Student Leave Use Manual

2023

Table of Contents

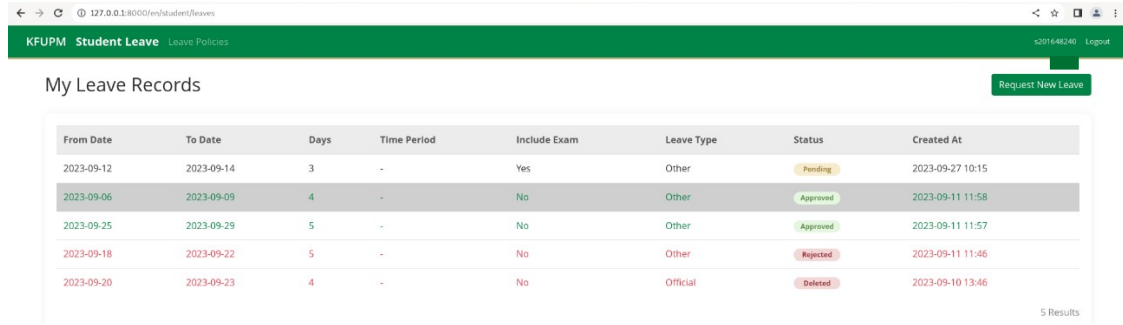# Table of Figures

1 Introduction

The purpose of this document is to provide a comprehensive overview of each page of the 'Student Leave' web application.

As you progress through this manual, you will gain a throughout understanding of the functionalities associated with each page. Whether submitting leave requests, reviewing leaves history, or editing and deleting a specific leave.

2 System Functionality

2.1 Leave Records

This interface will appear once the student has successfully logged-in. All the leave record and their status are listed on this page. The student can view the details of a particular leave by clicking on it. Additionally, clicking the 'Request New Leave' button at the top right of the page takes the student to the page where a new leave request can be submitted.

Figure 1: Leave Records.

2.2 Create New Leave

Here, the student can create new leave by filling all the required fields. Until the request is rejected or approved, its status will remain

3

pending. Successful message will appear to confirm the submission of the request as shown in Figure 3.

Figure 2: Create New Leave.

Figure 3: Create New Leave Successful Message.

2.3 Leave Detail

This interface appears when the user clicks on a specific leave in 'Leave Records' page. It allows the student to view the details about a specific leave. 'Show as PDF' button appears only when the leave status is approved.
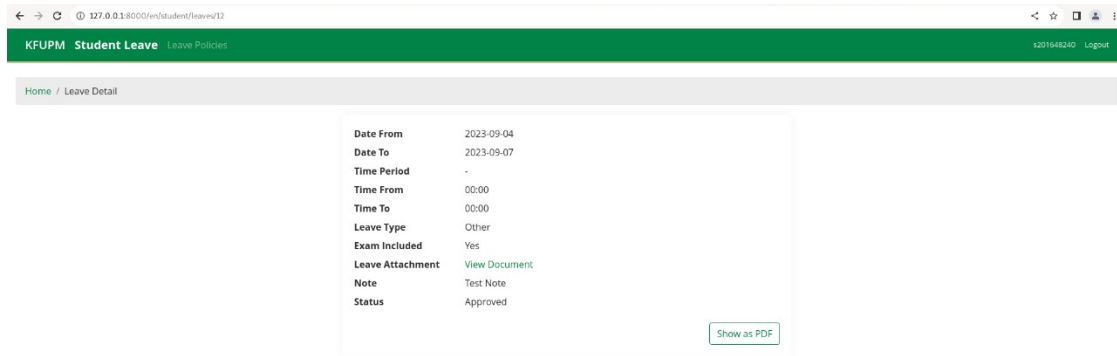

Figure 4: Leave Detail.

2.4 Edit Leave

The student can edit a specific request only if its status is still pending. Figure 5 shows the 'Leave Detail' page if the request status is still pending. Clicking the 'Edit' button will direct the student to the 'Edit Leave' page as shown in Figure 6. A successful message will appear to confirm the editing of the request as shown in Figure 7.
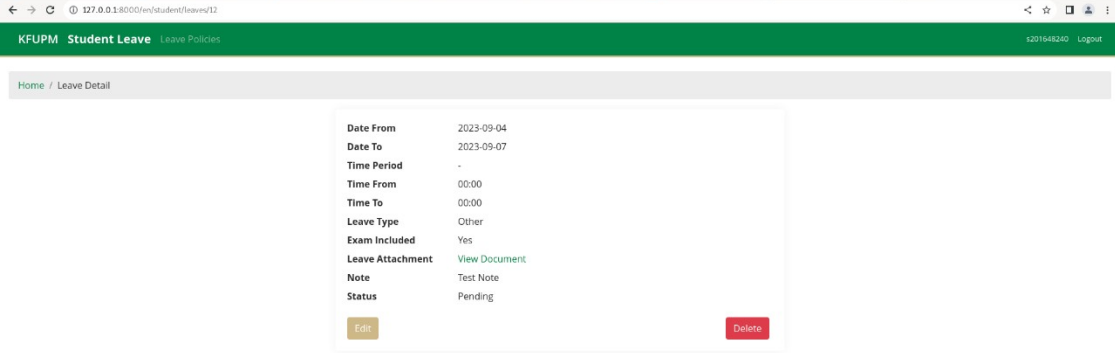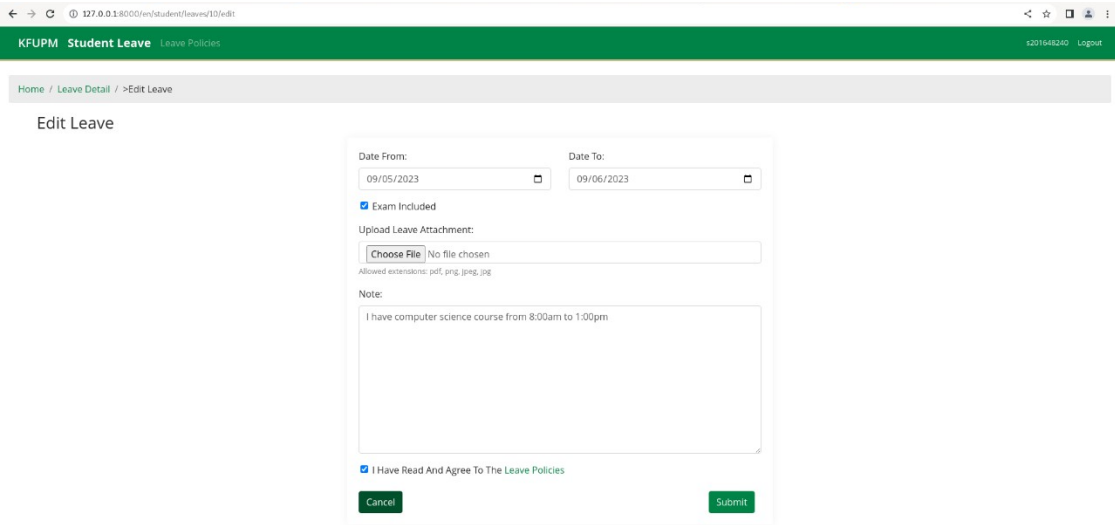
5

Figure 5: Edit button.
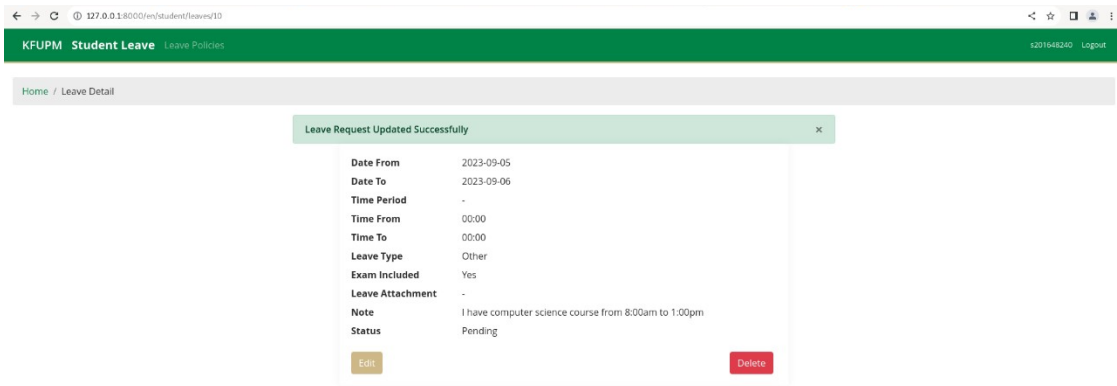

Figure 6: Edit Leave.

Figure 7: Edit Leave Successful Message.

2.4   Delete Leave

The student can delete a specific request only if its status is still pending. Figure 9 appears once the student clicks on 'Delete' button on 'Leave Detail' page. Successful message will appear to confirm the deletion of the request as shown in Figure 10.
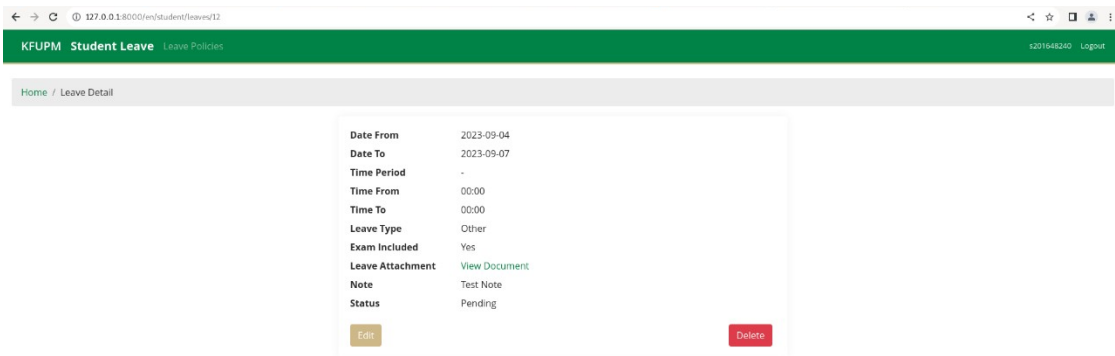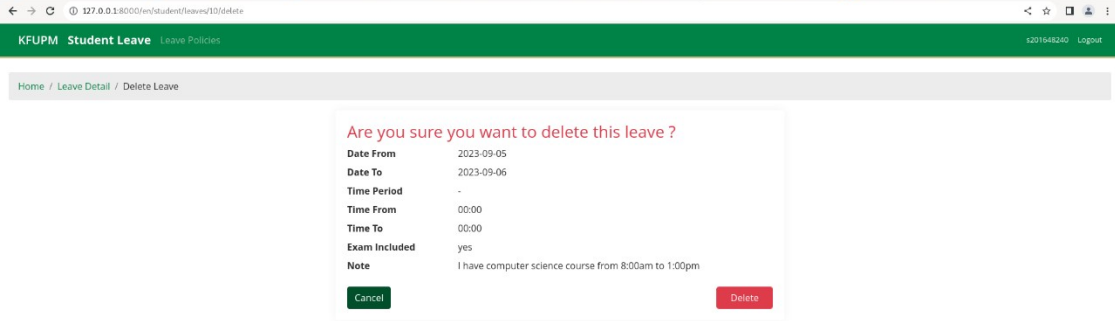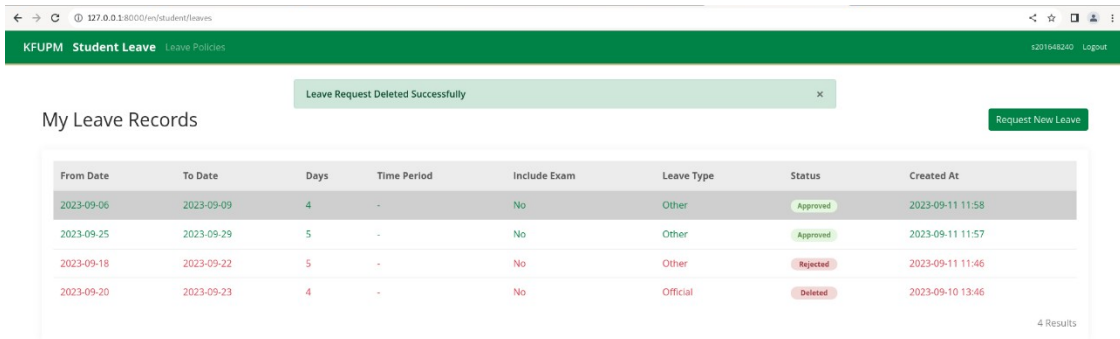

Figure 8: Delete button.

Figure 9: Delete Leave.

Figure 10: Delete Leave Successful Message.

2.5 Leave Policy

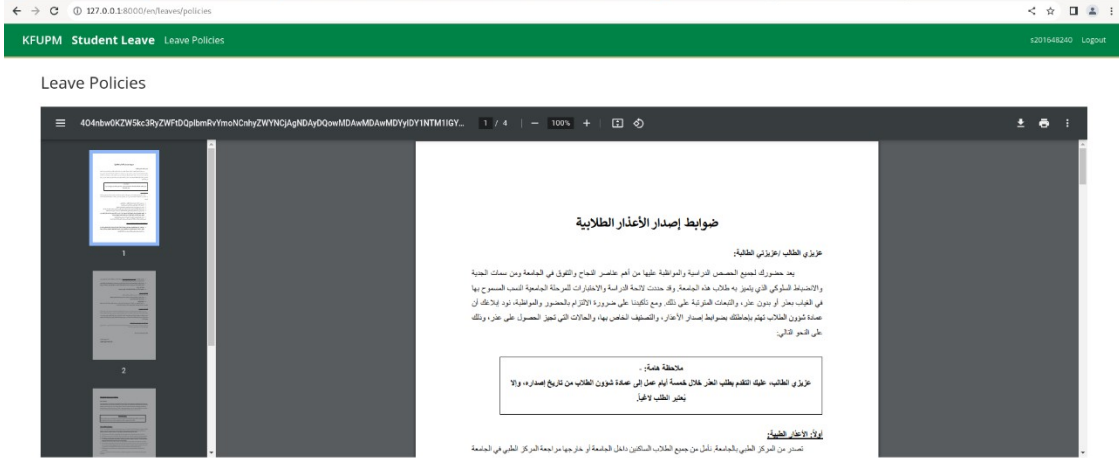An overview of all the leave policies that students need to know can be found on this interface.

Figure 11: Leave Policy.