

Leave History Report

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

Overview

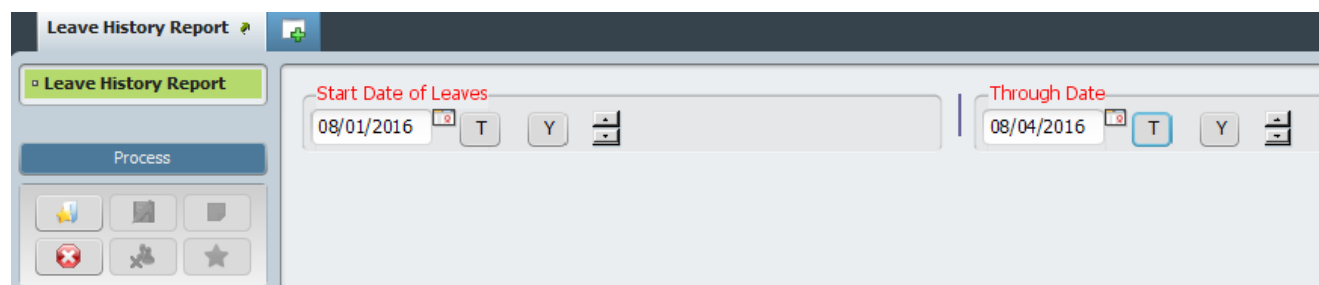
A report to show all leaves for a particular unit during a specified time period.

Applicable Staff

All ID Staff can view the report.

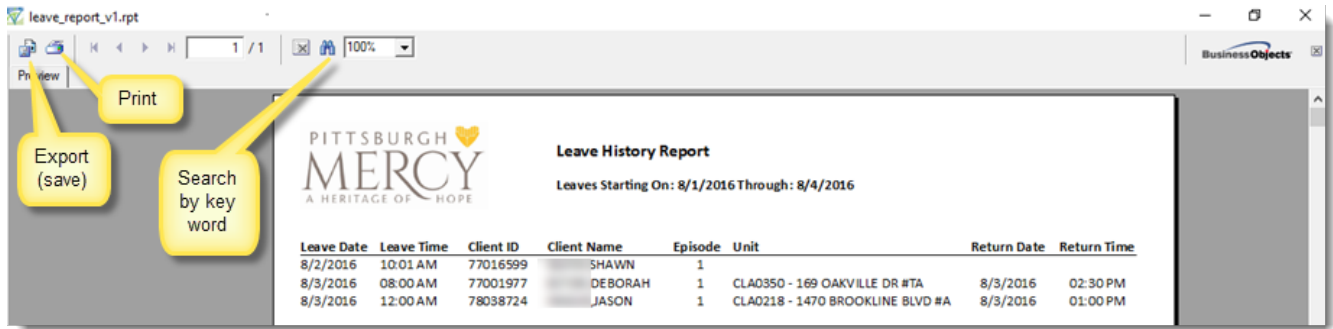
Usage

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 header bar with the text 'Leave History Report' and a small green plus icon. Below this is a light blue sidebar containing a green button labeled 'Leave History Report', a blue button labeled 'Process', and a grid of six icons: a yellow star, a grey square, a grey square, a red square with a white 'X', a grey square with a white 'X', and a grey star. The main content area is white and contains two date input fields. The first field is labeled 'Start Date of Leaves' in red text and contains the date '08/01/2016'. The second field is labeled 'Through Date' in red text and contains the date '08/04/2016'. Both date fields have a small calendar icon to their right and a dropdown menu with 'T' and 'Y' options.

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 4504 times.

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