

Slide 1

Slide notes: From the Master Files menu, we have an option for 'Leave Forfeit Enquiries'.

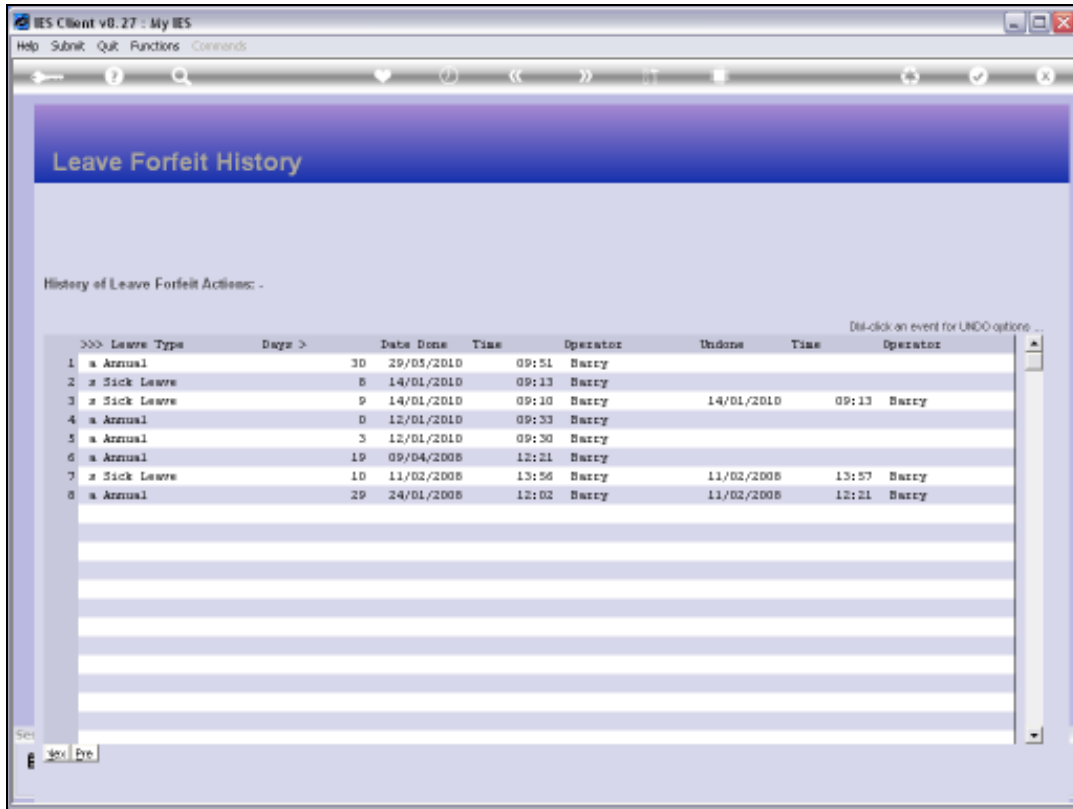
History of Leave Forfeit Actions: -

Ctrl-click an event for UNDO options ...

>>>	Leave Type	Days >	Date Done	Time	Operator	Undone	Time	Operator
1	a Annual	30	29/05/2010	09:51	Barry			
2	a Sick Leave	8	14/01/2010	09:13	Barry			
3	a Sick Leave	9	14/01/2010	09:10	Barry	14/01/2010	09:13	Barry
4	a Annual	0	12/01/2010	09:33	Barry			
5	a Annual	3	12/01/2010	09:30	Barry			
6	a Annual	19	09/04/2008	12:21	Barry			
7	a Sick Leave	10	11/02/2008	13:56	Barry	11/02/2008	13:57	Barry
8	a Annual	29	24/01/2008	12:02	Barry	11/02/2008	12:21	Barry

Slide 2

Slide notes: This enquiry will reveal all prior Leave Forfeit performances.



Slide 3

Slide notes: When a Leave Forfeit was undone, then it is shown on the right.

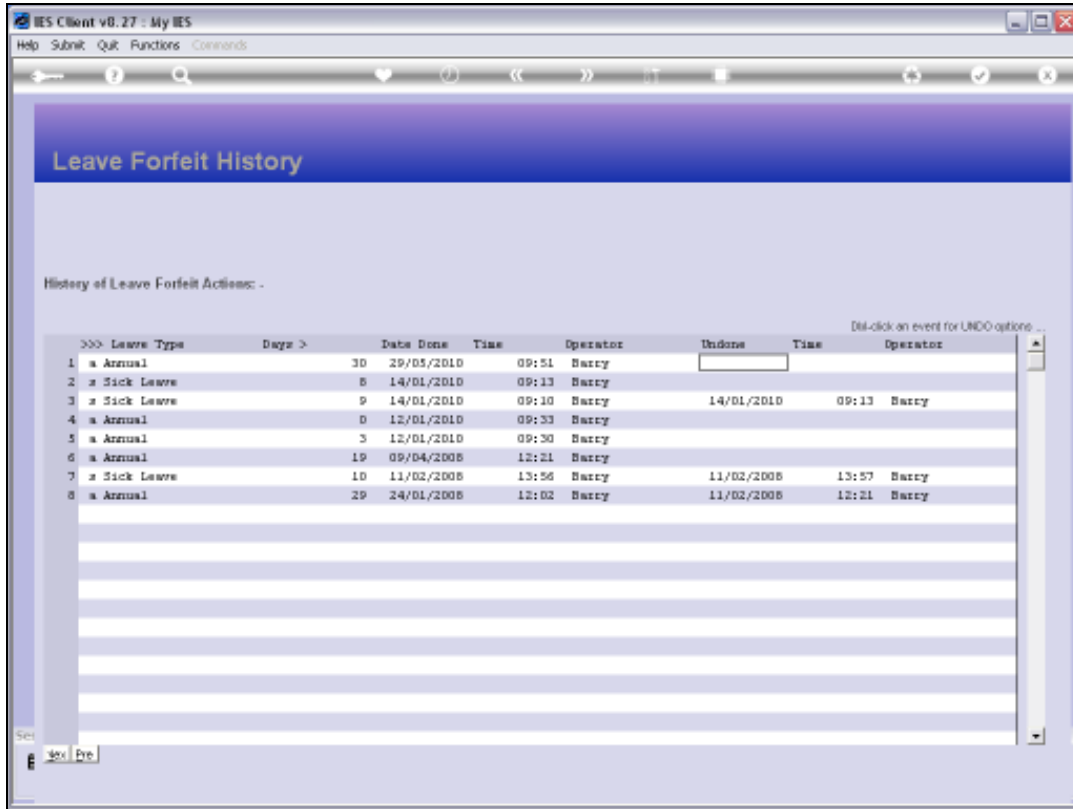
History of Leave Forfeit Actions: -

Ctrl-click an event for UNDO options...

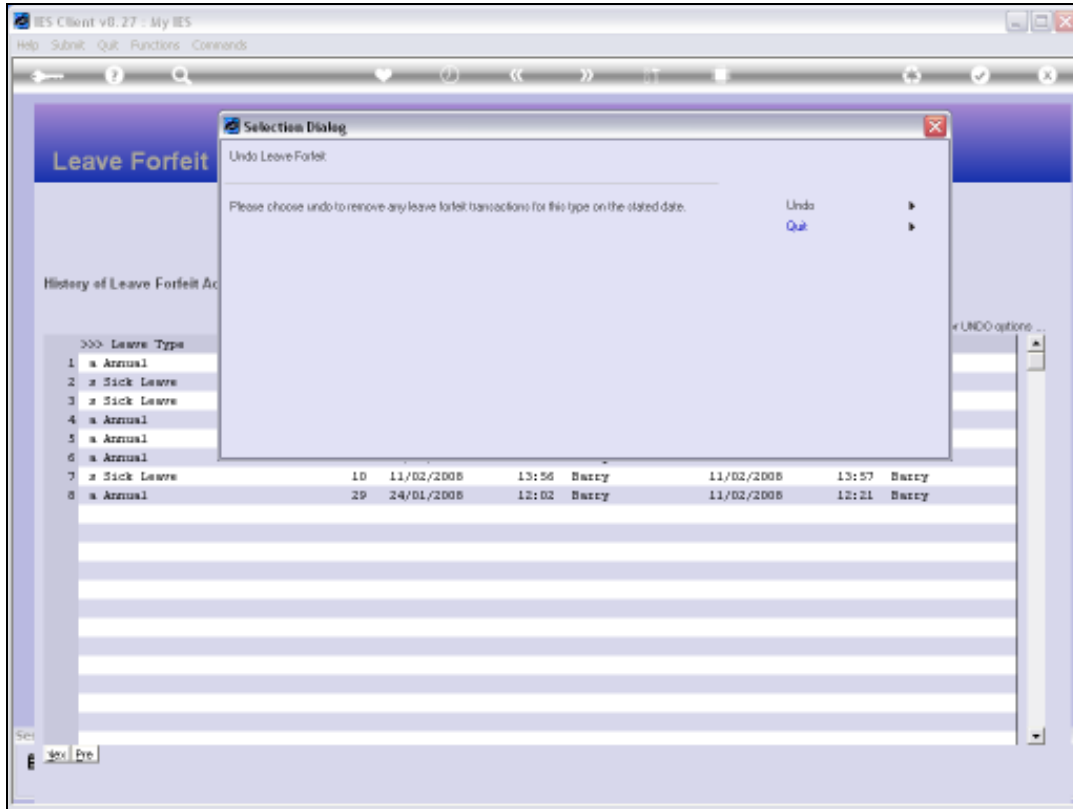
>>>	Leave Type	Days >	Date Done	Time	Operator	Undone	Time	Operator
1	a Annual	30	29/05/2010	09:51	Harry			
2	a Sick Leave	8	14/01/2010	09:13	Harry			
3	a Sick Leave	9	14/01/2010	09:10	Harry	14/01/2010	09:13	Harry
4	a Annual	0	12/01/2010	09:33	Harry			
5	a Annual	3	12/01/2010	09:30	Harry			
6	a Annual	19	09/04/2008	12:21	Harry			
7	a Sick Leave	10	11/02/2008	13:56	Harry	11/02/2008	13:57	Harry
8	a Annual	29	24/01/2008	12:02	Harry	11/02/2008	12:21	Harry

Slide 4

Slide notes: The way to undo a Leave Forfeit that was performed and for some reason is incorrect or should not have been done, is to double-click that line.

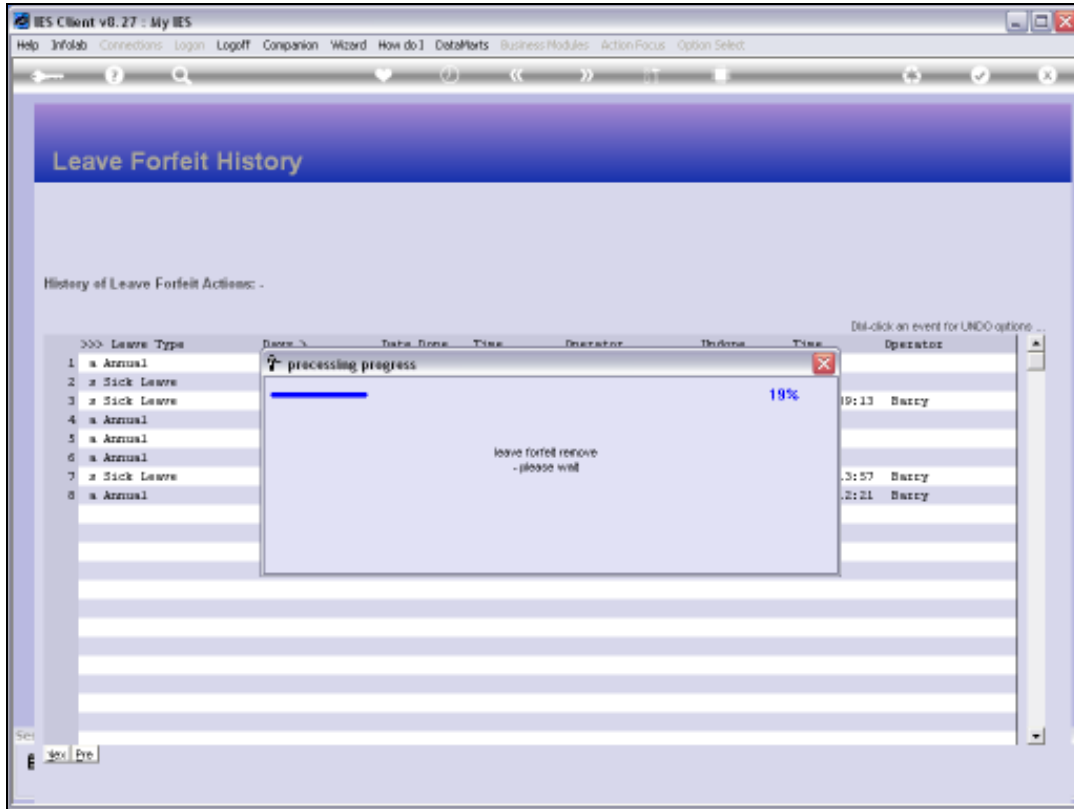


Slide 5
Slide notes:

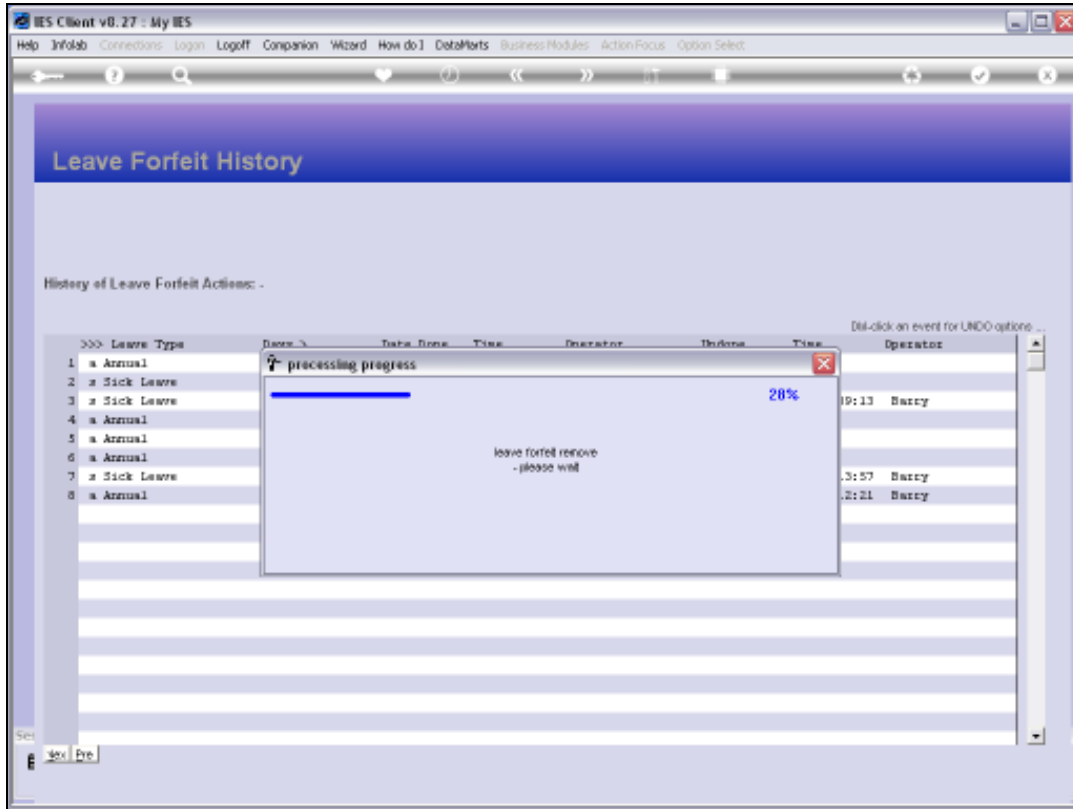


Slide 6

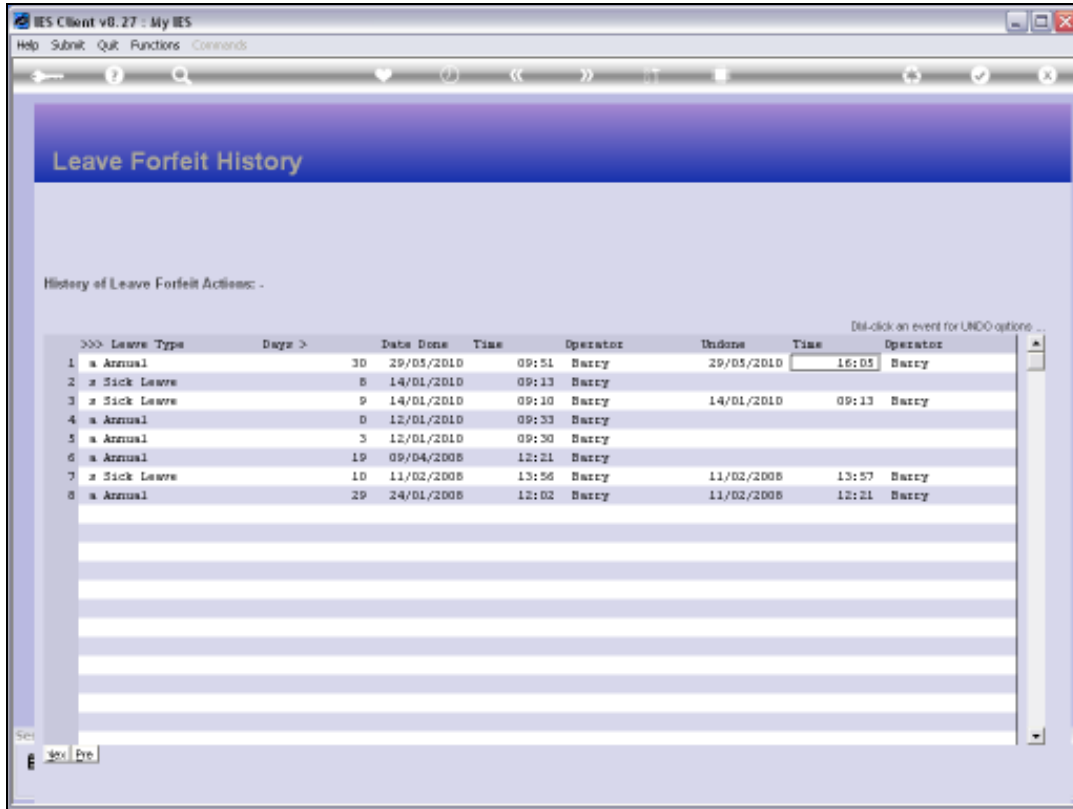
Slide notes: We then get an UNDO option.



Slide 7
Slide notes:

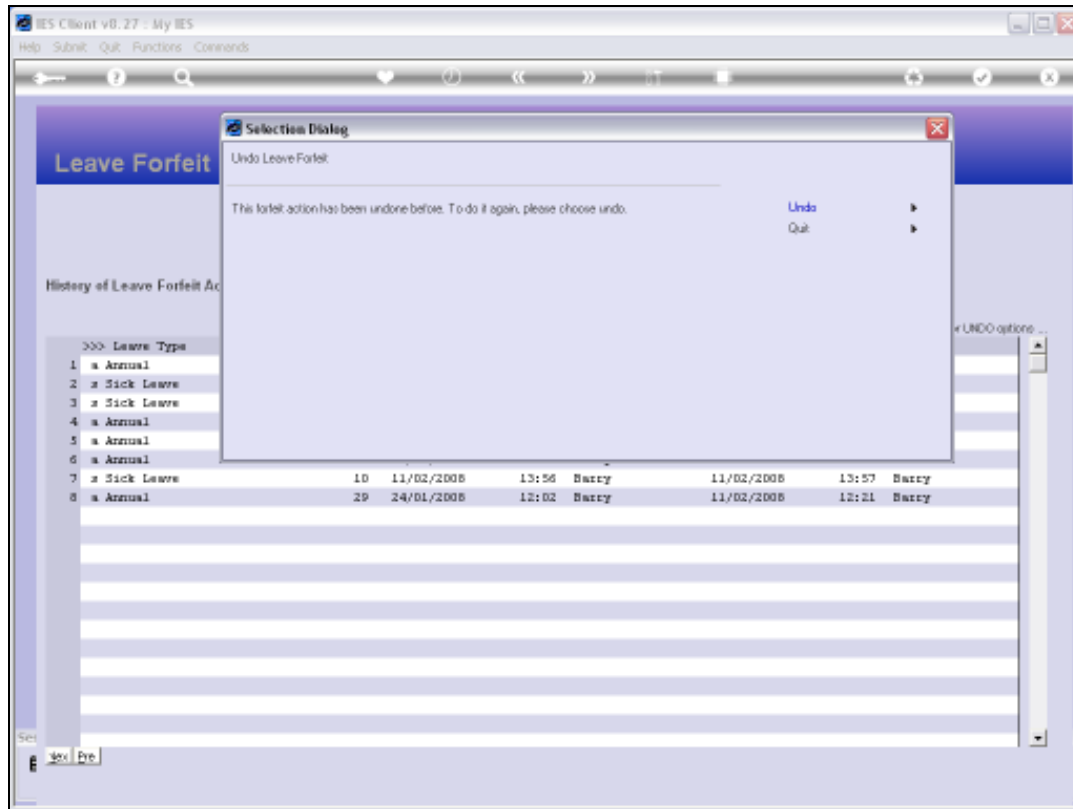


Slide 8
Slide notes:



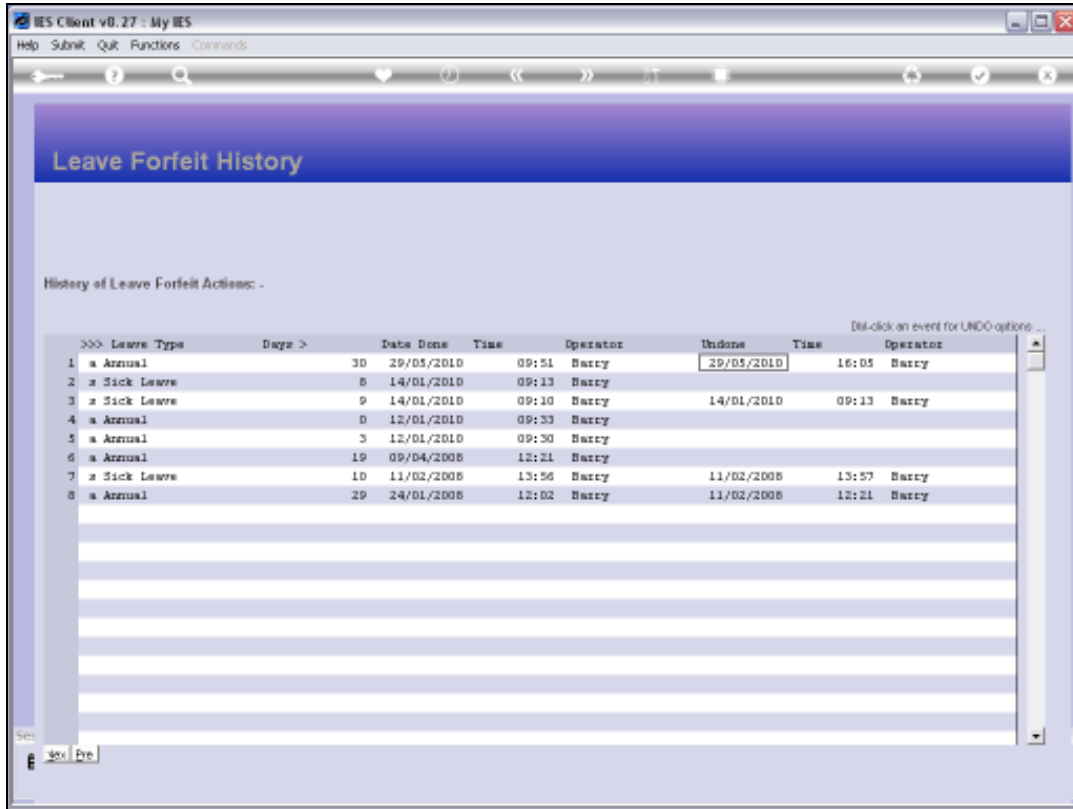
Slide 9

Slide notes: And of course, now that line also indicates an UNDO.



Slide 10

Slide notes: An UNDO can even be repeated, but this function is only relevant when multiple forfeits for the same Date are stacked one on top of the other.



Slide 11
Slide notes: