



USER MANUAL FOR LEAVE MANAGEMENT SOFTWARE

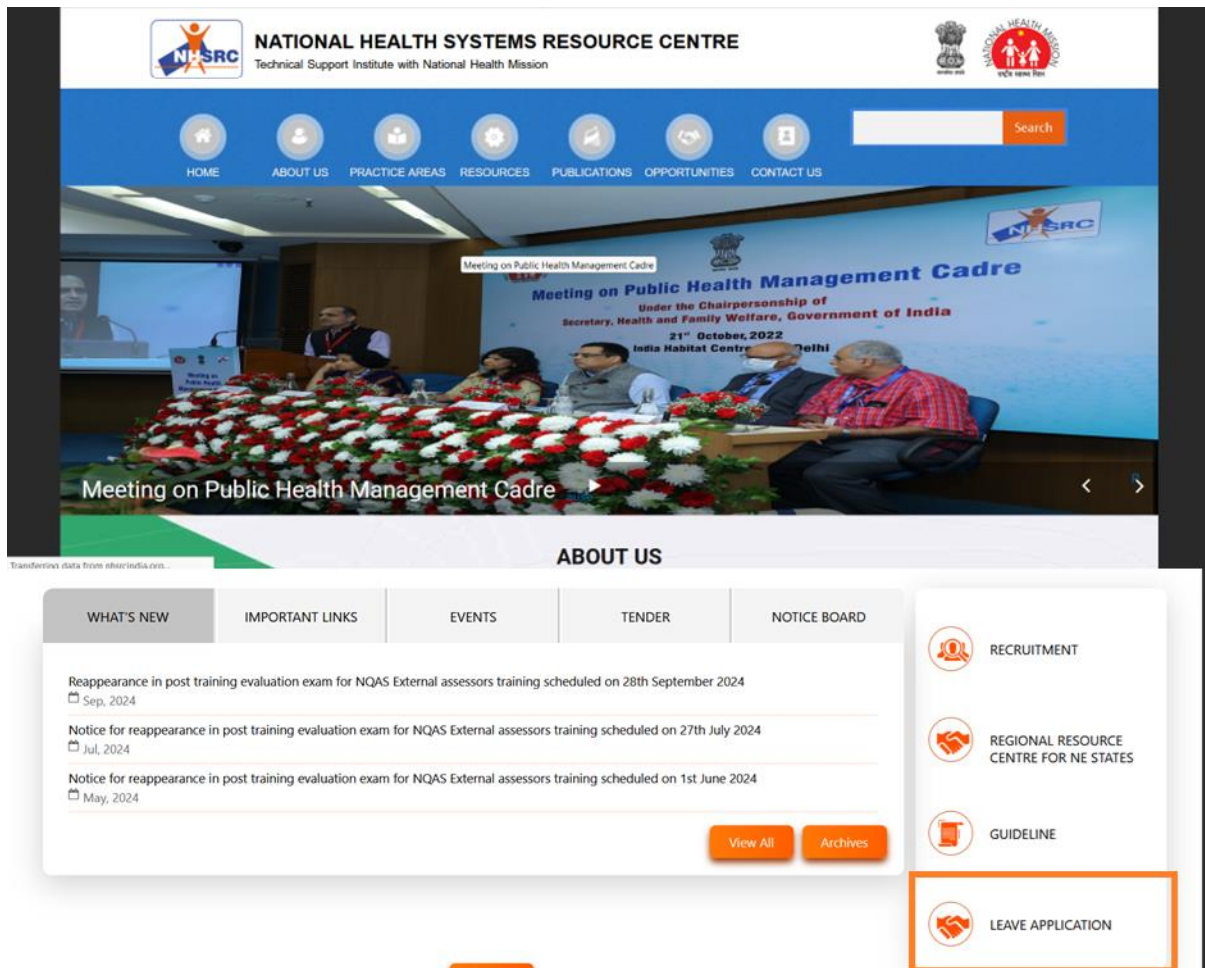
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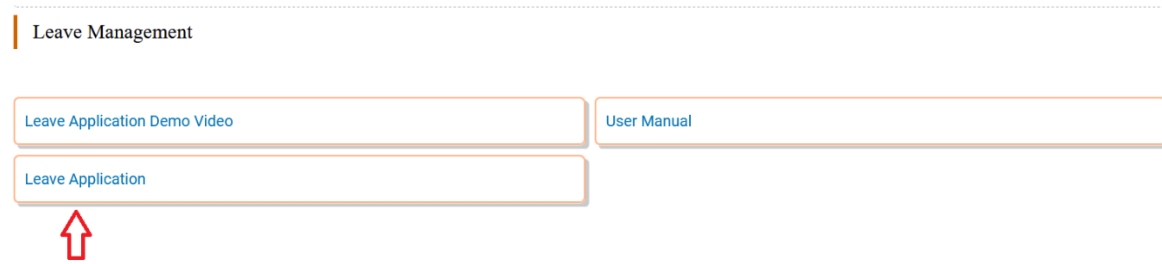
How to Access Leave Application

Visit our official NHSRC INDIA website.

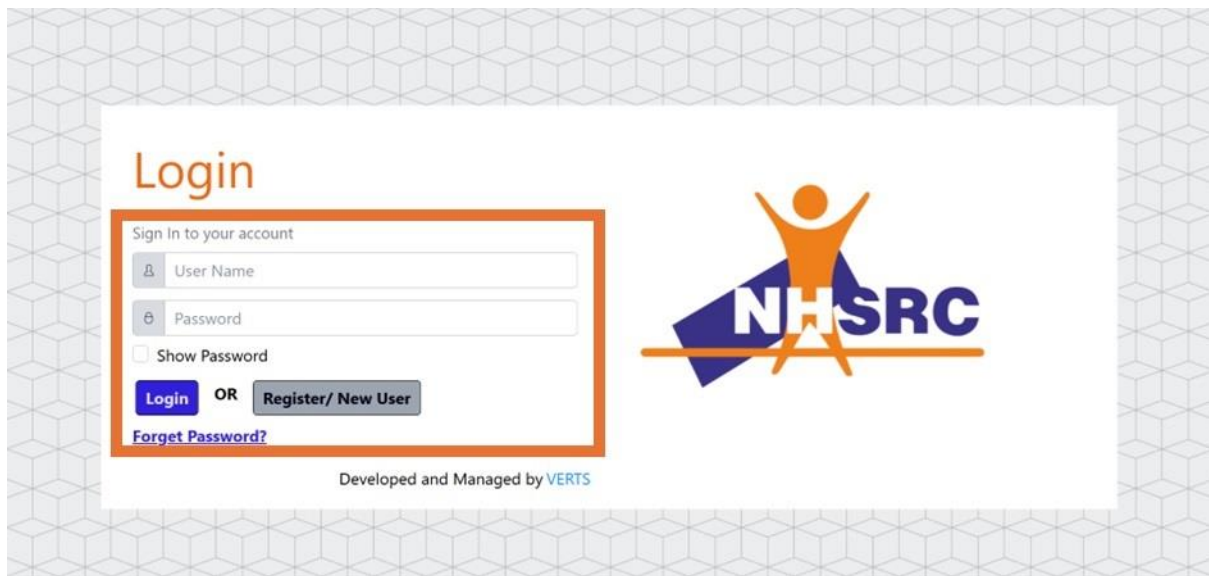
On the home page, find the leave application tab.



On leave application tab page, click on leave application.



Please enter your username and password to login.



User Dashboard Page

The screenshot displays a user dashboard with the following elements:

- Navigation:** A hamburger menu icon, "Dashboard", and "Leave Summary" (highlighted) are in the top left. "Test0003 test0202" and a "VERTS" logo are in the top right.
- Breadcrumbs:** "Home / Dashboard" is located below the navigation.
- Summary Cards:** Three cards are shown: "10 Leave Authorized(Days)" in green, "1 Leave Availed(Days) (inc. LWP)" in blue, and "0 Pending Approval(Days)" in orange. Each card features a line graph.
- Leave Request Form:** A form titled "Leave Request Form" contains the following fields:
 - Leave Id (Auto Generated): Auto Generated
 - Status: Draft
 - Employee Code: TEST-00999
 - Employee Name: Test Name
 - Division: IT Section (dropdown menu)
 - Email: test0003@gmail.com
 - Phone: 988939933
 - Total No Of Days: 0
 - From Date: (empty)
 - To Date: (empty)

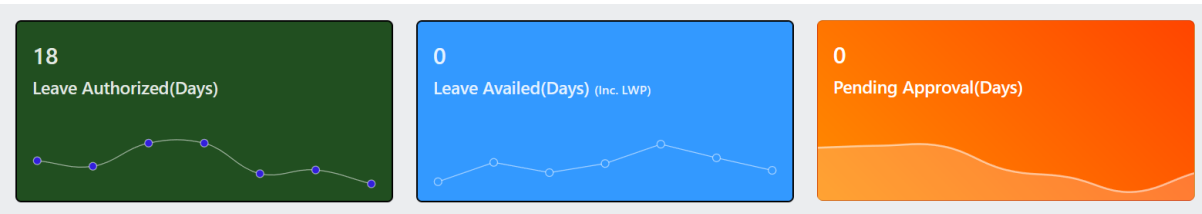
How to Check Leave Details (Total Allotment, Total Usage, Total Approved)

To check leave details, click on cards available on the home page.

To get details of total authorized leaves click on count on leave authorized card.

To get details of leaves availed and balance leaves click on count of leave availed card.

To get details of leaves which are pending for approval count on count of pending approval card.



Dashboard **Leave System**

Home / Dashboard

0
Pending For Approval

18
Leave Authorized(Days)

0
Pending A

Employees on Leave Today

No data Found

Leave Type

S.No	Leave Type	Authorized Leave
1	Consolidated Leave	15
2	Restricted Holiday	1
3	Carry Forward	2
4	LWP	0
5	Special Leave (ML)	0

Close

Dashboard **Leave System**

Home / Dashboard

0
Pending

18
Leave A

Employees on Leave Today

Total Entries: 0

Leave Type

S.No	Leave Type	Authorized Leave	Leave Availed(Days)
1	Consolidated Leave	15	0
2	Restricted Holiday	1	0
3	Carry Forward	2	0
4	LWP	0	0
5	Special Leave (ML)	0	0

Close

Leave Type



S.No	Leave Type	Authorized Leave	Pending Approval(Days)	Leave Availed(Days)	Balance Leave
1	Consolidated Leave	15	0	0	15
2	Restricted Holiday	1	0	0	1
3	Carry Forward	2	0	0	2
4	LWP	0	0	0	0
5	Special Leave (ML)	0	0	0	0

Close

How to Apply for Leave


Leave Apply Form

S.No	Leave Type*	Balance Leave	Out of Office Starting On	Leave Starting From*
1	-Select- <input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Remarks <input type="text"/>				

[Add a line](#)

To apply for Leave click on Add a line link.

S.No	Leave Type*	Balance Leave	Out of Office Starting On	Leave Starting From*
1	-Select- <input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Remarks <input type="text"/>				

[Add a line](#) 

Leave Form dialog box will appear.

✕
Leave Type*
-Select-

Balance Leave

Out of Office Starting On
dd-mm-yyyy

Leave Starting From*
dd-mm-yyyy


Leave Ending On*
dd-mm-yyyy

Out of Office Ending On
dd-mm-yyyy

Number Of Days

Number Of Days Out Of Office

Half Day

Attachment
 [Upload](#)

Remarks

Select the leave type which you want to apply for.

Leave Type*

-Select- ▼

-Select-

Consolidated Leave

Restricted Holiday

Leave Ending On

Fill out the Out of office starting date if there is any prefix.

✕

Leave Type*

-Select- ▼

Balance Leave

Out of Office Starting On

dd-mm-yyyy 📅

Leave Starting From*

dd-mm-yyyy 📅

Leave Ending On*

dd-mm-yyyy 📅

Out of Office Ending On

dd-mm-yyyy 📅

Number Of Days

Number Of Days Out Of Office

Half Day

Attachment

[Upload](#)

Remarks

Submit **Close**

Fill out the leave starting from and leave ending on dates.

✕

Leave Type* <input type="text" value="-Select-"/>	Balance Leave <input type="text"/>
Out of Office Starting On <input type="text" value="dd-mm-yyyy"/>	Leave Starting From* <input type="text" value="dd-mm-yyyy"/>
Leave Ending On* <input type="text" value="dd-mm-yyyy"/>	Out of Office Ending On <input type="text" value="dd-mm-yyyy"/>
Number Of Days <input type="text"/>	Number Of Days Out Of Office <input type="text"/>
Half Day <input type="checkbox"/>	Attachment Upload
Remarks <input type="text"/>	

Fill out the Out of office ending date if there is any suffix.



Leave Type*

Balance Leave

Out of Office Starting On

Leave Starting From*

Leave Ending On*

Out of Office Ending On

Number Of Days

Number Of Days Out Of Office

Half Day

Attachment

 [Upload](#)

Remarks

Submit

Close

To apply for half day, click on half day checkbox.

To attach any medical leave document, use upload option.



Leave Type*

Balance Leave

Out of Office Starting On

Leave Starting From*

Leave Ending On*

Out of Office Ending On

Number Of Days

Number Of Days Out Of Office

Half Day

Attachment



Remarks

Submit


Close

To apply multiple leaves use add a line option.

S.No	Leave Type*	Balance Leave	Out of Office Starting On	Leave Starting Fro
1	Consolidated Leave	10	30/10/2024	30/10/2024
Remarks				
Add a line				

Save Exit

To save the leave click on save button.


S.No	Leave Type*	Balance Leave	Out of Office Starting On	Leave Starting Fro
1	Consolidated Leave	10	30/10/2024	30/10/2024
Remarks				
Add a line				
				
<input type="button" value="Save"/> <input type="button" value="Exit"/>				

To submit the leave, click on submit button.
Leave will get submitted to HR for approval.

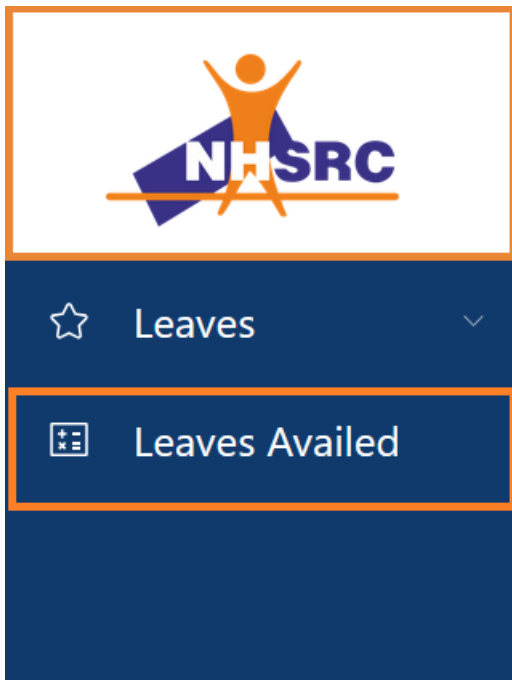
Remarks

[Add a line](#)

◀

Update **Exit** **Submit** 

To check leave status, click on leaves availed tab under leaves section.



Leaves Availed Total Entries: 9 -Select Filter- Search... Search

Add New **Actions**

<input type="checkbox"/>	S.No	Leave Id	Employee Code	Employee Name	Email	From Date	To Date	Total Number O...	Applied On
<input type="checkbox"/>	1	HL206	TEST-00999	Test Name	test0003@gmail.com	30-10-2024 00:00	30-10-2024 00:00	1	25-10-2024 20:

Under the status tab, it will display the status of leave.

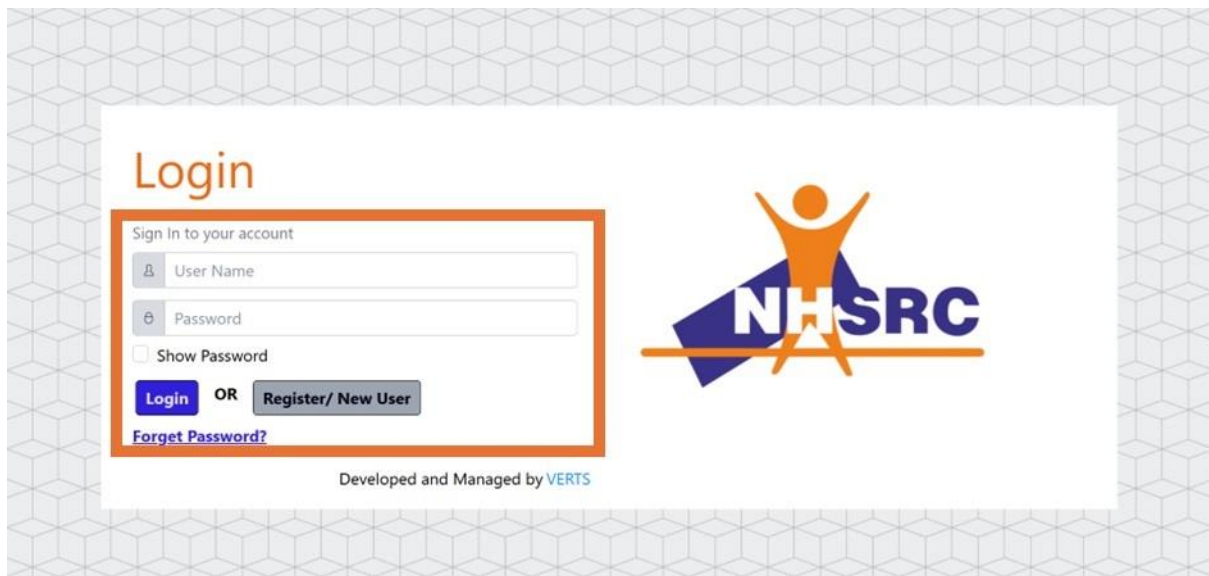
Leaves Availed Total Entries: 9 -Select Filter- Search... Search

Add New **Actions**

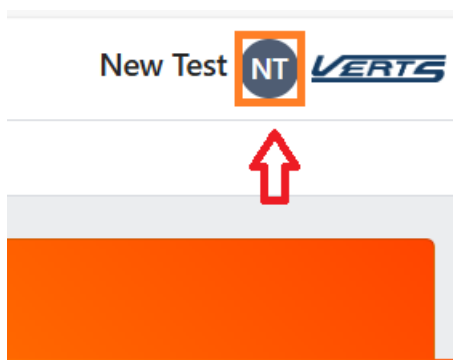
Employee Code	Employee Name	Email	From Date	To Date	Total Number O...	Applied On	Status
TEST-00999	Test Name	test0003@gmail.com	30-10-2024 00:00	30-10-2024 00:00	1	25-10-2024 20:31	Pending HR Approval

How to Change Password

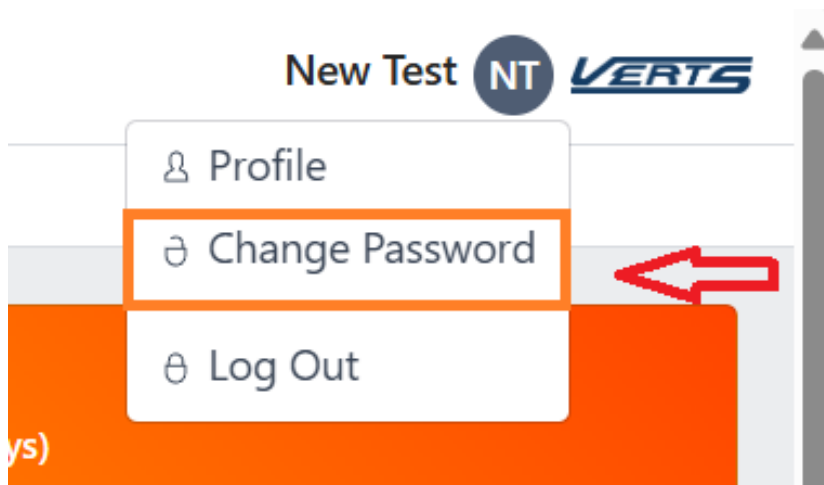
Please enter your username and password to login.



Click on Name initial tab to open the dropdown menu.



From the dropdown menu, click on Change Password Option.



The change password page will appear.

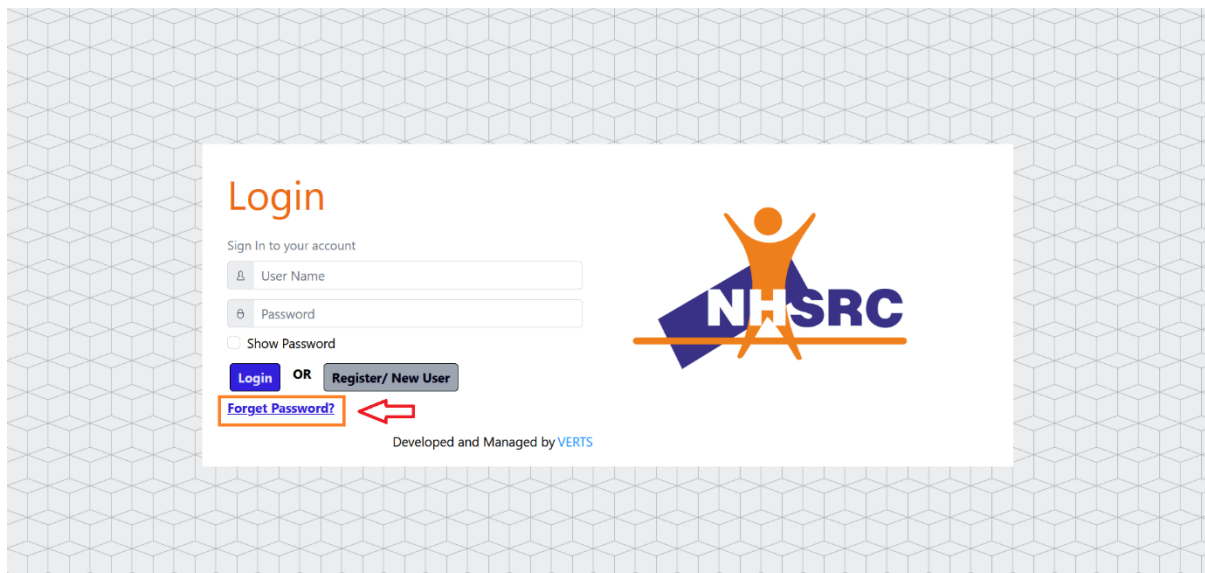
A screenshot of a "Change Password" form. The form has a title "Change Password" at the top. It contains three input fields: "Current Passowrd", "New Passowrd", and "Confirm Passowrd". Each of the first two fields has a "Show" button to its right. At the bottom left of the form is a "Submit" button. The form is set against a light gray background.

Type in your Current Password, and then New Password and Confirm Password in the respective fields.

Click on Submit Button.

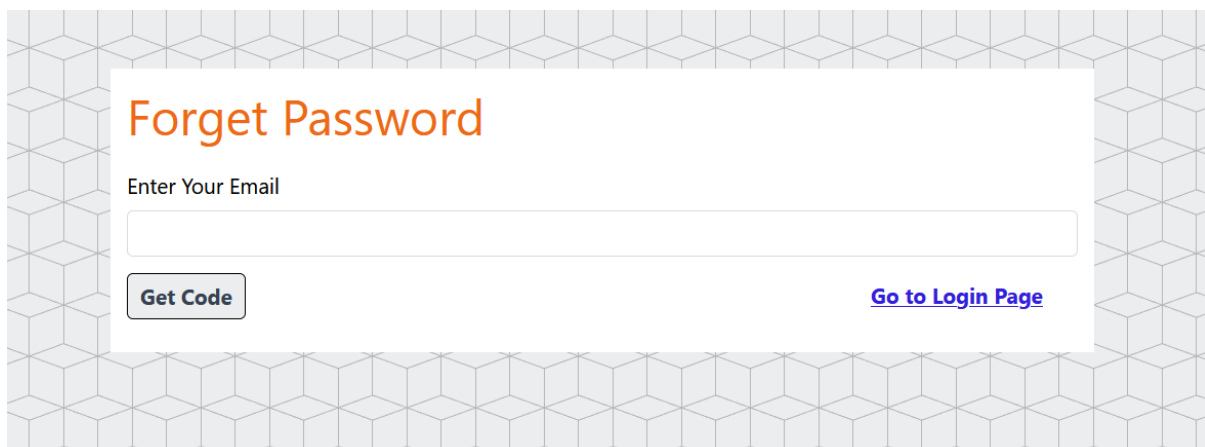
How to Reset your Password

Visit the LMS Login Page and click on Forget Password Option.



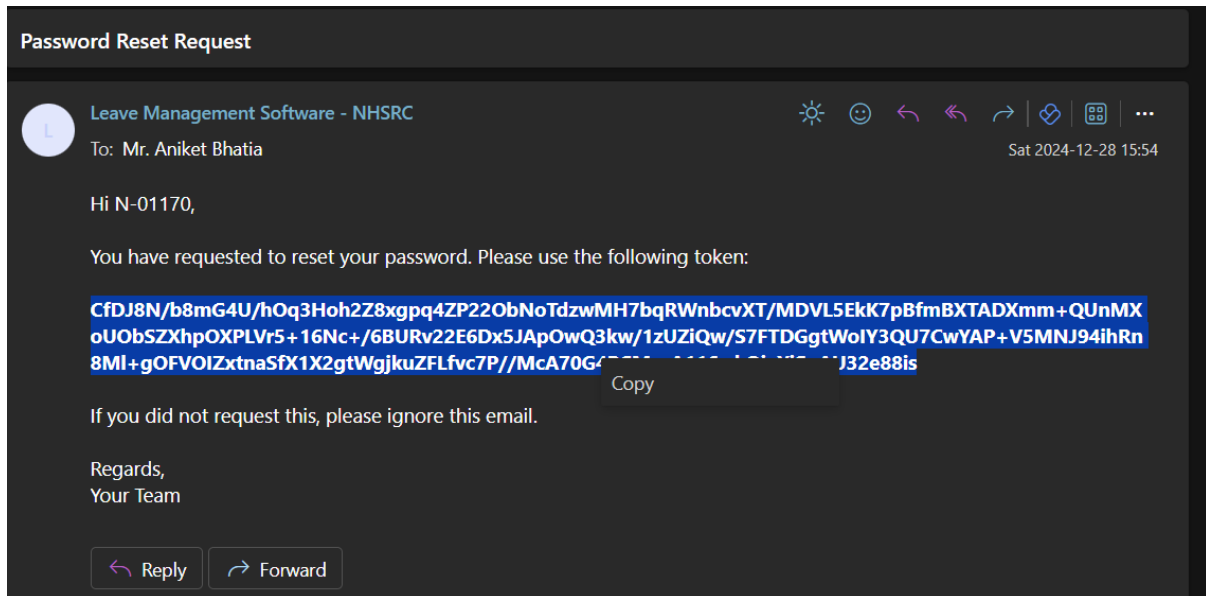
The screenshot shows the NHSRC login interface. On the left, there is a 'Login' section with the text 'Sign In to your account'. Below this are two input fields: 'User Name' and 'Password'. A 'Show Password' checkbox is located below the password field. To the right of these fields are two buttons: 'Login' and 'Register/ New User', separated by the word 'OR'. Below the 'Login' button is a link labeled 'Forget Password?' which is highlighted with a red box and a red arrow pointing to it. To the right of the login form is the NHSRC logo, which features a stylized orange figure with arms raised above the letters 'NHSRC' in blue. At the bottom of the login form, it says 'Developed and Managed by VERTS'.

Enter your Registered Email-ID to get the reset token code.

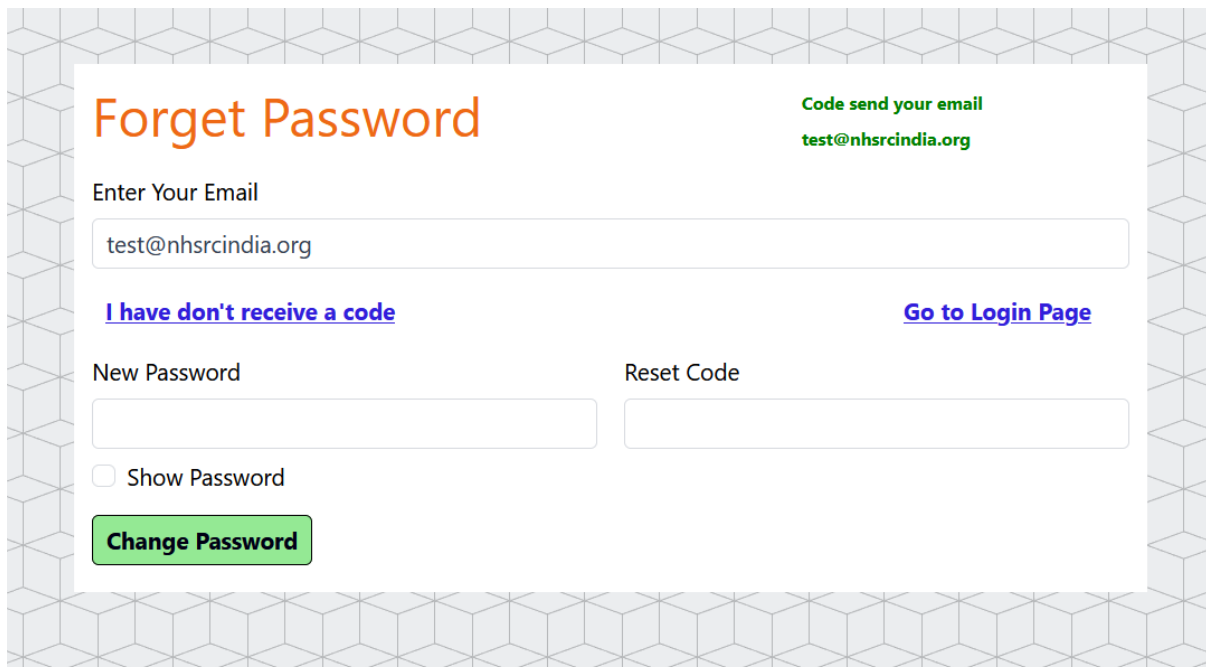


The screenshot shows the 'Forget Password' page. At the top, the title 'Forget Password' is displayed in orange. Below the title, the text 'Enter Your Email' is followed by a large, empty text input field. At the bottom left of the form is a button labeled 'Get Code'. At the bottom right is a blue link labeled 'Go to Login Page'.

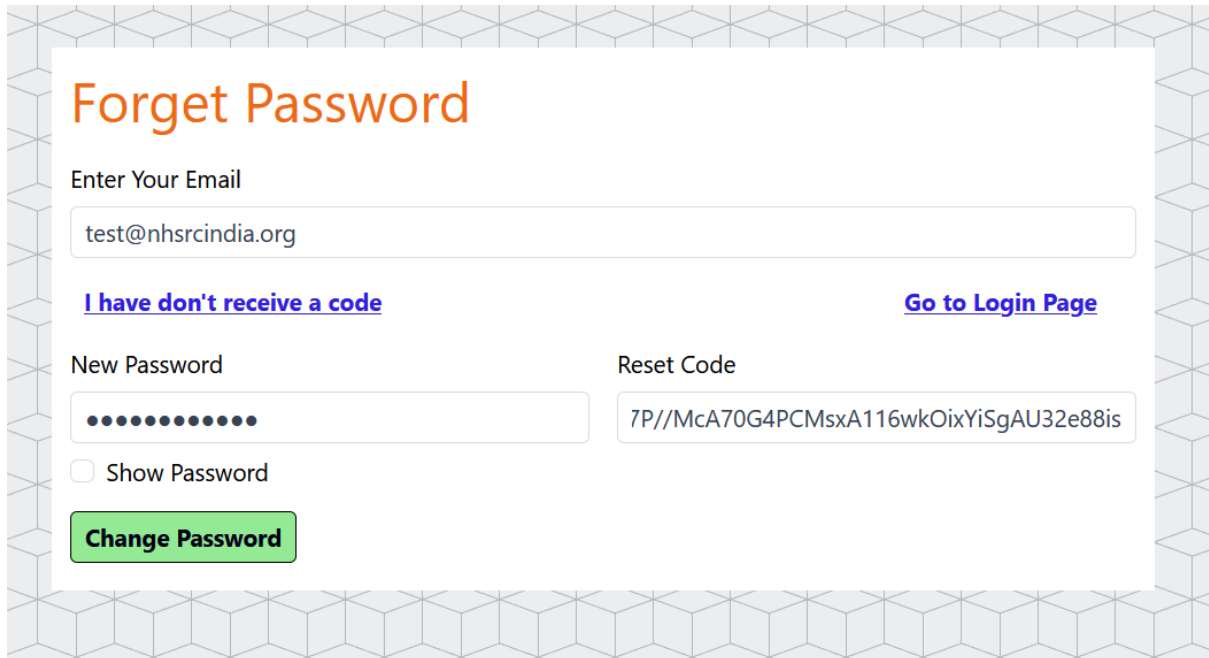
Copy the Reset token code received on your mail.



Paste the token code received on your mail in the reset code field and enter your new password.



To submit, click on change password option.



The image shows a web form titled "Forget Password" in orange text. The form is set against a light gray background with a repeating geometric pattern of hexagons. The form itself is a white rounded rectangle. At the top, the title "Forget Password" is displayed in orange. Below the title, the text "Enter Your Email" is followed by a text input field containing "test@nhsrcindia.org". Underneath the email field, there are two blue links: "I have don't receive a code" on the left and "Go to Login Page" on the right. Below these links, there are two input fields: "New Password" and "Reset Code". The "New Password" field contains ten black dots, and below it is a checkbox labeled "Show Password". The "Reset Code" field contains the alphanumeric string "7P//McA70G4PCMsxA116wkOixYiSgAU32e88is". At the bottom left of the form, there is a green button with the text "Change Password" in black.

You will be redirected to login page, where you can login with your new password.