User guide

Contents

Installation

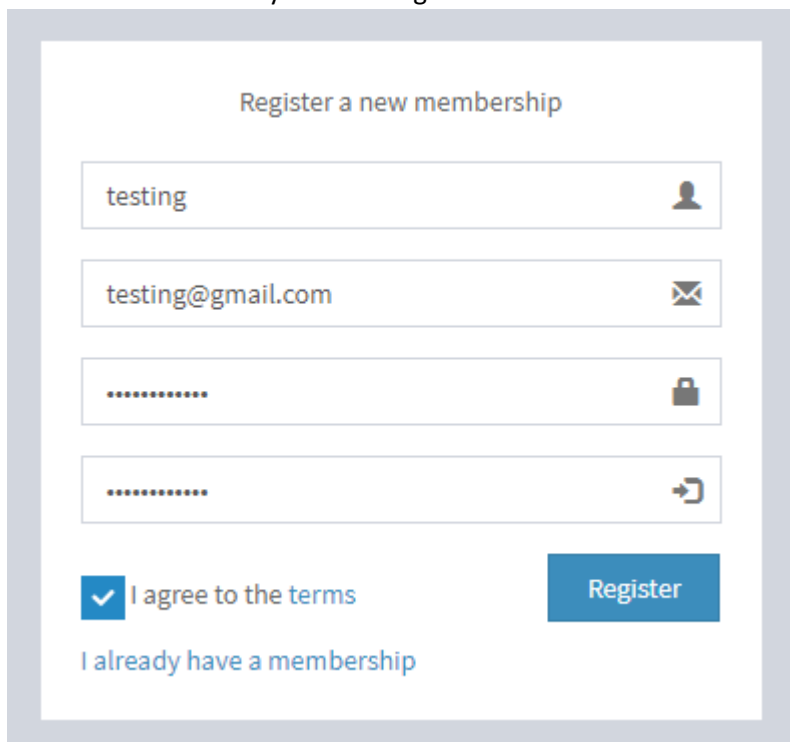For installation guide, see https://github.com/warminski/leave-management-system

Usage

Registration

1) On the main page click the "Register a new membership" button.
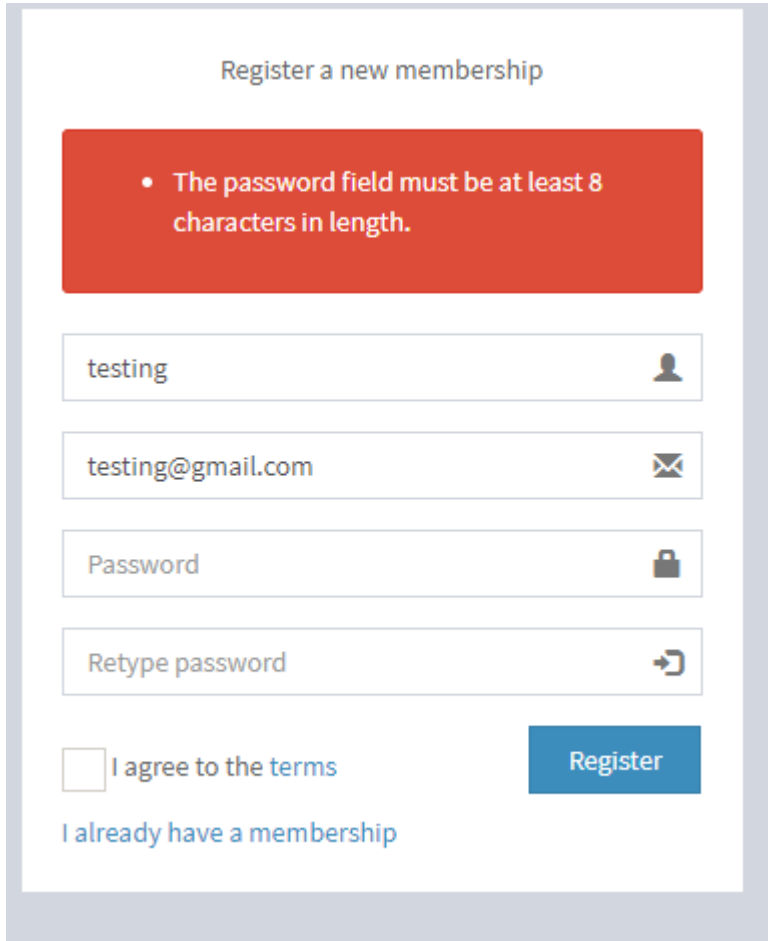
    Register a new membership

2) Insert all the necessary data and agree to the terms.

3) If inserted data is not valid, you should get alert box.

Register a new membership

- The password field must be at least 8 characters in length.

testing

testing@gmail.com
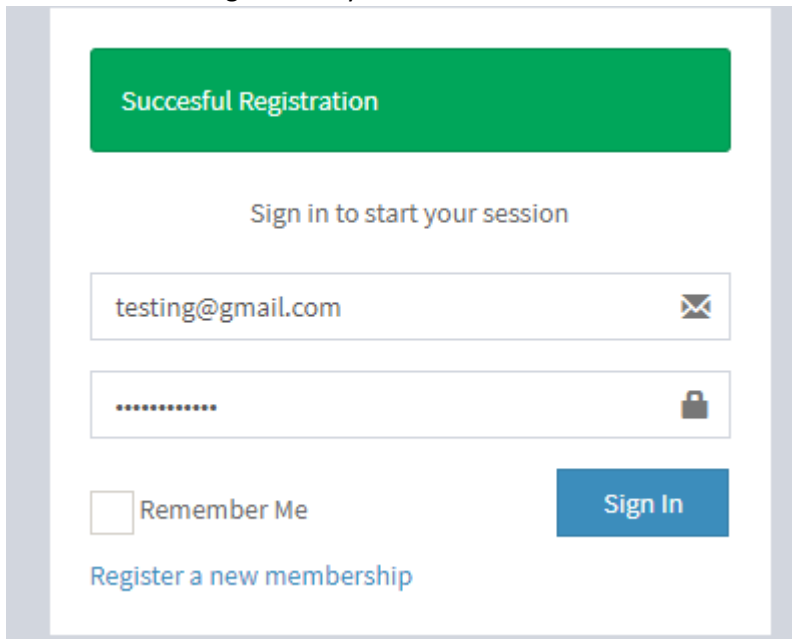
Password

Retype password

I agree to the terms

Register

I already have a membership

4) After successful registration you should be notfied.

Succesful Registration

Sign in to start your session
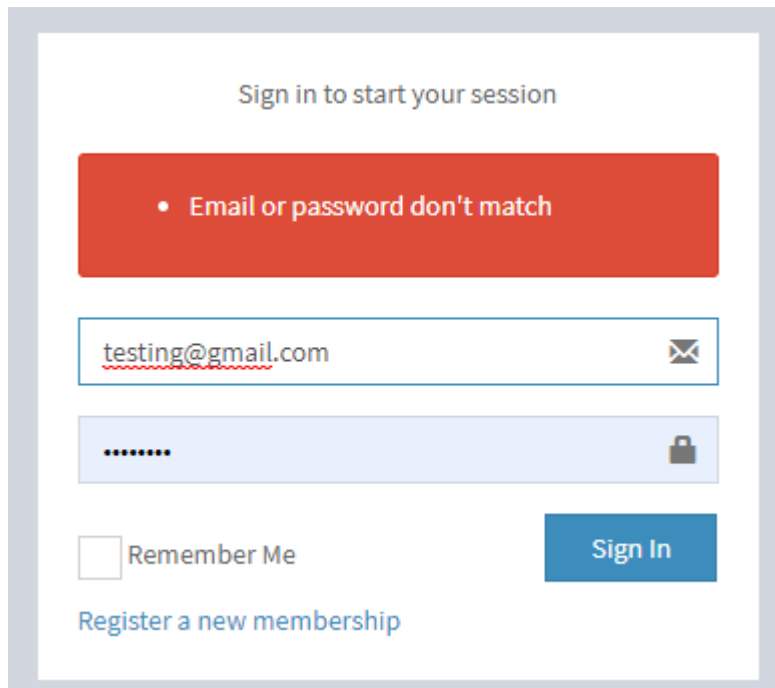
testing@gmail.com

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Remember Me

Sign In

Register a new membership

Creating admin

1) Go to localhost/phpMyAdmin
2) Click on the users table
3) Select user
4) Change his "role_id" to 1

Login

1) Insert email and password provided for registration

2) If inserted data is not correct, you will get notified

Sign in to start your session

• Email or password don't match

testing@gmail.com ✉

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☐ Remember Me   Sign In

Register a new membership

3) If inserted data is correct, you will get redirected to user dashboard

Creating leave request
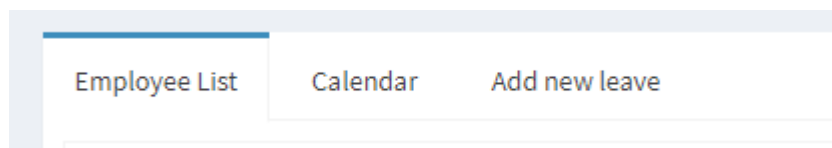
1)Select the start date and the end date of your leave

2) Click on " Generate PDF" button to create a leave request

Administrator

On the main page you can see list of employees

If you want to edit employee data, click on the " Edit " button in the table.

Switch between these 3 tabs for more options

On the calendar page, you can see all leaves and users.

Creating new leave

1) Go to "Add new leave" tab

2) Select user

3) Select start date

4) Select end date

5) Click on the "Create leave" button