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Employee Leave Requests App User Guide



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1. About the Guide

The user guide for the Employee Leave Request App provides a detailed explanation to the user on how to approach the app view, review, update and handle the requests from the perspectives of the employee and the manager.

The user guide helps to streamline the leave request submissions, handle, update, view and track the status of the request. The intended users of this app are the employees to submit their leave requests, managers to approve or deny their requests and the Human Resource (HR) teams to oversee the leave management.

The guide consists of several sections which will aid the users when using the app.

- i. Product features – This section will provide details on the features available for the users when navigating through the app which will highlight the key functionalities of the app.
- ii. How to operate the Product – This section will provide a detailed step – by – step instructions for using the app.
- iii. Troubleshooting Tips – This section will provide solutions to the common issues that the user may encounter.
- iv. Frequently Asked Questions (FAQs) – this section will provide answers to most common queries asked by the users on regards to the usage of the app.
- v. Glossary – This section will define the key terms used in the guide or the app.
- vi. Appendix – This section will provide supplementary information about the images and diagrams used I the guide.

2. Product Features

An insight about the features which highlights the key functionalities of app are provided here.

General Features

- i. **Centralized Platform:** The app serves as a centralized location for employees to submit and manage their leave requests, providing a single interface for the entire process.
- ii. **Real-Time Status Updates:** Employees receive real-time updates on the status of their leave requests (pending, approved, or denied), ensuring they are informed throughout the approval process.
- iii. **Secure Integration:** The app integrates securely with the organization's data source (e.g., SharePoint), ensuring that all leave data is stored and accessed safely.

Employee-Specific Features

- i. **Submit Leave Requests:** Employees can submit leave requests by providing necessary details, such as leave type, dates, and the reason for the leave.
- ii. **Track Request Status:** Employees can view the current status of their leave requests, whether they are pending approval, approved, or denied.
- iii. **Cancel or Modify Requests:** If a request is still pending, employees have the option to cancel or modify their leave request directly within the app.

Manager-Specific Features

- i. **Review Pending Requests:** Managers can easily review all leave requests that are assigned to them and that require approval.
- ii. **Approve or Deny Requests:** Managers have the option to approve or deny requests, with the ability to add optional comments explaining the decision.
- iii. **Request Dashboard:** Managers can quickly access and navigate through all pending leave requests through a dedicated dashboard, making it easy to manage approvals efficiently.

Additional Features

- i. **Responsive Design:** The app is designed to be fully responsive, providing access to leave request functionality on both desktop and mobile devices, ensuring accessibility anytime, anywhere.
- ii. **Automated Email Notifications:** Powered by Power Automate, the app sends automated email notifications to both employees and managers, keeping them informed of the status of leave requests, approvals, and denials.

3. **How to operate the Product**

For Employees

i. Logging In:

- Open the Power App through your organization's Power Apps portal or by using the provided URL.
- Log in to the app as an employee.

ii. Submitting a Leave Request:

- Navigate to the Submit Request screen from the main menu.

iii. Fill in the required fields:

- Select the type of leave from the dropdown menu (e.g., Sick Leave, Vacation, etc.).
- Choose the start and end dates for your leave.
- Provide a reason for the leave request in the designated text box.
- Once all fields are completed, click the Submit button to save your request. Your manager will be notified automatically.

iv. Tracking Leave Requests:

- Go to the My Leave Requests screen from the main menu.
- Here, you can see the status of all your leave requests (Pending, Approved, Denied).
- If you need to cancel a request, click on the request from the list and press the Cancel button. The request will be cancelled, and the status will be updated.

v. Modifying a Request:

- To modify a pending request, go to the My Leave Requests screen.
- Select the pending request you want to modify.
- Edit the leave details (e.g., dates or reason) and click Update to save the changes.

For Managers:

i. Accessing Pending Requests:

- Navigate to the Manager Dashboard from the main menu.
- In the dashboard, you will see a gallery of all pending leave requests assigned to you for review.

ii. Approving or Denying Requests:

- Select a request from the gallery to view its details.
- Choose whether to approve or deny the request by clicking on the Approve or Deny button.
- You have the option to add comments for the employee in the provided text box (optional).
- Once you've made your decision, the request status will be updated, and an automated email will be sent to the employee.

iii. Viewing History:

- You can also view the history of previously approved or denied leave requests in the same dashboard.
- This allows you to keep track of past decisions and manage leave records more efficiently.

The direct app link, the web link and the QR code for the app are as follows:

App Link

<https://apps.powerapps.com/play/e/7e6536ad-8256-e185-8180-bce85e71be87/a/3f6f43bb-b507-4620-845b-ec91710055cd?tenantId=8f791105-7a87-467c-b4d4-b39c0ecb63c6&sourcetime=1734281950645>

Web Link

<https://apps.powerapps.com/play/e/7e6536ad-8256-e185-8180-bce85e71be87/a/3f6f43bb-b507-4620-845b-ec91710055cd?tenantId=8f791105-7a87-467c-b4d4-b39c0ecb63c6&sourcetime=1734302506299>

QR code



4. Troubleshooting Tips

Unable to Log In:

- i. **Ensure Valid Credentials:** Make sure you are using your correct organizational credentials (email and password) when logging into the app.
- ii. **Contact IT Support:** If you continue to experience login issues, contact your IT support team for assistance in resolving access problems.

Request Not Submitting:

- i. **Check Required Fields:** Ensure that all required fields (leave type, dates, reason) are filled in correctly before submitting the leave request. Incomplete fields may prevent the request from being submitted.
- ii. **Confirm Internet Connectivity:** Verify that your device has an active internet connection. A weak or lost connection may prevent the app from submitting the request.

Data Not Updating in Manager Dashboard:

- i. **Refresh the App:** If the data in the Manager Dashboard is not updating, try refreshing the app or restarting it to resolve temporary display issues.
- ii. **Verify SharePoint List Functionality:** Ensure that the connected SharePoint list or data source is functioning properly and that there are no issues with the list that could prevent data from updating.

Notifications Not Received:

- i. **Check Power Automate Flows:** Ensure that the Power Automate workflows are active and properly configured to send notifications. If workflows are disabled or misconfigured, notifications may not be sent.
- ii. **Check Spam/Junk Folders:** Sometimes, automated emails may be mistakenly flagged as spam. Be sure to check your spam or junk email folders for any missed notifications.

5. Frequently Asked Questions (FAQs)

i. What happens if my request is denied?

If your leave request is denied, you will receive an email notification with the decision. You can then submit a new request with updated details or alternative dates through the app.

ii. How do I know if my request is approved?

You will receive an email notification once your request is approved or denied. Additionally, the status of your request will be updated in the app under the My Leave Requests section.

iii. Can I access the app on my mobile device?

Yes, the app is designed to be fully responsive, meaning you can access and use it on both mobile and desktop devices without any issues.

6. Glossary

- i. **Leave Request:** A formal application submitted by an employee to request time off from work. This request includes details such as leave type, dates, and reason.
- ii. **Pending Status:** A status indicating that a leave request is awaiting approval from the manager. The request has been submitted but has not yet been reviewed or processed.
- iii. **Approved Status:** A status indicating that a leave request has been accepted by the manager. Once approved, the leave is confirmed and can be added to the employee's calendar.
- iv. **Denied Status:** A status indicating that a leave request has been rejected by the manager. The request is not approved, and the employee may need to submit a new request with updated details.
- v. **Manager Dashboard:** A screen within the app where managers can view, approve, or deny pending leave requests. It also provides access to historical leave data.
- vi. **Power Automate:** A Microsoft tool used to automate workflows, such as sending notifications, updating calendars, and processing requests. It ensures that tasks such as leave request approvals and email notifications are handled automatically.