

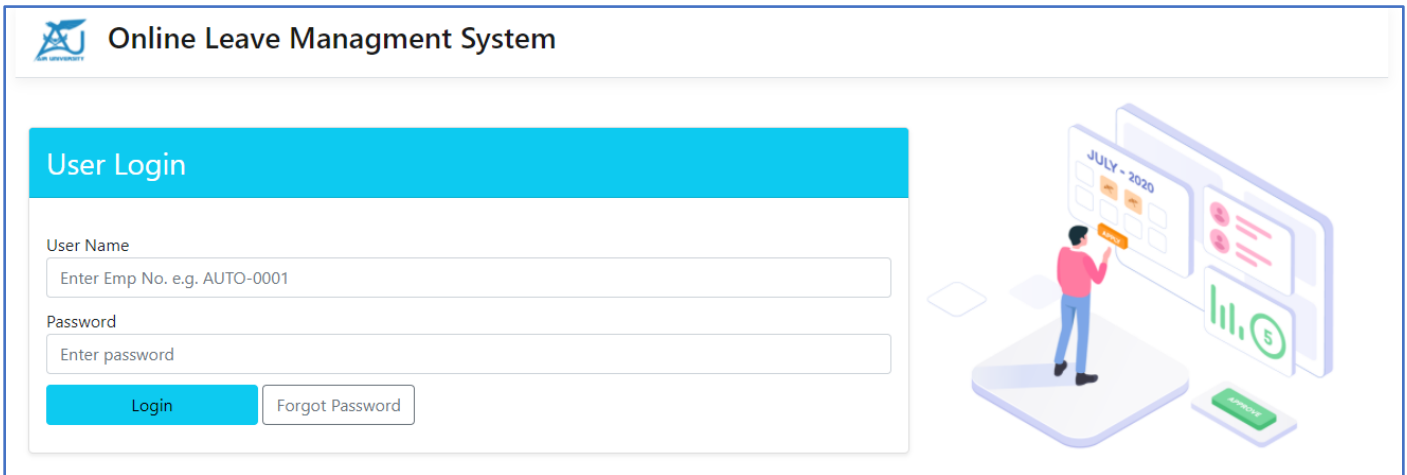
ONLINE LEAVE MANAGEMENT SYSTEM VERSION-2

USER MANUAL

Portal Link: <https://portals.au.edu.pk/leavems>

HOW THE STAFF CAN SIGN IN OR RESET THE PASSWORD

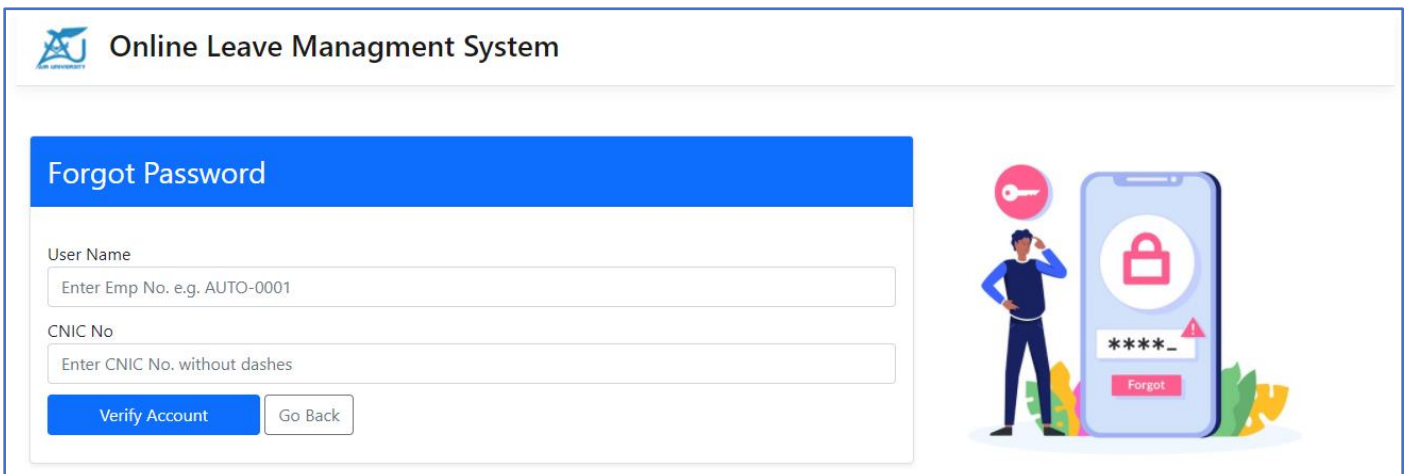
1. Login at <https://portals.au.edu.pk/leavems> with authentic staff credentials as shown in *Figure 1*.



The screenshot shows the 'Online Leave Management System' interface. On the left, there is a 'User Login' section with a blue header. Below the header, there are two input fields: 'User Name' with a placeholder 'Enter Emp No. e.g. AUTO-0001' and 'Password' with a placeholder 'Enter password'. Below these fields are two buttons: a blue 'Login' button and a white 'Forgot Password' button. To the right of the login section is an illustration of a person standing next to a large calendar for 'JULY - 2020' and a bar chart with a dollar sign.

Figure 1

2. If someone forgot the password, then he/she can reset the password by clicking on the **“Forgot Password”** button as shown above in *Figure 1*. Enter the Emp. No. which is mentioned on your Employee Card issued by AU, and then your CNIC No. without dashes, and click on the **“Verify Account”** as shown below in *Figure 2*.



The screenshot shows the 'Online Leave Management System' interface for the 'Forgot Password' section. It has a blue header. Below the header, there are two input fields: 'User Name' with a placeholder 'Enter Emp No. e.g. AUTO-0001' and 'CNIC No' with a placeholder 'Enter CNIC No. without dashes'. Below these fields are two buttons: a blue 'Verify Account' button and a white 'Go Back' button. To the right of the form is an illustration of a person standing next to a large smartphone displaying a red padlock icon and a 'Forgot' button.

Figure 2

- When you enter your authentic Emp. No. with CNIC No. the account will be verified and a message will be shown “**Account has been verified successfully! Now reset your password**” as shown below in *Figure 3*. Then enter the “**New Password**” and “**Confirm Password**”. Both the passwords must be matched. Now click on the “**Reset Password**” button.

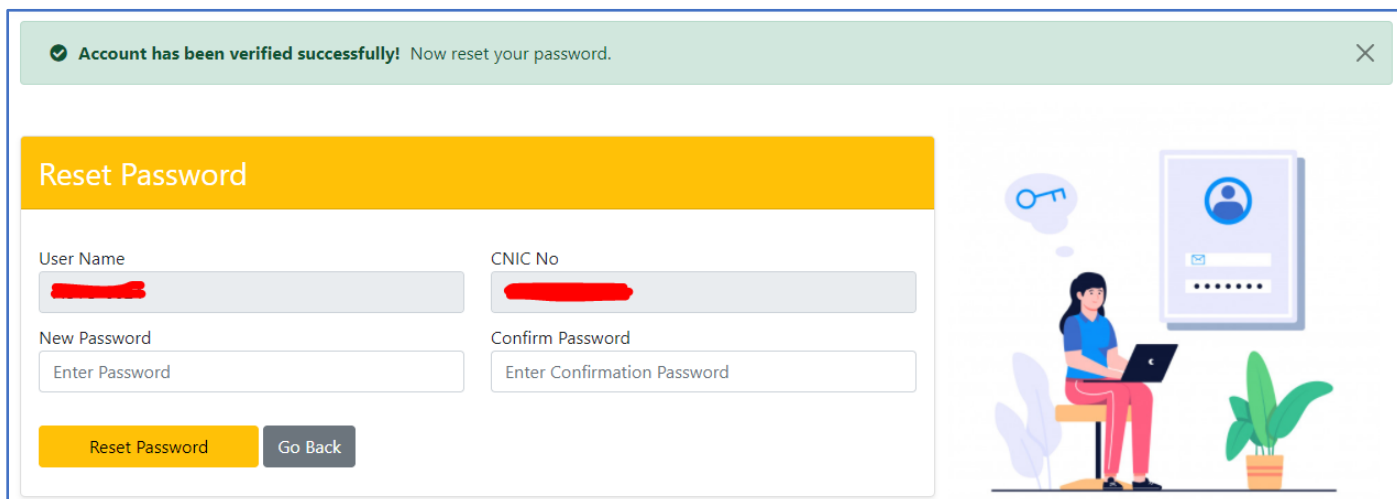


Figure 3

- A confirmation message will be popup “**Password has been Reset**” and you will be redirected to the Login Page again as shown below in *Figure 4*. Now enter the Emp. No. with the Password which you have reset in earlier steps, and click on “**Login**” button.

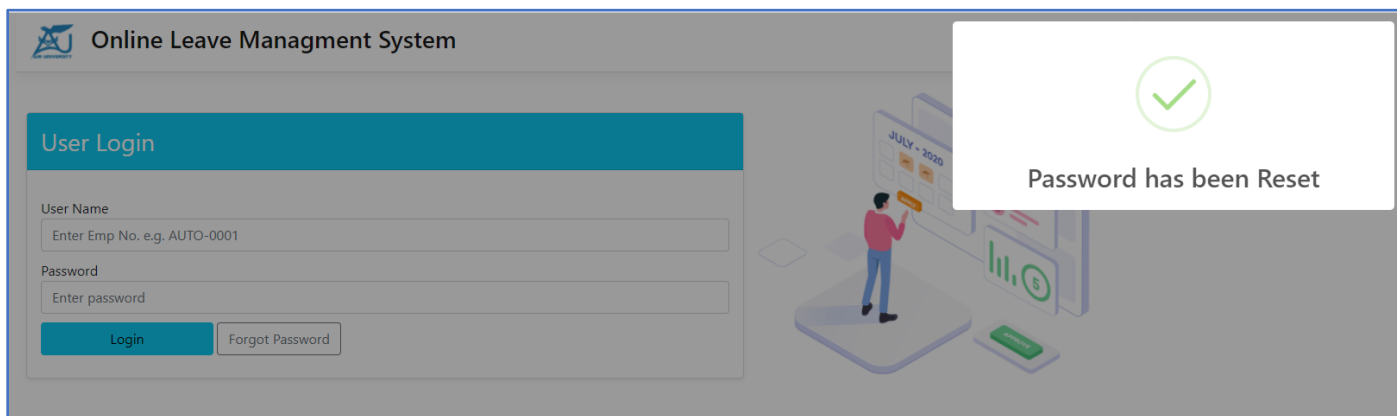


Figure 4

HOW THE STAFF CAN APPLY FOR LEAVE APPLICATION

5. This is a Staff Dashboard as shown below in *Figure 5*. All the applications of each employee/staff will be listed here in the “**My Own Applications**” tab along with the counter. To apply for a new application, click on the “**Apply Leave**” button.

The screenshot shows the 'My Own Applications' dashboard for Mr. Zubair Azam (ID: AUTO-0006). It includes a table of leave records and a sidebar with application details.

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks	HR's Remarks	In Session	Medical File's Attachments	Submit
Approved	11-Jun-2012	24-Jun-2012			14	Annual				2010-11		
Approved	08-Dec-2011	08-Dec-2011	Feaver		1	Casual				2011-12		
Approved	26-Sep-2011	27-Sep-2011	Marriage In Family		2	Casual				2011-12		
Approved	18-Jul-2011	16-Aug-2011	Annual		30	Annual				2010-11		
Approved	29-Mar-2013	29-Mar-2013	Personal		1	Casual				2012-13		
Approved	26-Apr-2013	26-Apr-2013			1	Casual				2012-13		
Approved	08-Jul-2013	08-Jul-2013	Personal		1	Casual				2002-03		
Approved	13-May-2013	11-Jun-2013	Annual		30	Annual				2012-13		
Approved	10-Aug-2015	08-Sep-2015	Xyz		30	Annual				2016-17		

Summary: 20 entries. Search: []

Footer: AU © 2021-22 | Leave Management System | Developed by Web Team | Automation Department

Figure 5

6. After clicking on the “**Apply Leave**” button, a new leave application form will be opened as shown in *Figure 6*.

The screenshot shows the 'Create Application' form for Mr. Zia Ur Rehman (ID: AUTO-0024). It includes a table of leave records and a sidebar with application details.

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks	HR's Remarks	In Session	Medical File's Attachments	Submit
Approved	11-Jun-2012	24-Jun-2012			14	Annual				2010-11		
Approved	08-Dec-2011	08-Dec-2011	Feaver		1	Casual				2011-12		
Approved	26-Sep-2011	27-Sep-2011	Marriage In Family		2	Casual				2011-12		
Approved	18-Jul-2011	16-Aug-2011	Annual		30	Annual				2010-11		
Approved	29-Mar-2013	29-Mar-2013	Personal		1	Casual				2012-13		
Approved	26-Apr-2013	26-Apr-2013			1	Casual				2012-13		
Approved	08-Jul-2013	08-Jul-2013	Personal		1	Casual				2002-03		
Approved	13-May-2013	11-Jun-2013	Annual		30	Annual				2012-13		
Approved	10-Aug-2015	08-Sep-2015	Xyz		30	Annual				2016-17		

Summary: 20 entries. Search: []

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Figure 6

7. Select “Leave Type” from the Dropdown List as shown below in *Figure 7*.

Leave Type

-- Select Leave Type --

Casual

Annual

Medical

No of Leave Days

Rejoining Date

mm/dd/yyyy --:-- --

Reason for Leave

Submit Application Back to List

Figure 7

8. Select Date from Calendar “From Date” and “To Date” as shown below in *Figure 8*.

Leave Type

Casual

From Date

02/02/2022

To Date

02/03/2022

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Submit Application

Figure 8

9. The “No of Leave Days” and “Rejoining Date” input fields will automatically be calculated and filled out. Type a genuine reason for leave in “Reason for Leave” and press the “Submit Application” button, as shown below in *Figure 9*.

Leave Type

Casual

From Date

02/02/2022

To Date

02/03/2022

No of Leave Days

2

Rejoining Date

02/04/2022 12:00 AM

Reason for Leave

I need leave for my personal and domestic task.

Submitting... Back to List

Figure 9

10. A successful notification message will be shown to employee/staff and an Email will be sent to the Manager of the Employee with the details of the leave application as shown below in *Figure 10*.

The screenshot shows a web application interface for 'Leave Records'. At the top, there's a header with 'Mr. Zia Ur Rehman' and 'Leave Records'. Below the header, there's a form with fields for 'Emp #:', 'Designation:', and 'Dept Name:'. To the right, there's a summary table showing '2 / 16' entries, with '0' for 'Submitted' and '0' for 'Approved'. A modal dialog is centered on the screen with a green checkmark icon and the text 'Application Submitted!' and 'Email has been sent to the Manager.' with an 'OK' button. Below the modal, there's a table with columns: 'Application Status', 'From Date', 'To Date', 'Reason', 'Leave Type', 'Manager's Remarks', and 'Director's Remarks'. The table shows 4 entries. At the bottom, there's a pagination bar showing 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

Application Status	From Date	To Date	Reason	Leave Type	Manager's Remarks	Director's Remarks
Approved	01-Feb-2022	02-Feb-2022	NEE	Casual	asdf	
Submitted	03-Feb-2022	04-Feb-2022	I need	Casual		
Submitted	03-Feb-2022	04-Feb-2022	I need leave for a domestic Issues.	Medical		
Submitted	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	Casual		

Figure 10

11. An email will be sent to the relevant Manager with the Link "Login Here" as shown below in *Figure 11*.

The screenshot shows an email notification. The header includes 'Reply', 'Reply All', and 'Forward' buttons. The email is from 'alert.hr@au.edu.pk' and is dated 'Tue 3/8/2022 8:47 AM'. The subject is 'Your Medical Leave Application is Not Approved by Ms. Tayyaba Razzaq | Director HR'. The email body starts with 'Dear Mr. Zia Ur Rehman, Your Application is Not Approved as per the following details.' followed by a table with columns: 'Leave Type', 'From Date', 'To Date', 'No of Leave Days', 'Rejoining Date', 'Reason', 'Manager's Remarks', 'Director's Remarks', and 'HR's Remarks'. The table shows one entry for 'Medical' leave from '02-Mar-2022' to '10-Mar-2022' for 9 days, rejoining on '11-Mar-2022', with reason 'test', manager's remarks 'testing', director's remarks 'test', and HR's remarks 'cannot see the attachment error screenshot attached in email'. Below the table, there's a note: 'Please click on the link [Login Here](#) to view the status of your application. Note: This is a system auto-generated email, please do not reply.' The email ends with 'Regards, Ms. Tayyaba Razzaq, Director HR, Dept. Human Resource'.

Leave Type	From Date	To Date	No of Leave Days	Rejoining Date	Reason	Manager's Remarks	Director's Remarks	HR's Remarks
Medical	02-Mar-2022	10-Mar-2022	9	11-Mar-2022	test	testing	test	cannot see the attachment error screenshot attached in email

Figure 11

HOW THE MANAGERS CAN TAKE ACTION ON THE LEAVE APPLICATION

12. This is a Manager Dashboard as shown below in *Figure 12*. The application data is distributed in Four Tabs which are self-explanatory. All the “**Pending Applications for Approval**” are in the first Tab with an animated blinking indicator that focuses the attention of the Manager that these applications need some action.

Leave Management System

Mr. Zubair Azam Logout

Pending Applications for Approval
3

Approved Applications
1

Not Approved Applications
0

My Own Applications
18

Pending Applications

Show 25 entries

Search:

Application Status	Employee Name	Designation	Department	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave D:
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for a domestic Issues.	07-Feb-2022	2
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	04-Feb-2022	2

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 12

13. Manager will click the Application by clicking on the status button inside “**Application Status**” either it is “**Submitted**” or “**Forward To**” or “**Send to HR**” as shown below in *Figure 13*.

Pending Applications

Show 25 entries

Search:

Application Status	Employee Name	Designation	Department	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave D:
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for a domestic Issues.	07-Feb-2022	2
Submitted	Mr. Zia Ur Rehman	Senior Web Developer	Automation	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	04-Feb-2022	2

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 13

14. Manager will select status from “**Application Status**” Dropdown list and will select the appropriate status and will put some remarks accordingly and will click on “**Update Application**” as shown below in *Figure 14*.

Application Status

Submitted

Submitted

Approved

Not Approved

Forward To

Send to HR

Update Application

Back to List

Manager's Remarks

Application is Approved.

Director's Remarks

HR's Remarks

Update Application

Back to List

Figure 14

15. The “Approved Applications” will be listed here in this tab as shown below in *Figure 15*.

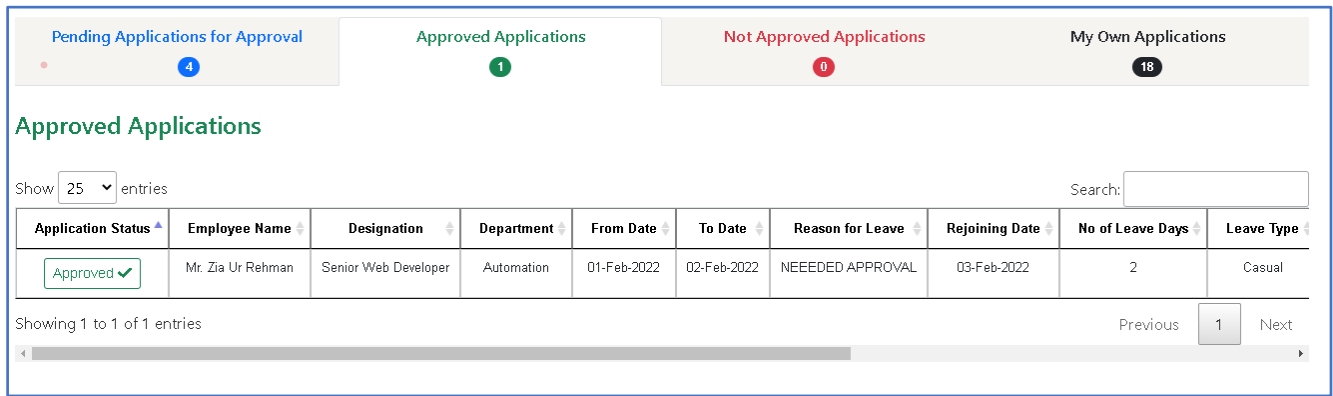


Figure 15

16. The “Not Approved Applications” will be listed here in this tab as shown below in *Figure 16*.

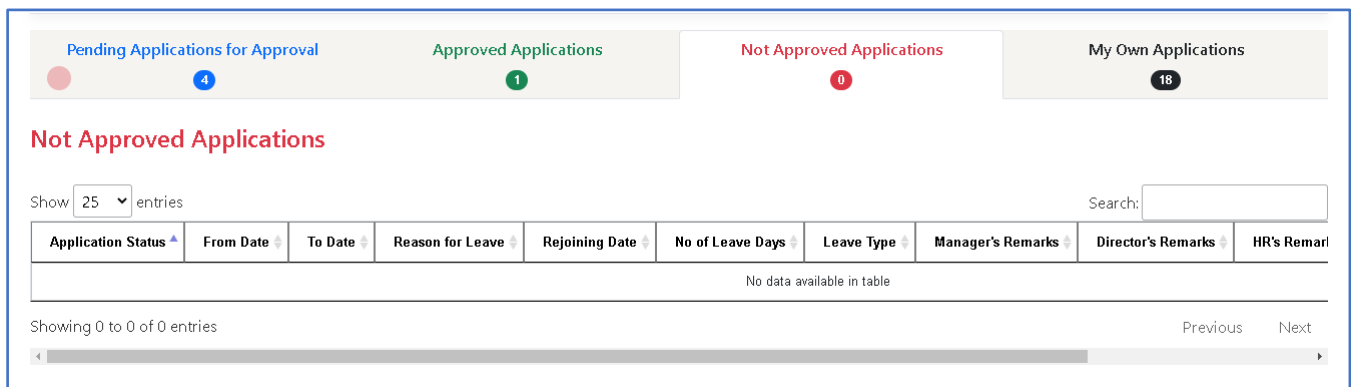


Figure 16

17. The manager’s own applications are listed in the “My Own Applications” tab, and he/she can apply for his/her new application by clicking on the “Create New Application” as shown in *Figure 17*, and the rest of the process is the same as discussed for the staff above.

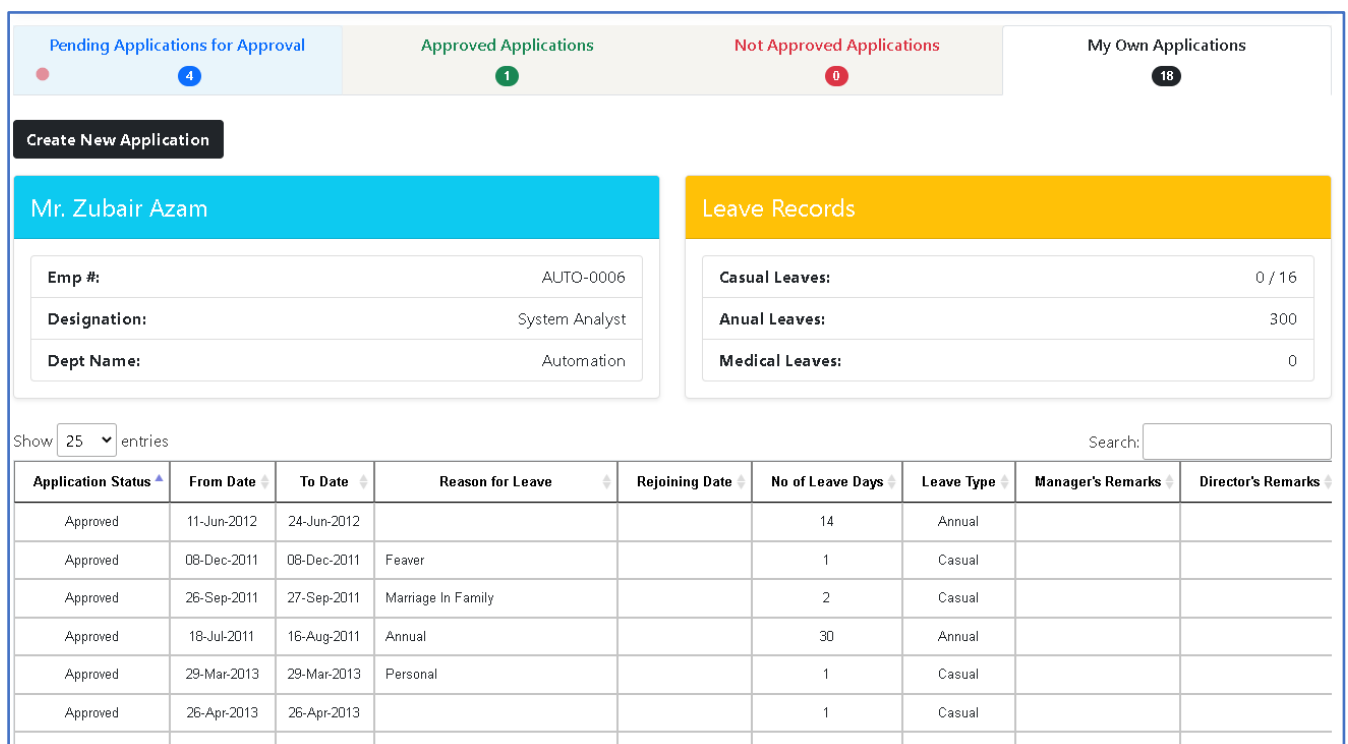


Figure 17

MOBILE RESPONSIVE VIEW OF ONLINE LEAVE MANAGEMENT SYSTEM

No service
No service
3.4 K/s 19% 12:07 PM

portals.au.edu.pk/lee

User Login

User Name
Enter user name

Password
Enter password

Login

No service
No service
391 B/s 17% 12:09 PM

Create New Application

Mr. Waqas Buksh

Emp #: AUTO-0023

Designation: Web Developer

Dept Name: Automation

Leave Records

Casual Leaves: 0 / 16

Annual Leaves: 30

Medical Leaves: 0

Show 25 entries

Search:

Application Status	From Date	To Date
--------------------	-----------	---------

No service
No service
0 K/s 16% 12:11 PM

portals.au.edu.pk/lee

Annual Leaves: 30

Medical Leaves: 0

Leave Type
Casual

From Date
02/02/2022

To Date
02/03/2022

No of Leave Days
2

Rejoining Date
02/04/2022, 12:00 AM

Reason for Leave

Submit Application Back to List

Online Leave Management System

Pending Applications for Approval: 2

Approved Applications: 0

Not Approved Applications: 0

My Own Applications: 18

Pending Applications

Show 25 entries

Search:

Application Status	Employee Name	D
Submitted	Mr. Zia Ur Rehman	Senio
Submitted	Mr. Zia Ur Rehman	Senio

Showing 1 to 2 of 2 entries

Previous 1 Next

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