

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

The screenshot shows the 'Leave Tracker' application interface. A red error banner at the top states: 'Error From date should not be less than Today'. Below this, a modal form is open for editing a leave request. The modal has a header 'Modal header' and contains the following fields:

- User:** A dropdown menu showing 'Ramayanapu Reethu'.
- * From Date:** A date picker showing 'Sep 10, 2025'.
- * To Date:** A date picker showing 'Sep 15, 2025'.
- Reason:** A text area containing 'sick leave'.

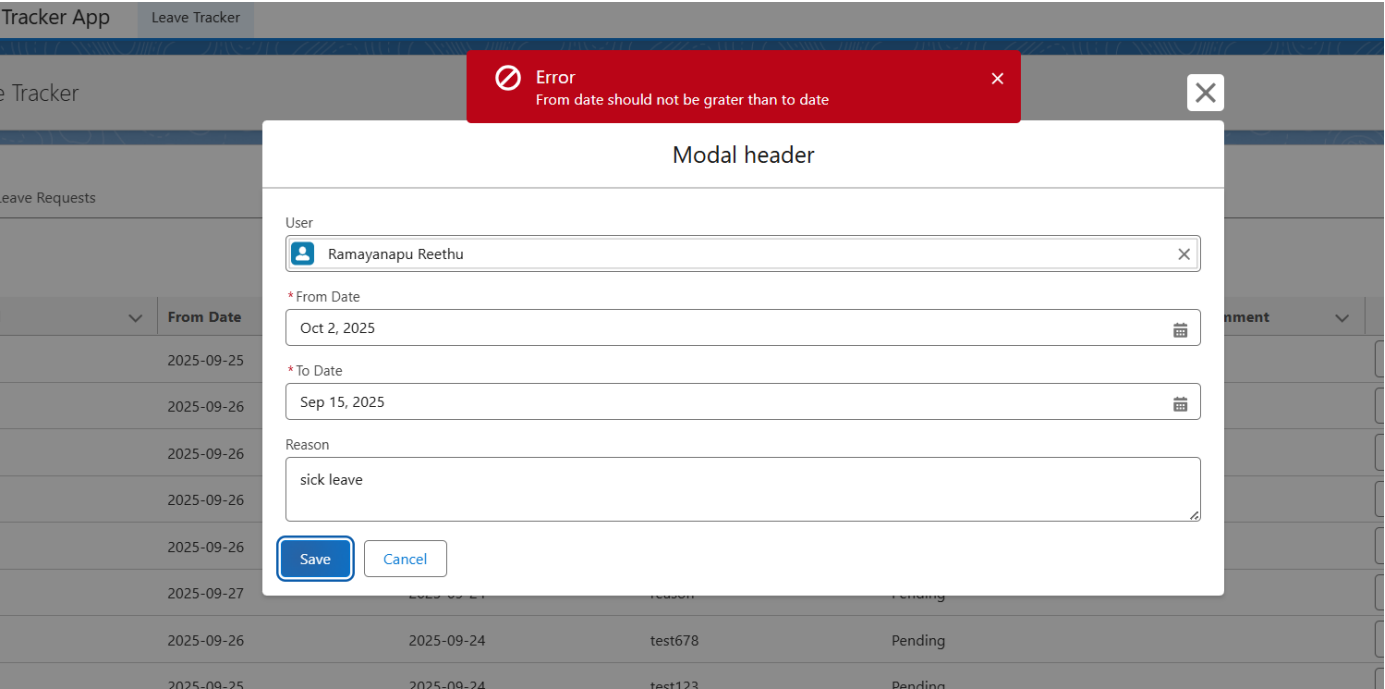
At the bottom of the modal are 'Save' and 'Cancel' buttons. The background shows a table of leave requests with columns for 'Request Id', 'From Date', and 'To Date'.

2. From Date should not be less than today:

- **Rule Name:** From_Date_Not_be less than 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.

	A0002	2023-03-19	2023-03-19	For personal reason	Rejected	<div>Edit</div>
	A0001	2023-03-15	2023-03-15	Test	Pending	<div>Edit</div>

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

My Leaves <small>Leave Requests</small>									
<input type="checkbox"/>	Request Id	From Date	To Date	Reason	Status	Manager Comment			
<input type="checkbox"/>	A0012	2025-09-25	2025-09-27	health issue	Pending			Edit	
<input type="checkbox"/>	A0011	2025-09-26	2025-09-30	health sick	Pending			Edit	
<input type="checkbox"/>	A0010	2025-09-26	2025-09-29	wetest	Pending			Edit	
<input type="checkbox"/>	A0009	2025-09-26	2025-09-29	webtest	Pending			Edit	

```
@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.

The screenshot displays the 'Leave Tracker App' interface. A modal window titled 'Modal header' is open, allowing a user to submit a leave request. The modal contains the following fields:

- User:** A dropdown menu showing 'Ramayanapu Reethu'.
- *From Date:** A date picker set to 'Sep 26, 2025'.
- *To Date:** A date picker set to 'Oct 2, 2025'.
- Reason:** A text input field containing 'sickleave'.

At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, a table of 'Leave Requests' is visible, showing columns for 'Request Id', 'From Date', 'To Date', 'User', and 'Status'. The table contains several rows of data, including requests for 'test678', 'test123', and 'test'.

Request Id	From Date	To Date	User	Status
12	2025-09-25			
11	2025-09-26			
10	2025-09-26			
09	2025-09-26			
08	2025-09-26			
07	2025-09-27			
06	2025-09-26	2025-09-24	test678	Pending
05	2025-09-25	2025-09-24	test123	Pending
04	2025-09-26	2025-09-24	test	Pending

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.