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.

DISCLAIMER

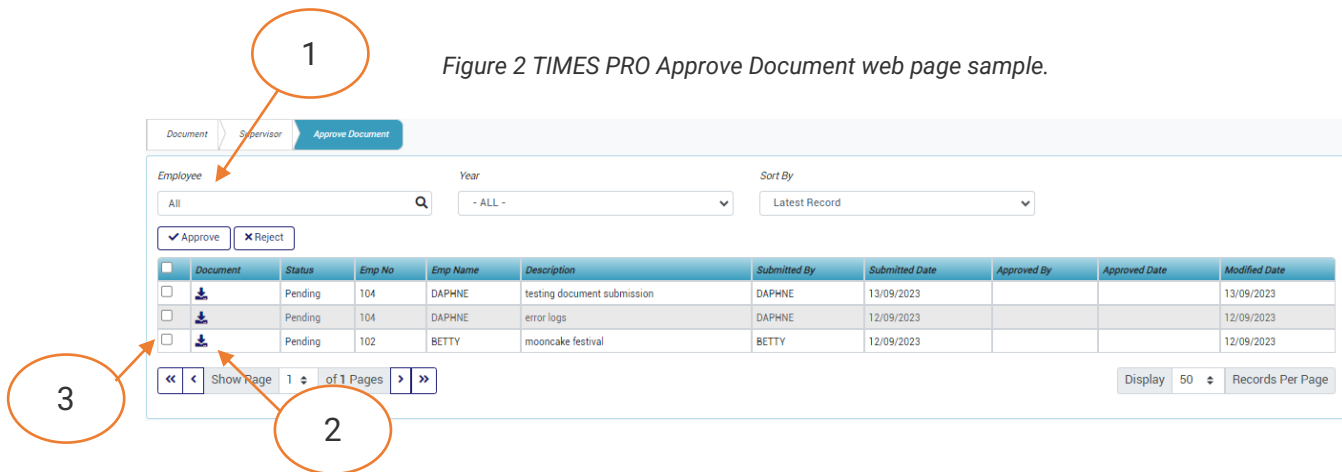# Approve Document

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

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

Click on **Approve Document** to access the 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.

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