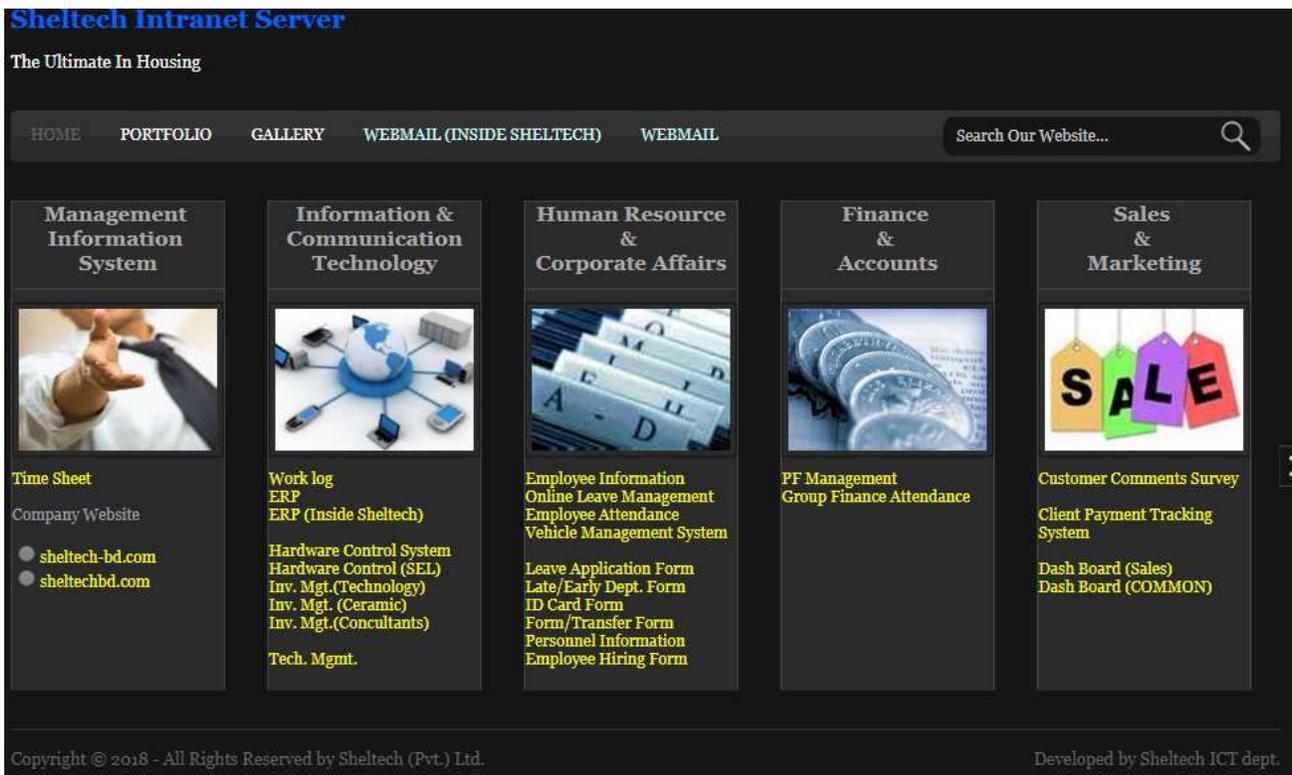
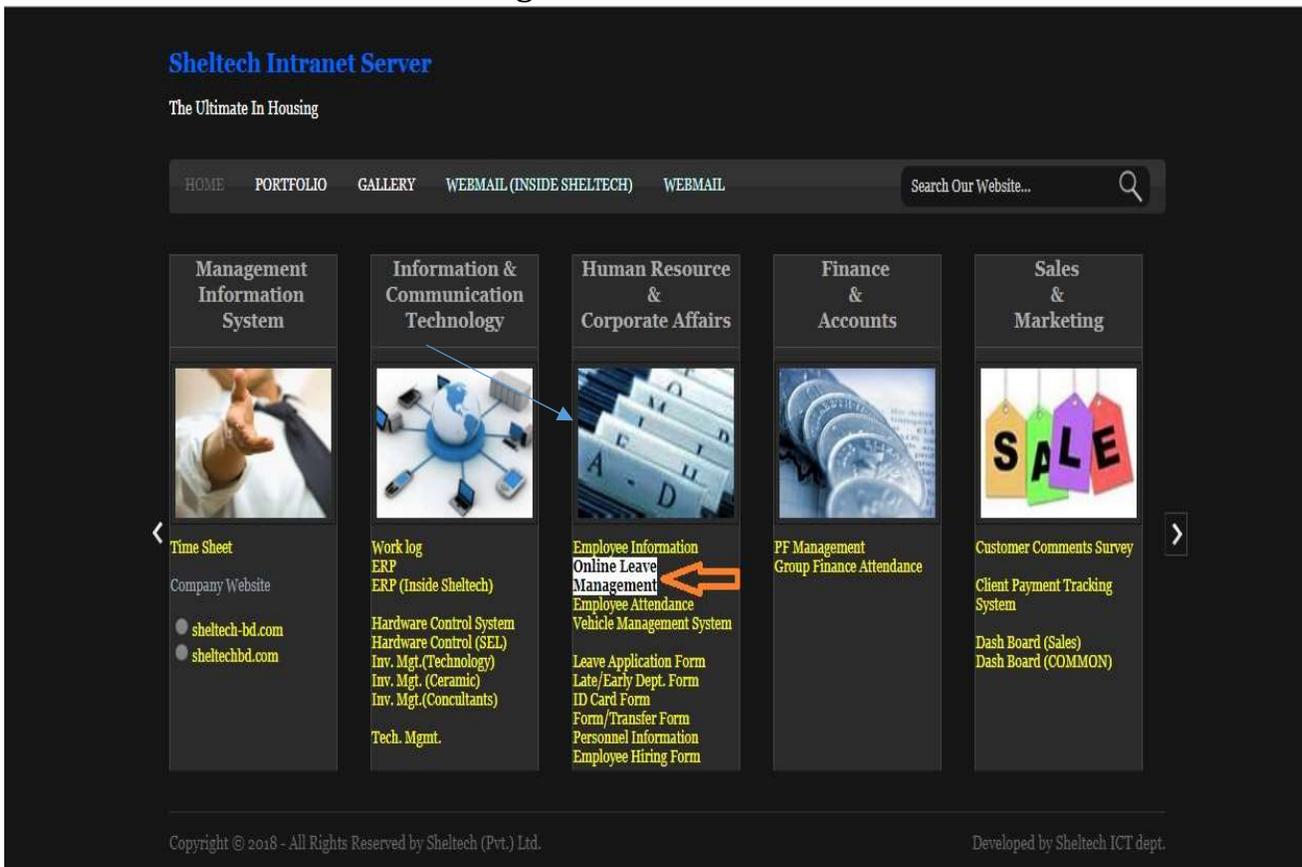


Leave Application Procedure

1. Open your browser (Firefox or Chrome), you will see the below home screen.



2. Then Click Online Leave Management link.



3. Then select your ID and type password, now click **Login button** (if you didn't found your ID, Please Click **Sign Up** button and complete your registration).



4. After successful Login system will show your dashboard menu.

SHELTECH ONLINE LEAVE MANAGEMENT MOHAMMAD IQBAL HOSSEN

[HOME](#) [ONLINE LEAVE](#) [LOG OUT](#)

Press Button to Show
Details News-

[Todays News](#) [Last 7 Days](#)
[Entry Notice](#)
[Change Password](#)
[Access](#)
[Attendance Report](#)
[Collect Image](#)
[Actatec Access](#)
[Encrypt Decrypt](#)

[Mobile, Ext.No. & Email Address](#) [Associate Company](#)
[Project Incharge\(inventory\)](#) [Project Incharge\(Engineer\)](#)

Last update date: 08/10/2018 05:05:44 PM
18/10/2018 02:38:09 PM

MEETING ROOM RESERVATION SYSTEM

Name MOHAMMAD IQBAL HOSSEN
Division HRD DIVISION
Department INFORMATION & COMMUNICATION TECHNOLOGY
Designation ASSISTANT MANAGER
Today's In Time: 8:40AM Out Time: Not Out

Last Month Activities 26

Date	IN TIME	Out Time
Oct 18 2018	8:40AM	Not Out
Oct 17 2018	10:05AM	3:38PM
Oct 16 2018	8:45AM	3:33PM
Oct 15 2018	8:55AM	3:56PM
Oct 14 2018	8:42AM	3:29PM
Oct 13 2018	8:54AM	3:19PM
Oct 11 2018	8:51AM	3:18PM
Oct 10 2018	8:01AM	3:56PM
Oct 9 2018	8:45AM	3:26PM
Oct 8 2018	8:59AM	3:24PM
Oct 7 2018	8:48AM	3:20PM
Oct 6 2018	8:54AM	3:19PM
Oct 4 2018	8:49AM	3:15PM
Oct 3 2018	8:53AM	3:35PM
Oct 2 2018	8:52AM	3:20PM
Oct 1 2018	8:53AM	3:27PM
Sep 30 2018	8:41AM	3:59PM
Sep 29 2018	8:50AM	3:50PM
Sep 27 2018	8:45AM	3:41PM
Sep 26 2018	8:43AM	3:33PM
Sep 25 2018	8:51AM	3:31PM
Sep 24 2018	9:11AM	3:17PM
Sep 23 2018	8:33AM	4:00PM
Sep 22 2018	8:58AM	3:39PM
Sep 20 2018	8:56AM	3:55PM
Sep 19 2018	8:57AM	3:54PM

[Print Preview](#)
You have total 1 Days Late from 16/10/2018 to

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5. For applying a leave select **Leave Application** under **Online Leave** menu.

The screenshot shows the user interface of the SHELTECH ONLINE LEAVE MANAGEMENT system. At the top, there is a navigation bar with 'HOME', 'ONLINE LEAVE', and 'LOG OUT' buttons. The 'ONLINE LEAVE' menu is expanded, and 'LEAVE APPLICATION' is highlighted with an orange arrow. Below the navigation bar, there is a sidebar with a 'Press Button to Show Details News-' link and a 'MEETING ROOM RESERVATION SYSTEM' link. The main content area features a silhouette of a group of people and a 'Last update date: 08/10/2018 05:05:44 PM' timestamp. On the right side, there is a user profile section for MOHAMMAD IQBAL HOSSEN, including his designation as ASSISTANT MANAGER and a table of 'Last Month Activities'.

Date	IN TIME	Out Time
Oct 18 2018	8:40AM	Not Out
Oct 17 2018	10:02AM	3:36PM
Oct 16 2018	8:45AM	3:33PM
Oct 15 2018	8:55AM	3:56PM
Oct 14 2018	8:42AM	3:25PM
Oct 13 2018	8:54AM	3:18PM
Oct 11 2018	8:51AM	3:16PM
Oct 10 2018	9:01AM	3:56PM
Oct 9 2018	8:45AM	3:26PM
Oct 8 2018	8:56AM	3:24PM
Oct 7 2018	8:48AM	3:20PM
Oct 6 2018	8:54AM	3:19PM
Oct 4 2018	8:49AM	3:15PM
Oct 3 2018	8:53AM	3:35PM
Oct 2 2018	8:52AM	3:20PM
Oct 1 2018	8:53AM	3:27PM
Sep 30 2018	8:41AM	3:59PM
Sep 29 2018	8:50AM	3:30PM
Sep 27 2018	8:45AM	3:41PM
Sep 26 2018	8:45AM	3:33PM
Sep 25 2018	8:51AM	3:21PM
Sep 24 2018	9:11AM	3:17PM
Sep 23 2018	8:33AM	6:00PM
Sep 22 2018	8:58AM	3:39PM

6. Fill-up your application with all required fields. You must confirm **Leave Period** and **Type of Leave**, then confirm your other information like Person who hold charge, Reason for Leave, Address during leave. Finally Click **Apply** button.

The screenshot shows the 'ONLINE LEAVE APPLICATION' form. The form is titled 'WELCOME TO ONLINE LEAVE APPLICATION' and contains the following fields:

- ID Number: 1314-10
- Designation: ASSISTANT MANAGER
- Recommended By: MD. ZAHUR ALAM FERDOUS
- Date of Application: 2018/10/18 (yyyy/mm/dd)
- Leave Period: 2018/10/19 To 2018/10/19
- Reason for Leave: Personal matter
- Person who hold charge: 1368-10 - MOHAMMAD OMAR FARUQ
- Name: MOHAMMAD IQBAL HOSSEN
- Department: INFORMATION & COMMUNICATION TECHNOLOGY
- Designation: SENIOR MANAGER
- Type of Leave: Casual Leave
- No. of Days: 1
- Address During Leave: Dhaka

Buttons for 'Apply' and 'Summary' are visible below the form fields. Below the form, there is a section titled 'General Leave Transaction' with a table showing the status of leave transactions.

Type	From Date	To Date	Days	Reason
Casual Leave status				
Opening Balance	0	Allocation	10	Availed
			5	Balance
				5

7. For Leave details, Please click **Summary** button.

SHELTECH ONLINE LEAVE MANAGEMENT MOHAMMAD IQBAL HOSSN

HOME ONLINE LEAVE LOG OUT

WELCOME TO ONLINE LEAVE APPLICATION

ID Number: 1314-10 **Name:** MOHAMMAD IQBAL HOSSN
Designation: ASSISTANT MANAGER **Department:** INFORMATION & COMMUNICATION TECHNOLOGY
Recommended By: MD. ZAHUR ALAM FERDOUS **Designation:** SENIOR MANAGER

Date of Application: yyyy/mm/dd **Type of Leave:** Casual Leave
Leave Period: To **No. of Days:**
Reason for Leave: **Address During Leave:**
Person who hold charge:

Apply Summary

Type	Description	Allocated	Opening	Total	Availed	Adjusted	Balance	Reason
	Casual Leave	10	0	10	5	0.0	5	
	Earn Leave	16	50	66	14	0.0	52	
	Sick Leave	28	0	28	0	0.0	28	
	Leave Without Pay	180	0	180	0	0.0	180	
	Working Holiday	180	0	180	2	0.0	178	

X

Casual Leave status

Opening Balance	Allocation	Availed	Balance
0	10	5	5

Others leave balance

Casual Leave	Earned Leave	Sick Leave	Last Applied Leave
5.00	52	28.00	Casual Leave 18/10/2018 - 18/10/2018 (1.00 days) at Dhaka .