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

vimiReport 2.0		
vimiteem vimitales vimidaal v	imitoodmap vimiClass vimiBank	vimikeova vimičkovav vimičkaljao vimičkaljango EWF Personal Diamond vimičkeck-in vimigo Automation
vimiTeam Performance List	vimiTeam Performance by Month	vimiTeam Manual Split Reward Step 2
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Ballus Lost Denerated Processed 23 Jun 2023	Stotus Last Generated Nat Processed	Stotum Inst Generoted Not Processed -
Description 2023 vieniTeom Performance Ust	Description 2024 virsiTecm Performance by Month	Description 2004 with Recruit Manual Split

Step 3: Select report to view.

> vimiLeave Report			
Team vimiSales vimiGoal v	imiRoadmap vimiClass vimiBank	vimiteave vimiReview vimiBo	dge vimiChallenge EWF Persona
imiLeave Applications Report	Leave Group Overview	User's Leave Balance	vimiLeave Insight Report
Generate	View	view	View
Status Last Generated Processed 5 Apr 2024	Description 2024 Leove Group Overview Report	Description 2024 User's Leave Balance	Description 2024 vimiLeave insight Report
Description 2024 vimiLeove Applications Report			

Item 1: vimiLeave Application Report

- shows all the applications that employees applied for.

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

vimiReport 2.0 Home > vimiLeave Report vimiTeam vimiSales vimiOoal vimiRoa	dmap vimičiass vimičiank vimičieve vimičieview	vimiBadge vimiChallenge EWF Personal Diam
VimiLeave Applications Report	e Gro VimiLeave Applications Report Generate Status Processed Description 2024 vimiLeave Applications Report Step 1	ted

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

Vil	miLeave Application	Applications Report			
Fi	Iters				
	Date From	Date To	All Departments	✓ All Status	v Generats
				No Data Yet.	
					Step 2

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

Filters																	
Date Fro	m		te To			ul Depo	zimenis	٣	Al Sta	tus		v Berei	-				
vimiLeave	Applications Report																
Print	ROF Iscal Custom	Reid	+	Step	3										Searc	h	Q,
STAPP NAME	DEPARTMENT	HAVE FROM	10 II AVIT	DURATION	THPE		EAVE IALANCE AS OF IAIORI2024	REASON FOR LEAN	e	514125	APPLED	APPROVAL ¹ DATE	APRIOVED 1	REMARKS		NO. OF	PERFORMANCE
Wen Jio	n Quality Control	01- 03- 2024	01- 03- 2024	1.0 Day Full day	Sick Leave		-3	dantea		Approved	10-03- 2024	10-03- 2024	Shane	-		0	NO

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.

Imileave Applications Report Leave Group Overview Ust Oenerote Max Status Lost Generoted Processed 6 Apr 2024 Description 2024 unifications Report	Leave Group Overview View Step 1 Description 2024 Leave Group Overview Report
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Step 2: Click Generate to generate a report. You can filter if you want.

Leave Group Overview Home > vimiteave Report > Loave Group Overview					
Filters					
All Leave Group v All Earn Type	✓ All Refresh Balance Typ ✓	All Carry Forward Type 👻	All Balance Request Ty 👻	All Leave Type Status	V Denarchs Report
Report			Time		1
					Step 2

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.

Step 1: Click View.

Iser's Leave Balance	User's	Leave Balance	vimiLeave Insight Report
View Step	ם / ה	aw.	Vee
	Descr 2024	liption User's Leave Balance	Description 2024 vimiLeove insight Report
Description 2024 User's Leave Balance			

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

,	User's Leave Balance Home > vimiLeave Report > User's Leave Balance	
F	Filters	
	All Leave Group v All Department v	Converted Report Step 2
	Report	Time

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

User's Leave Balance Herre > vimiLeeve Report > User's Leave Balance Filters			
All Leave Group V All Department V Geoevand Report			
Report	Time		
vimil.eave-User-Leave-Bolonce-Report- (2).sites	2024-04-09 15:4134	Step 3	

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.

Step 1: Click View.

Alleave Applications Report Converse Conver	vimiLeave insight Report
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Step 2: You have to filter the required month you want. Click **Load** to generate a report.

e > vimiLeave Report > User's Leave Balance	Step 2	
late From Date To		
0	0	0
People took leave	lipcoming leaves	Pending leave applications require your attention

Step 3: <u>Took Leave</u>, <u>Upcoming Leave</u>, and <u>Pending Leave Applications</u> will be displayed.

vimiLeave Ir	nsight Report					
Filtera						
2024-04-01	2024-04-30	(test)				
	0 People Took Leave		O Upcoming L	eave	Properties Control of Contro of Control of Control of Control of Control of Control of Control	3 ve Applications
Below is the list of unpoid leave for your references.						
STATE NAME	5D ARTHOUT	LEAVE FROM	LEAVE TO DURAT	ION REASON FOR LEW	05 ST#715	APRIED ON
No Unpoid takaw Application						