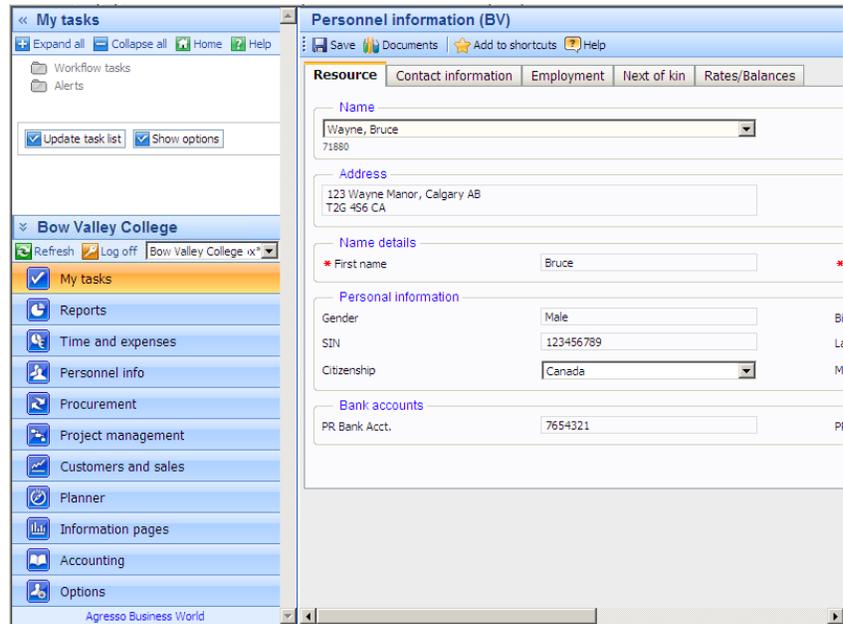# Absence Entery

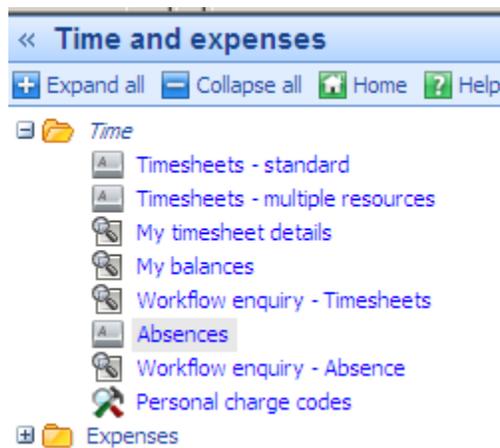## 1. How to Get to the Absences Screen

You need to log in to the Agresso Web Services.

1. Select *Time and expenses* menu button.
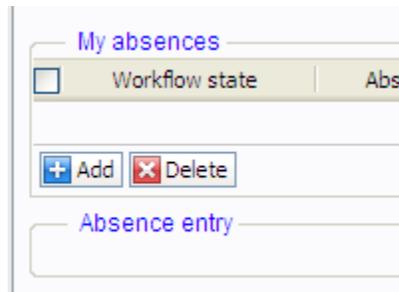
In the submenu that appears,

2. Select *Time -> Absences* option.

2. How to Record Absences

You need to be in *Absences (BV)* screen in Agresso Web Services.

1.   Click on *Add* button.

Absence entry frame appears.

2.   Click on *Abs. code* drop down list to select the absence code.
3.   Click on *Date from* calendar icon and select the first day of absence.
4.   Click on *Date to* calendar icon to select the last day of your absence
5.   Click on *Save* button once you have entered all the information.
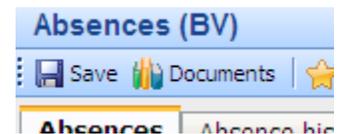
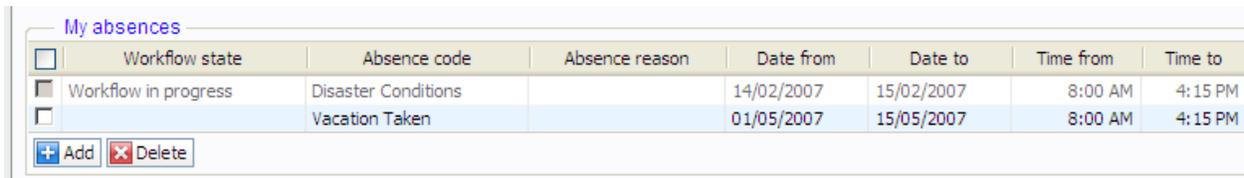The *Workflow state* will be changed to *Workflow in progress*; and

Save OK message appears.
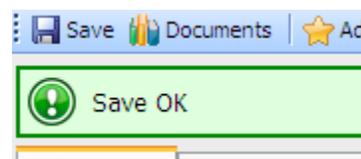
3. How to Delete Absences

You can only delete an un-saved absence that does not have a *Workflow state* assigned to it.

Workflow state	Absence code	Absence reason	Date from	Date to	Time from	Time to
Workflow in progress	Disaster Conditions		14/02/2007	15/02/2007	8:00 AM	4:15 PM
	Vacation Taken		01/05/2007	15/05/2007	8:00 AM	4:15 PM

Add Delete

1. Click in the check box next to the record you wish to delete.
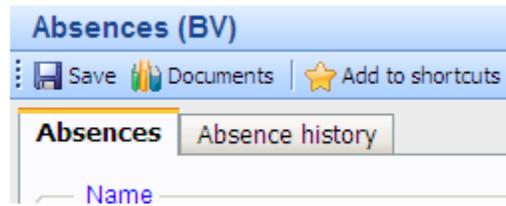2. Click on the *Delete* button.

The record will be removed from your file.
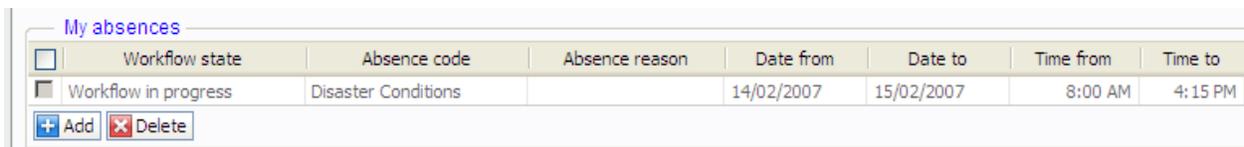
Workflow state	Absence code	Absence reason	Date from	Date to	Time from	Time to
Workflow in progress	Disaster Conditions		14/02/2007	15/02/2007	8:00 AM	4:15 PM

Add Delete

4. How to View Absence History

1. Click on *Absence history* tab.

Records of previous absences and vacations will appear.

2. The *Search* button along with the text entry fields in the first row of the table allows you to filter the table by any of the column headings.
   a. Type the code or number you want to filter by, in the text field on top of that column.
   b. Click on *Search* button.

   A combination of search criteria can be used.

3. The *Copy to clipboard* button allows you to copy the table into other table-based applications such as MS Excel.
   a. Click on *Copy to clipboard* button.
   b. Open the destination application, and paste the copied information.

   The transferred records can be formated in any needed way in the destination file and can be printed or sent electronically.

4. *Rows per page* drop down list allows you to choose how many absence records you want to see in each page. You can choose to see 50, 100, 250 or 500 records per page.

(Updated: November 2009)