INDIAN INSTITUTE OF TECHNOLOGY INDORE

LEAVE APPLICATION PROCESSING

USER MANUAL

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<u>COURSE DETAILS</u>

CS258

SOFTWARE ENGINEERING

<u>PROJECT GUIDE</u>

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1. Introduction

This document is meant to serve as a user manual for the "Leave Application Processing" website for the IITI community in order to transform the leave application process completely online and paper free to a large extent.The web portal is developed in order to make applying for leave at IIT Indore an easy and convenient process.

In this document, we try to explain the various functionalities the users can make use of and hence, benefit from this new system of leave application.

We aim to transform the existing system into a completely automated and online one and hence making it more efficient.

All staff members in the campus will have their accounts on the website. So a person who wishes to take a leave can apply for it by filling in and submitting the particular leave form, which is then forwarded to the necessary authorities. This eliminates the extra time required for logistics.

2. General Description

The product provides an easy platform for the user to apply for any type of leave easily. The users will be provided with login credentials, i.e., their username and password, by the system admin. The users are, then, required to sign into their accounts. They will have facilities to change/reset their password. The user will be able to view his/her own account and can review the number of leaves he/she has taken and the leave balance remaining for each leave category.

On applying for leave, via the leave application forms, the applications will be sent to special users known as the *Recommending Authority* and then the *Approving Authority.* The recommending authority can either suggest changes to the application and send it back to the applicant or can forward to the approving authority with their comments and recommendations. Once the application reaches the approving authority, they can either approve or reject it.

Users be required to fill in a joining application on returning from leave. The leave balance of the user will be updated accordingly.

USER CLASSIFICATION

- ➢ **GENERAL USERS (THE APPLICANTS)**: This category consists of all the people in IITI who can apply for leave (this is a super set that also includes all the classes below).

- ➢ **RECOMMENDING AUTHORITY**: This category consists of people who

can be referred to by applicants for recommendation on the leave application.

- ➢ **APPROVING AUTHORITY**: This category consists of people who will receive the leave application and can either approve or reject the same.
- ➢ **ADMINISTRATOR** : The administrator will manage the database, taking frequent backups, and manage all the leave balances. He would be required to keep the application up to date.

3. Specific Requirements

The user requires any browser with HTML5 capability (Internet Explorer 7 or equivalent or above) in order to use this product.

4. Instructions for user other then admin

I. Logging into your account

The user can login using the username and password provided by the system admin. These login credentials are supposed to be entered at the login screen of the website , whichever the user deems fit for use.
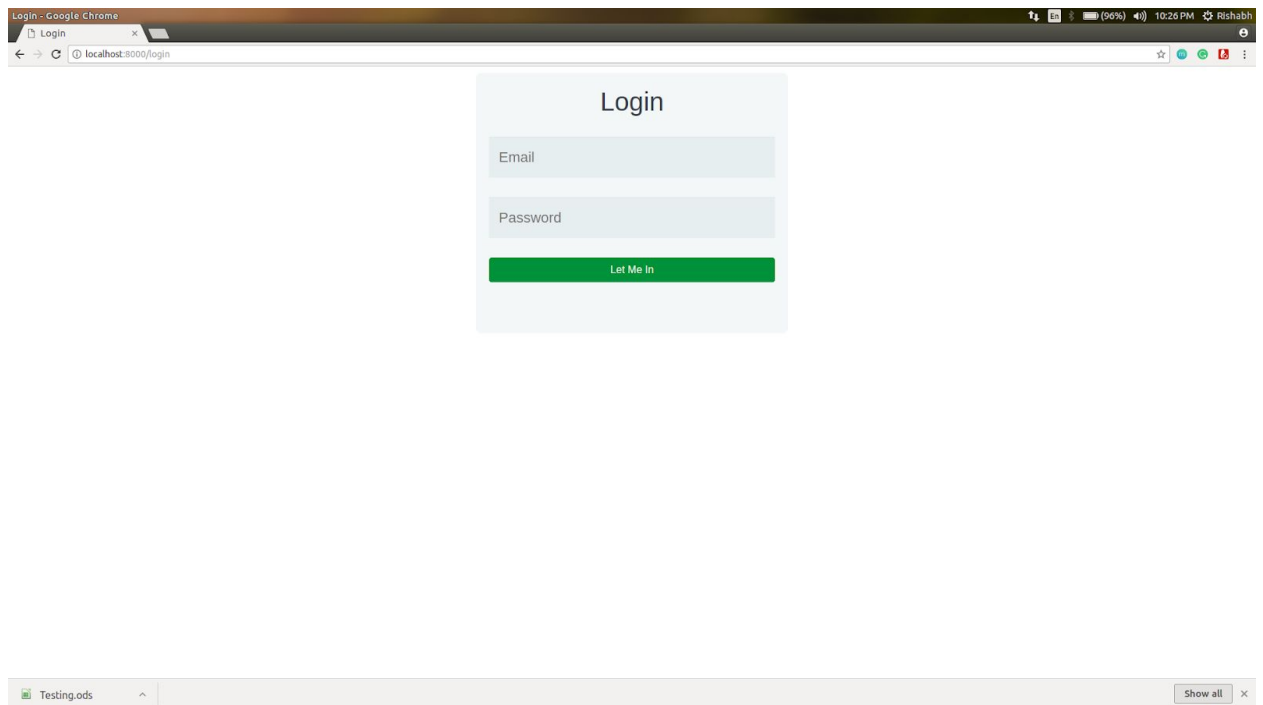
II. Applying for leave

The user can apply for various kind of leaves, with options prevailing in side navigation bar.

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Start Date (of leave)

dd/mm/yyyy

Number Of Days(Excluding national holidays)

Purpose Of Leave

Please fill in this field.

Contact Number (during leave)

Recommending Authority

Approving Authority

Submit

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Start Date (of leave)

dd/mm/yyyy

End date

dd/mm/yyyy

Leave information

Contact No (During leave)

To attend: ○ National/Int. National conferenceswithin India/Abroad to present paper with institute financial assistance

○ Serve on committees/evaluation of specific academic research activities at the instance of MHRD/AICTE with/without institute finance
○ Meetings of AICTE without institute finance

Upload conference information:

Choose file   No file chosen

Recommending Authority

Approving Authority

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Start Date (of leave)

dd/mm/yyyy

Number Of Days

Purpose Of Leave

Contact Number (during leave)

Submit

III. Leave Balance

User can check its leave balance by clicking on leave balance icon on its home page which is shown in figure below.
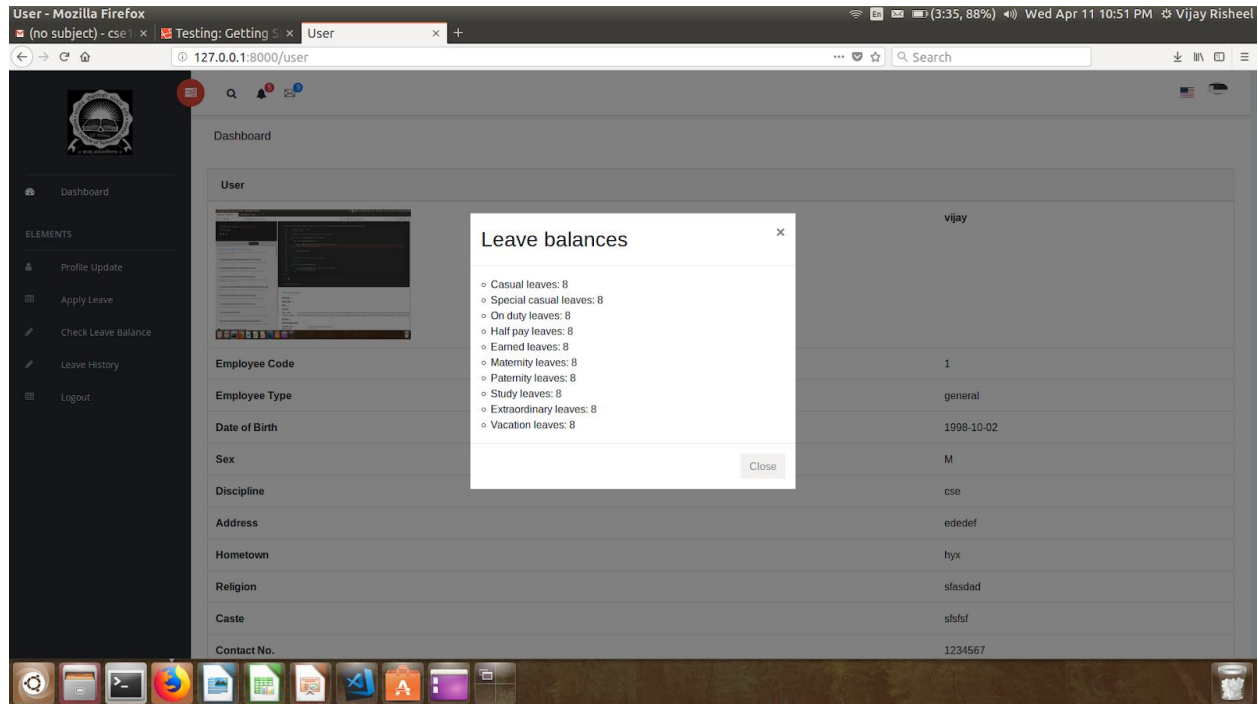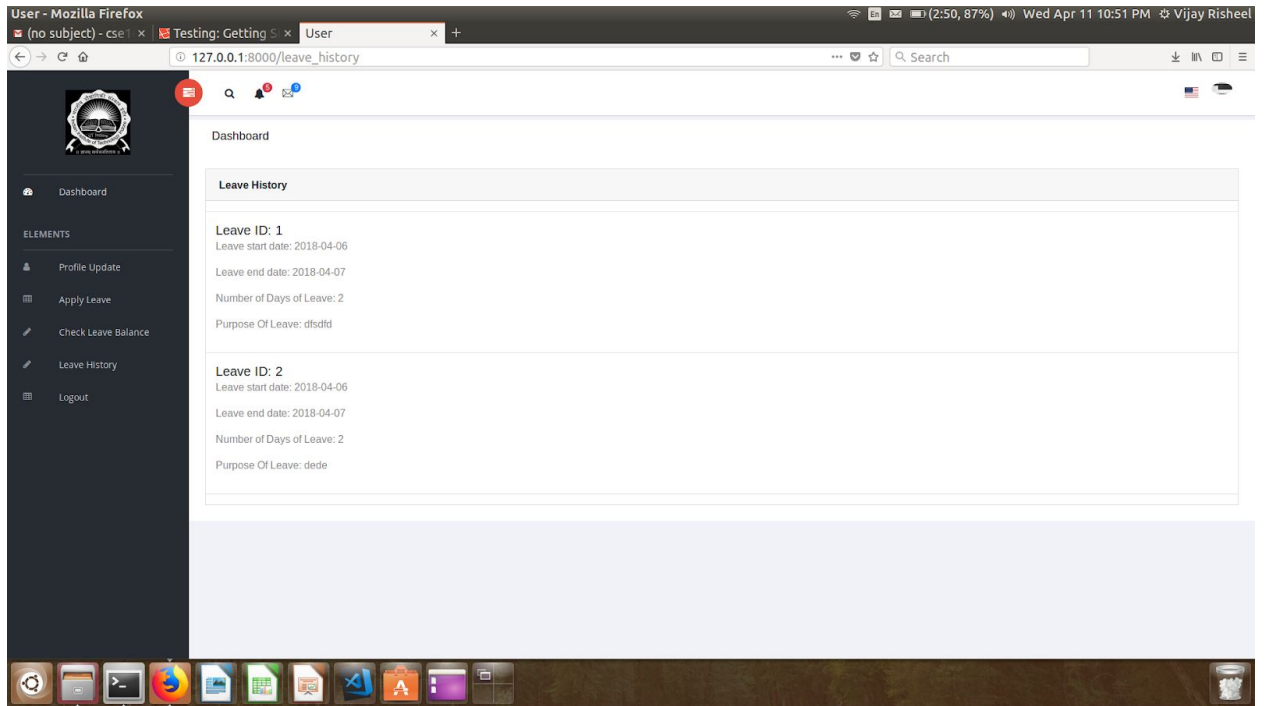
IV. Leave History

User can check its leave history by clicking on (leave history) icon .In

this user can see their application that he/she applied for leave by

clicking on Application id which is shown in figure which is given

below.

V. ADDITIONAL FEATURES:

1. Admin's functions:
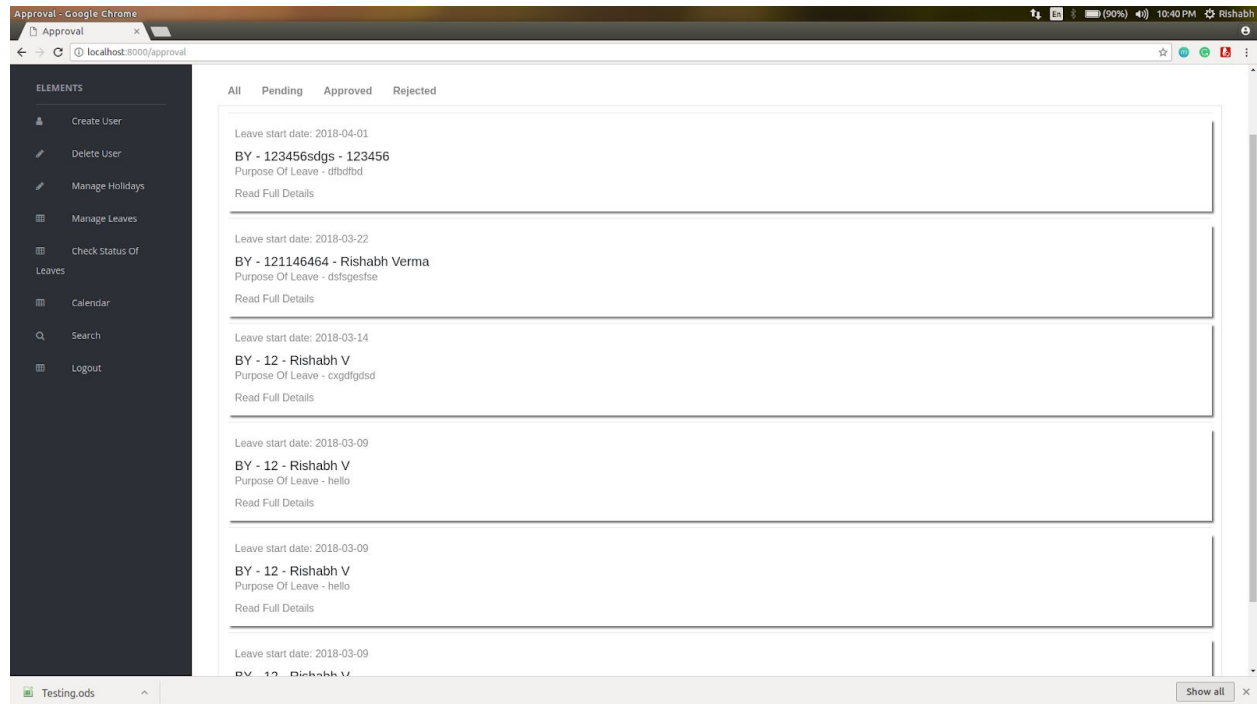
2. Create Users

● Delete Users

● Manage Holidays

● Calendar
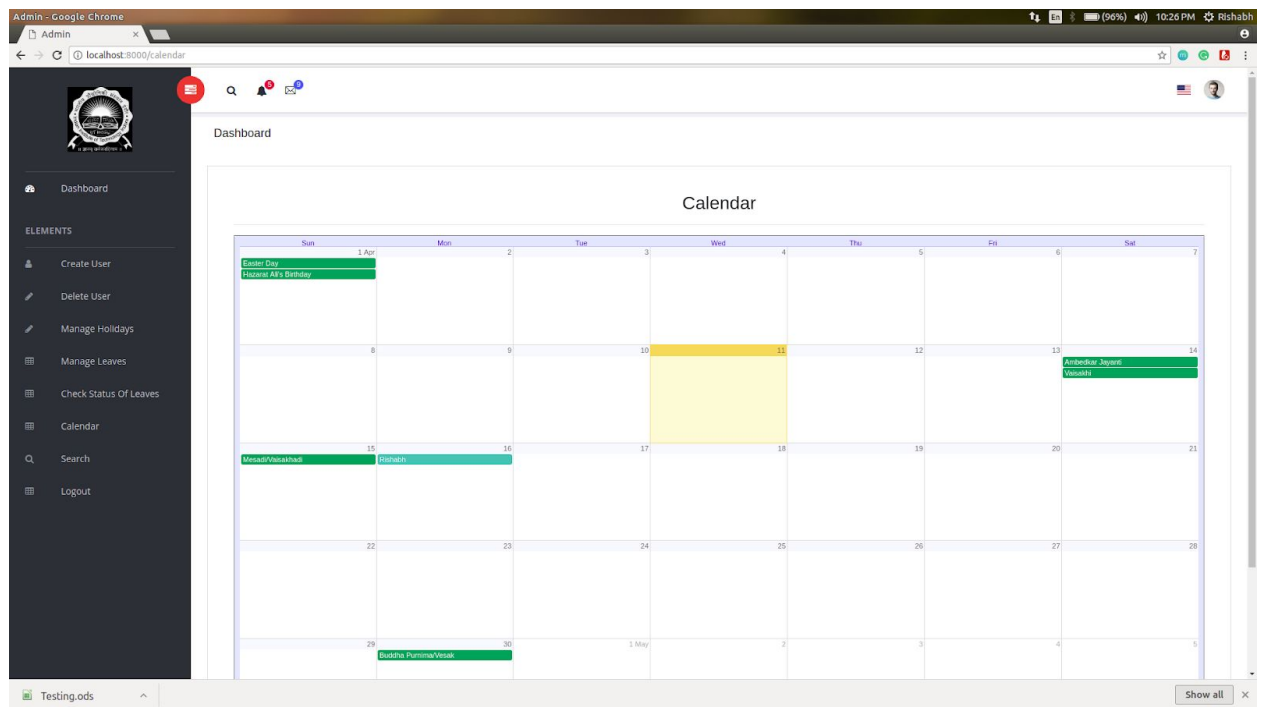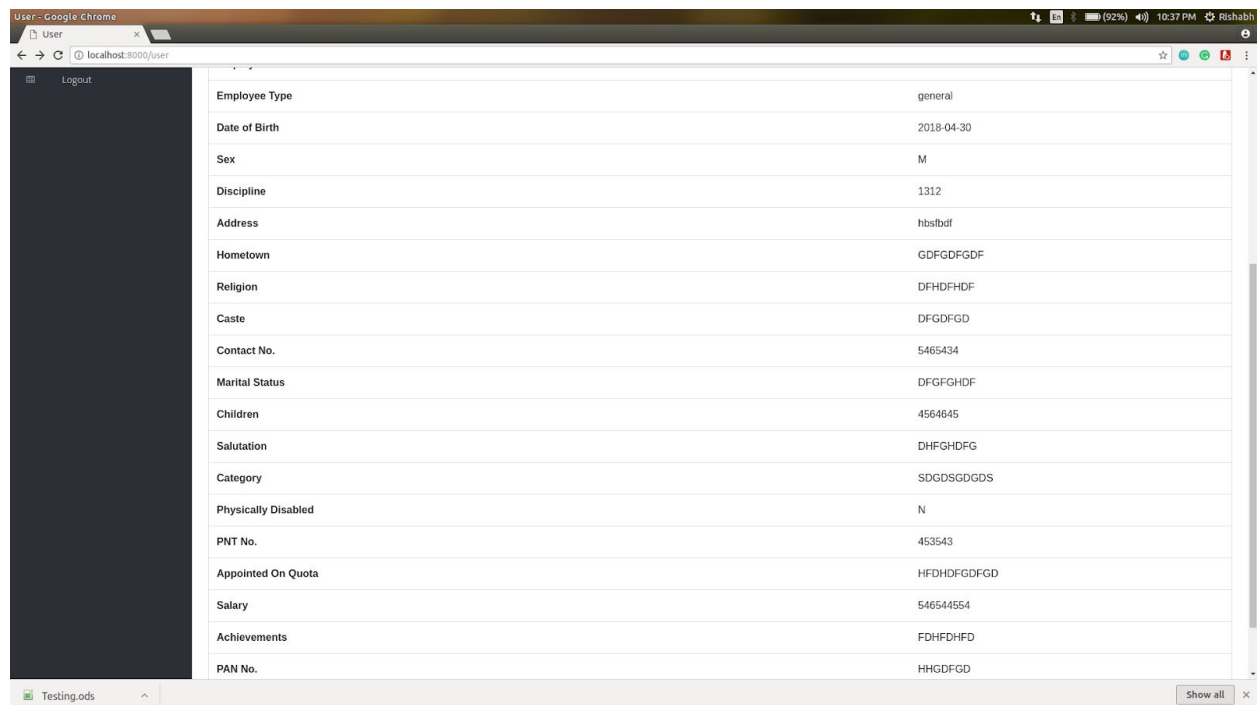

● Search
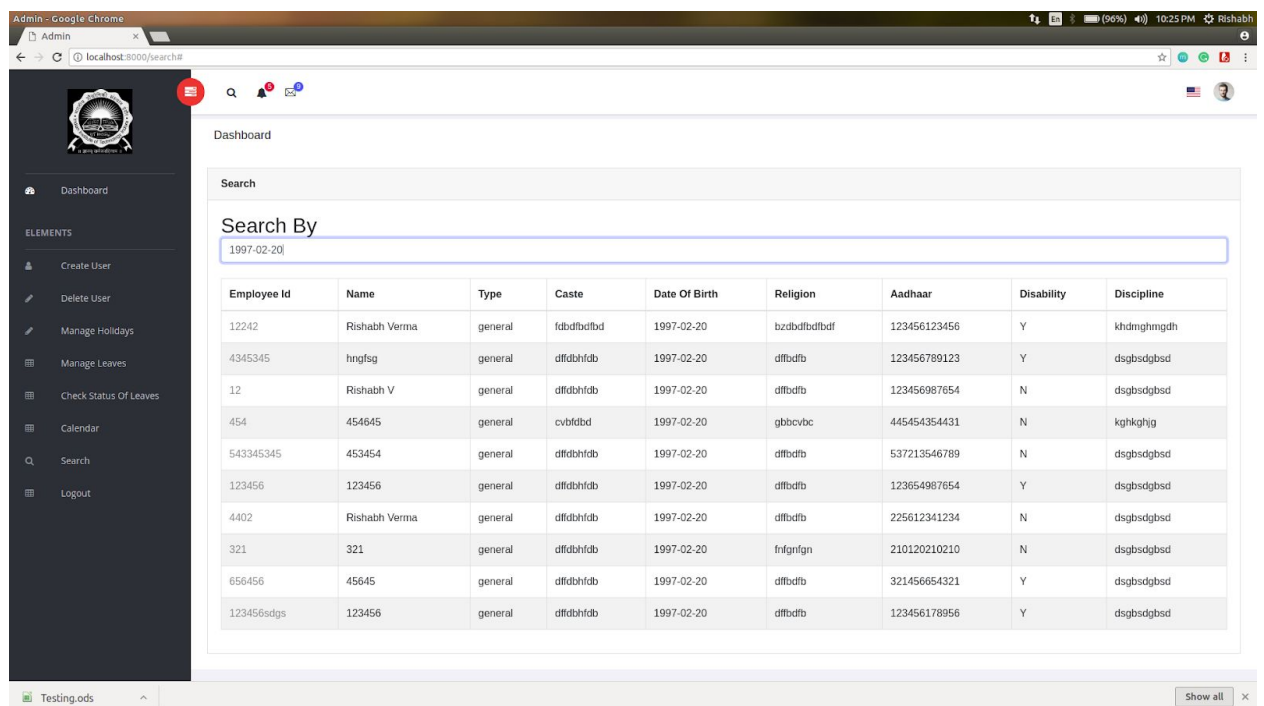
2. Approval's Page:

3.User's Page:

VI. LOGGING OUT

After all functioning had been done, users should log-out from their respective account.

5. Troubleshooting

In case of any issues with the website, the user must contact the admin for assistance.