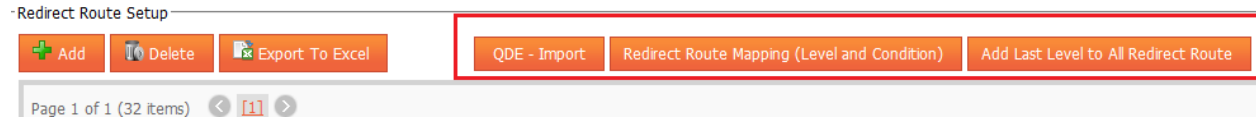


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- Step 2: Redirect Route Mapping (Level and Condition) 5
- Step 3: Add Last Level to All Redirect Route Click on below link: 8

Redirect Route Quick Data Entry (QDE)

QDE Shortcut



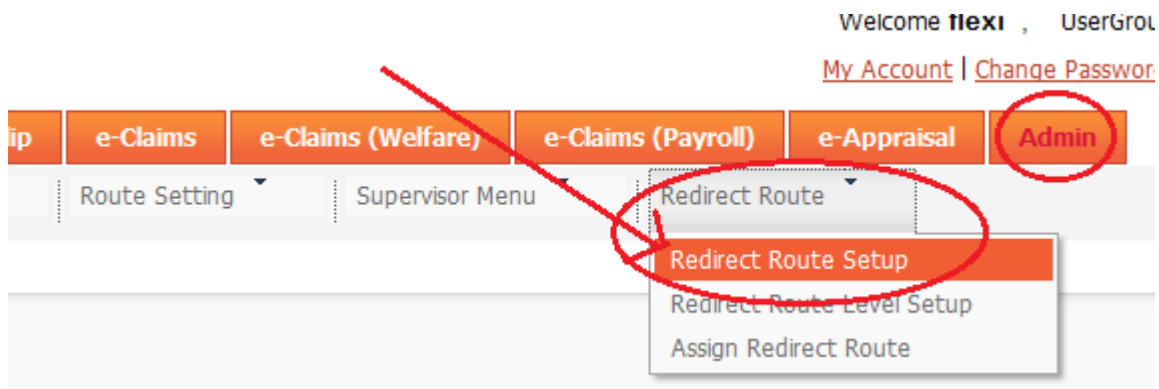
Step 1: Import Redirect Route

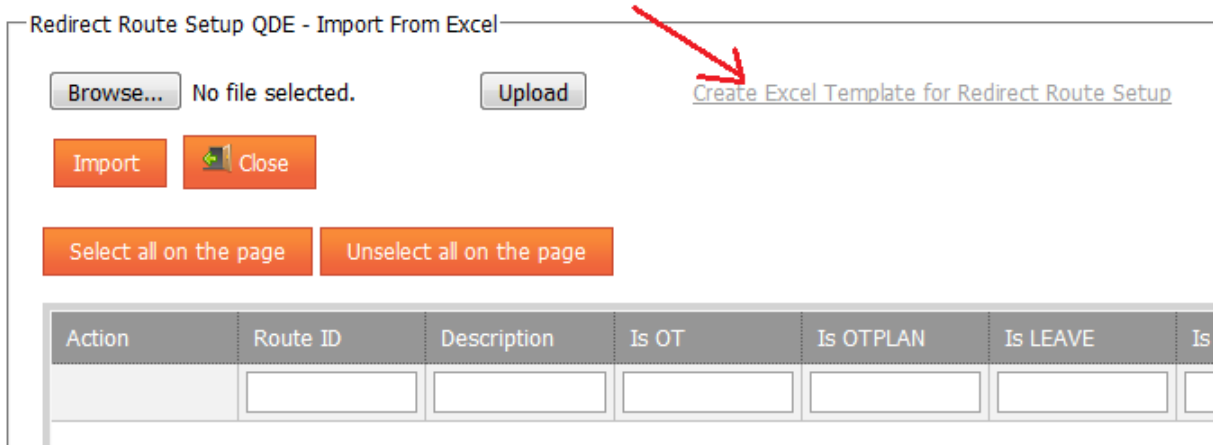
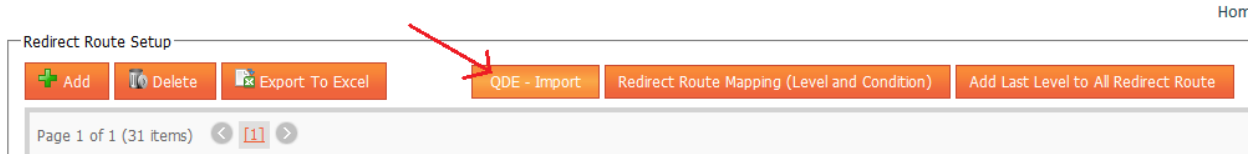
Prepare excel template as below:

The screenshot shows an Excel spreadsheet with the following columns and data:

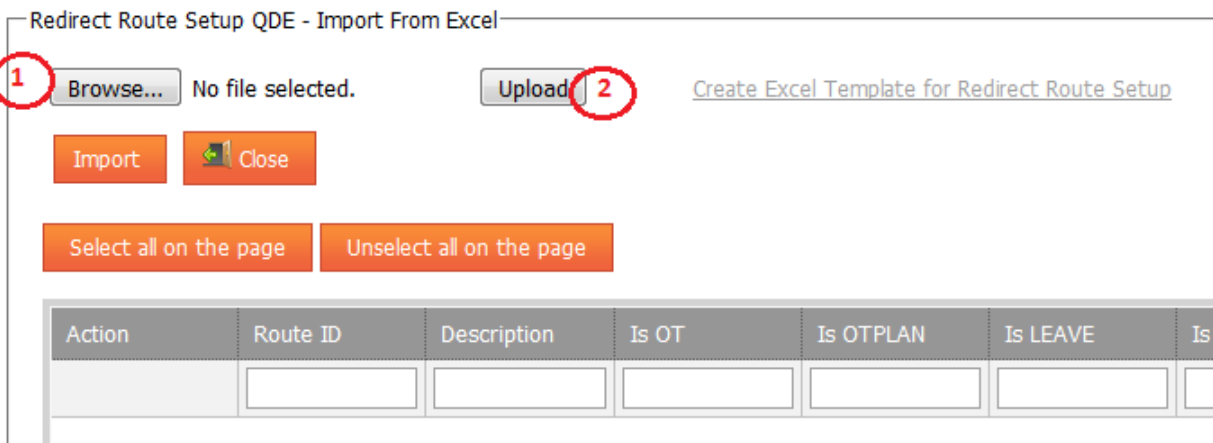
	A	B	C	D	E	F	G	H	I	J
1	Route ID	Description	Is OT	Is OTPLAN	Is LEAVE	Is ATTENDANCE	Is EMPLOYEE	Is PAYSLIP	Is CLAIMS	Is Direct
2	BD1	BD1	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked
3	BD2_TEST	BD2	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked
4	CEO_TEST	CEO	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked
5	FIN1_TEST	FINANCE 1	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked
6	FIN2_TEST	FINANCE 2	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked
7	FIN3_TEST	FINANCE 3	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked	Unchecked	Unchecked

You can download above excel template from ESS system, refer to below screen shot:





After you finished enter all “Redirect Route”, select the Excel file and click on “Upload” button.



1: Click on “Browse” button to import your Excel file.

2: Click on “Upload” button to import all your Excel data into ESS system.

You will see your data appear at below data grid:

Redirect Route Setup QDE - Import From Excel

No file selected. [Create Excel Template for Redirect Route Setup](#)

Action	Route ID	Description	Is OT	Is OTPLAN	Is LEAVE	Is ATTENDANCE	Is EMPLOYEE	Is PAYSZIP
<input checked="" type="checkbox"/> 1	BD1_TEST	BD1 (Redirect Route)	Unchecked	Unchecked	Checked	Unchecked	Unchecked	Unchecked

1: Make sure you box which record you want to import.

2: After that, click on "Import" button.

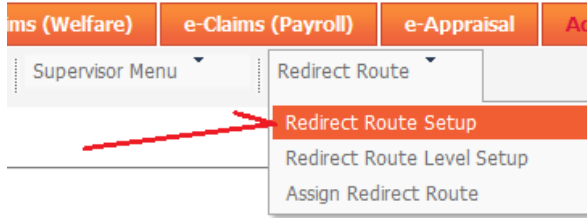
You will see below message if you upload successfully:

Redirect Route Setup QDE - Import From Excel

No file selected.

- Update Success for BD1_TEST

Go to "Redirect Route Setup" to see your record:



Redirect Route Setup

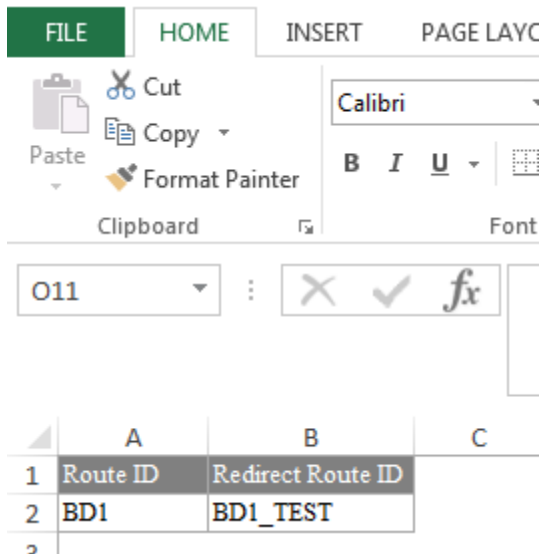
+ Add
Delete
Export To Excel
QDE - Import
Redirect Route Mapping (Level and Condition)

Page 1 of 1 (32 items) < [1] >

#	Route ID	Description	QueryControl	Is OT	Is OTPLAN
Edit <input type="checkbox"/>	BD1_TEST	BD1 (Redirect Route)		<input type="checkbox"/>	<input type="checkbox"/>
Edit <input type="checkbox"/>	FIN1_RE	FIN1 REDIRECT AT FIN1_RE		<input type="checkbox"/>	<input type="checkbox"/>

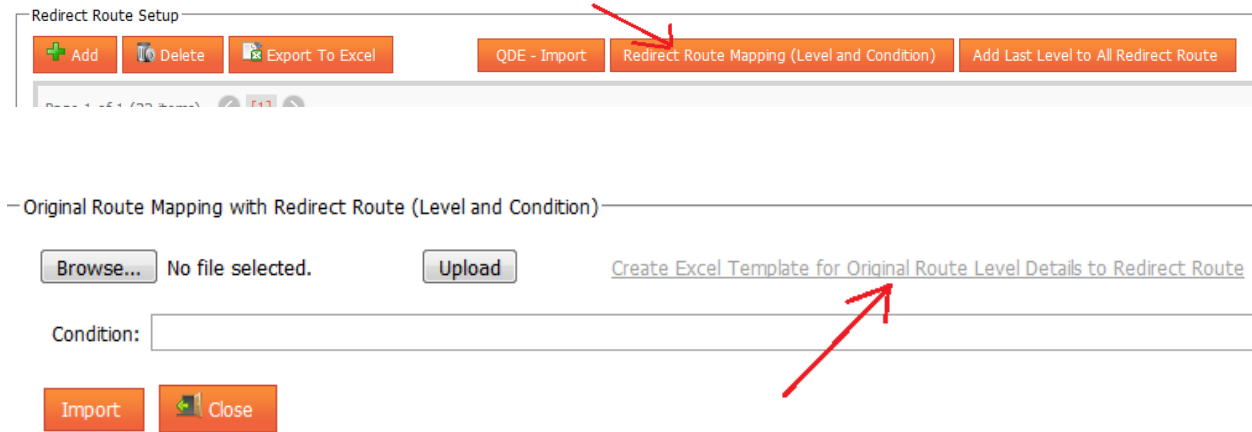
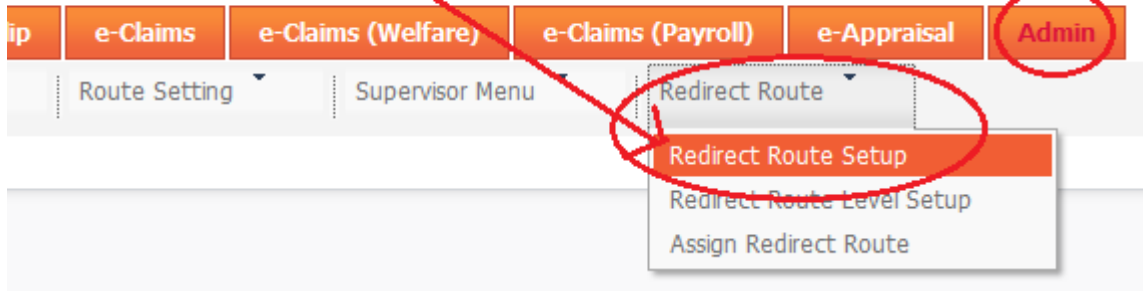
Step 2: Redirect Route Mapping (Level and Condition)

Prepare excel template as below:



From above Excel file, you will see Redirect Route ID "BD1_TEST" will copy all level of "BD1" Route setting.

You can download above Excel template from ESS system:



After you finished enter all "Redirect Route" with "Route", import the file into the system, refer to below step:



1: Browse your Excel file.

2: Click on "Upload" button to import your data into the system.

You will see your data appear at below data grid:

Original Route Mapping with Redirect Route (Level and Condition)

Browse... No file selected. Upload [Create Excel Template for Original Route Level Details to Redirect Route](#)

Condition: * Amount >= 100

Group ID: * ELFARE; e-Claims (Welfare)

Import Close

Select all Unselect all on the page

Action	Route ID	Redirect Route ID
<input checked="" type="checkbox"/>	HRA4_CLA	HRA4_CLA_RE

- 1: Data will appear at data grid. Make sure you got box beside "Route ID".
- 2: Enter "Condition" according to customer's requirement. Above condition mean if employee apply MC (Medical Leave), employee who under "BD1" route, will redirect to "BD1_TEST".
3. Select Group ID which this condition set on which ESS module.
- 4: Click on "Import" button to import your setting. You will see below message if you import successfully:

Original Route Mapping with Redirect Route (Level and Condition)

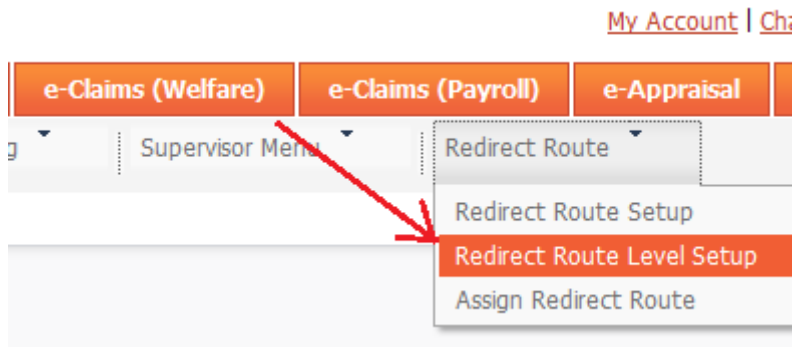
Browse... No file selected. Upload [Creat](#)

Condition: LeaveCode='MC'

Import Close

• Copy Success for BD1_TEST

Go to below link to see your data:



Route Level Setup

RouteID:

Group ID Setup

Is OT Is OT Plan Is Leave Is Attendance Is Employee Is Payslip Is C

Is Direct Approve

BD1_TEST

Page 1 of 1 (1 items)

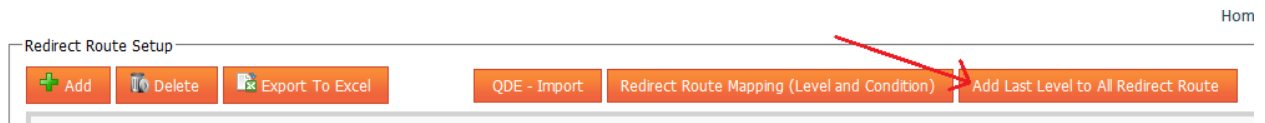
#	FLevel	Email	Remind	Remind Time	Bypass	Email Bypass	Bypass T	Approval ID	Approval Name	Bkup A t
Edit <input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4800	<input type="checkbox"/>	<input type="checkbox"/>	0000	APSB0047	KHONG CHUNG LUN,	<input type="checkbox"/>

Page 1 of 1 (1 items)

You will see redirect route "BD1_TEST" will follow all route setting from "BD1".

Step 3: Add Last Level to All Redirect Route

Click on below link:



This setting will add last level approver for **ALL** redirect route, user no need to enter one by one for each redirect route.

Add Last Level to All Redirect Route

Level:

Email Notification(For Approval):

Approval:

Route Level Remind Function

Remind Notification:

Time Remind:

Route Level Backup Function

Backup Approval:

Email Notification for Backup Bypass:

Backup Approval:

Time Backup:

[Select all on the page](#) [Unselect all on the page](#)

Action	Redirect Route ID
<input checked="" type="checkbox"/>	BD1_TEST
<input checked="" type="checkbox"/>	FIN1_RE
<input checked="" type="checkbox"/>	FIN2_RE
<input type="checkbox"/>	FIN3_RE
<input type="checkbox"/>	HRA1_RE
<input type="checkbox"/>	MGMNT1_RE
<input type="checkbox"/>	MGMNT2_RE
<input type="checkbox"/>	PRO1_RE
<input type="checkbox"/>	PRO2_RE
<input type="checkbox"/>	PRO3_RE
<input type="checkbox"/>	PRO4_RE
<input type="checkbox"/>	PRO5_RE
<input type="checkbox"/>	PRO6_RE
<input type="checkbox"/>	PROPERTY1_RE
<input type="checkbox"/>	PROPERTY2_RE
<input type="checkbox"/>	PROPERTY3_RE
<input type="checkbox"/>	PROPERTY4_RE

[✔ Add Last Level to All Redirect Route](#) [✖ Close](#)

If you want to add this last level for all redirect route, make sure the box in front of all redirect route ID.