

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**.



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



The screenshot shows a BusinessObjects report titled 'Leave History Report' for 'Leaves Starting On: 8/1/2016 Through: 8/4/2016'. The report displays a table of leave history with columns: Leave Date, Leave Time, Client ID, Client Name, Episode, Unit, Return Date, and Return Time. The table data is as follows:

Leave Date	Leave Time	Client ID	Client Name	Episode	Unit	Return Date	Return Time
8/2/2016	10:01 AM	77016599	SHAWN	1			
8/3/2016	08:00 AM	77001977	DEBORAH	1	CLA0350 - 169 OAKVILLE DR #TA	8/3/2016	02:30 PM
8/3/2016	12:00 AM	78038724	JASON	1	CLA0218 - 1470 BROOKLINE BLVD #A	8/3/2016	01:00 PM

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.

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