TIMES SOFTWARE

TIMES PRO Document

User Guide for HR

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RELATED GUIDES

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

TIMES PRO Introductory Guide.

TIMES PRO Document User Guide for Employees.

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Approve Document

As an HR, you can approve document for your colleagues in the company. Any document you approved for them is considered final.
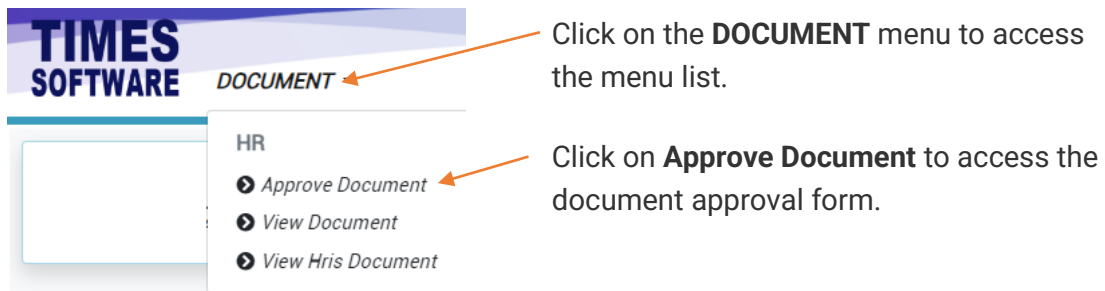

Click on the **DOCUMENT** menu to access the menu list.

Click on **Approve Document** to access the document approval form.

Figure 1 TIMES PRO Document HR menu

Figure 2 TIMES PRO Document approve form for HR sample

Document	Status	Emp No	Emp Name	Description	Submitted By	Submitted Date	Approved By	Approved Date	Modified Date
⬇	Pending	104	DAPHNE	error logs	DAPHNE	12/09/2023			12/09/2023
⬇	Pending	102	BETTY	mooncake festival	BETTY	12/09/2023			12/09/2023

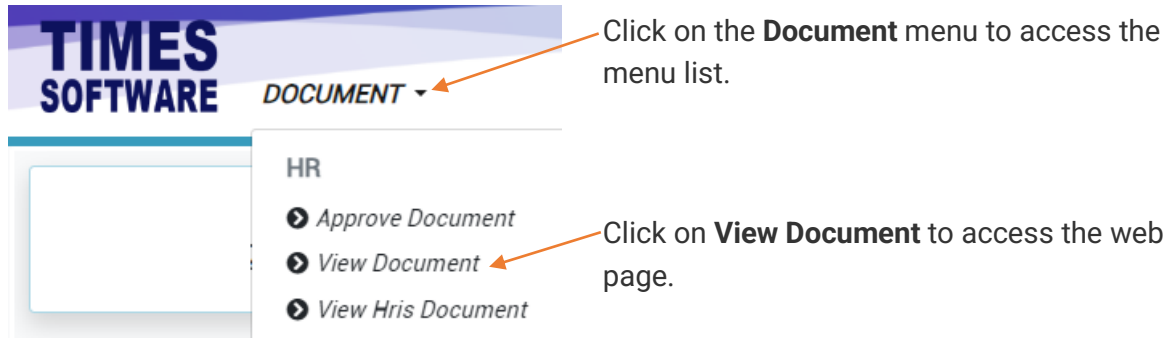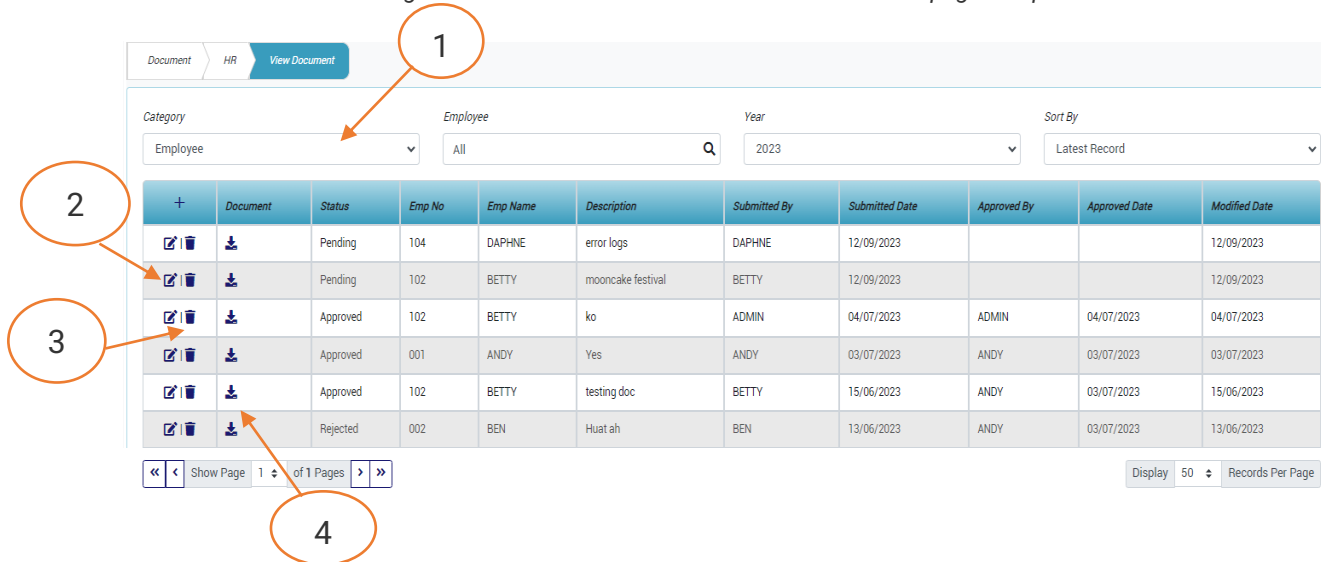|	
1	Choose the employee that you want to approve the document for.
2	Choose the **Sort by**, sorting default is set to Latest Record.
3	Click on the **download icon** below the Document column if you wish to view the document uploaded by the employee.
4	Click on the document that you wish to approve or reject.
5	Take note that this document will be final approved without going through the approval flow.
6	Click on the **Approve/Reject** button to finalize the document application.

View Document

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

Click on **View Document** to access the web page.

Figure 2 TIMES PRO Document View Document web page sample

+	Document	Status	Emp No	Emp Name	Description	Submitted By	Submitted Date	Approved By	Approved Date	Modified Date
		Pending	104	DAPHNE	error logs	DAPHNE	12/09/2023			12/09/2023
		Pending	102	BETTY	mooncake festival	BETTY	12/09/2023			12/09/2023
		Approved	102	BETTY	ko	ADMIN	04/07/2023	ADMIN	04/07/2023	04/07/2023
		Approved	001	ANDY	Yes	ANDY	03/07/2023	ANDY	03/07/2023	03/07/2023
		Approved	102	BETTY	testing doc	BETTY	15/06/2023	ANDY	03/07/2023	15/06/2023
		Rejected	002	BEN	Huat ah	BEN	13/06/2023	ANDY	03/07/2023	13/06/2023

1	Choose an employee to view the employee's document application list. You can filter the list of document applications based on your criteria by making use of the **Data Filters**.
2	Click on the ✎ icon to edit the document. **Emp Name** DAPHNE **Year** 2023 **Document** **Description** error logs Save Cancel

3	Click on the 🗑 icon to delete the document.
	Delete ✕ Delete the record? [Delete] [Cancel]
4	Click on the ⬇ to download and view the document.

View Hris Document

Click on the **DOCUMENT** menu to access the menu list.
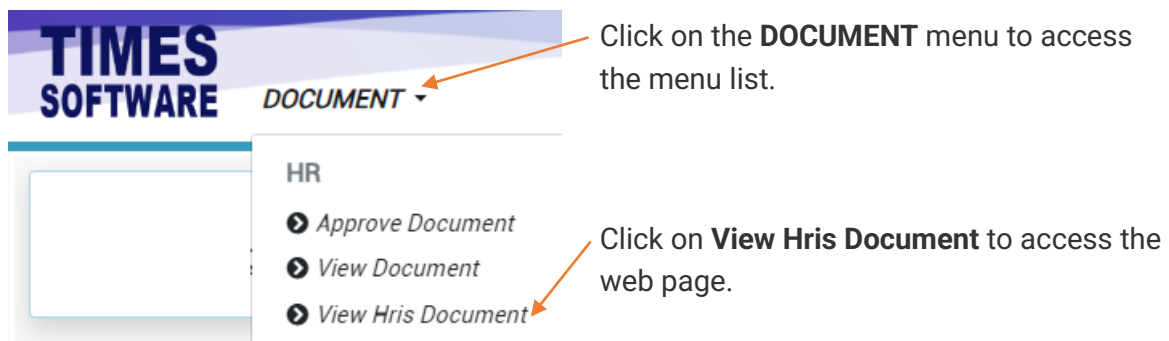
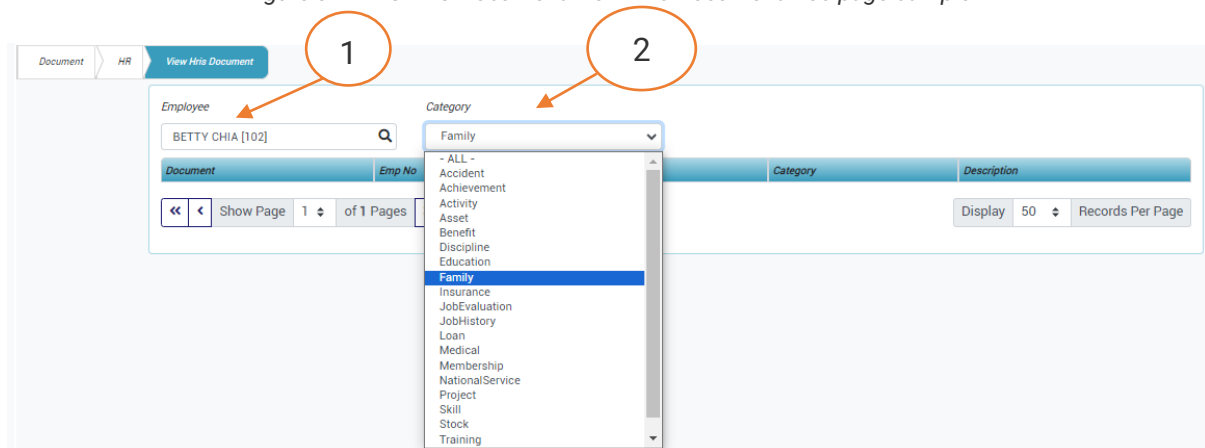Click on **View Hris Document** to access the web page.

Figure 3 TIMES PRO Document View Hris Document web page sample

1	You can make use of the **Data Filters** to filter the list of employee you want to view the documents that are link to the HRIS data.
2	To select the Hris **category**, select drop down menu. Once selected it will filter the data by selection.

End of Document