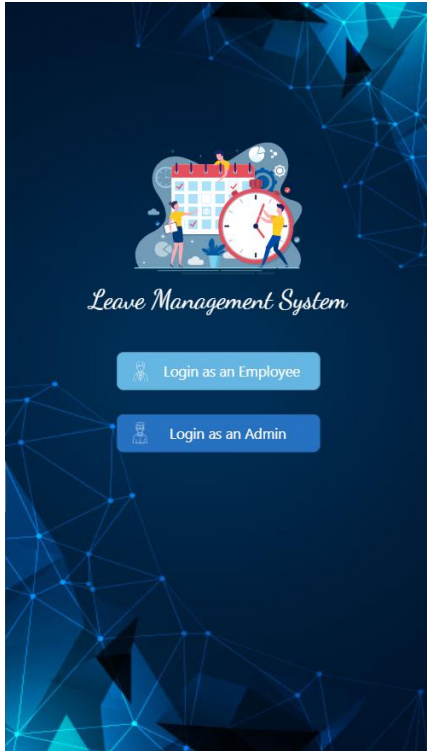


How to Use Powerapps Leave Management System??

Note: This app has 2 level of approval process. Once user apply for a leave it goes to Approver Level 1 then Approver level 2(Admin).

Employee Dashboard

1-Login Screen-



2-Employees on leave today- This screen displays the employees who are on leave for current date.

Employees on Leave Today	
Employee	H/F Day
Anoop Singh	Full Day
Gaurav kumar	Full Day

3- Employee- Navigation Menu

Menu	
Apply For Leave	>
Apply Comp Off	>
My Leave Balance	>
Leave Application Report	>
Applied Comp Off Report	>
Employees on Leave Today	>
Pending Leaves For Approval	>
Log Out	>

4-Leave Form Screen- Employee Can apply laeves from here.

The screenshot shows a mobile application interface for a 'Leave Form'. At the top, there is a blue header with a hamburger menu icon on the left, the text 'Leave Form' in the center, and a refresh icon on the right. Below the header, the user's name 'Gaurav kumar' is displayed next to a circular profile picture placeholder. The form contains the following fields and controls:

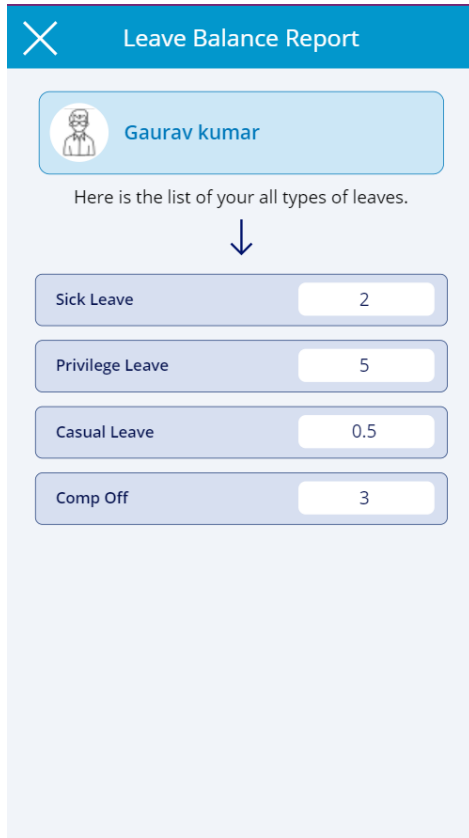
- Available Leave:** 0
- Leave Type (*):** A dropdown menu with the text 'Select Leave' and a downward arrow.
- H/F Day (*):** A dropdown menu with the text 'Select Day' and a downward arrow.
- From:** A date input field containing '5/17/2020' with a calendar icon.
- To:** A date input field containing '5/17/2020' with a calendar icon.
- Total Days:** 0
- Reason (*):** A large, empty text input area.
- Submit:** A light gray button with the text 'Submit'.

5-Apply Comp Off Screen- Employee can apply compensatory leave here.

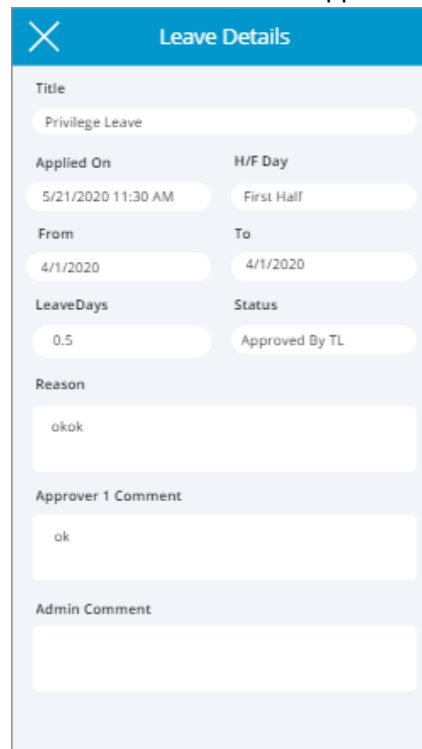
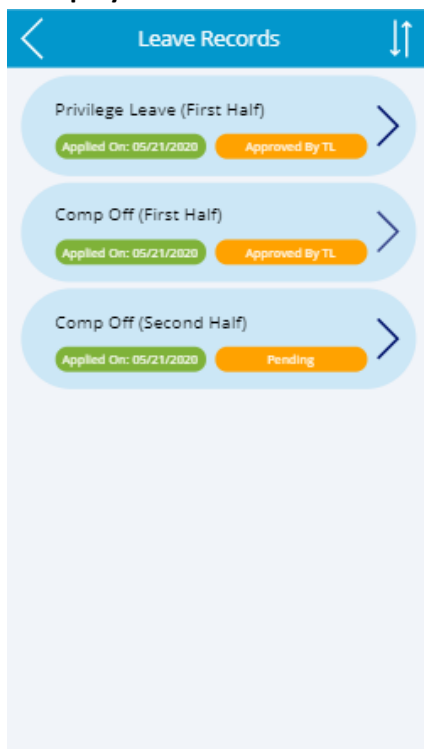
The screenshot shows a mobile application interface for 'Apply For Comp Off'. At the top, there is a blue header with a close icon (an 'X') on the left, the text 'Apply For Comp Off' in the center, and a refresh icon on the right. The form contains the following fields and controls:

- From:** A date input field containing '5/17/2020' with a calendar icon.
- To:** A date input field containing '5/17/2020' with a calendar icon.
- Total Days:** 1
- * Reason:** A large, empty text input area.
- Submit:** A light gray button with the text 'Submit'.

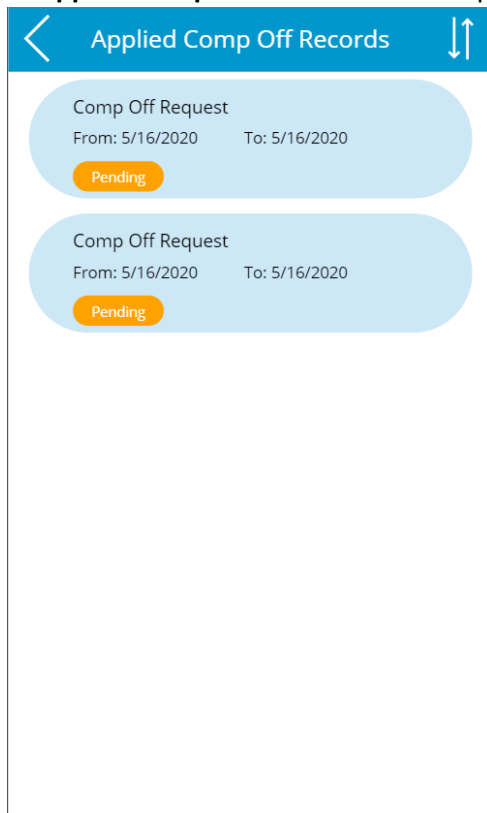
6- Leave Records Screen- This shows the Employees available leave records.



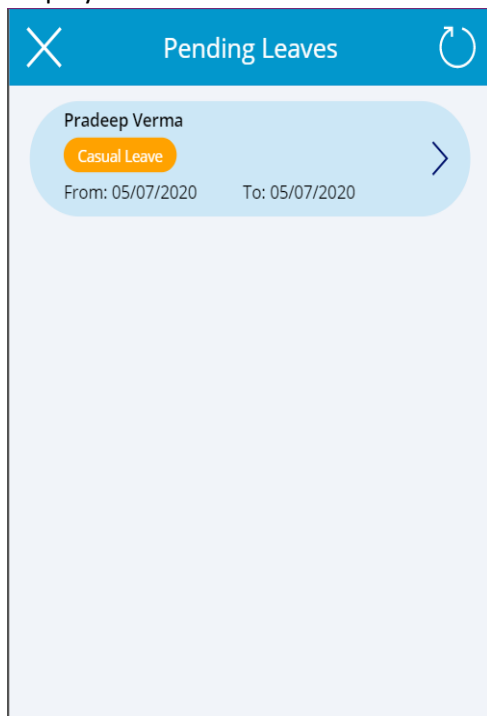
7-Empolyee Leave Record Screen- This screen shows the records of leave applied by the employee.




8- Applied Comp Off Records- Here employee can see the record applied comp off records.




9- Pending Leaves for Approval Screen- This screen shows the record of applied leave from the employees..



10- Employee Leave Approval Screen- Click the record (shown as above) to approve/ reject the leave.

 Employee Leave Approval

 Pradeep Verma


From **To**

Title

H_FDay **LeaveDays**

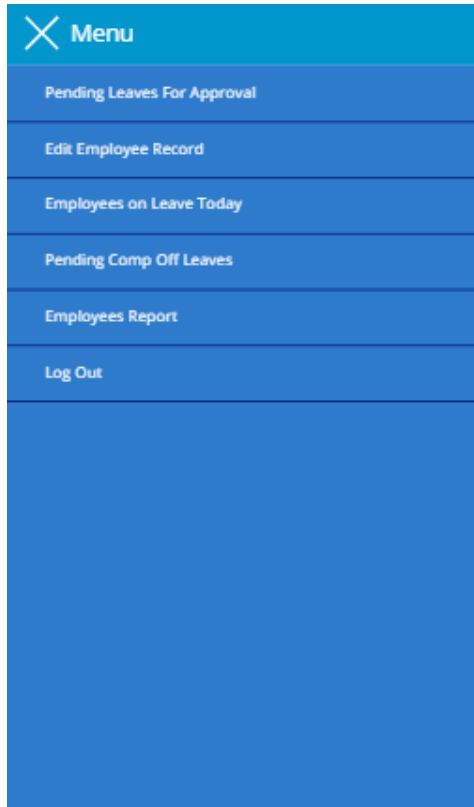
Reason

Approver Comment

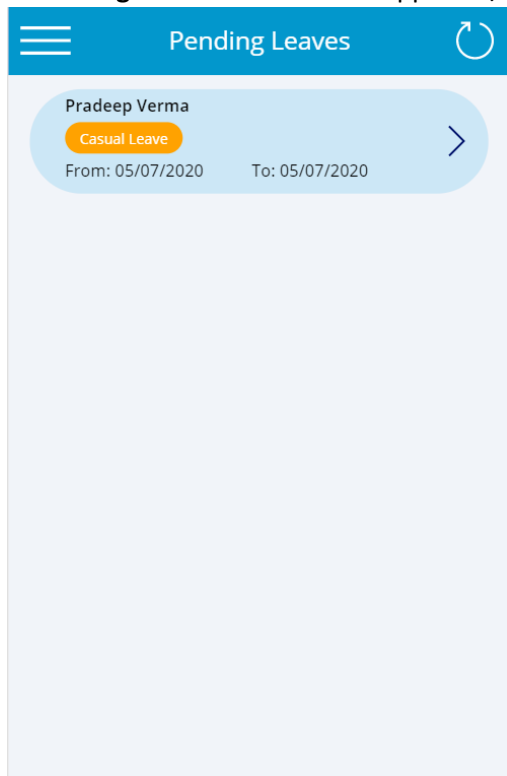
Status
 

Admin Dashboard

1-Admin Menu-



2-Pending Leave Screen- Once Approver/TL approves the leave request it appears to the Admin.



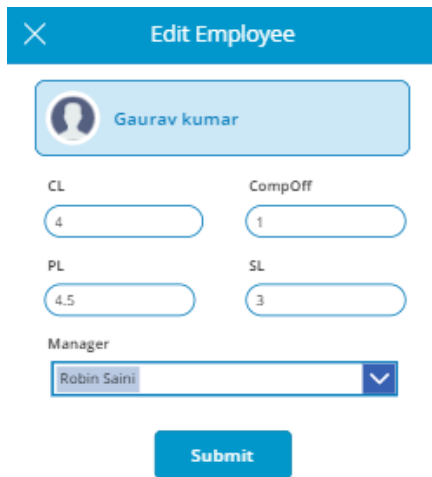
3-Employee Leave Approval admin screen- Here Admin can Approve/Reject the Approved leave by TL/Approver1 .

The screenshot shows the 'Employee Leave Approval' interface. At the top, there is a blue header with a close icon and the title 'Employee Leave Approval'. Below this, the employee's name 'Pradeep Verma' is displayed next to a profile icon. The form contains several fields: 'From' and 'To' dates are both set to '05/07/2020'; 'Title' is 'Casual t Leave'; 'H_FDay' is 'Second Half' and 'LeaveDays' is '0.5'; 'Reason' is 'had some urgent personal work.'; 'Approver Comment' is 'granted'; 'Status' is a dropdown menu set to 'Approve'; and 'Comment' is 'ok'. A 'Submit' button is located at the bottom of the form.

4- Edit Employee Record- It shows the employees exist in the Organization Structure, Admin can modify the leave number of individual employee from this screen.



5-Edit Employee Screen-




6- Pending Comp Off Leave- Here comp off leave applied by the employees show here for the approval.

The screenshot displays a mobile application interface with a blue header bar containing a white 'X' icon and the text 'Pending Comp Off Request List'. Below the header, there is a list of four items, each in a light blue rounded rectangle with a right-pointing chevron icon. The items are: 'Gaurav kumar', 'Quality Analyst 2', 'Gaurav kumar', and 'Pradeep Verma'.

Employee Name
Gaurav kumar
Quality Analyst 2
Gaurav kumar
Pradeep Verma

7-Comp Off Approval Screen-

✕ Comp Off Approval

 Gaurav kumar

From To

Days * Reason

Status

8-Generate Report Screen- Admin can see the report of all the employees who has applied for leave during the time period.

Generate Leave Report

From To

>

>

>

9-View Report:

← Leave Records of Gaurav kumar

Leave	From	To	H/F Day
Privilege Leave	05/04/2020	05/04/2020	Full Day
Comp Off	05/19/2020	05/19/2020	Second Half
Comp Off	05/20/2020	05/20/2020	Second Half

