# User Registration Documentation

**1. Overview**

The User Registration feature allows individuals to register themselves as either an Employee or an HR (Human Resources) user. Once registered, employees can request leaves, and HR users can approve or reject these leave requests. Additionally, employees can track the status of their leave requests.

**2. Registration Process**

To register as a user, follow the steps below:

**2.1. Access the Registration Page**

Navigate to the registration page of the application. This page should be accessible from the application's homepage or a designated registration section.

**2.2. Choose User Role**

On the registration page, select the appropriate user role: "Employee" or "HR". This selection determines the user's permissions within the system.

**2.3. Provide User Details**

Fill out the required user details, such as name, email address, and password. Additional information may be requested depending on the user role, such as department and designation for employees or HR experience for HR users.

**2.4. Submit Registration Form**

Once all required information is provided, submit the registration form. The system should validate the input data, ensuring it meets the necessary criteria (e.g., valid email format, password complexity).

### 2.5. Successful Registration

Upon successful registration, the system should display a confirmation message or redirect the user to a success page. The user can now log in using their registered credentials.

## 3. Leave Request Process

After logging into the system, employees can request leaves, and HR users can approve or reject these requests. The steps below outline this process:

### 3.1. Employee Leave Request

An employee can initiate a leave request by following these steps:

- Access the employee dashboard or designated leave request section.
- Choose the option to "Request Leave" or a similar button.
- Fill in the required details, such as the type of leave (e.g., vacation, sick leave), start and end dates, and any additional comments.
- Submit the leave request form.

### 3.2. HR Leave Approval/Rejection

Upon receiving a leave request, HR users can review and decide whether to approve or reject it. The steps for HR users are as follows:

- Access the HR dashboard or the leave request management section.
- Locate the pending leave request(s) in the system.
- Review the details of each request, including the employee name, leave type, and requested dates.
- Choose to approve or reject the leave request based on company policies, workload, or other relevant factors.
- If rejecting, provide a reason or additional comments for the employee's reference.
- Save or submit the decision.

**4. Leave Request Tracking**

Employees can track the status of their leave requests using the system. Here's how:

- Log in to the application using the registered credentials.
- Navigate to the employee dashboard or leave request section.
- Locate the section displaying the employee's leave requests.
- The system should show the status of each request (e.g., pending, approved, rejected).
- Additional details such as the HR user's comments (if any) or the approved/rejected dates may also be provided.

**5. Conclusion**

The User Registration feature allows users to register as either an Employee or an HR user. Employees can request leaves, while HR users can approve or reject these requests. Employees can track the status of their leave requests through the system. By following the outlined steps, users can effectively utilize this functionality within the application.