General Options - Declaration

Last Modified on 10/11/2023 2:16 pm GMT

Permissions

You will require an Access Role with the following permissions:

- General Options
- 1. Navigate from the Home page to Administrative Settings | Tailoring | General Options.



2. From the General Options menu, click **Declaration**.

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eral Details Employees	Self Registration	Delegates	Declaration	Session Timeout	Expedite
Declaration Options					
Electronic declaration	[\checkmark			
Claimant declaration message	I CERTIFY THAT 1. The travelling allowances clair regulations state regulations state	T: g expenses and imed are in acco ted in the Comp	subsistence ordance with ti oany Policy and	he V Jare in	
Approver declaration message	I CERTIFY THAT111:				

Option

Description

Option	Description
Electronic declaration	Ensures that claimants accept a declaration when submitting a claim. The claimant declaration message must be set in order for this to display. This option does not apply to approvers. In order for a declaration to appear for an approver, the declaration option needs to be set on the signoff stage where that user is responsible for the approval of claims.
Claimant declaration message	Custom declaration message which appears when a claimant attempts to submit their claim. Only appears when 'Electronic Declaration' is enabled.
Approver declaration message	Custom declaration message which appears when an approver attempts to approver a claim. Only appears when 'Electronic Declaration' is enabled.

3. Click **Save** to confirm or **Cancel** to discard any changes and return to the Tailoring page.