Mobile - Manage My Holidays

Last Modified on 08/02/2021 11:02 am GMT

Permissions

You will require the following permissions:

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

A week or two away in the glorious sunshine or relaxing by the fire in a lodge. This guide explains how to add, edit, and delete a holiday.

Add a Holiday

1. Tap the Navigation Menu 🚇 and then tap My Profile.



2. Within the 'My Details' section, tap**My Holidays**. This will display a list of all your existing holidays.



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

- 3. Tap \bigcirc to add a holiday.
- 4. Set the Start Date and End Date.

← Add Holiday	SAVE
Start Date	
08/02/2021	
- End Date	
11/02/2021	

5. Tap save.

Edit a Holiday

1. Tap the Navigation Menu 🚇 and then tap My Profile.

Image: constraint of the second se	Receipt Wallet			
Receipts Oldest Unclaimed 3 432 Days £193.52 Over a Month Vist generation Use and the second sec	Mr Alex Earle			
3 432 Days £193.52	Receipts	Oldest	Unclaimed	
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2. Within the 'My Details' section, tap**My Holidays**. This will display a list of all your existing holidays.



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

- 3. Tap the holiday that you want to edit.
- 4. Set the Start Date and End Date.

← Edit Holiday	SAVE
Start Date	
13/11/2020	
- End Date	
17/11/2020	

5. Tap save.

Delete a Holiday

1. Tap the Navigation Menu 🐣 and then tap My Profile.

Mr Alex Farle				
3	432 Days	£193.52		
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UNT DUE £73.30	:			

2. Within the 'My Details' section, tap**My Holidays**. This will display a list of all of your existing holidays.



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

3. Tap the menu inext to the holiday you want to delete and then tap**Delete**.

