

User Manual

eUnite Human Capital Management System

Employee Self Service

(ESS Management)

For Employee

1. How to access to eUnite?



Open Web Browser Google Chrome and type url <http://www.eunite.net> or create icon eUnite

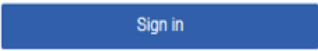


and save on your Desktop

1.1 First time Log in to system

Username and Password is provided for first time login.

Instruction


Field	Description	How to	Remark
Username	Your Username to login to eUnite	Enter your email i.e. test@eunite.com	
Password	Define your Password	Enter password (Follows Password pattern)	
Sign in button	Button to confirm user name and password	Click 	

System will prompt you to change password for first time login.


Below is step to guide you on how to change to new password with instruction on screen.

Instruction

Field	How to	Remark
Old Password	Enter your Old Password	

Field	How to	Remark
New Password	Enter new password (follow Password pattern and policy)	New password must follow password pattern and policy from eUnite which show in password instruction.
Re-enter Password	Re-key your new password again	
ปุ่ม Save	Click 	

Once new password changed, system will prompt you to define Question/Answer. You have to select 3 questions and answers. In future login, system will random 1 question to answer for security reason everytime after login.



Security Question has not been set
[Edit Success](#)

Username tumotest06@thaiunion.com

Security Question

Question 1*


Answer 1*

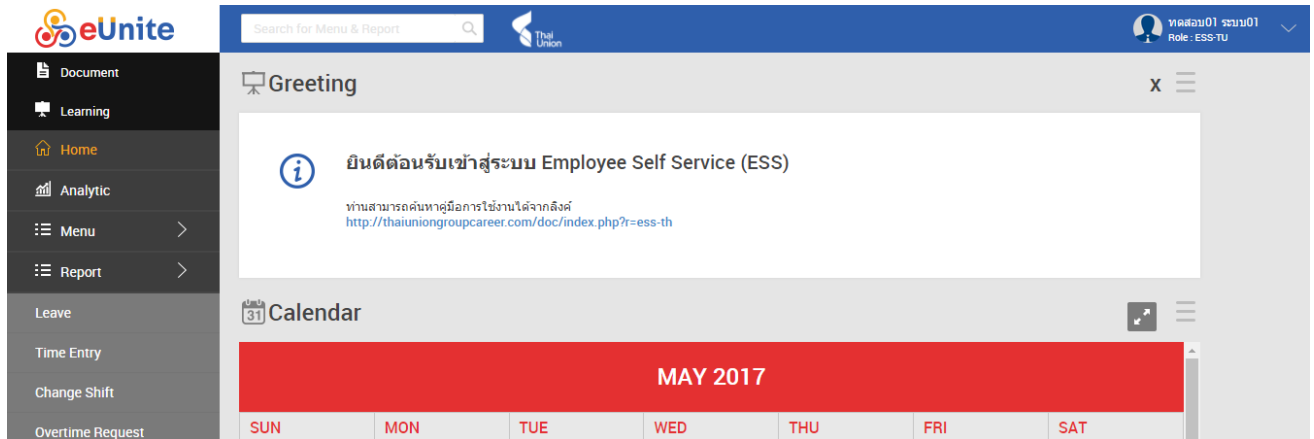
Question 2*

Answer 2*

Question 3*

Answer 3*

Then click  button and system will bring you to eUnite




Remark

Security question/answer is one time setup. It will randomly and prompt to ask you everytime after login to eUnite. You must answer to the correct answer.

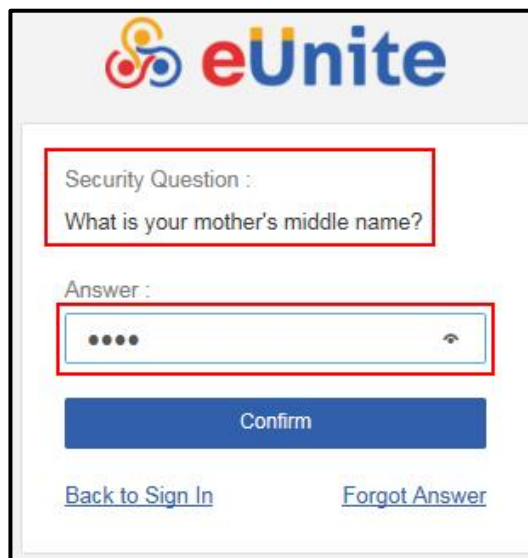
Importance Notes, eUnite password will logout if 3 times wrong password type. The system will automatically unlock every 10 minutes. For every trying, the counting time will start from zero.

1.2 How to Log in

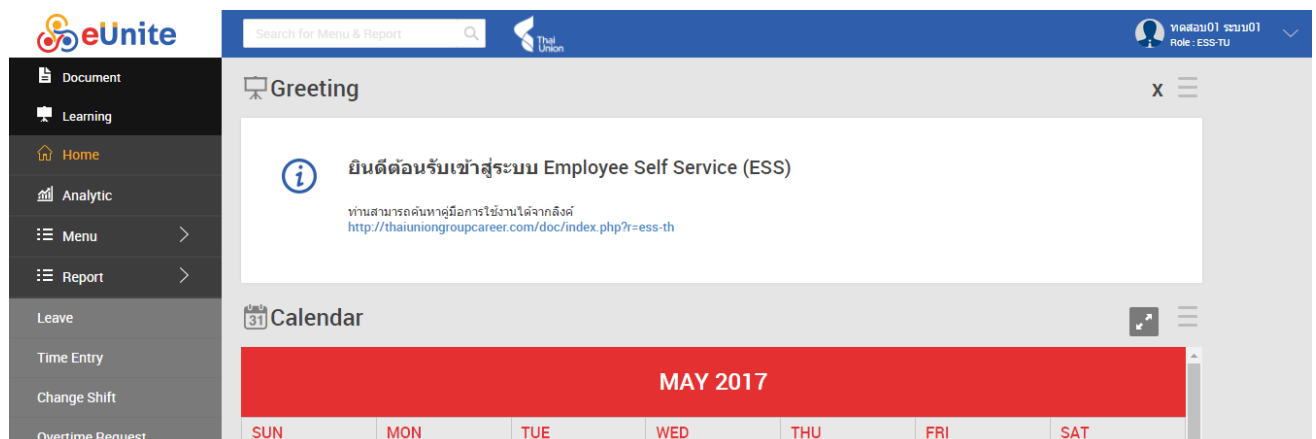
Click on icon  or open url <https://www.eunite.net>

Field	How To	Remark
Username	Enter your user name i.e. test@eunite.com	
Password	Enter Password which you have setup	* You check <input checked="" type="checkbox"/> Remember username” If you would like to save your password
Sign in	Click  button	

After login, system will prompt you to enter Answer from question that you have setup in the earlier, as below sample screen.

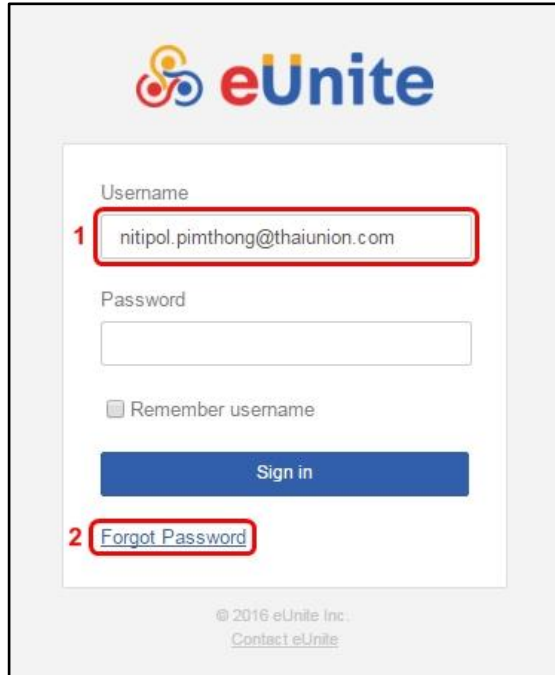


It will then go main screen as below sample.



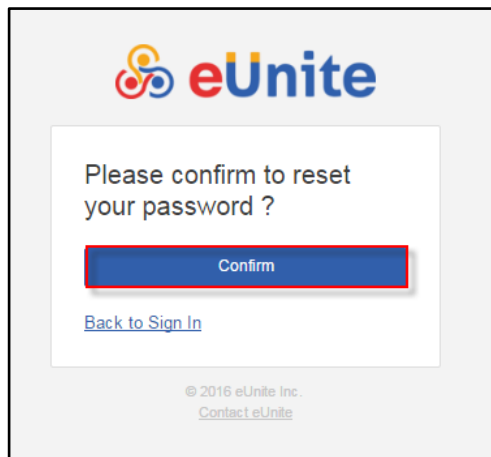
1.3 How to request new password.

1.3.1 Enter your user name(email) in Username box. Then click on “Forgot Password” button as below sample.



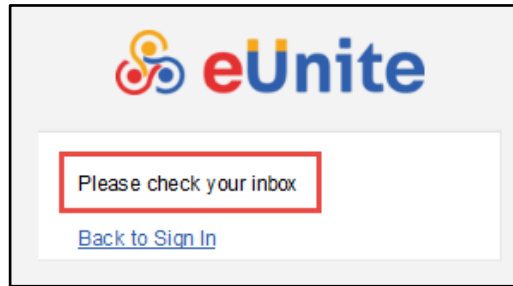
The screenshot shows the eUnite login interface. At the top is the eUnite logo. Below it is a form with a 'Username' field containing the email 'nitipol.pimthong@thaiunion.com', a 'Password' field, a 'Remember username' checkbox, and a 'Sign in' button. A red box labeled '1' highlights the username field, and another red box labeled '2' highlights the 'Forgot Password' link below the sign in button. At the bottom, there is a copyright notice for 2016 eUnite Inc. and a 'Contact eUnite' link.

1.3.2 System will prompt you to re-confirm. Click Confirm button to confirm to resetup new password.

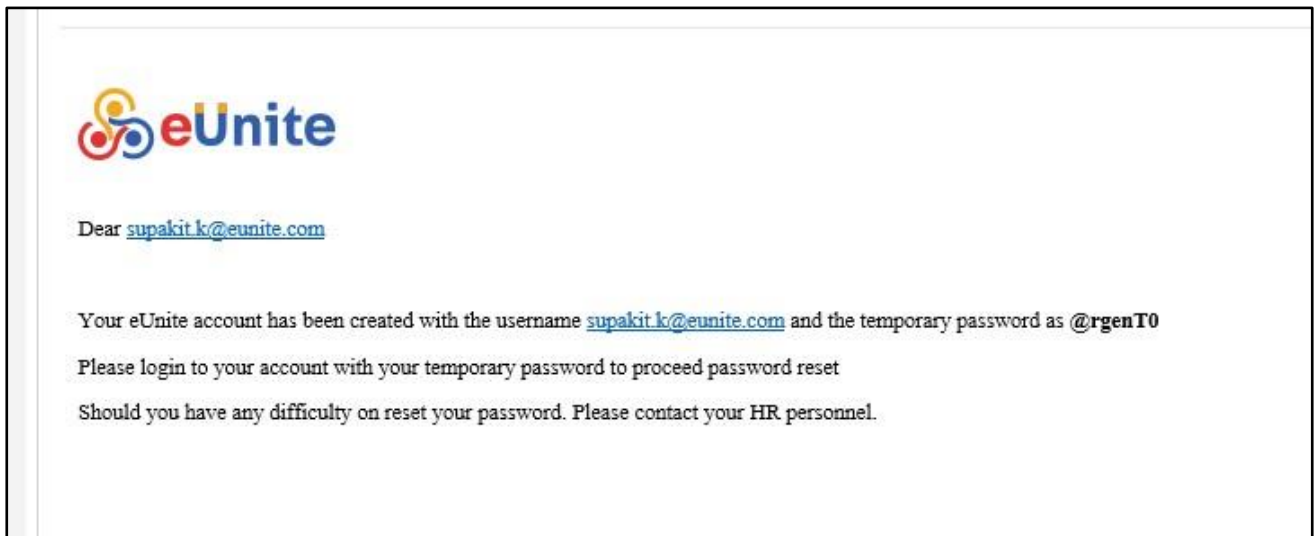


The screenshot shows a confirmation page with the eUnite logo at the top. The main text asks 'Please confirm to reset your password?'. Below this is a blue 'Confirm' button with a red border, and a blue link labeled 'Back to Sign In'. At the bottom, there is a copyright notice for 2016 eUnite Inc. and a 'Contact eUnite' link.

1.3.3 New password will send to your Email.



1.3.4 Below picture shown sample email to inform your new password.



2. Employee Self Service

2.1. Working calendar

Calendar will show your working hour on the first row. In the second row will show you time that you clock in and out each day, leave request etc.

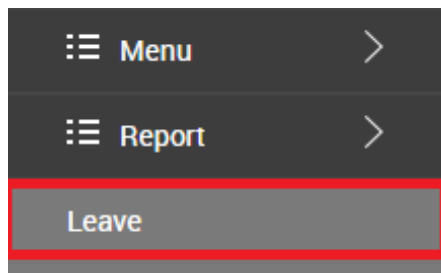
Color code

 Holiday  Public Holiday

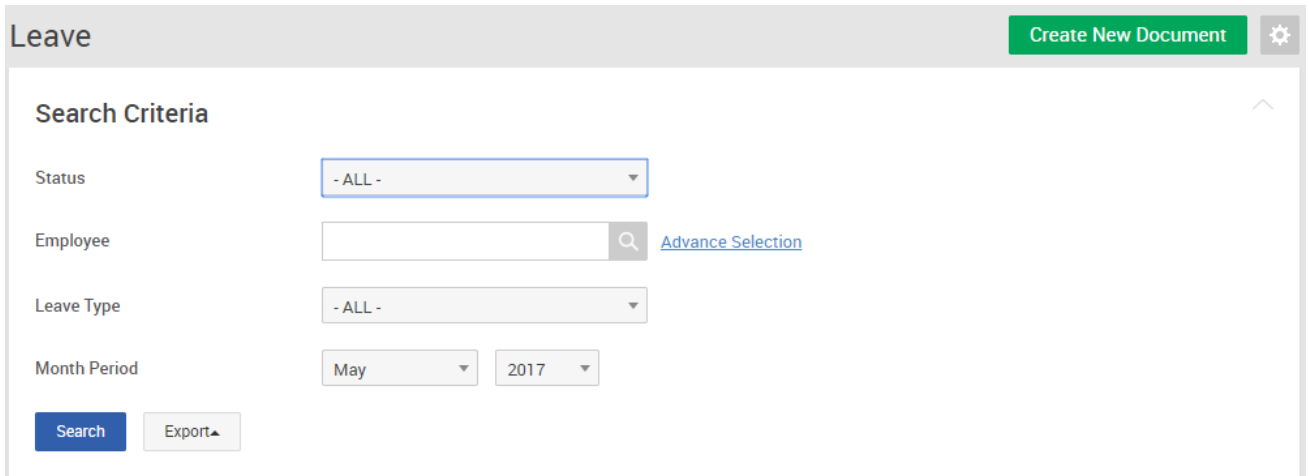
Calendar						
ธันวาคม 2559						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 08.00-17.00 n/a - n/a	2 08.00-17.00 n/a - n/a	3 08.00-17.00 n/a - n/a
4 08.00-17.00 n/a - n/a	5 08.00-17.00 n/a - n/a วันหยุดแห่งชาติ	6 08.00-17.00 n/a - n/a	7 08.00-17.00 n/a - n/a	8 08.00-17.00 n/a - n/a	9 08.00-17.00 n/a - n/a	10 08.00-17.00 n/a - n/a
11 08.00-17.00 n/a - n/a	12 08.00-17.00 n/a - n/a วันคล้ายวันรัฐธรรมนูญ	13 08.00-17.00 n/a - n/a Training2	14 08.00-17.00 n/a - n/a	15 08.00-17.00 n/a - n/a MOE MOE TUN M...	16 08.00-17.00 n/a - n/a	17 08.00-17.00 n/a - n/a
18 08.00-17.00 n/a - n/a	19 08.00-17.00 n/a - n/a	20 08.00-17.00 n/a - n/a	21 08.00-17.00 n/a - n/a	22 08.00-17.00 n/a - n/a	23 08.00-17.00 n/a - n/a	24 08.00-17.00 n/a - n/a
25 08.00-17.00 n/a - n/a	26 08.00-17.00 n/a - n/a	27 08.00-17.00 n/a - n/a	28 08.00-17.00 n/a - n/a	29 08.00-17.00 n/a - n/a	30 08.00-17.00 n/a - n/a	31 08.00-17.00 n/a - n/a

2.2. Request Leave Online

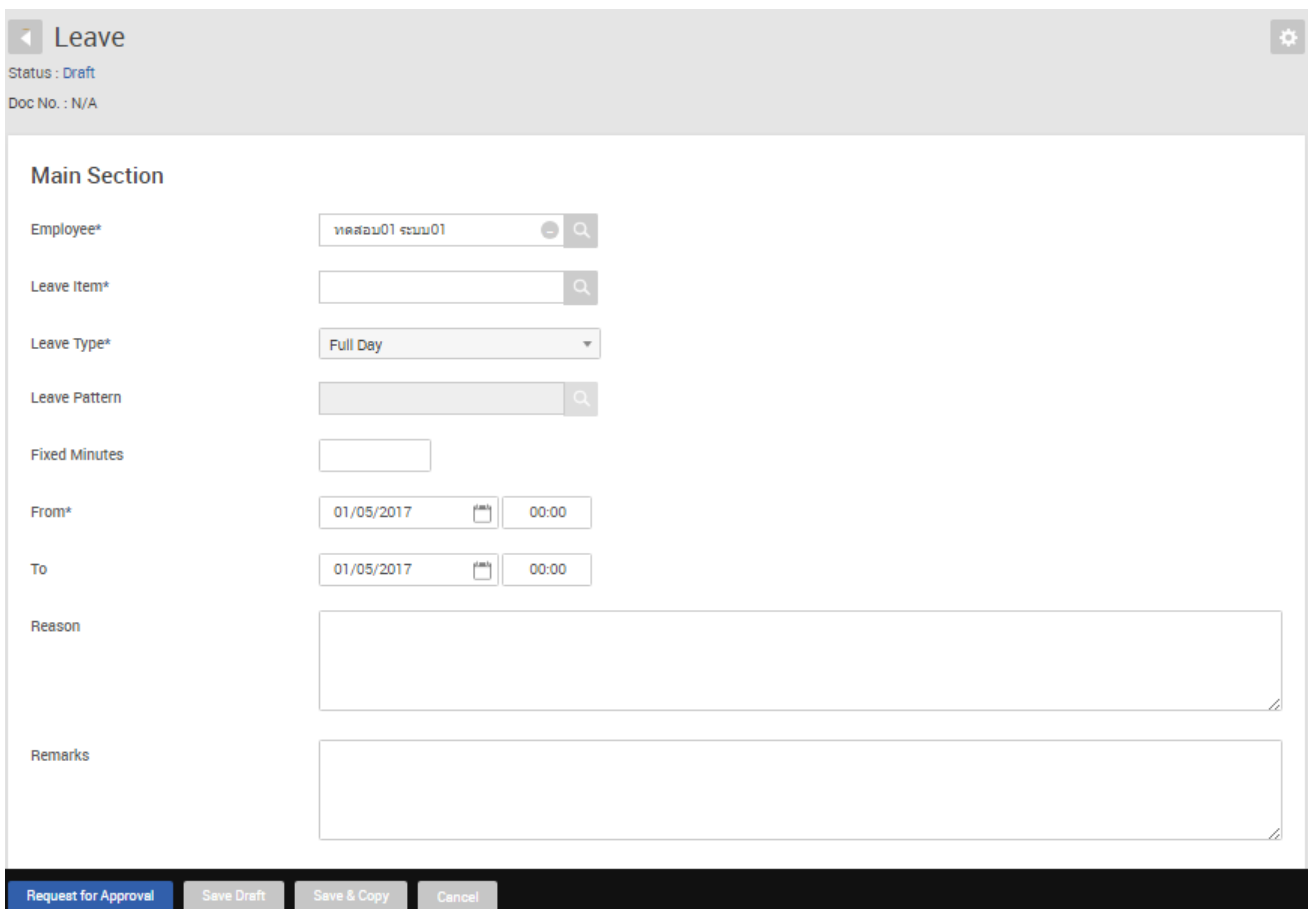
2.2.1. Click Leave shortcut menu on the left side of screen

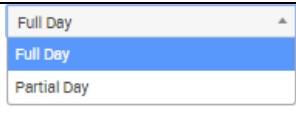
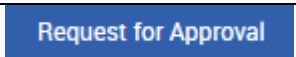


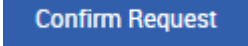
Main screen for Leave Request



2.2.2. Click  on top-right



Field	How To	Remark
Employee	System will default your name	
Leave Item	Select leave item you want to apply	One item per request
Leave Type	Click Droupdown List to select type - <u>Full Day</u> : this option to apply full day then only specify From and To date - <u>Partial Day</u> : this option to apply partial day then only specify From date and time, and To date and time. The minimum is every full 1 hour.	
From	Specific From date by click on Calendar icon and time(if partial day) as format HH:MM	
To	Specific To date by click on Calendar icon and time(if partial day) as format HH:MM	
Reason	Enter the reason for this request	
Remark	Any other to apecify	Optional
Attachment	Click if you have document to attached	Maximum file size is 2 MB and support file type are DOC, JPG, PDF, XLS, XLSX, XLM, PNG
Created by	Default by system	
Created Date	Default by system	
Approved By	Default by system	
Approved Date	Default by system	
Request for Approval	To submit your request	

2.2.5. Click  to confirm your request and will have email notify to approver and your inbox.

← Leave
⚙️

✔ Save Success
✕

Status : Confirmed
Doc No. : LE1705-000002

Main Section

Employee	ทดสอบ01 ระบบ01
Leave Item	วันหยุดพักผ่อน
Leave Type	Full Day
Date Work	02/05/2017
From	02/05/2017 00:00
To	02/05/2017 00:00
Reason	On Leave

2.2.6. Search Leave Document

You can search all document that you have submitted for status checking or cancel the request.

2.2.6.1. Click Leave shortcut menu from left side

Search Criteria ^

Status	<input type="text" value="- ALL -"/>	
Employee	<input type="text"/>	<input type="button" value="🔍"/> Advance Selection
Leave Type	<input type="text" value="- ALL -"/>	
Month Period	<input type="text" value="April"/>	<input type="text" value="2017"/>

2.2.6.2. Specify your search criteria and click

Search

Leave
Create New Document
⚙️

Search Criteria

Status:

Employee: 🔍 [Advance Selection](#)

Leave Type:

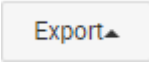
Month Period:

Search Export ▲

Found 1 Document

No.	Action	Doc No.	Employee	Leave Item	Leave Type	Ext Info	Status
1	View	LE1705-000002	ทดสอบ01 ธรรม01	วันหยุดพักผ่อน	Full Day	02/05/2017	Cancelled

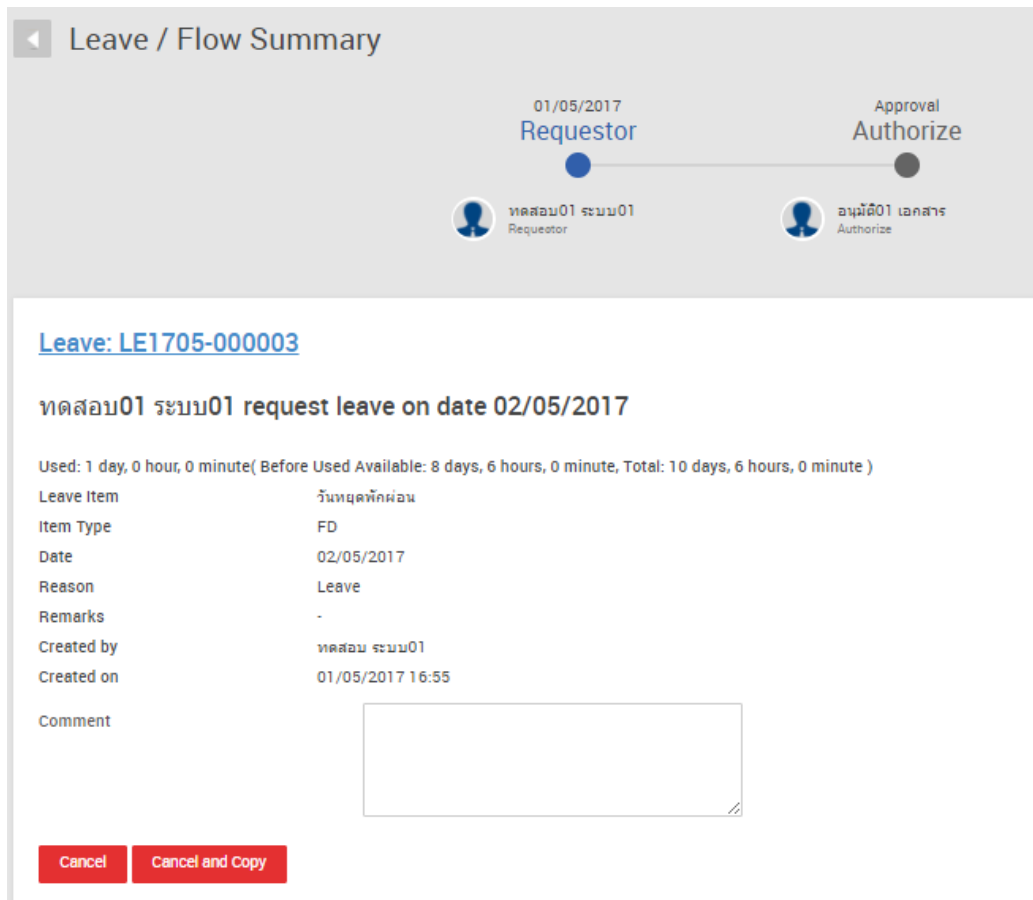
Field	How To	Remark
Status	Select document status type or choose – ALL – to show all document type	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #d3d3d3; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> - ALL - ▲ </div> <div style="background-color: #28a745; color: white; padding: 2px 5px; margin-top: 2px;">- ALL -</div> <div style="padding: 2px 5px; margin-top: 2px;">Draft</div> <div style="padding: 2px 5px; margin-top: 2px;">Confirmed</div> <div style="padding: 2px 5px; margin-top: 2px;">Approved</div> <div style="padding: 2px 5px; margin-top: 2px;">Disapproved</div> <div style="padding: 2px 5px; margin-top: 2px;">Cancelled</div> </div>
Employee	Enter your name	
Leave Type	Select Leave Type from Droupdown List	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #d3d3d3; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> - ALL - ▲ </div> <div style="background-color: #28a745; color: white; padding: 2px 5px; margin-top: 2px;">- ALL -</div> <div style="padding: 2px 5px; margin-top: 2px;">Full Day</div> <div style="padding: 2px 5px; margin-top: 2px;">Partial Day</div> </div>
Month Period	Select Month and Year you want to filter	
Search	To search data from your criteria	

Field	How To	Remark				
Export	You also can export data to Excel or PDF by click 	<table border="1"> <tr><td>XLSX</td></tr> <tr><td>XLS</td></tr> <tr><td>XLSX (All Fields)</td></tr> <tr><td>XLS (All Fields)</td></tr> </table>	XLSX	XLS	XLSX (All Fields)	XLS (All Fields)
XLSX						
XLS						
XLSX (All Fields)						
XLS (All Fields)						

2.2.7. Cancel Your Request

You can cancel your request by yourself if the request have not yet approve by approver. If the request got approved, you have to inform the approver to cancel that request.

2.2.7.1. Search your document same as method on item 2.2.3.2 and then click View button on request you want to cancel. It will show as below picture.



Leave / Flow Summary

01/05/2017
Requestor

Approval
Authorize

ทดสอบ01 ระบบ01
Requestor

อนุมัติ01 เอกสาร
Authorize

[Leave: LE1705-000003](#)

ทดสอบ01 ระบบ01 request leave on date 02/05/2017

Used: 1 day, 0 hour, 0 minute(Before Used Available: 8 days, 6 hours, 0 minute, Total: 10 days, 6 hours, 0 minute)

Leave Item: วันหยุดพักผ่อน
Item Type: FD
Date: 02/05/2017
Reason: Leave
Remarks: -
Created by: ทดสอบ ระบบ01
Created on: 01/05/2017 16:55

Comment


Cancel **Cancel and Copy**

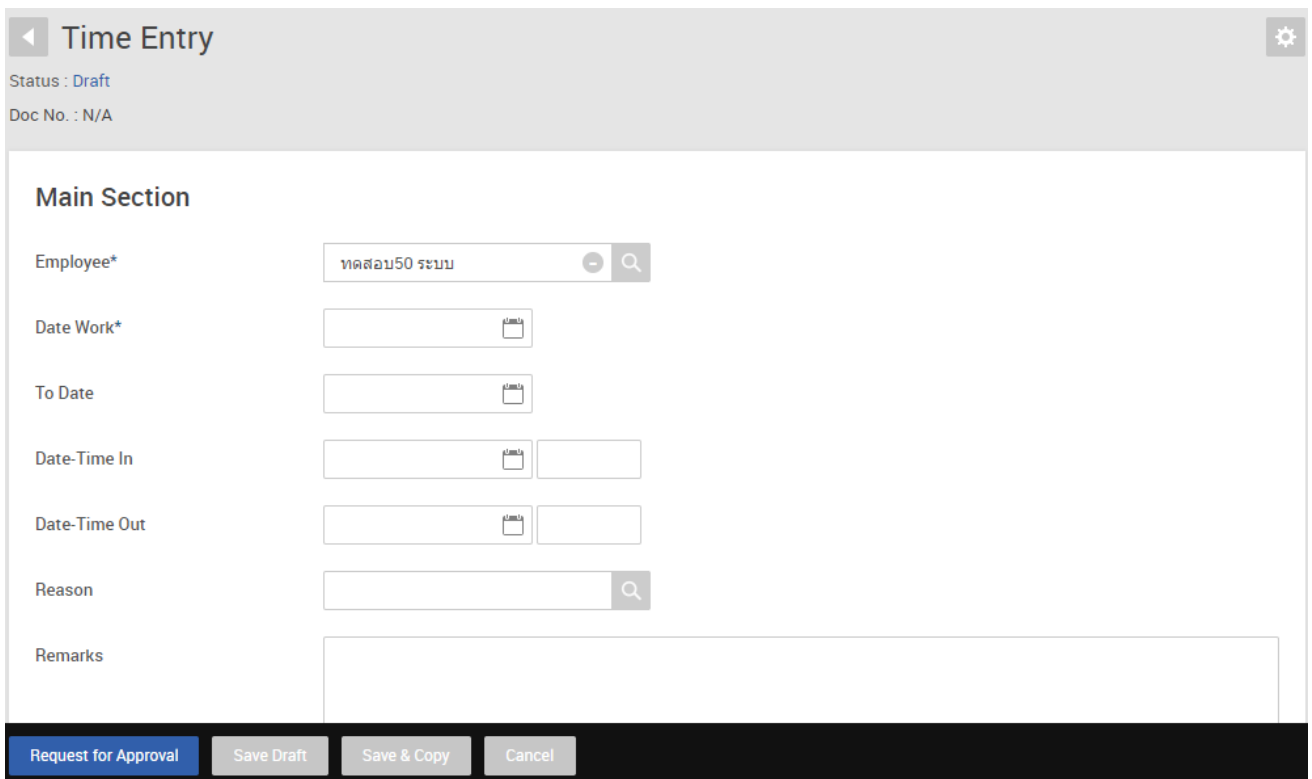
2.2.7.2. Click **Cancel** button to cancel your request.

2.3. Time Entry

Time Entry is used for when you work out side office or problem on clock in/out. This request is also require approval from your supervisor. You can make this request when your time clock in/out or any missing not present in your calendar.

2.3.1. Click on  shortcut menu from the left side of screen.

2.3.2. Click on  button on top-right of screen



Field	How To	Remark
Employee	Enter your name	System is default your name.
Date Work	Select Working date	
To Date	Select End working date	

Field	How To	Remark
From	Specific From date by click on Calendar icon and time(if partial day) as format HH:MM	
To	Specific To date by click on Calendar icon and time(if partial day) as format HH:MM	
Reason	Enter the reason for this request	
Remark	Any other to apecify	Optional
Attachment	Click if you have document to attached	Maximum file size is 2 MB and support file type are DOC, JPG, PDF, XLS, XLSX, XLM, PNG

2.3.3. Click Request for Approval and Submit Request to confirm your request and notify to approver.

2.3.4. After specify all information then click Request for Approval to submit the request. You can Check, Cancel or Search request as same as Request Leave Online.

2.4. Overtime Request

Overtime Request

2.4.1. Click **Overtime Request** shortcut menu on the left side.

Overtime Request

Status : Draft
Doc No. : N/A

Main Section

Employee* - 🔍

Date Work* 📅

From* 📅

To* 📅

OT Criteria 🔍

Combination 🔍

Reason

Request for Approval
Save Draft
Save & Copy
Cancel

Field	How To	Remark
Employee	Enter your name	System is default your name.
Date Work	Select Working date	
From	Specific From date by click on Calendar icon and time(if partial day) as format HH:MM	
To	Specific To date by click on Calendar icon and time(if partial day) as format HH:MM	

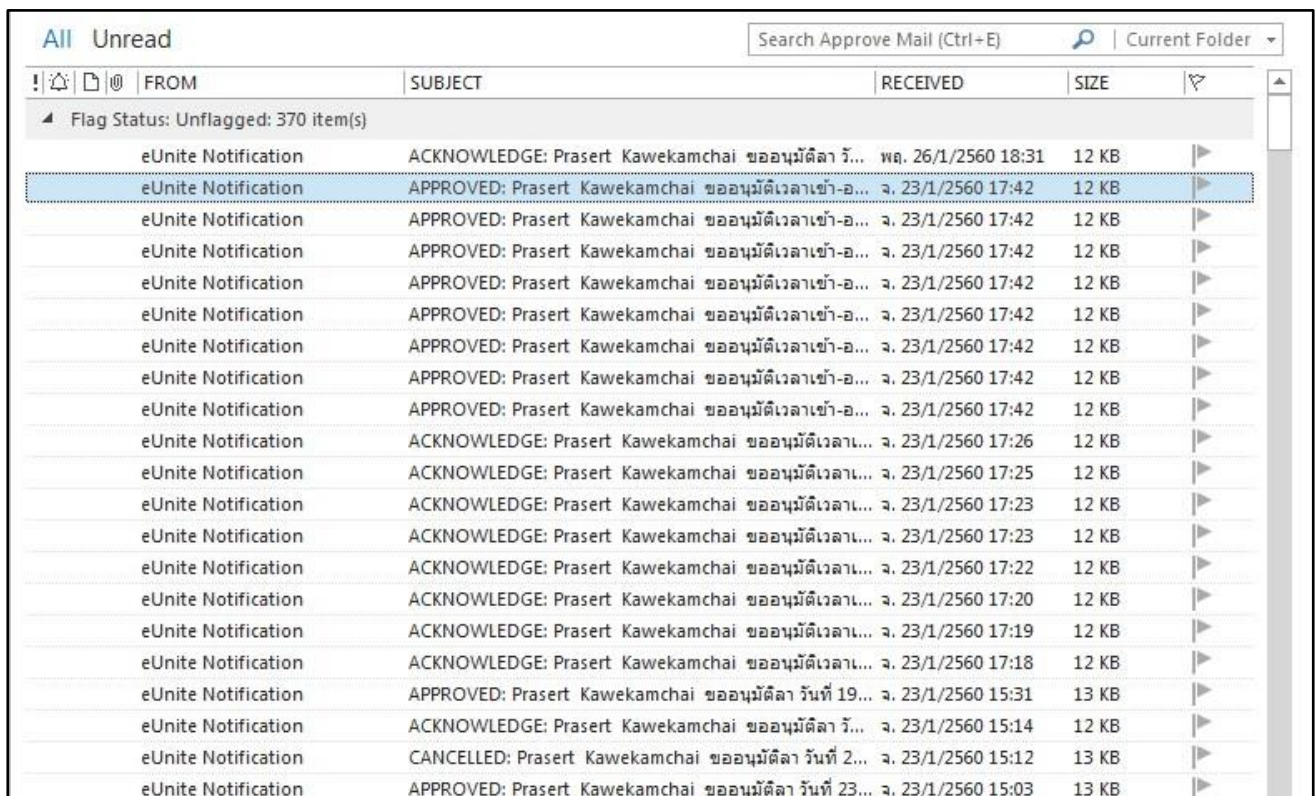
Field	How To	Remark
OT Criteria	Specify request criteria	
Reason	Enter the reason for this request	
Remark	Any other to apecify	Optional
Attachment	Click if you have document to attached	Maximum file size is 2 MB and support file type are DOC, JPG, PDF, XLS, XLSX, XLM, PNG

2.4.2. Click Request for Approval and Submit Request to confirm your request and notify to approver.

2.4.3. After specify all information then click **Request for Approval** to submit the request. You can Check, Cancel or Search request as same as Request Leave Online.

2.5. Email Notification

There will be an email notify when any time request related has been done, see sample picture below.



FROM	SUBJECT	RECEIVED	SIZE
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา วั...	พท. 26/1/2560 18:31	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลาเข้า-อ...	จ. 23/1/2560 17:42	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:26	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:25	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:23	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:23	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:22	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:20	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:19	12 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา...	จ. 23/1/2560 17:18	12 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลา วันที่ 19...	จ. 23/1/2560 15:31	13 KB
eUnite Notification	ACKNOWLEDGE: Prasert Kawekamchai ขออนุมัติเวลา วั...	จ. 23/1/2560 15:14	12 KB
eUnite Notification	CANCELLED: Prasert Kawekamchai ขออนุมัติเวลา วันที่ 2...	จ. 23/1/2560 15:12	13 KB
eUnite Notification	APPROVED: Prasert Kawekamchai ขออนุมัติเวลา วันที่ 23...	จ. 23/1/2560 15:03	13 KB

- Sample email content from eUnite.




Prasert Kawekamchai จงวุฒิวิยา วันที่ 27/01/2560
ดูรายละเอียด

Summary

ใช้ครั้งนี้: 1 วัน 0 ชม. 0 นาที(สิทธิคงเหลือก่อนใช้: 11 วัน 0 ชม. 0 นาที, สิทธิทั้งหมด: 11 วัน 0 ชม. 0 นาที)

รายการลา	ลาพักผ่อน
ประเภทลา	เต็มวัน
วันที่	27/01/2560
เหตุผล	-
หมายเหตุ	-
สร้างโดย	ประเสริฐ แก้วก่าชัย
สร้างเมื่อ	26/01/2560 18:29

- Sample email when supervisor approved request.



Prasert Kawekamchai จงวุฒิวิยา วันที่ 17/01/2560
ดูรายละเอียด

Summary

วันทำงาน	17/01/2560
ถึงวันที่	17/01/2560
วัน-เวลาเข้า	17/01/2560 09:30
วัน-เวลาออก	17/01/2560 15:00
เหตุผล	ไป Training ที่ TUF
หมายเหตุ	-
สร้างโดย	ประเสริฐ แก้วก่าชัย
สร้างเมื่อ	23/01/2560 17:23

Last Action

Last Actor:	Naraporn Jaihaw
Last Action:	อนุมัติ
Remarks:	
Last Timestamp:	23/01/2017 17:40

- Sample email when supervisor denied your request.



Prasert Kawekamchai ขอขมาลา วันที่ 23/01/2560 13:00 - 23/01/2560 18:00

ดูรายละเอียด

Summary

ใช้ครั้งนี้: 0 วัน 4 ชม. 0 นาที (สิทธิคงเหลือก่อนใช้: 27 วัน 0 ชม. 0 นาที, สิทธิทั้งหมด: 27 วัน 0 ชม. 0 นาที)

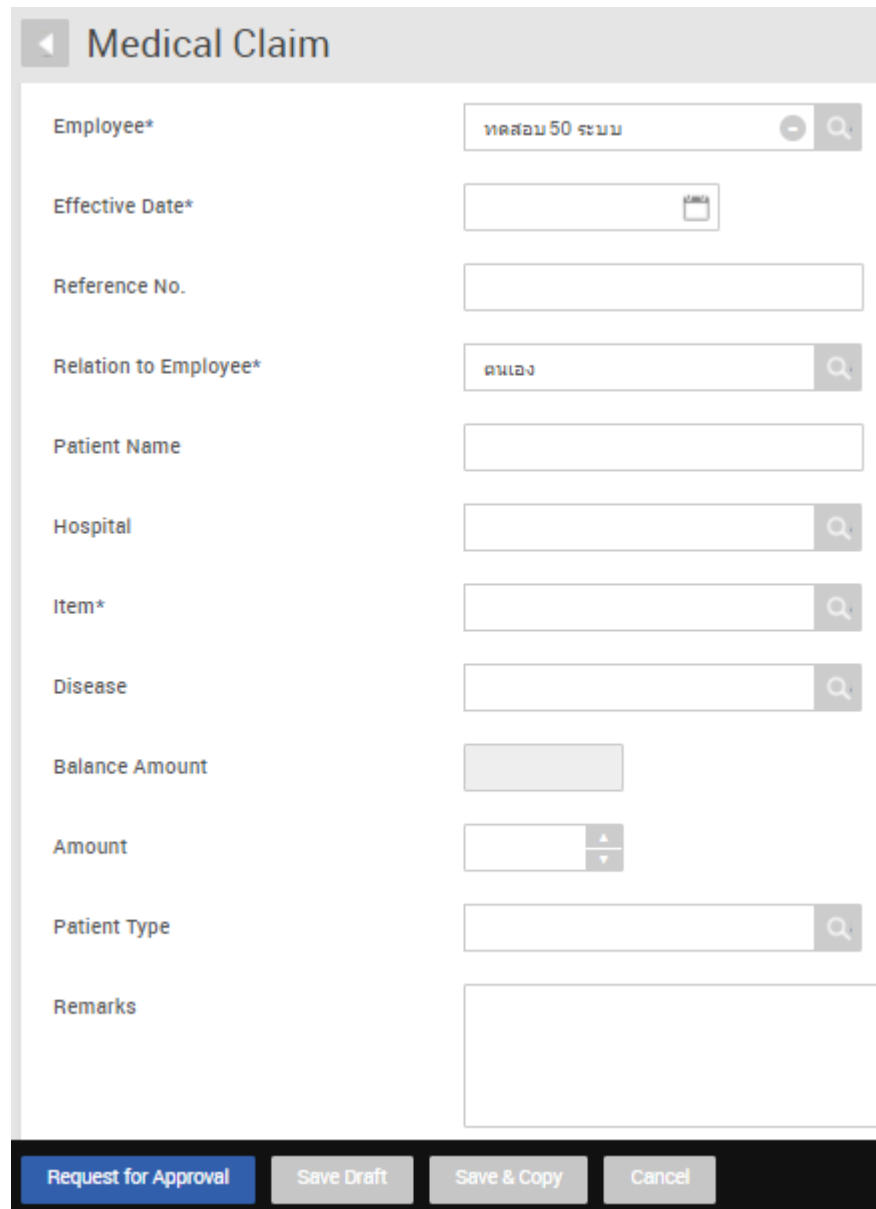
รายการลา	ลาป่วยมีใบรับรองแพทย์
ประเภทลา	ระหว่างวัน
วันที่	23/01/2560 13:00 - 23/01/2560 18:00
เหตุผล	ไปสลายนิ้ว
หมายเหตุ	-
สร้างโดย	ประเสริฐ แก้วคำชัย
สร้างเมื่อ	23/01/2560 14:48

Last Action

Last Actor:	Naraporn Jaihaw
Last Action:	ยกเลิก
Remarks:	ใส่วันที่ลาผิด
Last Timestamp:	23/01/2017 15:10

2.6. Medical Claim

Click **Medical Claim** on the left side of screen. Then click Create New Document on the top-right of screen. The budget is followed HR policy and your eligible. The system will automatically deduct from your budget once the request got submitted. The budget will roll back if the request got declined or cancel from the requestor or approver.



The screenshot shows a web form titled "Medical Claim". The form contains the following fields and controls:

- Employee***: A search field with the text "บุคคล 50 คน" and a search icon.
- Effective Date***: A date picker field.
- Reference No.**: A text input field.
- Relation to Employee***: A search field with the text "ครอบครัว" and a search icon.
- Patient Name**: A text input field.
- Hospital**: A search field with a search icon.
- Item***: A search field with a search icon.
- Disease**: A search field with a search icon.
- Balance Amount**: A text input field.
- Amount**: A numeric input field with up and down arrow buttons.
- Patient Type**: A search field with a search icon.
- Remarks**: A large text area for notes.

At the bottom of the form, there are four buttons: "Request for Approval" (highlighted in blue), "Save Draft", "Save & Copy", and "Cancel".

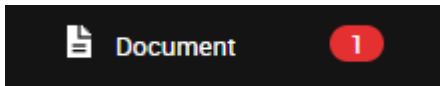
Field	How To	Remark
Employee		
Effective Date	Select Invoice Date and must matched with the receipt. Invoice date must not greater than 30 days from invoice date in the receipt.	
Reference No.	Invoice Number must match with the receipt.	
Relation to Employee	Select Self	
Patient Name	Select your name	
Hospital	Select hospital or clinic name	
Item	Select Item group	
Disease	Select disease	
Balance Amount	The remaining balance will present	Not allow to edit
Amount	Enter reimbursement amount less than or equal to Balance Amount	
Patient Type	Select patient type i.e. IPD, OPD	
Reason	Enter the reason for this request	
Remark	Any other to apecify	Optional

2.7.1. Click Request for Approval and Submit Request to confirm your request and notify to approver.

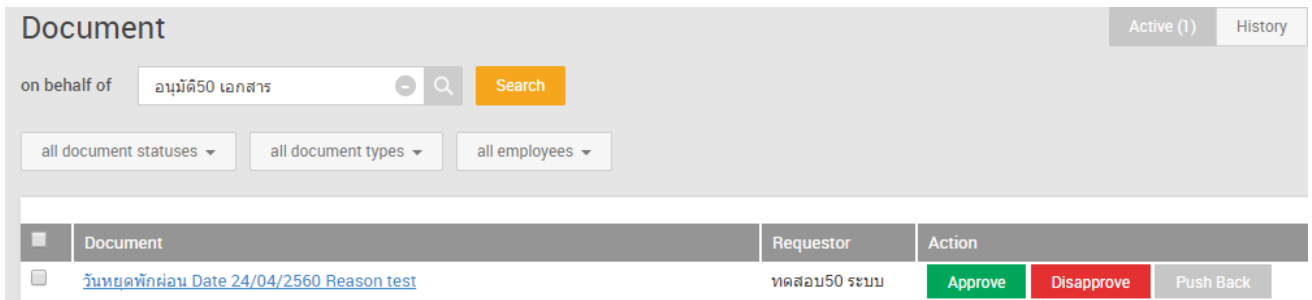
2.7.2. After specify all information then click Request for Approval to submit the request. You can Check, Cancel or Search request as same as Request Leave Online.

2.7. Approve Request

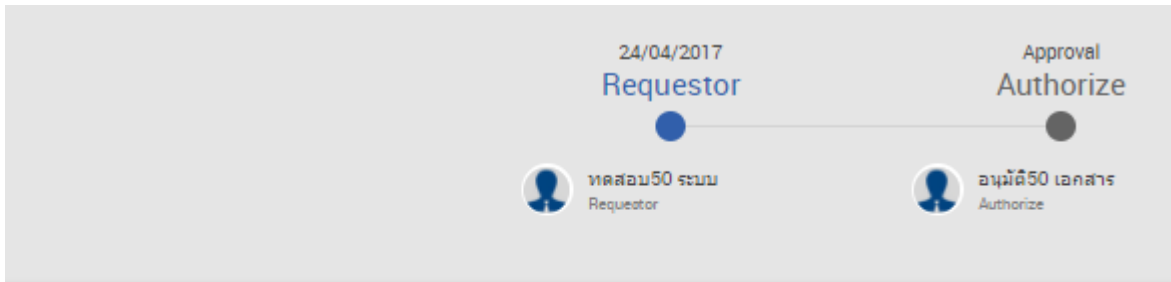
You will be notified email to your inbox from eUnite if you have any request for your approval. Another way to approval the request. You can directly login to eUnite and will be notify number of request waiting for your approval on Document menu (Top-Left) on screen. You will see the pending number of request in Red as below sample.



Once click on Document shortcut menu, there will shown all request as below picture. You can click on Approve, Disapprove or Puch Back each request to action.



If you want to see detail on each request, then click on each item document to display all details as below picture. You will see all details and button for Approve, Disapprove or Puch Back to action on that request.



Leave: LE1704-000079

ทศสอม50 ระบบ request leave on date 24/04/2560

ใช้จริงนี้: 1 วัน 0 ชม. 0 นาที (สิทธิคงเหลือก่อนใช้: 10 วัน 6 ชม. 0 นาที, สิทธิทั้งหมด: 10 วัน 6 ชม. 0 นาที)

Leave Item	วันหยุดพักผ่อน
Item Type	FD
Date	24/04/2560
Reason	test
Remarks	-
Created by	ทศสอม ระบบ50
Created on	24/04/2560 11:20

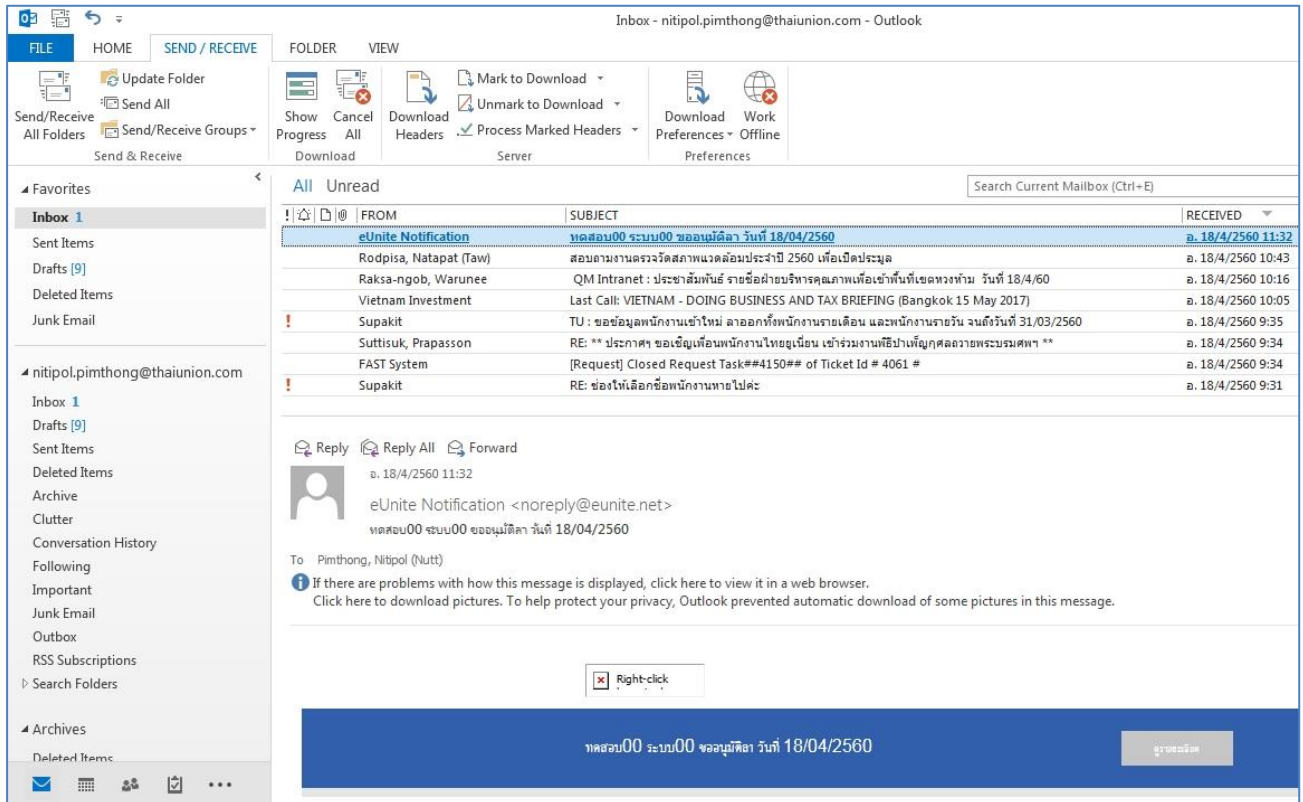
Choose Action

Comment

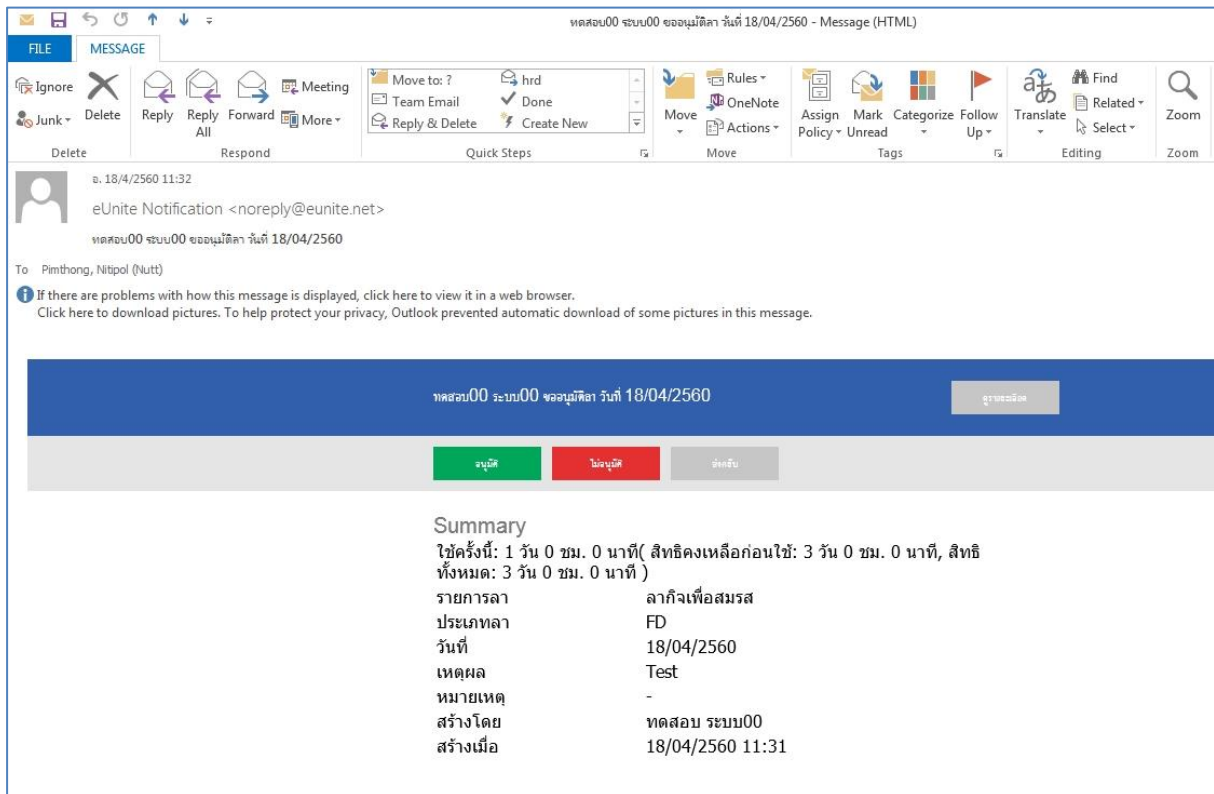
You also can Approve, Disapprove or Puch Back all at once by click on check box left side of the titale name Document as below picture. Then click on button Approve, Disapprove or Puch Back you want to take action.

<input checked="" type="checkbox"/>	Document	Requestor	Action		
<input checked="" type="checkbox"/>	วันหยุดพักผ่อน Date 02/05/2017 Reason Leave	ทศสอม50 ระบบ	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Push Back"/>
<input checked="" type="checkbox"/>	วันหยุดพักผ่อน Date 24/04/2560 Reason test	ทศสอม50 ระบบ	<input type="button" value="Approve"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Push Back"/>

You also can do Approve, Disapprove or Puch Back the request via email notification from “eUnite Notification” as below sample in your Outlook Inbox.



Once message got opened, there will see brief information and button Approve, Disapprove or Puch Back and you can click to take action. If you would like to see all details, then click View Detail and it will prompt you to login to eUnite.



2.8. Cancel Approved Request

Click History button on Top-Right

Document Active (2) **History**

Date: 24/04/2017 - 01/05/2017

on behalf of: อนุมัติ50 เอกสาร Search

all document statuses | all document types | all employees | all actions Found 2 Documents

Document	Requestor	Status	Reason	Action
คำรักษาพันธุกรรม Date 22/04/2560 Reason -	ทศลอน50 ธรรม	Approved		Cancel
วันหยุดพักผ่อน Date 25/04/2560 08:00 - 25/04/2560 17:00 Reason Test	ทศลอน50 ธรรม	Approved		Cancel

You can click on Cancel button or click on document to see details. Then enter the reason in Comment box and click on Cancel button to cancel the approval.

Medical Claim / Flow Summary

24/04/2017 Requestor (ทศลอน50 ธรรม) → 24/04/2017 Approved (อนุมัติ50 เอกสาร)

Medical Claim: ME1704-000015

ทศลอน50 ธรรม request benefit on date 22/04/2560

ขีดรับ: 10,000.00, สิทธิคงเหลือก่อนใช้: 10,000.00, สิทธิทั้งหมด: 10,000.00

Company: บริษัท ไทย ยูเนียน กรุ๊ป จำกัด (มหาชน)
Employee: TUF0000050 - ทศลอน50 ธรรม

Date: 22/04/2560
Benefit Item: คำรักษาพันธุกรรม
Amount: 10,000.00
Cost Center: E101HRSS01 - GROUP HRIS
Partition: TU
Structure Unit: HR-L200031-L300060 - HR Information System
Location: Head Office
Site: Head Office

Reason: -
Remarks: -
Created by: ทศลอน ธรรม50
Created on: 24/04/2560 12:00

Comment:

Cancel **Cancel and Copy**

The request will rollback and return entitle amount to that item automatically.

Document Active (2) History

Date:

on behalf of:

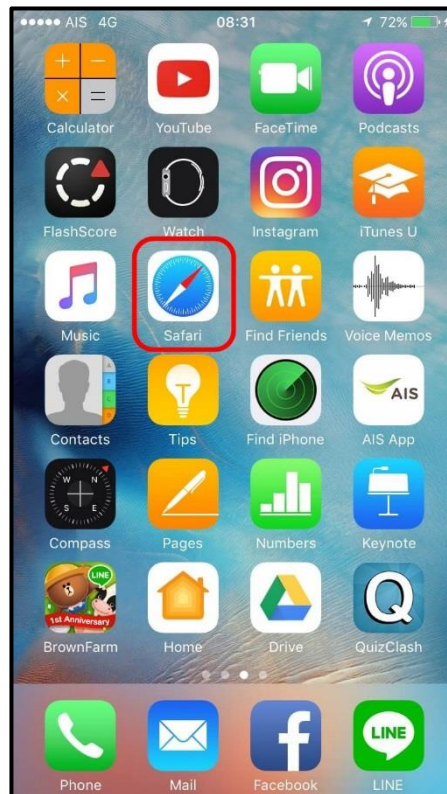
all document statuses ▼ all document types ▼ all employees ▼ all actions ▼ Found 2 Documents

Document	Requestor	Status	Reason	Action
คำร้องขอขึ้นค่าธรรมเนียม Date 22/04/2560 Reason -	ทดสอบ50 ระบบ	Cancelled	Cancel Request	
วันหยุดพักผ่อน Date 25/04/2560 08:00 - 25/04/2560 17:00 Reason Test	ทดสอบ50 ระบบ	Approved		<input type="button" value="Cancel"/>

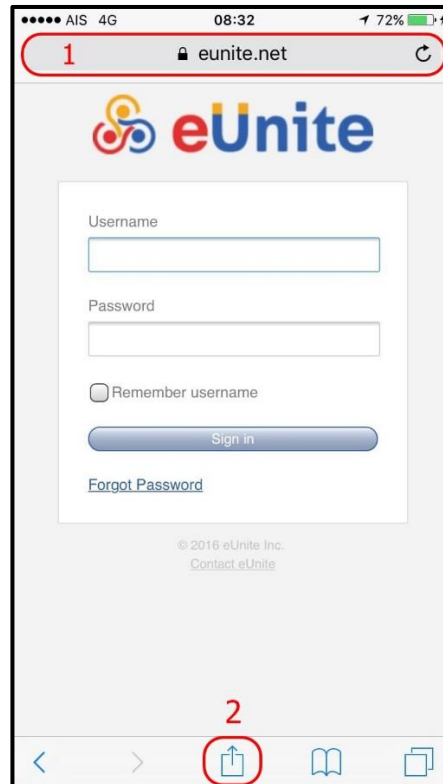
2.9. Create eUnite Icon in your Smart Phone

2.9.1. Create Icon in iOS (iPhone)

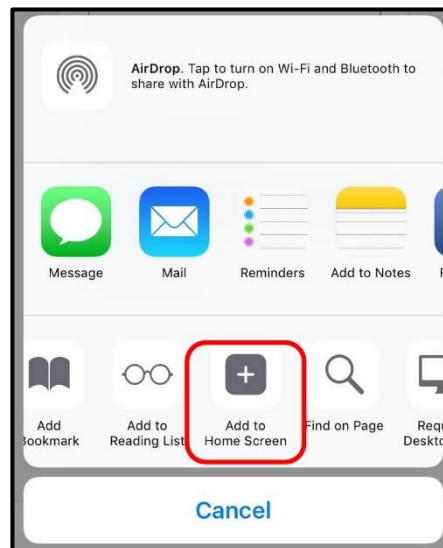
2.9.1.1. Click "Safari"



2.9.1.2. Type url www.eunite.net will show as below picture



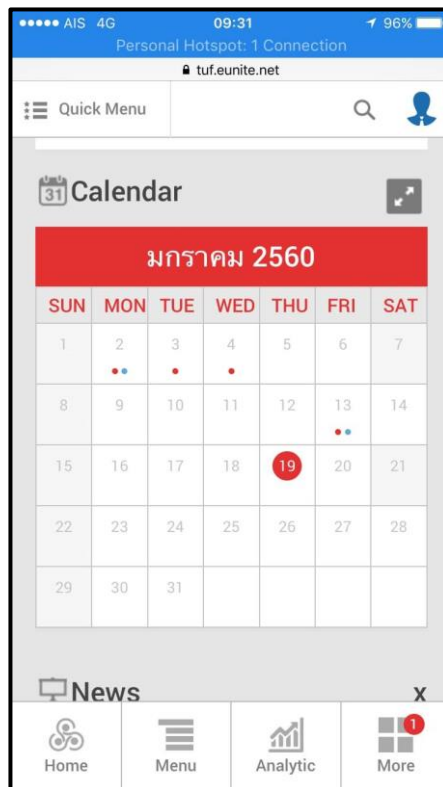
2.9.1.3. Click on icon “Add to Home Screen”



2.9.1.4. Click Home icon and you see eUnite icon on screen

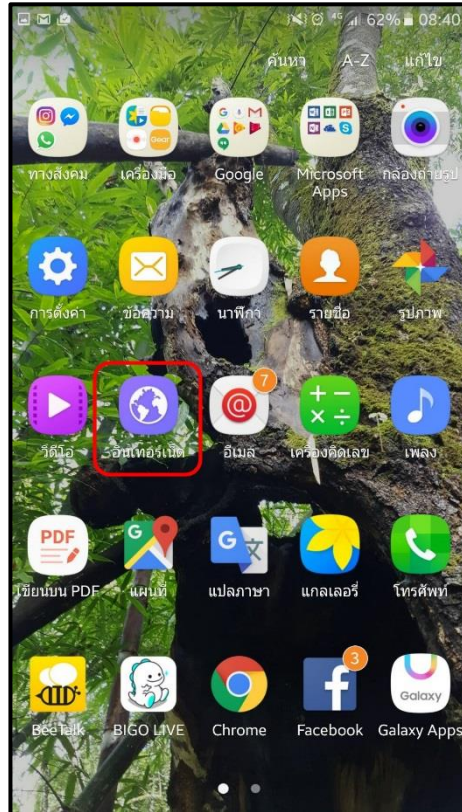


2.9.1.5. The display screen is similar when you work on computer.

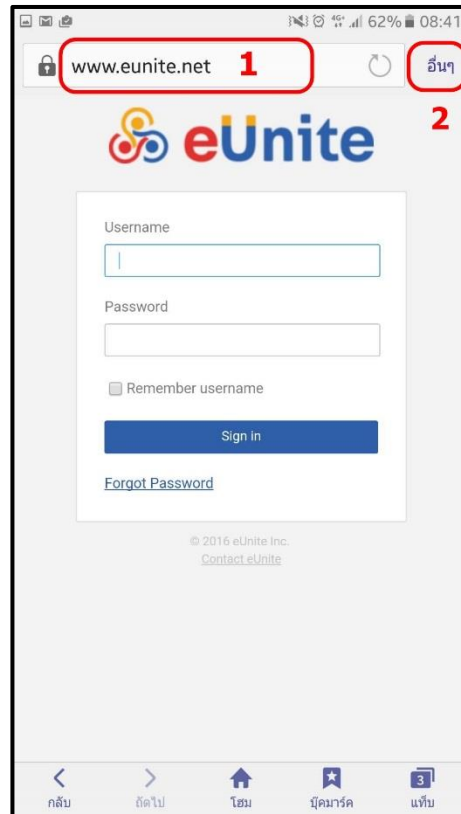


2.9.2. Create eUnte icon on Andriod (i.e. Samsung)

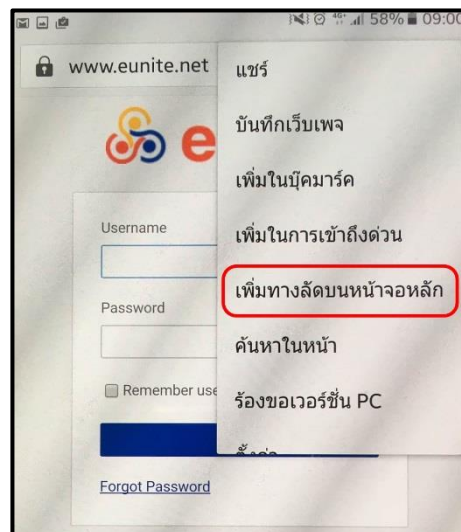
2.9.2.1. Click icon “Internet” or Chrome



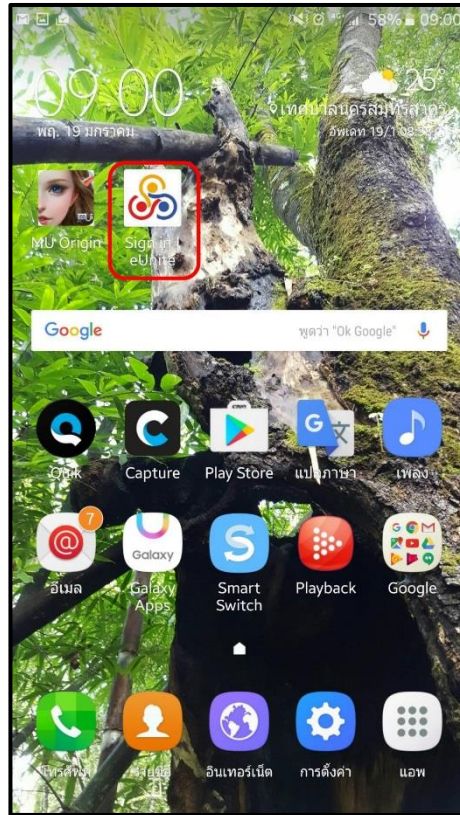
2.9.2.2. Type url www.eunite.net will show as below picture



2.9.2.3. Click “Add to main screen”



2.9.2.4. You will get eUnite icon on main screen as below picture.



1.1.1.1. The display screen is similar when you work on computer.

