

# KaryaOne Cara Admin Mengelola Cuti melalui Aplikasi Web

1

The screenshot shows the application sidebar menu. Three callout boxes with arrows point to specific menu items:

- 1. Pilih Attendance** points to the 'Attendance' menu item.
- 2. Pilih Leave** points to the 'Leave' menu item.
- 3. Pilih Leave Approval** points to the 'Leave Approval' sub-item under the 'Leave' menu.

2

The screenshot shows the 'Leave Approval' table interface. Three callout boxes with arrows point to specific action buttons in the table's 'Action' column:

- Pilih centang untuk menyetujui** points to the blue checkmark button.
- Pilih simbol pensil untuk melihat** points to the blue pencil icon button.
- Pilih silang untuk menolak** points to the red 'X' button.

Applicant	Job Title	Leave	Regulation	Period	Usage	Usage Last Year	Date Apply	Action
16171718 (Kiki Ria)	HRD	Regular	PAID	1day (fullday)	2/11	0	2019-02-18 12:07	[Pencil] [Checkmark] [X]