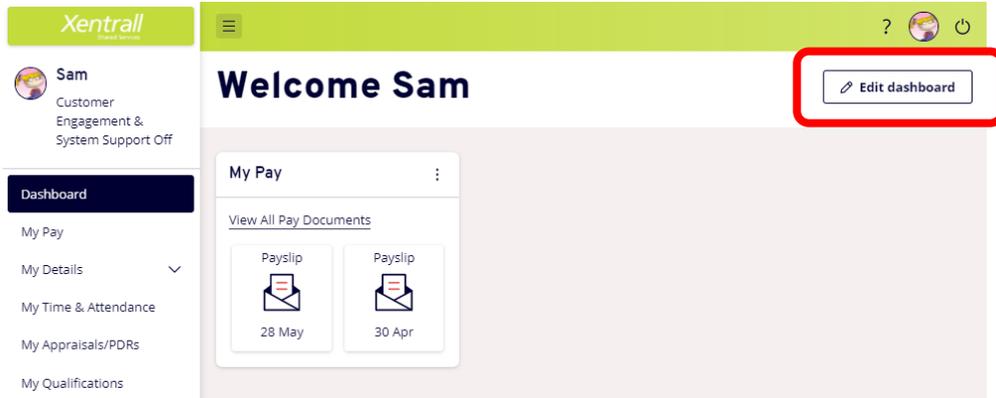


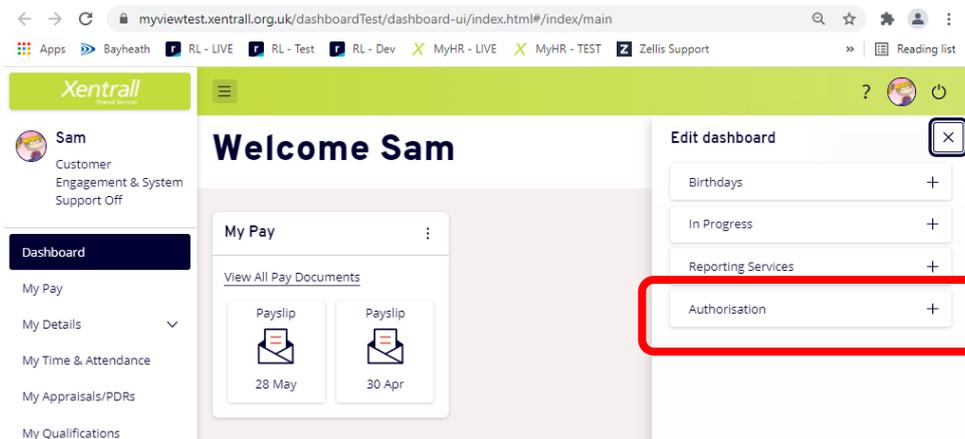
## Authorising Training via MyHR

Ensure your Authorisation widget is turned on

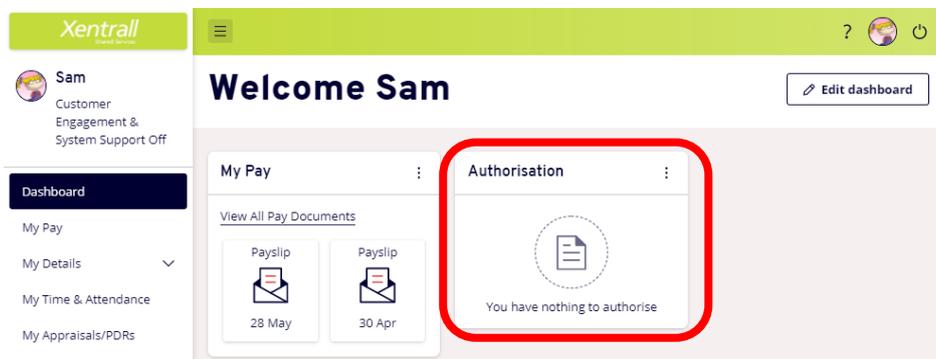
- Click Edit Dashboard



- Click Authorisation

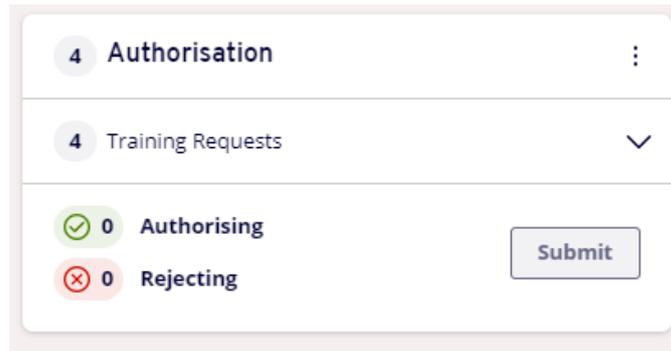


- The Authorisation widget will appear on your dashboard

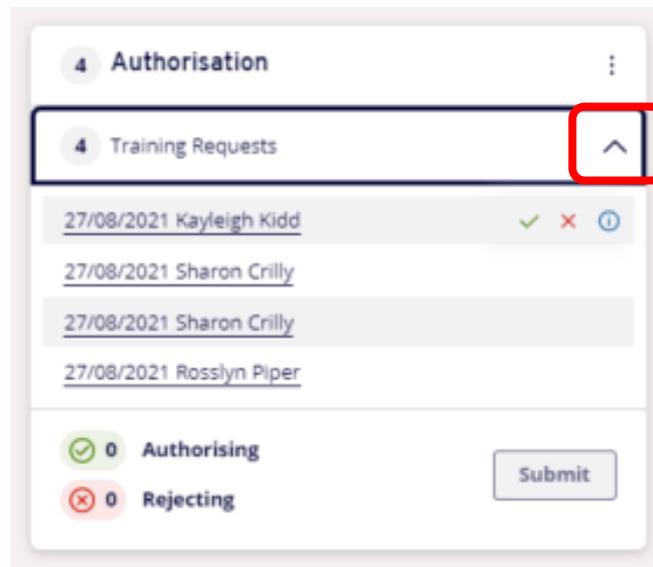


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The Authorisation Widget will display any pending Training Requests

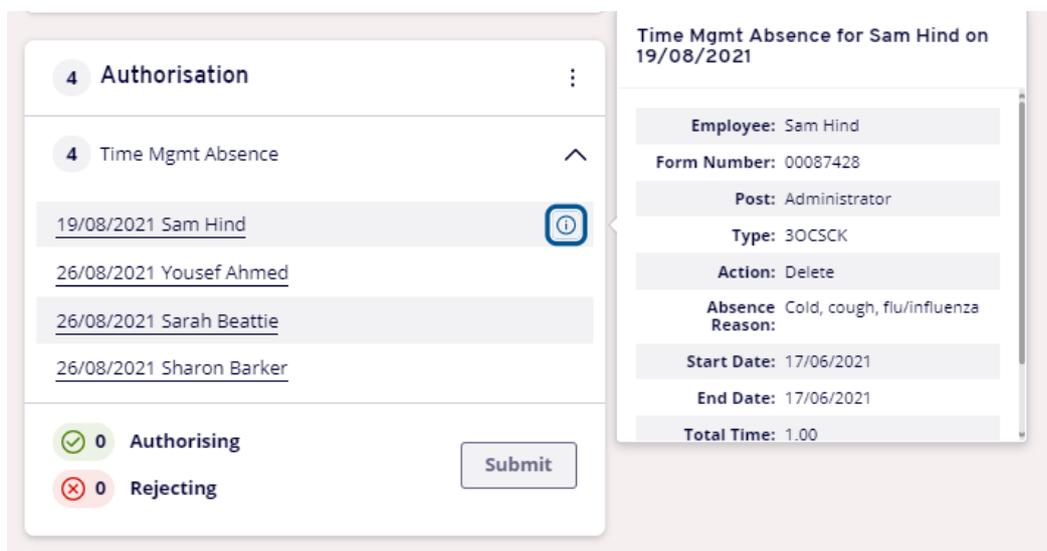


Use the arrow to expand the list and view the requests

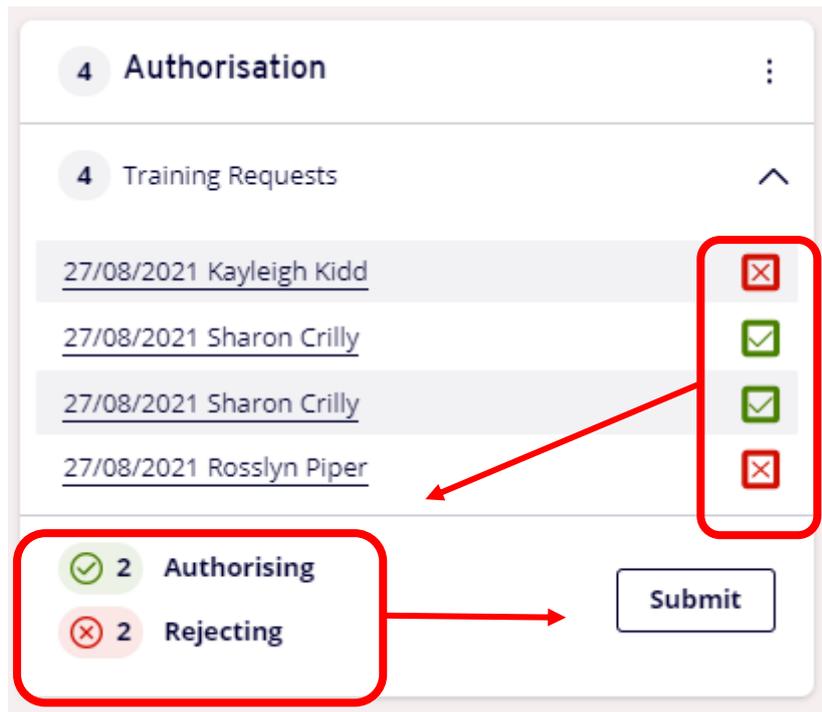


Hover over the employee name to display "quick action" buttons

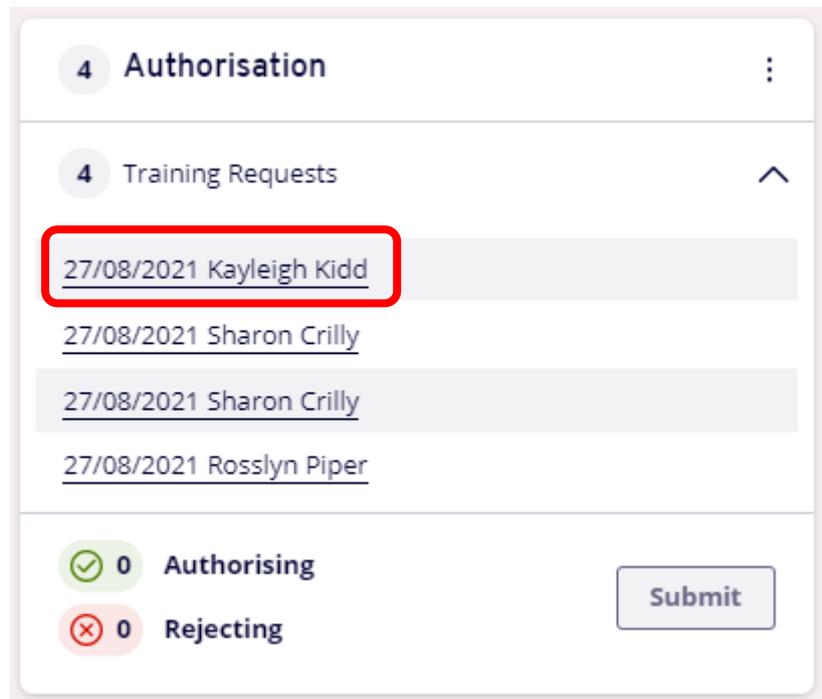
- ✓ will authorise the training
- ✗ will reject the training
- ⓘ will display a summary of the training



To use the quick buttons, identify each request and then click submit



To Review the training request form in full, click on the employee name



Review the course details and authorise or reject

Use the Authorisation / Rejection notes to add a comment to the employee, if required

The screenshot displays the Xentrall user interface for a request form. On the left is a navigation menu with options like 'Me', 'My People', 'Dashboard', 'My Pay', 'My Details', 'My Time & Attendance', 'My Appraisals/PDRs', 'My Training', 'My Qualifications', 'My Documents', 'My Delegations', 'My Authorisations', and 'Form History'. The main content area shows details for a request for 'Tanya' in the 'Customer Engagement &' role. The 'Dates' section contains a table with the following data:

| Start Date | End Date   | Start Time | End Time | Venue      | Room              | Tutor       |
|------------|------------|------------|----------|------------|-------------------|-------------|
| 15/09/2021 | 15/09/2021 | 09:30      | 12:30    | EASTBOURNE | The Function Room | S Gallagher |

Below the dates, the 'Post Details' section shows the position 'Customer Engagement & System Support Off'. The 'Reason For Request' section has a greyed-out text area. The 'Authorisation/Rejection Notes' section features a large text input field, which is highlighted with a red rounded rectangle. At the bottom right, there are two buttons: 'Reject' and 'Authorise', both highlighted with a red rounded rectangle.

You can view all pending authorisation requests using the **My Authorisations** option on the side menu

Click on the Description to open the full request

Each type of authorisation item is grouped in a section which can be expanded or collapsed accordingly.

4 Pending Authorisations | 6 Requests this month

Event Type: Training Requests | Employee: Kayleigh Kidd (6023927), Sharon Crilly (0272643), Rosslyn Piper (1006378)

Results per page: 20 | Showing 4 results

| Description   | Event             | Time Remaining | Submitted Date | Employee      |       |
|---|-------------------|----------------|----------------|---------------|-------|
| <a href="#">Training Request: Fire Awareness Training</a>           | Training Requests | -              | 27 Aug 2021    | Kayleigh Kidd | ✓ ✗ ▾ |
| <a href="#">Training Request: CDM2015 for Clients</a>               | Training Requests | -              | 27 Aug 2021    | Sharon Crilly | ✓ ✗ ▾ |
| <a href="#">Training Request: Mgr Prg (Difficult Conversations)</a> | Training Requests | -              | 27 Aug 2021    | Sharon Crilly | ✓ ✗ ▾ |
| <a href="#">Training Request: Fire Awareness Training</a>           | Training Requests | -              | 27 Aug 2021    | Rosslyn Piper | ✓ ✗ ▾ |

Expand the row, to see the quick view and authorise or reject using the quick buttons

Results per page: 20 | Showing 4 results

| Description  | Event             | Time Remaining | Submitted Date | Employee      |       |
|--|-------------------|----------------|----------------|---------------|-------|
| <a href="#">Training Request: Fire Awareness Training</a>  | Training Requests | -              | 27 Aug 2021    | Kayleigh Kidd | ✓ ✗ ▾ |
| <b>Training Requests</b><br><b>Employee:</b> Kayleigh Kidd (6023927)<br><b>Post:</b> Customer Engagement & System Support Off (POS011634)<br><b>Form Number:</b> 0000001977<br><b>Submitted By:</b> Kayleigh Kidd (6023927)<br><b>Submitted On:</b> 27 Aug 2021<br><b>Description:</b> Fire Awareness Training<br><b>Start Date:</b> 15/09/2021<br><b>Start Time:</b> 09:30<br><b>Authorisation Progress</b> |                   |                |                |               |       |
| <a href="#">Training Request: CDM2015 for Clients</a>  | Training Requests | -              | 27 Aug 2021    | Sharon Crilly | ✓ ✗ ▾ |
| <a href="#">Training Request: Mgr Prg (Difficult Conversations)</a>  | Training Requests | -              | 27 Aug 2021    | Sharon Crilly | ✓ ✗ ▾ |
| <a href="#">Training Request: Fire Awareness Training</a>  | Training Requests | -              | 27 Aug 2021    | Rosslyn Piper | ✓ ✗ ▾ |