How to approve vimiLeave?

Step 1: Head over to **All Features** Tab at the top of the website \Box Under **Action** list, click on **vimiLeave Approval**.



Step 2: Then click " \checkmark " for the action of approving the leave. In addition, you may click " \checkmark " for reject leave, click "**View**" to see the detail of the leave.



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Step 3: **View** Page □ click "**Approve**".

Step 4: You may write the remark or add attachment (Optional). Then click "**Approve**". Besides, if the employee is assigned daily vimiGoal, you may remove the daily goal by ticking **'Remove Daily Performance'**.

Confirmation	×
Are you sure you want to approve this application? Leave a remark (optional)	
Enter remarks here	
Add attachment (supported format: PNG, JPG, JPEG, PDF)	
Remove Daily Performance	
Cancel	

Step 5: Once done the leave was approved.