**Exercise 1**

**Application Name – Leave Tracker**

Create a SharePoint list for Leave tracking, you can just create a list and add data some dummy data or you can create a power app application to add data in list

Fields –

* Employee Id (text)
* Full Name (text)
* Project Manager (1st level of approval) (Person)
* Group Head (2nd level of approval) (Person)
* From and To Date for leaves (Date & Time)
* Leave type (Casual/PL) – sick leave not included as it doesn’t need approval (Choices)
* For both the leave it should go through 1st and 2nd level of approval
* Leave Reason (multi-text)
* Status (Pending with Manager, Pending with Group Head, Approved, Rejected) (choices and make 1st as default but not mandatory)
  + When new request created by default its status should be Pending with Manager
  + When it goes in approval cycle and when 1st level of approval is done then status should change to Pending with Group Head
  + Once both approvals are done then status should change to Approved
* Remark (This field will be updated by Microsoft Power automate flow) (text)
* This field will contain rejection detail comment if leave is rejected
* E.g If rejected by manager then Add comment like Rejected by Manager with Comments + “comments given by manager” (dynamic field)
* E.g If rejected by manager then Add comment like Rejected by Group head with Comments + “comments given by group head” (dynamic field)

**Power Automate**

Now create a flow with below details

**Flow Trigger** – When SharePoint item is created

**Steps**

* Create and wait for approval and send an email to Manager with leave details
* If manager approves it then Update SharePoint list and change status to Pending with Group head otherwise update Status as Rejected and update SharePoint column “Remark” as mentioned above with rejection details
* After above approval initiate 2nd level of approval with Group head
* If Group head approves your leave, then set Status of your leave as approved otherwise Rejected and update Remark section of same SharePoint item