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The screenshot shows the Skyward School District web application interface. At the top, the user is logged in as 'Carroll Allgeierscr'. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', 'FastTrack Screener', 'Work Requests', 'Account Master', 'Purchasing', 'Inventory Requisitions', and 'Expense Reimbursement'. The 'Time Off' menu is expanded, showing 'My Status', 'My Requests', 'My Approvals', and 'My Employees'. A yellow callout box is positioned over the 'My Approvals' link, containing the following text:

My Approvals
Who, What, When, Why?
This option allows supervisors to approve or deny Time Off Requests submitted by their employees, as defined by the Organization Chart configured for Time Off Requests.

The main content area is currently empty. On the right side, there is a 'Recent Programs' sidebar with the following links: 'Employee Access Home', 'My Approvals', 'My Employees', 'Unsubmitted', 'Unapproved', 'Personal Information', 'Check History', and 'My Requests'. At the bottom of the page, there is a footer with the copyright notice '© 2012 Skyward, Inc. All rights reserved.', the text 'TX Scrambled Database', and view options for 'Desktop View' (selected) and 'Button Rows', along with the browser information 'Windows 7 / Internet Explorer 9'.

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Skyward School District Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals ☆ (275) ! [Icons] Favorites New Window My Print Queue

Number of Time Off Requests set to Approve:
Number of Time Off Requests set to Deny: Submit Approvals and Denials

Views:
Filters: Attach

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
▶ 08/22/2012 Wed	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
▶ 08/23/2012 Thu	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

All requests waiting for action by the supervisor display.
The supervisor must select either **Approve** or **Deny** for each transaction.

Select All -All Emps-
Select All -One Emp-
Quick Select
Unselect All
Requests Awaiting Lower Level Approval
Calendar

20 2 records displayed Date:

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Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals (275)

Number of Time Off Requests set to Approve:
 Number of Time Off Requests set to Deny:

Submit Approvals and Denials

Views: Waiting for Approval (sorted by date)
 Filter: *Requests Waiting for Approval (sorted by date)

The supervisor can **expand a request** to review **detailed information** regarding the request.

Type	Fut	Before Approved	After Approved	Time Off Code	Reason
Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

- Time Off Status
- Request Details
- Request Approval History
- Remaining Time Off
- Other Employees with Time Off on this day**

The **Other Employees with Time Off on this Day** node allows the supervisor to review if there are other requests for the same day.

Name	Days/Hours	Group	Time Off Code	Date Entered
Kenyatta W Lesesnesr	8h 00m	State leave	ST PERSONAL	08/20/2012

20 2 records displayed Date:

Slide 4 - Slide 4

Number of Time Off Requests set to Approve:

Number of Time Off Requests set to Deny:

Submit Approvals and Denials

Views:

Filters:

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Click the **Calendar** button.

20 2 records displayed Date:

Slide 5 - Slide 5

Calendar (2777) Back

Calendar Information Currently Being Displayed [Calendar Options](#) [Print Calendar](#)

Calendar Events
Time Off Requests

<<< >>>

Set Calendar Display Options - 05.12.06.00.12 - Windows

Set Calendar Display Options (32) Save Back

Calendar Display Options

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
 - Only Employees That Report Directly to Me
 - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Selected Employee Management Calendar
 - Display Employee Management Calendar Details Below Calendar
 - Select an Employee Management Plan
 - Calendar Description (Position / Assignment / Building)

5
12
19
26




100%

Calendar Events

Date	Type	Description
------	------	-------------

The supervisor can click on the **Calendar Options** to configure their calendar to display **My Employees Time Off**.

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Calendar (2777)   

Calendar Information Currently Being Displayed [Calendar Options](#) [Print Calendar](#)

Calendar Events
Time Off Requests

<<< **August 2012** >>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 IssacJ(4h 00m)*	23 IssacJ(4h 00m)* KenyattaL(8h 00m)	24	25
26	27	28	29	30	31	

This will assist the supervisor with determining if there are **multiple requests** for the **same day**.

Calendar Events

Date	Type	Description
------	------	-------------

Slide 7 - Slide 7

Skyward School District Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals ☆ (275) ! [Icons] Favorites New Window My Print Queue

Number of Time Off Requests set to Approve:
Number of Time Off Requests set to Deny: Submit Approvals and Denials

Views:
Filters: Attach

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used					

Click **Select All - All Employees to mass approve all requests, including those not currently listed in the browse.**

Click **Select All - One Employee to mass approve all requests for the highlighted employee.**

Click **Unselect All to remove approval from all requests.**

Select All - All Emps-
Select All - One Emp-
Quick Select
Unselect All
Requests Awaiting Lower Level Approval
Calendar

20 2 records displayed Date:

Slide 8 - Slide 8

Number of Time Off Requests set to Approve:

Number of Time Off Requests set to Deny:

Views:

Filters:

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
▶ 08/22/2012 Wed	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
▶ 08/23/2012 Thu	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

20 2 records displayed Date:

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Skyward School District Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals ☆ (275) ! 📄 📷 ☆ Favorites 📄 New Window 🖨 My Print Queue

Number of Time Off Requests set to Approve:
Number of Time Off Requests set to Deny: Submit Approvals and Denials

Views:
Filters: Attach

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
▶ 08/22/2012 Wed	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
▶ 08/23/2012 Thu	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Message from webpage [X]

Are you sure you want to approve/deny the selected Time Off Requests?

Click **OK** to confirm the submission.

20 2 records displayed Date:

Select All -All Emps-

Select All -One Emp-

Quick Select

Unselect All

Requests Awaiting Lower Level Approval

Calendar

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Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Approvals ☆ (1020) Favorites New Window My Print Queue

Number of Time Off Requests set to Approve:
Number of Time Off Requests set to Deny: [Submit Approvals and Denials](#)

Views:
Filters: [Attach](#)

Date ▲	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
<i>There are no records to display; check your filter settings.</i>											

All approved/denied requests have been moved to the next level, and are removed from this browse.

[Select All -All Emps-](#)
[Select All -One Emp-](#)
[Quick Select](#)
[Unselect All](#)
[Requests Awaiting Lower Level Approval](#)
[Calendar](#)

20 0 records displayed Date:

Slide 11 - Slide 11

The screenshot shows the Skyward School District web application interface. At the top, the user is logged in as 'Carroll Allgeierscr'. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', 'FastTrack Screener', 'Work Requests', 'Account Master', 'Purchasing', 'Inventory Requisitions', and 'Expense Reimbursement'. The 'Time Off' menu is currently selected. A yellow callout box with a speech bubble contains the text: 'Use the Filter Options to change the Time Off Requests that display. This concludes the tutorial.' Below the callout, the 'Views' dropdown menu is open, showing options such as 'Waiting for Approval (sorted by date)', 'Waiting for Approval (sorted by name)', 'Approved Requests after Today (sorted by date)', 'Denied Requests after Today (sorted by date)', 'All Waiting plus Approved and Denied after Today (sorted by date)', 'All Waiting plus Approved and Denied after Today (sorted by name)', 'All Requests (sorted by date)', and 'All Requests (sorted by name)'. The main content area shows a table with columns for 'Before Approved', 'After Approved', 'Time Off Code', and 'Reason'. On the right side, there are several action buttons: 'Submit Approvals and Denials', 'Attach', 'Select All -All Emps-', 'Select All -One Emp-', 'Quick Select', 'Unselect All', 'Requests Awaiting Lower Level Approval', and 'Calendar'. At the bottom left, a dropdown menu shows '20' and the text '0 records displayed'. At the bottom right, there is a 'Date:' field.