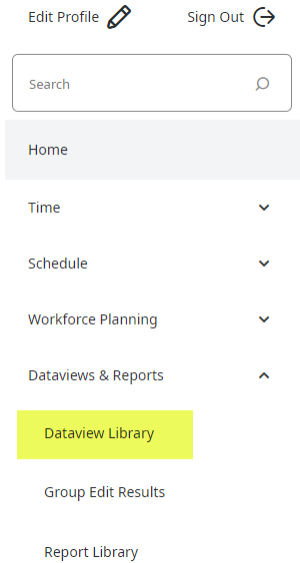


How to access the Extended Leave Case Summary dataview

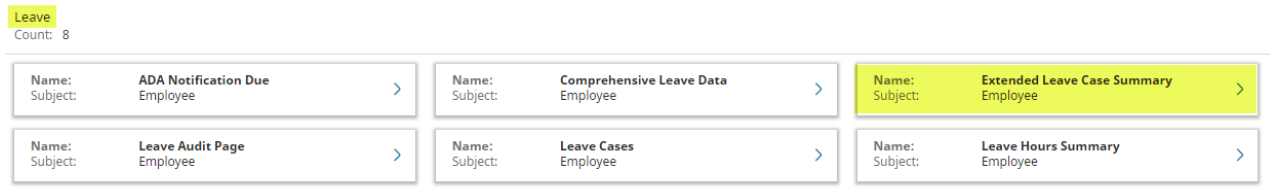
1. From your profile page in [Dimensions](#), click the *Main Menu* icon.



2. Click *Dataview & Reports* > *Dataview Library*.



3. Under *Leave*, select *Extended Leave Case Summary dataview*.



4. Select the date range you would like to view.

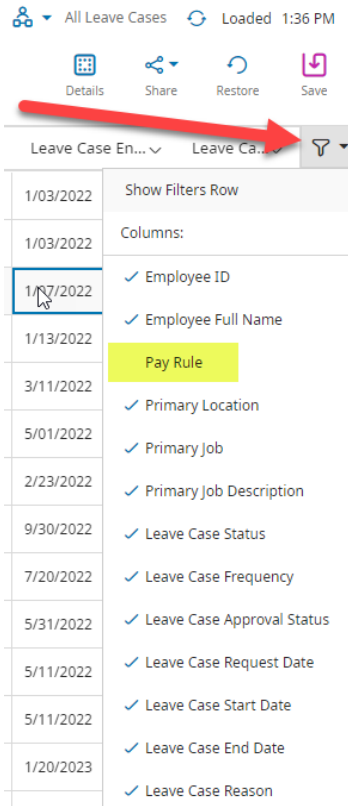


5. Select the appropriate Hyperfind - See "How to create a Hyperfind" at the end of these instructions.

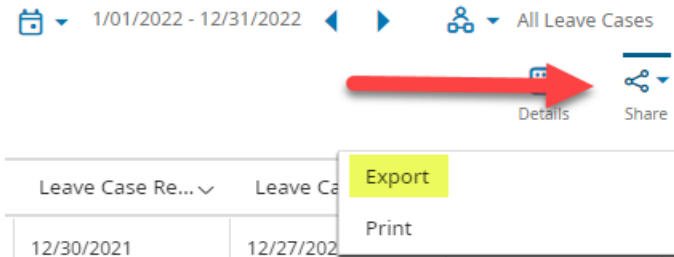


6. Select the filter icon to remove any unnecessary columns or columns you do not want to view on the report.

- Uncheck categories you do not need.
- Click **Save**.



7. Select *Share and Export* to convert this dataview to Excel.



How to create a Hyperfind query:



- Select the *Organization Chart* icon.
- Click *New Hyperfind* which provides the Hyperfind Editor page.
- Change *Ad Hoc* from *Yes* to *No*.
- Name the newly created Hyperfind and summarize its purpose in *Add Description*.
- Click *Add Conditions* and select the filters used to create the Hyperfind.
- Add preferred conditions in the *Selected Conditions* box.
- Select *Apply* and the original Hyperfind Editor page will return.
- Select *Save* to keep the newly created Hyperfind to remain on this dataview.