

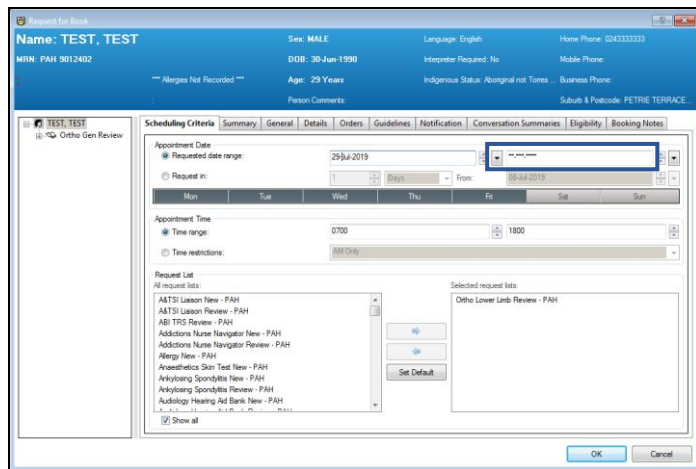




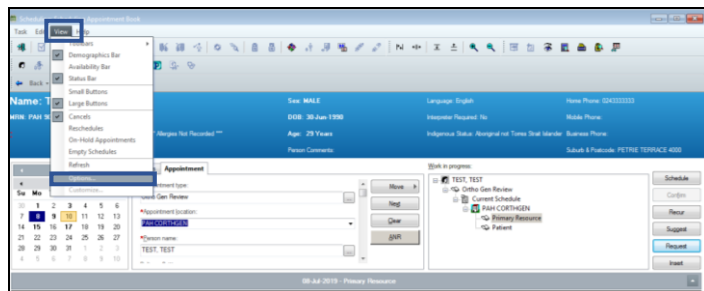


## Amending or adding View, Options

If the date display is not asterisked in the second date change your *View* options.

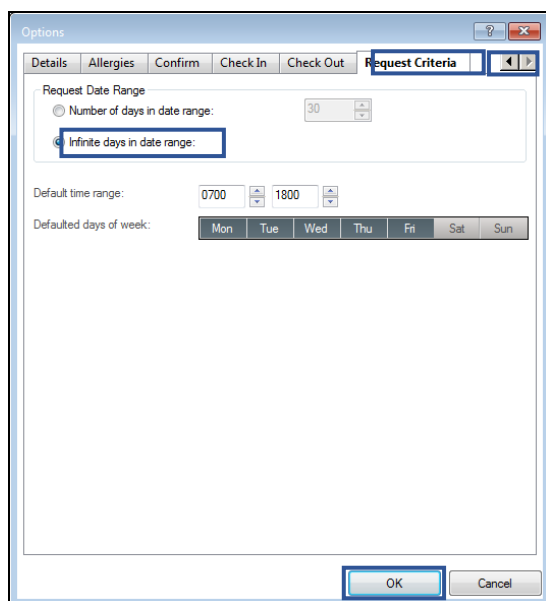


1. Left click on the *View* task bar, select *Options*.



2. Use the arrows to select the *Request Criteria* tab.

3. Select *Infinite days in date range*. Click *OK*.



This will now change the *Requested Date* Range to asterisks permanently. If this change is not made, an end date will be marked against all requests entered by the user and will result in removal of the request permanently once this end date is reached