

---

# LEAVE MANAGEMENT SYSTEM

---



## Contents

1. System Login .....	2
2. How to change the login password.....	3
3. Home Page .....	4
4 How to add Leave Request [ <b>Full Day Leave</b> ] .....	5
5 How to add Leave Request [ <b>Half Day Leave</b> ].....	6
6. How to delete a Leave Request .....	7
7. Check My Requests .....	8

## 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

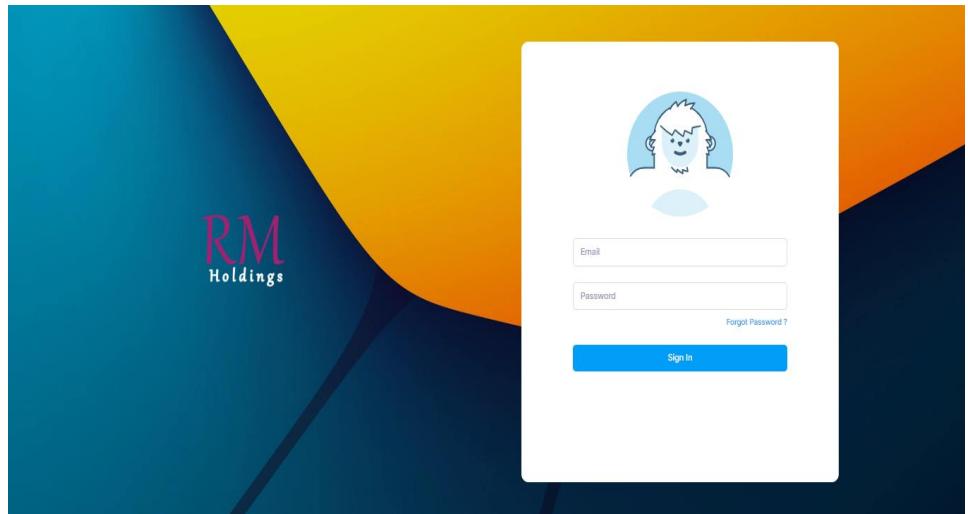
To get started with the system, please follow these steps:

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.*



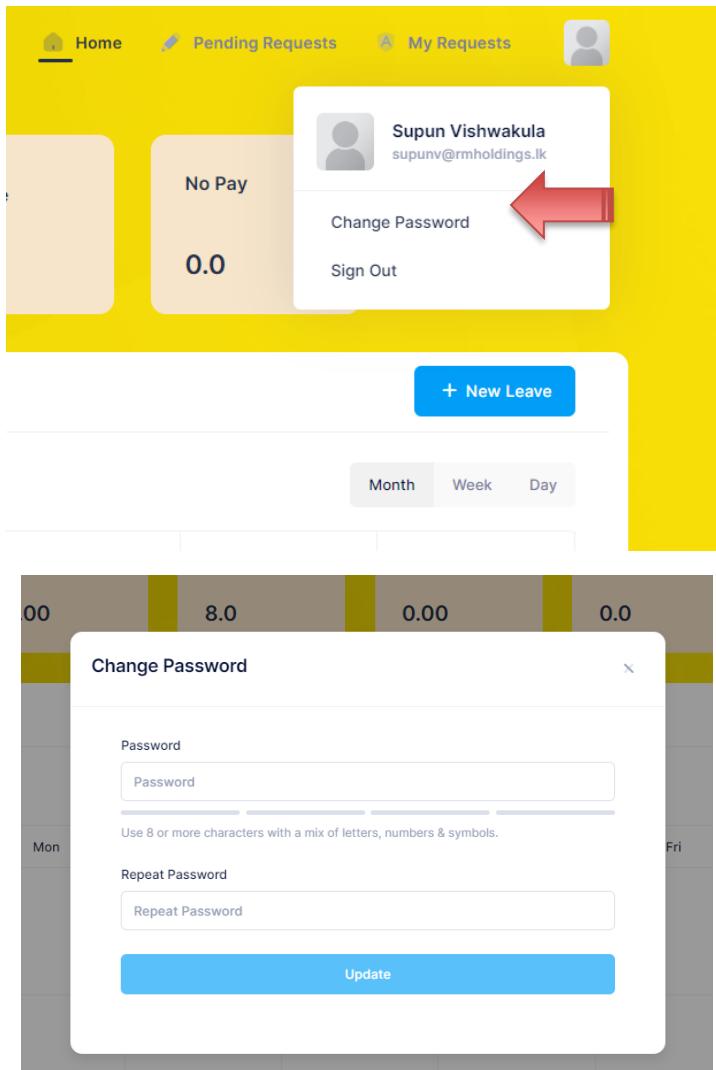
## 2. How to change the login password.

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 a mobile application interface. At the top, there is a navigation bar with 'Home', 'Pending Requests', 'My Requests', and a user icon. Below this is a yellow header bar with a user profile card for 'Supun Vishwakula' (supunv@rmholdings.lk). The profile card includes 'No Pay' and '0.0' buttons. A red arrow points to the 'Change Password' button in the profile card. Below the yellow bar is a blue button labeled '+ New Leave'. Underneath is a navigation bar with 'Month', 'Week', and 'Day' options. The main content area shows a weekly leave calendar with days from Monday to Friday. A 'Change Password' dialog box is overlaid on the calendar. The dialog box has a title 'Change Password' and an 'X' button. It contains two input fields: 'Password' and 'Repeat Password', both with placeholder text 'Password'. Below the fields is a note: 'Use 8 or more characters with a mix of letters, numbers & symbols.' At the bottom of the dialog is a large blue 'Update' button.

### 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**

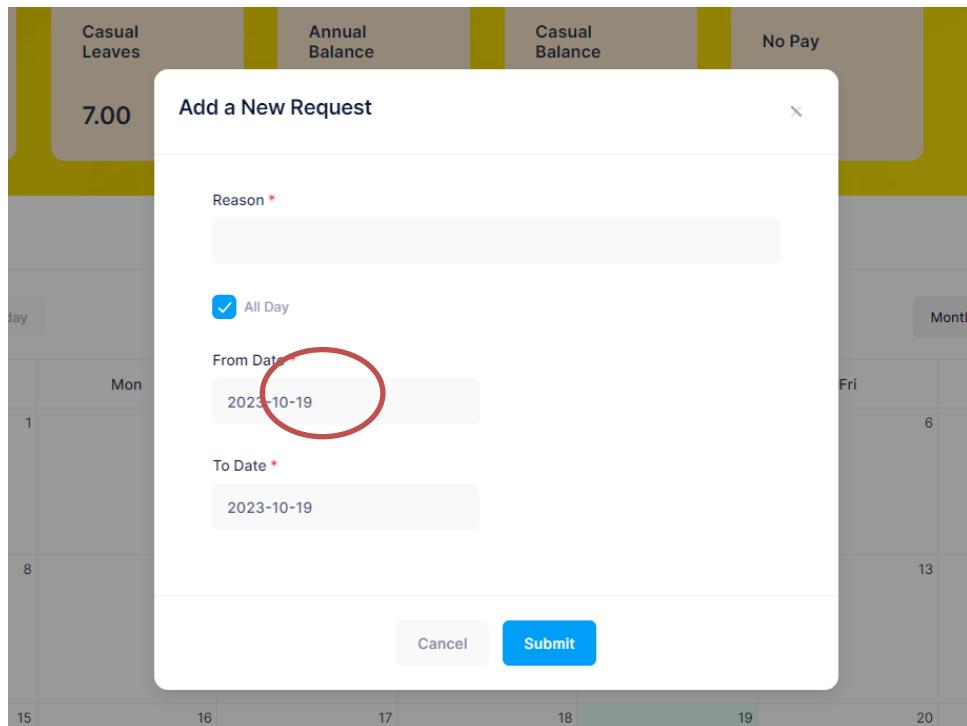
**Blue Color – Pending Leaves**

The screenshot shows the Home Page of a leave management system. At the top, there are three main sections: 'Leave Entitlement' (Annual Leaves: 14.00, Casual Leaves: 7.00), 'Leave Balance' (Annual Balance: 8.0, Casual Balance: 0.0), and 'No Pay' (0.0). Below these are three callout boxes: 'Leave Entitlement' (Annual Leaves: 14.00, Casual Leaves: 7.00), 'Leave Balance' (Annual Balance: 8.0, Casual Balance: 0.0), and 'Add a new leave' (with a '+ New Leave' button). At the bottom is a 'Calendar' for October 2023, showing days from 1 to 31. A green box highlights the 18th, labeled '7:30a - Personal Matter'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

## 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.



## 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 image shows a leave management application interface. At the top, there is a horizontal bar with four colored segments: yellow (Casual Leaves), grey (Annual Balance), yellow (Casual Balance), and grey (No Pay). Below this, a calendar for October 2023 is displayed, showing days 1 through 20. Day 19 is highlighted in green. A modal dialog box titled "Add a New Request" is overlaid on the calendar. The dialog contains the following fields:

- Reason \***: A text input field.
- All Day**: A checkbox that is checked.
- 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".

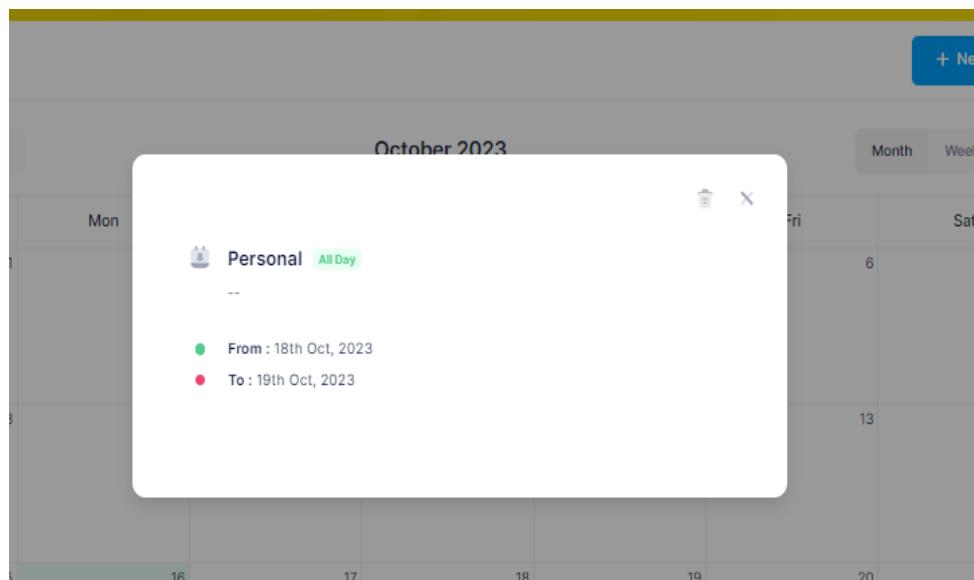
At the bottom of the dialog, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a blue background.

## 6. How to delete a Leave Request

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

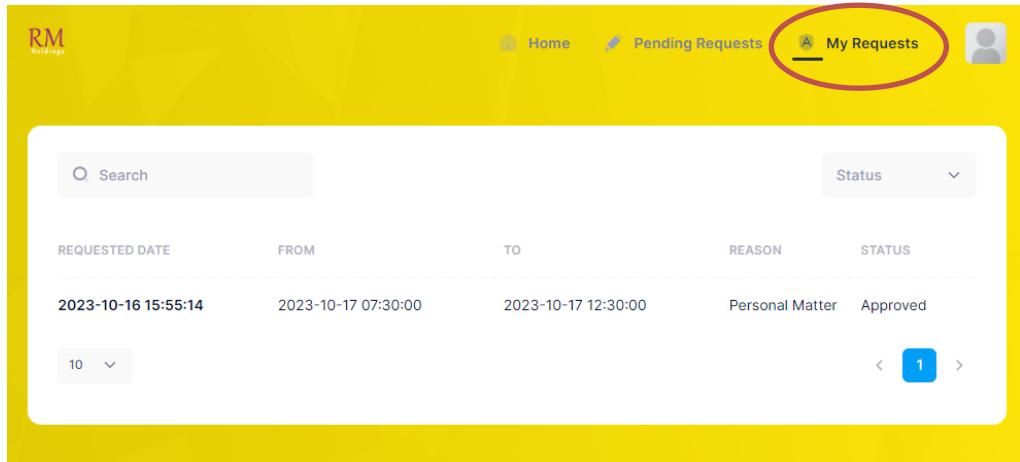
Step 01 – Click on the existing request.

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



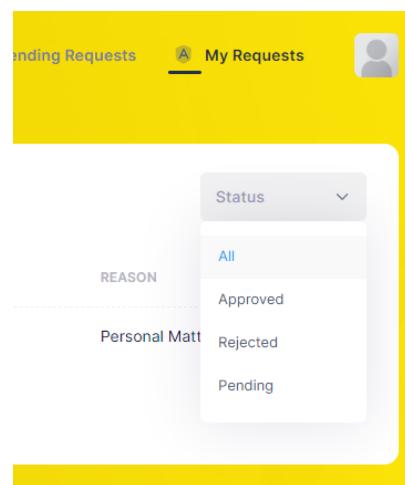
## 7. Check My Requests

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



The screenshot shows a user interface for managing leave requests. At the top, there is a navigation bar with links for 'Home', 'Pending Requests', and 'My Requests'. The 'My Requests' link is highlighted with a red oval. Below the navigation bar is a search bar with the placeholder 'Search' and a dropdown menu labeled 'Status' with a '▼' icon. The main content area displays a table of leave requests with the following columns: REQUESTED DATE, FROM, TO, REASON, and STATUS. A single row of data is shown: REQUESTED DATE is '2023-10-16 15:55:14', FROM is '2023-10-17 07:30:00', TO is '2023-10-17 12:30:00', REASON is 'Personal Matter', and STATUS is 'Approved'. At the bottom of the table, there is a page navigation section with a dropdown set to '10', a page number '1' in a blue box, and navigation arrows.

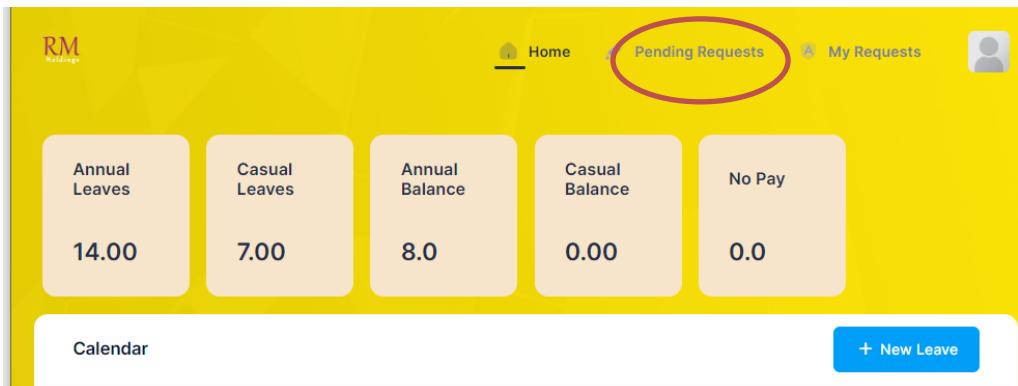
With the filter dropdown, you can filter leave status.



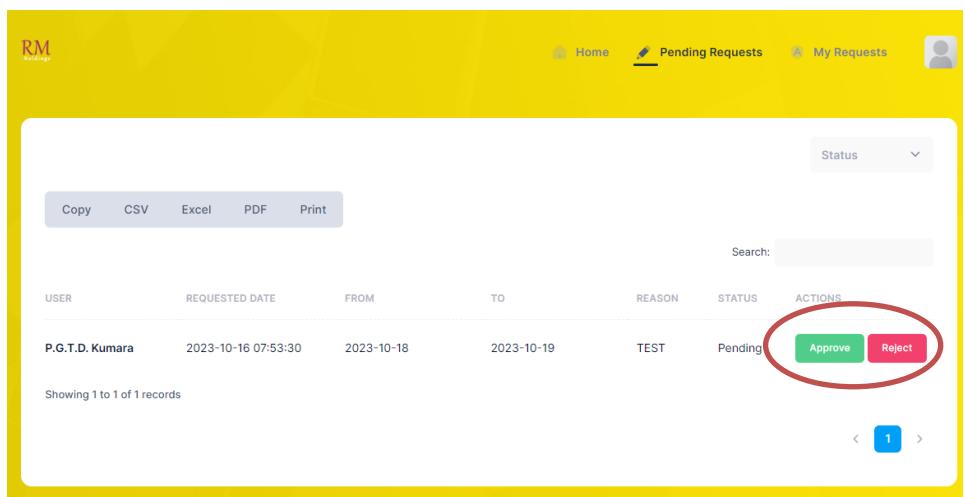
The screenshot shows a dropdown menu for filtering leave requests by status. The menu is titled 'Status' with a '▼' icon. It contains four options: 'All' (which is highlighted in blue), 'Approved', 'Rejected', and 'Pending'. The background of the page shows the 'My Requests' section with a single leave request listed: REQUESTED DATE is '2023-10-16 15:55:14', FROM is '2023-10-17 07:30:00', TO is '2023-10-17 12:30:00', REASON is 'Personal Matter', and STATUS is 'Approved'.

## 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~~~