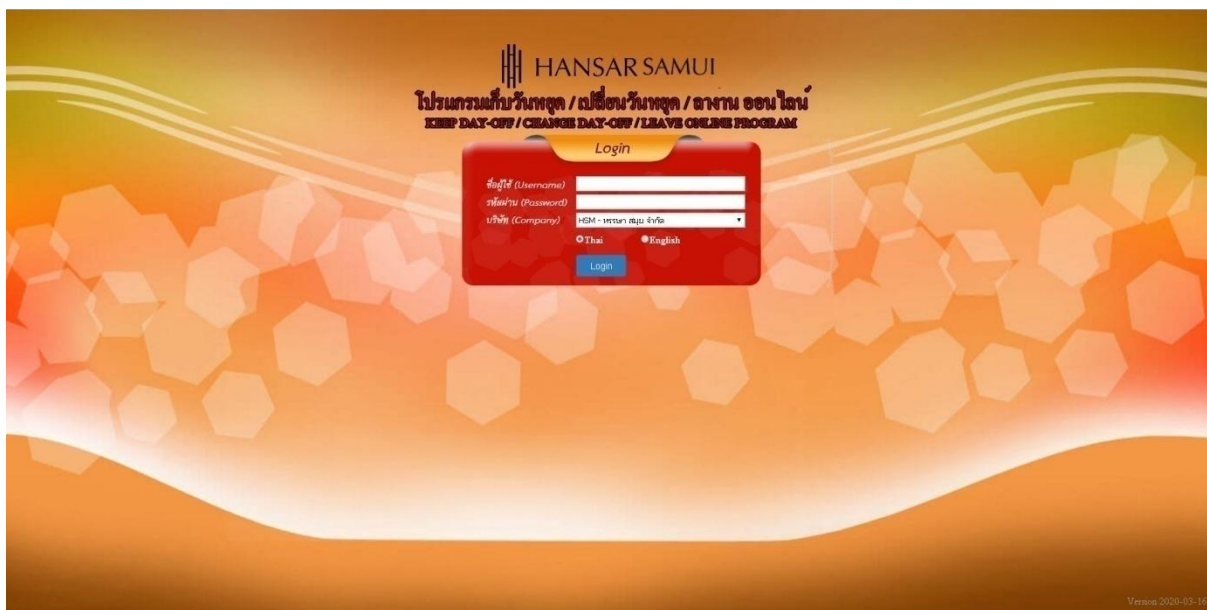วิธีการเข้าใช้งานโปรแกรมเก็บวันหยุด/เปลี่ยนวันหยุด/ลางาน ออนไลน์ สำหรับผู้จัดการทั่วไป (ภาษาอังกฤษ)

How to Access to Keep Day-Off/Change Day-Off/LEAVE ONLINE PROGRAM for GM (English)

Contents

(**You can click on a topic and the system will bring up the manual window you want to browse**)

How to Access to Keep Day-Off/Change Day-Off/LEAVE ONLINE PROGRAM (TigerWebTimeOnline)

Access via Hansar Samui Computer (Local)

In your computer desktop have icon TigerWebTimeOnline. You can double click at the icon for open program.

Access via your Mobile or your personal computer (Must connect your internet first)

Open your web browser (Google Chrome, Internet Explorer, Firefox, and Safari) on your device and put the **www.hansarsm.com** into web address. (Recommended to use via a computer. Because if using the mobile phone the operation screen will be smaller.)
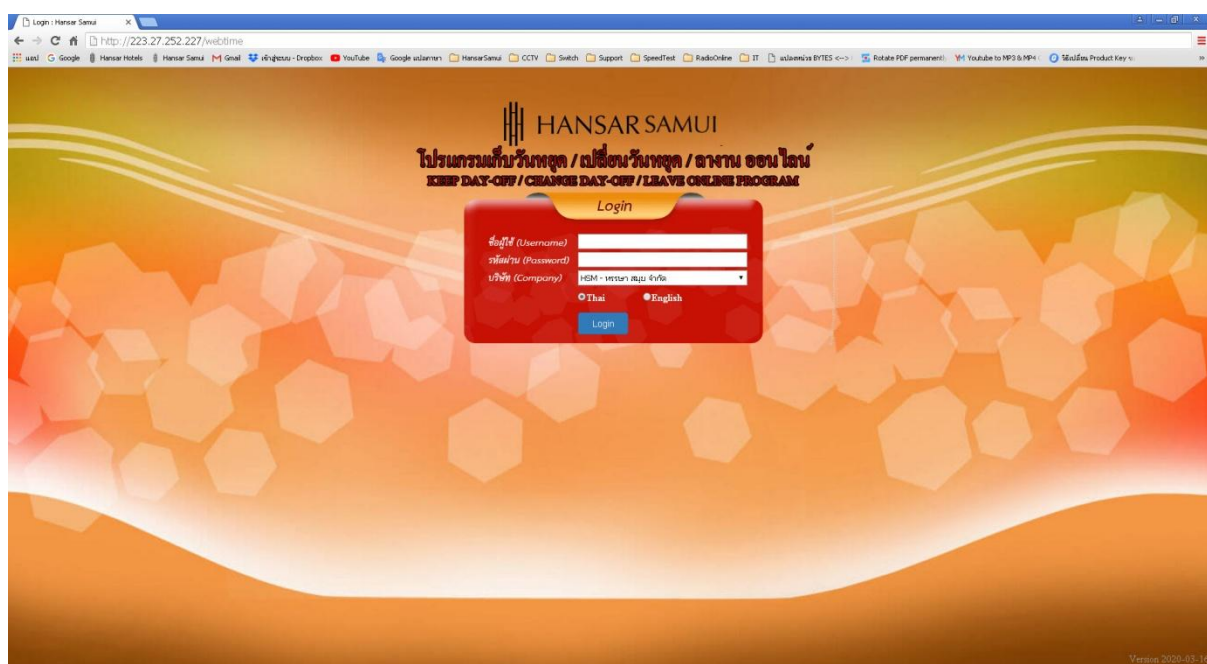
Tiger Web Time Online

You can click at the icon on our website.

If you have access, you will see a window as shown below. You can login with your password for immediate access.

How to use TigerWebTimeOnline

TigerWebTimeOnline it is a program that allows employees to access and Keep Day-Off, Chang Day-Off and Leave online by themselves.

Talk first

This program use for Keep Day-Off, Change Day-Off and Leave Online only.

But submitting work shifts for employees each month the department head must also make an Excel file and send it to the HR department as before. Because the HR department has to verify the accuracy before adding employee shifts to the system and staff changing working hours. Still have to write a form and send it to the HR department as before

First time access to the program the program will force us to change the password. But if you use it next time then you don't have to change your password.

1. The start screen of the program of TigerWebTimeOnline.
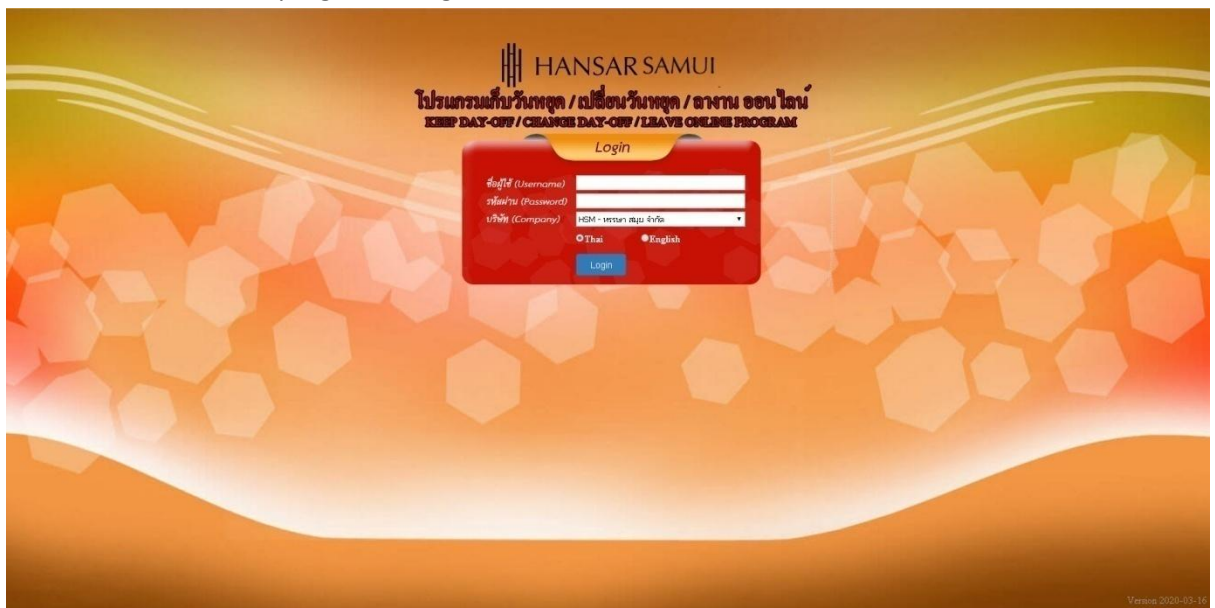
2. You can login into the system.

    ชื่อผู้ใช้งาน (Username) Please put your staff id.

    รหัสผ่าน (Password) Please enter the password that we have set by yourself. (If you forget your password Must contact the IT or HR department only to reset the password. The IT will reset the password to 0000.)

    บริษัท (Company) You don't have to choose a system, automatically put it for us

    Language: You can click at "English" for change to english language.

3. After that click at

4. When everything is correct, it will be logged. As shown in the figure below.

5. See the employee detail at the icon
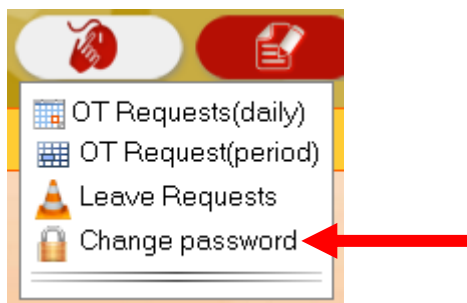
How to change password

(Changing the password from this program Will allow the system to change the code on the body Tiger ePaySlip Online provides too.)

1. On top click at the icon menu
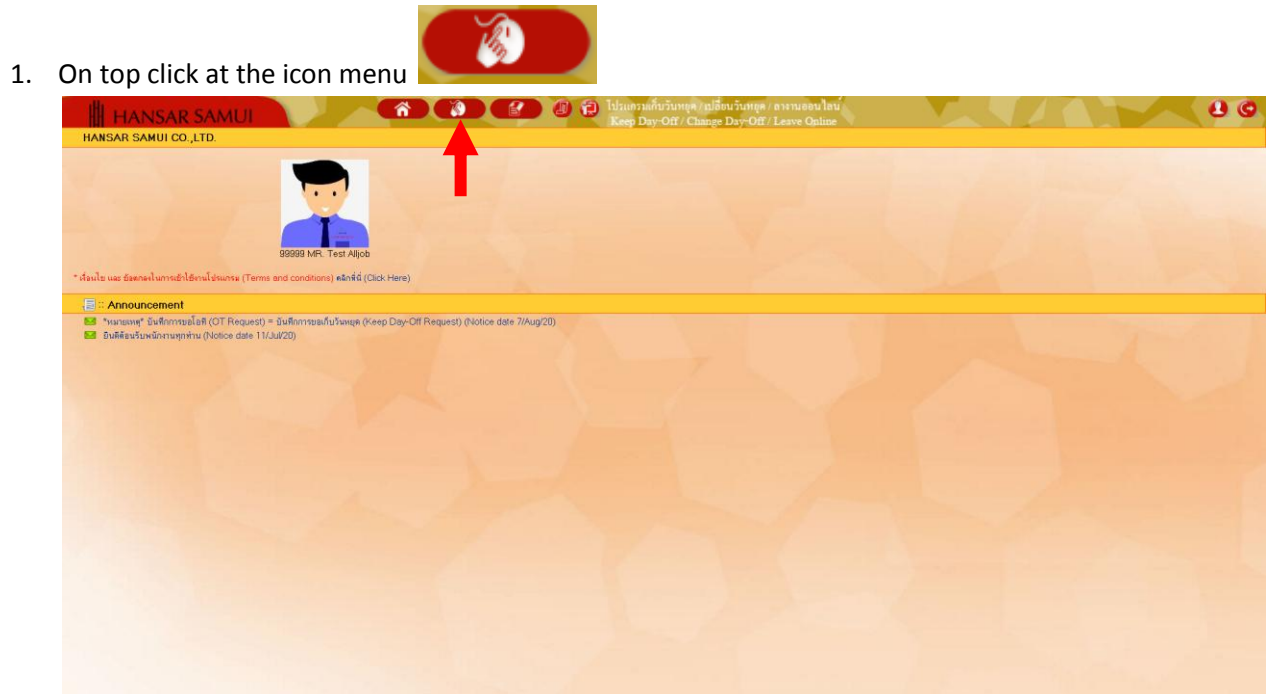
2. After that click at 🔒 Change password

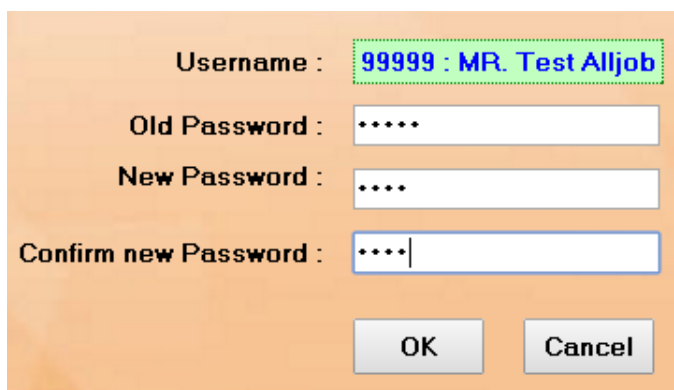3. After that, the system will enter a window for us to change the password.

4. After that, fill in the fields as follows

Username: Do nothing in the system.

Old Password: Please enter the same password first.

New Password: Let us set a new password as we want. (Recommended to be 4 digits to

prevent us from forgetting. And this location password must be remembered.)

Confirm new Password: Please put confirm code. (The code must be the same as the new

password field.)

5. After that click at OK

6. After that click at ตกลง

-- **Finish** --