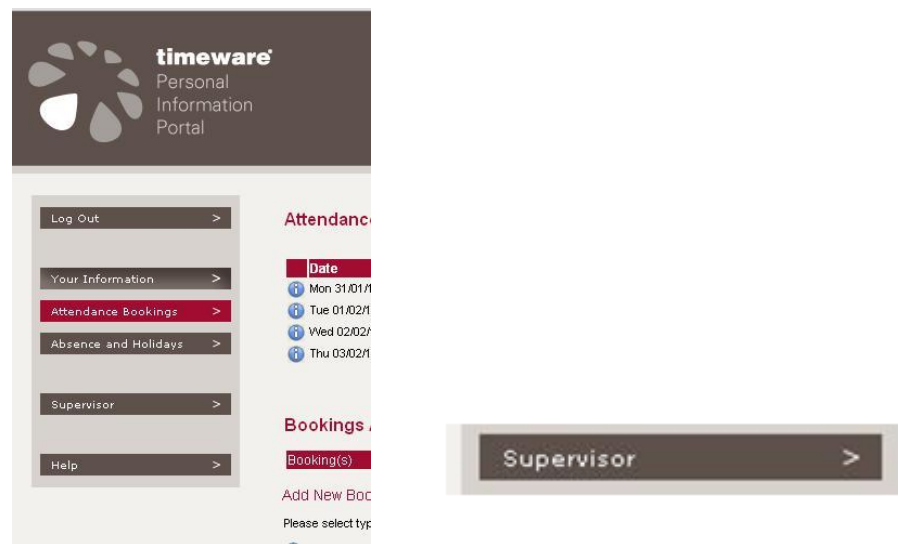




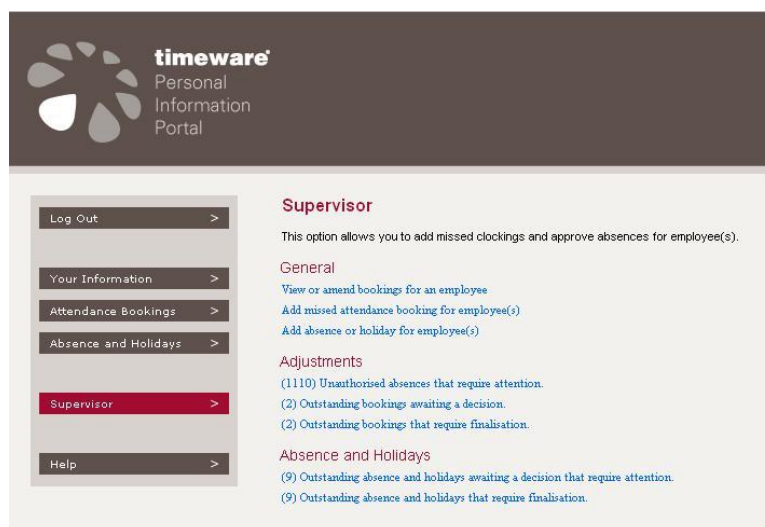
Module: m/07/230

'Authorising and finalising staff attendance bookings...'

1. Log into the timeware® PIP (module m/07/110).
2. Select Supervisor from the left-hand menu.



3. The Supervisor menu will then appear.

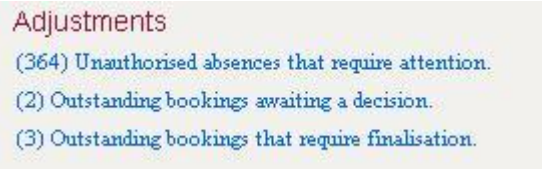


Training module: m-07-230 *Authoring and finalising staff attendance bookings...*





4. On the right you will see the Adjustments heading above three possible options.



- a. Unauthorised absences that require attention
This option gives the supervisor the ability to replace an unauthorised absence with an authorised absence.
- b. Outstanding bookings awaiting a decision
This option gives the supervisor the ability to mark '*yet to be approved*' attendance bookings as declined or authorised.
- c. Outstanding bookings that require finalisation
This option gives the supervisor the ability to mark '*approved*' or '*declined*' attendance bookings as finalised.