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Leave Request Manager

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👤 Dashboard

📄 Leave Requests >

📁 Manage Team(s) >

👤 Add a Request

Dashboard / Overview

One

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All Requests2

View Details>

New Requests2

View Details>

Approved Requests2

View Details>

Rejected Requests2

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DECEMBER 2019

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S	M	T	W	T	F	S
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	9	10	11

Name	Email	Team	Role	Reason	Leave From\To	Status	Details
Giacomo Guilizzoni	gguilizzoni@doyle.com	Good Guys	Team Lead	Sick Leave	12-12-2019 to 15-12-2019	Approved	info
James Moriarty	jmoriarty@doyle.com	Bad Guys	Team Lead	Annual Leave	22-12-2019 to 25-12-2019	Approved	info
Sherlock Holmes	sholmes@doyle.com	Good Guys	Agent	Charity Leave	23-12-2019 to 23-12-2019	Awaiting Approval	info
James Dio	jdio@doyle.com	Bad Guys	Manager	Study Leave	3-12-2019 to 5-12-2019	Rejected	info

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OneTwoThreeFour

All Requests2

View Details>

New Requests1

View Details>

Approved Requests1

View Details>

Rejected Requests0

View Details>

Name	Email	Team	Role	Reason	Leave From\To	Status	Details
Giacomo Guilizzoni	gguilizzoni@doyle.com	Good Guys	Team Lead	Sick Leave	12-12-2019 to 15-12-2019	Approved	info
James Moriarty	jmoriarty@doyle.com	Bad Guys	Team Lead	Annnual Leave	22-12-2019 to 25-12-2019	Approved	info
Sherlock Holmes	sholmes@doyle.com	Good Guys	Agent	Charity Leave	23-12-2019 to 23-12-2019	Awaiting Approval	info
James Dio	jdio@doyle.com	Bad Guys	Manager	Study Leave	3-12-2019 to 5-12-2019	Rejected	info
James Moriarty	jmoriarty@doyle.com	Bad Guys	Team Lead	SickLeave	02-01-2019 to 05-01-2019	Awaiting Approval	info
Sherlock Holmes	sholmes@doyle.com	Good Guys	Agent	Study Leave	03-02-2019 to 10-02-2019	Approved	info
Giacomo Guilizzoni	gguilizzoni@doyle.com	Good Guys	Team Lead	Maternity Leave	12-10-2019 to 15-10-2019	Rejected	info

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View Details>

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View Details>

Name	Email	Team	Role	Reason	Leave From\To	Status	Details
James Moriarty	jmoriarty@doyle.com	Bad Guys	Team Lead	SickLeave	02-01-2019 to 05-01-2019	Awaiting Approval	info
Sherlock Holmes	sholmes@doyle.com	Good Guys	Agent	Charity Leave	23-12-2019 to 23-12-2019	Awaiting Approval	info

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View Details

Approved Requests

2

View Details

Rejected Requests

2

View Details

Name	Email	Team	Role	Reason	Leave From\To	Status	Details
Giacomo Guilizzoni	gguilizzoni@doyle.com	Good Guys	Team Lead	Sick Leave	12-12-2019 to 15-12-2019	Approved	info
James Moriarty	jmoriarty@doyle.com	Bad Guys	Team Lead	Annual Leave	22-12-2019 to 25-12-2019	Approved	info
Sherlock Holmes	sholmes@doyle.com	Good Guys	Agent	Study Leave	03-02-2019 to 10-02-2019	Approved	info

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All Requests2

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Approved Requests2

View Details>

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View Details>

Name	Email	Team	Role	Reason	Leave From\To	Status	Details
Giacomo Guilizzoni	gguilizzoni@doyle.com	Good Guys	Team Lead	Maternity Leave	12-10-2019 to 15-10-2019	Rejected	info
James Dio	jdio@doyle.com	Bad Guys	Manager	Study Leave	3-12-2019 to 5-12-2019	Rejected	info

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Leave Request Form

Team

Bad Guys

Date Request From

//

Reason

ComboBox

Bad Guys User

ComboBox

Date Request To

//

Comments

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Dashboard / Overview

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All Teams

View Details >

Select Team

View Details >

Add new Team

View Details >

Edit Team

View Details >

Bad Guys	Email	Role	Approver	Add Request
1	jdio@doyle.com	Manager	Yes	book icon
2	jmoriarty@doyle.com	Team Lead	Yes	book icon

Good Guys	Email	Role	Approver	Add Request
1	gguizzoni@doyle.com	Team Lead	Yes	book icon
2	sholmes@doyle.com	Agent	No	book icon

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Select Team

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All Teams

View Details >

Select Team

View Details >

Add new Team

View Details >

Edit Team

View Details >

Bad Guys^	Email^v	Role	Approver	Add Request
1	jdio@doyle.com	Manager	Yes	book icon
2	jmoriarty@doyle.com	Team Lead	Yes	book icon

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Add a new team



Dashboard / Overview

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All Teams

Select Team

[Add new Team](#)

Edit Team

[View Details](#)[View Details](#)[View Details](#)[View Details](#)

- Edit Team Form .

- Description .

In this section you will be required to input a name for your new Team, then to add at least a team member and a manager.

Should you want to add more users going further feel free to "Edit" your new Team

Team Name

Team Name

Team Members



Name



Surname



Email



Pick a Role



Add User

□ Supervisor



Edit Team



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All Teams[View Details](#)

Select Team

[View Details](#)

[Add new Team](#)

[View Details](#) $\frac{1}{2}$

Edit Team

[View Details](#)

- Edit Team Form

- Description

In this section you can edit Team Name
add team members and managers, or delete
entries
Deleted items can be found in "Bin" section

Team Name _____



Good Guys

Team Members



James



Moriarty



j Moriarty@doyle.com



Team Lead



Add User

☐ Supervisor

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Deleted Teams

View Details

Deleted Users

View Details

Empty Bin

Yes, Please

Team Name	Users
Old Team	2
No Data	1

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Deleted Teams

View Details

Deleted Users

View Details

Empty Bin

Yes, Please

Dashboard

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Email	Role	Approver	Team
jdio@doyle.com	Agent	No	Old Team
jsmith@doyle.com	Agent	No	No Data

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Deleted Teams

View Details

Deleted Users

View Details

Empty Bin

Yes, Please

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Add a Request

Email	Role	Approver	Team
jdio@doyle.com	Agent	No	Old Team
jsmith@doyle.com	Agent	No	No Data

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