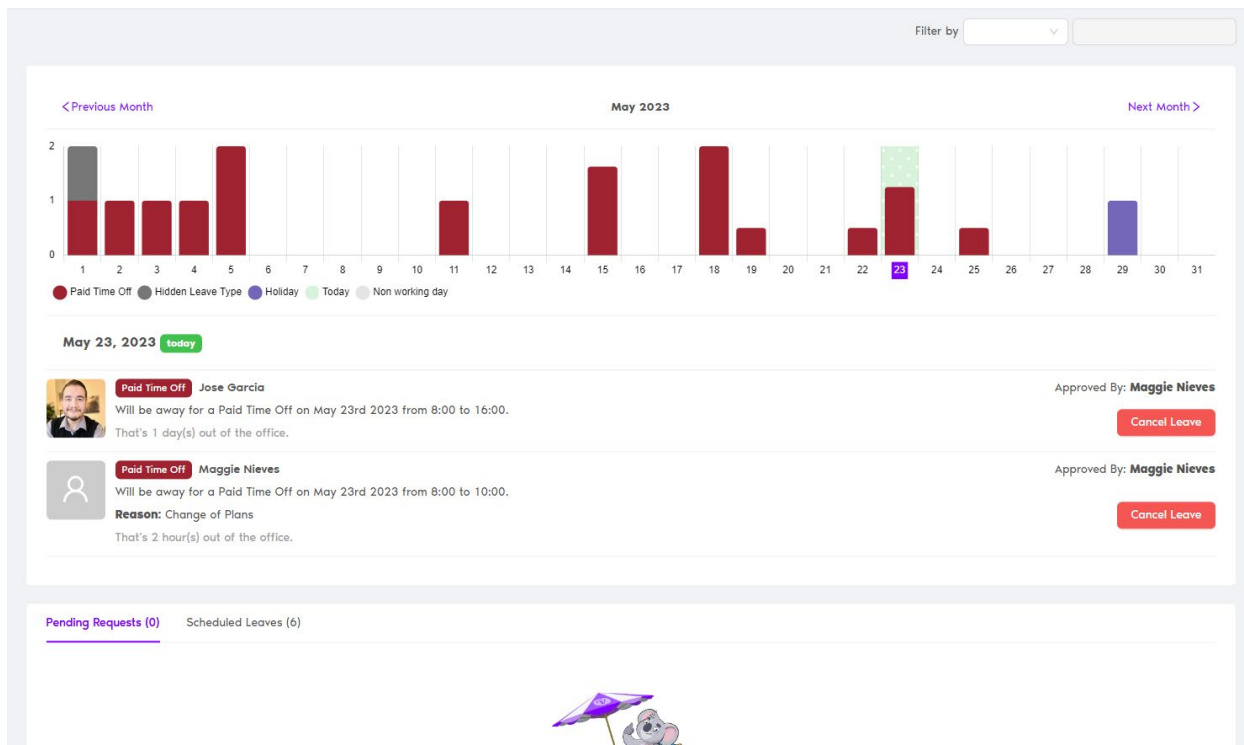# OBERLIN
COLLEGE & CONSERVATORY

Supervisor PTO Dashboard Guide

The Dashboard is designed to give you a quick glimpse of time requested, to help you plan outages, and is a hub for you to manage and track employee requests for PTO.

The **top** section of the dashboard shows you the global view of time off requested for the displayed month. This may be filtered, please see additional instructions below.

The **middle** section provides you day-of information. In this case, there are two requests for the scheduled day. As a supervisor, you have additional access to view notes and cancel a request from this view if necessary.

The **bottom** section shows you upcoming scheduled leaves as well as a pending requests section. This makes it easy for your to determine what requests may still be pending and plan future outages for yourself or your team via the scheduled leaves view.

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