

# User Guide



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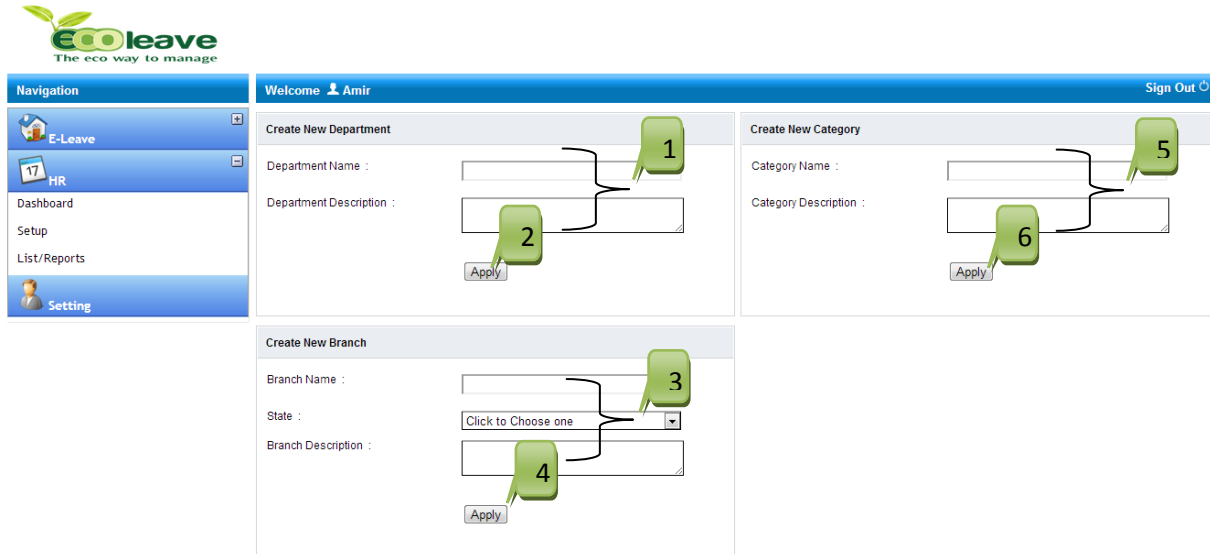
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# CHAPTER 1

HR  
( 1. DEPT / CAT / BRANCH )

### 1.1.1 Create Branch / Department / Category

- Select the [Setup] tab.
- Click the [Create Branch / Department / Category] .



The screenshot displays the Ecoleave web application interface. On the left is a navigation menu with options: E-Leave, HR, Dashboard, Setup, List/Reports, and Setting. The main content area is titled 'Welcome Amir' and contains three forms:

- Create New Department:** Fields for 'Department Name' (callout 1) and 'Department Description' (callout 2), with an 'Apply' button (callout 2).
- Create New Category:** Fields for 'Category Name' (callout 5) and 'Category Description' (callout 6), with an 'Apply' button (callout 6).
- Create New Branch:** Fields for 'Branch Name' (callout 3), 'State' (a dropdown menu with 'Click to Choose one' text, callout 3), and 'Branch Description' (callout 4), with an 'Apply' button (callout 4).

#### Create Department

1. Key in the department details .
2. Click [Apply] button to create the department.

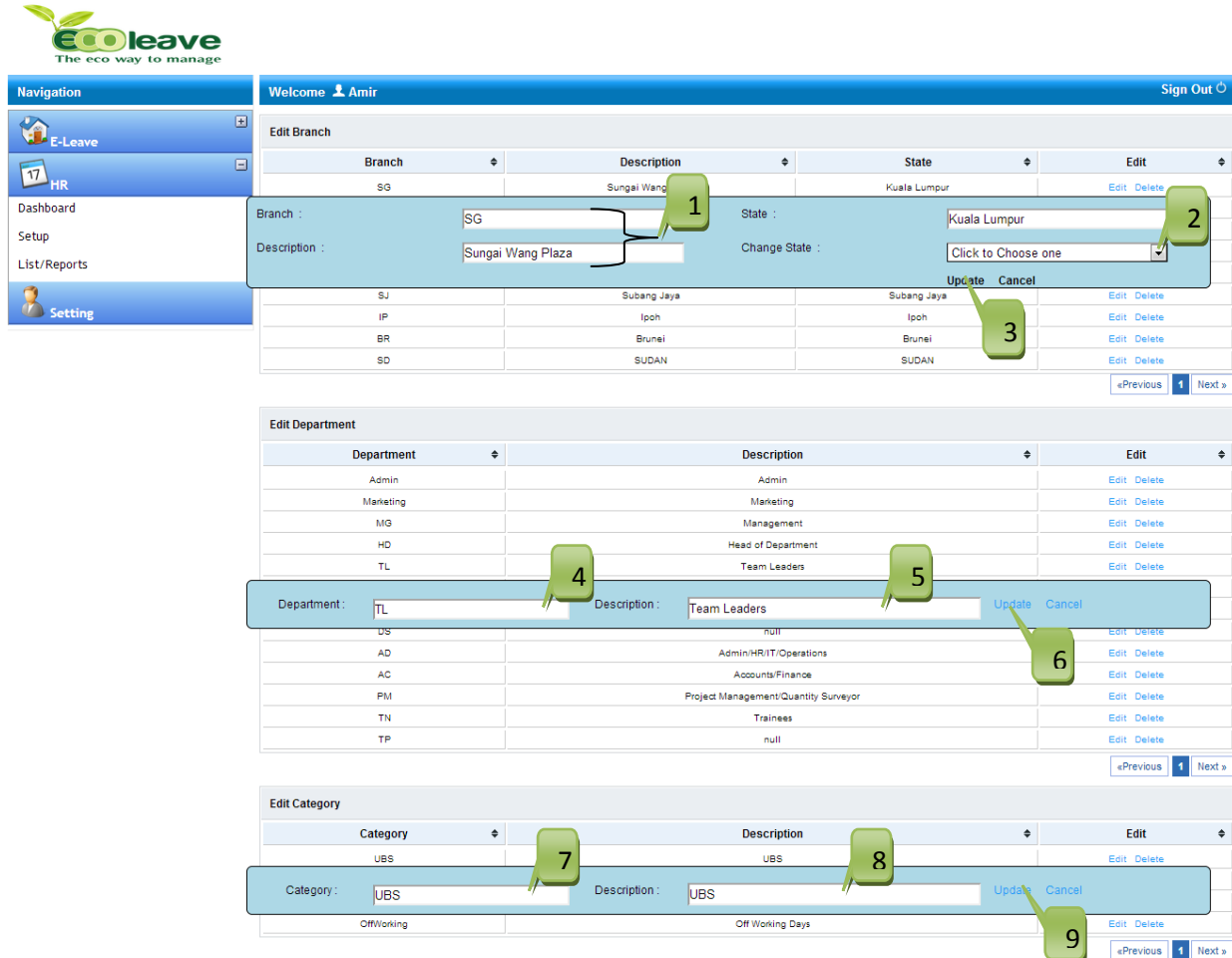
#### Create Category

5. Key in the category details.
6. Click [Apply] button to create the category.

#### Create Branch

3. Key in the branch details.
- 4 Click [Apply] button to create the branch.

## 1.1.2 Edit Branch / Department / Category



The screenshot displays three sections of the Ecoleave system interface, each with a table and an edit form below it. Green callout boxes with numbers 1 through 9 highlight specific fields and buttons.

**Edit Branch:** The table lists branches with columns for Branch, Description, State, and Edit. The form below allows editing the Branch (SG), Description (Sungai Wang Plaza), and State (Kuala Lumpur). Callout 1 points to the Branch field, 2 to the State field, and 3 to the Update button.

**Edit Department:** The table lists departments with columns for Department, Description, and Edit. The form allows editing the Department (TL) and Description (Team Leaders). Callout 4 points to the Department field, 5 to the Description field, and 6 to the Update button.

**Edit Category:** The table lists categories with columns for Category, Description, and Edit. The form allows editing the Category (UBS) and Description (UBS). Callout 7 points to the Category field, 8 to the Description field, and 9 to the Update button.

### Edit Branch

1. Change the branch details.
2. Select the state of branch
3. Click [Update] button to save the change.

### Edit Department

4. Change the department name.
5. Change the description of department.
6. Click [Update] button to save the change.

### Edit Category

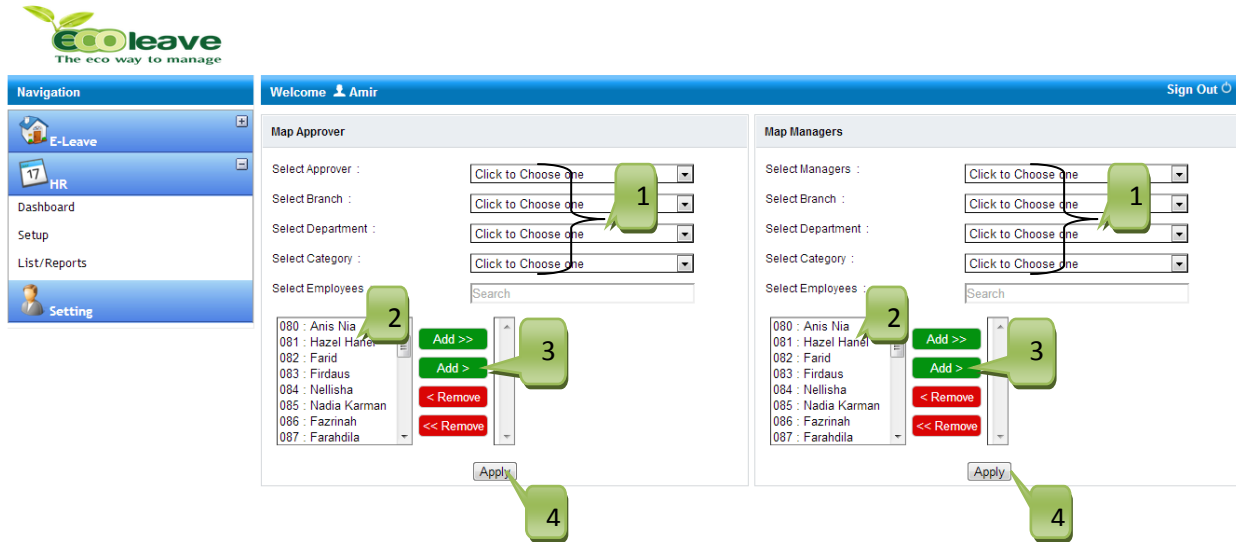
7. Change the category name.
8. Change the description of category.
9. Click [Update] button to save the change.

# CHAPTER 1

HR  
( 2. APPROVER )

### 1.2.1 Create Approver

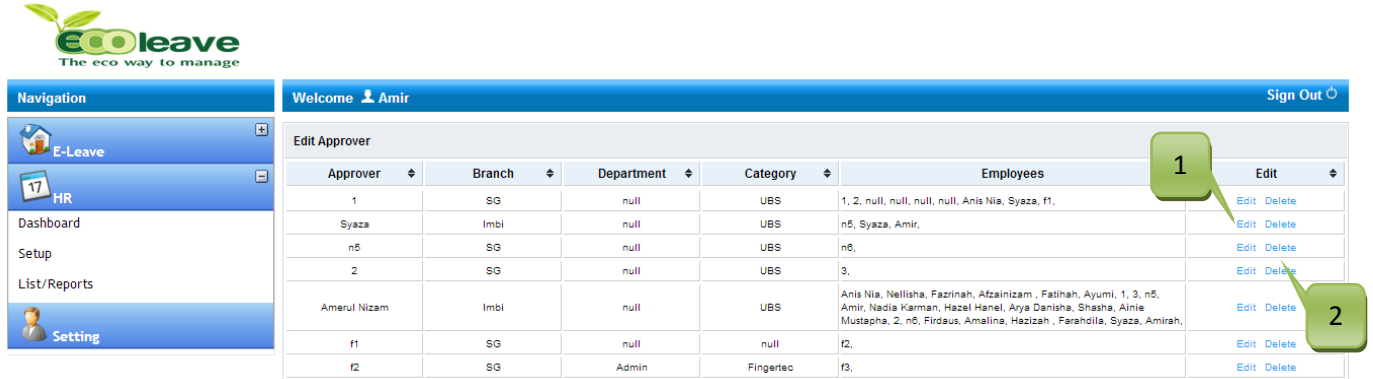
- Select the [Setup] tab.
- Click the [Create Branch / Department / Category



- |  |  |
|--|--|
| 1. Select the approver details.            | 4. Select the manager details.             |
| 2. Select the employee for your approver.  | 5. Select the employee for your manager.   |
| 3. Click [add] button to add the employee. | 6. Click [add] button to add the employee. |
| 4. Click [Apply] button to submit.         | 7. Click [Apply] button to submit.         |



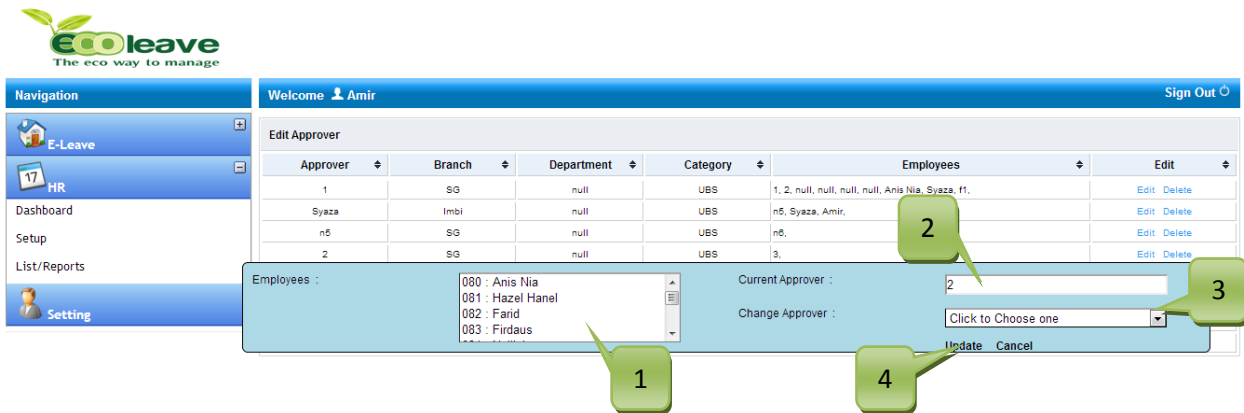
## 1.2.2 Approver Permission



Approver	Branch	Department	Category	Employees	Edit
1	SG	null	UBS	1, 2, null, null, null, null, Anis Nia, Syaza, f1.	Edit Delete
Syaza	Imbi	null	UBS	n5, Syaza, Amir,	Edit Delete
n5	SG	null	UBS	n6,	Edit Delete
2	SG	null	UBS	3,	Edit Delete
Amerul Nizam	Imbi	null	UBS	Anis Nia, Nellisha, Fazrinah, Atzainizam, Fatimah, Ayumi, 1, 3, n5, Amir, Nadia Karman, Hazel Hanel, Arya Daniasha, Shasha, Ainie Mustapha, 2, n6, Firdaus, Amalina, Hazizan, Farandilla, Syaza, Amirah,	Edit Delete
f1	SG	null	null	f2,	Edit Delete
f2	SG	Admin	Fingertec	f3,	Edit Delete

1. If you want edit an existing user, click [Edit] button at the employee.
2. If you want delete the approver, click [Delete] button at the employee.

## 1.2.3 Edit Approver



Employees :

- 080 : Anis Nia
- 081 : Hazel Hanel
- 082 : Farid
- 083 : Firdaus

Current Approver : 2

Change Approver : Click to Choose one

Update Cancel

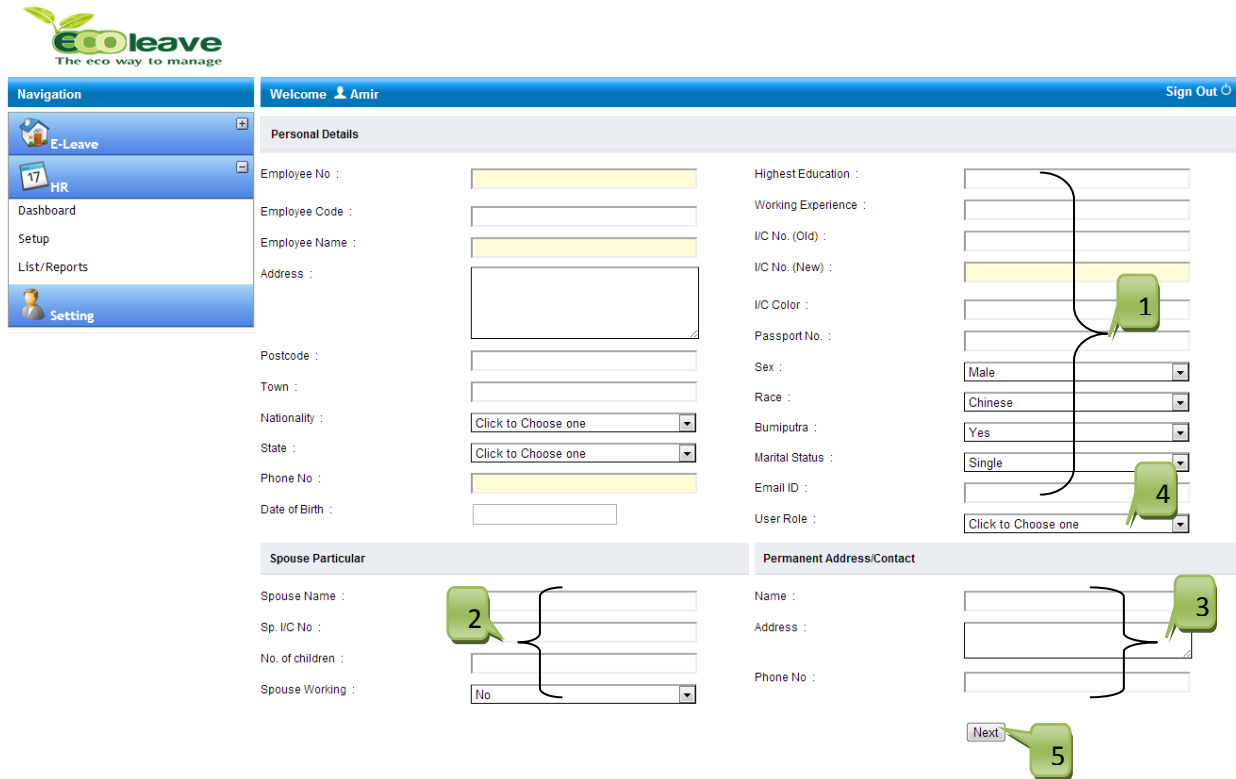
1. Select the employee.
2. Key in the current approver .
3. Select the approver.
4. Click [Update] button to save .

# CHAPTER 1

HR  
( 3. EMPLOYEE )

### 1.3.1 Create Employee

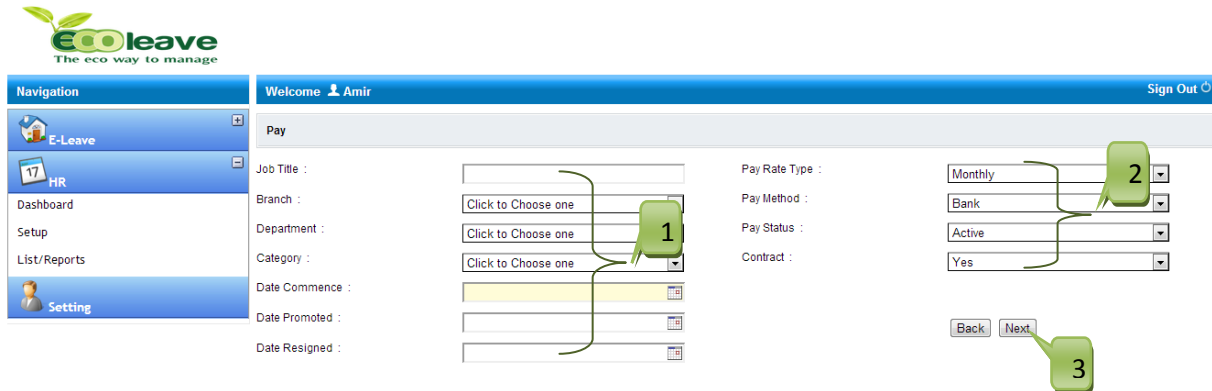
- Select the [Setup] tab.
- Click the [Create Branch / Department / Category



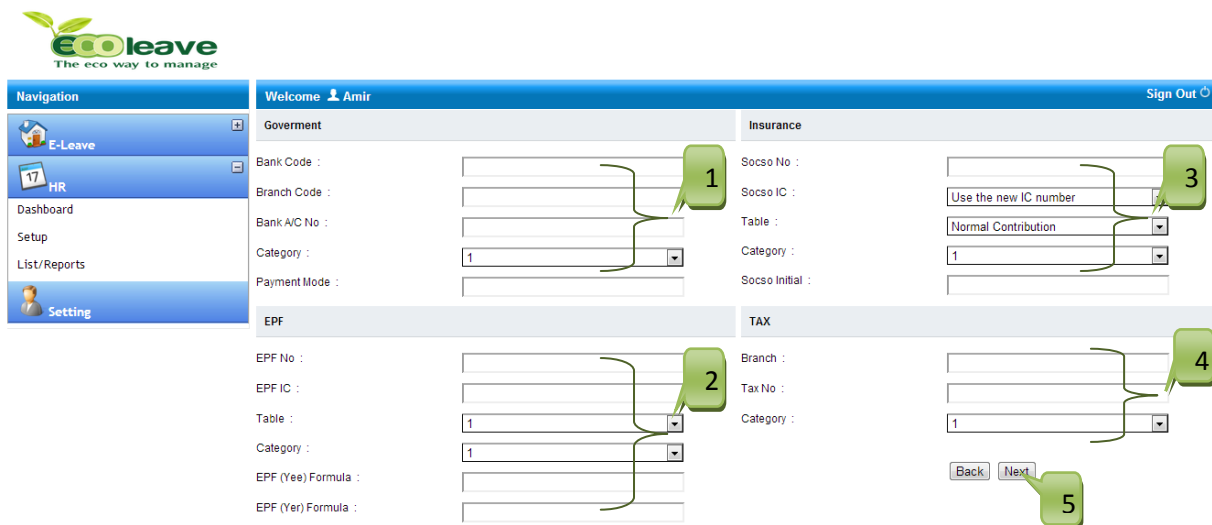
The screenshot shows the 'Create Employee' form in the Ecoleave system. The form is divided into several sections: 'Personal Details', 'Spouse Particular', and 'Permanent Address/Contact'. A navigation sidebar on the left includes 'E-Leave', 'HR', 'Dashboard', 'Setup', 'List/Reports', and 'Setting'. The 'Setup' tab is active. The form contains various input fields, including text boxes, dropdown menus, and a date picker. Five green callout boxes with numbers 1 through 5 are overlaid on the form to indicate key steps: 1. Key in the employee details (I/C No. (New)), 2. Key in the spouse particular (Spouse Name), 3. Key in your permanent address and contact (Name), 4. Select the user role for your employee (User Role), and 5. Click [next] button to continue.

1. Key in the employee details.
2. Key in the spouse particular.
3. Key in your permanent address and contact.
4. Select the user role for your employee.
5. Click [next] button to continue.

*Continue at the next pages....*

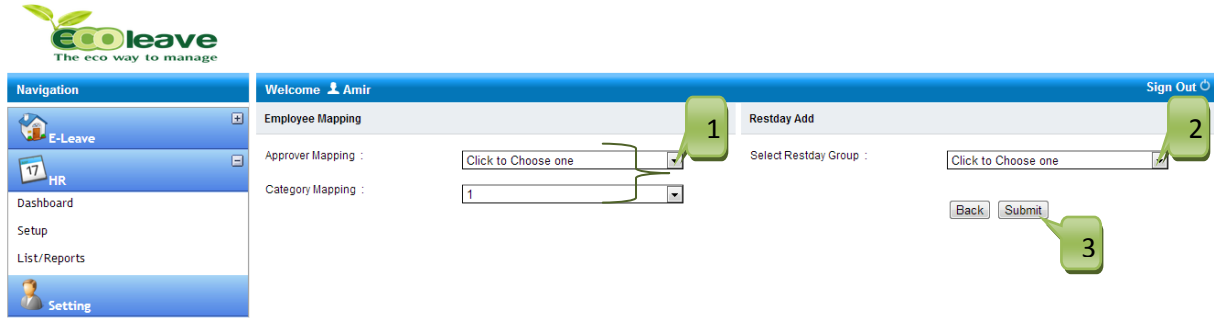


1. Key in your job details.
2. Key in your pay details.
3. Click [next] button to continue.



1. Key in your government details.
2. Key in your EPF details.
3. Key in your insurance details.
4. Key in your tax details.
5. Click [next] button to continue.

*Continue at the next pages....*



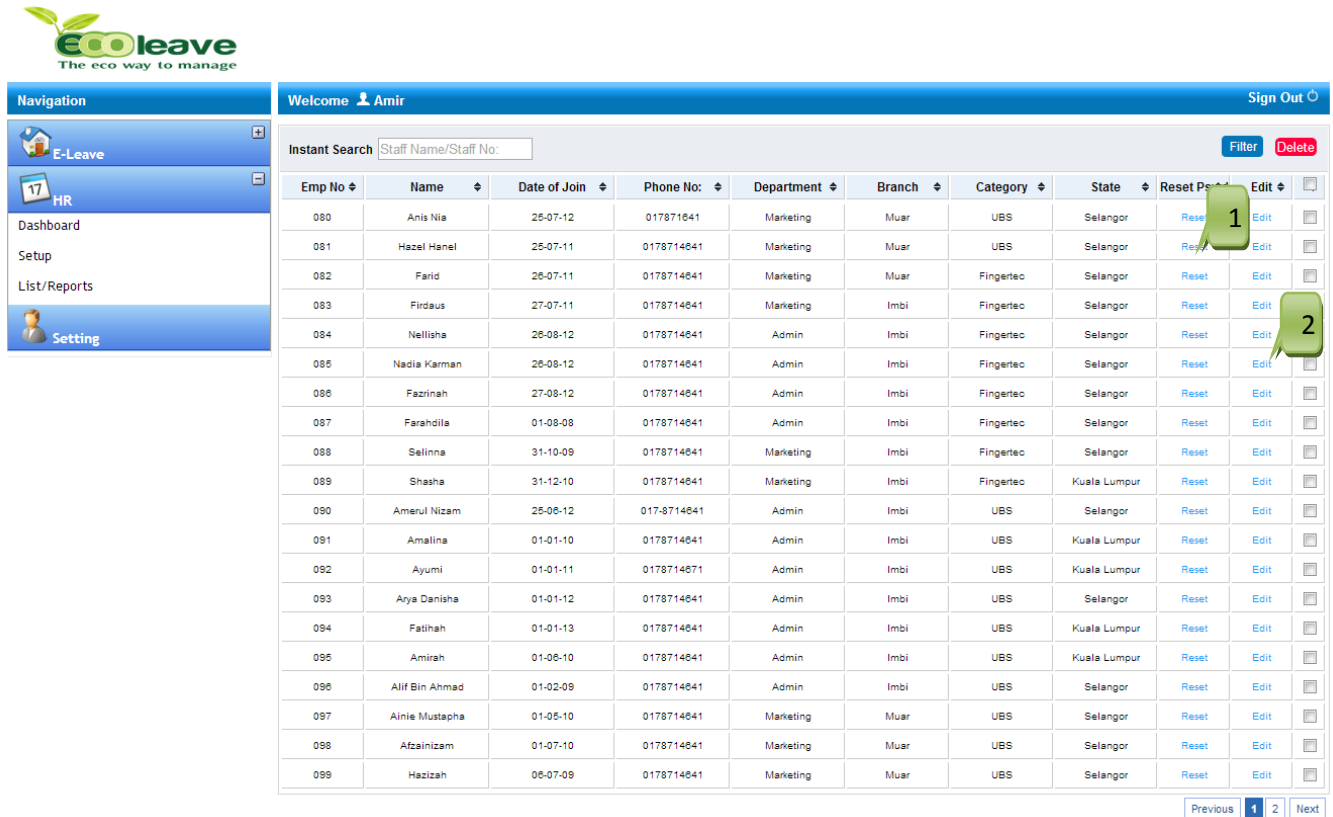
The screenshot shows the 'Restday Add' form in the Ecoleave system. The form is titled 'Restday Add' and is located under the 'Employee Mapping' section. The form contains the following fields and buttons:

- Navigation:** A sidebar menu on the left with options: E-Leave, HR, Dashboard, Setup, List/Reports, and Setting.
- Welcome Amir:** A header bar with a 'Sign Out' button.
- Employee Mapping:** A section containing:
  - Approver Mapping:** A dropdown menu with the text 'Click to Choose one'. A green callout bubble with the number '1' points to this field.
  - Category Mapping:** A dropdown menu with the value '1' selected.
- Restday Add:** A section containing:
  - Select Restday Group:** A dropdown menu with the text 'Click to Choose one'. A green callout bubble with the number '2' points to this field.
  - Buttons:** 'Back' and 'Submit' buttons. A green callout bubble with the number '3' points to the 'Submit' button.

1. Select your employee mapping details.
2. Select your employee restday.
3. Click [submit] button to create employee.

## 1.3.2 User / Employee permission.

- Select the [Setup] tab.
- Click the [Edit employee] .

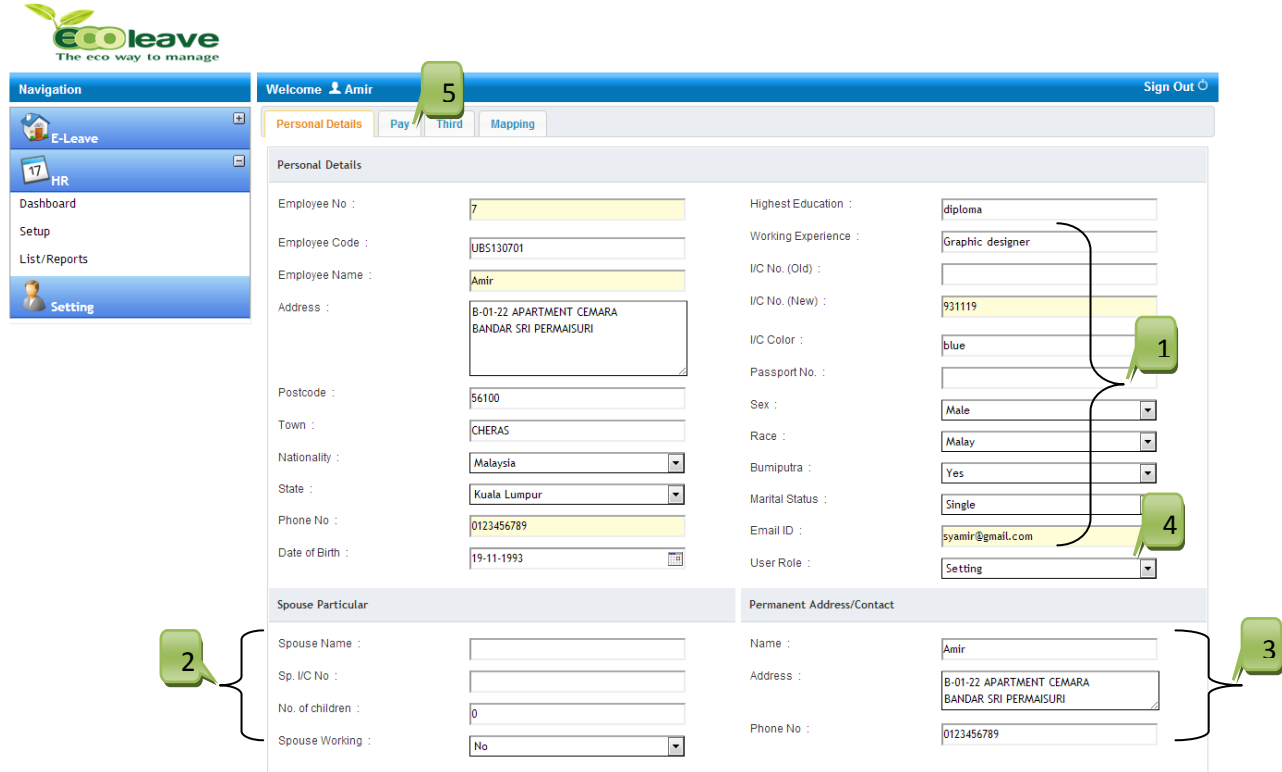


The screenshot shows the Ecoleave HR system interface. On the left is a navigation menu with options: E-Leave, HR, Dashboard, Setup, List/Reports, and Setting. The main content area displays a table of employees with columns: Emp No, Name, Date of Join, Phone No, Department, Branch, Category, State, Reset Password, and Edit. A search bar at the top allows filtering by Staff Name/Staff No. The 'Reset Password' and 'Edit' buttons for each employee are highlighted with callouts 1 and 2 respectively. At the bottom right, there are 'Previous', '1', '2', and 'Next' navigation buttons.

Emp No	Name	Date of Join	Phone No	Department	Branch	Category	State	Reset Password	Edit
080	Anis Nia	25-07-12	0178714641	Marketing	Muar	UBS	Selangor	Reset	Edit
081	Hazel Hanel	25-07-11	0178714641	Marketing	Muar	UBS	Selangor	Reset	Edit
082	Farid	26-07-11	0178714641	Marketing	Muar	Fingertec	Selangor	Reset	Edit
083	Firdaus	27-07-11	0178714641	Marketing	Imbi	Fingertec	Selangor	Reset	Edit
084	Nellisha	28-08-12	0178714641	Admin	Imbi	Fingertec	Selangor	Reset	Edit
085	Nadia Karman	26-08-12	0178714641	Admin	Imbi	Fingertec	Selangor	Reset	Edit
086	Fazrinah	27-08-12	0178714641	Admin	Imbi	Fingertec	Selangor	Reset	Edit
087	Farahdilla	01-08-08	0178714641	Admin	Imbi	Fingertec	Selangor	Reset	Edit
088	Selinna	31-10-09	0178714641	Marketing	Imbi	Fingertec	Selangor	Reset	Edit
089	Shasha	31-12-10	0178714641	Marketing	Imbi	Fingertec	Kuala Lumpur	Reset	Edit
090	Amerul Nizam	25-06-12	017-8714641	Admin	Imbi	UBS	Selangor	Reset	Edit
091	Amalina	01-01-10	0178714641	Admin	Imbi	UBS	Kuala Lumpur	Reset	Edit
092	Ayumi	01-01-11	0178714671	Admin	Imbi	UBS	Kuala Lumpur	Reset	Edit
093	Arya Danisha	01-01-12	0178714641	Admin	Imbi	UBS	Selangor	Reset	Edit
094	Fatihah	01-01-13	0178714641	Admin	Imbi	UBS	Kuala Lumpur	Reset	Edit
095	Amirah	01-05-10	0178714641	Admin	Imbi	UBS	Kuala Lumpur	Reset	Edit
096	Alif Bin Ahmad	01-02-09	0178714641	Admin	Imbi	UBS	Selangor	Reset	Edit
097	Ainie Mustapha	01-05-10	0178714641	Marketing	Muar	UBS	Selangor	Reset	Edit
098	Alfainizam	01-07-10	0178714641	Marketing	Muar	UBS	Selangor	Reset	Edit
099	Hazizah	06-07-09	0178714641	Marketing	Muar	UBS	Selangor	Reset	Edit

- 1 If you want to reset the password, click [Reset] button at the employee.
- 2 If you want edit an existing use, click [Edit] button at the employee
3. If you want delete the employee, tick and click [Delete] button at the employee.

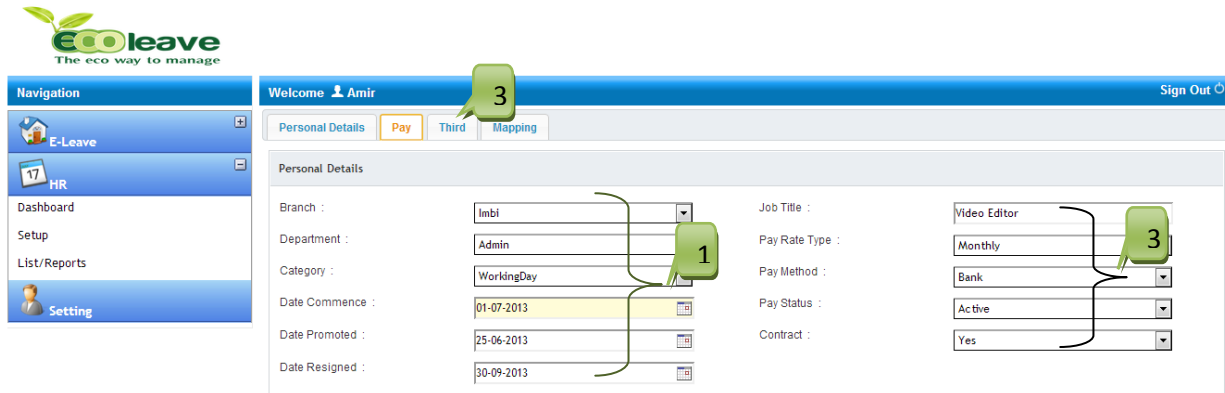
### 1.3.3 Edit Employee



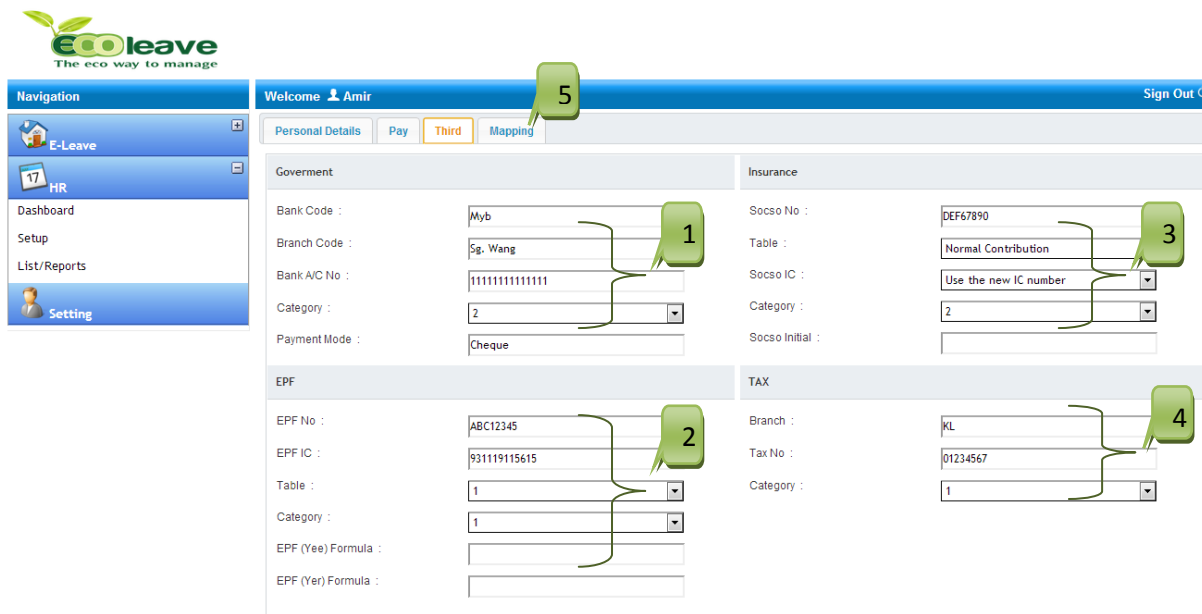
The screenshot shows the 'Edit Employee' form in the Ecoleave system. The form is divided into several sections: 'Personal Details', 'Spouse Particular', and 'Permanent Address/Contact'. The 'Personal Details' section contains fields for Employee No., Employee Code, Employee Name, Address, Postcode, Town, Nationality, State, Phone No., Date of Birth, Highest Education, Working Experience, IIC No. (Old), IIC No. (New), IIC Color, Passport No., Sex, Race, Bumiputra, Marital Status, Email ID, and User Role. The 'Spouse Particular' section includes fields for Spouse Name, Sp. IIC No., No. of children, and Spouse Working. The 'Permanent Address/Contact' section includes fields for Name, Address, and Phone No. The form is titled 'Welcome Amir' and has a 'Sign Out' button in the top right corner. The 'Pay' button is highlighted in the top navigation bar.

1. Change the employee details .
2. Change the spouse particular .
3. Change your permanent address and contact.
4. Select the user role for your employee .
5. Click [Pay] button to continue .

*Continue at the next pages....*



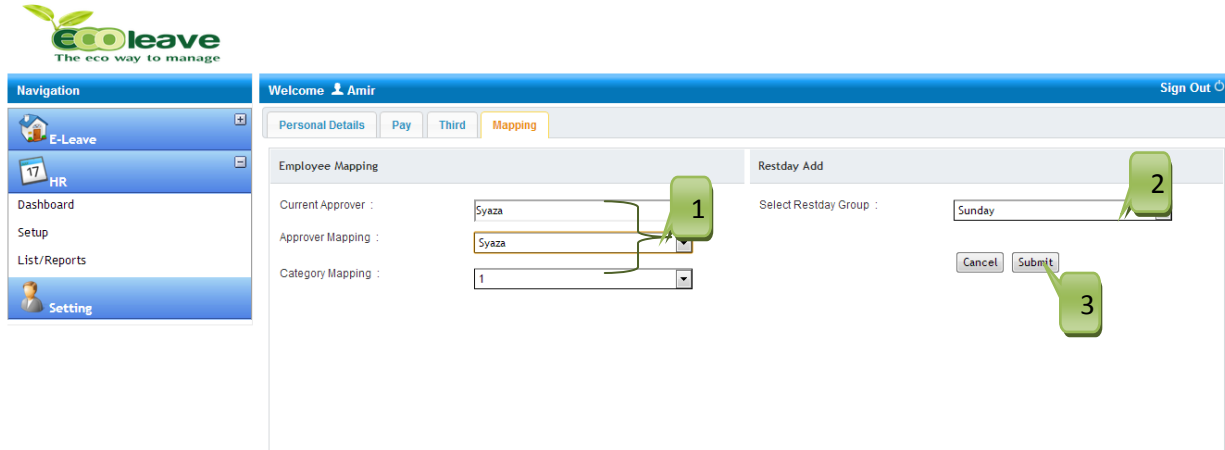
1. Change your job details.
2. Change your pay details.
3. Click [Third] button to continue.



1. Change your government details.
2. Change your EPF details.
3. Change your insurance details.
4. Change your tax details.
5. Click [Mapping] button to continue.

*Continue at the next pages....*





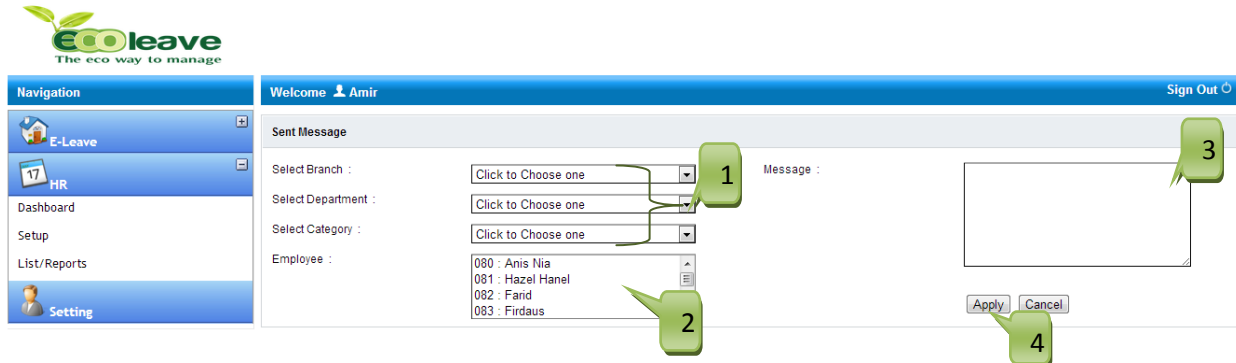
1. Change your employee mapping details.
2. Change your employee restday.
3. Click [submit] button to save employee.

# CHAPTER 1

HR  
( 4. MESSAGING )

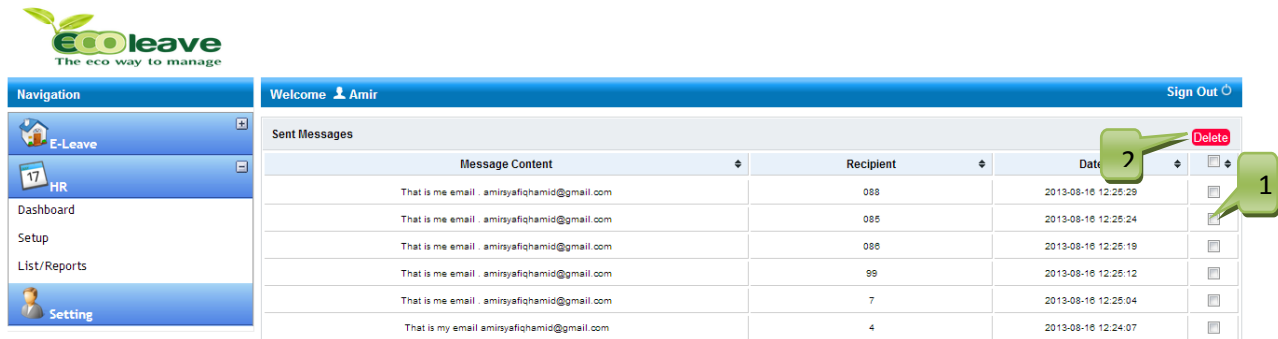
## 1.4.1 Send Message

1. Select the [Setup] tab.
2. Click the [Send Message] .



1. Select your employee details..
2. Select your employee.
3. Key in the message.
4. Click [Apply] button to send the message

## 1.4.2 Edit Message



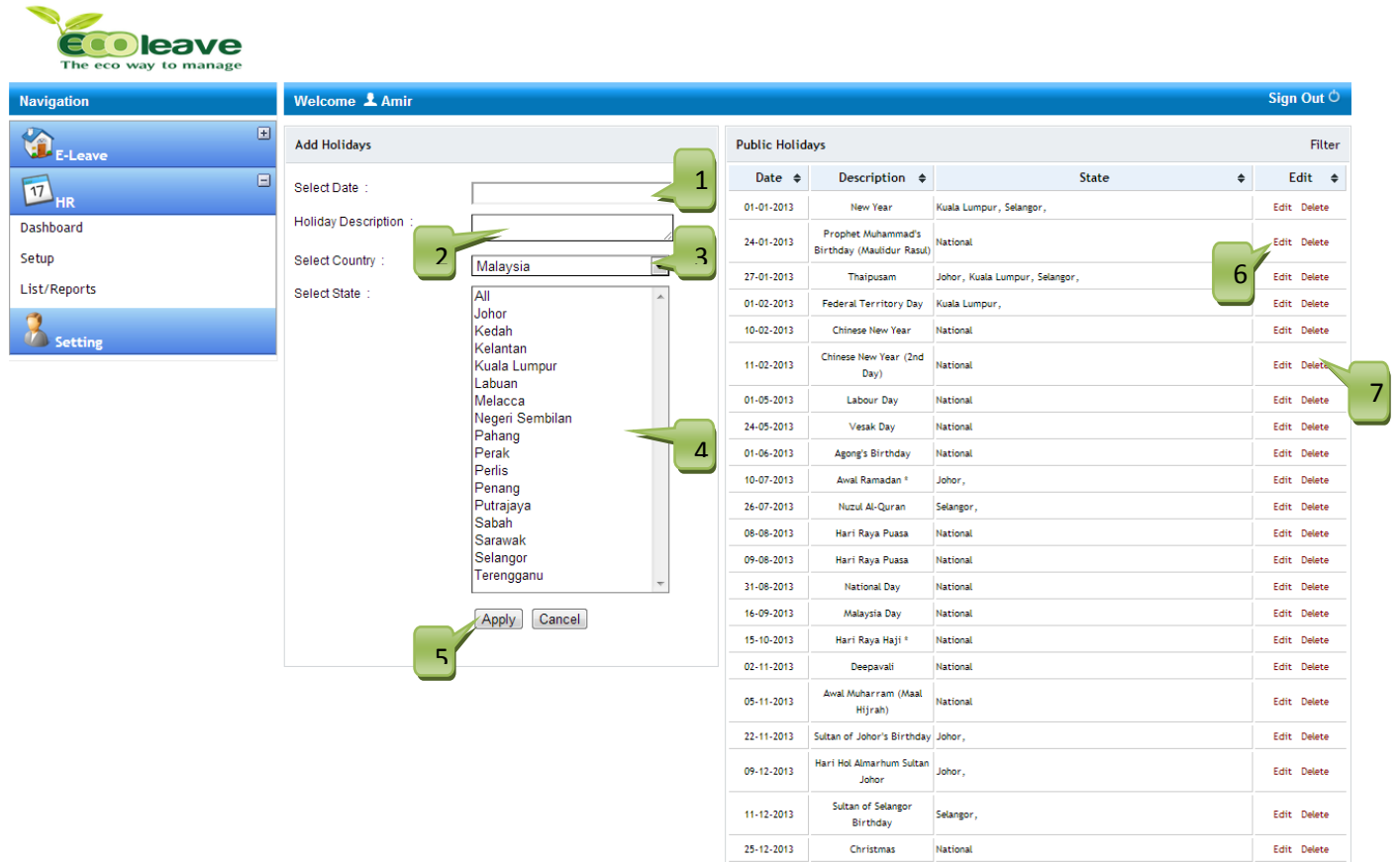
1. If you want to delete the message, Tick at the message.
2. Click [Delete] button to delete the message.

# CHAPTER 1

HR  
( 5. HOLIDAYS AND LEAVE )

## 1.5.1 Add Holidays

1. Select the [Setup] tab.
2. Click the [Add / Edit Holidays] .



The screenshot shows the Ecoleave HR system interface. On the left is a navigation menu with 'Setup' selected. The main area is split into two panels: 'Add Holidays' and 'Public Holidays'.

**Add Holidays Form:**

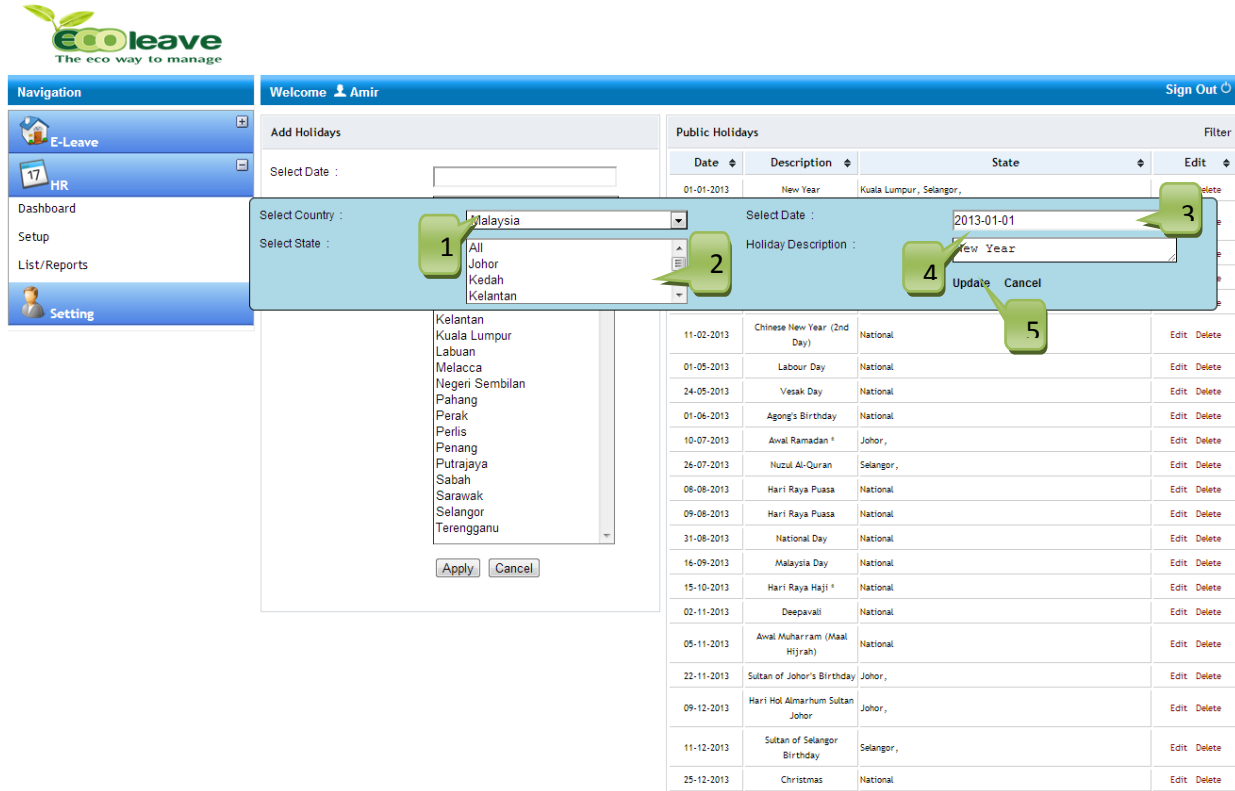
- 1:** Select Date (input field)
- 2:** Holiday Description (input field)
- 3:** Select Country (dropdown menu showing 'Malaysia')
- 4:** Select State (dropdown menu showing a list of states including Johor, Kedah, Kelantan, Kuala Lumpur, Labuan, Melacca, Negeri Sembilan, Pahang, Perak, Perlis, Penang, Putrajaya, Sabah, Sarawak, Selangor, Terengganu)
- 5:** Apply button

**Public Holidays Table:**

Date	Description	State	Edit	Delete
01-01-2013	New Year	Kuala Lumpur, Selangor,	Edit	Delete
24-01-2013	Prophet Muhammad's Birthday (Maulidur Rasul)	National	Edit	Delete
27-01-2013	Thaipusam	Johor, Kuala Lumpur, Selangor,	Edit	Delete
01-02-2013	Federal Territory Day	Kuala Lumpur,	Edit	Delete
10-02-2013	Chinese New Year	National	Edit	Delete
11-02-2013	Chinese New Year (2nd Day)	National	Edit	Delete
01-05-2013	Labour Day	National	Edit	Delete
24-05-2013	Vesak Day	National	Edit	Delete
01-06-2013	Agong's Birthday	National	Edit	Delete
10-07-2013	Awal Ramadan *	Johor,	Edit	Delete
26-07-2013	Nuzul Al-Quran	Selangor,	Edit	Delete
08-08-2013	Hari Raya Puasa	National	Edit	Delete
09-08-2013	Hari Raya Puasa	National	Edit	Delete
31-08-2013	National Day	National	Edit	Delete
16-09-2013	Malaysia Day	National	Edit	Delete
15-10-2013	Hari Raya Haji *	National	Edit	Delete
02-11-2013	Deepavali	National	Edit	Delete
05-11-2013	Awal Muharram (Maal Hijrah)	National	Edit	Delete
22-11-2013	Sultan of Johor's Birthday	Johor,	Edit	Delete
09-12-2013	Hari Hol Almarhum Sultan Johor	Johor,	Edit	Delete
11-12-2013	Sultan of Selangor Birthday	Selangor,	Edit	Delete
25-12-2013	Christmas	National	Edit	Delete

1. Select the date.
2. Key in the holiday description.
3. Select the country.
4. Select the state.
5. Click [Apply] button to submit.
6. If you want to editing an existing holidays, click [edit] button to edit the holidays.
7. If you want to delete the holidays, click [delete] button to delete the holidays.

## 1.5.2 Edit Holidays



The screenshot shows the 'Add Holidays' form and the 'Public Holidays' table. The form is highlighted with a blue box and numbered steps 1-5. The table lists various public holidays with their dates, descriptions, and states.

Date	Description	State	Edit
01-01-2013	New Year	Kuala Lumpur, Selangor,	Edit Delete
11-02-2013	Chinese New Year (2nd Day)	National	Edit Delete
01-05-2013	Labour Day	National	Edit Delete
24-05-2013	Vesak Day	National	Edit Delete
01-06-2013	Agong's Birthday	National	Edit Delete
10-07-2013	Awal Ramadan *	Johor,	Edit Delete
26-07-2013	Nuzul Al-Quran	Selangor,	Edit Delete
08-08-2013	Harri Raya Puasa	National	Edit Delete
09-08-2013	Harri Raya Puasa	National	Edit Delete
31-08-2013	National Day	National	Edit Delete
16-09-2013	Malaysia Day	National	Edit Delete
15-10-2013	Harri Raya Haji *	National	Edit Delete
02-11-2013	Deepavali	National	Edit Delete
05-11-2013	Awal Muharram (Maal Hijrah)	National	Edit Delete
22-11-2013	Sultan of Johor's Birthday	Johor,	Edit Delete
09-12-2013	Harri Hol Almarhum Sultan Johor	Johor,	Edit Delete
11-12-2013	Sultan of Selangor Birthday	Selangor,	Edit Delete
25-12-2013	Christmas	National	Edit Delete

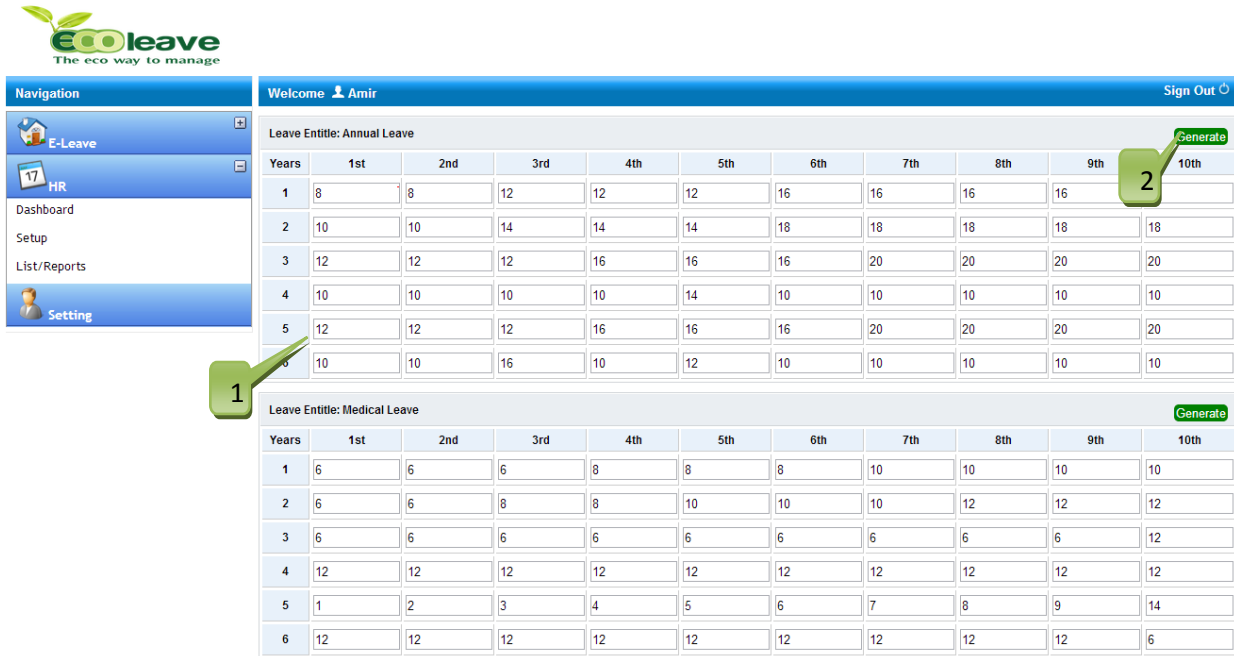
1. Select the Country.
2. Select the state.
3. Select the date.
4. Key in the holiday description.
5. Click [Update] button to save the changes.

## 1.5.3 Rest days

The screenshot displays the 'Rest Day' management interface. At the top, there's a navigation menu with options like E-Leave, HR, Dashboard, Setup, List/Reports, and Setting. The main area shows a calendar grid for months from JAN to DEC, with days 1-31. Below the calendar are 'Edit Rest Day' and 'Map Employee' sections. The 'Map Employee' section has dropdowns for Branch, Department, and Category (all labeled 'Click to Choose one'), an employee list (080: Anis Nia, 081: Hazel Hanel, 082: Farid, 083: Firdaus), and a Group Name dropdown (also 'Click to Choose one'). The 'Create Group' section has a Group Name input field and Apply/Cancel buttons. At the bottom, there are two tables: 'Mapping List' and 'Group List'. The 'Mapping List' table has columns for Category Name, Employees, and Delete. The 'Group List' table has columns for Group Name and Delete. Numbered callouts 1-6 indicate the steps for creating and managing rest days.

1. Select the employee details.
2. Select the group name.
3. Click [Apply] button to submit.
4. Key in the group name.
5. Click [Apply] button to create the group name.
6. If you want to delete the employee rest day or group name, click [delete] button

### 1.5.4 Leave Entitle



The screenshot shows the 'Leave Entitle' configuration page in the Ecoleave system. The page is divided into a navigation sidebar on the left and a main content area. The main content area contains two tables: 'Annual Leave' and 'Medical Leave'. Each table has a 'Years' column and columns for the 1st through 10th years. A 'Generate' button is located at the top right of each table. Callout boxes with numbers 1 and 2 point to the '1st' column and the 'Generate' button respectively.

Years	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
1	8	8	12	12	12	16	16	16	16	
2	10	10	14	14	14	18	18	18	18	18
3	12	12	12	16	16	16	20	20	20	20
4	10	10	10	10	14	10	10	10	10	10
5	12	12	12	16	16	16	20	20	20	20
6	10	10	16	10	12	10	10	10	10	10

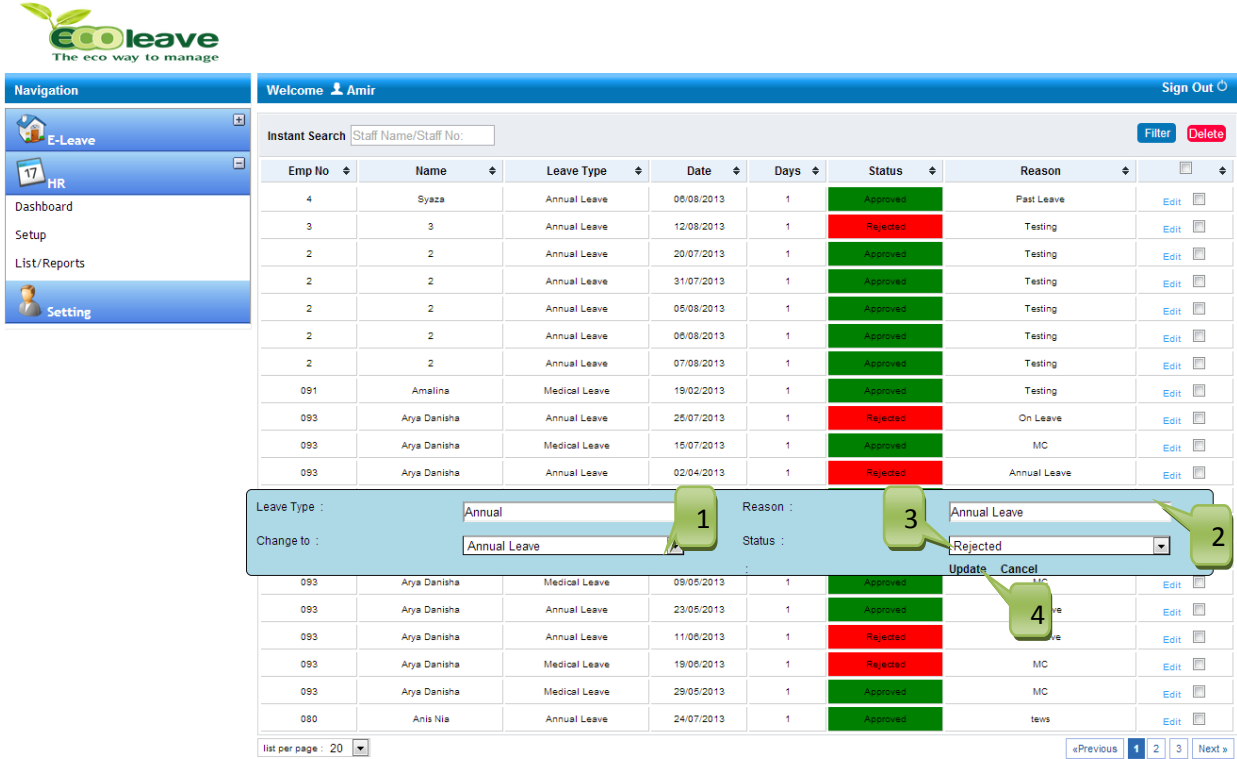
  

Years	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
1	6	6	6	8	8	8	10	10	10	10
2	6	6	8	8	10	10	10	12	12	12
3	6	6	6	6	6	6	6	6	6	12
4	12	12	12	12	12	12	12	12	12	12
5	1	2	3	4	5	6	7	8	9	14
6	12	12	12	12	12	12	12	12	12	6

1. Key in the annual leave and medical leave per year.
2. Click [Generate] button to generate the leave.



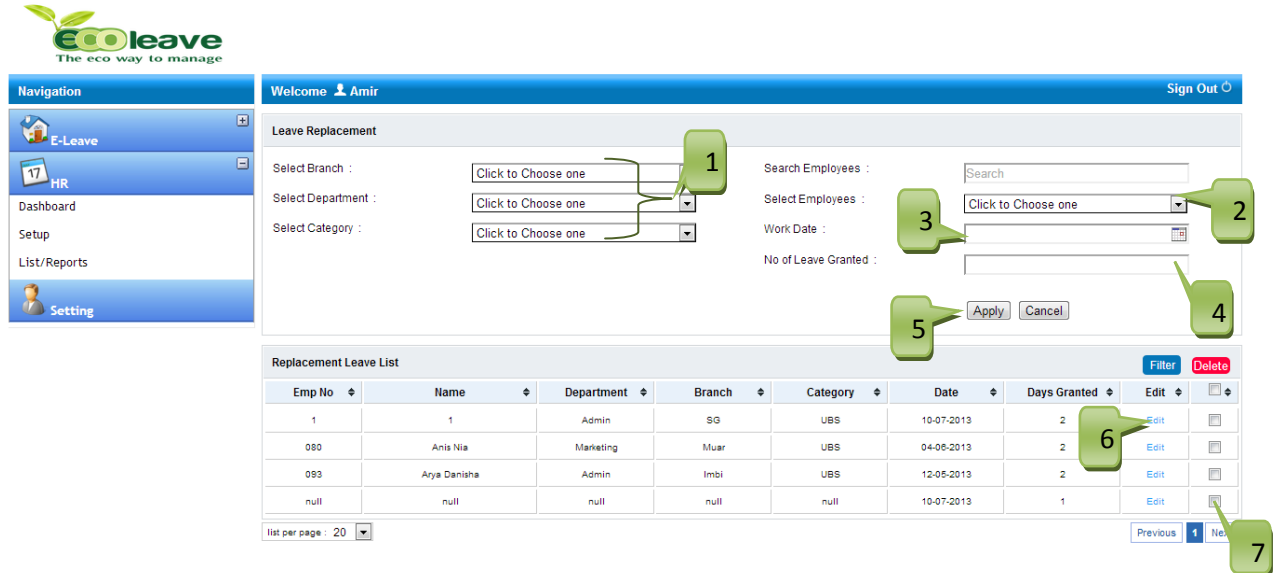
### 1.5.5 Edit Leave



The screenshot shows the Ecoleave E-Leave system interface. On the left is a navigation menu with options: E-Leave, HR, Dashboard, Setup, List/Reports, and Setting. The main area displays a table of leave requests with columns: Emp No, Name, Leave Type, Date, Days, Status, Reason, and an Edit button. A search bar at the top allows filtering by Staff Name/Staff No. Below the table, an edit form is shown with four numbered callouts: 1 points to the 'Leave Type' dropdown (set to 'Annual'), 2 points to the 'Reason' dropdown (set to 'Annual Leave'), 3 points to the 'Status' dropdown (set to 'Rejected'), and 4 points to the 'Update' button. The table below the form shows several rows of leave requests for staff members like Amalina, Arya Danisha, and Anis Nia, with various leave types and statuses.

1. Select the leave type.
2. Key in the reason.
3. Select the status for the leave.
4. Click [Apply] button to create the group name.

### 1.5.6 Leave Replacement



The screenshot shows the 'Leave Replacement' form in the Ecoleave system. The form includes a navigation sidebar on the left, a header with 'Welcome Amir' and 'Sign Out', and a main content area. The main content area has a form with the following fields:

- Select Branch :
- Select Department :
- Select Category :
- Search Employees :
- Select Employees :
- Work Date :
- No of Leave Granted :

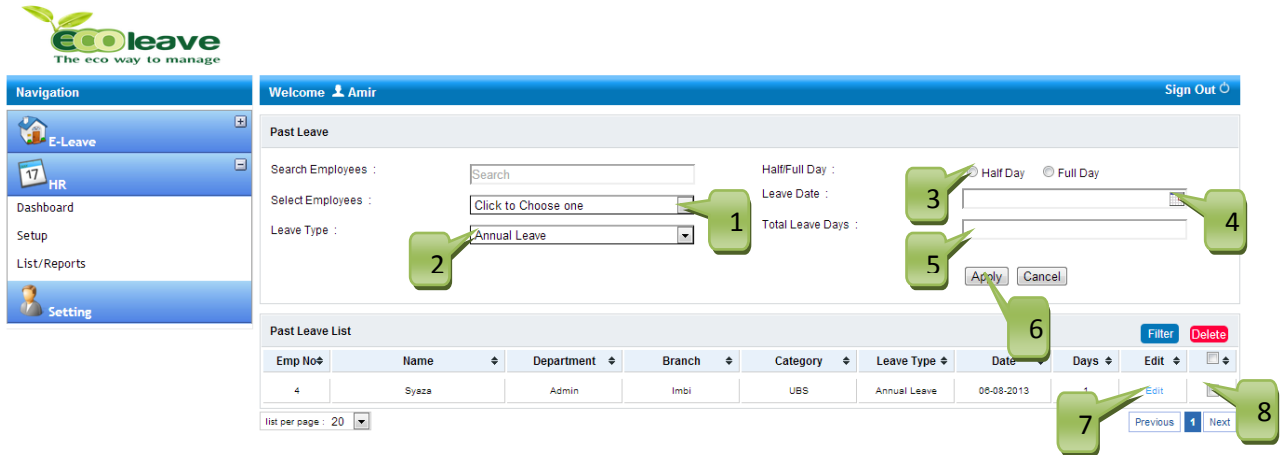
Below the form is a table titled 'Replacement Leave List' with columns: Emp No, Name, Department, Branch, Category, Date, Days Granted, Edit, and Delete. The table contains the following data:

Emp No	Name	Department	Branch	Category	Date	Days Granted	Edit	Delete
1	1	Admin	SG	UBS	10-07-2013	2	Edit	<input type="checkbox"/>
080	Anis Nia	Marketing	Muar	UBS	04-06-2013	2	Edit	<input type="checkbox"/>
093	Arya Danisha	Admin	Imbi	UBS	12-05-2013	2	Edit	<input type="checkbox"/>
null	null	null	null	null	10-07-2013	1	Edit	<input type="checkbox"/>

At the bottom of the table, there is a 'list per page : 20' dropdown and a pagination control with 'Previous', '1', and 'Next' buttons.

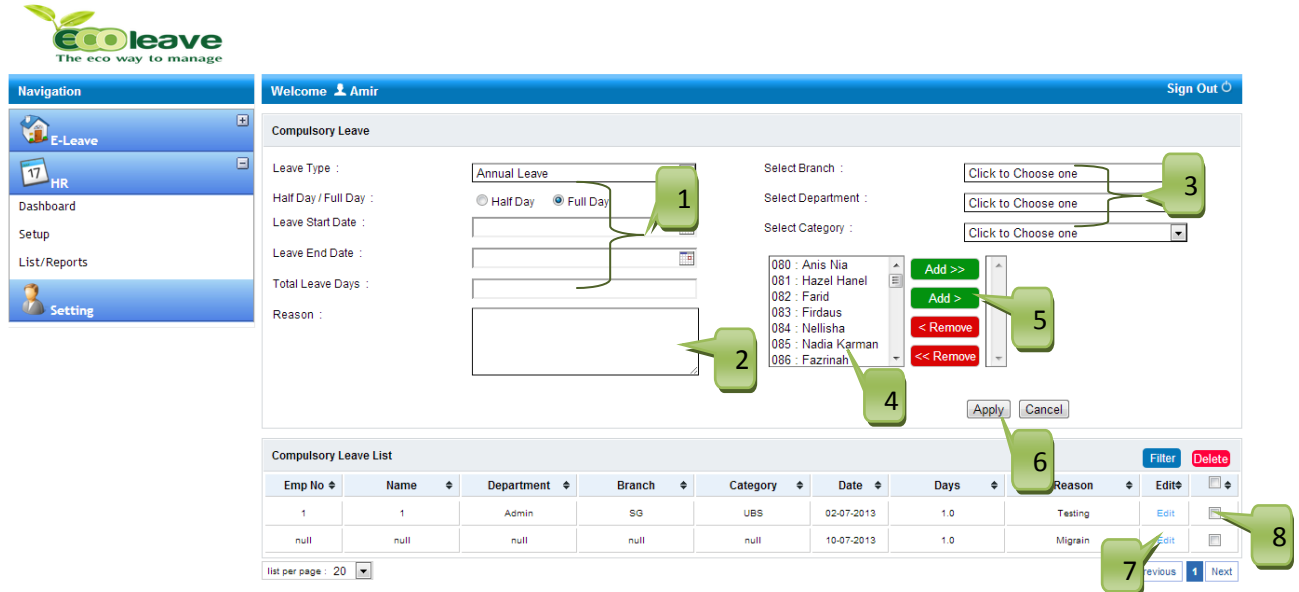
1. Select the department of employee.
2. Select the employee.
3. Select the work date
4. Key in the no. of leave granted.
5. Click [Apply] button to submit.
6. If you want edit an existing user , click [Edit] button at the employee.
7. If you want delete the employee leave, tick and click [Delete] button at the employee.

### 1.5.7 Past Leave



1. Select the employee.
2. Select the leave type.
3. Tick one of half day or full day.
4. Key in the leave date.
5. Key in the total of leave days.
6. Click [Apply] button to submit.
7. If you want edit an existing user , click [Edit] button at the employee.
8. If you want delete the employee leave, tick and click [Delete] button at the employee.

### 1.5.8 Compulsory Leave



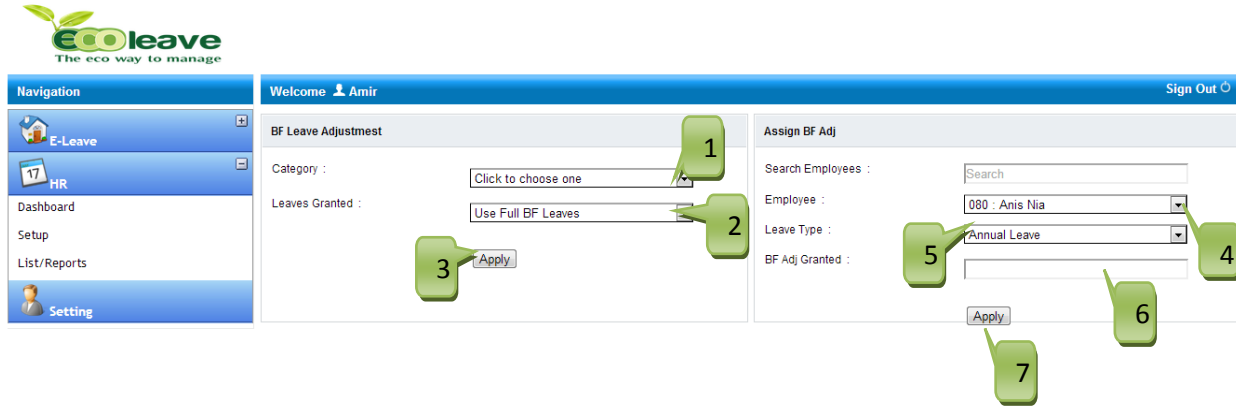
The screenshot shows the 'Compulsory Leave' form with the following fields and controls:

- Leave Type:** Annual Leave (Callout 1)
- Half Day / Full Day:** Radio buttons for Half Day and Full Day (Full Day is selected)
- Leave Start Date:** Text input field
- Leave End Date:** Text input field with a calendar icon
- Total Leave Days:** Text input field
- Reason:** Text area (Callout 2)
- Select Branch:** Dropdown menu with 'Click to Choose one' (Callout 3)
- Select Department:** Dropdown menu with 'Click to Choose one' (Callout 3)
- Select Category:** Dropdown menu with 'Click to Choose one' (Callout 3)
- Employee List:** List of employees with 'Add >>' and '<< Remove' buttons (Callout 4 and 5)
- Buttons:** 'Apply' and 'Cancel' buttons (Callout 6)
- Compulsory Leave List:** Table with columns: Emp No, Name, Department, Branch, Category, Date, Days, Reason, Edit, Delete (Callouts 7 and 8)

Emp No	Name	Department	Branch	Category	Date	Days	Reason	Edit	Delete
1	1	Admin	SG	UBS	02-07-2013	1.0	Testing	Edit	Delete
null	null	null	null	null	10-07-2013	1.0	Migrain	Edit	Delete

1. Select the leave details.
2. Key in the reason for ur leave.
3. Select the employee details.
4. Select the employee.
5. Click [Add] button to add the employee.
6. Click [Apply] button to submit.
7. If you want edit an existing user , click [Edit] button at the employee.
8. If you want delete the employee leave, tick and click [Delete] button at the employee.

### 1.5.9 Leave Control

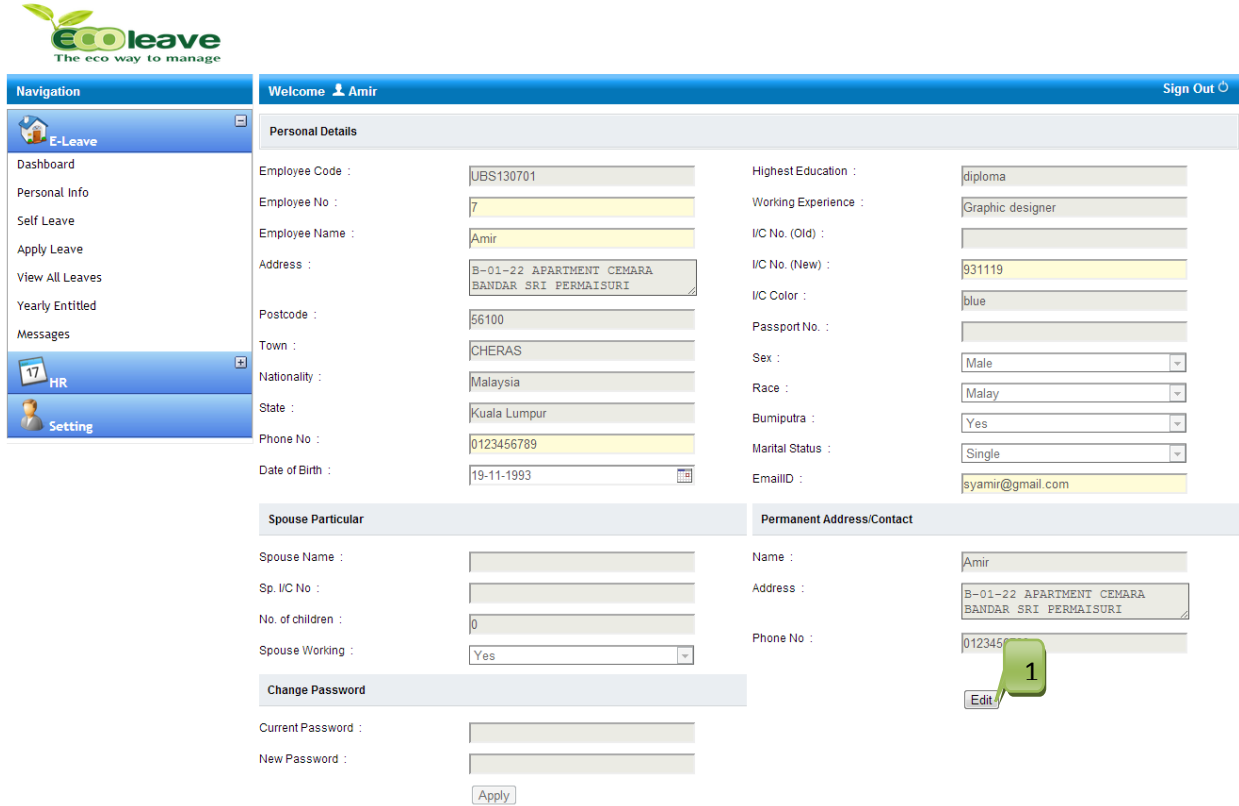


1. Select the category.
2. Select the leaves granted.
3. Click [Apply] button to submit.
4. Select the employee.
5. Select the leave type.
6. Key in the BF Adj. granted.
7. Click [Apply] button to submit.

# CHAPTER 2

E~LEAVE  
( 1. EMPLOYEE )

### 2.1.1 Personal Info Permission



**Navigation**

- E-Leave
- Dashboard
- Personal Info
- Self Leave
- Apply Leave
- View All Leaves
- Yearly Entitled
- Messages
- 17 HR
- Setting

**Welcome Amir** Sign Out

**Personal Details**

Employee Code :	UBS130701	Highest Education :	diploma
Employee No :	7	Working Experience :	Graphic designer
Employee Name :	Amir	I/C No. (Old) :	
Address :	B-01-22 APARTMENT CEMARA BANDAR SRI PERMAISURI	I/C No. (New) :	931119
Postcode :	56100	I/C Color :	blue
Town :	CHERAS	Passport No. :	
Nationality :	Malaysia	Sex :	Male
State :	Kuala Lumpur	Race :	Malay
Phone No :	0123456789	Bumiputra :	Yes
Date of Birth :	19-11-1993	Marital Status :	Single
		EmailID :	syamir@gmail.com

**Spouse Particular**

Spouse Name :	
Sp. I/C No :	
No. of children :	0
Spouse Working :	Yes

**Permanent Address/Contact**

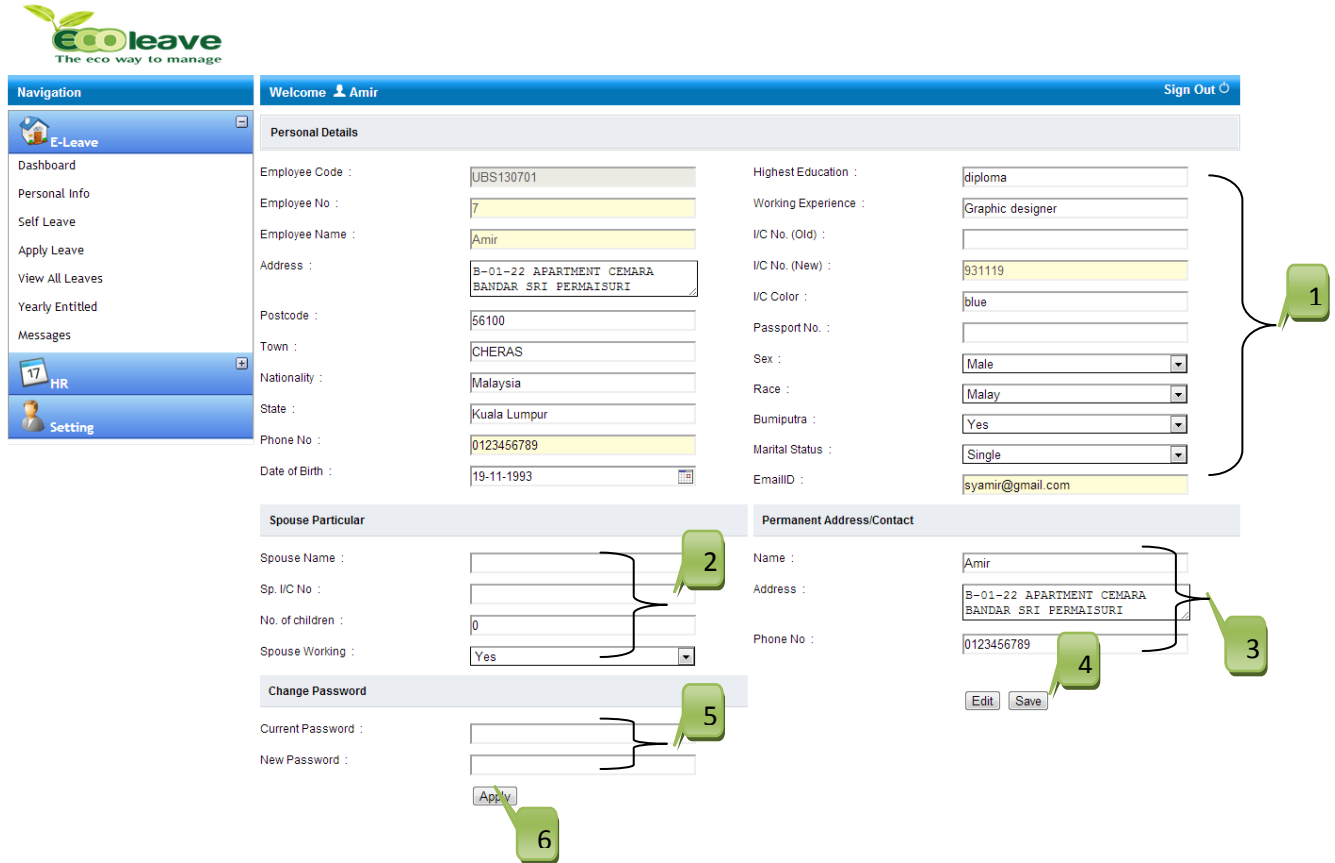
Name :	Amir
Address :	B-01-22 APARTMENT CEMARA BANDAR SRI PERMAISURI
Phone No :	0123456789

**Change Password**

Current Password :	
New Password :	

1. If you want edit your personal info, click [Edit] button.

## 2.1.2 Edit Personal Info



The screenshot shows the 'Edit Personal Info' page in the Ecoleave system. The page is divided into several sections:

- Personal Details:** Contains fields for Employee Code (JBS130701), Employee No (7), Employee Name (Amir), Address (B-01-22 APARTMENT CEMARA BANDAR SRI PERMAISURI), Postcode (56100), Town (CHERAS), Nationality (Malaysia), State (Kuala Lumpur), Phone No (0123456789), Date of Birth (19-11-1993), Highest Education (diploma), Working Experience (Graphic designer), I/C No. (Old), I/C No. (New) (931119), I/C Color (blue), Passport No., Sex (Male), Race (Malay), Bumiputra (Yes), Marital Status (Single), and EmailID (syamir@gmail.com).
- Spouse Particular:** Contains fields for Spouse Name, Sp. I/C No., No. of children (0), and Spouse Working (Yes).
- Permanent Address/Contact:** Contains fields for Name (Amir), Address (B-01-22 APARTMENT CEMARA BANDAR SRI PERMAISURI), and Phone No (0123456789). It includes 'Edit' and 'Save' buttons.
- Change Password:** Contains fields for Current Password and New Password, with an 'Apply' button.

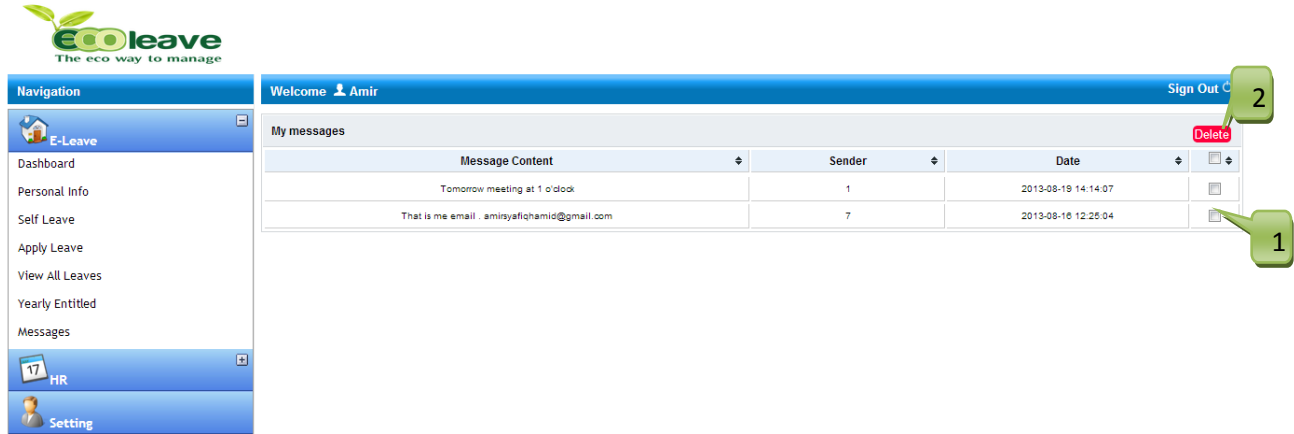
Numbered callouts indicate the following steps:

1. Change the employee details.
2. Change the spouse particular.
3. Change your permanent address and contact.
4. Click [Save] button to save the change.
5. If you want to change the password, insert your current password and new password.
6. Click [Apply] button to submit.

1. Change the employee details.
2. Change the spouse particular.
3. Change your permanent address and contact.
4. Click [Save] button to save the change.
5. If you want to change the password, insert your current password and new password.
6. Click [Apply] button to submit.



### 2.1.3 Message Permission



Navigation

Welcome Amir Sign Out

My messages Delete

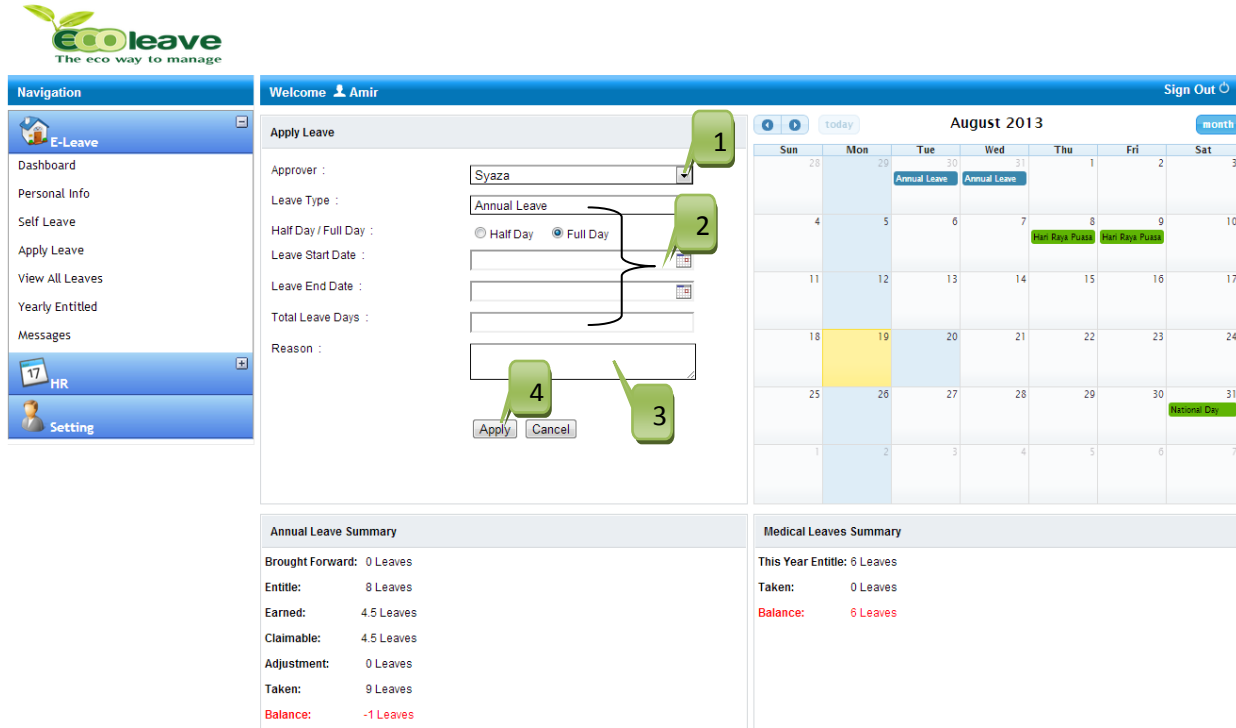
Message Content	Sender	Date	
Tomorrow meeting at 1 o'clock	1	2013-08-19 14:14:07	<input type="checkbox"/>
That is me email .aminzafiqhamid@gmail.com	7	2013-08-16 12:28:04	<input type="checkbox"/>

1. Tick or select the message
2. Click [Delete] button to delete the message.

# CHAPTER 2

E-LEAVE  
( 2. LEAVES )

## 2.2.1 Apply Leaves



The screenshot displays the 'Apply Leave' form in the Ecoleave system. The form is titled 'Apply Leave' and is for user 'Amir'. It includes the following fields and options:

- Approver:** A dropdown menu with 'Syaza' selected. (Callout 1)
- Leave Type:** A dropdown menu with 'Annual Leave' selected. (Callout 2)
- Half Day / Full Day:** Radio buttons for 'Half Day' and 'Full Day', with 'Full Day' selected.
- Leave Start Date:** A date input field.
- Leave End Date:** A date input field.
- Total Leave Days:** A text input field.
- Reason:** A text input field. (Callout 3)
- Buttons:** 'Apply' and 'Cancel' buttons. (Callout 4)

To the right of the form is a calendar for August 2013. The calendar shows dates from 28th to 7th. Key events include 'Annual Leave' on Tue 30 and Wed 31, 'Hari Raya Puasa' on Thu 1 and Fri 2, and 'National Day' on Sat 31. The date 19th is highlighted in yellow.

Below the form are two summary sections:

Annual Leave Summary	
Brought Forward:	0 Leaves
Entitled:	8 Leaves
Earned:	4.5 Leaves
Claimable:	4.5 Leaves
Adjustment:	0 Leaves
Taken:	9 Leaves
Balance:	-1 Leaves

Medical Leaves Summary	
This Year Entitled:	6 Leaves
Taken:	0 Leaves
Balance:	6 Leaves

1. Select the approver.
2. Select the employee details.
3. Key in the reason for your leave.
4. Click [Apply] button to submit.

## 2.2.2 Self Leaves

Leave Type	Date Apply	Leave Date	Days	Status	Reason	Cancellation Reason
Annual	29/07/2013	01/07/2013	1	Approved	Holiday	---
Annual	29/07/2013	02/07/2013	1	Approved	Holiday	---
Annual	29/07/2013	03/04/2013	1	Approved	Pionic	---
Annual	29/07/2013	21/02/2013	1	Approved	khusus	---
Annual	29/07/2013	22/02/2013	1	Approved	khusus	---
Annual	29/07/2013	10/10/2013	1	Approved	holiday	---
Annual	29/07/2013	11/10/2013	1	Approved	holiday	---
Annual	29/07/2013	30/07/2013	1	Approved	khusus	---
Annual	29/07/2013	31/07/2013	1	Approved	khusus	---

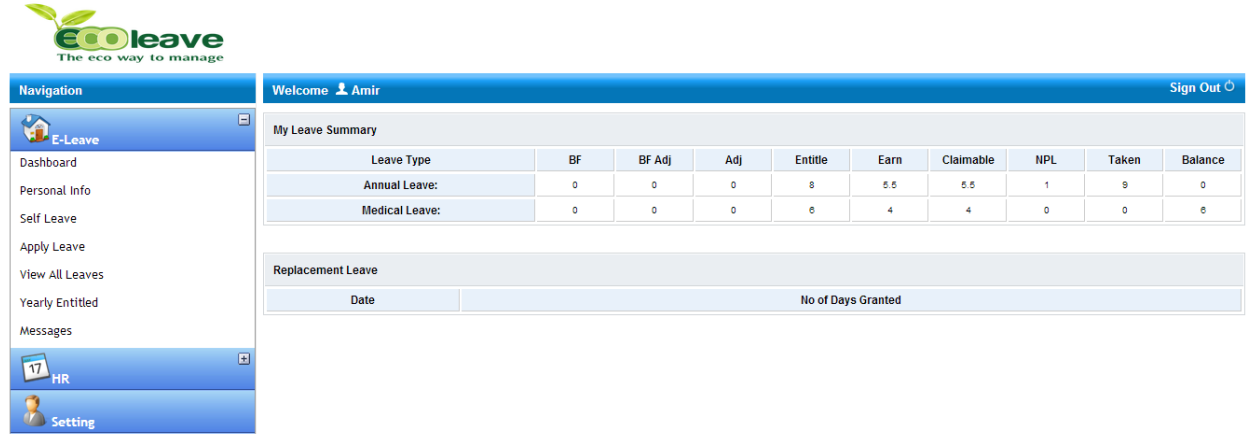
1 If you want to cancel your leave, tick at the leave and click [Cancel] button .

## 2.2.3 View All Leaves

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29 2 (Annual)	30 Amir (Annual) 2 (Annual)	31 2 (Examination) Amir (Annual)	1	2	3
4	5 2 (Examination)	6 2 (Examination) Syaza (Annual)	7 3 (Annual) 2 (Examination)	8 Hari Raya Puasa	9 Hari Raya Puasa	10 3 (Annual)
11	12	13 3 (Annual)	14 2 (Annual)	15	16	17 n6 (Annual)
18 n6 (Annual)	19 n6 (Annual)	20	21 3 (Annual)	22 n5 (Annual)	23 n5 (Annual)	24 n5 (Annual)
25	26 n5 (Annual)	27 n5 (Annual)	28 n5 (Annual)	29 2 (Annual) n5 (Annual)	30 2 (Annual)	31 National Day
1	2 null (Examination)	3 null (Examination)	4 null (Examination)	5 null (Examination)	6 null (Examination)	7 null (Examination)

- At this pages, user can see all the employee leaves and public holidays.

### 2.2.4 Yearly Entitled



The screenshot displays the Ecoleave web application interface. On the left is a navigation sidebar with options: Dashboard, Personal Info, Self Leave, Apply Leave, View All Leaves, Yearly Entitled (selected), Messages, HR, and Setting. The top header shows 'Welcome Amir' and a 'Sign Out' button. The main content area is titled 'My Leave Summary' and contains a table with the following data:

Leave Type	BF	BF Adj	Adj	Entitle	Earn	Claimable	NPL	Taken	Balance
Annual Leave:	0	0	0	8	5.5	5.5	1	9	0
Medical Leave:	0	0	0	6	4	4	0	0	6

Below the summary table is a 'Replacement Leave' section with a table header:

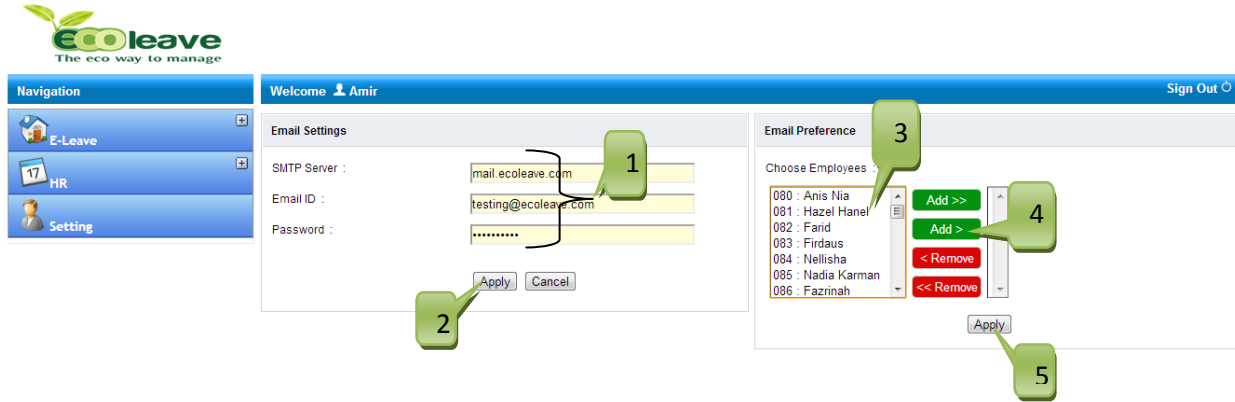
Date	No of Days Granted
------	--------------------

- This pages has been view the total leave of your employee at yearly.

# CHAPTER 3

SETTING  
( 1. COMMUNICATION )

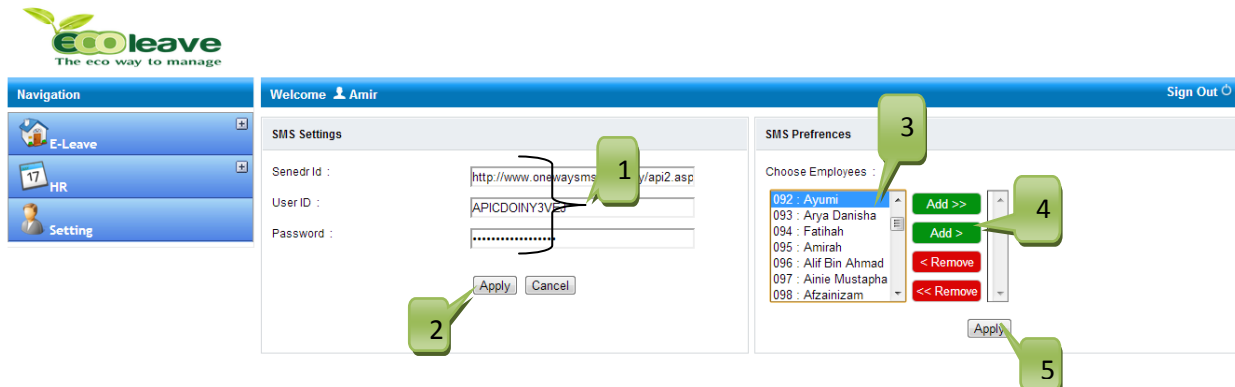
## 3.1.1 E-Mail Server



1. Key in server setting.
2. Click [Apply] to submit.

3. Select the employee.
4. Click [add] button to add the employee.
5. Click [Apply] button to submit.

## 3.1.2 SMS Setting



1. Key in the SMS setting.
2. Click [Apply] to submit.

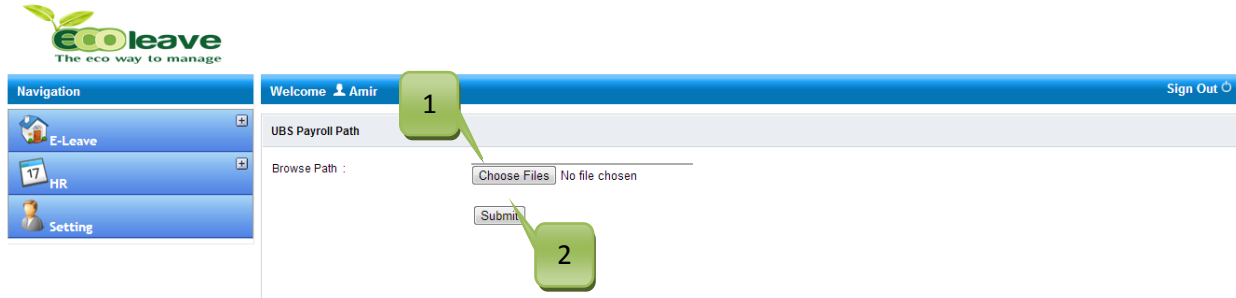
3. Select the employee.
4. Click [add] button to add the employee.
5. Click [Apply] button to submit.

# CHAPTER 3

SETTING  
( 2. Sync Path )



### 3.2.1 UBS Payroll Path

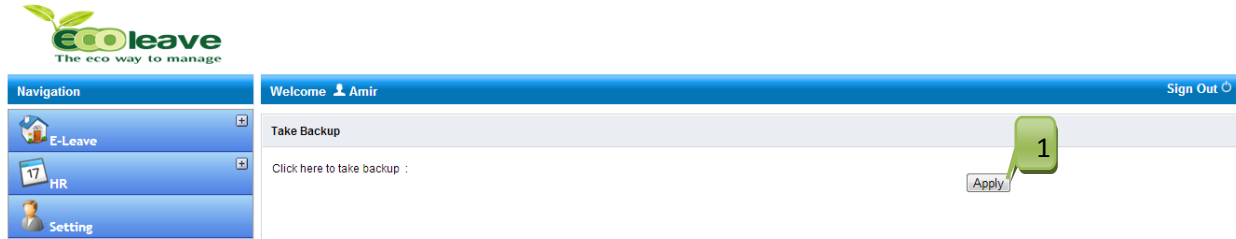


1. Choose file from your desktop.
2. Click [Submit] button.

# CHAPTER 3

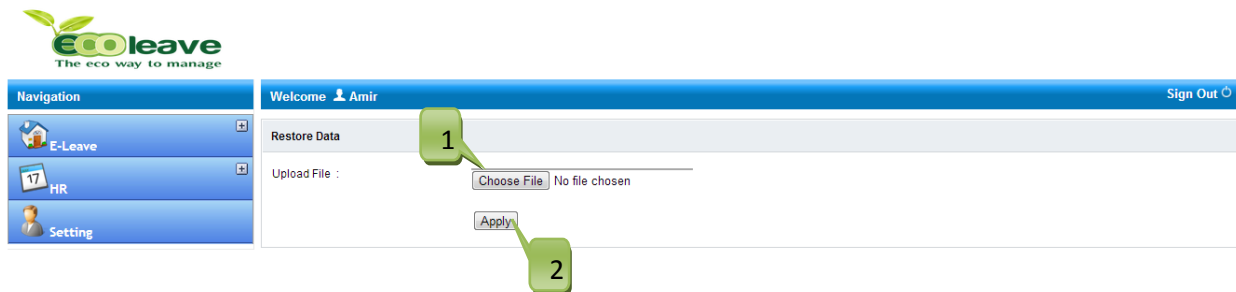
SETTING  
( 3. Backup & Restore )

### 3.3.1 Backup



1. Click [Apply] button to download the backup data.

### 3.3.2 Restore

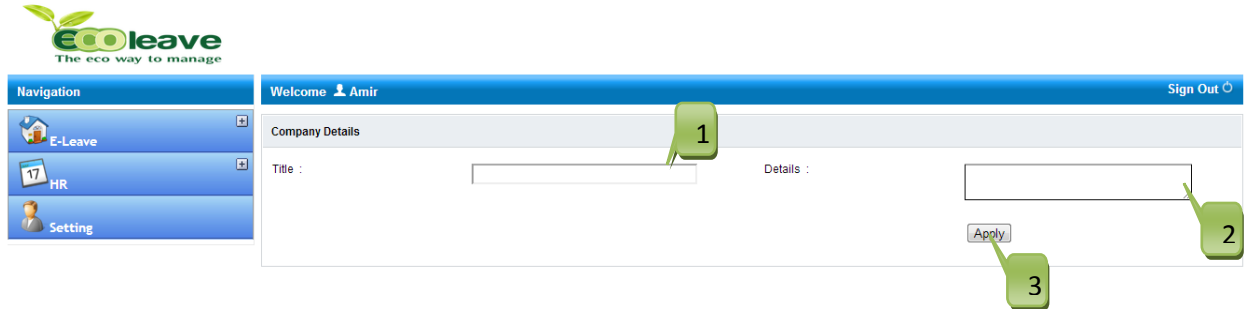


1. Choose file at your desktop.
2. Click [Apply] button to restore the data.

# CHAPTER 3

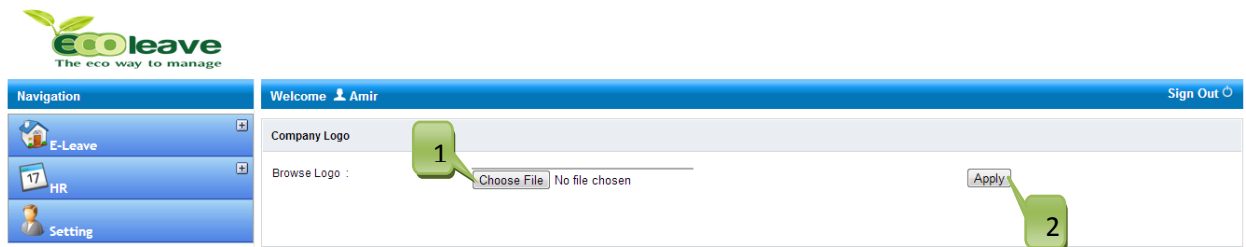
SETTING  
( 4. COMPANY PROFILE )

### 3.4.1 Company Details



1. Key in the title of your company
2. Key in the details about your company.
3. Click [Apply] button to restore the submit.

### 3.4.2 Company Logo



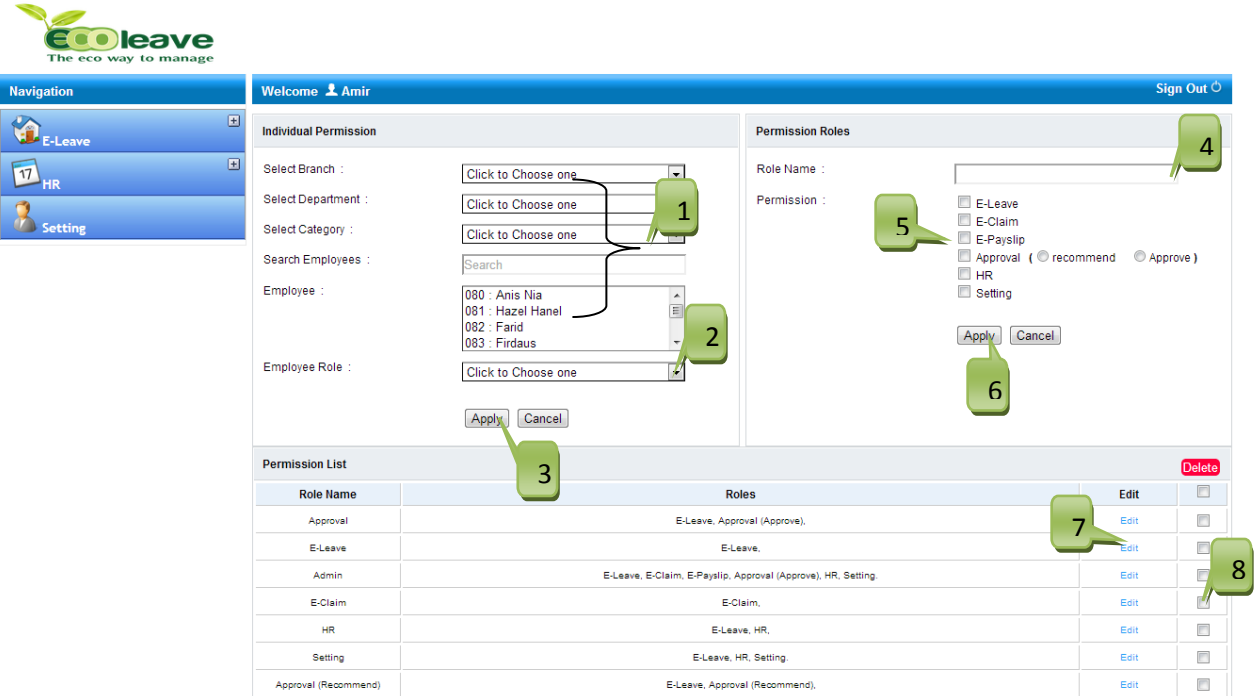
1. Choose image file for your company logo.
2. Click [Apply] button to submit.

# CHAPTER 3

SETTING

( 5. USER & ACCESS MANAGEMENT )

## 3.5.1 Permission



The screenshot shows the 'Permission' management interface. It is divided into three main sections: 'Individual Permission', 'Permission Roles', and 'Permission List'.

- Individual Permission:** Contains dropdown menus for 'Select Branch', 'Select Department', 'Select Category', and 'Employee Role'. A search box for 'Search Employees' is also present. A list of employees is shown below the search box. An 'Apply' button is at the bottom.
- Permission Roles:** Includes a 'Role Name' input field, a 'Permission' section with checkboxes for 'E-Leave', 'E-Claim', 'E-Payslip', 'Approval (recommend)', and 'Setting'. Radio buttons for 'recommend' and 'Approve' are also present. 'Apply' and 'Cancel' buttons are at the bottom.
- Permission List:** A table listing existing permission roles with columns for 'Role Name', 'Roles', 'Edit', and 'Delete'.

Numbered callouts (1-8) indicate the following steps:

- Select your employee details.
- Select your employee role.
- Click [Apply] button to submit.
- Key in your role name.
- Select your permission.
- Click [Apply] button to submit.
- If you want edit an existing use, click [Edit] button at the permission role.
- If you want delete the employee, tick and click [Delete] button at the permission role.

1. Select your employee details.
2. Select your employee role
3. Click [Apply] button to submit.
4. Key in your role name.
5. Select your permission.
6. Click [Apply] button to submit.
7. If you want edit an existing use, click [Edit] button at the permission role.
8. If you want delete the employee, tick and click [Delete] button at the permission role.