

How to approve multiple annual leave tasks in ERP Gold

As a manager you will be required to approve some tasks within ERP Gold including such requests as annual leave, variable claims and purchase of additional annual leave. You will receive a email alert to advise you that you are required to authorise something in ERP Gold.

Locating your task list

You should log into your ERP Gold account or click on the link you receive in the email alert. Click onto the home page. In the top right hand corner you will see a 'tick' with a number next to it. The number indicates the number of tasks you have to approve.

The screenshot shows the ERP Gold home page. At the top left, there is a 'Home page' callout pointing to the logo area. At the top right, there is a callout 'Click here to open your task list' pointing to a notification icon (a red square with a white checkmark and a red '1') next to the user profile information. The main content area is divided into several sections: 'Menu' on the left, 'Start pages' in the middle, 'Your employment' on the right, 'Your development' at the bottom left, 'Your activities' at the bottom right, 'Favourites' on the far right, and 'Recently used' at the bottom right.

If you click on the 'tick', you will open your task list. Click on the task you wish to approve.

The screenshot shows the ERP Gold task list interface. A callout 'A list of your tasks will appear' points to the task list area. A modal window 'Your tasks ?' is open, showing a task with the text 'Line Manager Approval Resource ID: 235100002 Abs. code: AL' and a 'Go to Task management' button. The task list area shows a table with columns for 'Your employment' and 'Your activities'. The 'Your employment' column contains a list of tasks: 'Personal Information', 'Absences', and 'Activate your substitutes'. The 'Your activities' column is currently empty.

You may receive multiple requests for leave from the same person at the same time, but only want to approve one. If you approve in the usual way, it will automatically approve all the requests at the same time. To approve or reject individual requests, you need to open the open the 'Advanced mode'.

⌵ Balances

Absences								
Map	Action	Workflow state	▲ Resource ID	Absence co...	Position	Absence re...	Date from	Date to
		Workflow in progress	Betty Boop	AL			16/04/2018	16/04/2018
		Workflow in progress	Betty Boop	AL			17/04/2018	17/04/2018

Select 'Advanced mode' to enable approval or rejection of individual requests

Approve
Reject
Advanced mode
Log book
Export

Advanced mode allows you to select the specific request you would like to approve or reject.

⌵ Balances

Absences									
<input type="checkbox"/>	Map	Action	Workflow state	▲ Resource ID	Absence co...	Position	Absence re...	Date from	Date to
<input type="checkbox"/>		Approve	Workflow in progress	Betty Boop	AL			16/04/2018	16/04/2018
<input type="checkbox"/>		Reject	Workflow in progress	Betty Boop	AL			17/04/2018	17/04/2018

First Select the leave request you wish to action

Approve
Reject
Undo

Then select whether you wish to approve or reject that request

When you have approved or rejected the requests you want to, simply scroll to the bottom of the screen and click on the 'Save' button, which will clear the requests from your actions.

Please note that the usual 'Approve' and 'Reject' buttons won't work in 'Advanced mode'.

⌵ Details

Save