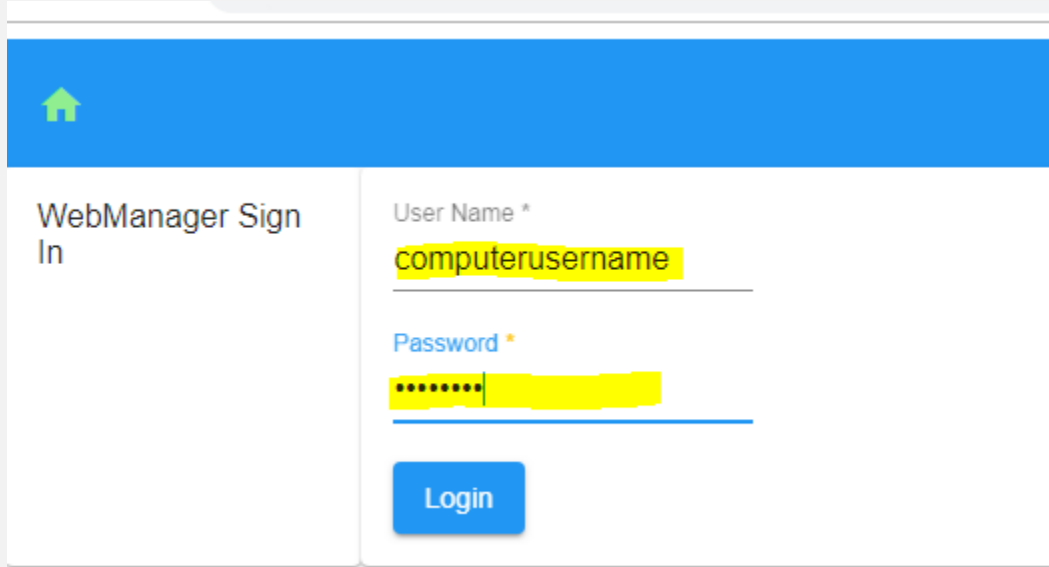


WebManager Approve Leave – Tutorial

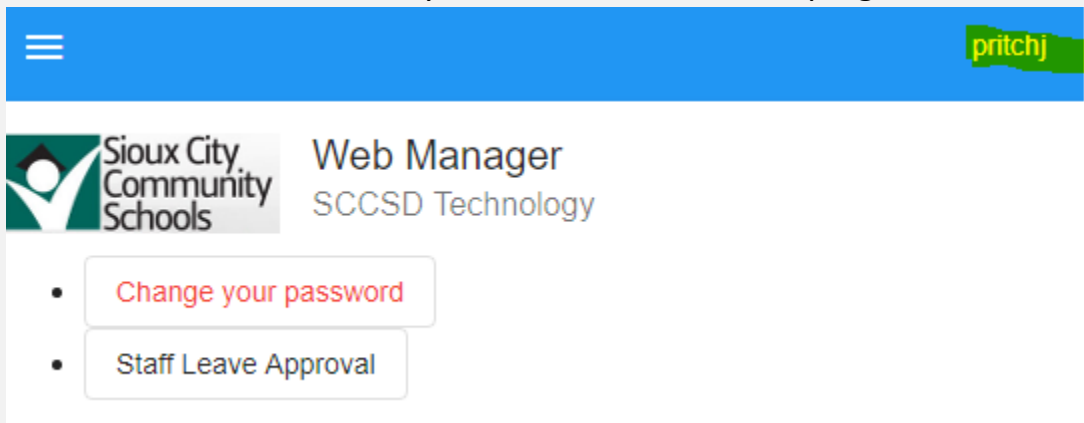
<http://webmanager.scschools.net>

Enter your district assigned computer user name and password.



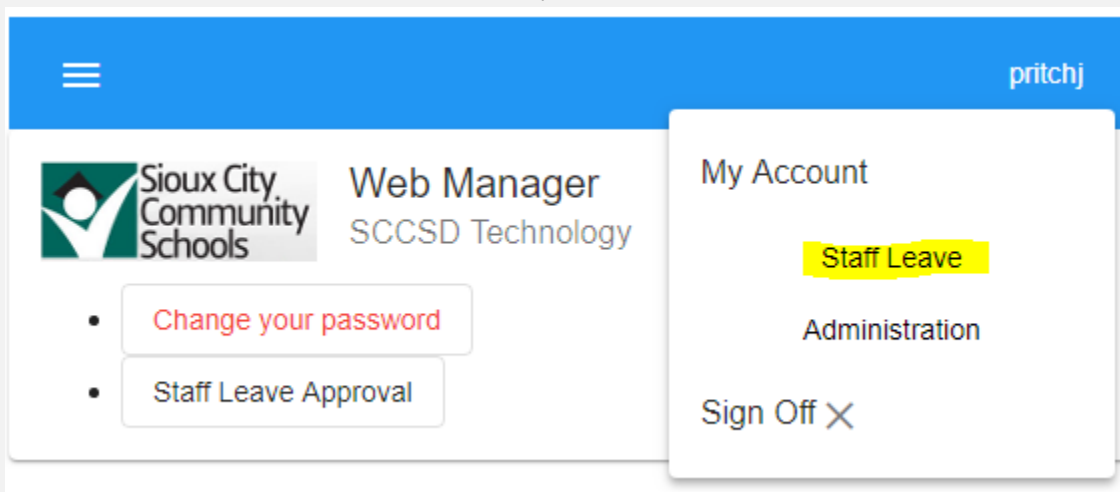
The screenshot shows the WebManager Sign In page. It features a blue header with a home icon. The main content area is white and contains a sign-in form. On the left, it says "WebManager Sign In". On the right, there are two input fields: "User Name *" with the text "computerusername" entered, and "Password *" with a masked password of seven dots. Below the password field is a blue "Login" button.

Once authenticated, Click your user name on the top right of the site.



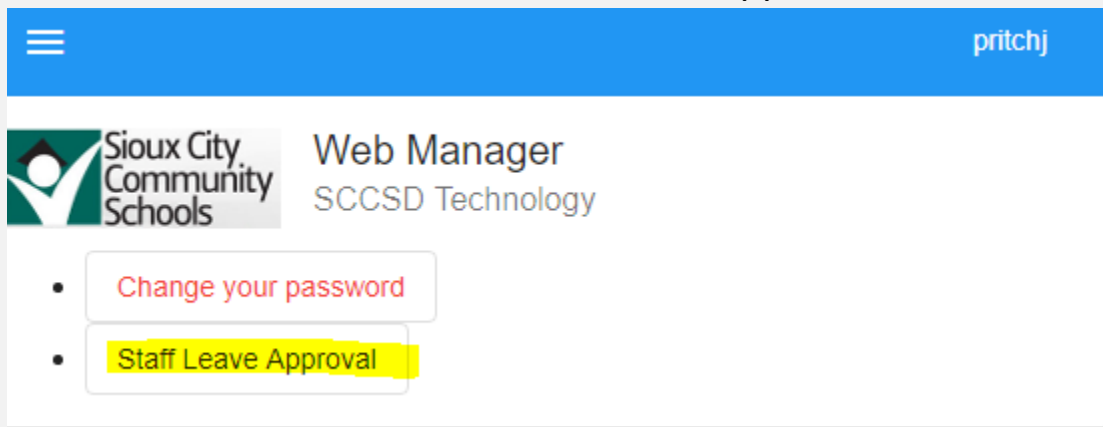
The screenshot shows the WebManager dashboard after login. The top blue header contains a hamburger menu icon on the left and the username "pritchj" on the right. Below the header, the Sioux City Community Schools logo is on the left, and the text "Web Manager SCCSD Technology" is on the right. A list of menu items is displayed: "Change your password" (in red) and "Staff Leave Approval".

From the menu, click "Staff Leave"



The screenshot shows the WebManager dashboard with the user menu open. The top blue header contains the hamburger menu icon on the left and the username "pritchj" on the right. Below the header, the Sioux City Community Schools logo is on the left, and the text "Web Manager SCCSD Technology" is on the right. A list of menu items is displayed: "Change your password" (in red) and "Staff Leave Approval". A dropdown menu is open on the right, showing "My Account", "Staff Leave" (highlighted in yellow), "Administration", and "Sign Off X".

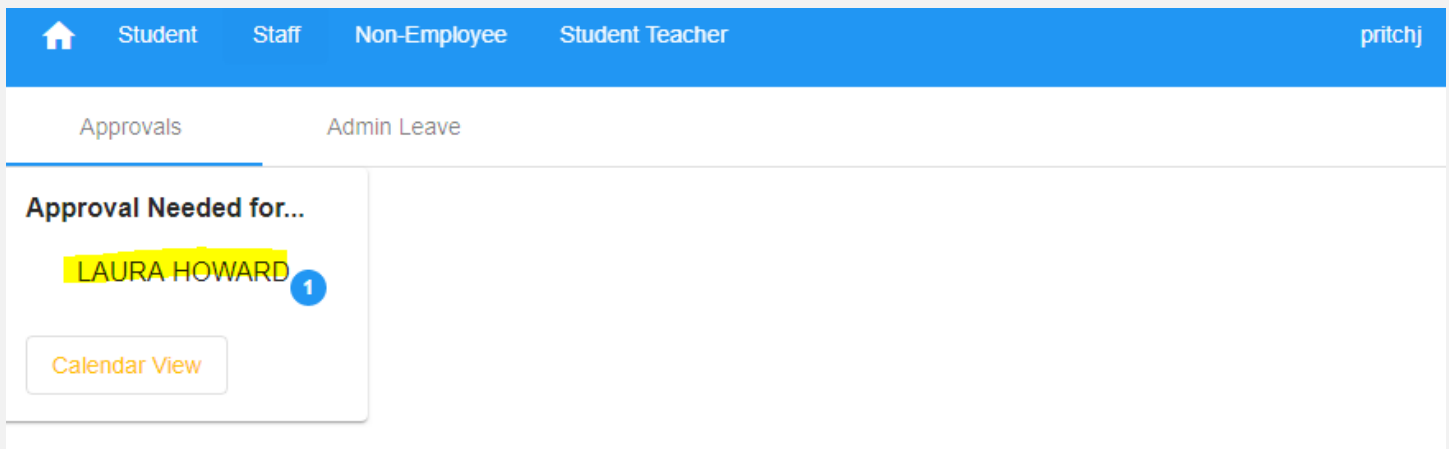
Or click button "Staff Leave Approval"



The screenshot shows the top navigation bar with a blue background and the 'pritchj' logo. Below the navigation bar is the 'Sioux City Community Schools' logo and the text 'Web Manager' and 'SCCSD Technology'. A list of menu items is displayed, with 'Staff Leave Approval' highlighted in yellow.

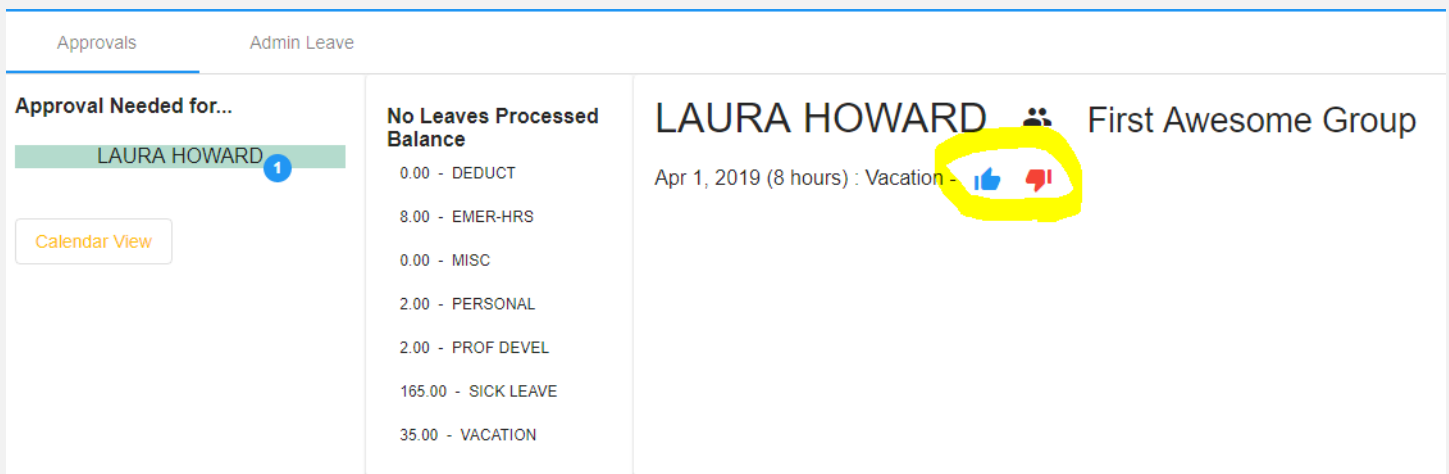
- Change your password
- Staff Leave Approval

If approvals are waiting, staff names along with the number of requests are listed. Click on staff name to show request details.



The screenshot shows the 'Approvals' section of the interface. The top navigation bar includes a home icon and tabs for 'Student', 'Staff', 'Non-Employee', and 'Student Teacher'. The 'pritchj' logo is in the top right. Below the navigation bar, there are tabs for 'Approvals' and 'Admin Leave'. The 'Approvals' tab is active, showing a list of staff names under the heading 'Approval Needed for...'. The name 'LAURA HOWARD' is highlighted in yellow and has a blue circle with the number '1' next to it. Below the list is a 'Calendar View' button.

To approve or deny leave click on the thumbs up or down.



The screenshot shows the details for the approval request for LAURA HOWARD. The top navigation bar is the same as in the previous screenshot. The 'Approvals' tab is active, showing the 'Approval Needed for...' section with 'LAURA HOWARD' highlighted in green and a blue circle with the number '1' next to it. Below this is a 'Calendar View' button. To the right of the name is a table titled 'No Leaves Processed Balance' with the following data:

No Leaves Processed Balance	
0.00	- DEDUCT
8.00	- EMER-HRS
0.00	- MISC
2.00	- PERSONAL
2.00	- PROF DEVEL
165.00	- SICK LEAVE
35.00	- VACATION

Below the table is the name 'LAURA HOWARD' followed by a group icon and the text 'First Awesome Group'. Below this is the text 'Apr 1, 2019 (8 hours) : Vacation' followed by a thumbs up and thumbs down icon, which are highlighted in yellow.

If you deny a request, you are prompted for a reason.

The screenshot shows the 'Admin Leave' section for 'LAURA HOWARD' in the 'First Awesome Group'. A modal dialog titled 'Reason for Denial' is open, with the text 'No vacation for you!' highlighted in yellow. The background interface includes a 'No Leaves Processed Balance' table and a 'Calendar View' button.

No Leaves Processed Balance	
0.00	- DEDUCT
8.00	- EMER-HRS
0.00	- MISC
2.00	- PERSONAL
2.00	- PROF DEVEL
165.00	- SICK LEAVE
35.00	- VACATION

When there are no more leave requests needing action taken then the following will show.

The screenshot shows the 'Admin Leave' section with the message 'No Approvals Needed.' and a 'View Calendar' button.

View Calendar button will allow you to see all submitted staff leave which you approve.

The screenshot shows a calendar for April 2019. A vacation request for Laura Howard is highlighted for Tuesday, April 2nd, for 8 hours. The calendar includes navigation arrows and a legend for the highlighted request.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 ● LAURA HOWARD - Vacation 8 hours	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20