Leave With Permission Screen

Home > Client Management (Search Client) > Leave With Permission List

Business Purpose:

The **Client Management – Leave With Permission List** page displays a tabular listing of the client's current and/or history of Leave With Permissions (LWP).
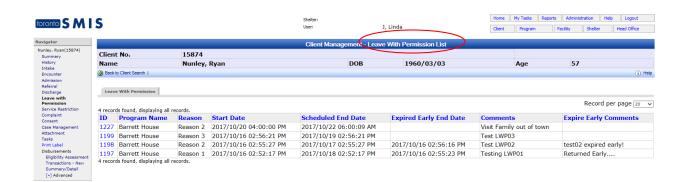
How to:

1. A new option named "Leave with Permission" has been added to the Client **Navigator**:

2. For each client's LWP record, the LWP **ID**, **Program Name**, **Reason**, **Start date**, **End date**, **Expired Early Date, Comments and Expire Early Comments** are displayed.

3. Each of the column headings can be clicked to sort the records (For example, when you click on the **Start date**, the LWP records will be sorted in either ascending or descending order)

4. Clicking on the LWP **ID** will drill down into that individual LWP's detail screen.

5. A new Leave With Permission can also be started by clicking on the
   New Leave With Permission action button.

Important Notes:

1. At any time, there can only be ONE active LWP record per client member.

2. The total number of records is shown at the top and bottom of every page.