HR login

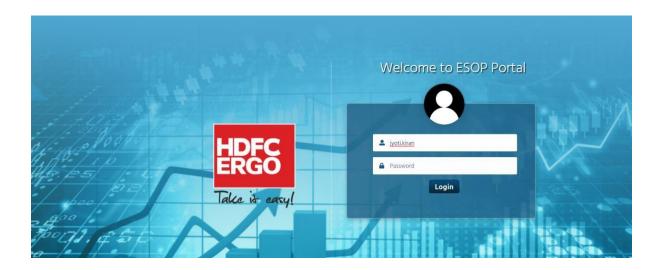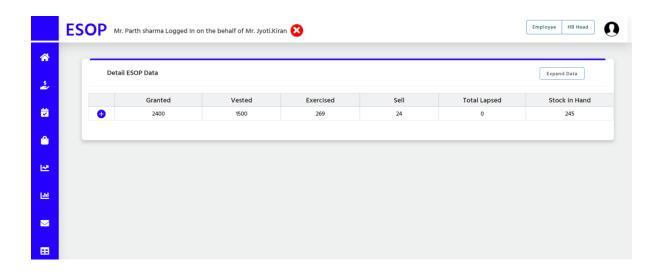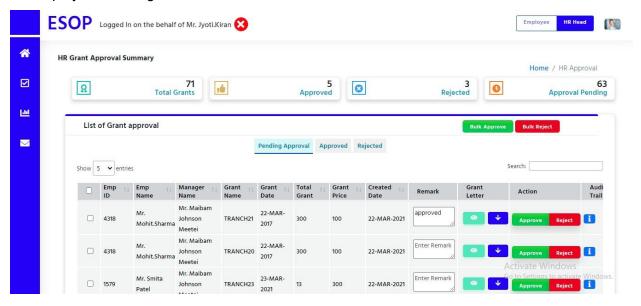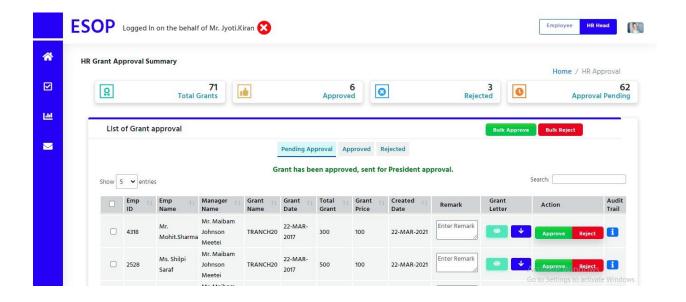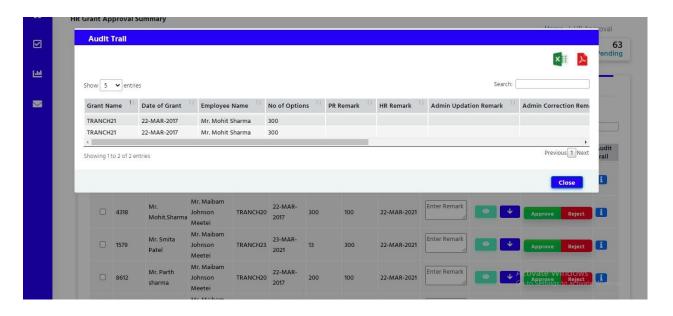**HR Dashboard / Home Page –**

HR Head – Grant approval

Click on "Approve" button to approve the grant then that grant will go to next level of approval to that employee's manager.
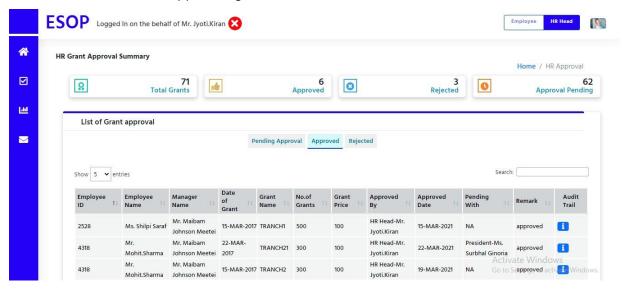
HR Head – Grant approval – Audit trail
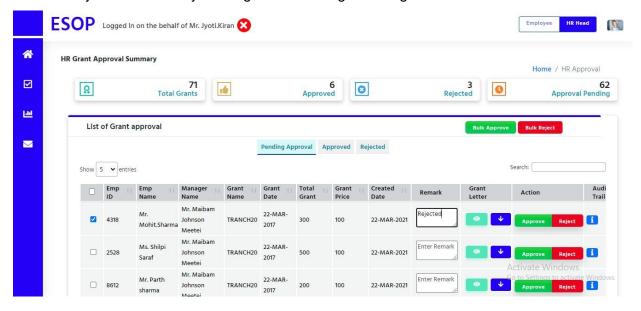Here user can see Trail of the grant.

HR Head – Grant approval – Approved
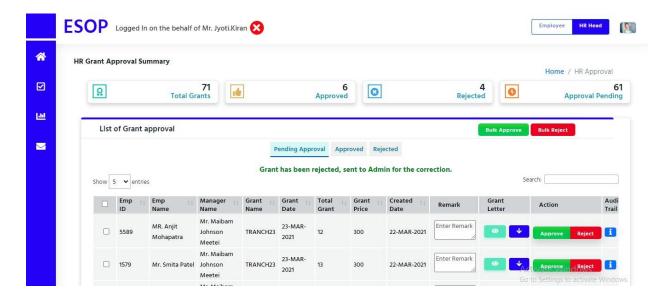Here user can see all the approved grant till date.

HR Head – Grant Rejection
Click on "Reject" button to reject the grant and that grant will go back to Admin for correction.
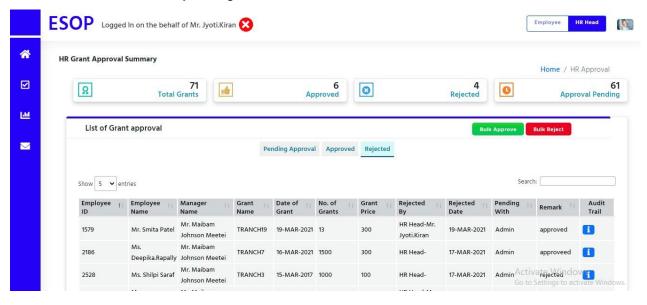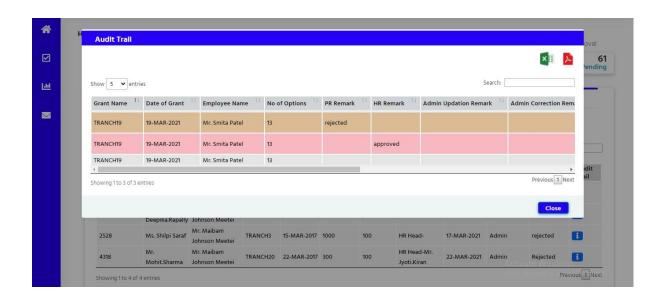

Click on Reject Button

HR Head – Grant Rejection – Rejected Tab

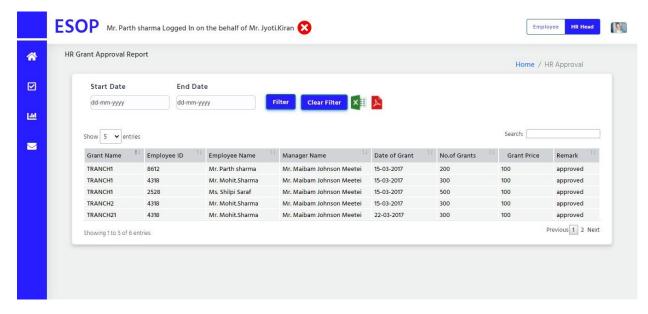Here user can see all the rejected grant till date.

HR Head – Grant Rejection – Rejected Tab – Audit Trail

HR Head – Reports – Grant Approval Report

User can see all the grants which are approved till date r can specified date range in Start Date and "End Date" and download in excel or PDF format.

HR Head login – Letters

Here user can view or download Grant Letter.