

How to apply leave

如何请假

Cara memohon cuti



STEP 1

CLICK MAIN ADMIN PAGE

单击主管理页面

KLIK HALAMAN PENTADBIR UTAMA



Nic Support

KL

Operation



5

Member

Nicholas
(6010) 217-6368

DD
(6012) 654-6197



Orders



Appointment

Today
21/10/2025 0

Tomorrow
22/10/2025 0



History

Yesterday
20/10/2025 0.00

Today
21/10/2025 0.00



Attendance



Shift Report



Announce...



Message



Help Center



SOS



Walk-In

Version 1.0.159

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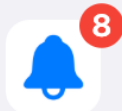
STEP 2

CLICK ROSTER
点击名册
KLIK SENARAI



Nic Support
KL

Operation



Menu



Setting



Staff



Report



Roster

2



Inventory



Engagement



Voucher



Expense



E-Invoices

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STEP 3

CLICK THIS ICON
点击此ICON
KLIK PADA ICON TERSEBUT



×

Monthly

Shift

Staff

<

October 2025

>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	● Nichol... 8	● Nichol... 9	● Nichol... 10	● Nichol... 11	12
● Nichol... 13	● Nichol... 14	● Nichol... 15	● Nichol... 16	● Nichol... 17	● Nichol... 18	19

STEP 5

SELECT STAFF

选择员工

CHOOSE STAFF



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Monthly

Shift

Staff

<

October 2025

Mon	Tue	Wed	Thu	Fri
29	30	1	2	3
6	7	● Nichol... 8	● Nichol... 9	● Nichol... 10
13	● Nichol... 14	● Nichol... 15	● Nichol... 16	● Nichol... 17

×

Leave Application

Select Staff

5

Confirm

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STEP 6

FILL UP APPLICATION

选择员工

填写申请表



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Monthly

Shift

Staff

<

October 2025

Mon	Tue	Wed	Thu	Fri
29	30	1	2	3
6	7	● Nichol... 8	● Nichol... 9	● Nichol... 10
● Nichol... 13	● Nichol... 14	● Nichol... 15	● Nichol... 16	● Nichol... 17

×

Leave Application

Employment 01/10/2025 - 31/10/2026

Full Day

Half Day

Start Date

22 Oct 2025

End Date

22 Oct 2025

Total Days

1

Leave Type

Select Leave Type

Confirm

6

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STEP 6

CLICK CONFIRM

点击确认

KLIK SAHKAN



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Monthly

Shift

Staff

<

October 2025

Mon	Tue	Wed	Thu	
29	30	1	2	
6	7	● Nichol... 8	● Nichol... 9	● Nichol... 10
● Nichol... 13	● Nichol... 14	● Nichol... 15	● Nichol... 16	● Nichol... 17

×

Leave Application

1

2

3

4

5

6

7

8

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10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

End Date

22 Oct 2025

Total Days

1

Leave Type

Annual Leave (12)

Confirm

7

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