USER MANUAL FOR
LEAVE MANAGEMENT SOFTWARE
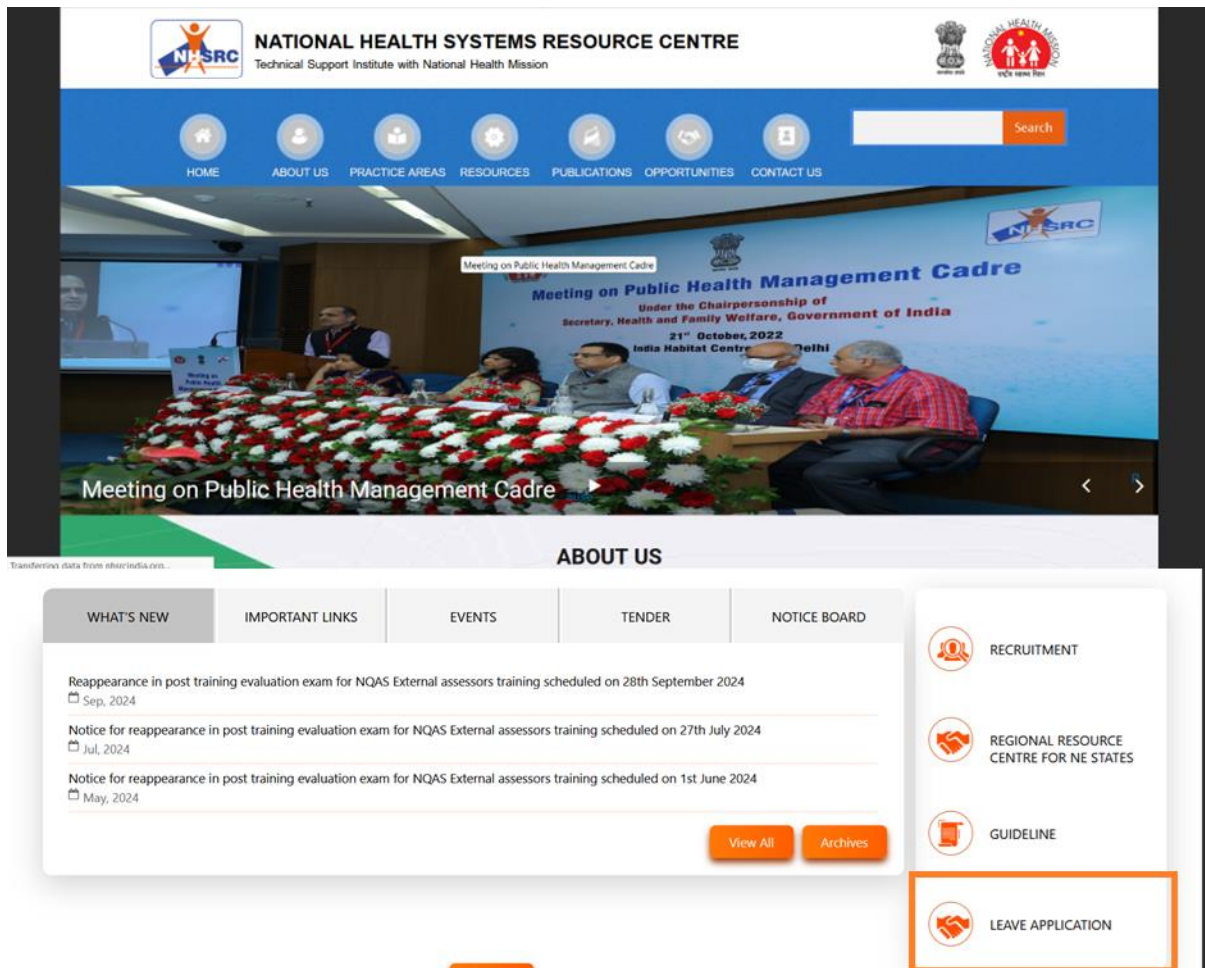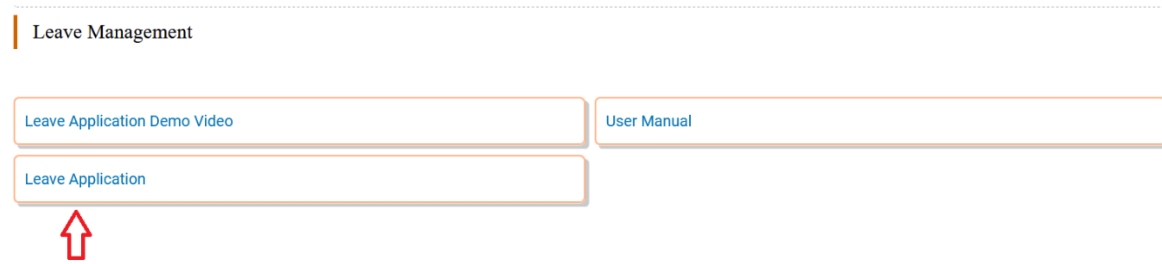
Contents
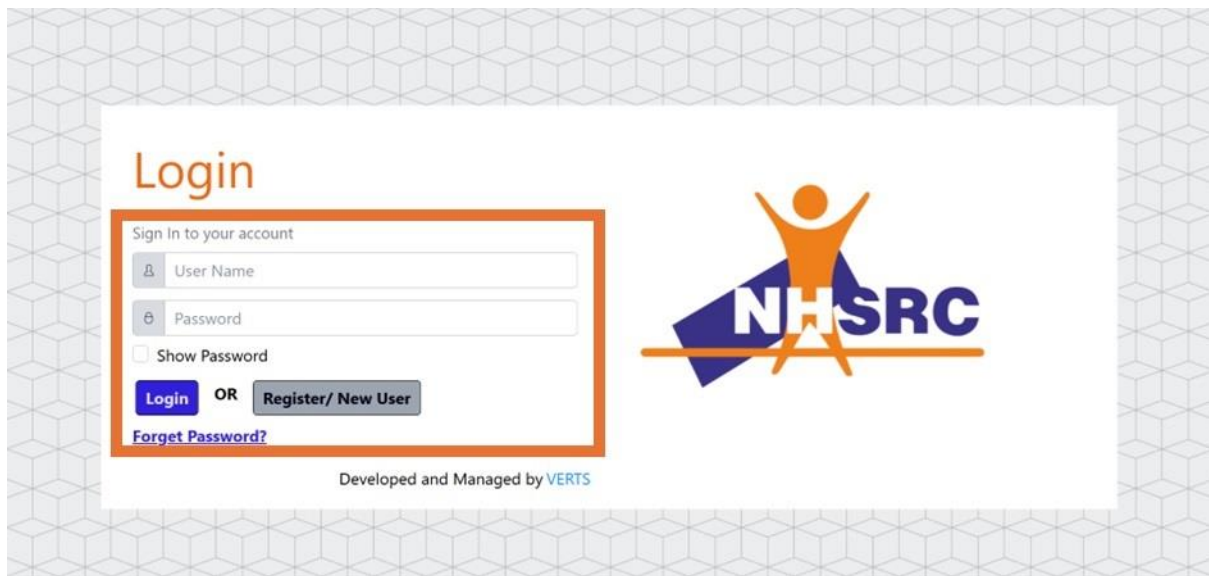
How to Access Leave Application

Visit our official NHSRC INDIA website.
On the home page, find the leave application tab.

On leave application tab page, click on leave application.

Leave Management

Leave Application Demo Video	User Manual
Leave Application	

Please enter your username and password to login.

Login

Sign In to your account

User Name

Password

Show Password

Login OR Register/ New User

Forget Password?

Developed and Managed by VERTS

NHSRC

User Dashboard Page

# 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.

| | 18
Leave Authorized(Days) | | 0
Leave Availed(Days) (Inc. LWP) | | 0
Pending Approval(Days) |
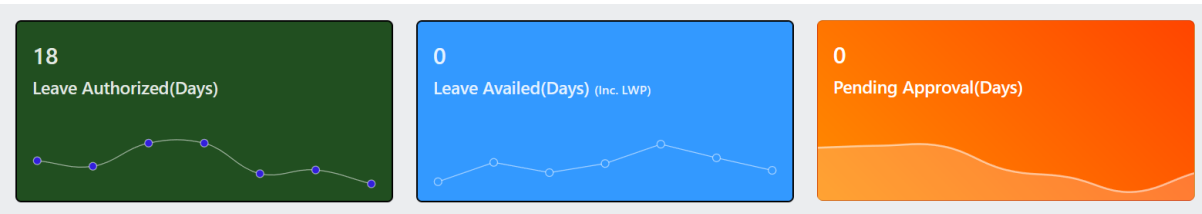
≡ Dashboard **Leave Summary**

Home / Dashboard

| 0 |
| Pending For Approval |

| 18 |
| Leave Authorized(Days) |

| 0 |
| Pending A |

Employees on Leave To

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]

≡ Dash **Leave Summary**

Home /

| 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

0
Pending

18
Leave A

Employ

No da

Upcom

How to Apply for Leave

Leave Apply Form

S.No	Leave Type*	Balance Leave	Out of Office Starting On	Leave Starting From*
1	-Select-		dd-mm-yyyy	dd-mm-yyyy
	Remarks			

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-		dd-mm-yyyy	dd-mm-yyyy
	Remarks			

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

Submit   Close

Select the leave type which you want to apply for.

Leave Type*

-Select-

-Select-
Consolidated Leave
Restricted Holiday

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

Leave Type*	Balance Leave
-Select-	
Out of Office Starting On	Leave Starting From*
dd-mm-yyyy	dd-mm-yyyy
Leave Ending On*	Out of Office Ending On
dd-mm-yyyy	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.

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

Leave Type*		Balance Leave
-Select-	⌄	

Out of Office Starting On	Leave Starting From*
dd-mm-yyyy 🗓	dd-mm-yyyy 🗓

Leave Ending On*	Out of Office Ending On
dd-mm-yyyy 🗓	dd-mm-yyyy 🗓

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
-Select- ⌄		

Out of Office Starting On	Leave Starting From*
dd-mm-yyyy 📅	dd-mm-yyyy 📅

Leave Ending On*	Out of Office Ending On
dd-mm-yyyy 📅	dd-mm-yyyy 📅

Number Of Days	Number Of Days Out Of Office

Half Day ☐

Attachment

⬆Upload

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

Save   Exit

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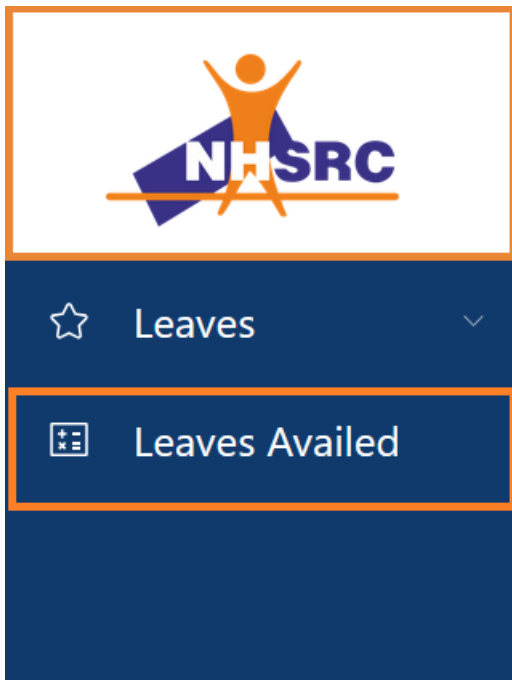Leave will get submitted to HR for approval.

Remarks

Add a line

Update **Exit** **Submit** ⬅

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

NHSRC

☆ Leaves ⌄

▦ Leaves Availed

	S.No	Leave Id	Employee Code	Employee Name	Email	From Date	To Date	Total Number O...	Applied On
☐	1	HL206	TEST-00999	Test Name	test0003@gmail.cor	30-10-2024 00:00	30-10-2024 00:00	1	25-10-2024 20:

Leaves Availed Total Entries: 9 -Select Filter- Search... **Search**
Add New **Actions**

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.con	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.
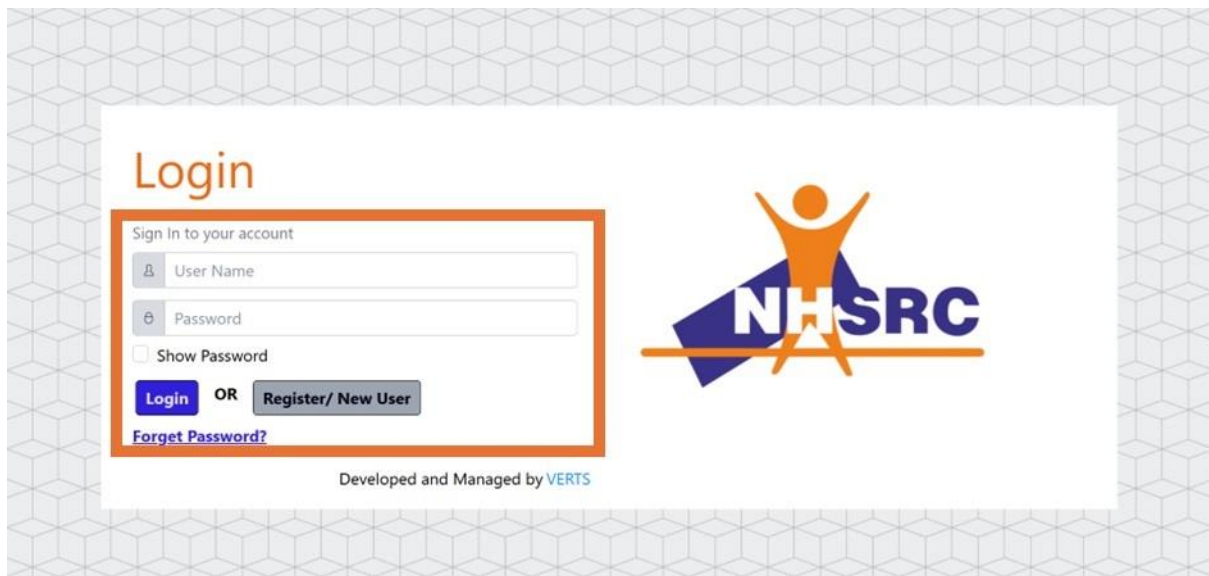
Click on Name initial tab to open the dropdown menu.
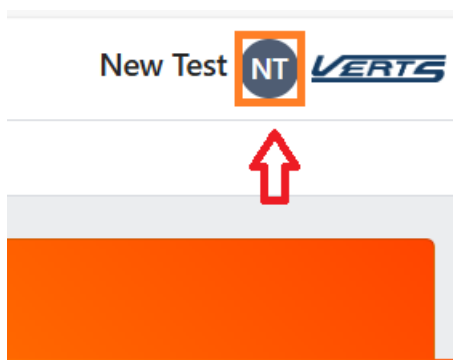
From the dropdown menu, click on Change Password Option.
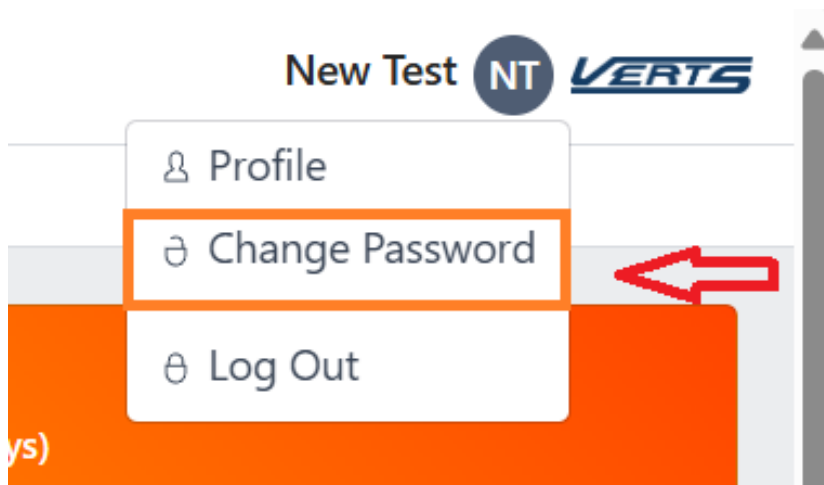
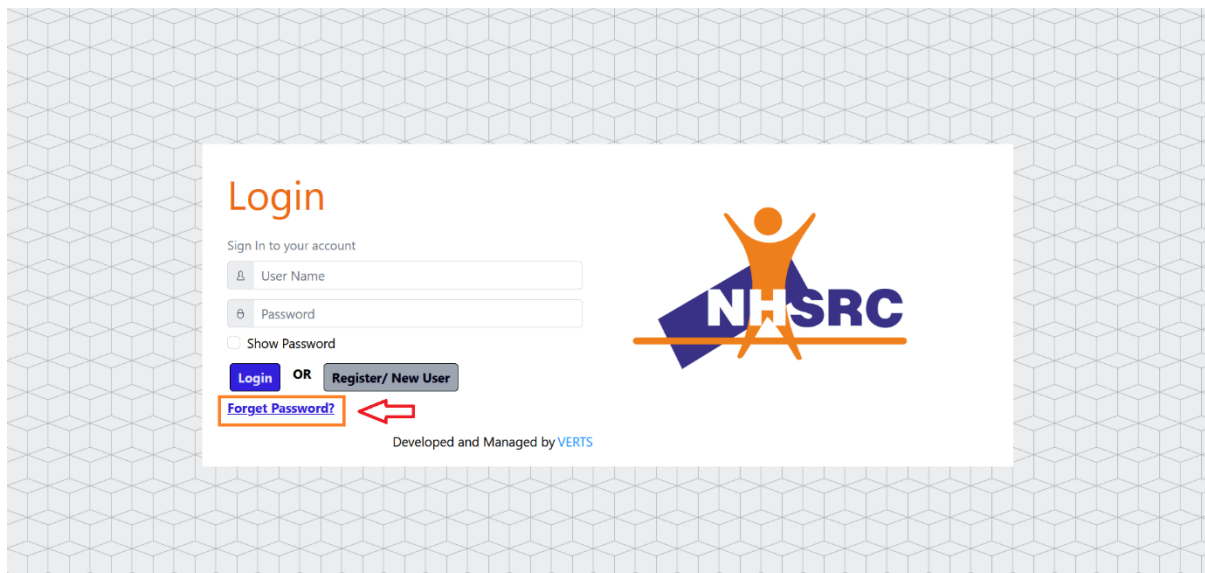The change password page will appear.

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

Click on Submit Button.

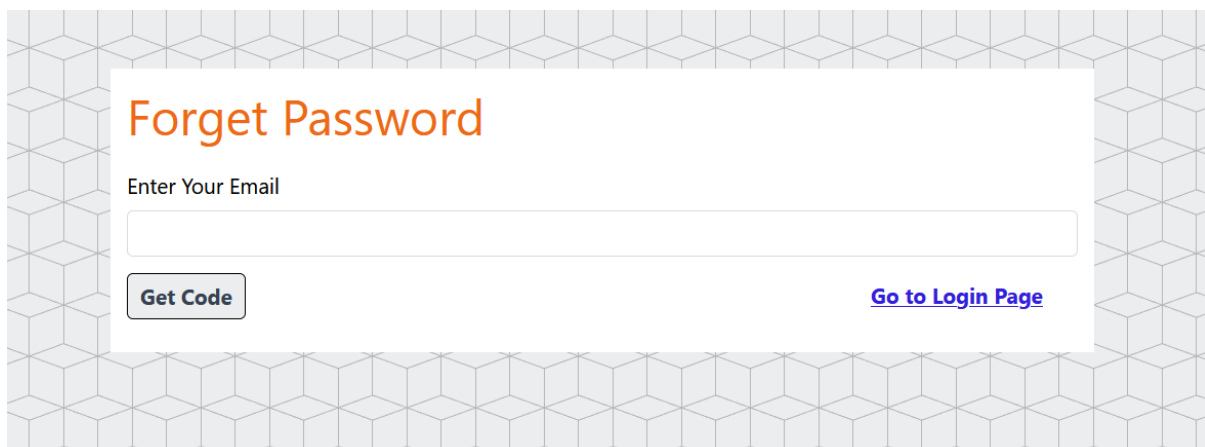# How to Reset your Password

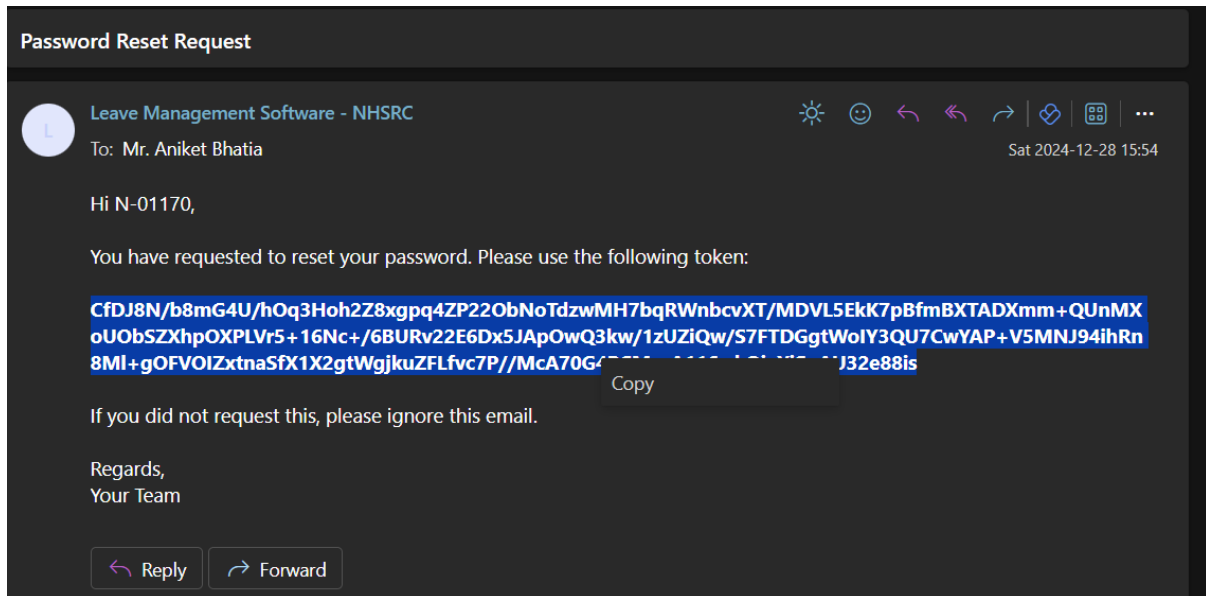Visit the LMS Login Page and click on Forget Password Option.

Enter your Registered Email-ID to get the reset token code.
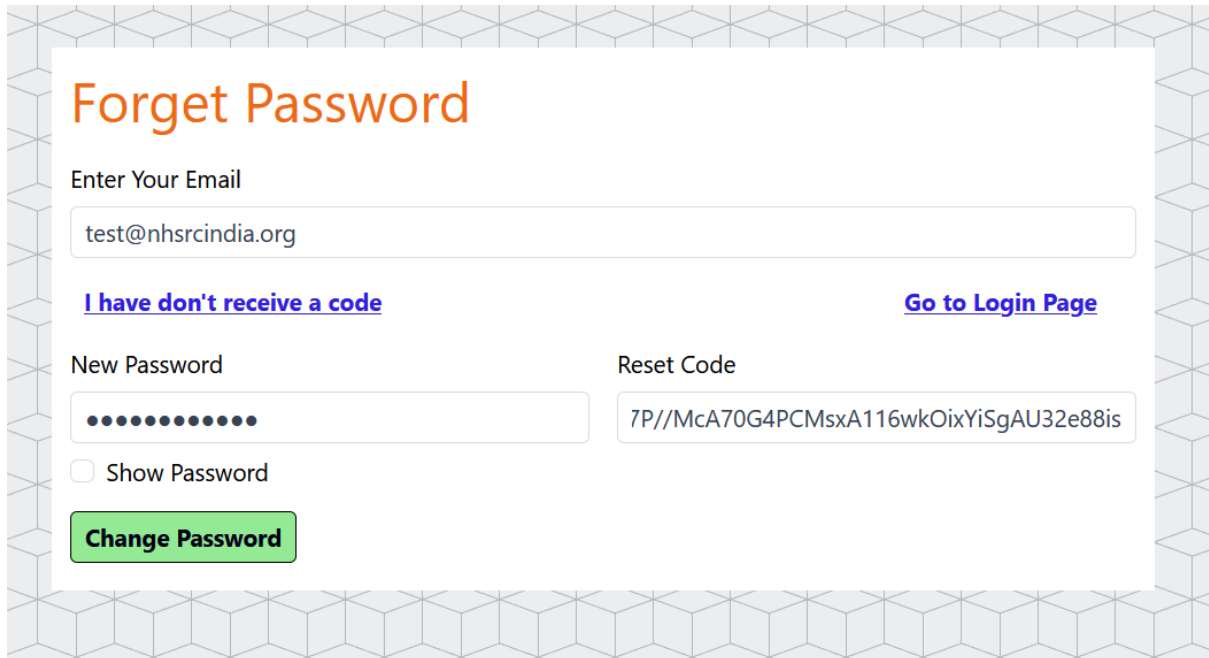
Copy the Reset token code received on your mail.

Password Reset Request

Leave Management Software - NHSRC
To: Mr. Aniket Bhatia
Sat 2024-12-28 15:54

Hi N-01170,

You have requested to reset your password. Please use the following token:

CfDJ8N/b8mG4U/hOq3Hoh2Z8xgpq4ZP22ObNoTdzwMH7bqRWnbcvXT/MDVL5EkK7pBfmBXTADXmm+QUnMX
oUObSZXhpOXPLVr5+16Nc+/6BURv22E6Dx5JApOwQ3kw/1zUZiQw/S7FTDGgtWoIY3QU7CwYAP+V5MNJ94ihRn
8MI+gOFVOIZxtnaSfX1X2gtWgjkuZFLfvc7P//McA70G4... ...J32e88is

Copy

If you did not request this, please ignore this email.

Regards,
Your Team

Reply   Forward

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

Forget Password

Code send your email
test@nhsrcindia.org

Enter Your Email

test@nhsrcindia.org

I have don't receive a code   Go to Login Page

New Password   Reset Code

☐ Show Password
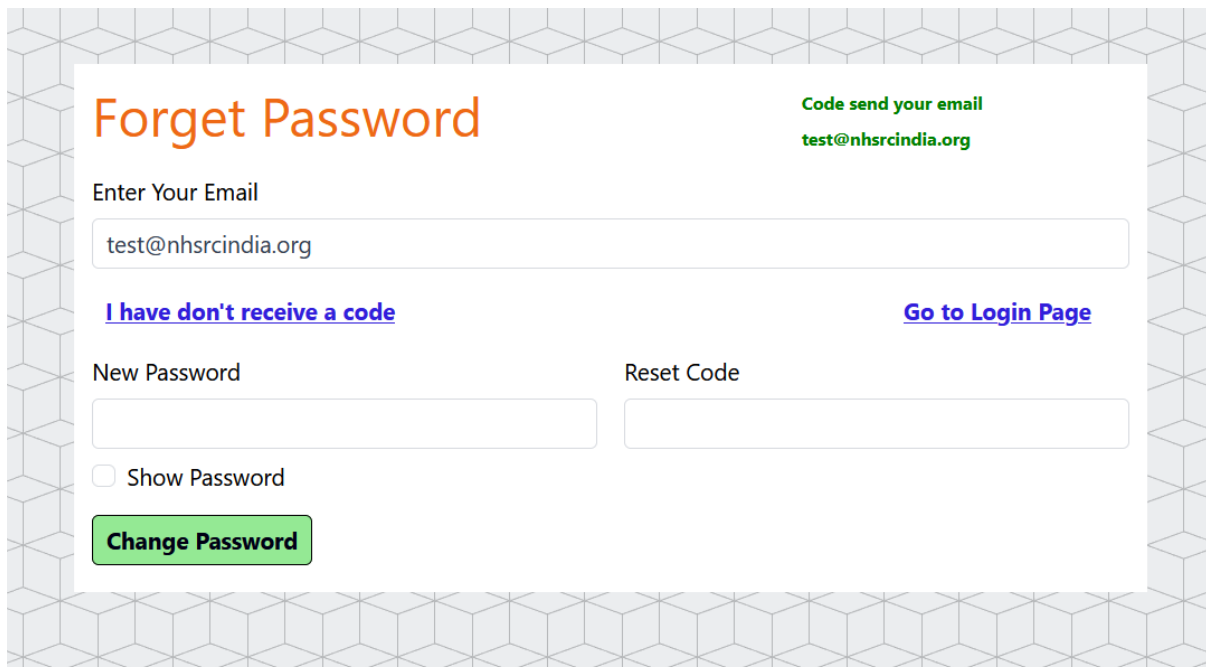
Change Password

To submit, click on change password option.

Forget Password

Enter Your Email

test@nhsrcindia.org

I have don't receive a code   **Go to Login Page**

New Password   Reset Code

●●●●●●●●●●●●   7P//McA70G4PCMsxA116wkOixYiSgAU32e88is

☐ Show Password

Change Password

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