# How to configure leave approval setting

[1.0]

Cheng Kah Poh

[14/10/2020]

| REV. No | Nature of Change | Prepared By | Prepared Date | Reviewed & Approved by |
|---|---|---|---|---|
| 1.0 | How to configure leave approval setting | Cheng Kah Poh | 14/10/2020 | |
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**Amendment Record**

## SCENARIO

To Configure Leave approval setting in:

1st Scenario – Either one to approve leave.



2nd Scenario – Both approval need to approve



## SOLUTION

1st - Click Company → Click Approval Setting
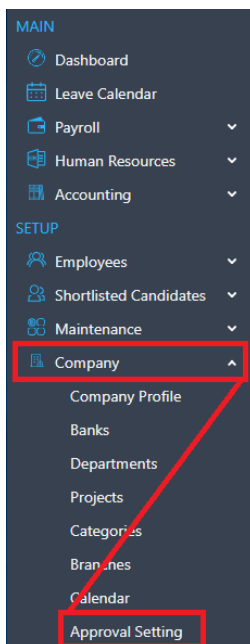
2nd – Now we create Scenario (Either one to Approve Leave), Click Add.

**Leave Approval Setting**



3rd – Select a Department. (Example ADMIN) → Add

**Leave Approval Setting - NEW**



4th – After Click Add , system will prompt below box → If Click dropdown system will list down all User as below.

5ft – If tick 2 user in Level 1 approval.

Means Either 1 of the approval in Level 1 to approve will do.
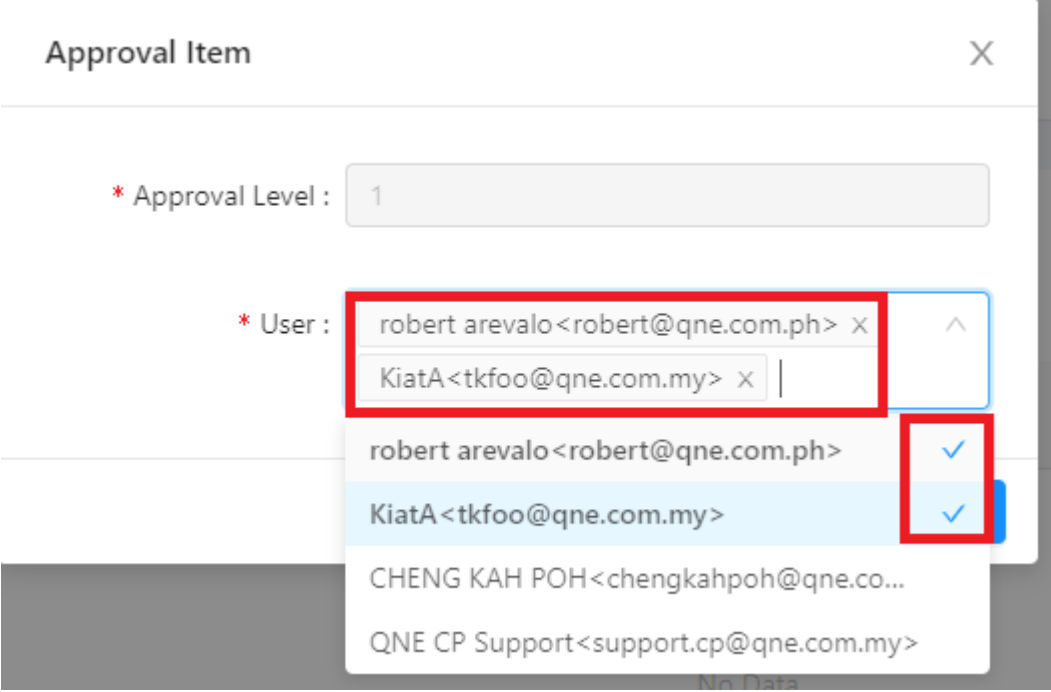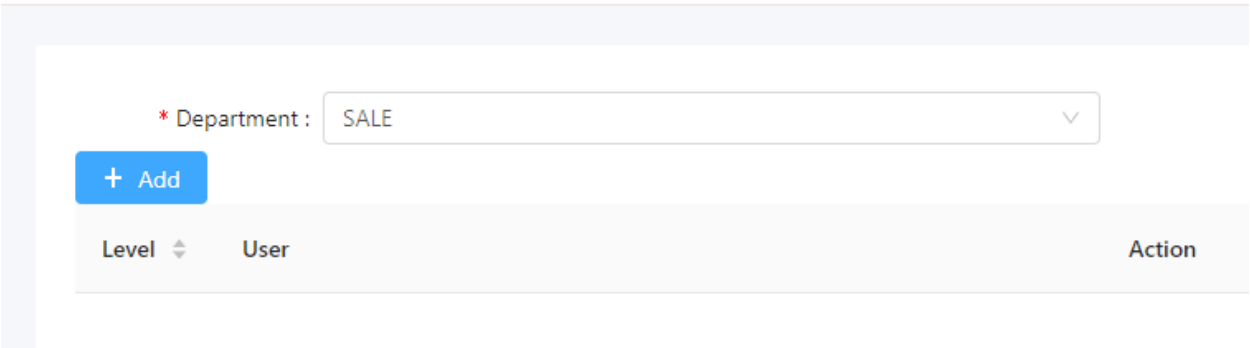


In Above Configuration, if ADMIN Department employee apply leave, will prompt select either one approval to approve the leave.
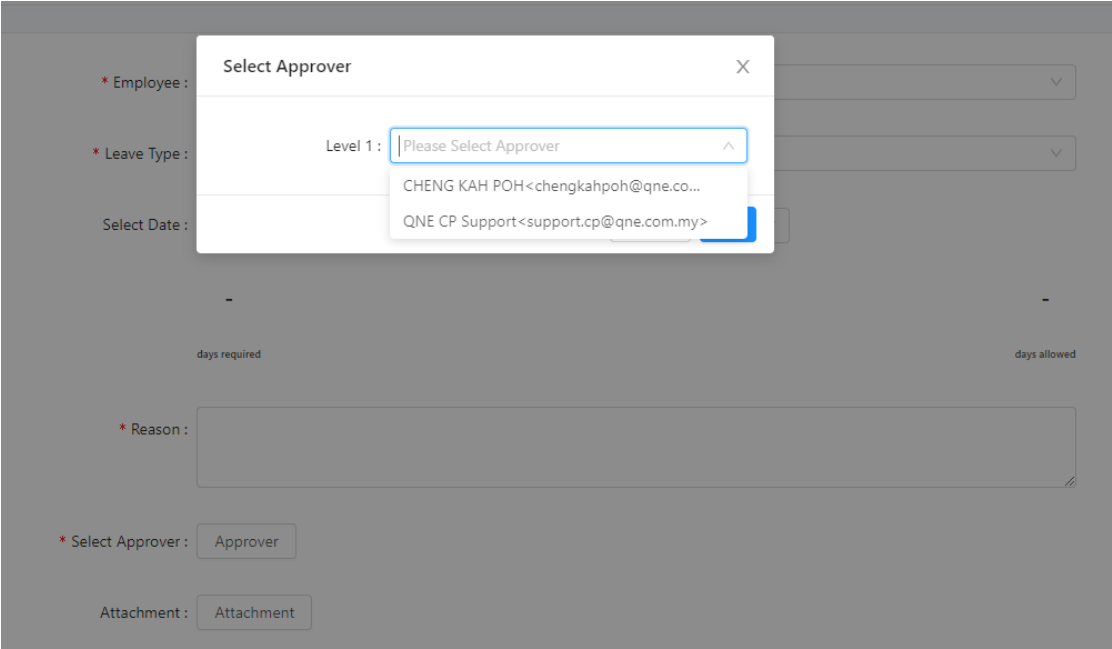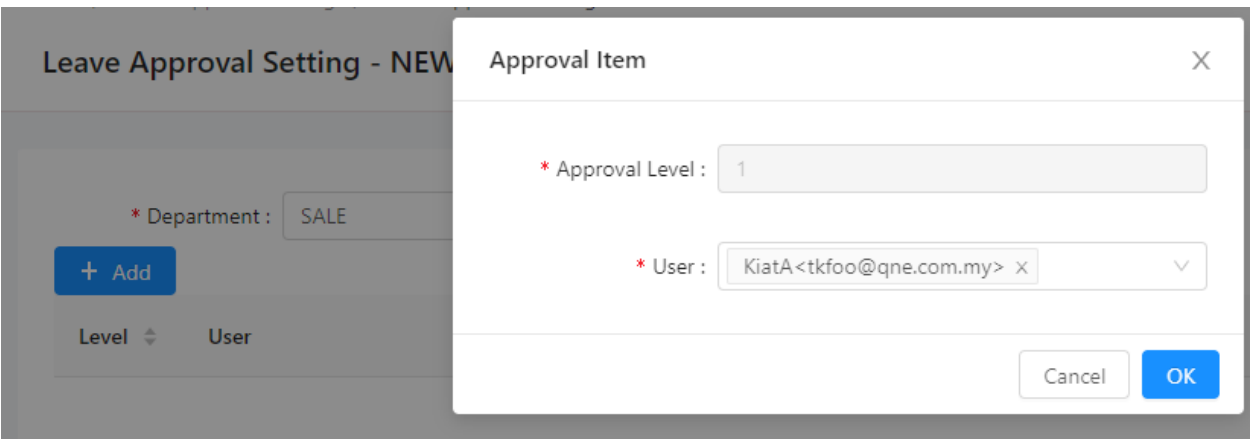
Now we create scenario Both approval need to approve

1st – we select Department (Example Sales Department) → Click Add
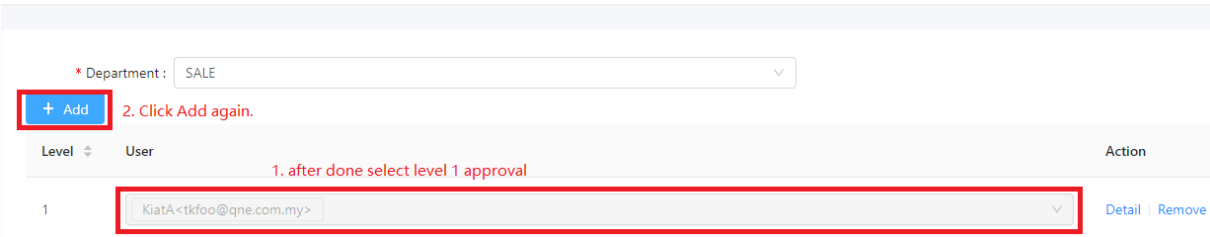


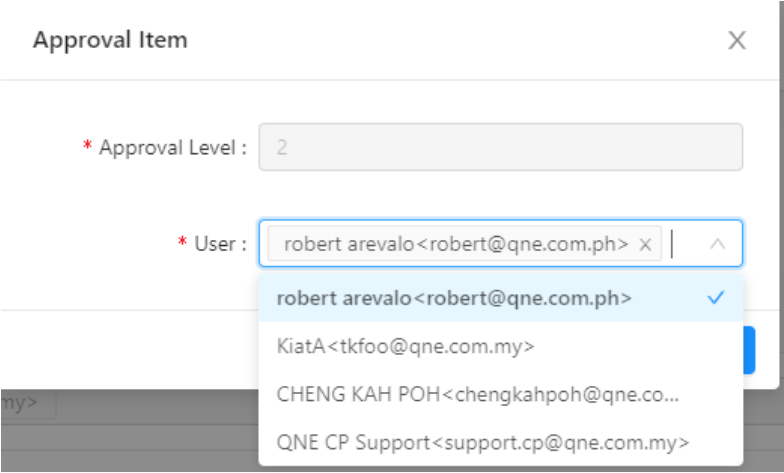## Leave Approval Setting - NEW

* Department : SALE

+ Add

| Level | User | Action |
|---|---|---|

2nd – we select 1 approval in level 1



## Leave Approval Setting - NEW

**Approval Item**                                    ✕

* Approval Level :    1

* User :    KiatA<tkfoo@qne.com.my> ✕

Cancel    OK

* Department : SALE

+ Add

| Level | User |
|---|---|

3rd – after select approval for level 1 → Click add again.



## Leave Approval Setting - SALE

* Department : SALE

+ Add    2. Click Add again.

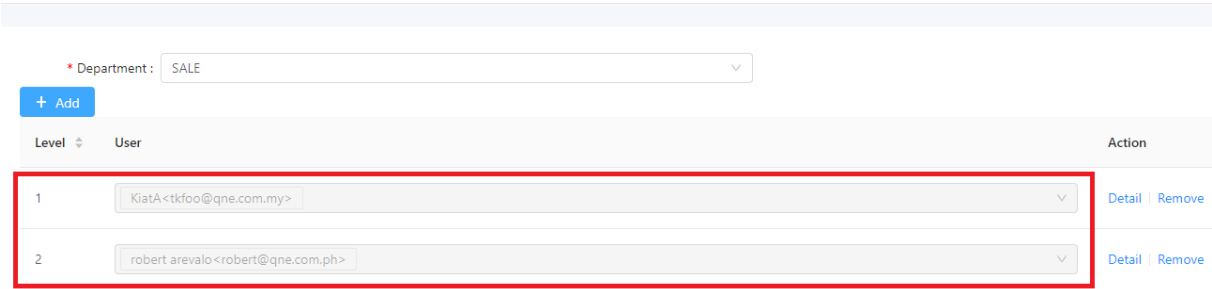| Level | User | Action |
|---|---|---|
| | 1. after done select level 1 approval | |
| 1 | KiatA<tkfoo@qne.com.my> | Detail \| Remove |

4<sup>th</sup> – After Click add again , System will automatically show level 2 approval selection box



After Select Level 2 approval, now sales Department will 2 level 1 approval, and level 2 approval.



In Above Configuration, if SALES Department employee apply leave, will prompt select either one approval to approve the leave.



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