

Phase 9: Reporting, Dashboards & Security Review

Goal

- Track leave requests and approvals with reports & dashboards
- Protect sensitive employee leave data from unauthorized access
- Ensure managers, HR, and employees see the right information in real time

Reports

- Created different report formats to track leave usage:

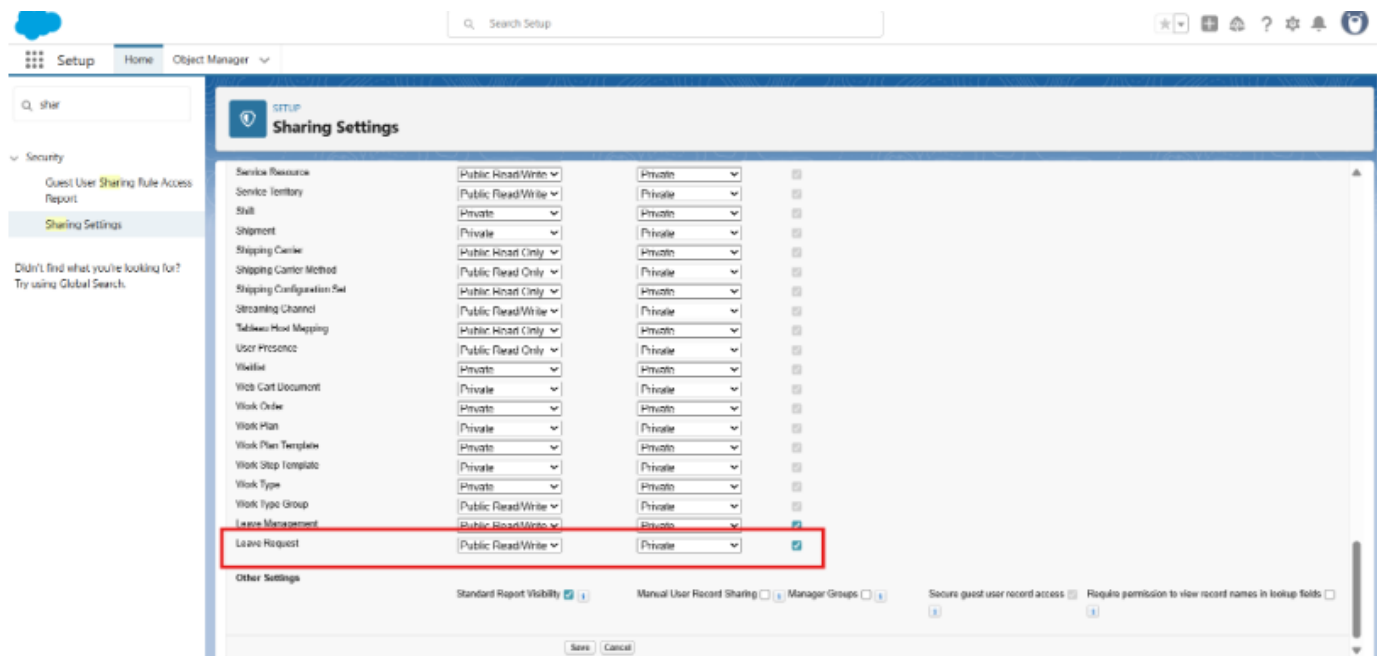
Report Types

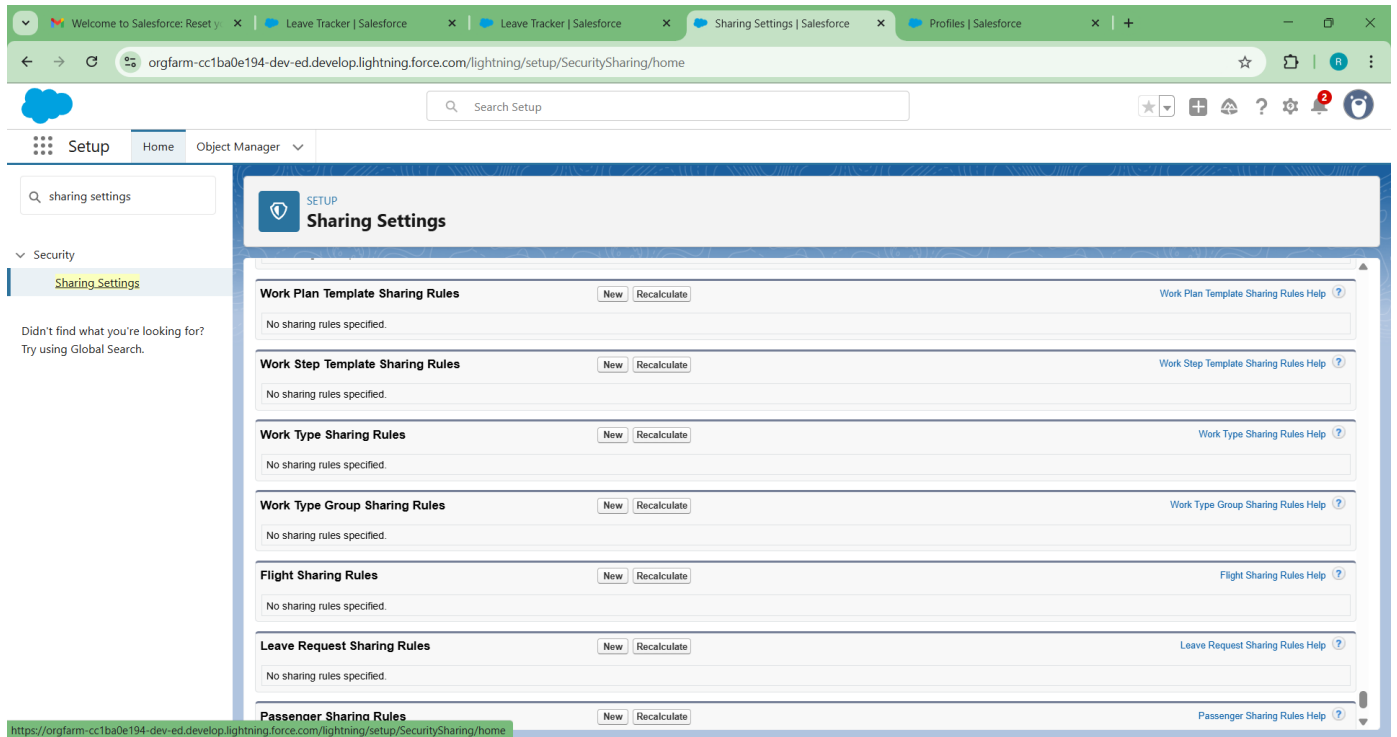
- Created a Custom Report Type:
- Primary Object: LeaveRequest__c
- Related Object: User (Employee)

Security

A. Sharing Settings

- Org-Wide Defaults (OWD): Leave Requests = Private (only owner, manager, HR can see).
- Sharing Rules: Managers can access their team’s requests.
- Role Hierarchy: Employee → Manager → HR → Admin.





Field Level Security (FLS)

- Employees: Can see only their leave details.
- Managers: Can see team leaves + approval fields.
- Sensitive fields (like Manager Comments) hidden from employees.