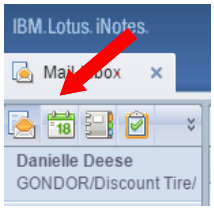
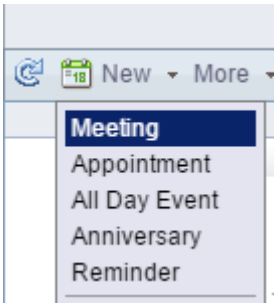
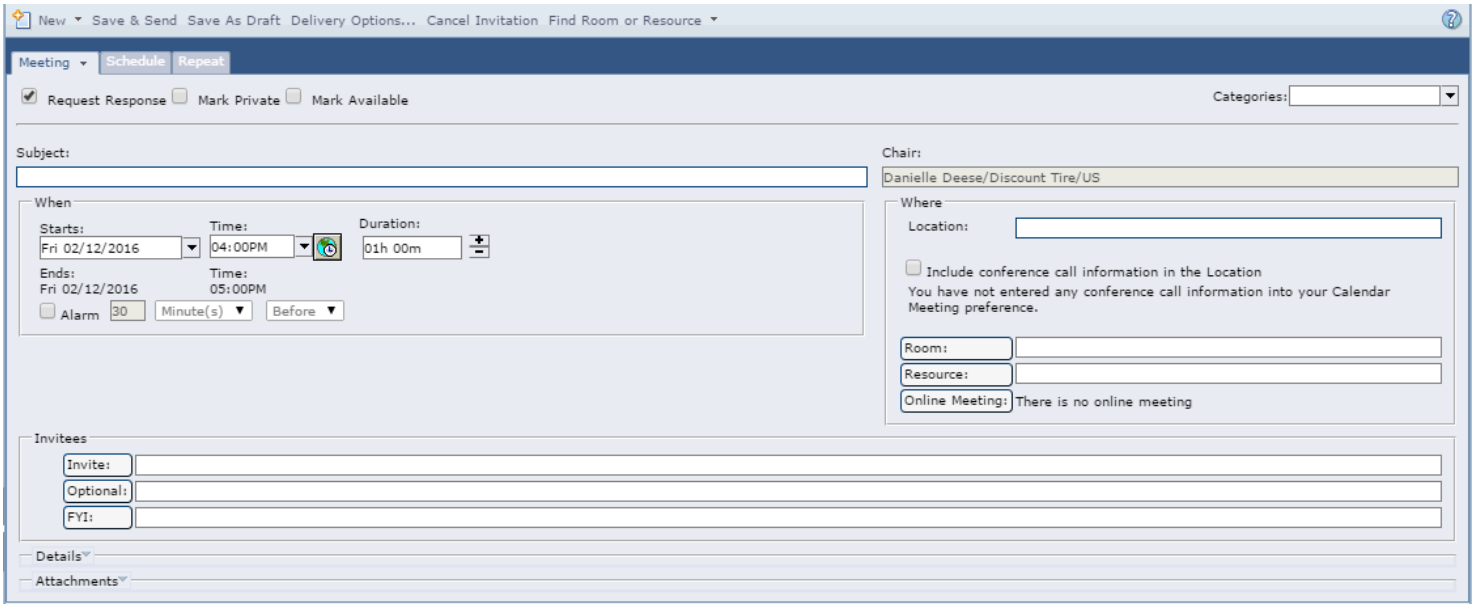
Store manager submitting vaction days to AVP's

In your Lotus notes you will open the calendar function.





In top left corner of your calendar select the drop down for **New** & then from that list select **Meeting**. A new tab will open like the one shown below.



Subject line: put VAC - your name (first & last) & the dates you are requesting off.

When: Select the date your vacation begins & the time can be 8 am.

Invite: Enter your AVP's email address (you can click on the invite button to pull up the address book)

Optional: Leave blank

FYI: Enter dtr_oko_admins@discounttire.com & your store email (so your vacation shows on the store's lotus notes calendar).

Details: If you want to provide more details you add them here. Click on details to open a box for text.

Categories: Select Vacation from the drop down

Location: Your store code (OKO00)

Please see my completed example below.

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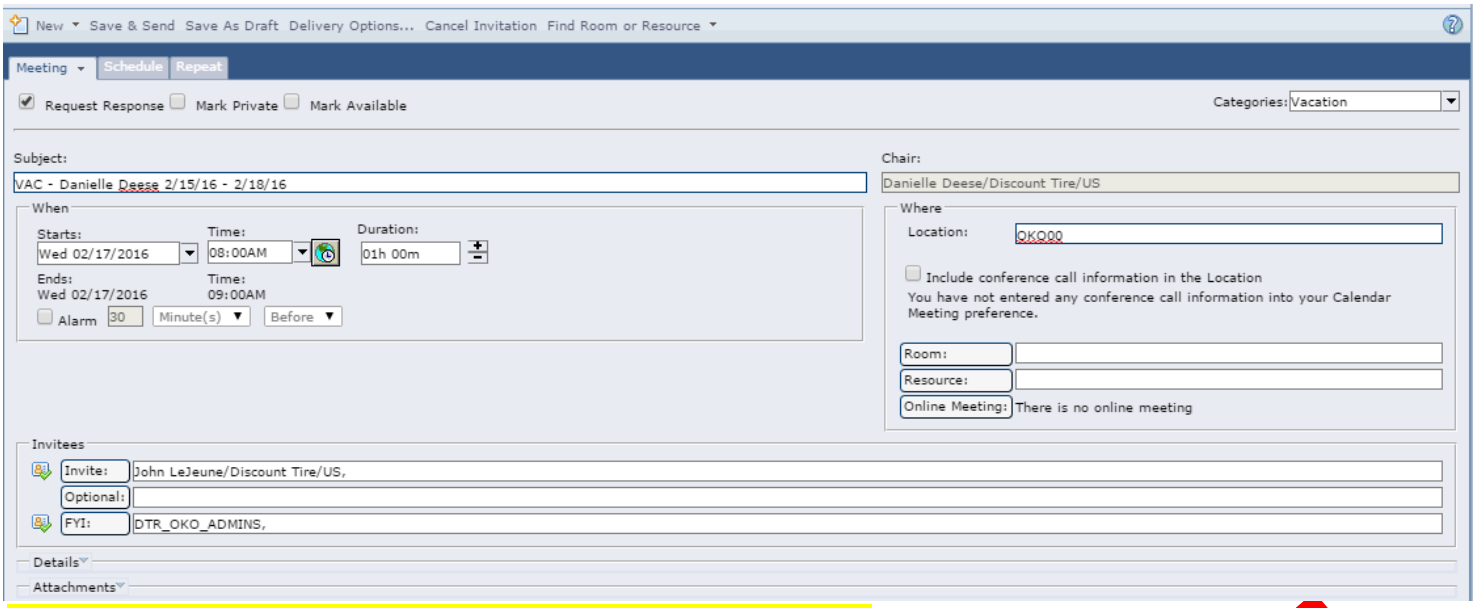
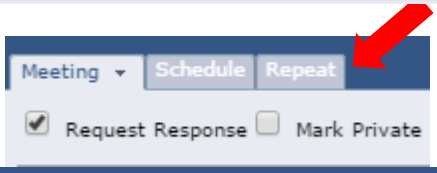
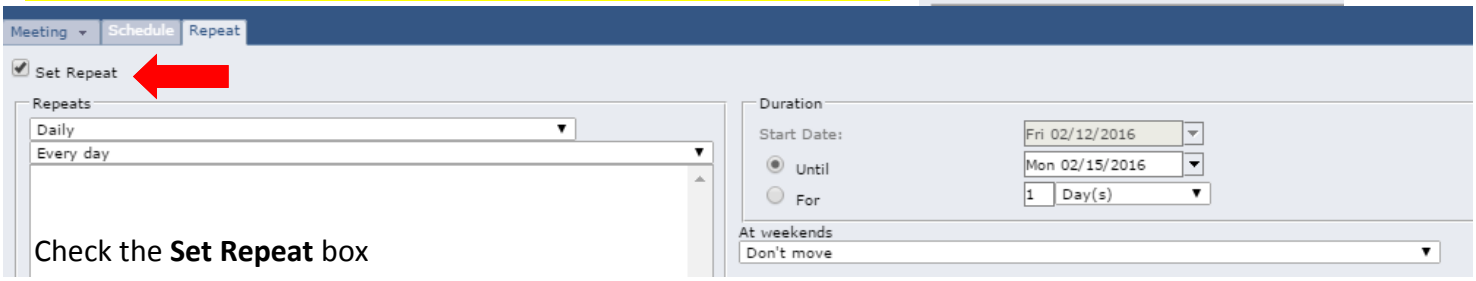


IMPORTANT! Since your Vacation will be more than one day you will need to repeat the invite by selecting the repeat tab at the top.



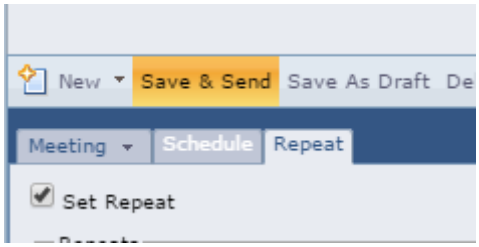


Check the **Set Repeat** box

Repeats: Select **Daily** from the first drop down & **Every Day** from the second drop down

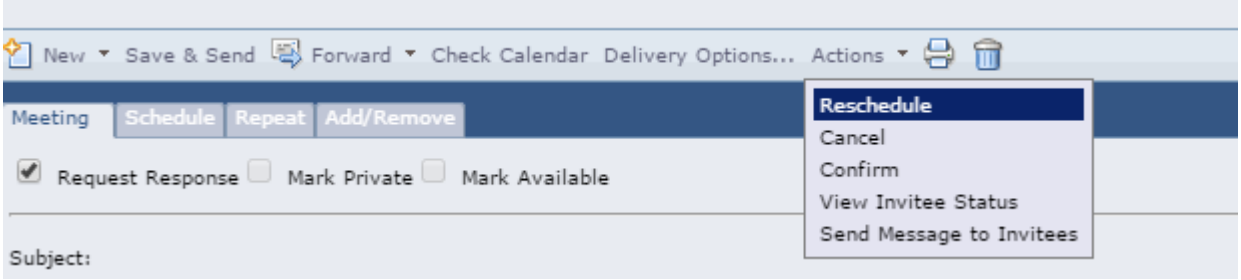
Duration: Make sure the **Until** is selected then select the date your vacation will end

At Weekends: Leave it on **Don't move**



After you have entered all of the information above select the **Save & Send** tab. This will send the invite to your AVP. If your vacation is approved they will accept the invite if it is not they will decline.

After your vacation has been scheduled if you need to make changes or cancel you would go to your calendar & click on the event. When the event opens you would select **Actions** then select **Reschedule** or **Cancel** to make the necessary changes.



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