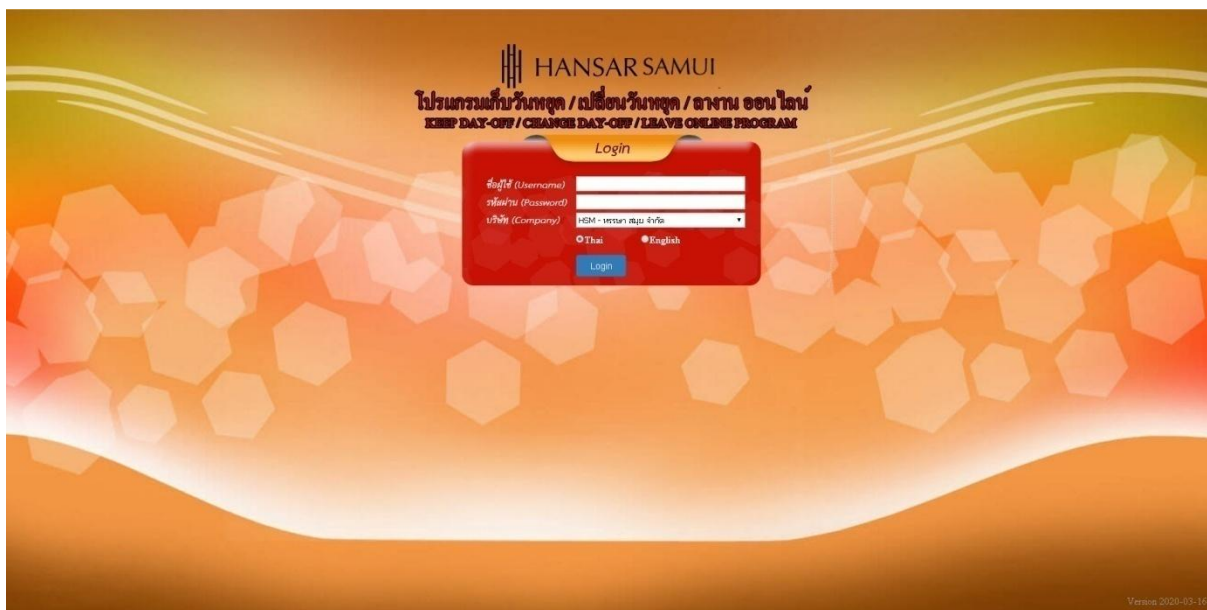




คู่มือการใช้โปรแกรมเก็บวันหยุด สำหรับพนักงานทั่วไป (ภาษาอังกฤษ)

**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)

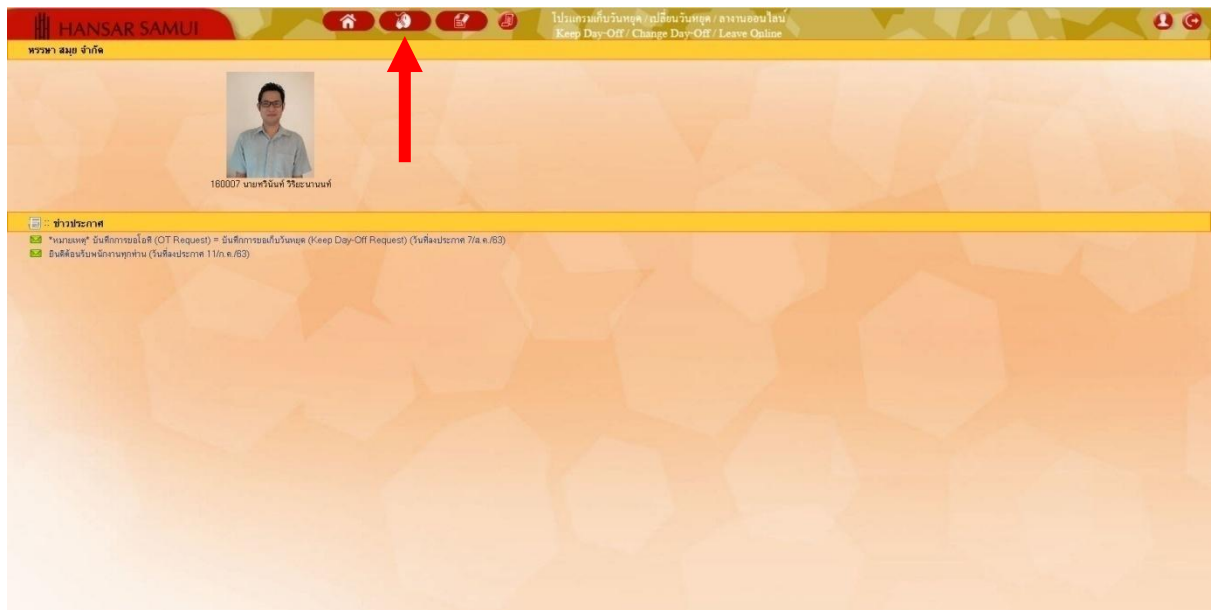
	<b>Pages</b>
<a href="#">How to Keep Day-Off</a>	3
<a href="#">How to Edit Keep Day-Off</a>	11
<a href="#">How to Delete Keep Day-Off</a>	12
<a href="#">How to check if there are any outstanding days in the system?</a>	14

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## How to Keep Day-Off

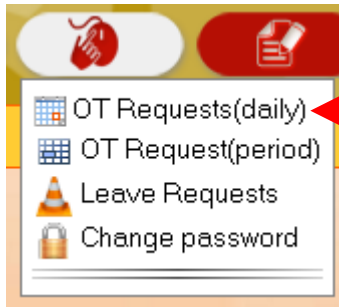


1. On top click at the icon menu

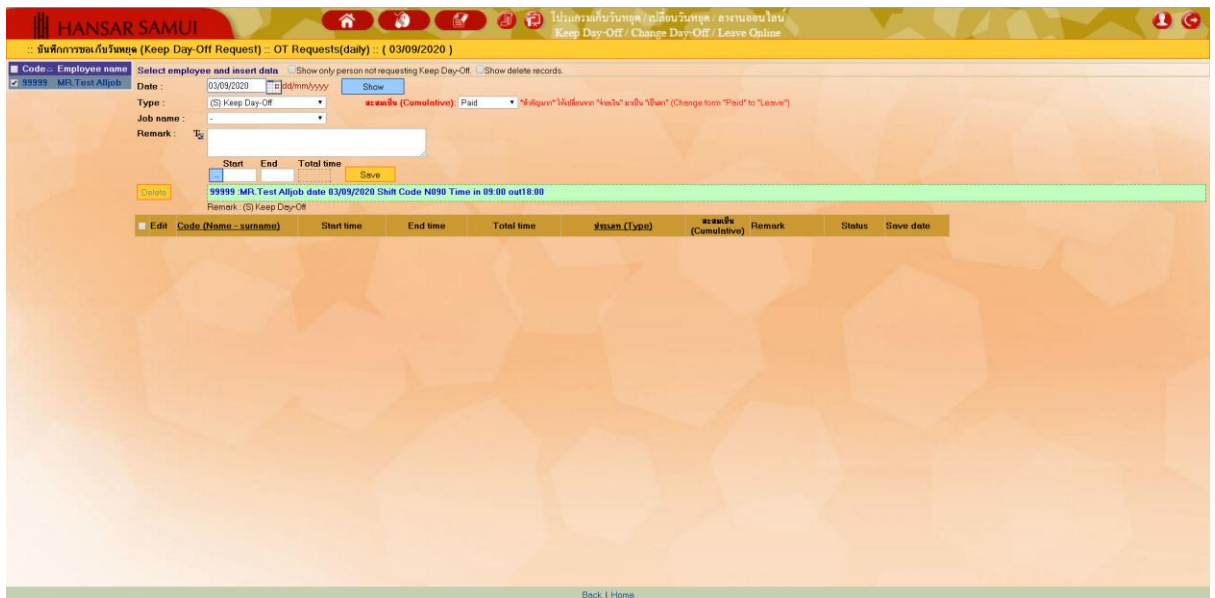


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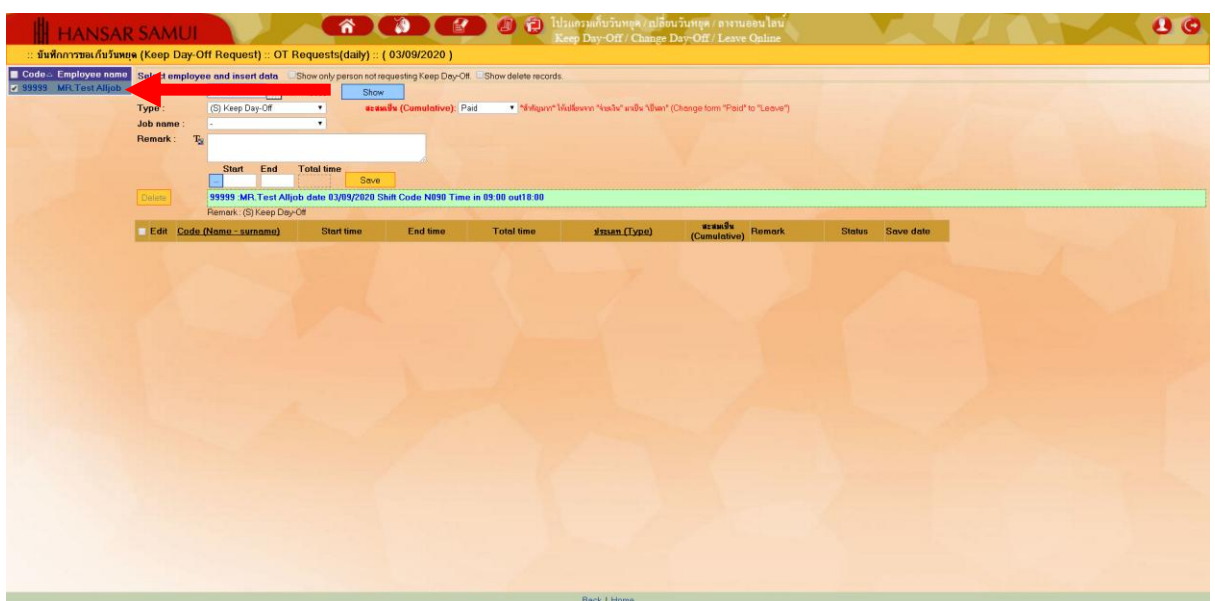
2. After that click at  OT Requests(daily) = Keep Day-Off Request




3. As shown in the figure below.

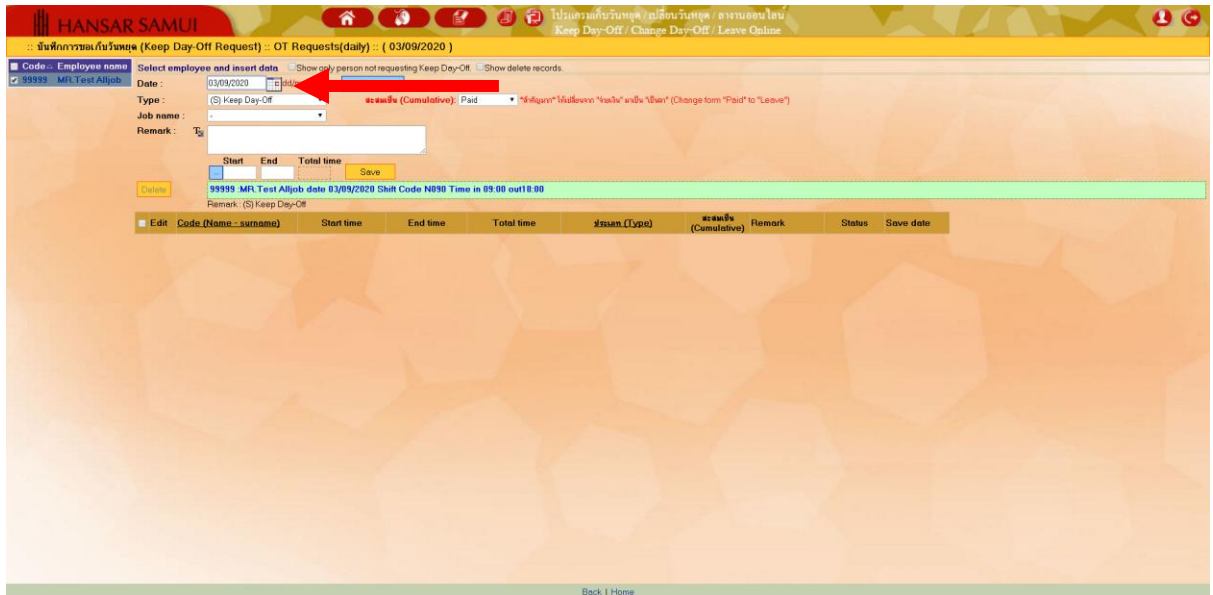


4. First time: the employee to click on our name on the corner of left menu first.



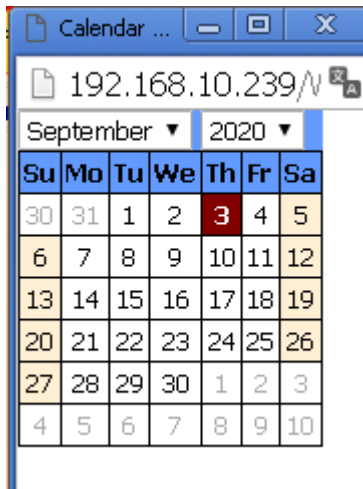
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5. After that, select the day that we want to collect the holidays. By clicking on the calendar icon 



The screenshot shows the 'Keep Day-Off Request' form in the HANSAR SAMUI system. The form includes fields for 'Date' (03/09/2020), 'Type' (Keep Day-Off), and 'Job name'. A red arrow points to the 'Date' field. Below the form is a table with columns: Edit, Code, Name (surname), Start time, End time, Total time, ประเภท (Type), สะสม (Cumulative), Remark, Status, and Save date. The table contains one entry for '99999 MR.Test Alljob date 03/09/2020 Shift Code N090 Time in 09:00 out18:00'.

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



The screenshot shows a Windows calendar application for September 2020. The date '3' (Thursday) is highlighted in red, indicating the selected day for collecting holidays.

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10

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

The screenshot shows the HANSAR SAMUI system interface for 'Keep Day-Off Request'. The form includes fields for 'Code', 'Employee name', 'Date' (16/08/2020), 'Type' ((S) Keep Day-Off), 'Job name', and 'Remark'. A red arrow points to the 'Show' button. Below the form, there is a table with columns: Edit, Code (Name - surname), Start time, End time, Total time, ประเภท (Type), ระยะเวลา (Cumulative), Remark, Status, and Save date. The table contains one entry: 99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00. Remark: (S) Keep Day-Off.

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

The screenshot shows the HANSAR SAMUI system interface for 'Keep Day-Off Request'. The form includes fields for 'Date' (16/08/2020), 'Type' ((S) Keep Day-Off), 'Job name', and 'Remark'. A red arrow points to the 'Type' field. Below the form, there is a table with columns: Start, End, Total time, and Save. The table contains one entry: 99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00. Remark: (S) Keep Day-Off.

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

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 **สะสมเงิน (Cumulative):** Paid \*ถ้าคำนวณ\* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : - **Leave** ←

Remark :

Start End Total time Save

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

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

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 **สะสมเงิน (Cumulative):** Leave \*ถ้าคำนวณ\* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : - **มีแขกในงานแต่งงาน** ←

Remark :

Start End Total time Save

Delete 99999 MR.Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00

Edit	Code	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
------	------	----------	------------	---------------	-----------------------	--------	--------	-----------

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.

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 **สะสมเงิน (Cumulative):** Leave \*ถ้าคำนวณ\* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : **มีแขก (ไปร่วมงานแต่งงาน) - Ot**

Remark :  Many guest ←

Start End Total time 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)	สะสมเงิน (Cumulative)	Remark	Status	Save date
------	-----------------------	------------	----------	------------	---------------	-----------------------	--------	--------	-----------

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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.)

Start	End	Total
09:00	18:00	09:00

13. When everything is in complete, press the button

Save

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 **สะสมเงิน (Cumulative):** Leave \*จำกัดเวลา\* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เงินขาด" (Change form "Paid" to "Leave")

Job name : โดนยกเลิกวันหยุด - Cancel Ds

Remark :

Start	End	Total
09:00	18:00	09:00

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)	สะสมเงิน (Cumulative)	Remark	Status	Save date

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

ตกลง

192.168.10.239 บอกว่า:

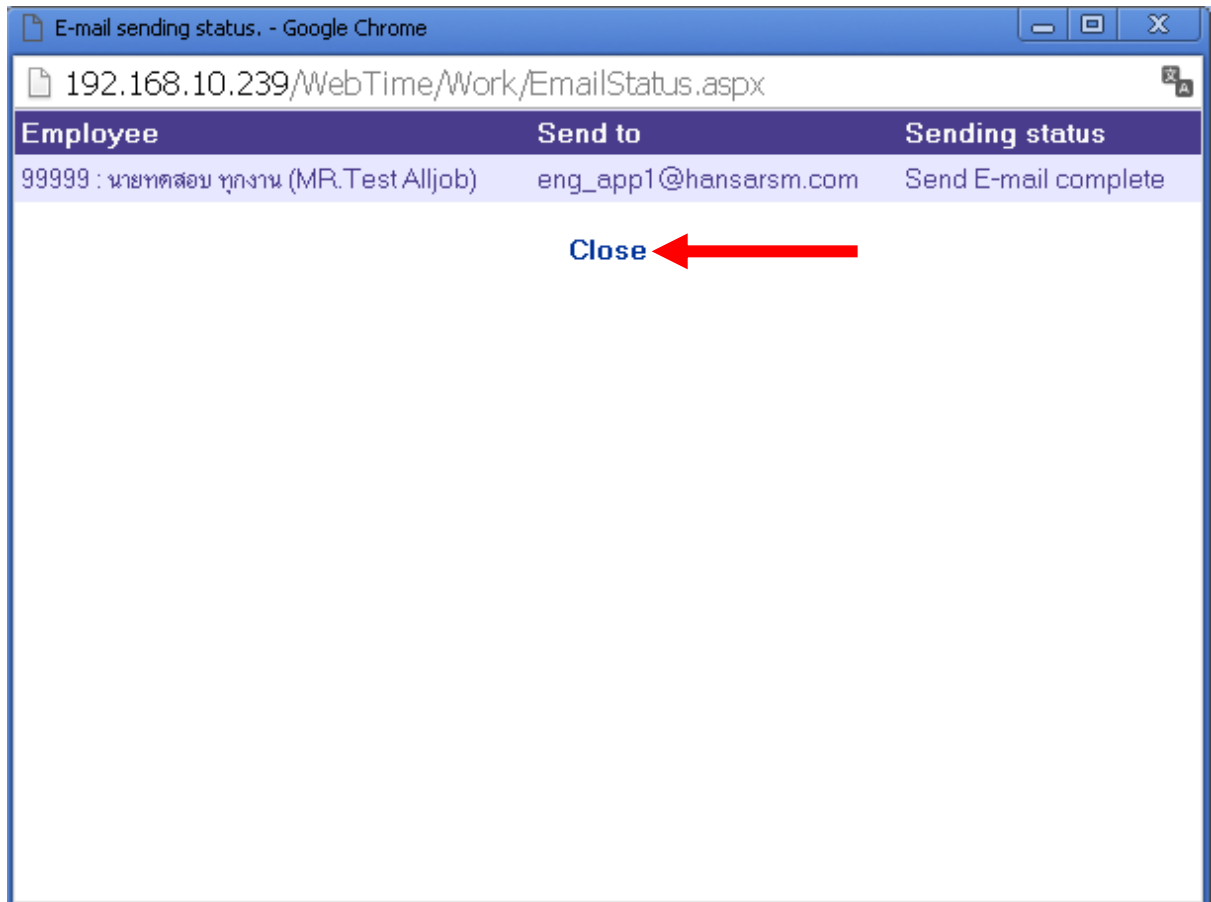
Save completed.

ตกลง



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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”**.



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

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

Date : 16/08/2020  dd/mm/yyyy

Type : (S) Keep Day-Off  Leave  \*ตั้งค่ารายการให้เปลี่ยนจาก 'จ่ายเงิน' มาเป็น 'เงินลา' (Change form 'Paid' to 'Leave')

Job name : โดเมนหลักทั้งหมด - Cancel De

Remark :

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

99999 MR. Test Alljob date 16/08/2020 Shift Code N090 Time in 09:00 out18:00

Remark : (S) Keep Day-Off

<input type="checkbox"/> Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเป็น (Cumulative)	Remark	Status	Save date
<input type="checkbox"/> Edit	99999 MR. Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	31Sep/20 10:37 Test Alljob

Remark : (S) Keep Day-Off

### 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?

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**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.

The screenshot shows the 'Select employee and insert data' form. At the bottom, there is a table with the following data:

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input type="checkbox"/> Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob

18. Employees will be able to edit.

The screenshot shows the same table as above, but the 'Edit' button is now disabled and replaced with 'OK Cancel'.

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input type="checkbox"/> OK Cancel	99999 MR.Test Alljob	09:00	18:00	09:00	(S) Keep Day-Off	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob

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 **OK**

The screenshot shows the same table as above, with the 'OK Cancel' button highlighted by a red arrow.

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input type="checkbox"/> OK Cancel	99999 MR.Test Alljob	09:00	18:00	09:00	(S) Keep Day-Off	Comp.time		Waiting no.1	3/Sep/20 10:37 Test Alljob

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**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. 

<input type="checkbox"/>	Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input checked="" type="checkbox"/>	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

Type : (S) Keep Day-Off  สะสมเงิน (Cumulative): Leave \*จำกัดเวลา\* ให้เปลี่ยนจาก "จ่ายเงิน" มาเป็น "เป็นลา" (Change form "Paid" to "Leave")

Job name : 10พนักงานหยุด - Cancel De

Remark :

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

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

<input type="checkbox"/>	Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสมเงิน (Cumulative)	Remark	Status	Save date
<input checked="" type="checkbox"/>	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

192.168.10.239 บอกว่า:

Confirm delete?



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## 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

OT Requests(daily) :: ( 25/08/2020 )

Select employee: 99999 MR.Test Alljob

Date: 25/08/2020

Type: (S) Keep Day-Off

Job name: ไร้มูลค่า - Cancel De

Remark: T

Start: 09:00, End: 18:00, Total time: 09:00

99999 MR.Test Alljob date 25/08/2020 Shift Code N090 Time in 09:00 out18:00

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสม (Cumulative)	Remark	Status	Save date
<input type="checkbox"/>	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:47

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

OT Requests(daily) :: ( 03/09/2020 )

Select employee: 99999 MR.Test Alljob

Date: 03/09/2020

Type: (S) Keep Day-Off

Job name: -

Remark: T

Start: 09:00, End: 18:00, Total time: 09:00

99999 MR.Test Alljob date 03/09/2020 Shift Code N090 Time in 09:00 out18:00

Edit	Code (Name - surname)	Start time	End time	Total time	ประเภท (Type)	สะสม (Cumulative)	Remark	Status	Save date
------	-----------------------	------------	----------	------------	---------------	-------------------	--------	--------	-----------

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.

Date : 29/09/2020

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

Date : 25/08/2020 dd/mm/yyyy

บันทึกการขอวันหยุด (Keep Day-Off Request) :: OT Requests(daily) :: ( 25/08/2020 )

Code - Employee name: 99999 MR.Test Alljob

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

Date: 25/08/2020 dd/mm/yyyy Show

Type: (S) Keep Day-Off สะสม (Cumulative) Paid \*หักจาก\* วันหยุดปกติ \*คงเหลือ\* วันหยุด (Change form "Paid" to "Leave")

Job name: .

Remark: Tg

Start End Total time Save


Delete 99999 MR.Test Alljob date 25/08/2020 Shift Code N090 Time in 09:00 out 18:00

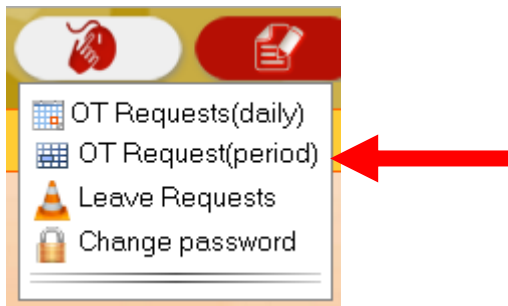
Remark: (S) Keep Day-Off

Edit	Code (Name - Remark)	Start time	End time	Total time	Shift Code	สะสม (Cumulative)	Remark	Status	Date
Edit	99999 MR.Test Alljob	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:47 Test Alljob

Remark: (S) Keep Day-Off

**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)".



OT Requests(daily)

OT Request(period)

Leave Requests

Change password

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

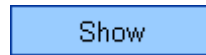
Date : 1/01/2020 dd/mm/yyyy

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

To : 31/12/2020 dd/mm/yyyy

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4. After that click at



:: บันทึกการขอเก็บวันหยุด (Keep Day-Off Request) :: OT Request(period) :: ( 1/01/2020 - 03/09/2020 )

Code: Employee name Select employee and insert data Show only person not requesting Keep Day-Off Show delete records.

99999 MR.Test Alljob Date: 1/01/2020 To: 31/12/2020 Show

Type: (S) Keep Day-Off Remark: (Cumulative) Paid \*ใช้ข้อมูล\* ให้เลือก \*ค่าเงิน\* หรือ \*เงิน\* (Change form "Paid" to "Leave")

Job name: Remark: T

Start End Total time Save

Delete 99999 MR.Test Alljob date 01/01/2020 Shift work not set.

Edit	Code (Name - surname)	Date	Start time	End time	Total time	ประเภท (Type)	สะสม (Cumulative)	Remark	Status	Save date
	99999 MR.Test Alljob	2 Sep 20 [Wed]	09:00	18:00	09:00	S	Comp.time		Not Approved	29/Aug/20 16:18 Test Alljob
	99999 MR.Test Alljob	30 Aug 20 [Sun]	09:00	18:00	09:00	S	Comp.time		Not Approved	29/Aug/20 15:22 Test Alljob
	99999 MR.Test Alljob	27 Aug 20 [Thu]	09:00	18:00	09:00	S	Comp.time		Not Approved	26/Aug/20 15:18 Test Alljob
	99999 MR.Test Alljob	26 Aug 20 [Wed]	09:00	18:00	09:00	S	Comp.time		Approved	21/Aug/20 09:28 Test Alljob
Edit	99999 MR.Test Alljob	25 Aug 20 [Tue]	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:47 Test Alljob
	99999 MR.Test Alljob	24 Aug 20 [Mon]	09:00	18:00	09:00	S	Comp.time		Not Approved	21/Aug/20 15:30 Test Alljob

Remark: (S) Keep Day-Off

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.

:: บันทึกการขอเก็บวันหยุด (Keep Day-Off Request) :: OT Request(period) :: ( 1/01/2020 - 03/09/2020 )

Code: Employee name Select employee and insert data Show only person not requesting Keep Day-Off Show delete records.

99999 MR.Test Alljob Date: 1/01/2020 To: 31/12/2020 Show

Type: (S) Keep Day-Off Remark: (Cumulative) Paid \*ใช้ข้อมูล\* ให้เลือก \*ค่าเงิน\* หรือ \*เงิน\* (Change form "Paid" to "Leave")

Job name: Remark: T

Start End Total time Save

Delete 99999 MR.Test Alljob date 01/01/2020 Shift work not set.

Edit	Code (Name - surname)	Date	Start time	End time	Total time	ประเภท (Type)	สะสม (Cumulative)	Remark	Status	Save date
	99999 MR.Test Alljob	2 Sep 20 [Wed]	09:00	18:00	09:00	S	Comp.time		Not Approved	29/Aug/20 16:18 Test Alljob
	99999 MR.Test Alljob	30 Aug 20 [Sun]	09:00	18:00	09:00	S	Comp.time		Not Approved	29/Aug/20 15:22 Test Alljob
	99999 MR.Test Alljob	27 Aug 20 [Thu]	09:00	18:00	09:00	S	Comp.time		Not Approved	26/Aug/20 15:18 Test Alljob
	99999 MR.Test Alljob	26 Aug 20 [Wed]	09:00	18:00	09:00	S	Comp.time		Approved	21/Aug/20 09:28 Test Alljob
Edit	99999 MR.Test Alljob	25 Aug 20 [Tue]	09:00	18:00	09:00	S	Comp.time		Waiting no.1	3/Sep/20 10:47 Test Alljob
	99999 MR.Test Alljob	24 Aug 20 [Mon]	09:00	18:00	09:00	S	Comp.time		Not Approved	21/Aug/20 15:30 Test Alljob

Remark: (S) Keep Day-Off

----- Finish -----