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13-Dec-2024]

# [User Guide]

[e-Mobile Leave]

**SUPERVISOR**

[VERSION 2.0.1.0]

# Contents


- Login .....3
- Dashboard .....4
- Change Your Own Password .....5
- How to Apply Leave on Behalf of Subordinate? .....7
- How to Cancel Leave?.....11
- Check Subordinate’s Leave Status .....16
- Search Subordinate’ Leave Record .....17
  - Search by Staff Name.....17
  - Search by Department.....18
- Logout.....19

# Login

No SIM 


5:21 PM

60% 



**PLEASE ENTER COMPANY CODE**

User ID

Password 

[Forget Password ?](#)

**Login**

**Remember Me**

Version : 1.2.3  
Flexi Team System Sdn Bhd

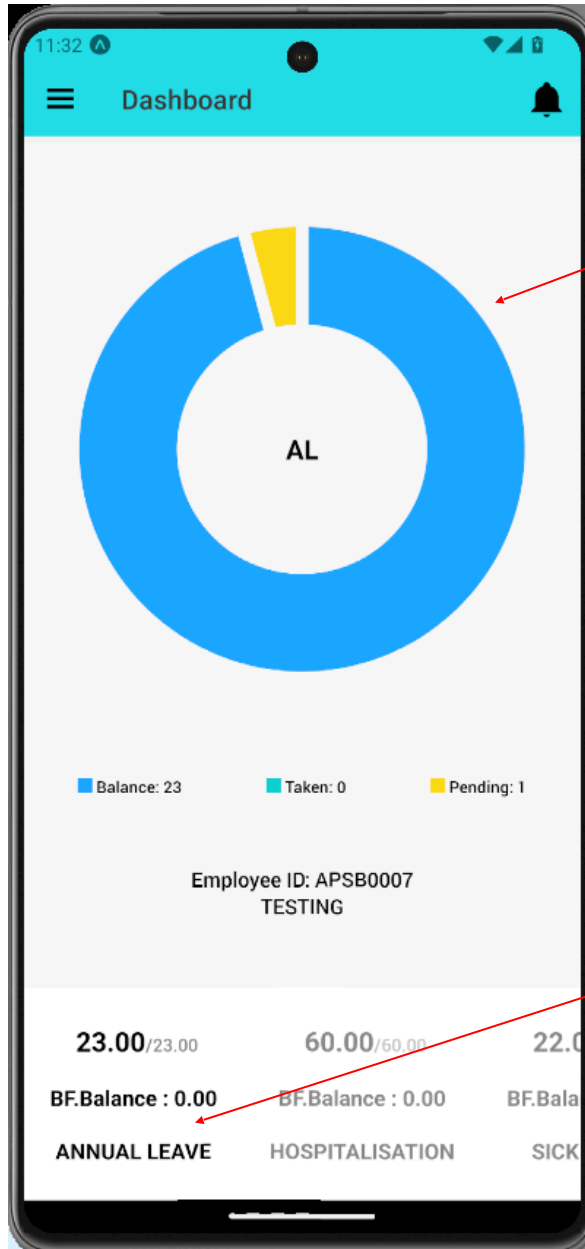
**Company Code:** Please click here to enter your company code. Our support team will send you company code.  
User **MUST** enter their company code when first time login to the ESS.

**User ID:** Your employee number.  
**Password:** which is same as e-Leave system password  
Click on "**LOGIN**" button.

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

# Dashboard

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



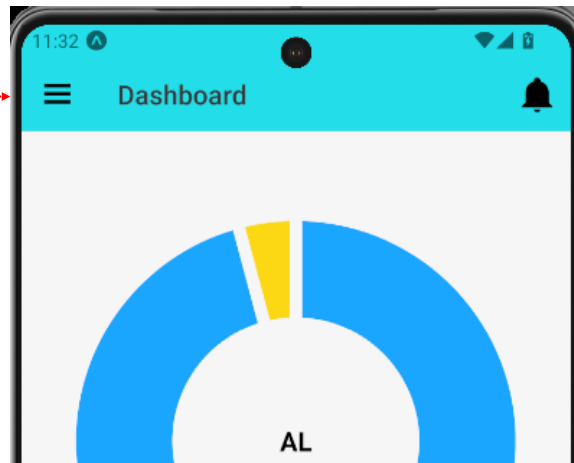
Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

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

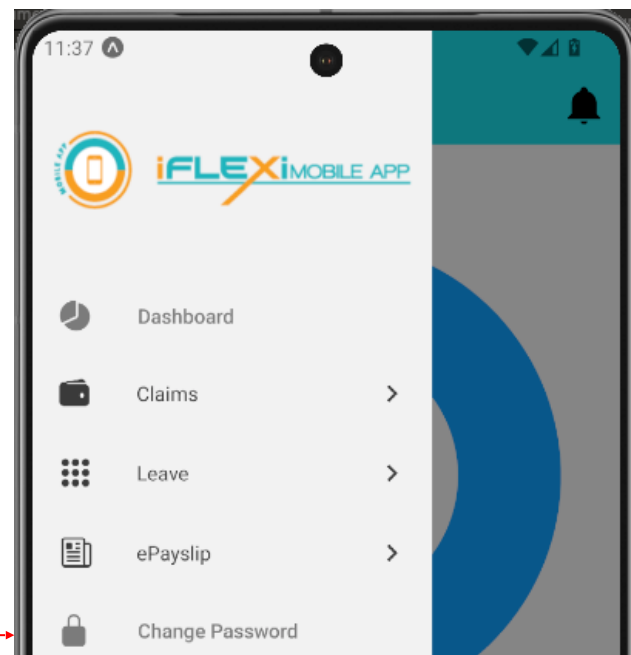
## Change Your Own Password

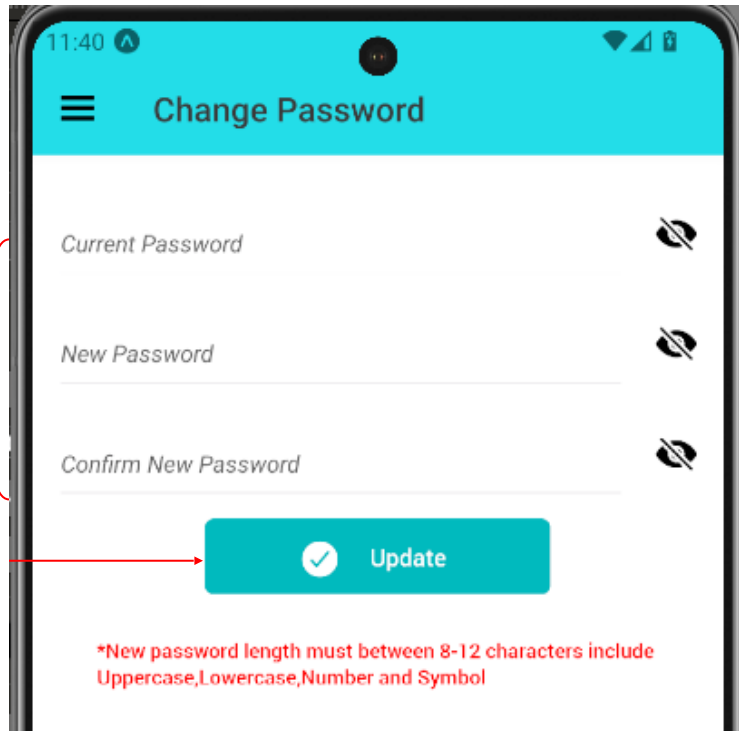
If user change password through their mobile phone, this new password will reflected in ESS system too.

**Step 1.** Click this menu.



**Step 2.** Click "Change Password"



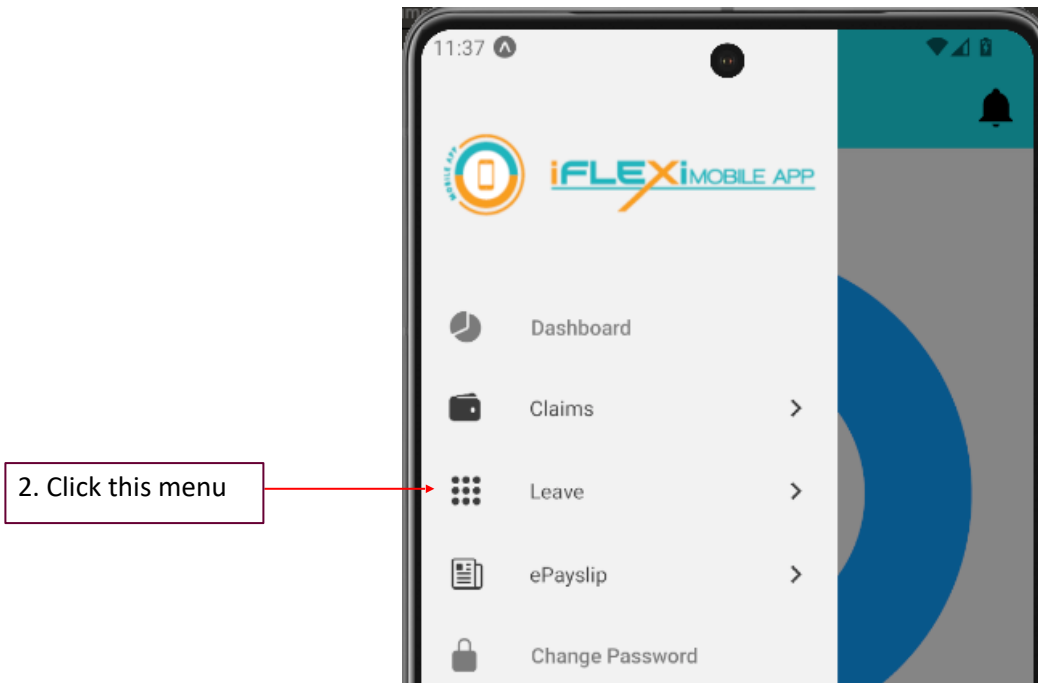
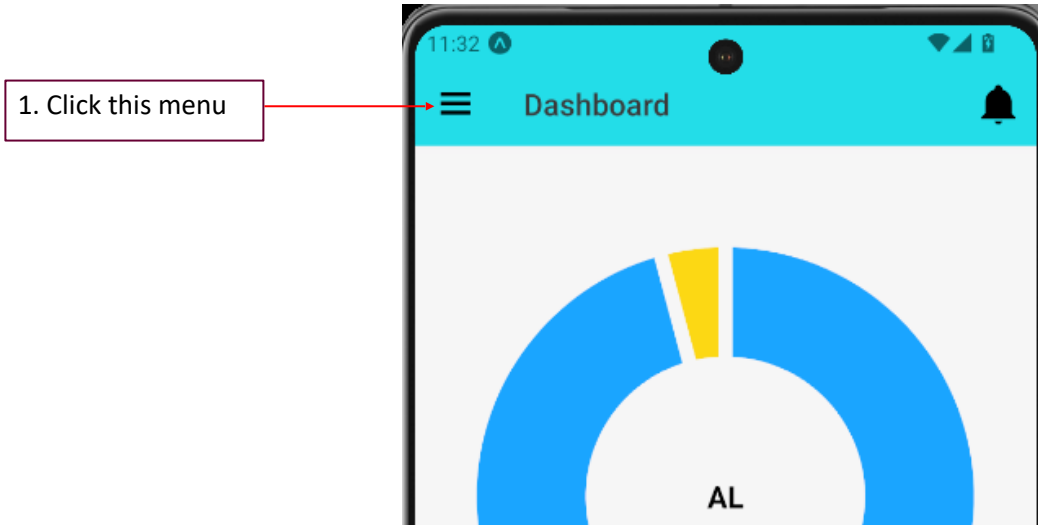


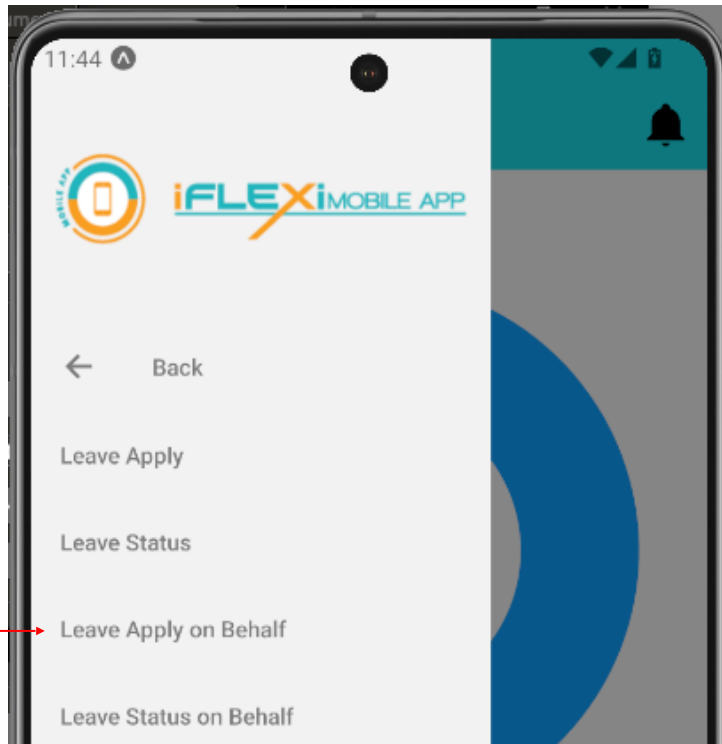
**Step 3:** Enter your current password and new password.

**Step 4:** Click on "Update" button.

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

## How to Apply Leave on Behalf of Subordinate?





3. Click this menu



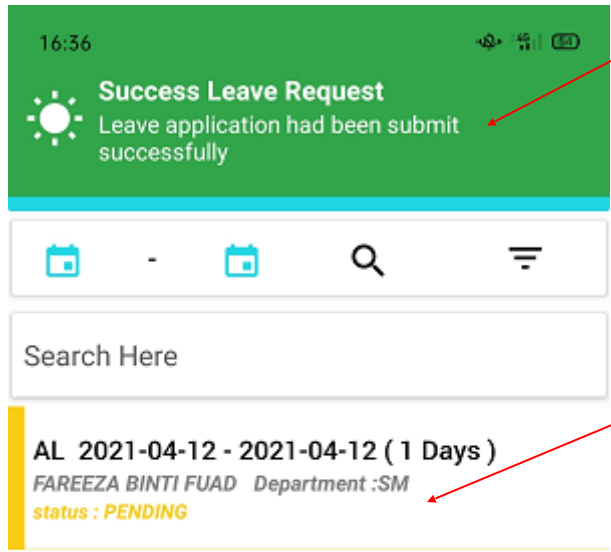
**Step 1:** Select subordinate's name here.

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

**Step 2:** Enter all your leave information here.

**Step 3:** Click on "Submit" button.

The screenshot shows a mobile application interface for applying leave on behalf of a subordinate. The title bar is teal and contains a menu icon, the time 11:48, and system icons. The main content area is white with teal accents. At the top, there is a dropdown menu for selecting a subordinate, currently showing "-- Select Your Subordinate --", and a teal "Attach File" button. Below this is a "Date" field with a calendar icon. A teal toggle switch is set to "Daily", with "Hourly" as an alternative. There are two dropdown menus for "Leave Code" and "Daily Period". Below these, it shows "Periods : 0 days". There are two text input fields for "Reason" and "Remark". At the bottom, there is a teal "Submit" button with a white checkmark icon. Red arrows point from the instructional text boxes to these specific UI elements.

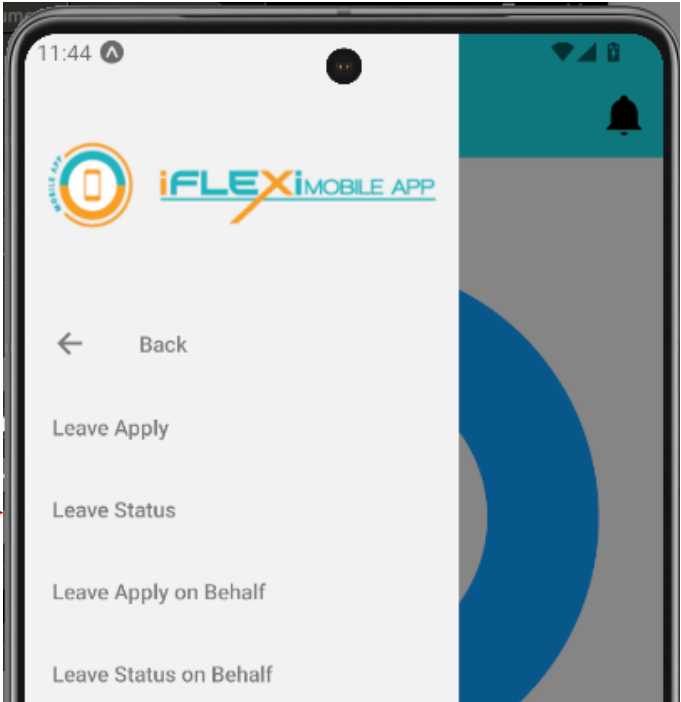


You will this message when apply leave successfully.

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

# How to Cancel Leave?

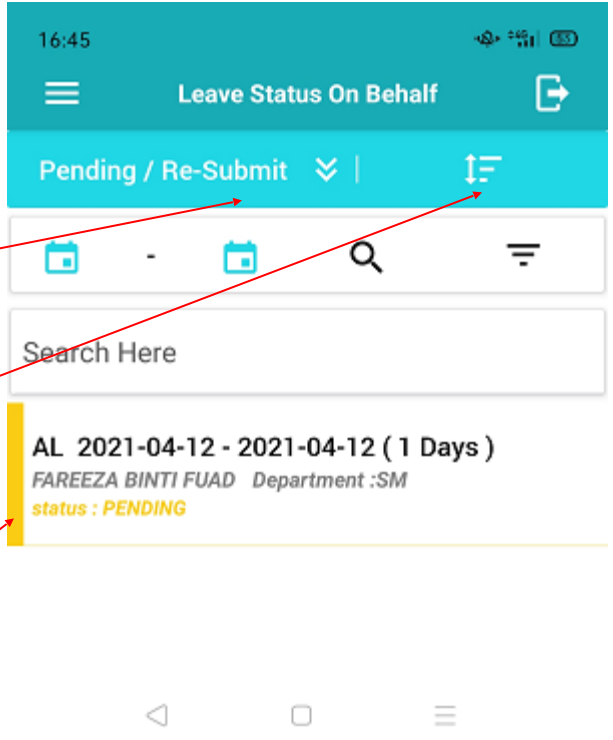
Step 1

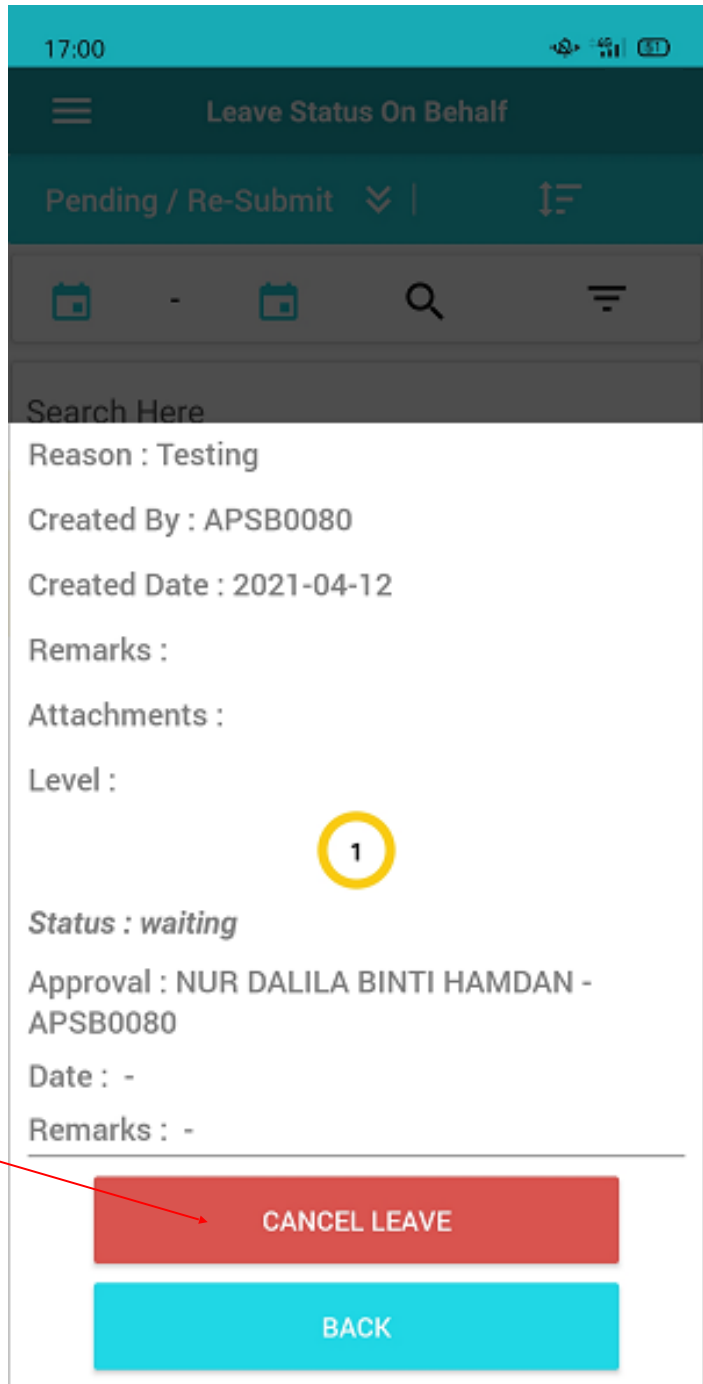


You can filter leave record according to leave status, just click on this icon.

Click here to sort your data.

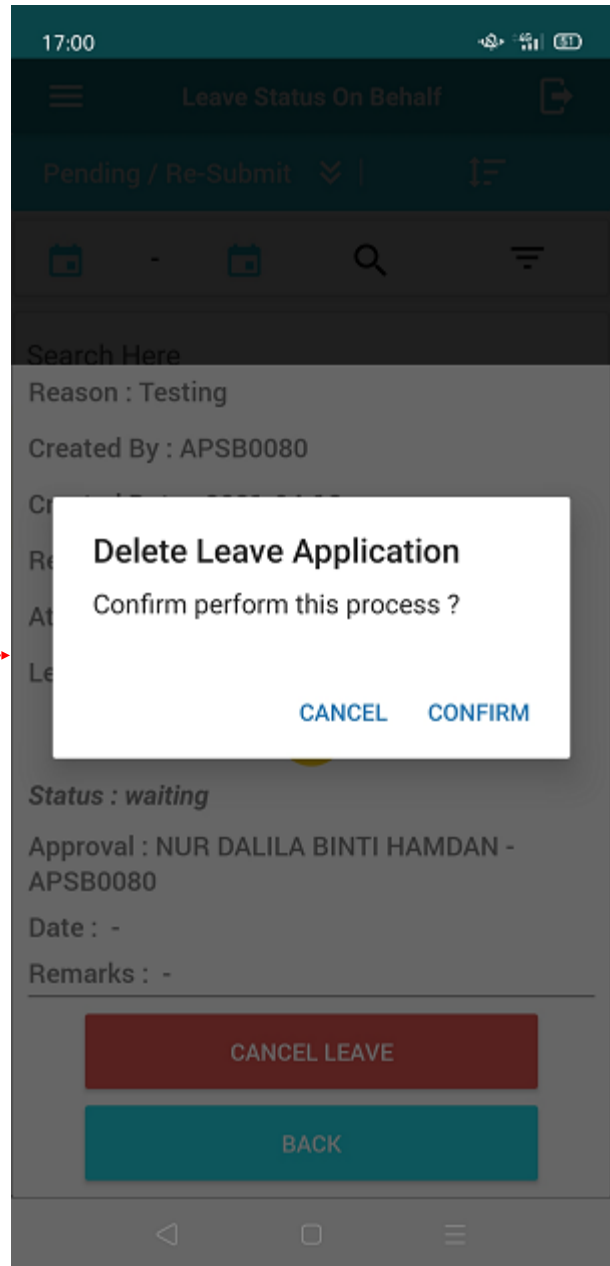
**Step 2:** Click on leave record which you want to cancel.

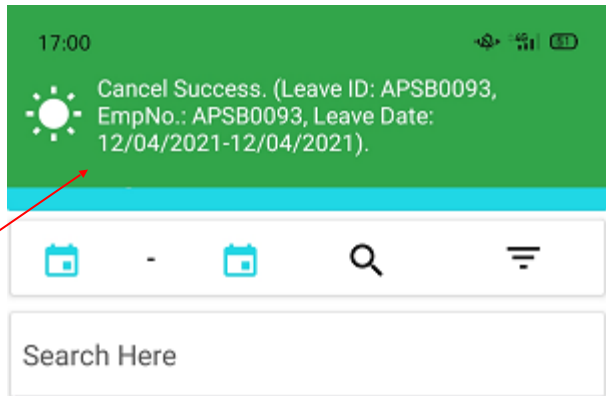




**Step 3:** Click on "CANCEL LEAVE" button.

**Step 4:** Click "CONFIRM" if you confirm to cancel this leave.





System will prompt this message if you cancel leave successfully.

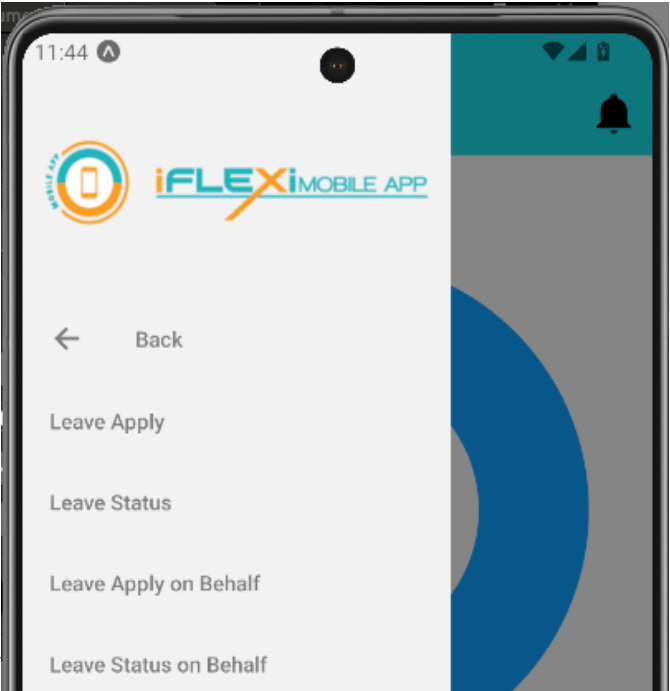


*No Record Found*



# Check Subordinate's Leave Status

Step 1



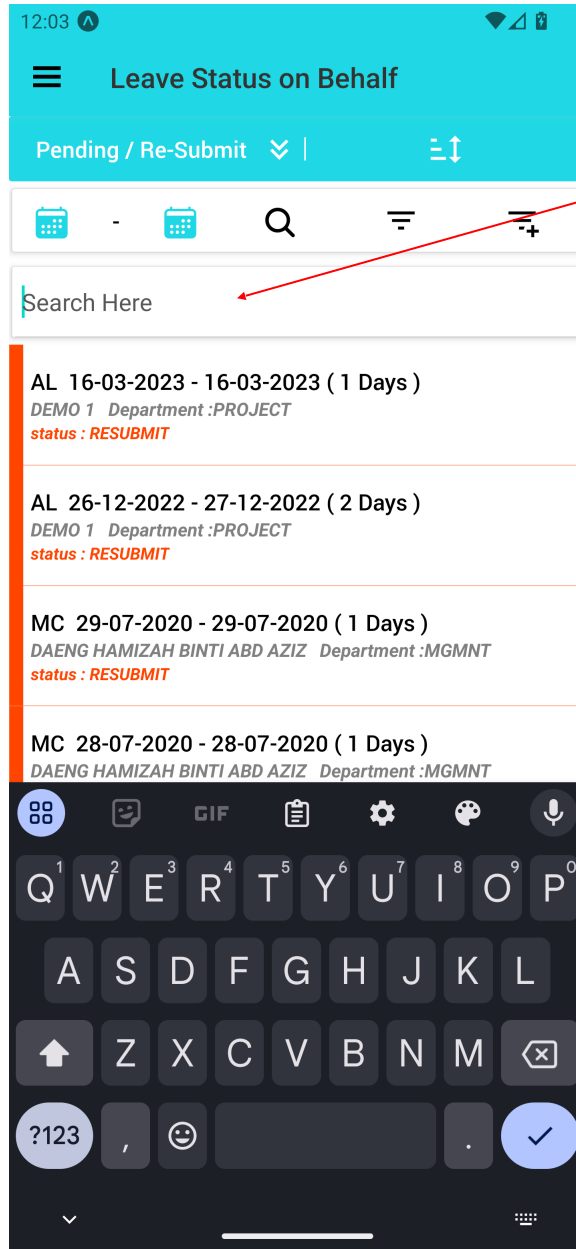


# Search Subordinate' Leave Record

## Search by Staff Name

System allow supervisor search respective staff by enter staff name at the top of leave record listing, refer to below screen shot:

Go to Menu -> "Leave" -> "Leave Status on Behalf"

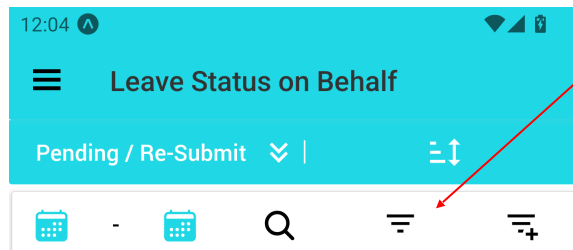


Enter staff name who you want to search at this text box

## Search by Department

Supervisor can search their subordinates' leave record status by select their department, refer to below screen shot:

Go to Menu -> "Leave" -> "Leave Status on Behalf"

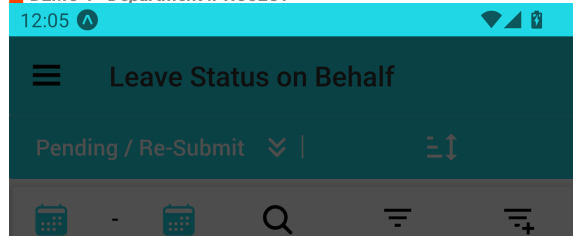


**Step 1:** Click on this icon.

Search Here

AL 16-03-2023 - 16-03-2023 ( 1 Days )

DEMO 1 Department :PROJECT

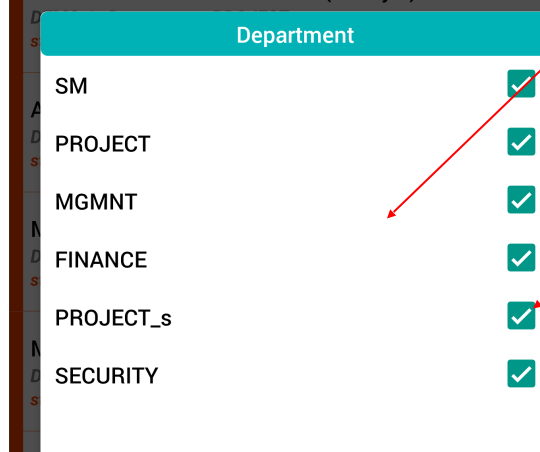


**Step 2:** Department listing will appear here.

**Step 3:** ✓ box which department you looking for.

Search Here

AL 16-03-2023 - 16-03-2023 ( 1 Days )



AL 01-07-2020 - 01-07-2020 ( 1 Days )

AB. KHALIQ BIN AB. HAMID Department :SM

status : RESUBMIT

NPL 10-06-2020 - 10-06-2020 ( 1 Days )

DAENG HAMIZAH BINTI ABD AZIZ Department :MGMNT

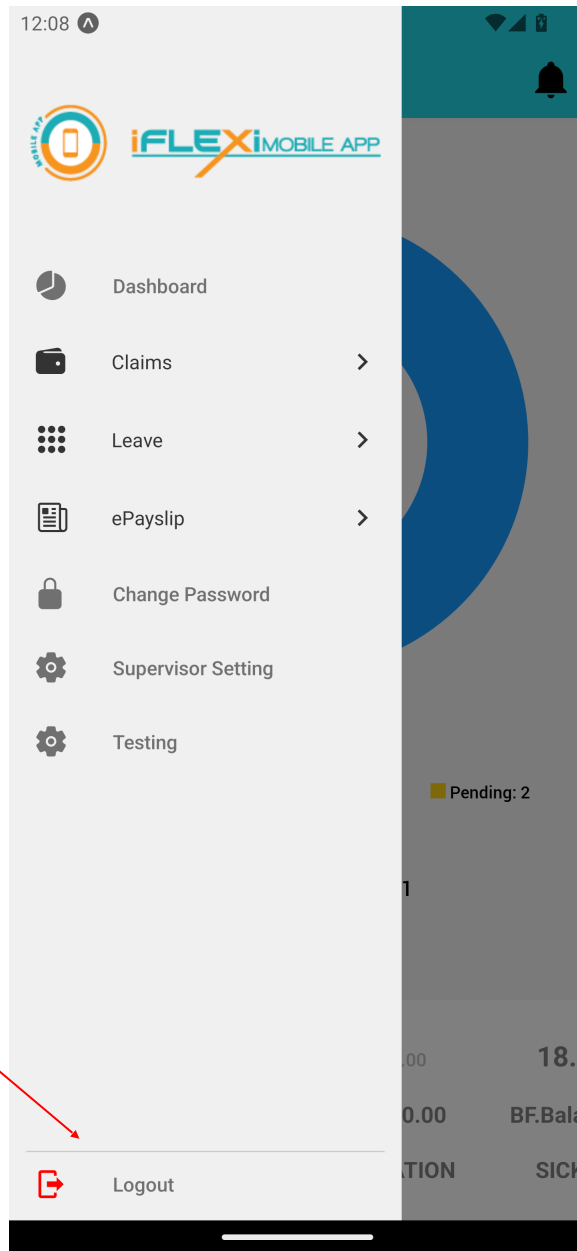
status : RESUBMIT

NPL 09-06-2020 - 09-06-2020 ( 1 Days )

DAENG HAMIZAH BINTI ABD AZIZ Department :MGMNT

status : RESUBMIT

# Logout



Click this icon to logout from mobile apps.