

Student Leave Use Manual

2023

Table of Contents

1. Introduction.....	3
2. System Functionality.....	3
2.1 Leave Records.....	3
2.2 Create New Leave.....	3
2.3 Leave Detail.....	5
2.4 Edit Leave.....	5
2.4 Delete Leave.....	7
2.5 Leave Policy.....	8

Table of Figures

Figure 1: Leave Records.....	3
Figure 2: Create New Leave.....	4
Figure 3: Create New Leave Successful Message.....	4
Figure 4: Leave Detail.....	5
Figure 5: Edit button.....	6
Figure 6: Edit Leave.....	6
Figure 7: Edit Leave Successful Message.....	7
Figure 8: Delete button.....	7
Figure 9: Delete Leave.....	8
Figure 10: Delete Leave Successful Message.....	8
Figure 11: Leave Policy.....	9

1 Introduction

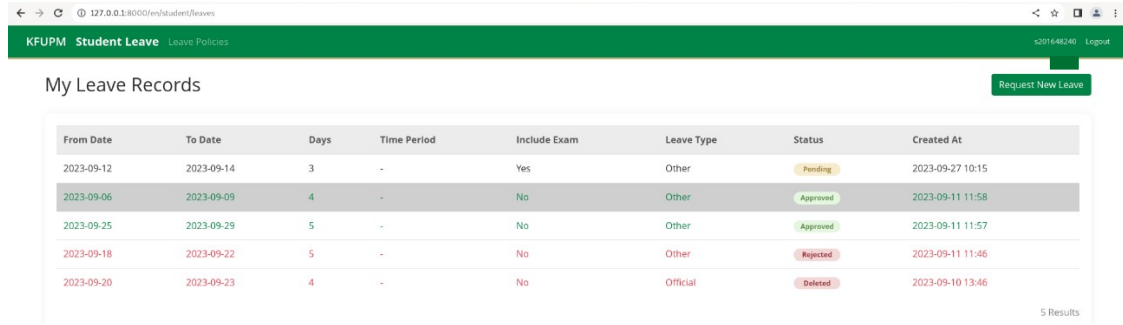
The purpose of this document is to provide a comprehensive overview of each page of the 'Student Leave' web application.

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.



From Date	To Date	Days	Time Period	Include Exam	Leave Type	Status	Created At
2023-09-12	2023-09-14	3	-	Yes	Other	Pending	2023-09-27 10:15
2023-09-06	2023-09-09	4	-	No	Other	Approved	2023-09-11 11:58
2023-09-25	2023-09-29	5	-	No	Other	Approved	2023-09-11 11:57
2023-09-18	2023-09-22	5	-	No	Other	Rejected	2023-09-11 11:46
2023-09-20	2023-09-23	4	-	No	Official	Deleted	2023-09-10 13:46

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

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

The screenshot shows a web browser window with the URL `127.0.0.1:8000/en/student/leave/request`. The page title is "KFUPM Student Leave" and the breadcrumb is "Home / Request Leave". The main heading is "Request Leave". The form contains the following fields and options:

- Date From:** 09/04/2023
- Date To:** 09/06/2023
- Exam Included**
- Note:** I have computer science course from 8:00am to 1:00pm
- Upload Leave Attachment:** Choose File | No file chosen
Allowed extensions: pdf, png, jpeg, jpg
- I Have Read And Agree To The Leave Policies**
- Submit** button

Figure 2: Create New Leave.

The screenshot shows a web browser window with the URL `127.0.0.1:8000/en/student/leave/ID`. The page title is "KFUPM Student Leave" and the breadcrumb is "Home / Leave Detail". A green success message is displayed: "Leave Request Created Successfully". Below the message is a table of details:

Date From	2023-09-04
Date To	2023-09-06
Time Period	-
Time From	00:00
Time To	00:00
Leave Type	Other
Exam Included	Yes
Leave Attachment	-
Note	I have computer science course from 8:00am to 1:00pm
Status	Pending

At the bottom of the table are two buttons: "Edit" and "Delete".

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.

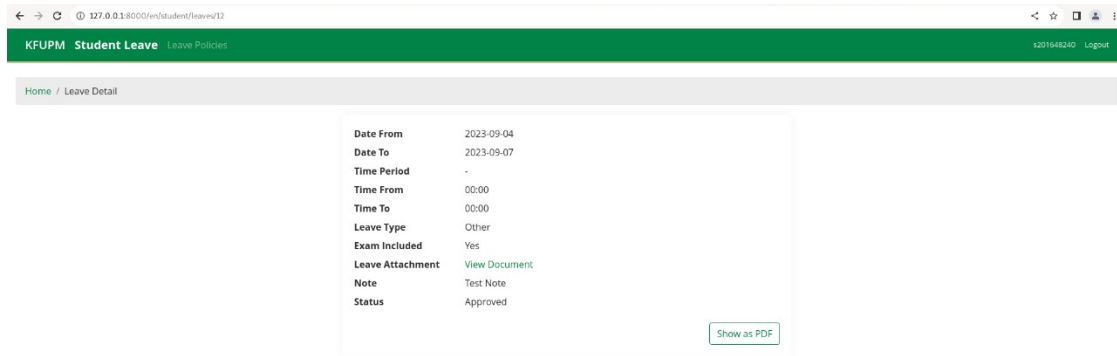


Figure 4: Leave Detail.

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.

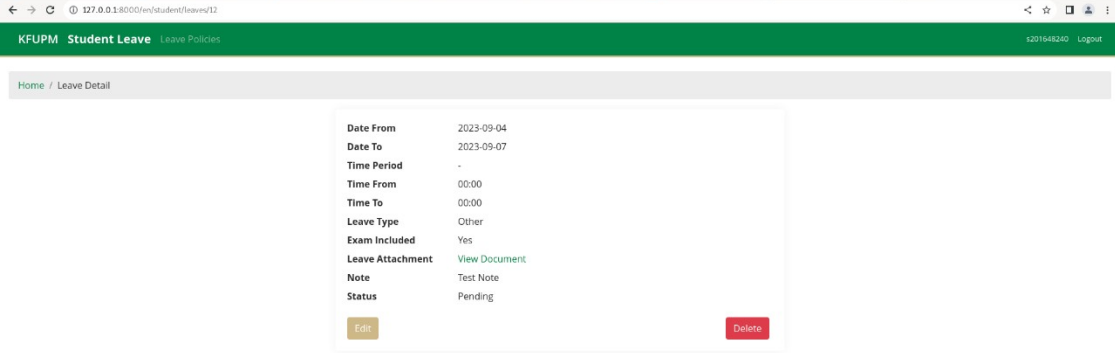


Figure 5: Edit button.

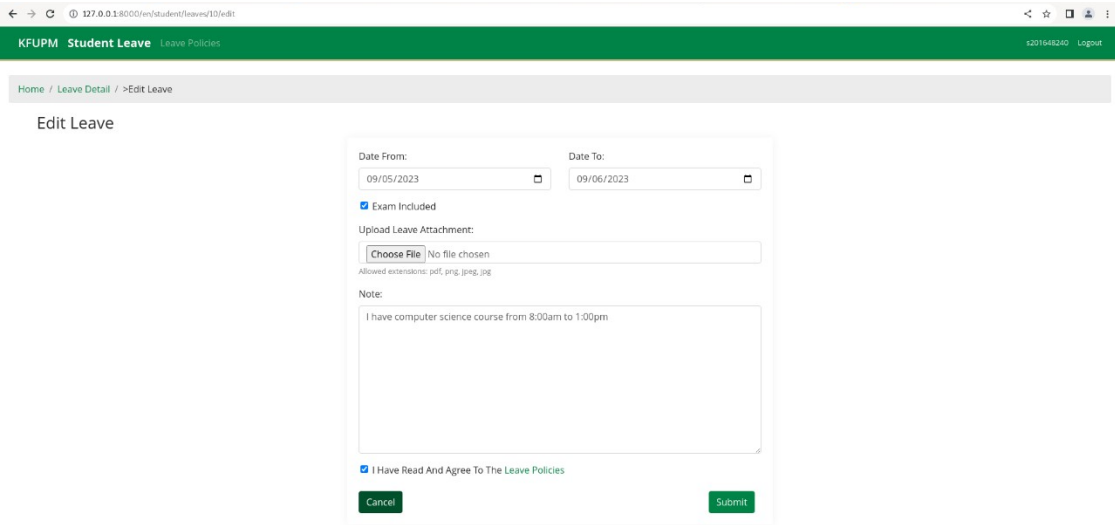


Figure 6: Edit Leave.

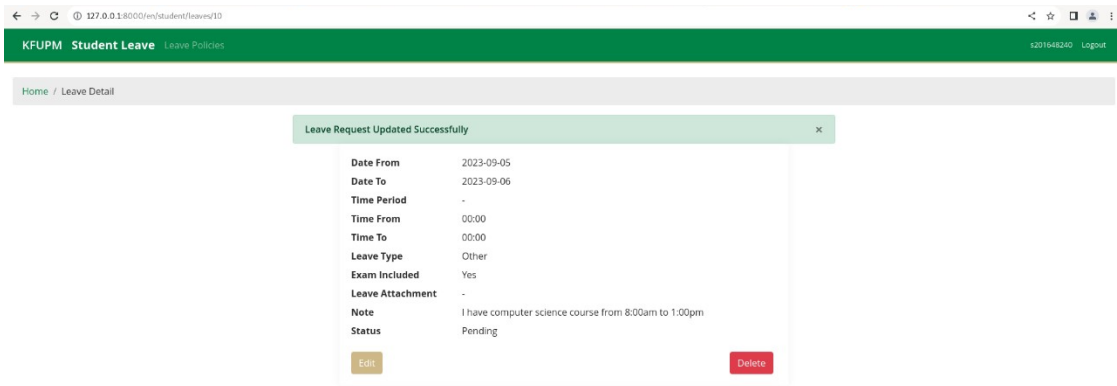


Figure 7: Edit Leave Successful Message.

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.

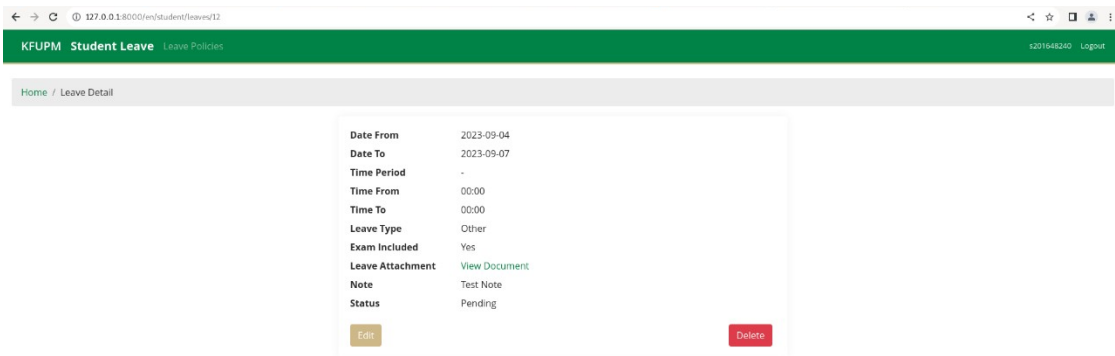


Figure 8: Delete button.

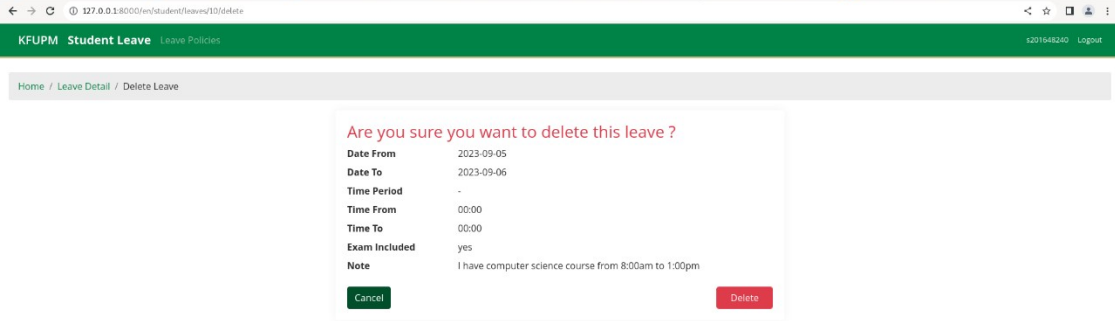


Figure 9: Delete Leave.

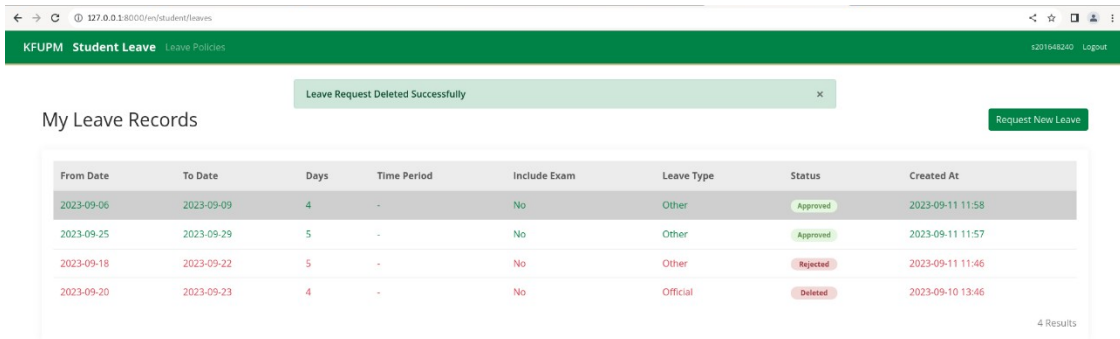


Figure 10: Delete Leave Successful Message.

2.5 Leave Policy

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

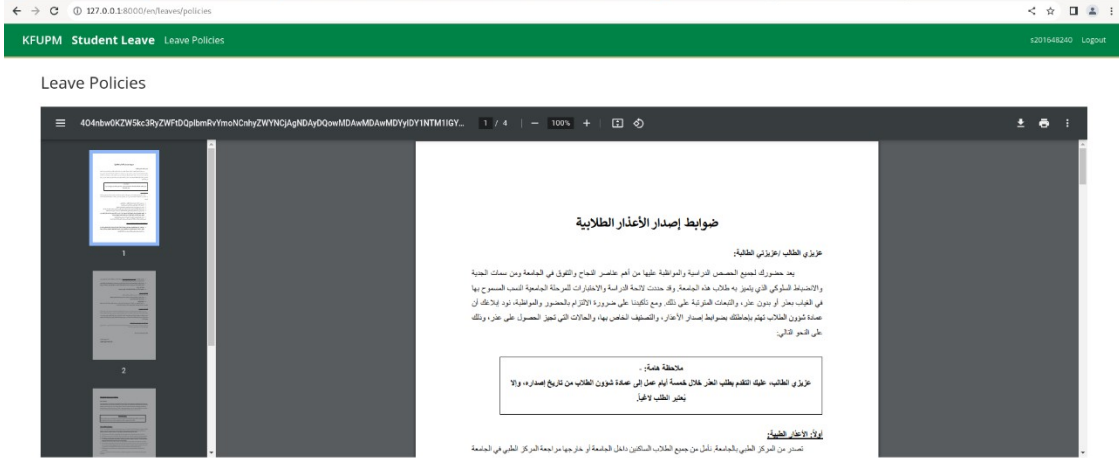


Figure 11: Leave Policy.