



**REPORT SET  
OF  
WEB BASED  
LEAVE MANAGEMENT  
SOFTWARE**

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## INTRODUCTION:

Leave Management System enables you to get the status of the leave, view daily attendance record, and to apply for leaves.

It facilitates you to:

- Submit the online request for leave application.
- Check the applied leave status and the leave balance.
- View the list of holidays offered by the company.
- View attendance record.

This application allows the following different types of user with different privileges:

- USER
- SUPER USER(REPORTING USER)
- ADMIN

➤ **USER** is created by ADMIN. a user can:

- Apply leave online to his/her Super User (Reporting User).
- Check their attendance.
- View holidays defined by the company.

➤ **SUPER USER** has the authority to approve/reject leaves and check monthly reports of the users who reports to him/her.

- **ADMIN** is a system defined user and has the following rights, he can:
  - Approve/reject leaves of any user.
  - Create/delete/update user's account that access leave management system.
  - Create user accounts through excel sheet dynamically.

### **Working of Online Leave Management System:**

- Initially, admin will create the users according to the hierarchy, who will then have access to the Leave Management System. All the employees will be USERS; Reporting Manager will be given SUPER USER's rights depending upon the hierarchy.
- Super Users can view employee details who reports to him/her.
- Users can apply leaves online.
- They can view holidays of the current calendar year.
- They can check status of the applied leaves, whether it has been approved or not.
- They can check their attendance record in calendar or grid view.
- Option to change the password.

### **URL for Login of USER/SUPER USER/GATE USER/ADMIN:**

**Run** the browser (for e.g., internet explorer) and type **http://<IPofPC>\*/lms** in the address bar.

**\*<IP of PC> is the IP on which LMS Application is installed.**

**Eg: http://192.168.0.112/LMS**

Leave/OD Management System

**User Login**

User Login ID   
 Password   
   
[Forgot Password](#) [Admin Login](#)

[News & Events](#)  
[Dos and Don'ts of Workplace Decorum](#)  
[Star Link Leave Policy](#)  
[Conveyance Reimbursement Policy](#)

Star Link Communication Pvt. Ltd.  
 D-88/4, OKHLA PHASE 1  
 NEW DELHI - 110020  
 Licence No.:-2006070501  
 Licence type: Customized For STAR LINK

## 1. USER

When the User logs in to Leave Management System, the following Attendance page will open.

Select the “from date” and the “to date” for the period you wish to see the attendance and press the go button. It can be seen in GRID VIEW OR CALENDER VIEW. In calendar view user can view the attendance for full month.

<NOTE: The image shown below is only for reference.>

**WELCOME SOURAV PRASAD**  
**USER**

**Employee Attendance** Grid View Calendar View  
 For Month:  \*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1 Status: WO
2 In : 08:56 Out: 17:33 Status: P	3 In : 08:55 Out: 17:32 Status: P	4 In : 08:52 Out: 17:34 Status: P	5 In : 08:58 Out: 17:48 Status: P	6 In : 09:00 Out: 17:35 Status: P	7 In :10:10 (LA) Out: 17:37 Status: P	8 Status: WO
9 In : 08:52 Out: 17:34 Status: P	10 In : 08:58 Out: 17:35 Status: P	11 In : 08:51 Out: 17:34 Status: P	12 In : 08:51 Out: 17:35 Status: P	13 In : 09:01 Out: 17:32 Status: P	14 Status: WO	15 Status: WO
16 In : 08:59 Out: 17:33 Status: P	17 In : 08:59 Out: 13:34 (EO) Status: P	18 Status: A	19 Status: A	20 Status: A	21 Status: A	22 Status: WO
23 Status: A	24 Status: A	25 Status: A	26 Status: A	27 Status: A	28 Status: A	29 Status: WO
30 Status: A						

**Present:13**    **Leave:0**    **Holiday:0**    **Week Off:6**    **Absent:11**    **Late:1**    **Total Days:30**

Home Page – Leave Management System

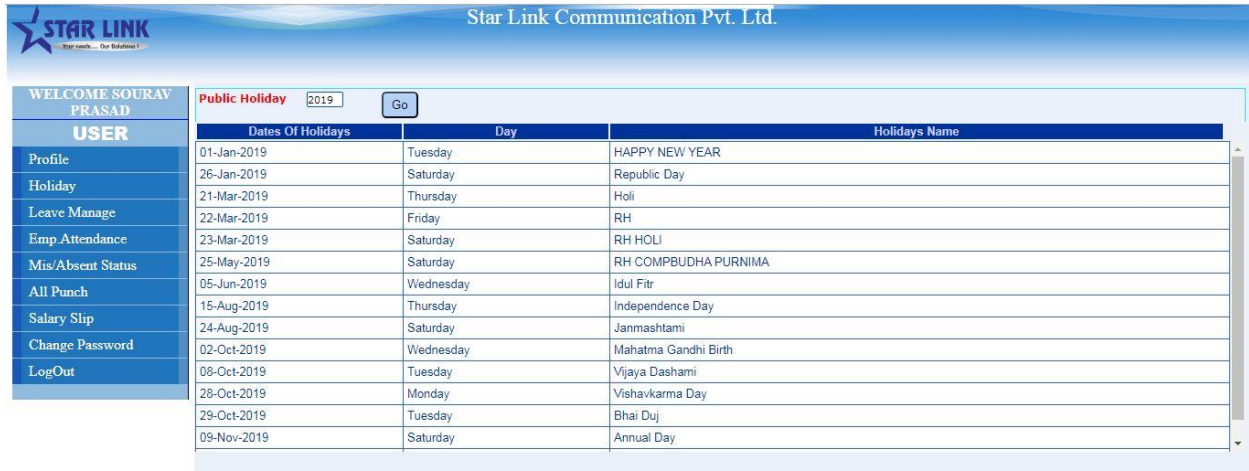
- **Profile:** From this User can browse photo and then upload photo.



Profile Page – Leave Management System

- **Holiday:** When you click on the link 'Holiday', the list of holidays, which is saved in Star Time Office software will appear as per assigned by the company.

<NOTE: Different holidays can be set for different locations or departments or their combinations.>



	Dates Of Holidays	Day	Holidays Name
Profile	01-Jan-2019	Tuesday	HAPPY NEW YEAR
Holiday	26-Jan-2019	Saturday	Republic Day
Leave Manage	21-Mar-2019	Thursday	Holi
Emp Attendance	22-Mar-2019	Friday	RH
Mis/Absent Status	23-Mar-2019	Saturday	RH HOLI
All Punch	25-May-2019	Saturday	RH COMPBUDHA PURNIMA
Salary Slip	05-Jun-2019	Wednesday	Idul Fitr
Change Password	15-Aug-2019	Thursday	Independence Day
LogOut	24-Aug-2019	Saturday	Janmashtami
	02-Oct-2019	Wednesday	Mahatma Gandhi Birth
	08-Oct-2019	Tuesday	Vijaya Dashami
	28-Oct-2019	Monday	Vishavkarma Day
	29-Oct-2019	Tuesday	Bhai Duj
	09-Nov-2019	Saturday	Annual Day

Public Holiday List Page - Leave Management System

- **Leave Manage:**

**Application-** To apply Leave, click on Leave Application menu. In this page, the user has to fill the application for the leave. Select the 'from date', 'to date' and the leave type that you want to apply for, for e.g., EL, CL etc. Now select the leave duration for e.g., full day/half day and then mention the reason. You can also provide Contact no. during leave and finally submit the leave application. After leave submission is done successfully, a message will appear on the screen indicating that your leave application has been submitted. User can apply two different types of half day leave from LMS.



Star Link Communication Pvt. Ltd.

WELCOME SHUBHAM KUMAR VERMA

USER

Profile  
Holiday  
Leave Manage  
Emp Attendance  
Mis/Absent Status  
All Punch  
Salary Slip  
Change Password  
LogOut

Application Status Balance

Leave Application

PayCode : 00000194

From Date : From Date \*

To Date : To Date \*

Leave Type/Code : L01 - CASUAL LEAVE (CL) - 5.5

Leave Duration : Full Day

Reason : Reason should be within 120 characters

Contact No. During Leave :

Submit Reset

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## Leave Application Page - Leave Management system

If leave is pending to be approved then it will appear besides the “Leave Type/Code” Stating the leave type and no of leaves pending (If more no of leave is pending to be approved).

**Status-** To see the status of the leave application, click on Status menu. Select the type of leave (All/Cancel/Voucher No). For Voucher No, type the number and press View button to see the status of your leave Application. For other cases, it will be displayed when the option is selected. Here the value of the ‘approval’ column indicates whether the leave has been approved or not. ‘Y’ indicates that the leave has been approved; ‘N’ indicates that the application has been rejected and a blank value indicates that the super user has not seen the application till that time.

To see the status of approval/rejection of gate pass, then click on “OD Gate Pass

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WELCOME SHUBHAM KUMAR VERMA

USER

Profile  
Holiday  
Leave Manage  
Emp Attendance  
Mis/Absent Status  
All Punch  
Salary Slip  
Change Password  
LogOut

Application Status Balance

Leave Application Status

Pending  Approved  Reject  All From Date: 1-Apr-2015 x To Date: 31-Mar-2016 x Go

VOUCHER DATE	FROM DATE	TO DATE	LEAVE NAME	DURATION	REASON
No Record Found					

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Leave Status - Leave Management system

**Balance-** To see the statistics of the annual leaves, click on Leave Balance menu.

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WELCOME SHUBHAM KUMAR VERMA

USER

Profile  
Holiday  
Leave Manage  
Emp Attendance  
Mis/Absent Status  
All Punch  
Salary Slip  
Change Password  
LogOut

Application Status Balance

Leave Balance

Leave Code	Leave Name	Opening Balance	Consumed Leave	Balance Leave
CL	CASUAL LEAVE	10	4.5	5.5
LAD	LATE ARRIVAL DEDUCTI	0	0	0
OD	OUT DUTY	0	2	-2
COF	COMPENSATORY OFF	0	0	0
RH	RESTRICTED HOLIDAY	0	0	0
EL	EARNED LEAVE	14	4	10
LWP	LEAVE WITHOUT PAY	0	0	0
HL	STARLINK HOLIDAY	0	0	0

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Leave Balance - Leave Management System

Leave Name indicates the type of the leave; Opening Balance indicates the leaves carried forward from the previous financial year or the leaves credited from the current financial year; Consumed Leaves indicates the number of leaves already availed and Balance Leaves indicates the number of leaves left to avail.

- Emp. Attendance:** When the User logs in to Leave Management System, the following attendance page will open. Select the “from date” and the “to date” for the period you wish to see the attendance and press the go button. It can be seen in *GRID VIEW OR CALENDER VIEW*. In calendar view user can view the attendance for full month.

The screenshot displays the 'Employee Attendance' page for user SHUBHAM KUMAR VERMA. The interface includes a navigation menu on the left, a header with the company logo and name, and a main grid showing attendance for the month of June 2015. A summary bar at the bottom provides totals for Present, Leave, Holiday, Week Off, Absent, Late, and Total Days.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Profile	1	2	3	4	5	6	7
Holiday	In : 08:27 Out: 18:47 Status: P	In : 09:19 (LA) Out: 18:01 Status: P	In : 08:23 Out: 18:35 Status: P	In : 08:22 Out: 17:39 Status: P	In : 09:06 Out: 17:33 Status: P	In : 08:59 Out: 17:41 Status: P	Status: WO
Leave Manage							
Emp Attendance	In :09:18 (LA) Out: 18:44 Status: P	In :09:22 (LA) Out: 18:22 Status: P	In : 08:54 Out: 17:54 Status: P	In :10:06 (LA) Out: 17:45 Status: SRT	In : 08:59 Out: 17:44 Status: P	In : 09:00 Out: 17:35 Status: P	Status: WO
Mis/Absent Status	15 In 09:00 Out: ? Status: MIS	16 Status: A	17 Status: A	18 Status: A	19 Status: A	20 Status: A	21 Status: WO
All Punch							
Salary Slip	22 Status: A	23 Status: A	24 Status: A	25 Status: A	26 Status: A	27 Status: A	28 Status: WO
Change Password							
LogOut	29 Status: A	30 Status: A					
Present:13    Leave:0    Holiday:0    Week Off:4    Absent:13    Late:4    Total Days:30							

User’s Page - Leave Management System

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WELCOME SHUBHAM KUMAR VERMA

USER

Employee Attendance

From Date : 01-Jun-2015 To Date : 30-Jun-2015 Go

Grid View Calendar View

Date	Day	Pay Code	Shift	In	Out	Late Arrival	Early Departure	Worked Hours	Status
01/06/2015	Monday	00000194	G1	08:27	18:47	00:00	00:00	10:06	P
02/06/2015	Tuesday	00000194	G1	09:19	18:01	00:19	00:00	08:09	P
03/06/2015	Wednesday	00000194	G1	08:23	18:35	00:00	00:00	09:57	P
04/06/2015	Thursday	00000194	G1	08:22	17:39	00:00	00:00	08:48	P
05/06/2015	Friday	00000194	G1	09:06	17:33	00:00	00:00	08:17	P
06/06/2015	Saturday	00000194	G1	08:59	17:41	00:00	00:00	08:31	P
07/06/2015	Sunday	00000194	OFF			00:00	00:00	00:00	WO
08/06/2015	Monday	00000194	G1	09:18	18:44	00:18	00:00	09:11	P
09/06/2015	Tuesday	00000194	G1	09:22	18:22	00:22	00:00	08:49	P
10/06/2015	Wednesday	00000194	G1	08:54	17:54	00:00	00:00	08:48	P
11/06/2015	Thursday	00000194	G1	10:06	17:45	01:06	00:00	07:18	SRT

Present: 13 Leave: 0 Holiday: 0 Week Off: 4 Absent: 13 Late: 4 Total Days: 30

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- **Miss/Absent Status:** From this option user can send request to his Super User/HOD for Miss/absent for approval. For this User can select “From date” to “To date” to check his miss/absent status during this period.

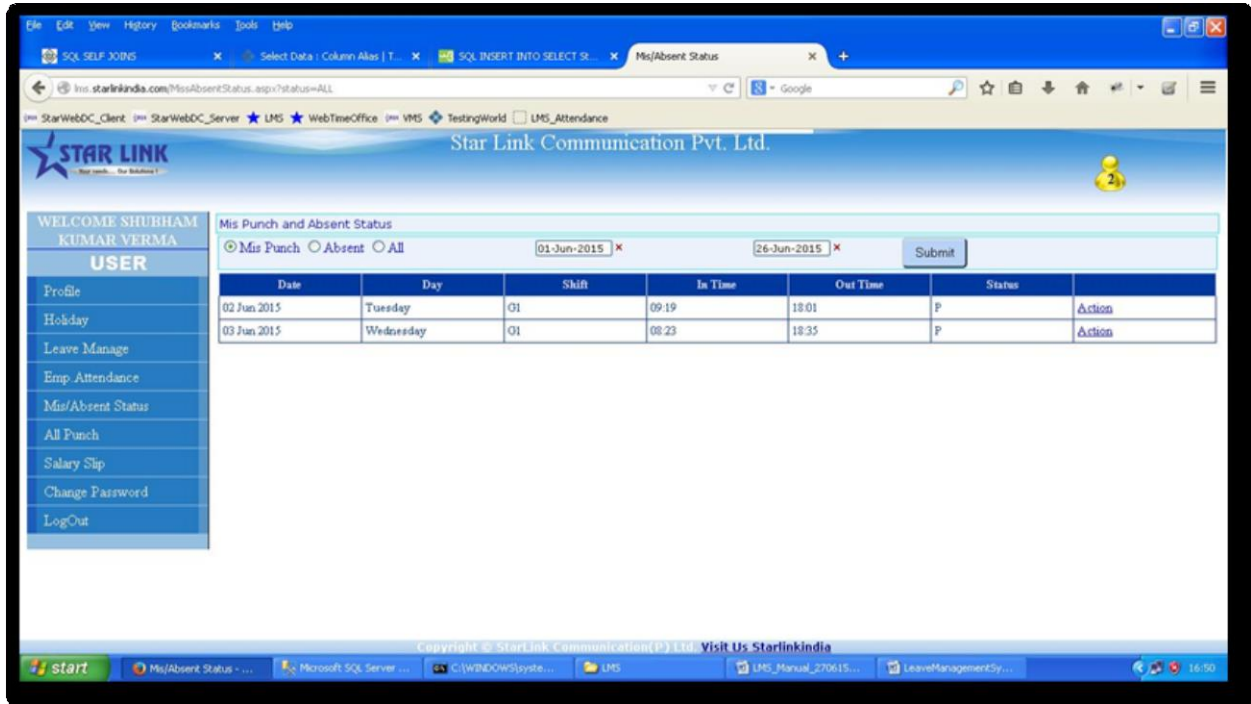
There are three options:

Miss Punch – For checking miss punch status during period.

Absent – For checking absent status during period.

All – For checking both miss punch/absent status during period.

User will select date and then click on Action to send request to his Super User/HOD for approval.



Miss/Absent Status - Leave Management System

- **All Punch:** All the punches of employee.



- **Salary Slip:** this option keeps the salary slip of the user. User can check any of their past salary slip by selecting the month and year option from top left corner and click the generate button on the right side. A new pop up screen will come showing the salary slip.

9/13/2019 Salary Slip

**STAR LINK COMMUNICATION PVT.LTD**  
D-88/4 OKHALA INDL . AREA ,PHASE-I,NEW DELHI  
**SALARY SLIP(FORM -11)**

Employee Name : Ravi Bouns Case 4	PAYCODE : B004	
Father's/Husband Name :	GRADE : N/A	
DEPARTMENT : BREWERY WASHING	DATE OF JOINING : 01/01/2017	
DESINATION : BREWERY WASHING	PF AC NO : 0.00	
PAN NO :	ESIC NO :	

**SALARY FROM THE MONTH OF Aug 2017**

ATTENDANCE DETAIL		LEAVE DETAIL		Total Paid Day
Working Days	31	EL	0	
Weekly off./Holidays	4/0	CL	0	31
		Other Leave	0	

**SALARY DETAILS**

SALARY COMPONENTS	RATE (in Rs.)	EARNING (in Rs)	AREAR (in Rs)	DEDUCTION (in Rs)
basic	11000	11000	0.00	PF(Employee) 01
HRA	5000	5000	0	ESIC(Employee) 0.00
COMPOSITE ALL	0	0	01	TDS 01
CONV	3000	3000	0.00	Advance 01
MEDICAL	4000	4000	0.00	
SPL.ALLO				
LTA				

- **Change Password:** To change your password, click on the 'Change Password' menu.

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WELCOME SHUBHAM KUMAR VERMA

**USER**

**Change Password**

Login ID:   Show in Character

Old Password:

New Password:

Confirm Password:

- **Logout:** Press logout option of the menu to logout from the Online Leave Management System.

## 2. SUPER USER:

For Super User **two additional privileges** has been provided in addition to all options present in USER log in.

When the Super User logs in to the Application, the following home page will appear:

The screenshot displays the 'Approve Leave' page in a web browser. The browser's address bar shows the URL '192.168.0.98/lms/LeaveAcceptance.aspx'. The page features a blue header with the 'STAR LINK' logo and the text 'STAR STAR'. Below the header, there is a navigation menu on the left with options like 'Profile', 'Holiday', 'Leave Management', 'Gate Pass Manage', 'Employee Attendance', 'All Punch', 'Approve Gate Pass', 'Employee Reports', 'Approve Leave', 'Change Password', and 'LogOut'. The main content area is titled 'Approve Leave' and includes radio buttons for 'Pending Request', 'Approved', and 'Rejected'. There are search fields for 'Name' and 'PayCode'. A table of leave requests is displayed with the following data:

Process	Action	PayCode	Employee Name	From Date	To Date	Leave Description	Leave Duration	Reason
Process	Approve Reject	1111	AAA	06-Apr-2016	06-Apr-2016	CASUAL LEAVE	1	wwwwwww
Process	Approve Reject	1111	AAA	01-Jun-2016	01-Jun-2016	CASUAL LEAVE	1	tytrhyrht
Process	Approve Reject	1111	AAA	27-Jul-2016	27-Jul-2016	CASUAL LEAVE	1	rggfgrfdg
Process	Approve Reject	1111	AAA	22-Jul-2016	22-Jul-2016	EARNED LEAVE	1	qdcqwdc
Process	Approve Reject	1111	AAA	23-Jul-2016	23-Jul-2016	CASUAL LEAVE	1	jkthgkj
Process	Approve Reject	1111	AAA	19-Jul-2016	19-Jul-2016	CASUAL LEAVE	1	sdfgsdfgsdf
Process	Approve Reject	1111	AAA	21-Jul-2016	21-Jul-2016	CASUAL LEAVE	1	asdasdfasdf
Process	Approve Reject	1111	AAA	26-Aug-2016	26-Aug-2016	CASUAL LEAVE	1	fgsfdvsdfv
Process	Approve Reject	1111	AAA	19-Aug-2016	19-Aug-2016	CASUAL LEAVE	1	ffrtrfrf
Process	Approve Reject	1111	AAA	08-Aug-2016	08-Aug-2016	CASUAL LEAVE	1	gimgjngjh

The footer of the page contains the text 'Copyright © StarLink Communication (P) Ltd. Visit Us Starlinkindia' and the system tray shows 'Desktop' and the time '1:56 PM'.

- **Employee Reports:** This menu allows the Super User to check Employee Reports like:

- Employee Detail
- Absenteeism
- Monthly Performance Register
- Attendance
- Late Arrival

**Employee Detail:** In this report the Super User can check the details of employees of his/her company. The format of employee details is given below:

The screenshot shows the STAR LINK web application interface. On the left is a navigation menu with options like Profile, Holiday, Leave Management, Employee Attendance, All Punch, Employee Reports, Approve Leave, Change Password, and LogOut. The main content area is titled 'Reports' and includes a sub-menu with 'Employee Details', 'Absenteeism', 'Monthly Attendance Register', 'Late Arrival', and 'Attendance'. The 'Employee Details' option is selected. Below the sub-menu, there are 'All', 'Search', and 'Selection' buttons. A dropdown menu shows '000141-Prakash Chand Sharma'. Below this is a table with the following data:

Active	PayCode	EmployeeName	GuardianName	DOB	JoiningDate	CompanyName	Dept.Name	Cat.Name	Sex	Qualification	Designation	GradeName
Y	000141	Prakash Chand Sharma		22/01/1968	13/02/1988	Star Link Communication Pvt.Ltd	Marketing Department	naver	M			NONE

**Absenteeism:** In absenteeism report the Super User can see the reports of those employees who were absent in the selected period by selecting the 'from date' and the 'to date'. An example of absenteeism report is given below:

The screenshot shows the STAR LINK web application interface with the 'Absenteeism' report selected. The 'From Date' is set to '01-Sep-2019' and the 'To Date' is set to '18-Sep-2019'. Below the date selection, there are 'All', 'Search', and 'Selection' buttons, along with a 'Click Execl Img To Download' link. A dropdown menu shows '-----Select-----'. Below this is a table with the following data:

Paycode	Employee_Name	Date	Department_Name	Reason	Shift	Status
000141	Prakash Chand Sharma	02-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	03-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	04-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	05-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	06-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	07-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	09-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	10-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	11-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	12-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	13-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	16-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	17-Sep-2019	Marketing Department		AFT	A
000141	Prakash Chand Sharma	18-Sep-2019	Marketing Department		AFT	A





**Attendance:** In attendance report, the Super User can check the attendance of employees by selecting the 'from date' and the 'to date'. Its report format is given below.

PAYCODE	EMPNAME	Companycode	Cat	Categoryname	Department Code	Department Name	Gradecode	Dateoffice	Shift	SHIFTTATTEN DEED	ShiftStartTime	Inr	LateArrival	Status
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	01-Sep-2019	OFF	OFF			0	WO
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	02-Sep-2019	AFT	AFT	02-Sep-2019 11:00		0	A
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	03-Sep-2019	AFT	AFT	03-Sep-2019 11:00		0	A
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	04-Sep-2019	AFT	AFT	04-Sep-2019 11:00		0	A
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	05-Sep-2019	AFT	AFT	05-Sep-2019 11:00		0	A
000141	Prakash Chand Sharma	C02	C01	never	D05	Marketing Department	G01	06-Sep-2019	AFT	AFT	06-Sep-2019 11:00		0	A

- **Approve Leave:** This menu allows the Super User to approve the leaves for his/her subordinates.

Process	Action	PayCode	Employee Name	From Date	To Date	Leave Description	Leave Duration	Reason
Process	Approve Reject	1111	AAA	06-Apr-2016	06-Apr-2016	CASUAL LEAVE	1	wwwwwww
Process	Approve Reject	1111	AAA	01-Jun-2016	01-Jun-2016	CASUAL LEAVE	1	tyhthytyt
Process	Approve Reject	1111	AAA	27-Jul-2016	27-Jul-2016	CASUAL LEAVE	1	rggtgfdg
Process	Approve Reject	1111	AAA	22-Jul-2016	22-Jul-2016	EARNED LEAVE	1	qdcqwdc
Process	Approve Reject	1111	AAA	23-Jul-2016	23-Jul-2016	CASUAL LEAVE	1	jhghgkj
Process	Approve Reject	1111	AAA	19-Jul-2016	19-Jul-2016	CASUAL LEAVE	1	sdgdsdgsfd
Process	Approve Reject	1111	AAA	21-Jul-2016	21-Jul-2016	CASUAL LEAVE	1	asdasdfasdf
Process	Approve Reject	1111	AAA	26-Aug-2016	26-Aug-2016	CASUAL LEAVE	1	fgsfdsdsv
Process	Approve Reject	1111	AAA	19-Aug-2016	19-Aug-2016	CASUAL LEAVE	1	frfrfrf
Process	Approve Reject	1111	AAA	08-Aug-2016	08-Aug-2016	CASUAL LEAVE	1	qngghjngji

There is an option for searching employees who have applied for leave. The Super User can search for the employee with either the name or the pay code. Click on **APPROVE, REJECT, PROCESS** link in Grid to open the Leave approval page of the

**WELCOME BBBB  
SUPER USER**

**Approve Leave**

Name	AAA	LeaveReason	wwwww
Paycode	1111	Duration	06-Apr-2016 to 06-Apr-2016
Designation	None	From Date	06-Apr-2016
Department	D01	To Date	06-Apr-2016
Voucher No	000000025	Approved date	17-Sep-2016
Leave Name	CASUAL LEAVE	Approve	Yes <input checked="" type="radio"/> No <input type="radio"/>
Leave Code	OD	Leave Count	1 Day(s)
Remarks	accepted		OK Back

Leave Type	Opening	Balance
CASUAL LEAVE	1	1
EARNED LEAVE	0	-2.5
CASUAL LEAVE	1	-2

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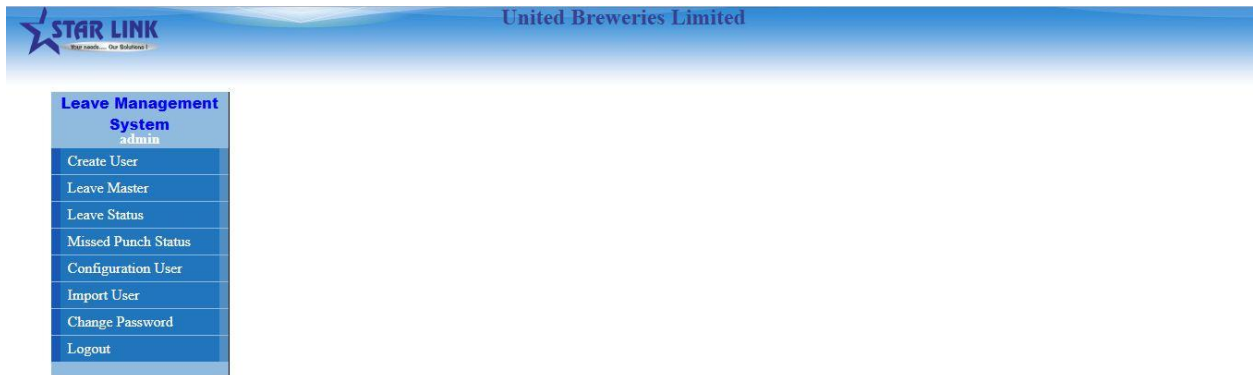
Super User can reduce the applied leave duration by changing the 'from date', and 'to date' of applied leave.

Super User has the right to approve/disapprove leave. If the leave is approved then select **Yes** else **No** and with Remarks and press **OK** button. Thereafter A mail will be sent to the user with reason.

- **Logout**

Press Logout option of the menu to logout from the Online Leave Management System.

- ADMIN:** Admin is a system defined user. When the Admin logs in to the Online Leave Management Software, the following home page will open.



- Create User:** Press Create User button to open the create user page of Online leave management system. An admin can create, update and delete account of User/Super User/Gate User.



- a. Select **“Unregistered User”** from drop-down list. There are many options for searching user in LMS, so Search Unregistered user for Creation of LMS user.

**STAR LINK** United Breweries Limited

Leave Management System admin

Create User

Leave Master

Leave Status

Missed Punch Status

Configuration User

Import User

Change Password

Logout

**Create User**

User  Reported User User Type: Un Registered

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:

Page Size: 50

New	PayCode	Employee Name	Company	Department	Designation	Location
<a href="#">New</a>	00000014	Abhinav Kumar	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
<a href="#">New</a>	00002222	Ravi Sevice punch	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">New</a>	000750	Vandana Mudgil	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
<a href="#">New</a>	000751	Jai Nath	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
<a href="#">New</a>	001152	Naresh Sikka	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1
<a href="#">New</a>	001338	Chandra Pr Arora	Star Link Communicaton Pvt Ltd	Marketing Department		Okhla Phase1

- b. Click on **New** link in Grid view
- c. Select Reporting User from click on select link, there is also an option for search Reporting user.

**STAR LINK** United Breweries Limited

Leave Management System admin

Create User

Leave Master

Leave Status

Missed Punch Status

Configuration User

Import User

Change Password

Logout

**Create User**

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:

Paycode : 000141 Employee Name : Prakash Chand Sharma  
 User Id : 000141  Company : Star Link Communicaton Pvt Ltd  
 Password : \*\*\*\*\* Department : Marketing Department  
 Confirm : \*\*\*\*\* Designation :  
 Location : Okhla Phase1

Select	PayCode	Name	Company	Dept	Desg	Location
<a href="#">Select</a>	00000001	MIDLAND MICROFINE LTD	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">Select</a>	00000002	Santosh Kumar Srivastav	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">Select</a>	00000003	Aman Singer	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">Select</a>	00000004	Deepak Singh	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">Select</a>	00000005	Mukesh Sharma	Star Link Communicaton Pvt Ltd	Software Department		Okhla Phase1
<a href="#">Select</a>	00000006		Star Link	Software		Okhla

**Selected Reported User**  
 Double Click on List to remove Reporting User  
 Use Up and Down button to rearrange order of Reporting User

After Clicking on New Link

**STAR LINK** United Breweries Limited

**Leave Management System**  
admin

**Create User**

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:

Paycode : 000141 Employee Name : Prakash Chand Sharma  
 User Id : 000141  Company : Star Link Communication Pvt Ltd  
 Password : \*\*\*\*\* Department : Marketing Department  
 Confirm : \*\*\*\*\* Designation :  
 Location : Okhla Phase1

Select	PayCode	Name	Company	Dept	Desg	Location
Select	00000001	MIDLAND MICROFINE LTD	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000002	Santosh Kumar Srivastav	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000003	Aman Singer	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000004	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000005	Mukesh Sharma	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1

**Selected Reported User**  
 Double Click on List to remove Reporting User  
 Use Up and Down button to rearrange order of Reporting User

00000005-Mukesh Sharma  
 00000007-Pupul Ranjan

- d. After filling User ID password, the Admin can the rearrange order of reporting users with the help of **Move Up** and **Move Down** button.
- e. After filling all the required fields and checking validation, click on the **Create** Button to Create User.

**To Edit Existing LMS user:** to edit a user; select the user for editing by clicking on the Edit link.

**STAR LINK** United Breweries Limited

**Leave Management System**  
admin

**Create User**

User Type:  User  Reported User

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
<a href="#">Edit</a>	<a href="#">Delete</a>		00000001	MIDLAND MICROFINE LTD	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000001
<a href="#">Edit</a>	<a href="#">Delete</a>		00000002	Santosh Kumar Srivastav	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000002
<a href="#">Edit</a>	<a href="#">Delete</a>		00000004	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000004
<a href="#">Edit</a>	<a href="#">Delete</a>		00000005	Mukesh Sharma	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000005
<a href="#">Edit</a>	<a href="#">Delete</a>		00000007	Pupul Ranjan	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000007
<a href="#">Edit</a>	<a href="#">Delete</a>		00000011	Shashi Kumar	Star Link Communication Pvt Ltd	Marketing Department		Okhla Phase1	00000011
<a href="#">Edit</a>	<a href="#">Delete</a>		000141	Prakash Chand Sharma	Star Link Communication Pvt Ltd	Marketing Department		Okhla Phase1	000141

**STAR LINK** United Breweries Limited

**Leave Management System admin**

**Create User**

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:

Paycode: 000141 Employee Name: Prakash Chand Sharma  
 User Id: 000141  Company: Star Link Communication Pvt Ltd  
 Password:  Department: Marketing Department  
 Confirm:  Designation:   
 Location: Okhla Phase1

Select	PayCode	Name	Company	Dept	Desg	Location
Select	00000001	MIDLAND MICROFINE LTD	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000002	Santosh Kumar Srivastav	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000003	Aman Singer	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000004	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1
Select	00000005	Mukesh Sharma	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1

**Selected Reported User**  
 Double Click on List to remove Reporting User  
 Use Up and Down button to rearrange order of Reporting User

00000011-Shashi Kumar

After clicking on edit link

Update all fields then click on **Create** button to save.

**How to Delete LMS user:**

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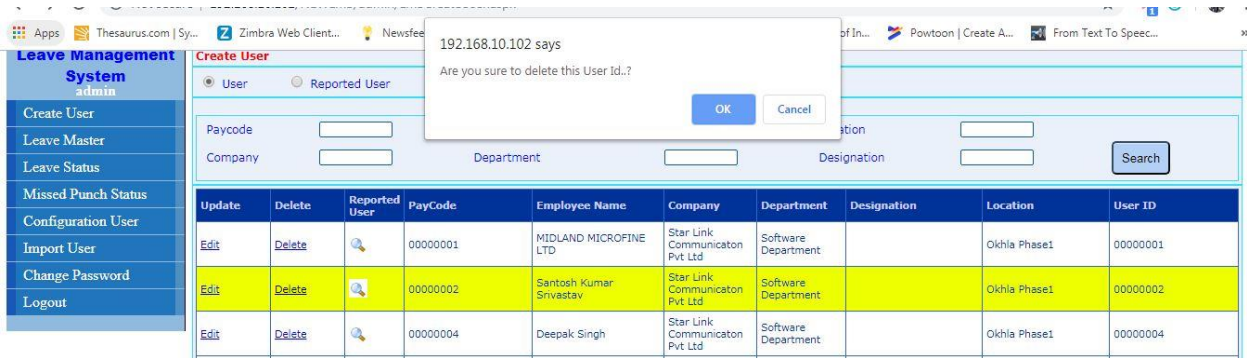
**Leave Management System admin**

**Create User**

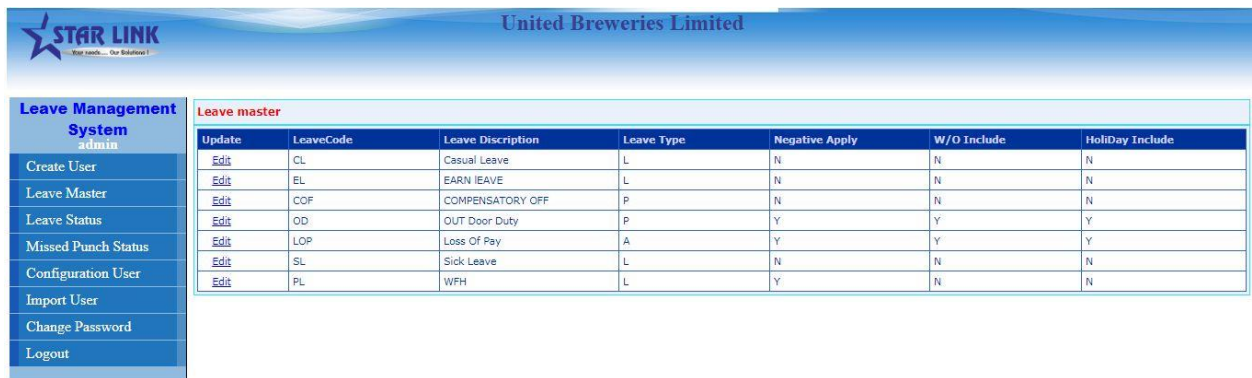
User Type:  User  Reported User Registered

Paycode:  Employee Name:  Location:   
 Company:  Department:  Designation:

Update	Delete	Reported User	PayCode	Employee Name	Company	Department	Designation	Location	User ID
Edit	Delete		00000001	MIDLAND MICROFINE LTD	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000001
Edit	Delete		00000002	Santosh Kumar Srivastav	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000002
Edit	Delete		00000004	Deepak Singh	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000004
Edit	Delete		00000005	Mukesh Sharma	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000005
Edit	Delete		00000007	Pupul Ranjan	Star Link Communication Pvt Ltd	Software Department		Okhla Phase1	00000007
Edit	Delete		00000011	Shashi Kumar	Star Link Communication Pvt Ltd	Marketing Department		Okhla Phase1	00000011
Edit	Delete		000141	Prakash Chand Sharma	Star Link Communication Pvt Ltd	Marketing Department		Okhla Phase1	000141



- **Leave Master:** From this option Admin can **Edit** any Leave which is added/created in Time Office Software.



Click on Leave Master

After clicking on Edit option following Window will open.



Admin can change in the following field:-



**Leave Type-** Admin can change type of Leave such as to change as Leave, Present, Absent.

**Is Negative Leave Allow-** From this option Admin can give permission to apply negative leave to the entire user.

**Sanction Limit-** From this option Admin can decide Max and Min Leave to apply for LMS User.

**Is Holiday Include-** From this option Admin can decide for LMS User to apply Leave on Holiday or not.

**Is W/O Include-** From this option Admin can decide for LMS User to apply Leave on weekly off or not.

- **Leave Status:** From this option Admin can see **Pending, Approved, and Rejected** Leave of selected employees or all employees of the particular year.

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United Breweries Limited

Leave Management System  
admin

Leave Status: All | Name: Employee Name | Paycode: Employee Paycode | Year: 2019 | Search | Reset

Apply ID	Paycode	Employee Name	From Date	To Date	Leave Code	Leave Duration	First / Second Half
8	00000001	MIDLAND MICROFINE LTD	31-Jul-2019	31-Jul-2019	COF	1	
7	00000007	Pupul Ranjan	31-Jul-2019	31-Jul-2019	COF	1	
6	00000002	Santosh Kumar Srivastav	10-Jan-2019	10-Jan-2019	OD	1	
5	00000002	Santosh Kumar Srivastav	07-Jan-2019	07-Jan-2019	CL	1	

- **Configuration User:** From this option, Admin can set the following parameters:

**Approval Type-** There are two options for Approval Type which are as follows:-

1. Single Level Approval- From this option when User Apply Leave and any of his Reporting Person approves Leave then Leave will Approved.
2. Step by Step Approval- When this option has been selected, then, on applying a leave if there are more than one Reporting Persons for the User, this Leave will be forwarded to his Lower Reporting Person first. If Lower Reporting Person approves the leave, then it will be forwarded to the Higher Reporting Person. If Higher Reporting Person approves this Leave, it means that the Leave has been approved. If the Higher Reporting Person rejects the Leave, then it will be rejected.

NOTE: If any Reporting Person rejects the Leave, it means that the applied Leave has been rejected.

The screenshot displays the 'LMS Configuration' page within the STAR LINK system. The page header includes the STAR LINK logo and 'United Breweries Limited'. A left-hand navigation menu lists options such as 'Create User', 'Leave Master', 'Leave Status', 'Missed Punch Status', 'Configuration User', 'Import User', 'Change Password', and 'Logout'. The main configuration area contains the following fields:

LMS Configuration	
Approval Type :	* Single Level Approval
Email To User	* <input type="radio"/> Yes <input type="radio"/> No
Server Ip	<input type="text" value="192.168.0.205"/> <input type="checkbox"/> SSL Enable
Port	<input type="text" value="25"/>
Mail From	<input type="text" value="mukesh.sharma@starlink.co.in"/>
Password	<input type="password" value="*****"/>
Admin Mail ID	<input type="text" value="mukesh.sharma@starlink.co.in"/>
Gate Pass	<input type="checkbox"/> (Check if Gate Pass Allow)
Leave Apply From Date	<input type="text" value="01-Jan-2019"/> *
Leave Apply To Date	<input type="text" value="01-Dec-2019"/> *

At the bottom, there is a note: '\* \* \* Mandatory Fields.' followed by 'Save' and 'Cancel' buttons.

- **Import User:** Click on the Import User button to open import user page. If you want to create users from excel sheet then you can import excel sheet from this page and this option can create only the user and super user.

For excel format click on **Get Excel Format** to generate and save this. Fill all the details accordingly.



- **Change Password:** From this option Admin can change Password.



- **Logout:** Press Logout option to escape from the Online Leave Management System.

**4. FORGET PASSWORD:** If a User, Super user has forgotten his/her LMS password, then he/she can click on the link “Forgot Password” displayed on the Login Page to retrieve the password.

When any of the above mentioned users clicks on the “Forgot Password” Link then the following screen will appear.

**USER LOGIN**

User Login ID :

Password :

[Forgot Password](#) [Admin Login](#)

United Breweries Limited  
UB TOWER, LEVEL 3,4 & 5, UB CITY, 24,  
VITTHAL MALLYA ROAD, BANGALORE  
Licence No.: -2018080301  
Licence type: General

User can type their Employee Login ID and the Email ID associated with it.

As soon he/she clicks on the Submit button then an email will be sent to the respective Email ID with the Existing Password.

**\*\*THE END\*\***