



Times Form

Standard Setup and Maintenance User Guide
for Administrator

Disclaimer

Copyright 2016 Times Software Pte Ltd (“TIMES SOFTWARE”) (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.

INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED “AS IS” WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.

IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

Table of Contents

CHAPTER 1.	INTRODUCTION	3
CHAPTER 2.	STANDARD SETUP WORKFLOW	4
CHAPTER 3.	FIRST TIME LOGGING INTO THE TIMES FORM SYSTEM.....	5
CHAPTER 4.	QUESTION ANSWERS SETUP	6
CHAPTER 5.	QUESTION SETUP.....	7
	5.1 Duplicate new question setup.....	12
CHAPTER 6.	FORM SETUP.....	13
CHAPTER 7.	APPROVAL SETUP	15
	7.1 Navigating the Approval Setup	15
	7.2 Setting up the Claim Approval Flow	16
	7.3 Assigning the HR Role.....	17
	7.4 Assigning the Entry Officer Role.....	17
	7.5 Uploading Approval Flow into the system from Excel	18
	7.6 Export the system's Approval Flow into an Excel document.....	18

Chapter 1. Introduction

TIMES Form is a web-based forms management system where employees can submit e-form online with scanned document. The system made use of internet technologies to support web-based paperless form application/submission of your employees. Administrators can easily assess employee's current form status, details, and retrieve data. All departmental heads could easily assess their own employees' forms.



Some chapters in the first section contain technically complex information that may require the reader to have information technology knowledge in order to understand them.

Product Support and Inquiries

For technical assistance or inquiry on our products, please contact us via our hotline (65) **6295 1998**.

Alternatively, you can send us an email to the following email addresses:

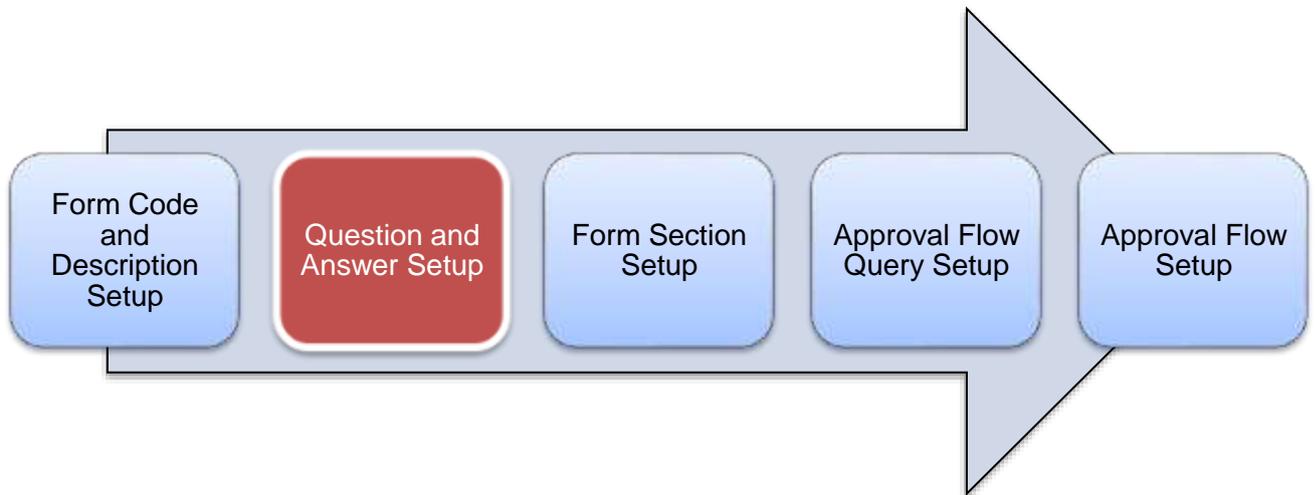
For support and assistance, please email to supports@timesoftsg.com.sg.

For product inquiry, please email to sales@timesoftsg.com.sg.

Chapter 2. Standard Setup Workflow

To setup a new TIMES Form System, the Administrator begins by creating **Forms** that employees can fill in.

To start off, the Administrator must create the forms and define the question rules for them.



First, master codes for drop-down lists/radio button/multiple choice in the system will be setup in **Question Answer Setup**.

Next, the Administrator creates the questions at **Question Setup** and tag to the pre-defined answer creates in **Question Answer Setup**.

The Administrator then creates the Form at **Form Setup** by assigning the **Question Profile** which assigned during the **Question Answer Setup**.

To set the Question as Mandatory to be answered by employee, this can be set at **Question Answer Setup**.

Once the forms have been created, the Administrator proceeds to setup the employee query at Form Setup and then proceed to setup the approval flow at **Approval Setup** page.

In the **Approval Setup** the Administrator specifies approvers in an approval flow that will approve or reject employees' submitted forms.

The Administrator can then publish the Form by assigning the **Start Date** and **End Date** of the form at **Form Setup**.

Chapter 3. First time logging into the TIMES Form System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.

Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No:

Password:

Company: DEMO2016 ▼

Period: 2016 ▼ 01 ▼

[Login](#) [Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.

Key in your login id at “Emp No”.

Key in your password at “Password”.

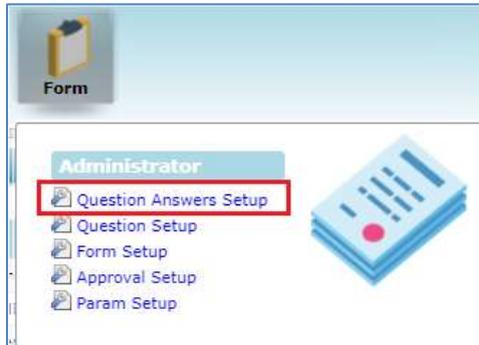
Click the [Login](#) button to login into the system.



To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

Chapter 4. Question Answers Setup

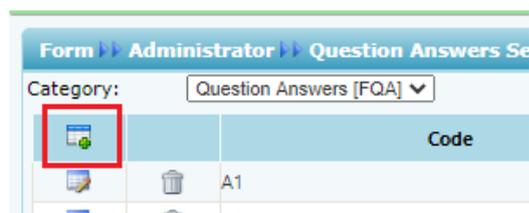
You can create and manage master codes of all the questions' answer at **Question Answers Setup**. Map Code defined here are used to assign the answer lists in the **Question Setup**.



Click on the **Question Answers Setup** option in the Administrator menu to access the Question Answers Setup web page.

Code	Description	Map Code	Sort No
A1	I am not aware of any conflicts that exist.	A1	
A2	I wish to declare the conflicts of interest described in the Disclosure of Conflict of Interest Form.	A1	
A24	I was free from financial embroilment.	A10	1
A25	I was not free from financial embroilment. Details of the relevant loans, credit facilities and liabilities are attached.	A10	2

To create a new map code click the icon.



Enter the “Code” (maximum 8 characters), “Description”, Map Code, Sort No and click icon to create the new code or icon to cancel the action.



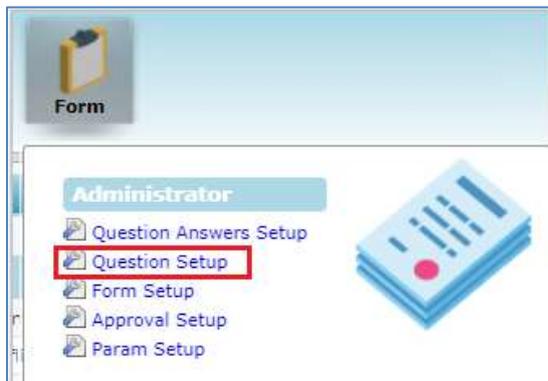
If you see the pop-up message “Same record exists.” when trying to create a new code, this indicates that the “Code” that you are trying to create already exists.

To make changes to an existing code, choose a “Code” and click icon. Enter in the new description and click button to update the changes or icon to cancel the changes.

To delete an existing code, choose a “Code” and click icon. Deleted codes are unrecoverable.

Chapter 5. Question Setup

In the **Question Setup** web page, you can create and manage the question with pre-set answers in the system. In the Question Setup, you can create the question and answer in different way such as using drop-down, radio list, date picker, textbox, textarea, label, numeric and checkbox list. You can set question as mandatory to be answered in **Question Setup**.



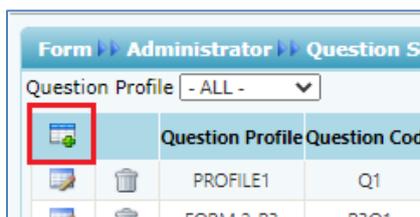
Click on the **Question Setup** option in the Administrator menu to access the Question Setup web page.

The screenshot shows the 'Question Setup' web page. At the top, there is a 'Question Profile' dropdown menu set to '- ALL -'. Below this is a table with the following columns: Question Profile, Question Code, Question, Sort No, Type, Category, Options, Mandatory, Group, Group Sort No, and Level. The table contains several rows of question profiles, including those for 'PROFILE1', 'FORM 2-P1', 'FORM 2-P2', 'FORM 2-P3', and 'AD0020-1' through 'AD0020-3'. Each row provides details about the question type (e.g., Textbox, DropdownList, Label, Checklist, RadioList) and its configuration.

Question Profile	Question Code	Question	Sort No	Type	Category	Options	Mandatory	Group	Group Sort No	Level
PROFILE1	Q1	Question1	1	Textbox			No	GROUP1	1	
FORM 2-P3	P3Q1	question 1..	1	DropdownList	P3Q1		No	Part 3	1	
FORM 2-P2	P2Q1	question 1..	1	DropdownList		YN	No	Part 2	1	
FORM 2-P1	P1Q1	question 1..	1	Textbox			Yes	Part 1	1	
AD0020-1	Q1	All staff are required to complete this annual declaration exercise. Staff who make a false declaration (including non-declaration or suppression of information) may face disciplinary action. (ITC Code of Conduct Declaration)	1	Label			No	Important	1	
AD0020-2	Q1	ITC staff are bound by the ITC Code of Conduct, as contained in the ITC Code of Conduct handbook. The Code sets out standards of professional conduct and practices in the way staff discharge their work duties, as well as their conduct of work which may have a bearing on ITC's professional standing and reputation. Declaration of Investment (including venturist's share and Property)	1	Checklist	AD-2-Q1		Yes	Part 1	1	
AD0020-3	Q1	Declaration is required for land and all types of property (residential or commercial, public or private, both in Singapore or abroad) that are: - not owner-occupied - owned by staff or their spouse and/or financially dependent children Annual declaration is required for investment in properties.	1	RadioList	AD-3-Q1		Yes	Part 1	1	
DNVS	DNVS1	I declare that: Dates of travelling period (include weekends)	1	Textbox			Yes	Part 1	1	
PROFILE1	Q2	Question2	2	Textbox			No	GROUP1	1	
FORM 2-P1	P1Q2	question 2..	2	DropdownList		YN	Yes	Part 1	1	
FORM 2-P2	P2Q2	question 2..	2	TextArea			No	Part 2	1	
FORM 2-P3	P3Q2	question 2..	2	DropdownList	P3Q2		No	Part 3	1	

Click the **Question Profile** to filter the question based on profile group on screen.

To create a new question, click the  icon.



Form Administrator Question Input

Question Profile **1**

Question Code **2**

Question **3**

Question Sort No **4**

Control Type **5**

Display By **6**

Options **7**

Mandatory **8**

Group Code **9**

Group Sort No **10**

11 Save **12** Cancel

Question Profile

Question Profile is used to define the grouping of the question into a section/tab.

Multiple tabs in a single form

Multiple questions in a single tab

INSTRUCTION Part I Part II

PART I

ITE Code of Conduct Declaration

ITE staff are bound by the ITE Code of Conduct, as contained in the ITE Code of Conduct Handbook. The Code sets out standards of professional conduct and practices in the way staff discharge their work duties, as well as their conduct of work which may have a bearing on ITE's professional standing and reputation.

I confirm that I have read and understood the ITE Code of Conduct.

Declaration of Indebtedness and Financial Embarrassment

A staff is considered indebted or financially embarrassed when he/she:

- is and undischarged bankrupt
- takes out a loan or credit facility, or incurs a liability which does not fall under permitted loans, credit facilities and liabilities (eg from licensed money lender which is not allowed) as set out in ITE HR Policy Manual
- has total unsecured debts and liabilities exceeding 3 months of salary, including:
 - = outstanding amount under Category A (secured loans/facilities) after collateral has been recovered
 - = outstanding amount under Category B (special category of unsecured loans/facilities) with defaulted repayment for 3 consecutive months
 - = unsecured loans, credit facilities under Category C.

I declare that: *

I am currently free from financial embarrassment.

I am currently not free from financial embarrassment.

Annual Declaration *

I hereby declare that the information above is true, completed and correct to the best of my knowledge, and I accept full responsibility for any inaccuracies knowingly made therein.

I have noted the declaration guidelines detailed in the ITE Code of Conduct and will submit my declaration/application separately (where applicable) under Specific Declaration/Request for Approval category in HRIS Portal using the relevant terms specifically for:

Back Save Cancel

Question Code

Question Code is a code used to assign to each question.

Question Description

Description of the question or label to be shown on the form.

Question Sort No

Sequence of the question sort order display in the form

Control Type

Type of control used to design the question and answer

Control Type	Description
TextBox	A small textbox. Allows to input alpha-numeric. Remarks <input type="text"/>
TextArea	A large textbox. Allows to input alpha-numeric. Remarks <input type="text"/>
Numeric	A textbox where allows to input numeric only. Remarks <input type="text" value="123"/>

<p>RadioList</p>	<p>A radio button answer.</p> <p><input type="radio"/> I do not have investment in business firms</p> <p><input type="radio"/> I have investment in business firms</p>																																										
<p>CheckBoxList</p>	<p>A checkbox list answer. Allows to choose multiple selection.</p> <p><input type="checkbox"/> I have noted the declaration guideline detailed as above</p>																																										
<p>DropDownList</p>	<p>A dropdown list answer.</p> <p><input type="text" value=""/></p>																																										
<p>File</p>	<p>Attachment field.</p> <p><input type="text" value=""/> Browse... X</p>																																										
<p>Label</p>	<p>Label use for display purpose only.</p> <p>INSTRUCTION Part I Part II</p> <p>Important</p> <p>All staff are required to complete this annual declaration exercise. Staff who make a false declaration (including non-declaration or suppression of information) may face disciplinary action.</p>																																										
<p>Date Picker</p>	<p>Input date only.</p> <p>Sep 2020</p> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="text" value=""/></p>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Su	Mo	Tu	We	Th	Fr	Sa																																					
		1	2	3	4	5																																					
6	7	8	9	10	11	12																																					
13	14	15	16	17	18	19																																					
20	21	22	23	24	25	26																																					
27	28	29	30																																								

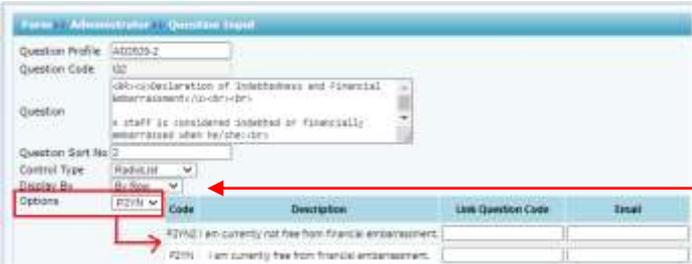
Display By

Display of the answer layout.

Control Type	Description
By Column	<p>Display answer on the right side of the question</p> 
By Row	<p>Display answer below the question</p> 

Options

Mapping of Question Answer Setup map code

Mandatory

Tick this option to set mandatory to be answered or untick to set non-mandatory to be answered.

Group Code

Grouping of the question within a same Question Profile

Group Sort No

Sequence of the Group Code within the same Question Profile

Save

Click Save button to save the changes or new Question.

Cancel

Click Cancel to revert the changes or cancel the creating of new question.

5.1 Duplicate new question setup

Go to Question Setup option to access Question Setup web page.

Go to existing question, click on  icon, tick on the Save As New checkbox at the below of the screen, enter the new **Question Code** and edit the question details.

Form >> Administrator >> Question Input

Question Profile: AD2020-2
 Question Code: Q1 ← Become editable field after tick on 'Save As New' checkbox
 Question: <U>ITE Code of Conduct Declaration</U>

ITE staff are bound by the IT Code of Conduct, as contained in the ITE Code of Conduct Handbook.
The code sets out standards of professional conduct and practices in the way staff discharge
 Question Sort No: 1
 Control Type: CheckBoxList
 Display By: By Row
 Options: YES
 Mandatory:
 Group Code: Part I
 Group Sort No: 1

Code	Description	Link Question Code	Email
Y	I confirm that i have read and understood the ITE Code of Conduct.		

Save As New Save Cancel

Click the  button to save the new question setup.

Chapter 6. Form Setup

Once the Question Setup is done, you can setup a new Form in the system.



Click on the **Form Setup** option in the Administrator menu to access the Form Setup web page.

The screenshot shows a web application window titled 'Form Setup'. It contains a table with the following columns: Code, Description, Start Date, End Date, and Query. There are four rows of data in the table.

Code	Description	Start Date	End Date	Query
F1	FDPst1	01/06/2020	02/07/2023	ALL EMP
F09942	Form Description	01/06/2020	01/06/2020	ALL EMP
A02018	Annual Declaration 2021	01/06/2020	31/12/2021	ALL EMP
OWG	Overseas Travel	01/01/2020	31/12/2021	ALL EMP

At the bottom left of the window, there is a '+ New' button with a plus sign icon.

Click on the  button to create a new form.

The screenshot shows the 'Form Setup' form. The breadcrumb trail is 'Form >> Administrator >>> Question Answers Setup'. The form has the following fields:

- Form Code:
- Description:
- Query:
- Start Date:
- End Date:

At the bottom of the form are 'Save' and 'Cancel' buttons.

Enter the "Form Code", "Description" for the form name and choose the Query.

Before you can assign the Query, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees who can see and access to this new form in order to submit the online e-form submission.

Enter the **Start Date** and **End Date** of the form to publish. Once the End Date reached, employees will not be able to choose the form from E-Form system.

Then click the button to save the creation.

	Code	Description	Start Date	End Date	Query
<input type="checkbox"/>	F1	FORM1	01/06/2020	02/07/2020	ALL-EMP
<input type="checkbox"/>	FORM2	Form Description	01/06/2020	01/09/2020	ALL-EMP
<input type="checkbox"/>	AD2019	Annual Declaration 2020	01/06/2020	31/12/2020	ALL-EMP
<input type="checkbox"/>	OVR5	Overseas Travel	01/01/2020	31/12/2020	ALL-EMP

After the new form header is created, click the button to create the form details (tabs) by tagging the Question Profile that you have created earlier on.

Form >> Administrator >> Section Input

Code:

Description:

Form:

Question Profile:

Sort No:

Enter the 'Code', 'Description' of the new tab description, 'Form' assignment, 'Question Profile' and Sort No.

Form >> Administrator >> Question Input

Question Profile:

Question Code:

Question:

Question Sort No:

Control Type:

Display By:

Options:

Mandatory:

Group Code:

Form >> Administrator >> Section Input

Code:

Description:

Form:

Question Profile:

Sort No:

- PROFILE1
- FORM 2-P3
- FORM 2-P2
- FORM 2-P1
- AD2020-1
- AD2020-2
- AD2020-3
- OVR5

The 'Question Profile' dropdown list is linked from the Question Profile that you have created in Question Setup page.

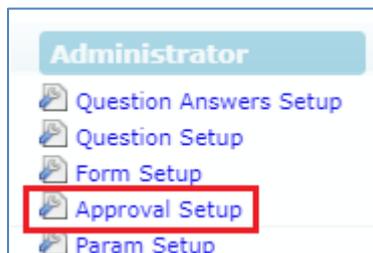
Then click the button to save the creation.

Chapter 7. Approval Setup

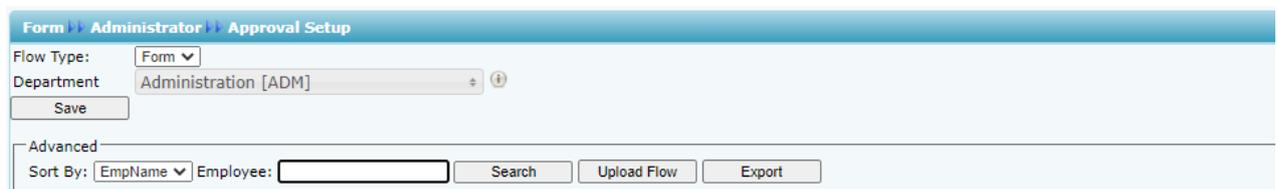
The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee’s reporting supervisors as the employee’s TIMES Form approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees’ online form submission.

Additionally, you can designate the roles of HR and Entry Officer to specific employees in this function.

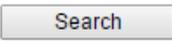


Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup web page.



Choose “Department” and a list of employees who are assigned to the selected department(s) will be shown on the web page. If you had made multiple selections, you can click  button to see your selections.

Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name.

After you had entered the text in it, click  to see the results.

7.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):



Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.

Show Page of 5 Pages

Click on the “Show Page” dropdown list to choose a specific web page of records.

[First](#) [Prev](#) [Next](#) [Last](#)

Click on the “First”, “Prev”, “Next” or “Last” hyperlinks to navigate to each of the web pages if there are more than a single web page.

7.2 Setting up the Claim Approval Flow

To setup the approval flow, you need to key in the approver’s employee number for each employee under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”).

Emp No.	Emp Name	Approver 1	Approver 2	Approver 3	Entry Query	HR Query
TSP010	AJI SABA					
TSP034	AMY (TSP004)	TSP003 JULIE (TSP003)				
TSP001	JACINTA (TSP001)	TSP003 JULIE (TSP003)				
TSP002	JASANE (TSP002)	TSP003 JULIE (TSP003)	TSP004 AMY (TSP004)		ALL-EMP	
TSP003	JULIE (TSP003)					ALL-EMP

The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor’s employee number is setup at “Approver 1” and the head of department’s employee number is setup at “Approver 2” for the employee.

Once you have completed the entry, click the button. If you had entered the correct employee’s number for the approvers, their names will appear on the web page. If not, just re-key in the correct employee number under the approver columns and click on the button.

7.3 Assigning the HR Role

The role of HR grants the employee access to the **HR** menu.

Before you can designate an employee as HR, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this HR can have access to in order to manage their information.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Entry Query	HR Query
TSP010	AJ SABA					
TSP004	AMY (TSP004)	TSP001				
TSP001	JACINTA (TSP001)	TSP003				
TSP002	JASMINE (TSP002)	JULIET (TSP002)				
TSP003	JULIET (TSP003)		TSP004 AMY (TSP004)		ALL-EMP	
TSP008	JULIET (TSP008)					ALL-EMP

To designate an employee as HR, enter the Query Name (case sensitive) at the “Hr Query”. Then click the button to save the entry.

To remove the HR role from an employee, simply delete the Query Name at the “Hr Query” and click the button.

7.4 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to submit on behalf his or her colleagues’ claim applications and will have access to the **Entry Officer** menu.

Before you can designate an employee as an Entry Officer, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their online form.

Emp No	Emp Name	Approver 1	Approver 2	Approver 3	Entry Query	HR Query
TSP010	AJ SABA					
TSP004	AMY (TSP004)	TSP003				
TSP001	JACINTA (TSP001)	JULIET (TSP002)				
TSP002	JASMINE (TSP002)	TSP003				
TSP003	JULIET (TSP003)		TSP004 AMY (TSP004)		ALL-EMP	
TSP008	JULIET (TSP008)					ALL-EMP

To designate an employee as an Entry Officer, enter the Query Name (case sensitive) at the “Entry Query”. Then click the button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the “Entry Query” and click the button.

7.5 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system's excel template document to enter the approval flow information and upload them into the system by using the **Upload Flow** feature.

Advanced
Sort By: Employee:

Click on the **Upload Flow** button to access the **Upload Flow** pop-up window.

Upload Flow

Step 1 :
[Download Template]

Step 2 :
[Browse File]
 No file chosen

Step 3 :
[Upload File]
Flow:
Range:

First step is to download the system's excel template document. Click on the **Template** button at "Download Template" at Step 1 to download the document.

Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Choose File** to choose the completed excel document.

Finally, at Step 3, ensure the "Flow" is *Form* and click the **Upload** button to upload the approval flow information from the selected excel document into the system.

7.6 Export the system's Approval Flow into an Excel document

You can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the **Export** button.

Advanced
Sort By: Employee: