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Enhanced Software Solutions Pvt. Ltd

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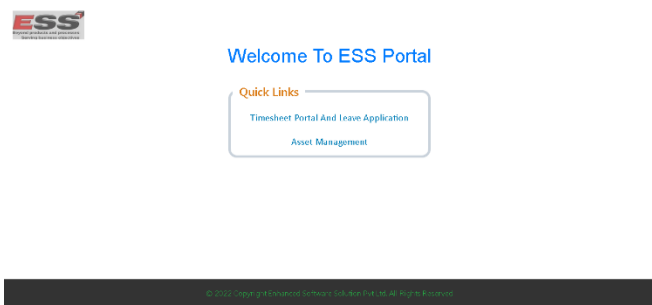
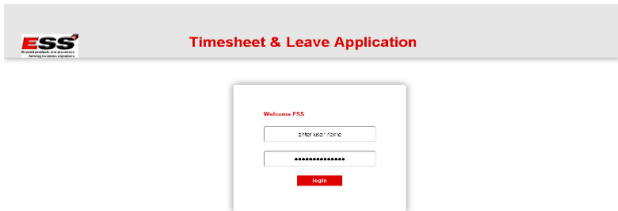
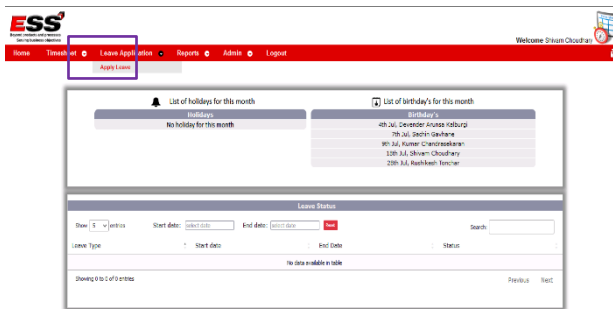
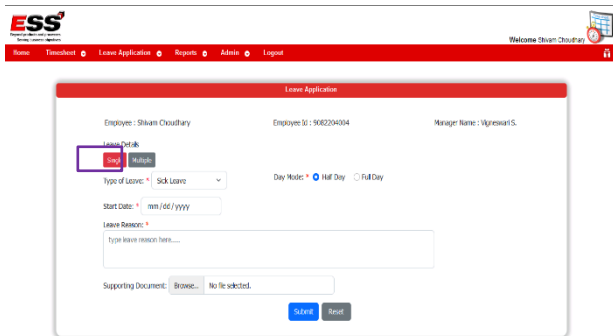
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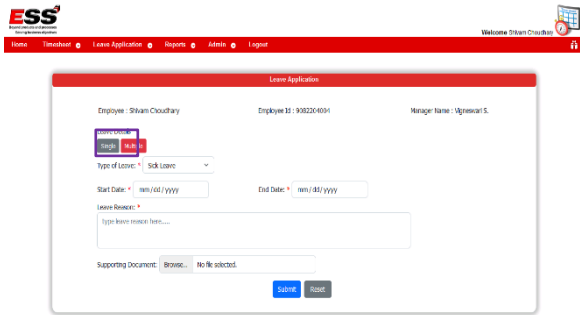
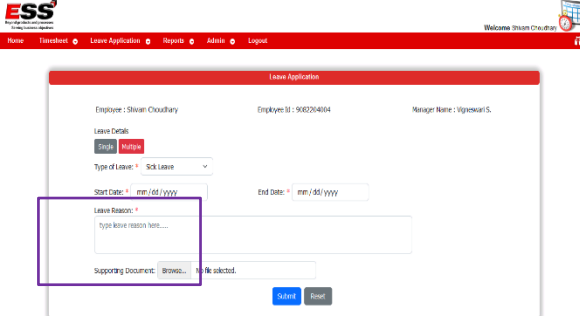
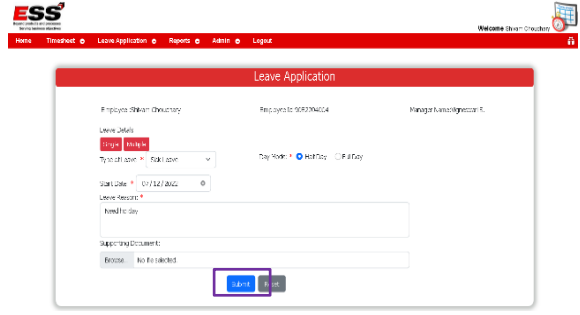
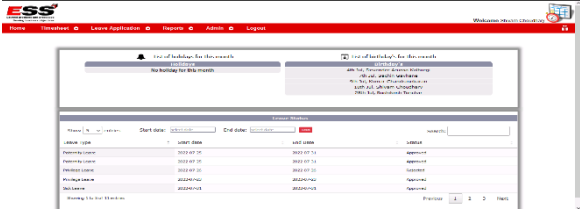
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Summary

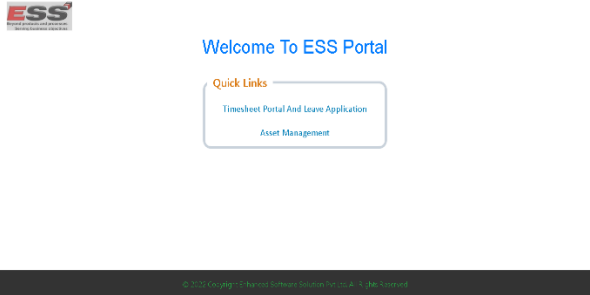
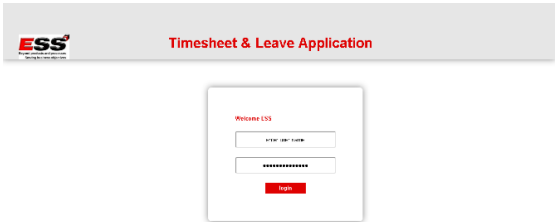
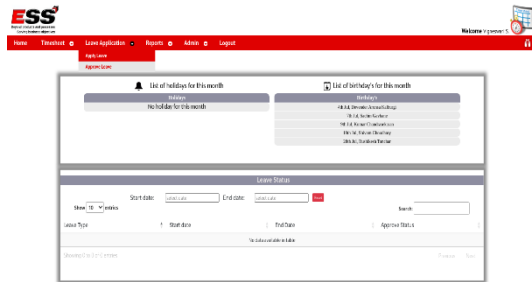
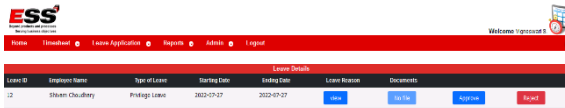
1. Employee can apply leave in ESS portal where email will be triggered to Reporting Manager.
2. If Reporting Manager approve the leave, then there will be email triggering to applicant and service desk.
3. If Reporting Manager reject the leave, then there will be email Triggering to Applicant Only.
4. You can view Leave status on Dashboard.
5. You can cancel the leave approval if you don't need any.

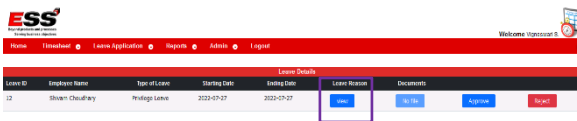

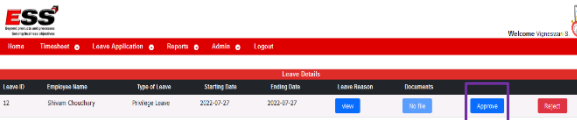
1. Submit a Leave Request

Step No.	Description	Document Evidence
1	Access the ESS Portal using the URL. www.esstools.net.in . In the Quick Links Section, click on the 'Timesheet Portal and Leave Application' link.	
2	Log in to the 'Timesheet portal' using your user credentials.	
3	On the menu bar, click on the 'Apply Leave' option under the 'Leave Application' menu tab.	
4	To apply for leave for a single day, Click on the 'Single' button. Select a 'Type of Leave', 'Day mode', and 'Start Date'.	

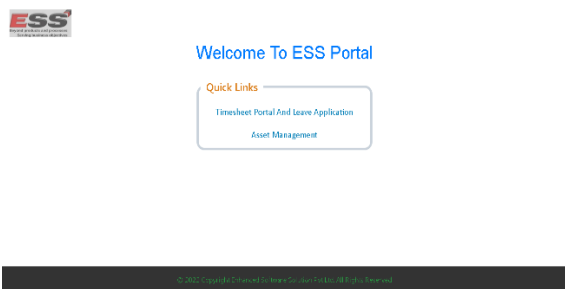
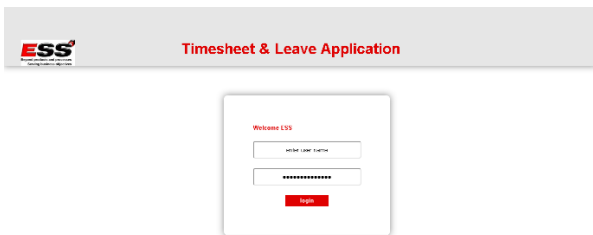
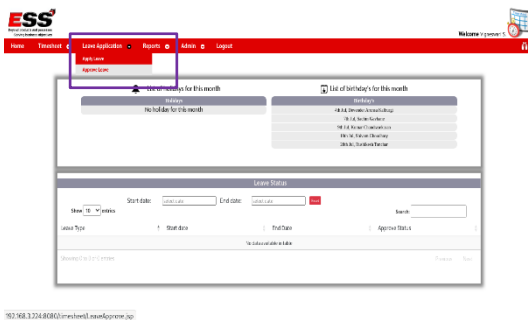
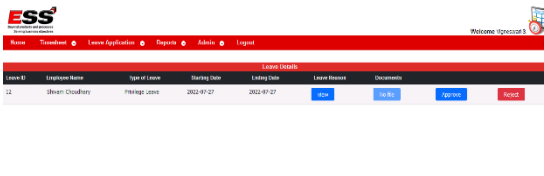
5	<p>To apply for leave for more than one day, click on the 'Multiple' button.</p> <p>Select a 'Type of Leave', 'Start date', and 'End Date'.</p> <p>Note: In the case of maternity and paternity leave, the End Date will auto-populate according to the leave policy.</p>	 <p>The screenshot shows the 'Leave Application' form with the following details: Employee: Shivan Choudhary, Employee ID: 9082204004, Manager Name: Vigneshwar S. The 'Type of Leave' is set to 'Sick Leave'. The 'Start Date' and 'End Date' are both set to 'mm/dd/yyyy'. The 'Leave Reason' field is empty. The 'Supporting Document' field shows 'Browse...' and 'No file selected'. The 'Submit' and 'Cancel' buttons are at the bottom.</p>
6	<p>State the Leave Reason for the Leave Request.</p> <p>The user can attach the document related to the Leave Request. (It is Not Mandatory)</p> <p>Note: The maximum file size is up to 2MB, and the document should be in PDF format only.</p>	 <p>The screenshot shows the 'Leave Application' form with the 'Leave Reason' field highlighted by a red box. The 'Leave Reason' field is empty. The 'Supporting Document' field shows 'Browse...' and 'No file selected'. The 'Submit' and 'Cancel' buttons are at the bottom.</p>
7	<p>Click on the Submit button to submit your Leave request.</p> <p>Note: Notification mail regarding 'Leave Request' will be sent to the respective Reporting Manager.</p>	 <p>The screenshot shows the 'Leave Application' form with the 'Submit' button highlighted by a red box. The 'Leave Reason' field is empty. The 'Supporting Document' field shows 'Browse...' and 'No file selected'. The 'Submit' and 'Cancel' buttons are at the bottom.</p>
8	<p>The user can view the status of the Leave Request on the dashboard.</p>	 <p>The screenshot shows the ESS dashboard with the 'Leave Application' section. It displays a table of leave requests with columns for 'Leave Type', 'Start Date', 'End Date', and 'Status'. The table shows several requests with various statuses like 'Approved', 'Rejected', and 'Pending'. The 'Status' column is highlighted in red.</p>

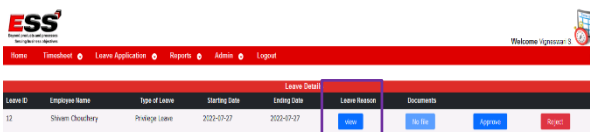
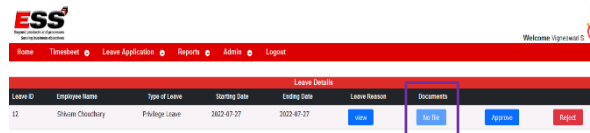
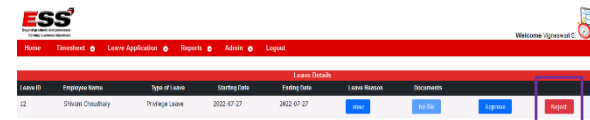
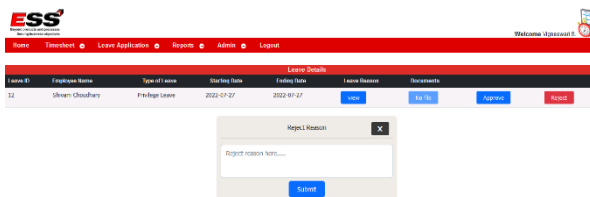
2. Approve a Leave Request

Step No.	Description	Document Evidence
1	Access the ESS Portal using the URL www.esstools.net.in . In the Quick links section, Click on the 'Timesheet portal and Leave Application' link.	
2	Log in to the 'Timesheet portal' using your user credentials.	
3	On the menu bar, click on the 'Approve Leave' option under the 'Leave Application' tab.	
4	A list of all the pending Leave Requests will be displayed.	

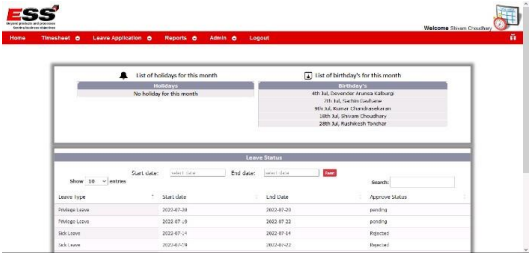
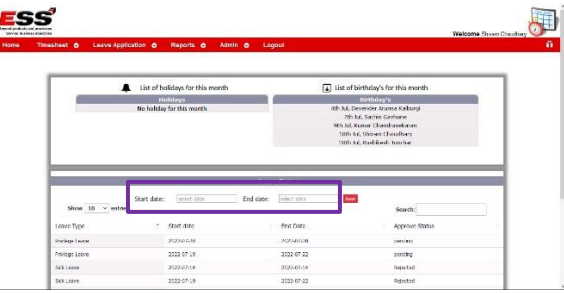
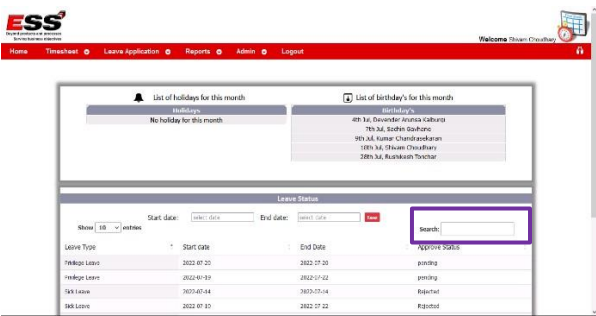
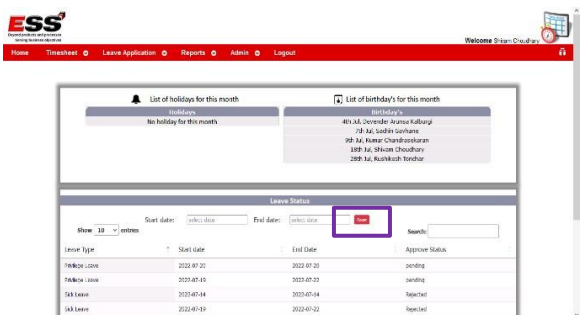
5	Click on the 'view' button under the 'Leave Reason' header to view the reason for the Leave Request.	 <p>The screenshot shows the ESS Leave Application interface. At the top, there is a navigation bar with links: Home, Timesheet, Leave Application, Reports, Admin, and Logout. Below this is a 'Leave Details' table with columns: Leave ID, Employee Name, Type of Leave, Starting Date, Ending Date, Leave Reason, and Documents. The first row shows Leave ID 12, Employee Name Shivan Choudhary, Type of Leave Privilege Leave, Starting Date 2022-07-27, and Ending Date 2022-07-27. Under the 'Leave Reason' header, there is a 'view' button highlighted with a red box. Other buttons like 'Go To', 'Approve', and 'Reject' are also visible.</p>
6	Click on the 'view' button under the 'Documents' header to view the attached Support Document for the Leave Request.	 <p>The screenshot shows the ESS Leave Application interface. At the top, there is a navigation bar with links: Home, Timesheet, Leave Application, Reports, Admin, and Logout. Below this is a 'Leave Details' table with columns: Leave ID, Employee Name, Type of Leave, Starting Date, Ending Date, Leave Reason, and Documents. The first row shows Leave ID 12, Employee Name Shivan Choudhary, Type of Leave Privilege Leave, Starting Date 2022-07-27, and Ending Date 2022-07-27. Under the 'Documents' header, there is a 'view' button highlighted with a red box. Other buttons like 'Go To', 'Approve', and 'Reject' are also visible.</p>
7	To approve the Leave Request, click on the 'Approve' button. Note: A notification mail regarding the approval of 'Leave Request' will be sent to the respective Leave applicant and Service Desk.	 <p>The screenshot shows the ESS Leave Application interface. At the top, there is a navigation bar with links: Home, Timesheet, Leave Application, Reports, Admin, and Logout. Below this is a 'Leave Details' table with columns: Leave ID, Employee Name, Type of Leave, Starting Date, Ending Date, Leave Reason, and Documents. The first row shows Leave ID 12, Employee Name Shivan Choudhary, Type of Leave Privilege Leave, Starting Date 2022-07-27, and Ending Date 2022-07-27. Under the 'Documents' header, there is an 'Approve' button highlighted with a red box. Other buttons like 'Go To', 'View', and 'Reject' are also visible.</p>

3. Reject a Leave Request

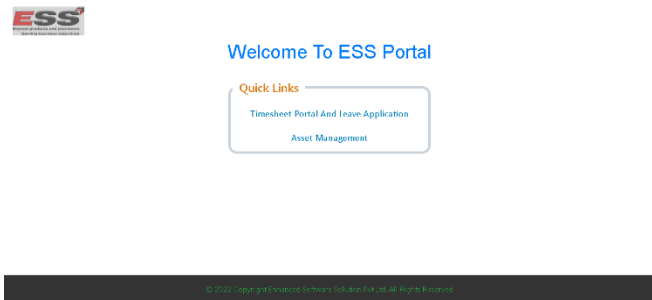
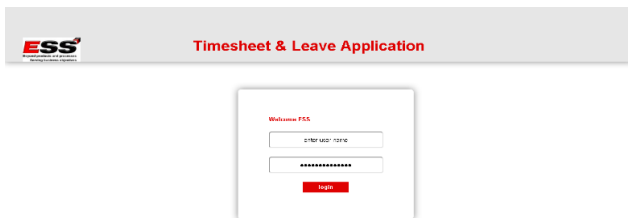
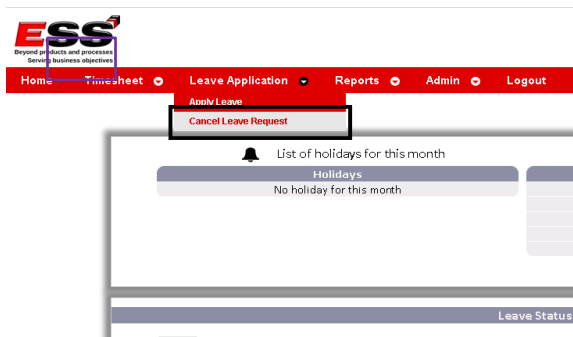

Step No.	Description	Document Evidence
1	Access the ESS Portal using the URL www.esstools.net.in . In the Quick links section, Click on the 'Timesheet portal' link.	
2	Log in to the 'Timesheet portal' using your user credentials.	
3	On the menu bar, click on the 'Approve Leave' option under the Leave Application tab.	
4	A list of all the pending Leave Requests will be displayed.	

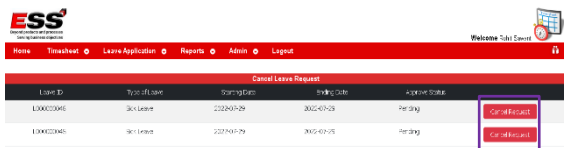
5	Click on the 'View' button under the 'Leave Reason' header to view the reason for the Leave Request.	
6	Click on the 'View' button under the 'Documents' header to view the attached Support Document for the Leave Request.	
7	To reject the Leave Request, click on the 'Reject' button.	
8	State the rejection reason and click on the 'Submit' button. Note: A notification mail regarding the rejection of the 'Leave Request' will be sent to the respective Leave applicant.	

4. View Leave Status

Step No.	Description	Document Evidence
1	The user can view the Leave Status on the dashboard.	
2	To Filter Leave Requests based on Date Range, select a 'Start Date' and 'End Date'. The user can select a value from the 'Show' dropdown to restrict the number of entries per page.	
3	The user can also filter the Leave Requests by entering the keyword in the Search field.	
4	Click on the 'Reset' button to clear the date filter. This will re-populate the dashboard with all the Leave Requests applied by the user.	

5. Cancel a Leave Request:

Step No.	Description	Document Evidence
1	Access the ESS Portal using the URL. www.esstools.net.in . In the Quick Links Section, click on the 'Timesheet Portal and Leave Application' link.	
2	Log in to the 'Timesheet portal' using your user credentials.	
3	On the menu bar, click on the 'Cancel Leave Request' option under the 'Leave Application' menu tab.	
4	A list of all the pending Leave and Approved Leave Requests will be displayed.	

5	<p>To Cancel the Leave Request, click on 'Cancel Request' Button.</p> <p>Note: A notification mail regarding the Cancellation of 'Leave Request' will be sent to the respective Leave applicant, Reporting Manager and Service Desk.</p>	 <p>The screenshot shows the ESS web application interface. At the top, there is a navigation bar with links: Home, Timesheet, Leave Application, Reports, Admin, and Logout. Below this, there is a sub-header 'Cancel Leave Request'. A table displays two leave requests. The first row has columns: User ID (L00000001), Type of Leave (Sick Leave), Starting Date (2022-03-28), Ending Date (2022-03-29), and Approval Status (Pending). The second row has columns: User ID (L00000001), Type of Leave (Sick Leave), Starting Date (2022-03-29), Ending Date (2022-03-29), and Approval Status (Pending). In the rightmost column of the table, there are two red buttons labeled 'Cancel Request', which are highlighted with a red box.</p>
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