

Request leave via ORTEC App

You would like to request holiday/leave with the ORTEC App.



- Your business email address
- Your password (of your business email address)

Go to leave request 1

Open the ORTEC App. You will see the following screen.



	Tap top right of the screen on 'Meer'
2	Requesting leave
	Tap on 'Wensen' .



	<	SEPTEMBER 2022	>
		LAAD VORIGE DAGEN	
vrijdag	16 septe	ember	>
20:00 22:30	0 MO	ZA-3 1021512E ObjectleiderNaam	
zaterda	g 17 sej	otember	>
1	Je het	ot geen diensten voor deze d	lag
zondag	18 sept	ember	>
1	Je het	at geen diensten voor deze d	lag
maanda	ng 19 se	ptember	
14:30	мо	ZA-2	

		MEER	
	Wensen	Overzich	ıt
Tap bottom right of the screen on the plus '+'			
Tap on 'IK WIL VERLOF AANVRAGEN' .	WAT VO	OR VERZOEK?	





Submit request 3

Klaar

• • Tap on the drop down menu ' Type ve • leave.	p on the drop down menu 'Type verlof' and choose type of ave.						
At duration, tap how much leave you submitting a holiday? Choose the Mul dagen ' option. Do you only want one the One full day option 'Eén volledig	t duration, tap how much leave you want to take. Are you Ibmitting a holiday? Choose the Multiple days ' Meerdere agen ' option. Do you only want one day off? Then choose le One full day option ' Eén volledige dag '						
 Select the correct day(s) at the 'VAN' date. 	elect the correct day(s) at the 'VAN' and the 'TOT EN MET' ate.						
• You can indicate the reason for the le field.	ou can indicate the reason for the leave in the comments eld.						
• Tap on 'VERSTUREN'		ANNULEREN					
4 Check your request immediately							
	woensdag 26 oktober						
	VERLOFAANVRAAG	O OPENSTAAND :					
	Jij hebt gevraagd om _ oktober tot en met zon	Verlof van woensdag 26 dag 30 oktober.					

• You can delete your leave request by tap on the three dots when necessary.

Your will return to your home screen when tap on 'ROOSTER'.

