

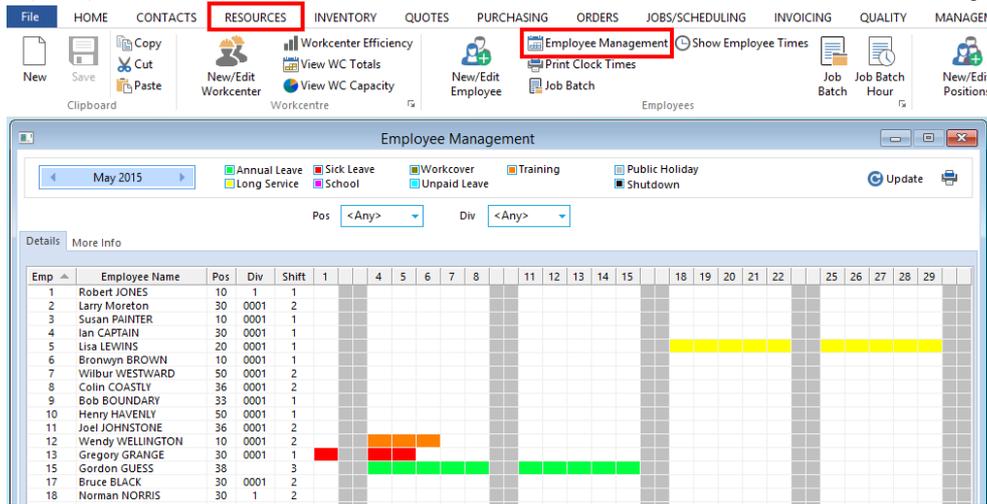
1007-107 – Employee Management

Overview

The 'Employee Management' window enables the user to view leave events for all employees. The event are holidays, long service leave, training days, sick leave, and rostered days off, also public holidays and shutdowns. All the events are colour coded for easy reference.

Open the **Resources** tab in the Opto ribbon, and then **click** on the 'Employee Management' icon to display the window. Select the month and the year from the drop-down menus and **click** on the **Update** button.

The 'Details' tab displays the set activities for all current employees for the selected month and year.



To view or edit an individual employee's work calendar, **double-click** on the employee's name and click on the calendar icon to display their employee calendar (see below).

