

Mobile - Manage My Holidays

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

Permissions

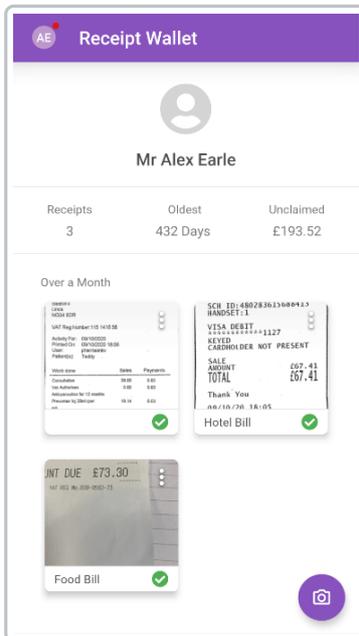
You will require the following permissions:

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

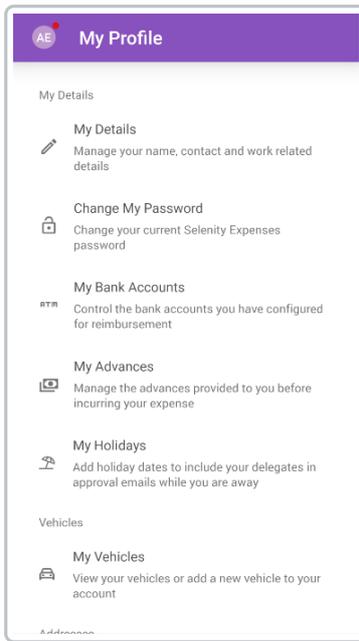
A week or two away in the glorious sunshine or relaxing by the fire in a lodge. This guide explains how to add, edit, and delete a holiday.

Add a Holiday

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



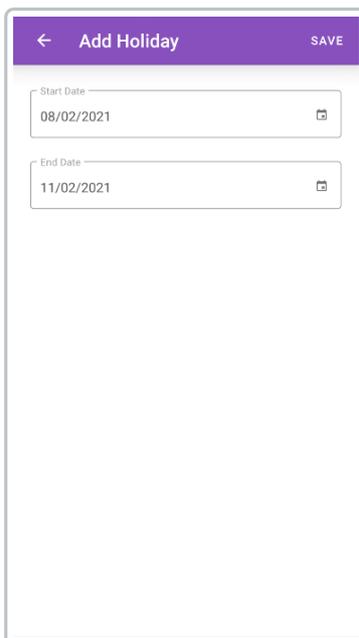
2. Within the 'My Details' section, tap **My Holidays**. This will display a list of all your existing holidays.



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

3. Tap  to add a holiday.

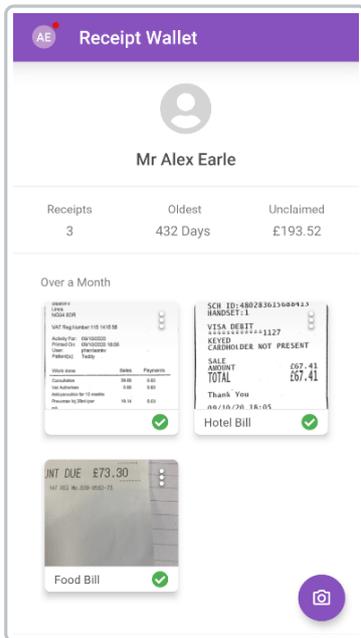
4. Set the **Start Date** and **End Date**.



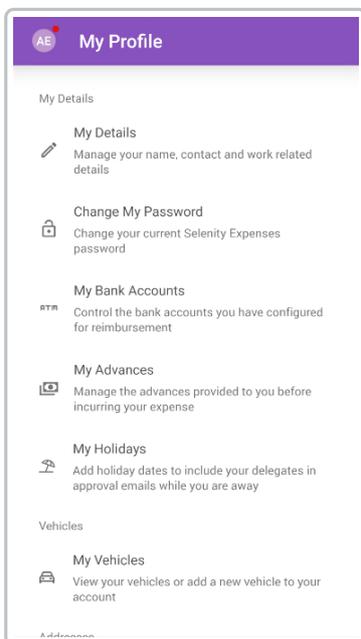
5. Tap **SAVE**.

Edit a Holiday

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



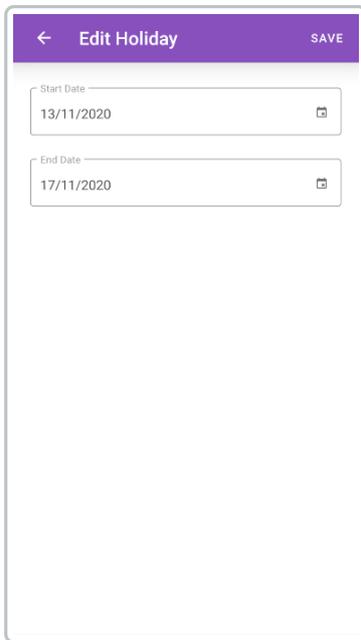
2. Within the 'My Details' section, tap My Holidays. This will display a list of all your existing holidays.



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**.



← Edit Holiday SAVE

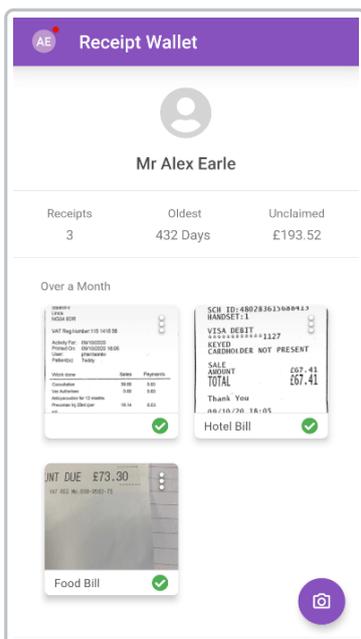
Start Date
13/11/2020

End Date
17/11/2020

5. Tap **SAVE**.

Delete a Holiday

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



AE Receipt Wallet

Mr Alex Earle

Receipts 3 Oldest 432 Days Unclaimed £193.52

Over a Month

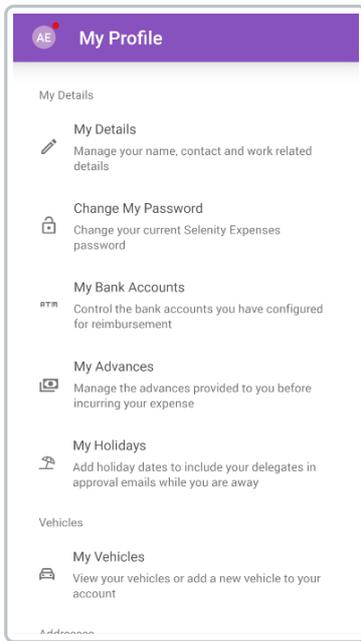
Receipts: MOTOR BIKE

Receipts: VISA DEBIT
Handset: 1
KEYED
CARDHOLDER NOT PRESENT
SALE TOTAL £67.41
TOTAL £67.41
Thank You
08/10/20 18:05
Hotel Bill

Receipts: JNT DUE £73.30
Food Bill

Camera icon

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  next to the holiday you want to delete and then tap **Delete**.

