

# Tabs

- [My comp-off Request](#)

# My comp-off Request

The screenshot shows a web application interface for creating a 'Comp-Off Request'. The form is titled 'Comp-Off Request' and includes the following fields and controls:

- Client:** Sandbox
- Business Partner:** S.vijayakumar
- Organization:** Manufacturing Discrete
- Document Type:** Leave
- Date From:** 26/11/2023
- Date To:** 26/11/2023
- Leave Type:** Comp Off
- Reason:** Due to dispatch
- Document Status:** Drafted
- Quantity:** Comp Off 1 Day
- Checkboxes:**  Processed,  Approved,  Approved Level 1,  Approved Level 2
- Buttons:** DocumentAction, Not Posted

## Critical Fields:

- 1) Business partner : It is used to mention the employee name.
- 2) Leave Type : It is used to select the Comp-off type.
- 3) Date from : From date to be mentioned where actual comp-off to be provided.
- 4) Date TO: To date to be mentioned where actual comp-off to be provided
- 5)Quantity: Select the qty -(1 Day or 0.5 day)
- 6)Reason:To update the reason details in this field

## Critical & one-time setup fields

- 1) Organization Field- This Field is used to select the organization to which you are going to process the order.
- 2)Target Document Type- This Field is used to select the type of document that you are going to

process.