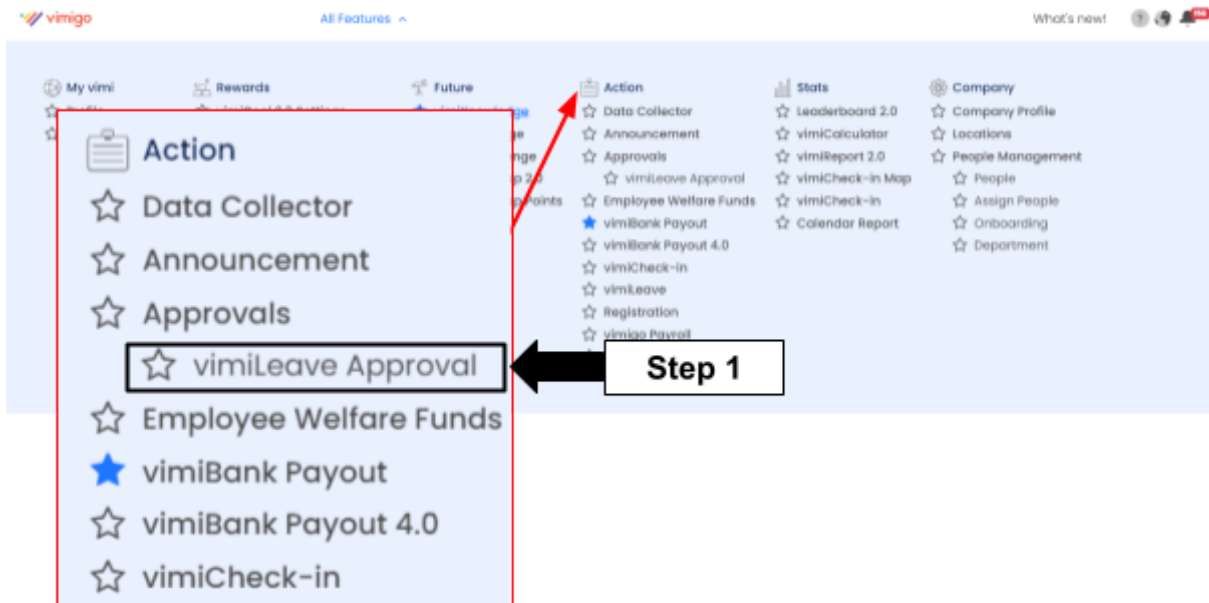
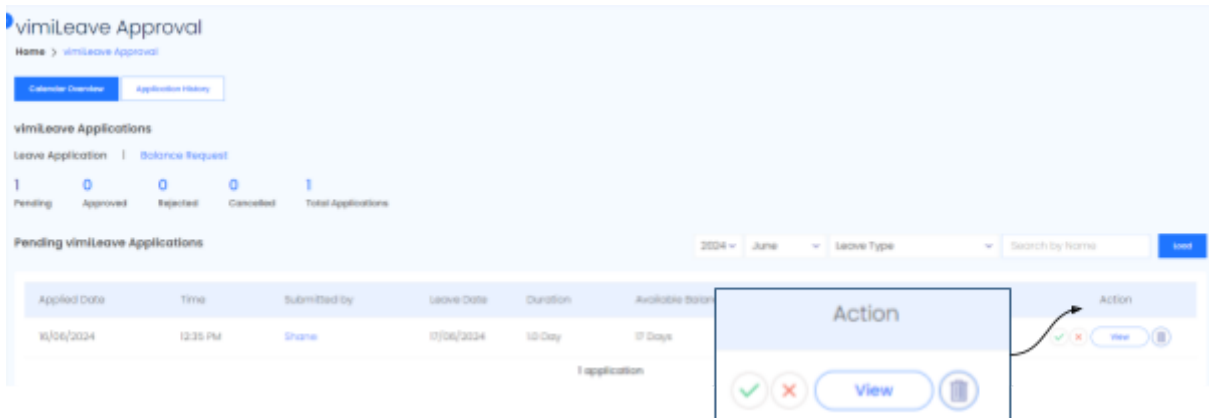


# How to approve vimiLeave?

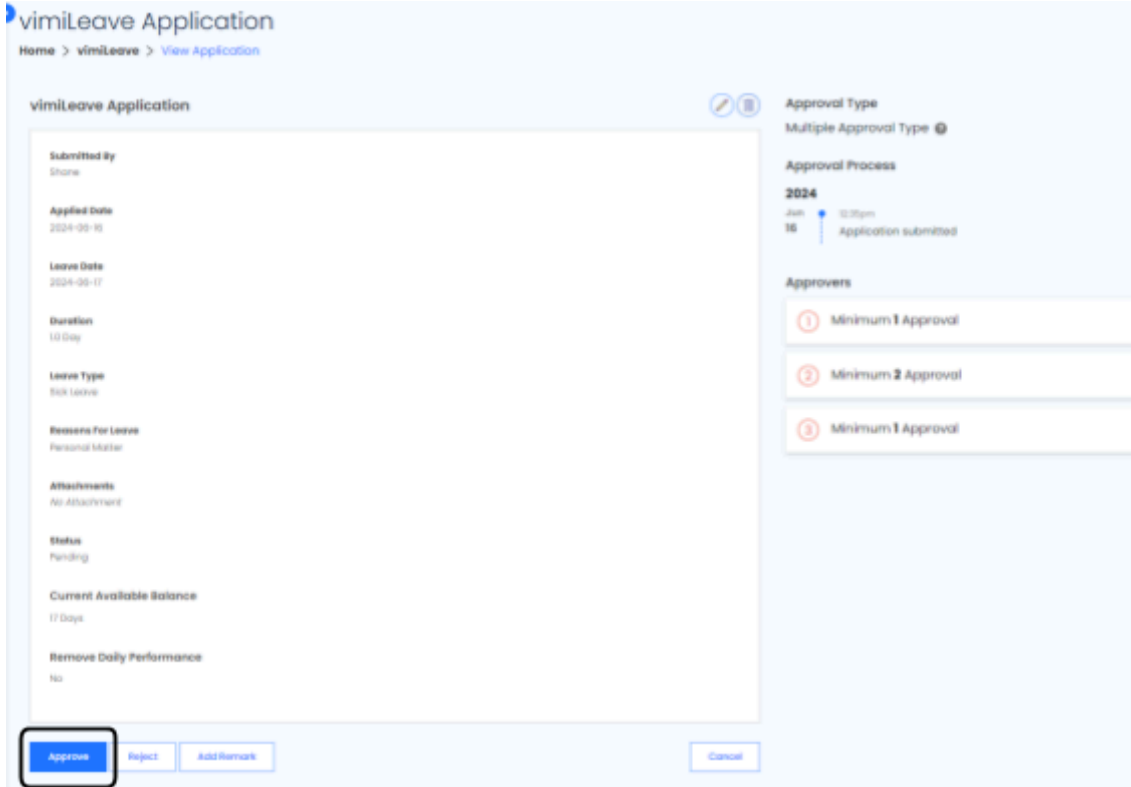
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Action** list, click on **vimiLeave Approval**.



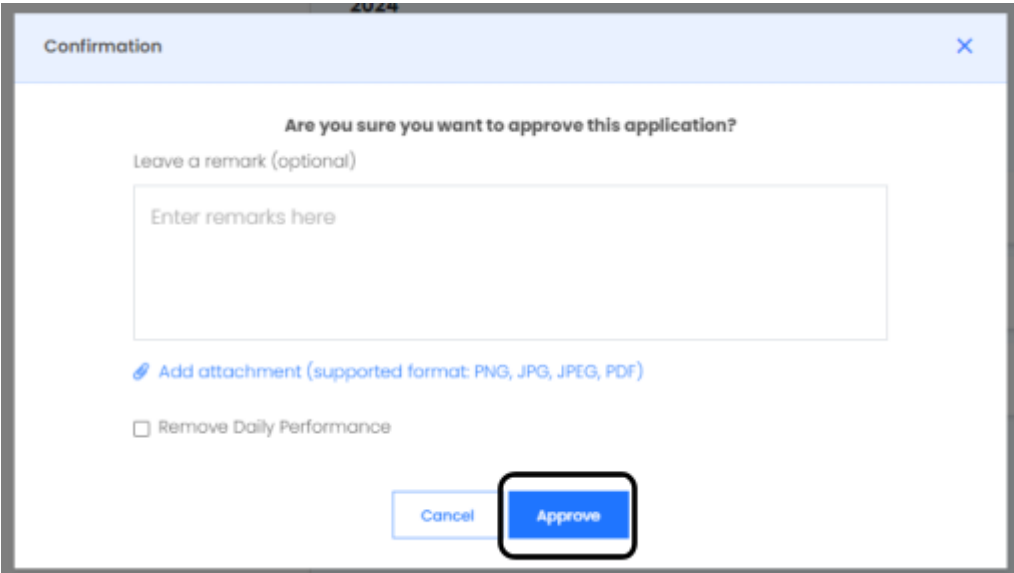
Step 2: Then click "✓" for the action of approving the leave. In addition, you may click "✗" for reject leave, click "**View**" to see the detail of the leave.



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’**.



Step 5: Once done the leave was approved.

