

ERP AUTOMATION - HELP FILE FOR FACULTY

HOW TO FORWARD STUDENT LEAVE APPLICATION

TO DEAN ACADEMICS OFFICE

1. Login to ERP and select “Faculty-Campus” role if you have more than one role in ERP.
2. Select “**Hostel Inbox**” from the left menu.

The screenshot displays the Campus Labs ERP interface. On the left, a dark sidebar menu contains various options: Dashboard, My Courses, My Links, Mentees, Faculty Portal Selection Process, **Hostel Inbox** (highlighted with a red box), My Purchases, My Projects, My Leave Application, and My Store. The main content area features a search bar at the top, a 'NEW COMPLAINT' button, and a navigation pane with 'Inbox (1)', 'Sent Items', and 'Archived Items'. A 'Pushpit' button and a 'Requested' status indicator are visible. A detailed view of an 'Academic Leave' application is shown, including the ADMN NO. MS16003, requester information, and application details. The footer indicates the copyright for Campus Labs Pvt. Ltd. and the version number 3.5.1.

3. You will be able to view the list of applications from your mentees/students with the status as Requested/Forwarded/Approved
4. Double-click the leave application with the status “**Requested**” to process. After viewing the detailed view of the leave application, you have 2 options -
 - a. You may **Cancel/Reject** the leave application if you are not satisfied with the leave request.(OR)
 - b. You may click “**Forward**” and select “Dean Acad Office” from the dropdown to forward/recommend the student leave application to Dean Academics Office. Please enter some remarks and click “Send” button.

Academic Leave Request from Pushpit -MS16003 [Hostel-6, Floor-7, Room No 836]

This request is in PENDING status

Leave Type: Academic Leave

Requested By the Student From: 13/03/2018[9:0] - To: 16/03/2018 [16:0] 

No of applied leaves in days : 4
Reason: Test application for academic leave
Local Guardian Address: Flat No:111 Test, Test
Local Guardian Phone No.: 112334455
Student's Mobile No.: 1212121111

Academic Leave Approval

 CANCEL



FORWARD THIS REQUEST TO: DEAN01 - SHRI DEAN ACA... 

PLEASE ENTER YOUR REMARKS:

Remarks of your choice !!

Field limited to 500 characters.



 Workflow activity



Student Pushpit [\[Request to\]](#) Dr. Kavita Dorai
Academic leave successfully applied by student

Mar 13, 2018 4:10