

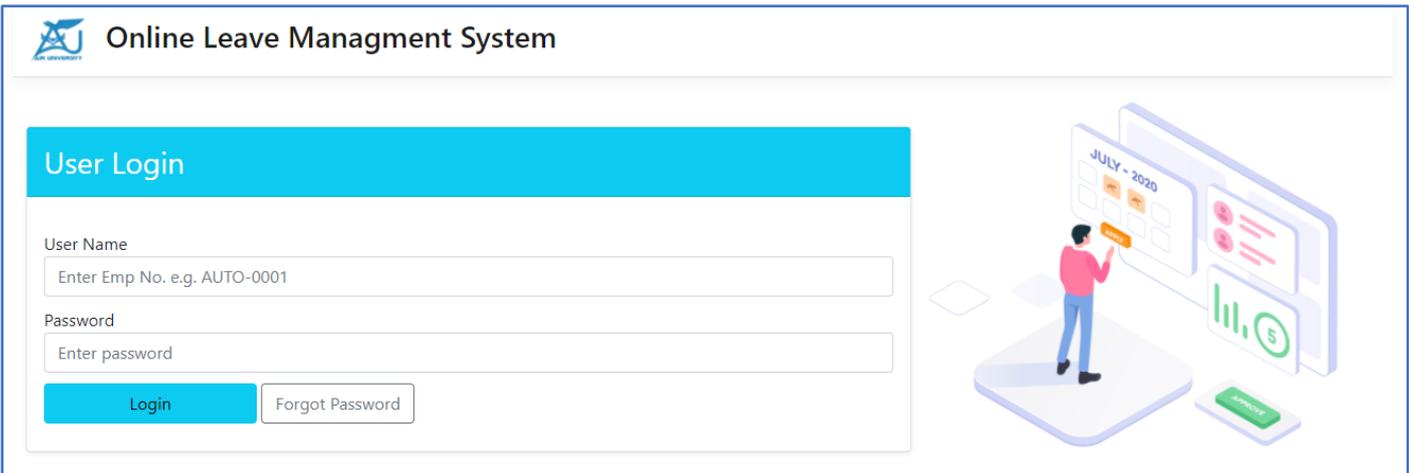
# ONLINE LEAVE MANAGEMENT SYSTEM VERSION-2

## USER MANUAL

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

### HOW THE STAFF CAN SIGN IN OR RESET THE PASSWORD

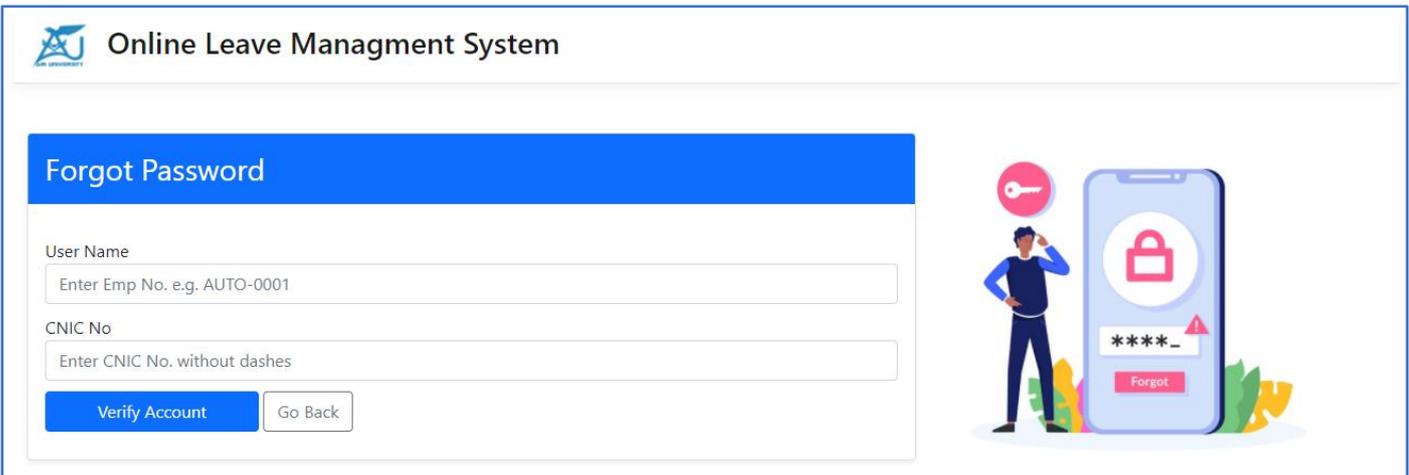
1. Login at <https://portals.au.edu.pk/leavems> with authentic staff credentials as shown in *Figure 1*.



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 the placeholder text 'Enter Emp No. e.g. AUTO-0001' and 'Password' with the placeholder text 'Enter password'. Below these fields are two buttons: a blue 'Login' button and a white 'Forgot Password' button. On the right side of the page, there is an illustration of a person standing next to a large digital display showing a 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. On the left, there is a 'Forgot Password' section with a blue header. Below the header, there are two input fields: 'User Name' with the placeholder text 'Enter Emp No. e.g. AUTO-0001' and 'CNIC No' with the placeholder text 'Enter CNIC No. without dashes'. Below these fields are two buttons: a blue 'Verify Account' button and a white 'Go Back' button. On the right side of the page, there is an illustration of a person standing next to a large smartphone. The smartphone screen shows a red padlock icon and the text '\*\*\*\*\_' with a red warning triangle. Below the screen is a red button labeled 'Forgot'. Above the person is a red key icon.

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.

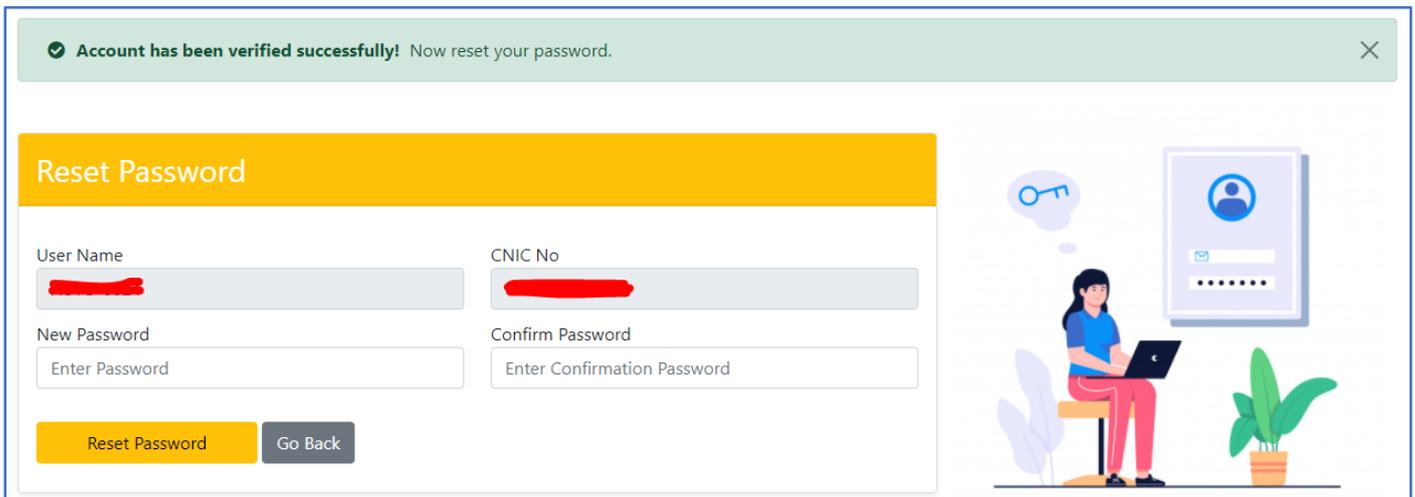


Figure 3

- 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.

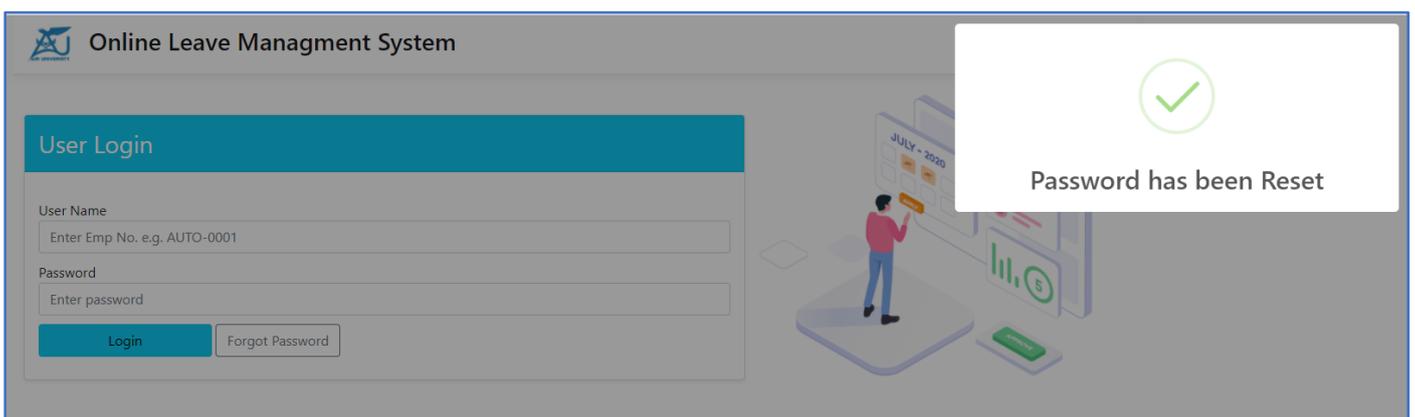


Figure 4

## 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). The dashboard includes a navigation bar with the system name and user information, a 'My Own Applications' header with a counter (20), and an 'Apply Leave' button. Below this, there are two main sections: a user profile section and a 'LEAVE RECORDS' section. The user profile section displays the employee's designation (System Analyst), department (Automation), and joining date (01-Oct-2004). The 'LEAVE RECORDS' section shows the employee's leave status: Casual Leaves (0 / 16), Accumulative Annual Leaves (240), and Medical Leaves (0 / 30). Below these sections is a table of applications with columns for 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, and Submit. The table lists several approved applications with various reasons like 'Feaver', 'Marriage In Family', 'Personal', and 'Xyz'. At the bottom, there is a footer with copyright information: '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). The form is divided into two main sections: a user profile section and a 'LEAVE RECORDS' section. The user profile section displays the employee's designation (Senior Web Developer), department (Automation), and joining date (03-Jan-2022). The 'LEAVE RECORDS' section shows the employee's leave status: Casual Leaves (0 / 11), Accumulative Annual Leaves (0), and Medical Leaves (25 / 60). Below these sections, there is a 'Leave Type' dropdown menu with the option '-- Select Leave Type --'. There are also input fields for 'From Date', 'To Date', 'No of Leave Days', and 'Rejoining Date' (with a placeholder 'mm/dd/yyyy --:-- --'). A 'Reason for Leave' text area is provided for the user to enter details. At the bottom, there are two buttons: 'Submit Application' and 'Back to List'.

*Figure 6*

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

The screenshot shows a web form for leave application. The 'Leave Type' dropdown menu is open, displaying options: '-- Select Leave Type --', 'Casual', 'Annual', and 'Medical'. 'Casual' is highlighted in blue. Below the dropdown are input fields for 'No of Leave Days' and 'Rejoining Date' (format: mm/dd/yyyy --:-- --). A text area for 'Reason for Leave' is empty. At the bottom are two buttons: 'Submit Application' (blue) and 'Back to List' (grey).

Figure 7

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

The screenshot shows the same form as Figure 7, but with date pickers. The 'From Date' field contains '02/02/2022' and the 'To Date' field contains '02/03/2022'. Both fields have calendar pop-ups for February 2022. In the 'From Date' calendar, the 2nd is selected (blue) and the 4th is highlighted (yellow). In the 'To Date' calendar, the 3rd is selected (blue) and the 4th is highlighted (yellow). The 'Submit Application' button is visible between the two calendars.

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*.

The screenshot shows the form with calculated values. 'No of Leave Days' is '2' and 'Rejoining Date' is '02/04/2022 12:00 AM'. The 'Reason for Leave' text area contains 'I need leave for my personal and domestic task.' The 'Submit Application' button is now disabled and shows a loading spinner, labeled 'Submitting...'. The 'Back to List' button remains visible.

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*.

Mr. Zia Ur Rehman

Leave Records

Emp #: 2 / 16

Designation: 0

Dept Name: 0

Show 25 entries

Search:

Application Status	From Date	To Date	Reason	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks
Approved	01-Feb-2022	02-Feb-2022	NEED			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.	07-Feb-2022	2	Medical		
Submitted	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	04-Feb-2022	2	Casual		

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 10

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

Reply Reply All Forward

Tue 3/8/2022 8:47 AM

alert.hr@au.edu.pk

Your Medical Leave Application is Not Approved by Ms. Tayyaba Razzaq | Director HR

To: zia.rehman@mail.au.edu.pk

Cc: zubair@mail.au.edu.pk

**Dear Mr. Zia Ur Rehman,**  
Your Application is Not Approved as per the following details.

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

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.

Regards,  
**Ms. Tayyaba Razzaq**  
Director HR  
Dept. Human Resource

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  entries Search:

Application Status <sup>▲</sup>	Employee Name <sup>⌵</sup>	Designation <sup>⌵</sup>	Department <sup>⌵</sup>	From Date <sup>⌵</sup>	To Date <sup>⌵</sup>	Reason for Leave <sup>⌵</sup>	Rejoining Date <sup>⌵</sup>	No of Leave D:
<span style="border: 1px solid #007bff; padding: 2px;">Submitted </span>	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
<span style="border: 1px solid #007bff; padding: 2px;">Submitted </span>	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
<span style="border: 1px solid #007bff; padding: 2px;">Submitted </span>	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  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  entries Search:

Application Status <sup>▲</sup>	Employee Name <sup>⌵</sup>	Designation <sup>⌵</sup>	Department <sup>⌵</sup>	From Date <sup>⌵</sup>	To Date <sup>⌵</sup>	Reason for Leave <sup>⌵</sup>	Rejoining Date <sup>⌵</sup>	No of Leave D:
<span style="background-color: #007bff; color: white; padding: 2px;">Submitted </span>	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
<span style="border: 1px solid #007bff; padding: 2px;">Submitted </span>	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
<span style="border: 1px solid #007bff; padding: 2px;">Submitted </span>	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  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*.

**Approved Applications**

Show 25 entries Search:

Application Status	Employee Name	Designation	Department	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type
Approved ✓	Mr. Zia Ur Rehman	Senior Web Developer	Automation	01-Feb-2022	02-Feb-2022	NEEDED APPROVAL	03-Feb-2022	2	Casual

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 15

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

**Not Approved Applications**

Show 25 entries Search:

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 Remark
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

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.

**My Own Applications**

Create New Application

**Mr. Zubair Azam**

Emp #: AUTO-0006  
 Designation: System Analyst  
 Dept Name: Automation

**Leave Records**

Casual Leaves: 0 / 16  
 Annual Leaves: 300  
 Medical Leaves: 0

Show 25 entries Search:

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks
Approved	11-Jun-2012	24-Jun-2012			14	Annual		
Approved	08-Dec-2011	08-Dec-2011	Feaver		1	Casual		
Approved	26-Sep-2011	27-Sep-2011	Marriage In Family		2	Casual		
Approved	18-Jul-2011	16-Aug-2011	Annual		30	Annual		
Approved	29-Mar-2013	29-Mar-2013	Personal		1	Casual		
Approved	26-Apr-2013	26-Apr-2013			1	Casual		
Approved	08-Jul-2013	08-Jul-2013	Personal		1	Casual		

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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