

LEAVE REQUEST

User guide – Member and human resource

Version 1.0

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Overview

The Leave Request is a tool that supports users to request time off in an organization. This tool allows users to create, edit, delete the item request. Managers can review, approval, reject the item request of team. Human Resource can management all items request of all users. There are 4 roles in the Leave Request tool.

- Members: Can new, edit, delete the item request
- Manager: Can new, edit, delete the item request and approval the item request of team. The number of Managers dependencies configuration.
- Human Resource: Can view all items request of all members and management all categories of tool
- Administrator: Management tool. Assign permission to users...

This document helps “Members” and “Human resource” to use the app.

Members

Views

Home

Home is a main view of this tool. This view shows all items request of current member. Member can view items request by status.

The screenshot displays the Home view of the Leave Request tool. On the left is a sidebar menu with items like 'Home', 'My request(s)', 'My Task(s)', 'My Approvals(s)', 'All Request(s)', 'Holidays', and 'Settings'. The main area is a calendar grid. A '+ New' button is at the top left, and navigation buttons '<< Prev', 'Today', and 'Next >>' are below it. A 'Status' dropdown menu is at the top right, showing options like 'Pending', 'Finished', 'Deleted', and 'All'. The calendar grid shows dates from Sunday to Saturday. A green highlighted cell is on Friday, 8th, and a yellow dot is on Thursday, 14th. A status dropdown menu is open over the 8th, showing 'Pending', 'Finished', 'Deleted', and 'All'.

- (1): Menu
- (2): New “Leave Request”
- (3): Next, Pre Section

- (4): Views: Year, Month, Week, Day. Default is Month
- (5): Status: Pending, Finished, Deleted, All. Default is Pending
- (6): Non-Working day (Holiday)
- (7): Leave request day

My Request(s)

This view shows all items request of current user. Member can view items request by status.

The screenshot shows a web application interface for 'My Request(s)'. On the left is a navigation menu with items like 'My request(s)', 'My Task(s)', 'My Approval(s)', 'All Request(s)', 'Holidays', and 'Settings'. The main area features a '+ New' button (2), a 'Show' dropdown set to 10 (4), and a search box (5). A table displays three request entries with columns for 'Day(s) off', 'Department', 'Start Time', 'End Time', 'Reason', 'Step', and 'Delete'. The first entry has 6 days off (6), the second has 1 day off, and the third has 3 days off. The 'Delete' column contains red circular icons (7). At the bottom right, there is a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons (8). The status is set to 'Pending' (3).

- (1): Menu
- (2): New “Leave Request”
- (3): Status: Pending, Finished, Deleted, All. Default is Pending
- (4): Number of items will show
- (5): Search
- (6): Edit
- (7): Delete
- (8): Paging

My Task(s)

This view shows all task(s) of current user.

The screenshot shows the 'My Task(s)' view. The navigation menu on the left has 'My Task(s)' selected (1). The main area shows a 'Show' dropdown set to 10 entries (2) and a search box (3). A table displays two task entries with columns for 'Day(s) off', 'Department', 'Start Time', 'End Time', 'Reason', 'Step', and 'Status'. The first entry has 2 days off and a status of 'Pending'. The second entry has 5 days off and a status of 'Pending'. The 'Status' column contains a 'Pending' label (6). The pagination control at the bottom right shows 'First', 'Previous', '1', 'Next', and 'Last' buttons.

- (1): Menu
- (2): Number of items will show
- (3): Search
- (4): View

- (5): Edit
- (6): Paging

My Approved(s)

This view shows all items request that current user approved.

List View:

| View | Requestor | Day(s) off | Department | Start Time | End Time | Reason | Step | Status |
|------|-------------|------------|------------------------|------------|------------|--------------|---------|---------|
| | Long Truong | 2 | Information Technology | 01/15/2016 | 01/15/2016 | Annual Leave | Manager | Pending |
| | Long Truong | 2 | Information Technology | 01/13/2016 | 01/14/2016 | Annual Leave | Manager | Pending |

- (1): Menu
- (2): Requestor: all requester have items request in this view.
- (3): Status: Pending, Finished, Deleted, All. Default is All
- (4): View: List view and Calendar view

Calendar View:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 27 | 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 |

Holidays

This view show all holidays (non-working day)

List View:

Home

My request(s)

My Task(s)

My Approval(s)

All Request(s)

Holidays 1

Settings

Year: 2016 1

| Start Date | End Date | Holiday Name |
|------------|------------|----------------|
| 01/01/2016 | 01/01/2016 | New year's day |

- (1): Menu
- (2): Year
- (3): View: List view and Calendar view

Calendar View:

Year: 2016

<< Prev Today Next >>

Year Month Week Day

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |

Forms

View Form

This form shows information of item request.

View



| Date Modified | Approved By | Stage | Status | Comment |
|---------------|-------------|-----------|---------|----------|
| 01/14/2016 | Requestor | Requestor | Done | 1 |
| 01/14/2016 | manager1 | Manager | Pending | |
| 01/14/2016 | manager2 | Manager | Pending | |

| | | |
|------------|------------------------|----------|
| Requestor | Requestor | |
| Department | Information Technology | 2 |
| Day(s) Off | 1 | |
| Start Date | 01/18/2016 | Morning |
| End Date | 01/19/2016 | Full Day |
| Reason | Annual Leave | |
| Detail | Personal reason | |

Close

- **(1)**: Information Processing
- **(2)**: Information of item

New Form

This form allows user to input information for request

New □

Department **1** ▼

Day(s) Off **2**

Start Date Full Day **3**

End Date Full Day **4**

Reason **5** ▼

Detail **6**

Assign To man **7**

8

- (1): Department
- (2): Number of day off
- (3): Start Date
- (4): End Date
- (5): Reason of Leave
- (6): Detail
- (7): Assign to user next step
- (8): Submit form

Edit Form

This form allows user to re-request the “Item request” when it was rejected.

Todo □

| Date Modified | Approved By | Stage | Status | Comment |
|---------------|-------------|-----------|----------|----------|
| 01/14/2016 | Requestor | Requestor | Done | 1 |
| 01/17/2016 | manager2 | Manager | Canceled | |
| 01/17/2016 | manager1 | Manager | Rejected | Ok, Next |
| 01/17/2016 | Requestor | Requestor | Pending | |

2 Request Close

Department:

Day(s) Off:

Start Date:

End Date: **3**

Reason:

Detail:

Assign To:

2 Request Close

- (1): Information processing
- (2): Submit form
- (3): Information of item

Approval Form

This form allows user to approval or reject the “Item Request”.

Todo □

| Date Modified | Approved By | Stage | Status | Comment |
|---------------|-------------|-----------|---------|----------|
| 01/14/2016 | Requestor | Requestor | Done | 1 |
| 01/14/2016 | manager2 | Manager | Pending | |
| 01/14/2016 | manager1 | Manager | Pending | |

2 Approval Reject Close

Requestor Requestor

Department Human Resource

Day(s) Off 2 **3**

Start Date 01/20/2016 Full Day

End Date 01/22/2016 Full Day

Reason Annual Leave

Detail Personal Leave

Comment

Ok, Next **4**

2 Approval Reject Close

- (1): Information processing
- (2): Approval or reject this item
- (3): Information of item
- (4): Comment



Human Resource

Views









All Requests

This view shows all items request of all users.

List View:

Requestor: **1** Status: **2** **3**  

Show entries Search:

| View | Requestor | Day(s) off | Department | Start Time | End Time | Reason | Step | Status |
|---|-------------|------------|-----------------------|------------|------------|--------------|----------------|---------|
|  | Requestor | 2 | Human Resource | 01/20/2016 | 01/22/2016 | Annual Leave | Requestor | Pending |
|  | Long Truong | 2 | Infomation Technology | 01/20/2016 | 01/21/2016 | Annual Leave | Manager | Pending |
|  | Requestor | 1 | Infomation Technology | 01/18/2016 | 01/19/2016 | Annual Leave | Manager | Pending |
|  | Long Truong | 1 | Infomation Technology | 01/18/2016 | 01/19/2016 | Annual Leave | Manager | Pending |
|  | Long Truong | 2 | Infomation Technology | 01/15/2016 | 01/15/2016 | Annual Leave | Manager | Pending |
|  | Requestor | 2 | Infomation Technology | 01/14/2016 | 01/15/2016 | Annual Leave | Human resource | Pending |
|  | Long Truong | 2 | Infomation Technology | 01/13/2016 | 01/14/2016 | Annual Leave | Manager | Pending |
|  | Long Truong | 3 | Infomation Technology | 01/12/2016 | 01/15/2016 | Annual Leave | Manager | Pending |

Showing 1 to 8 of 8 entries

First Previous **1** Next Last

- (1): Requestor: all members
- (2): Status: Pending, Finished, Deleted, All. Default is All
- (3): View: List view and Calendar view

Calendar View:

Requestor: Requestor Status: All

<< Prev Today Next >> Year Month Week Day

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 27 | 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 |

Catagories

Departments

View

This view shows all departments by status

| Settings | + New | Status: Active | | | |
|----------------|------------------------|----------------|--------|-------|--------|
| Departments | Edit | Title | Active | Order | Delete |
| Reasons | Information Technology | Yes | 1 | | |
| Holidays | Accountant | Yes | 2 | | |
| Workflows | Human Resource | Yes | 3 | | |
| Administrator | | | | | |
| Human Resource | | | | | |
| Member | | | | | |

- (1): Menu
- (2): New a department
- (3): Status: Active, Inactive, All. Default is Active
- (4): Edit a department
- (5): List view all department
- (6): Delete a department

New form

This form allows human resource can create a new department.

Department □

Title

Active
 Yes No 2

Order
 3

- (1): Name of department
- (2): Active. If active is yes, this department will show at "Request form".
- (3): Order by
- (4): Submit form

Edit form

This form allows human resource can edit a department

Department

Title

Information Technology

Active

Yes No

Order

1

Save
Close

Reasons

View

This view shows all reasons by status

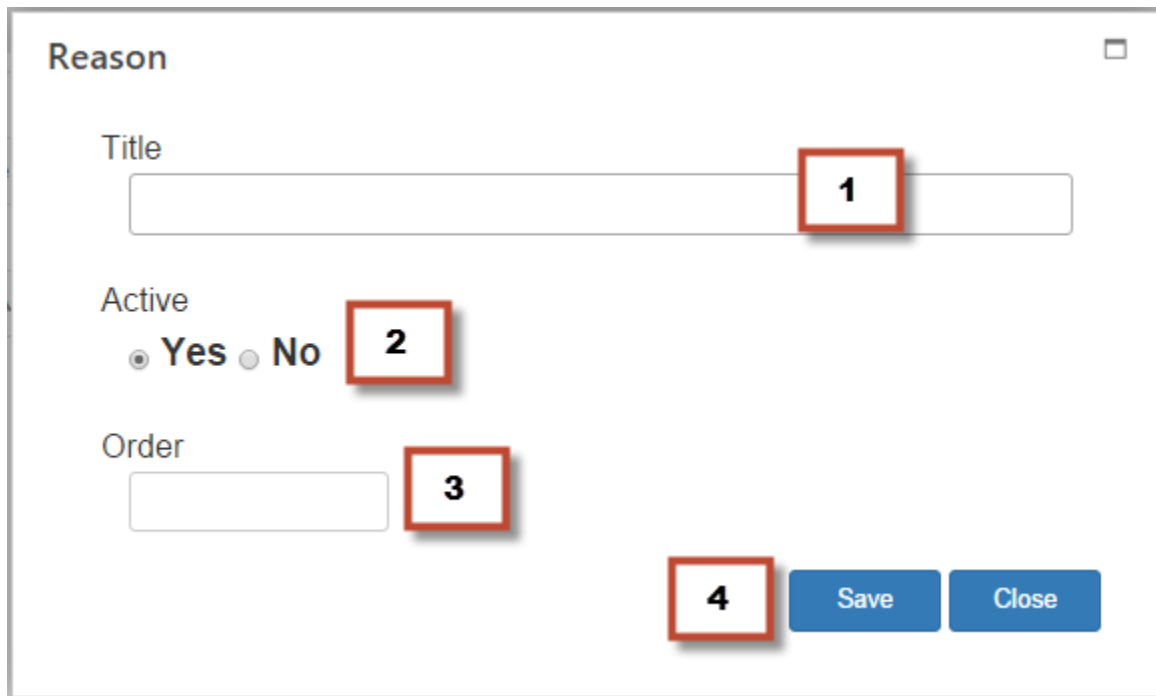
| Settings | + New | Status: Active | | | |
|----------------|-------|----------------|--|--|--|
| Departments | | | | | |
| Reasons | | | | | |
| Holidays | | | | | |
| Workflows | | | | | |
| Administrator | | | | | |
| Human Resource | | | | | |
| Member | | | | | |

| Edit | Title | Active | Order | Delete |
|------|----------------|--------|-------|--------|
| | Leave | Yes | 1 | |
| | Sick Leave | Yes | 2 | |
| | Vacation Leave | Yes | 3 | |

- (1): Menu
- (2): New a reason
- (3): Status: Active, Inactive, All. Default is Active
- (4): Edit a reason
- (5): List view all reason
- (6): Delete a reason

New form

This form allows human resource can create a new reason.



The image shows a web form titled "Reason" with a close button in the top right corner. The form contains the following elements:

- Title:** A text input field with a red box labeled "1" at its right end.
- Active:** Radio buttons for "Yes" (selected) and "No", with a red box labeled "2" to the right.
- Order:** A text input field with a red box labeled "3" to its right.
- Buttons:** A red box labeled "4" is positioned to the left of the "Save" and "Close" buttons.

- (1): Name of reason
- (2): Active. If active is yes, this reason will show at "Request form".
- (3): Order by
- (4): Submit form

Edit form

This form allows human resource can edit a reason

Reason □

Title

Active

Yes No

Order

Holidays

[View](#)

This view shows all holidays (non-working day) by year

| <ul style="list-style-type: none"> Settings ⚙ Departments ☰ Reasons ☰ Holidays ☰ 1 Workflows ☰ Administrator ☰ Human Resource ☰ Member ☰ | + New 2 3 Year: 2016 ▼ | | | | | | | | | | | | |
|---|--|------------|------------|---|--|--------------|--------|---|---|------------|------------|---|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Edit</th> <th style="width: 10%;">Order</th> <th style="width: 20%;">Start Date</th> <th style="width: 20%;">End Date</th> <th style="width: 35%;">Holiday Name</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✎</td> <td style="text-align: center;">4</td> <td>01/01/2016</td> <td>01/01/2016</td> <td>5 ear's day</td> <td style="text-align: center;">6 ✖</td> </tr> </tbody> </table> | Edit | Order | Start Date | End Date | Holiday Name | Delete | ✎ | 4 | 01/01/2016 | 01/01/2016 | 5 ear's day | 6 ✖ |
| Edit | Order | Start Date | End Date | Holiday Name | Delete | | | | | | | | |
| ✎ | 4 | 01/01/2016 | 01/01/2016 | 5 ear's day | 6 ✖ | | | | | | | | |

- (1): Menu
- (2): New a holiday
- (3): Year
- (4): Edit a holiday
- (5): List view all holiday
- (6): Delete a holiday

New form

This form allows human resource can create a new holiday

The image shows a web form titled "Holiday" with a close button in the top right corner. The form contains the following fields and controls:


- Start Date:** A text input field with a calendar icon on the right. A red box with the number "1" is placed over the right side of the input field.
- End Date:** A text input field with a calendar icon on the right. A red box with the number "2" is placed over the right side of the input field.
- Holiday Name:** A text input field. A red box with the number "3" is placed over the right side of the input field.
- Year:** A dropdown menu with "2016" selected. A red box with the number "4" is placed over the right side of the dropdown.
- Order:** A text input field. A red box with the number "5" is placed over the right side of the input field.
- Submit:** Two blue buttons labeled "Save" and "Close". A red box with the number "6" is placed over the "Save" button.


- (1): Start date
- (2): End date
- (3): Holiday name
- (4): Year
- (5): Order by
- (6): Submit form

Edit form

This form allows human resource can edit a holiday

Holiday □

Start Date
 

End Date
 

Holiday Name

Year
 ▼

Order