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DigiLeave Version 1.2

You can obtain support from our web site: <http://www.digiappz.com/contact.asp>

Marketing Questions can be sent to: [fpanassac@digiappz.com](mailto:fpanassac@digiappz.com)

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## **2) WELCOME**

This document contains important information regarding the installation of your application.

This document assumes that:

1. You have some basic knowledge of server and MS Access database.
2. You have a web server capable of serving ASP pages.

## **3) FEATURES**

- 1) Unlimited number of leaves
- 2) Unlimited number of leave types
- 3) Unlimited number of employees
- 4) Customizable header & footer
- 5) Customizable colors
- 6) European and American format date
- 7) Display calendar on the top or on the left hand side of the screen
- 8) Email Configuration
- 9) Switch on/off user registration to add new entries
- 10) Users manager
- 11) Customizable Email Content
- 12) Upload Image Manager (without using dll)
- 13) Colors Picker
- 14) Multidays Reservation
- 15) Daily leaves report
- 16) Yearly leaves report

#### **4) PRESENTATION**

DIGILEAVE is a Web Based application that allows you to manage annual leave/holiday booking through your website. Web-users are able choose the start and end dates which will automatically deduct the total from their remaining time. Administrators can review employees annual time remaining. Administrator can add any type of leave and associate it with a color.

Users receive emails when their leaves are validated. People can also see others leave. A leave category manager has been included which allow you to choose the types of absence you want to record, like sick day. People can see a daily report on who is out of the office. They can also see a summary of the total yearly leave allowance. At the end of the leave year HR will be able to manage the roll-over from one year to another.

It has been designed to work both as a standalone application, or integrated into a static or dynamic website. It has also been designed with ultimate flexibility, allowing the Administrator easily add, edit or delete employees and users. Also the Administrator can change colours, branding (simple header and footer approach), and smtp and email settings.

#### **5) TESTED CONFIGURATION**

**Server:**

- IIS 5.0, IIS 6.0

**Operation System:**

- Windows 2000/2005 Server, Window NT, Windows 2003 Server

**Browser:**

- Internet Explorer 5.0/5.5/6.0/7.0

- Firefox 1/2/3

**Database:**

- Microsoft Access 2000

## **6) INSTALLATION**

The installation process is straightforward and requires only one or two modifications of the application files.

### **You must proceed as follow for ACCESS 2000:**

**a.** The leave.zip file should be unzipped within your web server hierarchy.  
i.e. c:\inetpub\wwwroot\leave (insure that the folder name does not have spaces in it).  
Make sure that you can run ASP scripts and have the appropriate permissions set up under your host. You will need either an NT or Windows 2000 Host, or some way of running Active Server Pages scripts (.asp).

**b.** If you want more security for your database connection, you should move the database to another directory and create a Data Source Name (DSN), or ODBC connection. You must then change line 6 in the file "function.asp" to: strMyConn = "Name\_dsn"

**c.** If you want even more security for your database connection you can add a login and password when creating the DSN. You must the change the line 11 and 12 in the file "function.asp" with:

```
strLogin = "mylogin"  
strPassword = "mypassword"
```

**d.** Now run index.asp in your browser and the system will come up.

that's it!

**You must proceed as follow for SQL SERVER 2000:**

- a.** The leave.zip file should be unzipped within your web server hierarchy. The DigiLeave sql database is a script file called digileave.sql.
  
- b.** From within SQL Server Enterprise Manager, create a new database called "DigiLeave".
  
- c.** Now, execute the DigiLeave.sql script in order to create the tables and fill then in the new database. From the Tools menu of the Enterprise Manager, select SQL Server Query Analyzer.
  
- d.** From within the Query Analyzer, open the DigiLeave.sql script file. Make sure to select the "DigiLeave" database from the database drop-down menu.
  
- e.** Execute the script by clicking the Execute Query Button or pressing F5. If executed successfully, you'll see a "Query Batch Completed" message at the bottom of the screen.
  
- f.** Now we must add a user for the database.
  
- g.** Within the SQL Server Enterprise Manager, expand the tree down to Security.
  
- h.** Right click on Logins and select New Login.
  
- i.** Enter the name "DigiLeave" and select SQL Server authentication.
  
- g.** Enter a unique password (please take note of your password, you'll need it later).
  
- k.** Under 'Database' select the DigiLeave database and click on the "Database Access" tab.
  
- l.** Click the Permit check box for the DigiLeave database then check the db\_owner box under "Permit In Database Role".
  
- m.** Now open the file "function.asp". Delete the ' in front of the line 21 and add a ' in front of the line 18. Now you must add your password line 8 (default password is DigiLeave).

That's it!

## **7) HOW TO USE THE SYSTEM**

- To get the system up and running, call index.asp from your browser. This should set up DigiLeave on your web server. The first page that comes up when you run the system for the first time is the software registration page. Follow the link and enter your: 1. Domain Name where DigiLeave is running (ex: <http://www.digiappz.com/leave>) 2. Order id (that you get in the purchase email).

If you are using the software for a trial period, simply put the url where DigiLeave is running in the trial box and click "submit". Copy the registration key and paste it into the registration page. Once the system verifies and accepts your data, your leave manager software should be up and running. Please contact us if you have any problem during this process.

- When you first come to the system you will see a login page. Input the admin LOGIN and PASSWORD which is the word "admin" for both. Once you're logged in as Admin you can click on "system configuration". You can then change all the settings.

- To change the admin user information click on "Administrator Manager" then click on "Edit" beside the user "admin". You can then put your own information and change the login and password. NOTE: \*\*This is HIGHLY RECOMMENDED for security of your application \*\*

- To add an employee click on "Employees Manager" then click on "Add New". Insert the name, description and starting date.

- To change the design click on "header and footer". In this place you can insert the HTML required to brand your site. Some very advanced content layouts can be achieved with this approach, and appropriate use of tables and frames.

- You can change the colors by clicking on "Color Manager". Change the hexadecimal code in it or click on the color to open the color picker. Select a color by clicking on it.

- To modify the email system click on "Email configuration". If you don't have a mail server available or if you don't wish to use one, then choose the option "none/disable". If you want a mail notification (for the registration, login reminder, and leave validation) then choose the appropriate asp mail object you have on your server. Insert the smtp mail server and your email address. You can change the body of the email as required, but don't delete {login} and {password} as this is where the user info is inserted automatically by the system.

- When a user adds a leave you can view these by clicking on "Leave manager". You can then validate, edit, or delete those leave.

## **8) MORE INFORMATION & QUESTION**

- If you spot some bugs or if you want more features send an email to [contact@digiapz.com](mailto:contact@digiapz.com)

Thank you and enjoy!

--- DIGIAPPZ ---

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