

# Guide with Vacations

Created on Apr 28, 2025 by Edmundo Canedo Cervantes

This workflow describes the option that you can do with the vacations

## 1 Add a vacation

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Press "Add vacation request"

**Vacations**

### My vacation requests

Filter by status: All

| REASON       | START DATE | END DATE  | HR STATUS  | LEADER STATUS | ACTION             |
|--------------|------------|-----------|------------|---------------|--------------------|
| Just Because | 27/4/2025  | 30/4/2025 | Pending... | Pending...    | <span>Check</span> |

## 2 Fill the data

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Fill the data according to the request you want to do.

You have 9 available days for vacations

**Start date:**

mm/dd/yyyy

**End date:**

mm/dd/yyyy

**Reason to request vacations:**

Enter the reason you'd like to the a vacation...

Submit

### 3 Request the vacation

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Press on "submit" to request the vacation.

The screenshot shows a mobile application interface for requesting a vacation. The app has a dark theme. On the left is a vertical sidebar with various icons: a double arrow, a back arrow, a person, a calendar, a house, an airplane, a coffee cup, a sun, a person with a checkmark, a person with a plus sign, a group of people, a document, and a share icon. The main content area is titled 'Vacations' at the top. Below that is the 'Request Vacation' section. It states 'You have 9 available days for vacations'. There are two date pickers: 'Start date:' with the value '04/28/2025' and 'End date:' with the value '04/30/2025'. Below these is a text area for 'Reason to request vacations:' containing the text 'I want to visit another country'. At the bottom center is a 'Submit' button, which is highlighted with a red rectangular border. In the bottom right corner of the app screen is a small circular icon with a lightning bolt.

>> Vacations

## Request Vacation

You have 9 available days for vacations

**Start date:** 04/28/2025 **End date:** 04/30/2025

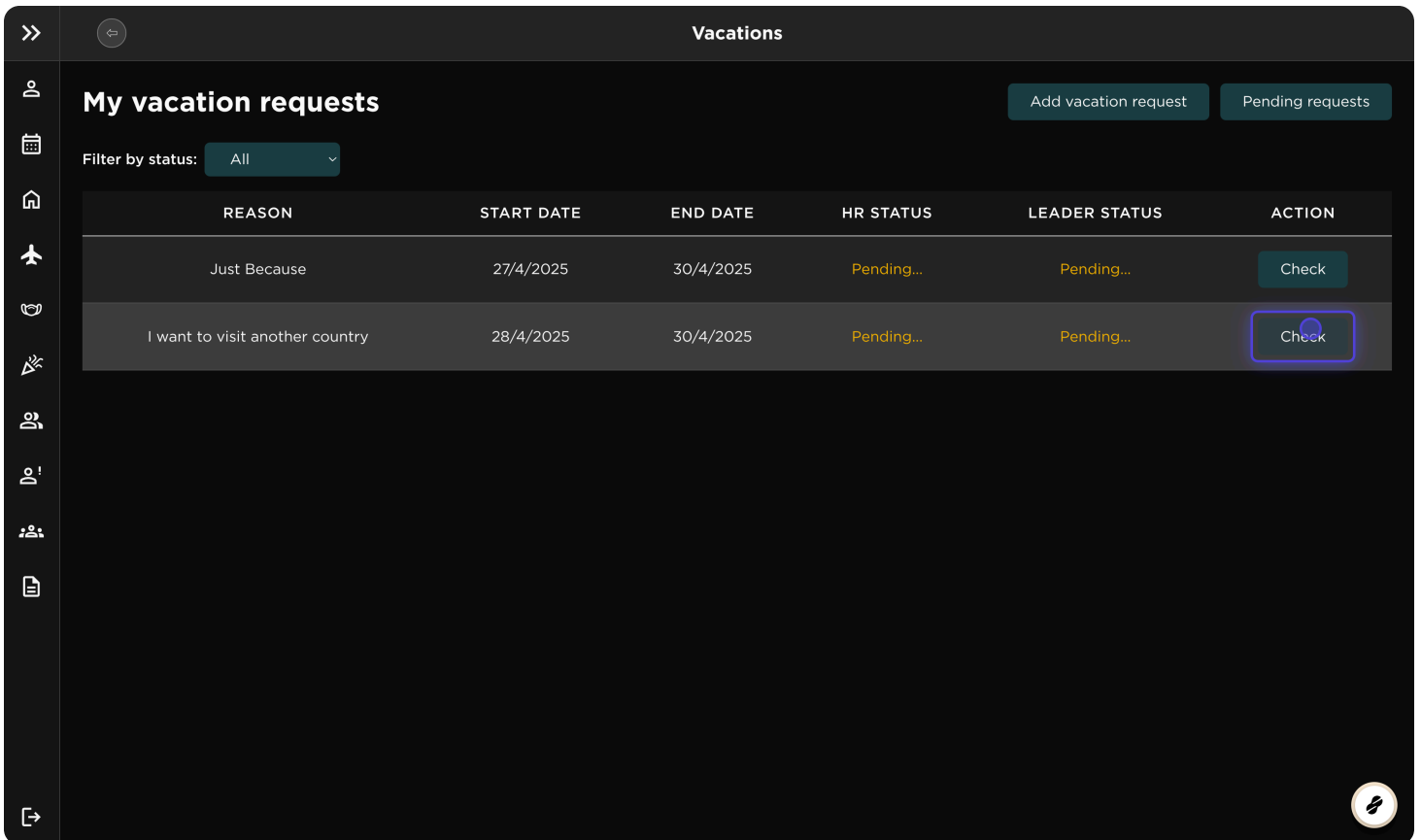
**Reason to request vacations:**  
I want to visit another country

Submit

#### 4 View the data of a vacation

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On the vacation menu, go to a vacation and press on "Check".



## 5 Update the request data

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To update a vacation request, on the view menu press "Update Request".

**End Date:** 30/4/2025

**Number of Requested Days:** 3 días

**Status:** Pending...

**Header Status:** Pending...

Update Request

Delete Request

## 6 Enter the data

Enter the new data according with your request.

### Update vacation request

You have 6 available days for vacations

**Reason:**

I want to visit many countr

**Start Date:**

04/28/2025



**End Date:**

04/30/2025



Update vacation

## 7 Update the vacation request

[VIEW PAGE →](#)

To update the vacation, press on "Update vacation".

2025

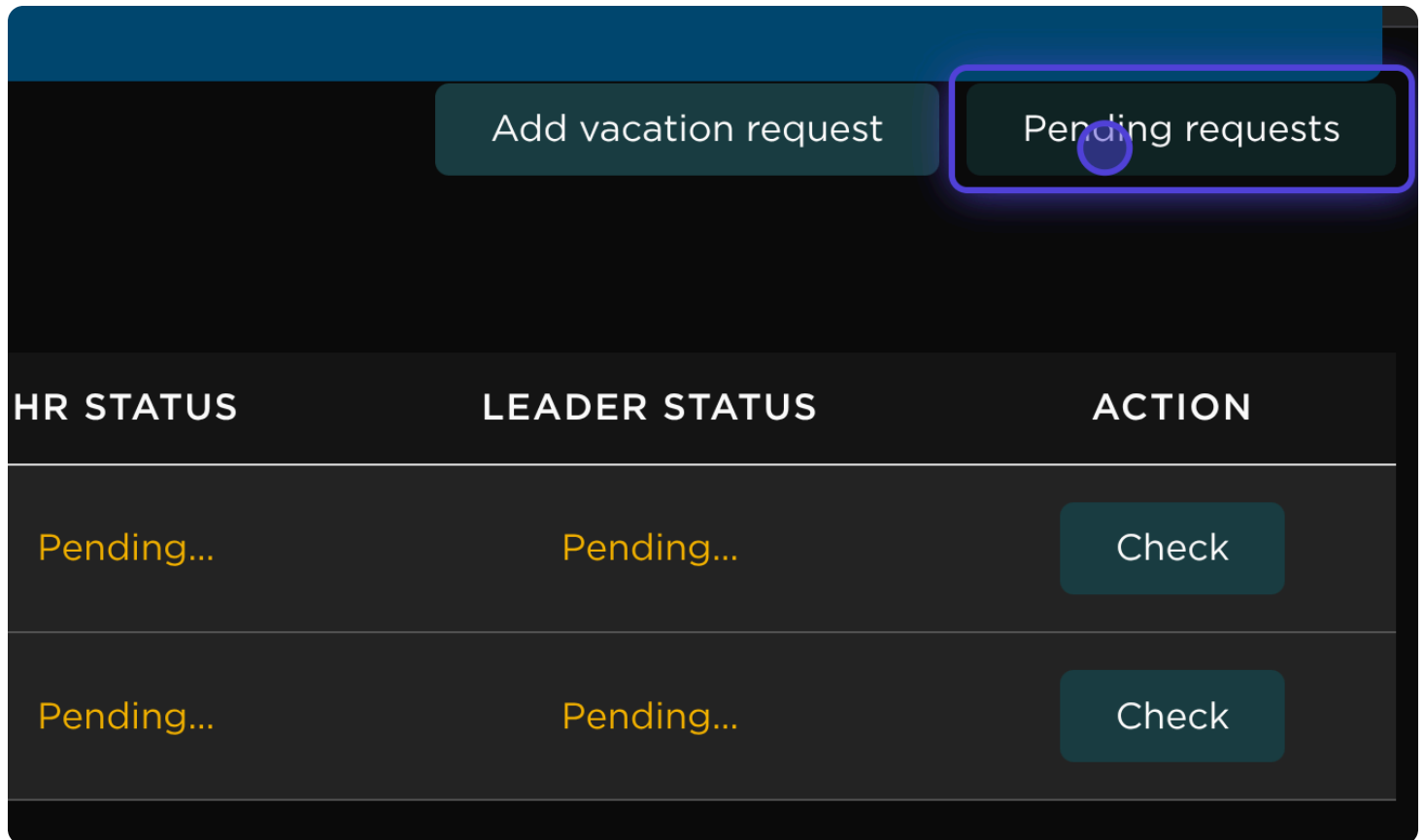
2025

Update vacation

## 8 Accept or deny requests

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On the vacation menu, press "pending requests" to view the pending request vacations.





9

Give your verdict on a request

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Press on approve or deny depending on the situation of the request to update it status.

| START DATE | END DATE   | DURATION | ACTIONS |      |
|------------|------------|----------|---------|------|
| /2033      | 28/12/2033 | 2        | Approve | Deny |
| /2031      | 7/7/2031   | 2        | Approve | Deny |
| /2031      | 22/1/2031  | 2        | Approve | Deny |
| /2030      | 16/11/2030 | 2        | Approve | Deny |

**10** View all the requests[VIEW PAGE →](#)

Press on "All requests" to view the history of all the requests.

| END DATE   | DURATION | ACTIONS                            |
|------------|----------|------------------------------------|
| 28/12/2033 | 2        | Approved                           |
| 7/7/2031   | 2        | Denied                             |
| 22/1/2031  | 2        | <div>Approve</div> <div>Deny</div> |

**11** Delete a vacation request[VIEW PAGE →](#)

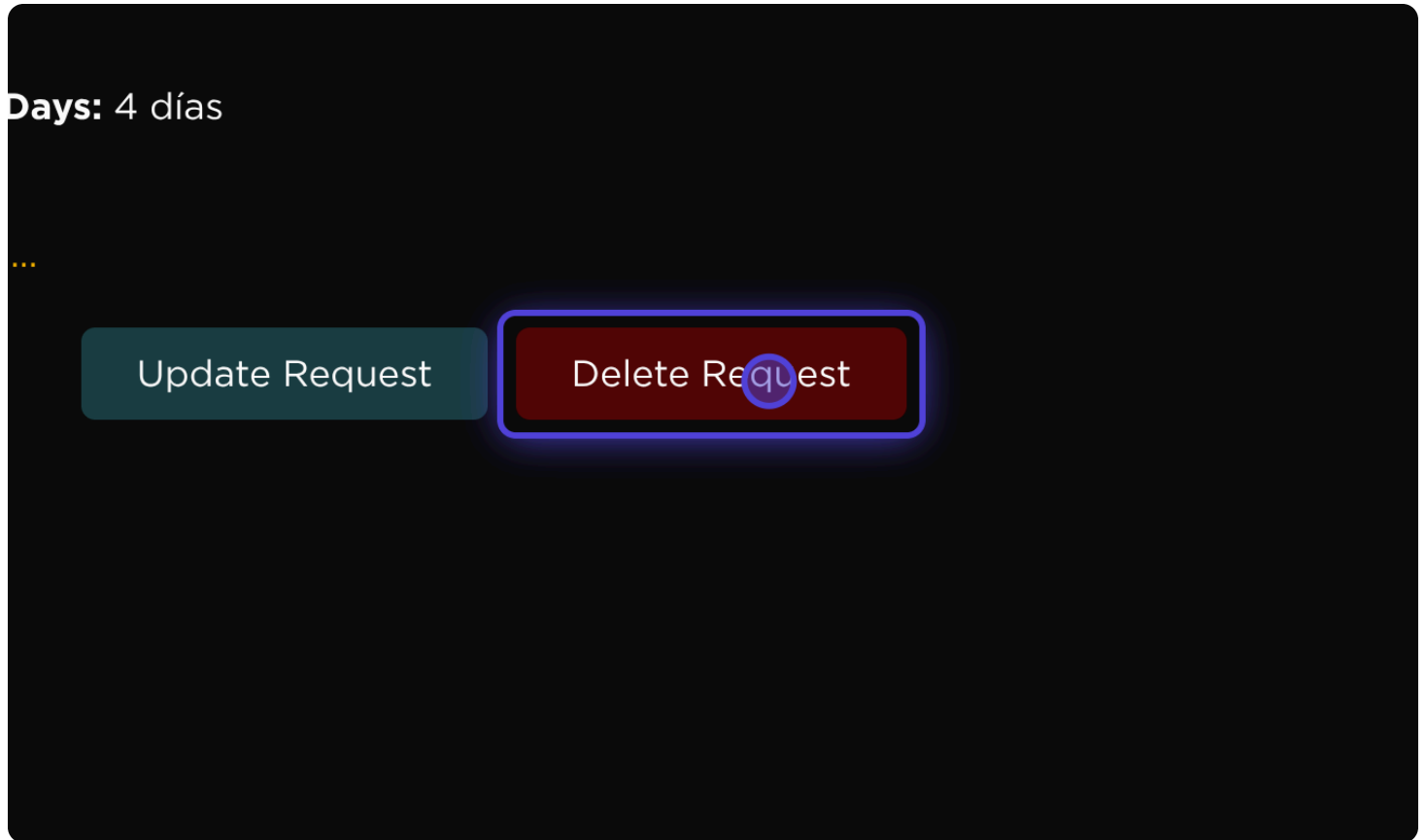
On the vacation menu, press "check" to access the vacation

| HR STATUS  | LEADER STATUS | ACTION                |
|------------|---------------|-----------------------|
| Pending... | Pending...    | <a href="#">Check</a> |
| Pending... | Pending...    | <a href="#">Check</a> |
|            |               |                       |

## 12 Delete request

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Press "Delete Request" to open the final confirmation.



13 Click on Yes, delete it

[VIEW PAGE →](#)

By clicking on it, the vacation will be deleted

**Are you sure you want to  
delete it?**

This action cannot be undone!

Yes, delete it

Cancel

## 14 End the process

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Press on "OK" to accept that the vacation request was deleted.

