

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

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

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

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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.

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Slide notes: We then get an UNDO option.

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

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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.

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