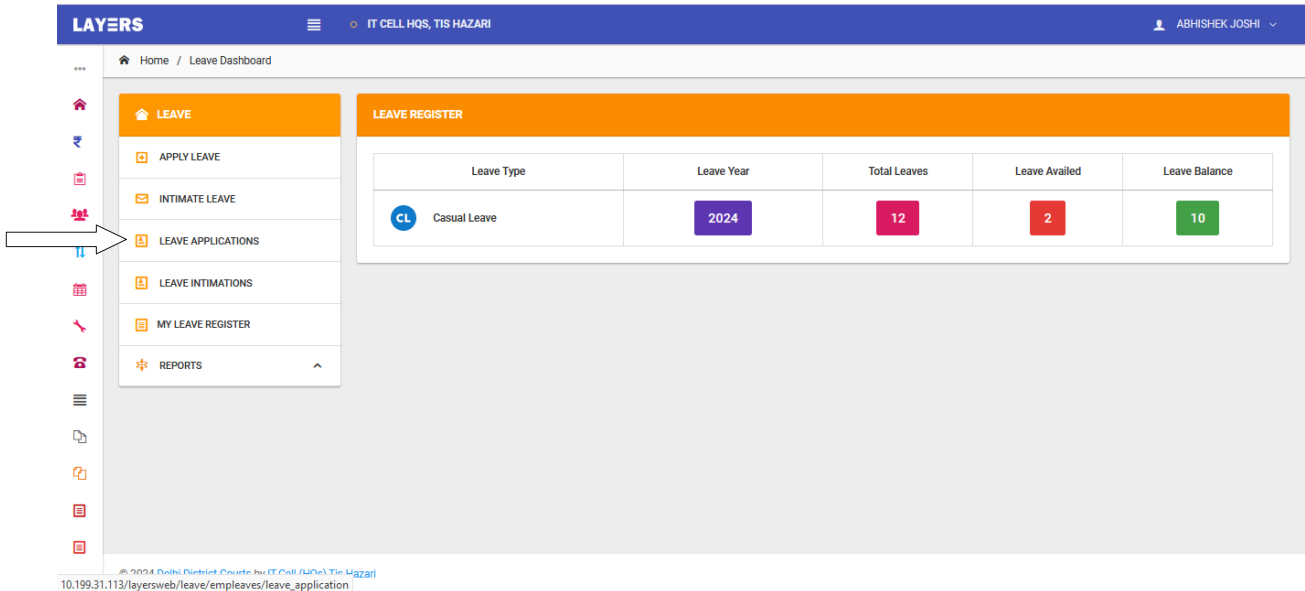
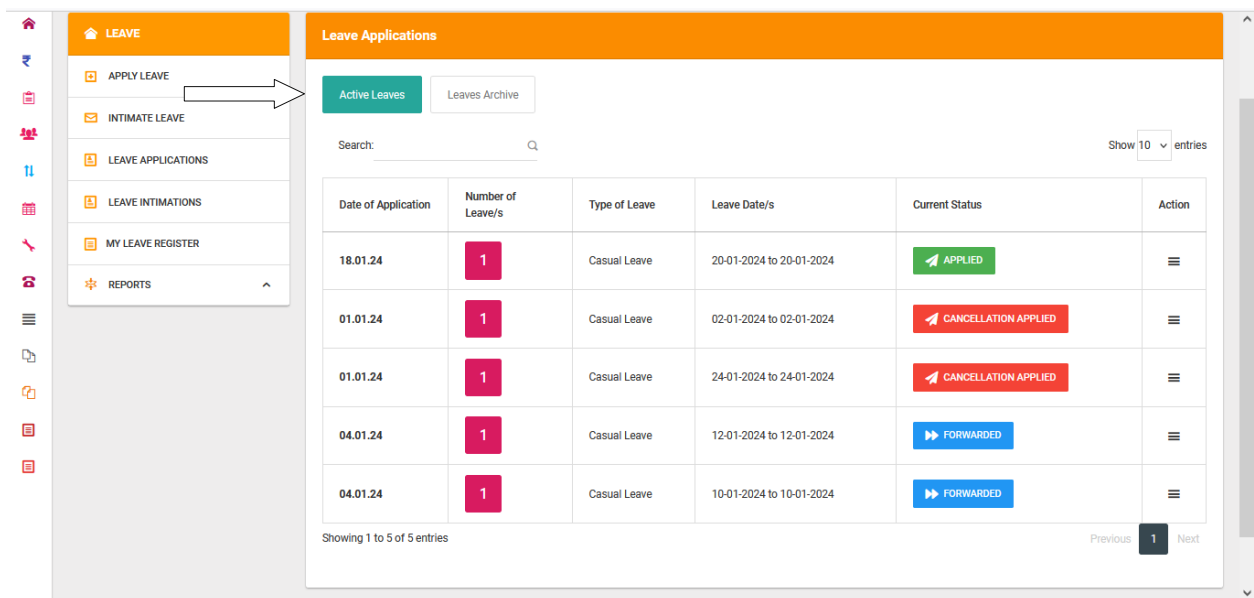


How to Edit Leave

Step1: Click on “Leave Applications”.



Step2: Click on “Active Leaves”.



Step 3: Click on three lines in “Action column”, against the Leave which you have applied and then click on “Edit”.

The screenshot shows the 'Leave Applications' interface. On the left is a sidebar with navigation links: LEAVE, APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS, LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main area has a header 'Leave Applications' with tabs for 'Active Leaves' and 'Leaves Archive'. Below the header is a search bar and a 'Show 10 entries' dropdown. The main content is a table with columns: Date of Application, Number of Leave/s, Type of Leave, Leave Date/s, Current Status, and Action. The table contains 5 entries. The first entry has a status of 'APPLIED'. The 'Action' column for the first entry has a dropdown menu open with options: 'View Detail', 'Edit', and 'Cancel'. An arrow points to the 'Action' column of the first row.

| Date of Application | Number of Leave/s | Type of Leave | Leave Date/s | Current Status | Action |
|---------------------|-------------------|---------------|--------------------------|----------------------|---------------------------|
| 18.01.24 | 1 | Casual Leave | 20-01-2024 to 20-01-2024 | APPLIED | View Detail, Edit, Cancel |
| 01.01.24 | 1 | Casual Leave | 02-01-2024 to 02-01-2024 | CANCELLATION APPLIED | |
| 01.01.24 | 1 | Casual Leave | 24-01-2024 to 24-01-2024 | CANCELLATION APPLIED | |
| 04.01.24 | 1 | Casual Leave | 12-01-2024 to 12-01-2024 | FORWARDED | |
| 04.01.24 | 1 | Casual Leave | 10-01-2024 to 10-01-2024 | FORWARDED | |

Showing 1 to 5 of 5 entries

Step 4: In “Edit Leave” module, you can make changes in application of Casual leave.

The screenshot shows the 'Edit Leave' interface. On the left is a sidebar with navigation links: LEAVE, APPLY LEAVE, INTIMATE LEAVE, LEAVE APPLICATIONS, LEAVE INTIMATIONS, MY LEAVE REGISTER, and REPORTS. The main area has a header 'Edit Leave'. Below the header is a form for editing a casual leave application. The form includes fields for Nature of Leave, Leave Details, Total No. of Leave(s), Whether going outstation?, Reason for Leave, Whether availed already?, and Officer for forwarding this Leave. The 'Leave Details' section has a table with columns: Halfday, F/Afternoon, From, To, and #. The 'Total No. of Leave(s)' section shows 'Total Leaves : 1'. The 'Whether going outstation?' section has radio buttons for 'No' and 'Yes'. The 'Reason for Leave' section has a text input field. The 'Whether availed already?' section has radio buttons for 'No' and 'Yes'. The 'Officer for forwarding this Leave' section has a dropdown menu. A 'SUBMIT' button is at the bottom right.

| Nature of Leave | Casual Leave | | | | | | | | | | |
|-----------------------------------|---|------------|-------------|------|----|---|----|--------|------------|------------|--|
| Leave Details | <table border="1"><thead><tr><th>Halfday</th><th>F/Afternoon</th><th>From</th><th>To</th><th>#</th></tr></thead><tbody><tr><td>No</td><td>Select</td><td>20-01-2024</td><td>20-01-2024</td><td></td></tr></tbody></table> | Halfday | F/Afternoon | From | To | # | No | Select | 20-01-2024 | 20-01-2024 | |
| Halfday | F/Afternoon | From | To | # | | | | | | | |
| No | Select | 20-01-2024 | 20-01-2024 | | | | | | | | |
| Total No. of Leave(s) | Total Leaves : 1 | | | | | | | | | | |
| Whether going outstation? | <input checked="" type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | |
| Reason for Leave | Urgent Work | | | | | | | | | | |
| Whether availed already? | <input checked="" type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | |
| Officer for forwarding this Leave | LALIT SINGH (L.S.A) | | | | | | | | | | |

SUBMIT

Step 5: After making required changes in your Leave, Click on “submit”.

LEAVE

- APPLY LEAVE
- INTIMATE LEAVE
- LEAVE APPLICATIONS
- LEAVE INTIMATIONS
- MY LEAVE REGISTER
- REPORTS

Edit Leave

| Nature of Leave | Casual Leave | | | | | | | | | | |
|-----------------------------------|--|------------|-------------|------|----|---|----|--------|------------|------------|--|
| Leave Details | <table><thead><tr><th>Halfday</th><th>F/Afternoon</th><th>From</th><th>To</th><th>#</th></tr></thead><tbody><tr><td>No</td><td>Select</td><td>20-01-2024</td><td>22-01-2024</td><td></td></tr></tbody></table> | Halfday | F/Afternoon | From | To | # | No | Select | 20-01-2024 | 22-01-2024 | |
| Halfday | F/Afternoon | From | To | # | | | | | | | |
| No | Select | 20-01-2024 | 22-01-2024 | | | | | | | | |
| Total No. of Leave(s) | Total Leaves : 3 | | | | | | | | | | |
| Whether going outstation? | <input checked="" type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | |
| Reason for Leave | Urgent Work | | | | | | | | | | |
| Whether availed already? | <input checked="" type="radio"/> No <input type="radio"/> Yes | | | | | | | | | | |
| Officer for forwarding this Leave | LALIT SINGH — (L.S.A) | | | | | | | | | | |

SUBMIT

Step 6: Click on “Confirm” button to finally submit leave application.

Comparison of old and new leave data

| Leave Type | Casual Leave |
|------------------|--------------------------|
| Date(s) | 20-01-2024 to 20-01-2024 |
| Total Leaves | 1 |
| Going Outstation | No |
| Leave Reason | Urgent Work |

| Leave Type | Casual Leave |
|------------------|--------------------------|
| Date(s) | 20-01-2024 to 20-01-2024 |
| Total Leaves | 1 |
| Going Outstation | No |
| Leave Reason | Urgent Work |

CONFIRM **CANCEL**