













# Leave Wizard

## Getting started check list

- Create your organisational structure– [Menu -> Configuration -> Organisation and Employees](#) 
- Review and amend your Event types - [Menu -> Configuration -> Event types and allowances](#) 
- Add employees (unless you've already done that) – [Dashboard – Add Employee](#) 
- Set up approvers for your event types - [Menu -> Configuration -> Approvers](#) 
- Review public holidays (these will usually be automatically set up for your locations) - [Menu -> Configuration -> Public Holidays](#) 
- Review and if relevant configure work patterns - [Menu -> Configuration -> Work Patterns](#) 
- If relevant create custom work groups - [Menu -> Configuration -> Organisation and Employees](#) 
- Review Company settings to enable functions like Overtime/TOIL and Outlook integration - [Menu -> Configuration -> Company Settings](#) 
- If relevant create restrictions - [Menu -> Configuration -> Restrictions](#) 
- Invite your employees to LeaveWizard - [Menu -> Configuration -> Organisation and Employees](#) (Send Welcome Message) 

Visit our [Knowledge base](#) for more information!  
If you get stuck [email us!](#)