

IITG Leave System

User

Documentation

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Introduction

IITG Leave System is a software designed to automate and digitalise the leave approval system within the campus.

The software can accommodate needs of both staff and students. Administrative requirements are also built in the software.

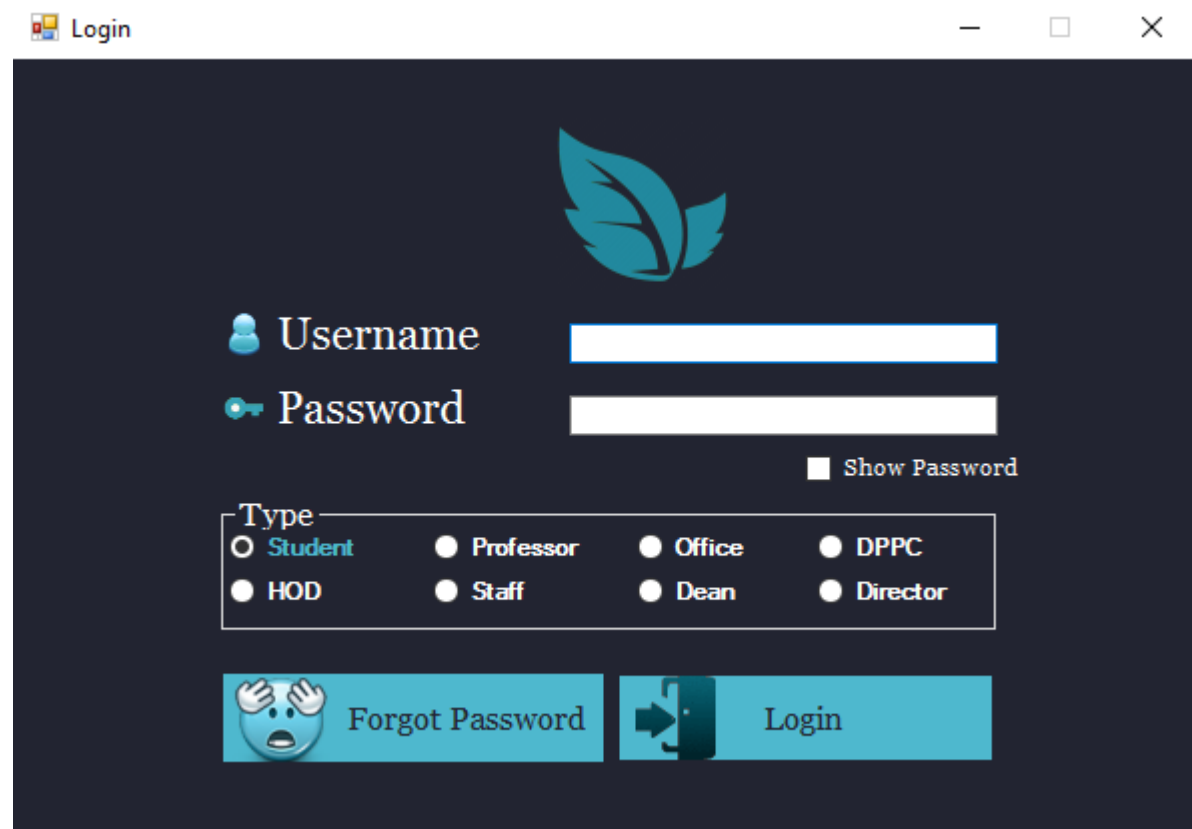
User Login

After you open the software, the first screen you see will be the login screen.


- To login, enter your username and password in the relevant textboxes. Then click your user type. Finally click on Login button.
- In case you have forgot your password, leave the password field blank. Enter your username and select user type. Then click on Forgot Password button.


An email will be then send to your saved email address notifying you of your new password.


Note: Screen Resolution must be minimum of 1280*800



Login



 Username



 Password

☐ Show Password

Type

☐ Student ☐ Professor ☐ Office ☐ DPPC

☐ HOD ☐ Staff ☐ Dean ☐ Director

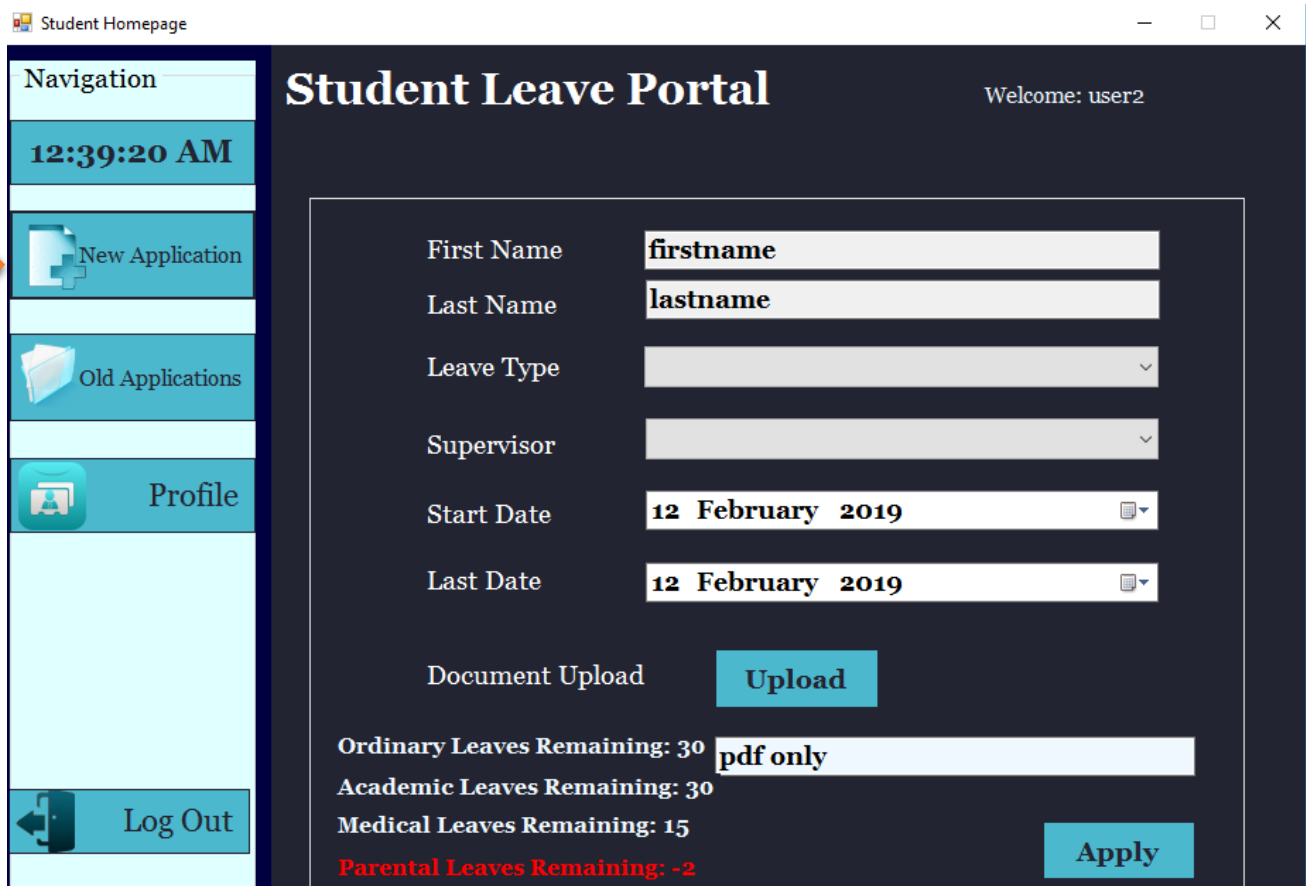
 Forgot Password  Login

Student Portal

After logging in as student you will be redirected to the Student Portal.

➤ New Leave Application:

- To apply for new leave, click on New Application button
- Select your Supervisor and Leave Type.
- Select the Start Date and End Date of leave.
- To upload supporting documents, click on Upload button and select the file. Note that only pdf files are allowed.
- Finally click on Apply Button



Student Homepage

Navigation

12:39:20 AM

New Application

Old Applications

Profile

Log Out

Student Leave Portal

Welcome: user2

First Name

Last Name

Leave Type

Supervisor

Start Date

Last Date

Document Upload

Ordinary Leaves Remaining: 30

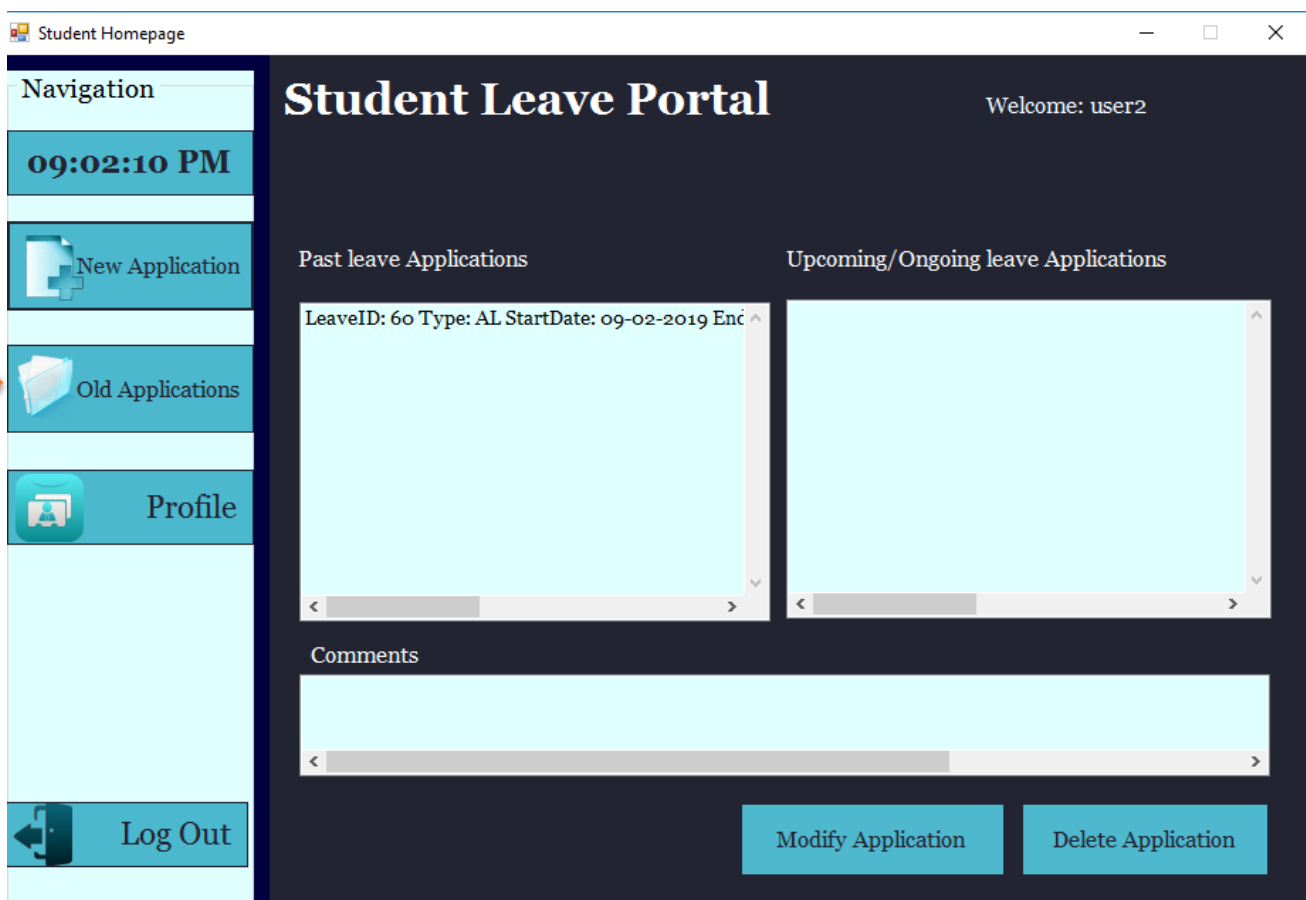
Academic Leaves Remaining: 30

Medical Leaves Remaining: 15

Parental Leaves Remaining: -2

➤ Old/Applied Leaves:

- To view your old/applied leaves click on Old Application Button.
- Here you can see your past leaves as well as status of your applied leaves.
- You can modify your ongoing leaves by selecting the leave from the list and clicking the Modify button. A new window will appear where you can change the last date of leave and upload any other supporting documents
- You can delete any upcoming leave by selecting the leave and clicking on Delete button.



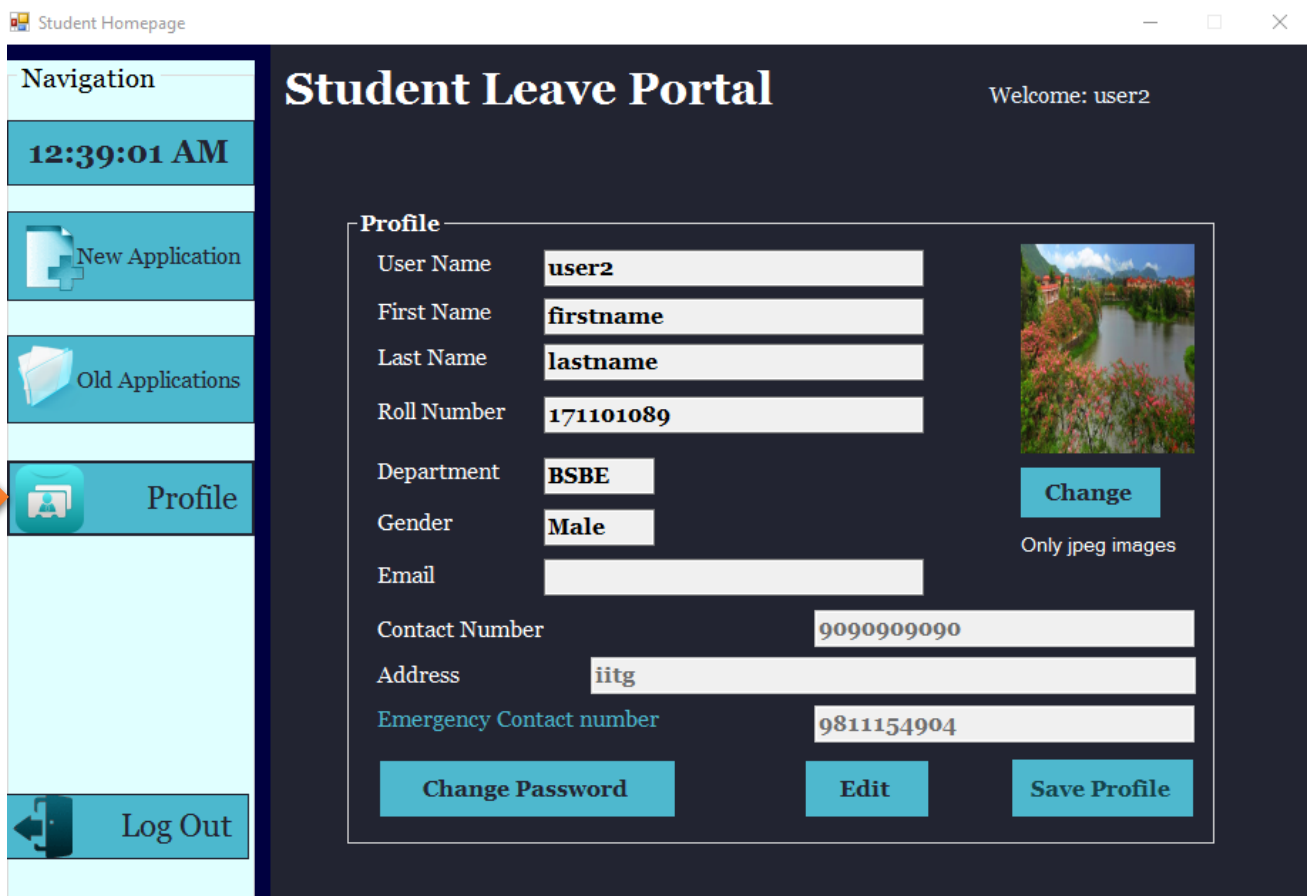
➤ Profile:

- To manage your profile click on profile button
- Here you can view your personal info
- To change your Address or Contact number, click on Edit button. Fill up the details and click on Save button.
- To change your profile picture, click on Change button and select your new image. Note that only jpeg images are supported.
- To change your password click on Change Password button.

Type in your new password and confirm it.

Then click on Ok button

➤ You can logout anytime using Logout button



The screenshot displays the 'Student Leave Portal' interface. On the left is a navigation sidebar with a dark blue header and light blue buttons. The buttons are: 'Navigation', '12:39:01 AM', 'New Application' (with a plus icon), 'Old Applications' (with a folder icon), 'Profile' (with a person icon and an orange arrow pointing to it), and 'Log Out' (with a left arrow icon). The main content area has a dark blue header with the title 'Student Leave Portal' and the text 'Welcome: user2'. Below the header is a 'Profile' section with a white border. It contains a form with the following fields: 'User Name' (value: user2), 'First Name' (value: firstname), 'Last Name' (value: lastname), 'Roll Number' (value: 171101089), 'Department' (value: BSBE), 'Gender' (value: Male), 'Email' (empty), 'Contact Number' (value: 9090909090), 'Address' (value: iitg), and 'Emergency Contact number' (value: 9811154904). To the right of the form is a profile picture placeholder showing a landscape with a lake and mountains, and a 'Change' button below it. At the bottom of the profile section are three buttons: 'Change Password', 'Edit', and 'Save Profile'. A note 'Only jpeg images' is located below the 'Change' button.

Student Homepage

Student Leave Portal

Welcome: user2

Navigation

12:39:01 AM

New Application

Old Applications

Profile

Log Out

Profile

User Name: user2

First Name: firstname

Last Name: lastname

Roll Number: 171101089

Department: BSBE

Gender: Male

Email:

Contact Number: 9090909090

Address: iitg

Emergency Contact number: 9811154904

Change

Only jpeg images

Change Password Edit Save Profile

Office Portal

After logging in as office you will be redirected to the Office Portal.

➤ Search User:

- In the office portal homepage, select the User Type.
- Enter the Username and click on Load button to display User information.

➤ Request Management:

- To view pending requests click on Refresh Button.
- The pending requests are then displayed.
- To Accept or Decline request select the request, select the request from the table and click on Accept or Decline button respectively.
- In the subsequent popup window you can add comment to your decision. Fill in the comment and click Ok button.

Logged in as office

Select User Type :

Username:

Logout

Load

Show Pending Requests :



Approve



Decline



Add User



Update User



Delete User

➤ Add User:

- To add a new User click on Add User button.
- In the subsequent window fill up the required information.
- Click on Add button to add the user

The screenshot shows a web application interface with a dark blue sidebar on the left containing links like 'Logged in', 'Select User', 'Username', and 'Show Profile'. The main area displays a modal window titled 'Add User'. Inside this modal, there is a 'Select User Type' dropdown menu at the top. Below it, a form contains several input fields: 'Username', 'Password', 'Phone', 'Department' (a dropdown), 'Course' (a dropdown), 'FirstName', 'LastName', 'Email', 'Gender' (a dropdown), and 'RollNumber'. At the bottom of the modal is a large blue button with a green plus icon and the text 'Add'. Below the modal, at the bottom of the page, are three buttons: 'Add User' (with a green plus icon), 'Update User' (with a pencil icon), and 'Delete User' (with a red X icon).

➤ Modify/Update User:

- To add update an existing user click on Update User button.
- In the subsequent window enter the User type and enter Username.
- Select the field you want to update and enter the new value.
- Click on update button to modify the records.

The screenshot displays the 'Office_HomePage' application interface. At the top, it shows 'Logged in as office'. Below this, there are buttons for 'Add User', 'Update User', and 'Delete User'. The 'Update User' button is highlighted. A modal dialog box titled 'Update User' is open, containing the following fields:

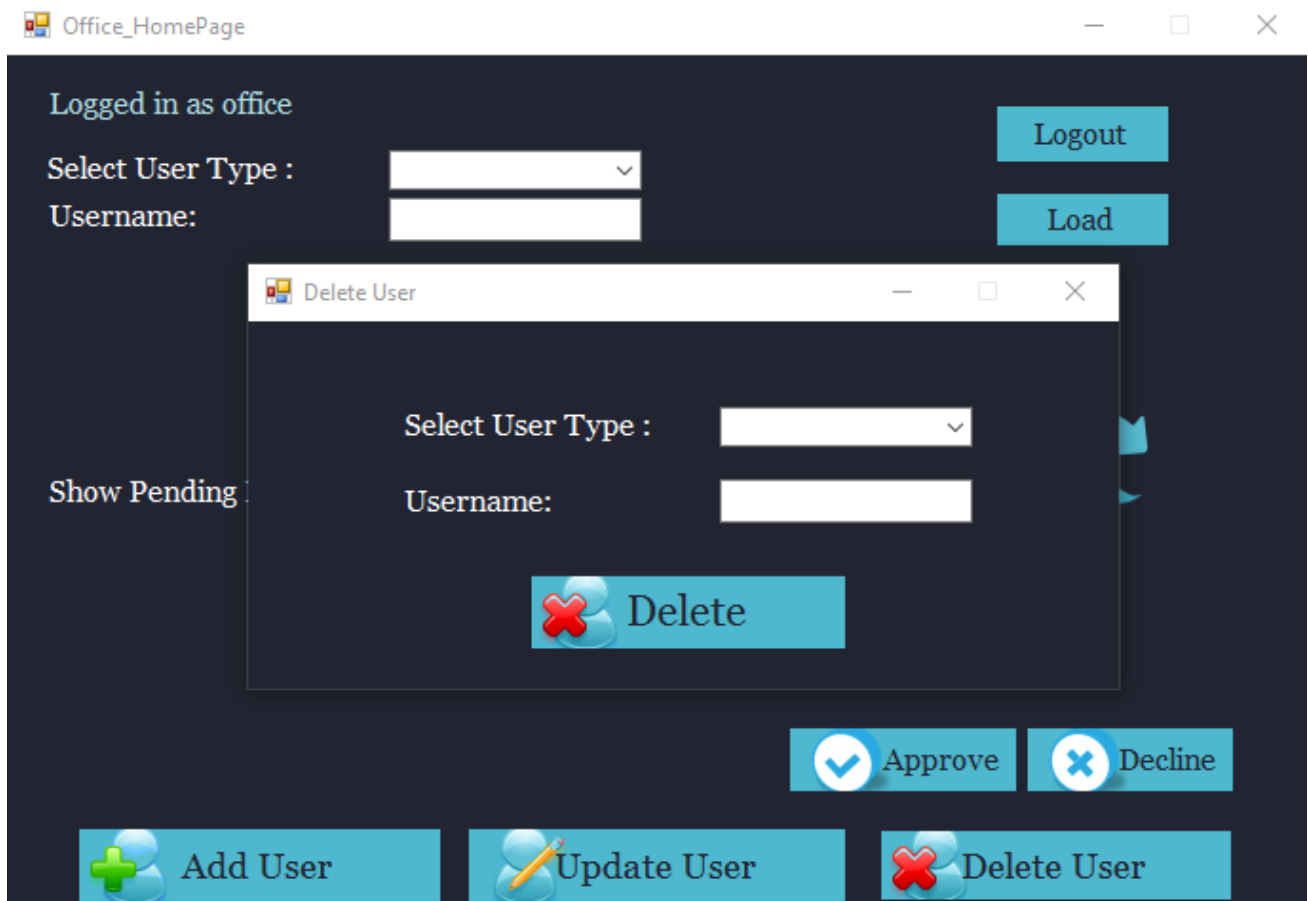
- Select User Type :** A dropdown menu.
- Username:** A text input field.
- Select Field to update:** A dropdown menu.
- Enter Value:** A text input field.

Below these fields is a large blue button with a pencil icon and the text 'Update'. At the bottom of the dialog, there are two buttons: 'Approve' (with a checkmark icon) and 'Decline' (with an 'X' icon).

➤ Delete User:

- To delete an existing user click on Delete User button
- In the subsequent window select the User type and enter Username.
- Click on Delete button to delete the user

➤ To logout click on Logout button.



Professor, HOD, DPPC & Dean Portals

After logging in, you will be redirected to the respective portal. Your name username and Department information will be shown at top.

➤ Request Management:

- To view pending requests click on Load Button.
- The pending requests are then displayed.
- To Approve or Deny request select the request, select the request from the table and click on Approve or Deny button respectively.
- To add comments to a particular request, select the request from the table. Enter your comments in the comment box and click on Add button

➤ Leave Application:

- To apply for leave, click on Apply for leave button.
- In the subsequent window enter the Start date and End date of leave.
- Click on Apply button to apply for leave. Click on Close button to cancel/return.

➤ To logout click on Logout button.

Welcome

Username: dppc_cse

Department: CSE

Pending Leaves :-

Load

Comments :-

Add Comment



Approve



Deny



LOG OUT

Welcome SV Rao

Username: hod_cse

Department: CSE

Pending Leaves :-

Load

Comments :-

Add Comment



Approve



Deny

Apply For Leave

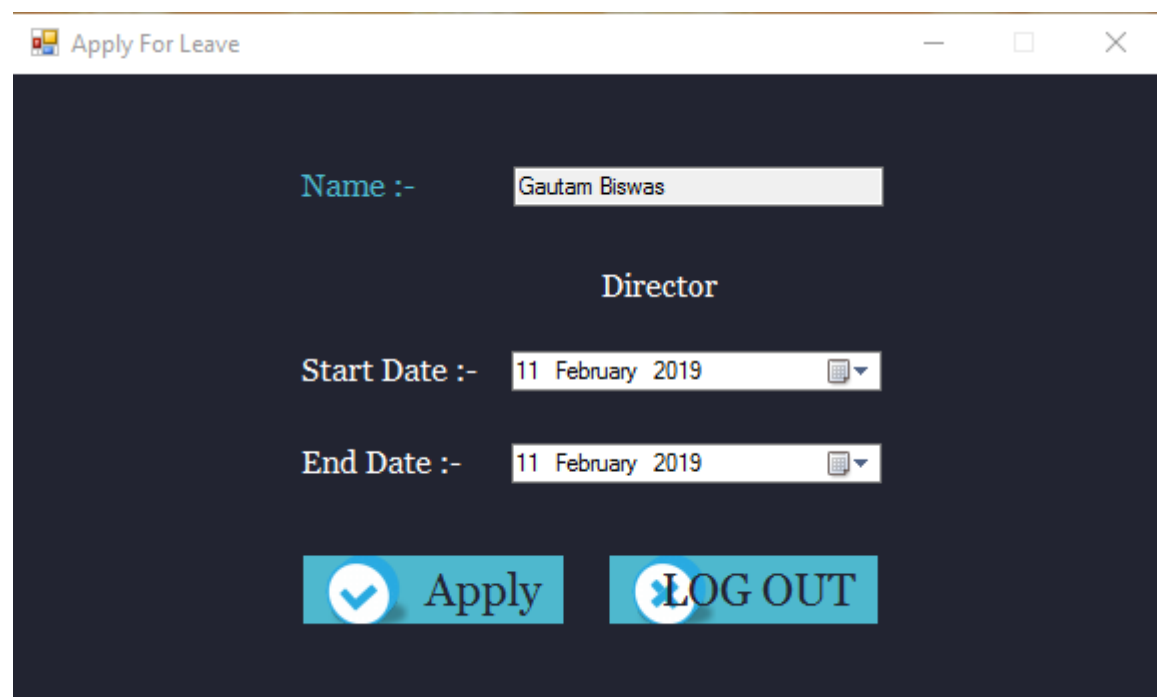


LOG OUT

Staff & Director Portals

After logging in, you will be redirected to the respective portal. Your name username and Department information will be shown at top.

- Leave Application:
 - In the window enter the Start date and End date of leave.
 - Click on Apply button to apply for leave
- To logout click on Logout button.



The screenshot shows a web application window titled "Apply For Leave". The interface has a dark blue background. At the top, the user's name "Gautam Biswas" is displayed next to the label "Name :-". Below this, the user's role "Director" is shown. Further down, the "Start Date :-" and "End Date :-" are both set to "11 February 2019", with calendar icons to the right of each date field. At the bottom, there are two buttons: a blue button with a white checkmark icon and the text "Apply", and a red button with a white door icon and the text "LOG OUT".