[Updated on
12-Dec-2024]

[User Guide]

[e-Mobile Leave]

APPROVER

[VERSION 2.0.1.0]

Contents

Login

No SIM 5:21 PM 60%

Company Code: Please click here to enter your company code. Our support team will send you company code.

iFLEXi MOBILE APP

PLEASE ENTER COMPANY CODE

User ID: Your employee number.

Password: which is same as e-Leave system password

User ID

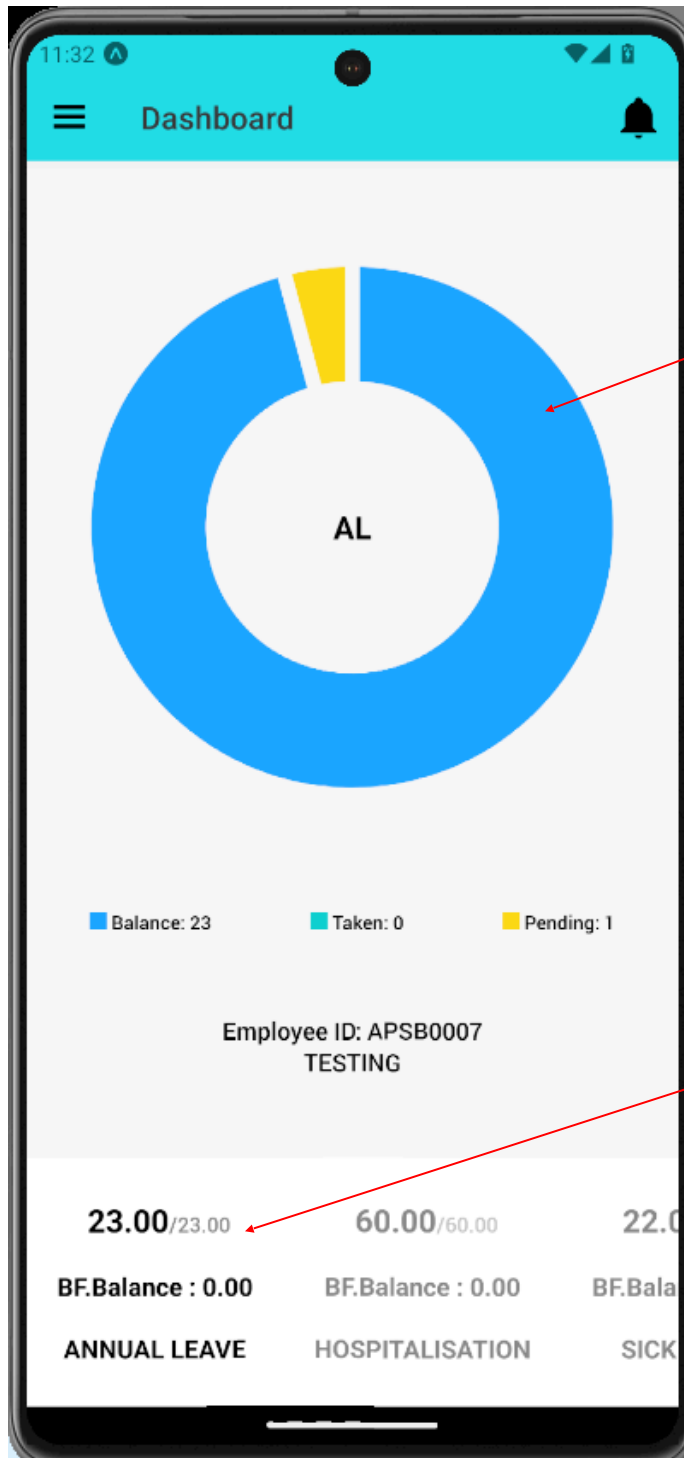Password

Forget Password ?

Login

☐ Remember Me

Remember Me: this option will remember your login credentials after you login successfully when enabled.

Version : 1.2.3
Flexi Team System Sdn Bhd

Dashboard

When login successfully, employee will redirect to "Dashboard":

Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

Click on "ANNUAL LEAVE" if you want to see annual leave taken, pending and balance.
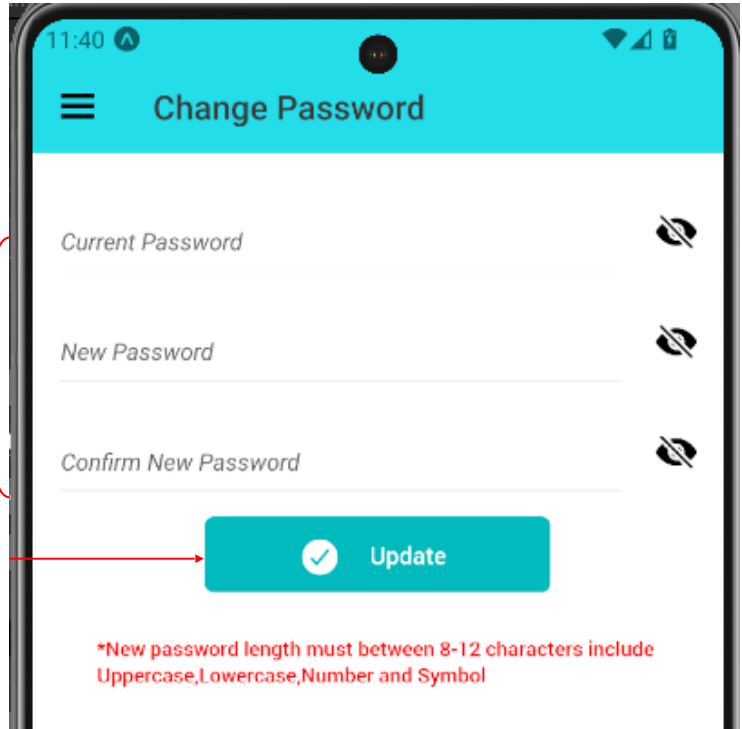
Change Password

If user change password through their mobile phone, this new password will reflected in ESS system too.

Step 1. Click this menu.
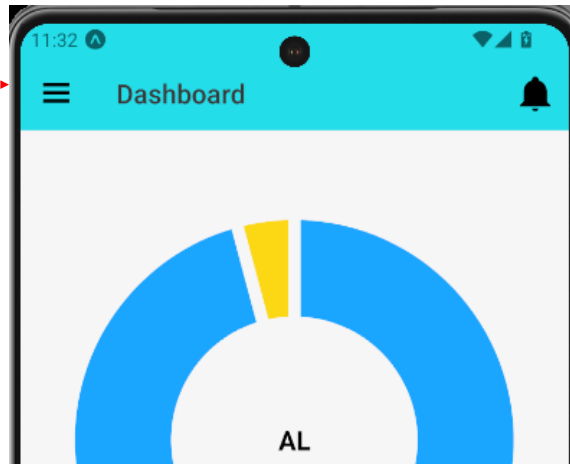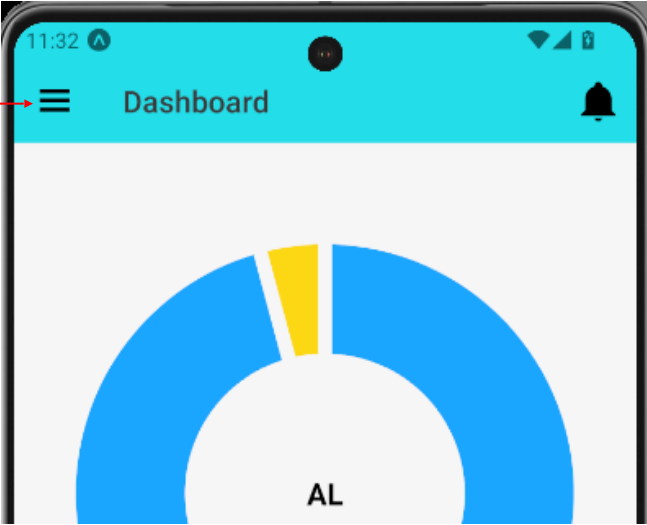
Step 2. Click "Change Password"

Step 3: Enter your current password and new password.

Step 4: Click on "Update" button.

11:40

Change Password

Current Password

New Password

Confirm New Password

Update

*New password length must between 8-12 characters include Uppercase,Lowercase,Number and Symbol

How to Apply Leave?

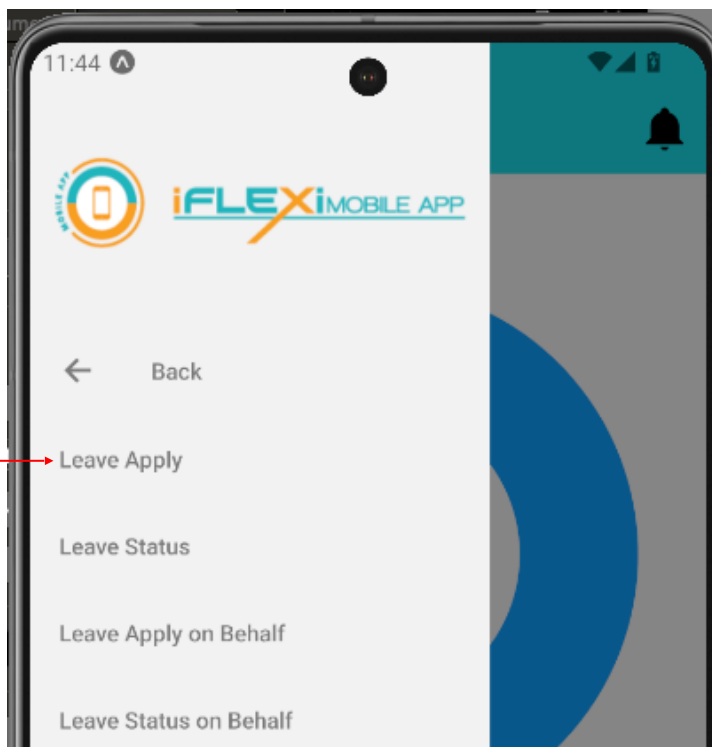1. Click this menu

2. Click this menu

3. Click this menu

Back

Leave Apply

Leave Status

Leave Apply on Behalf

Leave Status on Behalf

Click on "Attach File" if you need upload your supporting documents.

Step 1: Enter all your leave information here.

Step 2: Click on "Submit" button.

11:45

☰   **Leave Apply**

TESTING
APSB0007

Attach File

Date   📅

Daily   Hourly

Leave Code   ▾

Daily Period   ▾

Periods : **0 days**

Reason

Remark

✓ Submit

You will this message when apply leave successfully.

15:19

Success Leave Request
Leave application had been submit
successfully

REP 2019-09-17 - 2019-09-17 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

REP 2019-09-15 - 2019-09-15 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

AL 2020-07-30 - 2020-07-30 (1 Days)
FLEXI 2020-07-28
status : RESUBMIT

AL 2020-07-01 - 2020-07-01 (1 Days)
APSB0060 2020-07-01
status : RESUBMIT

AL 2020-10-30 - 2020-10-30 (1 Days)
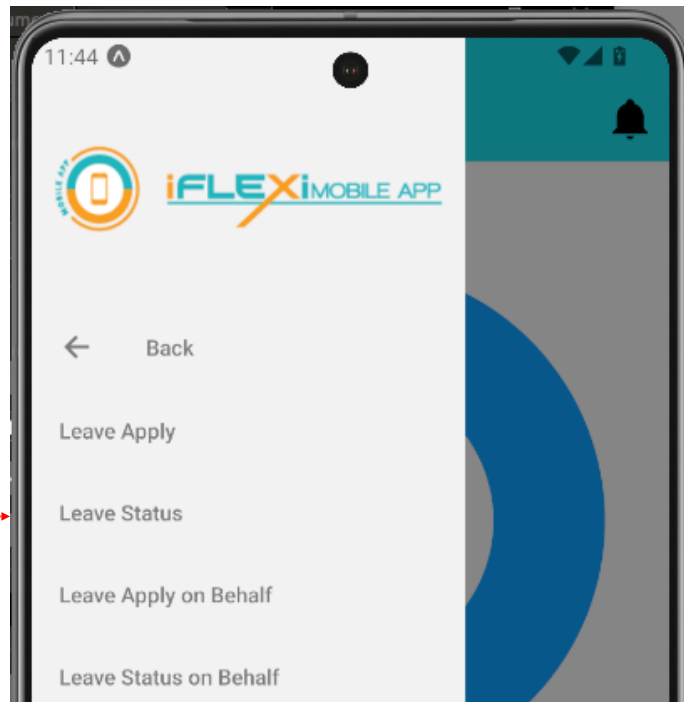*APSB0060 2020-10-14*
status : PENDING

AL 2019-09-30 - 2019-09-30 (1 Days)
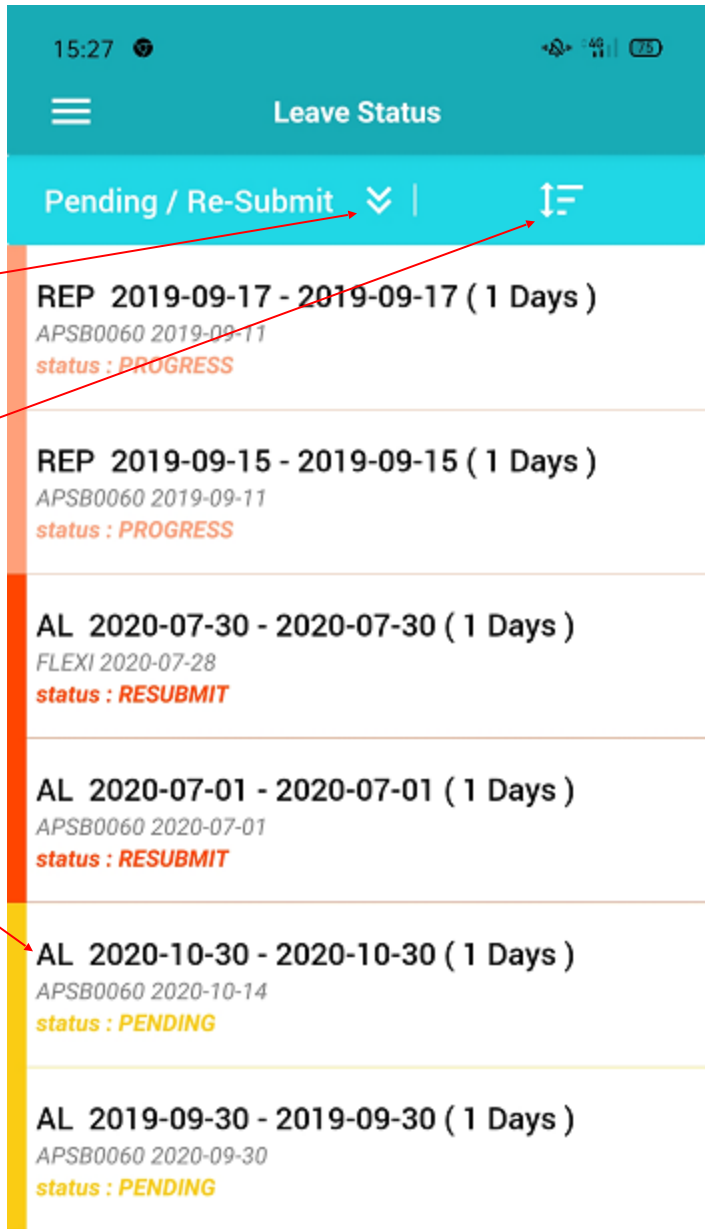*APSB0060 2020-09-30*
status : PENDING

Your leave will appear on this screen and will be in "PENDING" status which show in yellow color.

How to Cancel Leave?

Step 1

You can filter leave record according to leave status, just click on this icon.

Click here to sort your data.

Step 2: Click on leave record which you want to cancel.

15:27

≡ **Leave Status**

Pending / Re-Submit ⌄ | ⬍☰

REP 2019-09-17 - 2019-09-17 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

REP 2019-09-15 - 2019-09-15 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

AL 2020-07-30 - 2020-07-30 (1 Days)
FLEXI 2020-07-28
status : RESUBMIT

AL 2020-07-01 - 2020-07-01 (1 Days)
APSB0060 2020-07-01
status : RESUBMIT

AL 2020-10-30 - 2020-10-30 (1 Days)
APSB0060 2020-10-14
status : PENDING

AL 2019-09-30 - 2019-09-30 (1 Days)
APSB0060 2020-09-30
status : PENDING

Pending / Re-Submit

REP 2019-09-17 - 2019-09-17 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

Period : 2020-10-30-2020-10-30

Total : 1 days

Reason : Testing

Remarks :

Attachments :

Level :

1

Status : waiting

Approval : AZWAH BINTI MOHAMAD NOOR - APSB0150

Date : -

Remarks : -

Step 3: Click on "DELETE LEAVE" button.

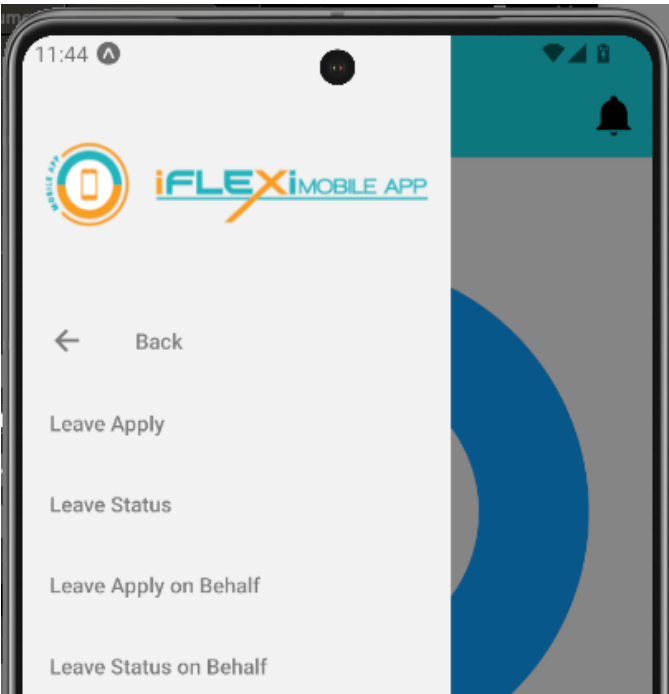DELETE LEAVE

BACK

Check Leave Status

Step 1

Pending / Re-Submit ⌄ |

REP 2019-09-17 - 2019-09-17 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

REP 2019-09-15 - 2019-09-15 (1 Days)
APSB0060 2019-09-11
status : PROGRESS

AL 2020-07-30 - 2020-07-30 (1 Days)
FLEXI 2020-07-28
status : RESUBMIT

AL 2020-07-01 - 2020-07-01 (1 Days)
APSB0060 2020-07-01
status : RESUBMIT

AL 2020-10-30 - 2020-10-30 (1 Days)
APSB0060 2020-10-14
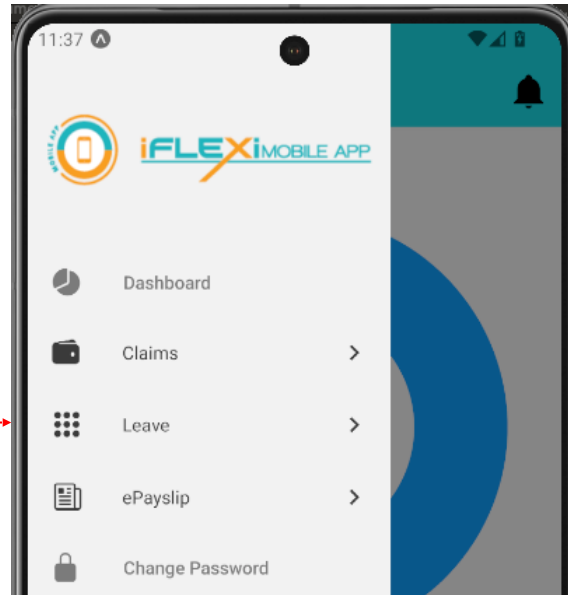*status : PENDING*

AL 2019-09-30 - 2019-09-30 (1 Days)
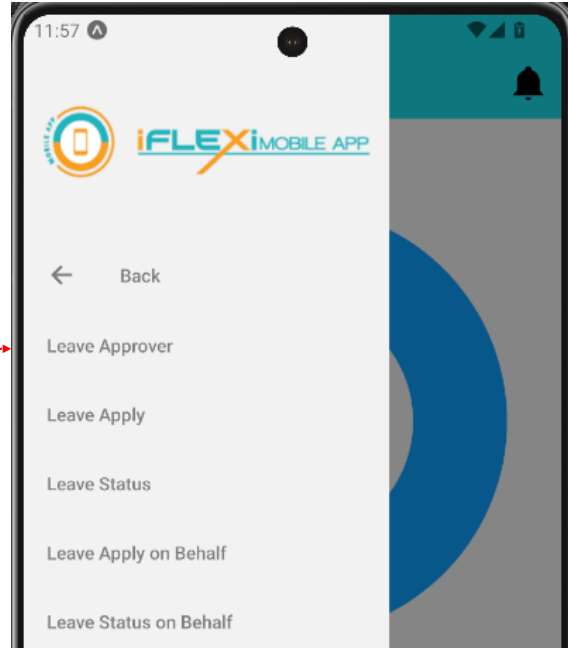*APSB0060 2020-09-30*
status : PENDING
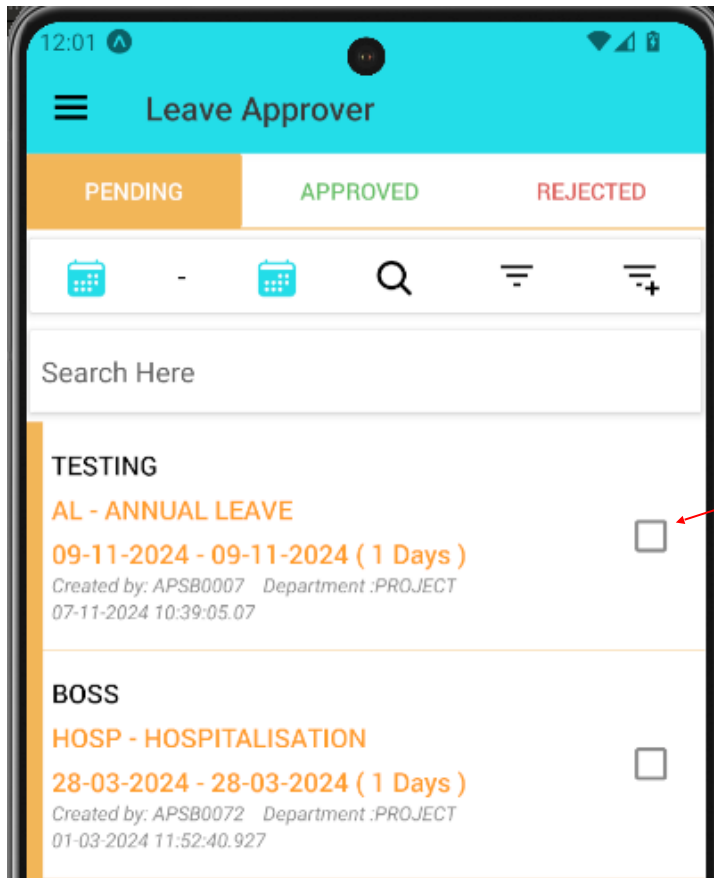
How to Approve/Resubmit/Reject Leave?

Step 1

Step 2

Approve One by One Leave Record

Step 1: Click the leave record which you want to take action.

Step 2: Under "Action", click either "APPROVE", "REJECT" or "RE-SUBMIT" button.

16:00

EmpNo : **APSB0006**
Period : **2020-10-14 - 2020-10-14**
Consume : **1 Days**
Action : **Approve**
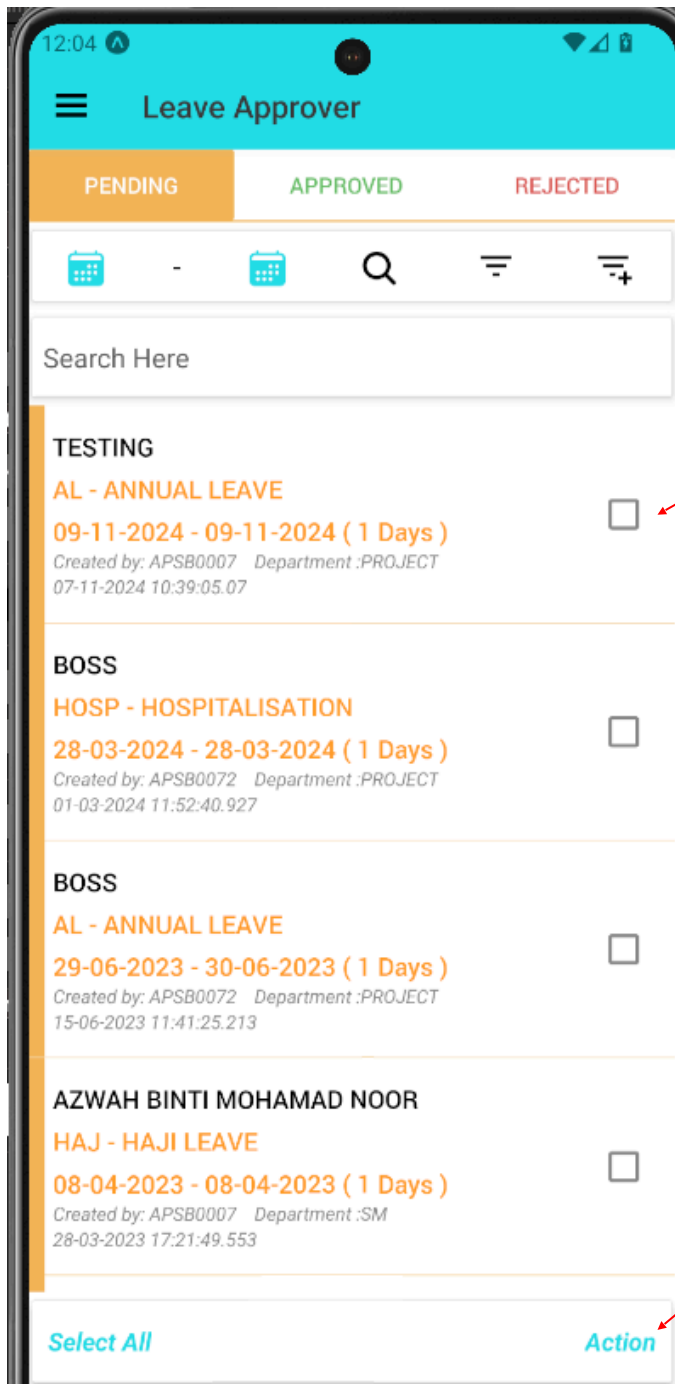
Leave Your Comment Here

✓ Approve   ✕ Cancel

You **MUST** enter your comment here if you choose "Re-Submit" or "Reject" action.
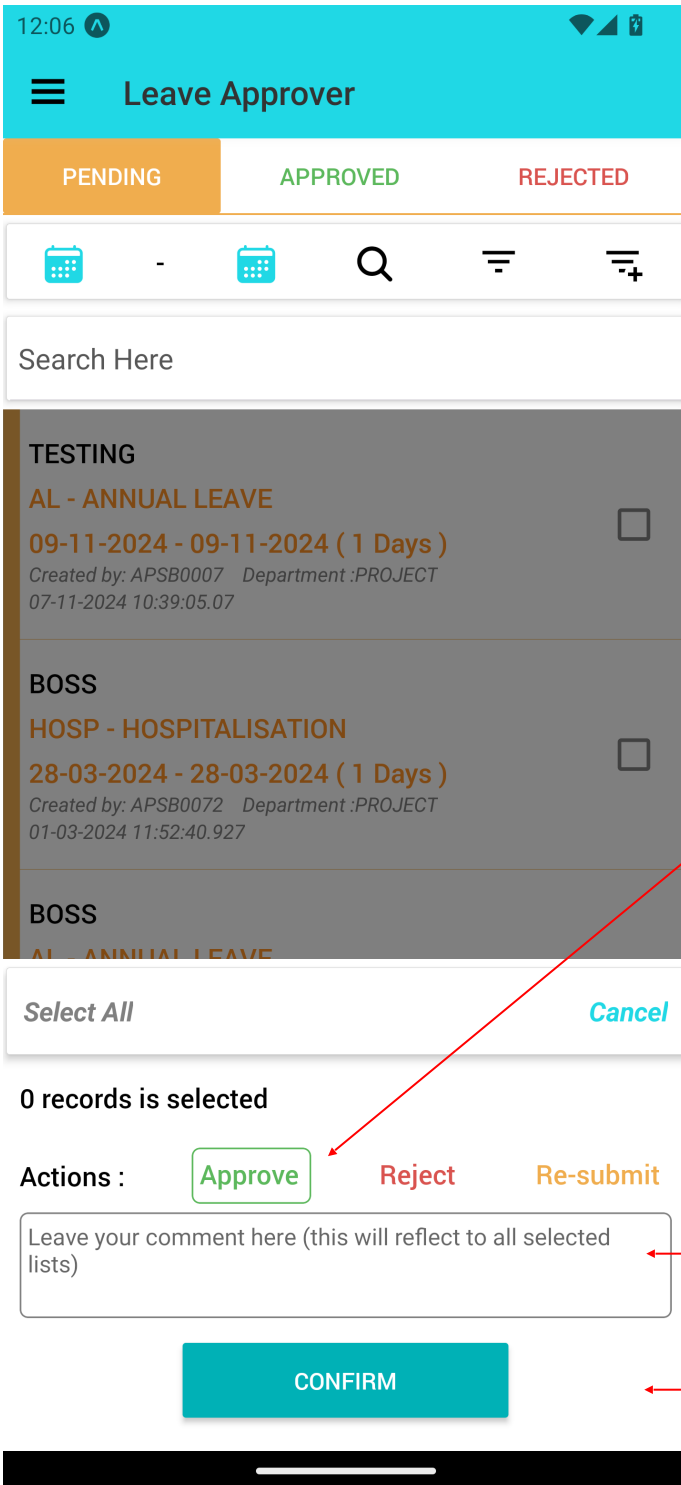
Step 3: Click on "Approve" button when you want to approve this leave application.

Approve Leave by Batch

Step 1: ✔ all this radio button for those records which you want to take action.
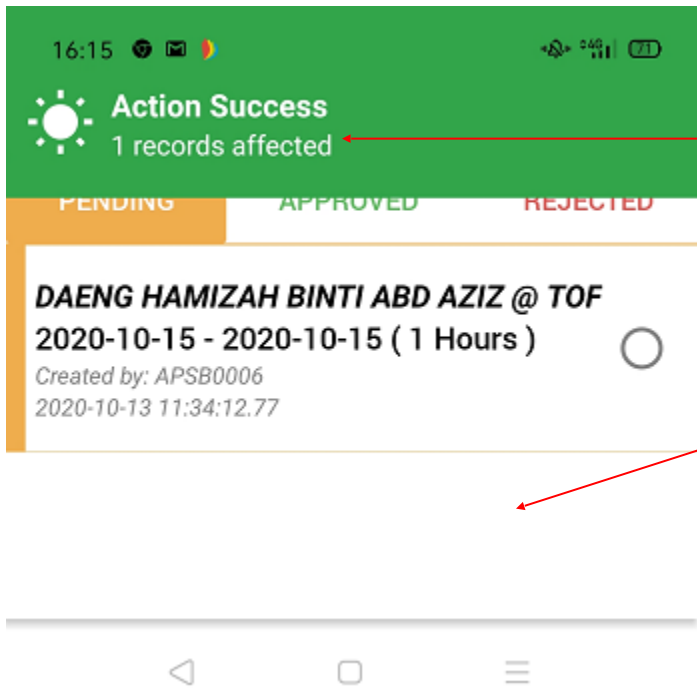
Step 2: Click on "Action"

12:06

Leave Approver

PENDING	APPROVED	REJECTED

📅 - 📅 🔍 ☰ ☰₊

Search Here

TESTING

AL - ANNUAL LEAVE

09-11-2024 - 09-11-2024 (1 Days)
Created by: APSB0007   Department :PROJECT
07-11-2024 10:39:05.07

☐

BOSS

HOSP - HOSPITALISATION

28-03-2024 - 28-03-2024 (1 Days)
Created by: APSB0072   Department :PROJECT
01-03-2024 11:52:40.927

☐

BOSS

AL - ANNUAL LEAVE

Select All   *Cancel*

0 records is selected

Actions :   **Approve**   **Reject**   **Re-submit**

Leave your comment here (this will reflect to all selected lists)

CONFIRM

Step 3: Under this Actions, click either "Approve", "Reject" or "Re-submit" action.

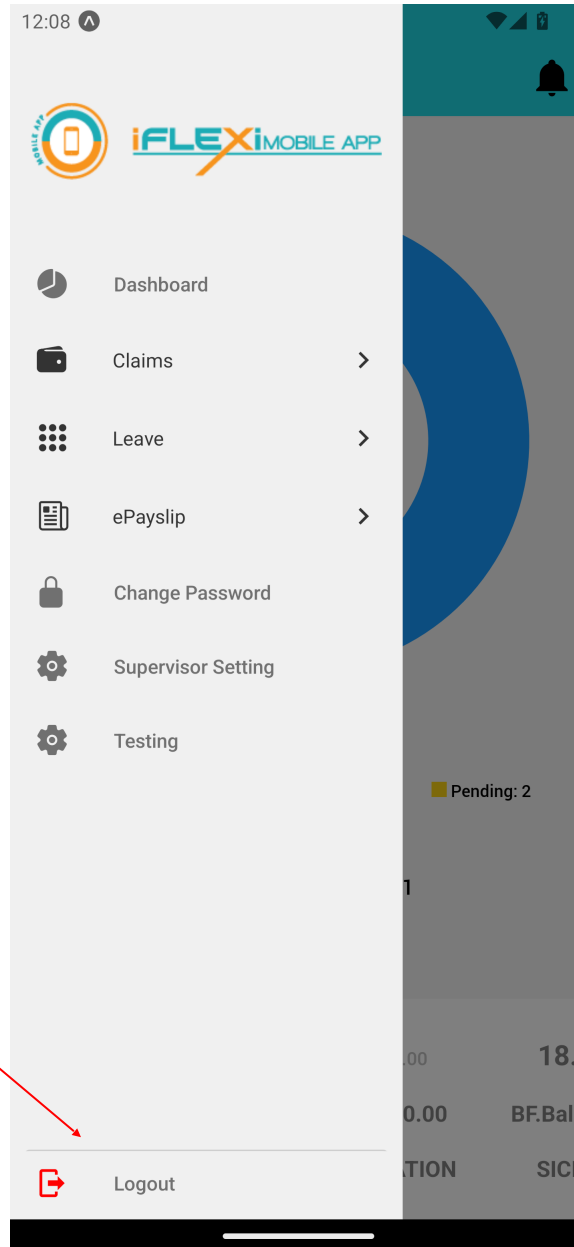Approver must enter their reason here if they choose action of "Reject" or "Re-submit".

Step 4: Click on "CONFIRM" button.

16:15

Action Success
1 records affected

You will see this message when you approve successfully.

PENDING   APPROVED   REJECTED

DAENG HAMIZAH BINTI ABD AZIZ @ TOF
2020-10-15 - 2020-10-15 (1 Hours)
Created by: APSB0006
2020-10-13 11:34:12.77

Record will disappear from this screen if you already take action.

Logout

Click this icon to logout from mobile apps.