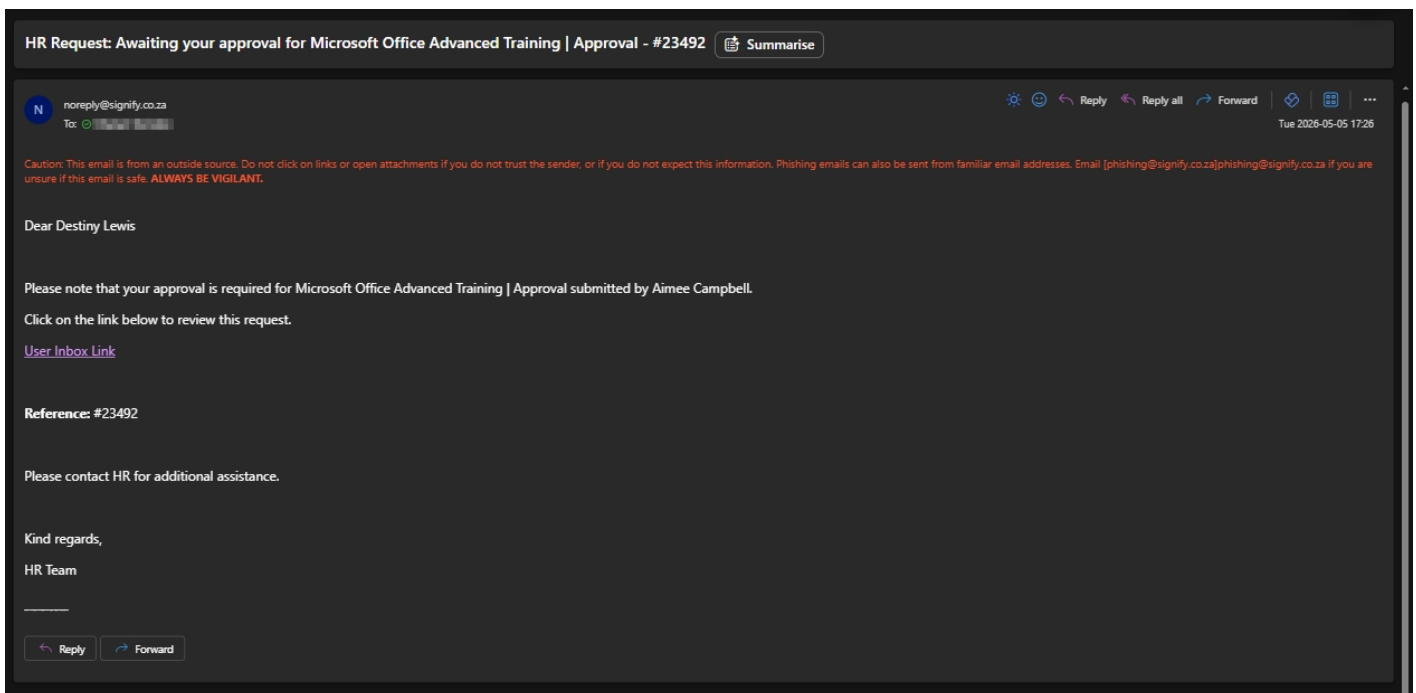


How to do Approvals

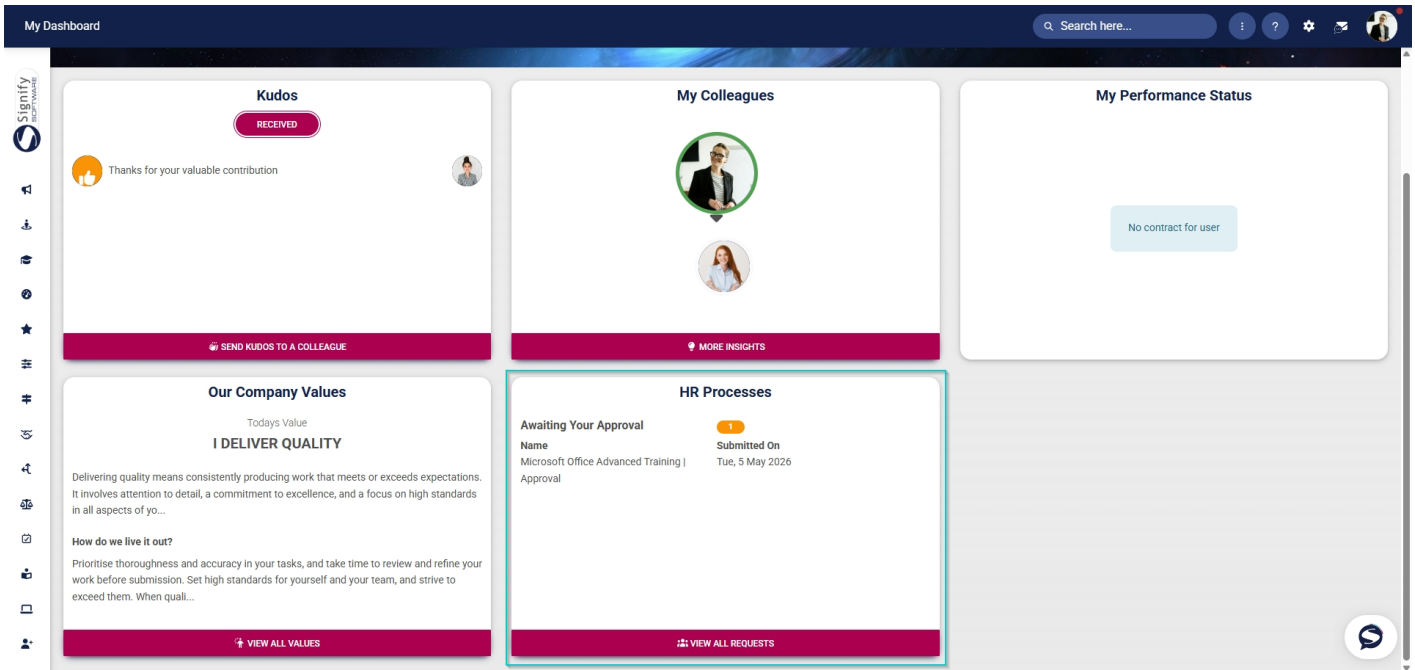
Manager approvals

Some events require manager approval for attendees.

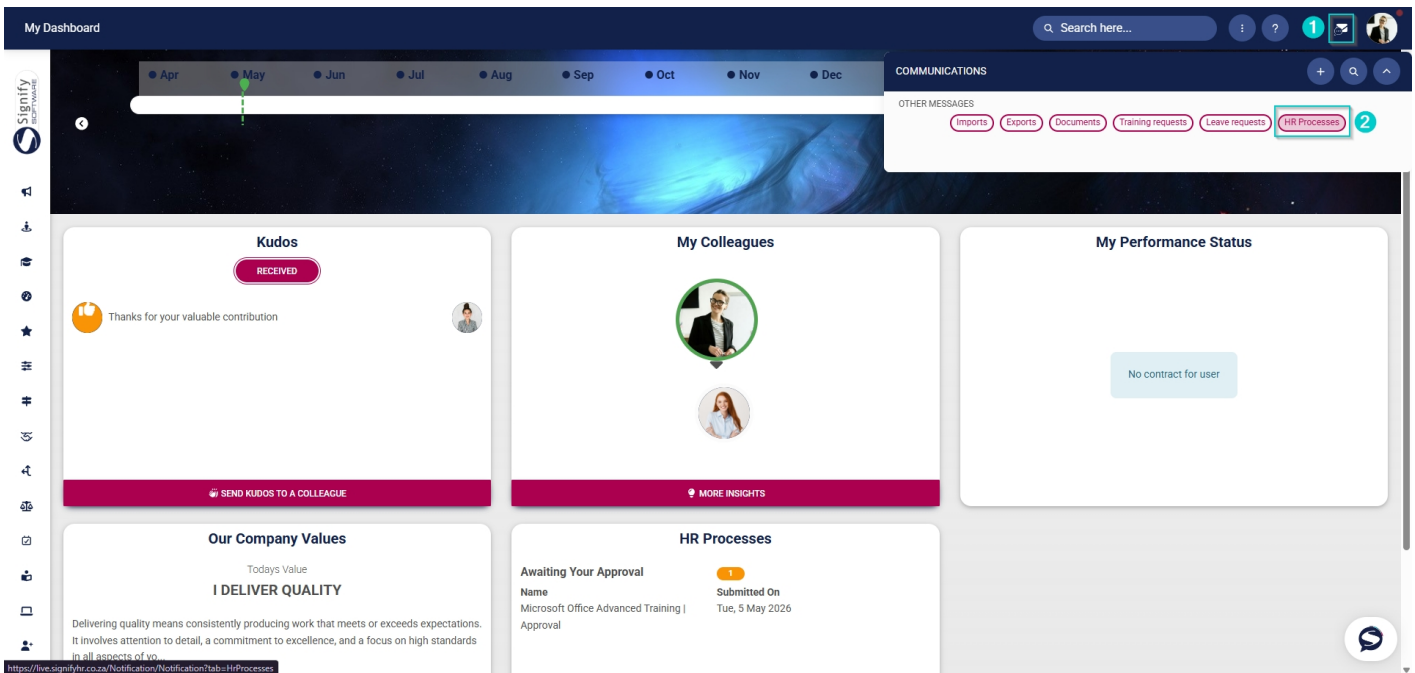
- Upon submitting a request to attend an event, the attendee's **manager** will be notified by **email**.



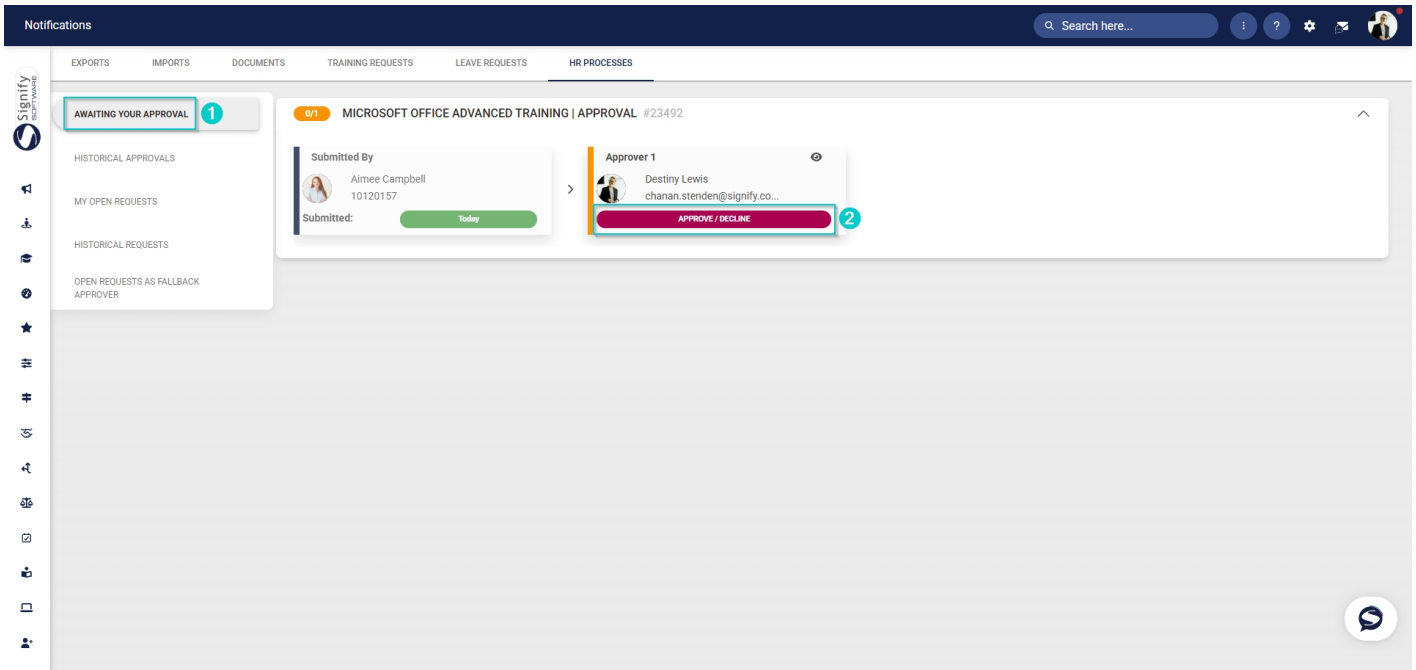
- Additionally, when navigating to the **Dashboard**, the manager will see a new request on the **HR Processes widget** if it has been enabled.
- Click **VIEW ALL REQUESTS** to proceed.



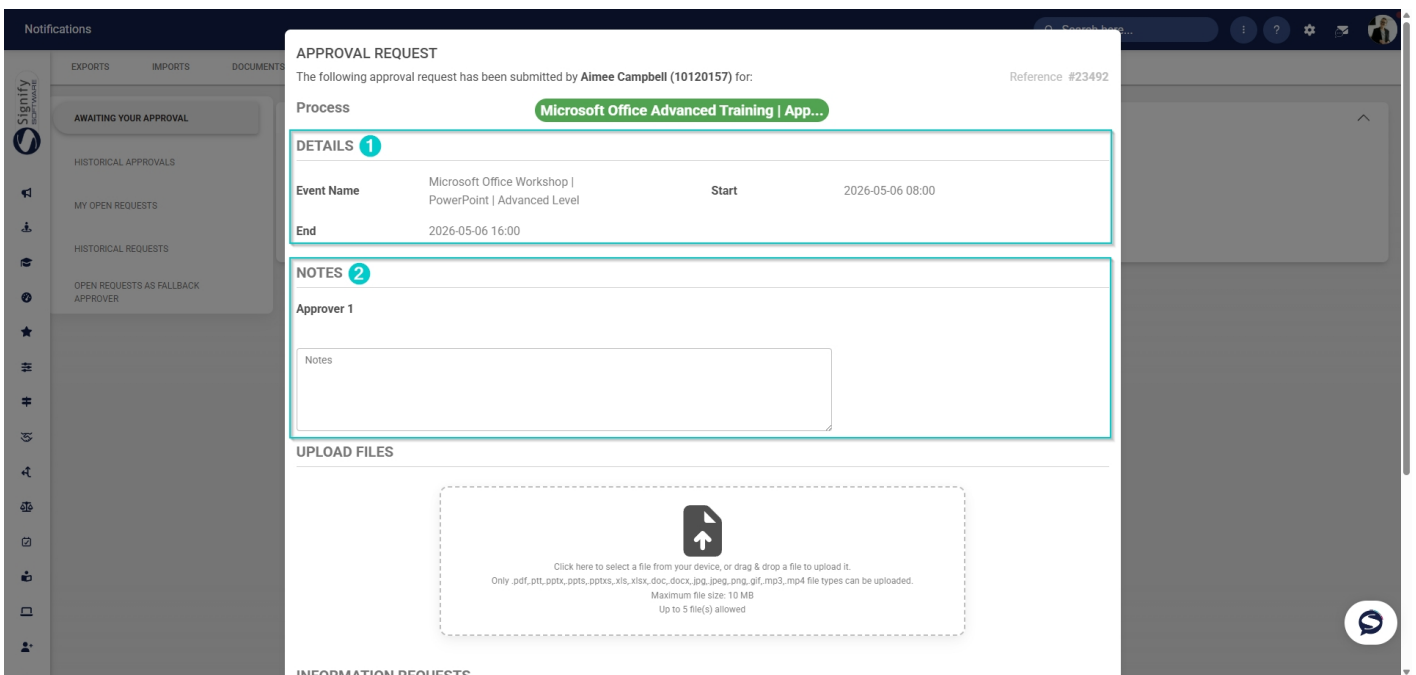
- Alternatively, the manager can access training requests by clicking the **envelope icon** to open their **System Inbox**.
- Click on **HR Processes** to continue.



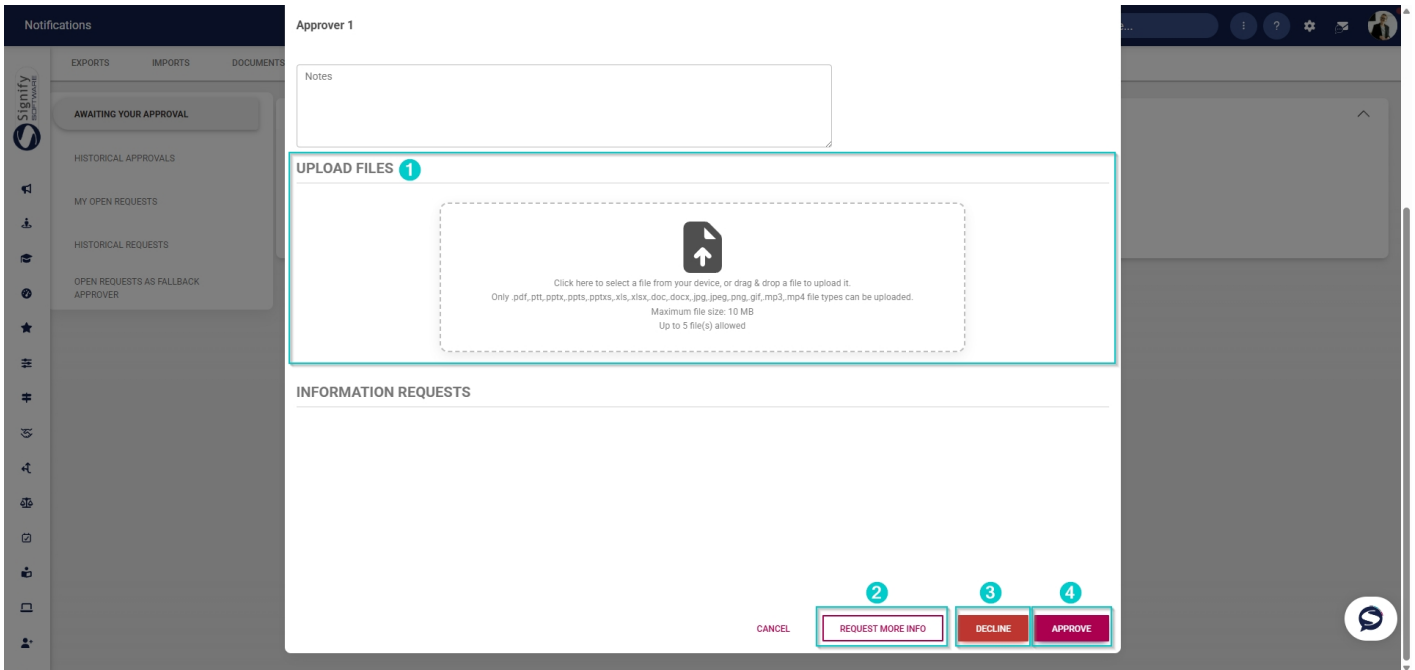
- The **HR Processes** feature of the **System Inbox** will open.
- In the **left-hand menu**, click **AWAITING YOUR APPROVAL** to view open requests.
- Find the employee's training request, then click **APPROVE/DECLINE**.



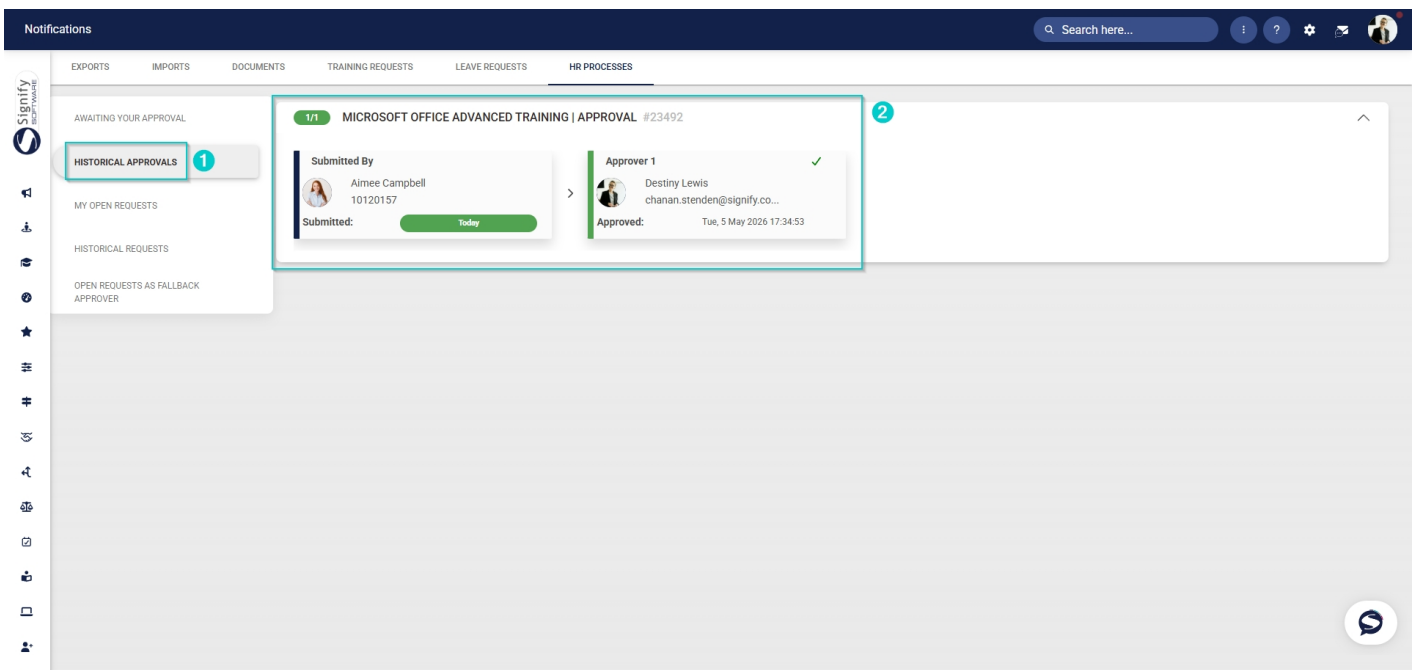
- In the pop-up window, the request details will appear.
 - The **event details** will display, including the event name and start and end dates.
 - The manager can add **notes** about the request.



- The manager can **upload files** from their device.
- Using the buttons at the bottom of the pop-up window, the manager can:
 - Click **REQUEST MORE INFO** to obtain more information about the training request from the employee.
 - Click **DECLINE** to deny the employee's training request.
 - Click **APPROVE** to allow the employee to attend the event.



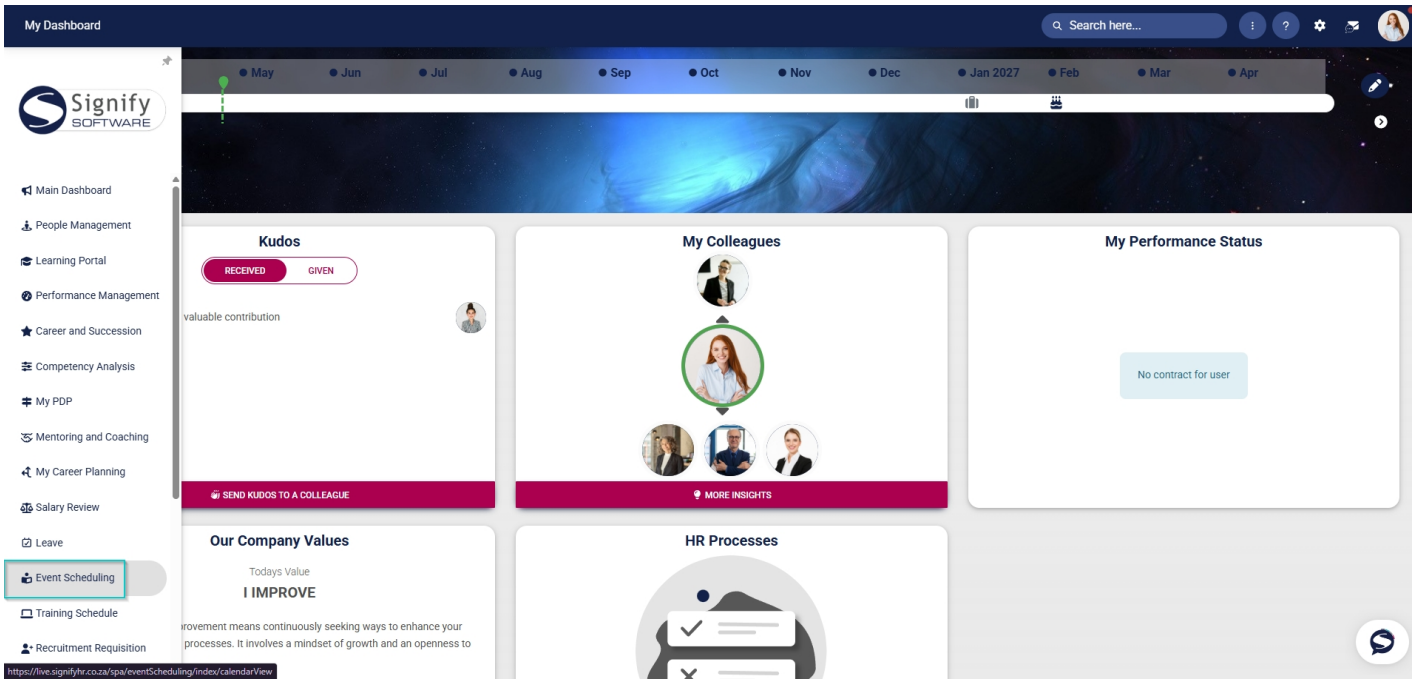
- The manager can navigate to **Historical Approvals** using the **left-hand menu**. Here, details about past requests can be viewed.



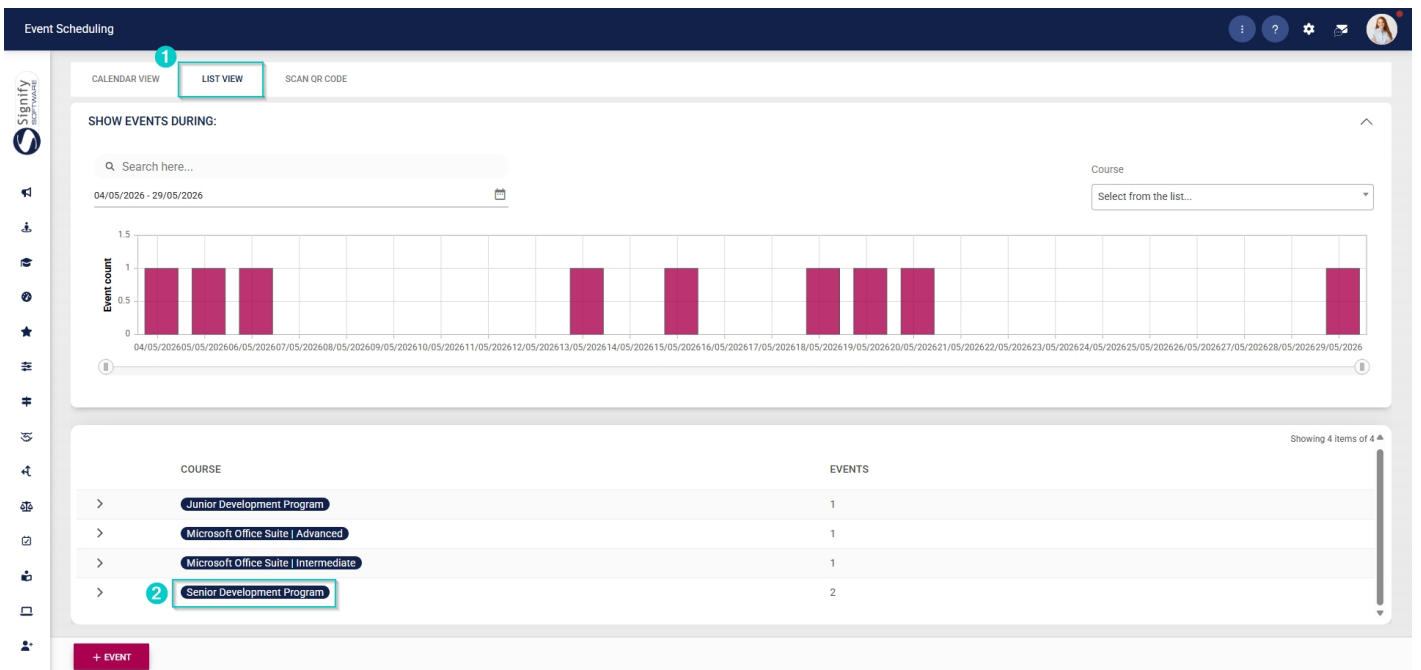
Administrator approvals

Some events require an event administrator's approval for attendees.

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab.
- Expand the event for which you would like to manage administrator approvals.



- Click on the event's **name** to navigate to its configuration settings.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 08/05/2026

Course: Select from the list...

| DATE | EVENT COUNT |
|------------|-------------|
| 04/05/2026 | 1 |
| 05/05/2026 | 1 |
| 06/05/2026 | 5 |
| 07/05/2026 | 1 |
| 08/05/2026 | 1 |

| ATTENDEES | FIRST DAY LAST DAY | SESSIONS | STATUS | VENUE AND ROOM | ATTENDANCE RECORDS | OVERALL STATUS UPDATED NOT UPDATED |
|-----------------------------------|------------------------------------|----------|-----------|----------------|--------------------|---|
| Microsoft Office Workshop Po... | Wed, 6 May 2026 Wed, 6 May 2026 | 1 | Confirmed | | 0/0 | 0/0 |
| Microsoft Office Workshop Po... | Wed, 6 May 2026 Wed, 6 May 2026 | 1 | Confirmed | | 0/1 | 0/1 |

Senior Development Program 2

+ EVENT

- In the **left-hand menu**, click **Attendees**.

Event Scheduling | Microsoft Office Workshop | PowerPoint | Advanced Level

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

DETAILS

Name: Microsoft Office Workshop | PowerPoint | Advanced Level

Course: Microsoft Office Suite | Advanced

Training Provider: Signify Software

Physical Venue: n/a

Attendees Allowed: Min 0, Max 50, Waitlist 0

Attendee bookings will be accepted up to 0 day(s) before the start of the event

Intended Target Market

Event Status: DRAFT CONFIRMED FINALISED CANCELLED

Coordinator: Lily Kingsley (10001600)

Minutes after each session: 0

Virtual Channel: Teams

Attendee cancellations will be accepted up to 0 day(s) before the start of the event

Terms and Conditions

Workflow Process for Approval: Microsoft Office Advanced Training | Approval

SAVE CANCEL

- The **status** of the attendee will show **Awaiting Admin approval**.
 - Click the **tick icon** to approve the employee's request.
 - Click the **cross icons** to decline this request.

The screenshot shows the 'ATTENDEES' section of the Signify software. On the left, there is a navigation menu with options: DETAILS, NOTIFICATIONS, ATTENDEES (selected), WHO CAN BOOK?, DOCUMENTS, and COSTING STRUCTURE. The main area is titled 'ATTENDEES' and has two radio buttons: 'People Group' (unselected) and 'Individuals' (selected). Below this is a search bar labeled 'Search here...'. A table lists attendees with columns: DELETE, PERSON, POSITION | LOCATION IN ORGANISATION, and STATUS. The first row shows Aimee Campbell (10120157) as Chief of Operations (COO) (5a2e7593) at Signify Software. The status for this attendee is 'Awaiting Admin Approval', highlighted with a red box. At the bottom, there are three buttons: 'SAVE', '+ ATTENDEE', and 'CANCEL'.

- The attendee's status will change depending on the icon you click.
- To proceed, click **SAVE**.

This screenshot shows the same 'ATTENDEES' section as the previous one, but the status for Aimee Campbell has changed to 'Booked', highlighted with a red box and a circled '1'. The 'SAVE' button at the bottom is now highlighted with a red box and a circled '2'. The rest of the interface remains the same.

- A pop-up message will ask you to confirm these changes. Click **CONTINUE** to proceed or click **CANCEL** to discard your changes.

Event Scheduling | Microsoft Office Workshop | PowerPoint | Advanced Level

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

ATTENDEES

People Group Individuals

Search here...


DELETE PERSON POSITION | LOCATION IN ORGANISATION STATUS

Chief of Operations (COO) (5a2e7593) Booked

CHANGE CONFIRMATION

These items will be updated.

NUMBER OF ATTENDEES TO BE UPDATED: 1

 Aimee Campbell (10120157)

CANCEL CONTINUE

SAVE + ATTENDEE CANCEL



Revision #2

Created 2026-05-07 15:16:41 UTC by Chanan Stenden

Updated 2026-05-07 15:27:06 UTC by Chanan Stenden