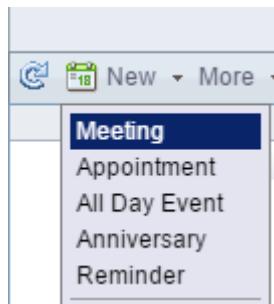
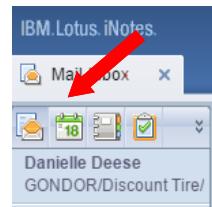
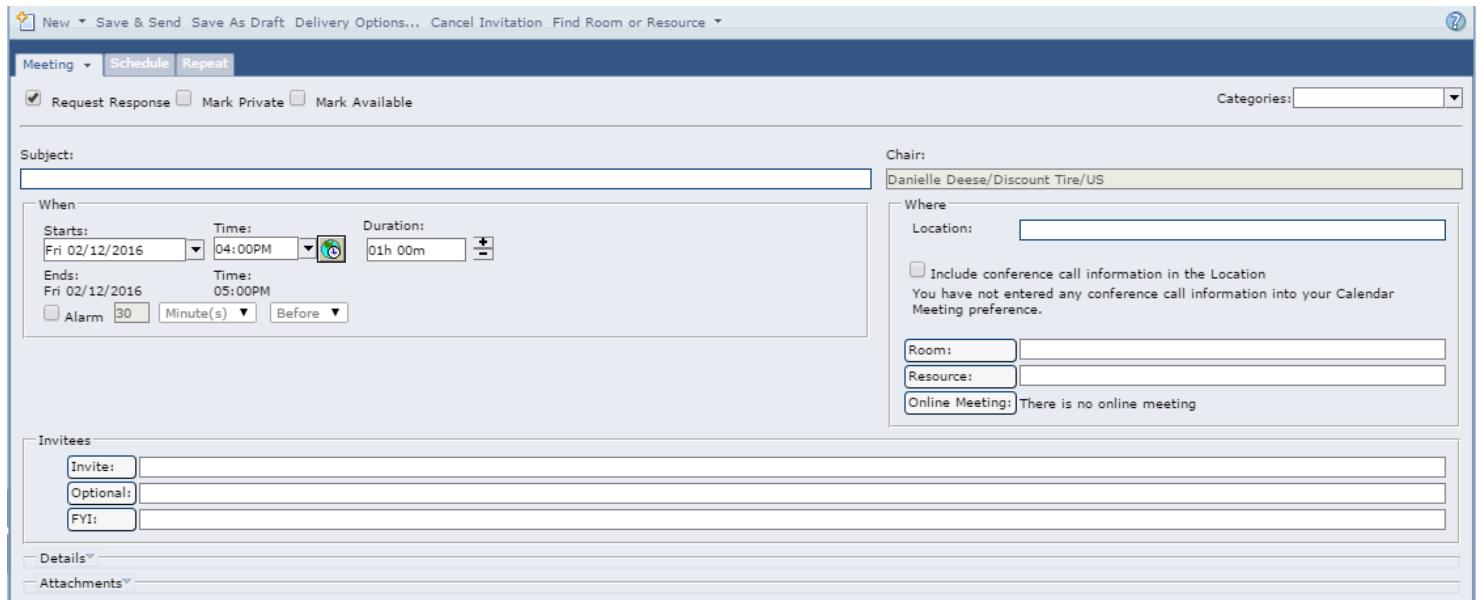


Store manager submitting vacation days to AVP's

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.

A screenshot of the Lotus Notes Meeting invitation form. The 'Meeting' tab is selected. The 'Subject' field is empty. The 'When' section shows a start date of 'Fri 02/12/2016' at '04:00PM' and a duration of '01h 00m'. The 'Where' section shows a 'Chair' of 'Danielle Deese/Discount Tire/US'. The 'Where' section also includes a checkbox for 'Include conference call information in the Location' which is unchecked. The 'Where' section also includes a 'Location' field which is empty. The 'Where' section also includes a 'Room' field which is empty. The 'Where' section also includes a 'Resource' field which is empty. The 'Where' section also includes an 'Online Meeting' field which says 'There is no online meeting'. The 'Invitees' section has three buttons: 'Invite', 'Optional', and 'FYI'. The 'Details' and 'Attachments' sections are collapsed.

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.

New Save & Send Save As Draft Delivery Options... Cancel Invitation Find Room or Resource 

Meeting **Schedule** Repeat

Request Response Mark Private Mark Available Categories: Vacation

Subject: VAC - Danielle Deese 2/15/16 - 2/18/16

When

Starts: Wed 02/17/2016 Time: 08:00AM Duration: 01h 00m 

Ends: Wed 02/17/2016 Time: 09:00AM

Alarm 30 Minute(s)  Before 

Chair: Danielle Deese/Discount Tire/US

Where

Location: OK000 Include conference call information in the Location
You have not entered any conference call information into your Calendar Meeting preference.

Room: Resource: Online Meeting: There is no online meeting

Invitees

Invite: John LeJeune/Discount Tire/US, Optional: FYI: DTR.OKO.ADMIN

Details  Attachments 

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.

Meeting **Schedule** Repeat

Set Repeat 

Repeats

Daily  Every day 

Duration

Start Date: Fri 02/12/2016  Mon 02/15/2016  1 Day(s) 

At weekends: Don't move 

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.

New Save & Send Save As Draft 

Meeting **Schedule** Repeat

Set Repeat

New Save & Send Forward Check Calendar Delivery Options... Actions  

Meeting **Schedule** Repeat Add/Remove

Request Response Mark Private Mark Available

Subject:

Reschedule

Cancel
Confirm
View Invitee Status
Send Message to Invitees