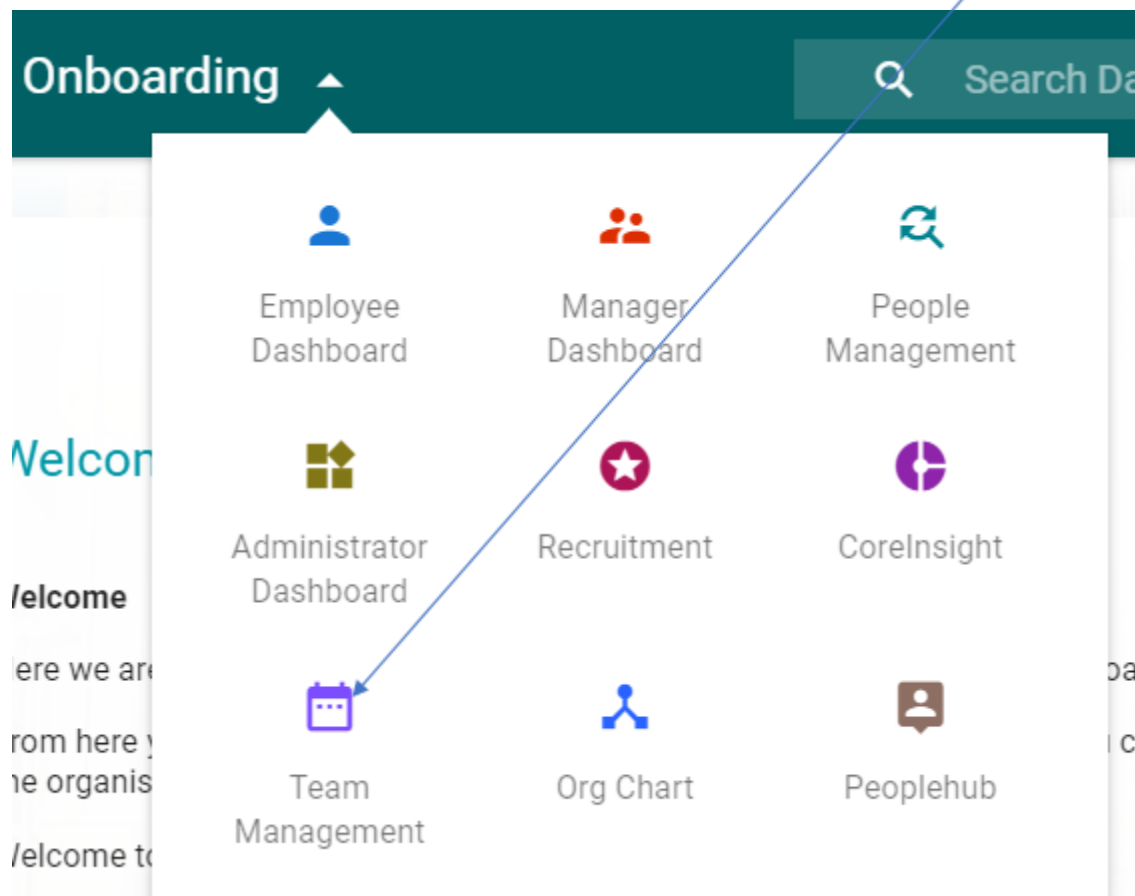



## TEAM MANAGEMENT

This option offers quicker access to the **Team Scheduler** as well as an additional feature which enables you to **View Team Balances** for team members.

It can be seen as an additional option when accessing the dashboards as shown below



 quick access to **Team Scheduler**

 **View Team Balances** – if you click on this option you will see a list of your team members with the remaining leave balances showing – this is the balance with both taken and booked leave deducted. There is only the option to view Annual Leave balances in the meantime.

Annual Lea...	Sick Leave	Flexi	TOIL
13 DA...			
15 DA...			

If you further click on the three dots it will give you the balance information for the individual employees

Balance	Open Period	Type	App...	Stat...	Allo...	Carr...	Taken	Bala...	Boo...	Balance + Booked
Annual Leave Days	01-Jan-2020 to 31-Dec-2020	Days			32.00	0.00	6.00	26.00	13.00	13.00
Annual Leave Days	01-Jan-2020 to 31-Dec-2020	Days			27.00	9.00	4.00	32.00	17.00	15.00