HOS Leave approval

School Login

Select Leave tab shown below.

Under

School Tab
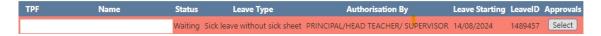

Select the fields Highlighted in yellow
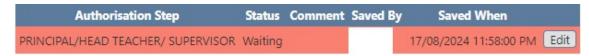
Click Get List

Click Select

TPF	Name	Status	Leave Type	Authorisation By	Leave Starting	LeaveID	Approvals
		Waiting	Sick leave without sick sheet	PRINCIPAL/HEAD TEACHER/ SUPERVISOR	14/08/2024	1489457	Select

Click Edit

Authorisation Step	Status	Comment	Saved By	Saved When	
PRINCIPAL/HEAD TEACHER/ SUPERVISOR	Waiting			17/08/2024 11:58:00 PM	Edit

Select Approve and then Click Update

Authorisation Step	Status	Comment	Saved By	Saved When		
PRINCIPAL/HEAD TEACHER/ SUPERVISOR	Approved		1419	17/08/2024 11:58:00 PM	Update	Cancel