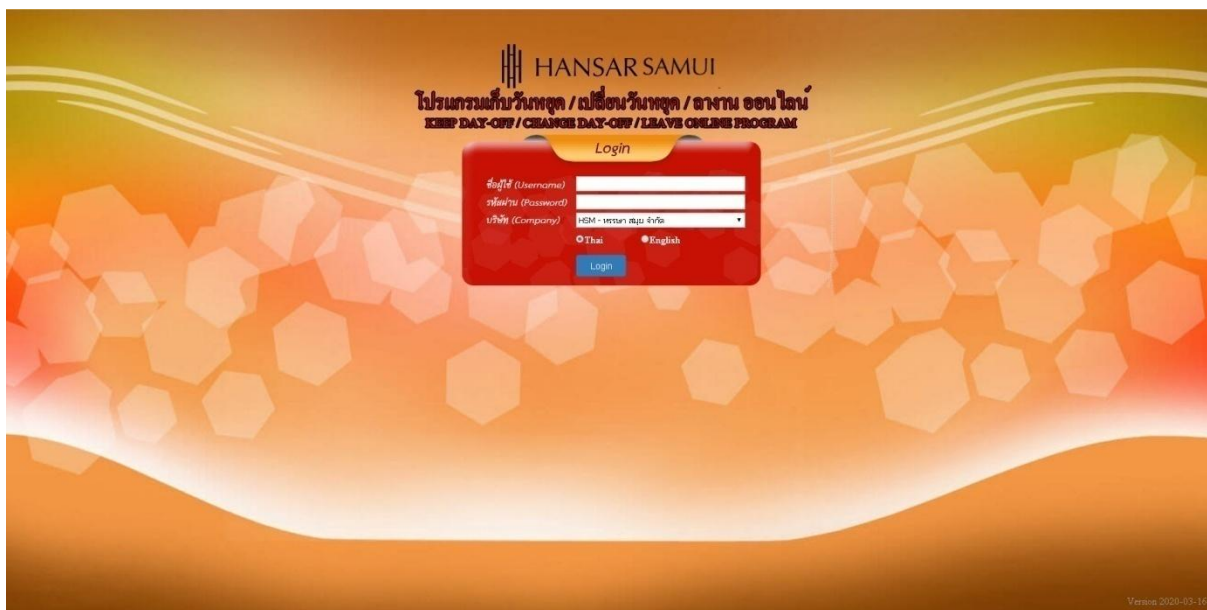




วิธีการเข้าใช้งานโปรแกรมเก็บวันหยุด/เปลี่ยนวันหยุด/ลางาน ออนไลน์ สำหรับพนักงานทั่วไป (ภาษาอังกฤษ)

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



Contents

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

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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.)

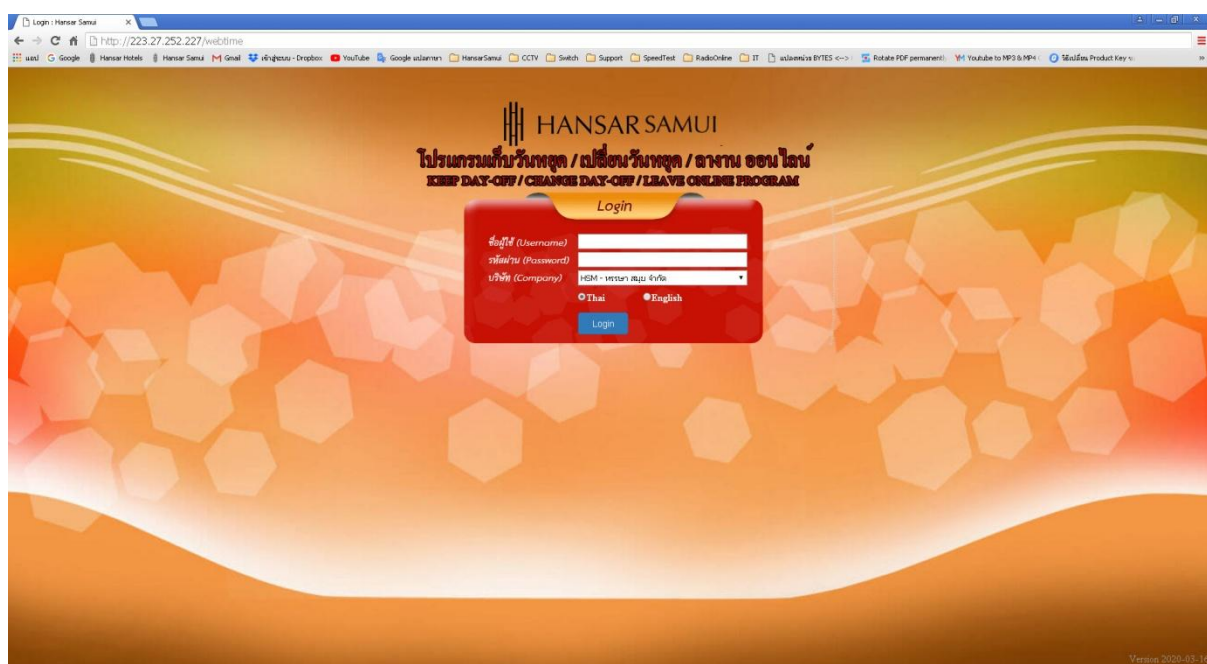
Tiger Web Time Online

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.



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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.

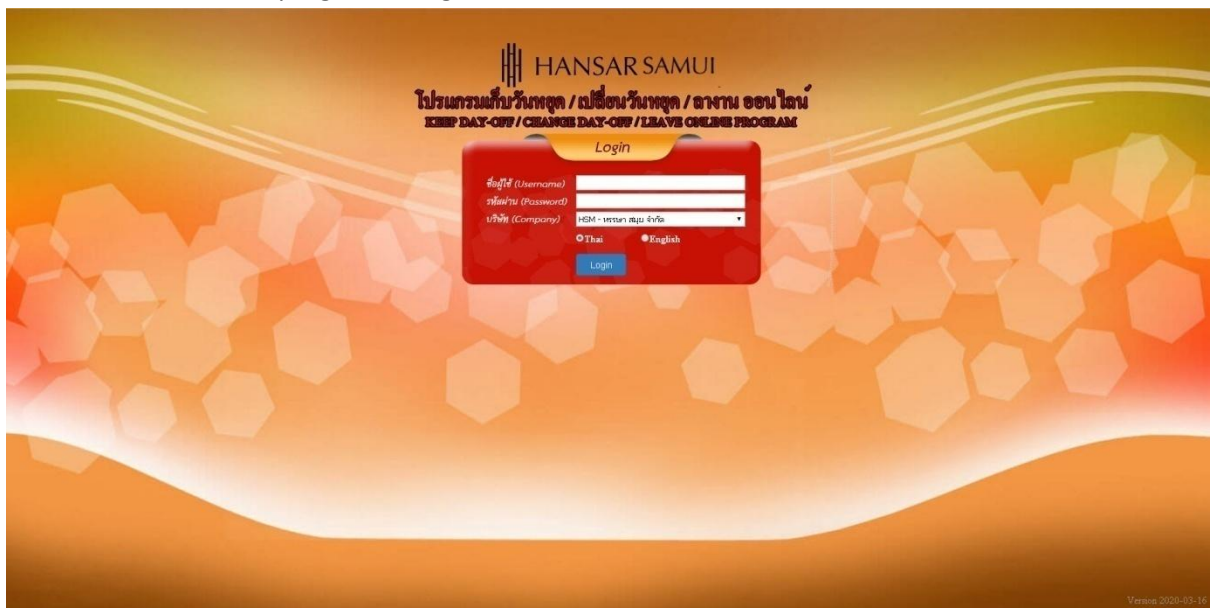
Talk first

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.



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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.

HANSAR SAMUI

โปรแกรมเก็บวันหยุด / เปลี่ยนวันหยุด / ลางาน ออนไลน์
KEEP DAY-OFF / CHANGE DAY-OFF / LEAVE ONLINE PROGRAM

Login

ชื่อผู้ใช้ (Username) 99999

รหัสผ่าน (Password) ****

บริษัท (Company) HSM - HANSAR SAMUI CO.,LTD. ▼

Thai English

Login

[Back to contents](#)Login

3. After that click at



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โปรแกรมเก็บวันหยุด / เปลี่ยนวันหยุด / ลางาน ออนไลน์
KEEP DAY-OFF / CHANGE DAY-OFF / LEAVE ONLINE PROGRAM

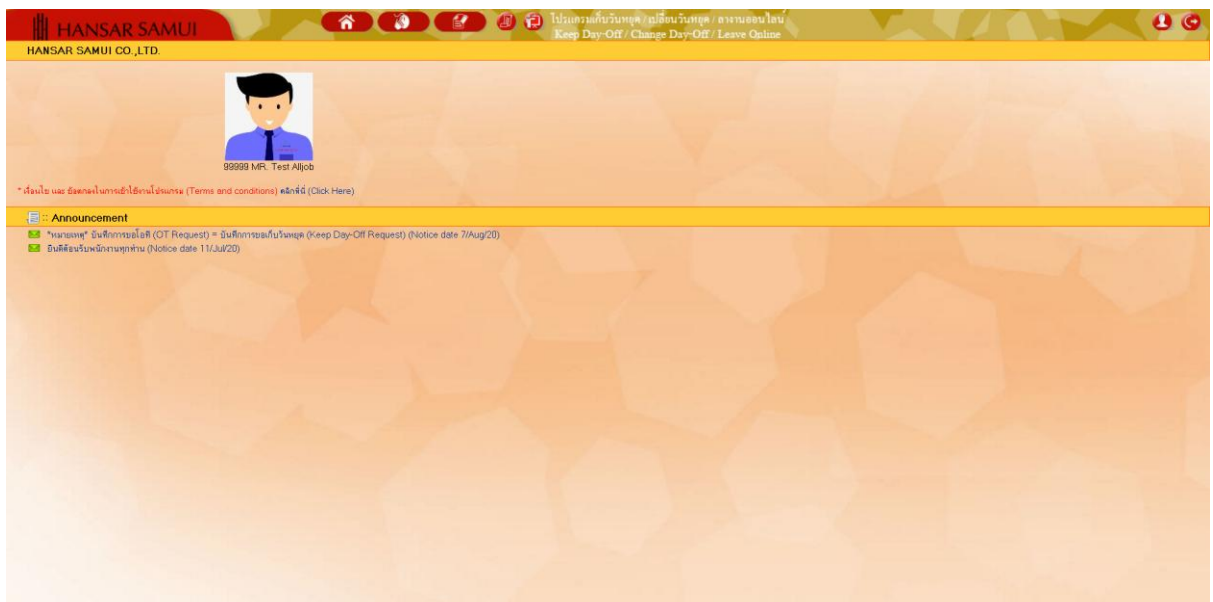
Login

ชื่อผู้ใช้ (Username) 99999
รหัสผ่าน (Password) ****
บริษัท (Company) HSM - HANSAR SAMUI CO.,LTD. ▼

Thai English

Login

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



HANSAR SAMUI
HANSAR SAMUI CO.,LTD.

โปรแกรมเก็บวันหยุด / เปลี่ยนวันหยุด / ลางาน ออนไลน์
Keep Day-Off / Change Day-Off / Leave Online

99999 MR. Test Alljob

* เงื่อนไข และ ข้อกำหนดในการใช้โปรแกรม (Terms and conditions) [คลิกที่นี่ \(Click Here\)](#)

Announcement

- *หมายเหตุ* บันทึกขอขอลา (OT Request) = บันทึกขอเปลี่ยนวันหยุด (Keep Day-Off Request) (Notice date 7/Aug/20)
- บันทึกขอลาวันหยุด (Notice date 11/Jul/20)

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5. See the employee detail at the icon



The screenshot displays the HANSAR SAMUI HR system interface. At the top, there is a navigation bar with the company name "HANSAR SAMUI" and "HANSAR SAMUI CO.,LTD.". Below this, a user profile card is visible, featuring a blue silhouette of a person and the text "99999 MR. Test Alljob". To the right of the profile card, a detailed employee information table is shown:

Employee code	99999
Employee name	MR. Test Alljob
Position name	IT Manager
Section :	POMEC
Department :	Engineering
Level :	4
Joined Date :	11 Mar 2018
Work year :	2/6/22

Below the profile card, there is an "Announcement" section with two items:


- OT Request = Keep Day-Off Request (Notice date 7/Aug/20)
- Notice date 11/Jul/20

A red arrow points to the user profile icon in the top right corner of the interface.

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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.)

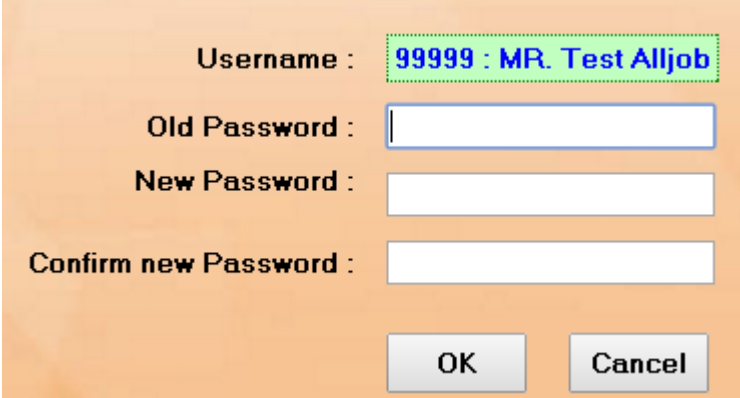
1. On top click at the icon menu 



2. After that click at  Change password



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



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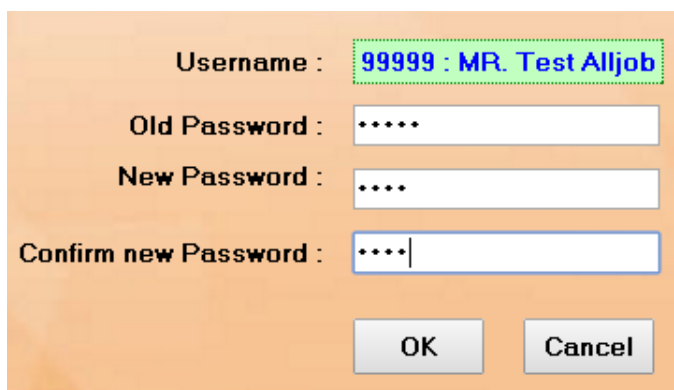
4. After that, fill in the fields as follows

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.)




Username : 99999 : MR. Test Alljob

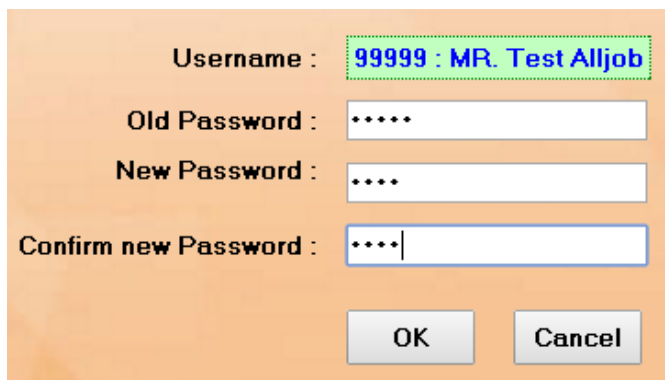
Old Password : *****

New Password : ****

Confirm new Password : ****

OK Cancel

5. After that click at 




Username : 99999 : MR. Test Alljob

Old Password : *****

New Password : ****

Confirm new Password : ****

OK Cancel

6. After that click at 



192.168.10.239 บันทึก:

Save completed.

ตกลง

----- Finish -----