TIMES SOFTWARE

TIMES PRO Document

User Guide for Mobile

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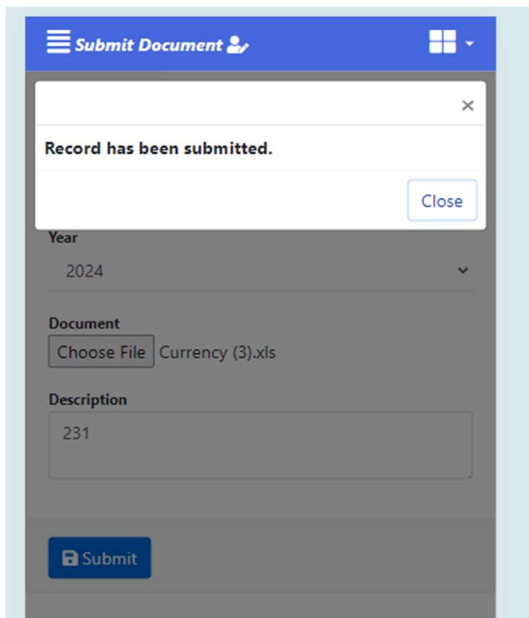
Submit Document
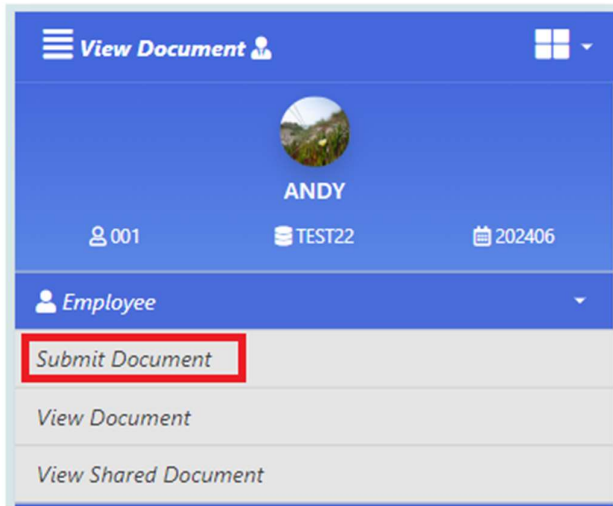
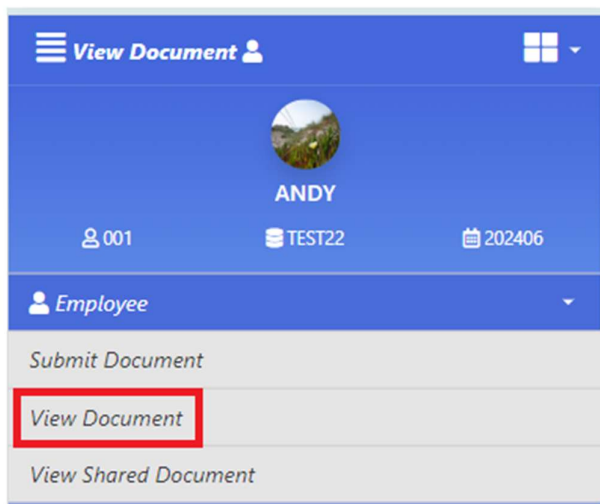
Choose the Submit Document at the menu bar.
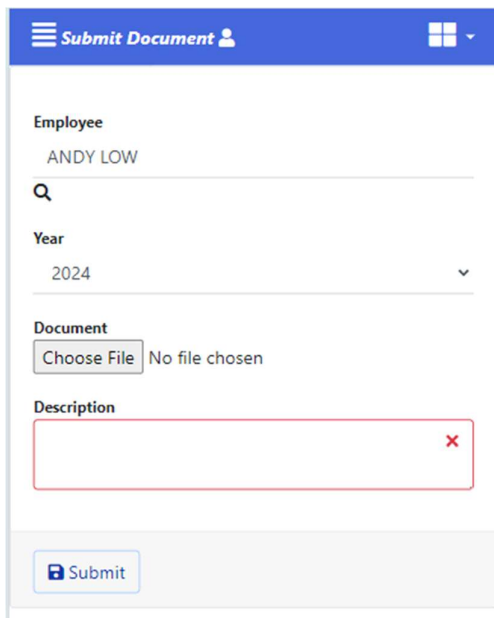
Choose the year and click the [Choose File] button to upload the file which the user wants to store. After choosing the file then put the description of the file and click the [Submit] button.
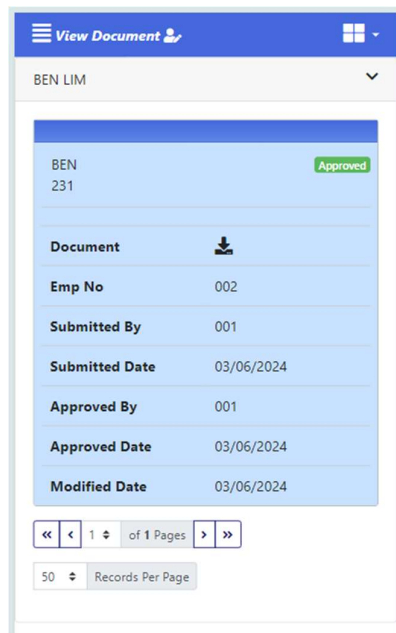
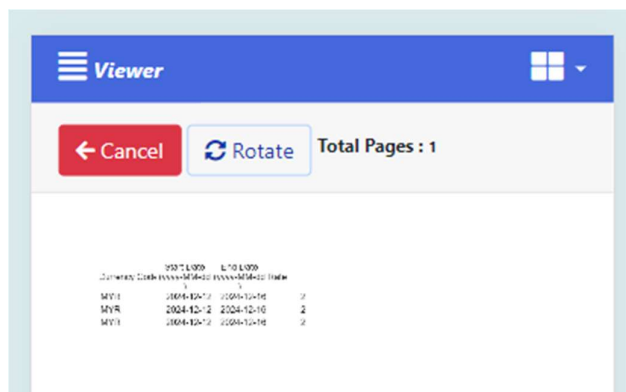After click the submit button, there will show the dialog box with the message above.

View Document

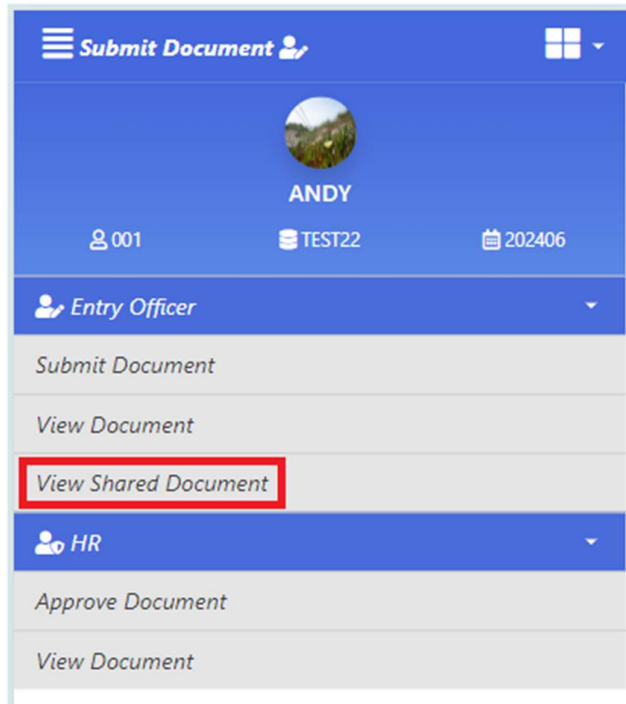User able to view the document that they uploaded at the View Document Page.

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

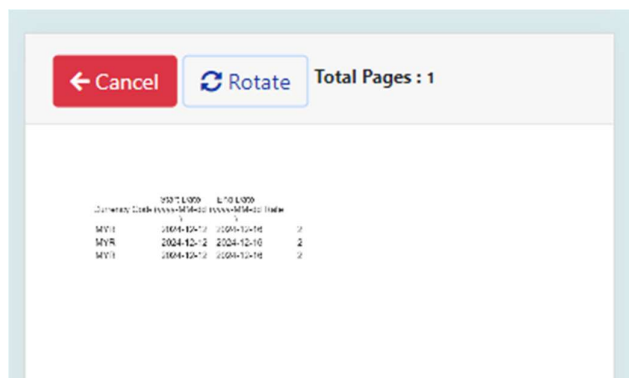After click the icon , the user will be redirect to the document details page.

View Shared Document

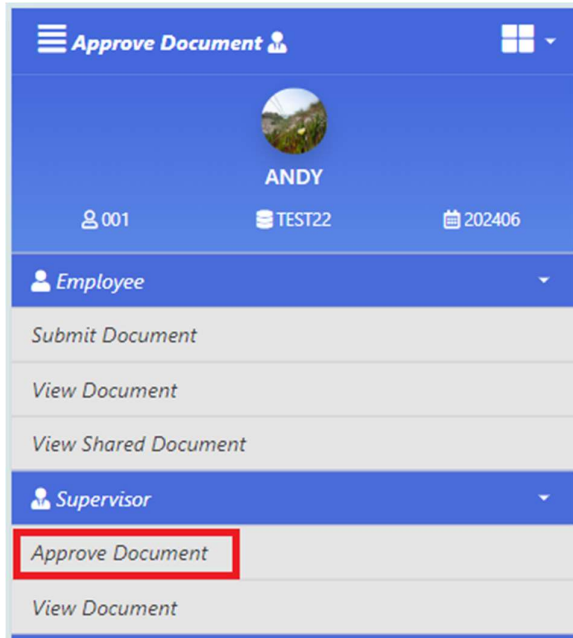If user want to view the global file, they can click the View Shared Document option at the menu bar.
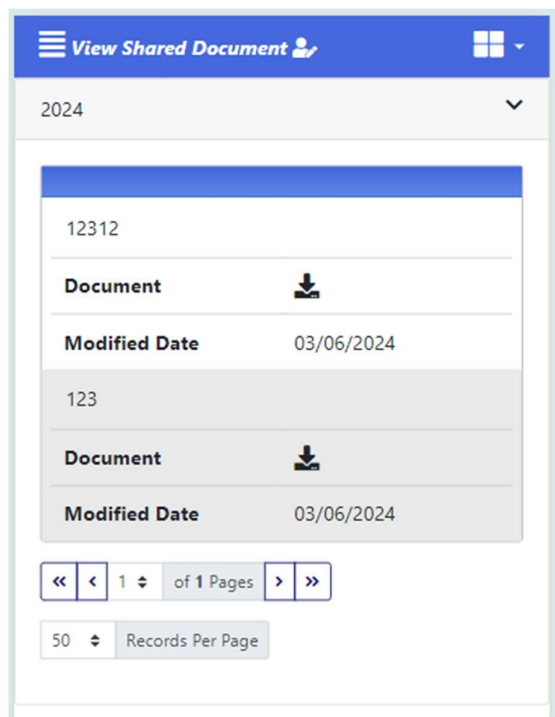
In the view shared document page, user able to see the global file by clicking the icon.

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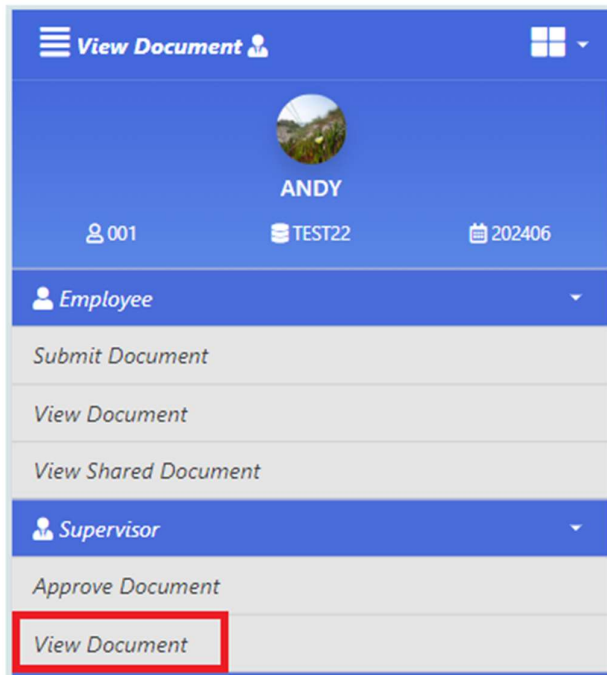
Approve Document

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

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.

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

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

End of Document