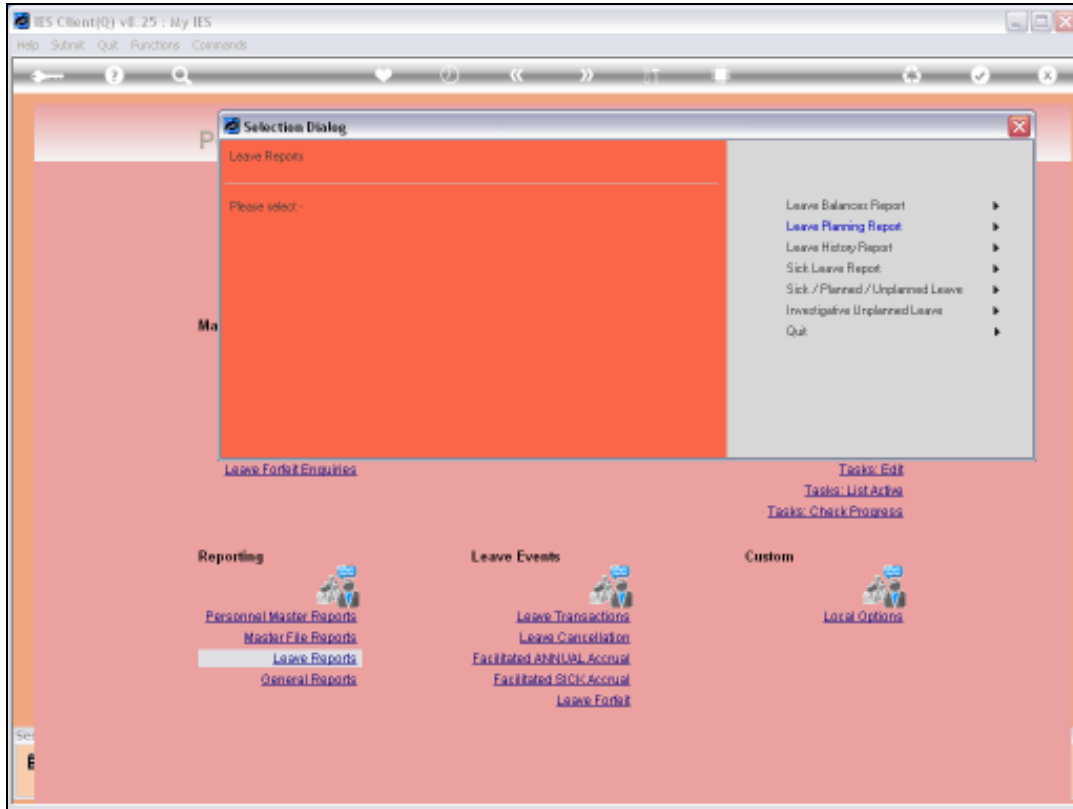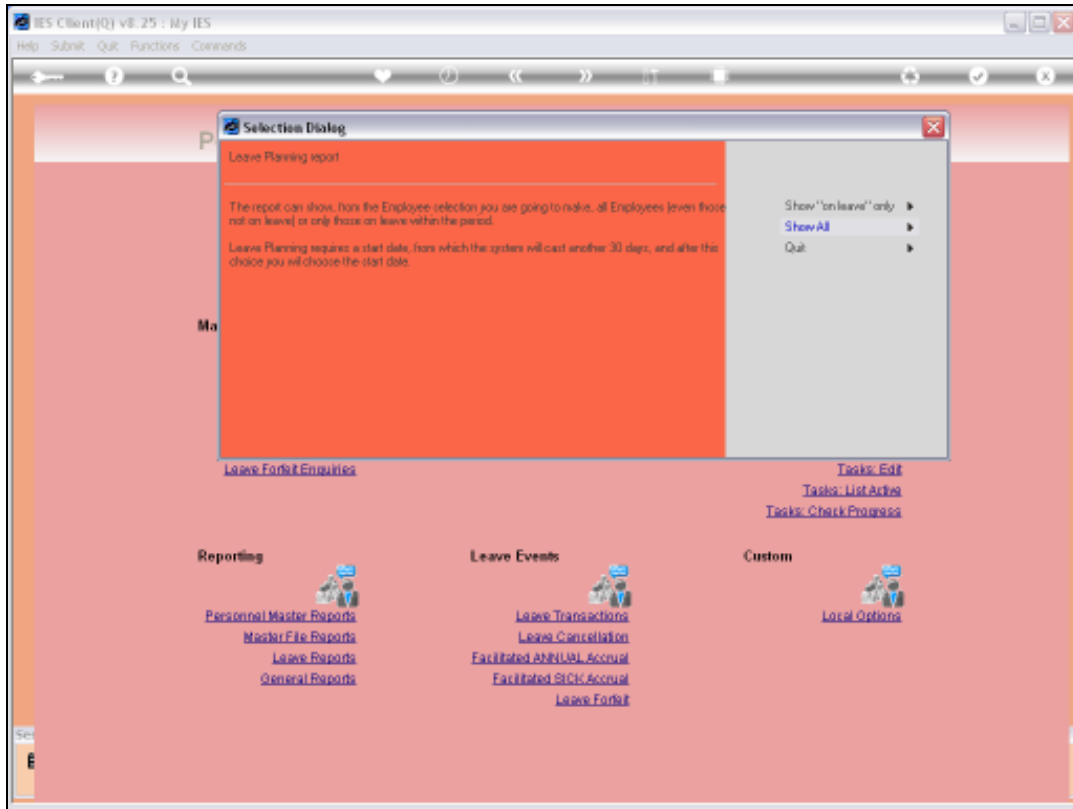Slide 1

Slide notes: Among the Leave report options, we find a Leave Planning Report.
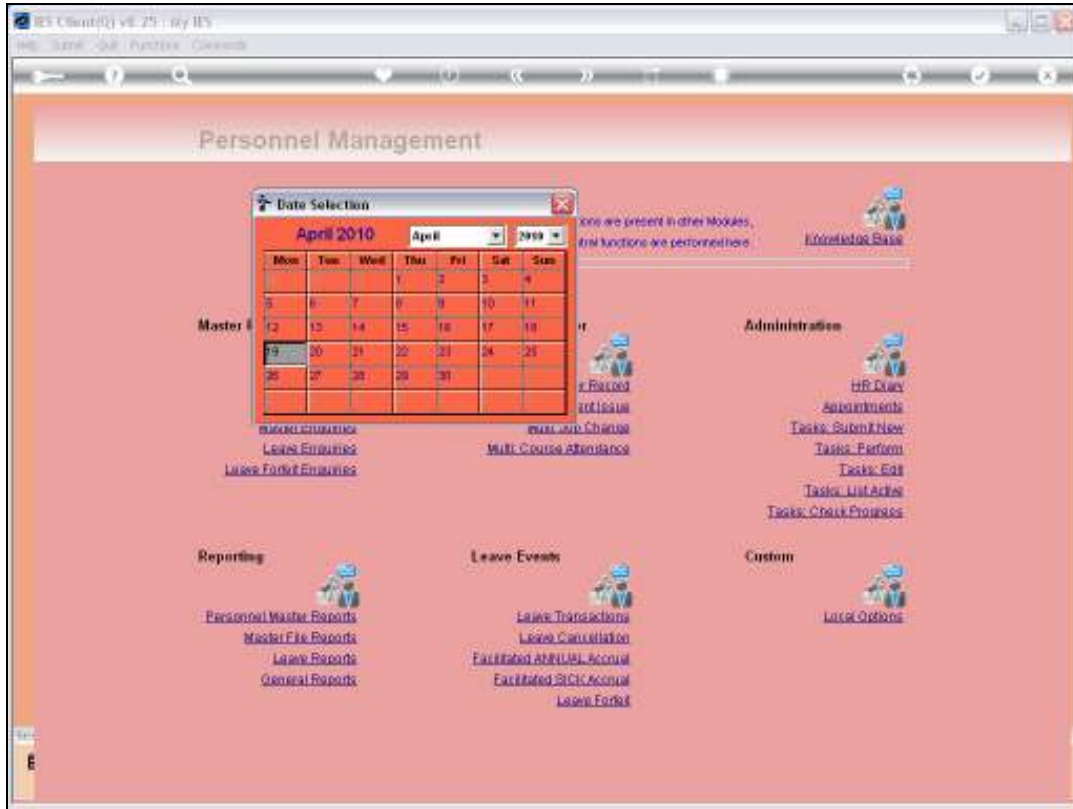
Slide 2
Slide notes:

Slide 3

Slide notes: The Planning Report may include only Employees on leave during the selected Period, or any Employees.
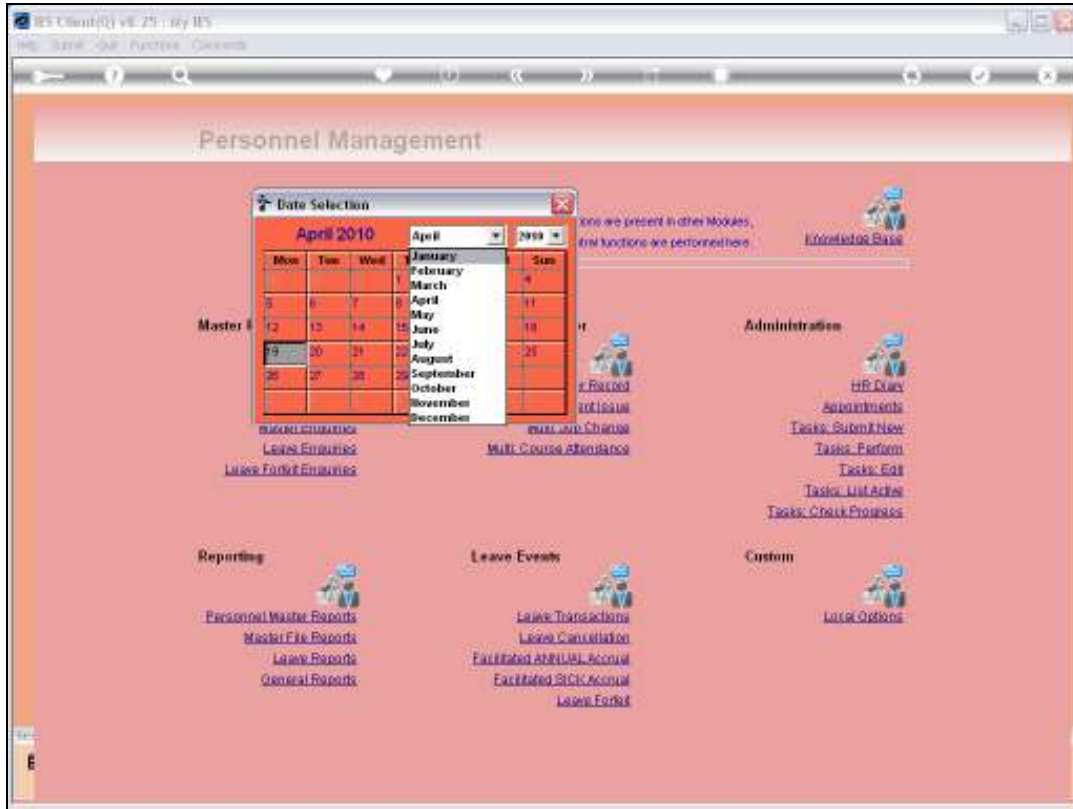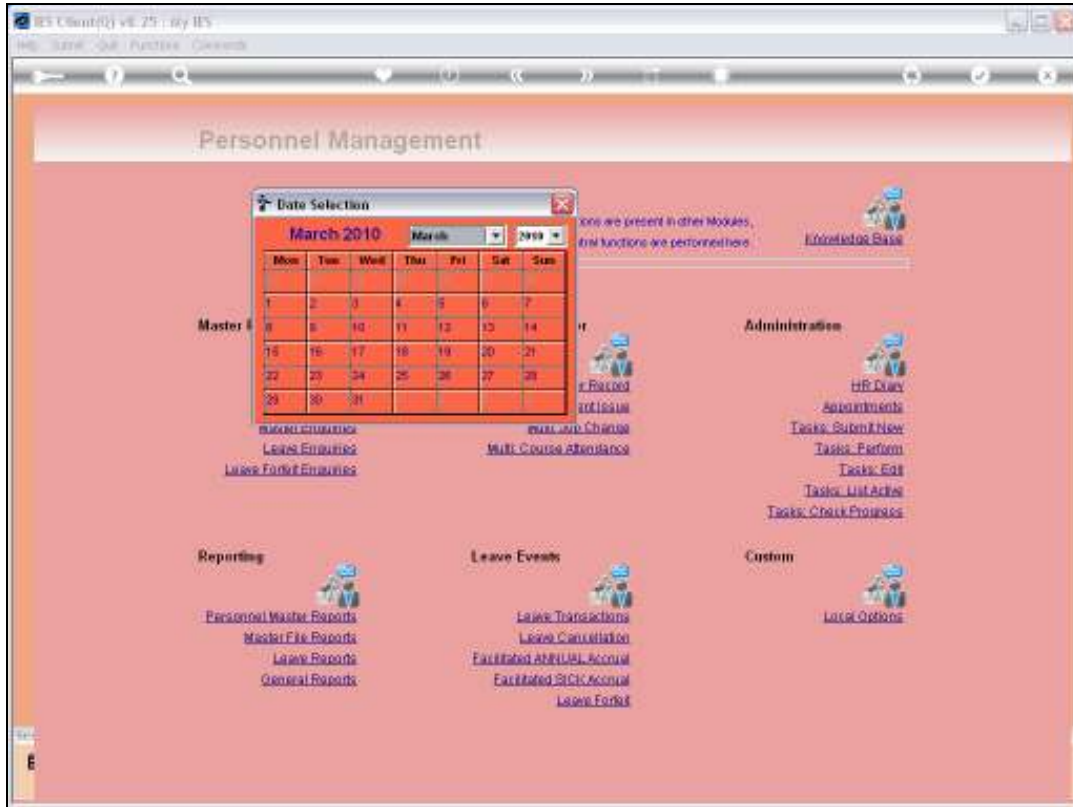
Slide 4

Slide notes: We will select a Planning Start Date, and then the system will cast Leave from this Date forward for another 30 days.
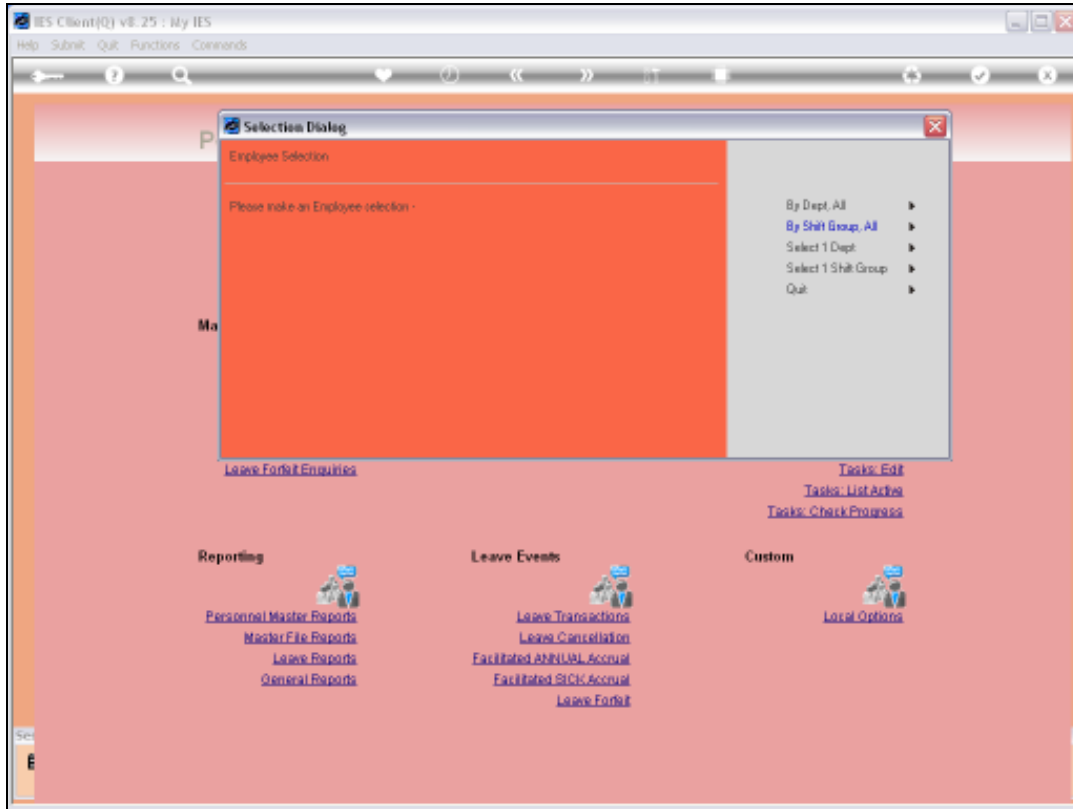
Slide 5
Slide notes:

Slide 6
Slide notes:

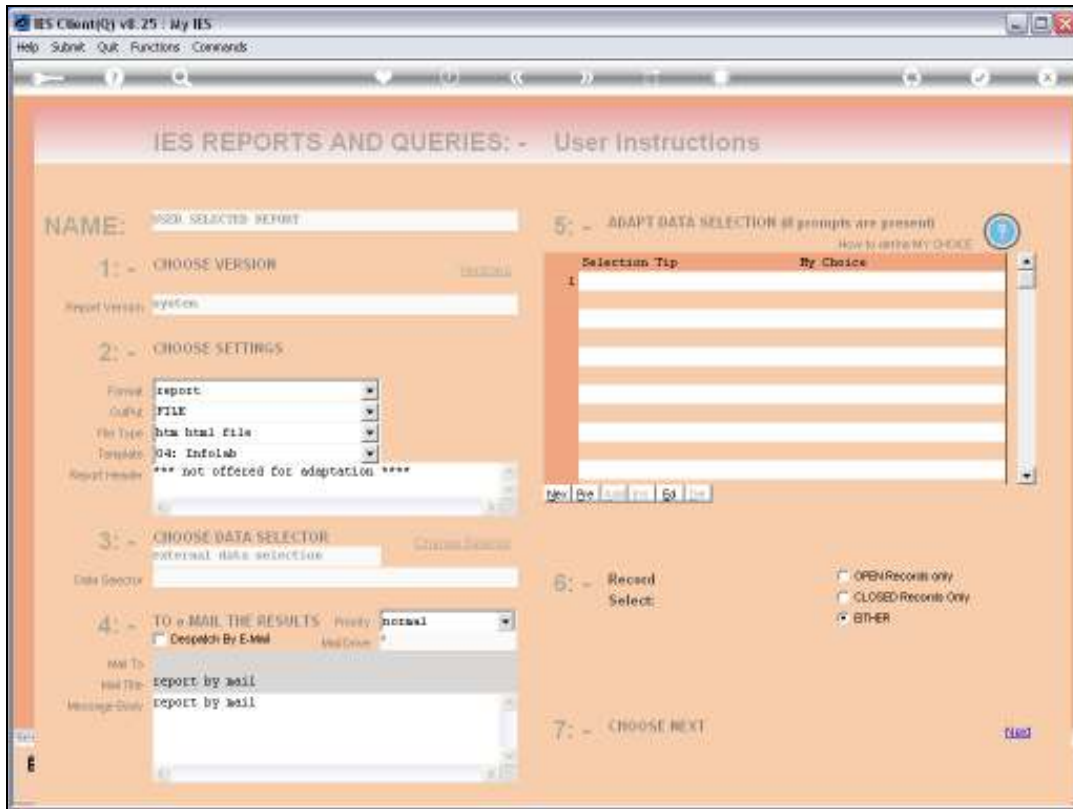Slide 7
Slide notes:

Slide 8

Slide notes: Now we can select the Order by Department or by Shift Group, and we can include selection of the Personnel Master, or only a specific Department or a specific Shift.

Slide 9
Slide notes:

Slide 10
Slide notes:

Slide 11
Slide notes:

Slide 12

Slide notes: The Report will show, by Employee in the Shift Group or Department, who is on leave on which days of the selected 31 day range. The planning report is especially useful for planning Shift requirements.