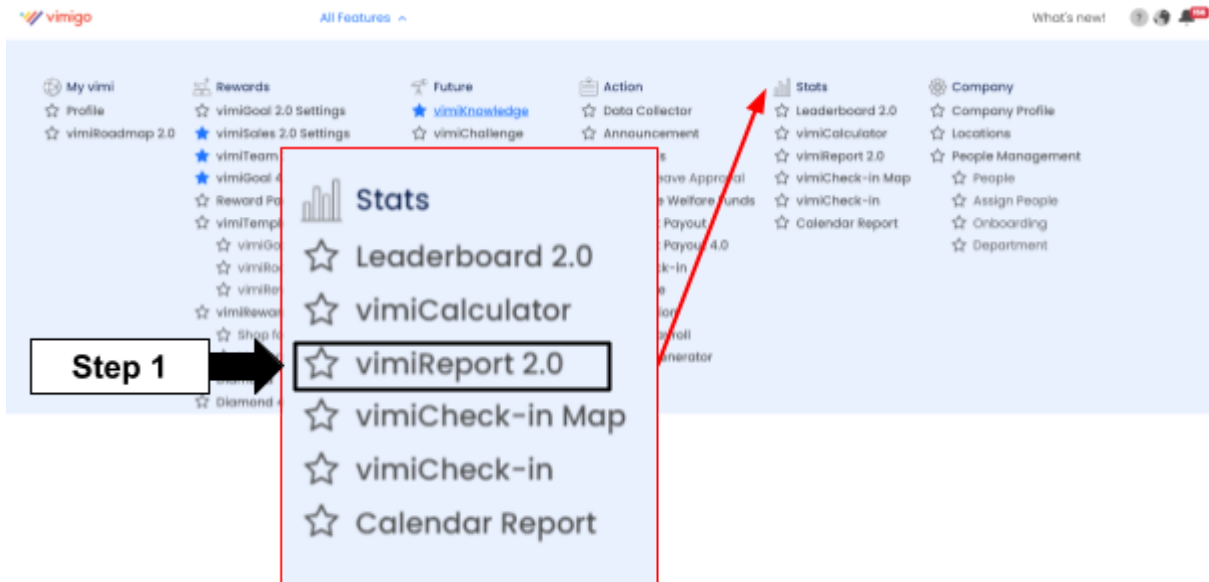
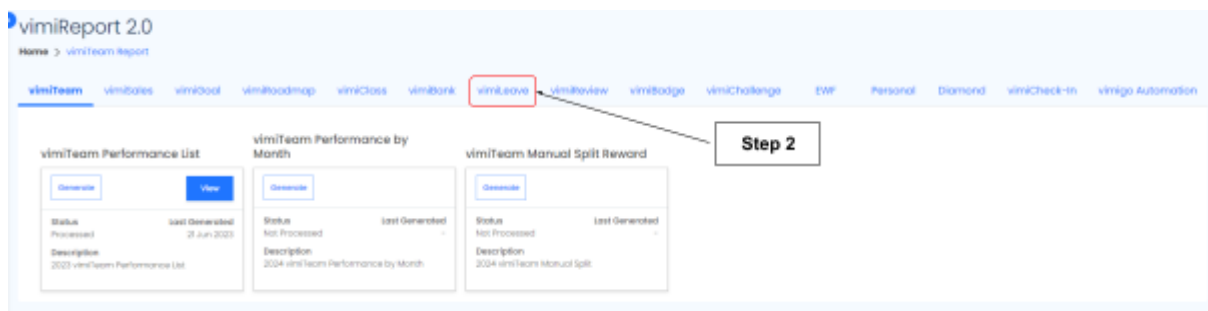


# How to generate a vimiLeave Report?

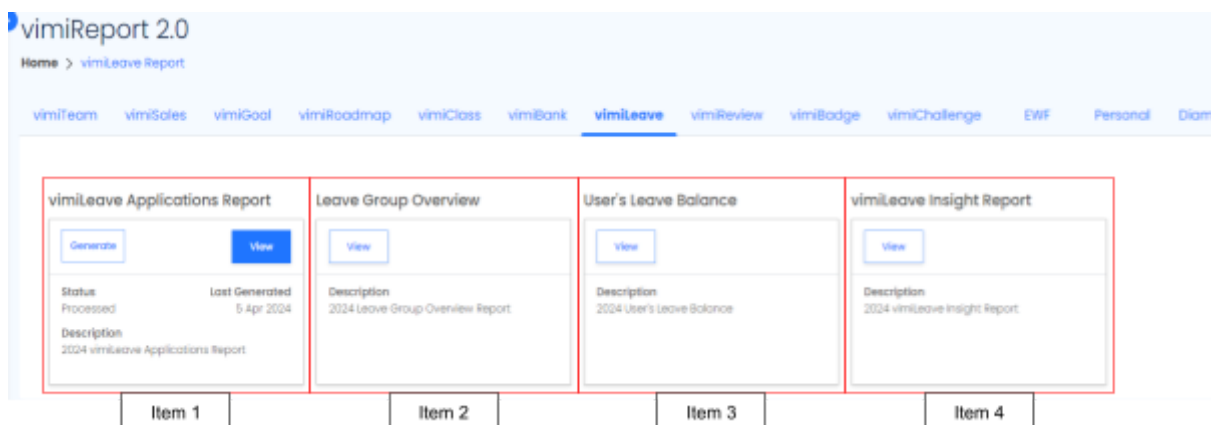
Step 1: Head over to **All Features** Tab at the top of the website  Under **Stats** list, click on **vimiReport 2.0**.



Step 2: Click **vimiLeave**



Step 3: Select report to view.

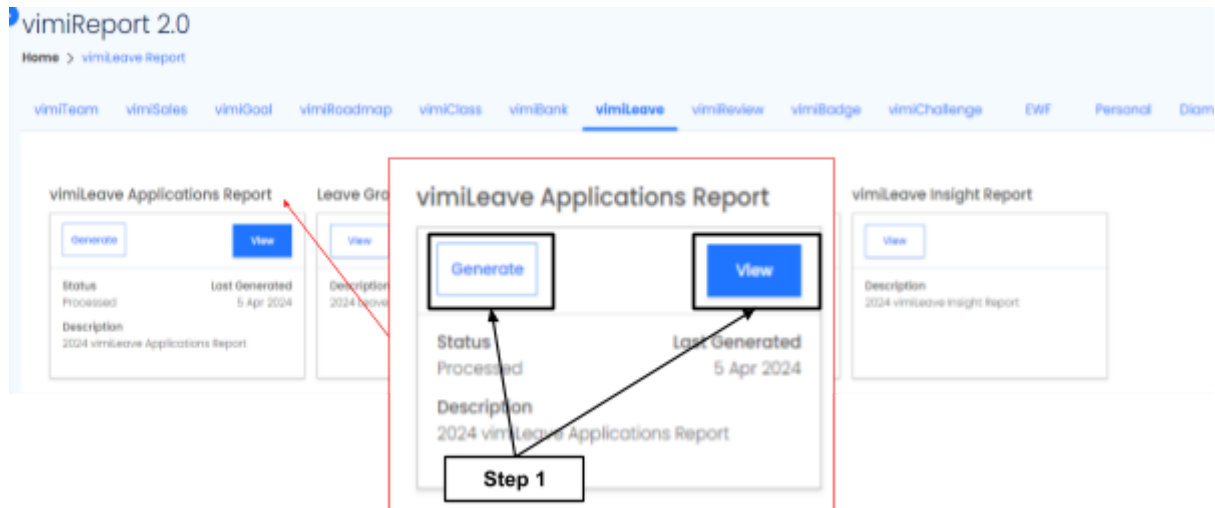


## Item 1: **vimiLeave Application Report**

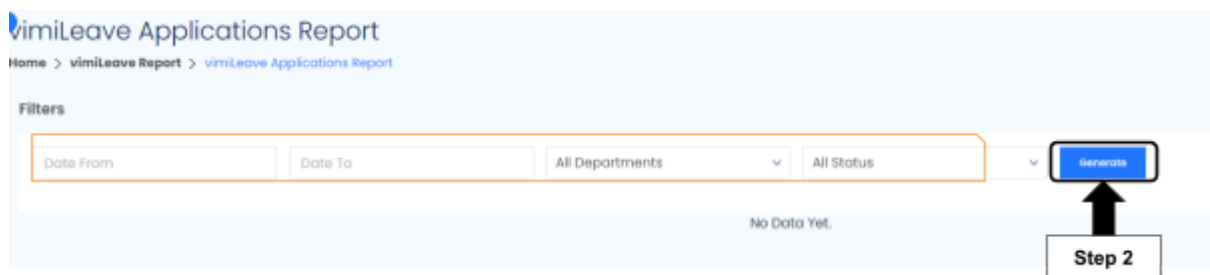
- shows all the applications that employees applied for.

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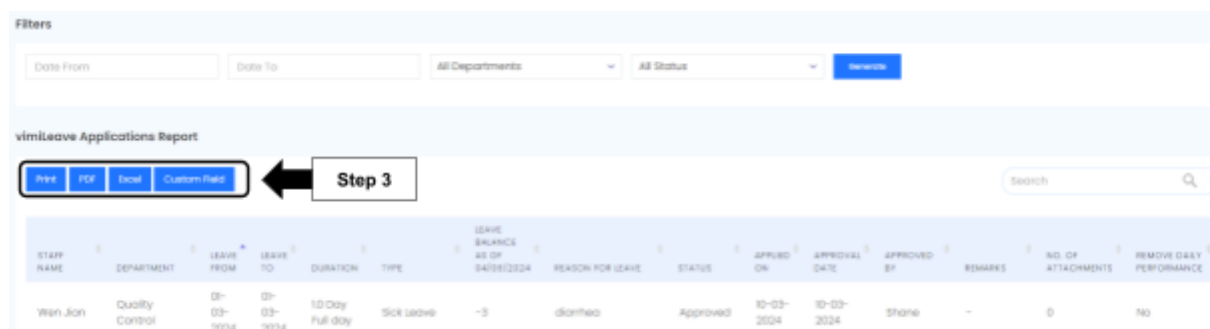
Step 1: Click **Generate** first and then click **View**



Step 2: Click **Generate** to generate a report. *You can filter by date, departments, and status if you want.*



Step 3: You can **export the report in any type** of file you prefer.

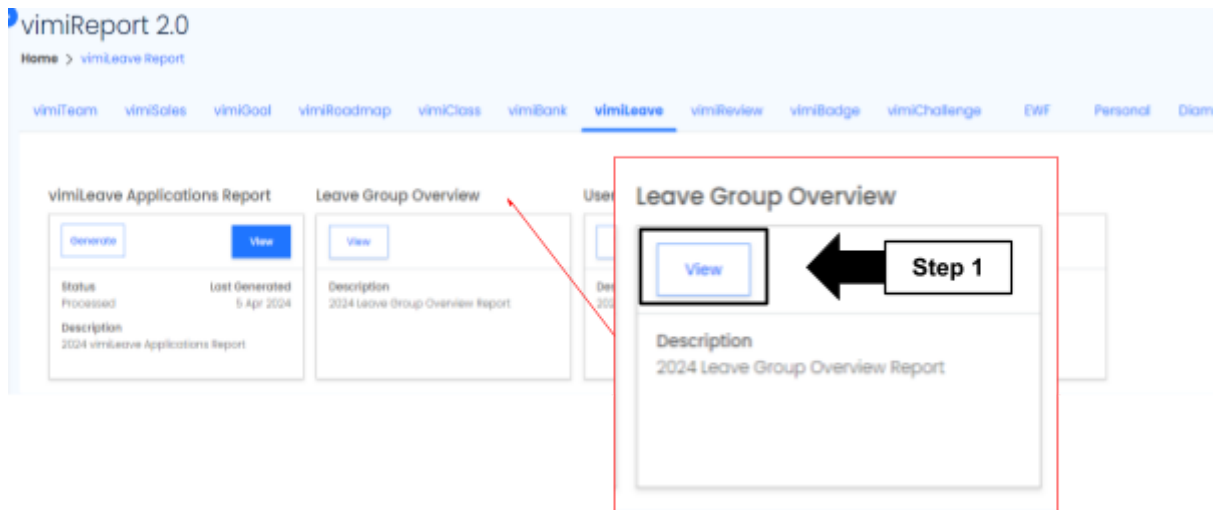


## Item 2: Leave Group Overview

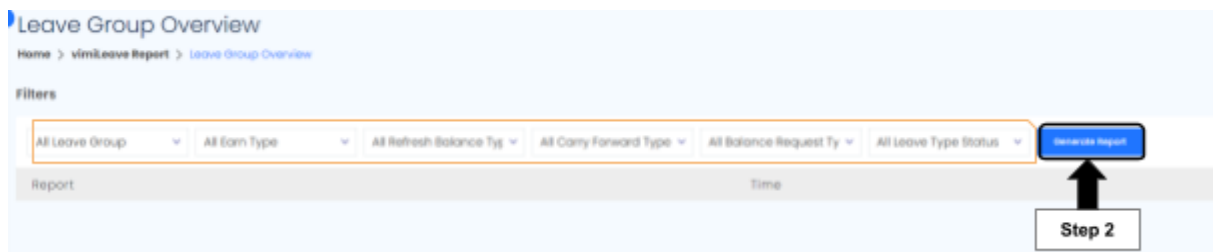
- show overview of the company's leave groups details such as earn type, refresh balance and leave type status.

+++++

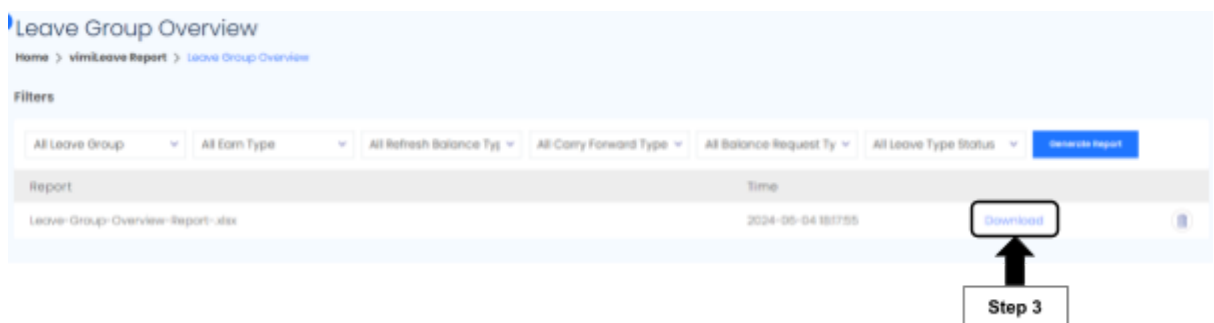
Step 1: Click **View**.



Step 2: Click **Generate** to generate a report. *You can **filter** if you want.*



Step 3: Click **Download** to download Leave Group Overview excel file.

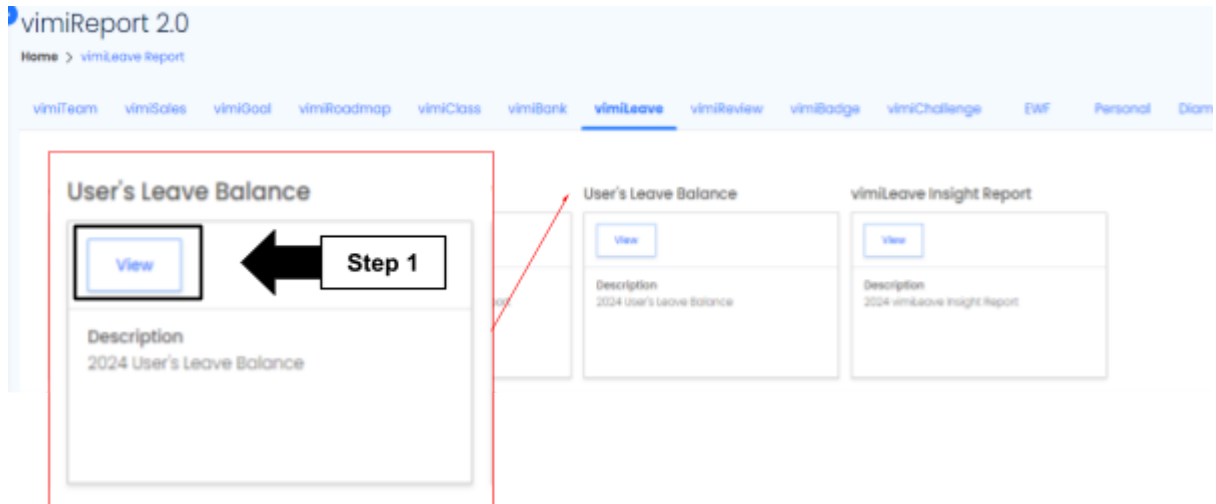


### Item 3: **User's Leave Balance**

- report showing the total entitlement and current balance of all employees.

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Step 1: Click **View**.



Step 2: Click **Generate Report**. You can **filter** if you want.



Step 3: Click **Download** to download User's Leave Balance in excel file.

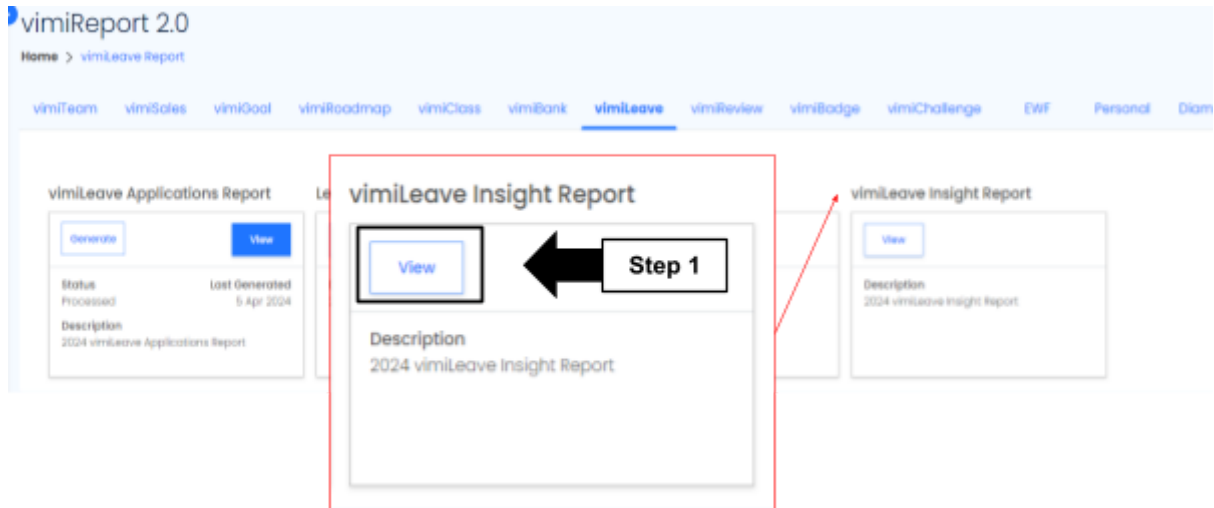


#### Item 4: **vimiLeave Insight Report**

- report where users will know their staff's leave report. This report is only allowed to be generated within a 30 days period.

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Step 1: Click **View**.



Step 2: You have to filter the required month you want. Click **Load** to generate a report.



Step 3: Took Leave, Upcoming Leave, and Pending Leave Applications will be displayed.

**vinnileave Insight Report**  
Home > vinnileaveReport > User's Leave Balance

Filters  
2024-04-01 2024-04-30 [Reset]

**0**  
**People Took Leave**  
No one took leave during this period.

**0**  
**Upcoming Leave**  
No one will be on leave in this period.

**3**  
**Pending Leave Applications**

- Shane, Matt - Annual Leave  
16 Apr 2024 - 16 Apr 2024
- Shane, Matt - Annual Leave  
22 Apr 2024 - 24 Apr 2024

[Refresh]

Below is the list of unpaid leave for your references.

STAFF NAME	DEPARTMENT	LEAVE FROM	LEAVE TO	DURATION	REASON FOR LEAVE	STATUS	APPROVED ON
No Unpaid Leave Application							