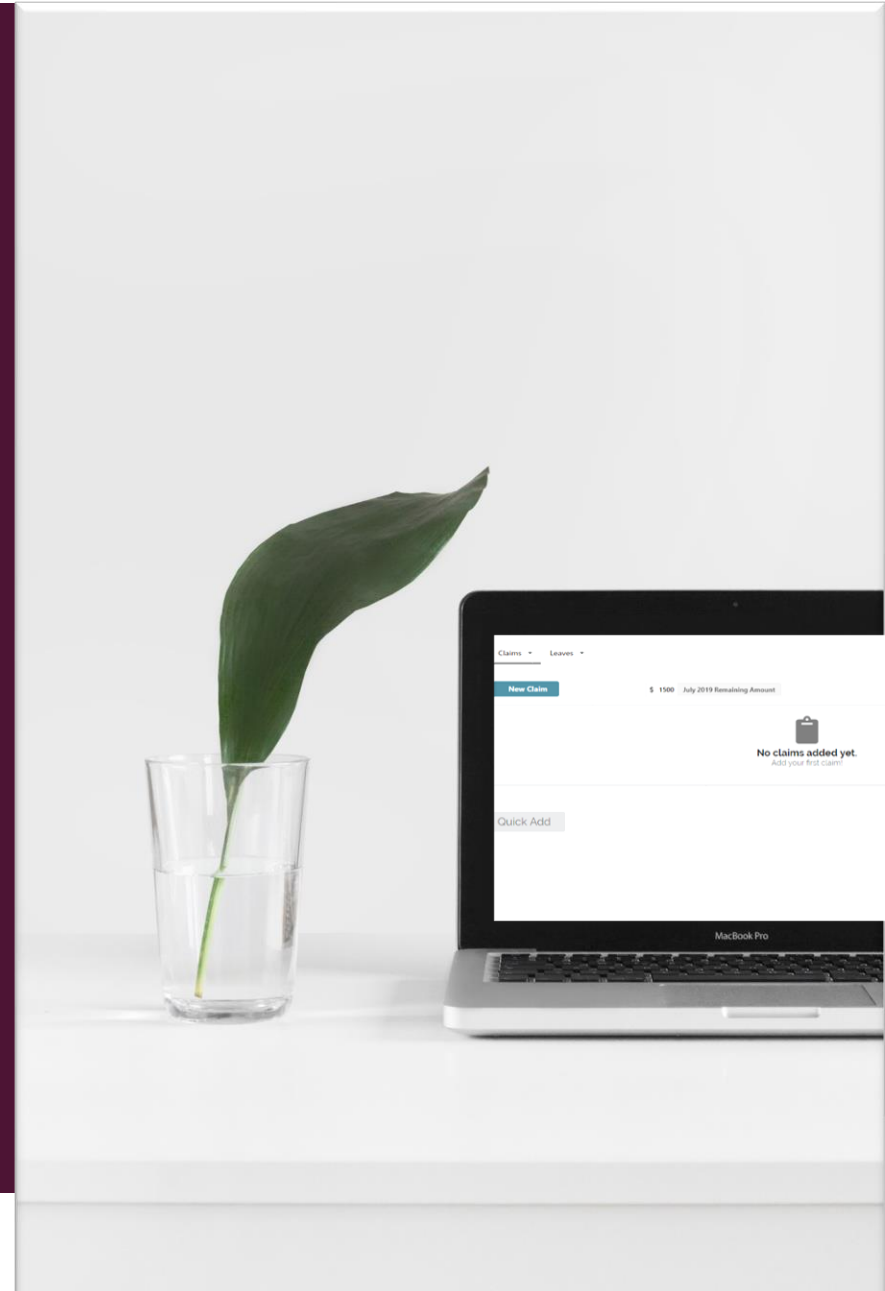# VLAN ASIA
E-CLAIM & E-LEAVE SYSTEM

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

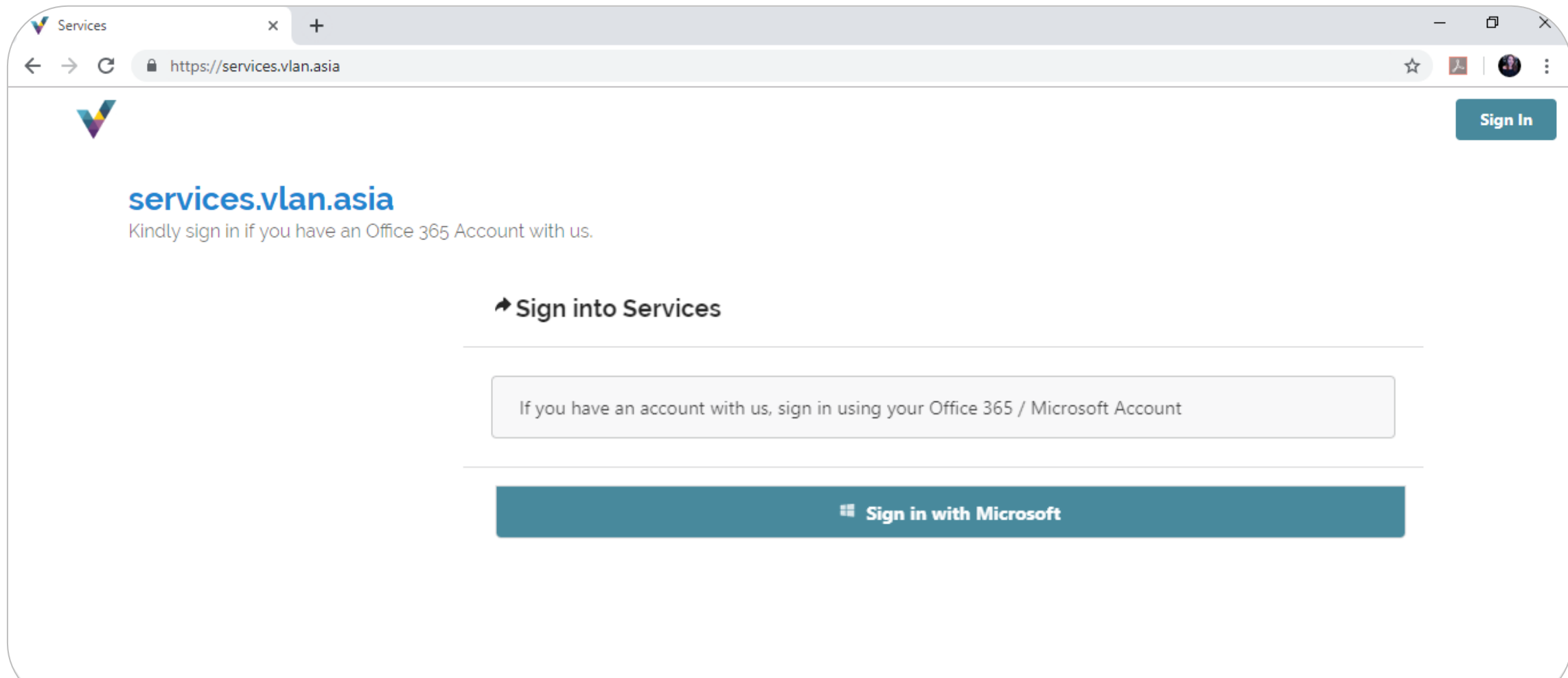Check current application status and track previous submissions

Mobile optimized

Access portal via mobile and submit claims while on-the-go
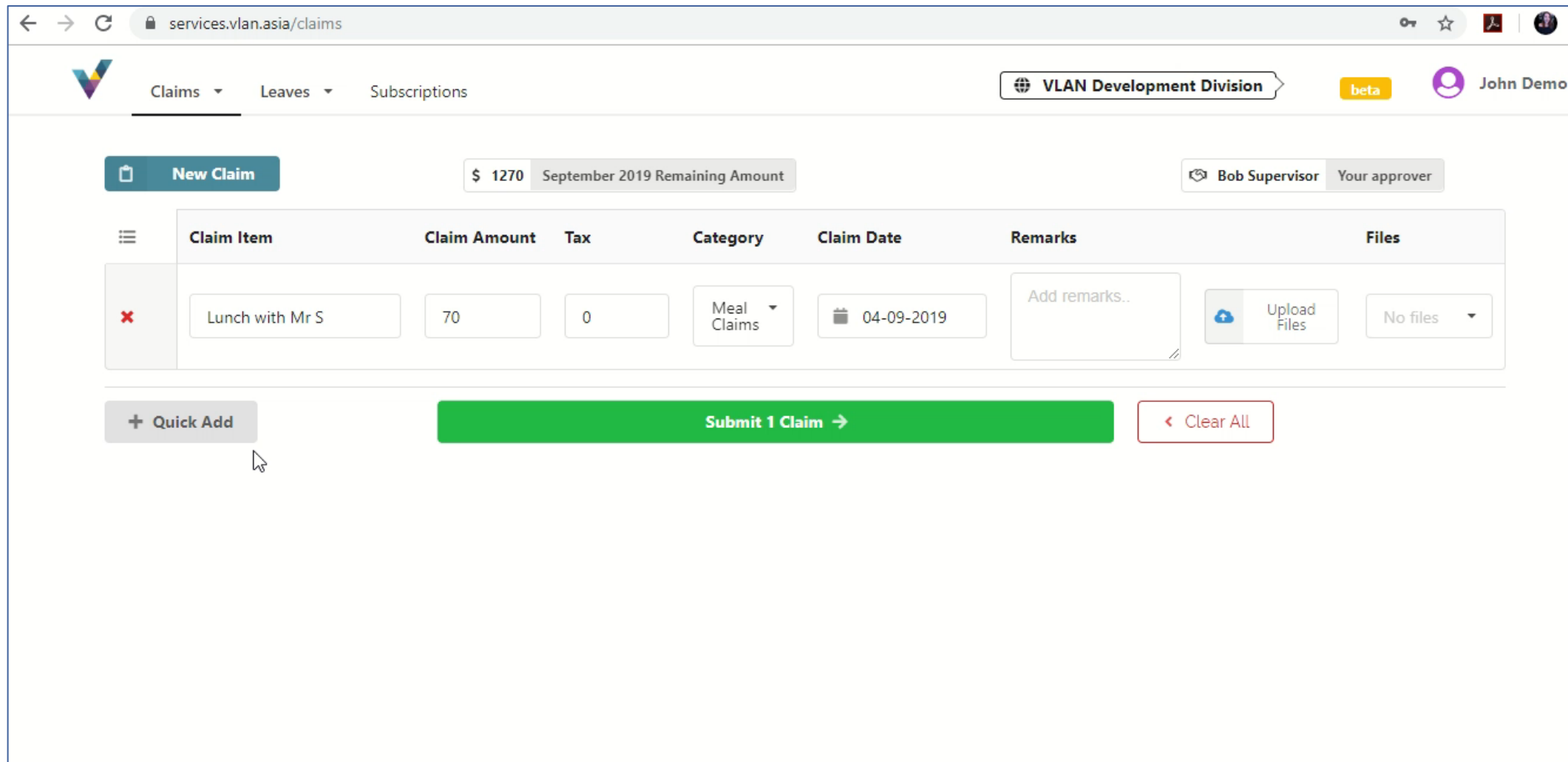
SINGLE-SIGN-ON THROUGH OFFICE365
Access using Office365 credentials and easily submit claims online.

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.
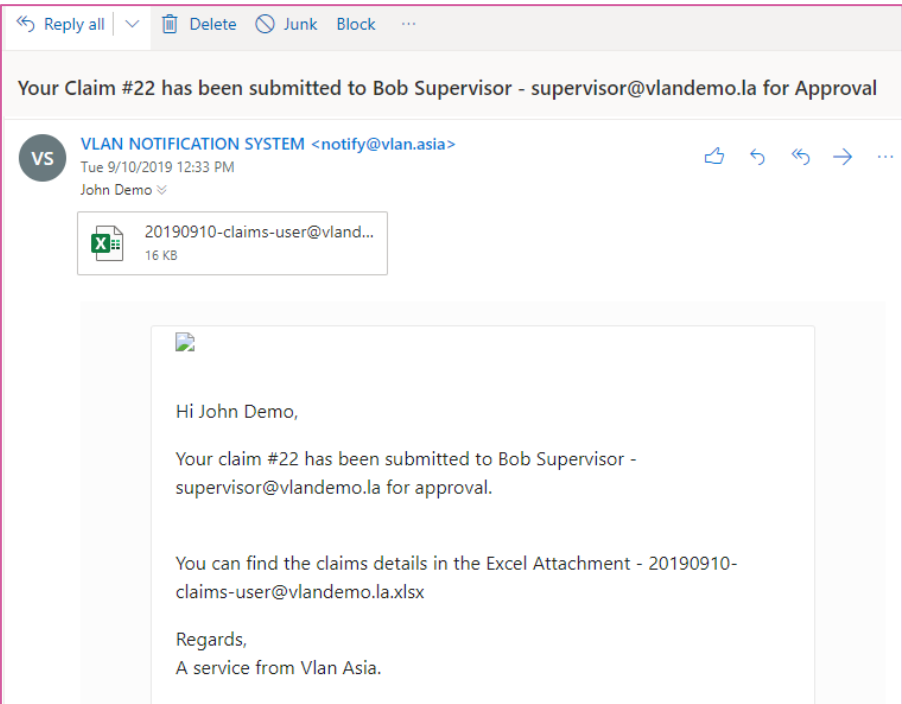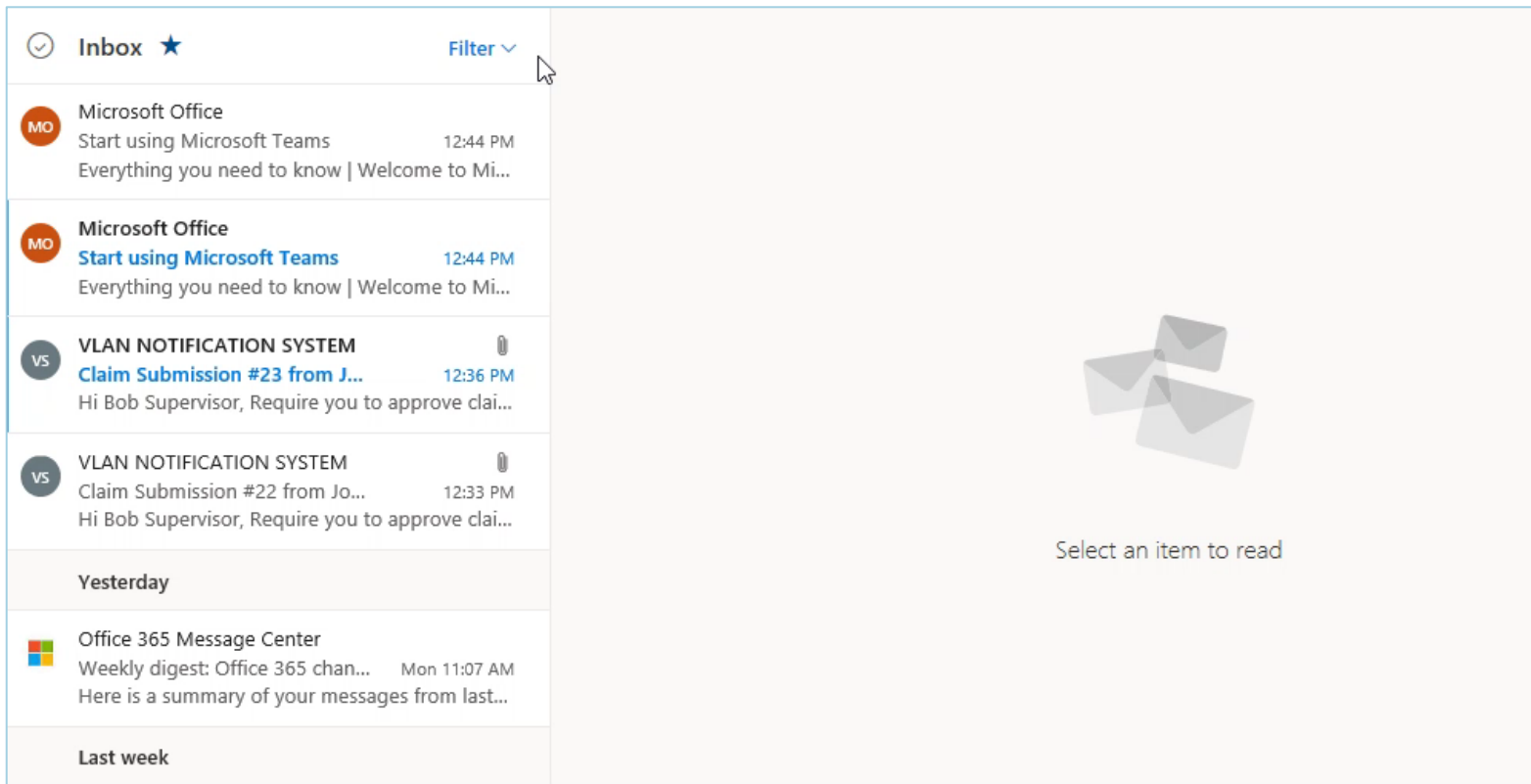
EMAIL NOTIFICATION

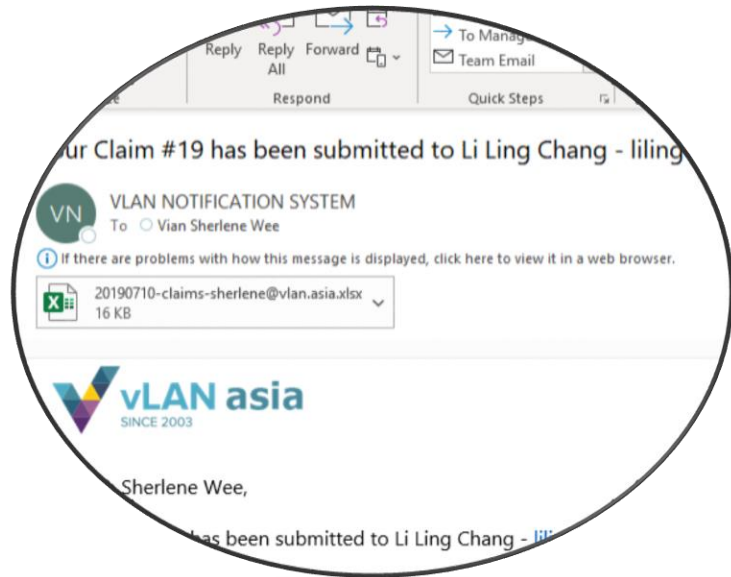Received notification on the submission through email – for both user and approver.

AGENT VIEW – Received email notification on the submission

APPROVER VIEW – Received email notification on the submission and quick approve
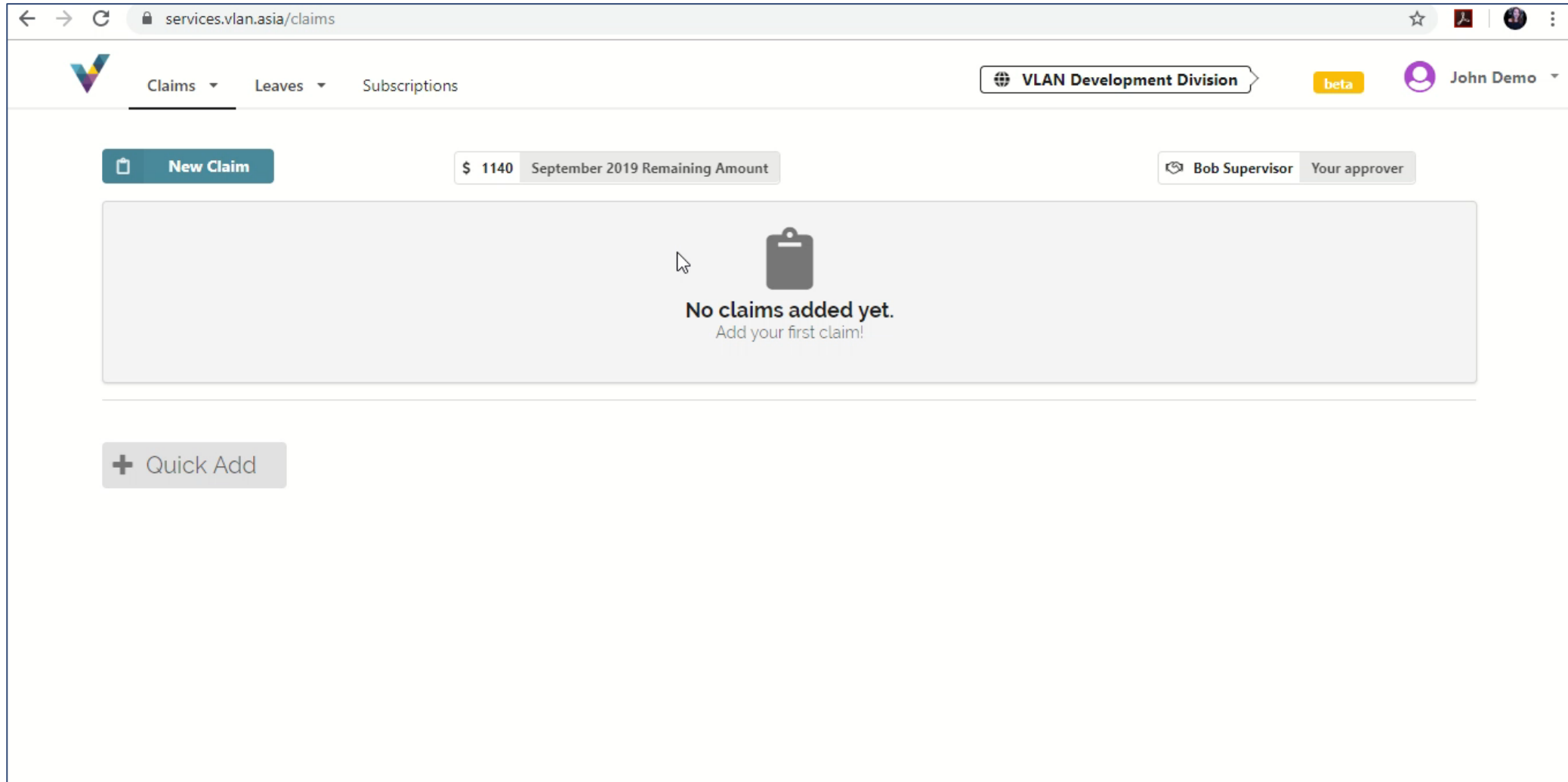
AUTO-GENERATED FILE

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

CHECK & TRACK STATUS OF SUBMISSIONS

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

MOBILE OPTIMIZED

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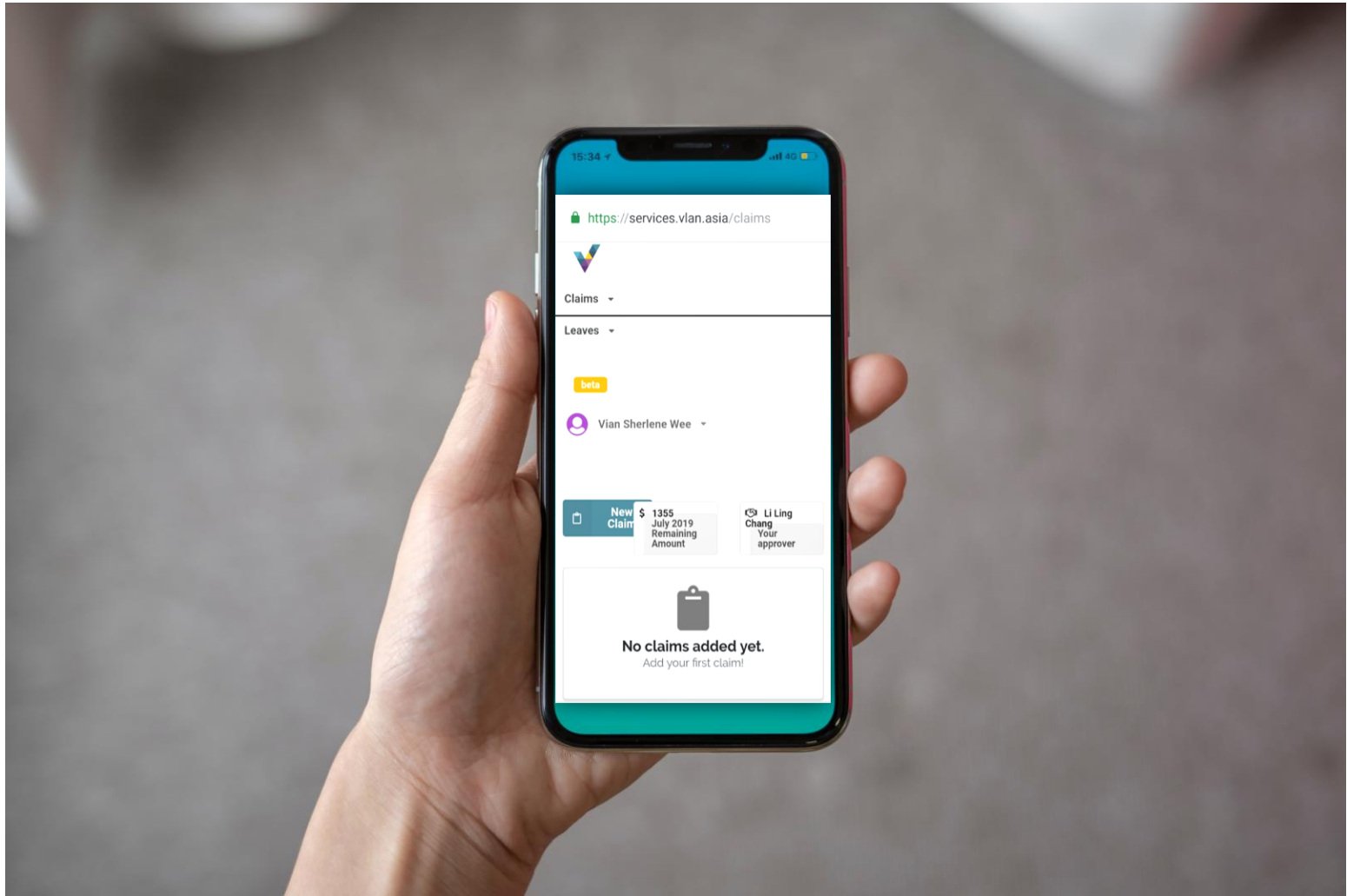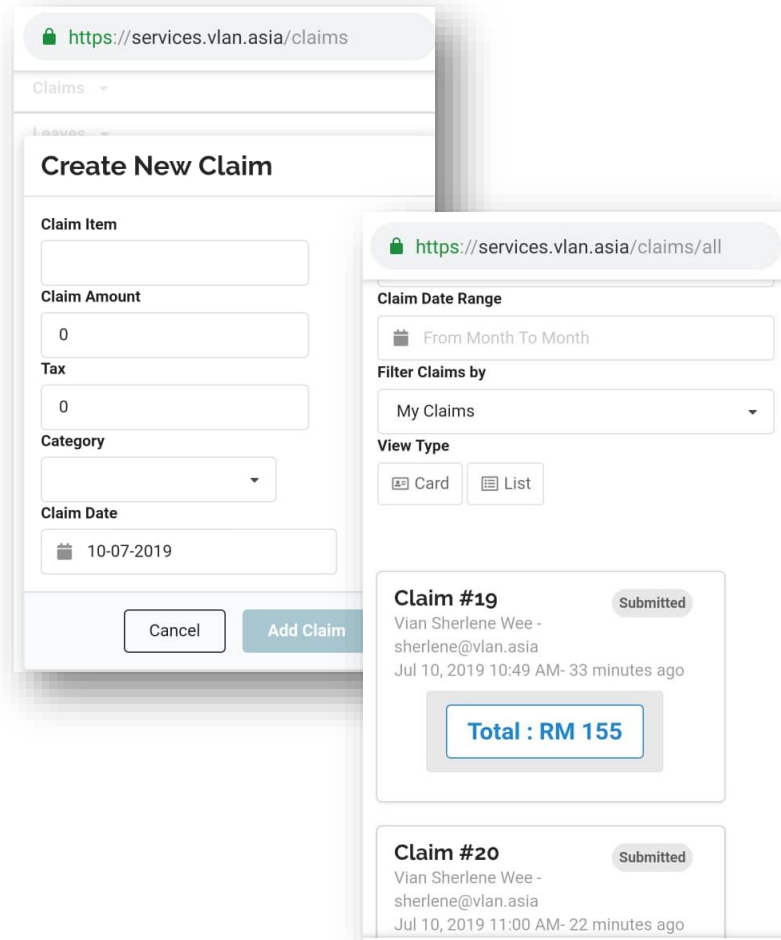
E-LEAVE FEATURES

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

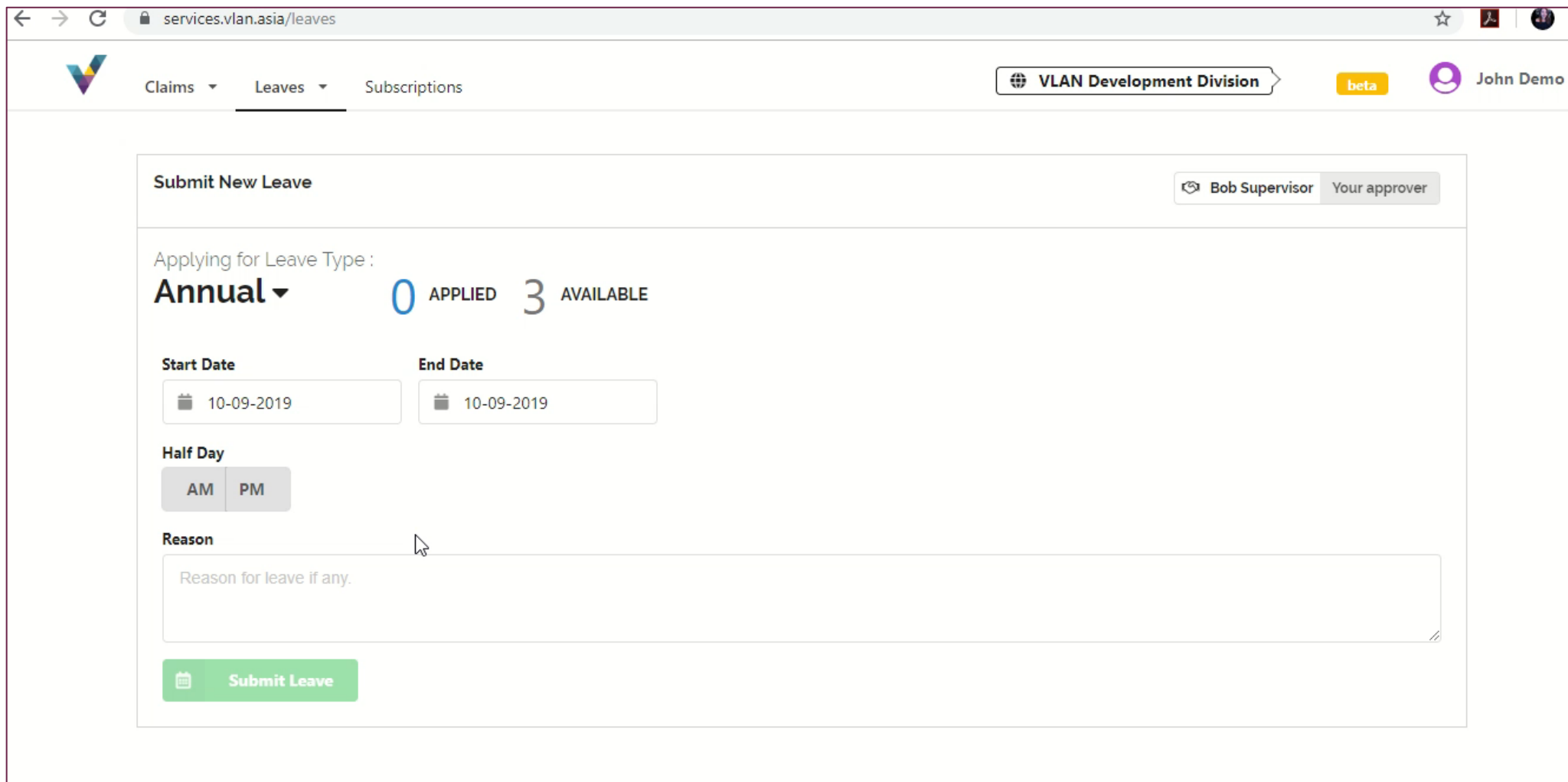Easily access using Office365 account and submit claim through online

Check Status of Leaves Applied

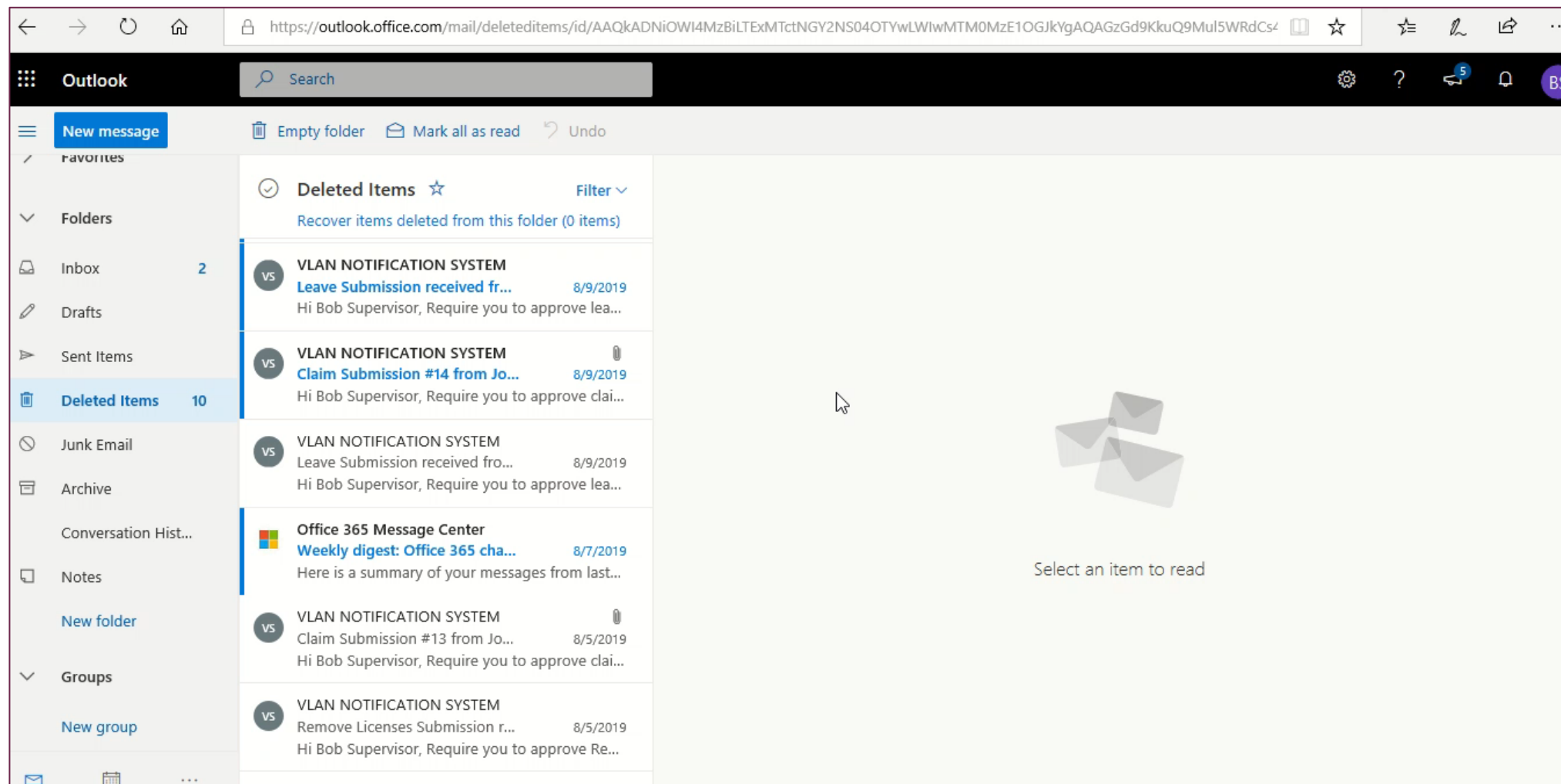Simple view on the status for all leaves applied

ONE-PAGE VIEW & APPLY

Quick view on no. of leaves left and easily apply leave in one single page.
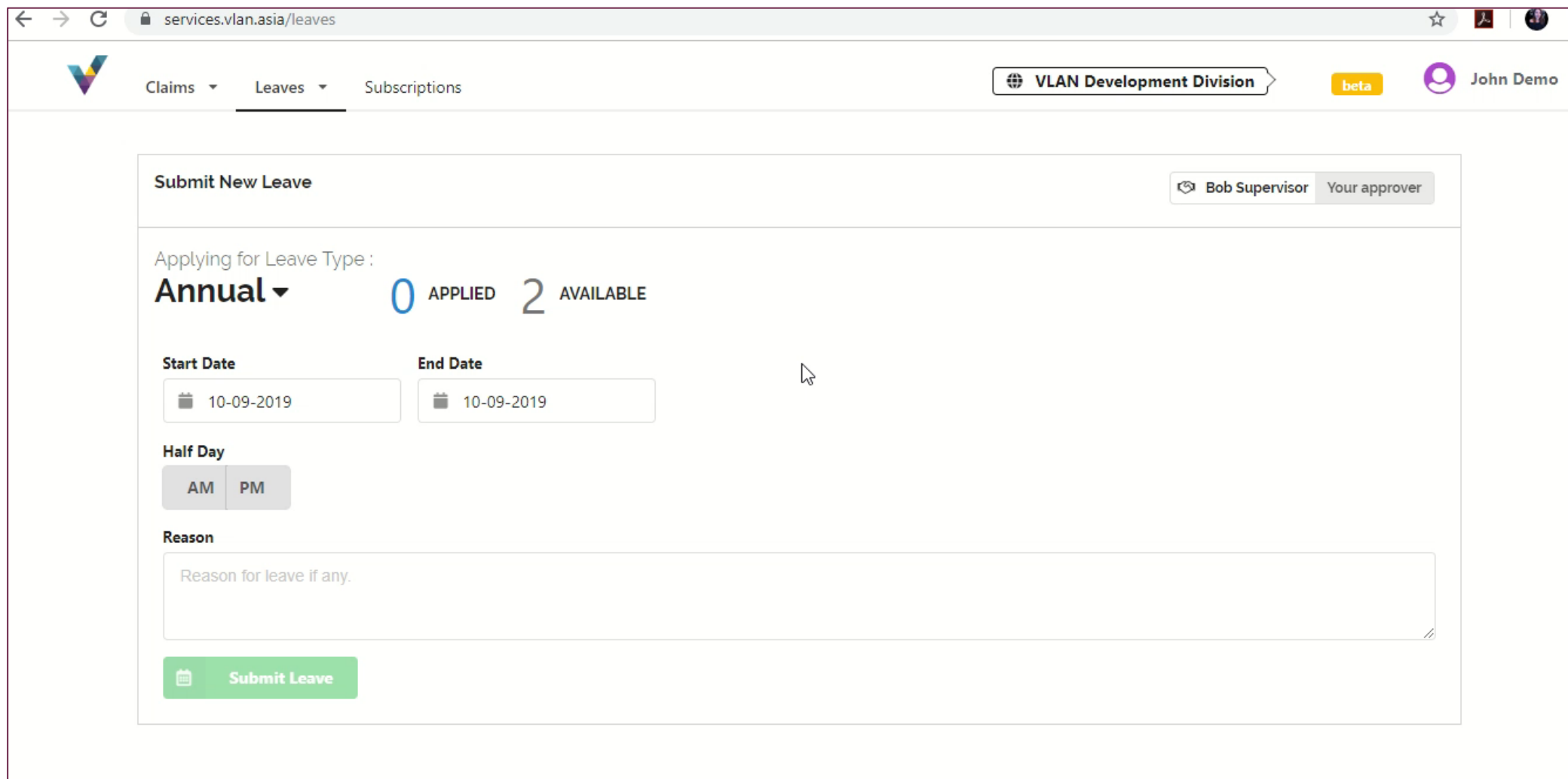
QUICK & EASY WAY TO APPROVE/REJECT LEAVES

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

CHECK STATUS LEAVES APPLIED

Simple view on the status of leaves applied

Submit multiple claims in One-Page

Auto-generated Excel file of the Claims sent to email

E-Claim

Integrate with Microsoft365

E-Leave

View Leave Balance & Apply in One-Page

Quick & easy way to Approve/Reject Leaves

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

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

VLAN asia