



# TIMES PRO Document

User Guide for Mobile

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## **DISCLAIMER**

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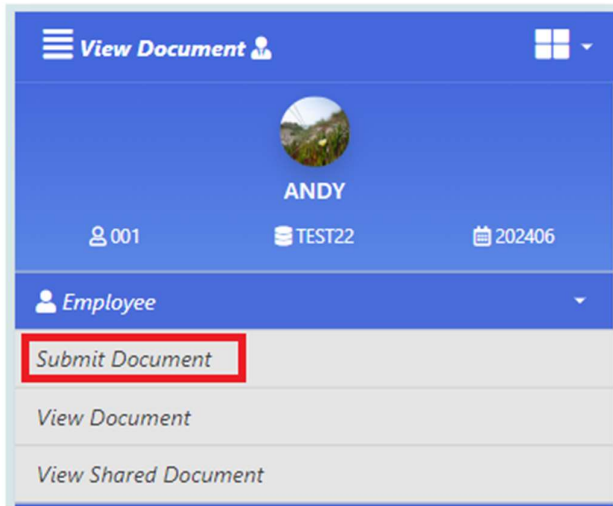
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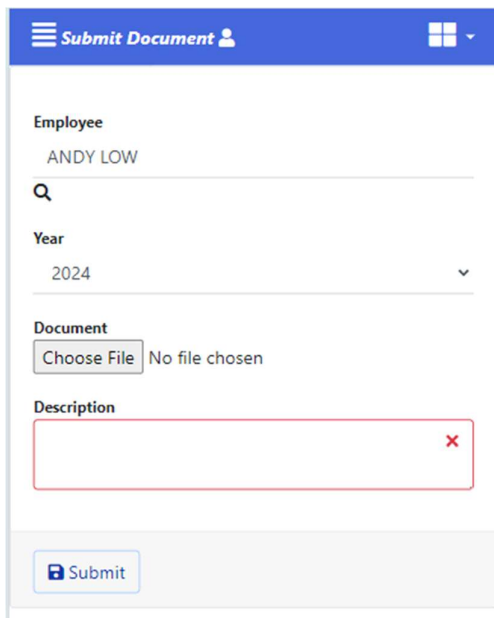
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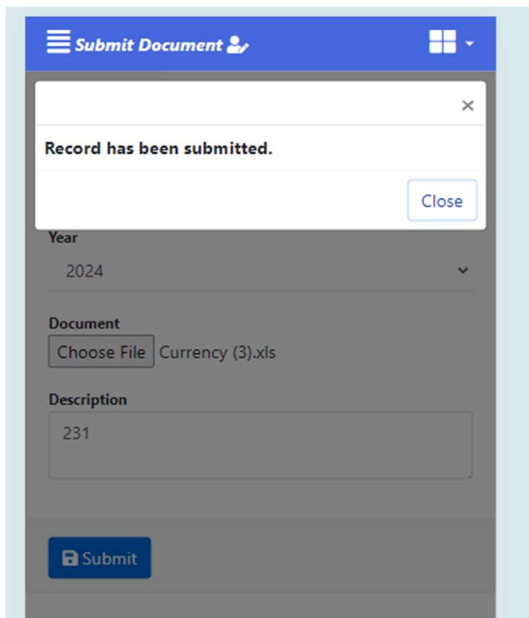
## Submit Document



Choose the Submit Document at the menu bar.

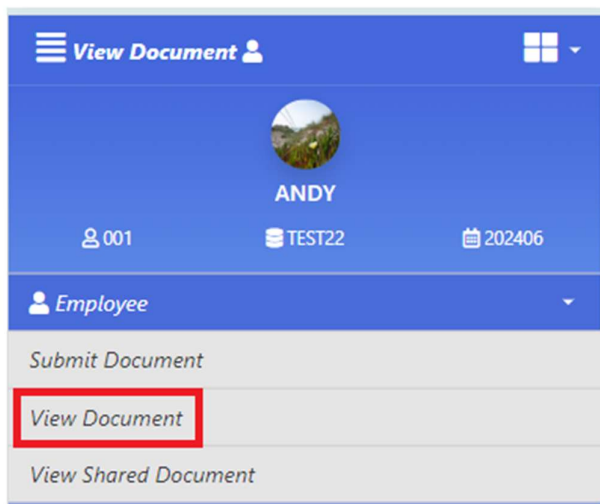


Choose the year and click the **Choose File** button to upload the file which the user wants to store. After choosing the file then put the description of the file and click the **Submit** button.

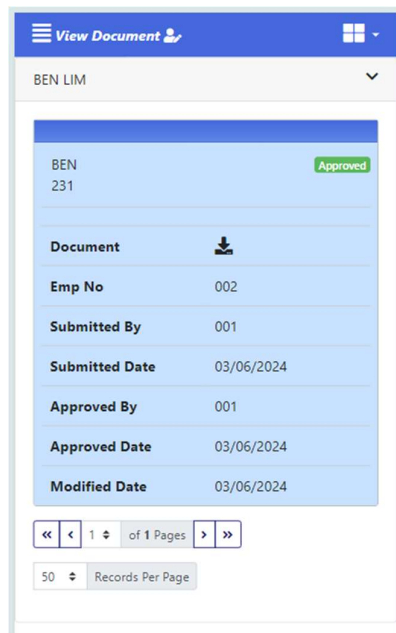


After click the submit button, there will show the dialog box with the message above.

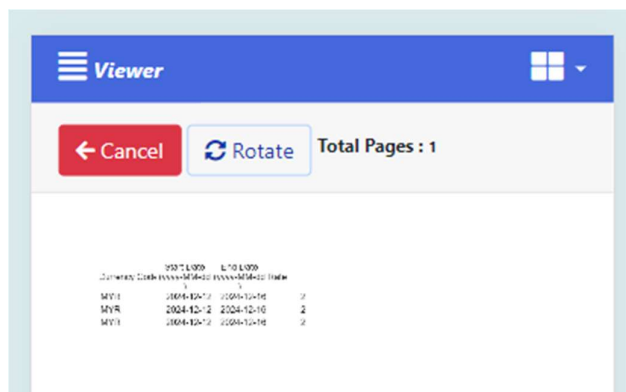
## View Document




User able to view the document that they uploaded at the View Document Page.

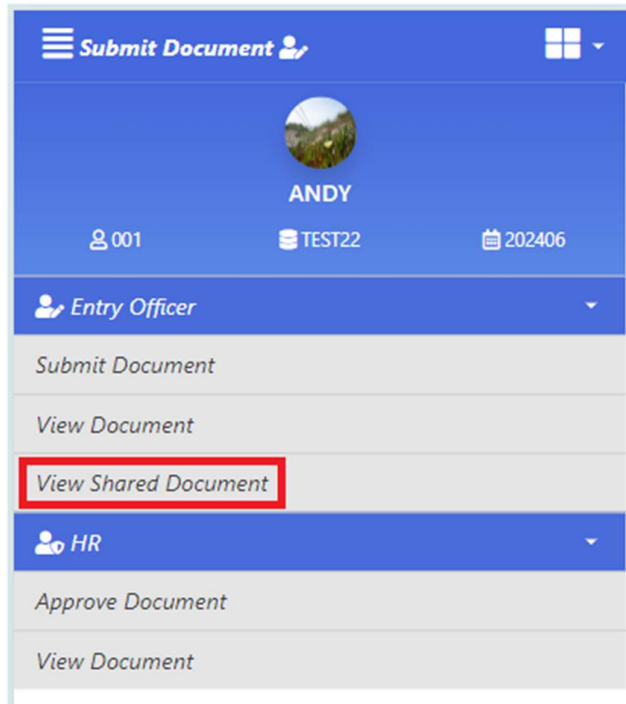


User can go to the view document page and click the  icon to view the document.

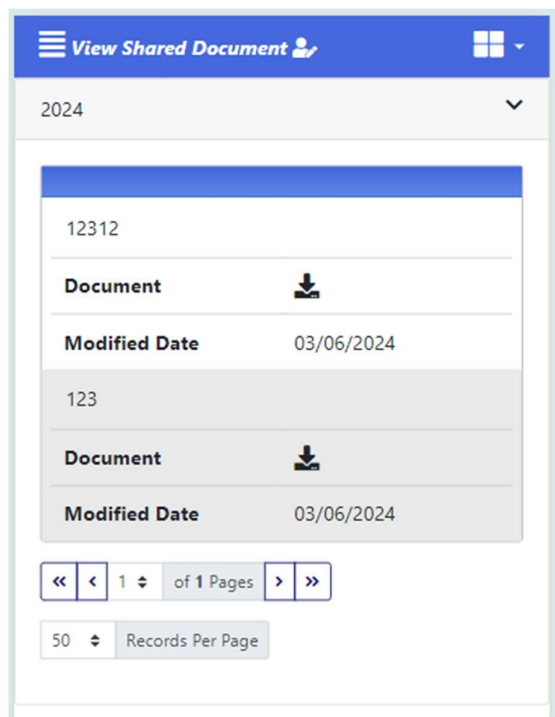



After click the  icon , the user will be redirect to the document details page.

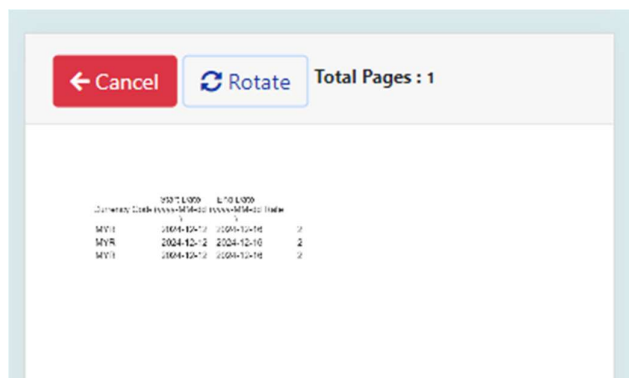
## View Shared Document




If user want to view the global file, they can click the View Shared Document option at the menu bar.



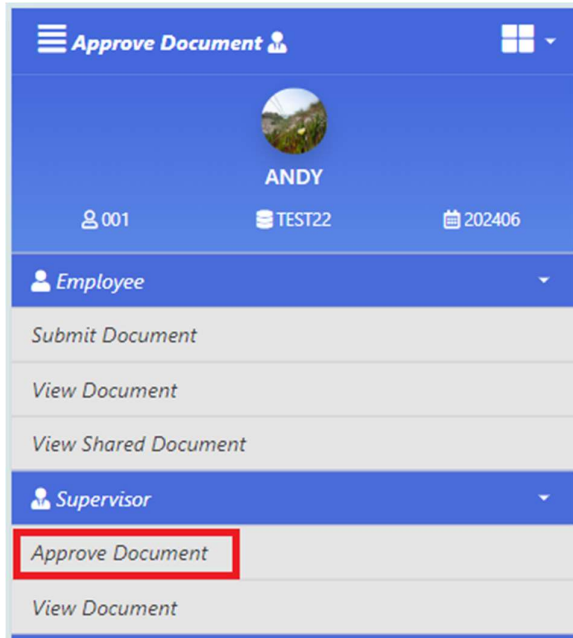
In the view shared document page, user able to see the global file by clicking the  icon.



After click the  icon , the user will be redirect to the selected document details page.



## Approve Document



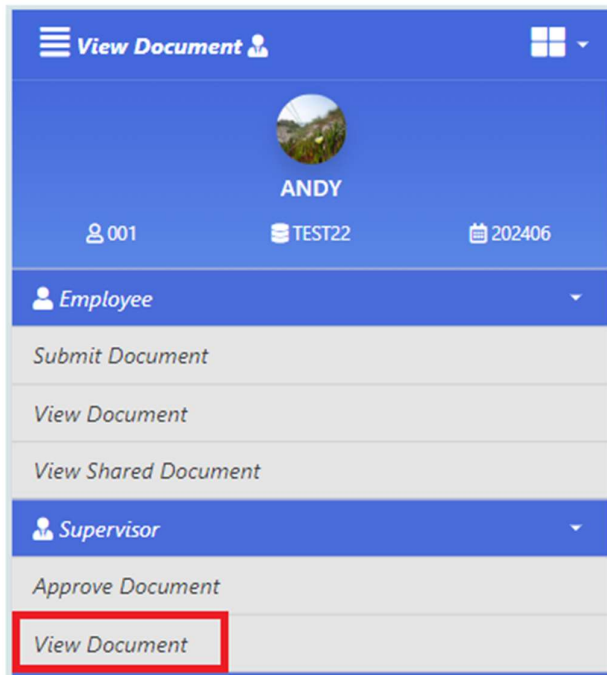
After the employee had submit the document, the supervisor need go to the approve document page to approve it.

The screenshot displays the mobile application interface for document management. At the top, there's a header with 'All' and an upward arrow. Below this, the 'Employee' filter is set to 'All', followed by a search bar with a magnifying glass icon. The 'Year' filter is set to '- ALL -' with a dropdown arrow. The 'Sort By' filter is set to 'Latest Record' with a dropdown arrow. There are two buttons: '✓ Approve' and '✗ Reject'. A list of documents is shown, with the first entry 'BETTY dq' highlighted in blue and marked as 'Pending' in an orange box. Below the list, there's a pagination bar showing '1 of 1 Pages' and a 'Records Per Page' dropdown set to '50'.

Supervisor need to click the checkbox at the record and click the approve button to approve the employee submit their document.

If supervisor click the reject button, the document that employee upload will cannot be upload to the document module.

## View Document (Supervisor)



Supervisor can view their employee submitted document at the view document page under the Supervisor menu bar.

**View Document**


BEN LIM

BEN 231 Approved

Document	
Emp No	002
Submitted By	001
Submitted Date	03/06/2024
Approved By	001
Approved Date	03/06/2024
Modified Date	03/06/2024

<< < 1 of 1 Pages > >>


50 Records Per Page

Supervisor can click the  icon to view the employee submitted document.

**Viewer**

Cancel Rotate Total Pages : 1

9587 L009	12/10 L009	
Document Code	xxxx-xxxx-xxxx-xxxx	Date
MYR	2024-12-12	2024-12-12
MYR	2024-12-12	2024-12-12
MYR	2024-12-12	2024-12-12

After click the  icon , the supervisor will be redirect to the selected document details page.



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End of Document

