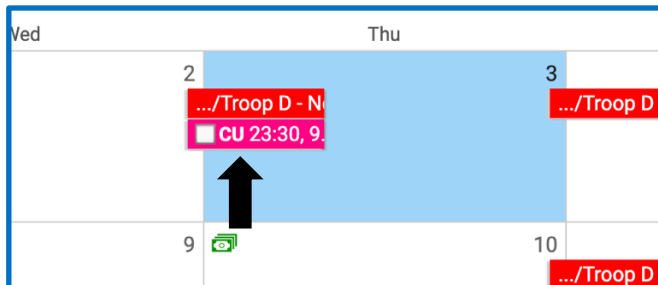
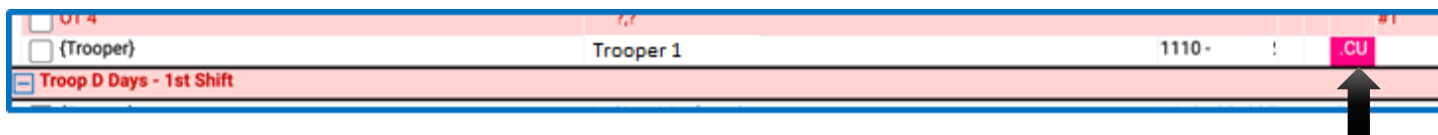


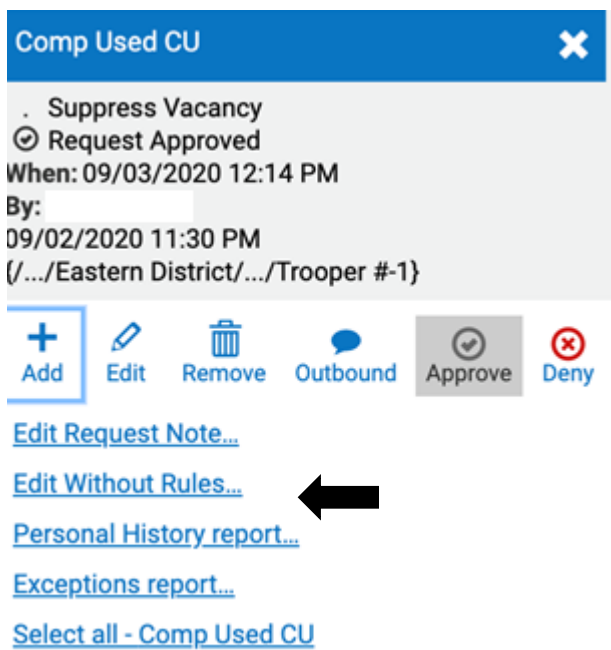


This job aid will explain how to change an approved work code back to a request pending status.

1. Locate the approved work code on either the calendar or roster.



2. Click on the work code and when the box appears select “edit without rules”



3. Click on the “advance” tab.



4. Locate the “work code status” section on the left side.

5. Select the drop down menu and then find the option “request pending” and select it. Then hit save in the top right corner.



Default Options Mode

Non-Request
Request Approved
Request Denied
✓ Request Pending

Vacant
Non

Request Note

6. Now you can confirm on the calendar or roster that the code has been changed by the "*" located next to it or clicking on the code and seeing request pending.

??			#1
Trooper 1	1110 -	*.CU	
SGT 1		R	

Thu

2 3

.../Troop D - N .../Troop D - N

* CU 23:30

Comp Used

09/02/2020 23:30:00
9.25h
{/ /Eastern District/ /Trooper #-1}

* Request Pending

Created: 09/03/2020 12:28:56

Request Note

Search for an item

+ Add Edit Remove Approve Deny
Ctrl+A Ctrl+E Delete Ctrl+Shift+V Ctrl+Q

23 Edit Request Note
Edit Without Rules... Ctrl+U