

## Holiday reports

Holiday reports gives you an insight into the number of authorised and remaining holidays for the current and next year for each individual. You can also generate a report of any booked holidays into the future so that allocation of agents can be optimised.

The two reports available are:

- Holiday Allocation Report

Holiday Allocation Report								
Report Options								
Forename	Surname	Team Name	Holiday Allocation	Holiday Allocation Rollover Date	Used Holiday	Next Year Used Holiday	Remaining Holiday	Next Year Remaining Holiday
Aleksandar	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Henrik	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Daniela	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Simon	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Jorn	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Willy	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Steffen	Universal	Universal	160	Jan 1, 2022	0	0	160	160
Kim	Universal	Universal	160	Jan 1, 2022	0	0	160	160

- Booked Vacation Report