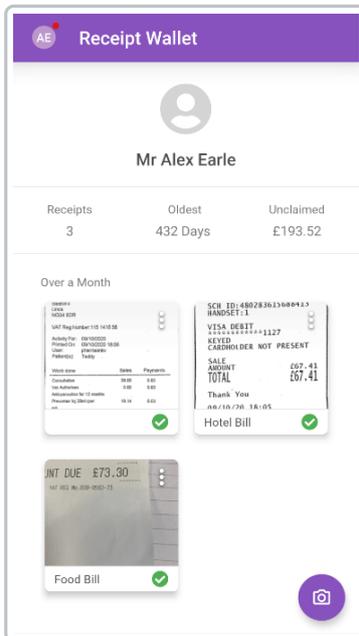# Mobile - Manage My Holidays

Permissions

You will require the following permissions:

- You must be an approver within a Signoff Group in order to see the 'My Holidays' menu.
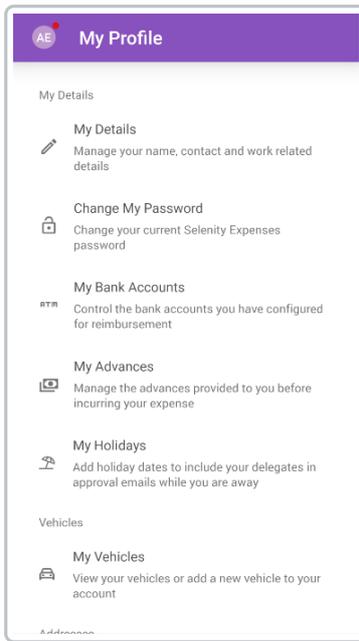
> A week or two away in the glorious sunshine or relaxing by the fire in a lodge. This guide explains how to add, edit, and delete a holiday.

Add a Holiday

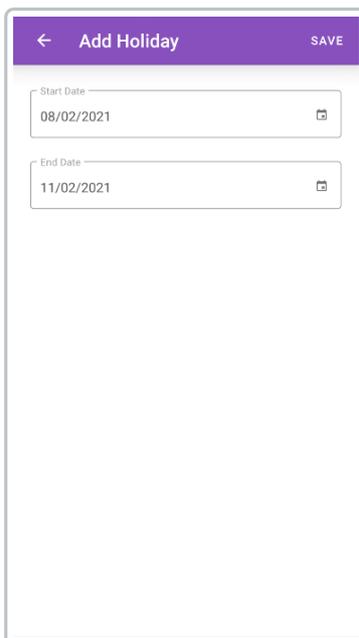1. Tap the **Navigation Menu** 🔵 and then tap **My Profile.**

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.
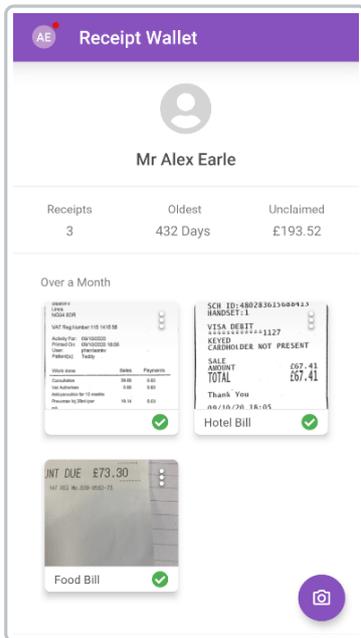
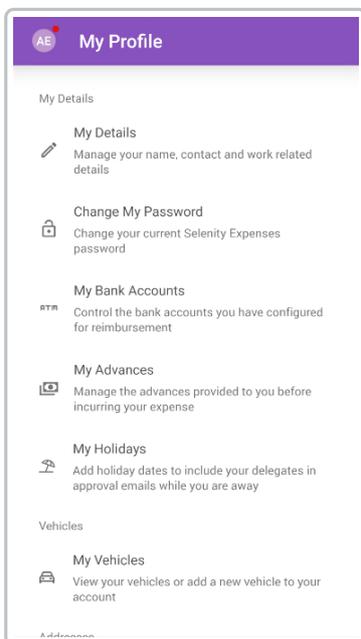3. Tap ⊕ to add a holiday.

4. Set the **Start Date** and **End Date**.

5. Tap SAVE.

Edit a Holiday

1. Tap the **Navigation Menu** 🔵 and then tap **My Profile.**
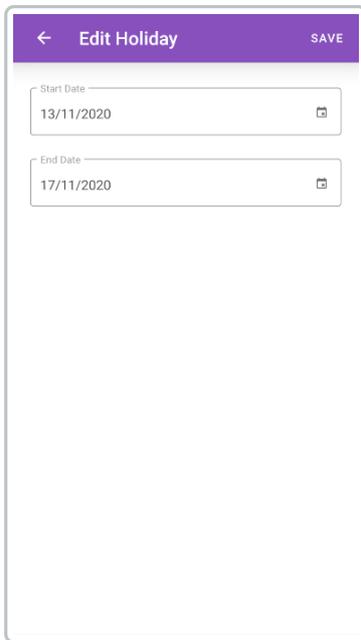

2. Within the 'My Details' section, tap**My Holidays**. This will display a list of all your existing holidays.

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

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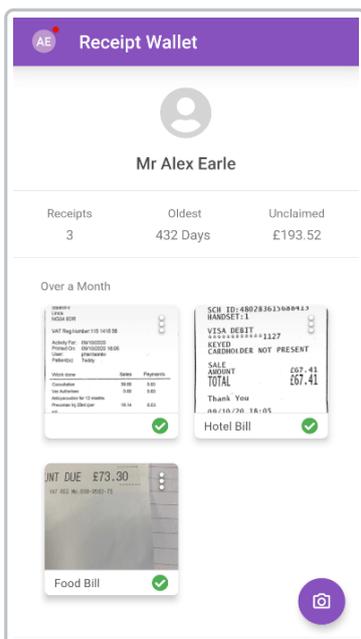
4. Set the **Start Date** and **End Date**.

5. Tap SAVE.

Delete 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 of your existing holidays.
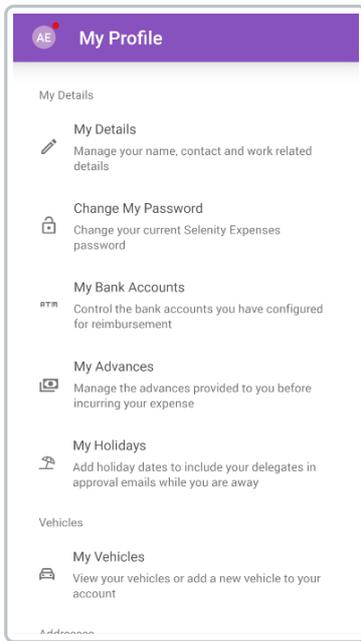
3. Tap the menu ⋮ next to the holiday you want to delete and then tapDelete.