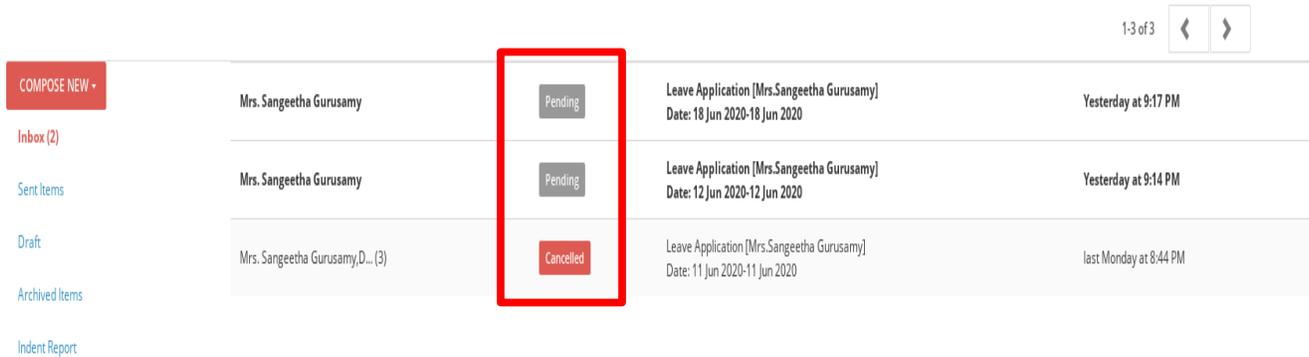


# ERP LEAVE MODULE GUIDE

## FOR LEAVE APPROVING/FORWARDING AUTHORITY

1. Click **Inbox** to view all the requests. Every message displays the current status of the request as Pending/Forwarded/Approved/Cancelled/Rejected.



2. Click the respective leave request . You may view all the details of the leave application. You may select one of the 2 options

**Option 1: Send Back** – Sent back to the requester/forwarding authority with Remarks

**Option 2: Forward** – Forward the leave request to your higher authority or to you for reference in future with Remarks.

In both the cases, once the Remarks are entered, three buttons are visible – SEND , APPROVE, REJECT.

You may click the relevant button to take action on the leave application.

**SEND** – Click to send it back to the selected person with remarks. This option is used only if the forwarding/approving authority requires more details on the leave request. The status of the leave request will be displayed as Sent back.

**APPROVE** – Click to approve the leave request. The status of the leave request will be displayed as Approved.

**REJECT** – Click to reject the leave request. The status of the leave request will be displayed as Rejected.

If you are not able to view the leave applications or Forward/Send back/Approve buttons , please email to administrative section to provide you the required privilege.

## Option 1: Send Back

Leave Description						show applied leaves
Leave Type	Balance	From	First Day	To	Last Day	Days
Casual Leave	8 (BL)	18/06/2020	Full Day	18/06/2020	Full Day	1

**← SEND BACK** **FORWARD →**

SENTBACK THIS REQUEST TO: 077 - MRS. SANGEETHA GUR... ▾

PLEASE ENTER YOUR REMARKS:

Field limited to 500 characters.

**SEND** **APPROVE** **REJECT**

## Option 2: Forward

Leave Description						show applied leaves
Leave Type	Balance	From	First Day	To	Last Day	Days
Casual Leave	8 (BL)	18/06/2020	Full Day	18/06/2020	Full Day	1

**← SEND BACK** **FORWARD →**

FORWARD THIS REQUEST TO: 388 - DR. JAGDEEP SINGH ▾

PLEASE ENTER YOUR REMARKS:

Field limited to 500 characters.

**SEND** **APPROVE** **REJECT**