaubstage	Urlaubstyp
6	Bezahlt

* Antragsstatus

Eingereicht

Eingereicht

Anträge

Wählen

Persönlich

Weiter

Before approving or denying a request, managers/leaders have the ability to review the details of each individual request, ensuring they have the necessary information to make an informed decision.

If someone wants to approve a request, they need to follow these steps:

1. They should select the request located at the top of the screen.
2. Next, they should choose the 'Genehmigen/Approved' option.
3. Finally, they can approve it by clicking the middle button in the menu labeled 'Freigabe/Approval'.

Anfangsdatum 15/06/2023	Enddatum 22/06/2023
Urlaubstage 6	Urlaubstyp Bezahlt
* Antragsstatus	
<input type="text" value="Genehmigen"/>	



If we want to deny a selected request, we should follow these steps:

1. Select the 'Ablehnen/Denied' option.
2. We also have the option to provide a reason for the denial.
3. Click on the middle button in the menu labeled 'Ablehnen/Denial'.

Urlaubstage 6	Urlaubstyp Bezahlt
Antwort	
<input type="text"/>	
* Antragsstatus	
<input type="text" value="Ablehnen"/>	

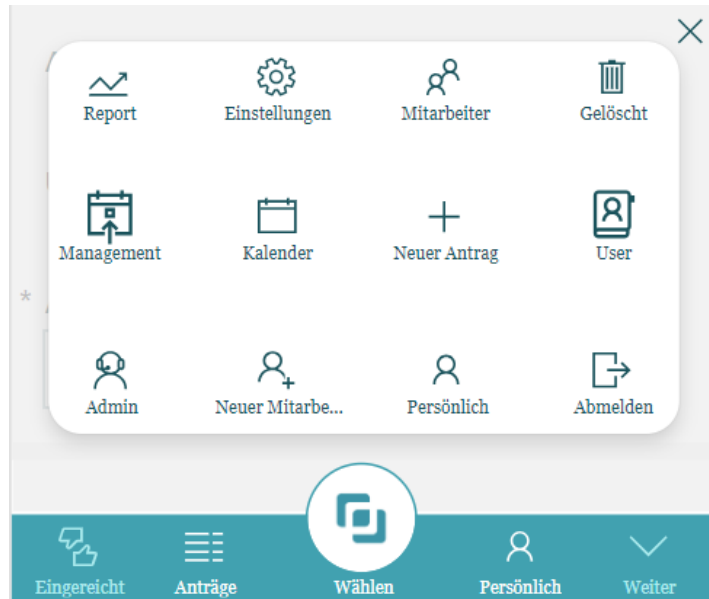


When we approve or deny a request, the application sends a notification to the submitter regarding the change in the status of their request. The application can notify the user via Email or Teams message, based on their configured preferences within the application. By default, email notifications are enabled for all users. Additionally, the application automatically selects the preferred language of the submitter, ensuring that notifications are sent in their selected language. The default language configuration is German/Deutsch, but users have the flexibility to change the language of the application according to their preference.

The manager has several navigation options.

One of them is the menu located at the bottom of the screen.

Another option is the popup menu, which can be accessed by clicking on the last button in the bottom menu.



Popup window:

A total of 12+1 buttons are present on the window.

The first row contains:

1. Report (Allows managers to check employees' vacation status)
2. Settings/Einstellungen (User's personal settings)
3. Employees/Mitarbeiter (Interface for managing employees)
4. Deleted/Gelöscht (Restore or permanently delete deleted items)

The second row contains:

1. Management (Management calendar view)
2. Calendar/Kalender (User's personal calendar view)
3. New request/Neuer Antrag (Interface for submitting a new request)
4. User (StandardUser settings (for adding a new user))

The third row contains:

1. Admin (Access limited to specific individuals, interface for viewing logs)
2. New employee/Neuer Mitarbeiter (Manual addition of a new employee)
3. Personal/Persönlich (Interface for visual representation of user's vacation details, total number of vacations taken, types of vacations, etc.)
4. Exit/Abmelden (Closing the application, especially on mobile devices)

Additionally, there is a close button represented by a cross in the top right corner of the window, but it can also be closed through the menu using the opening button, which also serves as a closing button."

1.3 MANAGER VIEW OF REQUESTS

If the managers wants to view managed and unmanaged requests, of their subordinates they can do so on the page. The top of the page features a filter function where the user can select unmanaged requests, approved requests, or the plans of subordinates.

At the bottom of the page, the manager can choose whose requests or plans they want to see. The manager also has the option to search for subordinates by their name and sort them by their names.

Upon entering the page, the user always sees the latest data. However, if they remain on the page for several minutes, it is a good practice to refresh the data using the refresh button.

Additionally, this page includes a navigation popup window that allows users to navigate to any other section within the application.


Anträge

Alle

Eingereicht

Genehmigt

Geplant




Richard Toldi

6 Tage

175

⋮

Abgegeben: 14/06/2023 07:18
Verändert: 14/06/2023 07:18




Richard Toldi

4 Tage

174

⋮

Abgegeben: 13/06/2023 07:55
Verändert: 13/06/2023 07:56




Richard Toldi

6 Tage

173

⋮

Abgegeben: 13/06/2023 07:53
Verändert: 13/06/2023 07:53




Richard Toldi

2 Tage

158

⋮

Abgegeben: 07/06/2023 09:11
Verändert: 08/06/2023 06:17



Richard Toldi

10 Tage

157


⋮

Abgegeben: 02/06/2023 14:22


↺

↻


↕




Richard Toldi




Akos Bermington




Eingereicht




Anträge



Neuer Antrag



Persönlich

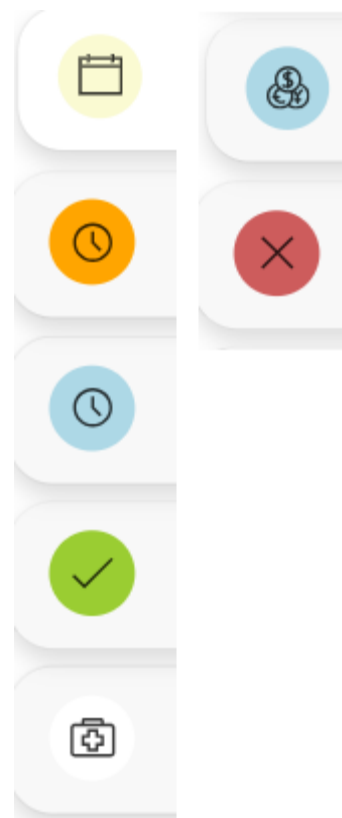


Weiter

Different colors indicate the status and type of requests:

1. Accepted - Green
2. Rejected - Red
3. Pending decision - Orange
4. Sick leave - White
5. Planned vacation - Pale yellow
6. Unpaid leave - Blue

In addition to colors, icons also indicate the type and status of the request to provide clear information to the user about the request.



1.4 DETAILS OF THE SELECTED REQUEST IN MANAGER INTERFACE

On the Request page, if the manager selects a request and clicks on the three dots on the edge of the request, the application will navigate to the page with detailed information about the request.

Here, the manager can delete or modify the specific request without any restrictions.

IMPORTANT: Deleting a request does not result in permanent deletion. The record remains in the database; it simply won't be visible to the manager in the list of requests. If someone deletes a request, the employee's manager, who is responsible for overseeing the request, will receive a notification about the deletion.

(A deleted request can still be restored within the application.)

Approved Request

Created by	Created
Richard Toldi	13/06/2023 07:53
First day	Last day
15/06/2023	22/06/2023
Day	Modified by
6	Richard Toldi
Modified	Description
13/06/2023 07:53	Teszt 12

Requests

Edit

New request

Delete

More

Delete confirmation:

Approved Request

Created by

Richard Toldi

Created

19/05/2023 09:42

First day

Last day

Are you sure?

Back

Delete

Requests

Edit

New request

Delete

More

Request modification:

Edit

Type of the leave

Paid

First day

17/06/2023

Last day

20/06/2023

Days of the leave:

6

Certain

Response

Back

Send

1.5 PERSONAL PAGE


Profile page is another important page of the application. Both managers and employees can see this page. On the page, along with the user's name and profile photo stored in the database, the available and taken durations of vacation can be seen in days and as a percentage.

The user can view their previously submitted requests on the page, along with their status and type. They can filter requests by status and type. The earliest submitted request always appears at the top of the list. By clicking on the three dots on the edge of a request, the user can access the detailed data page of the request. The user can also submit a new request from here using the middle button in the bottom menu.

The user can also change the language in the top right corner using the dropdown menu.

Manager view of profile page:

Profil
ENG



Richard Toldi

13%

Used/Total: 6/47

All
Pending
Approved
Plan

Sent: 16/06/2023 07:50

Modified: 16/06/2023 07:50

2 days

⋮

Sent: 14/06/2023 07:18

Modified: 14/06/2023 07:18

6 days

⋮

Sent: 13/06/2023 07:55

Modified: 13/06/2023 07:56

4 days

⋮

Sent: 13/06/2023 07:53

Modified: 13/06/2023 07:53

6 days

⋮

Sent: 12/06/2023 10:29

Modified: 12/06/2023 10:29

7 days

⋮

Submitted

Requests


New request

Personal

More

Employee view of profile page:

Profil
ENG



Richard Toldi

21%

Used/Total: 10/47

All
Pending
Approved
Plan

Sent: 13/06/2023 07:53

Modified: 19/06/2023 10:49

5 days

⋮

Sent: 12/06/2023 10:29

Modified: 19/06/2023 09:35

4 days

⋮

Sent: 12/06/2023 10:28

Modified: 13/06/2023 08:16

4 days

⋮

Sent: 09/06/2023 09:10

Modified: 09/06/2023 21:09

4 days

⋮

Sent: 09/06/2023 08:33

Modified: 13/06/2023 07:25

2 days

⋮

Calendar

Personal


New request

Settings

Exit

Language selection:

Profil
ENG



Richard Tol

13%

Used/Total: 6/47

HU
ENG
DE

12

1.6 DETAILS OF EMPLOYEE'S REQUEST PAGE

On this page, the employee can view detailed information about their vacation request. The image displays a sick leave request with attachments and an image. The employee has the option to delete the selected request on this page.

IMPORTANT: A deleted request here will not be permanently deleted from the database; it will simply be hidden from the employee's request list. The deleted request cannot be restored by the employee without administrative assistance for it to be visible again.

On this page, the employee can finalize their vacation plan and modify the request. The employee can only modify pending, rejected, or sick leave requests. An accepted request cannot be modified by the employee. If the employee wants to modify an accepted request, they can request it from their manager through the application. The manager will be notified via email or Teams based on their notification preferences. The employee's manager also receives notifications about modifications and finalization of the plan, similar to submitting a new request.

The modification interface is identical to the previously seen interface.

Pending Request

Created by

Richard Toldi

Created

12/06/2023 10:29

First day

14/06/2023

Last day

22/06/2023

Day

7

Modified by

Richard Toldi


Modified

12/06/2023 10:29


Description


Tesztetem a másik envin

Attachment


 aeroplane_...

Picture







Personal




Edit



New request



Delete



Done

Modification request for manager:

Approved Request

Modification request

Please write down what do you want to modify and why:

Back

Send

Personal

Edit

New request

Delete

Done

Deletion confirmation:

Pending Request

Created by

Richard Toldi

Created

12/06/2023 10:29

First day

Last day

Are you sure?

Back

Delete

Personal

Edit

New request

Delete

Done

1.7 SUBMISSION PAGE FOR NEW REQUESTS

The submission of a new request is similar to the request modification page. There is no external difference, only in terms of functionality. While the request modification page overrides the data of a previously submitted request, the function of submitting a new request creates a new database record. The manager receives a notification about the submission of the request, unless it is a draft. In the case of sick leave, the requester has the option to take a photo of the sick leave document or attach it if received digitally, and also has the option to send the request data to the accountant, thereby expediting the processing of sick leave. The manager and the accountant both receive the attached document or photographed certificate, and it is also stored

in the database. On the interface, the user first needs to select the type of request, which has three options: regular leave, sick leave, unpaid leave. After selecting the request type, the user needs to provide the start and end dates of the leave. The application calculates the duration of the leave taking into account weekends and holidays. Neither the weekend nor the holiday falling within the leave period is included in the duration. Leave cannot be requested for the current day; it is advisable to notify in advance. The requester also has option to explain the reason of the leave to the manager. The request for leave can be modified by the manager and the employee on the previously demonstrated interfaces.

Time Off request form:

New request

Type of the leave

Paid

First day

17/06/2023

Last day

20/06/2023

Days of the leave: 2

Certain

Description

Back

Send

Sick leave attachment option:

Description

Accountant

Richard Toldi

Upload
There is nothing attached.

Attach file

Back

Send

1.8 EMPLOYEE'S REQUEST MODIFICATION PAGE

There are several options available for modifying a request if an employee has made a mistake. One of these options is modifying the request while it is in a pending state, allowing the employee to make changes freely. For example, if an employee had an accident and wanted to report sick leave for the current day but couldn't due to the rule prohibiting leave requests for the same day, they can submit the request with a start date of tomorrow and then modify the starting day of the leave using the modification feature. The employee can also modify the attached picture or any other attachments related to the leave while the request is still pending.

In addition, drafts or rejected leave requests can be modified. When a rejected leave request is modified, it will return to the pending status once again. Once a modification is made, the application will send Email or Teams message notifications to the managers and/or accountants regarding the sick leave.

IMPORTANT: However, it's important to note that an approved leave request cannot be directly modified by the employee. In such cases, the employee must submit a modification request through the application, and their manager will review and make changes if the request is deemed approvable.

Edit

Type of the leave

Paid



First day

20/06/2023



Last day

25/06/2023



Days of the leave: 4



Certain

Description

(138)

Terv 4 napos

Back

Send

1.9 MANAGER'S REQUEST MODIFICATION PAGE

Managers have the authority to modify all leave requests, including those that have already been approved. Whenever a modification is made, both the employee and, in the case of a sick leave request, the accountant will receive a notification regarding the changes.

In the accompanying image, we can observe a sick leave modification page.

Top of the modification page:

Edit

Type of the leave

Sick

First day

21/06/2023

Last day

25/06/2023

Days of the leave: 3

☒ Certain


Response

Bottom of the modification page:


Response


Accountant

Richard Toldi



Upload

 354047222_15156039056... X

 **Attach file**

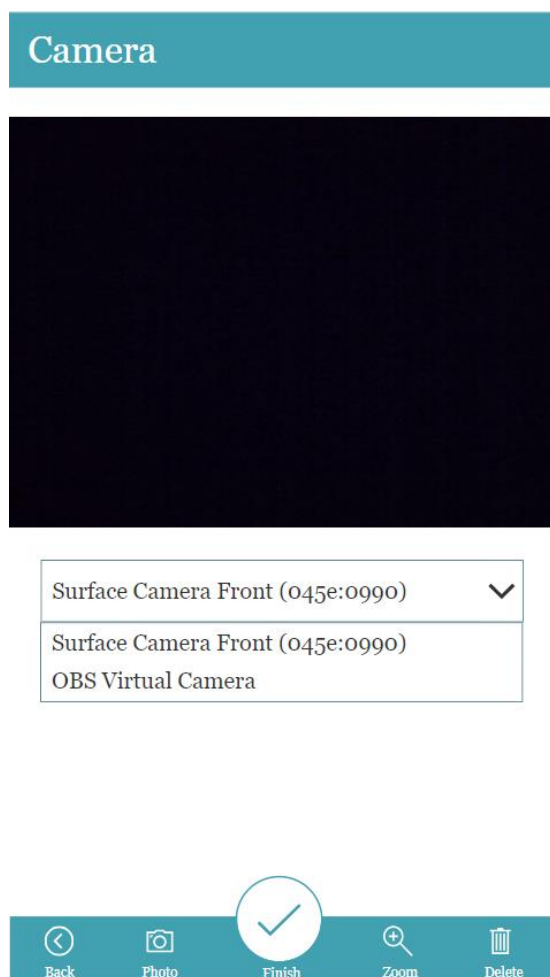
Back

Send

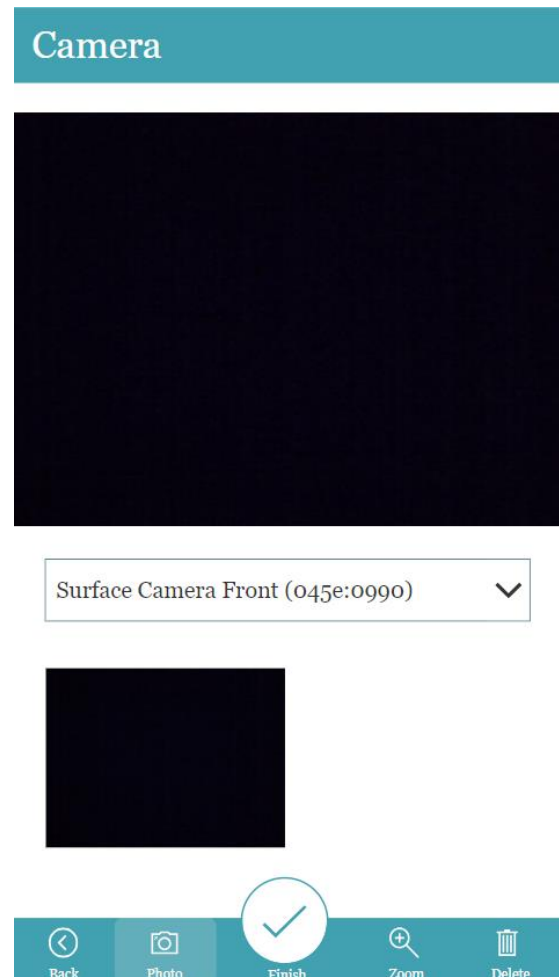
1.10 CAMERA PAGE

As mentioned previously, employees can report sick leave by attaching electronic documents or taking a picture of the paper. When an employee selects the sick option on the leave submission page, they will be presented with the following choices. Clicking on the camera icon will take them to the camera page where they can select the desired camera on their device. The Photo button captures the picture, while the Zoom button allows them to view it in a larger size. If the picture is satisfactory, the Finish button will attach the image to the request. If the image is not of sufficient quality, they can delete it using the Delete button and take a new one. Alternatively, if they haven't received the paper yet, they can simply return to the request page.

Camera page:



After capturing the photo:



1.11 PERSONAL CALENDAR VIEW

The personal calendar view is another option for visualizing days off. From the personal page, employees can navigate to the calendar view. The calendar displays days off marked with different colored rectangles. To view the requests for a specific day, the user can click on that day on the calendar.

Additionally, users can check the details of the leaves by clicking on the three dots located next to each request in the list below the calendar. Once the user has finished reviewing their requests/leaves, they can go back to the personal page.

Calendar page:

Calendar

<

June 2023

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1

Friday, June 16, 2023

✓

Sent: 14/06/2023 07:18
Modified: 19/06/2023 10:58

6 days

⋮

🕒

Sent: 13/06/2023 07:55
Modified: 13/06/2023 07:56

4 days

⋮

Back

Details of the leave request:

Calendar

<

June 2023

>

🕒

Pending Request

Date of the record
 13/06/2023 07:55

Modified
 13/06/2023 07:56

First day of th...
 16/06/2023

Last day of t...
 21/06/2023

Days
 4

Tevezett

Back

🕒

Sent: 13/06/2023 07:55
Modified: 13/06/2023 07:56

4 days

⋮

Back

1.12 MANAGER CALENDAR VIEW

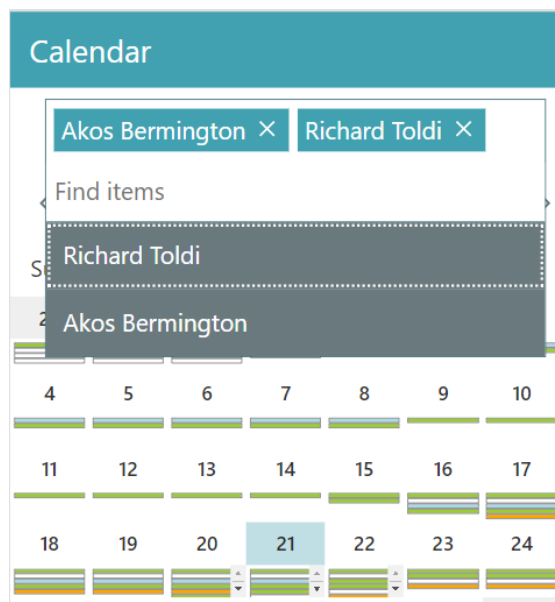
The manager's calendar view is designed to visualize the requests/leaves of subordinates. The calendar functions similarly to the previously shown personal calendar but with an additional option. The manager can select a subordinate whose leaves they wish to see on the calendar. If the dropdown menu is empty, the manager can view all the subordinate's requests/leaves, or they can choose one or more specific employees.

At the bottom of the screen, the manager can access the usual manager menu bar, which includes a popup window that allows navigation to various sections of the application.

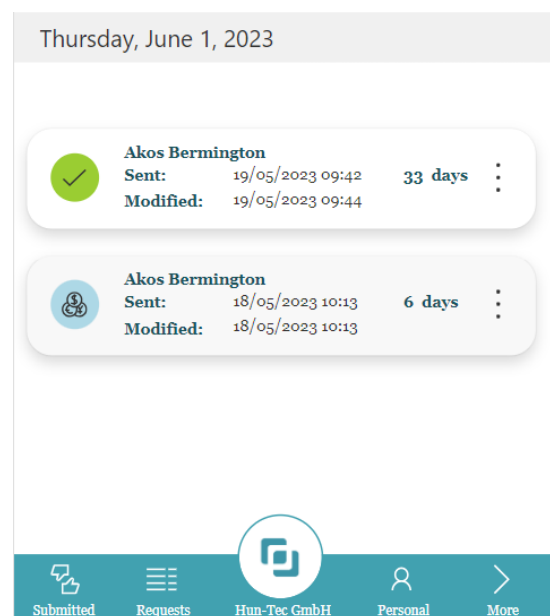
Moreover, the manager can check the details of the requests/leaves by clicking on the three dots located next to each listed item.

Consistency is maintained throughout the application by using the same color for leaves, providing consistent information about each request/leave.

Top of manager's calendar page:



Bottom of manager's calendar page:



Manager's calendar page:

Calendar

Find items

<

June 2023

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1

Thursday, June 15, 2023

✓

Richard Toldi
 Sent: 14/06/2023 07:18
 Modified: 19/06/2023 10:58

6 days

⋮

✓

Akos Bermington
 Sent: 19/05/2023 09:42
 Modified: 19/05/2023 09:44

33 days

⋮

Manager's calendar page:

Calendar

Akos Bermington

<

June 2023

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1

Thursday, June 1, 2023

✓

Akos Bermington
 Sent: 19/05/2023 09:42
 Modified: 19/05/2023 09:44

33 days

⋮

👤

Akos Bermington
 Sent: 18/05/2023 10:13
 Modified: 18/05/2023 10:13

6 days

⋮

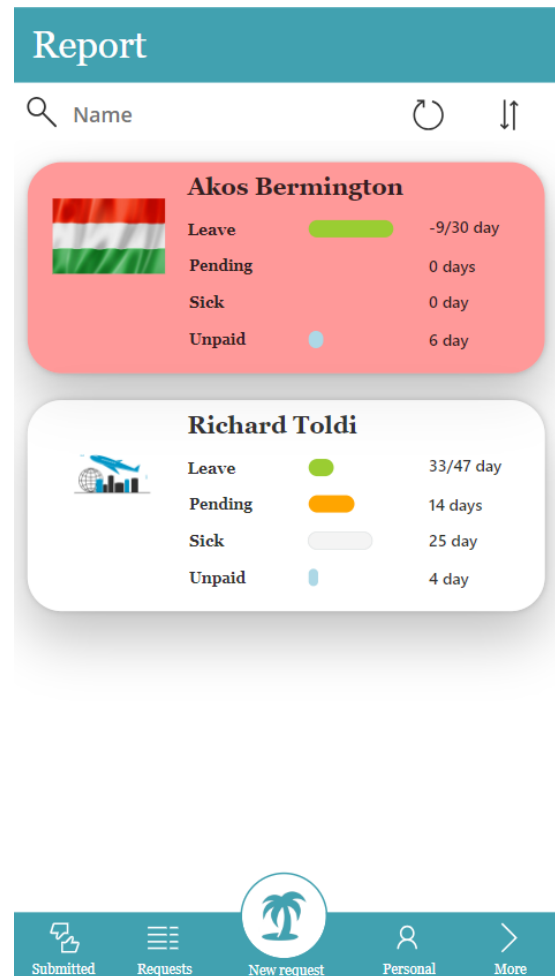
1.13 MANAGER'S PAGE OF THE REPORT

At the manager's report page, managers can check the overall leaves of their subordinates. As mentioned before, managers have access to the list view, calendar view to check leaves and requests, and a summarizer page for generating reports. In the report page, managers can see the requested days, used and unused days off, as well as pending, sick, and unpaid leaves. Each day off is represented with different colors and indicators, as depicted in the images.

If one of the subordinates has utilized all their available days off or exceeded them, the employee's card will be highlighted in red as a warning.

To search among the subordinates, managers can use the search bar. The cards can be ordered in ascending or descending alphabetical order.


Furthermore, the employee cards also include a photo and the employee's name for authentication purposes.










1.14 EMPLOYEE'S PAGE OF THE REPORT

The employees also have a personal report page where they can review their requests and leaves, similar to the managers' report page. This personal report page can be accessed from the profile page. Additionally, employees can navigate to the personal calendar view from the personal page.

The employees can identify the available days off as leaves through a yellow-colored indicator. The used days off, the days associated with undecided leave requests, sick leaves, approved unpaid requests, and denied leave requests are also displayed.

Personal

**Richard Toldi**

Email	r.toldi@hun-tec.de	
Leave		Day 37
Used		10
Pending		18
Sick		25
Unpaid		4
Denied		39

Back

1.15 EMPLOYEES MANAGEMENT

The Leave Management application is a standalone application that does not require any other applications to handle employee days off. It includes an employee management segment, which is sufficient for effectively managing employee leaves.

As mentioned previously, the application automatically registers new employees when they start using it. This eliminates the need for managers or leaders to spend time on such administrative tasks. However, if an employee will be away for an extended period and will not work for several months, managers have the option to inactivate the employee. Additionally, if an employee is laid off, managers can delete the employee to prevent the application's usage by terminated employees. The application also allows for adjustments when an employee has more days off than others or needs to change their email address. Furthermore, it provides the ability to promote or demote an employee as necessary, as well as view the manager of a specific employee.

Employees

ID	28
Name	Richard Toldi
Email	r.toldi@hun-tec.de
Position	Leader
Manager	Richard Toldi
Language	English
Residency	Germany
Leave	33
Last entry	19/06/2023 21:42
Created	24/04/2023 09:17
Modified By	Richard Toldi

Image

Kinga Gauder

Richard Toldi

Tamás G

Submitted

Requests

Edit

Personal

More

In the Employees page, there is a search bar where names of employees can be searched. The list of employees can be ordered alphabetically by their names, and the page can be refreshed if needed.

Above the list of employees, detailed information about the selected employee is displayed. This includes the available days off for that employee. For example, if Akos has taken nine days off beyond the company's usual provision, a warning sign will be shown.

1.16 EMPLOYEE MODIFICATION

We have the ability to modify several aspects of an employee's profile. For instance, we can demote an employee if they hold a managerial position or promote them if they are a subordinate. It is also possible to change the employee's assigned manager or delete their profile altogether. Furthermore, we can make adjustments to the employee's allocated days off in cases where they have more or fewer days than the standard allowance. Additionally, there is an option to attach relevant documents to an employee's record if we need to store any pertinent information.

Employee

- * Name

Richard Toldi
- * Manager

Richard Toldi
- * Language

English
- * Residency

Germany
- * Position

Leader
- Deleted

☒ No
- * Alert

Employees

Demote

Save

Delete

1.17 SETTINGS OPTIONS

As mentioned before, managers or leaders don't have to register new employees manually; the application does so automatically. However, the application needs to know certain basic information, such as the number of days off the new hire is entitled to, preferred notification methods, their position, and their language preference for using the application. Once the employee logs in for the first time, they can change most of these settings. However, this information is required for the initial login.

Settings for initial login:

Basic employee setting

* Position

Employee

▼

* Status

Active

▼

* Leave

30

* Residency

Germany

▼

* Language

German

▼

* Alert

Email

▼

Back

Send


User settings page:

Settings

* Name

Richard Toldi

Image



Tap or click to add a picture

* Alert

Email

▼

* Language

English

▼

* Residency

Back

Send

On the 'Deleted' page, managers have the option to make deletions final. This action will permanently remove the employee or leave request from the database. Whenever something is deleted, we receive notifications regarding the deleted entity, allowing us to identify the person responsible, the timing, and the specific item deleted. In situations where a manager accidentally deletes an employee or leave request from their lists, they can restore these deleted entities from the 'Deleted' page using the green button located at the edge of the entity.

Back

2. TROUBLESHOOTING GUIDE: RESOLVING COMMON ISSUES

2.1 APPLICATION DOESN'T LOAD

If you are using the application on a desktop computer with a browser or through Teams, it is important to check for any popup windows. The application requires permissions during the initial startup process.

Another potential issue could be related to your internet connection. If the connection is very slow or disconnected, you will not be able to use the application effectively.

Under normal circumstances, the application should load within 3-4 seconds. However, if you notice any slowness, restarting can often resolve the problem.

Try restarting the application, your device, or reconnecting to the network to troubleshoot and resolve these issues.

2.2 APPLICATION DOESN'T LOAD FROM MOBILE PHONE

Mobile phones utilize an additional application called Power Apps, developed by Microsoft, which can result in a slightly longer loading time for the main application. Typically, it may take an additional 4-5 seconds, but under normal circumstances, the application should load within 10-12 seconds on mobile devices.

It's important to note that the application is cloud-based, meaning it doesn't store any data locally on the device. Consequently, when launching the application, it needs to establish a connection with the database and download the necessary information for proper functionality. This process takes a brief moment, generally not exceeding 12 seconds.

The internet connection on mobile phones can sometimes be slower or prone to interruptions, which may lead to noticeable sluggishness. However, in normal circumstances, the application should load within 10 seconds on a mobile device.

Restarting is always a recommended practice when encountering issues.

