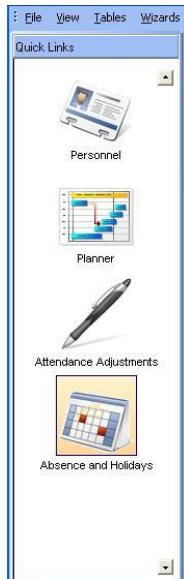




## Module: m/03/120

***'Amending an absence or holiday request...' '***

1. Click on the Absence and Holiday Quick Link.



2. The Absence and Holiday screen appears at the record last viewed by the user

Training module: m-03-120 ***Amending an absence or holiday request.....***

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3. Click <Find> and search for the person whose entitlements you wish to view.



**Find: Absence and Holiday Management**

Search for: McCool

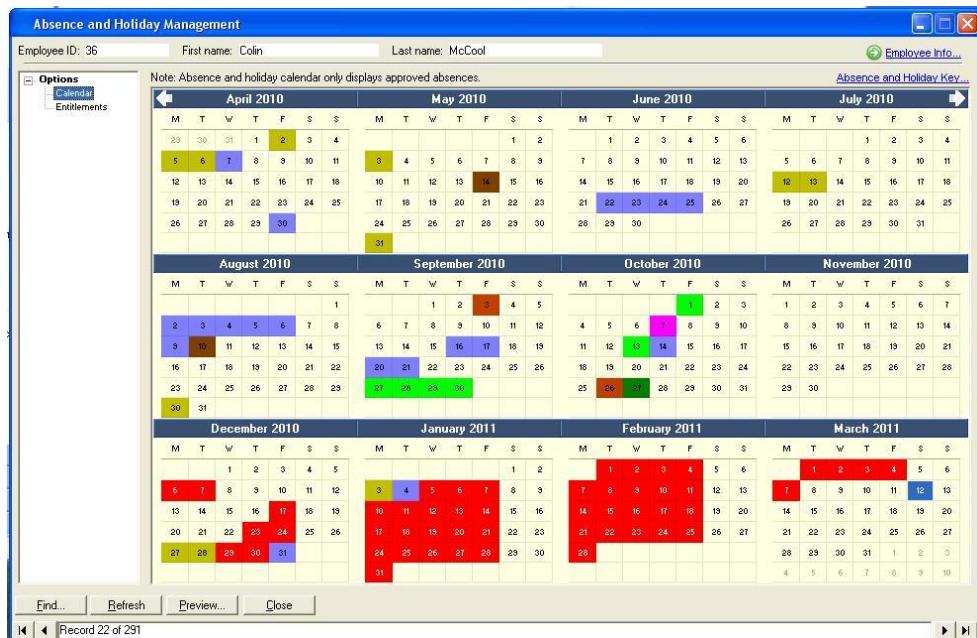
Search through: Employee ID

Search type: Contains

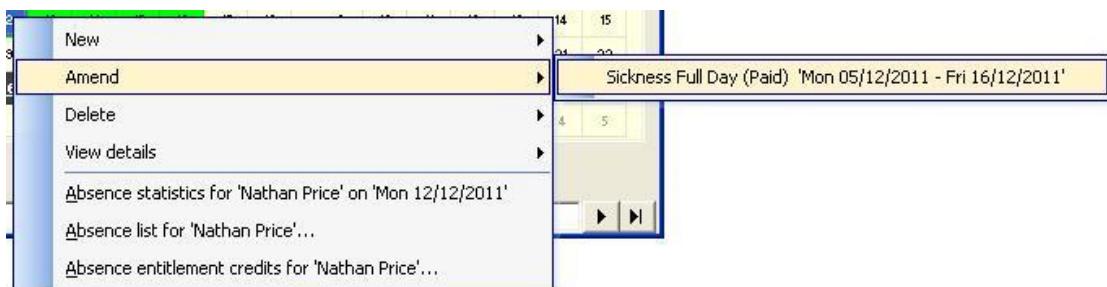
Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Employee
34		David	McCambley	McCambley, David	Leaver
35		Leo	Cochrane	Cochrane, Leo	Employee
36		Colin	McCool	McCabe, Colin	Employee
37		Michael	Finney	Finney, Michael	Employee
38		Michael	Mccormack	Mccormack, Micha	Employee
39		Jolene	Hagen	Hagen, Jolene	Employee
40		Elaine	Simpson	Simpson, Elaine	Employee
41		David	Foster	Foster, David	Employee
42		Joanne	Hewitt	Hewitt, Joanne	Employee

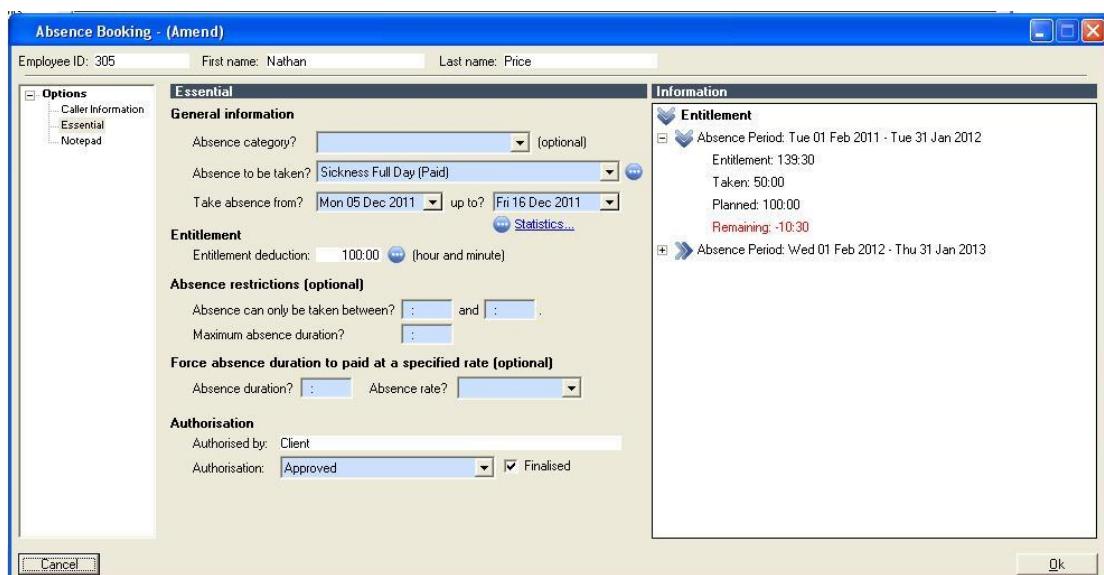
4. The person's absence calendar will appear.



5. <Right-click> on the required absence/holiday date, select Amend and then click on the absence description.



6. Next, make the necessary amendments in the Absence and Holiday Booking form.



7. Finally, press <Ok> to save the modification and return to the Absence and Holiday Management screen.



## Notes

Training module: m-03-120 *Amending an absence or holiday request.....*

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