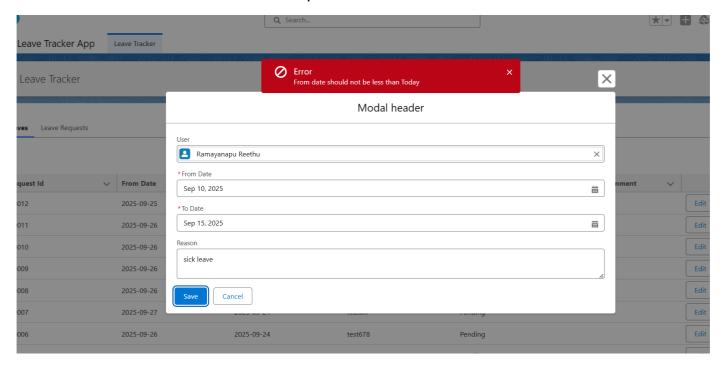# Phase 4: Process Automation (Admin)

1. **Validation Rules:**

   1. From Date should not be in the past
   - **Rule Name:** From_Date_Not_Past
   - **Error Message:** "End Date must be later than Start Date."
   - **Error Condition Formula:**

```
if (new Date(fields.From_Date__c)>new Date(fields.To_Date__c)){
        this.ShowToast('From date should not be grater than to
date','Error','error');
        }
```

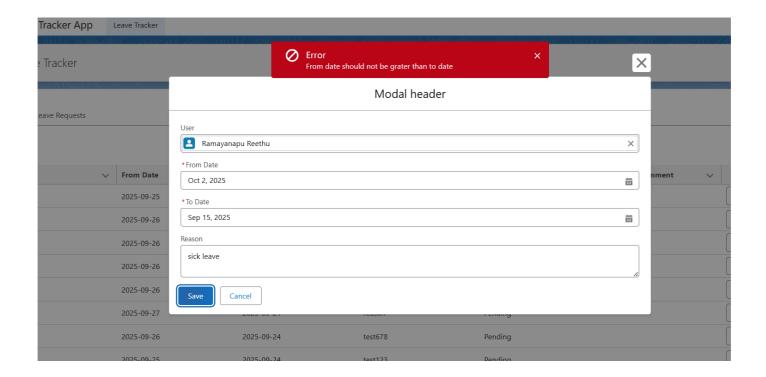   - **Error Location:** Field →Top

   2. From Date should not be leassthan today:
   - **Rule Name:** From_Date_Not_be lessthan today.
   - **Error Message:** "End Date must be later than Start Date."
   - **Error Condition Formula:**

```
else if(new Date()>new Date(fields.From_Date__c)){
        this.ShowToast('From date should not be less than Today','Error','error');
        }
```

Error Location: Field →Top

2. Workflow Rules:

1.Workflow for Approved Status

- **Purpose:** Notify the manager when a leave request is created and status is Approved.

- **Evaluation Criteria:** created, and every time it's edited to meet criteria
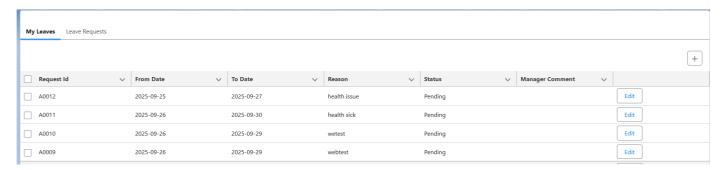
2. Workflow for Rejected Status

- **Purpose:** Notify the employee if their leave request is **Rejected**.

- **Evaluation Criteria:** created, and every time it's edited to meet criteria.

3. Workflow for Pending Status

- **Purpose:** Notify the employee if their leave request is **Pending**.

- **Evaluation Criteria:** created, and every time it's edited to meet criteria


```javascript
@wire(getMyLeaves)
    wiredMyLeaves(result) {
        this.myLeavesWireResult = result;
        if (result.data) {
            this.myLeaves = result.data.map(a => ({
                ...a,
                cellClass: a.Status__c === 'Approved'
                    ? 'slds-theme_success'
                    : a.Status__c === 'Rejected'
                        ? 'slds-theme_warning'
                        : '',
                isEditDisabled: a.Status__c !== 'Pending'
            }));
        }
        if (result.error) {
            console.error('Error occurred while fetching my leaves: ', result.error);
        }
    }
```

3. Process Builder
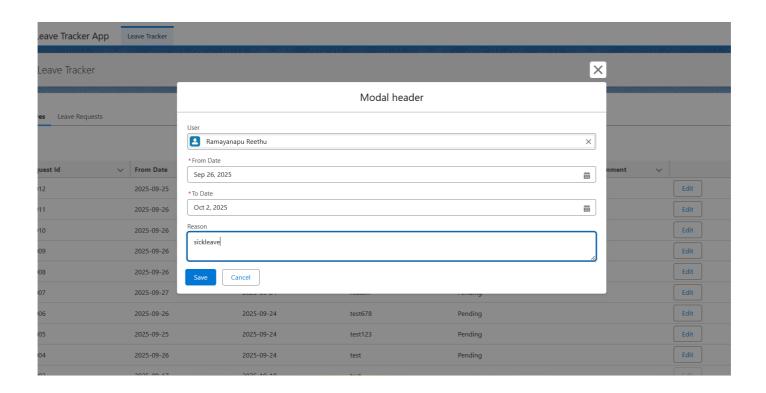
On Leave Request Submission:

- Process Builder is used for conditional automation that cannot be handled by simple workflow rules. Example:

- If Reason = Valid -> Leave is Approved

- If Reason = InValid -> Leave is Rejected

4. Flow Builder

Screen Flows (for employees):

Guided process to apply for leave.

- Step 1: User.

- Step 2: Pick Dates.

- Step 3: Provide Reason.

- Step 4: Review & Submit.

5. Approval Process

- Step 1: Employee submits request → Status = Pending.

- Step 2: Manager receives approval request.

- Step 3: Manager approves or rejects.

- Step 4: If approved → Send email to employee.

- Step 5: If rejected → Send email to employee.

6.Field Updates

- On Approval: Status → Approved.

- On Rejection: Status → Rejected.

- On Cancellation: Status → Pending.