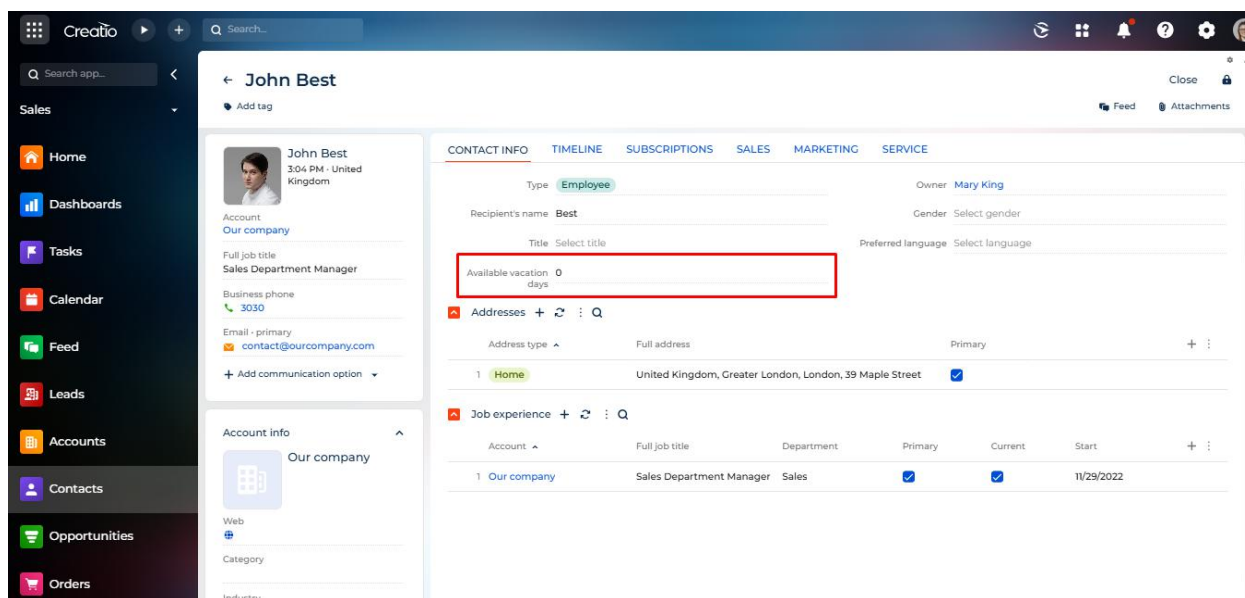# Installation

Installation of the application has a standard procedure.

To install the app, go to the Creatio marketplace [documentation](#).

Vacation days accrual

- After installation of the application, the Available vacation days field will appear in the Contact page

  The business process of accruing vacation days starts every day at 1:00 am UTC.

- Only contacts with the Employee type gain vacation days.

Vacations for Creatio

Vacations for Creatio

- An employee receives new vacation days every time a full calendar month passes since the date of hire. The date of hiring is the date in the Start column in the Job experience detail, for which the Primary checkbox is checked. By default, a contact can have only one such record.

  For example, in the case of the employee on the screenshot, vacation days will be accrued on the 30th of each month.
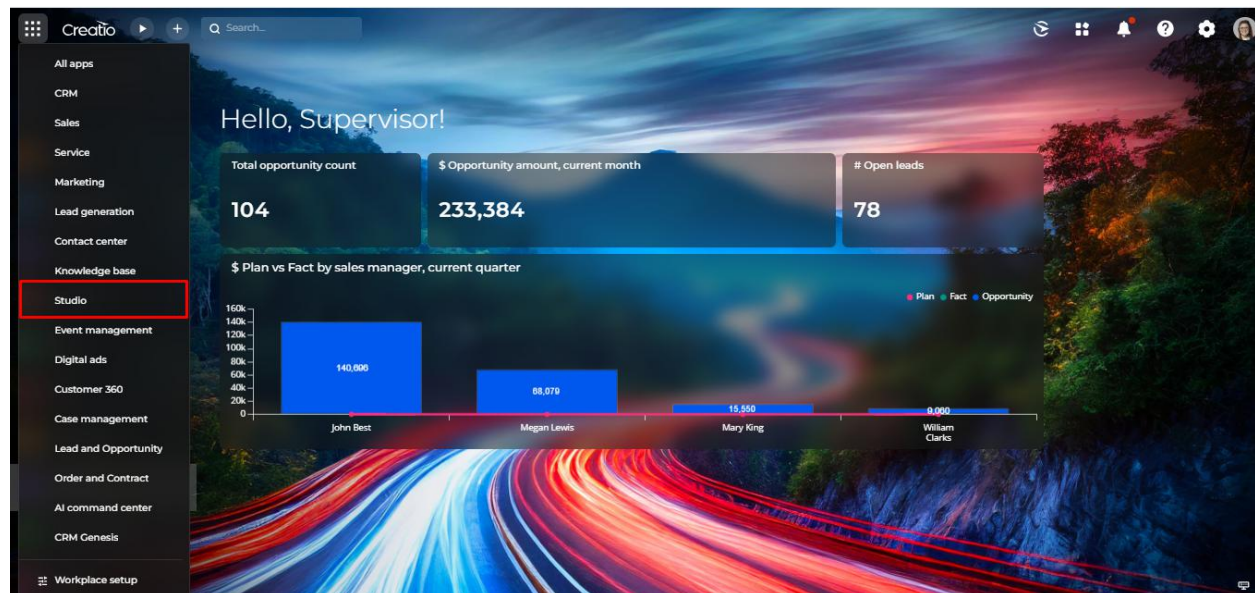

Vacations for Creatio

You can change the number of vacation days to accrual per month in the system settings.

- Go to the Studio workspace

- Select the System settings section

Vacations for Creatio
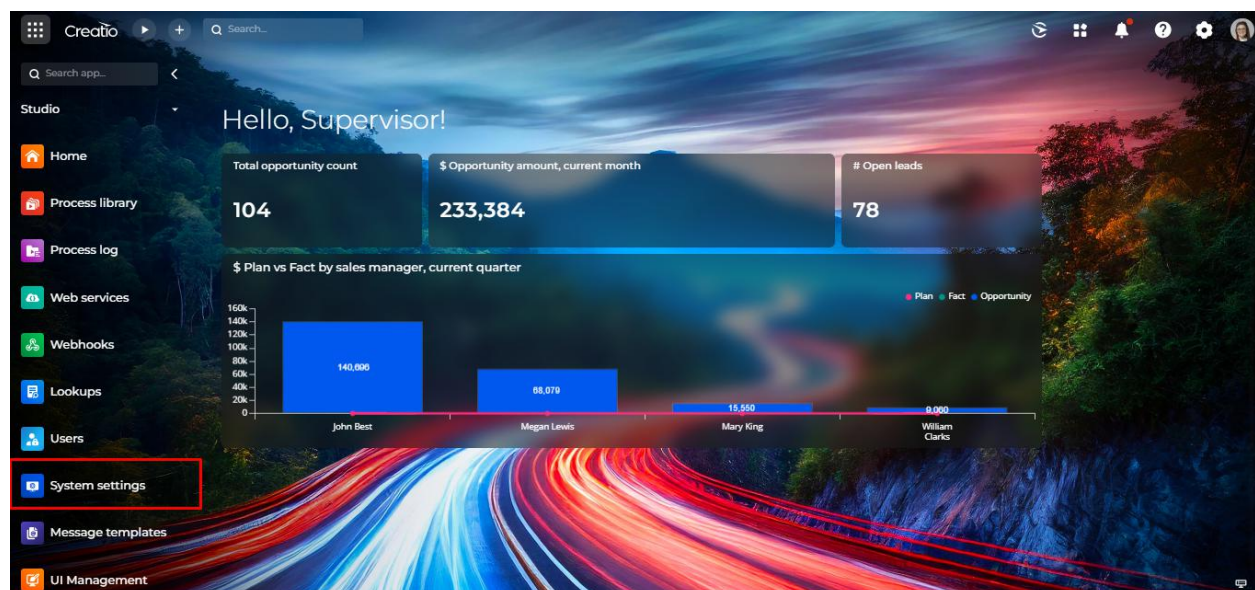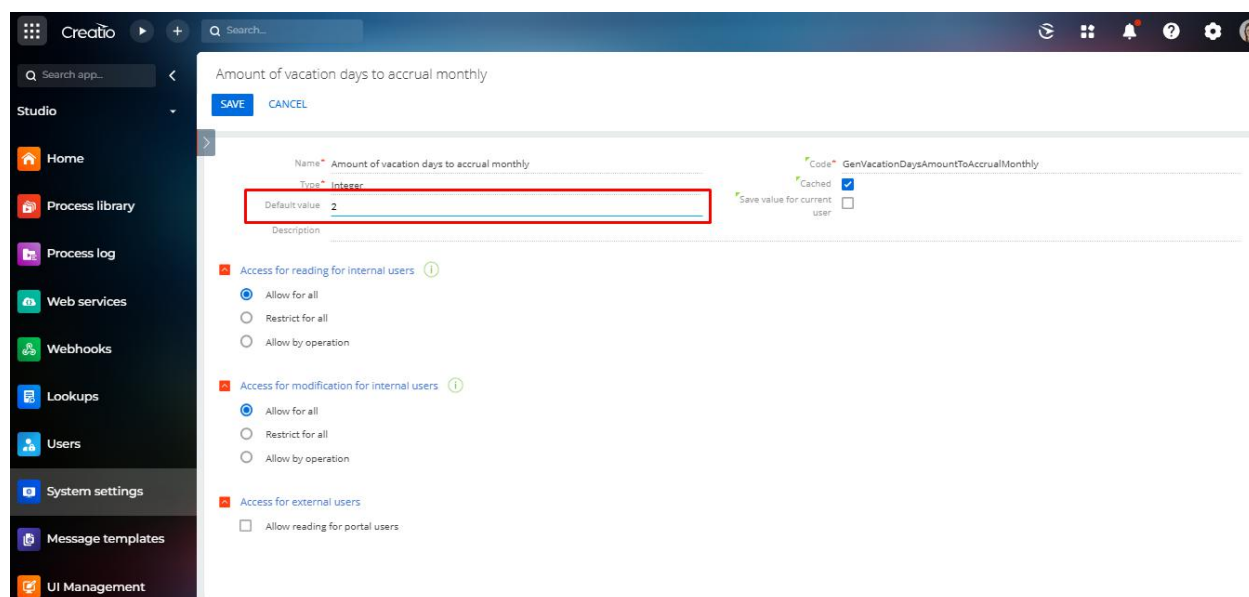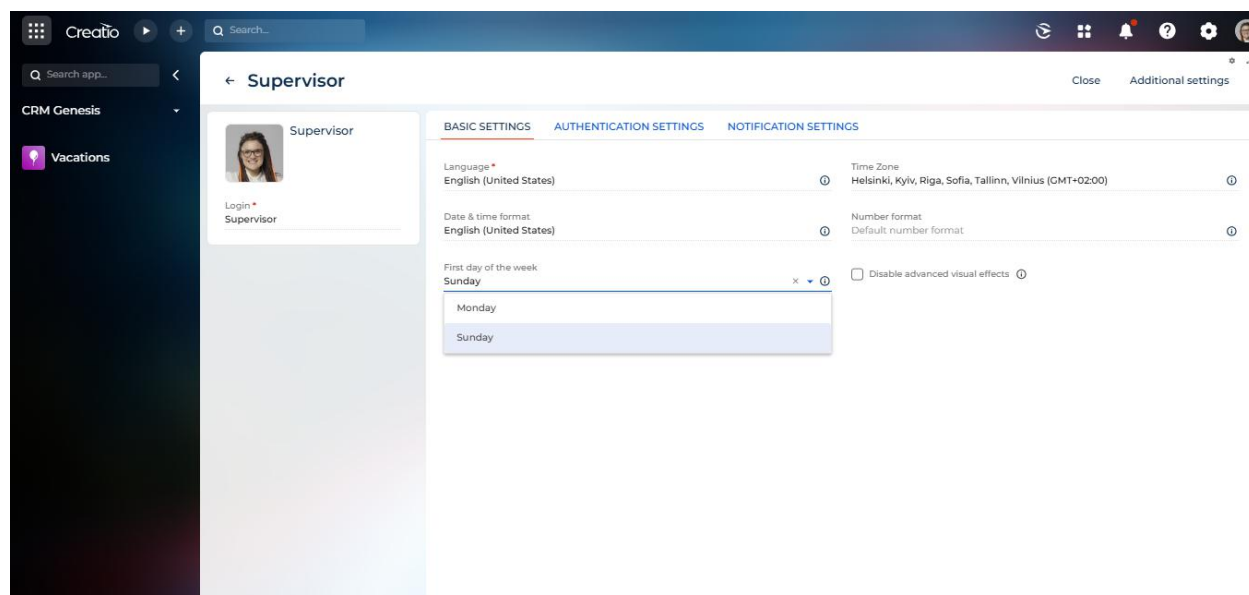
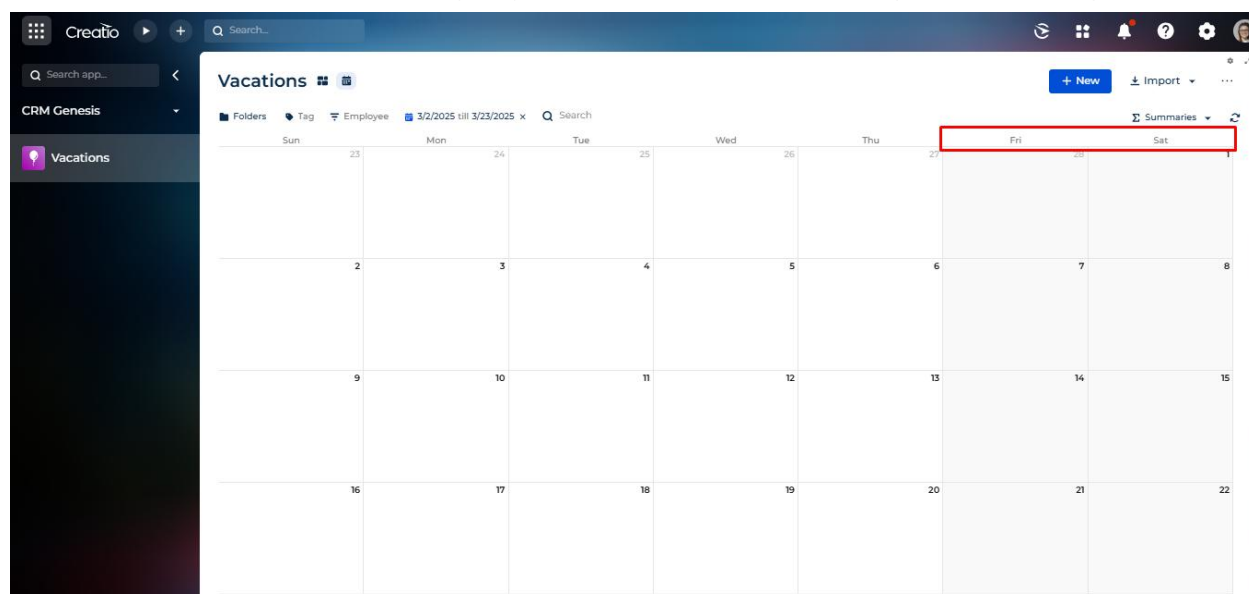- Find the Amount of vacation days to accrual monthly and open this setting
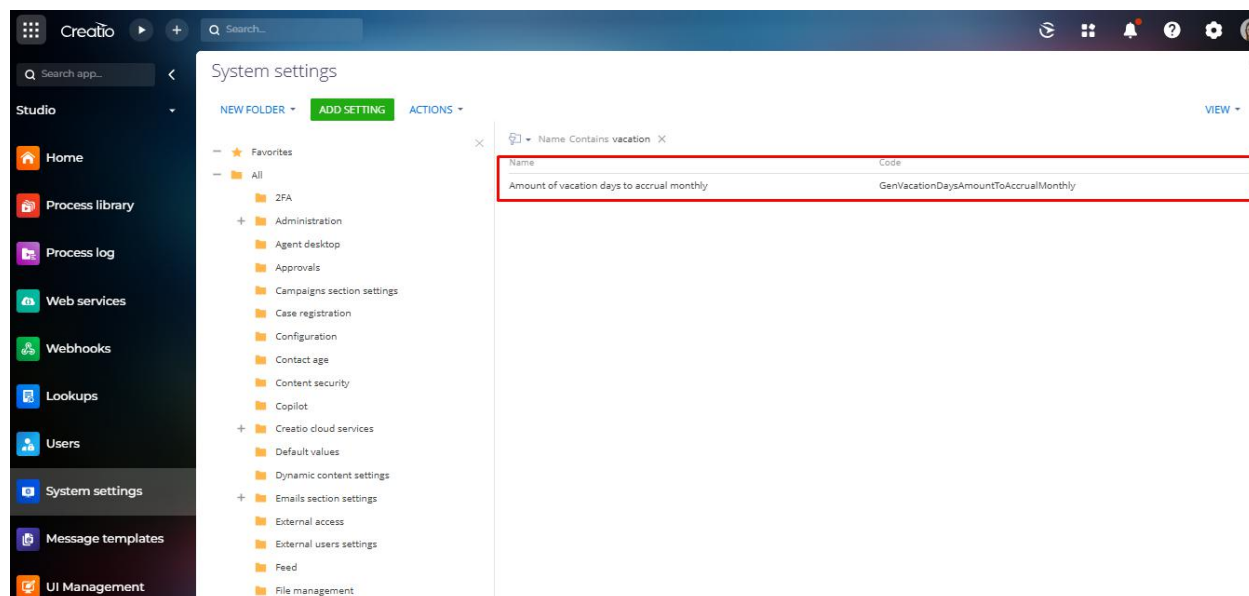
- Enter the number of vacation days that will be accrued to employees each month

Vacations for Creatio
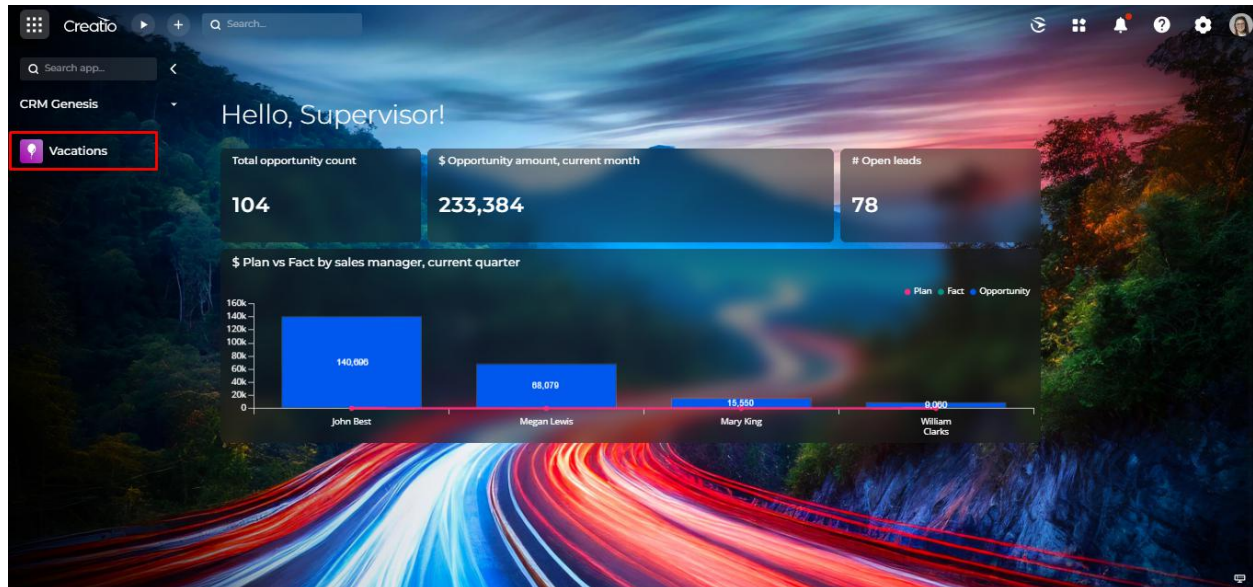
- You can change the first day of the week in the system.

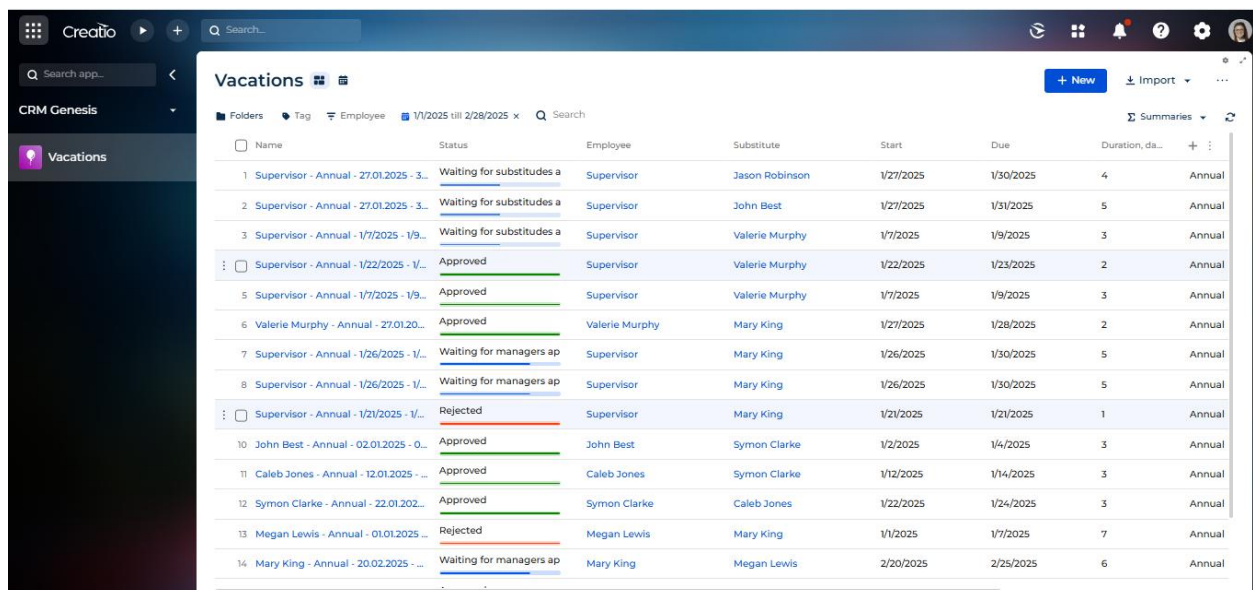- Calendar will automatically adjust the weekends according to this setting.

Vacations for Creatio

Creating a vacation

- After installation, the application will add a separate section called Vacations

- To create a vacation, click on the Vacations section.

Vacations for Creatio

- Then click the New button

- You can also add a vacation via the calendar

Vacations for Creatio
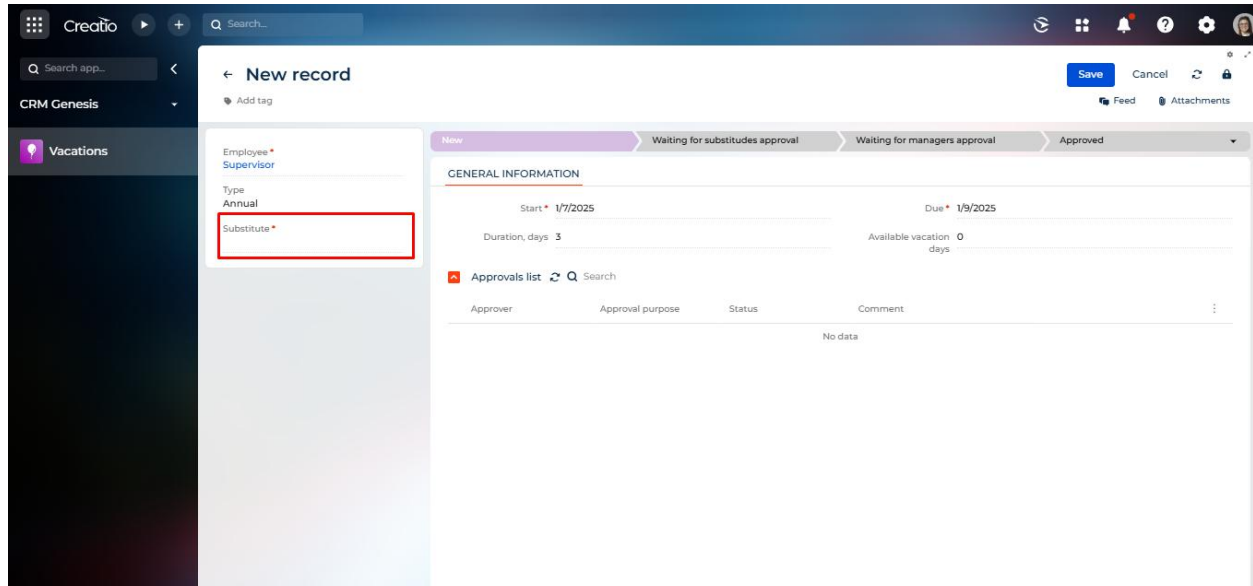
- Select a range of vacation dates and click New
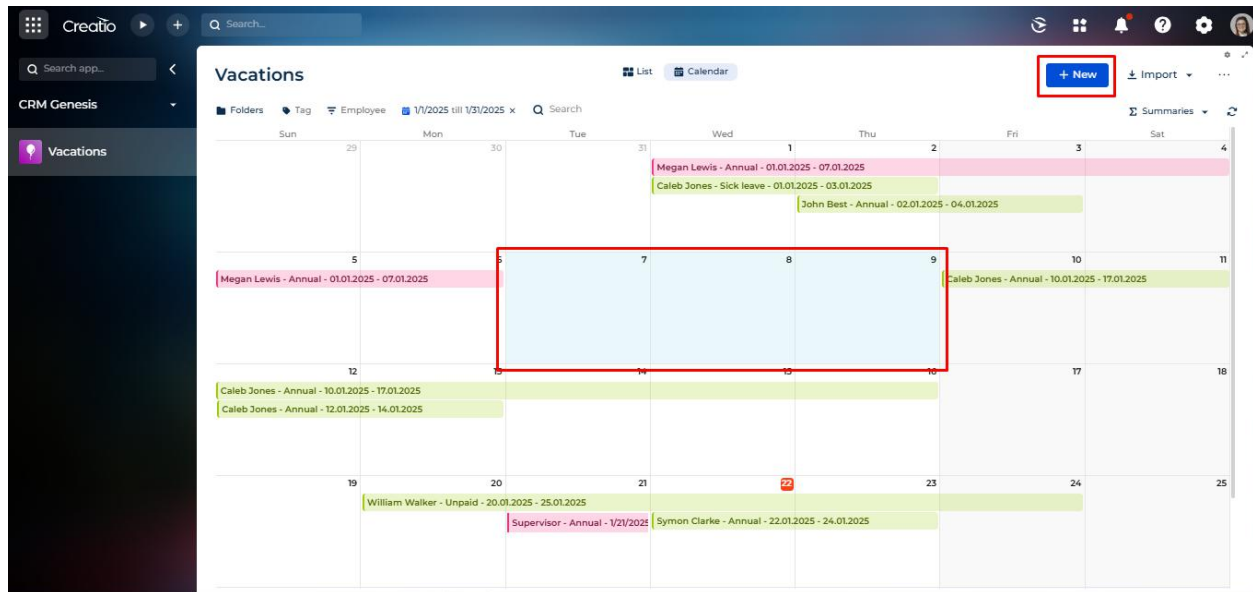
- After that, you will see the vacation creation page

Vacations for Creatio
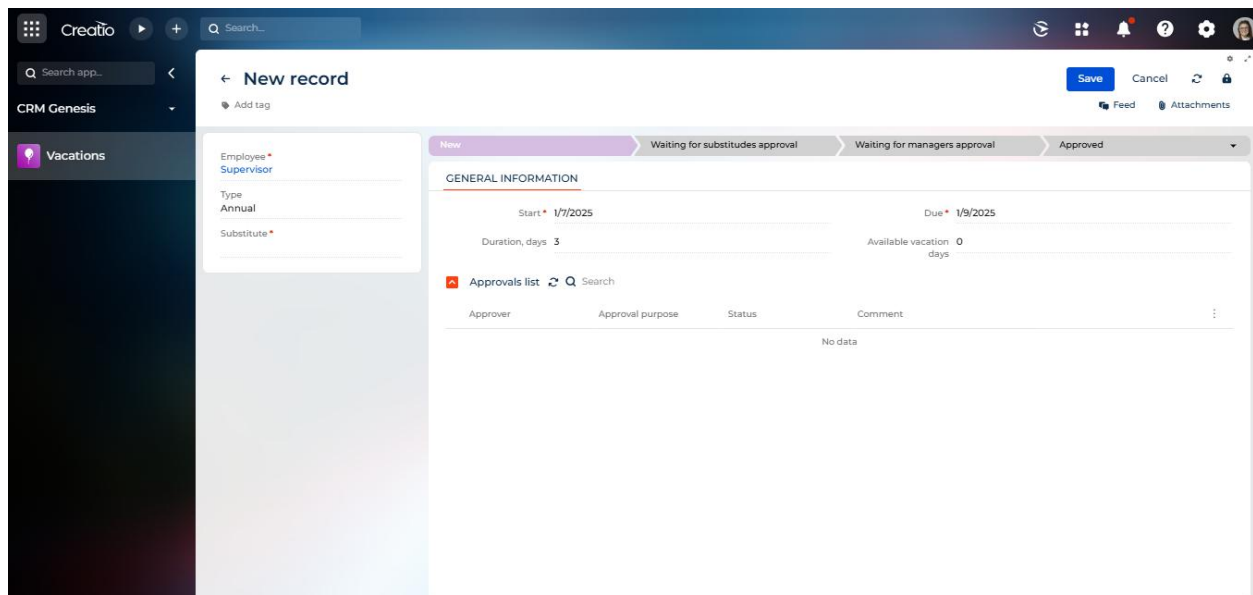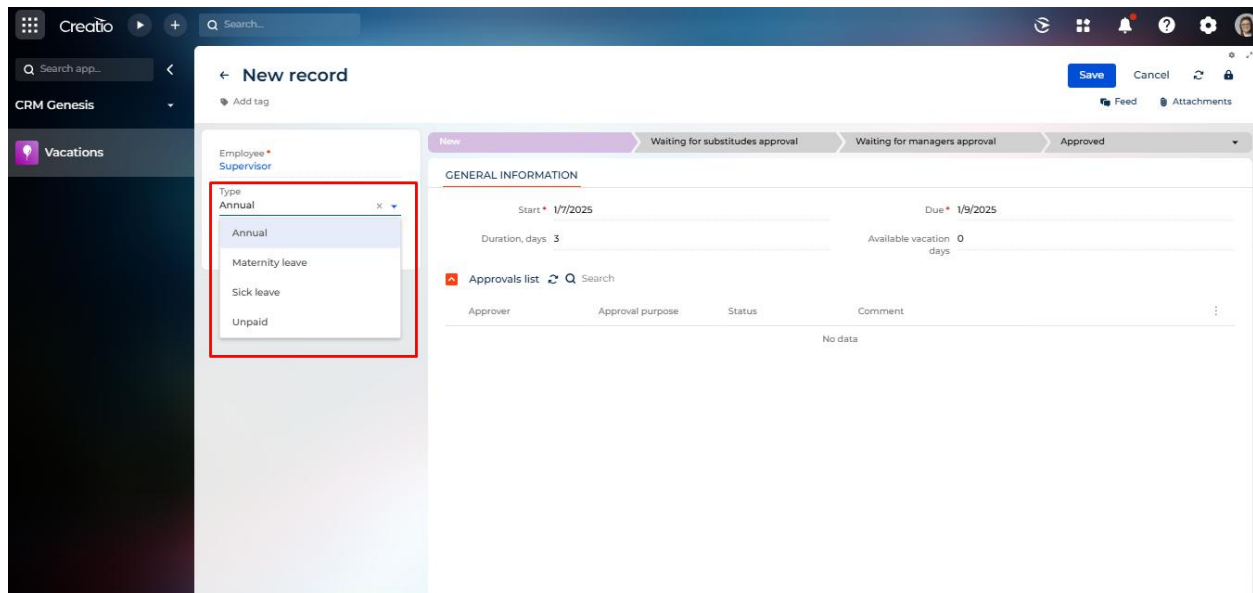
● Select a Substitute who will perform your tasks during the vacation period

● Select the type of vacation

Vacations for Creatio
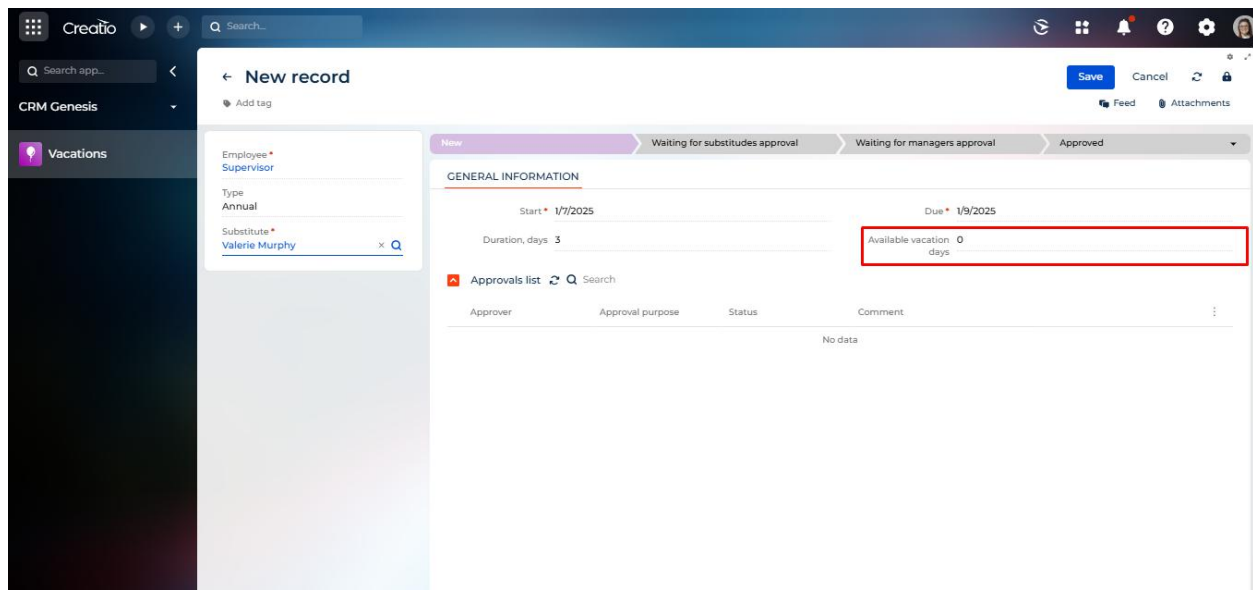
- Select Vacation Start and End dates
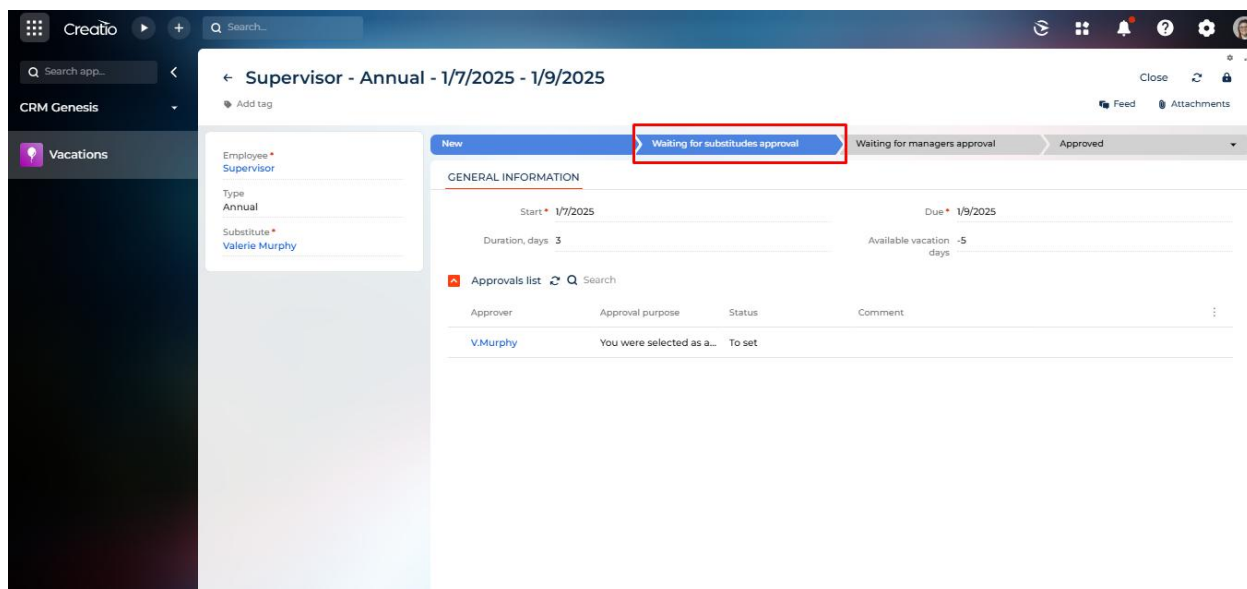
- You also can see the number of available vacation days when creating a new vacation

Vacations for Creatio

- Send a vacation to a substitute for confirmation

Vacations for Creatio
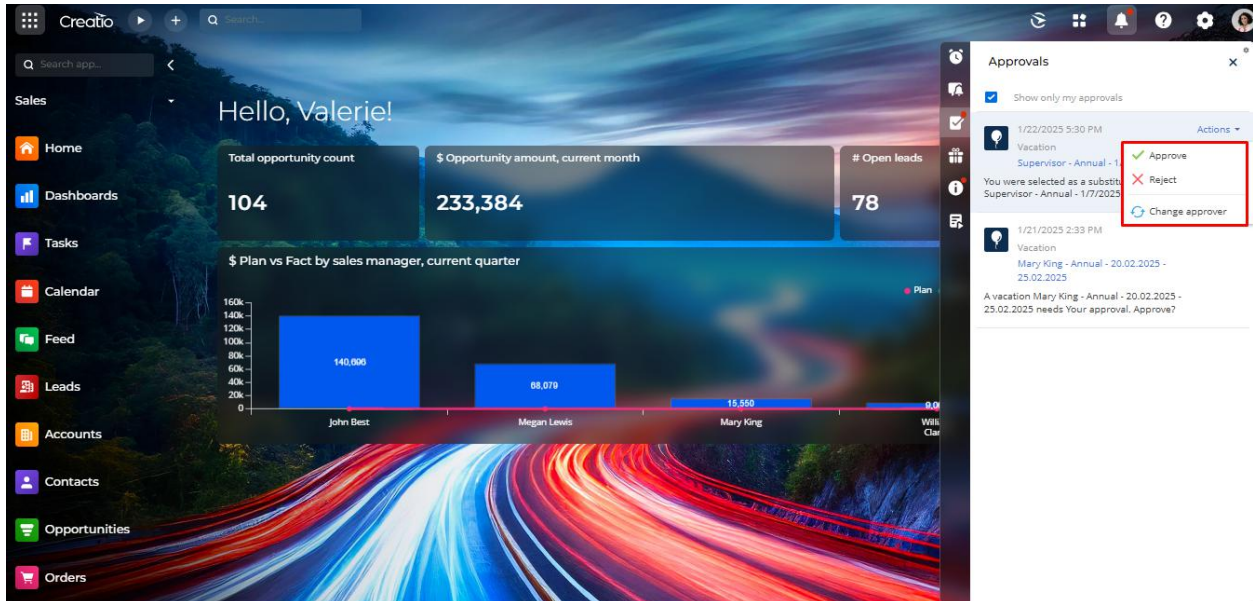
Confirmation of vacation by a substitute

- The substitute receives a visa for approval, where he has two options: Approve or Reject.

- If the substitute rejects the visa, the vacation will go to a Rejected stage.

Vacations for Creatio

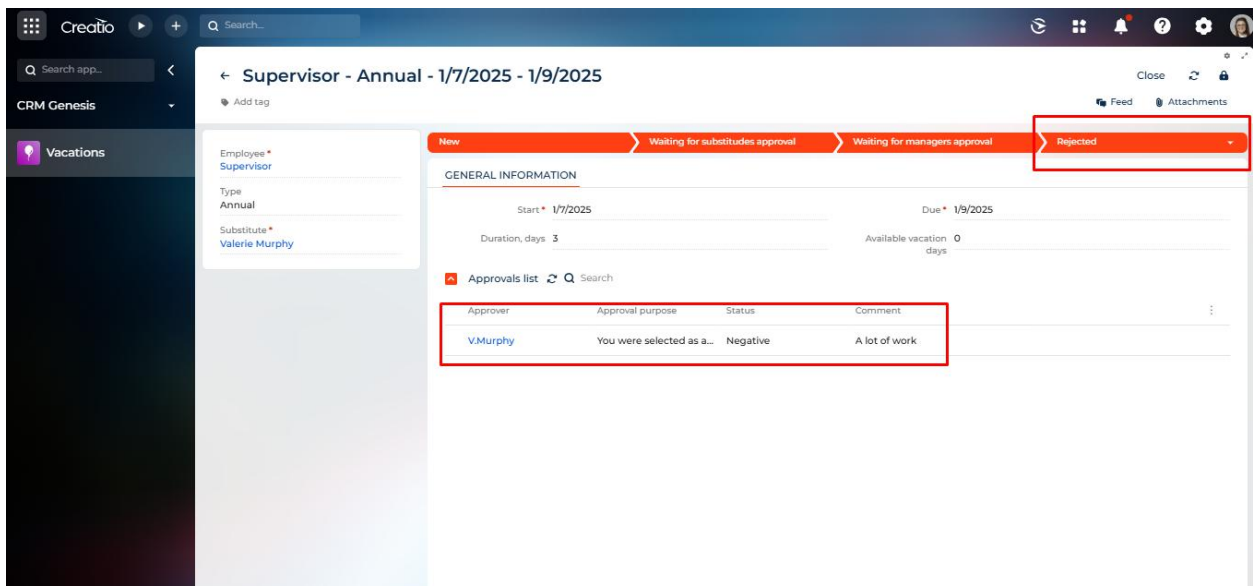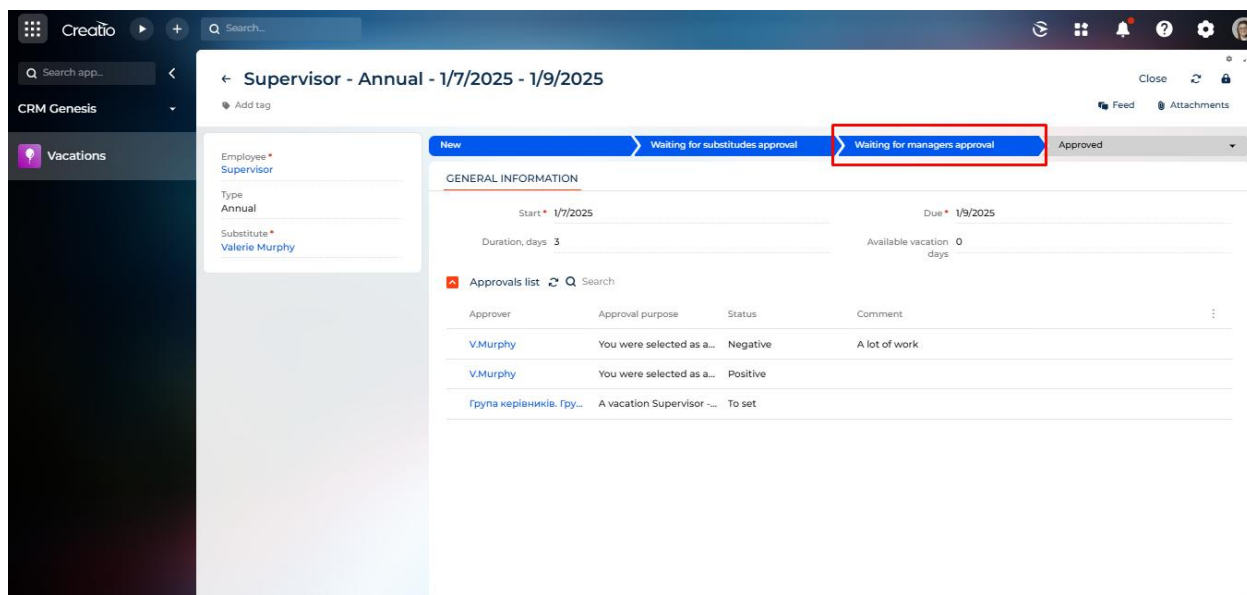- If the substitute confirms the visa, the vacation approval will move to the Waiting for manager approval stage
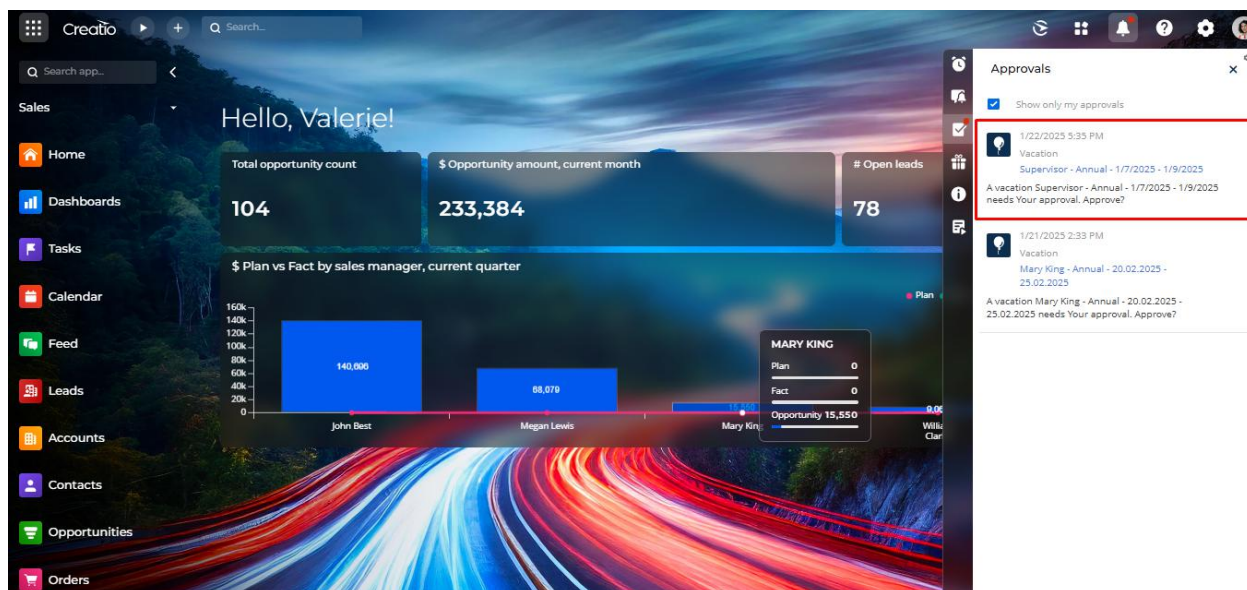
- A vacation confirmation visa will be sent to a manager role.

Vacations for Creatio
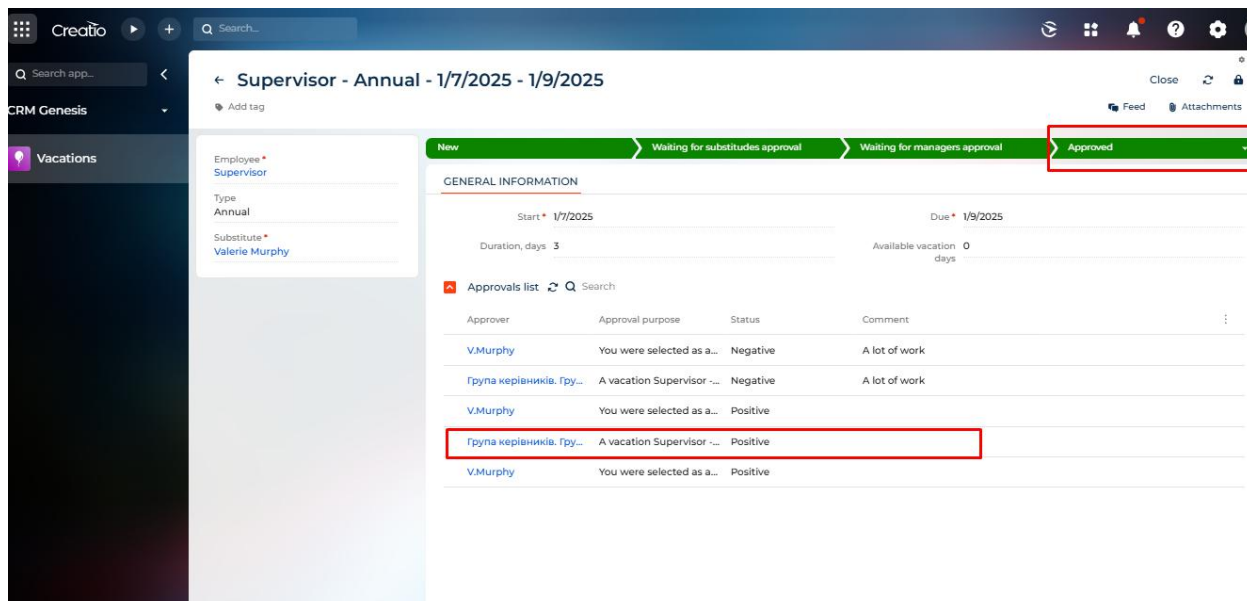
- If the manager rejects it
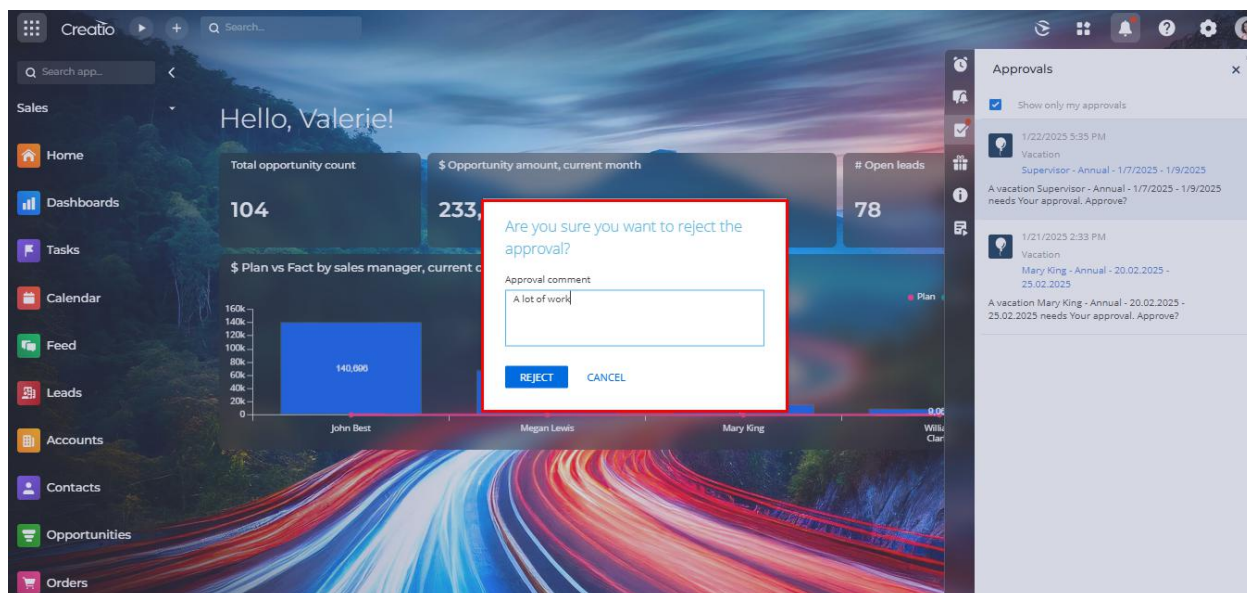
- The vacation will go to the Rejected stage

Vacations for Creatio
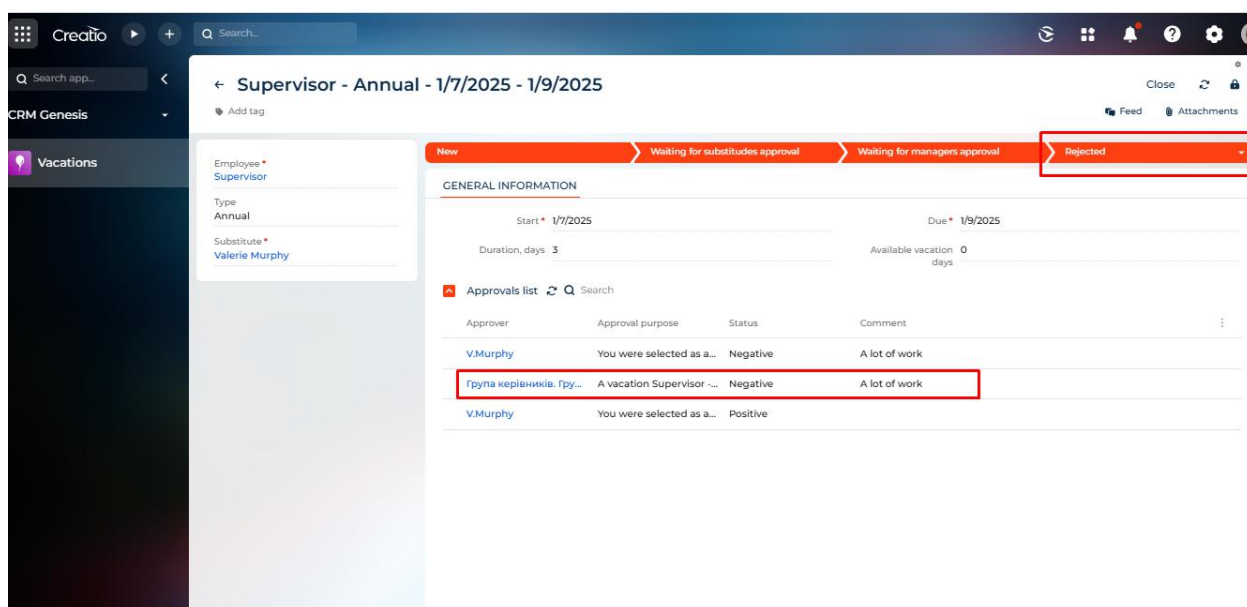
● If the manager confirms it, the vacation will go to the Approved stage
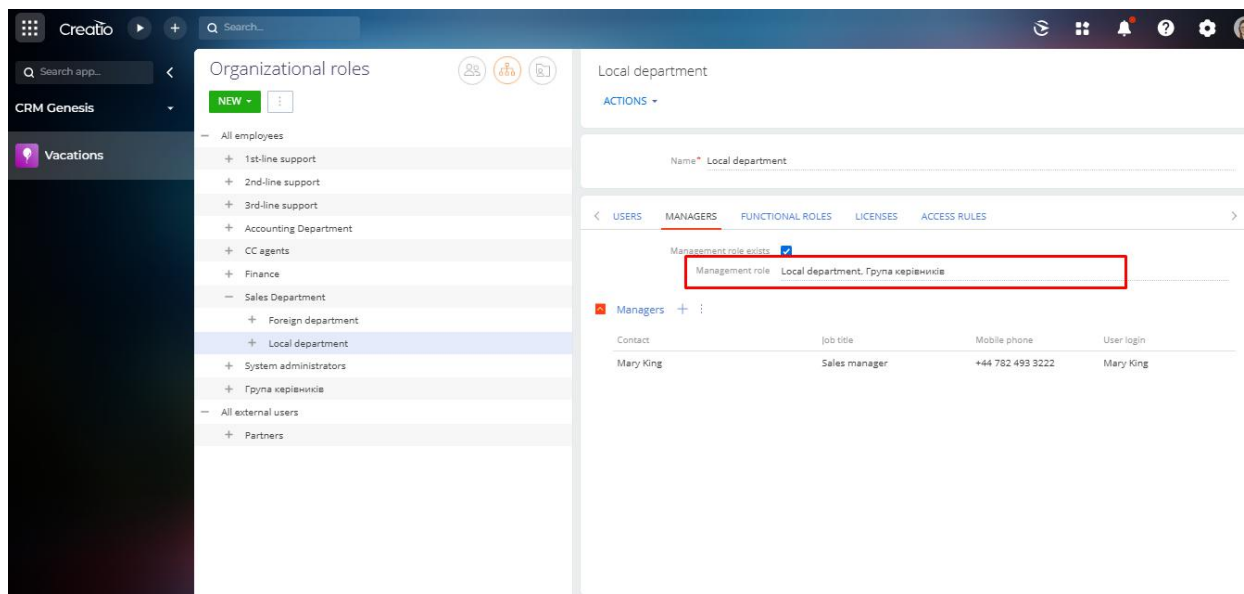
If vacation was rejected, you can set it only to a Waiting for substitute approval stage to start the confirmation process from the beginning.

Vacations for Creatio

The logic of choosing a manager role for an approval

- For employees, who are participants in a certain role, management role will receive a vacation approval visa

- For employees, who are participants in a certain management role, a management role from the previous level in the branch will receive a vacation approval visa

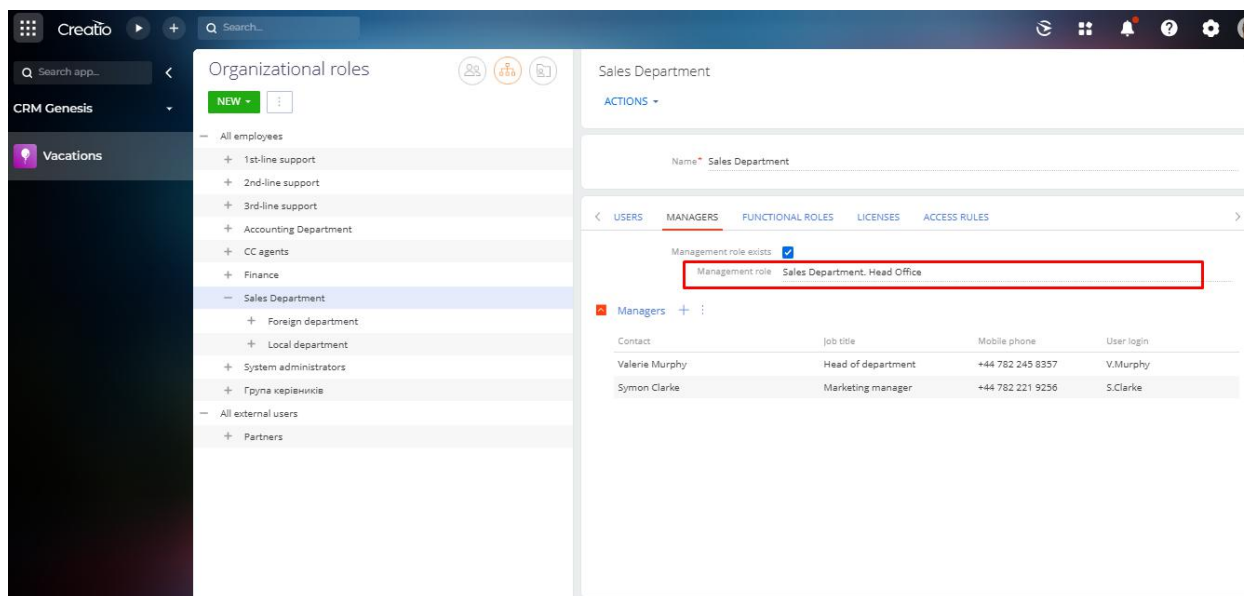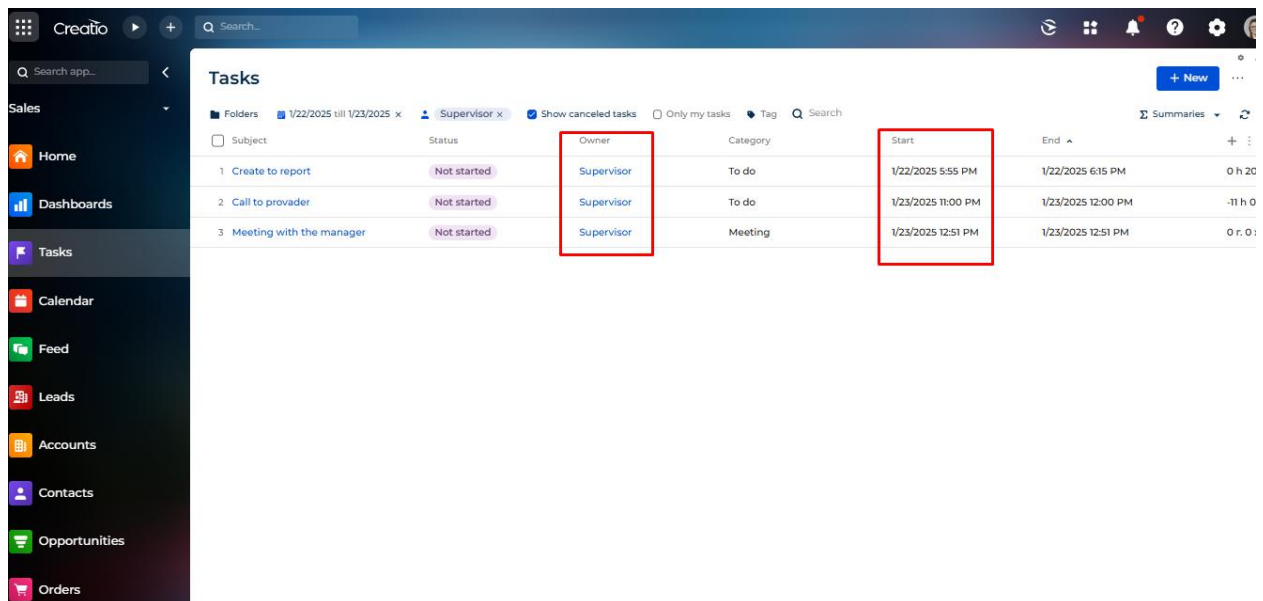If an employee is included in several roles, the manager will be selected randomly.

Vacations for Creatio

Replacement of a activity owner after approval of the vacation

After the vacation was approved, in all activities where the employee is an owner, a substitute will become a new owner.
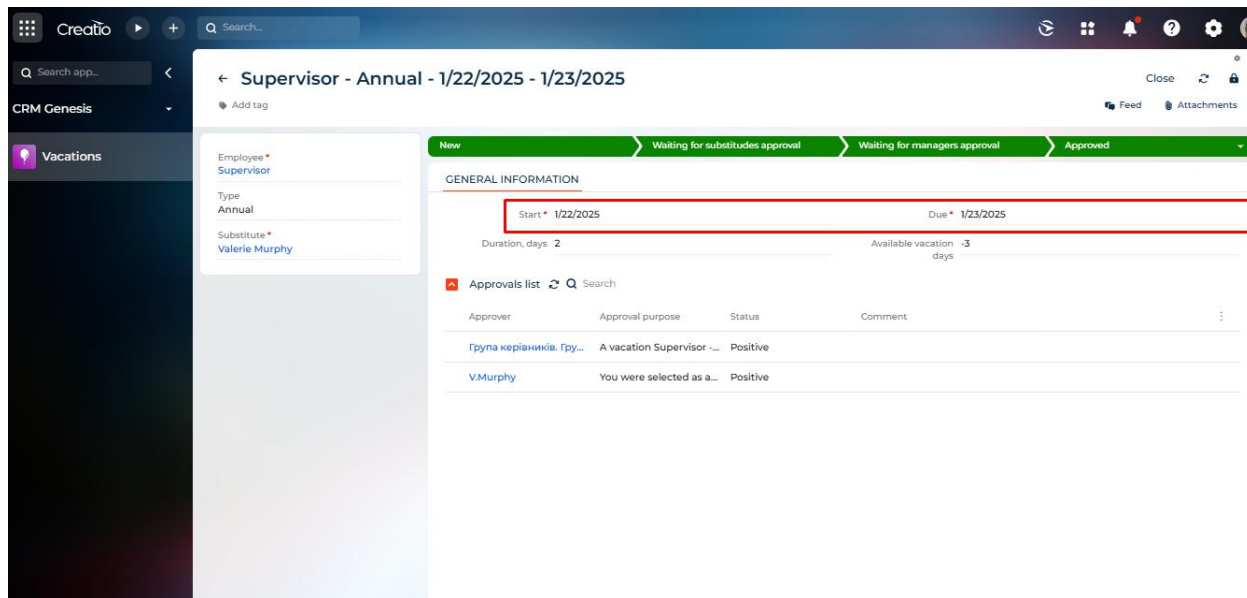
The changes will be applied only to the activities where the start and/or end date matches the vacation period.

- For example, an employee has activities for several days

Vacations for Creatio

● He created a vacation for two days (22th and 23th of January)
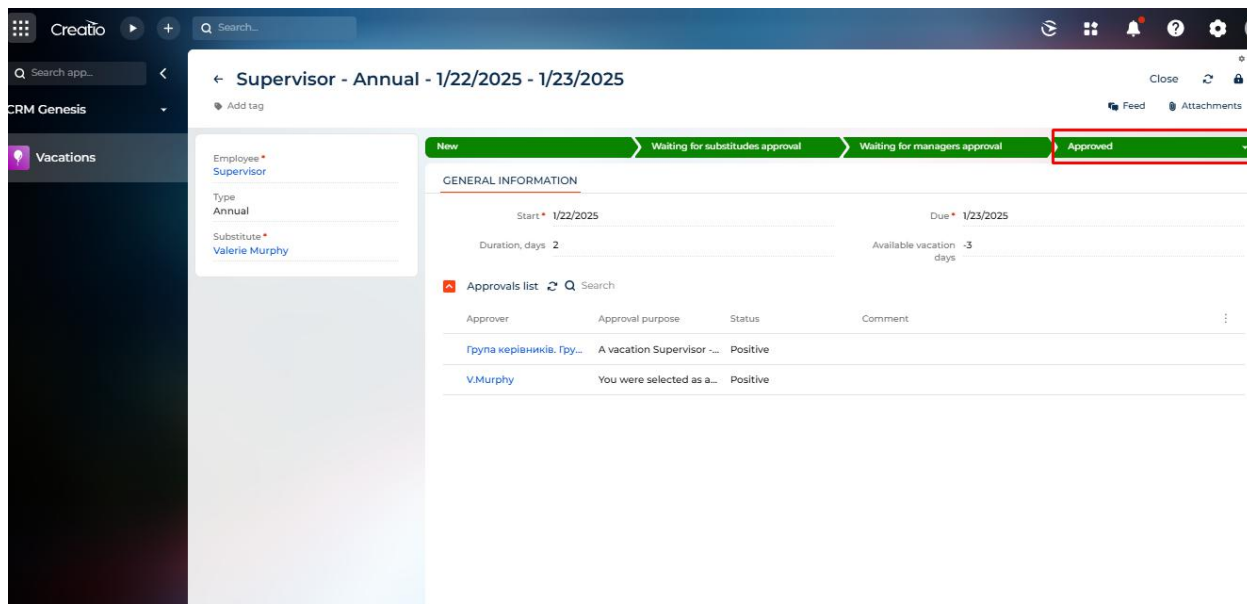
● Vacation has been approved

Vacations for Creatio
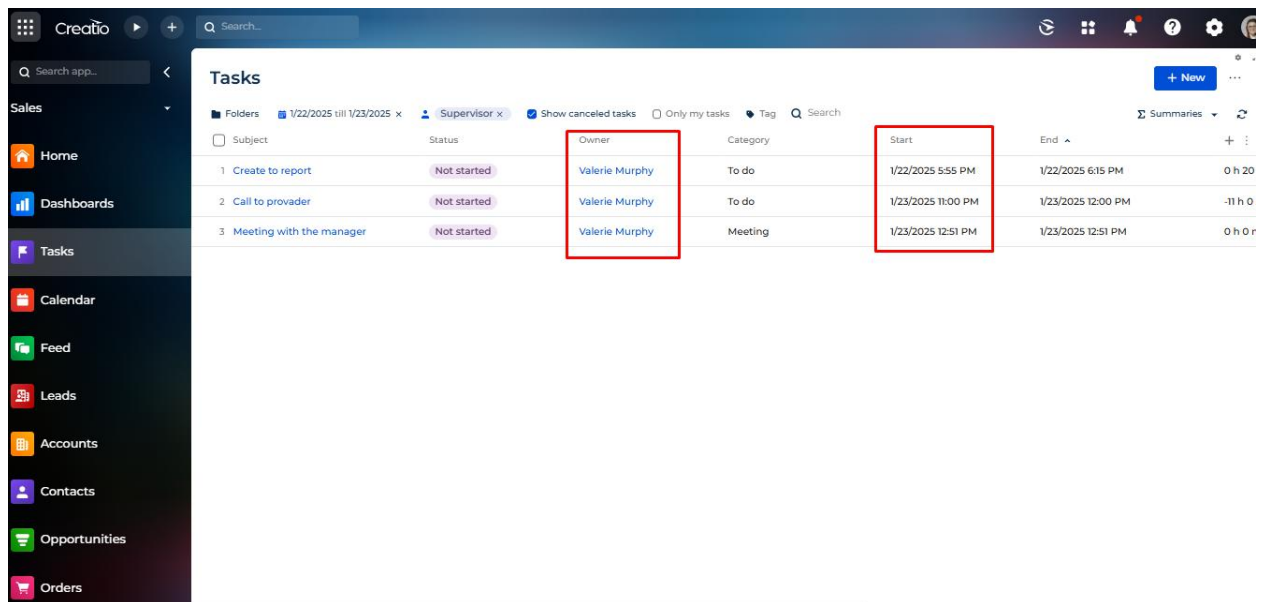
- The owner was changed to a substitute for activities that will take place during employee's vacation

Vacations for Creatio

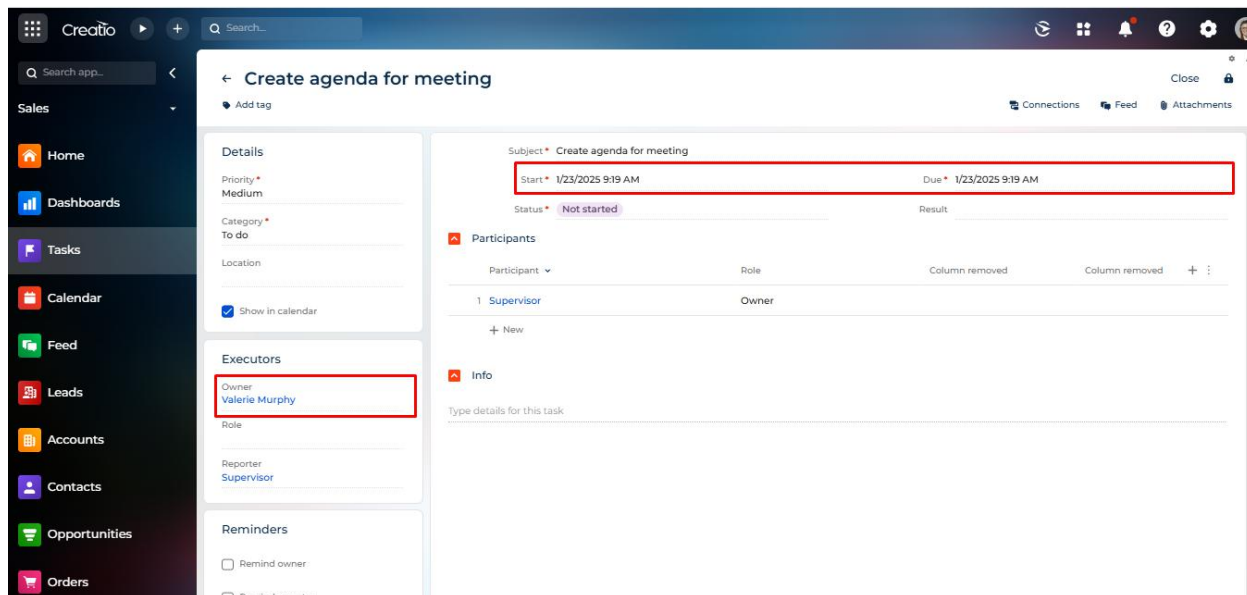# Replacing the owner when creating an activity when there is an approved vacation

When the activity is being saved, the system performs a check to see if the owner currently has an approved vacation for the time of the activity. If he has, the owner will be replaced by a substitute.

- If you create an activity for the time when an employee has an approved vacation
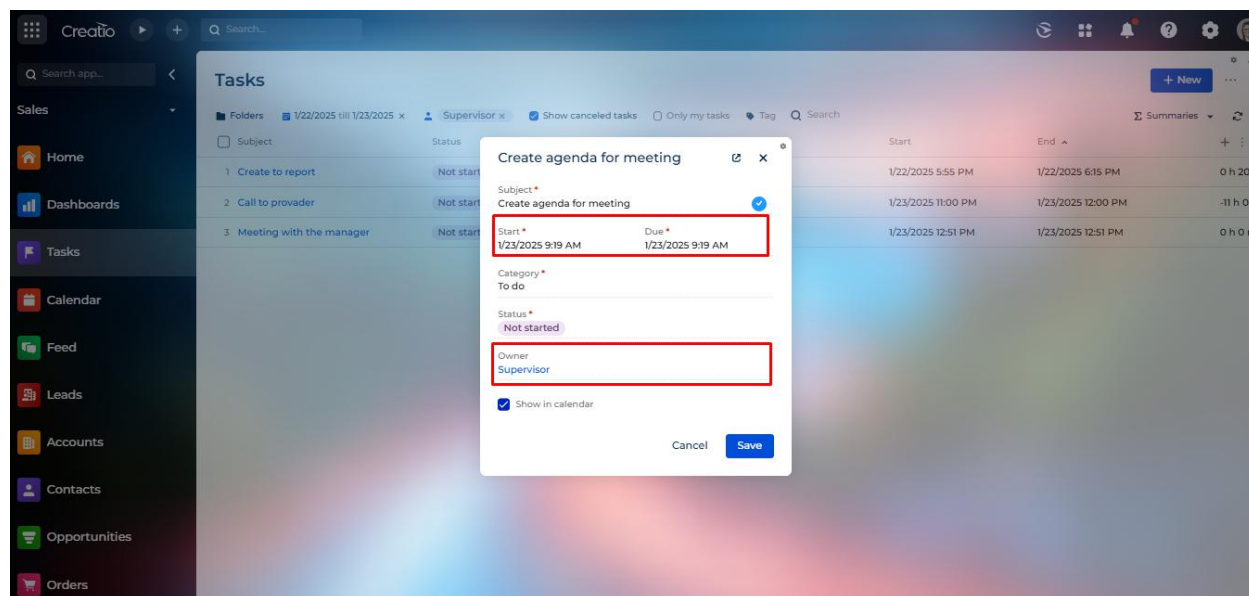
- The owner will be automatically replaced by a substitute