How to apply comp-off from ESS Portal?

The steps to apply Comp-Off from the ESS Portal:

1. Click on the Menu Icon:
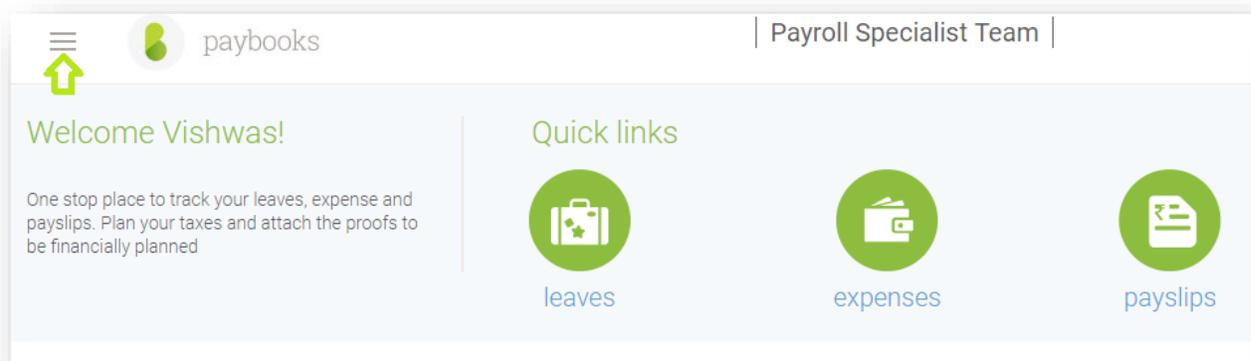
2.Click on Comp-off Option:
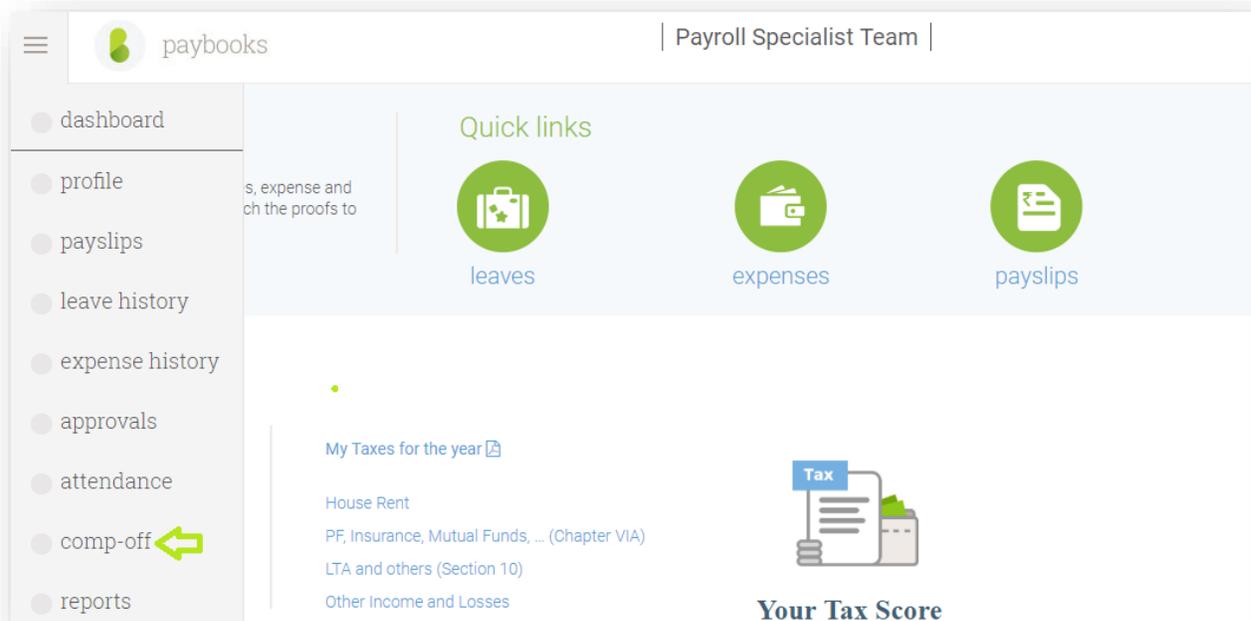
3. Click on the Plus Icon to apply for a new comp- off:

4. Then enter the date on which the employee have worked for (holiday/weekly off) and select the number of Days given in the dropdown, mention the reason and click on apply.
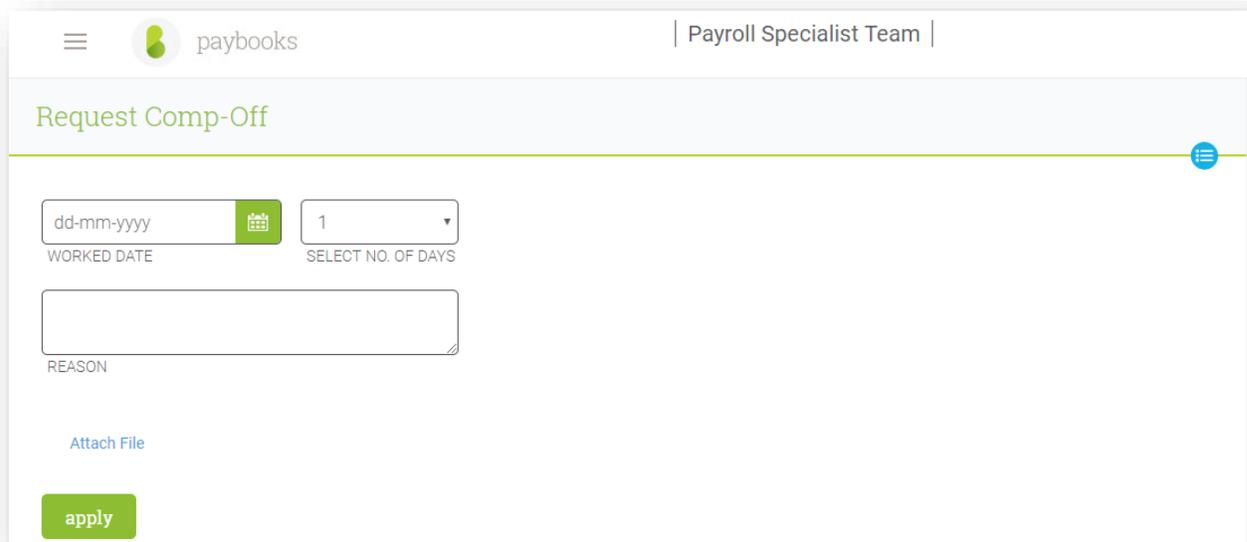
5. The reporting manager has to approve /reject the same in the approvals section of the reporting manager's ESS, and then the employee can request for payment or request leave against the comp off.
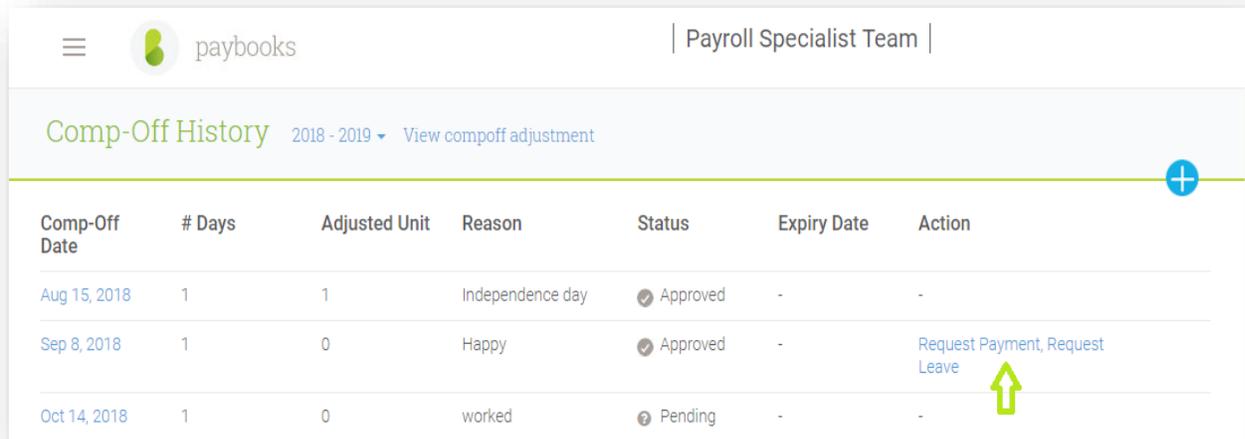
Comp-Off Date	# Days	Adjusted Unit	Reason	Status	Expiry Date	Action
Aug 15, 2018	1	1	Independence day	✔ Approved	-	-
Sep 8, 2018	1	0	Happy	✔ Approved	-	Request Payment, Request Leave
Oct 14, 2018	1	0	worked	❓ Pending	-	-