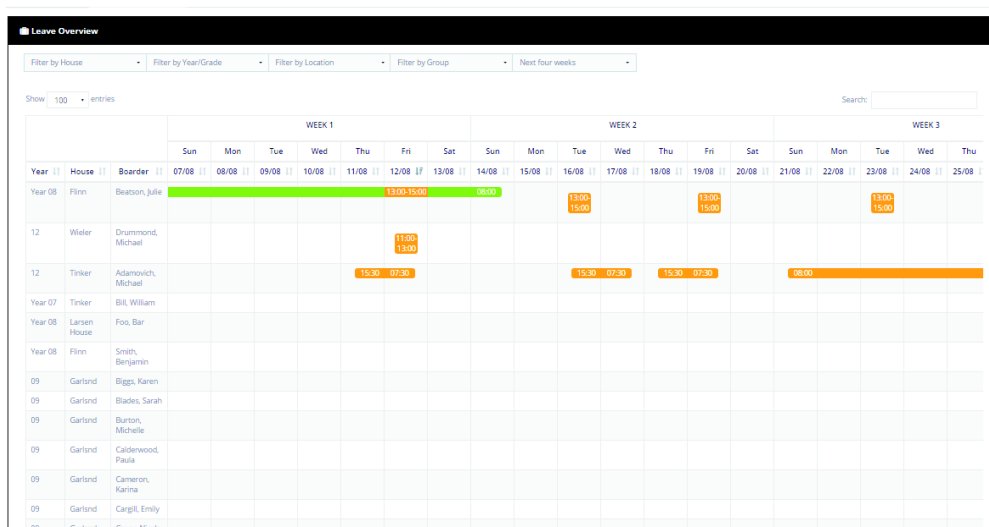


LEAVE OVERVIEW

The Leave Overview page provides you with a snapshot of your entire student population and their upcoming leave events.



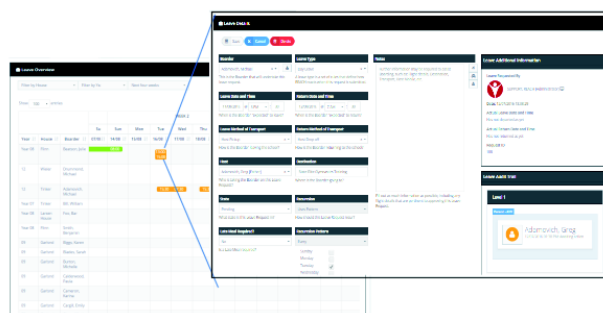
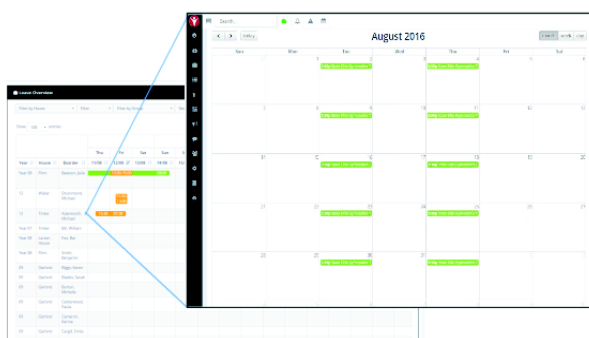
Filters in the view let you select groups of students and you can sort your lists by Grade, Dorm, First Name and Last Name. Each of your leave events are colour coded to describe their status.

Green = Approved Leave

Orange = Pending Leave Request

Blue = Student currently signed out to this leave.

- Clicking on a student name will open the student sidebar where you can view leave history and other elements of any student's historic record.
- Clicking on any of the leave events will open the Leave Details Screen for that Leave Event
- Clicking on the Calendar Icon beside any student's name will open that Student's personal Calendar.



Seeing **Who Has Not** requested leave for particular date is made easy by the Leave Overview Chart. You can rank by any column so ranking by a leave date will list students by their result, with those who have not submitted a leave request easily identifiable.