



Employee User Guide

Welcome to the Print and Display Time Off portal.

You can use the portal to request holiday, check your allowance, see who is off, view your team calendar and access useful company files.

This guide covers the STANDARD EMPLOYEE view only.

LOGGING IN

PORTAL LINK:

PRINTDISPLAYS.COM/STAFF

1. Enter your username or email address and your password.
2. Answer the simple maths question shown on screen.
3. Use Show Password if you want to check what you have typed.
4. Select Log In.
5. If you are using a shared computer, remember to log out when you have finished.

The screenshot shows the login interface for print+display. Time Off. The page includes the following elements and annotations:

- Annotation 1:** Points to the Username or Email input field.
- Annotation 2:** Points to the Password input field.
- Annotation 3:** Points to the Show Password checkbox.
- Annotation 4:** Points to the LOG IN button.
- Annotation 5:** Points to the Security question input field.

The login form contains the following fields and options:

- Username or Email
- Password
- ☐ Remember Me
- ☐ Show Password
- Security question: What is 9 + 1?
- LOG IN button
- [Forgotten your password?](#) link

Forgotten Your Password?

Select "Forgotten your password?" on the login page.

Enter your username or email address and answer the security question.

You will receive an email with a secure link to set a new password.

For security, the page may not confirm whether your email address exists in the system.

MENU/OPTIONS

These are the main TABS/Options available to all employees.

HOME

HOLIDAY

PEOPLE

MY PROFILE

FILES

CALENDAR

HOME

The Home tab gives you a quick overview

HOME

Welcome,

Use the staff portal to request time off, review your holiday allowance and see approved team absences.

BOOK TIME OFF

← Instructions on next page.

HOLIDAY AT A GLANCE

Bookable

13

Used

0

Remaining

13

11 bank holiday/closure days
already deducted.

PEOPLE OFF

Michał Jurczuk

Holiday, 4 Aug 2026 to 4 Aug 2026

Michał Jurczuk

Holiday, 5 Aug 2026 to 5 Aug 2026

Michał Jurczuk

Holiday, 6 Aug 2026 to 6 Aug 2026

Michał Jurczuk

Holiday, 7 Aug 2026 to 7 Aug 2026

Lukasz Kowalczyk

Holiday, 10 Aug 2026 to 21 Aug 2026

Michał Jurczuk

Holiday, 10 Aug 2026 to 10 Aug 2026

Michał Jurczuk

Holiday, 11 Aug 2026 to 11 Aug 2026

Michał Jurczuk

Holiday, 12 Aug 2026 to 12 Aug 2026

RESOURCES

Shared staff files and useful links will appear here.

↑ This shows:

- Holiday days available to book.
- Approved holiday already taken or booked.*
- Holiday still available.

*Bank holidays and company closure days are already taken into account.

↑ This shows upcoming approved absences for colleagues you are allowed to see. It is a useful place to check before booking your own holiday.

↑ This shows useful files or links shared with you.
Use "Download" for documents.
Use "Open" for links.

BOOKING TIME OFF PART 1

Accessible by clicking "Book Time Off" on the home page or the "Holiday" menu option.

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HOLIDAY

Request holiday or other approved time off.

Bookable	Used	Pending	Remaining
13	0	0	13

Holiday Year: 2026

11 days have been deducted from your allowance for Bank Holidays and Company Closures.

BOOK TIME OFF

Type

Holiday

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

Half Day

Full day or date range

Notes

Optional

SEND REQUEST

TO REQUEST TIME OFF:

1. Choose the Type - Holiday/Bereavement.
2. Enter the Start Date.
3. Enter the End Date.
4. Choose full day, AM half day or PM half day.
5. Add a note if needed.
6. Select Send Request.

Holiday is used for annual leave. Bereavement can also be requested. Bereavement does not deduct from your normal holiday allowance. Weekends do not deduct from your holiday allowance. You normally do not need to book bank holidays or company closure days.

BOOKING TIME OFF PART 2

Accessible by clicking "Book Time Off" on the home page or the "Holiday" menu option.

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Your requests appear in My Requests on the Holiday tab.

Common statuses are:

- Pending: waiting for approval
- Approved: confirmed
- Rejected: not approved
- Cancelled: cancelled and no longer active

You should receive email updates when a request is submitted, approved, rejected or cancelled.

MY REQUESTS

DATES REQUESTED	HOLIDAY TYPE	HALF DAY	NOTES	APPROVED BY	DATE APPROVED	CANCELLED	DATE CANCELLED
7 Sep 2026 - 8 Sep 2026	Holiday	Full day	Manager-created calendar entry		4 Aug 2026	Cancel	
17 Jul 2026 - 23 Jul 2026	Holiday	Full day	Manager-created calendar entry Team overlap warning: another colleague already has time off during this period.		4 Aug 2026		
24 Apr 2026 - 8 May 2026	Holiday	Full day	Manager-created calendar entry Team overlap warning: another colleague already has time off during this period.		4 Aug 2026		
25 Feb 2026 - 3 Mar 2026	Holiday	Full day	Manager-created calendar entry		4 Aug 2026		

To cancel:

1. Select Cancel next to the request.
3. Enter your password.
4. Confirm the cancellation.

If holiday allowance had been deducted, it should be returned automatically.
If a past holiday needs correcting, please speak to your Department Head or HR.

PEOPLE

The People tab shows colleagues visible to you in the portal.

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PEOPLE

Colleagues within your team and department.

S

SAM
HEAD OF DESIGN

DEPARTMENT
Design

EMAIL
sam@printdisplays.com

B

BEN_S
3D VISUALISER

DEPARTMENT
Design

MANAGER
Sam Turton

TEAM
3D Creative

EMAIL
ben.steward@printdisplays.com

M

MATT
SENIOR CREATIVE

DEPARTMENT
Design

MANAGER
Sam Turton

TEAM
3D Creative

EMAIL
matt.cox@printdisplays.com

BS

BEN SMITH
TRAINEE CARDBOARD ENGINEER

DEPARTMENT
Design

MANAGER
Sam Turton

TEAM
Structural

EMAIL
ben.smith@printdisplays.com

C

CALLUM
TRAINEE CARDBOARD ENGINEER

DEPARTMENT
Design

MANAGER
Sam Turton

TEAM
Structural

EMAIL
callumellera@printdisplays.com

G

GARTH
SENIOR STRUCTURAL TEAM LEADER

DEPARTMENT
Design

MANAGER
Sam Turton

TEAM
Structural

EMAIL
gareth@printdisplays.com

You may see details such as:

- Name
- Job title
- Department
- Team
- Manager
- Work email

This area is for reference only*. If something looks wrong, please tell your Department Head or HR.

*you can email the colleague by clicking on their linked email address.

MY PROFILE

The My Profile tab shows your own details.

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MY PROFILE

Review your staff portal details and keep your work telephone number up to date.

Name

XXXXXXXXXX

Locked from your Time-Off user record.

Work email

XXXXXXXXXX@XXXXXX.CO.UK

Locked from your Time-Off user record.

Work Telephone

You can update this number yourself. HR, Sam and plugin Admins can also update it if required.

SAVE TELEPHONE

Your name and work email are managed by the Time Off system and cannot be changed by you.

You **can** update your Work Telephone number.

To update it:

1. Go to My Profile.
2. Enter your work telephone number.
3. Select Save Telephone.

FILES

The Files tab contains shared documents and useful links.

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FILES

Shared company files and useful resources for Time Off colleagues.

RESOURCES

No shared files or resources have been added yet.

Some files may be shared with everyone. Others may be shared just with you.

Select "Download"* to download a document.

Select "Open to open a link".

Please treat company files as confidential and do not share them outside the company unless you have permission.

*THESE BUTTONS WILL BE VISIBLE WHEN FILES/RESOURCES ARE READY.

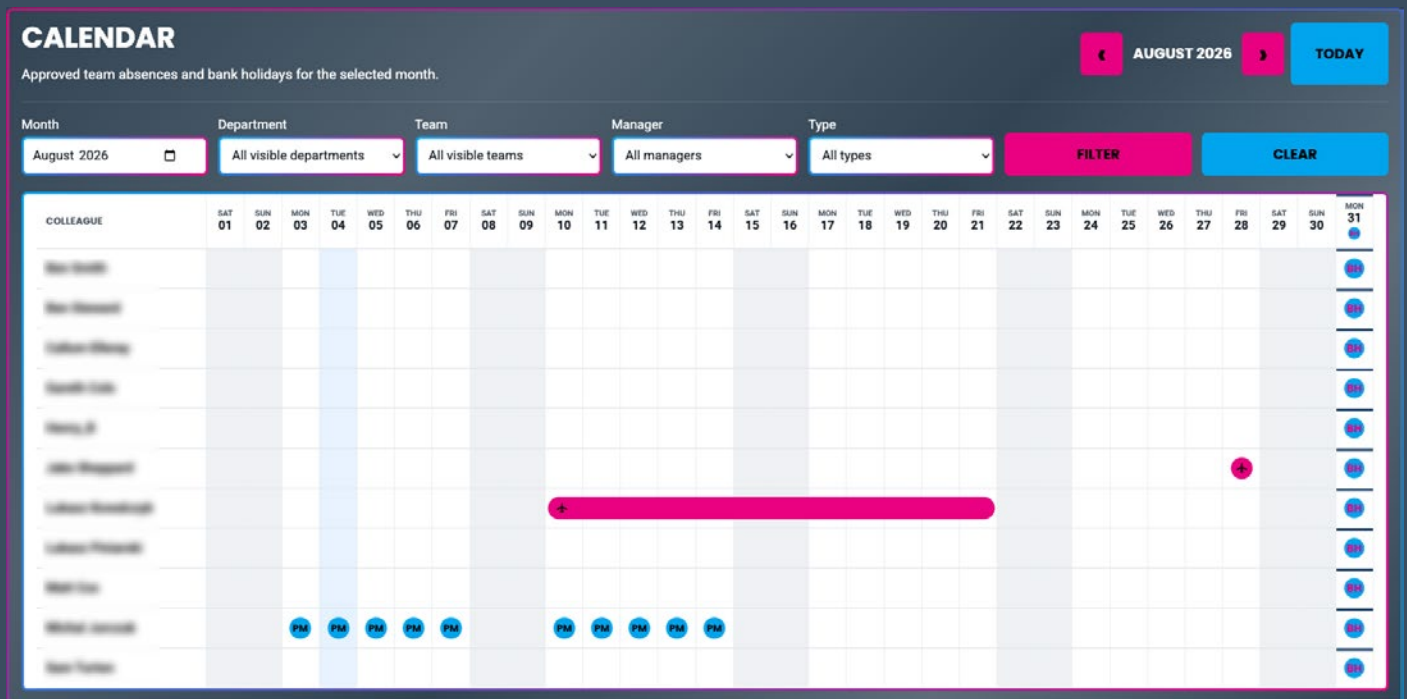
CALENDAR PART 1

The Calendar tab shows approved absences and closure days for the selected month.



You can use it to see:

- Approved holiday
- Bank holidays
- Company closures
- Christmas shutdown days
- Colleagues who are off



Use the arrows to move between months.

Use Today to return to the current month.

You may also be able to filter by department, team, manager or type.

Only approved time off appears as confirmed absence on the calendar.

CALENDAR PART 2

The Calendar tab shows approved absences and closure days for the selected month.



This Month

The This Month section summarises approved time off for the month you are viewing.

Select the plus icon to open it.

Bank holidays & Company Closures

This section lists bank holidays and company closure days for the month you are viewing.

Select the plus icon to open it.

GOOD HABITS

- Check the calendar before booking time off.
- Request holiday as early as possible.
- Add a note if your approver may need extra context.
- Cancel time off promptly if you no longer need it.
- Check your remaining allowance before making a request.

FAQ

NEED HELP?

Ask your Department Head or HR if:

- You cannot log in.
- You do not receive a reset email.
- Your allowance looks wrong.
- Your team, manager or email details look wrong.
- A request has the wrong status.
- A file is missing or visible by mistake.

For urgent holiday or absence matters, speak to your Department Head or HR directly as well as using the portal.

PRIVACY AND SECURITY

- Your Time Off account is for you only.
- Do not share your password.
- Always log out on shared computers.
- Only use colleague absence information for genuine work purposes.
- Do not share portal information outside the company.