Leave Request deployment

1. Download zip file and import into environments
2. Publish the solution
3. Go to Solution > new > Automation > Cloud Flow >Instant

Name: Approval activate

Trigger: Manually trigger a flow

A screenshot of a computer

Description automatically generated

Click to create Next Step – Search “Create an approval”

* Approval Type: Approve/Reject – Everyone must approve
* Title: Test
* Assigned to: search for current user
* A screenshot of a computer

  Description automatically generated with medium confidence
* Save and Test flow (Choose Manually option)
* Click Test > Continue

Wait until testing running successfully

A screenshot of a computer

Description automatically generated with medium confidence

1. Open flow Leave Request Approval Aprroval Process -> check all the connections and continue

A screenshot of a computer

Description automatically generated with medium confidence

1. Share to user with 2 security role:

Leave request contributor & Basic User: for all user will submit leave request

Leave request approval & Approval user & Basic User: for all the user will approve leave request

1. IT admin and HR update (need Environment Maker/system customize security role): Company holiday & Employee balance excel file by:

- Go to solution: choose table Company holiday

- Click Edit: Edit data in Excel -> one excel file will download to your computer

A screenshot of a computer

Description automatically generated

* Open Excel file – click Enable Editing – Update column A and D (Name and Date) follow format A screenshot of a computer

  Description automatically generated with medium confidence
* Click Publish option
* A screenshot of a computer

  Description automatically generated
* Repeat the same step with Leave Balance excel file with colum (Employee email, employee name, number for (if any):
  + Annual Leave
  + Compassionate Leave
  + Paid Leave
  + Paternity Leave
  + Unpaid Leave
  + Sick Leave
  + Used Annual Leave
  + Used Compassionate Leave
  + Used Paid Leave
  + Used Paternity Leave
  + Used Unpaid Leave
  + Used Sick Leave