

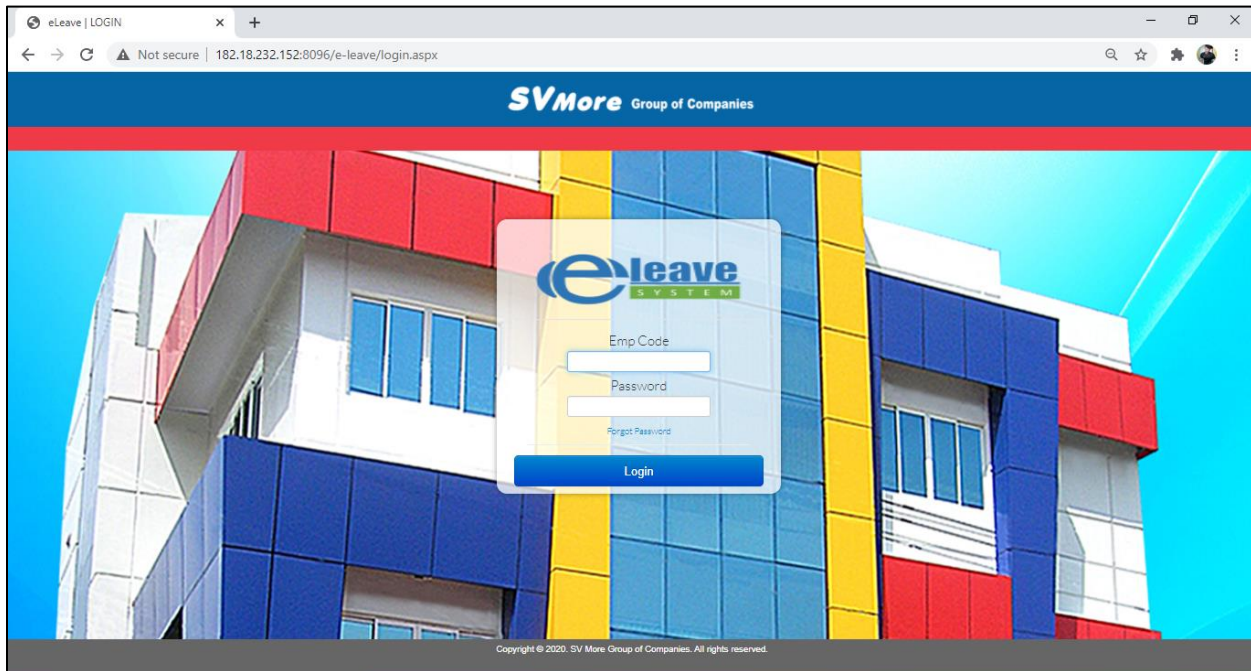
E-LEAVE SYSTEM USERS MANUAL

Login of e-Leave System

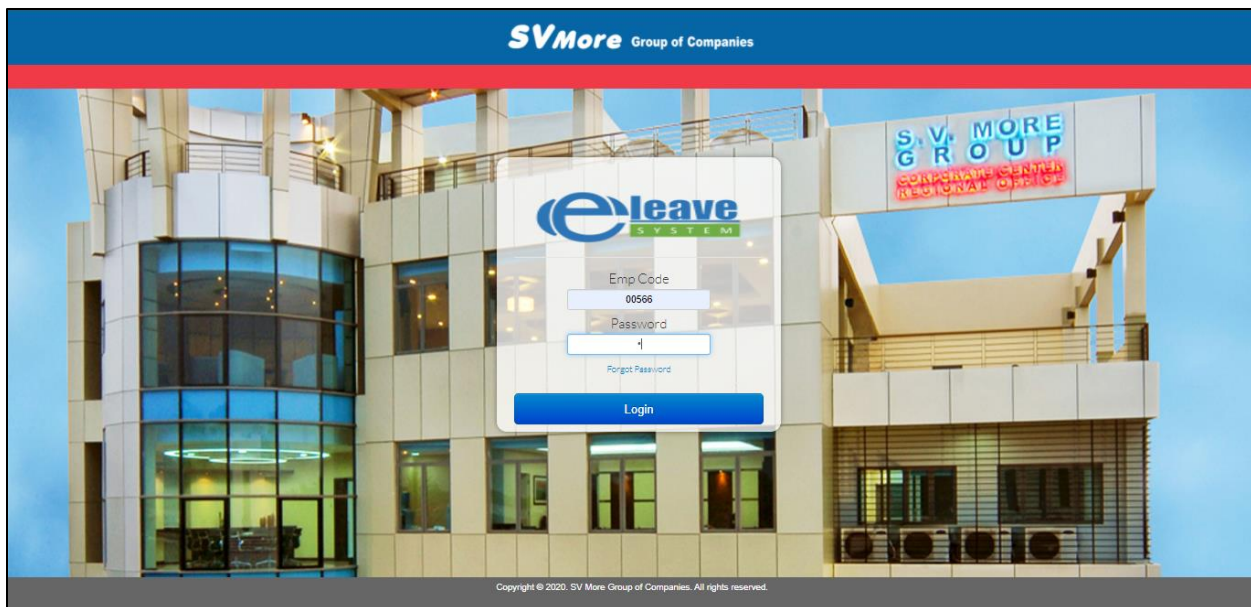
Step 1: The e-Leave System may be accessed using the following link:

- <http://182.18.232.152:8096/e-leave/login.aspx>

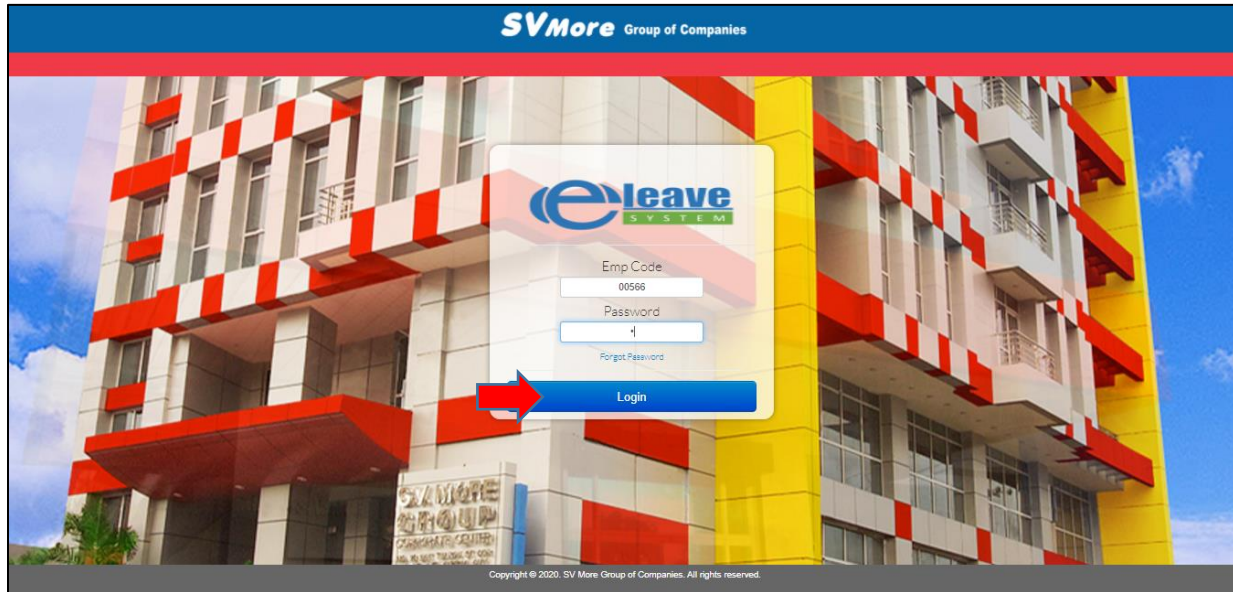
Upon connection, the user will be greeted with the e-Leave System's login page.



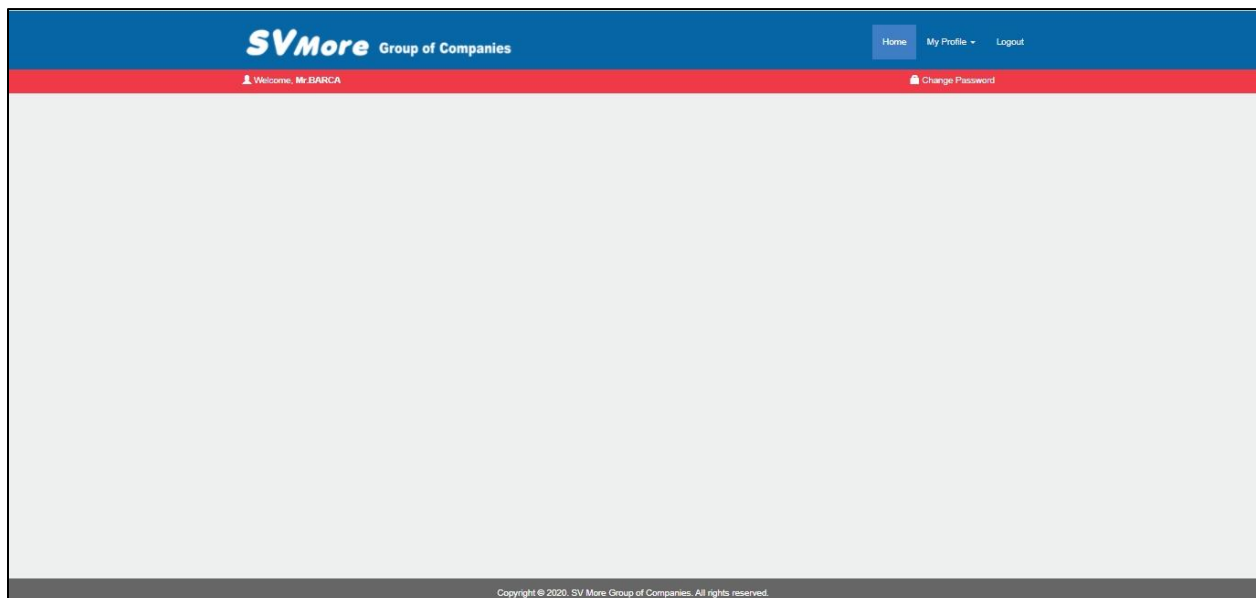
Step 2: To login, fill-out the Employee Code and Password fields.



Step 3: Click the "Login" button



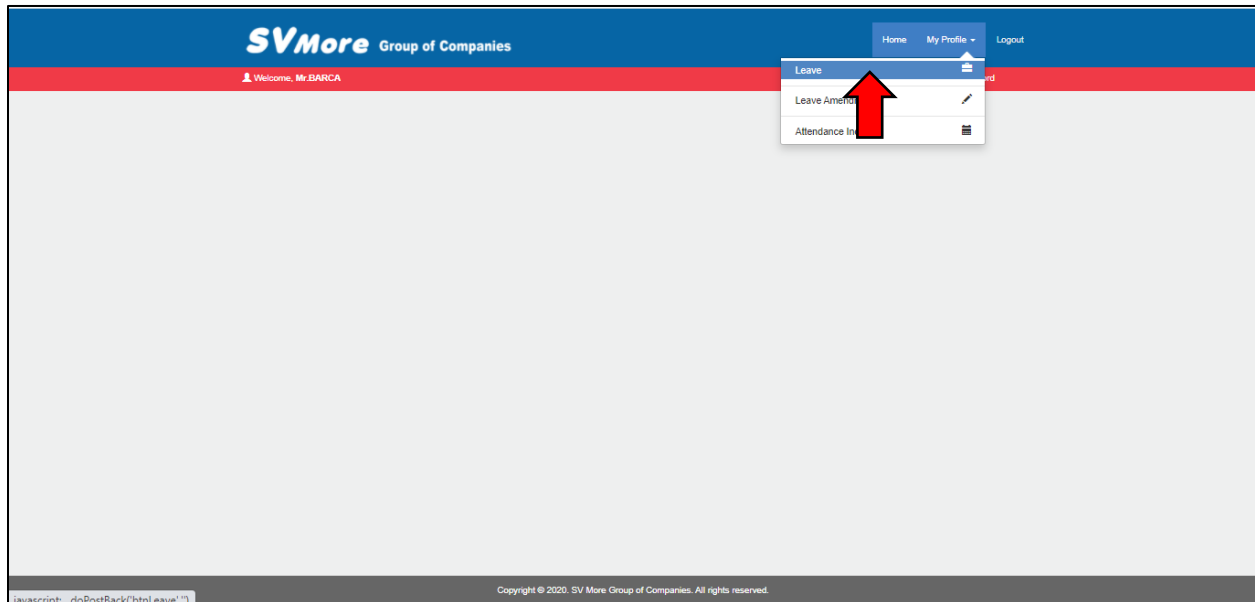
Step 4: After a successful login, the user will be redirected to the e-Leave System's main page.



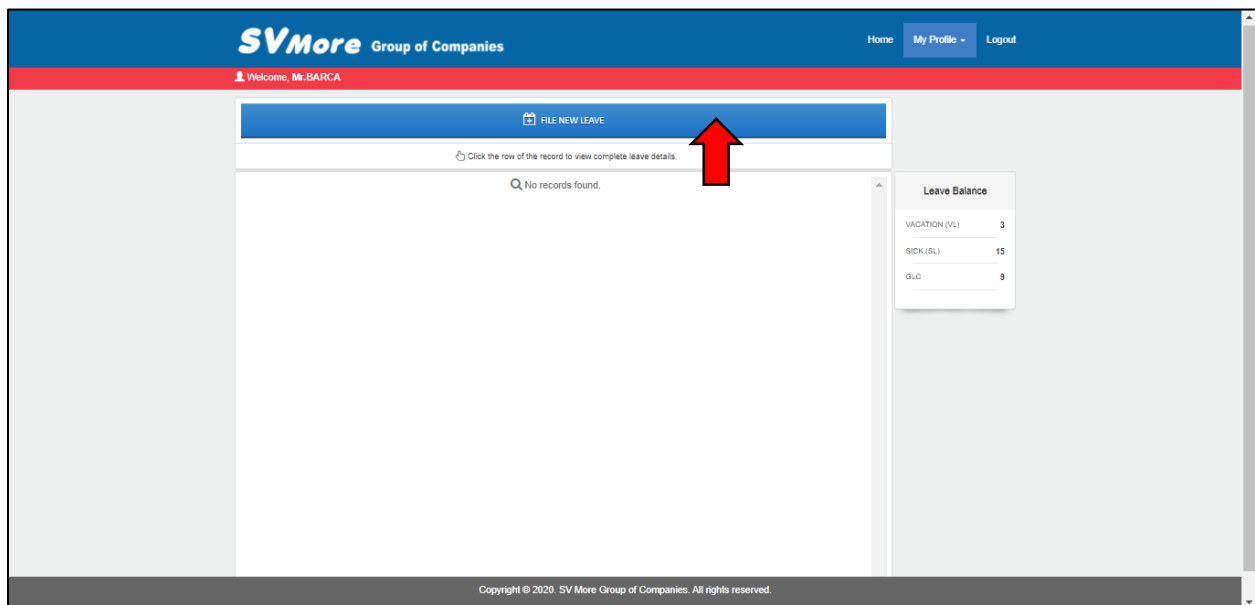
e-Leave Filling

To file for a leave, the user must follow the steps provided below:

Step 1: On the navigation bar of the webpage, navigate to "My Profile" > "Leave".



Step 2: Click the "File New Leave" button.



Step 3: Add the desired date for your leave and click "Generate".

Pressing the "Generate" button again would clear all the details of the form and would replace them with the selected dates from the list

This will populate the form with the selected dates.

The screenshot shows the 'Leave Form' interface. At the top, there is a header with 'SVM' and 'Welcome, Mr. [Name]'. Below the header, there is a 'Date' section with two date pickers, both set to 'September 15, 2020'. A red oval highlights these date pickers. To the right of the date pickers is an 'Add Date' button and a 'Generate' button. A red arrow points to the 'Generate' button. Below the date pickers is a table with columns: Date, Leave, Time From, Time To, Reason, Deduct, Approve, and Authorized. The table contains one row: 2020-09-15, Tue, [Leave Type], 08:00, 12:00, [Reason], 0.0, [Approve], [Authorized]. Below the table is a 'Total Deduct: 0' and a 'Recompute' button. At the bottom, there is an 'Approving Officer' section with a dropdown menu set to 'TANGCUANGCO, RENE SAMUE' and an 'Email' field set to 'SANI.TANGCUANGCO@SVMC'. Below this is a 'Leave Balance' table with columns: Leave Type, Applied, and Remaining. The table contains three rows: VL (0 Applied, 3 Remaining), SL (0 Applied, 15 Remaining), and GLC (0 Applied, 9 Remaining). At the bottom of the form are 'Proceed', 'Reset Fields', and 'Close' buttons.

Step 5: To add additional dates to the list without clearing the existing data, press the "Add Date" button.

The screenshot shows the 'Leave Form' interface. At the top, there is a header with 'SVM' and 'Welcome, Mr. [Name]'. Below the header, there is a 'Date' section with two date pickers, set to 'September 15, 2020' and 'September 17, 2020'. A red oval highlights these date pickers. To the right of the date pickers is an 'Add Date' button and a 'Generate' button. A red arrow points to the 'Add Date' button. Below the date pickers is a table with columns: Date, Leave, Time From, Time To, Reason, Deduct, Approve, and Authorized. The table contains three rows: 2020-09-15, Tue, [Leave Type], 08:00, 12:00, [Reason], 0.0, [Approve], [Authorized]; 2020-09-16, Wed, [Leave Type], 08:00, 12:00, [Reason], 0.0, [Approve], [Authorized]; and 2020-09-17, Thu, [Leave Type], 08:00, 12:00, [Reason], 0.0, [Approve], [Authorized]. Below the table is a 'Total Deduct: 0' and a 'Recompute' button. At the bottom, there is an 'Approving Officer' section with a dropdown menu set to 'TANGCUANGCO, RENE SAMUE' and an 'Email' field set to 'SANI.TANGCUANGCO@SVMC'. Below this is a 'Leave Balance' table with columns: Leave Type, Applied, and Remaining. The table contains three rows: VL (0 Applied, 3 Remaining), SL (0 Applied, 15 Remaining), and GLC (0 Applied, 9 Remaining). At the bottom of the form are 'Proceed', 'Reset Fields', and 'Close' buttons.

Step 5: Fill out the details of each leave date.

The screenshot shows the 'Leave Form' interface. At the top, there are date pickers for 'September 15, 2020' and 'September 17, 2020'. Below this is a table with columns: Date, Leave, Time From, Time To, Reason, Deduct, Approve, Authorize, and Unauthorize. The first row is highlighted in blue, and a dropdown menu is open for the 'Leave' column, showing options: EL, GLC, NEL, SAD, SL, UT, and VL. A red arrow points to the dropdown menu. Below the table, there is a 'Total Deduct: 0' field and a 'Recompute' button. At the bottom, there is an 'Approving Officer' field with the name 'TANGCUANGCO, RENE SAMUE' and an 'Email' field with 'SANI.TANGCUANGCO@SVMC'. A 'Leave Balance' table is also visible on the right side of the form.

Date	Leave	Time From	Time To	Reason	Deduct	Approve	Authorize	Unauthorize
2020-09-15, Tue	EL	08:00	12:00		0.0			
2020-09-16, Wed	GLC	08:00	12:00		0.0			
2020-09-17, Thu	SL	08:00	12:00		0.0			

Leave Type	Applied	Remaining
VL	0	3
SL	0	15
GLC	0	9

Step 6: After all details are filled out, double-check the duration of each leave to make sure that deductions will be properly computed.

Click the "Proceed" button to proceed with the next step of the leave process.

The screenshot shows the 'Leave Form' interface with the 'Leave' table filled out. The first row is highlighted in blue, and a red box surrounds the entire table. The 'Reason' column for the first row is 'PERSONAL MAT', and the 'Deduct' value is '1.125'. The second row is also highlighted in blue, and the 'Reason' column is 'PERSONAL MAT', and the 'Deduct' value is '1.125'. The third row is highlighted in blue, and the 'Reason' column is 'MEDICAL', and the 'Deduct' value is '1.2'. Below the table, there is a 'Total Deduct: 3.45' field and a 'Recompute' button. At the bottom, there is an 'Approving Officer' field with the name 'TANGCUANGCO, RENE SAMUE' and an 'Email' field with 'SANI.TANGCUANGCO@SVMC'. A 'Leave Balance' table is also visible on the right side of the form. A red arrow points to the 'Proceed' button at the bottom of the form.

Date	Leave	Time From	Time To	Reason	Deduct	Approve	Authorize	Unauthorize
2020-09-15, Tue	EL	08:00	12:00	PERSONAL MAT	1.125			
2020-09-16, Wed	EL	08:00	12:00	PERSONAL MAT	1.125			
2020-09-17, Thu	SAD	08:00	12:00	MEDICAL	1.2			

Leave Type	Applied	Remaining
VL	0	3
SL	0	15
GLC	0	9

Step 7: A pop-up window containing the summary of the leave will appear. Verify that every detail of the summary is correct before signing the form and pressing the "Submit" button.

Leave Form
EL - EMERGENCY LEAVE, GL DEDUCTIBLE, SL - SICK LEAVE

The following message will be sent to your Immediate Superior. You may click Send to continue or Cancel to go back to the previous window.

Your application leave

Date	Leave Type	From	To	No. of Days	Reason	Remarks
September 15, 2020	EL	08:00 AM	06:00 PM	1.125	PERSONAL MATTER	sample 1
September 16, 2020	EL	08:00 AM	06:00 PM	1.125	PERSONAL MATTER	Sample 2
September 17, 2020	SAD	08:00 AM	06:00 PM	1.2	MEDICAL	Sample 2

Signature *

Choose File No file chosen

OR

Eraser

Send Cancel

Proceed Reset Fields Close

e-Leave Filing is now complete!

A confirmation message would notify you that the leave has been submitted successfully.

An email will be sent to your endorser or approving officer to notify them of your e-Leave Request.

You will also receive a notification email on the status of your e-Leave's process.

SVMore Group of Companies

Welcome, Mr.BARCA

FILE NEW LEAVE

Click the row of the record to view complete leave details.

DATE FILED	DAYS	NO DRY	AMENDED	STATUS
2020-09-15 1:50PM	3.45			Pending

Result

Your leave has been successfully filed and awaiting approval.

Okay

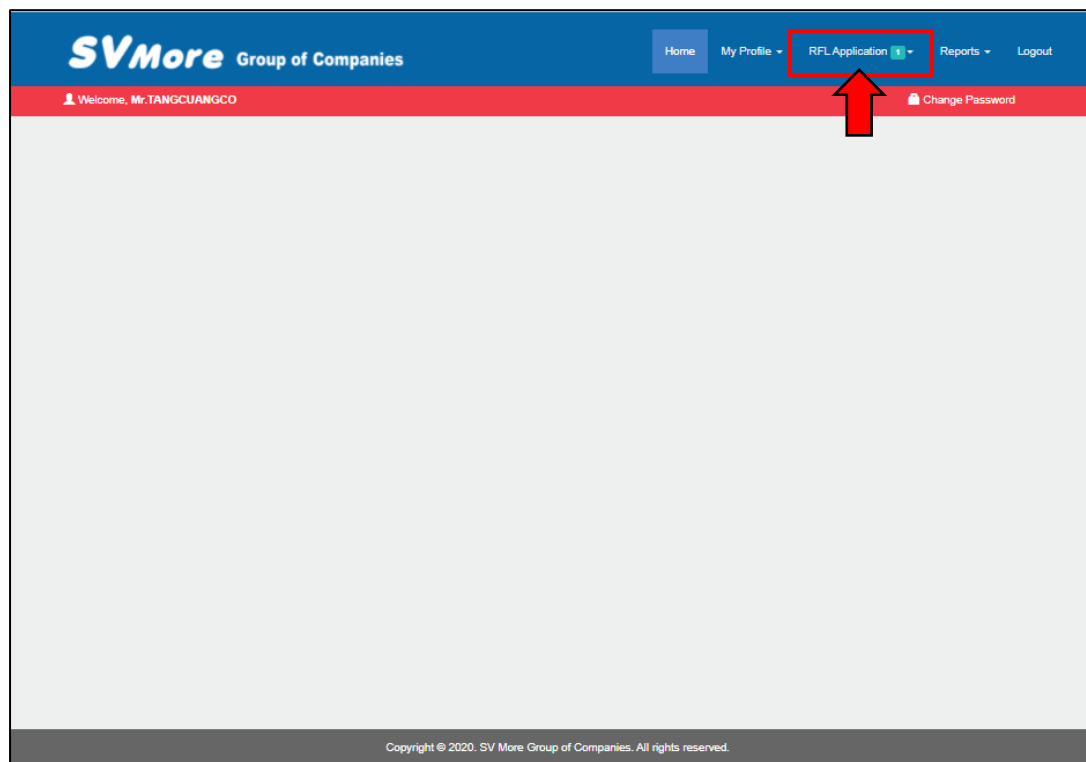
Leave Balance

VACATION (VL)	3
SICK (SL)	15
GLC	9

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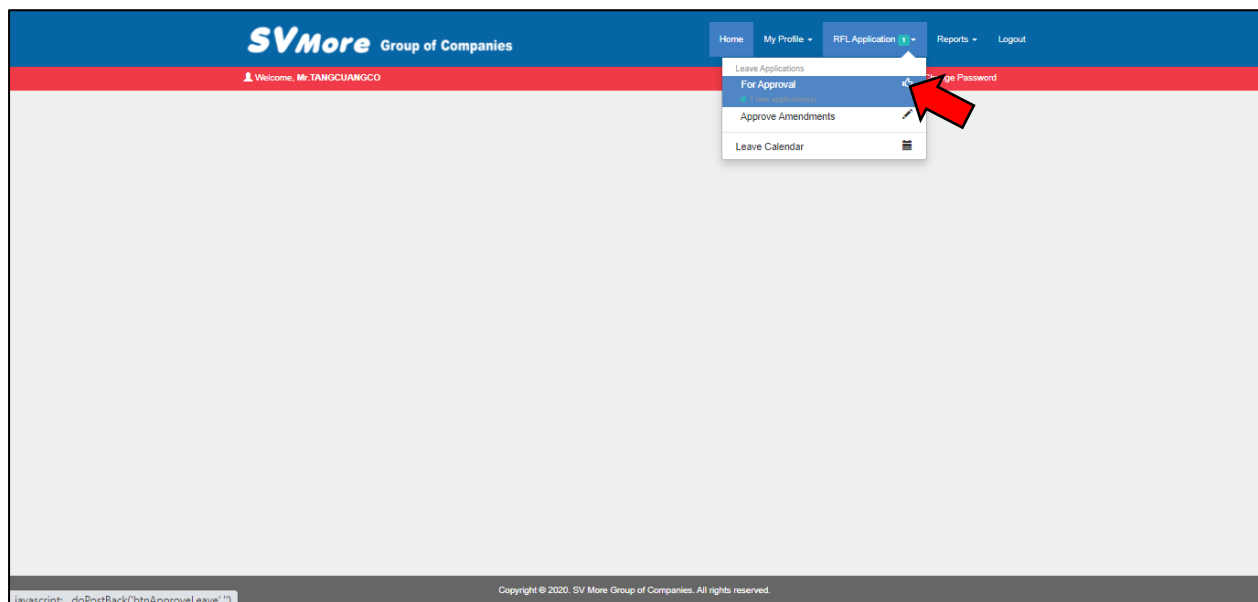
e-Leave Approval

As an Approving Officer, your navigation bar will have a notification icon to inform you that an e-Leave is pending for your approval.

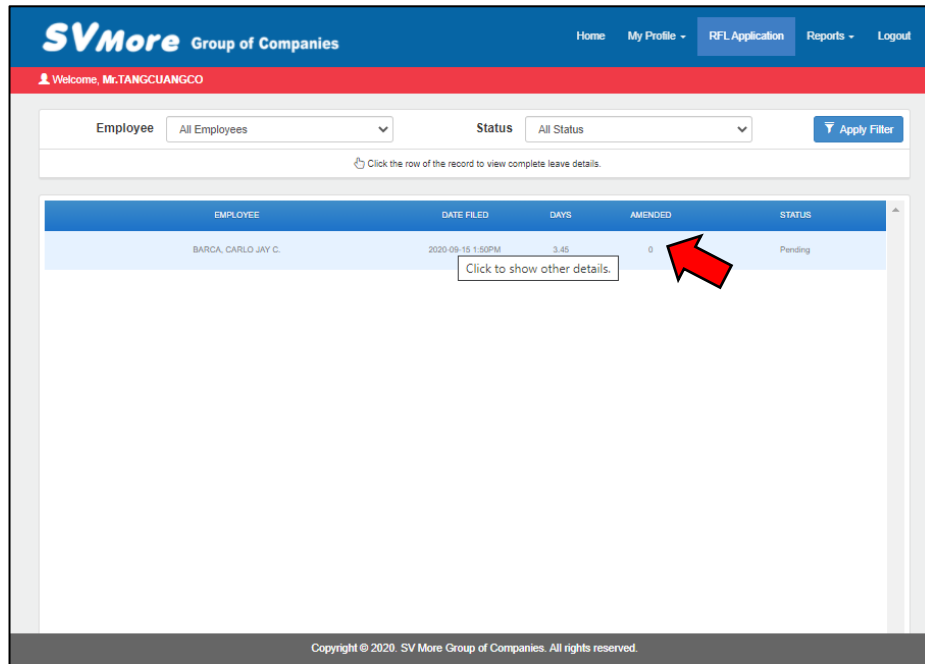


Step 1: Using the navigation bar on the top of the website, navigate to:

"RFL Application" > "For Approval" to open the list of e-leaves with pending approval.



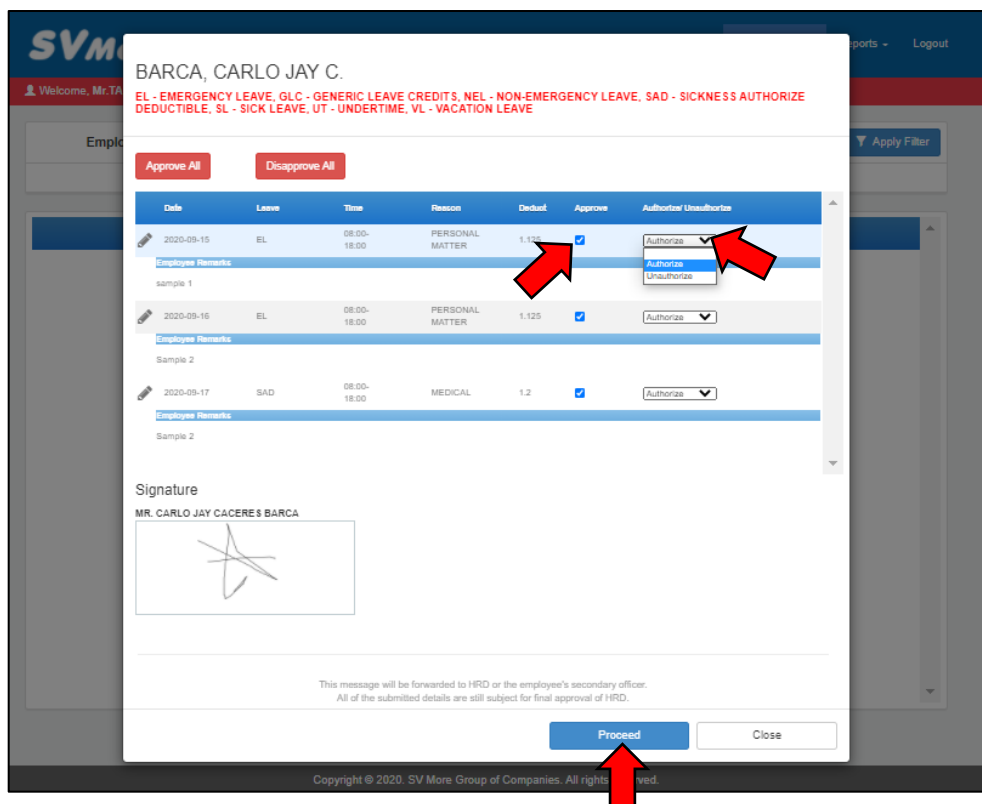
Step 2: Select an e-Leave request by clicking on the item from the list.



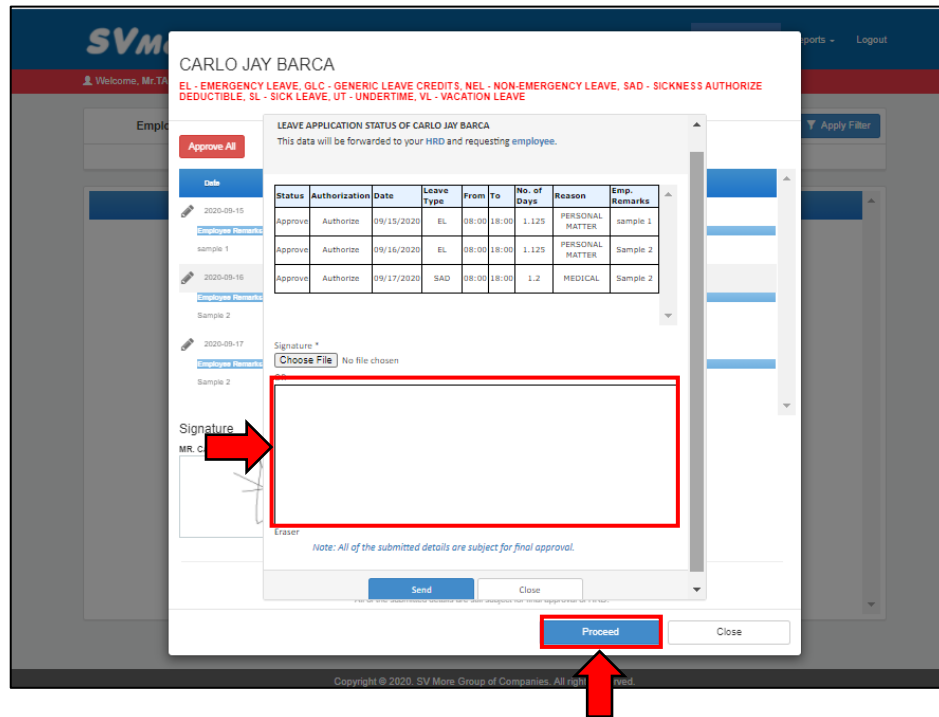
Step 3: Approve individual leaves by clicking the approve checkbox.

You may also set the authorized/unauthorized property of the leave by clicking the drop-down menu.

Click the "Proceed" button.



Step 3: A pop-up window containing the summary of the leave will appear. Verify that every detail of the summary is correct before signing the form and pressing the "Submit" button to finalize the approval process.



The approval process is now complete!

A confirmation message would notify you that the leave has been approved successfully.

An email will be sent to the requester and to the HR Department to notify them of the e-Leave Status.

