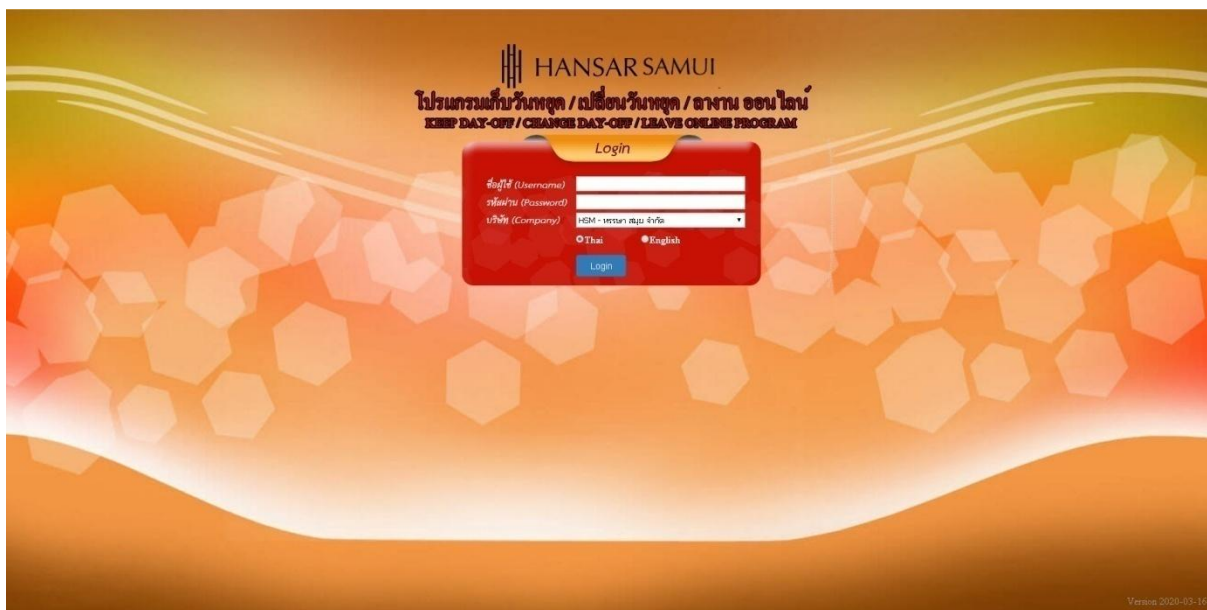คู่มือการใช้โปรแกรมเก็บวันหยุด สำหรับพนักงานทั่วไป (ภาษาอังกฤษ)

MANUAL of Keep Day-Off PROGRAM for Staff (English)

Contents

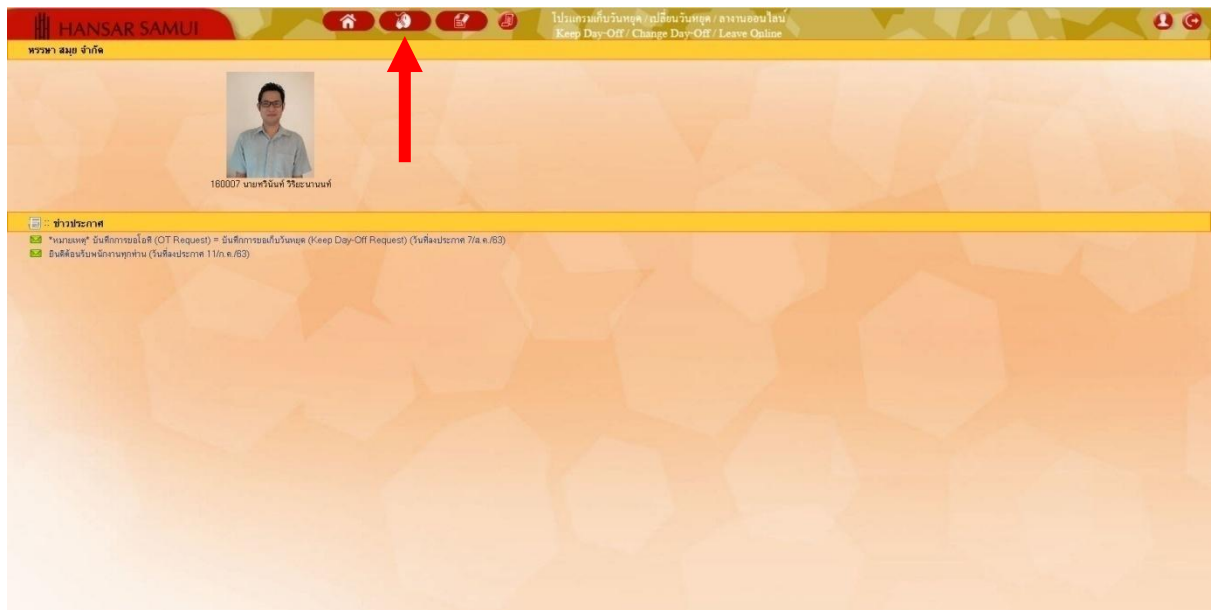(**You can click on a topic and the system will bring up the manual window you want to browse**)

Pages

How to Keep Day-Off
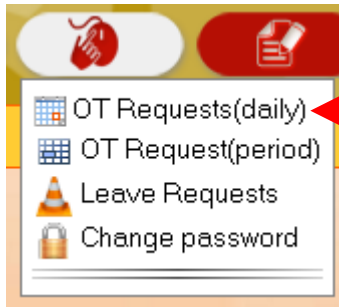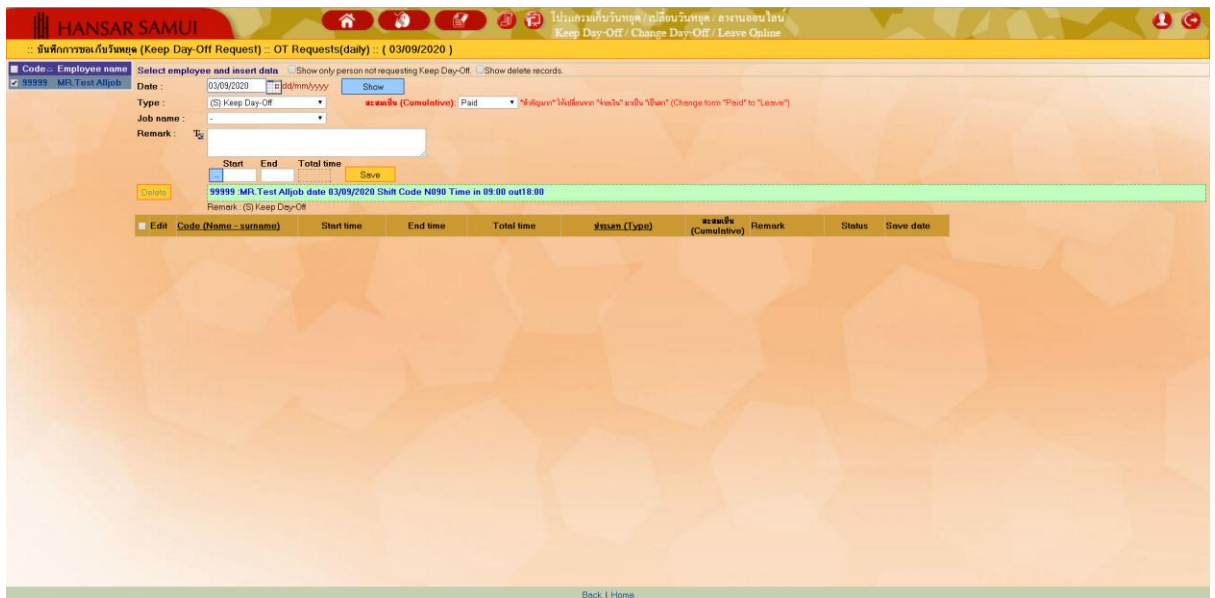
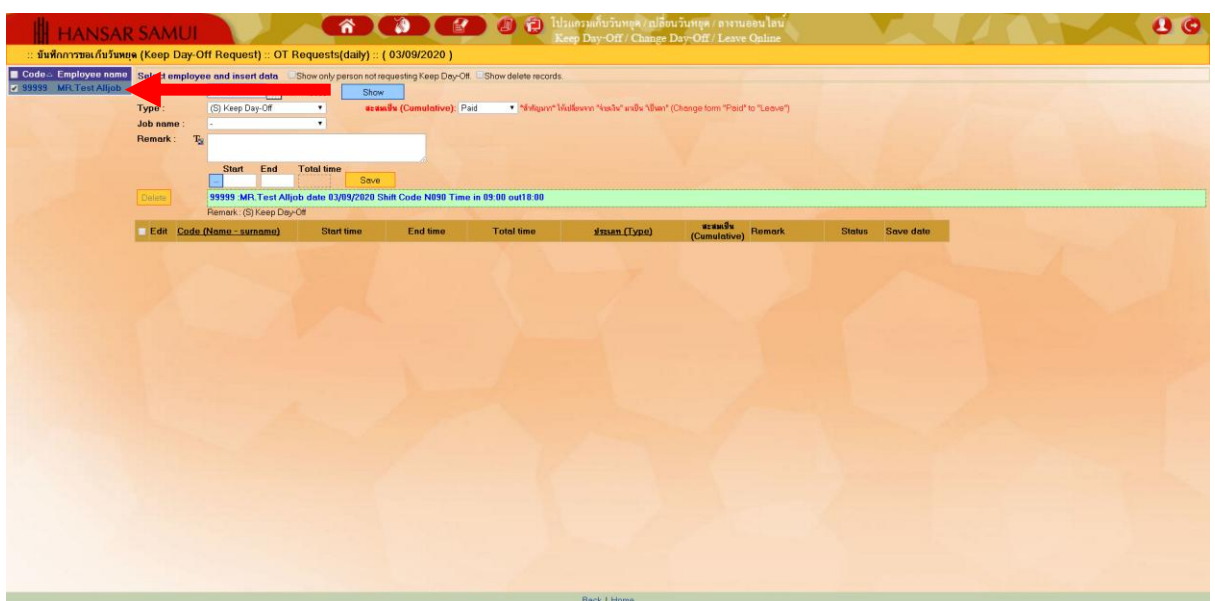1.   On top click at the icon menu

2. After that click at ⊞ OT Requests(daily) = Keep Day-Off Request
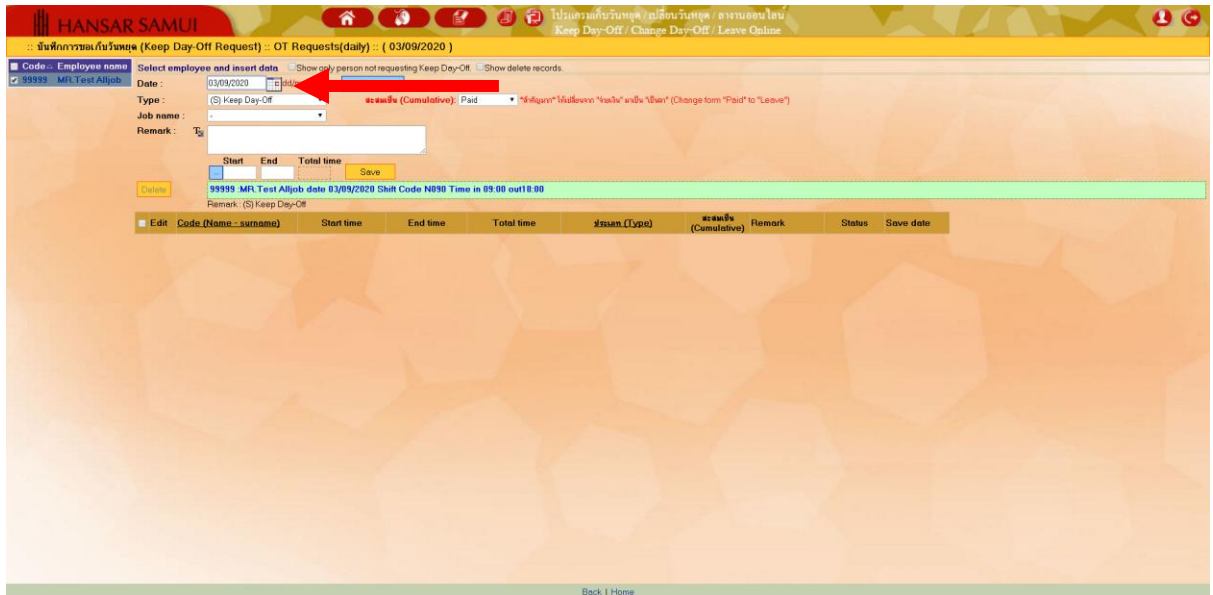

3. As shown in the figure below.

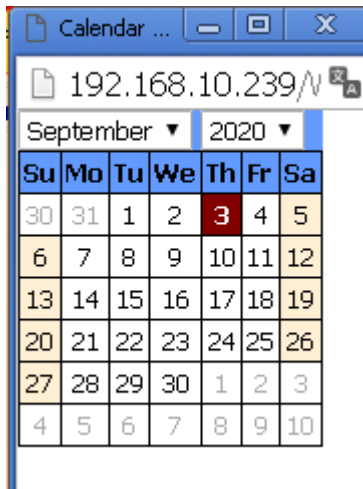4. First time: the employee to click on our name on the corner of left menu first.

5. After that, select the day that we want to collect the holidays. By clicking on the calendar icon

6. After that, choose the day that we will collect the holidays. From the calendar.

7. After that click at **"Show"**.

8. At the **"Type"** This field does not have to be selected. Because the system is located at (S) Keep Day-Off

9. After that at the **"Cumulative"** (This is very important) Choose to change from **"Paid"** to **"Leave"**.

10. After that at **"Job name"** Select a reason for the Keep Day-Off.

11. After that at **"Remark"** If we choose the name of the job from the box above as other (Please specify at the remarks) Let us type a reason into this box. But if selected from the job title you can skip this box.

12. After that at the channel

Start: Let us type the time to start working.

End: Let us type the time at the end of the work.

Total Time: The system will automatically calculate the duration of Keep Day-Off for us.

(Usually, this box must include 9 Hours of work time to equal 1 day.)

13. When everything is in complete, press the button

14. After that system will pop-up show **"Save complete"** Please click at

15. After that, the system will show that Has sent an email to your department head to approve the request to collect holidays, then click on **"Close"**.

16. Our Keep Day-Off request system will be displayed as a list.

Meaning of each channel

   Edit = For Edit Keep Day-Off

   Code (Name - surname) = Show staff ID, Name of Staff and Surname of Staff

   Start time = Start time for Keep Day-Off

   End time = Finish time for Keep Day-Off

   Total time = Total time for Keep Day-Off

   ประเภท **(Type)** = Show Keep Day-Off type abbreviations. (S = Keep Day-Off)

   สะสมเป็น (**Cumulative)** = Must show "Comp.time" only (If don't show up like this,

you must delete the item and then make new again)

   Remark = the reason for requesting an Keep Day-Off record

   Status = It informs us that has your department head approved your request?

   Save date = as to inform that on what date were our worksheets saved and who

saved them?

How to Edit Keep Day-Off (Amendments can be revised only before the head of department approve only. If the department head approves it, it cannot be modified. Notify the HR department to delete our worksheet first Then key into the new system)

17. First time, you can click at **"Edit"** at the worksheet that we want to edit first.

18. Employees will be able to edit.

But will not be able to edit every channel Employees will be able to edit as follows.

Start time: Can edit start time

End time: Can edit end time

Remark: Can edit remark

In addition, it cannot be edited. But if there is an error in another channel Employees can delete the worksheet and then re-key.

19. After edit complete you can click at

How to Delete Keep Day-Off (Can be deleting only before the head of department approve only. If the department head approves it, it cannot be deleting. Notify the HR department to delete our worksheet first Then key into the new system)

20. First, we have to tick the tick in the first box of the worksheet that we want to delete first. ✔

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเป็น (Cumulative)	Remark	Status	Save date
☑ Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob
					Remark : (S) Keep Day-Off					

21. After that click at **Delete** at the top.

Select employee and insert data ☐ Show only person not requesting Keep Day-Off. ☐ Show delete records.

Date : 16/08/2020 📅 dd/mm/yyyy [Show]

Type : (S) Keep Day-Off ▼   สะสมเป็น (Cumulative): Leave ▼ *สำคัญมาก* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : โอนยกเลิกวันหยุด - Cancel Da ▼

Remark : T₂

	Start	End	Total time	
...	09:00	18:00	09:00	Save

[Delete] 99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00
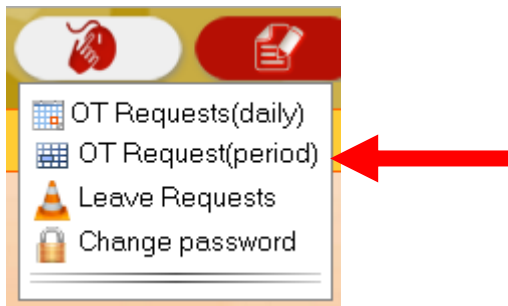
Remark : (S) Keep Day-Off

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเป็น (Cumulative)	Remark	Status	Save date
☑ Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob
					Remark : (S) Keep Day-Off					

22. When the system shows that **"Confirm delete?"** click at [ตกลง]

192.168.10.239 บอกว่า: ✕

Confirm delete?

[ตกลง]   [ยกเลิก]

23. Worksheet that we want to delete. Will be deleted from our list of items.

How to check if there are any outstanding days in the system?

Because if we key the work for a specific Keep Day-Off key. Will find that when we finish the key and exit the system, but when we enter again Returned to find that the work that we key was missing I must first say that the worksheet that we key has not disappeared, it is still only that we do not see. Caused by the following reasons.

Sample, we test to key Keep Day-Off at date 25/08/2563

But if we leave and re-enter, we will see that the work that we have keyed is lost.

The cause is due to the current show date that we entered. Does not match the date we key into the system which we keep Day-Off on 25/08/2563, if the date of the show is another day, it will not see our worksheet.

We have to change the date to one day, month, year, the same year that the key keeps the holidays. To see our worksheet.

But!!!! If we can't remember that we key to collect the Keep Day-Off on which day and do not need to panic can check it. In the following way.

1. Click at After that click at **"OT Request(period)"**.

2. After that **"Date"** put **01/01/XXXX** can go into the white box.
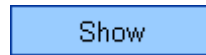   By XXXX that is, the current year, for example this year, must be put as 2563

3. After that **"To"** put **31/12/XXXX** can go into the white box.
   By XXXX is, the current year, for example this year, must be put as 2563

4. After that click at Show

5. Only this during the days / months / years that we choose if the Keep Day-Off key on which day. Will show up immediately to show us.

-- **Finish** ---