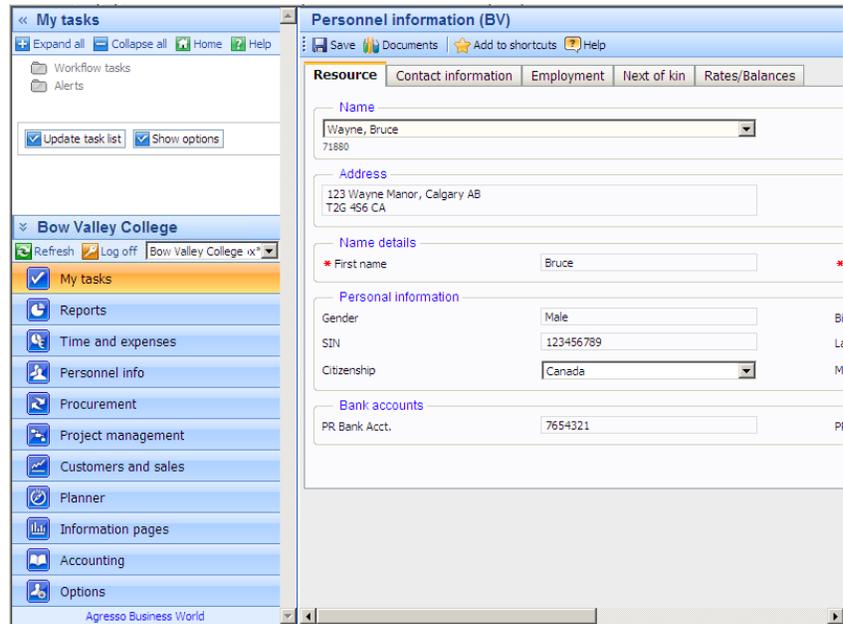


# Absence Entry

## 1. How to Get to the Absences Screen

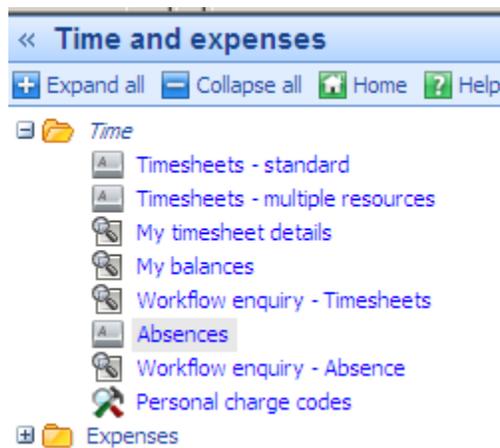
You need to log in to the Agresso Web Services.

1. Select *Time and expenses* menu button.



In the submenu that appears,

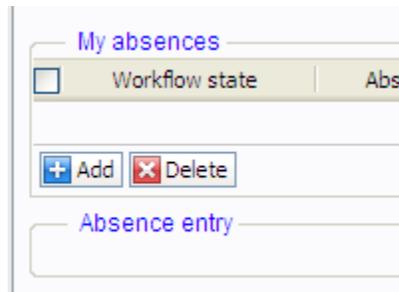
2. Select *Time -> Absences* option.



## 2. How to Record Absences

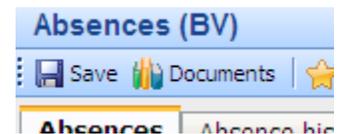
You need to be in *Absences (BV)* screen in Agresso Web Services.

1. Click on *Add* button.



*Absence entry* frame appears.

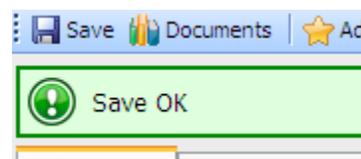
2. Click on *Abs. code* drop down list to select the absence code.
3. Click on *Date from* calendar icon and select the first day of absence.
4. Click on *Date to* calendar icon to select the last day of your absence
5. Click on *Save* button once you have entered all the information.



The *Workflow state* will be changed to *Workflow in progress*; and

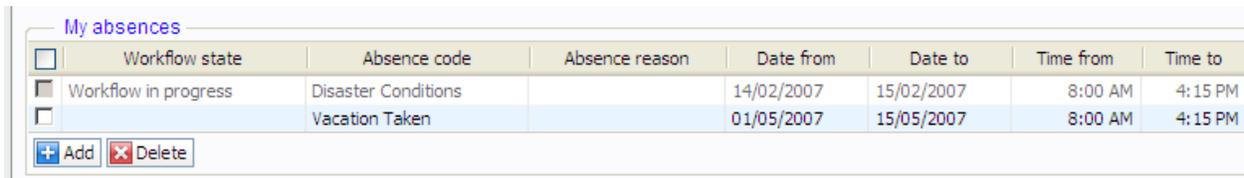
	Workflow state	Absence code	Absence reason	Date from	Date to	Time from	Time to	Days
<input checked="" type="checkbox"/>	Workflow in progress	Disaster Conditions		14/02/2007	15/02/2007	8:00 AM	4:15 PM	

*Save OK* message appears.



### 3. How to Delete Absences

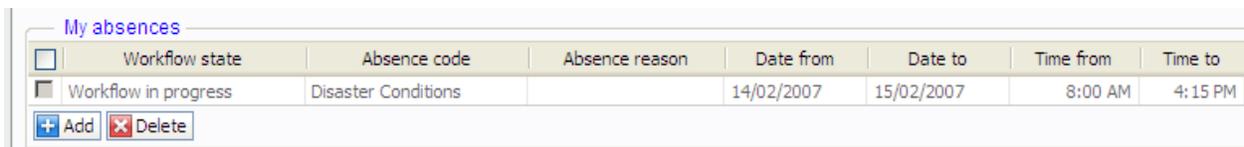
You can only delete an un-saved absence that does not have a *Workflow state* assigned to it.



<input type="checkbox"/>	Workflow state	Absence code	Absence reason	Date from	Date to	Time from	Time to
<input type="checkbox"/>	Workflow in progress	Disaster Conditions		14/02/2007	15/02/2007	8:00 AM	4:15 PM
<input checked="" type="checkbox"/>		Vacation Taken		01/05/2007	15/05/2007	8:00 AM	4:15 PM

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

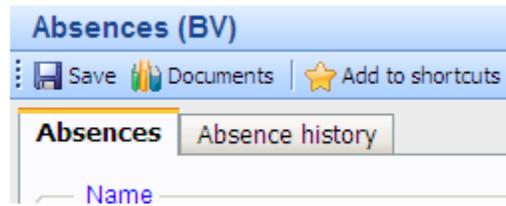
The record will be removed from your file.



<input type="checkbox"/>	Workflow state	Absence code	Absence reason	Date from	Date to	Time from	Time to
<input type="checkbox"/>	Workflow in progress	Disaster Conditions		14/02/2007	15/02/2007	8:00 AM	4:15 PM

## 4. How to View Absence History

1. Click on *Absence history* tab.



Records of previous absences and vacations will appear.

#	Res. No	Res. No (T)	Abs. code	Date from	Time from	Date to	Time to	Days	Hours
1	71880	Wayne, Bruce	VT	28/02/2005	8:15 AM	28/02/2005	4:30 PM	1	7.25
2	71880	Wayne, Bruce	VT	02/05/2005	8:00 AM	02/05/2005	4:15 PM	1	7.25
3	71880	Wayne, Bruce	VT	01/12/2005	8:00 AM	15/12/2005	4:15 PM	11	79.75
4	71880	Wayne, Bruce	VT	16/12/2005	8:00 AM	22/12/2005	4:15 PM	5	36.25
5	71880	Wayne, Bruce	PL	28/12/2005	8:00 AM	30/12/2005	4:15 PM	3	21.75
6	71880	Wayne, Bruce	VT	21/02/2006	8:00 AM	21/02/2006	4:15 PM	1	7.25
7	71880	Wayne, Bruce	VT	21/04/2006	8:00 AM	21/04/2006	4:15 PM	1	7.25
8	71880	Wayne, Bruce	VT	14/11/2006	8:00 AM	04/12/2006	4:15 PM	15	108.75
9	71880	Wayne, Bruce	VT	22/02/2007	8:00 AM	23/02/2007	4:15 PM	2	14.50
10	71880	Wayne, Bruce	VT	10/04/2007	8:00 AM	10/04/2007	4:15 PM	1	7.25
11	71880	Wayne, Bruce	VT	05/04/2007	8:00 AM	05/04/2007	4:15 PM	1	7.25
Σ								42	304.50

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 formatted 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)