**Administrator - DASHBOARD**

Employee management

Approve/Add/ edit/Delete

On successfully employee add / Approve – user will get email with credentials

MANAGE LEAVES

Pending leaves

Approve

Reject

On leave approve/reject – mail would go group of authorized teams

Approved leaves

Rejected leaves

Reports

Leave history

Based on employee/ all/month

Download report

**EMPLOYEE**

Register

Register with email

Login

Once account approved then will be able to login

**DASHBOARD** - APPLY & TRACK LEAVES

Apply leaves – after apply that would be visible to the admin dashboard for approval