

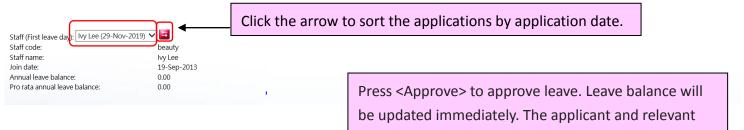
HKB2BLimited 香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636 Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Approve leave

Users who can approve leave can go to Main Men > Approve leave, to view leave applications.



All pending leave applications will be shown here.



users will be notified by email.

Apply leave record													
Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action	X	
Annual Leave	29-Nov-2019	29-Nov-2019	1	A	10:00-22:00			28-Nov-2019			Edit	Approve	Reject
Total leave days 1													

Press <Reject> to reject the application. The applicant and relevant users will be notified by email.

					A	oproved leav	e count 📘						
Staff leave type	Nov-2019	Oct-2019	Sep-2019	Aug-2019	Jul-2019	Jun-2019	May-2019	Apr-2019	Mar-2019	Feb-2019	Jan-2019	Dec-2018	Total count
Annual Leave	0	1	0	0	0	0	0	0	0	0	0	0	1
Marriage Leave	0	0	2	0	0	0	0	0	0	0	0	0	2
Total count	0	1	2	0	0	0	0	0	0	0	0	0	3
CWB staff shift status													
User group		Sales group			Therapist group		Therapist department		Position				
All Account Department		All	All 🔨		All therapist group				All All			Submit	

Admin	Sales Manager 💙	Senior Therapist	Doctor Y	Sales				
			A 10:00-22:00					
			On duty staff count	Ivy Lee	Awaiting for approval staff count			
29-Nov-2019 (Fri)		Ş	9	-1	0			

Overlap leave list							
	Ivy Lee	Administrator					
29-Nov-2019 (Fri)	Annual Leave (10:00-22:00)	Annual Leave					