

Request leave via ORTEC App

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

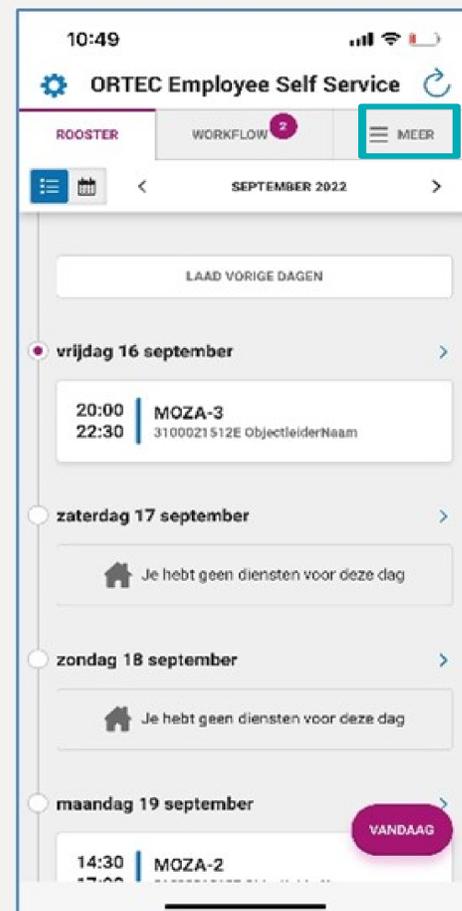
What do you need?

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

1 Go to leave request

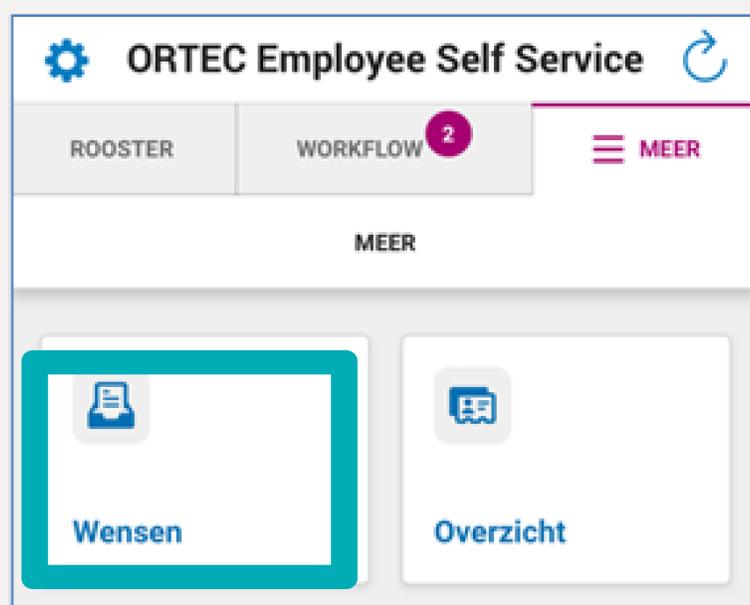
Open the ORTEC App. You will see the following screen.

Tap top right of the screen on 'Meer'



2 Requesting leave

Tap on 'Wensen'.



Tap bottom right of the screen on the plus '+'



Tap on 'IK WIL VERLOF AANVRAGEN'.



3 Submit request

- Tap on the drop down menu **'Type verlof'** and choose type of leave.
- At duration, tap how much leave you want to take. Are you submitting a holiday? Choose the Multiple days **'Meerdere dagen'** option. Do you only want one day off? Then choose the One full day option **'Eén volledige dag'**
- Select the correct day(s) at the **'VAN'** and the **'TOT EN MET'** date.
- You can indicate the reason for the leave in the comments field.
- Tap on **'VERSTUREN'**

4 Check your request

- You can view your request immediately.

- 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'**.

Klaar