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- In the upper-right corner, click  to view leave requests in a calendar format. A view of the current month is displayed with all submitted leave requests. This page provides a view of all leave requests for yourself, your direct report employees, and any employees who report to them.
- Click 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 **Close** to close the calendar view and return to the table view.

Note: You may have to use the scroll bar to scroll down and view the **Close** button.



Back Cover