



LEAVE MANAGEMENT SYSTEM



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Key Features of the Leave Management System:

- Leave Request: Submit requests online, no more manual paper forms.
- Check leave Balances: See your leave balance and days off left.
- Fast Approval: Supervisors and HR approve requests online.
(accelerating the approval process)
- Get Notified: Get email updates on your leave requests.

1. System Login

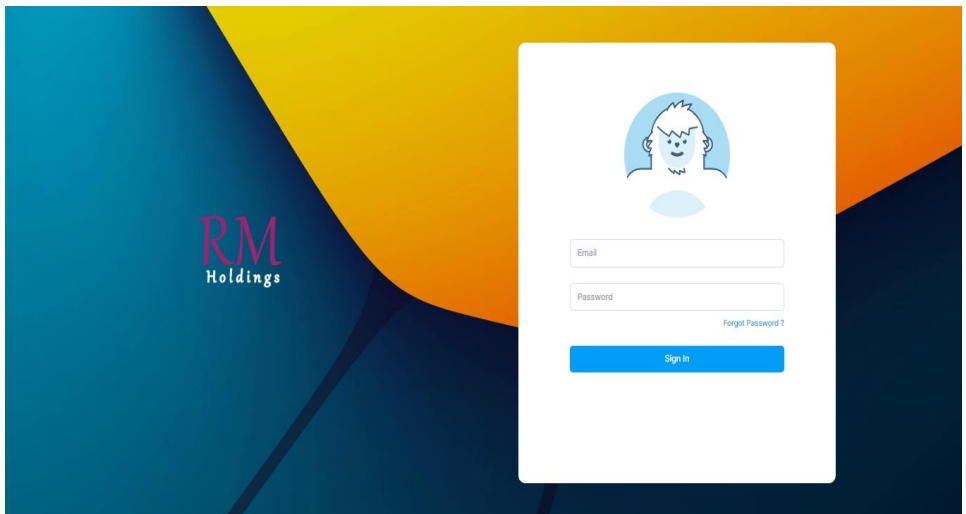
To get started with the system, please follow these steps:

Access the RM Holdings Leave Management System using the following.

link: <http://124.43.16.148:8122/LMS/>

Username: *Your office email address*

Password: *You will receive it through a separate email.*



2. How to change the login password.

Step 01 – Click on the user icon.

Step 02 – Click on the change password text.

Step 04 – Enter a new password. (use a complex and memorable password)

Step 05 – Click the update button.



The image shows two parts of a web application interface. The top part is a user profile menu on a yellow background. It includes navigation links: Home, Pending Requests, and My Requests. The user's name is Supun Vishwakula with email supunv@rmholdings.lk. The menu options are Change Password and Sign Out. A red arrow points to the 'Change Password' option. Below the menu is a 'No Pay' section showing '0.0' and a '+ New Leave' button. The bottom part of the image shows a 'Change Password' dialog box. It has two input fields: 'Password' and 'Repeat Password'. Below the first field is a note: 'Use 8 or more characters with a mix of letters, numbers & symbols.' At the bottom is an 'Update' button.

Home Pending Requests My Requests

Supun Vishwakula
supunv@rmholdings.lk

Change Password

Sign Out

No Pay

0.0

+ New Leave

Month Week Day

00 8.0 0.00 0.0

Mon Fri

Change Password

Password

Repeat Password

Use 8 or more characters with a mix of letters, numbers & symbols.

Update

3. Home Page

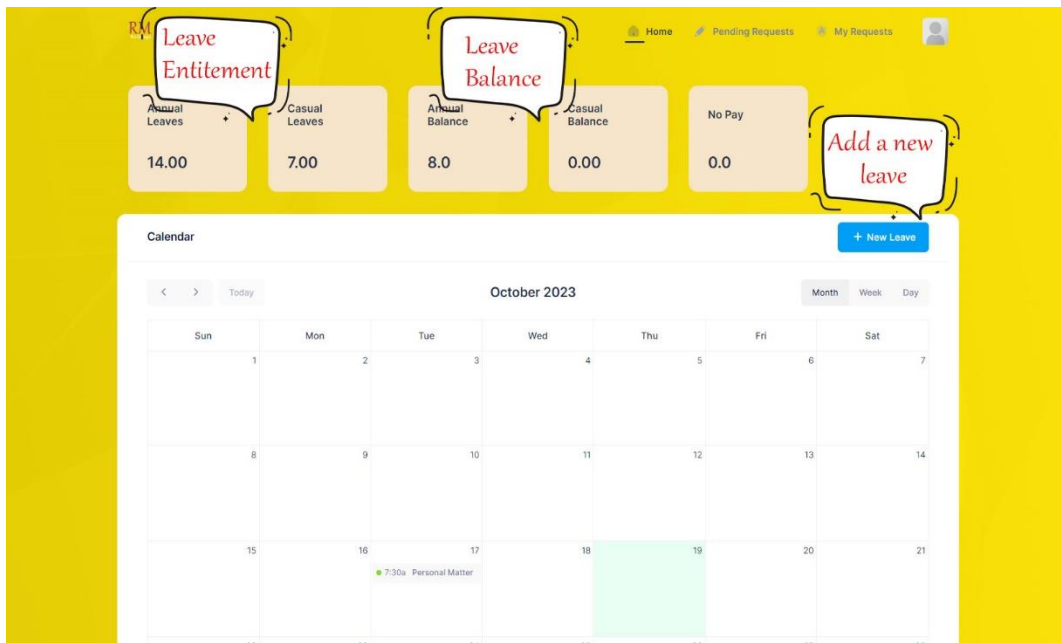
On the Home page, you can:

1. Add new leave requests.
2. Delete unapproved requests.
3. Check your leave balance and current requests.

Green Color – Approved Leaves

Red Color – Rejected Leaves

Blue Color – Pending Leaves



4. How to add Leave Request [Full Day Leave]

Step 01 – Click the New request button.

Step 02 – Enter valid reasons for leave request.

Step 03 – **Tick All day** check box (full day leave).

Step 04 – Select start date.

Step 05 – Select end date.

Step 06 – Click the Submit button.

The screenshot displays the 'Add a New Request' modal form. The background shows a dashboard with leave balances: 'Casual Leaves' at 7.00, 'Annual Balance', 'Casual Balance', and 'No Pay'. A calendar is visible in the background. The form fields are as follows:

- Reason ***: A text input field.
- All Day**: A checked checkbox.
- From Date ***: A date picker showing '2023-10-19', which is circled in red.
- To Date ***: A date picker showing '2023-10-19'.

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

5. How to add Leave Request [Half Day Leave]

Step 01 – Click the New request button.

Step 02 – Enter valid reasons for leave request.

Step 04 – Select the leave taking date and **start time**.

Step 05 – Select the leave taking date and **end time**.

Step 08 – Click the **Submit** button.

The screenshot shows a web application interface with a calendar in the background and a modal form titled "Add a New Request".

Background Calendar:

- Top bar: Casual Leaves, Annual Balance, Casual Balance, No Pay
- Left sidebar: 7.00
- Calendar grid: Shows days of the week (Mon, Fri, Mo) and dates (1, 6, 8, 13, 15, 16, 17, 18, 19, 20). The date 19 is highlighted in green.

Add a New Request Form:

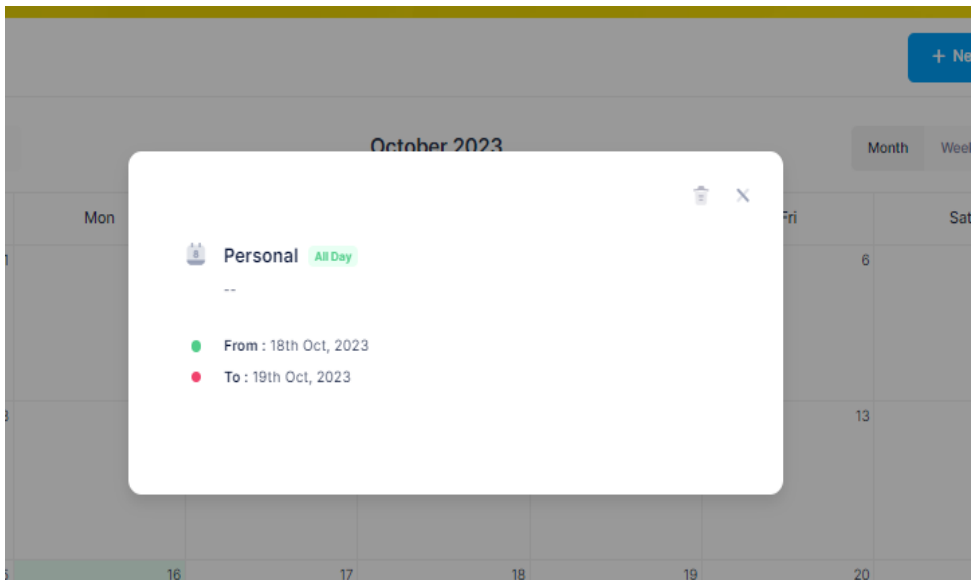
- Title:** Add a New Request (with a close button 'x')
- Reason ***: A text input field.
- All Day**: A toggle switch.
- From Date ***: A date input field showing "2023-10-19".
- Time**: A time input field showing "07:30".
- To Date ***: A date input field showing "2023-10-19".
- Time**: A time input field showing "12:30".
- Buttons:** "Cancel" and "Submit" (highlighted in blue).

6. How to delete a Leave Request

You can delete existing requests that have not been approved by the HODs shown in **blue** color.

Step 01 – Click on the existing request.

Step 02 – Click on the delete button (**Bin icon**).



7. Check My Requests

On this page, users can see the status of all leave requests.

RM software

Home Pending Requests **My Requests**

Search Status

REQUESTED DATE	FROM	TO	REASON	STATUS
2023-10-16 15:55:14	2023-10-17 07:30:00	2023-10-17 12:30:00	Personal Matter	Approved

10 < 1 >

With the filter dropdown, you can filter leave status.

Pending Requests **My Requests**

Status

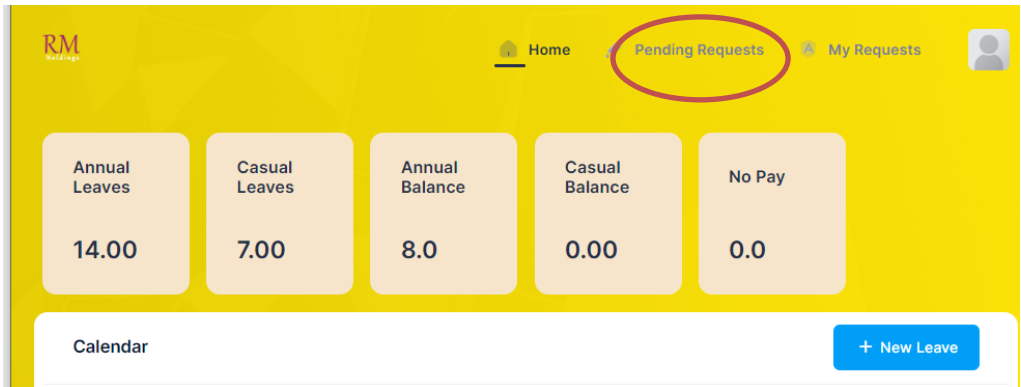
- All
- Approved
- Rejected
- Pending

REASON

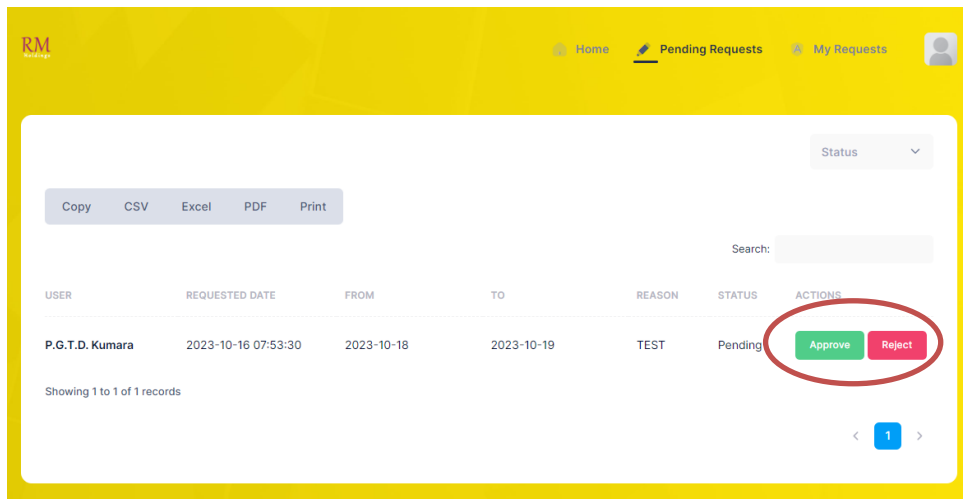
Personal Matt

8. Approve Subordinate's leave

Step 1 – Click on the **Pending request** button.



Step 2 – You can see the app leave requests.



Step 3 – You can click **Approve** or **Reject** the leave request accordingly.

~~~END~~~