



# VXI AGENT ABSENT TRACKER

## **User Guide**

Version 1.0 – SEPTEMBER 1, 2023

Version 2.0 – MAY 18, 2024

**AAT**
**AGENT ABSENT TRACKER**
[FAQ](#)



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today

## May 2024

month

week

list

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[ADD USER](#)
[REPORTS](#)
[LOGOUT](#)
**Mon**
**Tue**
**Wed**
**Thu**
**Fri**

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**8:35aMedical**  
 Category: Personal  
 Start Shift: 6/1/2024, 8:35:00 AM  
 End Shift: 6/2/2024, 8:36:00 AM  
 Date Request: 2024-06-01  
 Remarks: test medical

**8:35aMedical**  
 Category: Personal  
 Start Shift: 6/1/2024, 8:35:00 AM  
 End Shift: 6/2/2024, 8:36:00 AM  
 Date Request: 2024-06-01  
 Remarks: test medical

**11:22pFamily**  
 Category: Sick Leave  
 Start Shift: 6/7/2024, 11:22:00 PM  
 End Shift: 6/13/2024, 11:22:00 PM  
 Date Request: 2024-05-31  
 Remarks: qwerty

[ABSENT DATE REQUEST](#)
[Windows](#)


AAT

AGENT ABSENT TRACKER




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Search

HRID

Search HRID

DELETE USER

Image	ID	Name	Position	Status	Action
	4263257	AARON TONY DE LEON	IT DESKTOP ENGR		<div>EDIT USER</div> <div> <div></div> <div></div> </div>
	4263258	Mark Allen Luna	INNOVATION SPECIALIST	admin	<div></div> <div></div>
	4227535	JOMAR SARMIENTO	INNOVATION SPECIALIST	user	<div></div> <div></div>

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Activate Windows

Go to Settings to activate Windows.

Version 2.0-

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AAT

AGENT ABSENT TRACKER

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Search




4227535

User Data


JOMAR VALEN

4227535

Image

User Data



HRID:

4227535

NTAccount:

jsarmiento

First Name:

JOMAR

Middle Name:

VALENCIA

Last Name:

SARMIENTO

Employee Title:

INNOVATION SPECIALIST

Team:

INNOVATION AND TECHNOLOGY

Employee Status:

ACTIVE

User Status:

Select Role

Add User

Cancel

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Activate Windows



Go to Settings to activate Windows.

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**AGENT ABSENT TRACKER**


Image	HRID	Name	Team	Category	Requested Date	Requested Date & Start Shift	Requested Date & End Shift	Remarks
	4227535		INNOVATION AND TECHNOLOGY	Vacation	2024-06-05	June 6, 2024 at 3 PM	June 6, 2024 at 3 PM	vacation
	4263258		INNOVATION AND TECHNOLOGY	Sick Leave	2024-05-31	June 7, 2024 at 11 PM	June 13, 2024 at 11 PM	qwerty
	4263258	Mark Allen Dado Luna	INNOVATION AND TECHNOLOGY	Personal	2024-06-01	June 1, 2024 at 8 AM	June 2, 2024 at 8 AM	test medical
	4227535	JOMAR VALENCIA SARMIENTO	INNOVATION AND TECHNOLOGY	Vacation	2024-06-01	June 1, 2024 at 1 PM	June 3, 2024 at 1 PM	Vacation



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June 2024

month week list
**USER GUIDE**

Sun	Mon	Tue	Wed	Thu	Fri	
26	27	28	29	30	31	1
						<b>1:22pFamily</b> Category: Vacation Start Shift: 6/1/2024, 1:22:00 PM End Shift: 6/3/2024, 1:22:00 PM Date Request: 2024-06-01 Remarks: Vacation
2	3	4	5	6	7	8
<b>1:22pFamily</b> Category: Vacation Start Shift: 6/1/2024, 1:22:00 PM End Shift: 6/3/2024, 1:22:00 PM Date Request: 2024-06-01 Remarks: Vacation			<b>3:46pFamily</b> Category: Vacation Start Shift: 6/6/2024, 3:46:00 PM End Shift: 6/6/2024, 3:46:00 PM Date Request: 2024-06-05 Remarks: vacation			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**ABSENT DATE REQUEST**

Windows

go to activate Windows



**AAT**

**AGENT ABSENT TRACKER**

< > today

June 2024

month week list
**June 1, 2024**
**Saturday**

1:22pm - 12:00am • *Family*  
 Category: Vacation  
 Start Shift: 6/1/2024, 1:22:00 PM  
 End Shift: 6/3/2024, 1:22:00 PM  
 Date Request: 2024-06-01  
 Remarks: Vacation

**REQUEST LIST**
**June 2, 2024**
**Sunday**

all-day • *Family*  
 Category: Vacation  
 Start Shift: 6/1/2024, 1:22:00 PM  
 End Shift: 6/3/2024, 1:22:00 PM  
 Date Request: 2024-06-01  
 Remarks: Vacation

**June 3, 2024**
**Monday**

12:00am - 1:22pm • *Family*  
 Category: Vacation  
 Start Shift: 6/1/2024, 1:22:00 PM  
 End Shift: 6/3/2024, 1:22:00 PM  
 Date Request: 2024-06-01  
 Remarks: Vacation

**June 6, 2024**
**Thursday**

3:46pm • *Family*  
 Category: Vacation  
 Start Shift: 6/6/2024, 3:46:00 PM  
 End Shift: 6/6/2024, 3:46:00 PM





# Thank you!

