

Leave Type

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Introduction

Introduction

Overview

1. Leave type is used to create the leave types.

Business Case

1. In a company leave type is used in HR modules. This leave types are causal, medical, LOP.

Tab

Tab

Leave

The screenshot displays the KONECT ANALYTICS web application interface for managing leave records. The top navigation bar includes the KONECT ANALYTICS logo, a search bar, and user information (Prasanth P@Kconnect Demo*/Kconnect Demo Admin). The main content area shows a form for creating or editing a leave record. The form fields are: Client (Kconnect Demo), Organization (empty), Name (Casual), Description (empty), Type (Paid), and Active (checked). The interface also features a sidebar with 'Favourites' and 'Recent Items' sections, and a top navigation bar with 'Home (7)', 'Summary', and 'Leave Type: Casual' tabs.

Critical Fields

1. Name : It is used to mention the leave type names.(Ex.Causal)

Critical & onetime setup fields

1. Organization Field : This Field is used to select the organization which you are going to process the document.
2. Type : This is used for select the basic leave type from the list.(Paid,Sick,Maternity)

Non-Critical Fields

Zoom condition's

1. We can zoom and find the leave status records by using this leave types.

Customization

Validation

Validations

Save

1. It is used to save the records after the mandatory fields are filled.

Delete

1. It is used to delete the records before the transactions are done.