User Manual

The Holiday System

Harveys IT
www.harveys.it Est 1996
Step 1

Login to the holiday system at www.theholidaysystem.biz with your email address and password. If you have forgotten your password, click the link to have your password emailed to you.

Please login

Click here to have your password sent to your email address.

Email: Worker@theholidaysystem
Password: ********

Sign In

Step 2

When you have logged in you will see a list of all of your holiday requests. From this page you can apply for a new holiday or a half day holiday.

Your leave status

<table>
<thead>
<tr>
<th>Leave Available (13)</th>
<th>Leave Pending Approval (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>0</td>
</tr>
</tbody>
</table>

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<tr>
<th>Leave Available (14)</th>
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</tr>
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<tbody>
<tr>
<td>14</td>
<td>0</td>
</tr>
</tbody>
</table>

Your Booking Requests

| Applied | From | To     | Leave | Comment         | User 782 "Richard Harvey", Anual Leave: 0 day Year: -13 days, Next Year: -11 days. |
|---------|------|--------|-------|-----------------|
| 30/10/13| 30/10/13 | 30/10/13 | 0 Days | Adjustment Made |
Step 3

When you book your holiday, select the first and last date of the holiday, the system knows all the national holidays and weekends and will take these into account when you book your holiday. You have the option to enter a comment against the holiday requests, this is stored in the system and also given to your manager. You will be presented with the details of your holiday, press the confirm button if you want to go ahead.

![Holiday Request Form](image-url)
Step 4

If you want to just book a half day holiday, you just enter the date and again you can fill in a comment. We suggest you put AM/PM in on the comment so your manager know when you are going to be away.

Your manager will receive an email, he will either approve or decline your holiday request. If it is denied he will enter the reason for the denial.

In your home screen you will be able to see the status of all your holiday requests. If you need to cancel a holiday request, this can only be actioned by your manager or the HR manager.

If you want to change your password, this can be actioned in the My Details tab. You can choose any password, however you are advised to use a complex password to stop anyone accessing your holiday system without your permission.

The reports Tab allows you to select a start date and show all the holidays for colleagues in your group for the number of weeks specified. This can be useful if you are looking at booking a holiday during a busy period of the year.