



Manager Dashboard

Manager Dashboard – Manager Requests

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Overview

The 'Manager Requests Widget' allows Managers on behalf of their employee to request a Service from another area, such as requesting to: -

- Buy Annual Leave
- New Working Pattern Request
- Retrospective Shift Type Change

1. Manager Dashboard

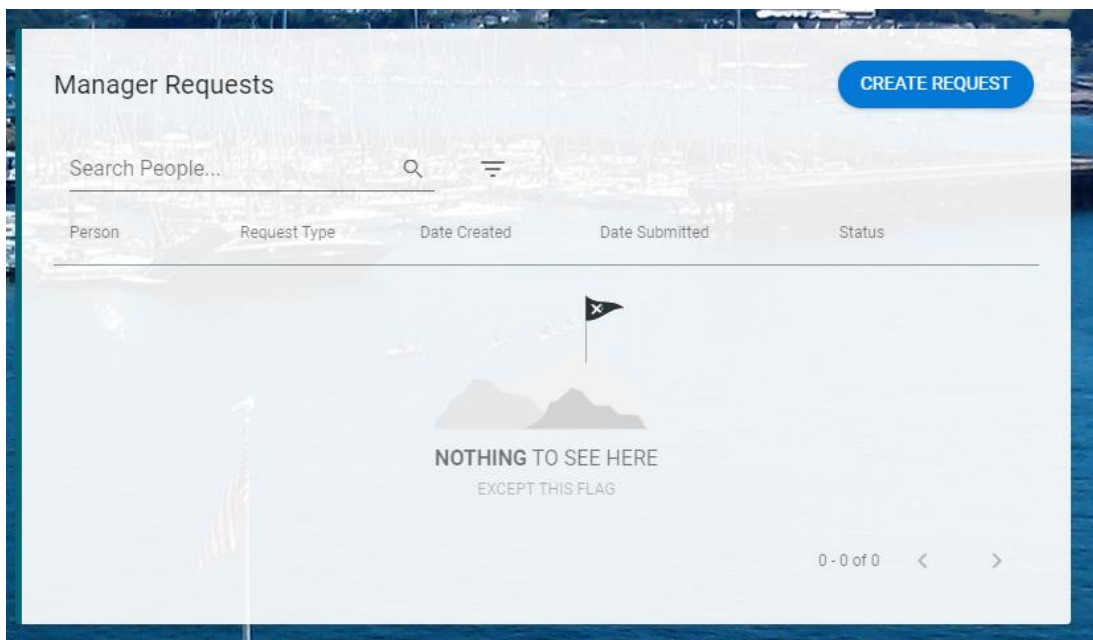
1.1 Manager Requests

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How to Create a Manager Requests

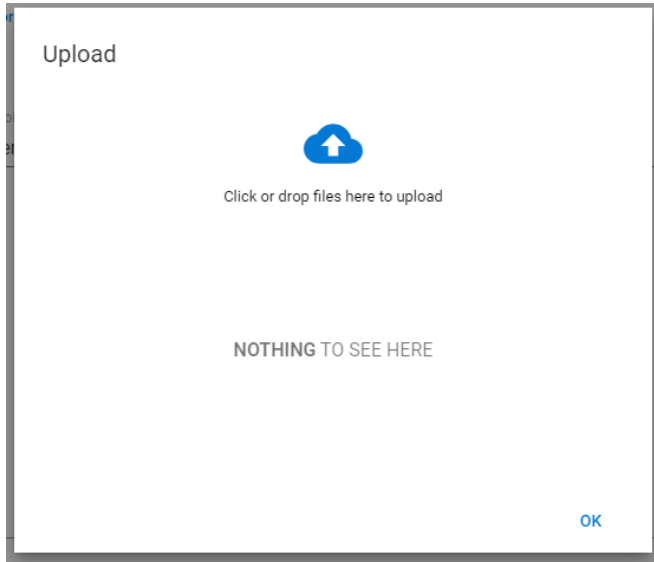
1. Go to the Manager Dashboard

- You will see the Manager Request Widget
- Click on the Create Request Button



- Select the Employee
- Select the Appointment – if they have more than one, a drop-down list will appear
- Select the Request Type
- Provide request Details

- Attach Documentation if applicable, by clicking on the  button, once you click this a further screen will appear, follow the instructions on the page to upload your document.



- Save your request
- Submit once you are ready for it to be sent. The request will be sent to the relevant Team/Person/Department to deal with.