



# TIMES PRO Document

User Guide for Administrators

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## RELATED GUIDES

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Before proceeding with this user guide, please read the following guides first.

**TIMES PRO Introductory Guide.**

**TIMES PRO Document User Guide for HR.**



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## Introduction

In TIMES PRO Document, Administrators can setup users' access rights below:

- **Employee Document** which contains information on the employee's document uploaded to the system.

## Approval Setup

The **Approval Setup** function allows you as the Administrator to set up the approval flow for each employee by indicating each employee's reporting approvers as the employee's TIMES PRO Document approvers.

These approvers will be responsible for reviewing, approving, and rejecting their reporting employees' document applications.

In addition, you can designate the roles of HR, Administrator and Entry Officer to specific employees in this function.

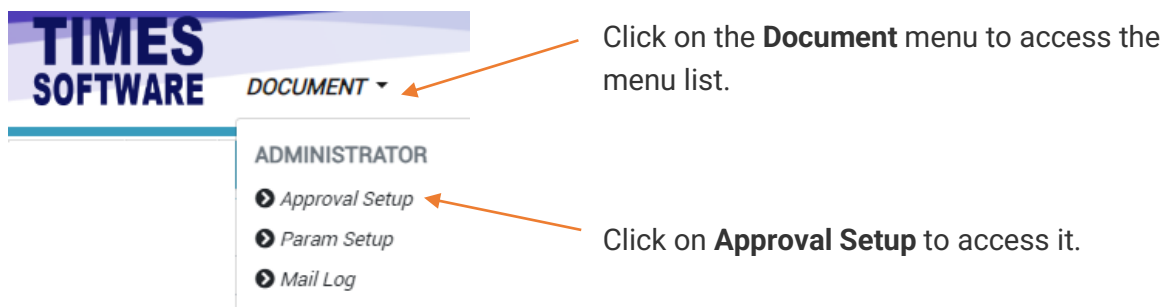


Figure 1 TIMES PRO Document Administrator menu

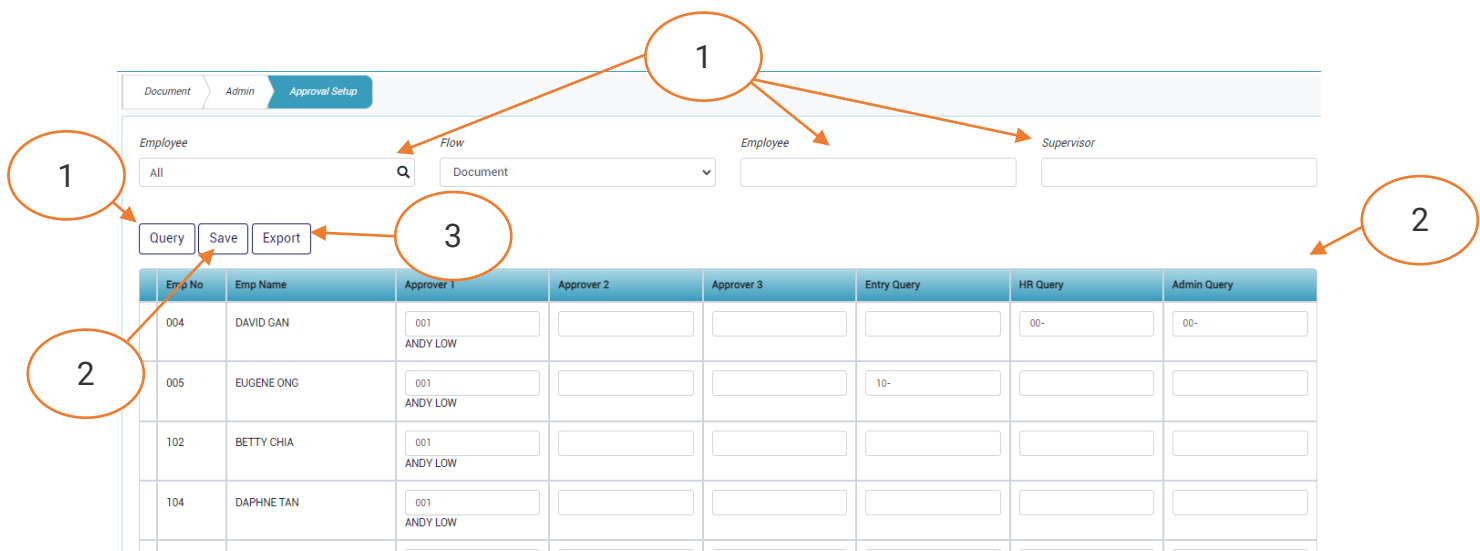



Figure 2 TIMES PRO Document Approval Setup page sample

1	Click on the  <b>Search</b> button to filter the list of employees or enter the employee's number at <b>Employee</b> or <b>Approver</b> field to filter them based on a specific employee or Approver. Click on the <b>Query</b> button to filter.
2	Enter the information accordingly in the columns to set up the approval flow or role for each employee; and remember to click the <b>Save</b> button to save the setup. Refer to the column explanation below.

Column Name	Description
<b>Approver</b>	Enter the approver's employee number for each employee. TIMES PRO Document is using the <b>Linear Approval Flow</b> . This means that if you had setup <b>Approver 1</b> and <b>Approver 2</b> for an employee, the employee's document application must be approved by <b>Approver 1</b> before <b>Approver 2</b> can review it; and requires the last approver to final approve the document application.
<b>Entry Query</b>	To grant an employee the <b>Entry Officer</b> role, enter the <b>Query</b> name that you want to assign to the employee in <b>Entry Query</b> column. The Query controls the list of employees that the Entry Officer will manage.
<b>HR Query</b>	To grant an employee the <b>HR</b> role, enter the <b>Query</b> name in <b>HR Query</b> column.
<b>Admin Query</b>	To grant an employee the <b>Administrator</b> role, enter the <b>Query</b> name in <b>Admin Query</b> column.

3	Click on the <b>Export</b> button to generate the excel document of the approval flow.
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## Mail Log

The **Mail Log** tracks all email notifications sent out by the system.

Click on the **Document** menu to access the menu list.

Click on **Mail Log** to access view the web page.

Content	Login Id	Employee	Date	Time	Status	Sender	Receiver	Subject
✉	104	104	13/09/2023	10:30:38	Fail	siong@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Document has been re-submitted
✉	104	104	13/09/2023	10:17:56	Fail	siong@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Document has been submitted
✉	104	104	12/09/2023	15:45:21	Fail	siong@timesoftsg.com.sg	meithien.ong@timesoftsg.com.sg	Document has been submitted

Figure 3 TIMES PRO Document Approval Setup page sample

1	Select the Start Date, End Date and click Query button to generate the data based on the search filter.
2	<p>The content of the email can be previewed by clicking on the mail icon and administrators can resend the mail if they wish to.</p> <div data-bbox="256 1469 1302 1836"> <p>Mail</p> <p>Sender: siong@timesoftsg.com.sg Receiver: meithien.ong@timesoftsg.com.sg CC: Subject: Document has been re-submitted</p> <p>The following Document application has been re-submitted.</p> <p>Employee : 104 - DAPHNE TAN Name: testing document submission Please click here to approve.</p> <p>- This email alert is generated by the system.</p> <p>Resend</p> </div> <p>Close</p>