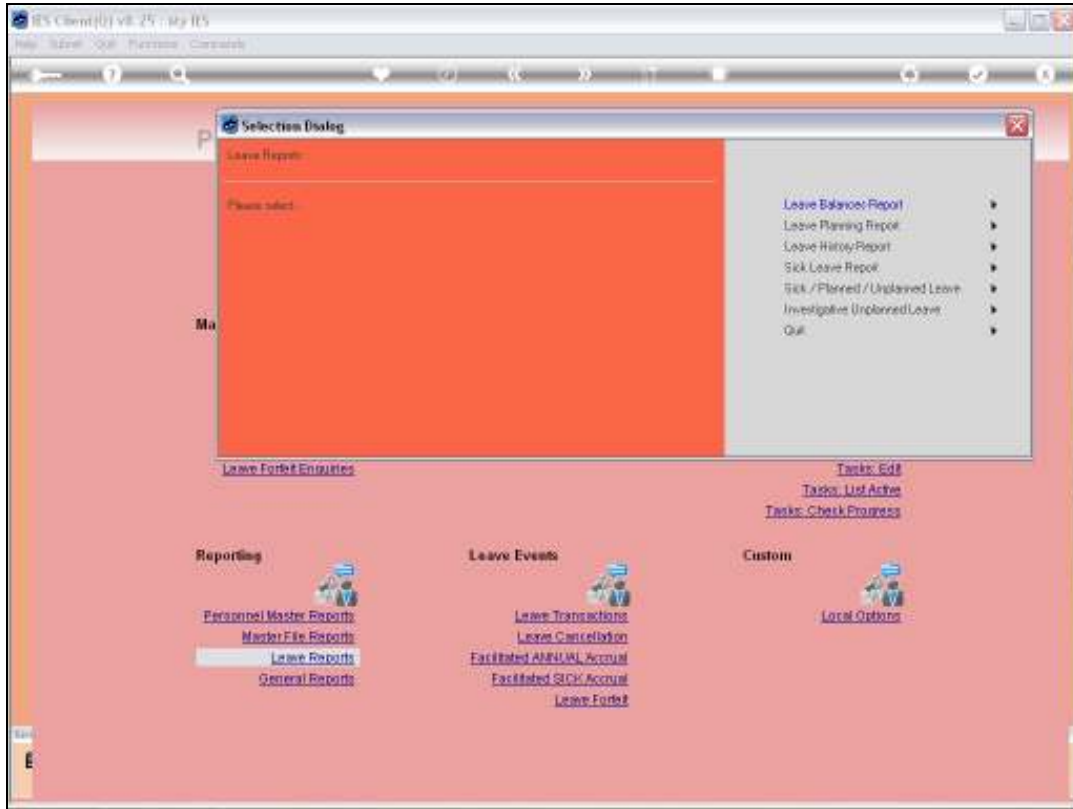
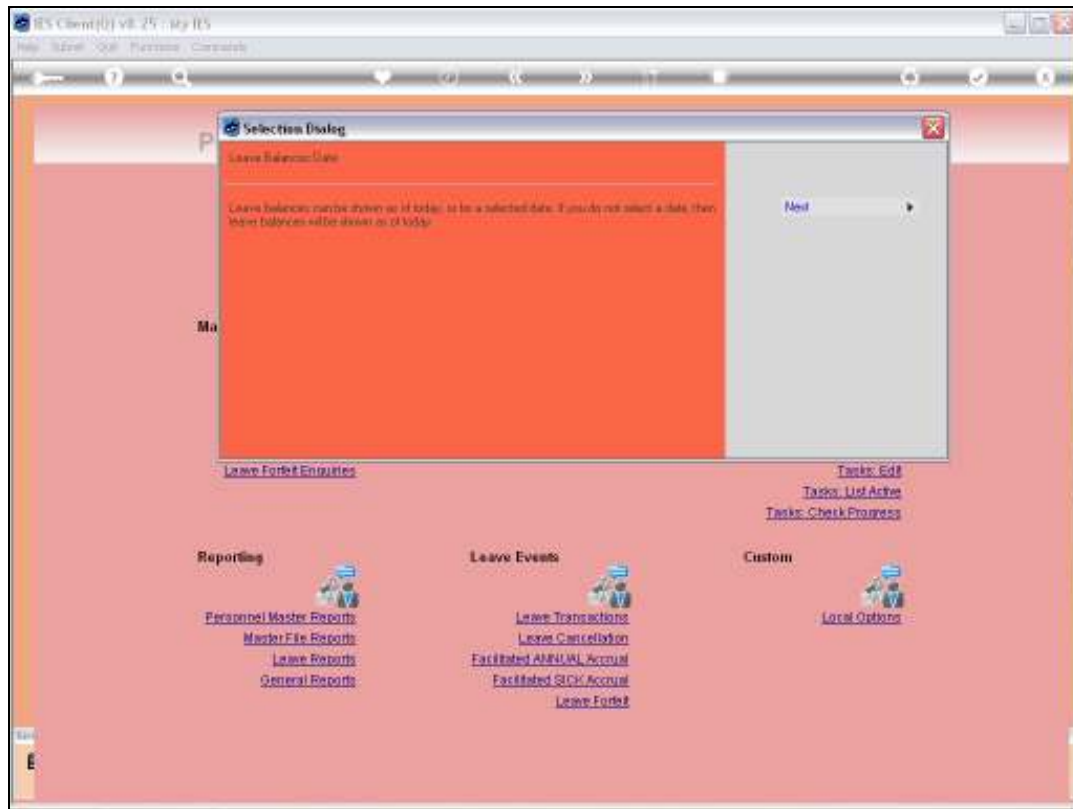


## Slide 1

Slide notes: The Leave Balances Report will show Leave Balances for selected Employees on a selected date.

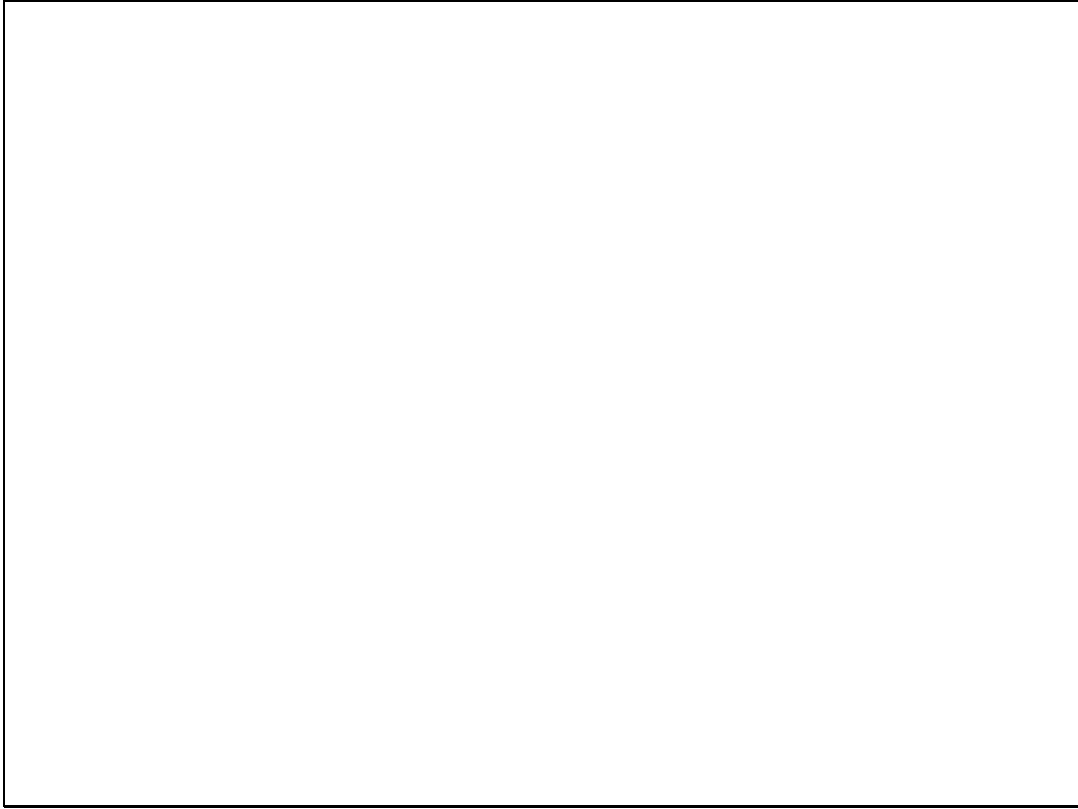


Slide 2  
Slide notes:



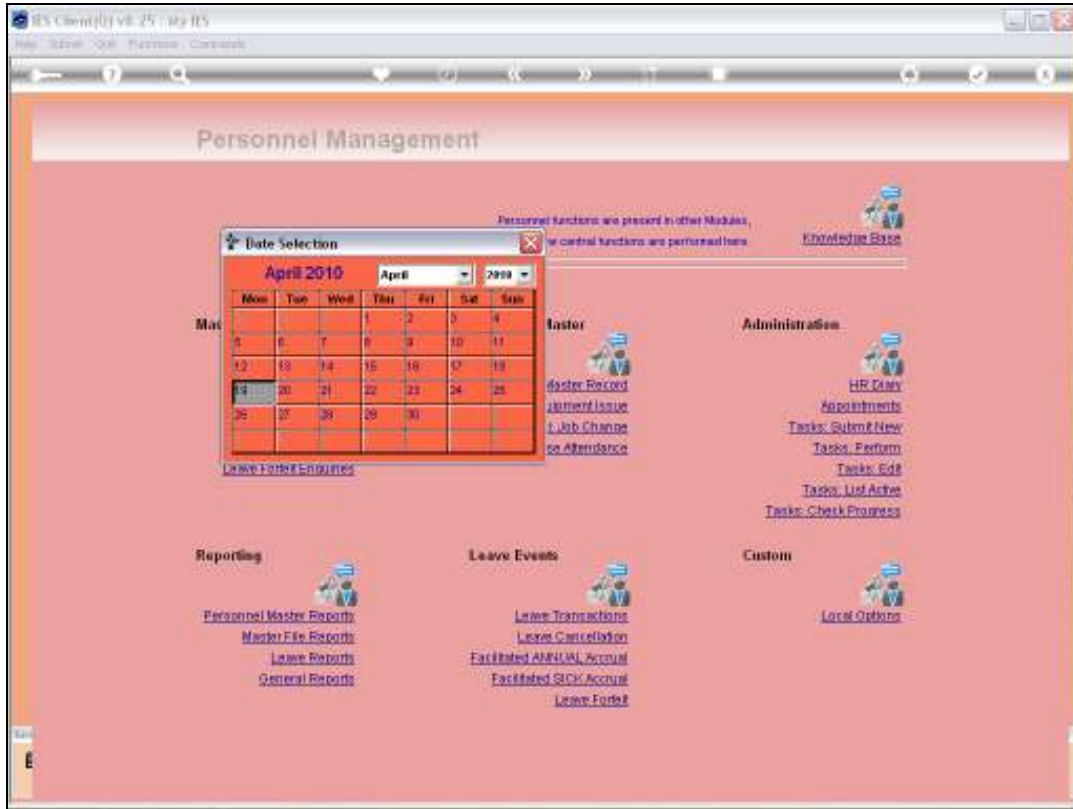
### Slide 3

Slide notes: We may select a Date in the past to see the Leave Balances at that time, or we may list the balances as they are now.



Slide 4

Slide notes:



Slide 5  
Slide notes:

IES Client(0) v8.25 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: LEAVE BALANCES

1: - CHOOSE VERSION [Versions](#)  
 Report Version: System version: Leave Balances

2: - CHOOSE SETTINGS  
 Format: REPORT  
 Output: FILE  
 File Type: HTML FILE  
 Template: 04i Infolab  
 Report Header: Leave Balances as at 19/04/2010

3: - CHOOSE DATA SELECTOR [Change Selector](#)  
 Code Selector: Choose from 4 data structures  
 LeaveBal-dept-key LEAVE RECORDS BY DEPT

4: - TO e-MAIL THE RESULTS: Priority: normal  
 Dispatch By E-Mail  
 Mail To: Leave Balances  
 Mail Title: report by mail  
 Message Body:

5: - ADAPT DATA SELECTION (8 prompts are present)  
 How to default CHOICE

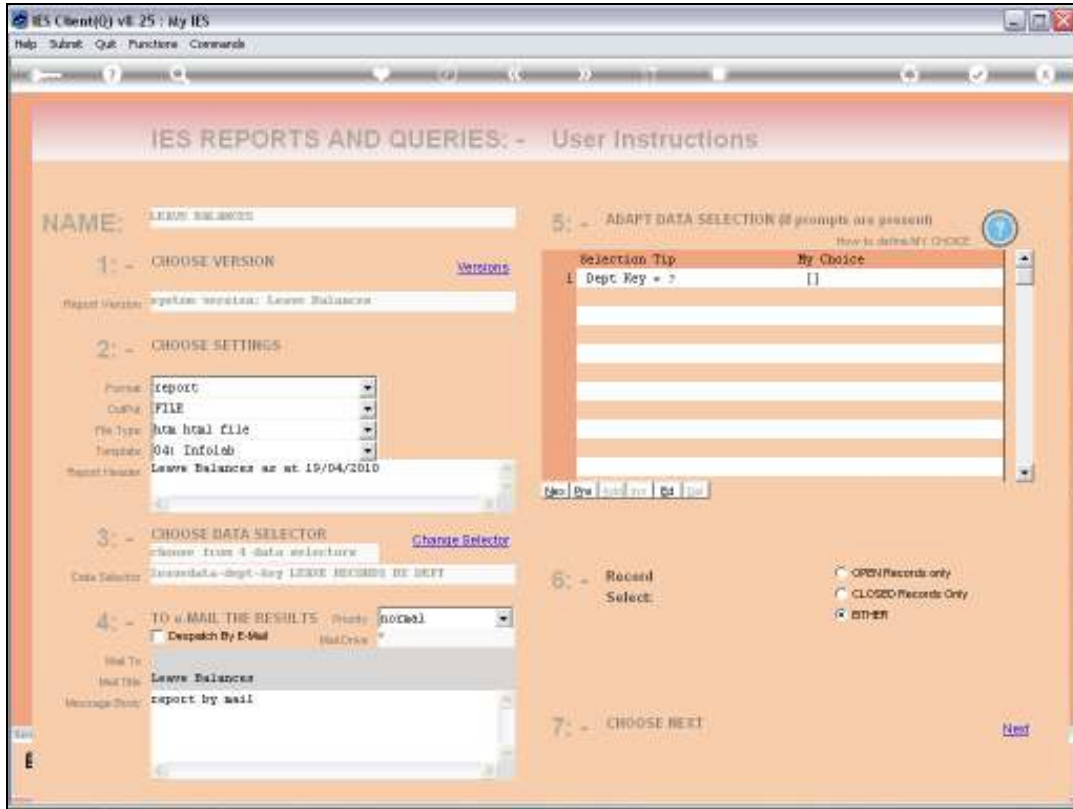
Selection Tip	My Choice
1 Dept Key = >	[]

6: - Record Select:  
 OPEN Records only  
 CLOSED Records Only  
 BOTH

7: - CHOOSE NEXT [Next](#)

Slide 6

Slide notes: We can also run the Report for a selected Department series, or for all Departments.



Slide 7  
Slide notes:

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Leave Balances as at 15/04/2010

EmpNo	Surname	Given Names	Department	Annual	Sick	Casual	Comp
1004	Chan	Lisa H.	Finance	7	3	0	7
1177	Davis	Helen E.	Finance	14	10	0	0
1141	Jones	Edward B.	Finance	14	7	0	0
1132	Hally	Larry J.	Finance	13	7	0	0
1087	Ian	Robert M.	Finance	14	8	0	0
1175	Nelson	Jerry D.	Finance	10	3	0	0
**							
1024	Morris	Kenneth E.	General Affairs	14	6	0	0
**							
1176	Howard	Frank E.	Information Techn	10	3	0	0
ology							
1202	Jackson	Thomas C.	Information Techn	4	8	0	0
ology							
**							
1134	Adams	Elizabeth J.	Operational	0	7	0	0
1185	Adams	John E.	Operational	15	3	0	0
1133	Adams	Kevin J.	Operational	6	3	0	0
1081	Adams	Donald G.	Operational	13	10	0	0
1026	Adams	Anthony K.	Operational	10	3	0	0
1163	Allen	Matthew G.	Operational	15	8	0	0
1094	Allen	Josie L.	Operational	3	3	0	0
1172	Anderson	Jeffrey F.	Operational	14	3	0	0
1156	Anderson	Frank E.	Operational	12	8	0	0
1068	Anderson	Donald G.	Operational	4	3	0	0

Slide 8

Slide notes: And here we have a sample of Leave Balances for selected Employees.