

# Holiday Approval Feature

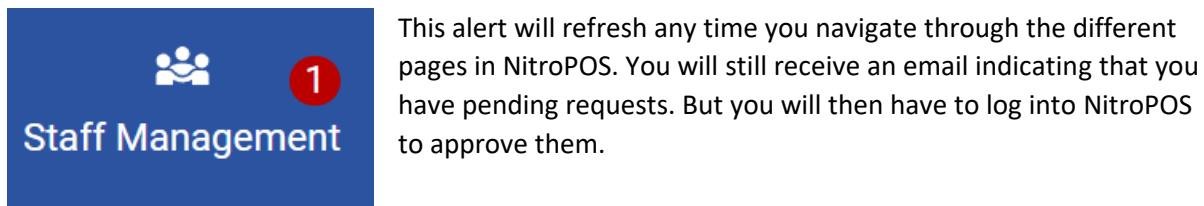
A new feature has been added to NitroPOS, this will allow you to approve the holiday requests of your team.

Please read the instructions bellow and ensure you understand how to use this feature. ***Be aware that depending on your level of access in NitroPOS your navigation bar might look different than the one on the images, but the usage of the system will be same.***

When you log into NitroPOS you will see a new icon on your navigation bar:



This area also has a small alert if a new approval request appears for you:



Once you navigate to the Staff Management page you will be able to see a list view of all the requests you have pending.

REVIEW YOUR REQUESTS						
Staff Name	Start Date	End Date	Total Days	Reason	Approve	Deny
Test A1	09/07/2023	09/07/2023	1	Test Holiday	<b>APPROVE</b>	<b>DENY</b>

On the left-hand menu, you can see:

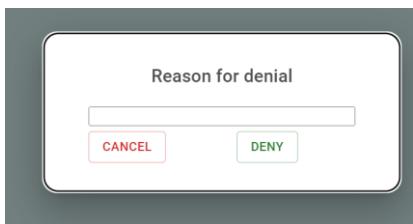
- Holiday Approval – This is where the list for all your approvals will be.
- Holiday Calendar – Please be aware this feature is still on the building process and is not available yet.

## Holiday Approval

The list view will show you: staff name, start date, end date, total days holidays and the reason if given.

Two buttons will allow you to approve or deny holidays.

1. **Denial of holidays:** when you click on “DENY” a pop up will appear asking for a reason for denial.



This reason is obligatory and it is the reason that will be sent to the staff member on their email confirming that their holidays have been denied. Please keep it professional and brief but with enough explanation i.e.: too many people on holiday at the time, not enough holiday allowance left...

**2. Approval of holidays:** This option will not ask you for anything else, the button will disappear when pressed an alert or a tick will show to inform you that is has been successful or there was an error. If the approval was successful, this line will disappear of your list of requests.