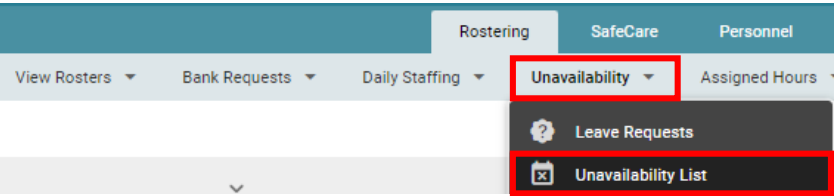


HealthRoster Manager – Annual Leave Report

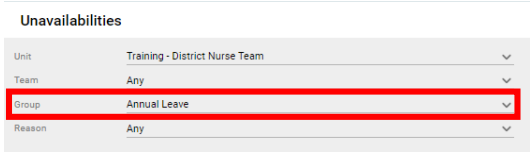
1

Navigate to **Unavailability > Unavailability List**



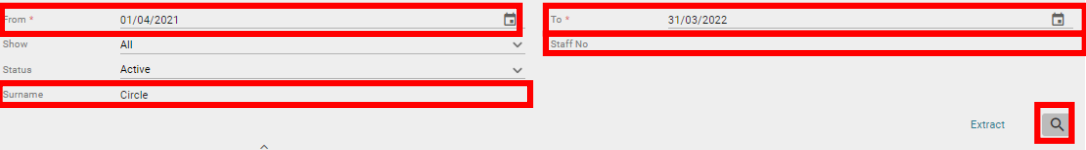
2

Complete the report filters as required. For an annual leave report, select the 'Group' as 'Annual Leave'.



3

Set the 'From' and 'To' dates to the financial year you wish to review the booked annual leave for.
Enter a staff members surname or Staff No.
Click on the magnify glass to run the report.



4

Once the report has run, you are able to export the report in to Excel using the Excel Icon in the Right hand corner

