

ERIKS PTE LTD

E-ALERT FORM

The screenshot shows a web browser window with the URL www.eriks.com.sg/internal/forms/leaveform.php. The page features the ERIKS logo and tagline "know-how makes the difference". A navigation bar includes "Post", "Forms", "Reports", and "Logout". The main form area is titled "Leave form" and includes the following fields:

- Requestor:** HR
- Leave From:** Office Admin
- Leave To:** [Empty field]
- Category:** A list of categories including ANNUAL, CHILD CARE, INCAMP TRAINING, OTHERS (if others), E-Alert Form (selected), MATERNITY, COMPASSIONATE, NO PAY, PATERNITY, and MEDICAL LEAVE.
- Reason:** [Empty text area]
- Submit:** A button to submit the form.
- Refresh | My History:** A link to refresh the page or view history.

At the bottom of the page, there is a footer with links for "Site map | Disclaimer & Privacy | Terms & Conditions | Contact ERIKS | ERIKS technical websites" and a copyright notice: "Copyright © 2015 ERIKS Asia. All rights reserved. ERIKS Group Site".



The screenshot shows a web browser window with the URL www.eriks.com.sg/internal/forms/ealert.php. The page features the ERIKS logo and tagline "know-how makes the difference". A navigation bar includes "Post", "Forms", "Reports", and "Logout". The main form area is titled "E-Alert Form" and includes the following fields:

- Requestor:** Chloe
- Dept:** Finance
- Manager:** Chloe Ong
- Event Owner:** Chloe Ong
- Starting Date:** 04/01/2016
- Expiry Date:** 06/30/2016
- Event Description:** Renewal of ER Lease with Mayapada Tower
Address: Mayapada Tower 07-06B Jl. Jend. Sudirman Kav 28 Jakarta 12920
- Add Recipient:** chloe@eriks.com.sg
- Submit:** A button to submit the form.
- Refresh | My History:** A link to refresh the page or view history.

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Click : Submit