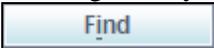
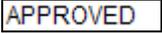


## Manager Leave Review Via Email Lesson

Step	Action
1.	<p>The email will have the name of the employee, the leave type, the dates of the leave request and the total hours of the leave request. In addition the email will display any comments left by the employee.</p> <p>The email also has a <b>Manager Self Service Leave Review</b> link which will take you directly to the request when you click on it.</p> <p><a href="#">Manager Self Service Leave Review</a></p>
2.	If you are not signed into EnterpriseOne you will be prompted to do so by entering your User ID and Password.
3.	<p>Once signed in you will need to click the <b>Find</b> button to bring up the leave request.</p> <p></p>
4.	<p>The employees name will be displayed in the grid. Expand down to the request by clicking the + button.</p> <p></p>
5.	<p>Once you drill down to the specific request click on the date of the leave request.</p> <p></p>
6.	<p>The leave request status most likely will be <b>Pending</b>. To approve or decline this leave request click the <b>Leave Status</b> list for that leave request.</p> <p></p>
7.	<p>Select the appropriate leave status from the drop down menu.</p> <p></p>
8.	<p>Click the <b>Save</b> button.</p> <p></p>
9.	<p>When finished click the <b>Close</b> button.</p> <p></p>
10.	<p>You will be automatically signed out of the System.</p> <p>You have successfully completed this lesson. <b>End of Procedure.</b></p>