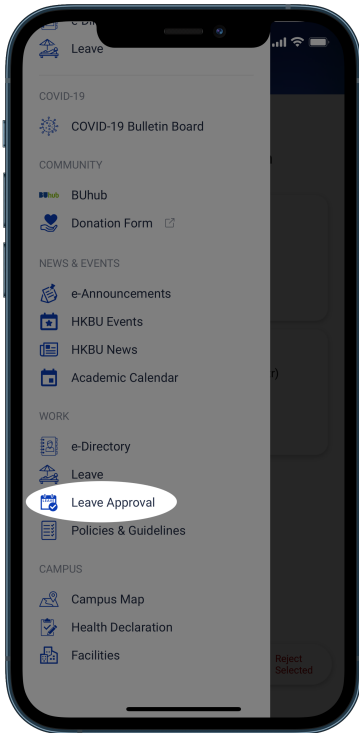
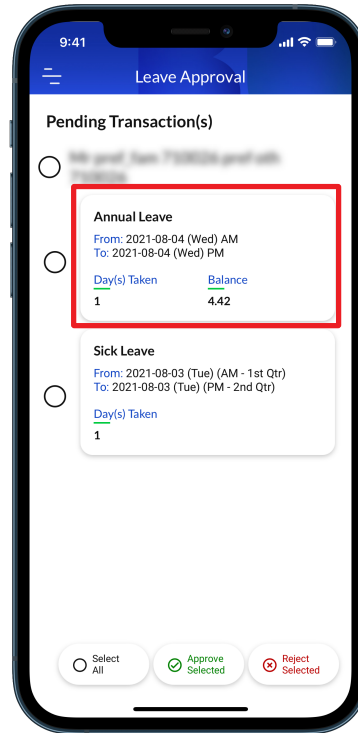


Mobile Application on Leave Enquiry, Application and Endorsement/Approval User Guide

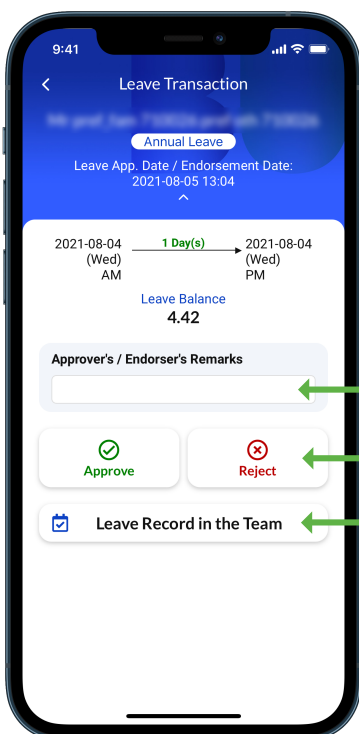
III. Leave Endorsement / Approval (only applicable for leave endorser / approver)



1 Click **LEAVE APPROVAL** from the left menu to access the Leave Information.



2 Click the pending transaction(s) as shown above.



Click to add Remarks (optional).

Choose either **Approve** or **Reject** the leave application.

Click to view all pending leave transaction(s) of staff under your team.

3 The details of leave application are displayed for endorsement / approval.