

Expenses Mobile - Manage my Holidays

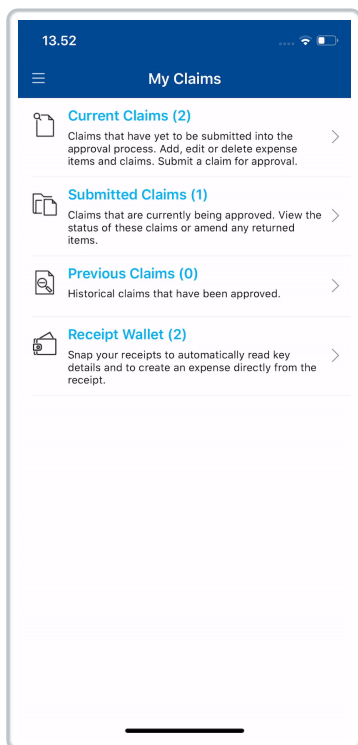
Last Modified on 03/12/2019 2:57 pm GMT

Permissions

You will require the following permissions:

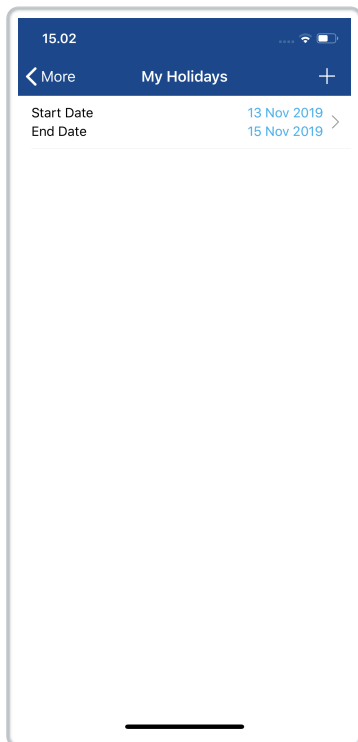
- You must be an approver within a Signoff Group in order to see the Holidays menu.

1. Log into Expenses Mobile. Tap the Hamburger Menu ☰ 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.

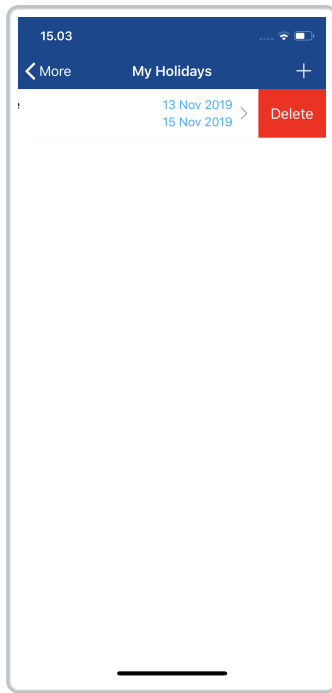


- To edit a holiday:

| | |
|---------|---|
| iOS | Tap on the holiday. |
| Android | Tap on the holiday and then tap Edit . |

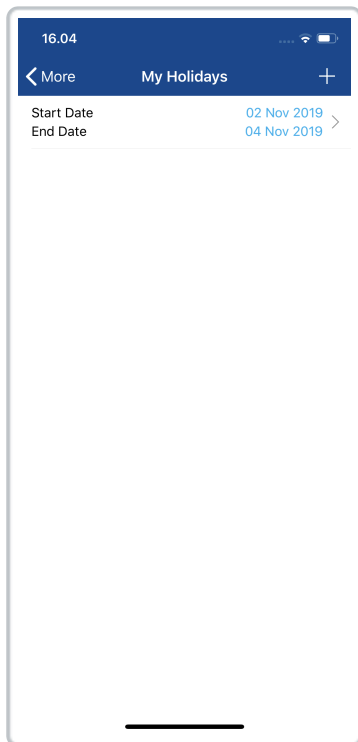
- To delete a holiday:

| | |
|---------|--|
| iOS | Swipe left on the holiday and then tap Delete . |
| Android | Tap on the holiday and then tap Delete . |



Add a Holiday

1. From the 'My Holidays' screen, tap **Add (+)**.



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

Back Add Holiday Save

Start Date *

13/11/2019

End Date *

15/11/2019

Done

| | | |
|----|-----------------|-------------|
| 12 | August | 2016 |
| 13 | September | 2017 |
| 14 | October | 2018 |
| 15 | November | 2019 |
| 16 | December | 2020 |
| 17 | January | 2021 |
| 18 | February | 2022 |

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