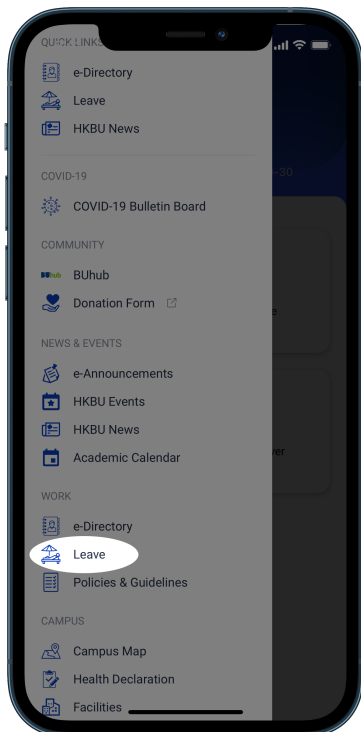
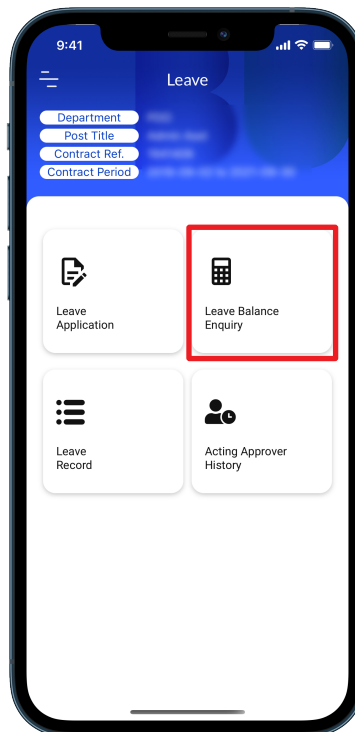


## Mobile Application on Leave Enquiry, Application and Endorsement/Approval User Guide

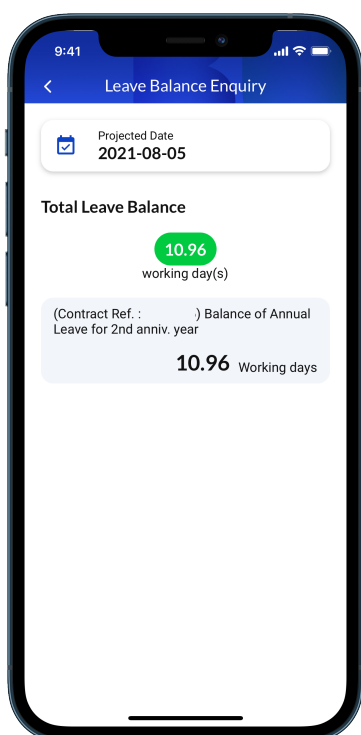
### I. Leave Enquiry



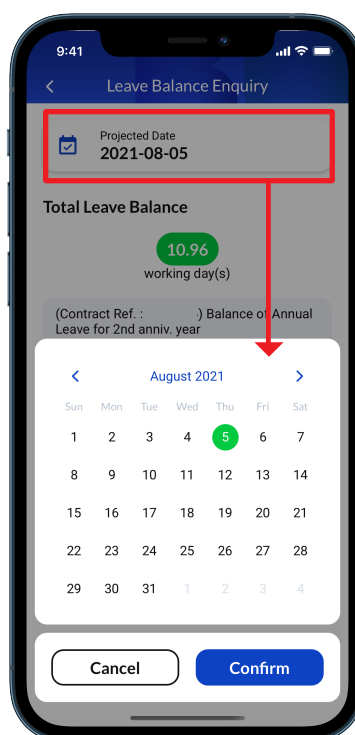
**1** Click **LEAVE** from the left menu to access the Leave Information.



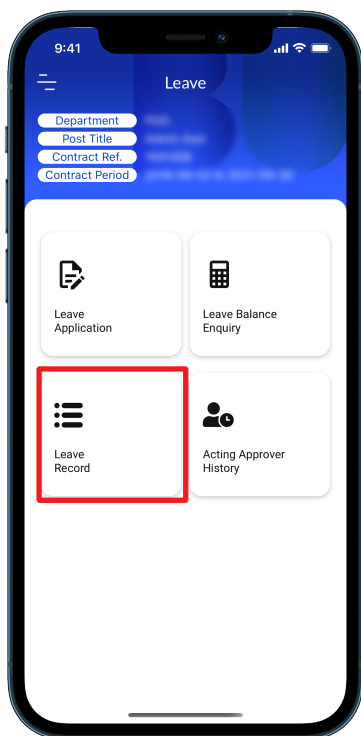
**2** Click **Leave Balance Enquiry** to calculate the leave balance.



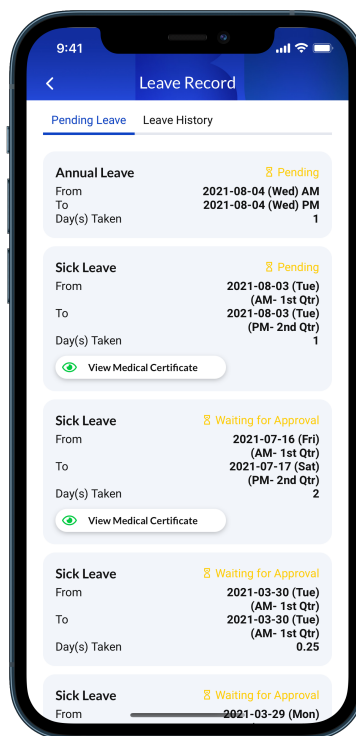
**3** Total leave balance are displayed on the above page.



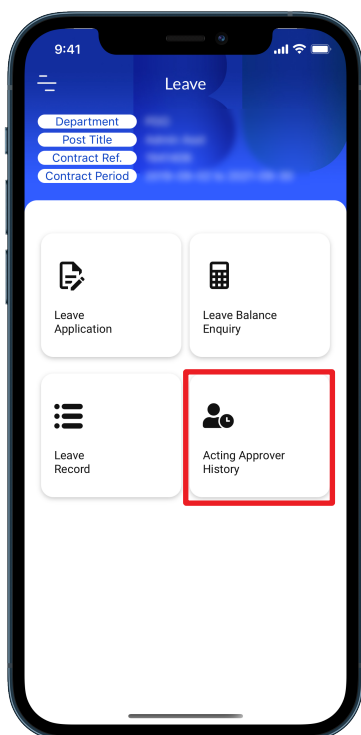
**4** For **Leave Balance Enquiry**, select projected date from the calendar to project leave balance.



**5** Click **Leave Record** to select leave history or pending leave.



**6** **Pending Leave Records** and **Leave History** are display on the above page by default.



**7** Click **Acting Approver History** to view acting approver history.