Leave Request deployment

1. Download zip file and import into environments

2. Publish the solution

3. Open 2 flow and turn on

4. Share to user with 2 security role:

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

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

5. 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