

WeichertPRO Job Aid

Manage WLN Vacation Settings

Manage Vacation Settings / Put Yourself on Vacation

1. Click **Settings**
2. Click **WLN Settings**
3. Locate the **Manage Vacations for WLN** window
4. In the **Vacation Start Date** box, type in your vacation start date. Or click the **calendar icon** to select a date from the calendar.
5. In the **Vacation End Date** box, type in your vacation end date. Or click the **calendar icon** to select a date from the calendar.
6. Click **Save**

Remove a Vacation

1. Click **Settings**
2. Click **WLN Settings**
3. Locate the **Manage Vacations for WLN** window
4. Locate the **Current Vacations** box
5. Click the **Red X** in the **delete column** for the vacation you want to remove
6. Select **OK** from the confirmation window

Manage Vacation Settings From Your Mobile Device / Put Yourself on Vacation

1. **Sign into** www.weichertpro.com from your mobile device
 2. Click **Login** and login to the WeichertPRO mobile site using your WeichertPRO credentials
 3. Click **Manage Vacation Settings**
 4. Enter your **vacation start** and **vacation end dates**. Or click the **calendar icon** to select a date from the calendar.
 5. Click **Add Vacation**. Your vacation will appear in the **yellow box**.
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