

# Leave History Report

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## Overview

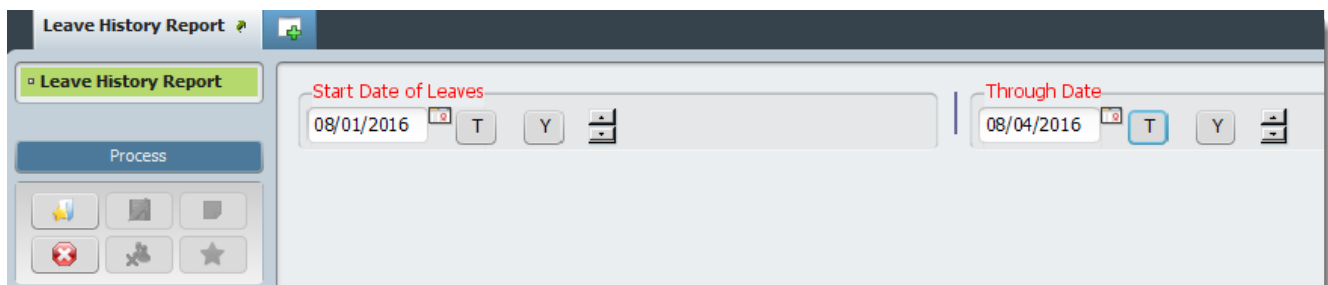
A report to show all leaves for a particular unit during a specified time period.

## 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'. 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. Below the date fields, there are two buttons: a blue button labeled 'T' and a grey button labeled 'Y'. At the bottom of the form, there is a row of six icons: a star, a document, a speech bubble, a red X, a group of people, and a star.

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 4372 times.

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