

User Guide

API Loading v2.0

Leave



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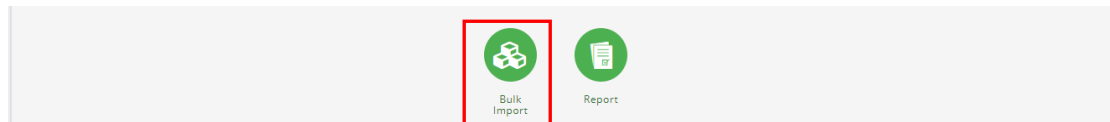
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BULK IMPORT

Navigate to API > API Loading via side bar

1.1. Select Import Type

1. Under the toolbar Menu, look for **Bulk Import** Tab.



2. Select a suitable import type, then click **Next**

Import

1. Choose Template 2. Upload 3. Mapping 4. Validate 5. Import

Choose Import Type

Select	Module	Import Type	Description	Method Available	Choose File Type
<input type="radio"/>	- Filter -	- Filter -	- Filter -	- Filter -	
<input type="radio"/>	Leave	Leave Taken - Basic	Bulk upload single day leave application	Create Only	Preview Download
<input type="radio"/>	Leave	Leave Taken - Multiple	Bulk upload multi day leave application	Create Only	Preview Download

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1.2 Upload Excel File

1. Download the Excel file template provided.

import

Bulk Import

Import

1. Choose Template **2. Upload** 3. Mapping 4. Validate 5. Import

Leave Taken - Basic

Description
Bulk upload single day leave application

Instruction
1. Download the selected excel template from previous page
2. Open the excel file
3. Fill in the data according to the requirements of the template

Step 1

[Download Excel Template](#)

[Download Template](#)

Step 2

Upload File

[Browse](#)

No file is selected

☒ Create Only
Create if not found, skip if record exists

- Open the downloaded Excel Template and read the **Instruction** Tab for more information on what data is required for the selected import.

The screenshot shows the 'Instruction' tab of an Excel spreadsheet. It contains a 'Notes' section with five points (a-e) regarding leave application rules. Below this is a 'Column Explanation' table with columns: Column, Description, and Sample Value.

Column	Description	Sample Value
EMPLOYEE NO	Mandatory	EMP001
EMPLOYEE NAME	Optional	Abdul Rahman
LEAVE CODE	Please make sure the leave code exists in Leave (Case insensitive) Refer to Leave code on screenshot below	ANL
LEAVE DATE	Date must in YYYY-MM-DD format	2021-05-05
LEAVE SESSION	Indicate this leave is: a. FULL - full day (deduct 1 day leave) b. FIRST HALF - onleave on first half (deduct 0.5 day leave) c. SECOND HALF - onleave on second half (deduct 0.5 day leave) Acceptable value : FULL / FIRST HALF / SECOND HALF	FULL
TOTAL TAKEN	Auto calculate base on column E, in day	1

The 'Instruction' tab is highlighted in the bottom tab bar.

- Insert the data to be imported in the **DATA** tab and save the excel file.

The screenshot shows the 'DATA' tab of the same Excel spreadsheet. It contains a table with columns: EMPLOYEE NO, EMPLOYEE NAME, LEAVE CODE, LEAVE DATE, LEAVE SESSION, TOTAL TAKEN, and ADVANCE. The table is currently empty, with row 7 highlighted.

	EMPLOYEE NO	EMPLOYEE NAME	LEAVE CODE	LEAVE DATE	LEAVE SESSION	TOTAL TAKEN	ADVANCE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

The 'DATA' tab is highlighted in the bottom tab bar.

4. Upload the saved excel file by clicking **Browse** then selecting the desired file.

Import

1. Choose Template

2. Upload

3. Mapping

4. Validate

5. Import

Leave Taken - Basic

Description
Bulk upload single day leave application

Instruction
1. Download the selected excel template from previous page
2. Open the excel file
3. Fill in the data according to the requirements of the template

Step 1
Download Excel Template

[Download Template](#)

Step 2
Upload File

[Browse](#)

No file is selected

☒ Create Only
Create if not found, skip if record exists

5. Once the upload is completed, select the import method (if applicable) then click **Next**.

Step 1
Download Excel Template

[Download Template](#)

Step 2
Upload File

Leave Taken Multiple.xlsx [Browse](#)

[Done!](#)

Success

☐ Update & Create
Update if found, create if not found

☐ Update Only
Update if found

☐ Create Only
Create if not found, skip if record exists

« Previous

Next »

1.3 Column and Data Mapping

Figure 1.1

Refer to Figure 1.1

- a. Count of Total columns that is needed by the selected Import type
- b. Count of Columns that is successfully mapped
- c. Count of Columns that has errors [Appeared as Red status message]
- d. Count of Columns that have not been mapped
- e. Count of Columns that are ignored
- f. Load previous configuration of last mapping (Only possible when previous mapping of the same import type have been done)
- g. Data field required by the Import Type
- h. Uploaded Excel File column header to be mapped against
- i. Status message of mapping
- j. Indicator for fields that must be mapped
- k. Ignore button to ignore this data field (It will appear as blank when importing)
- l. Mapping button to change the data in excel file to be mapped

Follow the steps below to perform column and data mapping

1. Select the desired column to be mapped by clicking on the drop down list. User can filter the columns by entering value in the search bar.

2. Select the desired data field to be mapped by clicking on the **Mapping** button then choosing a value from the drop down list. User can filter the columns by entering value in the search bar. Click on the **Save** button to save the data field mapping or click on the **Edit** button to edit previously saved data mappings. Then click on the **Confirm** button to confirm mapping changes or **Cancel** to cancel changes.

The screenshot shows a mapping interface with a red box highlighting a dropdown menu for the 'UPL' field. The dropdown lists 'UPL_HP', 'UPL_SOC', 'UPL', 'UPL_AB', 'UPL_SUS', and 'UPL_MED'. Other elements include a 'Filter' bar, a 'Mapping' button, and 'Confirm'/'Cancel' buttons at the top right.

3. Click on the Ignore button to ignore the respective column or Undo to enable column to be mapped.

The screenshot shows a mapping interface with a red box highlighting the 'Ignore' button. Below it, there is a section for 'Ignored' columns with an 'Undo' button highlighted by a red box.

4. If previous mapping of the same import type has been done before, user can check the **Use Previous Mapping** option to follow previous mapping settings. Otherwise, click on the **Next** button to proceed.

The screenshot shows a mapping interface with a red box highlighting the 'Use previous mapping' checkbox. Below it, there is a section for 'Next' button highlighted by a red box.

1.4 Validation Result

1. Once validation is complete, a table of records will be shown. The **Status** column shows the status of the record and whether it was successfully validated or an error has occurred. The **Reason** column shows the reason why validation failed (if any).

1. Choose Template

2. Upload

3. Mapping

4. Validate

5. Import

TOTAL
2

READY
1

WARNING
0

ERROR
1

Show entries

No.	Status	Reason	Employee No	Employee Name	Start Date	End Date	Leave Session	Start Time	End Time	Emergency Leave	Leave 1 - Leave Code
1	Ready	-			2022-08-01	2022-08-01	FULL	-	-	NO	ANL
2	Error	Duplicated Data			2022-08-01	2022-08-01	FULL	-	-	NO	ANL

Showing 1 to 2 of 2 entries

Previous 1 Next

« Previous

Next »

2. User can export the validation result to an excel file by clicking on **Export** button. Otherwise, click on **Next** to begin importing data

1. Choose Template

2. Upload

3. Mapping

4. Validate

5. Import

TOTAL
2

READY
1

WARNING
0

ERROR
1

Show entries

No.	Status	Reason	Employee No	Employee Name	Start Date	End Date	Leave Session	Start Time	End Time	Emergency Leave	Leave 1 - Leave Code
1	Ready	-			2022-08-01	2022-08-01	FULL	-	-	NO	ANL
2	Error	Duplicated Data			2022-08-01	2022-08-01	FULL	-	-	NO	ANL

Showing 1 to 2 of 2 entries

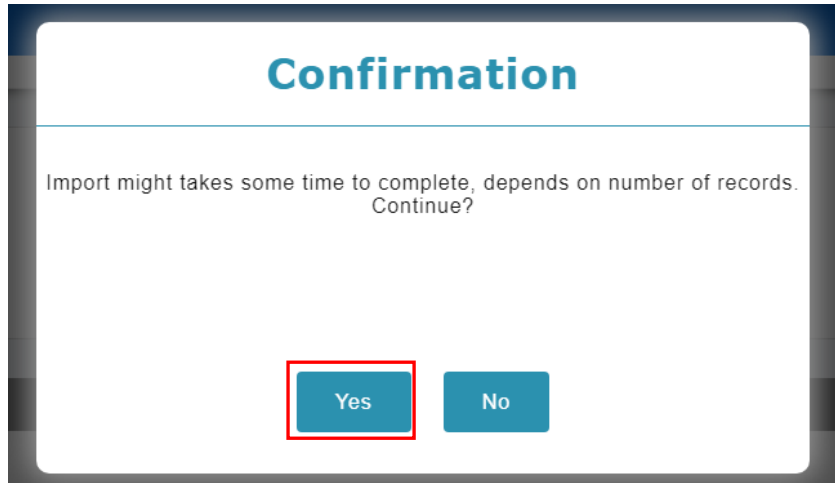
Previous 1 Next

« Previous

Next »

Export

- Click Yes on the pop up box to confirm import process



***NOTE:** API Loading may bypass certain settings in Leave Setup. Please refer to **Appendix A: Affected Leave Setup** to learn more about which settings will be affected*

1.5 Import Result

- Once the import process is done, the results will be shown in a table. Import information will be displayed in the header above. Check the status column for any errors. User can export the import result by clicking on **Export**. Otherwise, click on **Finish** to complete the import process

LOG ID
177
IMPORT TYPE
Leave Taken - Multiple
[Update & Create](#)
UPLOADED BY
Administrator
2022-08-02 14:37

TOTAL
2
INSERT
1
UPDATE
0
ERROR
1

[Export](#)

Show 10 entries

No.	Status	Reason	Employee No	Employee Name	Start Date	End Date	Leave Session	Start Time	End Time	Emergency Leave	Leave 1 - Leave Code
1	Success	Leave Applied: Annual Leave			2022-08-01	2022-08-01	FULL	-	-	NO	ANL
2	Error	Duplicated Data			2022-08-01	2022-08-01	FULL	-	-	NO	ANL

Showing 1 to 2 of 2 entries

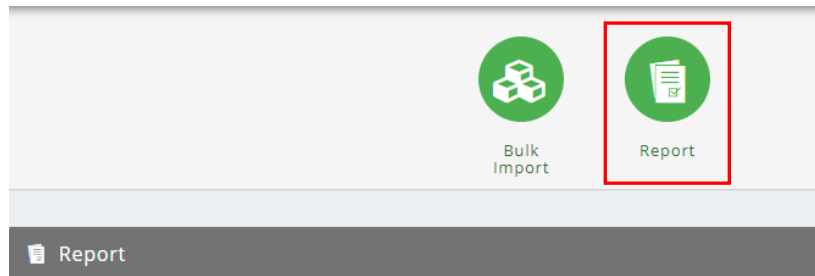
Previous 1 Next

Previous [Finish](#)

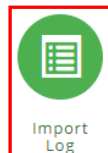
REPORT

2.1 View Import Logs

1. Under the toolbar Menu, look for **Report** Tab, then click on **Import Log**.



Report



2. The report will be displayed in a new window

The screenshot shows a web browser window titled 'Import Log - Google Chrome' with the URL 'mywave.dev.biz/DevMYwaveApplication/generic/report/report.php'. The page displays an 'Import Log' report with a table of logs and a filter section.

Import Log Table:

Date	Log ID	Uploaded By	Import Type	Import Method	Total Record	Total Processed	Success	Error	Action
2022-07-17 13:16	184	-1	Leave Taken - Basic	Create Only	2	1	1	1	*** (c)
2022-06-27 16:48	183	-1	Leave Taken - Basic	Create Only	15	15	15	0	***
2022-06-27 16:42	182	-1	Leave Taken - Multiple	Create Only	2	2	1	1	***
2022-06-27 16:41	181	-1	Leave Taken - Multiple	Create Only	0	0	0	0	***
2022-06-27 16:26	180	-1	Leave Taken - Multiple	Create Only	0	0	0	0	***
2022-06-27 16:25	179	-1	Leave Taken - Multiple	Create Only	0	0	0	0	***
2022-06-27 16:19	178	-1	Leave Taken - Multiple	Create Only	2	2	2	0	***
2022-06-27 16:16	177	-1	Leave Taken - Multiple	Create Only	2	2	1	1	***
2022-06-27 16:14	176	-1	Leave Taken - Multiple	Create Only	2	2	1	1	***
2022-06-24 18:20	175	-1	Leave Taken - Multiple	Create Only	6	6	3	3	***

Filter Section:

Apply Filter (e) Retrieve (f)

Date: Select | Log ID: Select

Uploaded By: Select | Import Type: Select

Import Method: Select

Page 1 of 19 Page (d)

Figure 2.1

Refer to Figure 2.1

- Click to show/hide columns
- Click to download report to excel
- Click to expand record
- Paging and no. of employee per page
- Apply Filter to for user preference report format
- Click to filter the data

LOG ID
177

(a)

IMPORT TYPE
Leave Taken - Multiple
[Update & Create](#)

UPLOADED BY
Administrator
2022-08-02 14:37

TOTAL
2

INSERT
1

UPDATE
0

ERROR
1

Show 10 entries

(b) [Export](#)

No.	Status	Reason	Employee No	Employee Name	Start Date	End Date	Leave Session	Start Time	End Time	Emergency Leave	Leave 1 - Leave Code
-Filter-	-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-
1	Success	Leave Applied: Annual	000006	YEOH PAIK WEI	2022-08-01	2022-08-01	FULL	-	-	NO	ANL

(c) [Close](#)

Figure 2.2

Refer to Figure 2.2

- Import information is shown here
- Click to download report to excel
- Click to close pop up box

APPENDIX

3.1 Appendix A: Affected Leave Settings

Earn

If Advance leave is set to **Follow** in the Excel data sheet, all advance leave settings under **Earn** tab will be **applied**.

Advance Leave

Allow Advance Leave * : ☒ Yes ☐ No ⓘ

Advance Leave Limit * : ☐ No Limit
☒ Full Leave Period Entitlement
☐ Limit to Day

Restrict Limit at Period Entitlement * : ☒ Yes ☐ No

Advance Leave Duration Control * : No Duration Control

Application

General	Entitlement	Earn	Application	Additional
---------	-------------	------	-------------	------------

ⓘ Data has been changed. Mouse over icon to view the value before changed.

Supervisor Approval * (a) : ☐ Supervisor approval not required
☒ Direct supervisor approval
☐ Levelling approval
☐ Limit approval
☐ Conditional approval base on no. of leave applied

HR Approval/ Notification Required * (b) : ☒ Not Required
☐ Required
☐ Required when leave applied more than/equal to Day(s)

Require Signature Upon Approval * ⓘ (c) : No

Require Signature Upon Submission * ⓘ (d) : No

Who Can Apply Leave * (e) : ☒ Admin, Supervisor and Employee
☐ Admin and Supervisor
☐ Admin Only

Who Can Withdraw/ Cancel Leave * (f) : ☒ Admin, Supervisor and Employee
☐ Admin and Supervisor
☐ Admin Only

Emergency Leave Tracking * (g) : ☐ Yes ☒ No ⓘ

Figure A1

Refer to Figure A1

- Supervisor Approval settings will be **bypassed**
- HR Approval/Notification settings will be **bypassed**
- Signature Upon Approval settings will be **bypassed**
- Signature Upon Submission settings will be **bypassed**
- Who Can Apply Leave settings will be **bypassed**
- Who Can Withdraw/Cancel Leave settings will be **bypassed**
- Emergency Leave Tracking settings will be **bypassed**

Application (cont.)

Application Consumption Control

Include Non Working Day in Leave Duration **(a)** : ☒ Workday Only
☐ Include : ☐ Off Day ☐ Rest Day ☐ Public Holiday

Application Method on Complete Working Day **(b)** : ☒ Full Day ☒ Half Day ☐ Hourly

Application Method on Half Working Day **(c)** : ☒ Full Day ☒ Half Day ☐ Hourly

Minimum Days Per Application **(d)** : Day(s) ☒ No Minimum

Maximum Days Per Application **(e)** : Day(s) ☒ No Maximum

Maximum Application Per Period Cycle **(f)** : ☒ No Limit

Figure A2

Refer to Figure A2

- Non Working Day in Leave Duration settings will be **applied**
- Application Method on Complete Working Day settings will be **bypassed**
- Application Method on Half Working Day settings will be **bypassed**
- Minimum Days Per Application settings will be **bypassed**
- Maximum Days Per Application settings will be **bypassed**
- Maximum Application Per Period Cycle settings will be **bypassed**

Leave Date Control

Allow Leave Application Starting From **(a)** : ☐ No Control
☒ Upon Confirmation
☐ 0 month(s) after Hire Date ,

Restrict Leave Application on Resignation **(b)** : ☒ No Restriction
☐ Not allow to apply leave once Resignation Date is updated

Block Future Leave Application **(c)** :

Back Dated Application **(d)** : ☒ No Restriction
☐ Within range in Month(s) Before Current Date

Past Leave Cancellation **(e)** : ☒ No Restriction
☐ Within range in Month(s) Before Current Date

Gap For Next Leave Transaction **(f)** : ☒ No Restriction
☐ With gap restriction 0

Additional Information

Attachment Required **(g)** : ☒ Optional ☐ Mandatory

Remarks Required **(h)** : ☒ Optional ☐ Required for : ☐ Application ☐ Cancellation ☐ Rejection

Figure A3

Refer to Figure A3

- a. Leave Application Starting From settings will be **bypassed**
- b. Leave Application on Resignation settings will be **bypassed**
- c. Future Leave Application settings will be **bypassed**
- d. Back Dated Application settings will be **bypassed**
- e. Past Leave Cancellation settings will be **bypassed**
- f. Gap For Next Leave Transaction settings will be **bypassed**
- g. Attachment settings will be **bypassed**
- h. Remarks settings will be **bypassed**

Additional

If additional information setting is **enabled** and set to **Mandatory**, it will be **applied** during API Loading validation.

General Entitlement Earn Application **Additional**

Additional Information

Additional Dropdown : ☒ Yes ☐ No

<input checked="" type="checkbox"/> Clinic	<input type="radio"/> Optional <input checked="" type="radio"/> Mandatory	⋮
<input checked="" type="checkbox"/> Reason	<input type="radio"/> Optional <input checked="" type="radio"/> Mandatory	⋮

Combine Limit/Priority List

If the selected leave type is set up under a combine limit/priority list leave, **limit per period** and **period pattern** settings will be **applied**.

Combine Limit / Priority List

1998-01-01 Onwards

No.	Leave Type
1	Medical Leave
2	Hospitalisation

Priority Control : No

Combine Limit : Limit to 60 Day(s), display unit in Day

Update