



**User Manual
For
Leave Attendance System
(LAS 1.0)**

1. How To Login ?

Works

10-Sep-2020

This is to notify all the contractors who have been awarded works by Dzongkhag Administration, Trashi Yangtse to resume all the construction activities from today.

17th Aug 2020: Toll Free Numbers – National, Central, Southern and Eastern Regions of Bhutan

18-Aug-2020

17th Aug 2020: Toll Free Numbers – National, Central, Southern and Eastern Regions of Bhutan

The Project for Human Resource Development Scholarship (JDS) 2020

10-Aug-2020

This is to bring in your kind notice that the RCSC has announced the availability of scholarships (9 slots) for Masters Degree under the Government of Japan: The Project for Human Resource...

[View All](#)

Performance Agreement

Performance Agreement of



28-Sep-2020

Every child has the right to live free from violence, exploitation and abuse. Please Watch the following videos and share it to your family and...



Public Notification On eGP Training

10-Sep-2020

This is to inform all the general public especially contractors that electronic Government Procurement (eGP) training will be provided



Press Release: Initiating The Unlocking Phases

01-Sep-2020

Bhutan witnessed the first of a kind lockdown to combat spread of coronavirus in the country on August 11. Today, 21 days on, we are confident to...

[View All](#)

[Click the Online Leave Attendance System link](#)

Tender

Letter of intent

Corrigendum

Notification Period : 07-May-2020 To 01-Jun-2020

This is to inform interested bidders wishing to participate in providing Catering Services to Dzongkhag Administration, Trashi Yangtse for the Financial Year 2020-2021 to kindly refer revised SBD for...

Notice Inviting Tender

Notification Period : 06-May-2020 To 01-Jun-2020

The Dzongkhag Administration, Trashi Yangtse kindly invites sealed bids from Hoteliers/Restaurants for the Catering and Canteen Services for the Financial Year 2020-2021

RWSS Quotation

Grievance Redressal Form

[Click Here](#)

Dzongkhag Info-Desk

[Status Of CID/SRP Card](#)

Dzongkhag Online Services

[Online Leave Attendance System](#)

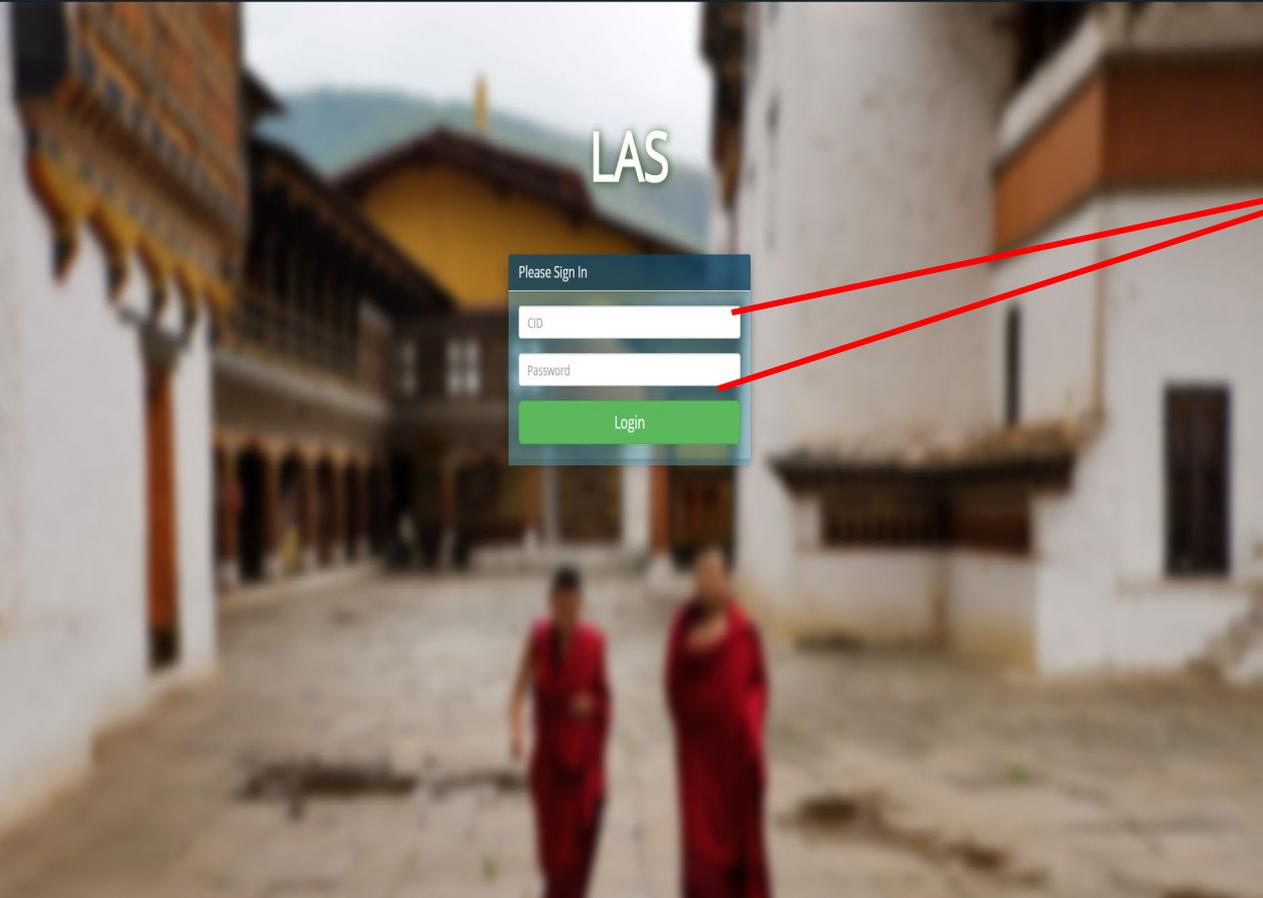
Service Delivery Standard

A Service Delivery Standard Of Each Sectors.

[View](#)

1. First connect your laptop/desktop/smartphone to Dzongkhag Local Area Network.
2. Type www.trashiyangtse.gov.bt in your web browser to go to Trashi Yangtse Dzongkhag website.
3. Follow the image shown at the left side.

1.1 Login Page



Enter your Default Username and Password i.e. your CID no.

***Please change your default password once you sign in.**

2.1 After Login- For The User Role



In Office ▾
little late
Update Status

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Dashboard

Hello I Welcome Back Kencho Wangdi Today's Attendance Time: 10:00:00am

Daily Attendance Search for names ICT Sector ▾

#	Name	Time In	Division	Status	Remarks	Extension
1	Kinzang Dema	09:59:32am	ICT Sector	In Office		04781233
2	Kencho Wangdi	10:00:00am	ICT Sector	In Office	little late	04781233

7:16:06 PM, Mon 16/Nov/2020

Officials on Leave
0

Position Title: Sr. ICT Technical Associate III
Division: ICT Sector
Dept: Trashy Yangtse Dzongkhag Administration
Ministry: Ministry of Home and Culture Affairs

User Profile

Name: Kinzang Dema
Position Title: Asst. ICT Officer
Division: ICT Sector
Email: kdema@trashiyangtse.gov.bt
Telephone: 04781233

Supervisor Details

User
Your User Role

2.3 Update Menu

2.2 Daily Report View

2.4 User View

2.1 After Login: User role (contd)

2.2 Daily Report View:

Once you log into the System, you will see your daily attendance record and activity status

- If you login on time i.e between (9:00 AM- 9:15 AM), you login time will be indicated with **green color** in the **Time In Status column**, which means your on time and is in the office. Otherwise it will indicate your login time with **orange color** which means your are late and you did not login on time.
- You can view your and other sectors attendance report also by selecting the sector from the dropdown 
- You can also view whether the user is in the office or not by checking the **Status and Remarks Columns**.

***** Notes: For now those who login before 9:00 AM will be indicated with **green color**, however, in the system database you will be indicated as **in office** if you report between 9:00 AM-9:15 AM. Hence, don't worry if your color is **orange** if you login between permissible reporting time i.e between **9:00 AM-9:15 AM**.*

2.3 Update Menu

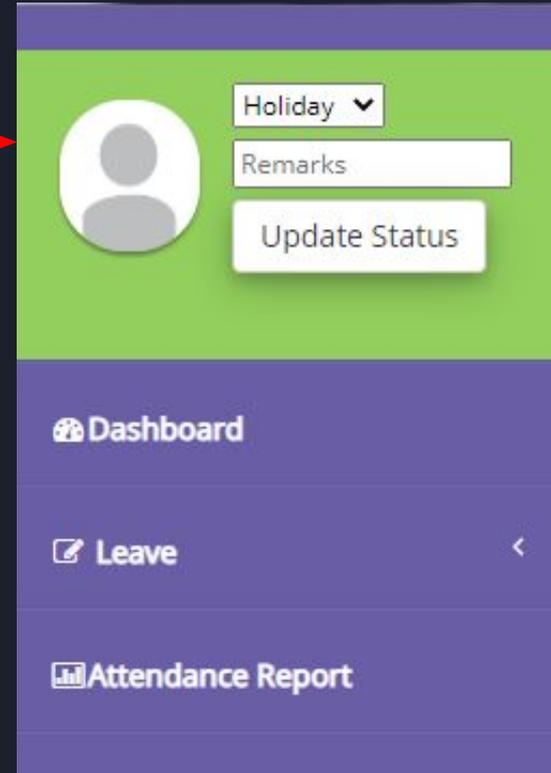
The Update Menu Consists of following features:

1. **Update status:**

This is used to show your **in office status** in the **Status** column of the **daily report view** to whether you are attending any meeting/seminar/site visits when **you are in the office**.

Example: let's assume that you are in the office but you are attending the HR Meeting. To show that, you have to update your **in office status** to meeting by selecting **Meeting** from the drop down list and add details of the meeting in the **Remarks Textbox** and then click on **update status button**. The updated **in office status** will be shown in the **daily report view**.

***Please don't forget to update your status to **in office** from Meeting **When you are done with the meeting**.



The screenshot shows a user interface for updating status. It features a green header bar with a circular profile icon on the left. To the right of the icon are three elements: a 'Holiday' dropdown menu, a 'Remarks' text input field, and an 'Update Status' button. Below the header bar, a purple sidebar menu is visible with three items: 'Dashboard', 'Leave', and 'Attendance Report'.



contd...

2. Dashboard: When you click on dashboard, you will be directed to the home page.

3. Attendance Report: Will give you the monthly attendance report. **Red indicates Absent**, **Green (on time and present)**, **Orange (Late and present)** and **Blue (Holiday)**.

4. Telephone Directory: Will show all the contact details of the officials in Dzongkhag Sector wise.

5. Holidays: Will show the Dzongkhag Calendar Holidays.

Contd... 5. Leave

Request Leave

Your approved/rejected leave history will be shown here along with your casual leave balance.

7:16:54 PM, Mon 16/Nov/2020

In Office ▾
little late
Update Status

Dashboard
Leave
Attendance Report
Telephone Directory
Holidays

Start Date
End Date

Total Days count:
Weekends in between:
Holidays in between:
Days leave requested:

-----Leave Type----- ▾
Remarks
Request Leave

Leave History							
CL Balance						9 Days	
#	Leave Type	Start Date	End Date	Leave Count	Status	Remarks	Supervisor Remarks
1	Casual Leave	2020/11/17	2020/11/17	1	Approved	personal	approve

1. Click on Request Leave

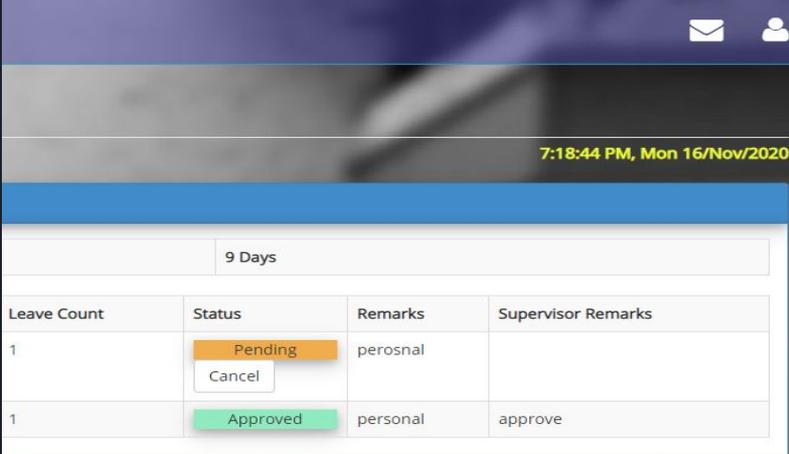
- ** All the fields are mandatory
- ** Enter the start and end dates for your leave type
- ** Select the leave type
- ** Add the details in the Remarks. For tour/meetings/training/ workshop, you have to enter the approved notesheet no. of your relevant head or any authorisation details in the Remarks. Otherwise, incomplete details will not be considered for attendance record.
- ** Click request leave and then confirm and click ok subsequently.

5. Leave (contd..)

I. Once you request for leave, it will be shown as **pending** as given in the image. You can also **cancel** it before your request gets approved by your supervisor.

II. If you are requesting for the leave type other than casual leave i.e tour, workshop and etc which are out of station travel then you need to have prior approval from you relevant supervisor. After that add the details such as **notesheet no. or any authorisation details in the Remarks textbox** for record keeping.

III. Total no. of days requested for leave type will be automatically generated excluding the holidays and weekends.



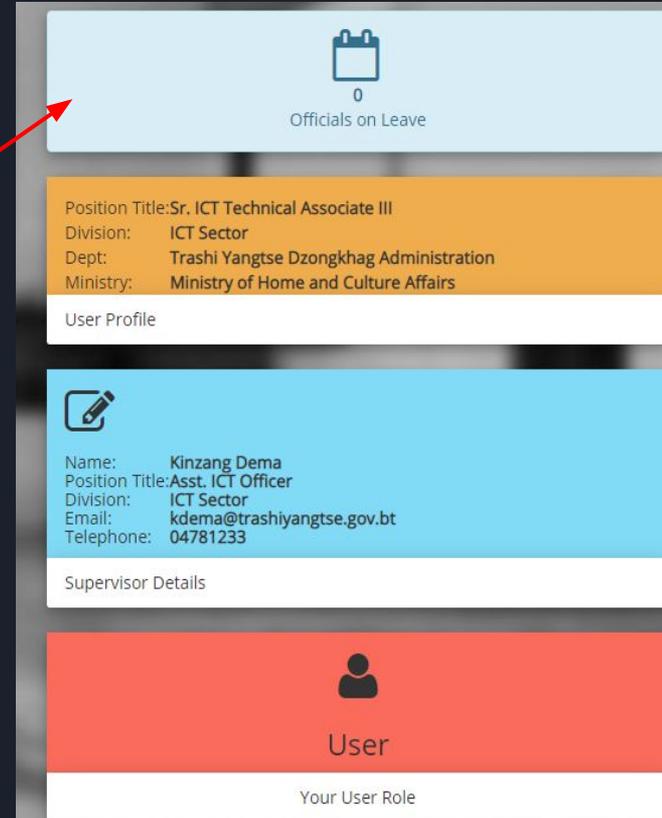
7:18:44 PM, Mon 16/Nov/2020

9 Days

Leave Count	Status	Remarks	Supervisor Remarks
1	Pending Cancel	perosnal	
1	Approved	personal	approve

2.4 User View

- In the **user view** you will see your details such as your position title, level, system role and your supervisor/ sector head details.
- **You can also view how many officials are on leave, tour and etc by clicking this tab**



The screenshot displays a user interface with several sections:

- Officials on Leave:** A light blue tab with a calendar icon and the number '0' below it.
- User Profile:** A white tab containing the following details:
 - Position Title: Sr. ICT Technical Associate III
 - Division: ICT Sector
 - Dept: Trashiyangtse Dzongkhag Administration
 - Ministry: Ministry of Home and Culture Affairs
- Supervisor Details:** A light blue tab with a pencil icon and the following details:
 - Name: Kinzang Dema
 - Position Title: Asst. ICT Officer
 - Division: ICT Sector
 - Email: kdema@trashiyangtse.gov.bt
 - Telephone: 04781233
- User:** A red tab with a person icon and the word 'User' below it.
- Your User Role:** A white tab at the bottom.

A red arrow points from the text box in the slide to the 'Officials on Leave' tab.

2.5 User Management

User management provides following features:

1. Message Notification Bar:



When you click on this it will show all the notification messages you have received till date.

2. User Profile

You can change your default password and update your contact details here.

*** Photo upload will not work, hence please don't upload it.

A screenshot of a web application's user profile page. The page has a dark blue header with the word 'Bhutan' on the left and a notification icon and user profile icon on the right. The main content area is white. On the left, there is a profile picture placeholder with a 'Choose File' button and an 'upload' button. Below this are input fields for 'Telephone' (04781233), 'Mobile' (17942252), and 'Email' (kwangdi@trashiyanstse.gov.bt), with an 'Update Details' button. On the right, there is a light blue box containing the user's name 'Kencho Wangdi' and their details: CID: 1110100329, Employee ID: 2107129, Position Title: Sr. ICT Technical Associate III, Position Level: SSA, Agency Name: ICT Sector, Department Name: Trashi Yangtse Dzongkhag Administration, Ministry: Ministry of Home and Culture Affairs, DOB: 04-09-1980. Below this box is a 'Change your password' section with input fields for 'Enter Old password', 'Enter New password', and 'Confirm New password', and a 'Change password' button. The top right corner of the page shows the time '7:19:52 PM, Mon 16/Nov/2020'.



3. Division/Dzongkhag Head Role

- The Division/Dzongkhag Head role is given to sectorheads or your direct supervisor.
- Shares similar features of **user role i.e. same user management, user view, update status and daily report view.**
- The only difference is that they have the access rights to approve or reject their staff leave applications and also can request their own leave application which will be forwarded to their direct supervisor for approval.

3.1 Division/Dzongkhag Head Dashboard

Dashboard

4:29:31 PM, Mon 30/Nov/2020

Hello! Welcome Back Kuenzang Peldon Today's Attendance Time: 04:29:10pm



0

Leave Requests Pending



2

Attendance after 9:00 AM



10

Officials on Leave



0

Have not used LAS

Daily Attendance

Search for names

Agriculture Sector

#	Name	Time In	Division	Status	Remarks	Extension
1	Dorji Laythro	10:56:11am	Agriculture Sector	In Office		04781104
2	Kuenzang Peldon	04:29:10pm	Agriculture Sector	In Office		04781104
3	Chhimi Dakpa	NA	Agriculture Sector	In Office		NA

Position Title: Dy. Chief Dzongkhag Agriculture Officer
Division: Agriculture Sector
Dept: Trashi Yangtse Dzongkhag Administration
Ministry: Ministry of Home and Culture Affairs

User Profile

 Name: Thuji Tshering
Position Title: Dzongdag I
Division: Trashi Yangtse Dzongkhag Administration
Email: ttshering@trashiyangtse.gov.bt
Telephone: 04781100

Supervisor Details


Division Head
Your User Role

The supervisor will click on this to approve or reject their staff's leave application, tour and etc. However, please note that details should be provided in the remarks text.

To check who all reported before 9:00 AM.



3.2 Dos and Don'ts of Division/Dzongkhag Head Role

- I. The supervisor should not approve their staff's appraisal such as tour/workshop/training if the details such as **approved notesheet no or any authorisation details are not given.**
- II. The supervisor should always check their staff's attendance record and if they don't do it on time remind them to do so.



4. Super Admin Dashboard

1. **Has access to all the rights and privileges of the system.**
2. **Will monitor the overall LAS system functionality.**

4.1 Super Admin Dashboard



Dashboard

5:52:20 PM, Mon 16/Nov/2020

Hello! Welcome Back Kinzang Dema Today's Attendance Time: 09:59:32am



0

Leave Requests Pending



9

Attendance after 9:00 AM



0

Officials on Leave



0

Have not used LAS

Daily Attendance

Search for names

ICT Sector

#	Name	Time In	Division	Status	Remarks	Extension
1	Kinzang Dema	09:59:32am	ICT Sector	In Office		04781233
2	Kencho Wangdi	10:00:00am	ICT Sector	In Office	little late	04781233

Position Title: Asst. ICT Officer
Division: ICT Sector
Dept: Trashiyangtse Dzongkhag Administration
Ministry: Ministry of Home and Culture Affairs

User Profile



Name: Kinzang Dema
Position Title: Asst. ICT Officer
Division: ICT Sector
Email: kdema@trashiyangtse.gov.bt
Telephone: 04781233

Supervisor Details



Super Admin

Your User Role

Dashboard

Leave

Attendance Report

Telephone Directory

Holidays

Settings

Training



Reminders

- I. You should connect your Laptop/Desktop/Mobile Device in the **Dzongkhag Local Area Network** to access the LAS system.
- II. If you request for any **leave type** other than **casual leave**, you must have prior approval from your relevant sectorhead or approved notehseet no. details must be filled in the **Remarks text box** for your request application.
- III. For now **green color** will be highlighted only when you report before 9:00 AM, however, in the System database you will be indicated as **present** if you report between 9:00 AM-9:15 AM.