



# Quick Guide for Approving Officers

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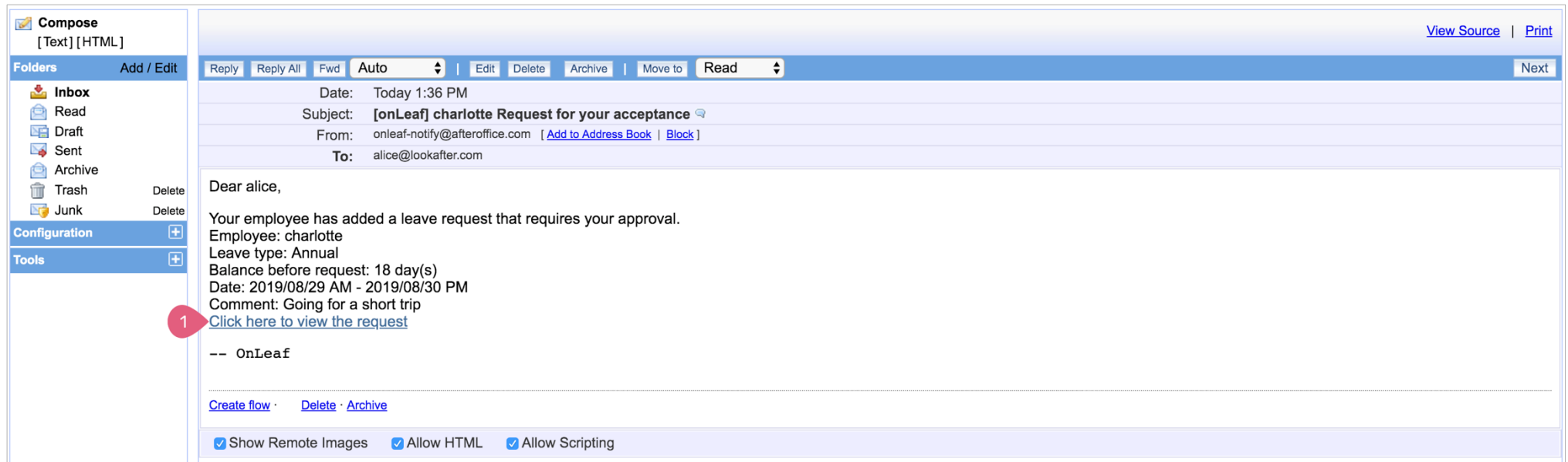
4. Approve Leave

# Welcome Note

Welcome to OnLeaf Quick Guide for Approving Officers. This guide will show you how to approve or reject your staff's leave applications with just a few clicks.

# Approve Leave

When your staff requests for a leave, you will receive an email notification about the request, like the following image.



To approve or reject the leave application:

1. Click on the link resided in the leave application email notification, and you will see the leave application details as of the next step.

2. On this step, click on the **[ACCEPT]** button to approve the leave; or, if you do not approve it, click **[REJECT]**.

**Compose**  
[Text] [HTML]

**Folders** Add / Edit

- Inbox**
- Read
- Draft
- Sent
- Archive
- Trash Delete
- Junk Delete

**Configuration** +

**Tools** +

alice

Dashboard
Requests
Acceptance
Entitlement

BACK TO LIST 2
ACCEPT
REJECT
ADD COMMENT
CANCEL REQUEST

Employee	Leave Type	Start	End	No. of Days	Status
Charlotte	Annual	2019-08-29 AM	2019-08-30 PM	2	Pending

WAITING FOR ACCEPTANCE FROM

Alice

James

COMMENTS

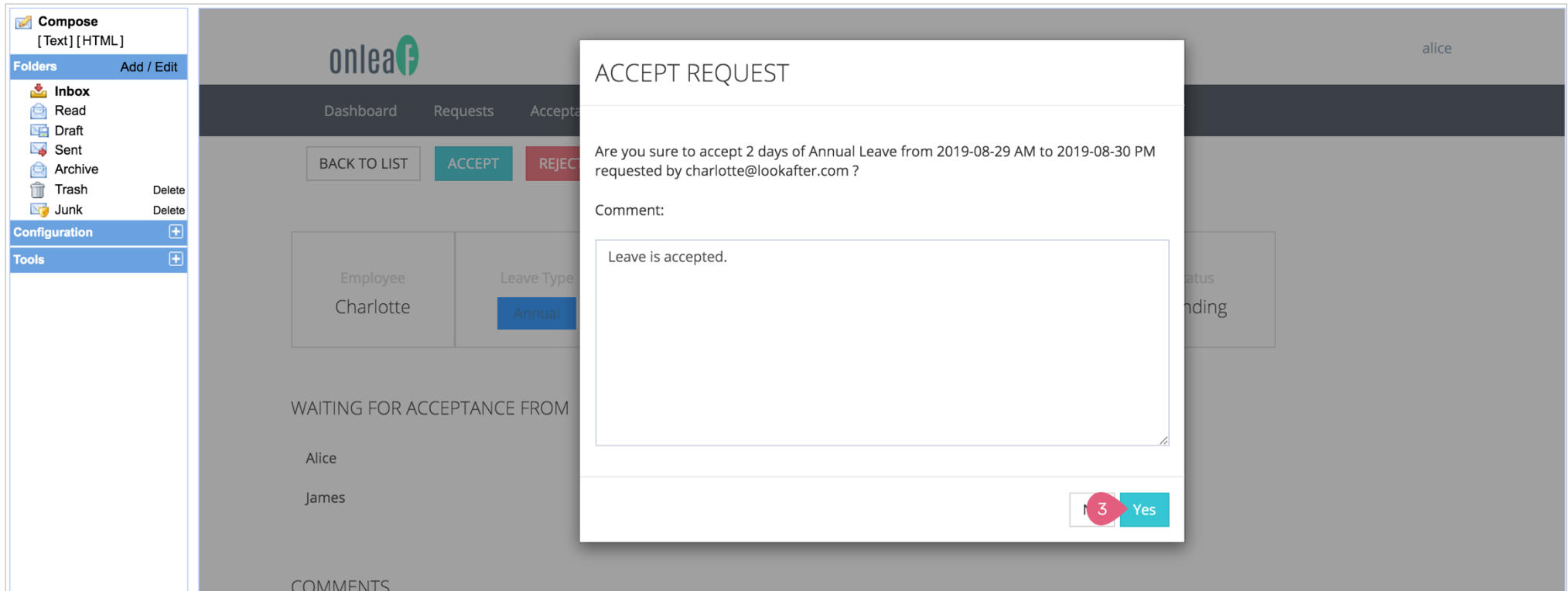
**Charlotte** 2019-08-27

Going for a short trip

PAST ACTIONS

Action	Date	Person
creation	2019-08-27	charlotte@lookafter.com

3. You will see a pop-up box displayed, requesting for your comment. You can enter any remarks into the given field then click **[YES]**.



Once a leave application is approved or rejected, the employee will be notified with an email notification.



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If you have any enquiries, please feel free to drop us a message at [support@afteroffice.com](mailto:support@afteroffice.com).