



**Approvers
view request from their
department
ONLY**

LEVEL 4 - DIRECTOR ACCOUNT (LOGIN TO DASHBOARD)

All request that is approved by Level 3 user moves to him, and he has right to approved or reject. If he approve a request the the request is considered APPROVED.

LEVEL 1 - STAFF ACCOUNT (LOG IN TO STAFF PAGE)

This user sends request, and can view all his request only with status

LEVEL 3 - CHIEF ACCOUNT (LOGIN TO ADMIN PAGE)

All request that is approved by Level 2 user moves to him, and he has right to approved or reject. If he reject a request it stop here, Level 4 user will not see it

LEVEL 2 - MANAGER ACCOUNT (LOGIN TO MANAGER PAGE)

All request from Level 1 user moves to him and he can approve or reject request. If he reject a request, it stops here. Level 3 user will not see it