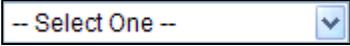
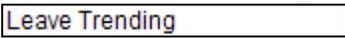
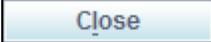


Leave Trending Lesson

Step	Action
1.	Click the Customize Grid list. 
2.	Click the Leave Trending list item. 
3.	Click the double arrow button. 
4.	The best way to search is by entering an employees address book number in the Employee field, and/or by leave type by entering the leave type in the Leave Type field
5.	After entering your search criteria click the Find button. 
6.	Under the Attendance Trend Summary you will be able to see which days the employee takes their leave.
7.	You can use the grid to view additional information for each leave request. Note: The Day Of The Week in the grid will display MONDAY for each request submitted prior to March 23rd, 2010.
8.	When you are finished click the Close button. 
9.	Click the Close button. 
10.	You have successfully completed this lesson. End of Procedure.