



How To Guide...

Holiday & Absence Scheduler

**Wiztec Business Suite
& WizHR 5**

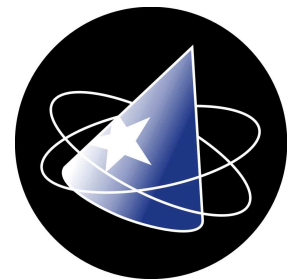


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Holiday Scheduler



Topic Headings

- [Purpose](#)
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Purpose

The Holiday & Absence Scheduler is used to view all sick leave and holiday leave (*or annual leave*) which an employee has taken or booked. This is a visual representation of the data in the holiday and absence screen

Location

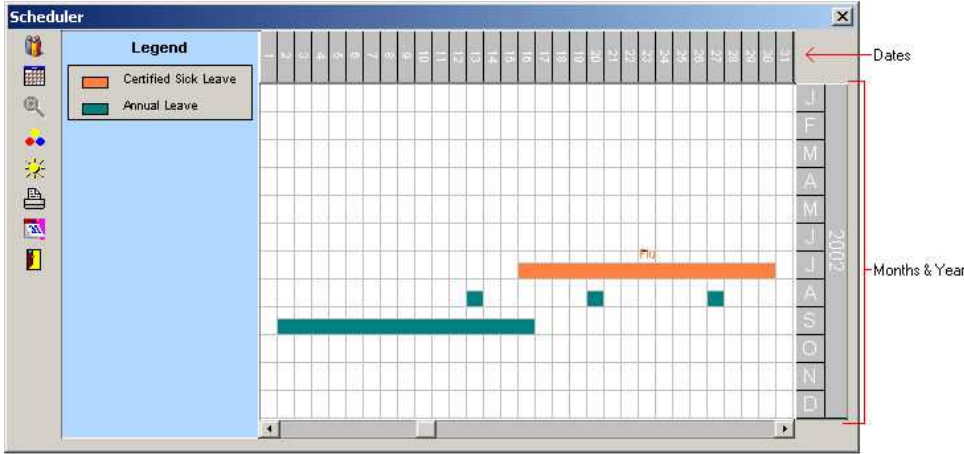
1. Click on **WizHR** (*Outlook bar*)
2. Click on **Holiday & Absence**
3. **Schedule** button (*sub screen toolbar*)

alternatively

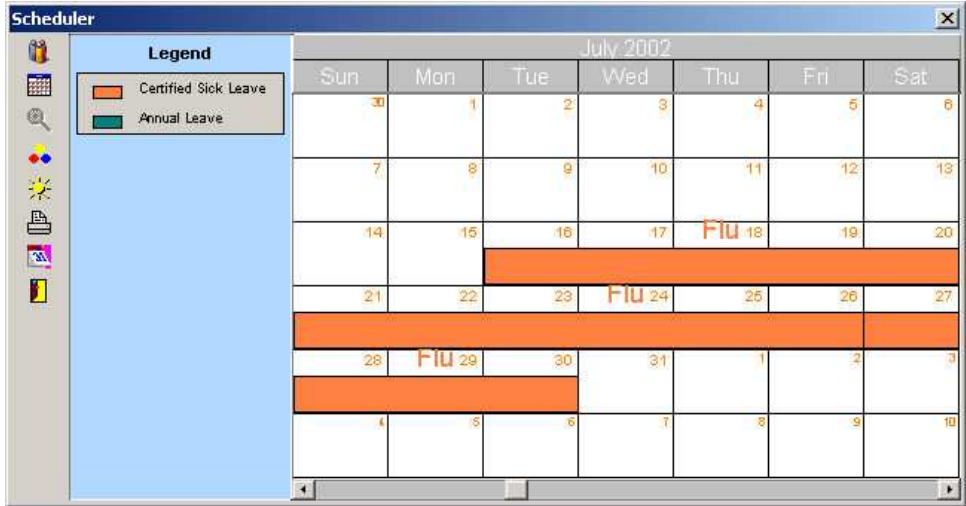
1. Click on **Employee** (*menu bar*)
2. Click on **WizHR**
3. Click on **Holiday & Absence**
4. **Schedule** button (*sub screen toolbar*)

Scheduler Views

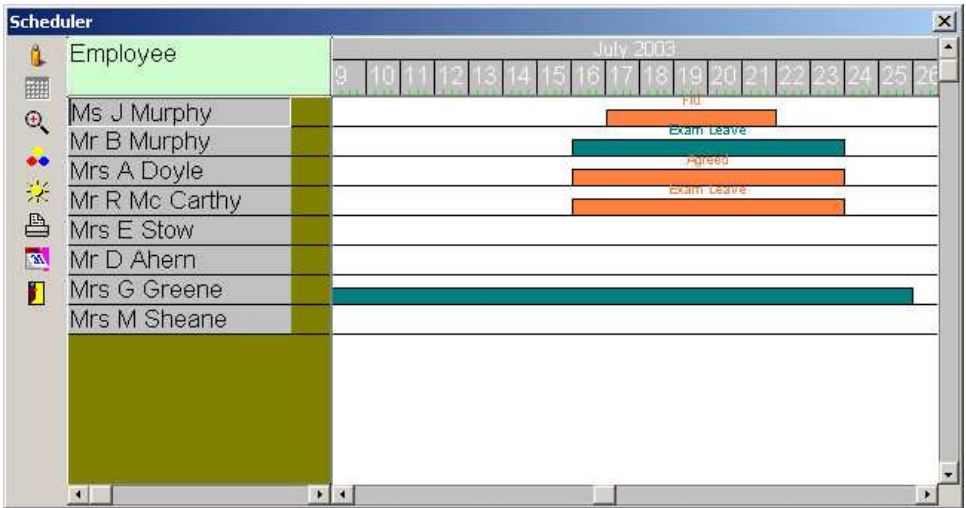
- The Yearly or Monthly view options are available only for the current employee. Selecting all or a group of employees will disable the Yearly/Monthly view button.
- When you open the Scheduler it displays the current employee in a yearly view (i.e. this gives you a quick overall snapshot of the absences/holidays taken by this employee in a year)



- To view an employees absence by month, click on the **Month View** button .
- A screen similar to below will appear
- Use the horizontal scroll bar to move between months



- If you chose to view all/group of employees, the Scheduler may look similar to below
- Use the horizontal scroll bar to move between months and years



Viewing All/Group or an Individual Employee

When you open the Scheduler, it will display the schedule for the employee you are currently viewing in the Holiday & Absence Screen

To View All Employees: -

When you open the Scheduler, it displays a holiday/absence schedule for the current employee. Follow the steps below to view a Scheduler which lists all employees.

1. Open the **Holiday & Absence** Screen
2. Click on **Scheduler**
3. Click on the **All Employees** button at the top left hand side of the Scheduler dialog box. This will display the scheduler for all employees in the opened database



To View One Employee: -

1. Open the **Holiday & Absence** Screen
2. Click on **Scheduler**
3. Click on the **Current Employee** button at the top left hand side of the Scheduler dialog box. This will display the scheduler for the currently opened employee in the Holiday & Absence screen.



To View a Group of Employees: -

1. Click on the **Filter Employees** button (left hand toolbar)
2. The following dialog box will appear:-



3. Select a Group/Division/Department and/or Job Title
4. Click on **OK**

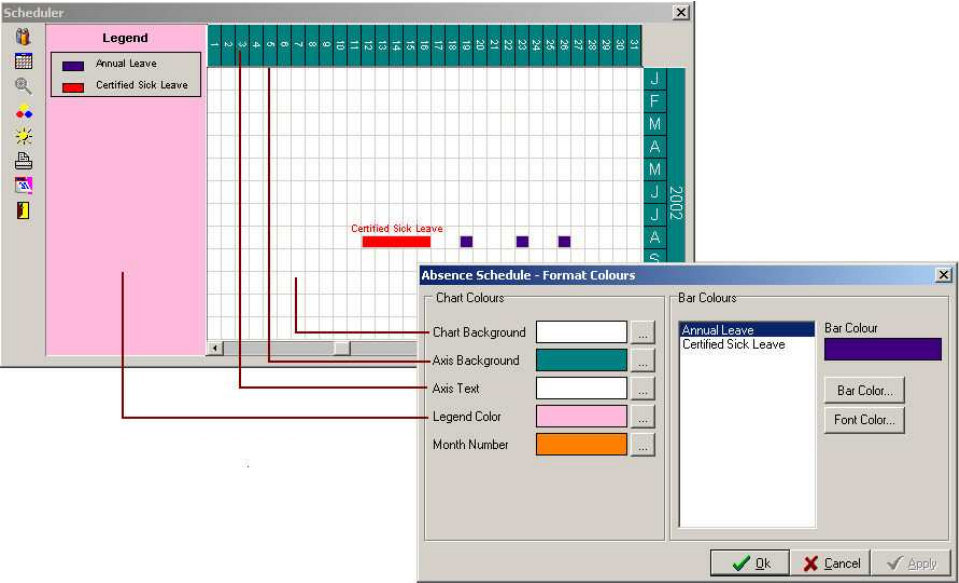
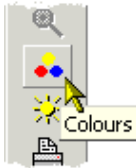


Note:

The Filter Employees button will only be active if you have selected All Employees (see above)

Changing the Scheduler's Colour Scheme

- 1. When you open the scheduler, the colours on the screen may default to black.
- 2. Click on the **Colours** button (toolbar on the left hand side of the scheduler screen)
- 3. A dialog box similar to below will appear: -



- 4. It is possible to change the colours of most of this screen
- 5. Click on the pick list button to the right of any of the options available to you (Chart Background, Axis Background) etc.
- 6. A dialog box similar to adjacent will appear: -
- 7. Select a colour by clicking on it and click on **OK**
- 8. This will bring you back to the **Format Colours** screen
- 9. Click on **Apply**
- 10. Repeat this for each option you want to change
- 11. Following each colour change, click on the **Apply** button (bottom right hand side of the dialog box)
- 12. Click on **OK** when you have finished.



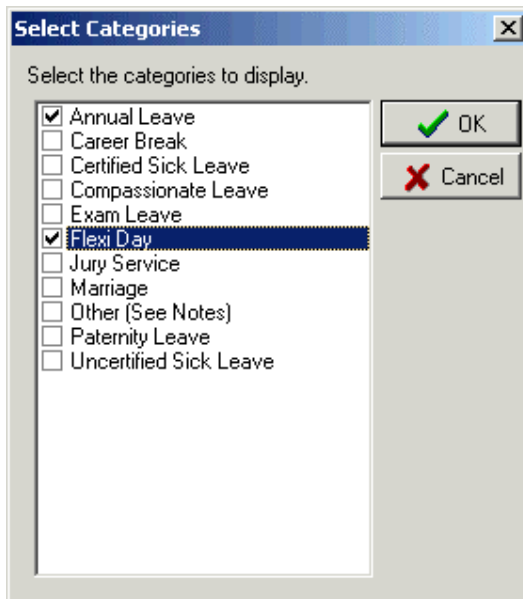
Selecting Absences/Holidays to View

It is possible to specify which absences/holidays you want to view (for instance you may only wish to view Annual Leave booked for August)

1. Open the **Holiday & Absence** screen
2. Click on the **Scheduler** button



3. Click on the **Filter Categories**
4. A dialog box similar to below will appear:-



5. Tick the absence types you want to view in the Scheduler.
6. Click on **OK**. Only the ticked absence types will be viewable in the report
7. To determine the dates to view, click on the **Go To Date...** button (left hand side of the screen)
8. Use the drop down arrows to determine the Start and End dates of the time period you want to view
9. Click on OK

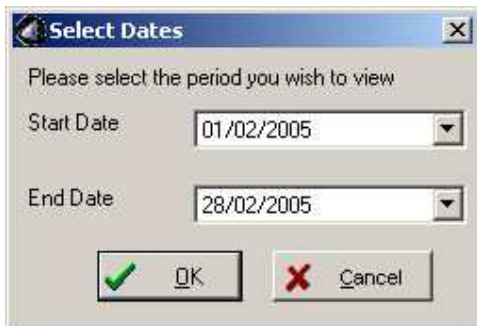
Printing the Holiday & Absence Scheduler

It is recommended that you change the orientation of the page to landscape prior to printing.

1. Open the **Holiday & Absence** screen
2. Click on the **Scheduler** button (sub screen toolbar)
3. Select the employees you want view the schedule for (i.e. All Employees, One Employee of a group of employees)
4. Select the dates you want to view the schedule for



5. The following dialog box appears:-



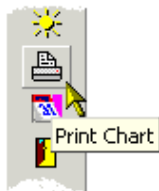
6. Use the drop down arrows to select the Start and End date of the period you want to print
7. Click on **OK**



Note:

If you do not select a date filter, the Scheduler will print all information from the year 2000!

8. Click on the **Print Chart** button



9. A print dialog box appears. Select a printer
10. Click on **Print**



Note:

We would recommend printing in landscape where possible. This can be achieved by clicking on the properties button in the Print dialog box and changing the paper orientation from portrait to landscape.
