



TIMES PRO Document

User Guide for Supervisors

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RELATED GUIDES

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

TIMES PRO Introductory Guide.

TIMES PRO Document User Guide for Employees.



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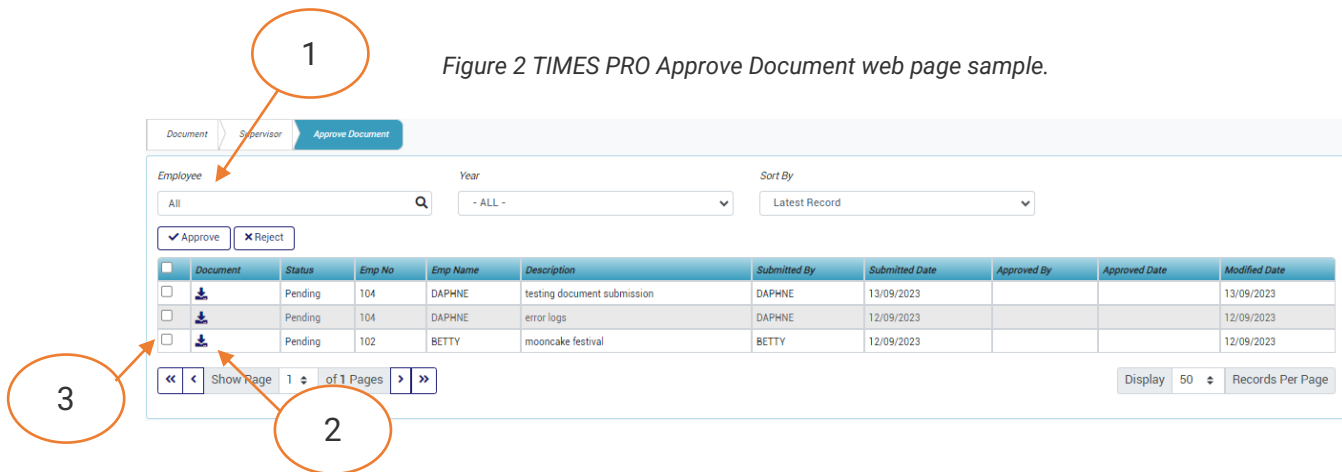
Approve Document

To review your staff document applications, first access the **Document** web page.



Figure 1 TIMES PRO Document Supervisor menu

Figure 2 TIMES PRO Approve Document web page sample.



1	Filter the employee's name that you wish to approve, otherwise will show all the employees.
2	Download to view the uploaded document.
3	Tick on the box of which data you wish to approve before click on APPROVE/REJECT button.

View Document

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

Click on **View Staff's Document** to access the web page.

1: Select the employee's name that you wish to view the document from.

2: Click on the download button to download and view the uploaded document by the employee.

3: Click on the **View Document** button to access the document list.

Document	Status	Emp No	Emp Name	Description	Submitted By	Submitted Date	Approved By	Approved Date	Modified Date
	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	102	BETTY	testing doc	BETTY	15/06/2023	ANDY	03/07/2023	15/06/2023
	Rejected	102	BETTY	test 12345	BETTY	28/03/2023	ADMIN	29/03/2023	28/03/2023
	Approved	102	BETTY	test 1234	BETTY	28/03/2023	ANDY	28/03/2023	28/03/2023

Figure 3 TIMES PRO View Document web page

1	Select the employee's name that you wish to view the document from.
2	Click on the download button to download and view the uploaded document by the employee.

End of Document