

How to approve annual leave & study leave

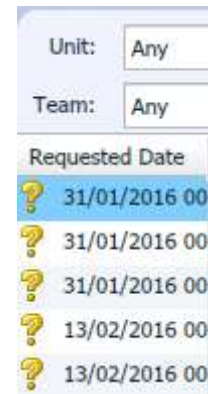
When logged into Health Roster, click onto Rostering, Unavailability's, and Annual Leave & Study Requests >



In the Unit box select the team you would like to see and press find >



This will then show up any annual leave and study requests underneath >



To approve, right click on the request and select Approve (or reject)>



Another way to approve is if you look in the Roster for the team you can see any requests will have a yellow question mark on, simply right click on the request and approve or reject >

