Protective Marking: Official



Manager Dashboard – Delt Mini Guide

Manger Dashboard – Amended Car & New Car Approvals

08/02/2021

Auth<mark>or: Carmen Garcia</mark>



Employee has Updated their vehicle details or Created a new Vehicle.

Managers will receive notification that Employees have updated their vehicle details or created a new vehicle, via an Employee Request.

Mangers should navigate to the Manager Dashboard>Click on the 'My Approvals Notifications'

These types of Notifications will appear with the name 'VEHICLE' in the title.

My Approvals Notifications		APPROVALS		
SG	Stephanie Gerrard (000217) VEHICLE	12:48	VIEW	
SG	Stephanie Gerrard (000217) VEHICLE	12:48	VIEW	

Click on the View button and read through the approval.

There are two types of VEHICLE approvals.

- Approval for when an Employee Amends an existing Vehicle.
- Approval for when an Employee Creates a New Vehicle.





÷	Manager Dashb	oard						81
My A Manage	pprovals er Dashboard > My App	provals						VIEW DETAILS
	Actions	Updates	SG Stephanie G	ierrard				
Searc	sh	<u>م</u> =	VEHICLE					
SG	Stephanie Gerrard VEHICLE	12:48	Date Submitted 06 Jan 2021 12:48					
SG	Stephanie Gerrard VEHICLE	12:48	2021010606748520 Request No	06-JAN-21 Request Date				
KA	Katy Alonso (0002 Annual Leave - DELT	23 Sep 2020	Reference Type					
JC	Jeremy Carragher Travel Claim Appro	16 Sep 2020	Vehicle - Amend Existing Veh Date From 06-JAN-21	Registration Number WN77 LDC	Insurance Expiry 06/Jan/2022			
KA	Katy Alonso (0002 Travel Claim Appro	16 Sep 2020						
KA	Katy Alonso (0002 Travel Claim Appro	15 Sep 2020						
JC	Jeremy Carragher Traval Claim Annen	15 Sep 2020 👻					REJE	CT APPROVE

Once you are happy with the content of the notification, being extra careful to check the Insurance Expiry Dates, please either APPROVE or if necessary, REJECT, please ensure that if you reject this, that you give an explanation to the employee.

APPROVE – The CoreHR Systems Team will update the system within 24 hours – Please note that until a manager has approved this, the Employee will be unable to claim mileage. Managers should refer to their own organisation's guidance, but the approval process is to ensure that managers are confirming that they have seen the insurance certificate for their employees.

REJECT – The Employee will receive a notification to say this has been rejected and they must make any necessary amends and resubmit the Employee request again.

