



e-Leave Workflow (Quick Start Manual)

Date: 2017/01/24

Version: 1.4

The copyright of this document belongs to the CTT eSignTrust Certification Services, any organization without the consent of the content of this article or paper copy, store, transmit, and other violations not mentioned, will be considered a violation of copyright of this document, the agency reserved to take legal action against such practices right. Ownership of the contents of this document is part of the CTT eSignTrust Certification Services, and its contents are confidential and will only disclose to the file recipient.

Contents

1. INTRODUCTION	3
1.1. THE eWORKFLOW SYSTEM LINK.....	3
2. ACCOUNT REGISTRATION	3
2.1. LOGIN ACCOUNT.....	3
2.2. FILL IN PERSONAL DETAILS.....	4
2.3. REGISTRATION IS COMPLETE.....	4
3. APPLICATION	5
3.1. eLEAVE APPLICATION.....	5
3.2. SIGN THE APPLICATION.....	12
4. LEAVE APPLICATION APPROVAL	15
4.1. eLEAVE APPLICATION APPROVAL.....	15
4.2. eLEAVE APPLICATION APPROVAL BY ALTERNATE.....	18
5. ACCOUNT MANAGEMENT	19
5.1. SET ACTING PLANNER FOR APPROVER (BY NORMAL APPROVER).....	19
5.2. CHANGE ACCOUNT PASSWORD.....	21
5.3. UPLOAD SIGNATURE PICTURE.....	22
5.4. CHANGE PERSONAL INFORMATION.....	23
5.5. EDIT PLANO INDIVIDUAL DE FERIAS.....	24

1. Introduction

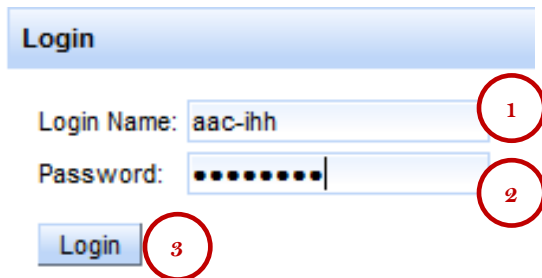
1.1. The eWorkFlow System link

<http://eworkflow.correios.dsc.gov.mo/eWorkflowGF>

2. Account registration

The user need to register personal details when login to the system at the first time.

2.1. Login account



The screenshot shows a login form with a blue header bar labeled "Login". Below the header, there are two input fields: "Login Name:" containing the text "aac-ihh" and "Password:" containing a series of black dots. A blue "Login" button is positioned below the password field. Three red circles with numbers 1, 2, and 3 are overlaid on the form: circle 1 is around the "Login Name" input field, circle 2 is around the "Password" input field, and circle 3 is around the "Login" button.

- (1).Enter the user's account name;
- (2). Enterthe user's account password;
- (3).Click the **login** button.

2.2. Fill in personal details

Fill in the necessary (*) personal details.

Register

Login Name: ewfrest10

New Password : (*)

New Password Confirm : (*)

Staff Code: (*)

First Name: (*)

Last Name: (*)

E-mail: (*)

Department: (*)

Title:

I accept eWorkFlow System's "Terms of Use" and "Privacy Statement".

OK Cancel

(Required) Please agree and click

After successful registration, please wait for the system administrator to set permissions, and the number of vacation you can enjoy.

2.3. Registration is complete

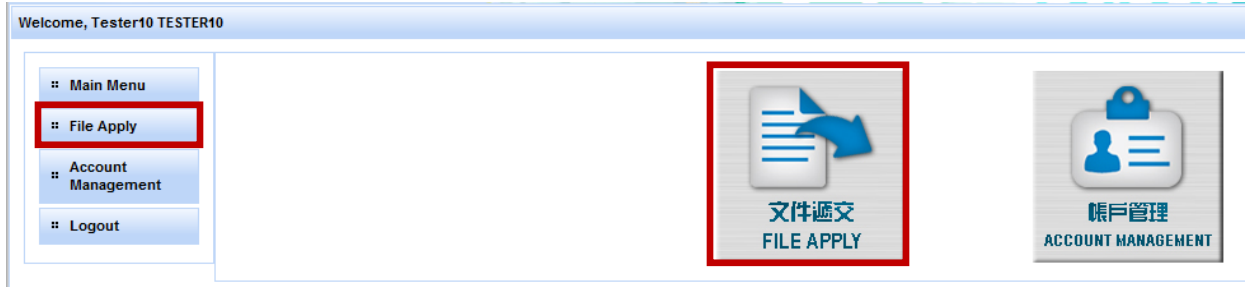
After successful registration, it will come to the home page of the system.



3. Application

3.1. eLeave application

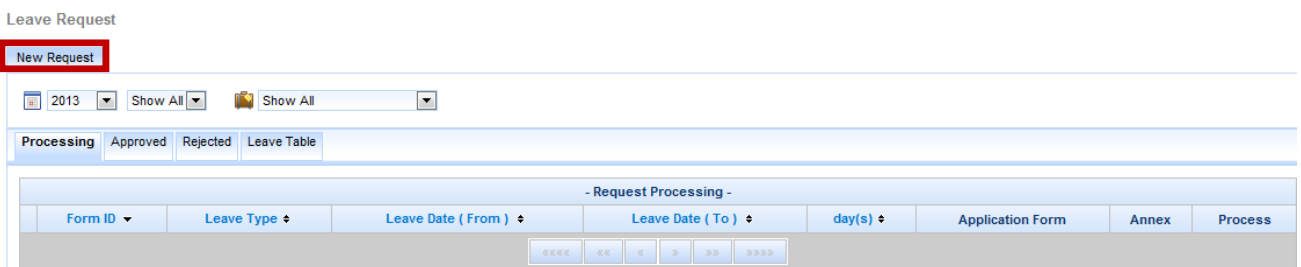
3.1.1. Account login and click “File Apply” .



3.1.2. Click on “eLeave Application” :



3.1.3. Click on “ New Request ” button at the top of Leave Request page:



3.1.4. Then system show a “New Request” dialog box, for the leave type, there are three types for user to choose:

- A. Annual Leave;
- B. Reasonable Absence;
- C. Transferring Annual Leave;
- D. Annual Leave in Advance.

The screenshot shows a 'New Request' dialog box with the following fields and annotations:

- Leave Type * :** A dropdown menu with the following options: 'Please Choose Type of Leave', 'Please Choose Type of Leave', 'Annual Leave', 'Reasonable Absence', 'Transferring Annual Leave', and 'Annual Leave In Advance'. Red circles labeled A, B, C, and D are placed to the right of the menu, with arrows pointing to the first four options respectively.
- Leave Date (From) * :** A text input field.
- Leave Date (To) * :** A text input field.
- Total day(s) * :** A text input field.
- Approval flow * :** A dropdown menu with the option '[Select an Approval Flow]'.
- First Approver * :** A dropdown menu with the option 'N/A'.
- Number of vacation can enjoy:** A text box containing the value '15'.
- Attachments (Optional):** A section with a '+ Choose' button and two empty text input fields.
- * are mandatory** (text label).
- Create** and **Cancel** buttons at the bottom.

A. Annual Leave:

New Request

Leave Type *: Annual Leave 1

Number of vacation can enjoy: 15 *

Prompt: Please select planned annual leave, the following year leave or change annual leave on the next page preview form(can select more than one).

Leave Date (From) *: 2013-12-11 2

Leave Date (To) *: 2013-12-12 3

Total day(s) *: 2 4

Approval flow *: 年假審批流程(測試) 5

Tester2 TESTER2 -> Tester3 TESTER3 -> Tester4 TESTER4 -> Tester5 TESTER5 6

First Approver *: Tester2 TESTER2 7

Quantity Limit of Files:5 files.
File Types: GIF, JPG, BMP, PNG and PDF.
The maximum size of each file: below 10MB.

Attachments (Optional)

+ Choose

* are mandatory

8 **Create** 8 **Cancel**

(*).The number shows how many vacation that applicant can enjoy.

- (1). In **Leave Type**, choose **Annual Leave**;
- (2). In **Leave Date (From)**, choose the date when vacation (or other time off) starts;
- (3).In **Leave Date (To)**, choose the date when vacation (or other time off) ends;
- (4).In **Total day(s)**, fill in the total day(s) of vacation except general holidays.
- (5).In **Approval flow**, choose approval work flow of leave application;
- (6). Showing the approver and approval order of selected work flow;
- (7).In **First Approver**, choose the first approver of selected work flow;
- (8). Click the **Create** button.

B. Reasonable Absence:

New Request

Leave Type * : Reasonable Absence (1)

Leave Date (From) * : 2013-12-11 (2)

Leave Date (To) * : 2013-12-12 (3)

Total day(s) * : 2 (4)

Approval flow * : 年假審批流程(測試) (5)
Tester2 TESTER2 -> Tester3 TESTER3 -> Tester4 TESTER4 -> Tester5 TESTER5 (6)

First Approver * : Tester2 TESTER2 (7)

Quantity Limit of Files:4 files.
File Types: GIF, JPG, BMP, PNG and PDF.
The maximum size of each file: below 10MB.

Attachments (Optional)

+ Choose (8)

1. 假紙.pdf

Clear Uploaded Files

* are mandatory

Create (9) Cancel

- (1). In **Leave Type**, choose **Reasonable Absence**;
- (2).In **Leave Date (From)**, choose the date when vacation (or other time off) starts;
- (3).In **Leave Date (To)**, choose the date when vacation (or other time off) ends;
- (4). In **Total day(s)**, fill in the total day(s) of vacation except general holidays;
- (5).In **Approval flow**, choose approval work flow of leave application;
- (6).Showing the approver and approval order of selected work flow;
- (7).In **First Approver**, choose the first approver of selected work flow;
- (8). (Optional) Click the **Choose** button, upload attachment(s) of leave application and the limit of upload up to 5 files;
- (9). Click the **Create** button.

C. Transferring Annual Leave:

New Request

Leave Type * : Transferring Annual Leave (1)

Transfer Year * : 2013 -> 2014 (2)

Total day(s) * : 2 (3)

Approval flow * : 轉移年假 (4)
Tester3 TESTER3 -> Tester4 TESTER4 -> Tester5 TESTER5 -> Tester5 TESTER5 (5)

First Approver * : Tester3 TESTER3 (6)

* are mandatory

Number of vacation can enjoy: 15 (*)

Create (7) Cancel

(*). The number show how many remaining vacation that applicant can transfer.

- (1).In **Leave Type**, choose **Transfer Annual Leave**;
- (2).In **Transfer Year**, specify which holidays of year apply to transfer;
- (3).In **Total day(s)**, fill in the total day(s) apply to transfer;
- (4).In **Approval flow**, Choose approval work flow of transferring annual leave;
- (5).Showing the approver and approval order of selected work flow;
- (6).In **First Approver**, choose the first approver of selected work flow;
- (7). Click the **Create** button.

D. Annual Leave in Advance:

New Request

Leave Type * : Annual Leave In Advance (1)

Leave Date (From) * : 2013-12-12 (2)

Leave Date (To) * : 2013-12-13 (3)

Total day(s) * : 2 (4)

Approval flow * : 年假審批流程(測試) (5)

First Approver * : Tester2 TESTER2 -> Tester3 TESTER3 -> Tester4 TESTER4 -> Tester5 TESTER5 (6)

Number of vacation can enjoy: 15

Quantity Limit of Files:5files.
File Types: GIF, JPG, BMP, PNG and PDF.
The maximum size of each file: below 10MB.

Attachments (Optional)
+ Choose

* are mandatory

Create (8) Cancel

- (1). In **Leave Type**, choose **Annual Leave in Advance**;
- (2). In **Leave Date (From)**, choose the date when vacation (or other time off) starts;
- (3).In **Leave Date (To)**, choose the date when vacation (or other time off) ends;
- (4). In **Total day(s)**, fill in the total day(s) of vacation except general holidays;
- (5).In **Approval flow**, Choose approval work flow of leave application;
- (6).Showing the approver and approval order of selected work flow;
- (7). In **First Approver**, choose the first approver of selected work flow;
- (8). Click the **Create** button.

3.1.5. After clicking the **Create** button, system will generate **absence and annual leave application form** and fill in part of information automatically, the applicant just need to fill in the rest of the form, submit this form by clicking **Submit** button.

Submit Cancel

澳門特別行政區政府
GOVERNO DA REGIÃO
ADMINISTRATIVA ESPECIAL DE MACAU

缺勤與年假申請書 PARTICIPAÇÃO DE FALTAS E FÉRIAS

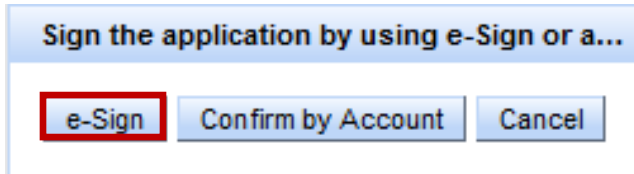
意見 / PARECER	批示 / DESPACHO
敬啟者 Ex. ^{ma} Senhor _____ (職銜及機關/Cargo e Serviço)	
姓名 Nome: <input type="text" value="Tester1 TESTER1 (MPT001)"/>	
職級 / 職務 Categoria / Cargo: <input type="text" value="Applicant"/>	所屬部門 Subunidade: <input type="text" value="MP_TEST"/>
請求如下: Venho solicitar a V. Ex.ª:	
批准合理缺勤 A justificação de falta(s)	
缺勤日數 N.º de dias de falta: <input type="text"/> 從 <input type="text"/> / <input type="text"/> / <input type="text"/> De <input type="text"/> / <input type="text"/> / <input type="text"/> a <input type="text"/> / <input type="text"/> / <input type="text"/>	
缺勤原因 <i>Motivo de falta</i>	
<input type="checkbox"/> 結婚 Casamento <input type="checkbox"/> 成為母親 Maternidade <input type="checkbox"/> 成為父親 Paternidade <input type="checkbox"/> 收養 Adopção <input type="checkbox"/> 預血 Dádiva de sangue <input type="checkbox"/> 從事工會活動 Exercicio de Actividade sindical <input type="checkbox"/> 履行法定義務 Cumprimento de obrigações legais <input type="checkbox"/> 喪失薪俸 Com perda de vencimento <input type="checkbox"/> 考試科目 Prova na disciplina de: _____ <input type="checkbox"/> 喪事 (為逝者親屬) Falecimento de (Indique o grau de parentesco do familiar falecido): _____ <input type="checkbox"/> 喪失薪俸 Com perda de vencimento <input type="checkbox"/> 考試科目 Prova na disciplina de: _____ <input type="checkbox"/> 喪事 (為逝者親屬) Falecimento de (Indique o grau de parentesco do familiar falecido): _____ <input type="checkbox"/> 公開考試/競選/選舉 Realização de concurso (indique as horas) 時間自 das _____ : _____ 至 às _____ : _____ <input type="checkbox"/> 其他原因 (請說明) Outro motivo (indique): _____	
<input checked="" type="checkbox"/> 批准享受年假 A concessão de férias	
年假日數: <input type="text" value="2"/> 從 <input type="text" value="27"/> / <input type="text" value="11"/> / <input type="text" value="2013"/> 至 <input type="text" value="28"/> / <input type="text" value="11"/> / <input type="text" value="2013"/>	
<input type="checkbox"/> 符合已批准的年假表 de acordo com o Mapa de Férias aprovado <input type="checkbox"/> 提前享受翌年的年假 por antecipação das férias do próximo ano <small>(請注意: 根據 2008 年 12 月 21 日第 3/2008 號立法會議決的《澳門公共行政工作人員通則》第 4 章第 1 條第 2 款及第 2 條第 1 款第 2 項)</small> <input checked="" type="checkbox"/> 更改年假 (請指出日期) por alteração (Indique o(s) período(s))	
<input checked="" type="checkbox"/> 從 <input type="text" value="25"/> / <input type="text" value="11"/> / <input type="text" value="2013"/> 至 <input type="text" value="26"/> / <input type="text" value="11"/> / <input type="text" value="2013"/> <input type="checkbox"/> 從 <input type="text"/> / <input type="text"/> / <input type="text"/> 至 <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/> 從 <input type="text"/> / <input type="text"/> / <input type="text"/> 至 <input type="text"/> / <input type="text"/> / <input type="text"/>	
(請指出原因) (Indique o motivo) <input type="text" value="個人原因"/>	
轉移年假 A transferência de férias	
欲轉移的年假日數 <input type="text"/> 因個人原因 por motivos pessoais N.º de dias a transferir: <input type="text"/> 因工作原因 por motivos de serviço	
澳門, Macau, aos <input type="text" value="2013-11-19"/> (申請人簽名/Assinatura do requerente)	
收件紀錄 Registo de Entrada	機關資料 Informação do Serviço
機關 Serviço: _____ 機關 Serviço: _____ 收件紀錄 N.º de Entrada: _____ 日期 Data: _____ / _____ / _____ 經手人 Executante: _____	<input type="checkbox"/> 與已批准的年假表的日期相符 Está conforme o Mapa de Férias aprovado <input type="checkbox"/> 與已批准的年假表的日期相符 Está conforme o Mapa de Férias aprovado <input checked="" type="checkbox"/> 申請人尚有權享受的年假日數 14 N.º de dias de férias que o requerente ainda tem direito a gozar <input type="checkbox"/> 符合 _____ 規定的各項條件 Está nas condições estabelecidas no _____ 日期 Data: _____ / _____ / _____ 經手人 Executante: _____ 負責人 Responsável: _____
格式/ Modelo n.º 8	(公務局專用) (Exclusivo da Imprensa Oficial)

Submit Cancel

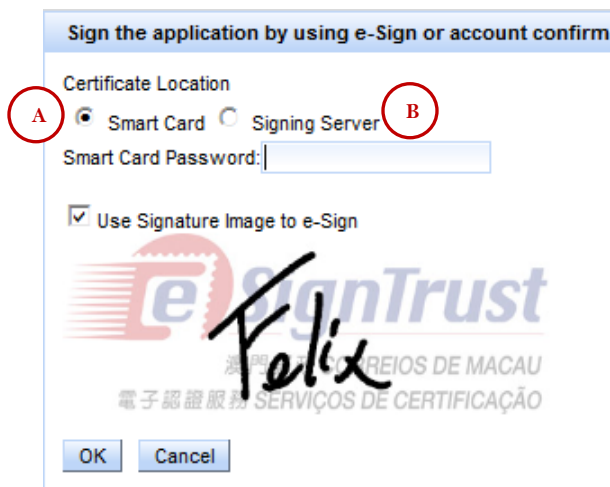
3.2. Sign the application.

After submitting the form, the system will ask user confirm by **e-Sign**.

3.2.1. Click the **e-Sign** button to confirm.



3.2.2. Either Smart Card or Signing Server can be used to confirm.



A. Using **Smart Card** to confirm. (Firstly, applicant needs to plug in smart card issued by eSignTrust).



- (1). Choose **Smart Card** option.
- (2). Enter **Smart Card Password** of the applicant.
- (3). Click the **OK** button.

B. Using **Signing Server** to confirm.

- (1). Choose **Signing Server** option.
- (2). Enter **Signing Server** account name of applicant;
- (3). Enter **Signing Server** account password of applicant;
- (4). Enter the **OTP code** which obtained from the MOTP Apps of applicant's smart phone.
- (5). Click the **OK** button.

3.2.3. After completing the application, the applicant can view the approval status through **Processing**, **Approved**, **Rejected** list. And also can view the staff of department who on leave through **Leave Table** tab.

A. **Processing** list show which applications of the applicant that pending for approval.

e-Leave Workflow - (Quick Start Manual)

B. **Approved** list show which applications of the applicant that have been approved.

Processing	Approved	Rejected	Leave Table				
- Request Approved -							
Form ID	Leave Type	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process
✓ L-2013-49	Annual Leave	2014-01-03	2014-01-03	1			
✓ L-2013-46	Annual Leave	2013-01-20	2013-01-20	1			
✓ L-2013-19	Annual Leave	2014-01-06	2014-01-10	5			
✓ L-2013-1	Annual Leave	2013-11-01	2013-11-01	1			

C. **Rejected** list show which applications of the applicant have been rejected.

Processing	Approved	Rejected	Leave Table				
- Request Rejected -							
Form ID	Leave Type	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process
✗ L-2013-57	Annual Leave	2014-01-18	2014-01-18	1			
✗ L-2013-54	Annual Leave	2013-12-23	2013-12-23	1			
✗ L-2013-50	Annual Leave	2014-02-01	2014-02-01	1			
✗ L-2013-48	Annual Leave	2013-08-08	2013-08-08	1			
✗ L-2013-44	Annual Leave	2013-01-15	2013-01-15	1			
✗ L-2013-32	Annual Leave	2013-12-13	2013-12-13	1			
✗ L-2013-20	Transferring Annual Leave	2013-01-01	2013-12-31	5			

D. **Leave Table** show the staff of department who on leave.

Processing	Approved	Rejected	Leave Table																												
Leave Table (2013/12/01???approval.leaveConflict.day??? to 2013/12/31???approval.leaveConflict.day???)																															
Employee of Department	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	29	30	31
Felix LEONG						■	■		■	■																					
Tester1 TESTER1						■		■			■	■			■	■								■					■	■	
Tester2 TESTER2	■																														
Tester4 TESTER4																										■					
Tester5 TESTERS5																							■								
In Fai LEONG																										■					

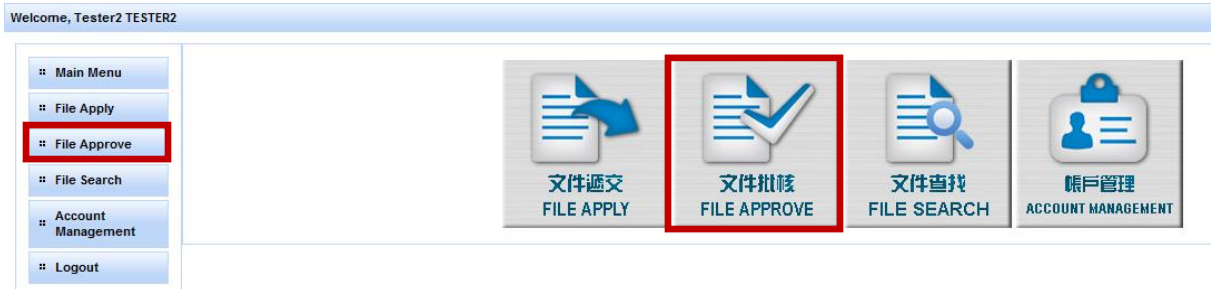
X : Match the approved annual leave table
 ■ : Pending
 ■ : Approved
 X : Pending(Match the approved annual leave table)
 X : Approved(Match the approved annual leave table)

4. Leave application approval

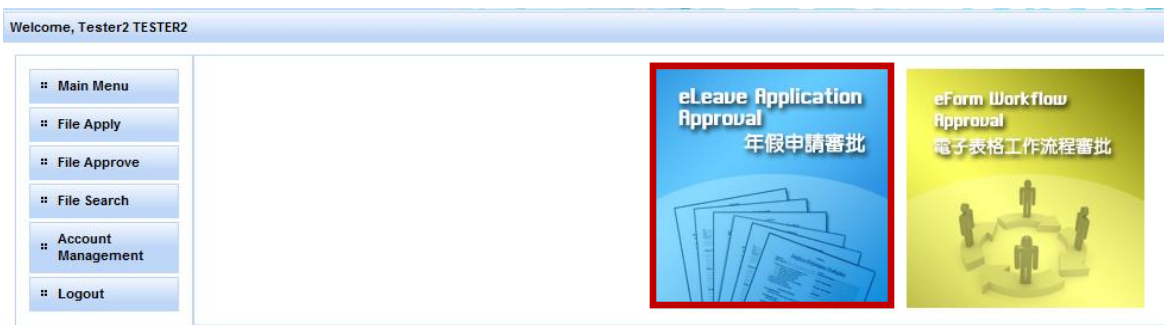
This feature requires the approval authority.

4.1. eLeave application approval

4.1.1. After login click on “File Approve” in the menu:



4.1.2. Click on “eLeave Application Approval” :



4.1.3. The **Pending** list shows which application that pending to approval.

Approval Flow

Tester2 TESTER2 ✓ approve by test2
MP_TEST 2013-12-06

↓

Tester3 TESTER3
MP_TEST

↓

Tester4 TESTER4
MP_TEST

↓

Tester5 TESTER5
MP_TEST

↓

Processing

Close

Pending Processed Rejected Leave Table

- Pending Approval -

<input type="checkbox"/>	Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process	Approval/Check	Reject
<input type="checkbox"/>	L-2013-3	Annual Leave	Felix LEONG	2013-11-29	2013-11-29	1					

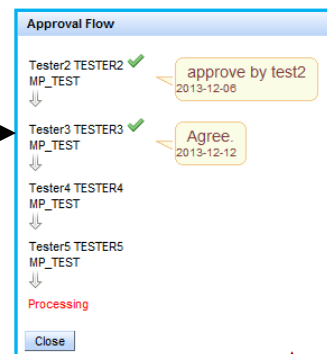
A. Click  button to approve/check the application.



- (1). (Optional) Fill in dispatch/opinion of approval;
- (2). Fill in dispatch/opinion of approval commonly / simply;
- (3). Click **e-Sign** button to confirm.(Please reference “3.2. Sign the application (eLeave application)” how to e-Sign with **Smart Card** or **Signing Server**).

After completing the approval, view the approved records through **Processed** list.

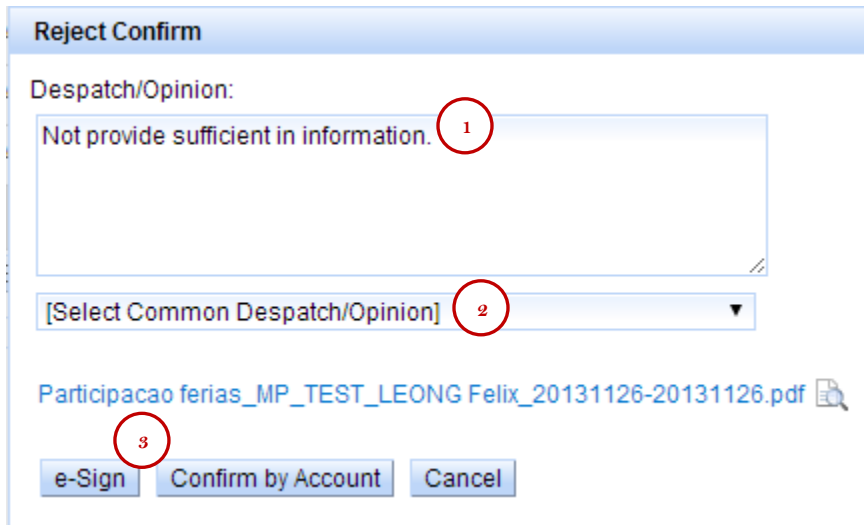
Application has been approved by two

Pending **Processed** Rejected Leave Table

- Processed Approval -									
	Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process
✓	L-2013-60	Annual Leave	In Fai LEONG	2013-12-21	2013-12-21	1			
✓	L-2013-59	Annual Leave	Tester1 TESTER1	2013-10-07	2013-10-07	1			
✓	L-2013-56	Annual Leave	Tester1 TESTER1	2013-12-30	2013-12-30	1			

B. Click  button to reject an application, prompt a dialog box to confirm.

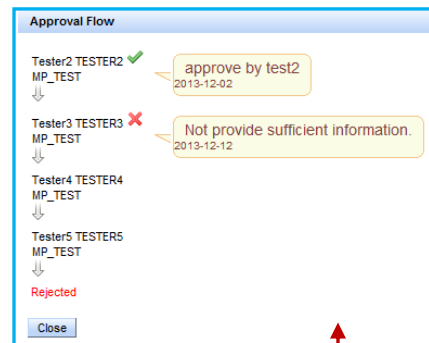


The dialog box is titled "Reject Confirm". It contains a text area for "Despatch/Opinion:" with the text "Not provide sufficient in information." circled in red and labeled "1". Below the text area is a dropdown menu with "[Select Common Despatch/Opinion]" circled in red and labeled "2". At the bottom, there are three buttons: "e-Sign" circled in red and labeled "3", "Confirm by Account", and "Cancel". A PDF file named "Participacao ferias_MP_TEST_LEONG Felix_20131126-20131126.pdf" is displayed above the buttons.







- (1). (Optional) Fill in reason of rejection.
- (2). Fill in reason of rejection commonly / simply.
- (3). Click **e-Sign** button to confirm. (Please reference “3.2.Sign the application (eLeave application)” how to e-Sign with **Smart Card** or **Signing Server**).

After completing the rejection, view the rejected records through **Rejected** list.

Application has been rejected by



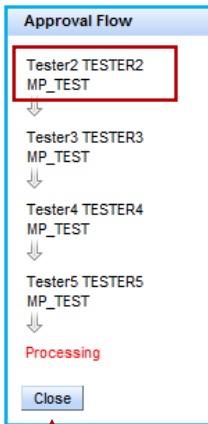
Pending Processed **Rejected** Leave Table

- Rejected Approval -									
	Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process
	L-2013-32	Annual Leave	Tester1 TESTER1	2013-12-13	2013-12-13	1			
	L-2013-28	Reasonable Absence	Tester1 TESTER1	2013-11-19	2013-11-19	1			

4.2. eLeave application approval by alternate

4.2.1. After login by alternate, **Pending** list also show which application that pending to approve by holder during acting period.

Approval Flow show the current approver is

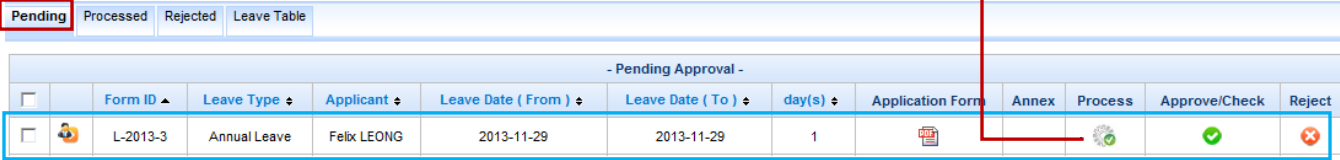


Approval Flow

- Tester2 TESTER2 MP_TEST
- Tester3 TESTER3 MP_TEST
- Tester4 TESTER4 MP_TEST
- Tester5 TESTER5 MP_TEST

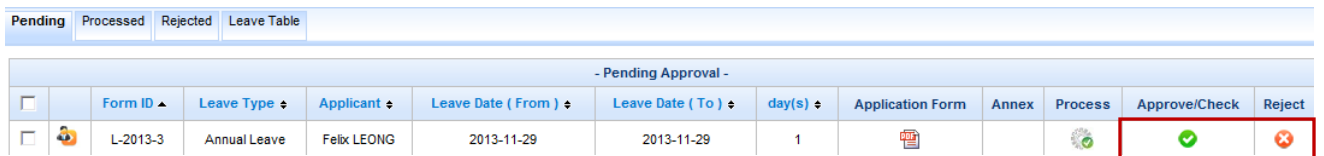
Processing

Close



Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process	Approve/Check	Reject
L-2013-3	Annual Leave	Felix LEONG	2013-11-29	2013-11-29	1			Processing	✓	✗

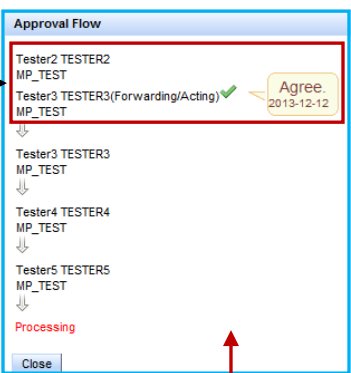
4.2.2. Alternate can operate (approve/check, reject) the application that pending to approve by holder.



Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process	Approve/Check	Reject
L-2013-3	Annual Leave	Felix LEONG	2013-11-29	2013-11-29	1			Processing	✓	✗

4.2.3. After completing the approval, the approval flow will show holder and alternate name at the same flow, a label of “acting” next to the name of alternate use to identify alternate, and “✓” appears in the alternate side indicates that the application has been approved by alternate.

The Approval Flow also show the name of alternate, a label of “acting” next to the name of alternate use to identify alternate, and “✓” appears in the alternate side indicates that the application has been approved by alternate.

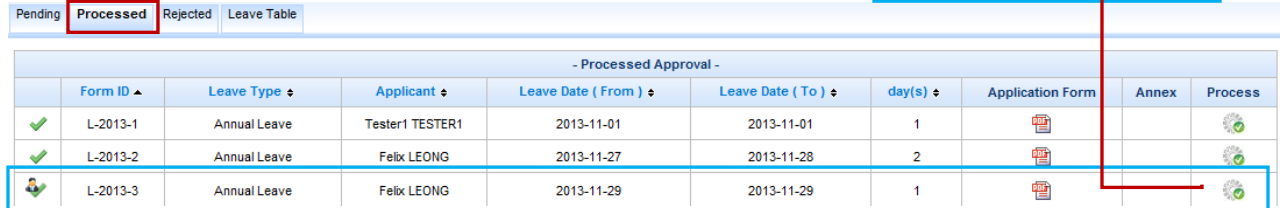


Approval Flow

- Tester2 TESTER2 MP_TEST
- Tester3 TESTER3(Forwarding/Acting) ✓
- Tester4 TESTER4 MP_TEST
- Tester5 TESTER5 MP_TEST

Processing

Close



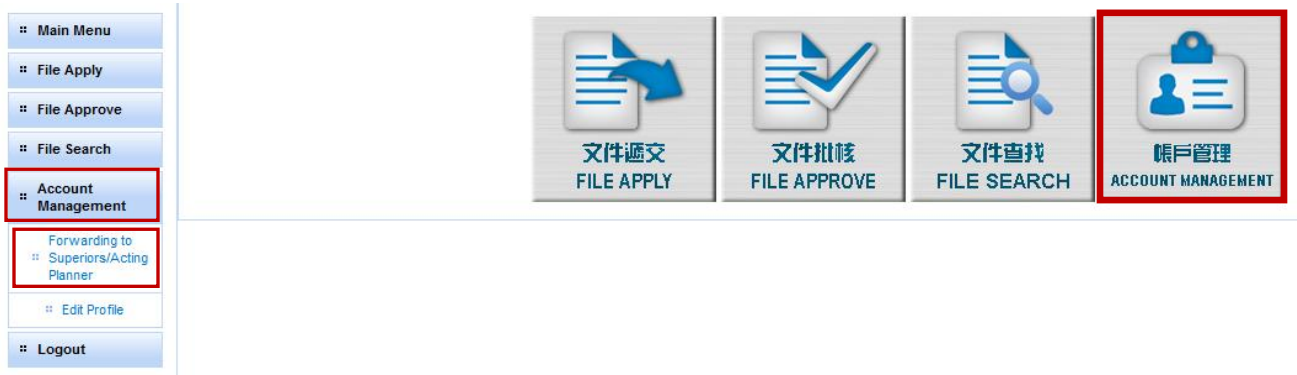
Form ID	Leave Type	Applicant	Leave Date (From)	Leave Date (To)	day(s)	Application Form	Annex	Process
L-2013-1	Annual Leave	Tester1 TESTER1	2013-11-01	2013-11-01	1			Processing
L-2013-2	Annual Leave	Felix LEONG	2013-11-27	2013-11-28	2			Processing
L-2013-3	Annual Leave	Felix LEONG	2013-11-29	2013-11-29	1			Processing

5. Account Management

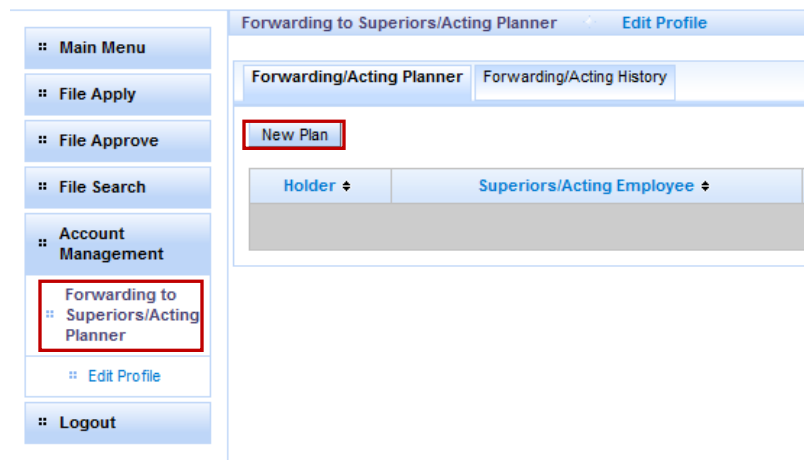
5.1. Set acting planner for approver (By normal approver)

This feature requires the approval authority.

5.1.1. After logged in system, click **Account Management** then click **Forwarding to Superiors/Acting Planner**.



5.1.2. Click **New Plan** button at the **Forwarding to Superiors/Acting Planner** tab.



5.1.3. Fill in necessary information.

New Plan

Department: (MP_TEST) - MP_TEST (1)

Superiors/Acting Employee *: Tester4 TESTER4 (2)

Planned Date (From) *: 26/12/13 (3)

Planned Date (To) *: 27/12/13 (4)

* are mandatory

(5) Create Cancel

- (1) Choose department of alternate;
- (2) Choose alternate (at least have approval authority);
- (3) In **Planned Date (From)**, choose the date when alternate start;
- (4) In **Planned Date (To)**, choose the date when alternate end;
- (5) Complete by clicking **Create** button.

5.1.4. Then system will prompt a dialog box, click **Create** button to confirm.

New Plan

Department: (MP_TEST) - MP_TEST

Superiors/Acting Employee *: **Creation Confirm**

Planned Date (From) *:

Planned Date (To) *:

* are mandatory

Create Cancel

Create Cancel

5.1.5. Acting plan has been created at **Forwarding to Superiors/Acting Planner** tab.

Forwarding/Acting Planner		Forwarding/Acting History			
New Plan					
Holder	Superiors/Acting Employee	Planned Date (From)	Planned Date (To)	Document Management	Delete
Tester3 TESTER3	Tester4 TESTER4	2013-12-26	2013-12-27		

5.2. Change account password.

5.2.1. Click **Edit Profile**:

The screenshot shows a web application interface. At the top, it says "Welcome, Tester1 TESTER1". On the left is a sidebar menu with items: "Main Menu", "File Apply", "Account Management", "Edit Profile", and "Logout". The "Edit Profile" item is highlighted with a red box. The main content area is titled "Edit Profile" and has three tabs: "Change Password", "Upload Signature pic.", and "Change Personal Information". The "Change Password" tab is active. It contains two input fields: "New Password :" and "New Password Confirm :", each followed by a text box. Below these fields is a "Change" button.

5.2.2. Fill in new password at **Change Password** tab.

This screenshot is similar to the previous one, but the "Change Password" tab is highlighted with a red box. The "New Password :" and "New Password Confirm :" input fields are filled with black dots. Red circles with numbers 1, 2, and 3 are placed over the input fields and the "Change" button respectively, indicating the steps to follow.

- (1) Enter new password of the user account;
- (2) Re-enter again for confirmation;
- (3) Complete by clicking **Change** button.

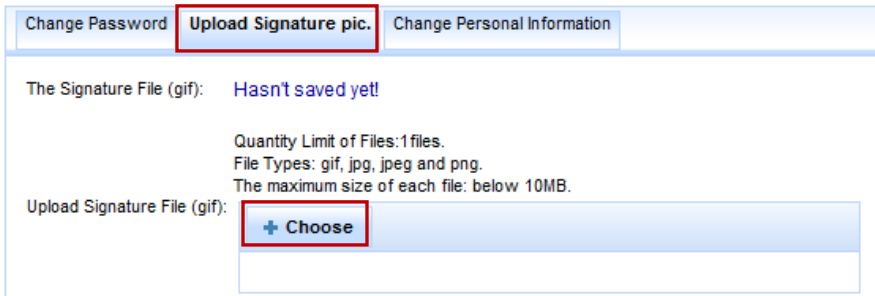
5.2.3. System will prompt message “* Password Changed” , then use the new password to re-login. (If login fails, contact system administrator)

This screenshot shows the same "Change Password" tab, but now a red message box is visible at the bottom of the main content area, containing the text "• Password changed". The "Change" button is no longer visible, suggesting it was clicked and the action was completed.

5.3. Upload signature picture.

5.3.1. Click **Upload Signature pic.tab**, then click **Choose** button to choose the signature file.

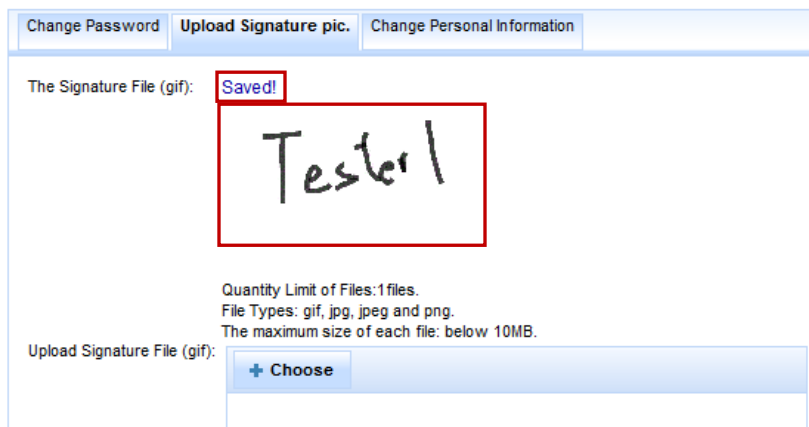
* File type must be gif, jpg, jpeg and png.



5.3.2. Select the image, complete by clicking **Open** button.



5.3.3. System will automatically upload and store signature file. Then the Signature and “Saved!” will be shown after upload finish.



5.4. Change Personal Information.

5.4.1. Click **Change Personal Information** tab, the current information has been shown and the following information can be changed.

Change Password	Upload Signature pic.	Change Personal Information	Edit Plano Individual de Ferias
Login Name :	ewftest2		
Staff Code: (*)	<input type="text" value="MPT002"/>	1	
Full Name: (*)	<input type="text" value="TESTER2"/>	2	
E-mail: (*)	<input type="text" value="ewftest2@gmail.com"/>	3	
Title :	<input type="text" value="Approver"/>	4	
Entry Date:	2010-08-11		
Days of Annual Leave:	15		
Number of vacation can enjoy:	14		
Number of vacation can enjoy(next year):	15		
Number of vacation transferred:	0		
	<input type="button" value="Change"/>	5	

- (1) Enter the new Staff Code;
- (2) Enter the new Full Name;
- (3) Enter the new E-mail;
- (4) Enter the new Title;
- (5) Click “Change” .

5.4.2. “*Updated” will be shown after the update finish.

Change Password	Upload Signature pic.	Change Personal Information	Edit Plano Individual de Ferias
Login Name :	ewftest2		
Staff Code: (*)	<input type="text" value="MPT002"/>		
Full Name: (*)	<input type="text" value="TESTER2"/>		
E-mail: (*)	<input type="text" value="ewftest2@gmail.com"/>		
Title :	<input type="text" value="Approver"/>		
Entry Date:	2010-08-11		
Days of Annual Leave:	15		
Number of vacation can enjoy:	14		
Number of vacation can enjoy(next year):	15		
Number of vacation transferred:	0		
	<input type="button" value="Change"/>		
<div style="border: 1px solid red; padding: 2px; display: inline-block;">• Updated.</div>			

5.5. Edit Plano Individual de Ferias

5.5.1. Click **Edit Plano Individual de Ferias** tab, if the feature of editing is not opened. Please contact the system administrator.

The screenshot shows the 'Edit Profile' section of a web application. At the top, there are four tabs: 'Change Password', 'Upload Signature pic.', 'Change Personal Information', and 'Edit Plano Individual de Ferias'. The 'Edit Plano Individual de Ferias' tab is highlighted with a red box. Below the tabs is an 'Editor' button, also highlighted with a red box. The main content area shows a calendar for the year 2014. A table titled '- Planned Date To Leave (2014) -' is displayed with columns for 'Date of Plan (from)', 'Date of Plan (to)', and 'Total day(s)'. The 'Total day(s)' column shows a value of 0. Navigation arrows are present below the table.

5.5.2. Click **Editor** tab.

The screenshot shows the 'Edit Plano Individual de Ferias' editor window. It contains several fields and buttons:

- Year Of Leave Plan : 2014 (1)
- Date of Plan (from) *: 2014-06-18 (2)
- Date of Plan (to) *: 2014-06-19 (3)
- Total day(s) : 2
- Add => button (4)
- Number of vacation can plan: 15
- Planned Date To Leave (2014) - table with columns: Date of Plan (from), Date of Plan (to), Total day(s), and Delete (5)
- Submitting button (6)
- Close button

- (1) Year of Leave Plan;
- (2) The date of plan start from;
- (3) The date of plan end with;
- (4) Click **Add** to add a new Leave Plan;
- (5) Planned Date To Leave;
- (6) Click **Submitting** to finish editor.

-----End-----