



USER MANUAL

(Company Login)

ECO CLOUD CLOCKING is an online mobile attendance clock system with GPS and QR code clocking functions. By using this system, employers able to manage employee's daily attendance and also leave applications.

Through more parameter settings, employers can manage employees mobile clocking and collect employee's attendance.

All records are stored in the cloud, and employees can view their historical attendance records or submit a leave for approval by the head of the department.

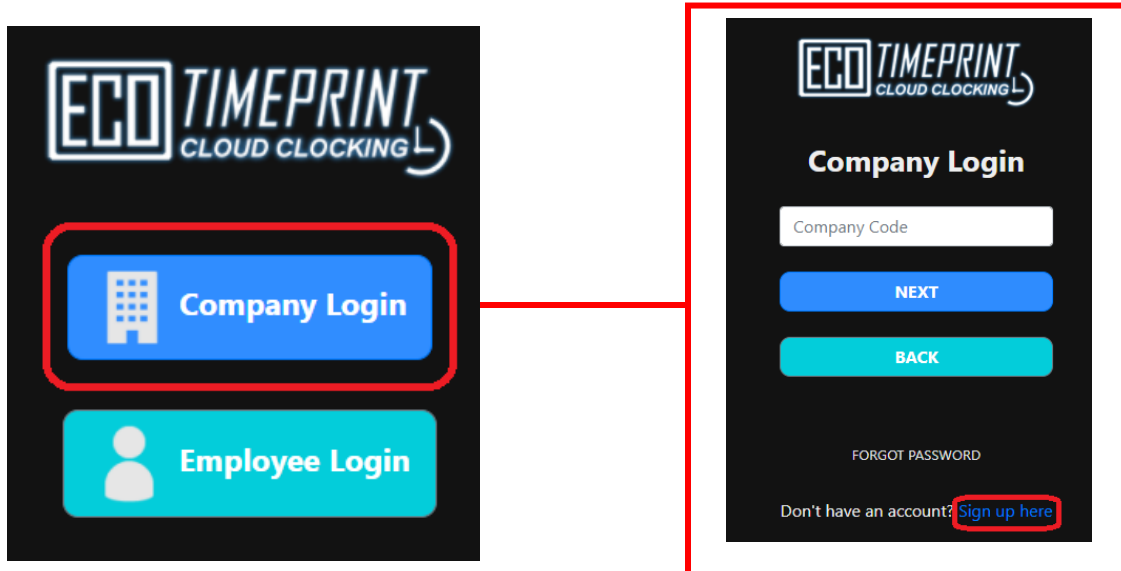
CONTENT

No.	Content	PAGES
1	COMPANY LOGIN	1
	1.1 Sign Up	1
	1.2 Login	2
2	SYSTEM SETUP	4
	2.1 Company Profile	4
	2.2 Department	5
	2.3 Payroll Station	6
	2.4 Work Code	7
	2.5 GPS Location	8
	2.6 Leave Type	9
	2.7 System Parameter	10
	2.8 User Profile	11
	2.9 Terminal Setup	12
3	EMPLOYEE MASTER	13
	3.1 New Employee	13
	3.2 Take Photo	14
	3.2 Import Employee	15
	3.3 Employee Info	16
	3.4 Suspend/Delete Employee	17
4	EMPLOYEE PARAMETER	18
	4.1 General Parameter	19
	4.2 GPS Parameter	20
	4.3 QR/Face Parameter	21
5	CLOCKING TERMINAL	22
	5.1 QR-Code Clocking	22
	5.2 Face Clocking	23
6	ATTENDANCE	24
	6.1 WHO'S IN	24
	6.2 WHO'S OFF	25
	6.3 Advanced Search	26
	6.4 Export Attendance Report	28
7	LEAVE APPLICATION	29
	7.1 Add Leave	30
8	MESSAGE	32
	8.1 New Message	33

1.0 Company Login

1.1 Sign Up

- First, you'll need to sign up an account at the "Company Login".



At the "Company Login", tap **here to sign up a new account**.

The image shows a 'Sign Up' form with the following fields: 'Company Code', 'Company Name', 'Person In Charge', 'Contact No.', 'Address', and 'Email Address'. A blue 'SUBMIT' button is at the bottom. Red boxes highlight the 'Company Code' and 'Email Address' fields. A red line connects the 'Company Code' field to a text box on the right. Another red line connects the 'Email Address' field to a text box on the right.

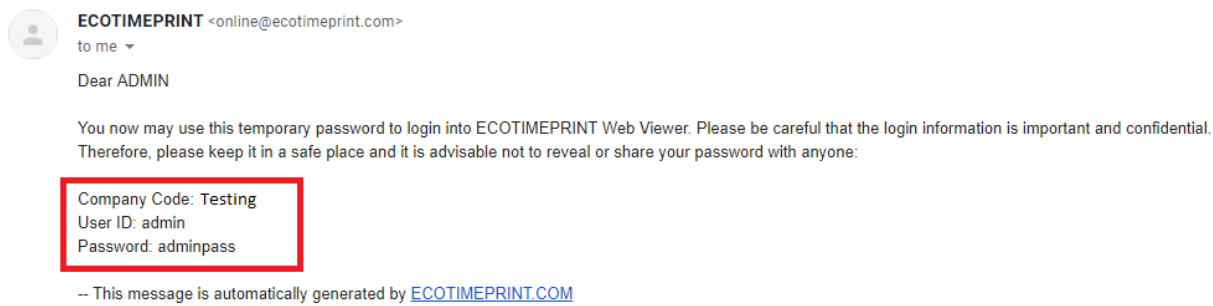
The Company Code will be use at the **Company Login**.

Please Noted the **Company Code** is **Cannot Be Change** once done the sign up.

You will receive an **email** to this email address after submit later

When Signing up a new company account, you'll required to entry the **Company Code, Company Name, Person in Charge, Contact No. & Email Address** to proceed to the next step.

After entry all the info, and tap **Submit**, you'll received an **email** at your mail box.

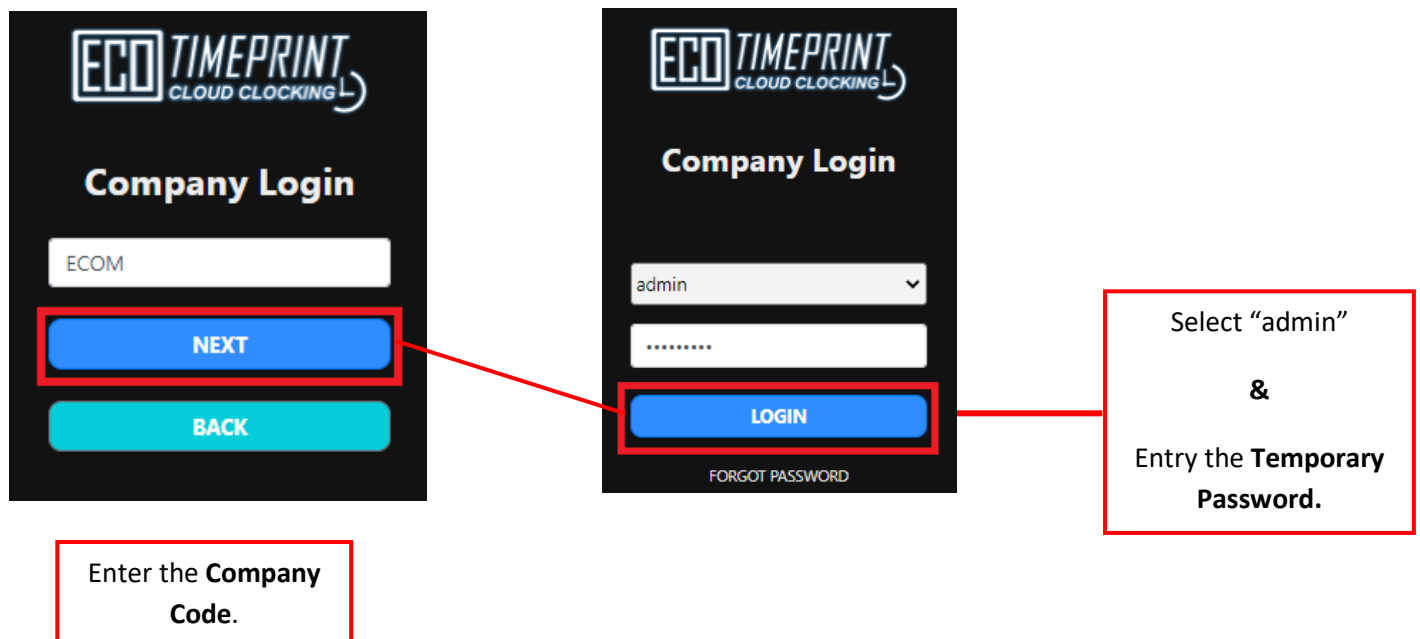


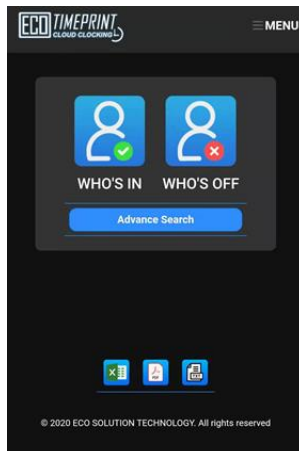
The email will contain the **Company Code, Temporary User ID & Password** to login your company account.

1.2 Login

On the **Company Login** screen, enter the company code & tap “**Next**”.

Select the **User ID** (Default will be **admin**), and enter the **temporary password** to login the Company account.





Home Screen of the Company Account

Forget Password

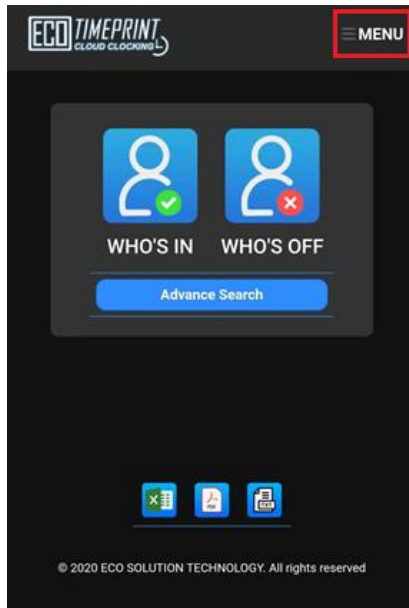
- If you forgot your login password, click forgot password.
- Key in your Company Code & Employee No., then click Submit.
- The password will be sent to the email setup from employee master on company login.

*If mail does not show up on your email inbox, please your check spam or junk mail folder.

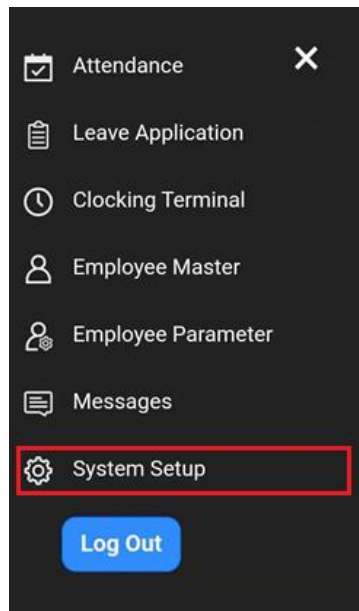
The image shows the 'Company Login' screen of the ECO TIMEPRINT Cloud Clocking application. It features the logo at the top, followed by the title 'Company Login'. Below the title is a text input field labeled 'Company Code'. Underneath the field are two buttons: a blue 'NEXT' button and a red 'BACK' button. At the bottom of the screen, there is a red button labeled 'FORGOT PASSWORD'. A red arrow points from this button to the 'Forgot Password' screen on the right.The image shows the 'Forgot Password' screen of the ECO TIMEPRINT Cloud Clocking application. It features the logo at the top, followed by the title 'Forgot Password'. Below the title are two text input fields: the first is labeled 'Company Code *' and contains the text 'ECOM'; the second is labeled 'Employee No. *' and contains the text '1234'. At the bottom of the screen, there is a red button labeled 'SUBMIT'. The entire screen is enclosed in a red border.

2.0 SYSTEM SETUP

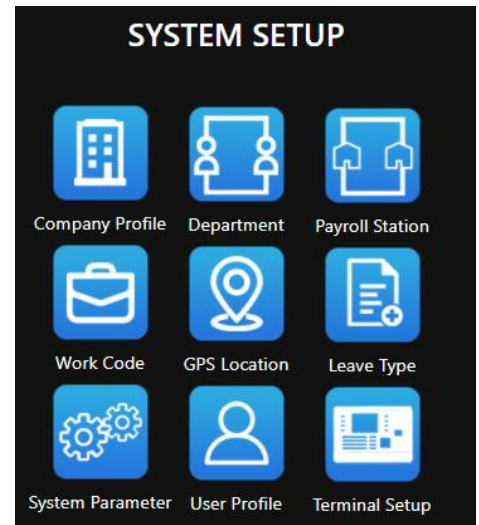
- Tap the **Menu** at the right top corner of the account home screen & go to the **System Setup** to open the system setup menu.



Company Account home screen

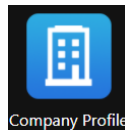


Find the System Setup



System Setup Menu

2.1 COMPANY PROFILE



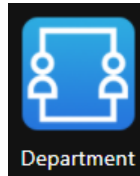
Company Profile

- The Company Profile setup will allow you edit the company detail including, **Company Name, Person in Charge, Contact No., Email Address & Company Address**. Please noted that Company Code is cannot be change once done the sign-up step.

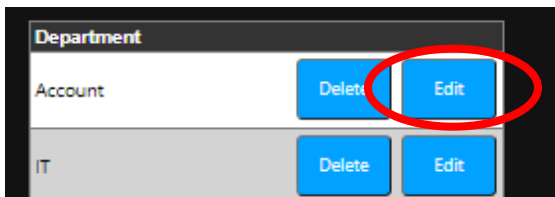
The Company code cannot be changed

To save after edit the detail

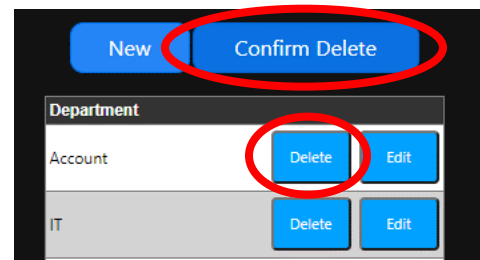
2.2 DEPARTMENT



- On the **Department** setting, you can create & edit your company department.
- To **create** new department, firstly tap on the **New** button, after finish input the detail information, tap **Save** to save the detail.
- To **edit** the department detail, go to the department list and tap on the **Edit** button. After the edit, tap **Save** to save the edited detail.
- To **delete** the department, find & tap the **Delete** button and tap at Confirm Delete to delete the department profile.



Tap to edit the Department detail



Tap to delete Department

DEPARTMENT

Department

Head of Department (Person In Charge)

Contact No.

Email Address

Cc.

Remark

New Save

Department

Account Delete Edit

IT Delete Edit

Department Name

Person in Charge Name

Person in Charge Contact No.

Tap **New** to create a new department

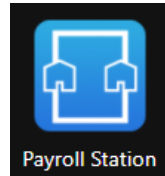
Person in Charge Email Address

Cc. to another email address (**Optional**)

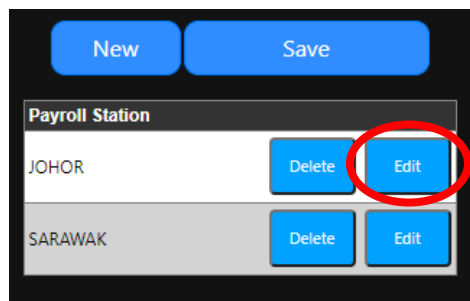
Tap **Save** to save a new department profile or edited department detail

The existing Department

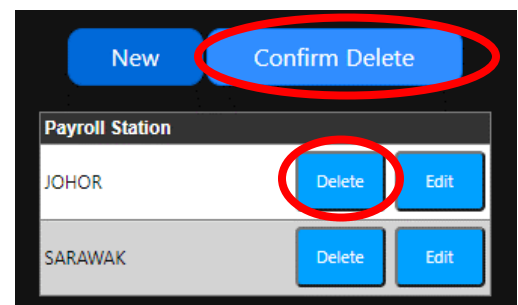
2.3 Payroll Station



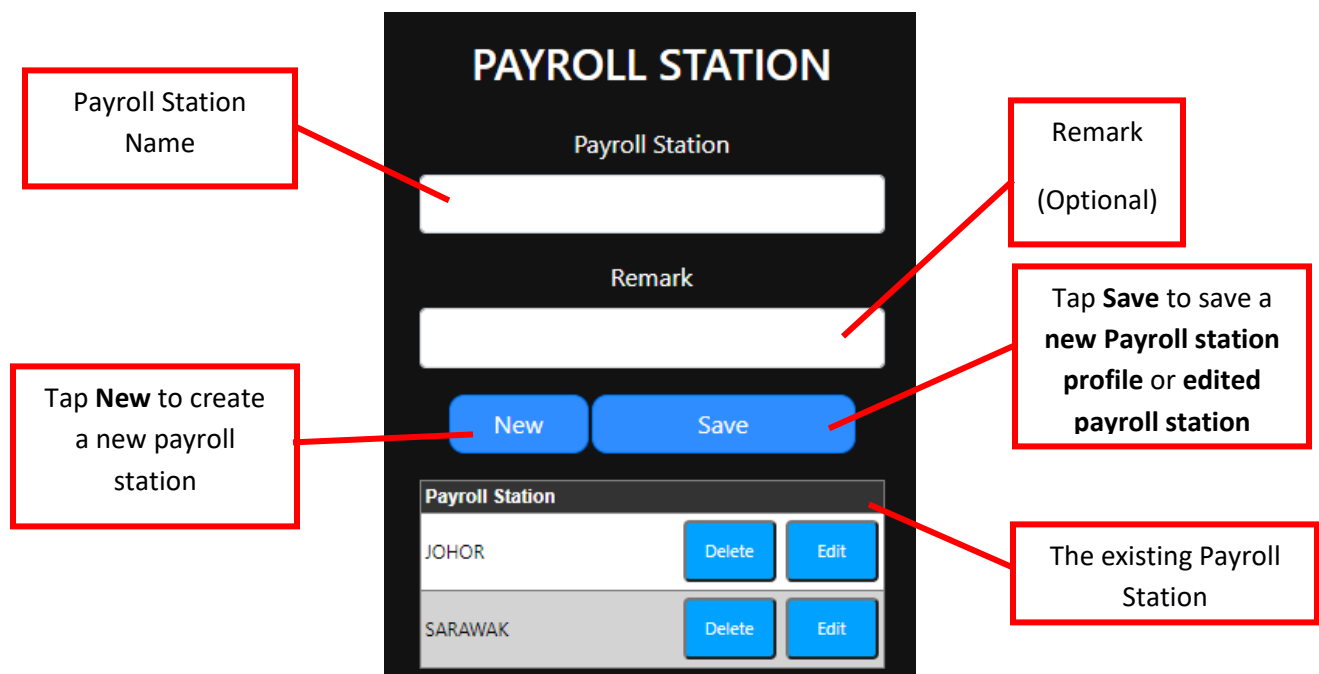
- At the Payroll Station setting, you'll be able to create & edit your company payroll station.
- To **create** a new payroll station, tap on the **New** button, enter the Payroll Station name and the remark (**Optional**). After that, tap **Save** to save the new payroll station.
- To **edit** the payroll station detail, go to the existing payroll station list and tap on the **Edit** button. After the edit, tap **Save** to save the edited detail.
- To **delete** the payroll station, find & tap the **Delete** button and tap at **Confirm Delete** to delete the payroll station profile.



Tap to Edit the Payroll Station detail



Tap to delete Payroll Station



PAYROLL STATION

Payroll Station

Remark (Optional)

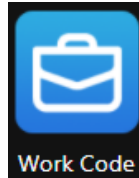
Tap **New** to create a new payroll station

Tap **Save** to save a new Payroll station profile or edited payroll station

The existing Payroll Station

Payroll Station	
JOHOR	Delete Edit
SARAWAK	Delete Edit

2.4 Work Code



- The work code can be used when employee do their clocking, employee will be able to
- At the work code setting, you can setup the work code (from 1-99)
- To **create** a new work code, tap on the **New** button select a work code number and entry the work code description. After that, tap **Save** to save the new payroll station profile.
- To **edit** a workcode, go to the existing workcode list and tap on the **Edit** button. After the edit, tap **Save** to save the edited workcode.
- To **delete** the workcode, find & tap the **Delete** button and tap at **Confirm Delete** to delete the workcode.

Workcode Description

Workcode number (Available from 1 to 99)

Existing Workcode List

Workcode Management Interface:

The interface consists of two main parts: a 'New' form and a table of existing workcodes.

New Form:

- WorkCode:** A dropdown menu showing '1'.
- Description:** A text input field.
- Buttons:** 'New' and 'Save'.

Existing Workcode List:

Work Code	Description	Delete	Edit
1	TRAINING	Delete	Edit
2	SERVICE	Delete	Edit
3	Emergency	Delete	Edit

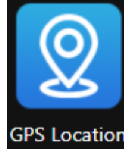
Confirm Delete Dialog:

When a 'Delete' button is tapped, a dialog appears with the following elements:

- Description:** 'TRAINING'.
- Buttons:** 'New' and 'Confirm Delete'.
- Table:** A table showing the workcode being deleted and other available codes.

Work Code	Description	Delete	Edit
1	TRAINING	Delete	Edit
2	SERVICE	Delete	Edit
3	Emergency	Delete	Edit

2.5 GPS Location

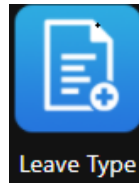


- The **GPS Location** is use for allow employee can only perform attendance clocking at specific location/area.
- GPS Location setting is required to use the device with GPS function to record the **location coordinate**, thus it is recommended using the smartphone (Please allow the GPS permission as well) to get the most accurate GPS coordinate.
- The recorded GPS Location can be assigned at **Employee Parameter** (to allow employee can only clocking at specific location or non-fixed location).
- To **create** a new GPS Location, tap on the **New** button and tap **Start Collect GPS** to start record the GPS coordinate range, tap **Stop Collect GPS** to complete the GPS coordinate record.
- To **edit** the GPS location, go to the GPS location list and tap on the **Edit** button. After the edit, tap **Save** to save the edited GPS location.
- To **delete** the GPS location, find & tap the **Delete** button and tap at **Confirm Delete** to delete the GPS location.

The screenshot shows the 'GPS LOCATION' form with the following fields and annotations:

- GPS Location Code**: A text input field with the placeholder 'GPS Location Code'. An annotation points to it with the text 'GPS Location Code'.
- Location Description**: A text input field with the placeholder 'Location Description'. An annotation points to it with the text 'GPS Location Description'.
- Status**: A dropdown menu currently showing 'Active'. An annotation points to it with the text 'Tap to active or deactivate using the GPS Location'.
- NEAREST LATITUDE (FROM | TO)**: A section containing two text input fields: 'LAT FROM' and 'LAT TO'.
- NEAREST LONGITUDE (FROM | TO)**: A section containing two text input fields: 'LNG FROM' and 'LNG TO'.
- GPS Location Area**: An annotation box pointing to the latitude and longitude fields with the text '(Away from this area employee won't be able to clocking)'.
- Start Collect GPS**: A blue button at the bottom of the form. An annotation points to it with the text 'Tap to start collect the GPS'.

2.6 Leave Type



- **Leave Type** can create new or delete the leave such as Annual Leave, Sick Leave & etc.

The screenshot shows the 'LEAVE TYPE' app interface. It features a title bar 'LEAVE TYPE' and a subtitle 'Leave Type'. Below the subtitle are two input fields: 'Leave Type' and 'Remark'. At the bottom of the form are two blue buttons: 'New' and 'Save'. Below the form is a list of existing leave types. The list has two entries: 'SICK LEAVE' and 'UNPAID LEAVE'. Each entry has two buttons: 'Delete' and 'Edit'. Red callout boxes point to various elements: 'Leave Type' points to the title bar; 'Remark for the Leave (Optional)' points to the 'Remark' input field; 'Tap to create a new leave type' points to the 'New' button; 'Existing Leave Type List' points to the list of leave types; 'To Save the Leave Type Detail' points to the 'Save' button; and another 'Tap to create a new leave type' points to the 'Delete' button of the 'SICK LEAVE' entry.

Leave Type

Leave Type

Remark

New Save

Leave Type

SICK LEAVE

UNPAID LEAVE

Delete Edit

Delete Edit

Leave Type

Remark for the Leave (Optional)

Tap to create a new leave type

Existing Leave Type List

To Save the Leave Type Detail

Tap to create a new leave type

2.7 System Parameter



- At **System Parameter**, you can change the default setting of **General Parameter**, **GPS Parameter** & **QR/Face Parameter**.

GENERAL PARAMETER

Allow Alphanumeric Employee No.
YES

Witness Clocking
NO

Must Select Work Code
NO

Manage Device Login
Allow Only One Device to Login

Enable Transfer to New Device
YES

Allow Head of Department Submit Leave Application on Behalf
NO

Duplicate Punch Period (Minutes)
1

Allow input alphabet at Employee ID.

Allow employee clocking using other employee's mobile phone

Must Select Workcode after punch

Allow employee login with multiple device

Allow employee login with new device

Allow head of department submit leave application for employee

Time period consider as Duplicate /Double Punch

QR/FACE PARAMETER

Must Select Status After Punch
YES

Clock Option
QR-Code

Must select clock status after clocking: Sign In, Go Home, etc...

Enable or Disable Clocking using QR Code

GPS PARAMETER

Enable GPS Clocking
YES

Must Take Photo After Punch
NO

Must Punch at the Registered Location
YES

Enable None Status Punch
YES

Default GPS Location
OFFICE

Clock Option
GPS

Enable or Disable Clocking with GPS

Must take photo after Clocking

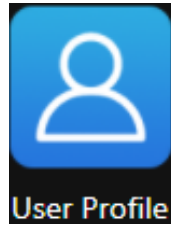
Can only clocking at registered GPS Location

Enable or disable employee clocking as [None] status. Usually this option will be use for example: Salesman

Set default GPS Location

Enable or Disable Clocking with GPS

2.8 User Profile



- User Profile is use for create or delete the user of company login account.

The screenshot shows a mobile application interface for creating or editing a user profile. The form is titled 'USER PROFILE' and contains the following fields and callouts:

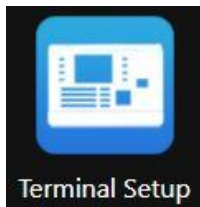
- User Login ID**: Points to the 'Login ID (Max of 10 characters)' input field.
- Account User Name**: Points to the 'User Name' input field.
- User Login Password**: Points to the 'Password' input field.
- Account Type**: Points to a dropdown menu currently showing 'User'. A callout box on the left lists the available options: Admin, User (highlighted), Enroller, Terminal Device, and Enroller + Terminal Device. Below this list, it states: 'Different account type will have different account access & function'.
- User E-mail address**: Points to the 'Email Address' input field.
- User's Department**: Points to a dropdown menu currently showing 'All Department'.
- User's Payroll Station**: Points to a dropdown menu currently showing 'All Payroll Station'.
- Tap to create New User**: Points to the 'New' button at the bottom.
- Tap to save New User Or Edited User Profile**: Points to the 'Save' button at the bottom.

Differences between each User Type

- **Admin** : Grant **full control** of the Company Account.
- **User** : Cannot access **System Setup**, all other the other function can access as well.
- **Enroller**: Can only access **Employee Parameter & Employee Master**, for register new employee or manage employee detail.

- **Terminal:** Turn the device as a **clocking terminal** for employee to clocking.
- **Enroller + Terminal:** Combine **Enroller and Terminal** function, access.

2.9 Terminal Setup



- You can add, edit or delete the terminal in terminal setup

Serial No. / Company Code

Terminal Description

Remark

Tap to refresh the page and add new terminal

TERMINAL SETUP

Serial No.

ECOM

Description

Corporate

Remark

-

New

Save

Serial No.	Description	
ECOM	Corporate	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Delete</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Edit</div>

Tap to save the Terminal

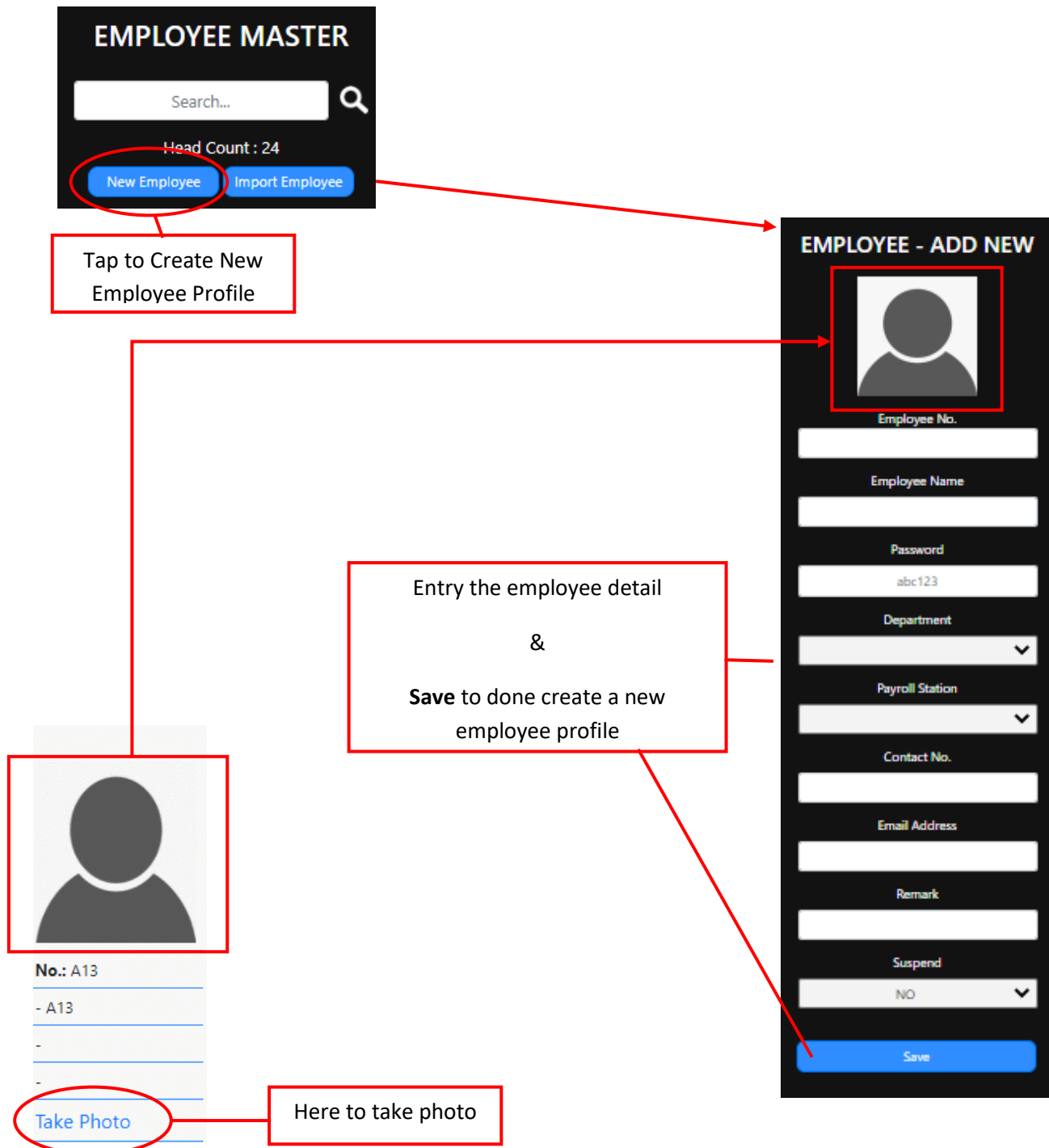
Tap to edit the terminal

Tap to delete the terminal

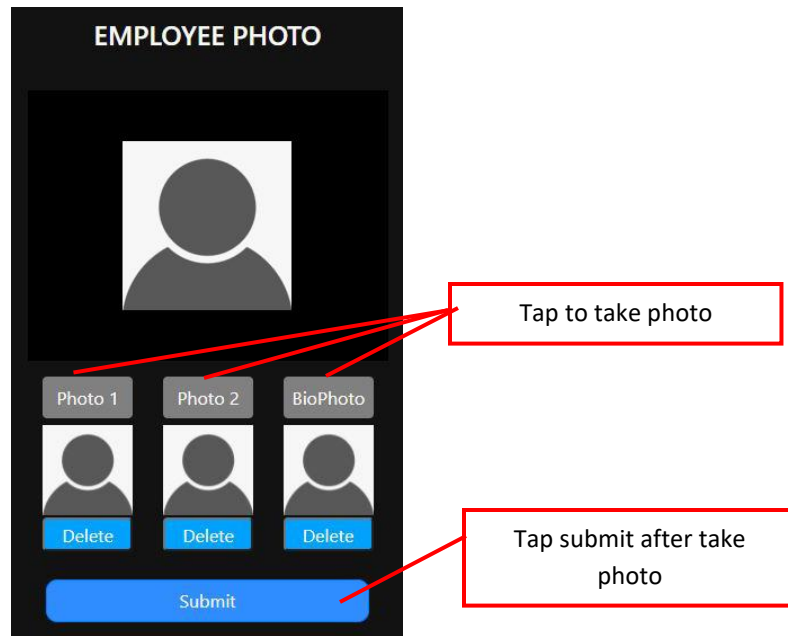
3.0 Employee Master

- The Employee Master allow you to **manage the employee profile detail** including **create new** employee profile, **edit** employee detail, & **delete** employee profile.

3.1 New Employee

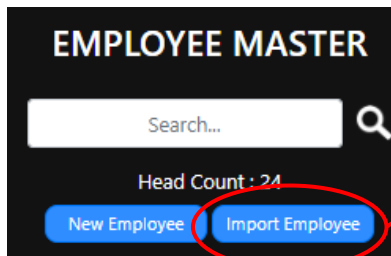


3.2 Take Photo

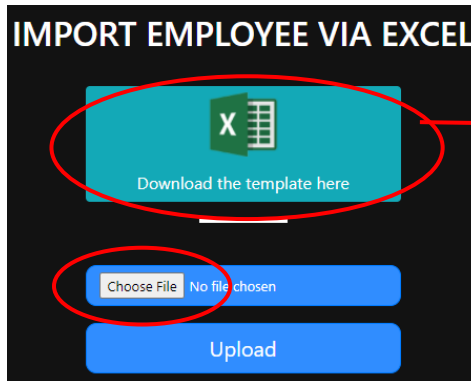


- Make sure the face detection frame is appeared in order to take photo.
- Must take 3 photos, **Photo 1**, **Photo 2** & **BioPhoto**.
- **BioPhoto** will be used for Face Clocking verification.

3.3 Import Employee



Tap to Import Employee from Excel file



To import employee, must using the excel template we provided

Tap here to download the template

After entry the data, tap choose file to upload the Excel file & Tap Upload

Entry the Employee detail in the excel file

After tap the upload,

Tick the employee & tap Import button

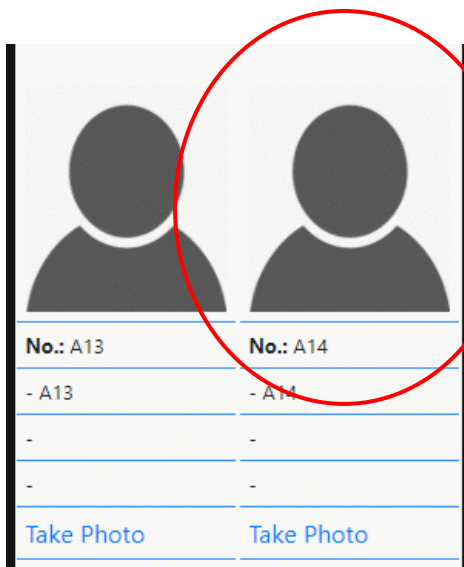
	A	B	C	D	E	F	G	H
1	Employee No	Employee Name	Password	Department	Payroll Station	Contact No	Email Address	Remark
2	5001	Test 1	abc123			0128337065	test@gmail.com	

Employee No	Employee Name	Password	Department	Payroll Station	Contact No	Email Address	Remark	Suspend	Witness Clocking	Must Select Work Code	Manage Device Login	Enable Transfer To New Device	Enable GPS Clocking	Must Take Photo After Punch (GPS)	Must Punch At Registered Location (GPS)	Enable None Status Punch (GPS)
<input checked="" type="checkbox"/> 5001	Test 1	abc123			0128337065	test@gmail.com		NO	NO	NO	Allow Only One Device to Login	YES	YES	NO	NO	YES

00210121120000.xlsx

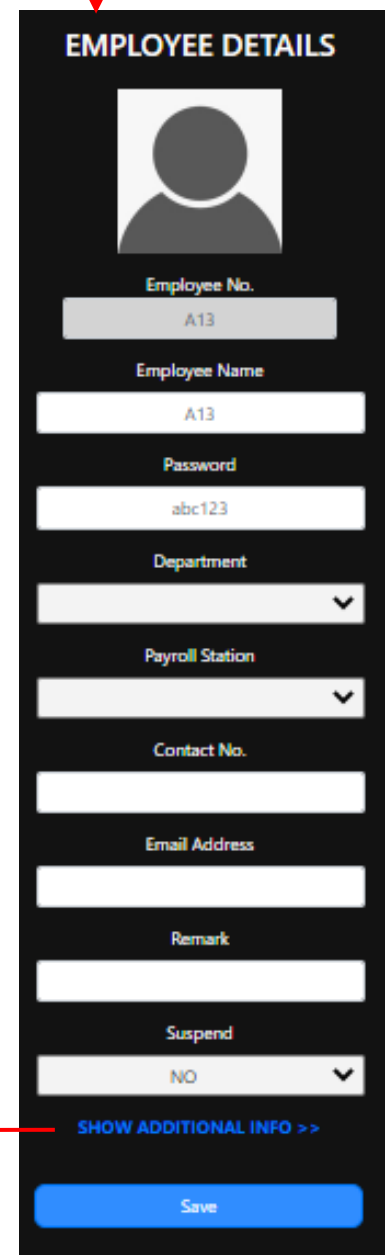
Import

3.4 Employee Info



No.: A13	No.: A14
- A13	- A14
-	-
-	-
Take Photo	Take Photo

Here to edit the Employee Details



EMPLOYEE DETAILS

Employee No.
A13

Employee Name
A13

Password
abc123

Department
▼

Payroll Station
▼

Contact No.

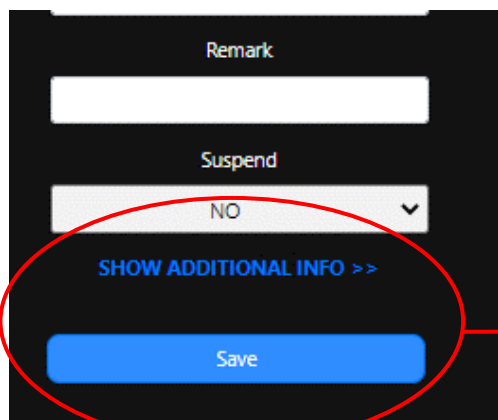
Email Address

Remark

Suspend
NO ▼

SHOW ADDITIONAL INFO >>

Save



Remark

Suspend
NO ▼


SHOW ADDITIONAL INFO >>

Save

Tap Show Additional Info for more employee info
After edit, tap save

3.5 Suspend/Delete Employee

EMPLOYEE DETAILS



Employee No.
A13

Employee Name
A13

Password
abc123

Department
▼

Payroll Station
▼

Contact No.

Email Address

Remark

Suspend
NO ▼

[SHOW ADDITIONAL INFO >>](#)

[Save](#)

At **Employee Details**, find the **Suspend** Field to select **Suspend** or **delete** the employee

Suspend

NO ▼

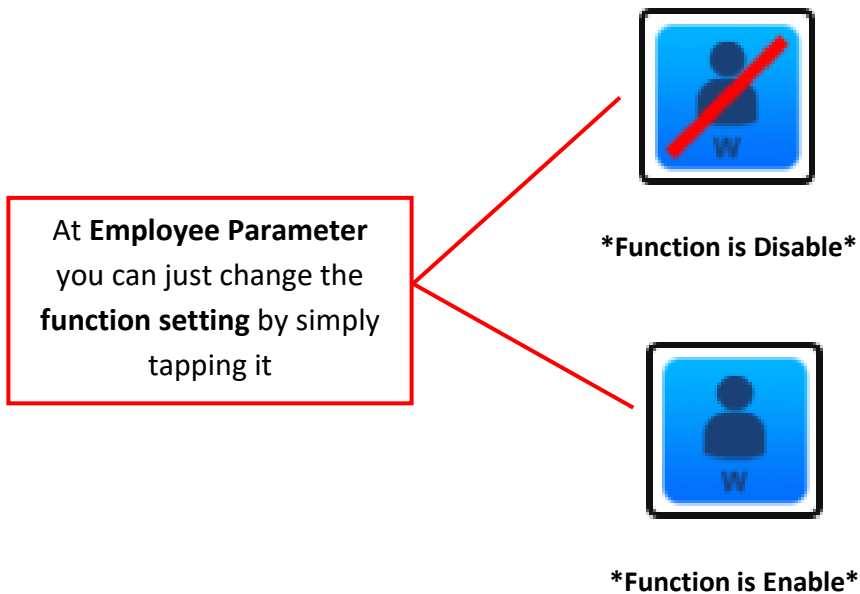
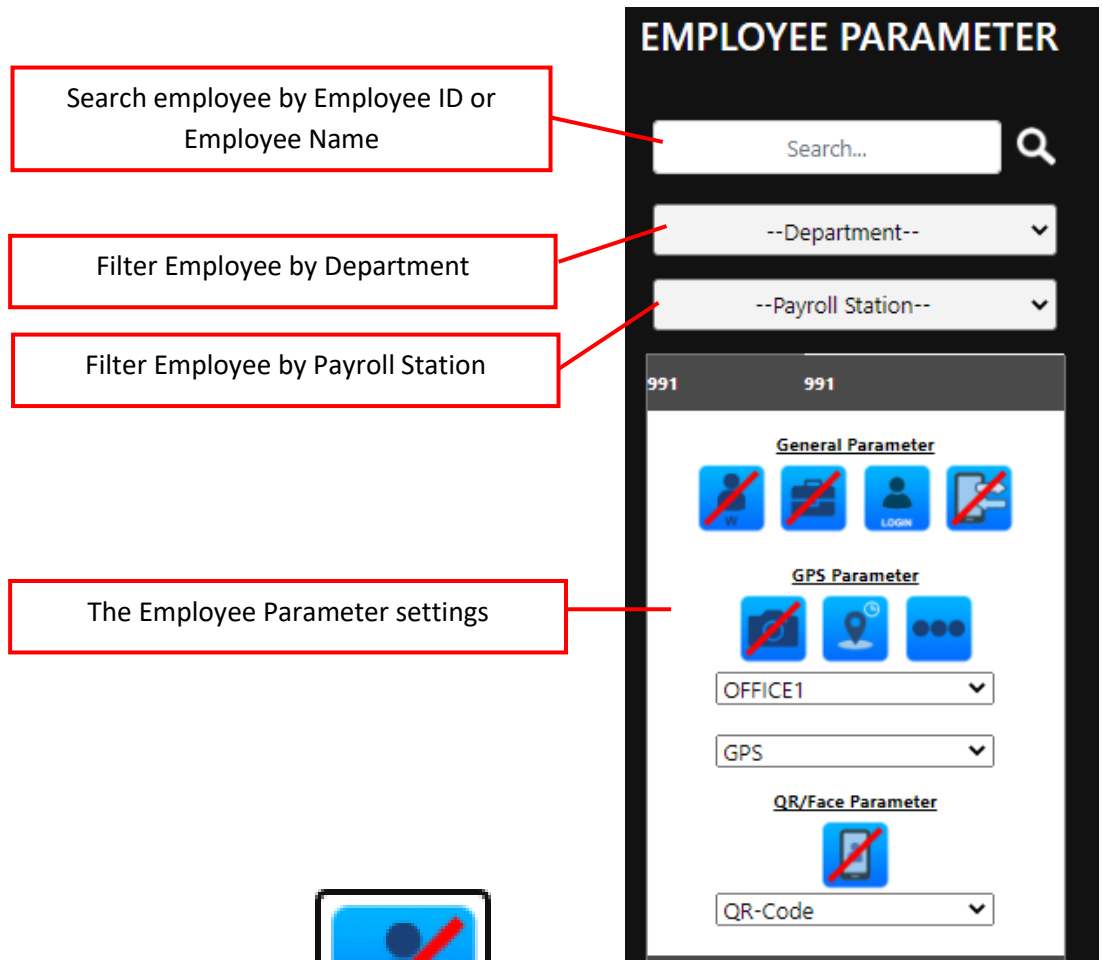
YES

NO

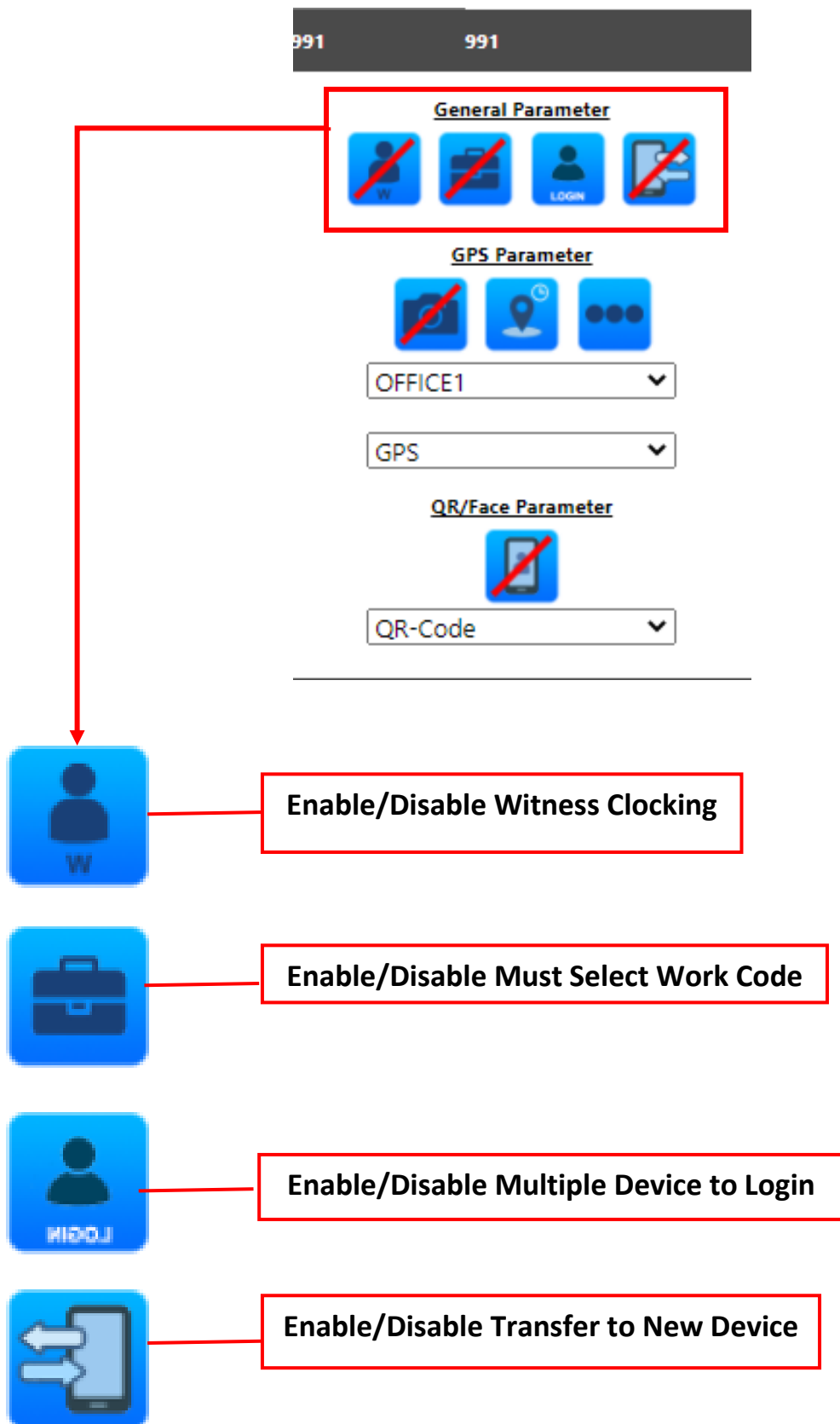
DELETE

4.0 Employee Parameter

- The **Employee Parameter** allow you to manage the setting about employee clocking, such as **witness clocking**, **multiple device clocking** and etc.






4.1 General Parameter

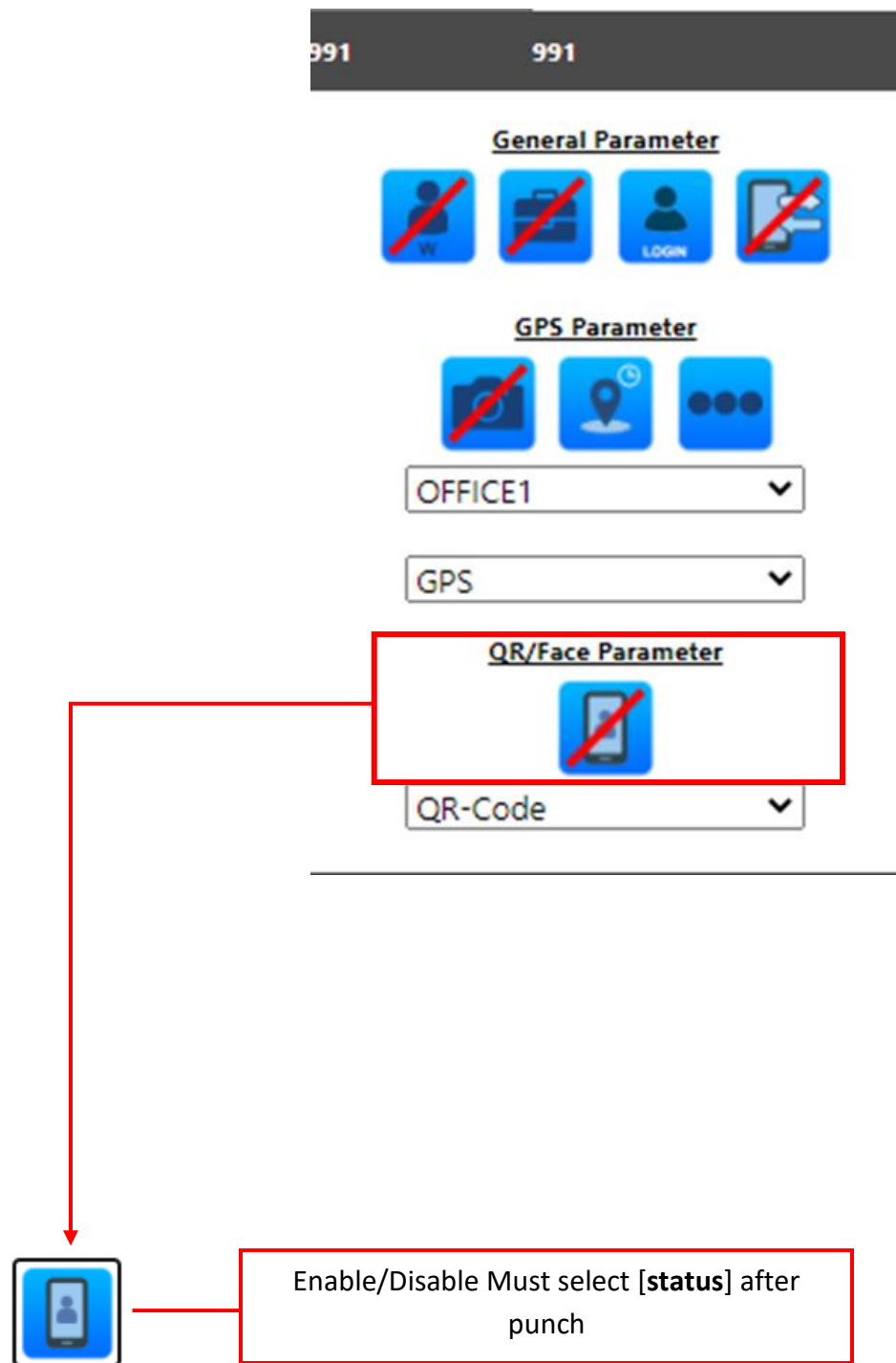


4.2 GPS Parameter

The screenshot displays the 'GPS Parameter' configuration screen. At the top, there are two tabs labeled '991'. Below them is the 'General Parameter' section with four icons: a person with a red slash, a briefcase with a red slash, a person with 'LOGIN', and a smartphone with a red slash. The 'GPS Parameter' section is highlighted with a red box and contains three icons: a camera with a red slash, a location pin with a clock, and three dots. Below these icons are two dropdown menus: the first is set to 'OFFICE1' and the second to 'GPS'. The 'QR/Face Parameter' section below has a smartphone icon with a red slash and a dropdown menu set to 'QR-Code'. A red arrow points from the camera icon in the GPS section to a detailed callout box on the right. This callout shows a dropdown menu with 'OFFICE1' at the top, followed by '--GPS Location--', 'ABC', 'OFFICE', and 'OFFICE1' (which is highlighted in blue). Below this callout is a text box stating: 'Select the **GPS Location Code** for employee to clocking in'. Another red arrow points from the three dots icon in the GPS section to a list of three callout boxes at the bottom, each with an icon and a description:

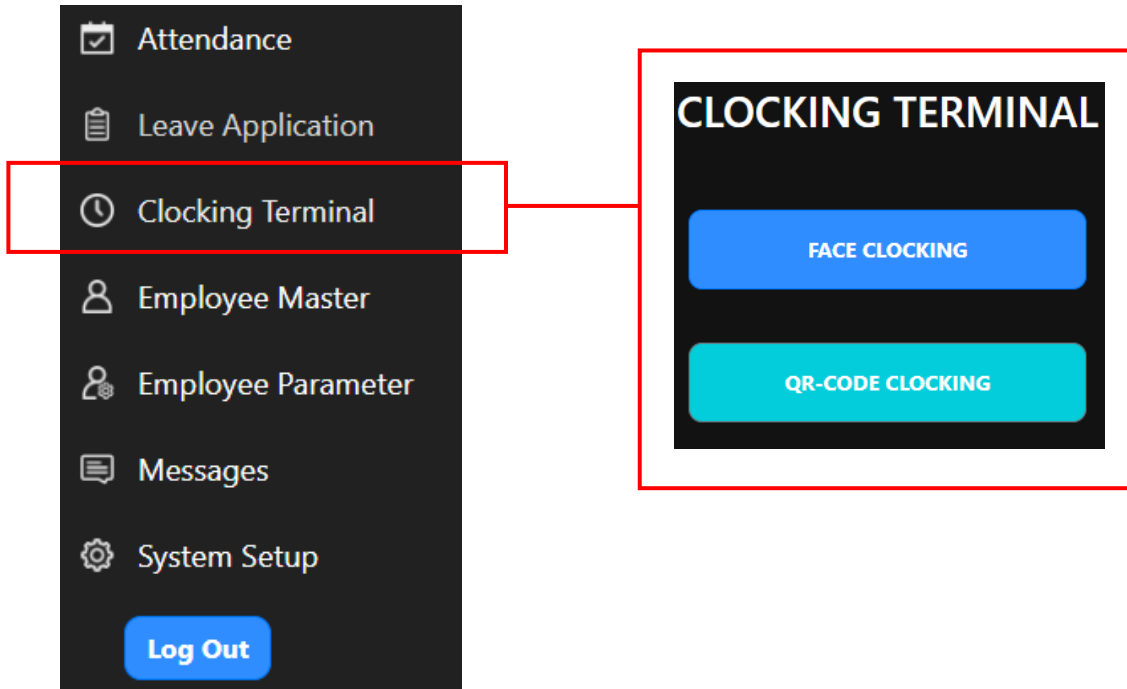
-  Enable/Disable Must Take Photo After Punch
-  Enable/Disable Must Punch at Registered Location
-  Enable/Disable [None] Status Punch

4.3 QR/Face Parameter



5.0 Clocking Terminal

- The **Clocking Terminal** selection at the menu will turn the device to a clocking terminal which allow **QR-Code Clocking** and **Face Clocking**.



5.1 QR-Code Clocking

- The QR-code clocking will generate a QR-Code for employee to clocking in.



Scan to clocking

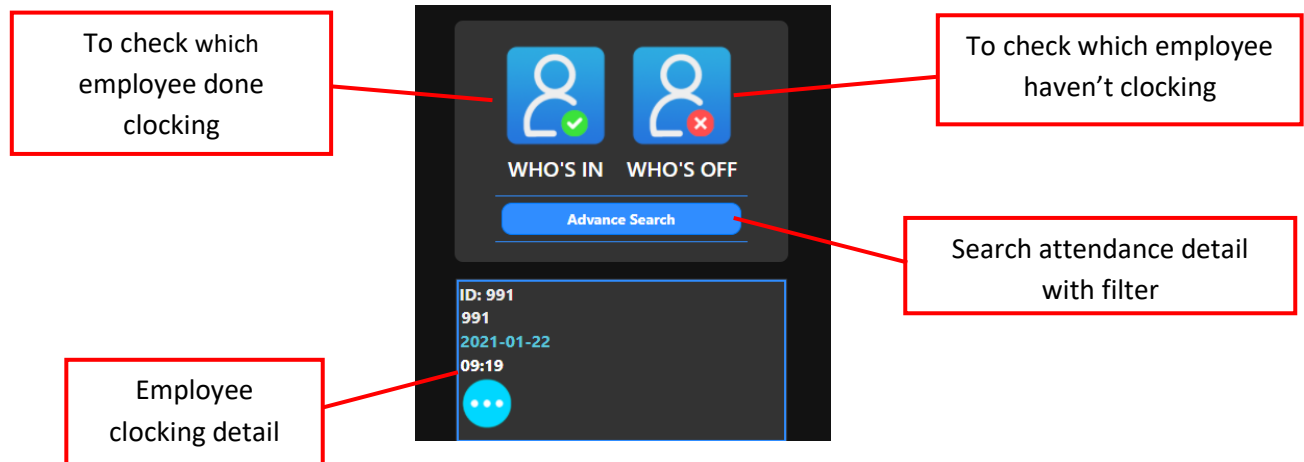
5.2 Face Clocking

- For face clocking, it will allow the device using front camera or webcam for employee to clocking in.
- When using the face clocking, be sure the employee **didn't wear mask or cover the forehead**. For environment, please ensure that having **sufficient lighting** for more accurate and smooth clocking experience.
- The quality of the mobile device front camera will also affect the clocking experience.
- Noted that **BioPhoto** will be used for Face Clocking verification, please refer to page 16, 3.2.

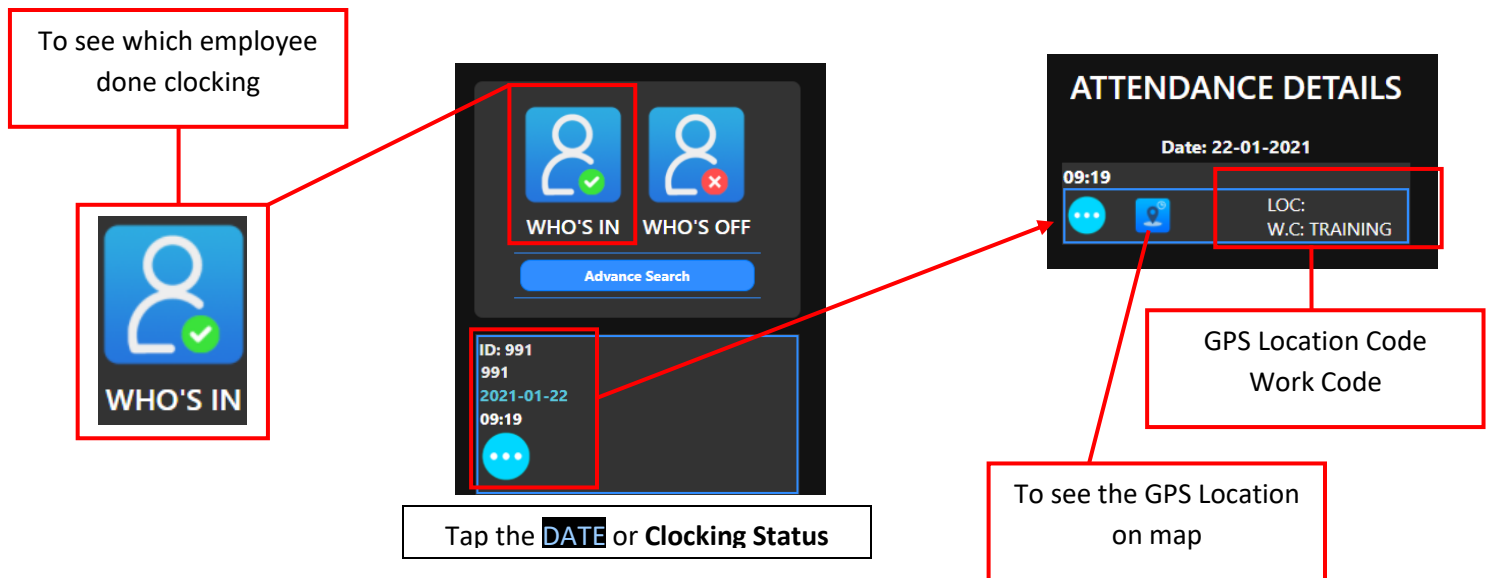


6.0 Attendance

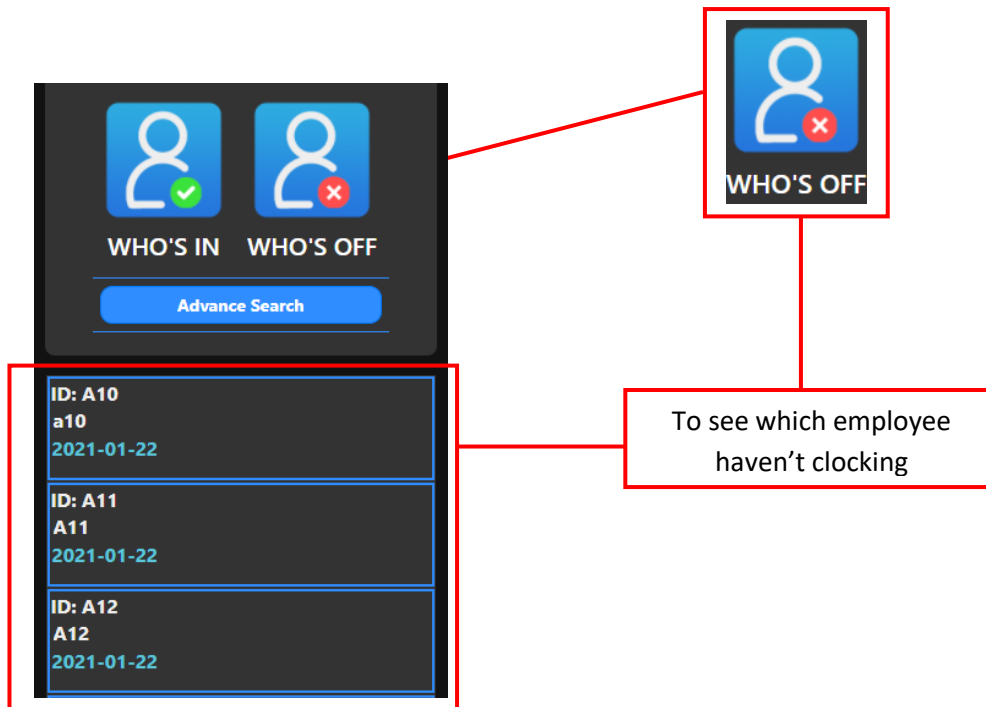
- The Attendance allow user to track employee's clocking attendance detail, Including: Clocking Status, GPS Location, Work Code and etc.



6.1 Who's In



6.2 Who's Off



6.3 Advanced Search

- The **Advanced Search** function allow you quick search the **employee attendance detail/data** with filtering by **date period, department, payroll station and etc.**

The diagram illustrates the workflow for the Advanced Search function in the Attendance Search app. It starts with a 'WHO'S IN' screen, which has a red box around the 'Advance Search' button. An arrow points from this button to the 'Attendance Search' screen. The 'Attendance Search' screen has two tabs: 'Attendance' (selected) and 'Attendance Details'. Below the tabs are date pickers for '2021-01-22'. Under the 'Attendance' tab, there is a table of employees with checkboxes. An arrow points from the 'Attendance Details' tab to a filter form. The filter form has fields for 'Department', 'Payroll Station', 'Contact No.', 'Email Address', and 'Remark', and a 'Submit' button. A red box highlights the 'Submit' button, with a callout box saying 'Tap **Submit** to input the filter'. An arrow points from the 'Submit' button to a detailed search results screen. This screen has a 'GPS Location' section with a table of locations and checkboxes, and a 'Contact No.' field. A red box highlights the 'GPS Location' section, with a callout box saying 'Some filter such as: Work code, GPS location is only available for **Attendance details** search'.

WHO'S IN WHO'S OFF

Advance Search

ID: 991
991
2021-01-22
09:19

Attendance Search

Attendance Attendance Details

2021-01-22 2021-01-22

☒ Employee

<input checked="" type="checkbox"/> 991	991
<input checked="" type="checkbox"/> A10	a10
<input checked="" type="checkbox"/> A11	A11
<input checked="" type="checkbox"/> A12	A12
<input checked="" type="checkbox"/> A13	A13
<input checked="" type="checkbox"/> A14	A14
<input checked="" type="checkbox"/> A15	A15
<input checked="" type="checkbox"/> A16	A16

Department

Payroll Station

Contact No.

Email Address

Remark

Submit

Tap **Submit** to input the filter

GPS Location

<input checked="" type="checkbox"/> ABC	ABC
<input checked="" type="checkbox"/> ABCF	OFFICE ABC
<input checked="" type="checkbox"/> OFFICE	OFFICE
<input checked="" type="checkbox"/> OFFICE1	Office1
<input checked="" type="checkbox"/> Unknown	Unkonwn Location

Contact No.

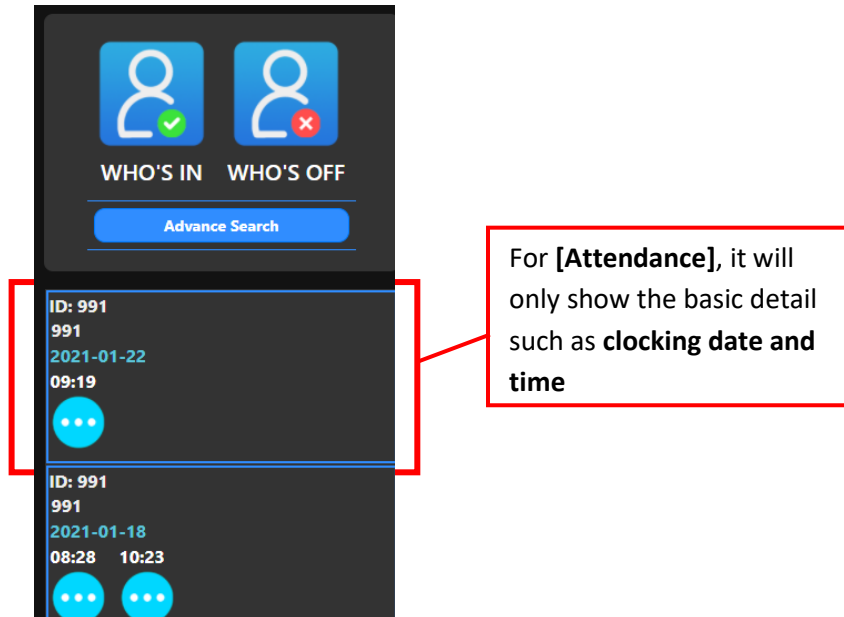
Email Address

Remark

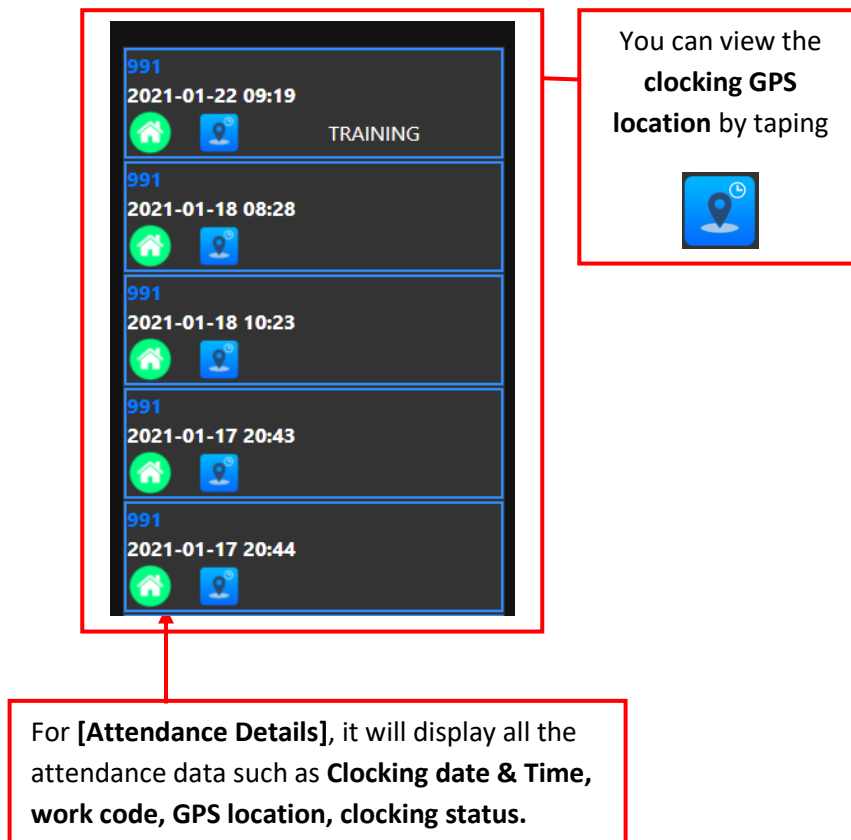
Submit

Some filter such as:
Work code, GPS location is only available for **Attendance details** search

Attendance Search Result:



Attendance Details Search result:



6.4 Export Attendance Report

- After search the attendance record you want to print, you can export it to excel, pdf or text file



You can view the **attendance report** in 3 file formats.



EXCEL



PDF



TEXT FILE

7.0 Leave Application

- The **Leave Application** allow you to manage employee's leave application or for employer (Company account user) to create a leave for employee.

The screenshot displays the 'Leave Application' interface. At the top, there are date filters for '2021-01-01' and '2021-01-27', a search icon, and a dropdown menu for '--All Leave Type--'. A blue 'Add Leave' button is positioned below these filters. The main content area shows two application entries for 'Test 123' under 'SICK LEAVE'. The first entry has a start date of '2021-01-24' and an end date of '2021-01-25' for 2 days. The second entry, marked 'APPROVED', has a start date of '2021-01-22' and an end date of '2021-01-23' for 2 days. Each entry includes a document icon with a green checkmark and a document icon with a red X.

Leave Application

2021-01-01 2021-01-27 🔍

--All Leave Type--

Add Leave

Test 123
SICK LEAVE
Start : 2021-01-24 To : 2021-01-25 Day (s) 2
12313

Test 123 **APPROVED**
SICK LEAVE
Start : 2021-01-22 To : 2021-01-23 Day (s) 2
123

Annotations:

- To add Leave Application
- Search the Leave Application history.
- The Leave Application history

7.1 Employer add leave for employee

The image shows a mobile application interface for submitting a leave application. The form is titled "Leave Application" and contains several input fields and dropdown menus. Red boxes and lines are used to highlight specific fields and provide labels for them.

Form Fields and Annotations:

- Employee Name:** A dropdown menu showing "Test 123".
- Leave Application Type:** A dropdown menu showing "SICK LEAVE".
- Leave Date Period:** A group of three fields: "Start Date" (2021-01-24), "End Date" (2021-01-25), and "Days" (2).
- Leave Reason:** A text input field showing "12313".
- Employee's head of Department:** A dropdown menu showing "991".
- Employee Contact No.:** A text input field showing "1111111".
- Email Address and Cc. Field:** A group of two text input fields: "Email Address" (123) and "Cc." (123).
- Status of this Leave Application Approved or Rejected:** A status box showing "APPROVED, Date: 2021-01-27 09:57:13 By: admin".
- Additional remark for leave application:** A text input field for remarks.

Buttons: At the bottom of the form, there are two buttons: "Save" and "Delete".

Employee's Leave Application *approval or rejection*

Tap the Employee's name to see the detail

Test 123

APPROVED

SICK LEAVE

Start :	To :	Day (s)
2021-01-24	2021-01-25	2

12313

To **approve** Leave Application

Test 123

REJECTED

SICK LEAVE

Start :	To :	Day (s)
2021-01-28	2021-01-29	2

Sample 123

To **Reject** Leave Application

Leave Application

Employee

Test 123

Leave Type

SICK LEAVE

Start Date

2021-01-28

End Date

2021-01-29

Days

2


Reason

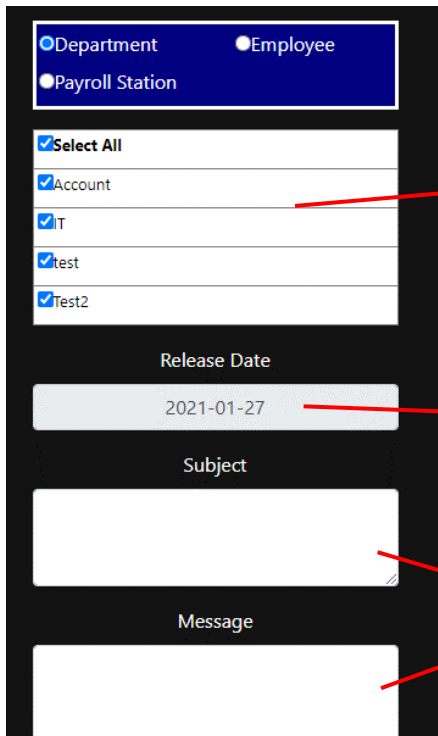
8.0 Message

- The message allows you to post a public message to your employee or other company account user.



8.1 Add Message

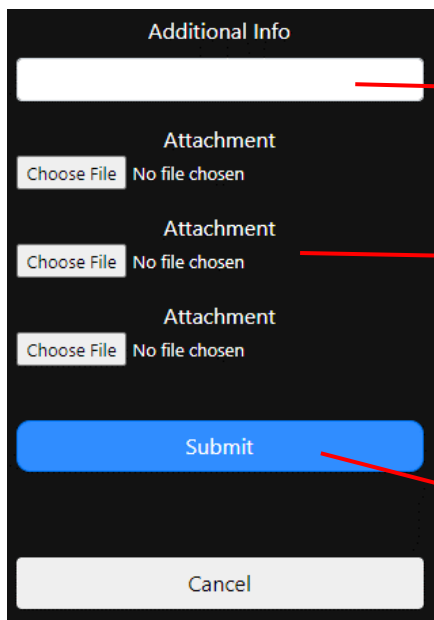
- Tap  to create a new message for employee or other company account user.



To filter who can see the message by
Department, Payroll system and Employee.

To select when will the new
message release to others user

The Subject
&
Content



Additional Info for the message (**Optional**)

Attachment for the message (**Optional**)

Here to submit and post the
message

END OF USER MANUAL