

1. HOW TO START

- a) To login to the Online Leave System :
Open Web Browser and enter the URL:leave.intsoft.my
- b) To enter to the Login Page:

Online Leave System

Home / Login

Login

Please fill out the following fields to login:

Staff Id

Password

☒ Remember Me

If you forgot your password you can [reset it](#).

Login

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Powered by Yii Framework

- Staff ID: Helpdesk username
- Password : 4807
- Click Login to enter Online Leave System

2. VIEW LEAVE BALANCE

Step 1: Click View -> Click View Leave Balance

View leave balance main will display the following :

- Leave Type, Entitlement Days, Prorated, Carry Forward and Leave Balance

Online Leave System

Apply Leave/Leave Profile

View

Home / Leave Balances

Leave Balances listing

Showing 1-5 of 5 items.

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*Prorated = (No. of completed months of service / 12 months) x No. of days of annual leave entitlement

3. APPLY LEAVE/LEAVE PROFILE

Step 1: Click Apply Leave/Leave Profile

Step 2 : Click + icon

The screenshot shows the 'Online Leave System' interface. At the top right, there is a button labeled 'Apply Leave/Leave Profile'. Below this, there is a 'Leave Forms listing' table. The table has columns for '#', 'Application Date', 'Leave Type', 'Start Date', 'End Date', 'Total Days', 'Status', 'Reject Code', and 'Actions'. A red box labeled 'Step 1' points to the 'Apply Leave/Leave Profile' button. Another red box labeled 'Step 2' points to a '+' icon in the top right corner of the table.

Step 3 : Choose Leave Type

Step 4: Select Leave Date and Totals Days will be generated automatically by the system.

Step 5: Select Name of Relief

Step 6: This step is required, only if attachments are necessary. Attachments are required for verification for the following types of leave. Attachments should be in PDF or JPEG format. Click the Browse button to upload the Attachment.

Step 7: Key in the Reason and click Save to Apply Leave

The screenshot shows the 'Apply Leave' form. The form has several sections: 'Staff ID', 'Leave Type' (with a dropdown menu), 'Leave Dates' (with 'from' and 'to' fields), 'Total Days' (with a dropdown menu), 'Name of relief' (with a dropdown menu), 'Attachments' (with a 'Browse ...' button), 'Reason' (with a text area), and an 'IMPORTANT NOTE' section. At the bottom, there are 'Close' and 'Save' buttons. Red boxes and arrows indicate the following steps: Step 3 points to the 'Leave Type' dropdown; Step 4 points to the 'Morning Half Day' and 'Afternoon Half Day' checkboxes; Step 5 points to the 'Name of relief' dropdown; Step 6 points to the 'Attachments' section; Step 7 points to the 'Reason' text area and the 'Save' button. A red box labeled '*Tick if apply half day' points to the checkboxes in the 'Leave Dates' section.

Once the leave is **approved**, you will receive the following email notification.

Application Date : 2017-04-14
Type : Unpaid Leave
Date : 2017-04-27 - 2017-04-27
Total Days : 1

Your leave application on the date stated as above was APPROVED by nicholas.

If the leave is **rejected**, you will receive the following email notification.

Application Date : 2017-04-14
Type : Unpaid Leave
Date : 2017-04-25 - 2017-04-25
Total Days : 1

Your leave application on the date stated as above was REJECTED by umi.

- Please check your Junk/Spam box if you check not receive email in Inbox

4. CANCEL LEAVE APPLICATION

If the staff wishes to cancel the leave applied/Pending

- Click at cancel icon

The screenshot shows the 'Online Leave System' interface. At the top, there's a navigation bar with 'Online Leave System', 'Apply Leave/Leave Profile', 'View', and 'hana'. Below this is a breadcrumb trail 'Home / Leave Forms'. The main content area is titled 'Leave Forms listing' and shows 'Showing 1-1 of 1 item.' Below the title is a table with the following columns: '#', 'Application Date', 'Leave Type', 'Start Date', 'End Date', 'Total Days', 'Status', 'Reject Code', and 'Actions'. The table contains one row with the following data: '# 1', 'Application Date 2017-05-04', 'Leave Type Unpaid Leave', 'Start Date 2017-05-15', 'End Date 2017-05-15', 'Total Days 1', 'Status Pending', 'Reject Code None', and 'Actions'. In the 'Actions' column, there is a red square icon with a white 'X' inside, which is the cancel icon. There is also a blue eye icon next to it.

#	Application Date	Leave Type	Start Date	End Date	Total Days	Status	Reject Code	Actions
1	2017-05-04	Unpaid Leave	2017-05-15	2017-05-15	1	Pending	None	 

- Click OK button

Are you sure?

Are you sure you want to cancel this leave?

CancelOK

- Status change to Canceled

Online Leave System

Apply Leave/Leave Profile

View hana

Home / Leave Forms

Leave Forms listing

Showing 1-1 of 1 item.

All

#	Application Date	Leave Type	Start Date	End Date	Total Days	Status	Reject Code	Actions
1	2017-05-04	Unpaid Leave	2017-05-15	2017-05-15	1	Canceled	None	

5. VIEW CARRY FORWARD

Click View -> Click View Carry Forward

View Carry Forward page will display the following :

- Carry Forward current year and Carry Forward Forfeit

Online Leave System

Apply Leave/Leave Profile View hana

Home / Carry Forwards

Carry Forwards listing

#	Leave Type	Year	Carry Forward	CF Forfeited
1	Annual Leave	2017	0	0
2	Emergency Leave	2017	0	0
3	Medical Leave	2017	0	0
4	Unpaid Leave	2017	0	0
5	Replacement Leave	2017	0	0
6	Marriage Leave	2017	0	0
7	Compassionate Leave	2017	0	0

6. Change Profile

Step 1: Click at Staff ID

Step 2: Click Change Profile

Online Leave System

Apply Leave/Leave Profile View hana

Home / Carry Forwards

Carry Forwards listing

Showing 1-7 of 7 items.

#	Leave Type	Year	Carry Forward	CF Forfeited
1	Annual Leave	2017	0	0

Step 3: In the New password field, type your new password. And

Step 4: In the Confirm Password field, type your new password again, for confirmation.

Step 5: Click Save button

Online Leave System
Apply Leave/Leave Profile
View

Home / Change Profile

Change Profile

Please fill out the following fields to change your information :

Full Name

NORYANAFAHANA BINTI RAMDZAN

New Password *

New Password

Confirm Password *

Repeat New Password

Email

Save

Step 3

Step 4

Step 5

You have successfully changed your password.

7. View Holiday

Click View -> Click Holiday

View Holiday page will display the following :

- Holiday name, Date, Company and Branch Name

Online Leave System
Apply Leave/Leave Profile
View
hana

Home / Holidays

Holidays listing

View Carry Forward
View Leave Balance
View Holiday
View Calendar

#	Name	Date	Company	Branch Id	Actions
1	New Year	01-01-2017	Intsoft Solution	Kuala Lumpur	
2	New Year	02-01-2017	Intsoft Solution	Kuala Lumpur	
3	Chinese New Year	28-01-2017	Intsoft Solution	Kuala Lumpur	
4	Chinese New Year	29-01-2017	Intsoft Solution	Kuala Lumpur	
5	Chinese New Year	30-01-2017	Intsoft Solution	Kuala Lumpur	
6	Federal Territory Day	01-02-2017	Intsoft Solution	Kuala Lumpur	
7	Thaipusam	09-02-2017	Intsoft Solution	Kuala Lumpur	
8	Agong's Coronation Day	24-04-2017	Intsoft Solution	Kuala Lumpur	
9	Labour Day	01-05-2017	Intsoft Solution	Kuala Lumpur	