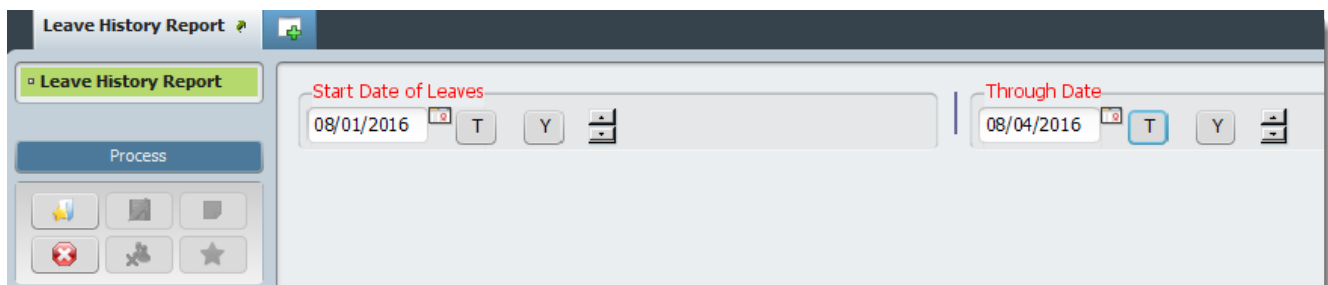# Leave History Report

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**.

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)

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