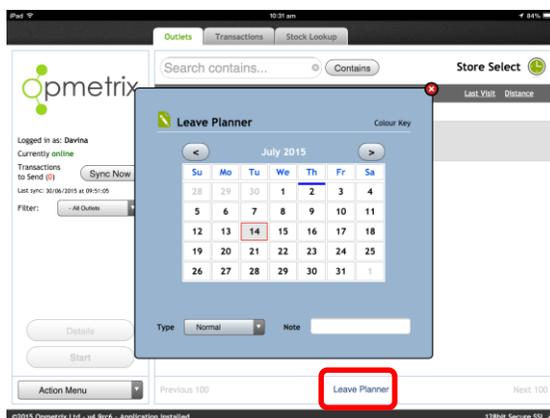


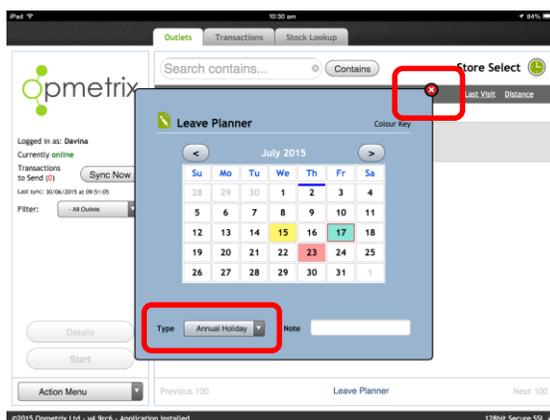
## Leave guide for field teams

### How to record sick leave and annual holidays

Recording leave directly on the Opmetrix app has never been easier. Simply select the Leave Planner button at the bottom centre of the display screen.



Select the date you want to add leave (the selected day will appear with a red outline). Tap on the 'Type' button located at the bottom left hand side and choose the leave type you want to add. Include a note in the 'Note' bar if you wish.



#### Notes:

- You can edit or update leave any time by returning to the leave calendar and selecting the date you wish to change
- Any changes you make to leave are automatically updated when you next synchronise your Opmetrix app
- If you change leave to a sick day but you still carried out some work on that day, the store calls you completed will show as active. Therefore we recommend you don't change a sick day back to a normal day once it has been set
- If at any point you want to return to the Opmetrix main screen, just tap the X button in the top right hand corner of the Leave Planner screen.