



How To Use
LEAVE MANAGEMENT



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM
Online

🔍 Search in menu...

- 🏠 Dashboard
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- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)
- 📄 Company Law
- 🤖 Robot
- 👤 Human Resource**
- 📅 Activities

Human Resource

Departments

Departments

Attendance

Time History

Time Change Request

Attendance Report

Users

User

Announcement

Announcement

Apply & Track Your Leave

Leave Management

Working & Lead

Leads

Step 1

To Add Leave Management "Select" the same Tab in Human Resource' Section Showing Below

You Can Also
Manage Leave Management
From Quick
Generate Option As Well



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Leave Management

Tuesday 22nd August - 2023, Time 7:22:14 PM

01/08/2023 - 31/08/2023

Pending Leave

Leave List

☐	Sr No.	Name	Leave Category	Date	Duration		
☐	1	SHIVANI PATIL	Sick Leave	19-08-2023	1 Day (8.00 Hours)	Pending	
☐	2	SHIVANI PATIL	Sick Leave	14-08-2023	1 Day (8.00 Hours)	Pending	
☐	3	RAJVI BARIA	Sick Leave	10-08-2023	3 Days (24.00 Hours)	Pending	
☐	4	POOJA GUPTA	CASUAL LEAVE	10-08-2023	2 Days (16.00 Hours)	Pending	
☐	5	NEIL THAKAR	STUDY LEAVE	01-08-2023	18 Days (144.00 Hours)	Pending	
☐	6	ANUSHREE CHALKE	CASUAL LEAVE	19-08-2023	1 Day (8.00 Hours)	Pending	
☐	7	AJAY KULE	CASUAL LEAVE	19-08-2023	1 Day (8.00 Hours)	Pending	
Total Records : 7							1-7

Step 2

NOW "CLICK" ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM

Common Search...



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 5:26 PM

Leave Management

01/08/2023 - 31/08/2023

Leave List

Sr No.	
1	☐
2	☐
3	☐
4	☐
5	☐
6	☐
7	☐

Total Records : 7

1-7

Step 3

After click + You'll Get Pop-up Form You've to fill the Mandatory Fields & Submit the Form

Apply Leave

Select Users *

DEEPAK AMARSHI VARIYA

Leave Category *

Select Leave Category



Duration *

☒ Single day ☐ Multiple days ☐ Hours

Start Date *

Reason

Type The reason Here

Attachment

Click Here To Upload The Attachment File

Drag files to upload
(or click)

My Leave Details

CASUAL LEAVE:	0.5 / 12
CASUAL LEAVE:	0 / 0
Sick Leave:	0 / 6
STUDY LEAVE:	0 / 0
Total:	0.5 / 18

This Can be Reset From Setting Option

After Completing The Form
Press On Submit Button

Close

Submit



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Leave Management

Tuesday 22nd August - 2023, Time: 7:24:31 PM

Clock In

01/08/2023 - 31/08/2023

Pending Leave

Leave List

Common Search...

☐	Sr No.	Name	Leave Category	Date	Duration	Status	Action	
☐	1	SHIVANI PATIL	Sick Leave	19-08-2023	1 Day (8.00 Hours)	Pending		
☐	2	SHIVANI PATIL	Sick Leave	14-08-2023	1 Day (8.00 Hours)	Pending		
☐	3	RAJVI BARIA	Sick Leave	10-08-2023	3 Days (24.00 Hours)			
☐	4	POOJA GUPTA	CASUAL LEAVE	10-08-2023	2 Days (16.00 Hours)			
☐	5	NEIL THAKAR	STUDY LEAVE	01-08-2023	18 Days (144.00 Hours)			
☐	6	ANUSHREE CHALKE	CASUAL LEAVE	19-08-2023	1 Day (8.00 Hours)	Pending		
☐	7	AJAY KULE	CASUAL LEAVE	19-08-2023	1 Day (8.00 Hours)	Pending		
Total Records : 7								1-7

Here You'll Get 2 Options
View Or Delete
From The View Button You'll
have to approve Or Reject The
Leave Status



Record ID: 328

✔ Close

Total Records : 7

1-7

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