## Expenses Mobile - Manage my Holidays

Last Modified on 03/12/2019 2:57 pm GMT

## Permissions

You will require the following permissions:

- You must be an approver within a Signoff Group in order to see the Holidays menu.
- 1. Log into Expenses Mobile. Tap the Hamburger Menu  $\equiv$  and then tap More.



2. Tap **Holidays**. This will display a list of all your existing holidays configured within Selenity Expenses.

**Note:** You must be an approver within a Signoff Group in order to see the 'Holidays' menu.

15.02		🕈 💷
<b>〈</b> More	My Holidays	+
Start Date End Date		13 Nov 2019 15 Nov 2019
		_

• To edit a holiday:

iOS	Tap on the holiday.
Android	Tap on the holiday and then tap <b>Edit</b> .

• To delete a holiday:

iOS	Swipe left on the holiday and then tap <b>Delete</b> .
Android	Tap on the holiday and then tap <b>Delete</b> .

15.03		🕆 🗈
<b>〈</b> More	My Holidays	+
	13 Nov 2019 15 Nov 2019 >	Delete

## Add a Holiday

1. From the 'My Holidays' screen, tapAdd (+).

✓ More Mr Start Date	y Holidays	+ 02 Nov 2019 04 Nov 2019 >
Start Date End Date		02 Nov 2019 04 Nov 2019

2. Enter the Start Date of your holiday.

3. Enter the **End Date** of your holiday. This date must be equal to or later than the start date.

16.03			<b>○</b>
🗸 Back	Add Holiday		Save
Start Date *			
13/11/2019			
End Date *			
15/11/2019			
			Done
			Done
			Done
12 13			Done
12 13 14			Done
13 14 15	August September October November	2018 2017 2018 2019	Done
13 14 15 16	August September October November December	2017 2017 2018 2019 2020	Done
13 14 <b>15</b> 16 17	August September October November December January	2018 2017 2018 2019 2020 2020	Done

4. Tap **Save**. This will store the holiday and return you to the 'My Holidays' screen, where your new holiday will be displayed.