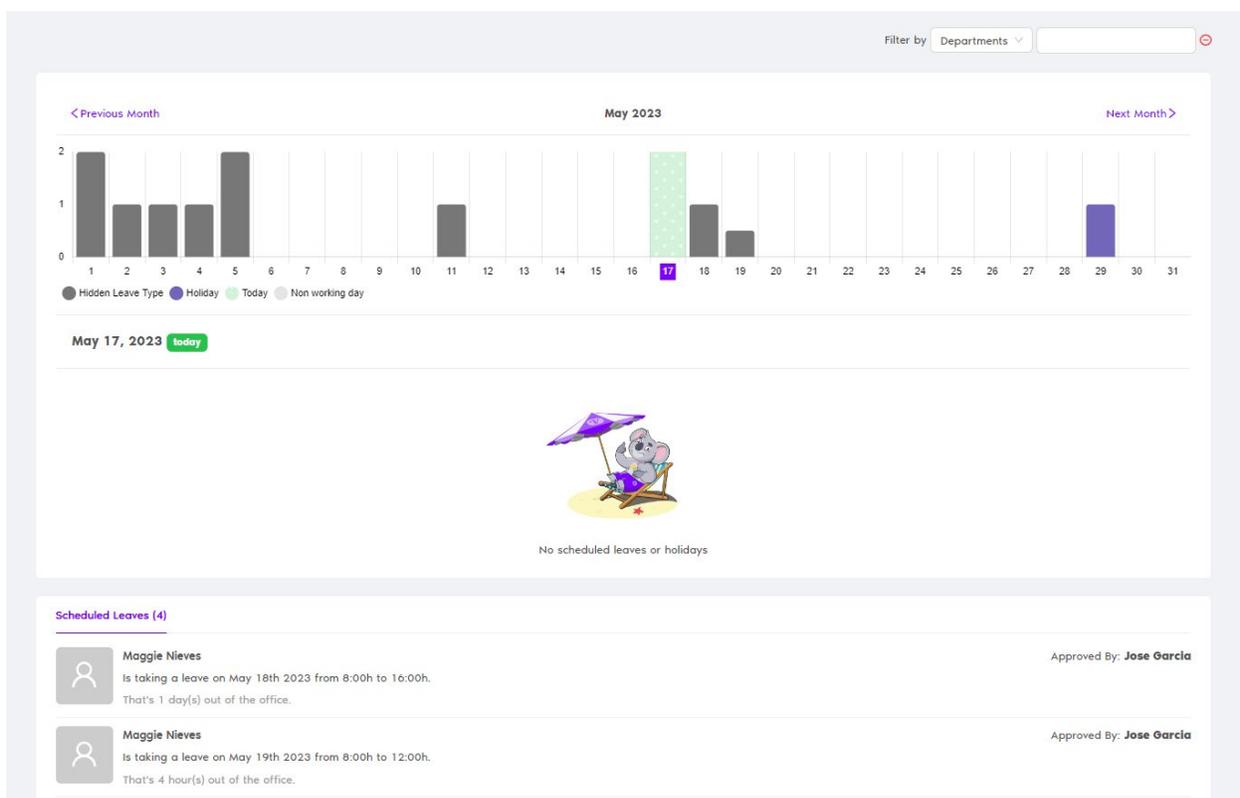




## PTO Dashboard Guide

The Dashboard is designed to give you a quick glimpse of time requested, to help you plan outages based on approved requests.



The **top** section of the dashboard shows you the global view of time off requested for the displayed month.

The **middle** section provides you day-of information. In this case, there are no requests for the scheduled day. Had there been, it would display the individual, their generic leave information, and the approved by information. Similar to a google calendar view.

The **bottom** section shows you upcoming scheduled leaves.

You are able to filter your view to only see limited information as it relates to your division/area:

