

# User Guide

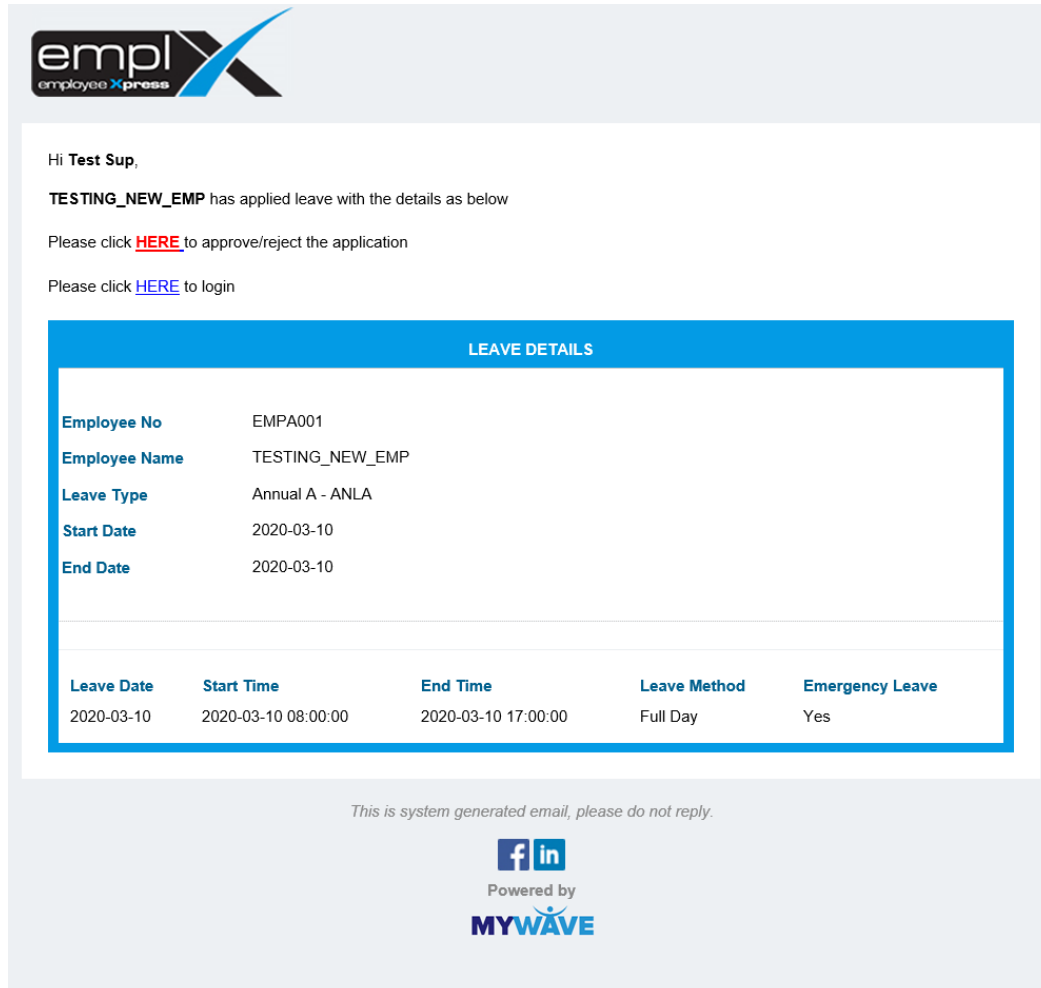
## Approve/Reject Leave Application through Email

For the reporting supervisor/delegated supervisor to  
approve/reject leave application



## APPROVE/REJECT LEAVE APPLICATION THROUGH EMAIL

1. When the employee applied leave, the supervisor(s) will receive the email notification as screenshot below.
2. Click on the [HERE](#) will redirect to the page to approve the leave.
3. Click on the [HERE](#) will direct to Mywave web application to login.



4. Click on [HERE](#) will go to leave approve page as screenshot below.
5. The supervisor can select their subordinate (**A**) to view their leave application.
6. Click on the tab (**B**) will show the detail of the leave application.



7. If the employee applied leave with attachment, you can point to (C) icon.
8. Click on attachment link (D) to view the file attachment.

Employee \* : -  
 Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

☒ Select All

With Attachment  
 Click the link below  
 1. How to upload attachment.pdf

Approve All

Annual Leave (ANL) Date : 2020-03-10 To 2020-03-10  
 Duration : 1 Day(s)

Pending Approval

Leave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks
<input checked="" type="checkbox"/> 2020-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10		Leave your comments

9. Supervisor can click on (E) to approve all the subordinate's leave application at once.

Employee \* : -  
 Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

☒ Select All

Approve All

Annual Leave (ANL) Date : 2020-03-10 To 2020-03-10  
 Duration : 1 Day(s)

Pending Approval

QI0002 - NORADLINNAINI BINTI MUHAMAD

Leave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks
<input checked="" type="checkbox"/> 2020-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10		Leave your comments

OR

10. [Tick] on (F) or (G) to choose which subordinate/leave application in specific that you want to approve.
11. Supervisor can click on (H) to Approve the selected record(s) or click on (J) to Reject the selected record(s).

Employee \* : -  
 Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

☒ Select All

Approve Selected Reject Selected

Annual Leave (ANL) Date : 2020-03-10 To 2020-03-10  
 Duration : 1 Day(s)

Pending Approval

F ☒

Leave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 2020-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10		Leave your comments