

How to Submit a Vacation Request Online using in house Stars App.

Scribe[®]

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Navigate to <https://stars-vacation-management.vercel.app/>



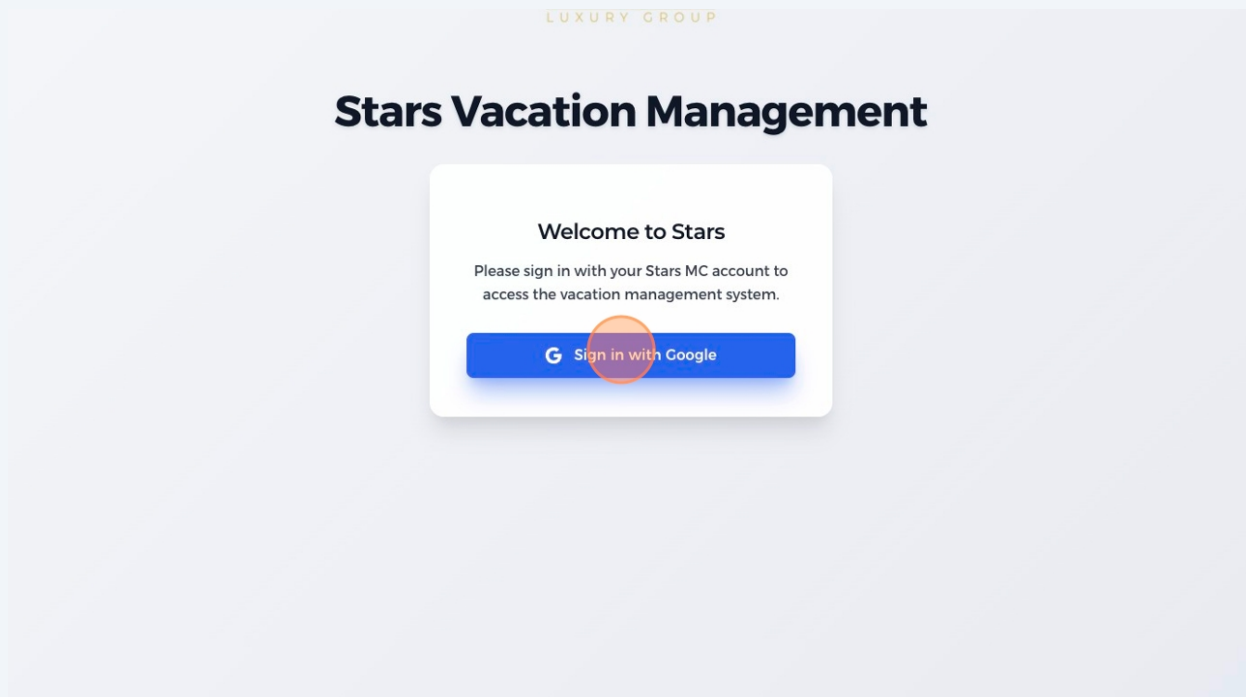
Stars Vacation Management

Welcome to Stars

Please sign in with your Stars MC account to access the vacation management system.

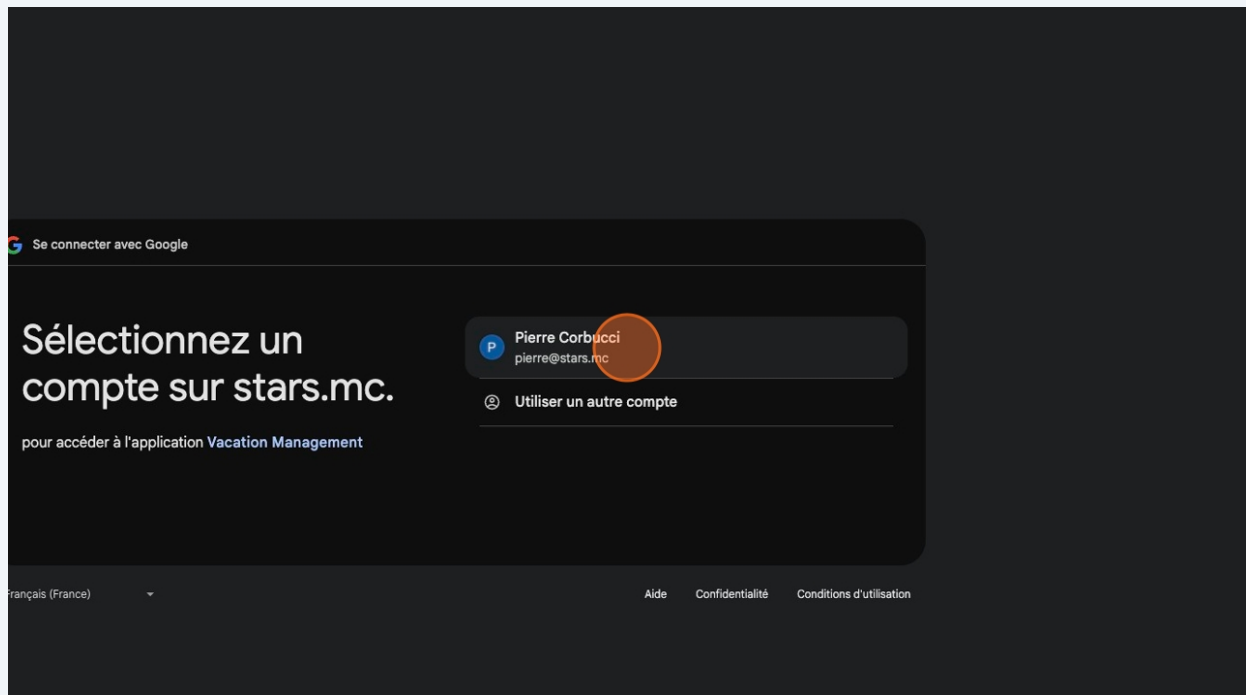
 Sign in with Google

2 Click "Sign in with Google"

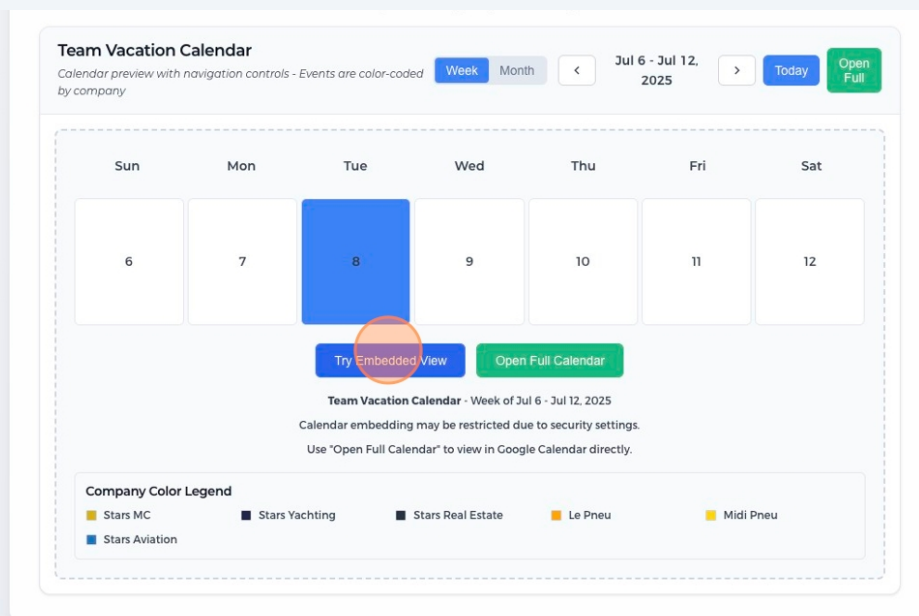


 Only people with a Stars.mc account can log in.

3 Click on your email adresss to access the App.



4 In order to check if no one already requested a vacation before requesting your, open the Calendar by clicking "Try Embedded View"



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Once you've checked, Click "Submit Request"

Nota Bene: The administration access will not be available unless your account is set to Admin credentials.

Sign Out

Request Vacation

Submit a new vacation request for approval

Submit Request

Administration

Review and manage vacation requests

Access Admin

Please check no one in your company is already off at the same time

Team Vacation Calendar

Embedded view (may not work due to security restrictions)

Week Month < Jul 6 - Jul 12, 2025 > Today Open Full

Company Color Legend

Stars MC	Stars Yachting	Stars Real Estate	Le Pneu	Midi Pneu
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6

Click this dropdown to choose your company.

Welcome, Pierre!
pierre@stars.mc
+ Back to Dashboard Sign Out

Submit Vacation Request

Company * Stars MC

Type * Paid Vacation

Start Date * jj/mm/aaaa

End Date * jj/mm/aaaa

Reason (Optional)
Please provide a reason for your vacation request...

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Choose the Start date and End Date of your request and the Type of vacation you're requesting.

Submit Vacation Request

Company *

Stars MC

Type *

Paid Vacation

Start Date *

jj/mm/aaaa

End Date *

jj/mm/aaaa

Reason (Optional)

Please provide a reason for your vacation request...

SUBMIT VACATION REQUEST

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Click the "Reason (Optional)" field if you want to add something

Type *

Paid Vacation

Start Date *

jj/mm/aaaa

End Date *

jj/mm/aaaa

Reason (Optional)

Please provide a reason for your vacation request...

SUBMIT VACATION REQUEST

Team Vacation Calendar

Calendar preview with navigation controls - Events are color-coded by company

Week

Month

<

Jul 6 - Jul 12, 2025

>

Today

Open Full

Made with Scribe - <https://scribehow.com>

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9 Click "Vacation RequestSubmit"

Submit Vacation Request

Company *
Stars MC

Type *
Paid Vacation

Start Date *
jj/mm/aaaa

End Date *
jj/mm/aaaa

Reason (Optional)
Please provide a reason for your vacation request...

SUBMIT VACATION REQUEST

10 Click "Vacation RequestSubmit your vacation request and check the team calendarWelcome, Pierre!pierre@stars.mc← Back to DashboardSign OutSubmit Vacatio..."

jj/mm/aaaa

End Date *
jj/mm/aaaa

Reason (Optional)
Please provide a reason for your vacation request...

SUBMIT VACATION REQUEST

Team Vacation Calendar
Calendar preview with navigation controls - Events are color-coded by company

Week Month < Jul 6 - Jul 12, 2025 > Today Open Full

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12


11 Click "SUBMIT VACATION REQUEST"

The screenshot displays a web interface for submitting a vacation request. The top section is a form with the following elements:

- Start Date ***: A date input field with the placeholder text "jj/mm/aaaa" and a calendar icon on the right.
- End Date ***: A date input field with the placeholder text "jj/mm/aaaa" and a calendar icon on the right.
- Reason (Optional)**: A text area with the placeholder text "Please provide a reason for your vacation request..." and a small blue icon in the bottom right corner.
- SUBMIT VACATION REQUEST**: A prominent red button with white text, highlighted by a large orange circle.

Below the form is a **Team Vacation Calendar** section. It includes:

- A title "Team Vacation Calendar".
- Navigation controls: "Week" and "Month" tabs, left and right arrow buttons, and a date range "Jul 6 - Jul 12, 2025".
- Additional buttons: "Today" and "Open Full".
- A description: "Calendar preview with navigation controls - Events are color-coded by company".
- A calendar grid showing days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The "Tue" column is highlighted with a blue bar.

 Admin will be notified by email and will review your request. Once they've given you an answer, you'll receive an email.