
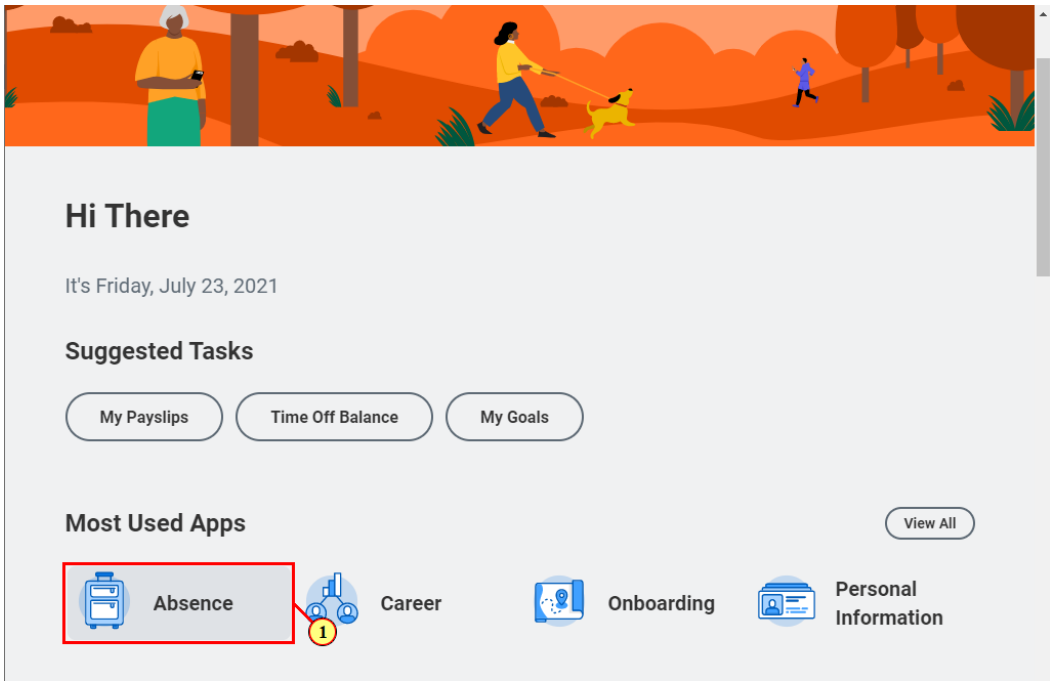
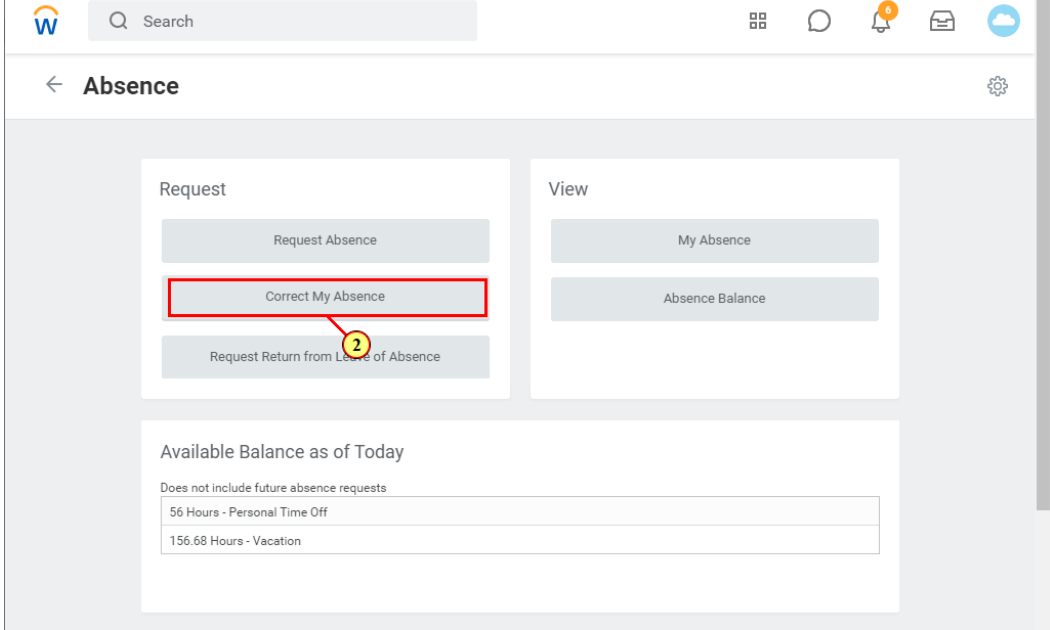

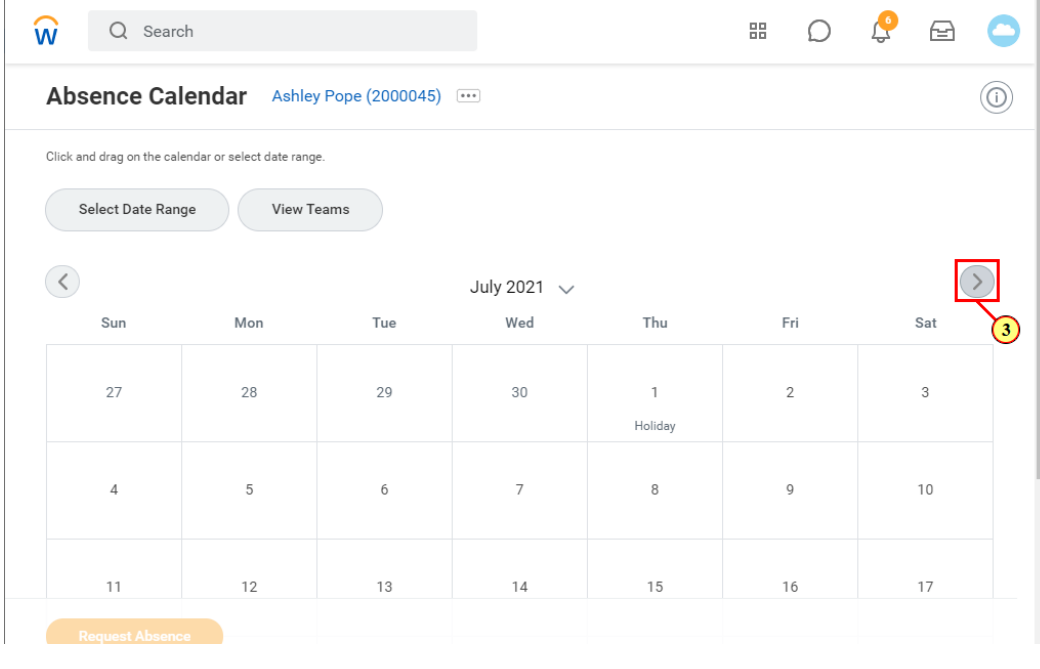
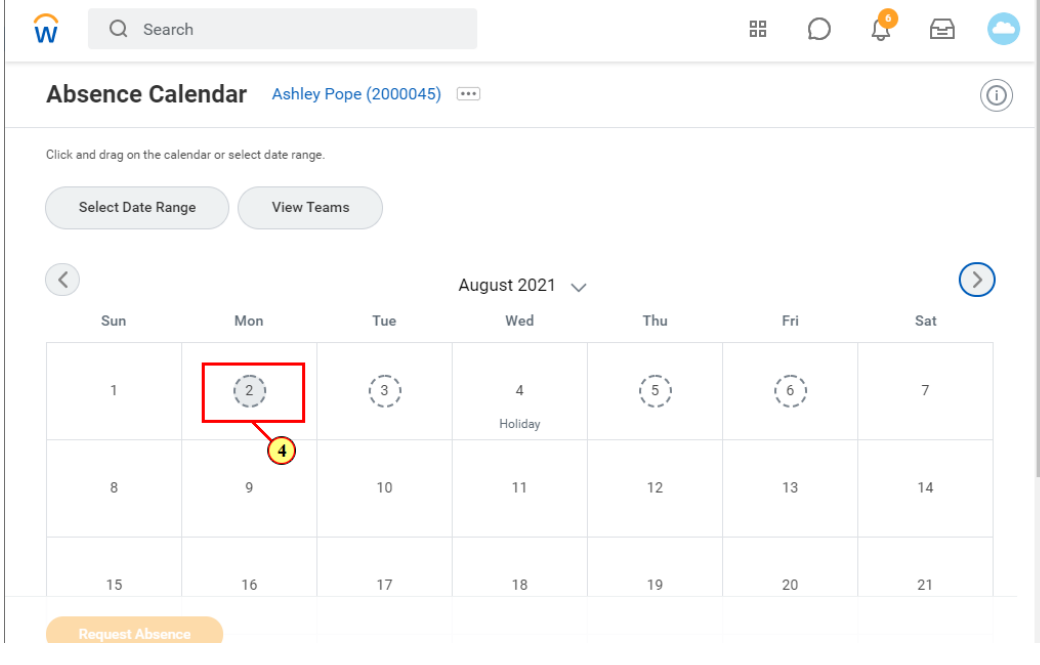
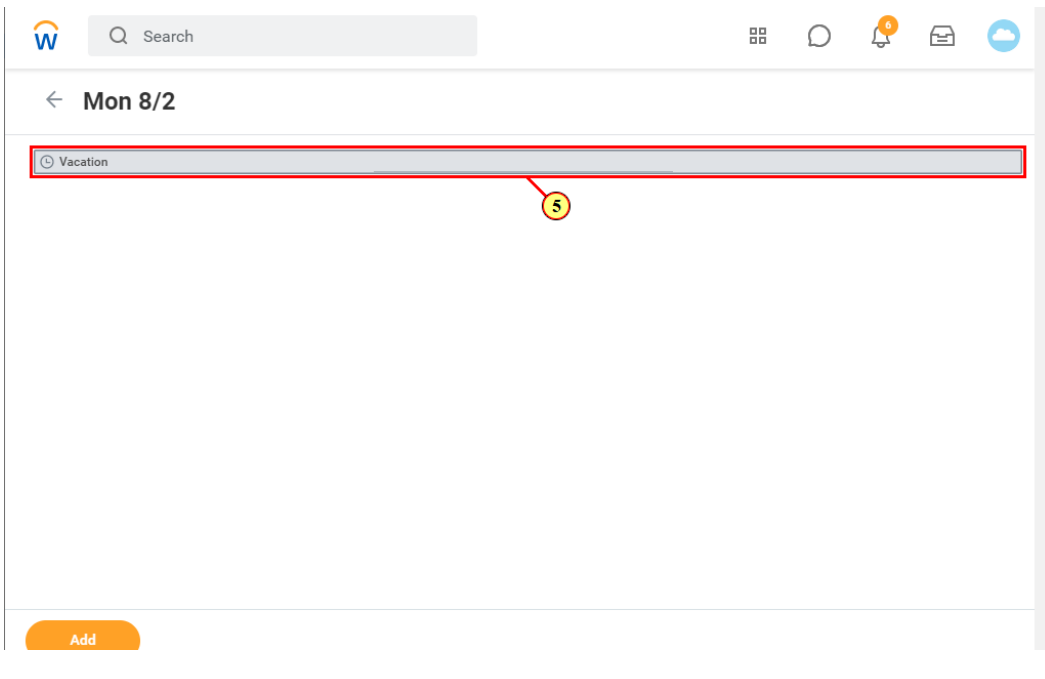
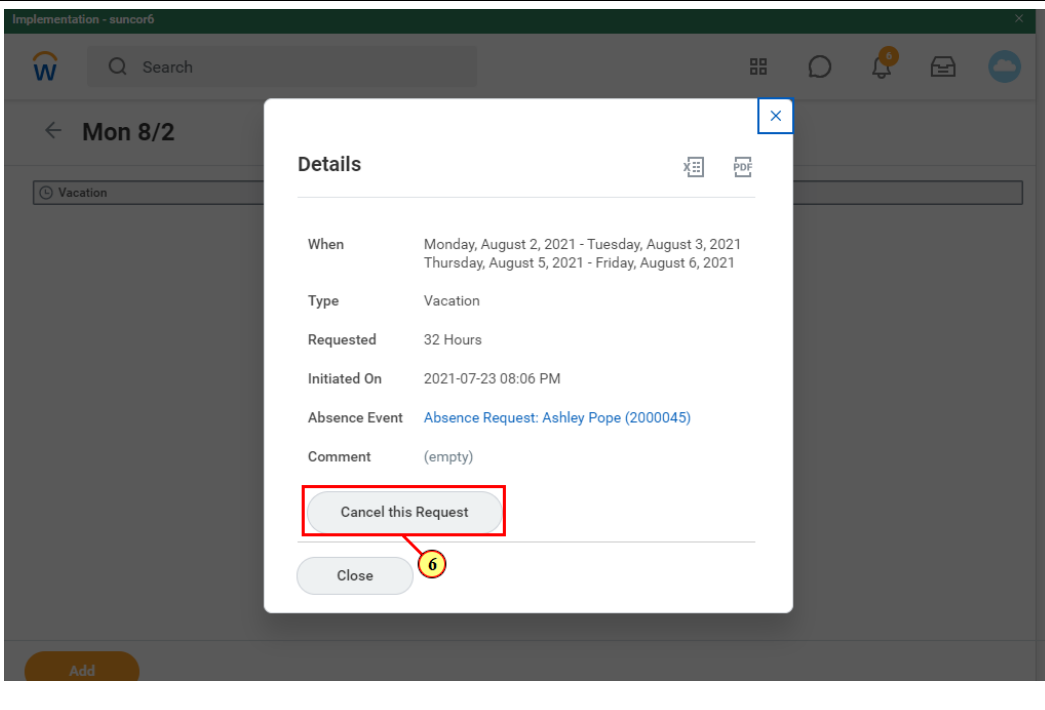
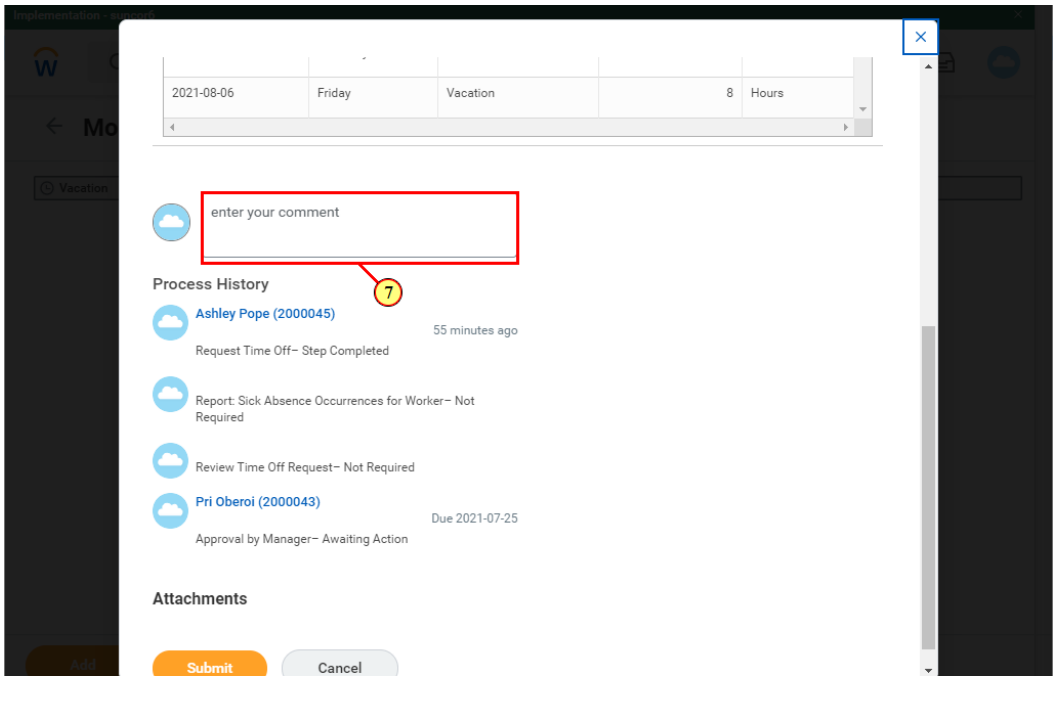
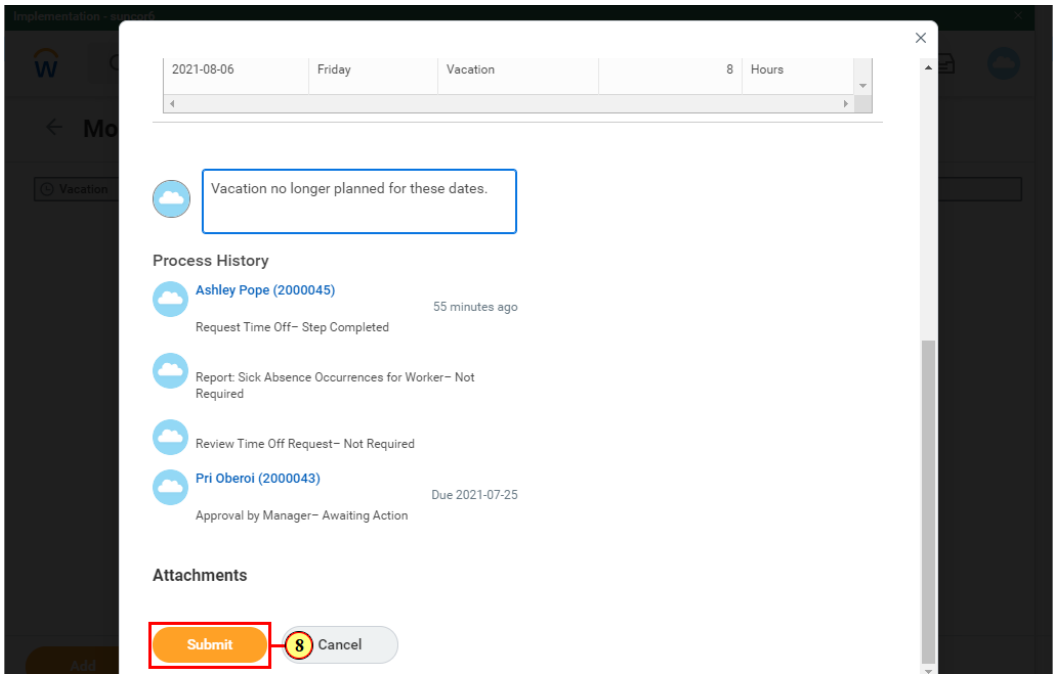



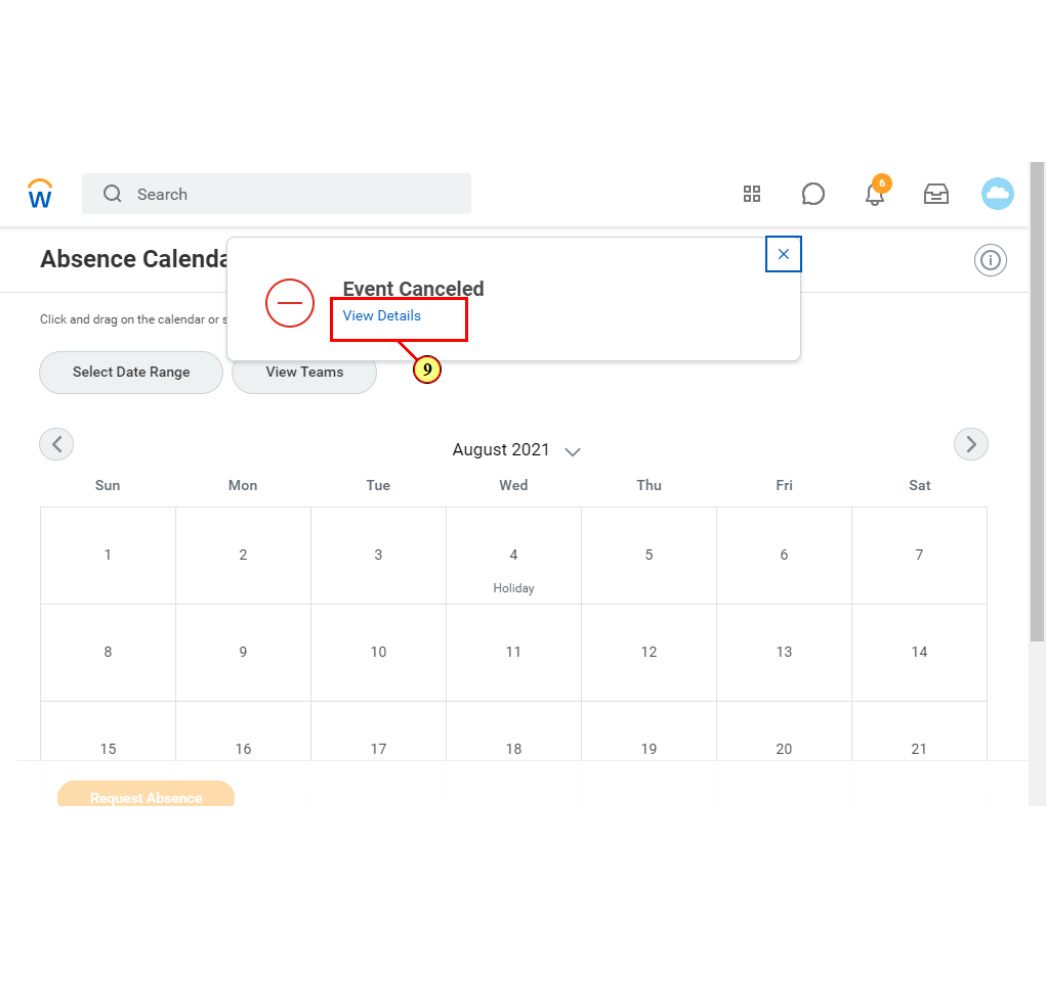
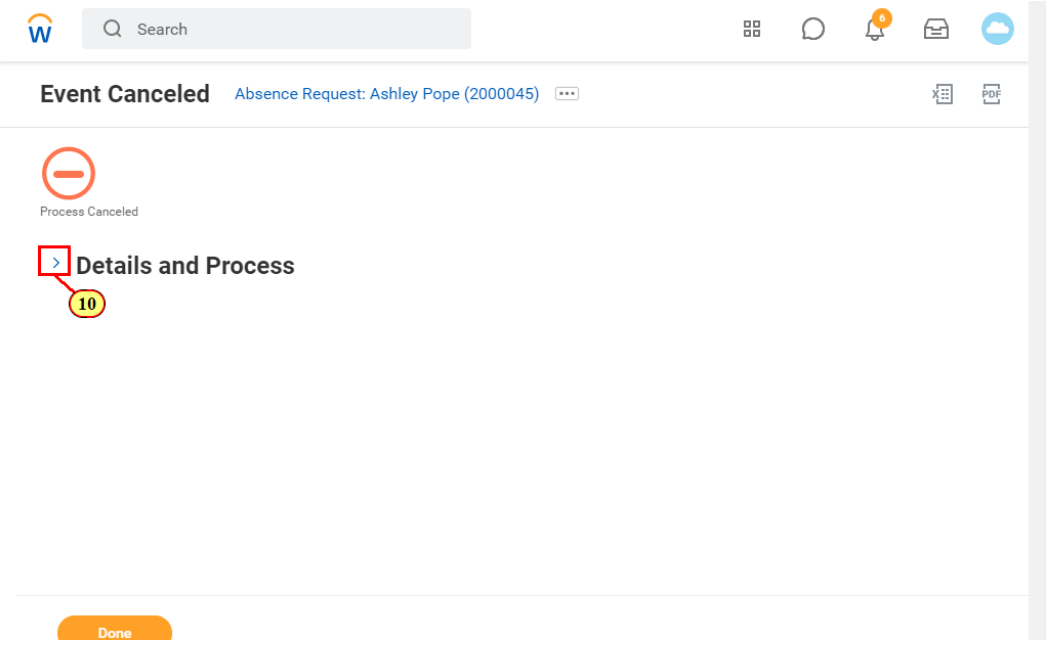
Procédure étape par étape

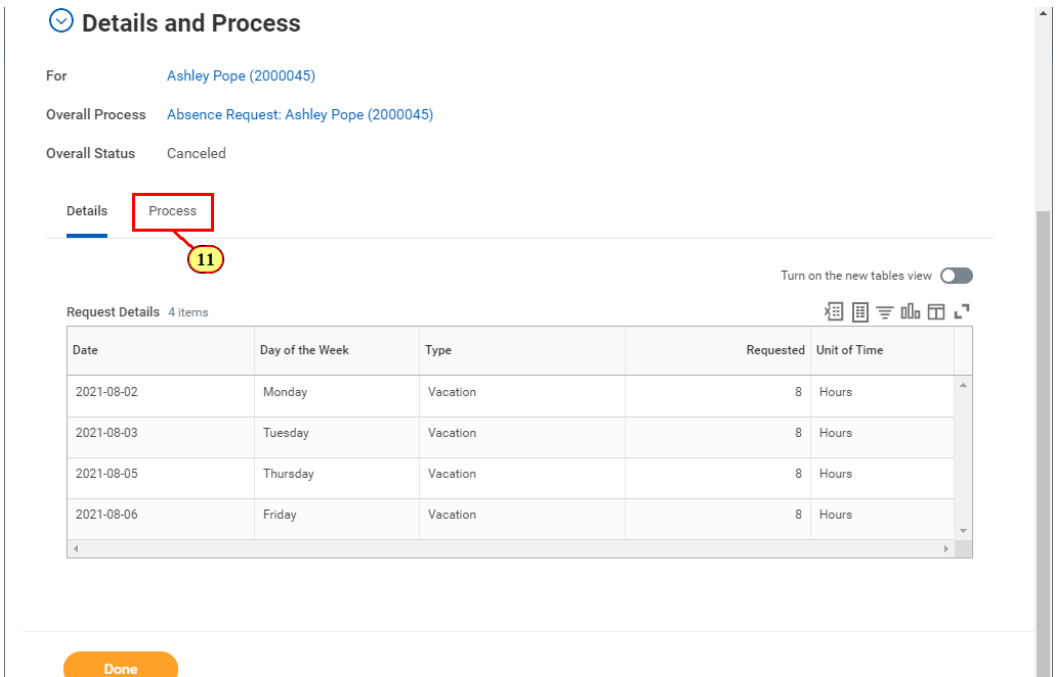

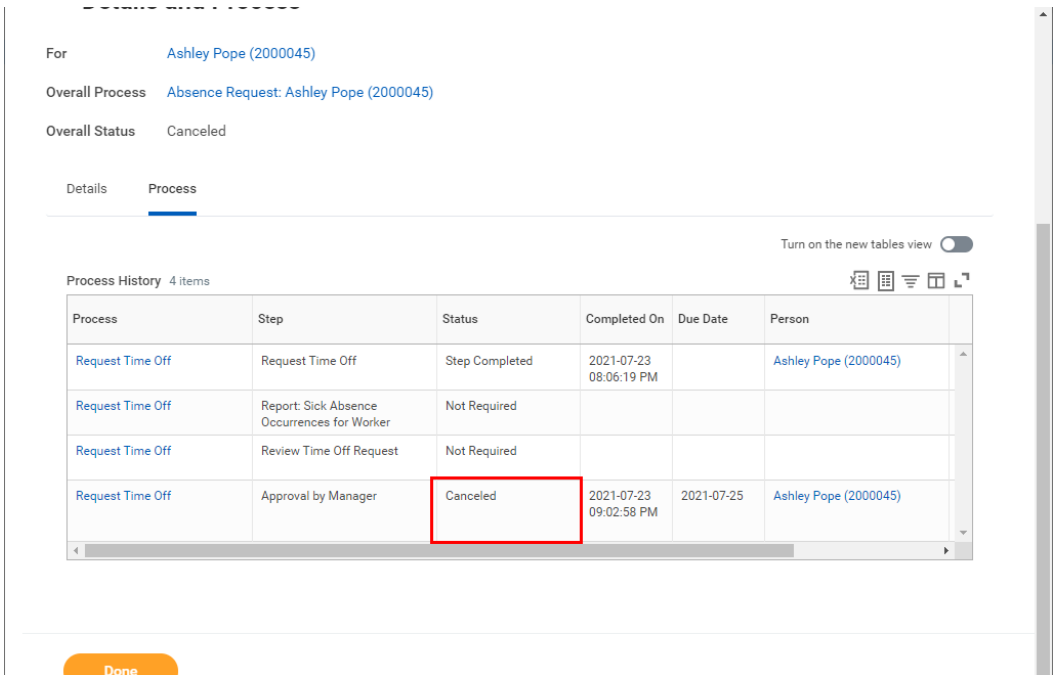
Explication	Capture d'écran		
<p></p> <p>Cette simulation affichera les étapes d'annulation d'une demande de congé soumise dans Jour ouvré.</p> <p>1. Cliquez sur le classeur Absence (application).</p>	 <p>Hi There</p> <p>It's Friday, July 23, 2021</p> <p>Suggested Tasks</p> <p>My Payslips Time Off Balance My Goals</p> <p>Most Used Apps View All</p> <p>Absence Career Onboarding Personal Information</p>		
<p>2. Cliquez sur Corriger mon absence.</p>	 <p>W Search</p> <p>← Absence</p> <p>Request</p> <p>Request Absence</p> <p>Correct My Absence</p> <p>Request Return from Leave of Absence</p> <p>View</p> <p>My Absence</p> <p>Absence Balance</p> <p>Available Balance as of Today</p> <p>Does not include future absence requests</p> <table border="1"> <tr> <td>56 Hours - Personal Time Off</td> </tr> <tr> <td>156.68 Hours - Vacation</td> </tr> </table>	56 Hours - Personal Time Off	156.68 Hours - Vacation
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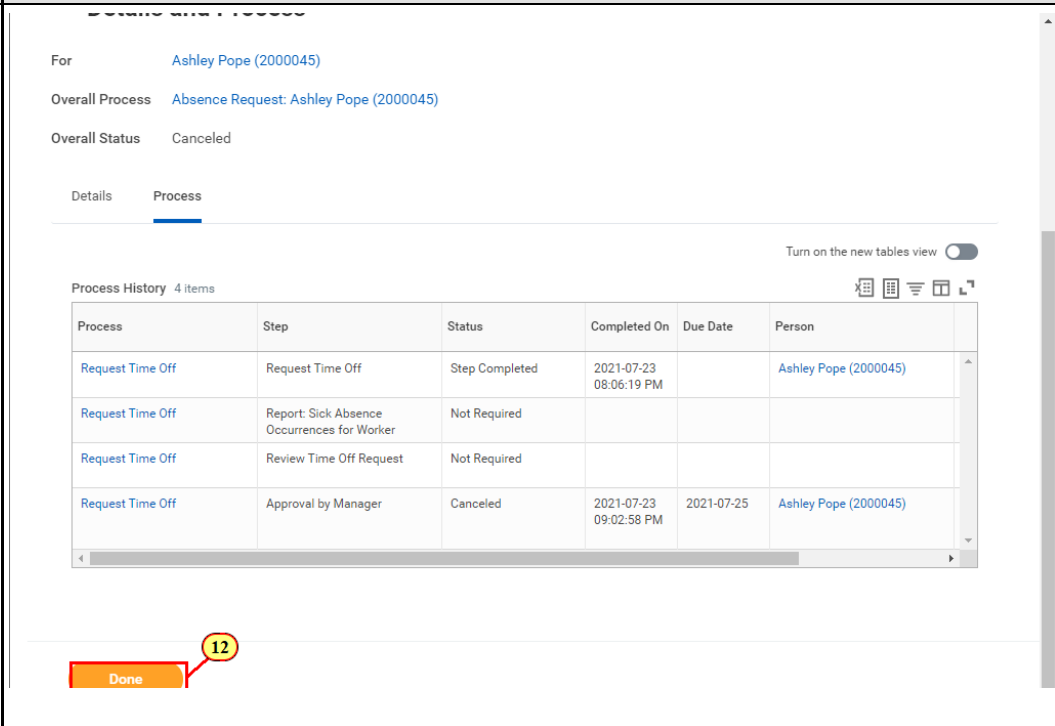
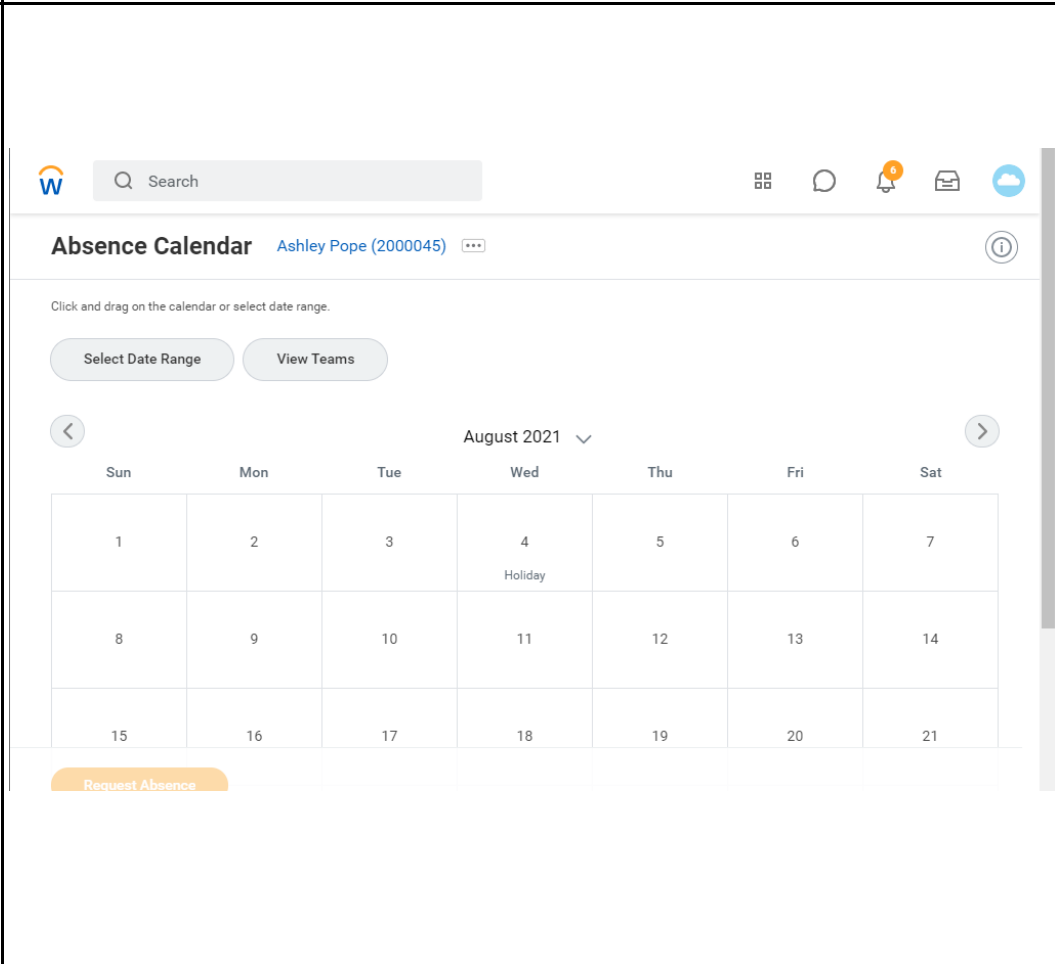
Explication	Capture d'écran
<p>3. Cliquez sur  pour afficher plus de mois dans le calendrier d'absences.</p>	
<p>4. Cliquez sur la date de la demande de congé pour afficher les détails. Dans cet exemple, cliquez sur 2 pour sélectionner 2021-08-02.</p>	

Explication	Capture d'écran
<p>5. Cliquez sur la demande de congé pour ouvrir les détails. Dans cet exemple, cliquez sur Congé annuel.</p>	 <p>The screenshot shows the Suncor mobile application interface. At the top, there is a search bar and navigation icons. Below that, a header indicates the current date as 'Mon 8/2'. A list of vacation requests is displayed, with one item labeled 'Vacation' highlighted by a red rectangular box. A yellow circle containing the number '5' is positioned to the right of this item, with a red line pointing to the box.</p>
<p>6. Cliquez sur Annuler cet ordre de mission pour l'annuler.</p>	 <p>The screenshot shows the Suncor mobile application with a 'Details' modal open over a vacation request. The modal contains the following information: 'When: Monday, August 2, 2021 - Tuesday, August 3, 2021 Thursday, August 5, 2021 - Friday, August 6, 2021'; 'Type: Vacation'; 'Requested: 32 Hours'; 'Initiated On: 2021-07-23 08:06 PM'; 'Absence Event: Absence Request: Ashley Pope (2000045)'; and 'Comment: (empty)'. At the bottom of the modal, there are two buttons: 'Cancel this Request' and 'Close'. The 'Cancel this Request' button is highlighted with a red rectangular box, and a yellow circle containing the number '6' is positioned to its right, with a red line pointing to the box.</p>

Explication	Capture d'écran
<p>7. Saisissez toute information supplémentaire dans le champ Commentaires. Pour cet exemple, saisissez Congé annuel qui n'est plus planifié pour ces dates.</p>	 <p>The screenshot shows a mobile application interface for submitting a vacation request. At the top, a table displays the request details: 2021-08-06, Friday, Vacation, 8 Hours. Below this is a text input field labeled 'enter your comment' which is highlighted with a red rectangular box. A yellow circle with the number '7' is positioned to the right of the box, with a red arrow pointing to it. Underneath the comment field is a 'Process History' section listing several steps: 'Request Time Off - Step Completed' (55 minutes ago), 'Report: Sick Absence Occurrences for Worker - Not Required', 'Review Time Off Request - Not Required', and 'Approval by Manager - Awaiting Action' (Due 2021-07-25). At the bottom, there are 'Attachments' and two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.</p>
<p>8. Cliquez sur Soumettre.</p>	 <p>This screenshot is identical to the one above, showing the same vacation request form. However, the 'Submit' button at the bottom is now highlighted with a red rectangular box. A yellow circle with the number '8' is positioned to the right of the button, with a red arrow pointing to it.</p>

Explication	Capture d'écran
<p data-bbox="121 268 154 304"></p> <p data-bbox="105 352 438 835">Vous avez annulé avec succès la demande de congés. Vous allez maintenant effectuer les étapes pour vérifier les détails de votre demande de congé annulée.</p> <p data-bbox="105 955 438 1144">9. Cliquez sur Afficher les détails pour afficher les détails.</p>	 <p data-bbox="462 262 1502 1249">The screenshot shows the 'Absence Calendar' interface. At the top, there is a search bar and navigation icons. Below the search bar, a notification box titled 'Event Canceled' is displayed, containing a red minus sign icon and a blue 'View Details' link. A red box highlights the 'View Details' link, and a yellow circle with the number '9' points to it. Below the notification, there are buttons for 'Select Date Range' and 'View Teams'. The main area is a calendar for August 2021, showing dates from 1 to 21. A 'Request Absence' button is visible at the bottom of the calendar.</p>
<p data-bbox="105 1438 438 1669">10. Cliquez sur Détails et Traiter en regard de Détails et Traiter pour afficher les détails de la demande.</p>	 <p data-bbox="462 1270 1502 1932">The screenshot shows the 'Event Canceled' details page for 'Absence Request: Ashley Pope (2000045)'. At the top, there is a search bar and navigation icons. Below the search bar, the title 'Event Canceled' is followed by the request ID and a three-dot menu icon. A red minus sign icon is displayed, with the text 'Process Canceled' below it. A red box highlights the 'Details and Process' link, and a yellow circle with the number '10' points to it. At the bottom of the page, there is a 'Done' button.</p>

Explication	Capture d'écran																														
<p>11. Cliquez sur Traiter pour afficher toutes les étapes de la demande de congé.</p>	 <p>Details and Process</p> <p>For Ashley Pope (2000045)</p> <p>Overall Process Absence Request: Ashley Pope (2000045)</p> <p>Overall Status Canceled</p> <p>Details Process</p> <p>Request Details 4 items</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Day of the Week</th> <th>Type</th> <th>Requested</th> <th>Unit of Time</th> </tr> </thead> <tbody> <tr> <td>2021-08-02</td> <td>Monday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-03</td> <td>Tuesday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-05</td> <td>Thursday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> <tr> <td>2021-08-06</td> <td>Friday</td> <td>Vacation</td> <td>8</td> <td>Hours</td> </tr> </tbody> </table> <p>Done</p>	Date	Day of the Week	Type	Requested	Unit of Time	2021-08-02	Monday	Vacation	8	Hours	2021-08-03	Tuesday	Vacation	8	Hours	2021-08-05	Thursday	Vacation	8	Hours	2021-08-06	Friday	Vacation	8	Hours					
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<p>Lorsque la demande de congés a été annulée avec succès, elle n'apparaît plus dans le calendrier d'absences.</p> <p>Vous avez terminé avec succès les étapes d'annulation d'une demande de congé soumise dans jour ouvré.</p>	 <p>W <input type="text" value="Search"/></p> <p>Absence Calendar Ashley Pope (2000045)</p> <p>Click and drag on the calendar or select date range.</p> <p>Select Date Range View Teams</p> <p>August 2021</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4 Holiday</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> </tbody> </table> <p>Request Absence</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4 Holiday	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
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