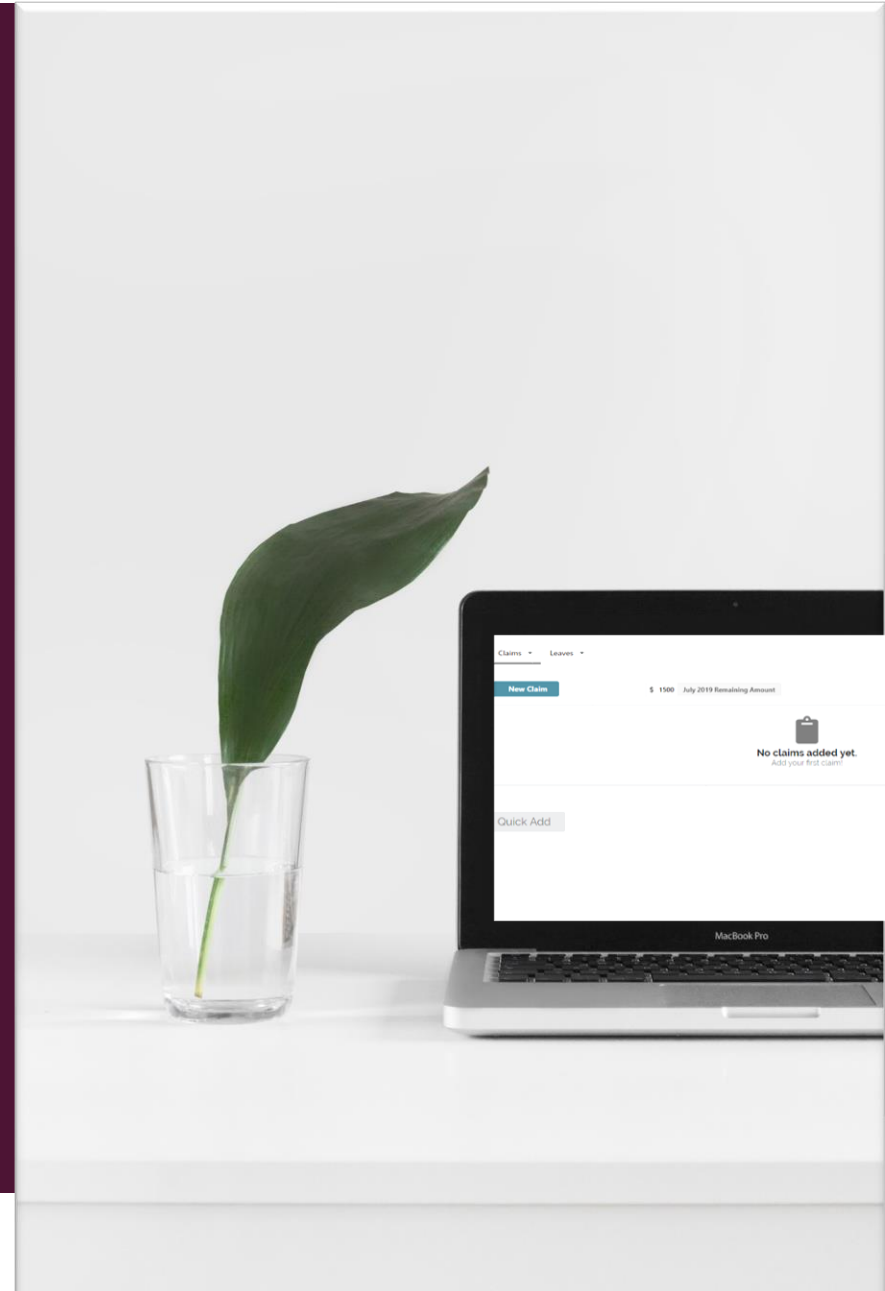


VLAN ASIA *E-CLAIM & E-LEAVE SYSTEM*

BY SHERLENE
(10/7/2019)



E-CLAIMS FEATURES



Single Sign-on through Office365

Easily access using Office365 account and submit claim through online



One-page View Submission

Submit multiple claims in one page and have a real-time update on current claim balance.



Email Notification

Received email notification for user and approver to track and update



Auto-Generated Document

Receive the generated Excel file for every claim submission



Check & Track Status of Submissions

Check current application status and track previous submissions

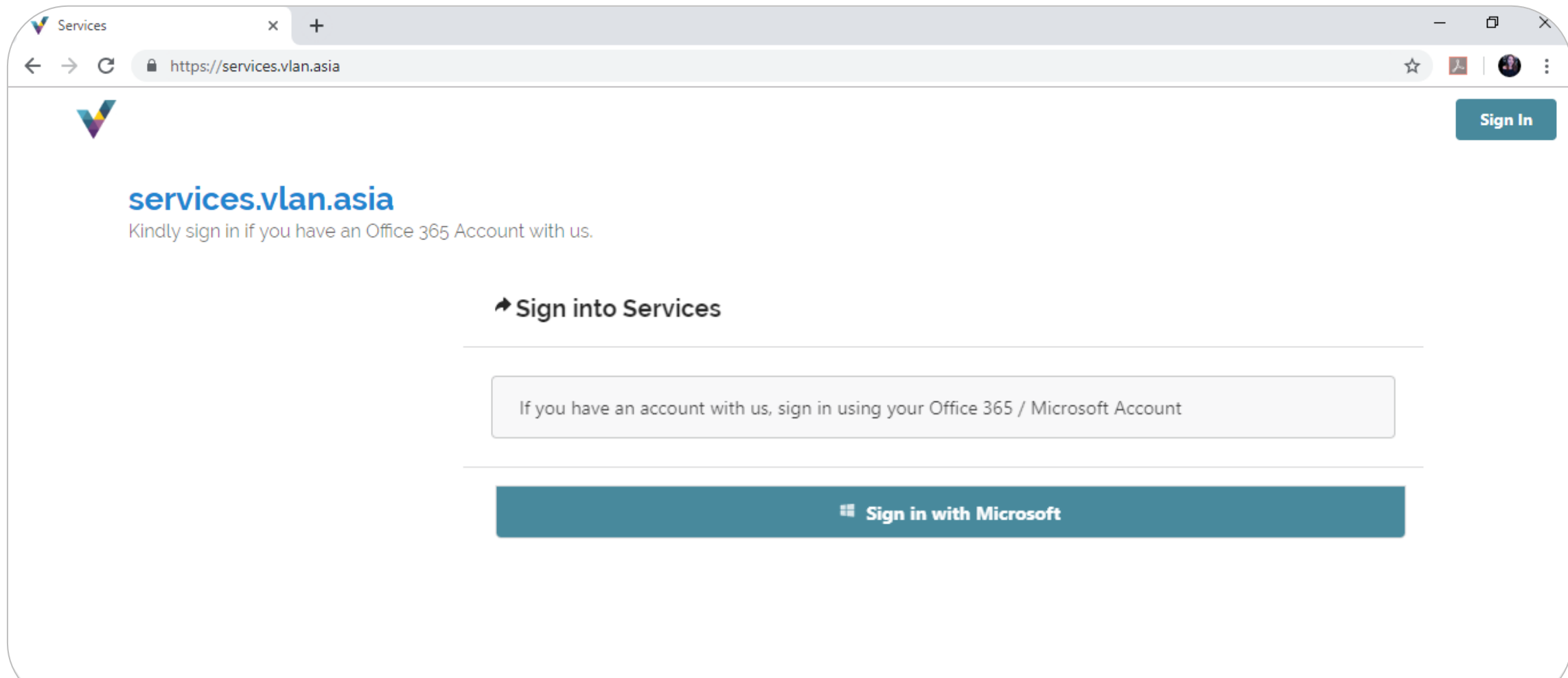


Mobile optimized

Access portal via mobile and submit claims while on-the-go

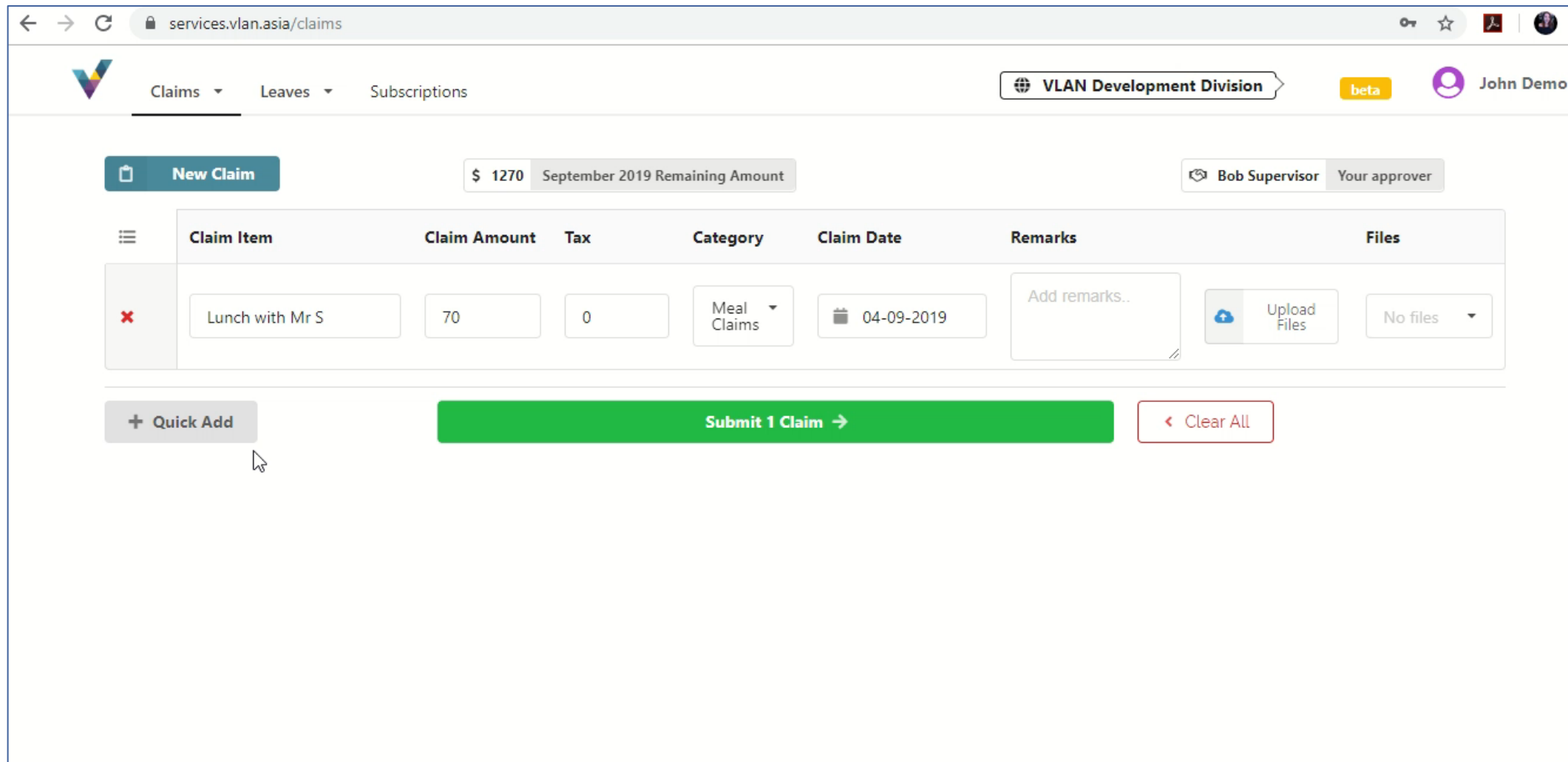
SINGLE-SIGN-ON THROUGH OFFICE365

Access using Office365 credentials and easily submit claims online.



ONE-PAGE VIEW SUBMISSION

Submit multiple claims by category and date, attached files, add remarks, get real-time update on remaining claim amount – All In One-page.

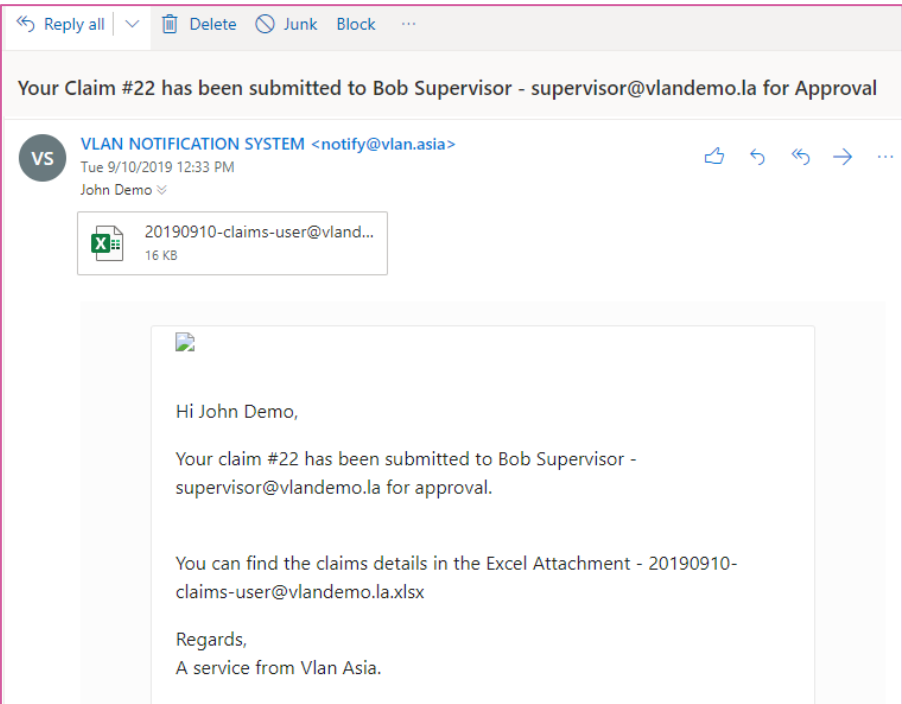


The screenshot shows a web browser window at `services.vlan.asia/claims`. The interface includes a navigation bar with 'Claims', 'Leaves', and 'Subscriptions' menus. The user is logged in as 'John Demo' from the 'VLAN Development Division'. A 'beta' badge is visible. The main content area features a 'New Claim' button, a remaining amount of '\$ 1270' for 'September 2019', and an approver 'Bob Supervisor'. A table with columns for 'Claim Item', 'Claim Amount', 'Tax', 'Category', 'Claim Date', 'Remarks', and 'Files' contains one entry: 'Lunch with Mr S' with a claim amount of 70 and a date of 04-09-2019. At the bottom, there are buttons for '+ Quick Add', 'Submit 1 Claim', and 'Clear All'.

Claim Item	Claim Amount	Tax	Category	Claim Date	Remarks	Files
Lunch with Mr S	70	0	Meal Claims	04-09-2019	Add remarks..	No files

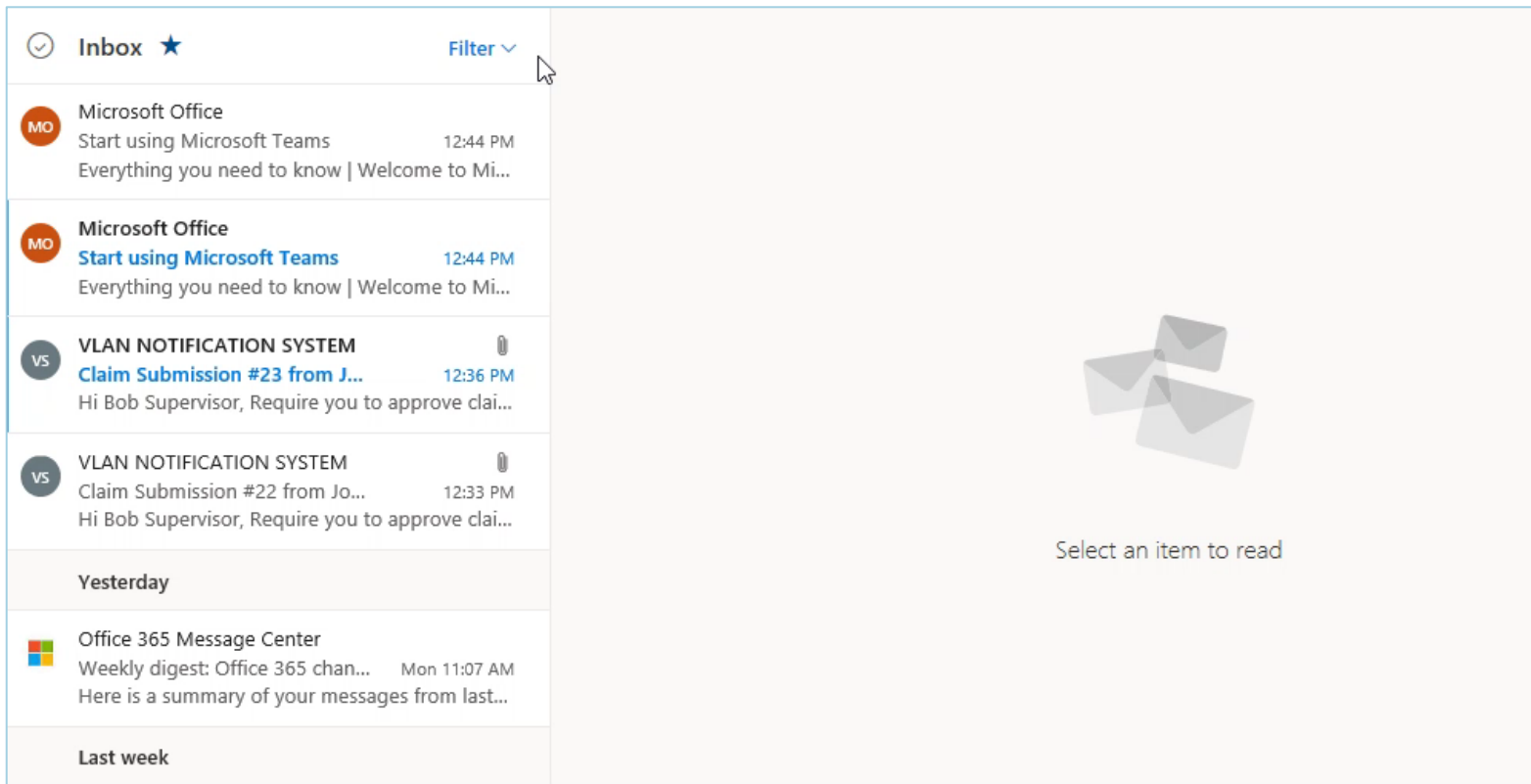
EMAIL NOTIFICATION

Received notification on the submission through email – for both user and approver.



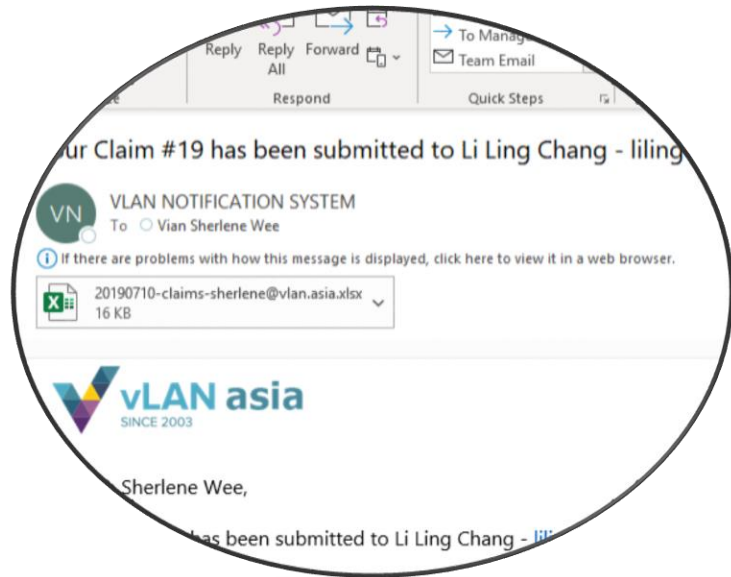
AGENT VIEW – Received email notification on the submission

APPROVER VIEW – Received email notification on the submission and quick approve



AUTO-GENERATED FILE

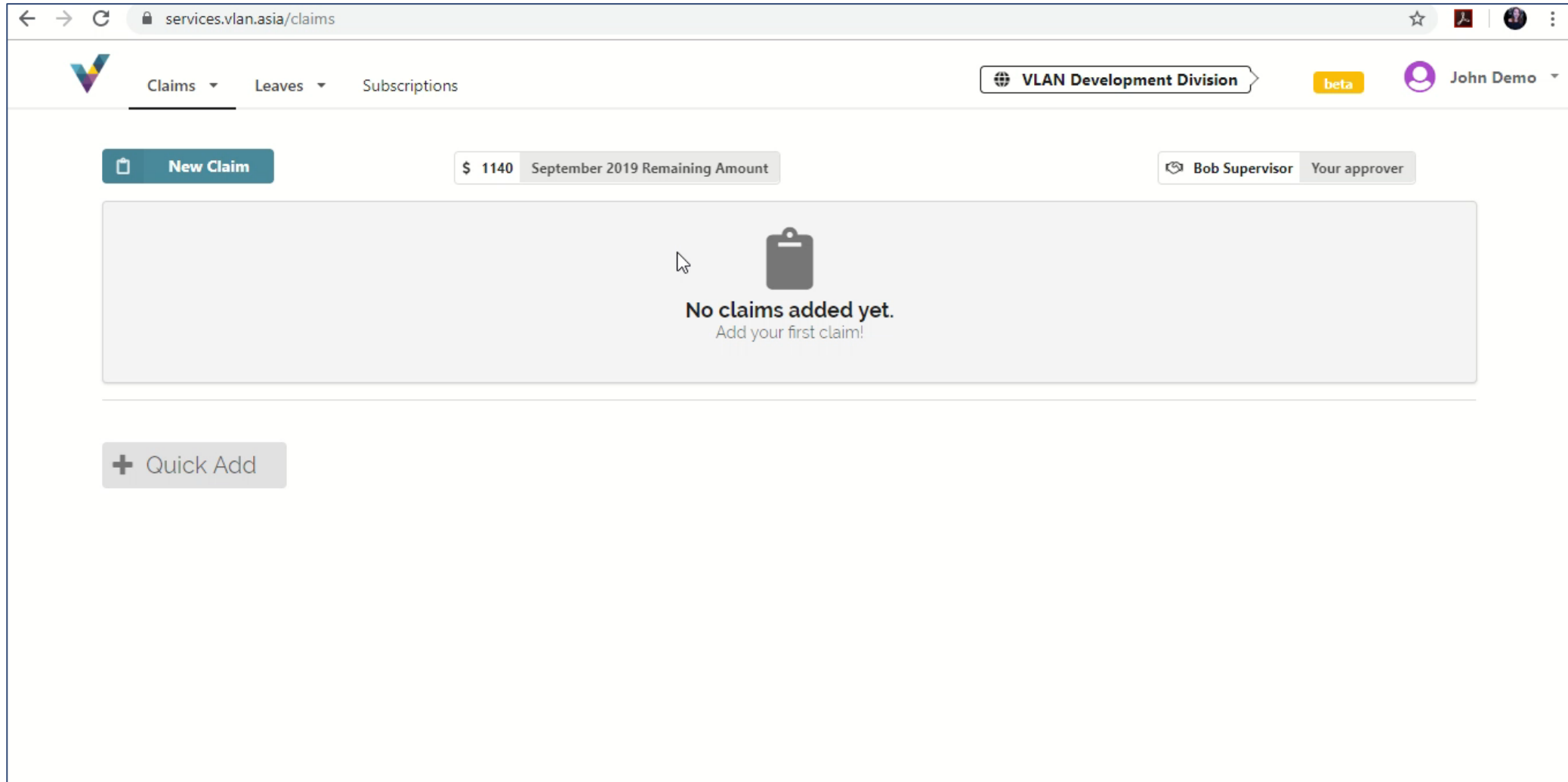
Excel file is generated for every submitted claims – can be use for documentation & Finance purpose



Id	Claim Item	Claim Amo	Tax Amount	Category	Claim Date	Claim Long Date
1	(TEST) Meeting with ClientABC	25	0	Petrol, Toll, Parking and Mileage	10-07-2019	Wednesday, 10-Jul-2019
2	(TEST) Lunch with ClientXYZ	50	0	Meal Claims	03-07-2019	Wednesday, 03-Jul-2019
3	(TEST) Medical Claim	80	0	Medical Claim	28-06-2019	Friday, 28-Jun-2019

CHECK & TRACK STATUS OF SUBMISSIONS

Simple view on the status of claims submitted and track previous claims' details with a few clicks.



The screenshot shows a web browser window with the URL `services.vlan.asia/claims`. The application header includes navigation links for **Claims**, **Leaves**, and **Subscriptions**. On the right side of the header, it displays the user's role as **VLAN Development Division**, a **beta** badge, and the user's name **John Demo**.

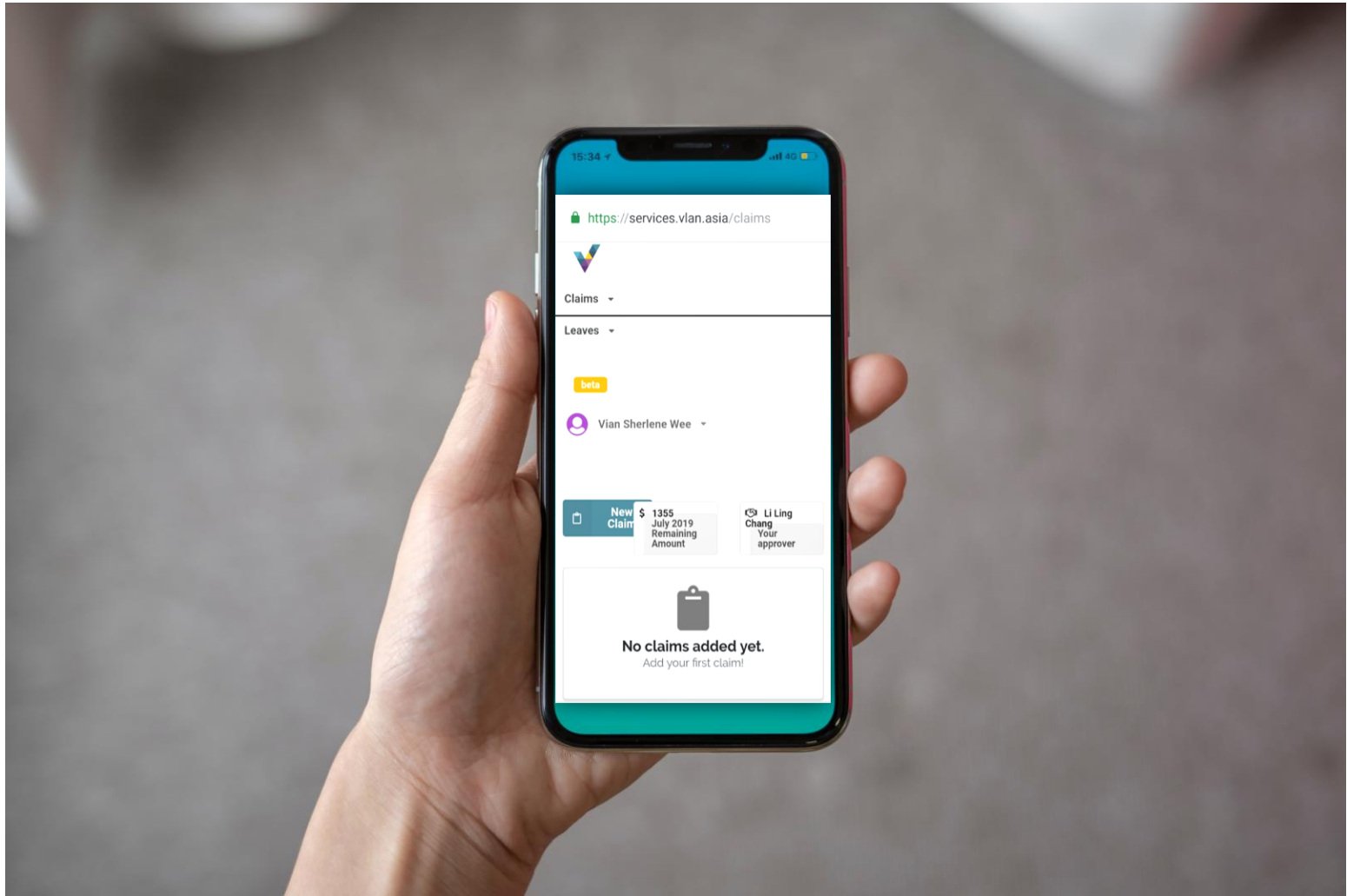
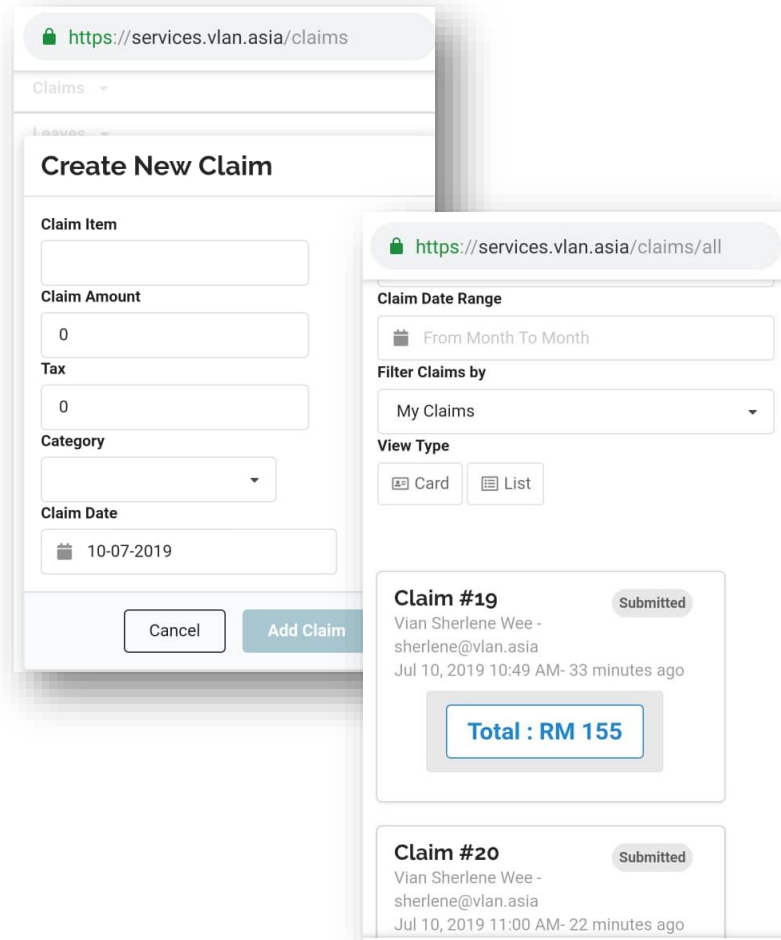
The main content area features a **New Claim** button on the left. To its right, there are two summary items: **\$ 1140** and **September 2019 Remaining Amount**. Further right, there is a supervisor assignment showing **Bob Supervisor** and **Your approver**.

The central part of the page is a large light gray box containing a clipboard icon and the text: **No claims added yet.** Below this, it says *Add your first claim!*

At the bottom left of the main content area, there is a **+ Quick Add** button.

MOBILE OPTIMIZED

Access the portal via mobile and submit claims while on-the-go.



E-LEAVE FEATURES



One-page View & Apply

Get a view on how many leaves left and easily apply leave on the same page.



Quick & Easy Way to Approve/Reject Leaves

Easily access using Office365 account and submit claim through online

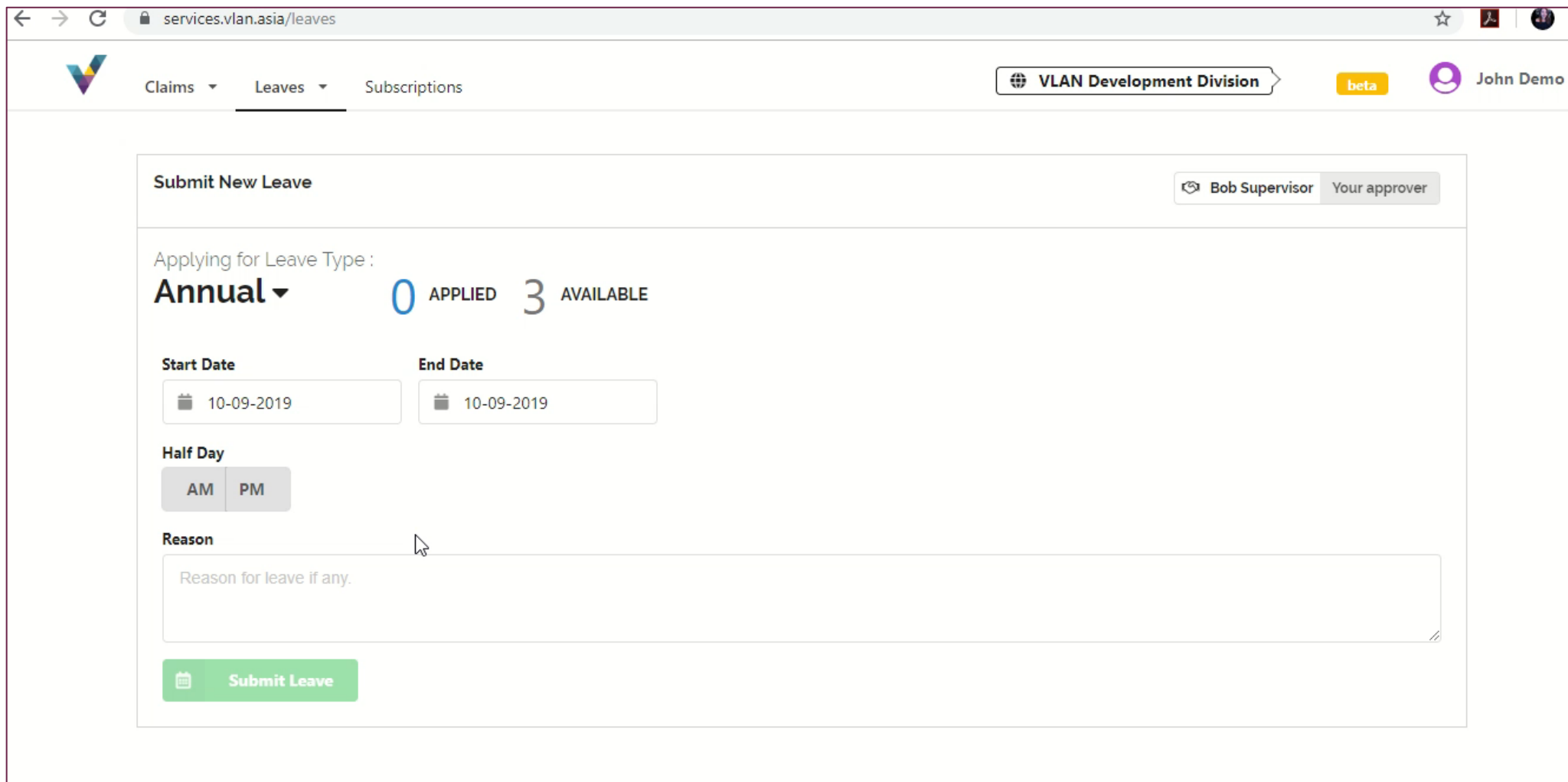


Check Status of Leaves Applied

Simple view on the status for all leaves applied

ONE-PAGE VIEW & APPLY

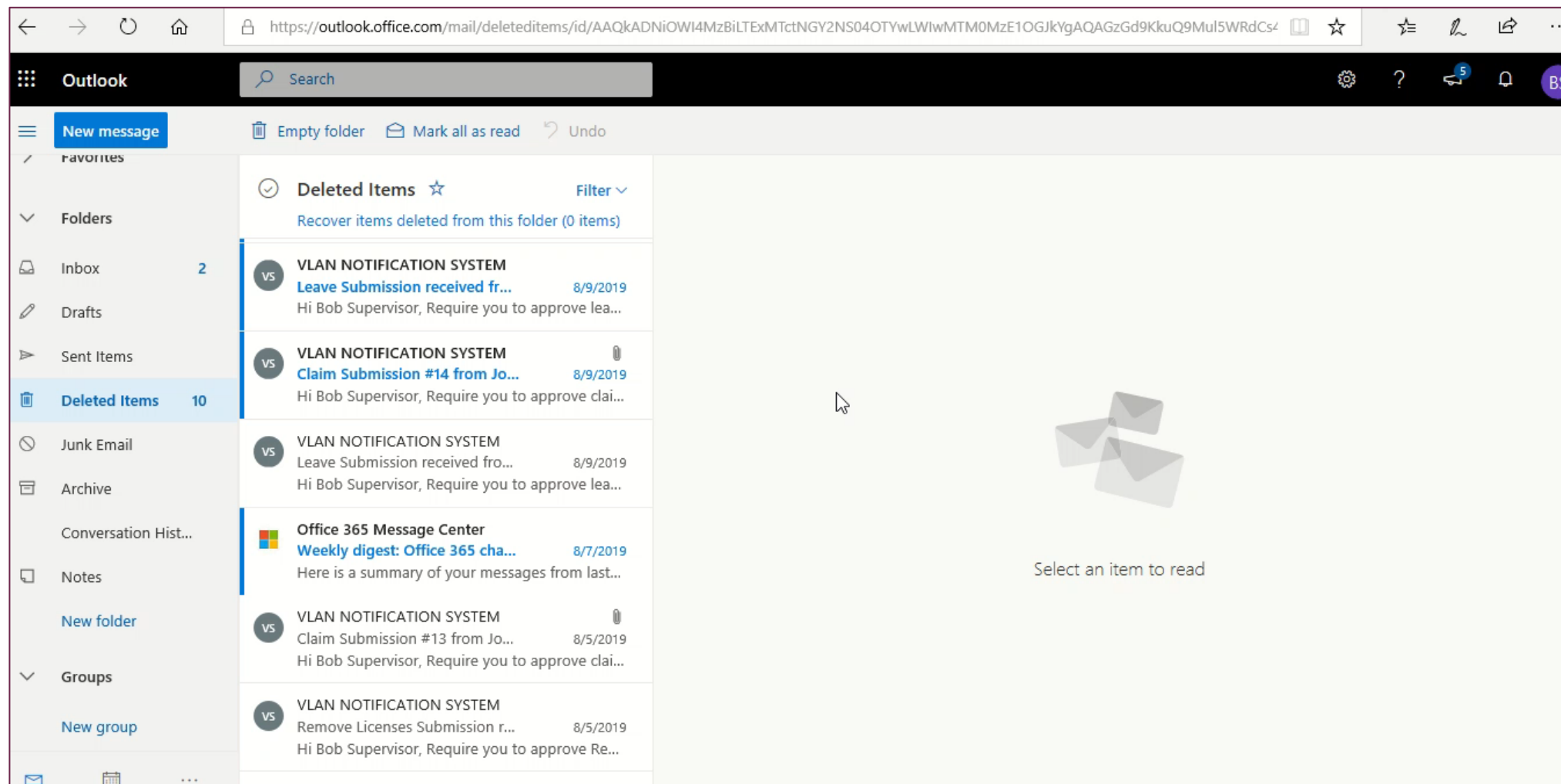
Quick view on no. of leaves left and easily apply leave in one single page.



The screenshot shows a web browser window at the URL `services.vlan.asia/leaves`. The page features a navigation bar with 'Claims', 'Leaves', and 'Subscriptions' menus. The user is identified as 'John Demo' from the 'VLAN Development Division'. The main content area is titled 'Submit New Leave' and includes a supervisor selection dropdown set to 'Bob Supervisor'. The form displays 'Applying for Leave Type: Annual' with a status of '0 APPLIED' and '3 AVAILABLE'. It contains date pickers for 'Start Date' and 'End Date', both set to '10-09-2019'. There are 'AM' and 'PM' buttons for 'Half Day' selection. A text area for 'Reason' is present with the placeholder 'Reason for leave if any.'. A green 'Submit Leave' button is at the bottom.

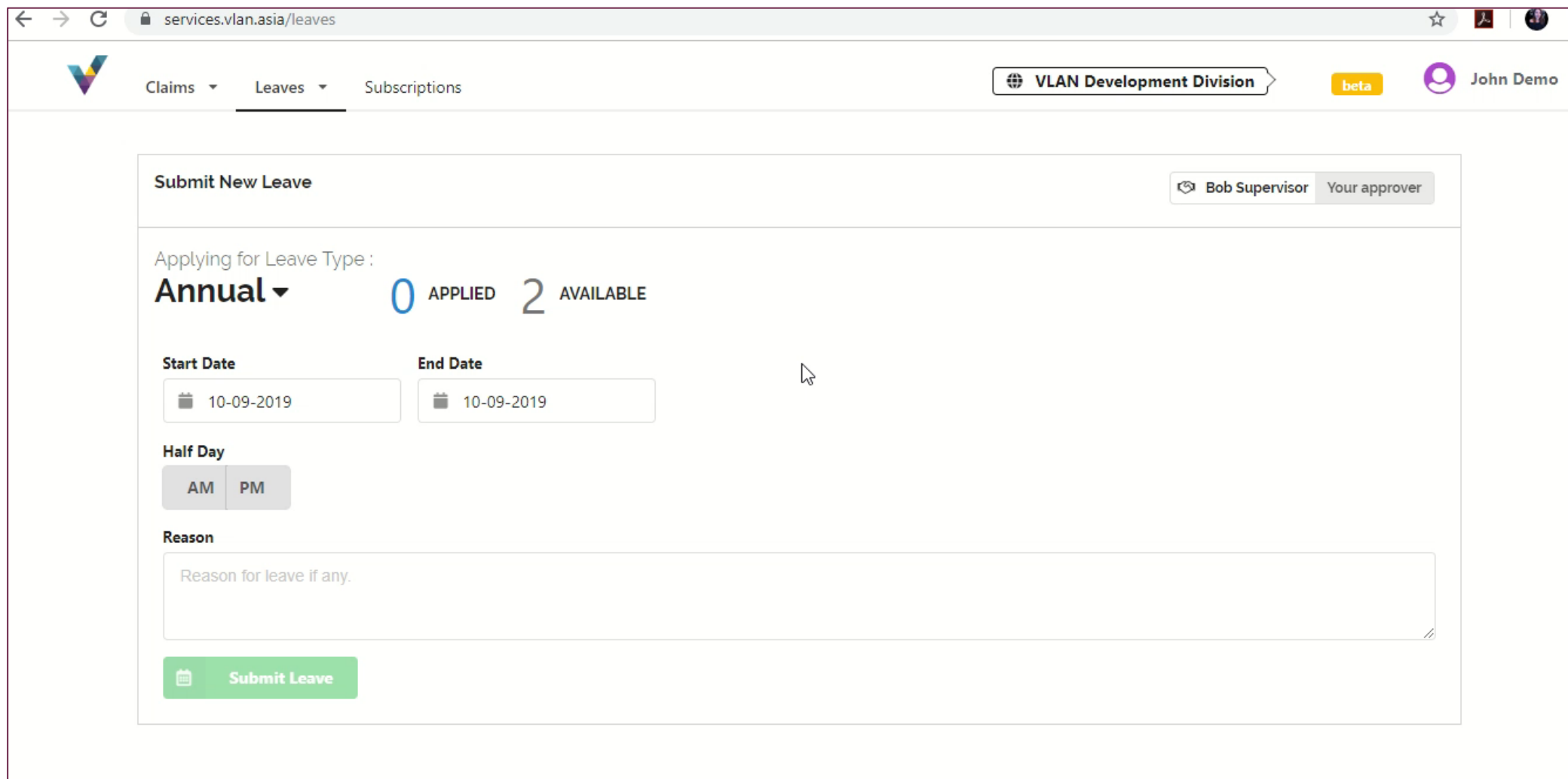
QUICK & EASY WAY TO APPROVE/REJECT LEAVES

Quickly approve/reject leaves applied – with email notification or through portal



CHECK STATUS LEAVES APPLIED

Simple view on the status of leaves applied



The screenshot shows a web browser window with the URL `services.vlan.asia/leaves`. The page has a navigation bar with 'Claims', 'Leaves', and 'Subscriptions' tabs. The user is logged in as 'John Demo' from the 'VLAN Development Division'. The main content area is titled 'Submit New Leave' and shows the user is applying for 'Annual' leave. The status is '0 APPLIED' and '2 AVAILABLE'. The start and end dates are both set to '10-09-2019'. The 'Half Day' options are 'AM' and 'PM'. There is a text area for 'Reason' with the placeholder 'Reason for leave if any.' and a green 'Submit Leave' button at the bottom.

services.vlan.asia/leaves

Claims Leaves Subscriptions

VLAN Development Division beta John Demo

Submit New Leave

Bob Supervisor Your approver

Applying for Leave Type :

Annual 0 APPLIED 2 AVAILABLE

Start Date 10-09-2019 End Date 10-09-2019

Half Day AM PM

Reason

Reason for leave if any.

Submit Leave



Submit multiple claims in One-Page

DEMO-GRAPHIC

Auto-generated Excel file of the Claims sent to email



E-Claim

Integrate with
Microsoft 365



View Leave Balance & Apply in One-Page



Quick & easy way to Approve/Reject Leaves

E-Leave



Approved leave Auto-saved in Outlook calendar

Highlighted features:

Single-sign-on through M365

Email notification for submission & approval

Check & Track status of claim & leave submissions

Easily access & submit claims/leave through Mobile browser

NETIVE ANALYSIS

ADD-ON E-CLAIM & E-LEAVE TODAY!

