

Leave History Report

Article Number: 65 | Rating: Unrated | Last Updated: Thu, Aug 4, 2016 at 6:04 PM

Overview

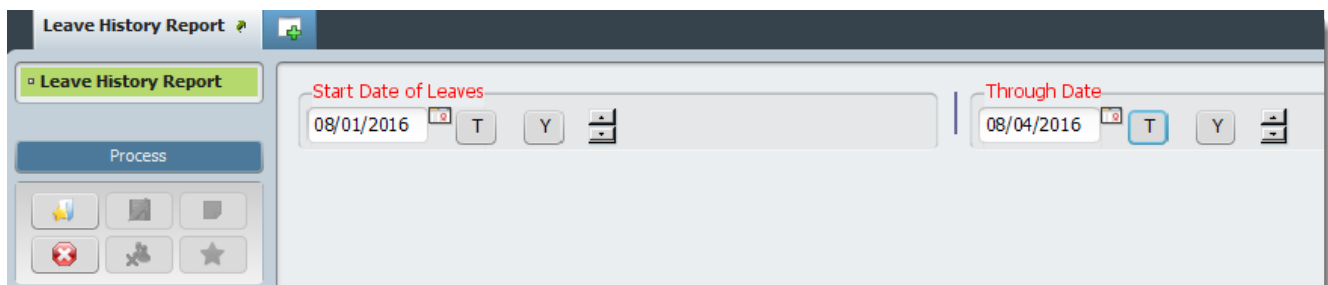
A report to show all leaves for a particular unit during a specified time period.

Applicable Staff

All ID Staff can view the report.

Usage

The form is accessed through the Home View or via menu path Avatar PM/Mercy PM Reports/Leave History Report. Select the **Start** and **Through Date** you wish to see and click **Process**.

The screenshot shows a web application interface for the 'Leave History Report'. At the top, there is a dark blue header bar with the text 'Leave History Report' and a small green plus icon. Below this is a light blue sidebar on the left containing a green button labeled 'Leave History Report', a blue button labeled 'Process', and a grid of six icons (a star, a document, a speech bubble, a red X, a group of people, and a star). The main content area is white and contains two date selection fields. The first field is labeled 'Start Date of Leaves' in red text and contains the date '08/01/2016' with a calendar icon, followed by buttons for 'T', 'Y', and a dropdown arrow. The second field is labeled 'Through Date' in red text and contains the date '08/04/2016' with a calendar icon, followed by buttons for 'T', 'Y', and a dropdown arrow.

A report opens showing all leaves for all units in the specified time period.



Print, save, or close the report when finished.

Tips & FAQ

Any useful tips, and questions provided by users after roll out.

Technical Information

Menu Location (Avatar PM/Mercy PM Reports/Leave History Report)

SQL Table(s)

RAD Envelope (if applicable)

Related Forms and Reports (data from one form feeds another report/form)

Posted by: John Cookson - Thu, Aug 4, 2016 at 6:04 PM. This article has been viewed 4083 times.

Online URL: <https://www.mercykb.com/article.php?id=65>