

## REPORT SET OF

# WEB BASED

## LEAVE MANAGEMENT SOFTWARE

### **INDEX:**

#### **INTRODUCTION**

#### 1.) USER

- Profile
- Holiday
- Leave Manage
- Employee Attendance
- Miss/Absent Status
- All Punch
- Salary Slip
- Change Password
- Logout

#### 2.) SUPER USER

- Profile
- Holiday
- Leave Management(application, status, balance)
- Employee Attendance
- All Punch
- Employee Reports (Not in User)
- Approve Leave (Not in User)
- Change Password
- Logout

#### 3.) ADMIN

- Create User
- Leave Master
- Leave Status
- Missed Punch Status
- Configuration User
- Import User
- Change Password
- Logout

#### 4.) FORGET PASSWORD

#### **INTRODUCTION:**

Leave Management System enables you to get the status of the leave, view daily attendance record, and to apply for leaves.

It facilitates you to:

- Submit the online request for leave application.
- Check the applied leave status and the leave balance.
- View the list of holidays offered by the company.
- View attendance record.

This application allows the following different types of user with different privileges:

- USER
- SUPER USER(REPORTING USER)
- ADMIN

**USER** is created by ADMIN. a user can:

- Apply leave online to his/her Super User (Reporting User).
- Check their attendance.
- View holidays defined by the company.
- SUPER USER has the authority to approve/reject leaves and check monthly reports of the users who reports to him/her.

- > ADMIN is a system defined user and has the following rights, he can:
- Approve/reject leaves of any user.
- Create/delete/update user's account that access leave management system.
- Create user accounts through excel sheet dynamically.

#### Working of Online Leave Management System:

- Initially, admin will create the users according to the hierarchy, who will then have access to the Leave Management System. All the employees will be USERs; Reporting Manager will be given SUPER USER's rights depending upon the hierarchy.
- Super Users can view employee details who reports to him/her.
- Users can apply leaves online.
- They can view holidays of the current calendar year.
- They can check status of the applied leaves, whether it has been approved or not.
- They can check their attendance record in calendar or grid view.
- Option to change the password.

#### URL for Login of USER/SUPER USER/GATE USER/ADMIN:

**Run** the browser (for e.g., internet explorer) and type <u>http://<IPofPC>\*/Ims</u> in the address bar.

\*<IP of PC> is the IP on which LMS Application is installed.

Eg: http://192.168.0.112/LMS



#### 1. USER

When the User logs in to Leave Management System, the following Attendance page will open.

Select the "from date" and the "to date" for the period you wish to see the attendance and press the go button. It can be seen in GRID VIEW OR CALENDER VIEW. In calendar view user can view the attendance for full month.

<NOTE: The image shown below is only for reference.>

VELCOME SOURAV PRASAD USER	For Month: 01-Sep-2	1997-1997	)			Grid View Calendar View	
Profile	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Holiday							1
Leave Manage							Status: WO
Emp Attendance	2 In : 08:56	3 In : 08:55	4 In : 08:52	5 In : 08:58	6 In : 09:00	7 In :10:10 (LA)	8
Mis/Absent Status	Out: 17:33 Status: P	Out: 17:32 Status: P	Out: 17:34 Status: P	Out: 17:48 Status: P	Out: 17:35 Status: P	Out: 17:37 Status: P	Status: WO
All Punch	9 In : 08:52	10 In : 08:58	11 In : 08:51	12 In : 08:51	13 In : 09:01	14	15
Salary Slip	Out: 17:34 Status: P	Out: 17:35 Status: P	Out: 17:34 Status: P	Out: 17:35 Status: P	Out: 17:32 Status: P	Status: WO	Status: WO
Change Password	16 In : 08:59 Out: 17:33	17 In : 08:59 Out: 13:34 (ED)	18 Status: A	19 Status: A	20 Status: A	21 Status: A	22 Status: WO
LogOut	Status: P	Status: P 24	25	26	27	28	29
	Status: A	Status: A	Status: A	Status: A	Status: A	Zo Status: A	Status: WO

Home Page – Leave Management System

• **Profile**: From this User can browse photo and then upload photo.

STAR LINK		Star Link Communication Pvt. Ltd.	3
WELCOME SHUBHAM KUMAR VERMA Profile Holiday Leave Manage Emp Attendance Mis/Absent Status All Punch Salary Sip Change Password LogOut	Profile PayCode: Name: Department: Designation: Date Of Joining: Browse Photo:	00000194 SHUBHAM KUMAR VERMA SOFTWARE DEVELOPMENT SOFTWARE DEVELOPER 01/09/2013 Browse_ No file selected. Upload	
		Copyright © StarLink Communication(₽) Ltd. <b>Yisit Us Starlinkindia</b>	

Profile Page – Leave Management System

• **Holiday:** When you click on the link 'Holiday', the list of holidays, which is saved in Star Time Office software will appear as per assigned by the company.

<NOTE: Different holidays can be set for different locations or departments or their combinations.>

WELCOME SOURAV PRASAD	Public Holiday 2019	Go		
USER	Dates Of Holidays	Day	Holidays Name	
Profile	01-Jan-2019	Tuesday	HAPPY NEW YEAR	
Holiday	26-Jan-2019	Saturday	Republic Day	
	21-Mar-2019	Thursday	Holi	
Leave Manage	22-Mar-2019	Friday	RH	
Emp.Attendance	23-Mar-2019	Saturday	RH HOLI	
Mis/Absent Status	25-May-2019	Saturday	RH COMPBUDHA PURNIMA	
All Punch	05-Jun-2019	Wednesday	Idul Fitr	
	15-Aug-2019	Thursday	Independence Day	
Salary Slip	24-Aug-2019	Saturday	Janmashtami	
Change Password	02-Oct-2019	Wednesday	Mahatma Gandhi Birth	
LogOut	08-Oct-2019	Tuesday	Vijaya Dashami	
	28-Oct-2019	Monday	Vishavkarma Day	
	29-Oct-2019	Tuesday	Bhai Duj	
	09-Nov-2019	Saturday	Annual Day	

Public Holiday List Page - Leave Management System

#### • Leave Manage:

**Application-** To apply Leave, click on Leave Application menu. In this page, the user has to fill the application for the leave. Select the 'from date', 'to date' and the leave type that you want to apply for, for e.g., EL, CL etc. Now select the leave duration for e.g., full day/half day and then mention the reason. You can also provide Contact no. during leave and finally submit the leave application. After leave submission is done successfully, a message will appear on the screen indicating that your leave application has been submitted. User can apply two different types of half day leave from LMS.

STAR LINK	Star Li	nk Communication Pvt. Ltd.	2
WELCOME SHUBHAM KUMAR VERMA	Application Status	Balance	
USER	Leave Application		
Profile	PayCode :	0000194	
Holiday	From Date :	From Date ×	
Leave Manage	To Date :	To Date *	
Emp Attendance	Leave Type/Code :	L01 - CASUAL LEAVE (CL) - 5.5	
Mis/Absent Status	Leave Type/Code .		
All Punch	Leave Duration :	Full Day	
Salary Slip	Reason :	Reason should be within 120 characters	
Change Password			
LogOut	Contact No. During Leave :		
		Submit Reset	
		arLink Communication(P) Ltd. Visit Us Starlinkindia	

Leave Application Page - Leave Management system

If leave is pending to be approved then it will appear besides the "Leave Type/Code" Stating the leave type and no of leaves pending (If more no of leave is pending to be approved).

**Status-** To see the status of the leave application, click on Status menu. Select the type of leave (All/Cancel/Voucher No). For Voucher No, type the number and press View button to see the status of your leave Application. For other cases, it will be displayed when the option is selected. Here the value of the 'approval' column indicates whether the leave has been approved or not. 'Y' indicates that the leave has been approved or not seen rejected and a blank value indicates that the super user has not seen the application till that time.

To see the status of approval/rejection of gate pass, then click on "OD Gate Pass



Leave Status - Leave Management system

Balance- To see the statistics of the annual leaves, click on Leave Balance menu.

Application     Status     Balance       USER     Application     Status     Balance       Frofile     Incertain and the status     Incertain and the status     Incertain and the status       Holday     Incertain and the status     Incertain and the status     Incertain and the status       Holday     Incertain and the status     Incertain and the status     Incertain and the status       Incertain and the status     Intertain and the status     Intertain and the status     Intertain and the status       All Punch     Intertain and the status     Intertain and the status     Intertain and the status     Intertain and the status       All Punch     Intertain and the status     Intertain and the status     Intertain and the status     Intertain and the status       Change Password     LogOut     Intertain and the status     Intertain and the status     Intertain and the status	STAR LINK			Star I	ink Comm	unication Pv	t. Ltd.	2
ProfileLeave CodeLeave NameOpening Dening LeaveConsumed LeaveBalanceHoldayCLCASUAL LEAVE104.55.5Leave ManageLATE ARRIVAL DEDUCTI000ODOUT DUTY02-2Emp-AttendanceCOFCOFPENSATORY OFF000Mis/Absent StatusRHRESTRICTED HOLDAY000All PunchELEARNED LEAVE14410Salary SipLAWESTARLINK HOLIDAY000Change PasswordHLSTARLINK HOLIDAY000				Status		3alance		
HoldayCLCASUAL LEAVE104.55.5Leave ManageLaTE ARRIVAL DEDUCTI000Timp AttendanceOD0 UT DUTY02-2Mis/Absent StatusCOME ENSATORY OFF000All FunchRESTRICTED HULDAY000Salary SipLEAVE MITHOUT000Change PasswordLEAVE MITHOUT000		Leave Code	Leave Name	Opening Balance	Consumed Leave	Balance Leave		
Leave ManageLADLAP RANIVAL DEDUCTIN000DEDUCTIN0000ODOUT DUTY02-2Emp AttendanceCOFCOMPENSATORY OFF000Mis/Absent StatusRESTRICTED HOLIDAY000All PunchRESTRICTED HOLIDAY000Salary SlipLEAVE WITHOUT PAY000Change PasswordVARUE WITHOUT HU000		CL	CASUAL LEAVE	10	4.5	5.5	]	
Leave Manage     OD     OUT DUTY     0     2     -2       Emp Attendance     CoF     COPENSATORY     0     0       Mis/Absent Status     RH     RESTRICTED     0     0       All Funch     EL     EARNED LEAVE     14     4       Salary Stip     LMP     LEAVE WITHOUT     0     0       Change Parsword     STARLINK HOLIDAY     0     0		LAD		0	0	0		
Mis/Absent Status     COP     OFF     0     0       All Punch     RESTRICTED HOLLDAY     0     0     0       Salary Sip     LEAVE WITHOUT PAY     14     4     10       Change Parsword     LEAVE WITHOUT HL     0     0     0	Leave Manage	OD		0	2	-2		
Mis/Absent Status     RH     RESTRICTED HOLIDAY     0     0       All Punch     EL     EARNED LEAVE     14     4       Salary Slip     LWP     LEAVE WITHOUT PAY     0     0       Change Password     ILWN     STARLINK HOLIDAY     0     0	Emp Attendance	COF	COMPENSATORY	0	0	0	1	
All Funch     HOLDAT       Salary Sip     EL       Change Password     LEAVE WITHOUT PAY       0     0       0     0	Mis/Absent Status	DH.	RESTRICTED	0	0	0	-	
Salary Slip         LWP         LEAVE WITHOUT PAY         0         0         0           Change Parsword         HL         STARLINK HOLIDAY         0         0         0	All Punch	-		-	2		-	
Change Password HL STARLINK HOLIDAY 0 0 0	Salary Shp		LEAVE WITHOUT				-	
LogOut	Change Password			0	0	0	-	
	LogOut					1	J	

Leave Balance - Leave Management System

Leave Name indicates the type of the leave; Opening Balance indicates the leaves carried forward from the previous financial year or the leaves credited from the current financial year; Consumed Leaves indicates the number of leaves already availed and Balance Leaves indicates the number of leaves left to avail.

• Emp. Attendance: When the User logs in to Leave Management System, the following attendance page will open. Select the "from date" and the "to date" for the period you wish to see the attendance and press the go button. It can be seen in *GRID VIEW OR CALENDER VIEW*. In calendar view user can view the attendance for full month.

The same for biddens !							3
VELCOME SHUBHAM	Employee Attenda					Grid View Calendar Vie	Ж
KUMAR VERMA	For Month: 01-Jun-	2015 * Go					
Profile	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Holiday	1 In : 08:27 Out: 18:47	2 In : 09:19 (LA) Out: 18:01	3 In : 08:23 Out: 18:35	4 In : 08:22 Out: 17:39	5 In : 09:06 Out: 17:33	6 In : 08:59 Out: 17:41	7 Status: WO
Leave Manage	Status: P 8	Status: P 9	Status: P 10	Status: P 11	Status: P 12	Status: P 13	14
Emp Attendance	In :09:18 (LA) Out: 18:44	In :09:22 (LA) Out: 18:22	In : 08:54 Out: 17:54	In :10:06 (LA) Out: 17:45	In : 08:59 Out: 17:44	In : 09:00 Out: 17:35	Status: WO
Mis/Absent Status	Status: P 15	Status: P 16	Arrived 22 Minutes Late.	Status: SRT 18	Status: P 19	Status: P 20	21
All Punch	In 09:00 Out: ? Status: MIS	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
Salary Sip	22	23	24	25	26	27	28
Change Password	Status: A	Status: A	Status: A	Status: A	Status: A	Status: A	Status: WO
LogOut	29 Status: A	30 Status: A					
		Leave:0	Holiday:0	Week Off:4	Absent: 13 L	.ate:4 Tot	tal Days: 30

User's Page - Leave Management System

WELCOME SHUBHAM	Employee Atte	ndance						Grid View Ca	lendar View	
KUMAR VERMA	From Date :01-	Jun-2015 *		To Date : 3	0-Jun-2015 ×	Go	1			
USER				0.10			J			
Profile	Date 01/06/2015	Day Monday	Pay Code 00000194	Shift G1	In 08:27	Out 18:47	00:00	Early Departure 00:00	Worked Hours	Status
Holiday	02/06/2015	Tuesday	00000194	G1	09:19	18:01	00:19	00:00	08:09	P
Leave Manage	03/06/2015	Wednesday	00000194	G1	08:23	18:35	00:00	00:00	09:57	P
Emp Attendance	04/06/2015	Thursday	00000194	G1	08:22	17:39	00:00	00:00	08:48	P
Mis/Absent Status	05/06/2015	Friday	00000194	G1	09:06	17:33	00:00	00:00	08:17	P
	06/06/2015	Saturday	00000194	G1	08:59	17:41	00:00	00:00	08:31	P
All Punch	07/06/2015	Sunday	00000194	OFF			00:00	00:00	00:00	wo
Salary Slip	08/06/2015	Monday	00000194	G1	09:18	18:44	00:18	00:00	09:11	P
Change Password	09/06/2015	Tuesday	00000194	G1	09:22	18:22	00:22	00:00	08:49	P
LogOut	10/06/2015	Wednesday	00000194	G1	08:54	17:54	00:00	00:00	08:48	P
1080 m	11/06/2015	Thursday	00000194	G1	10:06	17:45	01:06	00:00	07:18	SRT
	Present: 13	Leave:0	Holida	10:0	Week Off:	4	Absent: 13	Late:4	Total Days: 3	0

• **Miss/Absent Status:** From this option user can send request to his Super User/HOD for Miss/absent for approval. For this User can select "From date" to "To date" to check his miss/absent status during this period.

There are three options:

Miss Punch – For checking miss punch status during period.

Absent – For checking absent status during period.

All – For checking both miss punch/absent status during period.

User will select date and then click on Action to send request to his Super User/HOD for approval.

Constantinianda		is.aspx?status=ALL							
STAR LIN	StarWebDC_Server				v C 🛐 - G	ioogle	▶ ☆ 自 ♣	A # -	g =
		★ LMS ★ WebTimeOf	ffice im VMS 💠 TestingWork	I UNS_Attendance					
The test. for basis			Star L	ink Communice	ition Pvt. Ltd.			3	
WELCOME SHU		Punch and Absent S	tatus						
KUMAR VER		dis Punch O Absen	e O All	01-Jun-2015 ×	[26-Ju	n-2015 ×	Submit		
Profile		Date	Day	Shift	In Time	OutTime	Status		
Hohday	02 Ju	an 2015	Tuesday	G1	09:19	18:01	P	Action	
	03 Ju	an 2015	Wednesday	01	08:23	18:35	P	Action	
Leave Manage									
Emp Attendance									
Mis/Absent Status	3								
All Punch									
Salary Slip									
Change Password	1								
LogOut									
					stick the first	abiadia			
📲 start 🛛 📦	Mis/Absent Status	🍕 Merosoft SQL					aveManagementSy	3	A 16:50

Miss/Absent Status - Leave Management System

• All Punch: All the punches of employee.

) (i)   localhost/LMS/AllEmp	oPunch.aspx		C" Q	Search	☆ 自 ♣ 斋 😕 💟
ost Visited 🛞 Getting Start	ed 🛞 Suggested Sites 🛞 Web Slice G	allery			
STAR LINK			STAR STAR		
Nor needs Our Solutions !					
LCOME DUMM	Y From Date :01-Sep-2016 *	To Date :	30-Sep-2016 * Go		
USER	Paycode	Cardno	Date	Day	Time
ofile	1111	00001111	02-Sep-2016	Friday	16:56
oliday	1111	00001111	02-Sep-2016	Friday	09:00
eave Management	1111	00001111	01-Sep-2016	Thursday	16:45
pplication,Status,Balance)	1111	00001111	01-Sep-2016	Thursday	09:00
mployee Attendance					
11 Punch					
hange Password					
ogOut					

Ltd. <u>Visit Us Starlinkindia</u>

• Salary Slip: this option keeps the salary slip of the user. User can check any of their past salary slip by selecting the month and year option from top left corner and click the generate button on the right side. A new pop up screen will come showing the salary slip.

/13/2019				Sa	ilary Slip			
		STAR LINK CON D-88/4 OKHALA INDI SALARY	L .	AREA ,	PHASE-I,NEW DELHI			
Employee Name	Ravi Bouns Case 4	PAYCODE	:	B004				
Father's/Husband		GRADE	:	N/A				
Name		DATE OF	:	01/01/	/2017			
DEPARTMENT	BREWERY WASHING	JOINING						
DESINATION	BREWERY WASHING		:	0.00				
PAN NO		NO						
		ESIC NO	:					
SALARY FROM THE	MONTH OF Aug 2017							
ATTENDANCE DETAI	L				LEAVE DETAIL		Total Paid Day	
Working Days		31			EL	0		
Weekly off./Holidays		4/0	4/0		CL	0	31	
					Other Leave	0		
		SAL	AR	Y DETA	ILS			
SALARY COMPONEN	ITS	RATE (in Rs	RATE (in Rs.)		EARNING (in Rs)	AREAR (in Rs)	DEDUCTION (in Rs)	
basic		11000	11000		11000	0.00	PF(Employee)	01
HRA		5000			5000	0	ESIC(Employee)	0.00
COMPOSITE ALL		0			0	01	TDS	01
CONV		3000			3000	0.00	Advanse	01
MEDICAL		4000			4000	0.00		
SPL.ALLO								
LTA								

• **Change Password:** To change your password, click on the 'Change Password' menu.

VELCOME SHUBHAM KUMAR VERMA USER ProBe Holiday Leave Manage Emp Attendance Mis/Absent Status All Punch Salary Slip Change Password LogOut	Star Li	nk Communication Pvt. Ltd.	
WELCOME SHUBHAM KUMAR VERMA	Change Password		
USER	Login ID	bootc194 Show in Character	
Profile	Old Password	•••••	
Hobday	New Password	New Password	
Leave Manage	Confirm Password	New Password	
Emp Attendance		Change Clear	
Mis/Absent Status		Change Clear	
All Punch			
Salary Slip			
Change Password			
LogOut			

• **Logout:** Press logout option of the menu to logout from the Online Leave Management System.

#### 2. SUPER USER:

For Super User **two additional privileges** has been provided in addition to all options present in USER log in.

When the Super User logs in to the Application, the following home page will appear:

		. Table Cellpadding	× Page Title									
) 🎤 🧿   192.168.0.98/lms/L	eaveAccepta:	nce.aspx					C Q Search		☆ €		0	9
Aost Visited 🛞 Getting Started	🛞 Suggest	ed Sites 🛞 Web Sli	ce Gallery									
STAR LINK					STAR STA	R						
Nor needs Our Solutions 1												
WELCOME BBBB	Approv	e Leave										
SUPER USER						Name P	ayCode PayCode	Search	J			
Profile		Process	Action	PayCode	Employee Name	From Date	To Date	Leave Description	Leave Duration	Reason		
Holiday		Process	Approve Reject	1111	AAA	06-Apr-2016	06-Apr-2016	CASUAL LEAVE	1	wwwww	v	
eave Management		Process	Approve Reject	1111	AAA	01-Jun-2016	01-Jun-2016	CASUAL LEAVE	1	tyhtrhyrh	t	
Application,Status,Balance)		Process	Approve Reject	1111	AAA	27-Jul-2016	27-Jul-2016	CASUAL LEAVE	1	rggfgfdg		
Gate Pass Manage		Process	Approve Reject	1111	AAA	22-Jul-2016	22-Jul-2016	EARNED LEAVE	1	qdcqwdd		
Employee Attendance		Process	Approve Reject	1111	AAA	23-Jul-2016	23-Jul-2016	CASUAL LEAVE	1	jkhijhgkj		
All Punch		Process	Approve Reject	1111	AAA	19-Jul-2016	19-Jul-2016	CASUAL LEAVE	1	sdfgsdfgs	d	
Approve Gate Pass		Process	Approve Reject	1111	AAA	21-Jul-2016	21-Jul-2016	CASUAL LEAVE	1	asdasdfas	lt	
Employee Reports		Process	Approve Reject	1111	AAA	26-Aug-2016	26-Aug-2016	CASUAL LEAVE	1	fgsfdvsdf	/	
Approve Leave		Process	Approve Reject	1111	AAA	19-Aug-2016	19-Aug-2016	CASUAL LEAVE	1	ffrfrfrf		
Change Password		Process	Approve Reject	1111	AAA	08-Aug-2016	08-Aug-2016	CASUAL LEAVE	1	ginghingl	j	
LogOut												

- Employee Reports: This menu allows the Super User to check Employee Reports like:
  - Employee Detail
  - Absenteeism
  - Monthly Performance Register
  - Attendance
  - Late Arrival

**Employee Detail:** In this report the Super User can check the details of employees of his/her company. The format of employee details is given below:



**Absenteeism:** In absenteeism report the Super User can see the reports of those employees who were absent in the selected period by selecting the 'from date' and the 'to date'. An example of absenteeism report is given below:

WELCOME Shashi Kumar							
	Employee Details	A					
and a second data the second second second			ndance Register 💮 Lat	te Arrival 🔘 Attendance			
		Monenty Accel					
SUPER USER	From Date :	01-Sep-2019 ×	To Date : 18	8-Sep-2019 *	All Search	Selection Click Ex	ecl Img To Downloa
rofile					All Search	Gelection Click Ex	eci img to Downioa
	Select	• )					
loliday	Select	•					
5 P	Paycode	Employee_Name	Date	Department_Name	Reason	Shift	Status
eave Management	000141	Prakash Chand Sharma	02-Sep-2019	Marketing Department		AFT	A
Application,Status,Balance)	000141	Prakash Chand Sharma	03-Sep-2019	Marketing Department		AFT	A
	000141	Prakash Chand Sharma	04-Sep-2019	Marketing Department		AFT	A
	000141	Prakash Chand Sharma	05-Sep-2019	Marketing Department		AFT	A
mpioyee Attendance							
	000141	Prakash Chand Sharma	06-Sep-2019	Marketing Department		AFT	A
		Prakash Chand Sharma Prakash Chand Sharma	06-Sep-2019 07-Sep-2019	Marketing Department Marketing Department		AFT	A
ll Punch	000141						
ll Punch	000141 000141	Prakash Chand Sharma	07-Sep-2019	Marketing Department		AFT	
ll Punch mployee Reports	000141 000141 000141	Prakash Chand Sharma Prakash Chand Sharma	07-Sep-2019 09-Sep-2019	Marketing Department Marketing Department		AFT AFT	
ll Punch mployee Reports	000141 000141 000141 000141	Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma	07-Sep-2019 09-Sep-2019 10-Sep-2019	Marketing Department Marketing Department Marketing Department		AFT AFT AFT	
ll Punch mployee Reports	000141 000141 000141 000141 000141	Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma	07-Sep-2019 09-Sep-2019 10-Sep-2019 11-Sep-2019	Marketing Department Marketing Department Marketing Department Marketing Department		AFT AFT AFT AFT	
Il Punch imployee Reports approve Leave	000141 000141 000141 000141 000141 000141	Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma	07-Sep-2019 09-Sep-2019 10-Sep-2019 11-Sep-2019 12-Sep-2019	Marketing Department Marketing Department Marketing Department Marketing Department Marketing Department		AFT AFT AFT AFT AFT	
Employee Attendance All Punch Employee Reports Approve Leave Change Password	000141 000141 000141 000141 000141 000141 000141	Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma Prakash Chand Sharma	07-Sep-2019 09-Sep-2019 10-Sep-2019 11-Sep-2019 12-Sep-2019 13-Sep-2019	Marketing Department Marketing Department Marketing Department Marketing Department Marketing Department Marketing Department		AFT AFT AFT AFT AFT AFT AFT	A A A A A A

**Monthly Attendance Register:** In monthly performance register the Super User can check the performance of employees like shift, in time, out time etc. The format of monthly performance register is given below:

VELCOME Shash	Reports																	
Kumar	- Emplo	yee Details	s 🔘 Abser	nteeism 💿	Monthly	Attendanc	e Register	O Late Ari	rival 🔍	Attendance								
SUPER USER	From Date	e :	01-Sep	-2019 ×		То	Date :	18-Sep-	2019 *			All	Search	Selectio	_			
Profile												All	Gearch		<u> </u>			
Holiday	000141-P	rakash Cha	and Sharm	ia 🗘														
Leave Management	PayCode	PresentCar dNo	EmpName	Companyc ode	Cat	Departme tCode	n Departmen tName	CatagoryN ame	Shift	Gradecode	Dateoffice	Ini	Out2	HoursWork ed	Status	LATEARRIN	SHIFTATTE NDED	E LeaveV e
Application,Status,Balance)	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing	naver	OFF	G01	01-Sep- 2019			0.00	wo	0	OFF	0
Employee Attendance	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	02-Sep- 2019			0.00	A	0	AFT	0
Employee Reports	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	03-Sep- 2019			0.00	A	0	AFT	0
Approve Leave	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	04-Sep- 2019			0.00	A	0	AFT	0
Change Password	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	05-Sep- 2019			0.00	A	0	AFT	0
LogOut	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	06-Sep- 2019			0.00	A	0	AFT	0
	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing Department	naver	AFT	G01	07-Sep- 2019			0.00	A	0	AFT	0
	000141	00000141	Prakash Chand Sharma	C02	C01	D05	Marketing	naver	OFF	G01	08-Sep- 2019			0.00	wo	0	OFF	0

**Late Arrival:** In late arrival report the Super User can check the reports of those employees who have come late in the company. Its report format is given below:

STAR LINK	
WELCOME Shashi	Reports
Kumar	Employee Details 💿 Absenteeism 💿 Monthly Attendance Register 💿 Late Arrival 💿 Attendance
SUPER USER	From Date : 01-Sep-2019 * To Date : 13-Sep-2019 * All Search Selection
Profile	All Statut Statut
Holiday	000141-Prakash Chand Sharma 🗢
Leave Management (Application,Status,Balance)	Paycode ENPNAME Company: Departme Departme Cat Catagoryn Gradecode Shift Dateoffice SHIFTATT shiftStartT In1 Latearriva Late1 Late10 Late30 Late60 BUS
Employee Attendance	
All Punch	
Employee Reports	
Approve Leave	
Change Password	
LogOut	

**Attendance:** In attendance report, the Super User can check the attendance of employees by selecting the 'from date' and the 'to date'. Its report format is given below.

WELCOME Shashi	Reports														
Kumar	C Employ	ee Details 🤇	Absenteeis	m 🔘 Month	ly Attendanc	e Register (	🔍 Late Arriva	al 💿 Attenda	ance						
SUPER USER	From Date	:	01-Sep-2019	×	То	Date :	18-Sep-20	19 ×		All	Search	Selection		(r	1.1
Profile				, 						All	Search	Selection	CIICK EX	ecl Img To Do	wnioad
Holiday	(	Select		•											
Leave Management (Application,Status,Balance)	PAYCODE	EMPNAME	Companyco de	Cat	Catagoryna me	Department Code	Department Name	Gradecode	Dateoffice	Shift	SHIFTATTEN DED	ShiftStartTim e	In1	LateArrival	Status
Employee Attendance	000141	Prakash Chand Sharma	C02	C01	naver	D05	Marketing Department	G01	01-Sep-2019	OFF	OFF			o	wo
All Punch	000141	Prakash Chand Sharma	C02	C01	naver	D05	Marketing Department	G01	02-Sep-2019	AFT	AFT	02-Sep-2019 11:00		o	A
Employee Reports		Prakash					Conception of		14			and the second s		-	
Approve Leave	000141	Chand Sharma	C02	C01	naver	D05	Marketing Department	G01	03-Sep-2019	AFT	AFT	03-Sep-2019 11:00		0	A
Change Password	000141	Prakash Chand	C02	C01	naver	D05	Marketing Department	G01	04-Sep-2019	AFT	AFT	04-Sep-2019		0	A
LogOut		Sharma			-		Department								
	000141	Prakash Chand Sharma	C02	C01	naver	D05	Marketing Department	G01	05-Sep-2019	AFT	AFT	05-Sep-2019 11:00		0	A
	000141	Prakash Chand Sharma	C02	C01	naver	D05	Marketing Department	G01	06-Sep-2019	AFT	AFT	06-Sep-2019 11:00		0	A

• Approve Leave: This menu allows the Super User to approve the leaves for his/her subordinates.

			× Page Title									
) 🎤 े 🛛   192.168.0.98/lms/l	.eaveAcceptar	nce.aspx					C Q Search		☆ 8	€ +	俞	9 🗸
vlost Visited 🛞 Getting Started	l 🛞 Suggest	ed Sites 🛞 Web Slie	e Gallery									
STAR LINK					STAR STA	R						
Nour needs Our Solutions 1												
VELCOME BBBB	Approv	e Leave										
SUPER USER			Approved 🔘 Rej	ected	Name	Name	ayCode PayCode	Search	1			
Profile		Process	Action	PayCode	Employee Name	From Date	To Date	Leave Description	Leave Duration	Re	ason	
Holiday		Process	Approve Reject	1111	AAA	06-Apr-2016	06-Apr-2016	CASUAL LEAVE	1		ararara.	
Leave Management		Process	Approve Reject	1111	AAA	01-Jun-2016	01-Jun-2016	CASUAL LEAVE	' 1		rhyrhyt	-
(Application,Status,Balance)		Process	Approve Reject	1111	AAA	27-Jul-2016	27-Jul-2016	CASUAL LEAVE	1		rfafda	-
Gate Pass Manage		Process	Approve Reject	1111	AAA	22-Jul-2016	22-Jul-2016	EARNED LEAVE	1	qda	qwdc	-
Employee Attendance		Process	Approve Reject	1111	AAA	23-Jul-2016	23-Jul-2016	CASUAL LEAVE	1	jkl	njihgkj	-
All Punch		Process	Approve Reject	1111	AAA	19-Jul-2016	19-Jul-2016	CASUAL LEAVE	1	sdfg	sdfgsfd	-
Approve Gate Pass		Process	Approve Reject	1111	AAA	21-Jul-2016	21-Jul-2016	CASUAL LEAVE	1	asda	sdfasdf	
Employee Reports		Process	Approve Reject	1111	AAA	26-Aug-2016	26-Aug-2016	CASUAL LEAVE	1	fgsf	dvsdfv	
Approve Leave		Process	Approve Reject	1111	AAA	19-Aug-2016	19-Aug-2016	CASUAL LEAVE	1	ff	rfrfrf	
Change Password		Process	Approve Reject	1111	AAA	08-Aug-2016	08-Aug-2016	CASUAL LEAVE	1	gjing	shimghi	

There is an option for searching employees who have applied for leave. The Super User can search for the employee with wither the name or the pay code. Click on **APPROVE, REJECT, PROCESS** link in Grid to open the Leave approval page of the

A Hard and David	narks Tools Help	Des The						0
🛨 User Login Page	× HTML Table Cellpadding	× Page Title	× 🛨 Leave Approve	× (+				
) (i)   192.168.0.98/Ims/Leave	Acceptance.aspx			C Q Search	☆自	<b>ŀ</b> ∧	e	
Most Visited 🛞 Getting Started	d 🛞 Suggested Sites 🛞 Web Slice Gal	lery						
STAR LINK			STAR STAR					
Nor reeds Our Solutions 1								
WELCOME BBBB	Approve Leave							
SUPER USER	Name		LeaveReason	wwwww				
	Paycode	1111	Duration	06-Apr-2016 to 06-Apr-201	.6 Leav	ve Type	Opening	Bala
Profile	Designation	None	From Date	06-Apr-2016				
Holiday	Department	D01	To Date	06-Apr-2016	CAS	JAL	1	1
Leave Management (Application,Status,Balance)	Voucher No	000000025	Approved date	17-Sep-2016				
Gate Pass Manage	Leave Name	CASUAL LEAVE	Approve	Yes 🔘	EAR	1ED 1E	0	-2.5
Employee Attendance				No O				
All Punch	Leave Code	OD	Leave Count	1 Day(s)	CAS	JAL E	1	-2
Approve Gate Pass	Remarks	accepted		OK Back				
Employee Reports								
Approve Leave								
Change Password								

Super User can reduce the applied leave duration by changing the 'from date', and 'to date' of applied leave.

Super User has the right to approve/disapprove leave. If the leave is approved then select **Yes** else **No** and with Remarks and press **OK** button. Thereafter A mail will be sent to the user with reason.

#### • Logout

Press Logout option of the menu to logout from the Online Leave Management System.

**3. ADMIN**: Admin is a system defined user. When the Admin logs in to the Online Leave Management Software, the following home page will open.



• **Create User:** Press Create User button to open the create user page of Online leave management system. An admin can create, update and delete account of User/Super User/Gate User.

STAR LINK										
Leave Management	Create Use	er								
System	User	🔍 Rep	ported User		User Type	Registered	•			
Create User		_								
Leave Master	Paycode	L			loyee Name			ation		
Leave Status	Company	L		Depa	artment		Des	ignation		Search
Missed Punch Status	Update	Delete	Reported	PayCode	Employee Name	Company	Department	Designation	Location	User ID
Configuration User Import User	Edit	Delete	User	0000001	MIDLAND MICROFINE	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	00000001
Change Password Logout	Edit	Delete	4	0000002	Santosh Kumar Srivastav	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000002
	Edit	Delete	4	00000004	Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000004
	Edit	Delete	4	0000005	Mukesh Sharma	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000005
	Edit	Delete	4	0000007	Pupul Ranjan	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000007
	Edit	Delete		00000011	Shashi Kumar	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1	00000011
	Edit	Delete	0	000141	Prakash Chand Sharma	Star Link Communicaton	Marketing		Okhla Phase1	000141

a. Select **"Unregistered User"** from drop-down list. There are many options for searching user in LMS, so Search Unregistered user for Creation of LMS user.

STAR LINK			United Brewe	Ties Linneu			
Leave Management	Create User						
System admin	User	Reported User	User	Type Un Registered	÷		
Create User							
Leave Master	Paycode		Employee Name		Locatio		
Leave Status	Company		Department		Design	nation	Search
Missed Punch Status	1234567	3 9 10 Page Size: 50	\$1				
Configuration User	1234257. New	Page Size: 00 Page Code	Employee Name	Company	Department	Designation	Location
Import User		( DAV DER LANCAS )		Star Link	Marketing		
Change Password	New	0000014	Abhinav Kumar	Communicaton Pvt Ltd	Department		Okhla Phase1
Logout	New	00002222	Ravi Sevice punch	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
	New.	000750	Vandana Mudgil	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
	New	000751	Jai Nath	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
				Star Link	Marketing		
	New	001152	Naresh Sikka	Communicaton Pvt Ltd	Department		Okhla Phase1

- b. Click on New link in Grid view
- c. Select Reporting User from click on select link, there is also an option for search Reporting user.

Leave Management System	Create User									
admin Create User	Paycode			Employee Name	•			Locati	on	
Leave Master	Company			Department				Desig	natior	n Search
Leave Master	Paycode	000141					Employee Nam		:	Prakash Chand Sharma
Missed Punch Status	User Id	000141	Chool				Company			Star Link Communication Pvt Ltd
Configuration User	Password			Availability			Department		:	Marketing Department
Import User	Confirm						Designation		:	
Change Password							Location			Okhla Phase1
Logout		PayCode		Company Star Link	Dept Software	Desg	Location Okhla	•	Ľ.	Selected Reported User Double Click on List to remove Reporting User
	Select	00000001	MICROFINE LT	Communication Pvt Ltd	Department		Phase1			Use Up and Down button to rearrange order of Reportin User
	Select	00000002	Santosh Kumar Srivastav	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1			* 🛧
	Select	0000003	Aman Singer	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1			•
	Select	00000004	Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1			Create
	Select	00000005	Mukesh Sharmi	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1			· Reset
			1 1 1 m 1	Star Link	Software		Okhla	-		, and

After Clicking on New Link

STAR LINK		United Breweries Limited	
Leave Management System admin Create User Leave Master	Create User Paycode Company	Employee Name Location Department Designation Search	
Leave Status	Paycode	000141 Employee Name : Prakash Chand Sharma	
Missed Punch Status	User Id	100141 Check Availability Company : Star Link Communicaton Pvt Ltd	
Configuration User	Password	Department : Marketing Department	
Import User	Confirm	Designation :	
Change Password		Location : Okhla Phase1	
Logout	N.	PayCode Name Company Dept Desg Location Selected Reported User Double Click on List to remove Reporting User	
	Select	00000001 MICROFINE LTD Communication Department Phase1 Use Up and Down button to rearrange order of Report	ing
	Select	0000002 Santosh Kumar Communicaton Department Phase1 00000007-Mukesh Sharma	
	Select	00000003 Aman Singer Communication Petture Okhla Phase1	
	Select	00000004 Deepsk Singh Communication Petritument Phase1	e
	Select	00000005 Mukesh Sharma Communication Peptitisment Phase1	,
		Star Link Software Okhla *	

- d. After filling User ID password, the Admin can the rearrange order of reporting users with the help of <u>Move Up</u> and <u>Move Down</u> button.
- e. After filling all the required fields and checking validation, click on the **Create** Button to Create User.

**To Edit Existing LMS user:** to edit a user; select the user for editing by clicking on the Edit link.

Leave Management	Create Use	er								
System admin	User	🔘 Rep	orted User		User Type	Registered	•			
Create User		_			2017 202 D I.					
Leave Master	Paycode				oyee Name			ation		
Leave Status	Company			Depa	irtment		Des	ignation		Search
Missed Punch Status	Update	Delete	Reported User	PavCode	Employee Name	Company	Department	Designation	Location	User ID
Configuration User			User			Star Link				
Import User	Edit	Delete	4	0000001	MIDLAND MICROFINE	Communicaton Pvt Ltd	Software Department		Okhia Phase1	00000001
Change Password	Edit	Delete	0	00000002	Santosh Kumar	Star Link Communicaton	Software		Okhla Phase1	00000002
Logout		Delete	~	0000002	Srivastav	Pvt Ltd	Department		OKING PRODUCT	0000002
	Edit	Delete	4	0000004	Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000004
	Edit	Delete	4	00000005	Mukesh Sharma	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	00000005
	Edit	Delete	4	00000007	Pupul Ranjan	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000007
	Edit	Delete	4	00000011	Shashi Kumar	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1	00000011
	Edit	Delete		000141	Prakash Chand Sharma	Star Link Communicaton	Marketing Department		Okhia Phase1	000141

Leave Management System	Create User									
admin Create User	Paycode			Employee Name				Location	n	
Leave Master	Company			Department				Designa	ation	n Search
Leave Status	Paycode	: 000141					Employee Nam	e		Prakash Chand Sharma
Missed Punch Status	User Id	: 000141	Check	k Availability			Company		:	Star Link Communicaton Pvt Ltd
Configuration User	Password	:	•				Department		:	Marketing Department
Import User	Confirm	:	•				Designation		:	
Change Password							Location		:	Okhla Phase1
Logout	<u>Select</u> Select	000000	le Name 01 MIDLAND MICROFINE LTI 02 Santosh Kumar Srivastav	PVt Ltd	Dept Software Department Software	Desg	Location Okhla Phase1 Okhla	Î		Selected Reported User Double Click on List to remove Reporting User Use Up and Down button to rearrange order of Reportin User 000000011-Shashi Kumar
	Select		02 Srivastav 03 Aman Singer	Star Link Communicaton Pvt Ltd	Department Software Department		Phase1 Okhla Phase1			*
	Select	000000	04 Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1			Create
	Select	000000	05Mukesh Sharm	Pvt Ltd	Software Department		Okhla Phase1			( Reset
				Star Link	Software		Okhla	-		

#### After clicking on edit link

Update all fields then click on **Create** button to save.

#### How to Delete LMS user:

Leave Management	Create Use	er.				No. 1994				
System admin	User	🔍 Rep	oorted User		User Type	Registered	•			
Create User		_		12.21						
Leave Master	Paycode			1	oyee Name			ation		
Leave Status	Company	L		Depa	irtment		Des	ignation		Search
Missed Punch Status	Update	Delete	Reported	PayCode	Employee Name	Company	Department	Designation	Location	User ID
Configuration User			User		MIDLAND MICROFINE	Star Link	Software			
Import User	Edit	Delete	4	0000001	LTD	Communicaton Pvt Ltd	Department		Okhla Phase1	0000001
Change Password	Edit	Delete	0	0000002	Santosh Kumar	Star Link Communication	Software		Okhla Phase1	0000002
Logout		Delete	~	0000002	Srivastav	Pvt Ltd	Department		Okilla Pilasei	0000002
	Edit	Delete		0000004	Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000004
	Edit	<u>Delete</u>		0000005	Mukesh Sharma	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000005
	Edit	<u>Delete</u>	4	0000007	Pupul Ranjan	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1	0000007
	Edit	Delete	4	00000011	Shashi Kumar	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1	00000011
	Edit	Delete	0	000141	Prakash Chand Sharma	Star Link Communicaton	Marketing Department		Okhla Phase1	000141

eave Management	Create Use	er		192.168.10	2000 000 00					
System admin	User	🔘 Rep	orted User	Are you sure	to delete this User Id?					
Create User						ОК	Cancel			
Leave Master	Paycode			-				ation		
Leave Status	Company		]	Depar	tment		Des	signation		Search
Missed Punch Status	Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
Configuration User			0.301			Star Link	-			
mport User	Edit	Delete	4	0000001	MIDLAND MICROFINE	Communication Pvt Ltd	Software Department		Okhla Phase1	0000001
Change Password	2.20				Santosh Kumar	Star Link	Software		A CONTRACTOR OF CONTRACTOR	
Logout	Edit	Delete	Q.	0000002	Srivastav	Communication Pvt Ltd	Department		Okhla Phase1	00000002
	Edit	Delete	a	00000004	Deepak Singh	Star Link Communication	Software Department		Okhla Phase1	00000004

• Leave Master: From this option Admin can Edit any Leave which is added/created in Time Office Software.

eave Management	Leave mast						
System	Update	LeaveCode	Leave Discription	Leave Type	Negative Apply	W/O Include	HoliDay Include
Create User	Edit	CL	Casual Leave	L	N	N	N
	Edit	EL	EARN IEAVE	L	N	N	N
.eave Master	Edit	COF	COMPENSATORY OFF	P	N	N	N
eave Status	Edit	OD	OUT Door Duty	P	Y	Y	Y
lissed Punch Status	Edit	LOP	Loss Of Pay	A	Y	Y	Y
	Edit	SL	Sick Leave	L	N	N	N
Configuration User	Edit	PL	WEH	1	Y	N	N

Click on Leave Master

#### After clicking on Edit option following Window will open.

Leave Management	Leave master			
System admin	Leave Code :	CL	Leave Description :	Casual Leave
Create User	Leave Type :	Leave \$	Is Negative Leave Allow:	(Checked if negative Leave Apply)
Leave Master				G (Checked in hegacive Leave Apply)
Leave Status	Sanction Limit:	Min:0.5 (00.0)Max:2 (00.0)	Is Holiday Include:	(Checked if HoliDay include)
Missed Punch Status	Is W/O Include:	(Checked if W/O include)		
Configuration User				יי. ר
Import User			Save Cancel	J <sub>x0</sub>
Change Password				
Logout				

Admin can change in the following field:-

**Leave Type**- Admin can change type of Leave such as to change as Leave, Present, Absent.

**Is Negative Leave Allow**- From this option Admin can give permission to apply negative leave to the entire user.

**Sanction Limit**- From this option Admin can decide Max and Min Leave to apply for LMS User.

**Is Holiday Include**- From this option Admin can decide for LMS User to apply Leave on Holiday or not.

**Is W/O Include**- From this option Admin can decide for LMS User to apply Leave on weekly off or not.

• Leave Status: From this option Admin can see Pending, Approved, and Rejected Leave of selected employees or all employees of the particular year.

Leave Management	Leave Status							
System admin	Leave Status	All	Name Employee N	Name Payo	ode Employee Paye	code Year:	2019	Search
Create User	Apply ID	Paycode	Employee Name	From Date	To Date	Leave Code	Leave Duration	First / Second Half
Leave Master		raycoue	Employee Name	FIOM Date	To Date	Leave Code	Leave Duration	First/ Second Han
Leave Status	8	00000001	MIDLAND MICROFINE LTD	31-Jul-2019	31-Jul-2019	COF	1	
Missed Punch Status	7	0000007	Pupul Ranjan	31-Jul-2019	31-Jul-2019	COF	1	
Configuration User	6	0000002	Santosh Kumar Srivastav	10-Jan-2019	10-Jan-2019	OD	1	
	5	0000002	Santosh Kumar Srivastav	07-Jan-2019	07-Jan-2019	CL		

• **Configuration User:** From this option, Admin can set the following parameters:

Approval Type- There are two options for Approval Type which are as follows:-

- 1. Single Level Approval- From this option when User Apply Leave and any of his Reporting Person approves Leave then Leave will Approved.
- 2. Step by Step Approval- When this option has been selected, then, on applying a leave if there are more than one Reporting Persons for the User, this Leave will be forwarded to his Lower Reporting Person first. If Lower Reporting Person approves the leave, then it will be forwarded to the Higher Reporting Person. If Higher Reporting Person approves this Leave, it means that the Leave has been approved. If the Higher Reporting Person rejects the Leave, then it will be rejected.

NOTE: If any Reporting Person rejects the Leave, it means that the applied Leave has been rejected.

Leave Management	LMS Configuration					
System	Approval Type :	* Single Level Approval				
Create User	Email To User	*      • Yes      ONO				
Leave Master	Server Ip	192.168.0.205 SSL Enable				
Leave Status	Port	25				
Missed Punch Status	Mail From	mukesh.sharma@starfink.co.in				
Configuration User	Plan FLOIN	nukesn.shanna@stannk.co.m				
Import User	Password					
Change Password	Admin Mail ID	mukesh.sharma@starlink.co.in				
Logout	Gate Pass	(Check if Gate Pass Allow)				
	Leave Apply From Date	01-Jan-2019 ) ×				
	Leave Apply To Date	31-Dec-2019) ×				
	' * ' Mandatory Fields.	Save Cancel				

• **Import User:** Click on the Import User button to open import user page. If you want to create users from excel sheet then you can import excel sheet from this page and this option can create only the user and super user.

For excel format click on **Get Excel Format** to generate and save this. Fill all the details accordingly.

STAR LINK	United Breweries Limited
Leave Management System admin Create User	Import User           Choose File         No file chosen           Import Excel         Get Excel Format
Leave Master Leave Status Missed Punch Status	
Configuration User Import User Change Password	
Logout	

• **Change Password:** From this option Admin can change Password.

STAR LINK		
Leave Management	Change Password	
System admin	Admin Login ID	admin 🔲 Show in Character
Create User	Old Password	Old Password
Leave Master	New Password	New Password
Leave Status		
Missed Punch Status	Confirm Password	New Password
Configuration User		Change
Import User		
Change Password		
Logout		

- Logout: Press Logout option to escape from the Online Leave Management System.
- **4. FORGET PASSWORD:** If a User, Super user has forgotten his/her LMS password, then he/she can click on the link "Forgot Password" displayed on the Login Page to retrieve the password.

When any of the above mentioned users clicks on the "Forgot Password" Link then the following screen will appear.

STAR LINK		
	USER LOGIN	
	User Login ID : admin Password :	
	Login Clear Forgot Password Admin Login	
	United Breweries Limited UB TOWER, LEVEL 3,4 & 5, UB CITY, 24, VITTHAL MALLYA ROAD, BANGALORE	
	Licence No.:-2018080301 Licence type: General	le

User can type their Employee Login ID and the Email ID associated with it.

As soon he/she clicks on the Submit button then an email will be sent to the respective Email ID with the Existing Password.

### **\*\*THE END\*\***