

MANAGER – APPROVING TAFW

Follow the usual process for logging in and ensure to select the Manager Role when prompt.

Your approvals can be accessed on the top right of your screen via the tick icon which will appear with an orange circle if you have outstanding TAFW requests to review.



You will then be presented with the below screen where you will be able to approve or deny the colleagues request.



Once the request has been approved you will see this presented as the below.



Multi Week Calendar

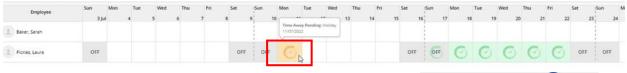
You can also manage your TAFW approvals via the Multi Week Calendar tool. Firstly, ensure your profile setting are set to 'Manager' these can be changed.





You will then be presented with the below screen where you are able to view your whole teams schedule showing who is away from work when and why and if there are any outstanding approvals.





Click on any appending approval tabs and select edit.

Once you have clicked edit this will open a second screen where you are able to approve or deny the request.

