



LTAPPS Time Off

User guide

Version 1.0

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LTAPPS Time Off

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off

Overview

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off from work, and managers to approve or reject them. A leave request app can also track the leave balances, status, and history of each employee, as well as the company holidays and policies.

LTAPPS Time Off app can benefit both employees and managers by simplifying the process of requesting and approving time off, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Users can submit the request via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams.

The screenshot displays the LTAPPS Time Off web application interface. The main content area shows a calendar for August 2023 with various leave requests overlaid. A modal window is open for 'Adele Vance - Annual Leave' showing details like dates (August 1-3, 2023) and options to 'Get Link', 'Add to Outlook', or 'View'. The sidebar on the left contains navigation icons for Chat, Shifts, Teams, Activity, Developer, Multi Appr..., Leave Requ..., and Apps.

Open the App

You are able to open the app via:

- SharePoint
- MS Teams
- O365 Apps

Via SharePoint

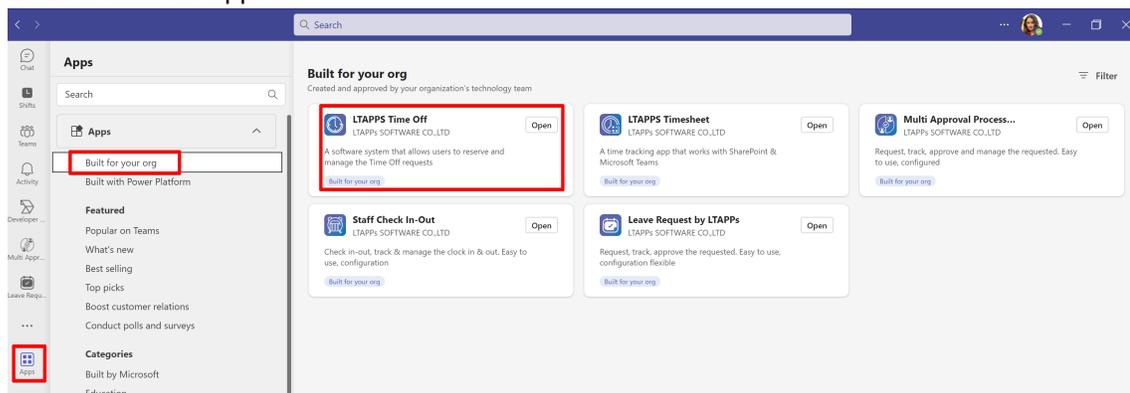
Follow the steps below:

- Open the O365 portal: <https://www.office.com/?auth=2>
- Log in with the Microsoft Account
- Open the SharePoint site where the app is installed.
- Open the SharePoint page where the web part is installed.

Via MS Teams

Follow the steps below:

- Open the MS Teams Desktop or MS Teams on the browser.
- Click on the Apps icon in the left navigation > Click on the Built for Your Org link. Then select the LTAPPS Time Off app.



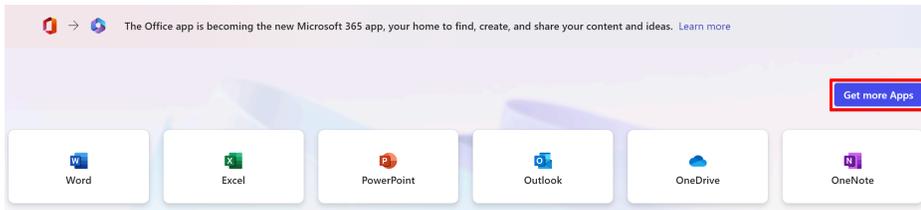
- Then click on the Open button.



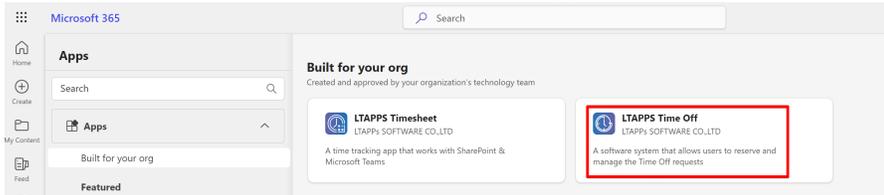
Via O365 Apps

Follow the steps below:

- Open the O365 Apps desktop or open the O365 portal on the browser.
- Click on the Apps icon in the left navigation > Click on the LTAPPS Time Off app icon under the Use Across Teams, Outlook, and Microsoft 365 section.
- If the app doesn't show under the Use Across Teams, Outlook, and Microsoft 365. Click on the Get more Apps button.



- Select the Built for Your Org link > Select the app.



- Then click on the Open button



Submit the Request

Submit

Progress Steps

Requester Line Manager Human resource

Adele Vance
Submitting...

General Info

August 8-9, 2023, all days

[AL] Annual Leave

Current Balance: **88** New Balance: **72** [more>](#)

Employee: Adele Vance Department: IT

Type

- Annual Leave
- Sick Leave
- Vacation Leave
- Childcare Leave
- Marriage Leave
- Personal Leave
- Unpaid Holiday

Start Date: Tuesday, August 8 2023 Start Time: 08:00 Is All Day: Yes

of Hours Off: 16.00

End Date: Wednesday, August 9 2023 End Time: 17:00

Details

Enter text here

Attachments

Add Attachment

Actions

[Close](#) [Save Draft](#) [Submit a Request](#)

Follow the steps below:

- In the Home or My Request pages, click on the Submit a Request button.
- In the request form in the right panel,
 - Select the department (The system auto-populates if your profile is set in the employee list)
 - Select the Type.
 - Select the Start & End dates or the Start date & Number of hours off field
 - Click on the Add Attachment link. In the popup that appears, select the file that you want to add.

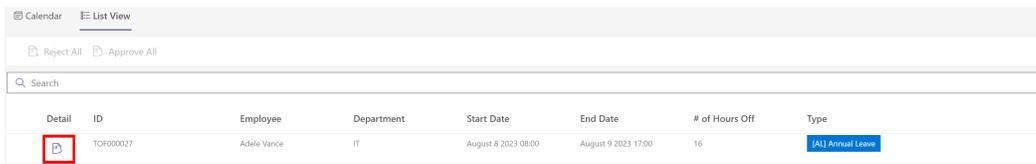
- If you don't want to submit the request yet, click on the Save Draft button.
- Choose the next approver & click on the Submit button

Approve/Reject the Request

Follows the steps below:

- Open the app, and switch to the My Task tab.
- In the calendar view, click on the request & click on the View Icon

- In the List View, click on the Approval icon.



Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	Type
	TOF000027	Adele Vance	IT	August 8 2023 08:00	August 9 2023 17:00	16	[AL] Annual Leave

- In the Approval form of the right panel
- Review the request.
 - Click on the Detail button at the right of the Progress Steps section to check more details of the information process.



- Click on the More link at the right of the balance to check more details of the employee's balance

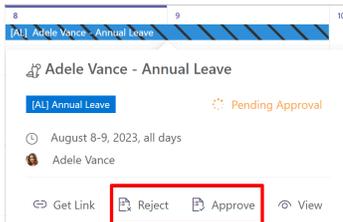
Type
[AL] Annual Leave

Current Balance: 88 New Balance: 72 [more>](#)

- Input the comment.
- Click on the Approve button if the request is okay for you.
- Click on the Reject button if the request needs to update.

For quick approval of the request without the comment, follow the steps below:

- In the calendar view, click on the request & click on the Approve/Reject buttons.



Adele Vance - Annual Leave

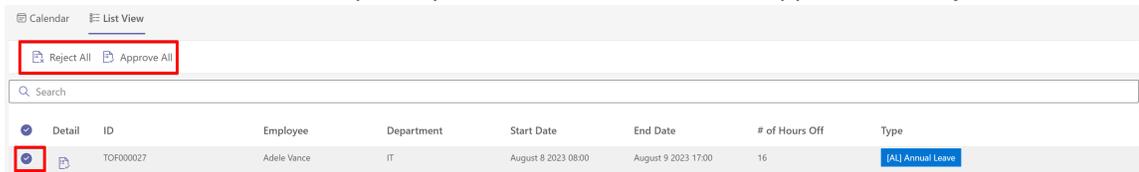
[AL] Annual Leave Pending Approval

August 8-9, 2023, all days

Adele Vance

[Get Link](#) [Reject](#) [Approve](#) [View](#)

- In the List View, select the requests you want. Then click on the Approve All / Reject All buttons.



Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	Type
	TOF000027	Adele Vance	IT	August 8 2023 08:00	August 9 2023 17:00	16	[AL] Annual Leave

- If you approve more than 2 requests, a popup will show.



Approve

#	Title	Status	Note
1	Diego Siciliani - Sick Leave	X	
2	Adele Vance - Annual Leave	X	

Close

- If the request requires to select the next approvers, a popup will show.



Select Approvers

Select Approvers

Alex Wilber

Close Select

Delegate task

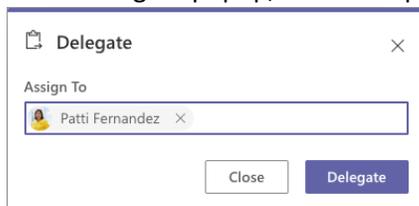
Follow the steps below

- In the Approval form, click on the Delegate button.



Close Delegate Reject Approve

- In the delegate popup, select the person to whom the task delegates to.



Delegate

Assign To

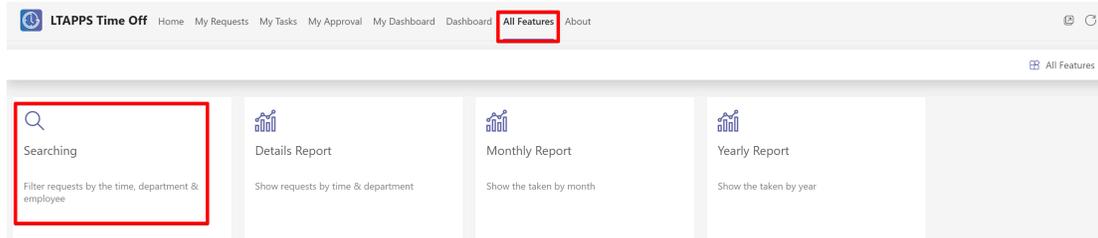
Patti Fernandez

Close Delegate

- Click on the Delegate button.

The administrator also can delegate the task from another to another. Follow the steps below:

- On the app, click on the All Features button > Click on the Searching card.



LTADDS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard All Features About

Searching

Filter requests by the time, department & employee

Details Report

Show requests by time & department

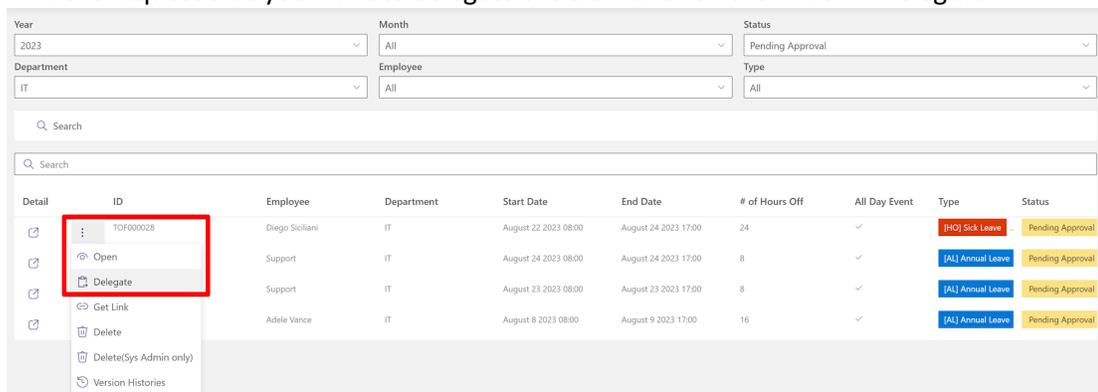
Monthly Report

Show the taken by month

Yearly Report

Show the taken by year

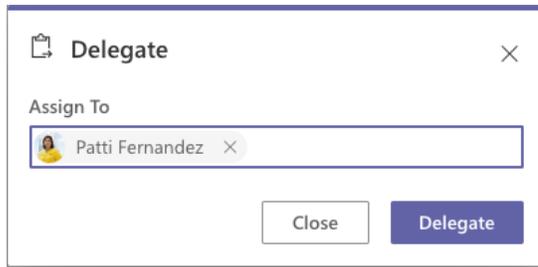
- Find the request that you want to delegate the task. Click on the ... icon > Delegate.



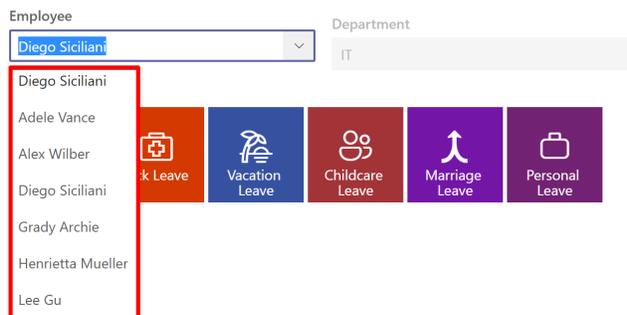
Year	Month	Status
2023	All	Pending Approval
Department	Employee	Type
IT	All	All

Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Type	Status
⋮	10F000028	Diego Siciliani	IT	August 22 2023 08:00	August 24 2023 17:00	24	✓	[H] Sick Leave	Pending Approval
🔗		Support	IT	August 24 2023 08:00	August 24 2023 17:00	8	✓	[A] Annual Leave	Pending Approval
🔗		Support	IT	August 23 2023 08:00	August 23 2023 17:00	8	✓	[A] Annual Leave	Pending Approval
🔗		Adele Vance	IT	August 8 2023 08:00	August 9 2023 17:00	16	✓	[A] Annual Leave	Pending Approval

- In the delegate popup, select the person to whom the task delegates.



Submit on behalf of the employee



Follow the steps below:

- On the home page, click on the Submit a Request button.
- In the Employee dropdown field, select the employee you want to submit on behalf.
- Input the info.
- Click on the Submit button.

Note: The number of employees in the dropdown depended on the role of the current user

- Manager/Human Resource: Depended on the Manager/HR fields in the employees' list.
- Administrator: All employees in the employees' list.

Edit the Request

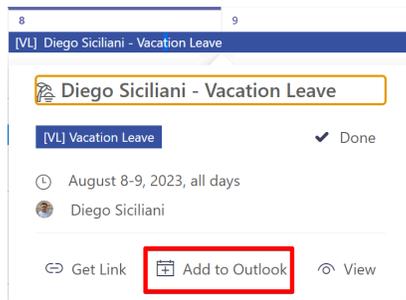
If the request has been rejected & you want to edit this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form that appears, changes the content. Then click on the Submit button again.

Add the Request to Outlook/MS Teams

Follow the steps below:

- In the calendar, click on the request > click on the Add to Outlook button.



- Open the request form, and click on the Get Link button.



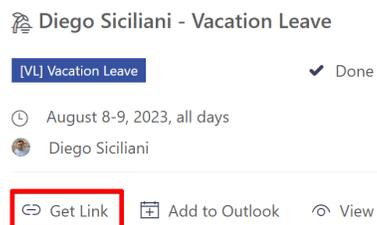
- Wait 15 seconds, a message shows to inform.



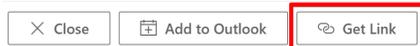
Get the URL of the Request

Follow the steps below:

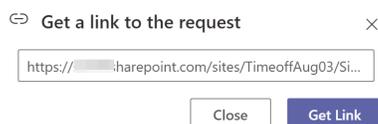
- In the calendar, click on the request > click on the Get Link button.



- Open the request form, and click on the Get Link button.



- Then click on the Get Link button



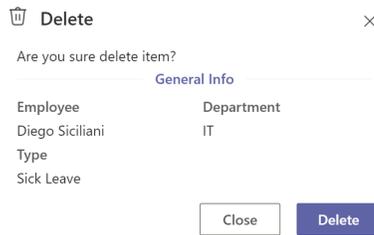
Delete the Request

If the request has been rejected & you want to delete this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form that appears, click on the Delete button.



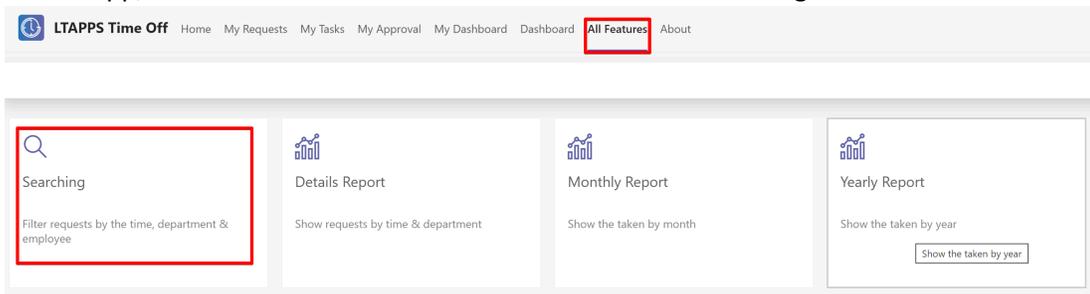
- In the Delete popup appearing, click on the Delete button. Wait some seconds to complete



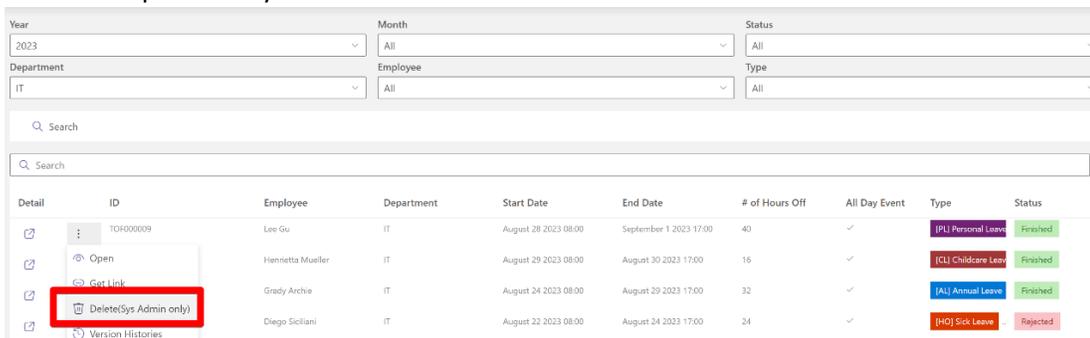
The administrator/System admin also can delegate the task from another to another. The administrator only can delete the pending request. The sys admin can delete both the pending/complete request.

Follow the steps below:

- On the app, click on the All Features button > Click on the Searching card.



- Find the request that you want to delete. Click on the ... icon > Delete.



- In the Delete popup appearing, click on the Delete button. Wait some seconds to complete.

Discussion Feature



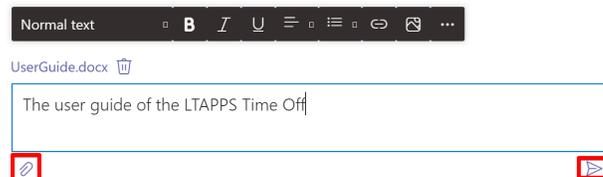
Discussion feature that allows to engage in a dialogue with other people about a specific topic or question.

Follow the steps below:

- Open the Request form, and click on the Comment icon.



- Input the text into the Textbox (It supports the rich text), click on the attach icon & select the file.



- Then click on the Send icon.

Views

Calendar / Home

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard All Features About

Submit a Request Last 3 Months

Type

- Select All
- Annual Leave
- Childcare Leave
- Marriage Leave
- Personal Leave
- Public Holidays
- Sick Leave
- Unpaid Holiday
- Vacation Leave

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 30	31	Aug 1	2	3	4	5
		[HO] Alex Wilber - Sick Leave				
		[AL] Adele Vance - Annual Leave				
6	7	8	9	10	11	12
	[AL] Lee Gu - Annual Leave			[AL] Diego Siciliani - Annual Leave		
	[HO] Alex Wilber - Sick Leave	[VL] Diego Siciliani - Vacation Leave				
13	14	15	16	17	18	19
	[AL] Diego Siciliani - Annual Leave			[AL] Alex Wilber - Annual Leave		
	[CL] Grady Archie - Childcare Leave					
		[AL] Henrietta Mueller - Annual Leave				
		[UH] Adele Vance - Unpaid Holiday				
20	21	22	23	24	25	26
	[UH] Adele Vance - Unpaid Holiday					
	[ML] Henrietta Mueller - Marriage Leave					
		[HO] Adele Vance - Sick Leave		[AL] Grady Archie - Annual Leave		
27	28	29	30	31	Sep 1	2
	[AL] Grady Archie - Annual Leave					
	[PL] Lee Gu - Personal Leave					
		[CL] Henrietta Mueller - Childcare Leave				

To filter the requests by time, select the dropdown Time Filter.

Last 3 Months

- All
- Last 3 Months
- Last 6 Months
- Last 9 Months

To filter the requests by type, check/uncheck the type in the Type.

Type

- Select All
- Annual Leave
- Childcare Leave
- Marriage Leave
- Personal Leave
- Public Holidays
- Sick Leave
- Unpaid Holiday
- Vacation Leave

To view the request, click on the request > click on the view button.

Diego Siciliani - Vacation Leave

[VL] Vacation Leave ✓ Done

🕒 August 8-9, 2023, all days

👤 Diego Siciliani

🔗 Get Link 📅 Add to Outlook 👁 View

My Requests

The view displays the requests of the current user. There are 2 tabs: Calendar and List View

Calendar View

Refer to the above to know how to use it.

List View

LTAPPS Time Off Home **My Requests** My Tasks My Approval My Dashboard Dashboard All Features About

+ Submit a Request All ▾

📅 Calendar **List View**

🔍 Search

Detail	ID	Start Date	End Date	# of Hours Off	Type	Step	Status
📄	TOF000028	August 22 2023 08:00	August 24 2023 17:00	24	[HO] Sick Leave	Requester	Rejected
📄	TOF000024	August 10 2023 08:00	August 16 2023 17:00	40	[AL] Annual Leave	Finished	Finished
📄	TOF000003	August 8 2023 08:00	August 9 2023 17:00	16	[VL] Vacation Leave	Finished	Finished
📄	TOF000021	June 8 2023 08:00	June 13 2023 17:00	32	[ML] Marriage Leave	Finished	Finished

To filter the request by status, select the Status dropdown.

🔍 All ▾

- 📄 All
- ⌚ Pending Approval
- 📄 Finished
- 🚫 Rejected

Click on the view icon in the Detail column to open the Request form.

Detail	ID
📄	TOF000028
📄	TOF000024
📄	TOF000003
📄	TOF000021

My Tasks

The view displays the tasks of the current user. There are 2 tabs: Calendar and List View

My Approval

The view displays the requests that have been approved by the current user.

My Dashboard

LTAPPS Time Off Home My Requests My Tasks My Approval **My Dashboard** Dashboard All Features About Year: 2023

Top Use Year: 2023

Type	Value
[AL] Annual Leave	40
[ML] Marriage Leave	32
[VL] Vacation Leave	16
[HO] Sick Leave	0
[CL] Childcare Leave	0
[PL] Personal Leave	0
[UH] Unpaid Holiday	0

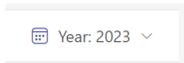
Balances

#	Type	Remaining-PY	Taken-PY	Allowed	Taken	Remaining
1	[AL] Annual Leave	8	40	144	40	112
2	[HO] Sick Leave	0	0	240	0	240
3	[VL] Vacation Leave	0	16	240	16	224
4	[CL] Childcare Leave	0	0	240	0	240
5	[ML] Marriage Leave	0	32	240	32	208
6	[PL] Personal Leave	16	0	240	0	256
7	[UH] Unpaid Holiday	0	0	240	0	240

Public Holidays

#	Name	From	To
1	New Year's Day	Sunday, January 1 2023	Sunday, January 1 2023
2	Martin Luther King Jr. Day	Monday, January 16 2023	Monday, January 16 2023
3	Presidents' Day	Monday, February 20 2023	Monday, February 20 2023
4	Memorial Day	Monday, May 29 2023	Monday, May 29 2023

To change the year to filter, select the year dropdown at the top right.

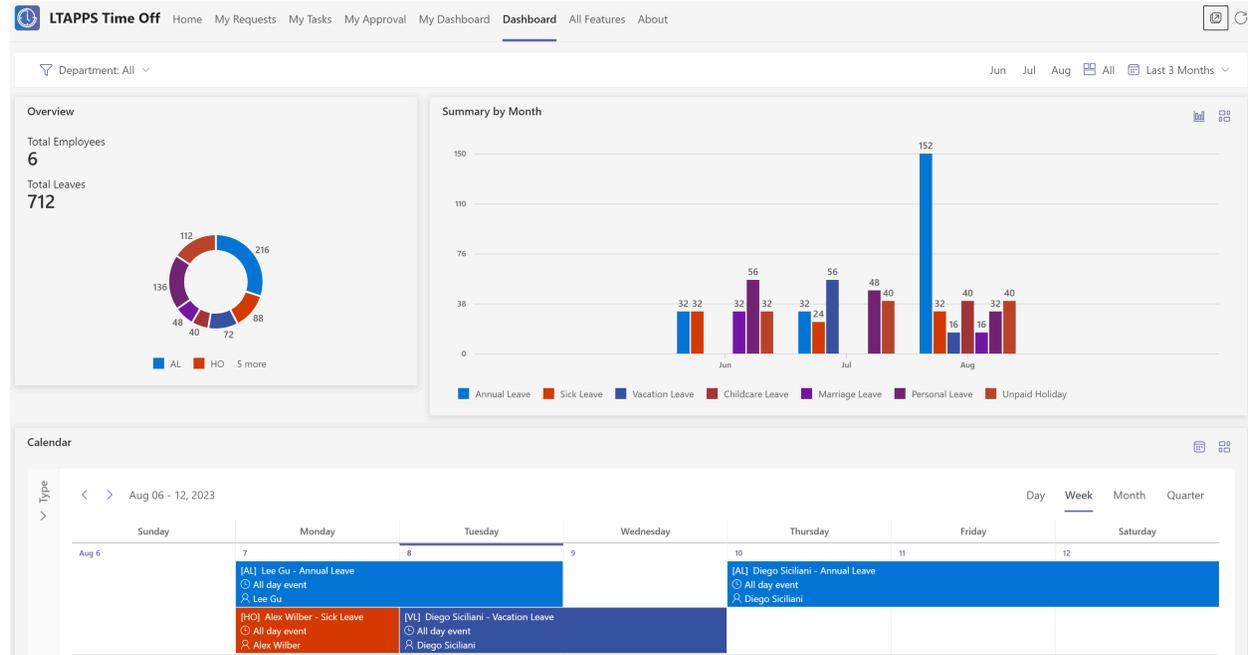


Use the chart & component icons to switch the view.



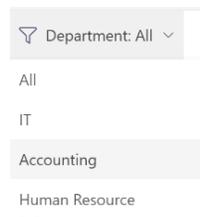


Dashboard



Only the manager/human resource of the department and administrator can access the page.

To filter by the department, use the dropdown.



Use the month dropdown or month buttons to change the filter by time range.



Use the chart & component icons to switch the view.



Search

The view allows search requests by year, month, department, employee, and status.

All Features

Year: 2023 Month: All Status: All

Department: IT Employee: All Type: All

Search

Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Type	Status
⋮	TOF000009	Lee Gu	IT	August 28 2023 08:00	September 1 2023 17:00	40	✓	[PL] Personal Leave	Finished
⋮	TOF000013	Henrietta Mueller	IT	August 29 2023 08:00	August 30 2023 17:00	16	✓	[CL] Childcare Leave	Finished
⋮	TOF000025	Grady Archie	IT	August 24 2023 08:00	August 29 2023 17:00	32	✓	[AL] Annual Leave	Finished
⋮	TOF000028	Diego Siciliani	IT	August 22 2023 08:00	August 24 2023 17:00	24	✓	[HC] Sick Leave	Rejected
⋮	TOF000030	Support	IT	August 24 2023 08:00	August 24 2023 17:00	8	✓	[AL] Annual Leave	Pending Approval

To filter the requests, select the conditions dropdown & click on the Search button

Click on the ... icon to select more actions such as view the request, get the link,...

Employee Reports

Requests Details Report

The report shows the details of the request.

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard All Features About

All Features

Year: 2023 Month: All Type: All

Report Download as XLS

#	ID	Start Date	End Date	# of Hours Off	All Day Event	Type	Status
1	TOF000021	June 8 2023 08:00	June 13 2023 17:00	32	Yes	Marriage Leave	Finished
2	TOF000003	August 8 2023 08:00	August 9 2023 17:00	16	Yes	Vacation Leave	Finished
3	TOF000024	August 10 2023 08:00	August 16 2023 17:00	40	Yes	Annual Leave	Finished

Follow the steps below:

- Open the app, click on the All Features button at the right top
- In the All Features page, click on the Details Report
- Select the filter: Year, Month, Type,...
- Click on the Report button to trigger get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file



Monthly Report

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard **All Features** About

All Features

Year: 2023 Month: Aug Type: All

Report Download as XLS

Year: 2023		Month: 8																																	
#	Type	Color	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
1	[AL] Annual Leave		0	0	0	0	0	0	0	0	0	0	8.00	8.00	0	0	8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00
2	[HO] Sick Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
3	[VL] Vacation Leave		0	0	0	0	0	0	0	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16.00	
4	[CL] Childcare Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		
5	[ML] Marriage Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		
6	[PL] Personal Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		
7	[UH] Unpaid Holiday		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00		

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Monthly Report
- Select the filter: Year, Month, Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Yearly Report

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard **All Features** About

All Features

Year: 2023 Type: All

Report Download as XLS

#	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	[AL] Annual Leave	0	0	0	0	0	0	0	40	0	0	0	0	40
2	[ML] Marriage Leave	0	0	0	0	0	32	0	0	0	0	0	0	32
3	[VL] Vacation Leave	0	0	0	0	0	0	0	16	0	0	0	0	16
4	[HO] Sick Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
5	[CL] Childcare Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
6	[PL] Personal Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
7	[UH] Unpaid Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sum	0	0	0	0	0	32	0	56	0	0	0	0	88

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Yearly Report
- Select the filter: Year, Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file



Manager/Human Resource Reports

Details Report

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard All Features About

Manager Reports > Detail Report

Year: 2023 Month: All Department: All
 Employee: All Type: All

Report Download as XLS

#	ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Type	Details	Working Time	Location	Time Zone
1	TOF000019	Adele Vance	IT	June 1 2023 08:00	June 6 2023 17:00	32	Yes	Annual Leave		08:00 - 17:00		Asia/Bangkok
2	TOF000020	Alex Wilber	IT	June 7 2023 08:00	June 12 2023 17:00	32	Yes	Sick Leave		08:00 - 17:00		Asia/Bangkok
3	TOF000021	Diego Siciliani	IT	June 8 2023 08:00	June 13 2023 17:00	32	Yes	Marriage Leave		08:00 - 17:00		Asia/Bangkok
4	TOF000023	Lee Gu	IT	June 14 2023 08:00	June 19 2023 17:00	32	Yes	Unpaid Holiday		08:00 - 17:00		Asia/Bangkok
5	TOF000022	Grady Archie	IT	June 14 2023 08:00	June 22 2023 17:00	56	Yes	Personal Leave		08:00 - 17:00		Asia/Bangkok
6	TOF000014	Adele Vance	IT	July 3 2023 08:00	July 6 2023 17:00	32	Yes	Annual Leave		08:00 - 17:00		Asia/Bangkok

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Details Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Tracker Report

LTAPPS Time Off Home My Requests My Tasks My Approval My Dashboard Dashboard All Features About

Manager Reports > Tracker Report

Year: 2023 Month: Aug Department: All
 Employee: All Type: All

Report Download as XLS

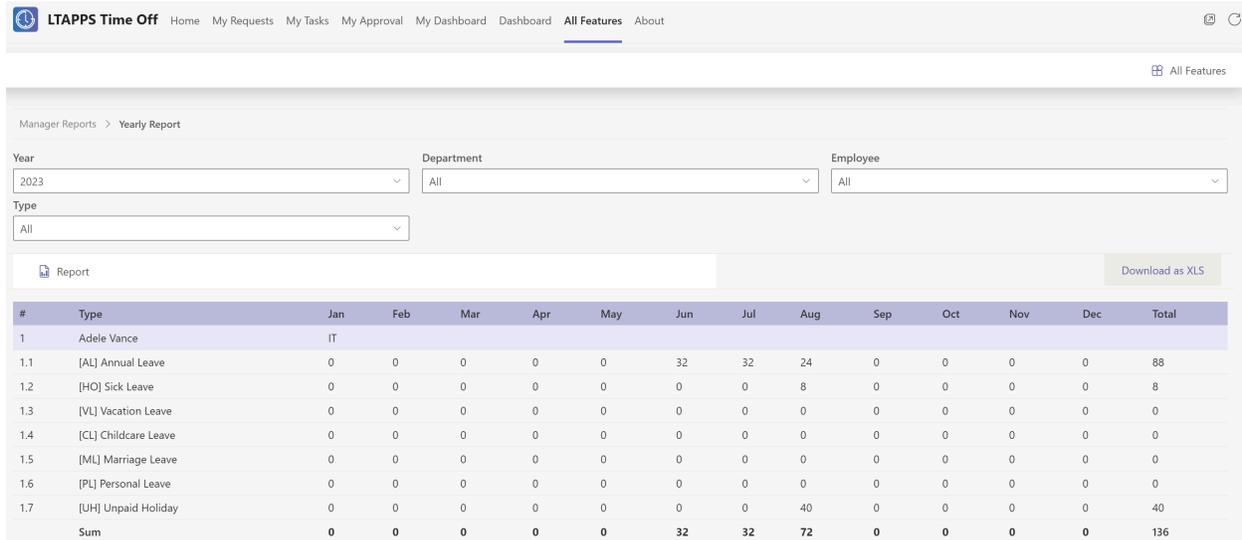
#	Employee	Department	Location	Days																												Total			
				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30	31
1	Adele Vance	IT		8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	72
2	Alex Wilber	IT		8.00	8.00	0	0	0	0	0	0	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40
3	Diego Siciliani	IT		0	0	0	0	0	0	0	0	8.00	8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56	
4	Grady Archie	IT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56	
5	Henrietta Mueller	IT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56	
6	Lee Gu	IT		0	0	0	0	0	0	0	0	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Tracker Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading

- In the All Features, click on the Manager Reports > Yearly Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Yearly Report



The screenshot shows the 'Yearly Report' page in the LTAPPS Time Off application. The page includes a navigation bar with 'All Features' selected. Below the navigation bar, there are filter dropdowns for Year (2023), Department (All), Employee (All), and Type (All). A 'Report' button and a 'Download as XLS' button are visible. The main content is a table showing leave data for Adele Vance in the IT department for the year 2023.

#	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	Adele Vance	IT												
1.1	[AL] Annual Leave	0	0	0	0	0	32	32	24	0	0	0	0	88
1.2	[HO] Sick Leave	0	0	0	0	0	0	0	8	0	0	0	0	8
1.3	[VL] Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
1.4	[CL] Childcare Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
1.5	[ML] Marriage Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
1.6	[PL] Personal Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
1.7	[UH] Unpaid Holiday	0	0	0	0	0	0	0	40	0	0	0	0	40
	Sum	0	0	0	0	0	32	32	72	0	0	0	0	136

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Yearly Report
- Select the filter: Year, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file