



ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS



The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right is a vertical photograph of a tree trunk with a blue tint. Below the main title is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left is the Ascender logo and tagline.



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A view of the current month is displayed with all submitted leave requests. You can select a leave request entry from the calendar to open a window with the leave request details.

- Click  to view the previous month.
- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.
- Click **X** or **Cancel** to close the calendar view and return to the table view.



## Back Cover