
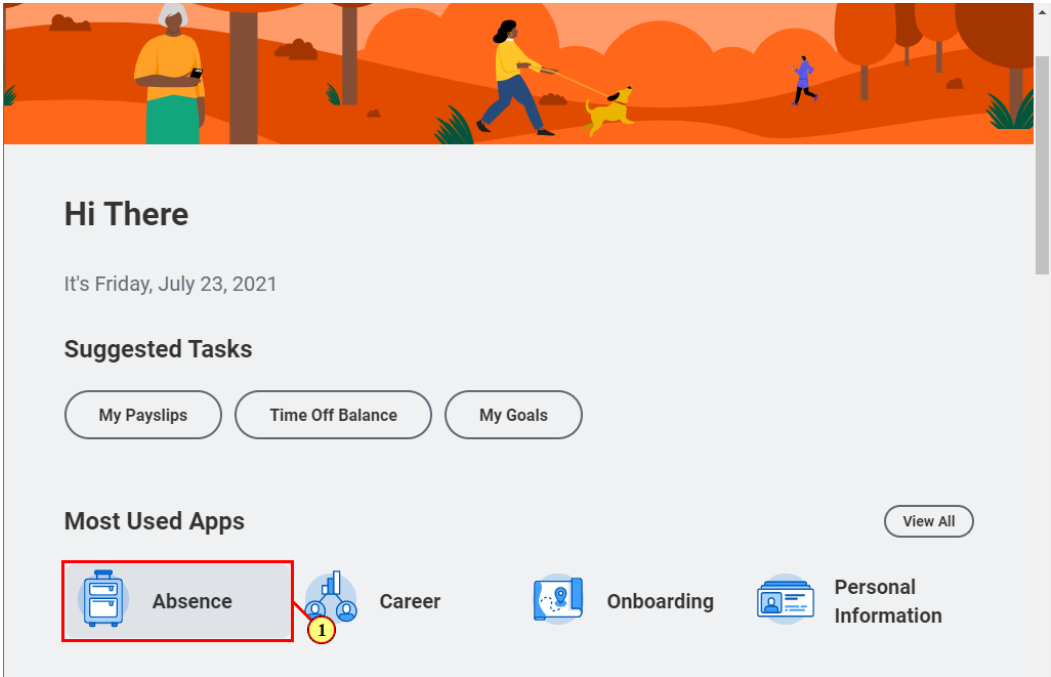
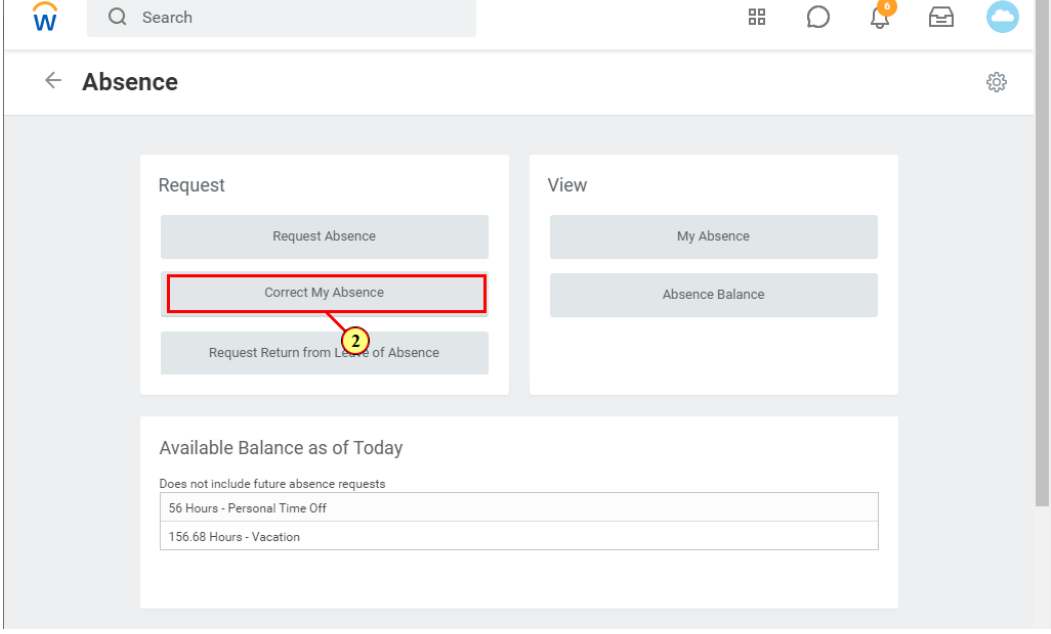

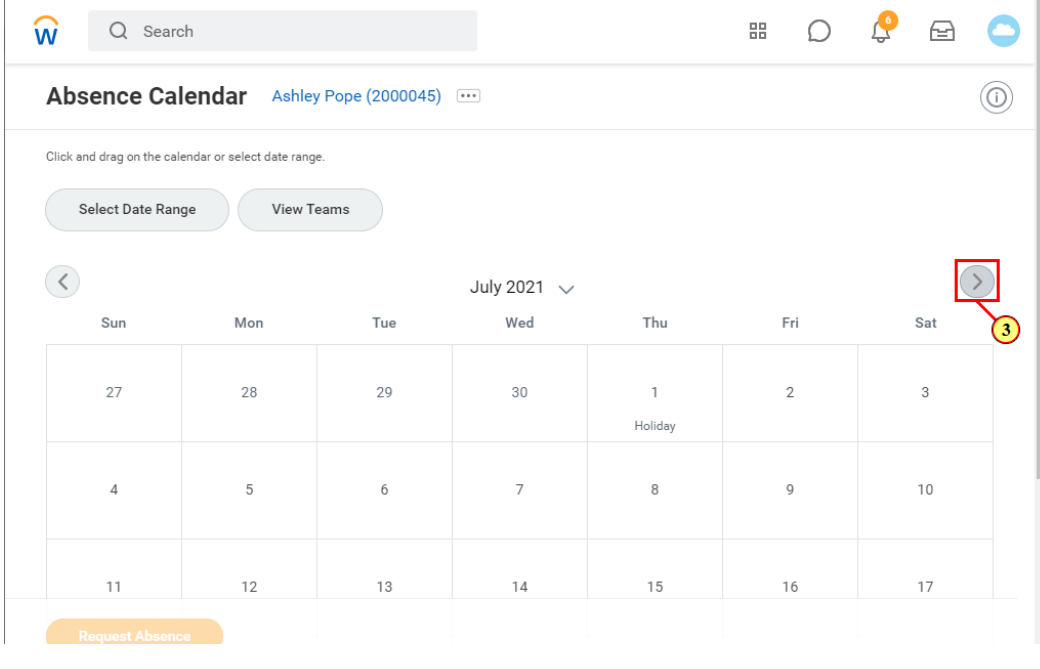
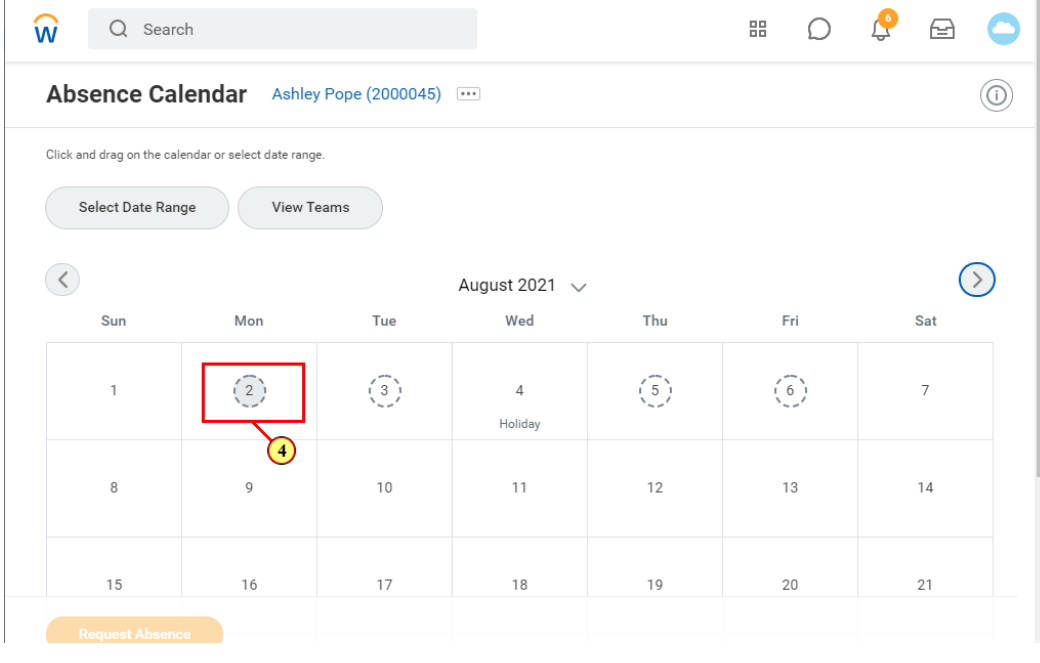
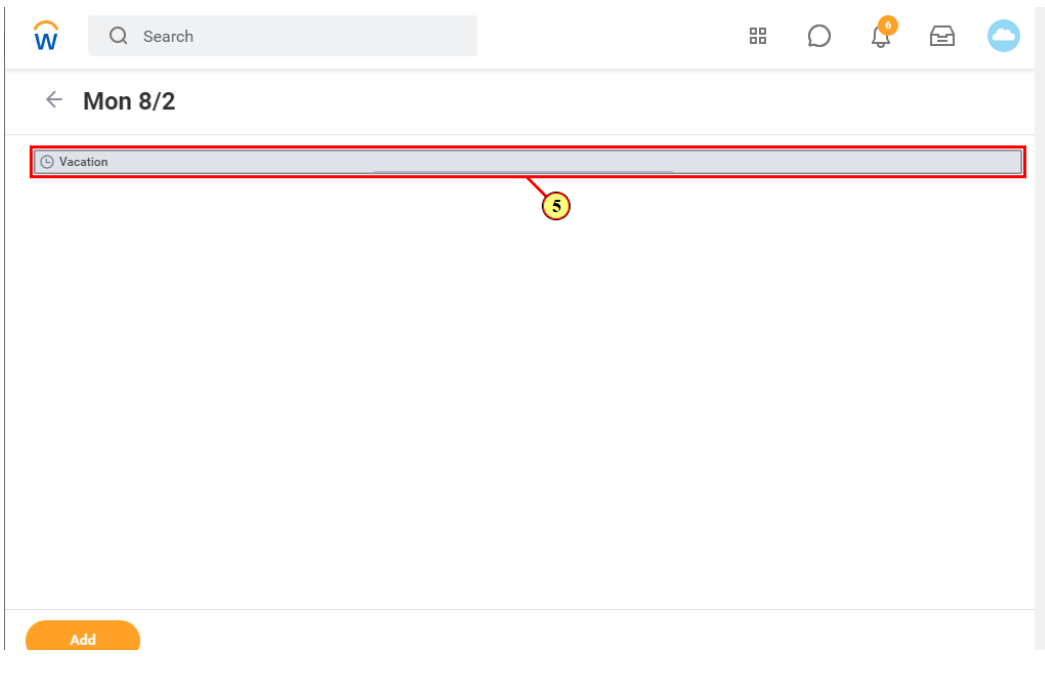
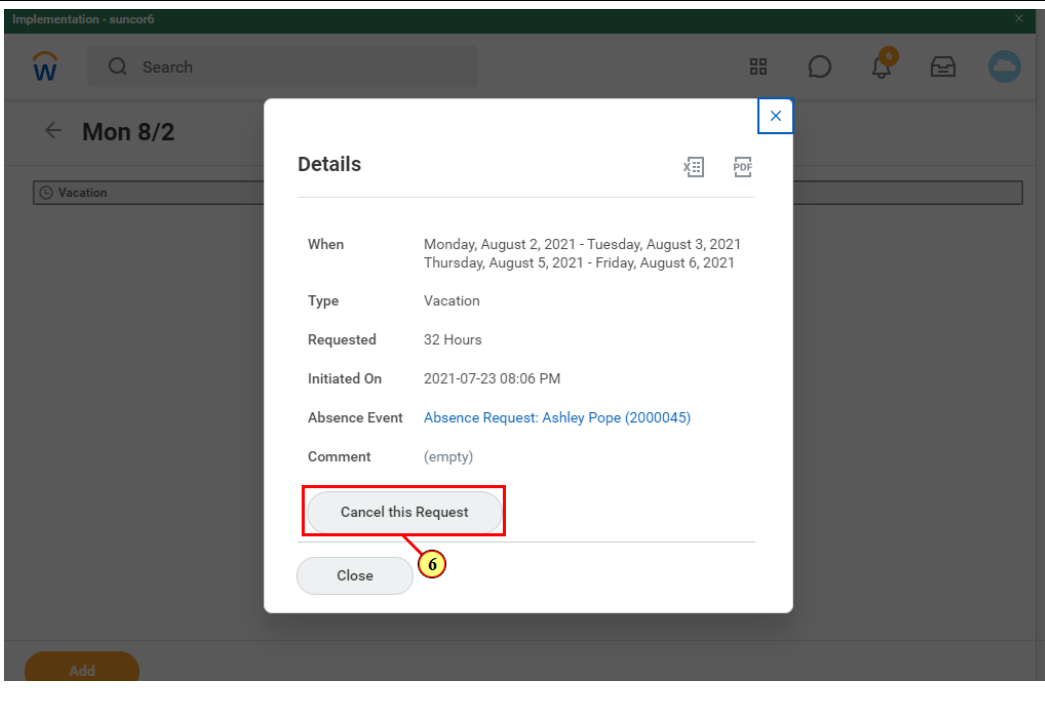
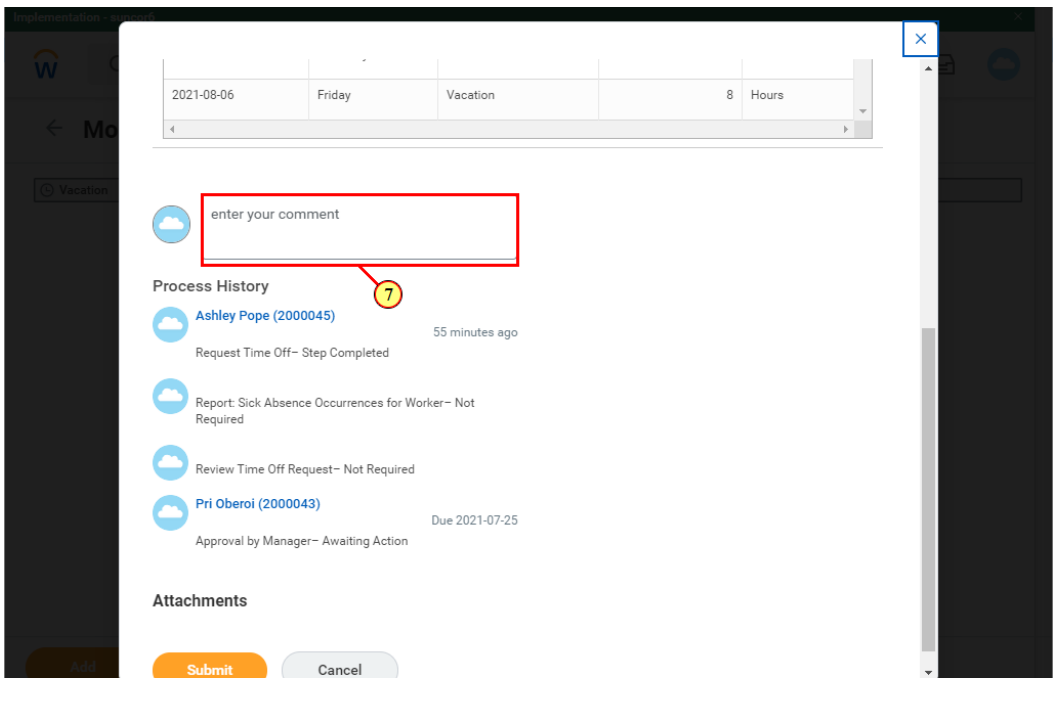
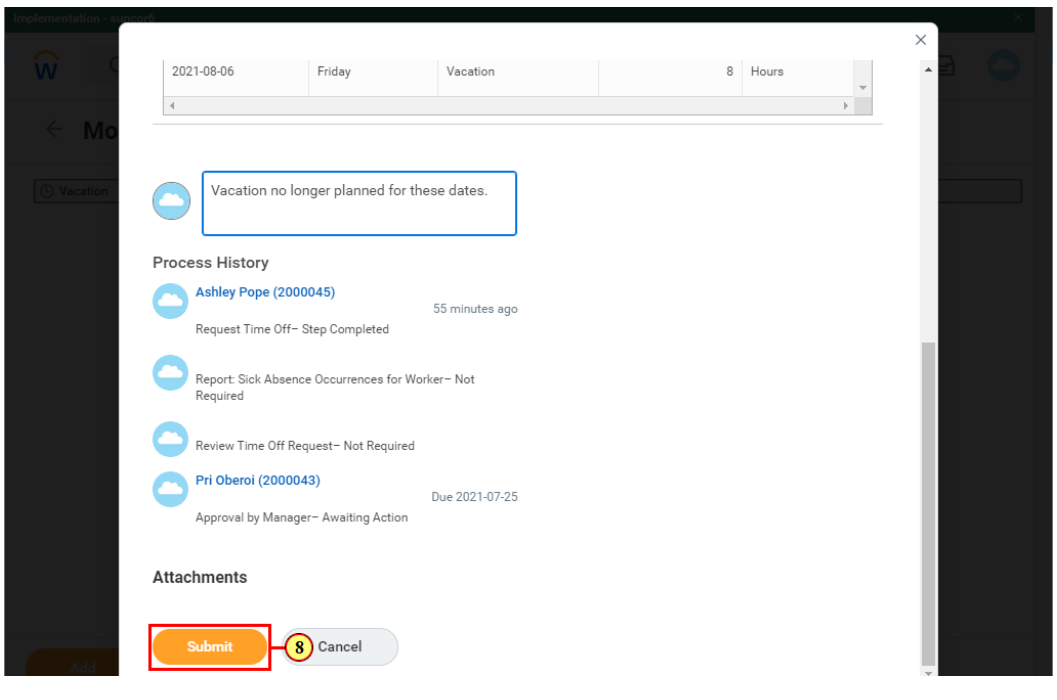



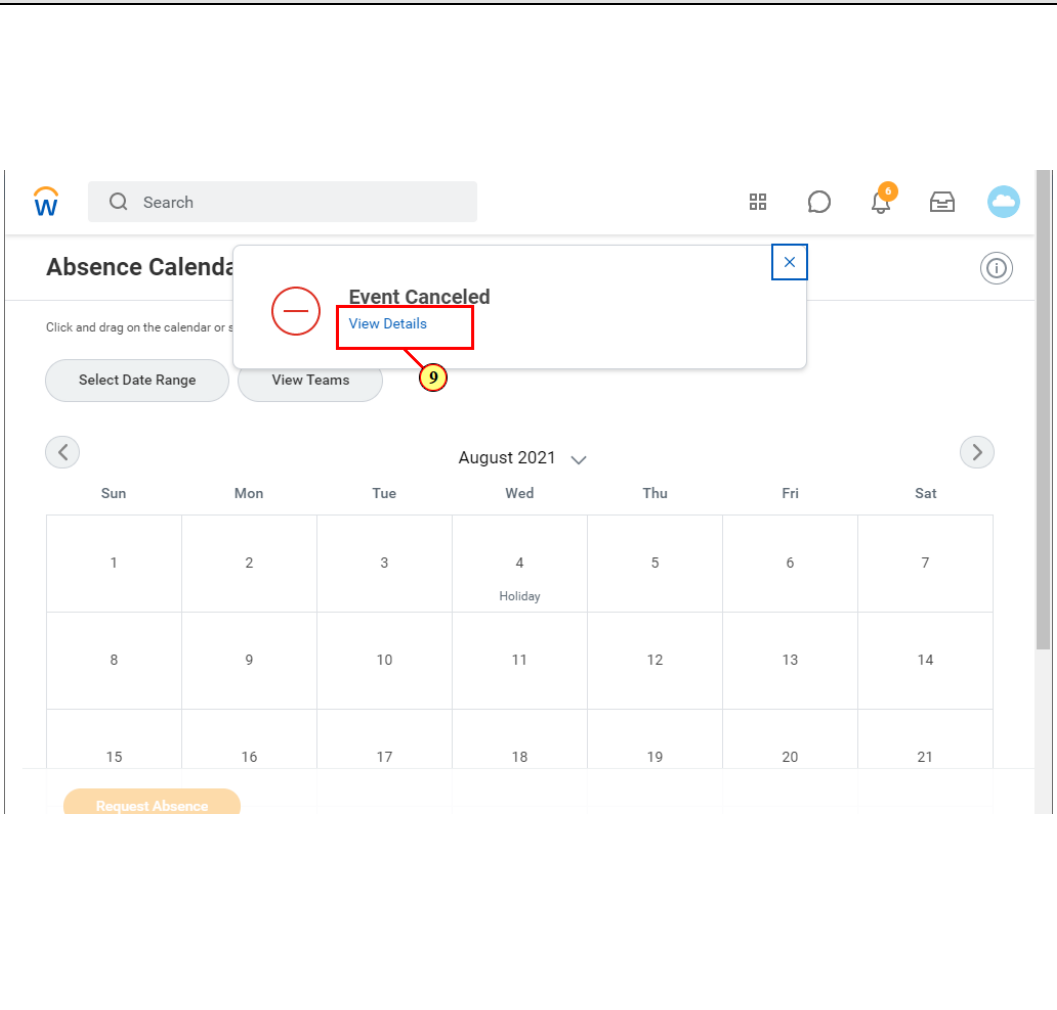
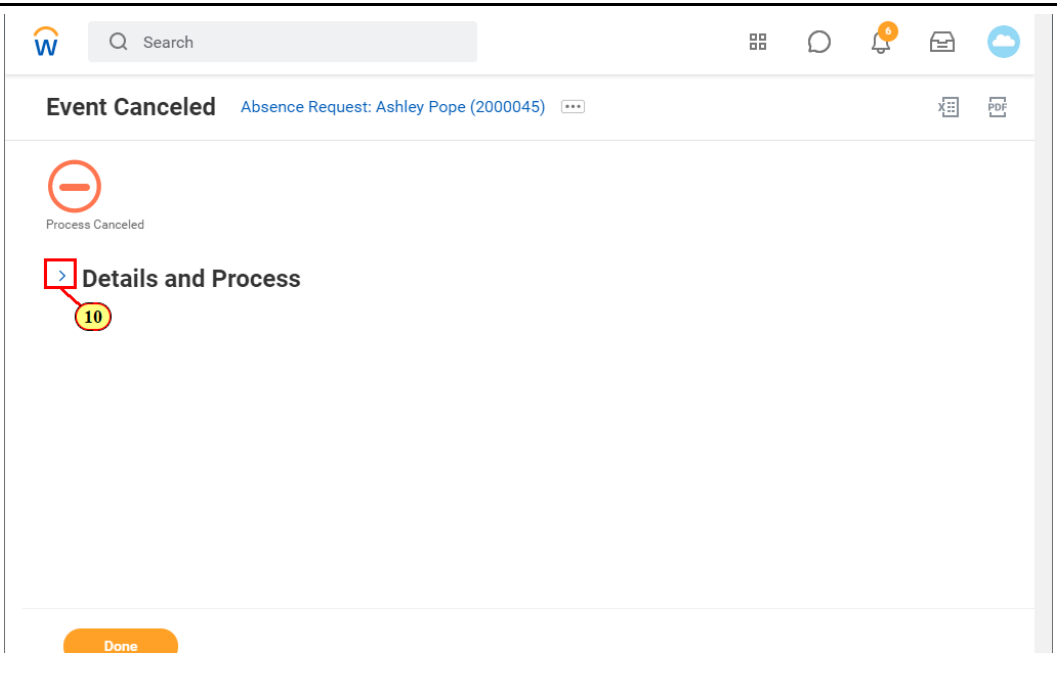
## Procédure étape par étape

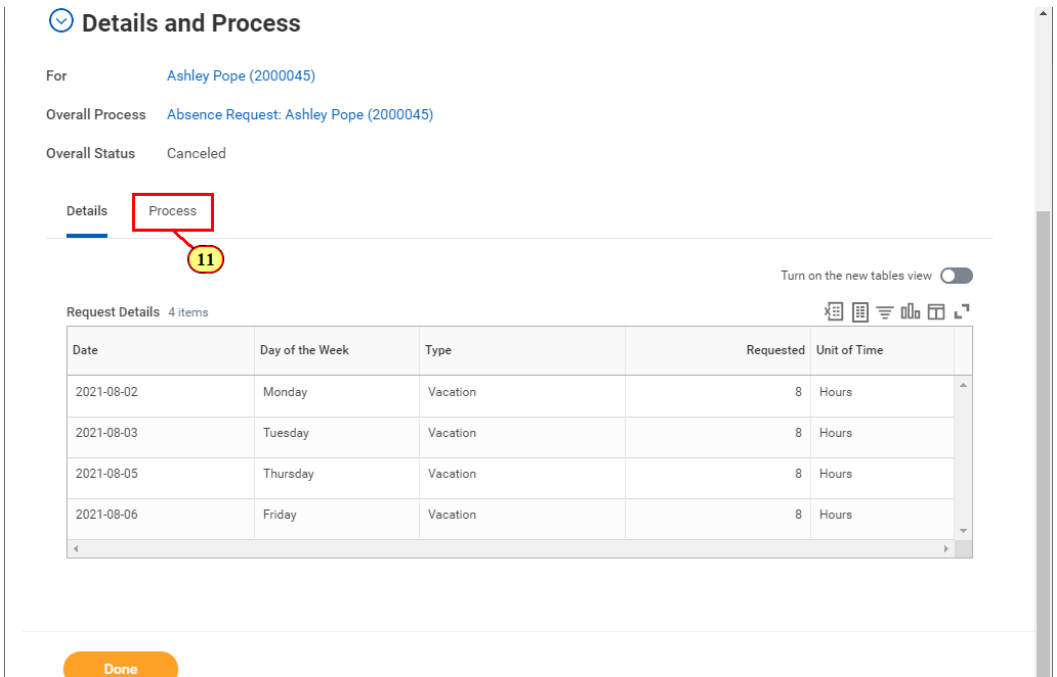

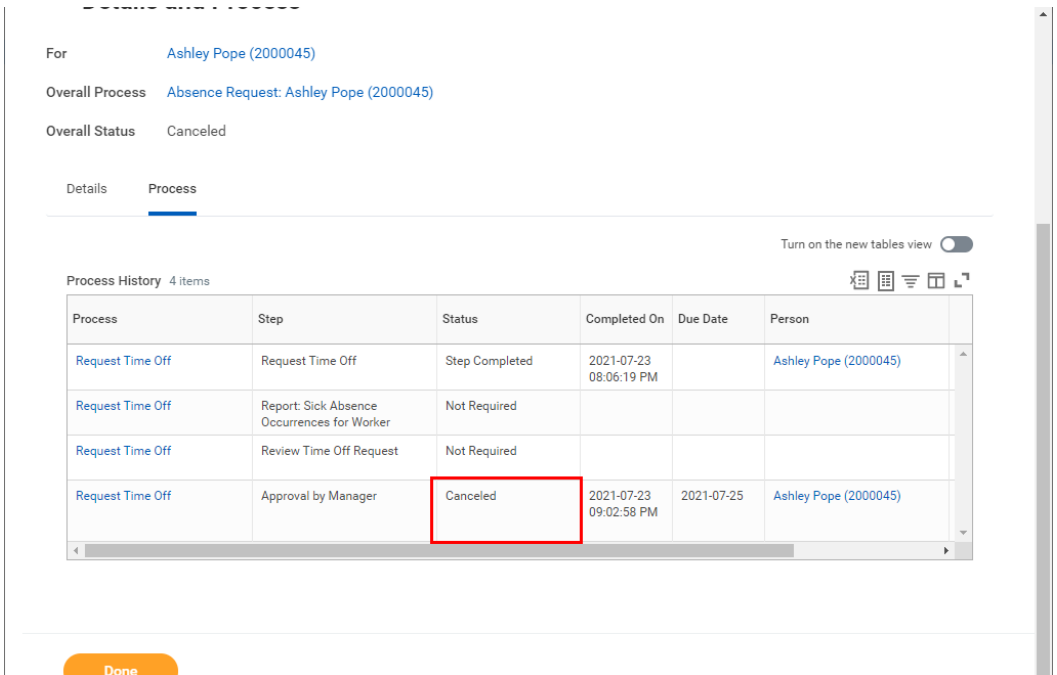
Explication	Capture d'écran
<p></p> <p>Cette simulation affichera les étapes d'annulation d'une demande de congé soumise dans Jour ouvré.</p> <p>1. Cliquez sur le classeur <b>Absence</b> (application).</p>	 <p>The screenshot shows a user dashboard with a header banner, a greeting 'Hi There', the date 'It's Friday, July 23, 2021', and 'Suggested Tasks' (My Payslips, Time Off Balance, My Goals). Under 'Most Used Apps', the 'Absence' app icon is highlighted with a red box and a yellow callout bubble containing the number 1.</p>
<p>2. Cliquez sur <b>Corriger mon absence</b>.</p>	 <p>The screenshot shows the 'Absence' app interface. Under the 'Request' section, the 'Correct My Absence' button is highlighted with a red box and a yellow callout bubble containing the number 2. Below this is the 'Available Balance as of Today' section, which includes a note 'Does not include future absence requests' and two rows of data: '56 Hours - Personal Time Off' and '156.68 Hours - Vacation'.</p>

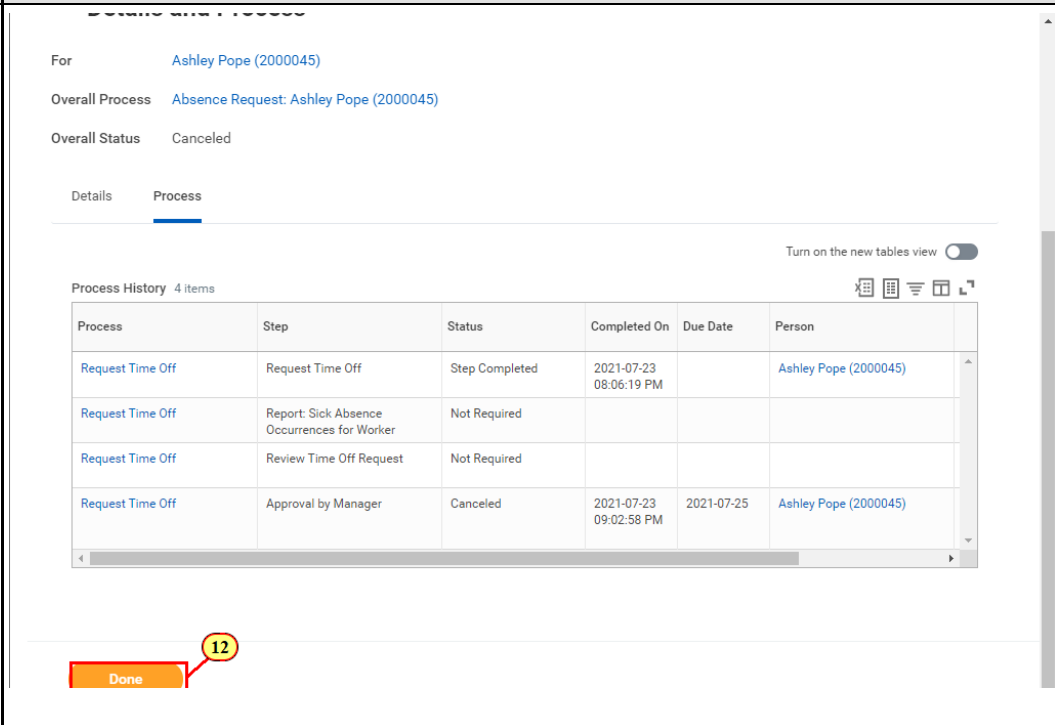
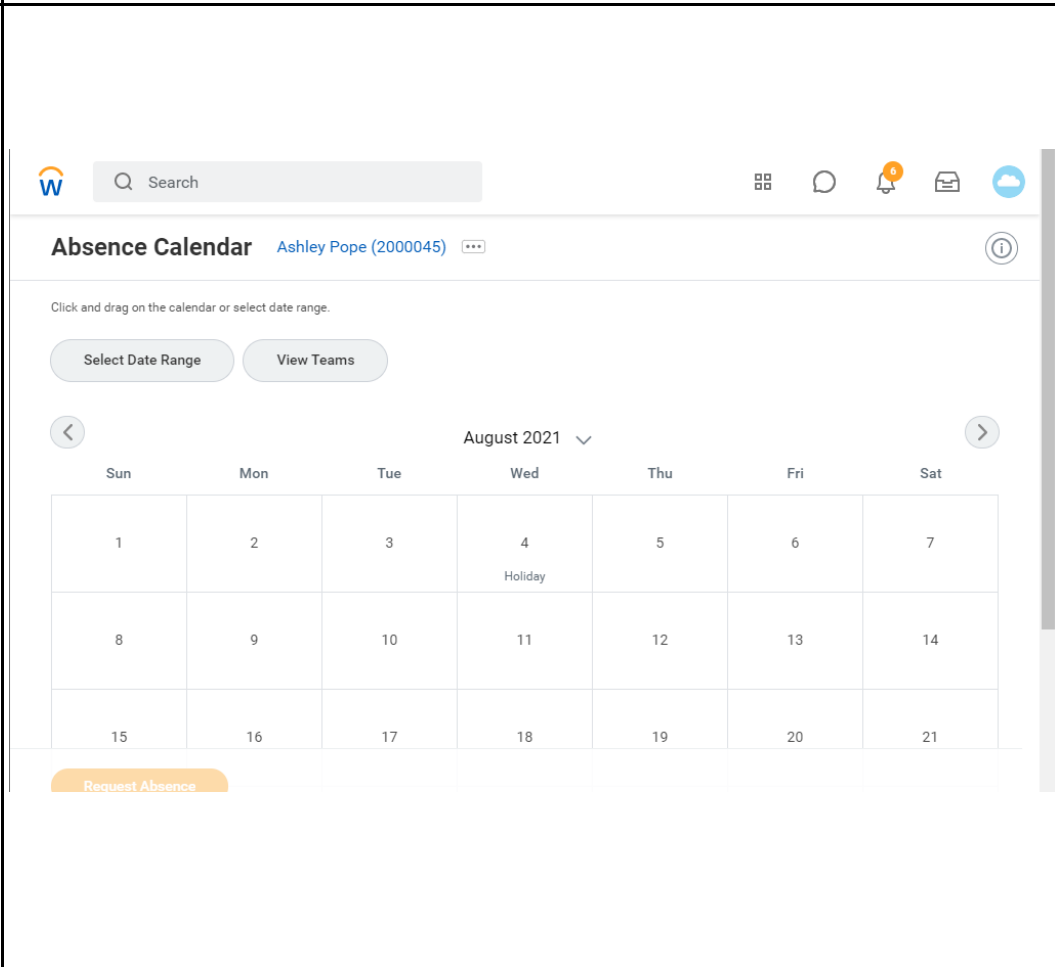
Explication	Capture d'écran
<p>3. Cliquez sur  pour afficher plus de mois dans le <b>calendrier d'absences</b>.</p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). The calendar is set to July 2021. A red box highlights the right navigation arrow, with a yellow circle containing the number 3 next to it.</p>
<p>4. Cliquez sur la date de <b>la demande de congé</b> pour afficher les détails. Dans cet exemple, cliquez sur <b>2</b> pour sélectionner <b>2021-08-02</b>.</p>	 <p>The screenshot shows the 'Absence Calendar' for Ashley Pope (2000045). The calendar is set to August 2021. A red box highlights the date '2', with a yellow circle containing the number 4 next to it.</p>

Explication	Capture d'écran
<p>5. Cliquez sur la demande de congé pour ouvrir les détails. Dans cet exemple, cliquez sur <b>Congé annuel</b>.</p>	 <p>The screenshot shows the Suncor mobile application interface. At the top, there is a search bar and navigation icons. Below that, a back arrow and the text 'Mon 8/2' are visible. A list of vacation requests is shown, 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 <b>Annuler cet ordre de mission</b> 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 <b>Commentaires</b>. Pour cet exemple, saisissez <b>Congé annuel qui n'est plus planifié pour ces dates</b>.</p>	 <p>The screenshot shows a mobile application interface for a vacation request. At the top, there is a header with the date '2021-08-06', the day 'Friday', the type 'Vacation', and the duration '8 Hours'. Below this is a text input field for comments, which is highlighted with a red rectangular box. A yellow circle with the number '7' is positioned to the right of the comment field, with a red arrow pointing to it. Below 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 <b>Soumettre</b>.</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 'Submit' button, with a red arrow pointing to it.</p>

Explication	Capture d'écran
<p data-bbox="121 268 154 304"></p> <p data-bbox="100 352 440 835">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="100 953 440 1136">9. Cliquez sur <b>Afficher les détails</b> pour afficher les détails.</p>	 <p>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 yellow callout bubble with the number '9' points to the 'View Details' link. 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="100 1436 440 1671">10. Cliquez sur <b>Détails et Traiter</b> en regard de <b>Détails et Traiter</b> pour afficher les détails de la demande.</p>	 <p>The screenshot shows the 'Event Canceled' details page. At the top, there is a search bar and navigation icons. Below the search bar, the title 'Event Canceled' is followed by the text 'Absence Request: Ashley Pope (2000045)'. Below this, there is a red minus sign icon and the text 'Process Canceled'. A red box highlights a 'Details and Process' link, with a yellow callout bubble containing the number '10' pointing to it. At the bottom of the page, there is a 'Done' button.</p>

Explication	Capture d'écran																														
<p>11. Cliquez sur <b>Traiter</b> pour afficher toutes les étapes de la demande de congé.</p>	 <p><b>Details and Process</b></p> <p>For <a href="#">Ashley Pope (2000045)</a></p> <p>Overall Process <a href="#">Absence Request: Ashley Pope (2000045)</a></p> <p>Overall Status <a href="#">Canceled</a></p> <p>Details <b>Process</b></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>12. Cliquez sur <b>Terminer</b>.</p>	 <p>For <a href="#">Ashley Pope (2000045)</a></p> <p>Overall Process <a href="#">Absence Request: Ashley Pope (2000045)</a></p> <p>Overall Status <a href="#">Canceled</a></p> <p>Details <a href="#">Process</a></p> <p>Turn on the new tables view <input type="checkbox"/></p> <p>Process History 4 items</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Step</th> <th>Status</th> <th>Completed On</th> <th>Due Date</th> <th>Person</th> </tr> </thead> <tbody> <tr> <td><a href="#">Request Time Off</a></td> <td>Request Time Off</td> <td>Step Completed</td> <td>2021-07-23 08:06:19 PM</td> <td></td> <td><a href="#">Ashley Pope (2000045)</a></td> </tr> <tr> <td><a href="#">Request Time Off</a></td> <td>Report: Sick Absence Occurrences for Worker</td> <td>Not Required</td> <td></td> <td></td> <td></td> </tr> <tr> <td><a href="#">Request Time Off</a></td> <td>Review Time Off Request</td> <td>Not Required</td> <td></td> <td></td> <td></td> </tr> <tr> <td><a href="#">Request Time Off</a></td> <td>Approval by Manager</td> <td>Canceled</td> <td>2021-07-23 09:02:58 PM</td> <td>2021-07-25</td> <td><a href="#">Ashley Pope (2000045)</a></td> </tr> </tbody> </table> <p><a href="#">Done</a></p>	Process	Step	Status	Completed On	Due Date	Person	<a href="#">Request Time Off</a>	Request Time Off	Step Completed	2021-07-23 08:06:19 PM		<a href="#">Ashley Pope (2000045)</a>	<a href="#">Request Time Off</a>	Report: Sick Absence Occurrences for Worker	Not Required				<a href="#">Request Time Off</a>	Review Time Off Request	Not Required				<a href="#">Request Time Off</a>	Approval by Manager	Canceled	2021-07-23 09:02:58 PM	2021-07-25	<a href="#">Ashley Pope (2000045)</a>
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<p>Lorsque la demande de congés a été annulée avec succès, elle n'apparaît plus dans le <b>calendrier d'absences</b>.</p> <p>Vous avez terminé avec succès les étapes d'annulation d'une demande de congé soumise dans jour ouvré.</p>	 <p><a href="#">W</a> Search</p> <p><b>Absence Calendar</b> <a href="#">Ashley Pope (2000045)</a></p> <p>Click and drag on the calendar or select date range.</p> <p><a href="#">Select Date Range</a> <a href="#">View Teams</a></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><a href="#">Request Absence</a></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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