■ Project Guide: Leave Approval Automation using n8n✓ Page 1: Automation Steps Overview

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Page 2: Step-by-Step Guide

Step 1: Set up Google Form

- Fields to include:
 - Name
 - o Email
 - Department
 - Leave Start Date
 - Leave End Date
 - Reason
 - o Today's Date

Step 2: Connect Google Form to Google Sheet

- Link the Google Form to a Google Sheet (e.g., Form Responses 1)
- Confirm responses are saved automatically

Step 3: Trigger n8n on New Row

- Use Google Sheets Trigger Node or polling method
- Trigger on new row in the connected Google Sheet

Step 4: Format Data using Set Node

- Generate fields:
 - o requestId
 - employeeName
 - email
 - department
 - startDate
 - o endDate
 - noOfDays
 - o reason
 - submittedDate
 - status = "Pending"

Step 5: Append Data to Leave Tracker Sheet

- Use Google Sheets → Append Row Node
- Target Sheet: Leave_Tracker
- Map all required fields

Step 6: Identify Manager based on Department

- Use Switch Node or lookup method
- Assign manager email based on department

Step 7: Generate Approve/Reject Links

- Construct two URLs using Set Node or HTTP Request Node
 - One for approval
 - One for rejection
- Embed requestld and decision in URL parameters

Step 8: Send Email to Manager

- Use Gmail Node to send email
- Include:
 - Leave request summary
 - o Approve and Reject clickable links

Step 9: Capture Manager's Decision via Webhook

- Use a Webhook Node with method = GET
- Capture query parameters: requestId and decision

Step 10: Update Leave Tracker Sheet

- Read the matching request row using Google Sheets → Read Rows Node
- Update the row with status and decision date using Update Row Node

Step 11: Notify Employee via Email

- Use Gmail Node
- Send final email to employee with approved/rejected status