

## Approver User Guide – Forwarding Approval Requests

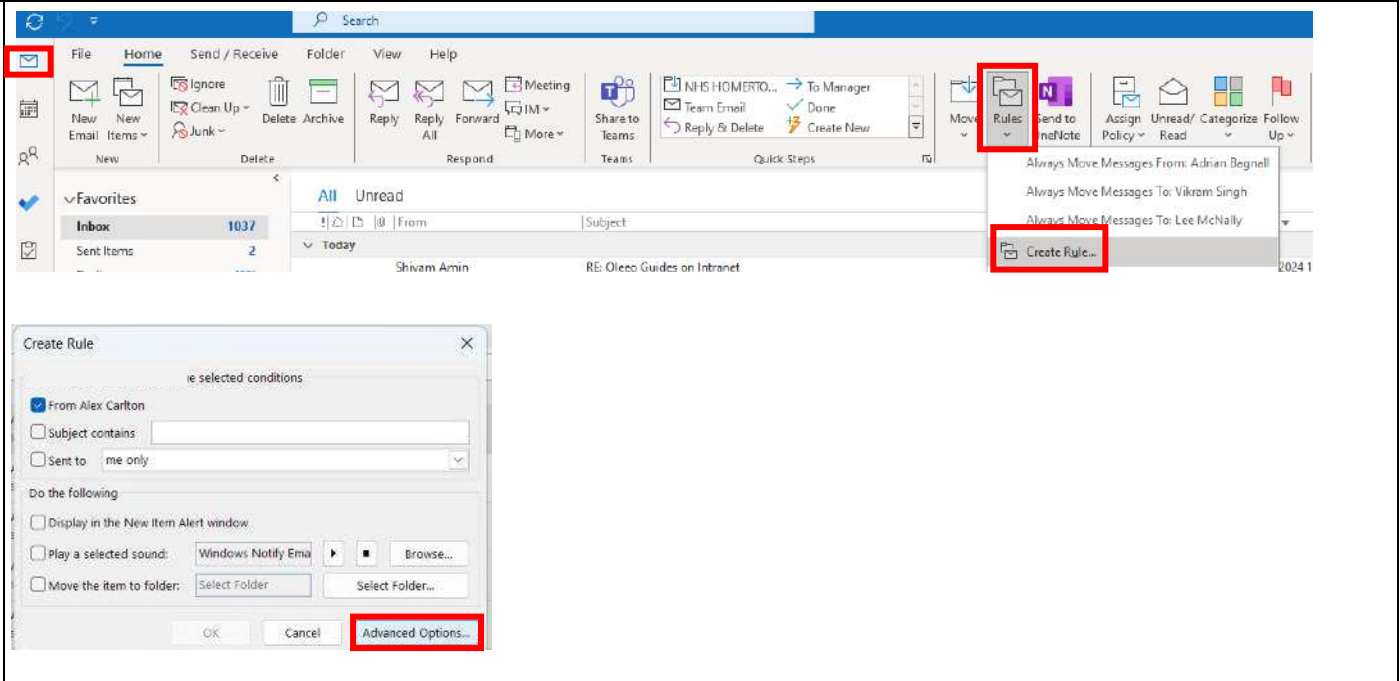
This document must only be applied if you (Designated Approver) are going on a period of leave and require all future Oleeo approval requests to be forwarded to another individual (Nominated Approver) during your absence. If you have already received an Oleeo approval request and would like to delegate the request to another Approver, please follow the “How to Delegate Approval Requests” user guide.

This document will also outline the steps the Nominated Approver will need to follow on Oleeo.

Before you start, your Nominated Approver must:

- 1) Be permitted to approve recruitment and contract variation requests within your area.
- 2) Have an “Approver” profile on Oleeo.
- 3) Have the appropriate Oleeo Organisation Level 2 access to view the request.
- 4) Is aware of their responsibility when reviewing Oleeo approval requests
- 5) Ensure they follow the steps outlined on pages **6-7 within this document**.

For account/access queries, please contact the **IT Service Desk**.

| Step/Action   | Example/Screenshot  |
|---|---|
| <p>1) Go to your mailbox on Outlook.</p> <p>2) Select “Rules” and “Create Rule”.</p> <p>3) Select “Advanced Options”.</p> |  <p>The screenshot shows the Outlook interface. The 'Rules' menu is highlighted in the top right corner. The 'Create Rule' dialog box is open, showing the 'From Alex Carlton' condition selected. The 'Advanced Options...' button is highlighted in the bottom right corner of the dialog box.</p> |

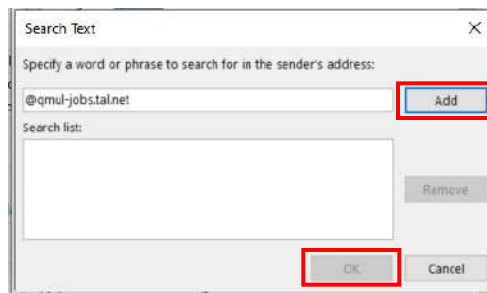
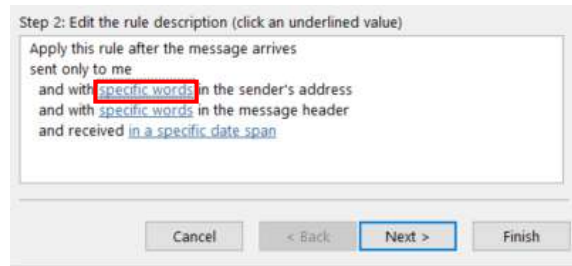
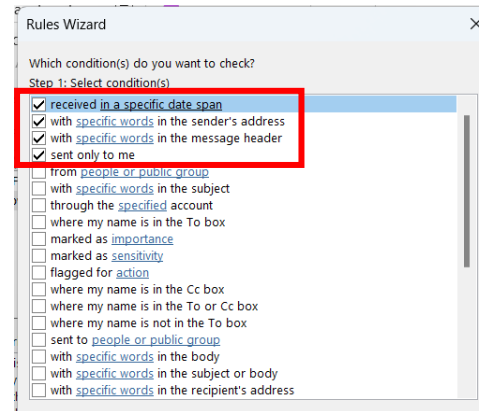
4) Tick the following:

- i. “Received in a specific date span”
- ii. “With specific words in the sender’s address”
- iii. “With specific words in the message header”
- iv. “Sent only to me”

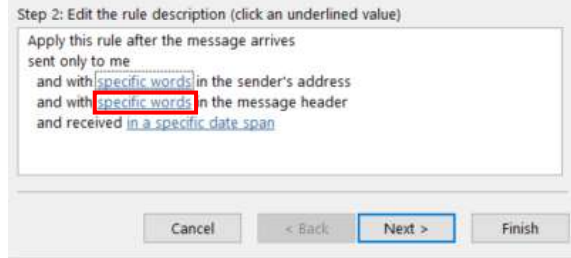
5) Click “specific words” in the sender’s address.

6) Type “@qmul-jobs.tal.net”

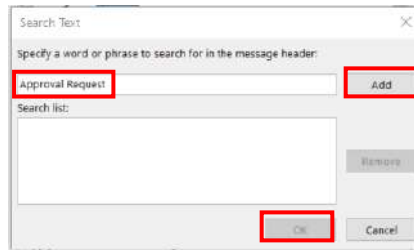
7) Click “Add” and “OK”



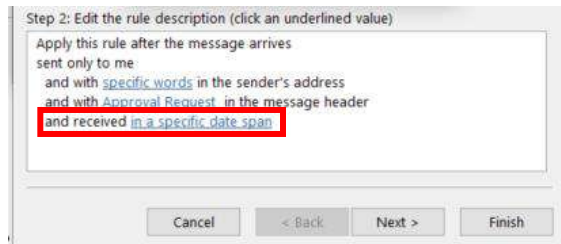
8) Click **“specific words”** in the message header.



9) Type **“Approval Request”**  
10) Select **“Add”** and then **“OK”**.

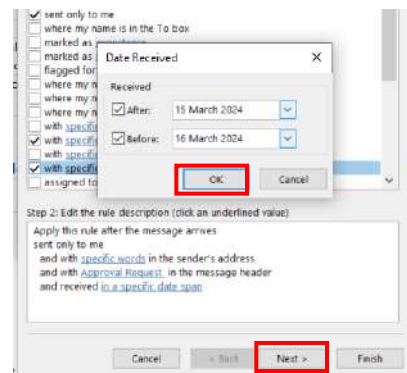


11) Click **“in a specific date span”**.

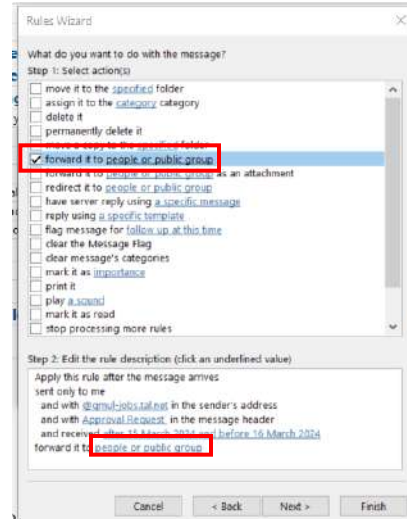


12) Enter the dates according to your absence/leave period.

13) Click **“OK”** and **“Next”**.

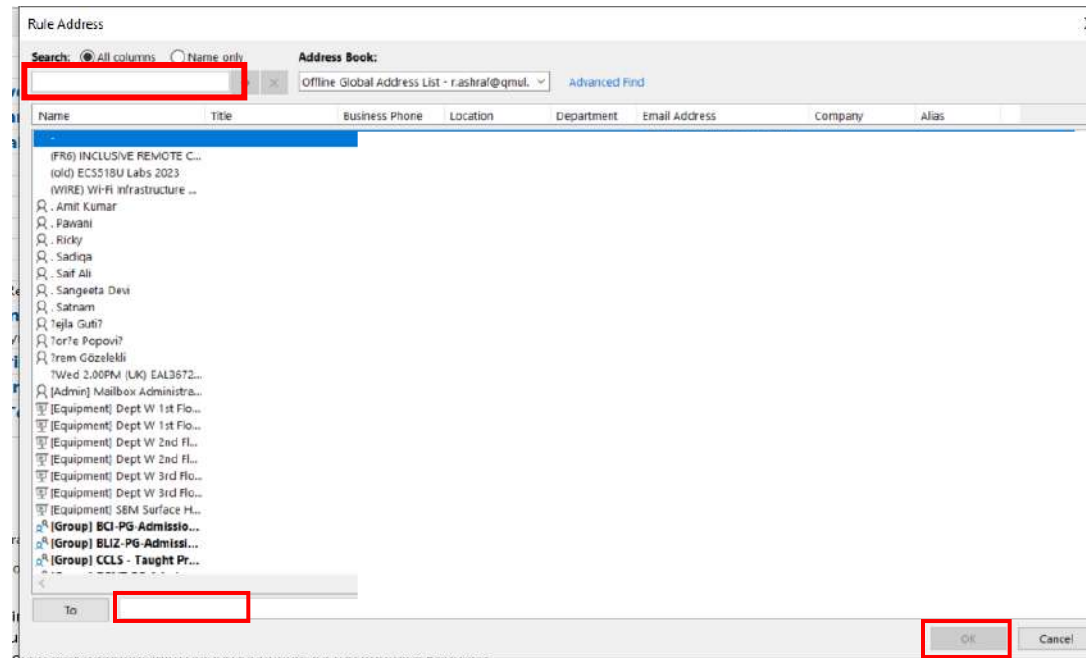


14) Tick “Forward it to people or public group”.



15) Click “people or public group”.

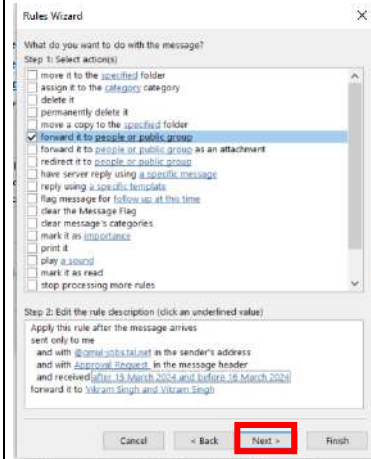
16) Search for the person to whom you wish to forward the approval requests to during your absence.



17) Find the recipient and double click their name. The name should appear in the “To” box.

18) Click “OK”.

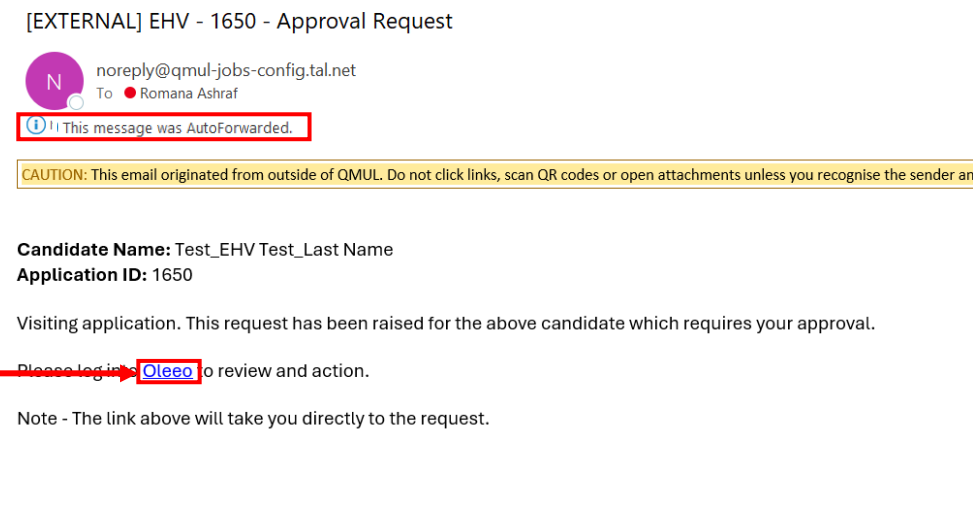


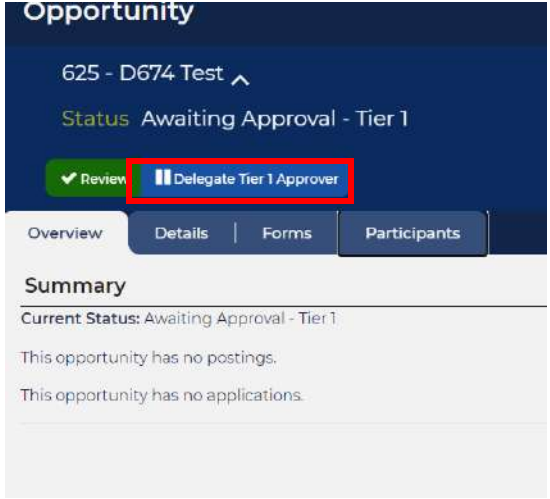
19) Select “Finish”.



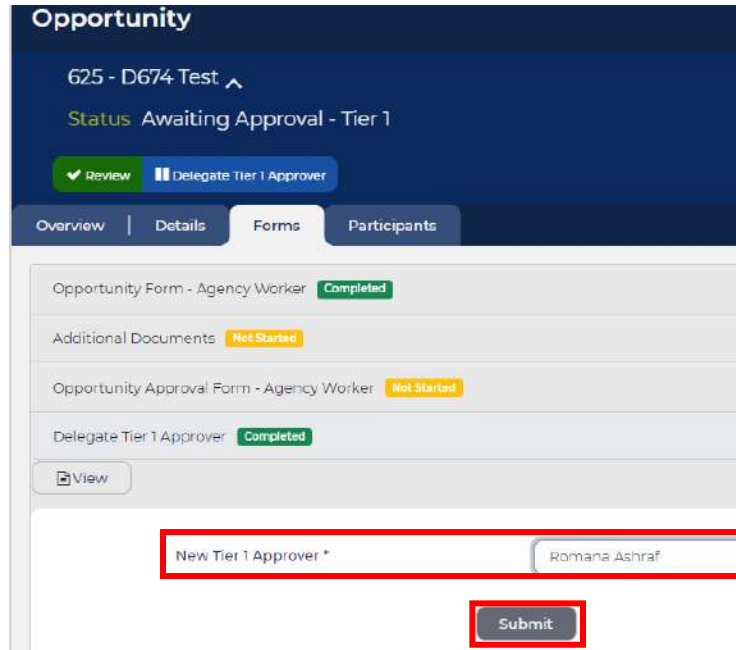
You have now set up the forwarding rule within your Outlook. The Nominated Approver will receive all Oleo approvals during the period you indicated.

### Oleeo User Guide – Nominated Approver

The below steps must be followed by the Nominated Approver to ensure approvals are captured within Oleeo correctly.

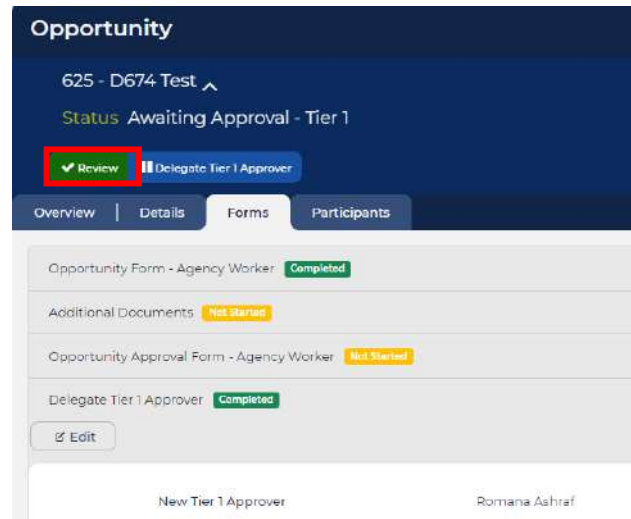
| Step/Action   | Example/Screenshot   |
|---|--|
| <p>1) Once you have received the forwarded Approval Request, click the Oleeo link. This will take you directly to the approval request in Oleeo.</p> <p><i>Please note any forwarded approval requests will include an <b>auto forwarded</b> label within the email as seen here.</i></p> |  <p>[EXTERNAL] EHV - 1650 - Approval Request</p> <p> noreply@qmul-jobs-config.tal.net<br/>To: Romana Ashraf</p> <p> This message was AutoForwarded.</p> <p><b>CAUTION:</b> This email originated from outside of QMUL. Do not click links, scan QR codes or open attachments unless you recognise the sender an</p> <p><b>Candidate Name:</b> Test_EHV Test_Last Name<br/><b>Application ID:</b> 1650</p> <p>Visiting application. This request has been raised for the above candidate which requires your approval.</p> <p>Please login to <a href="#">Oleeo</a> to review and action.</p> <p>Note - The link above will take you directly to the request.</p> |
| <p>2) Click the “<b>Delegate Approver</b>” button.</p>  |  <p><b>Opportunity</b></p> <p>625 - D674 Test ^</p> <p>Status Awaiting Approval - Tier 1</p> <p><input checked="" type="button" value="Review"/> <input type="button" value="Delegate Tier 1 Approver"/></p> <p>Overview   <b>Details</b>   Forms   Participants</p> <p><b>Summary</b></p> <p><b>Current Status:</b> Awaiting Approval - Tier 1</p> <p>This opportunity has no postings.</p> <p>This opportunity has no applications.</p>   |

3) A delegation Approver Form will be presented. Type your name as the New Approver and click “Submit”.



The screenshot shows the 'Opportunity' page for '625 - D674 Test' with a status of 'Awaiting Approval - Tier 1'. The 'Forms' tab is active, displaying a list of forms: 'Opportunity Form - Agency Worker' (Completed), 'Additional Documents' (Not Started), 'Opportunity Approval Form - Agency Worker' (Not Started), and 'Delegate Tier 1 Approver' (Completed). Below the list is a 'View' button. A red box highlights the 'New Tier 1 Approver \*' input field containing 'Romana Ashraf' and the 'Submit' button below it.

4) Once submitted, click the “Review” button. This will load the approval request form. Full guidance on how to review and approve requests can be found [here](#).



The screenshot shows the 'Opportunity' page for '625 - D674 Test' with a status of 'Awaiting Approval - Tier 1'. The 'Review' button is highlighted with a red box. The 'Forms' tab is active, displaying the same list of forms as the previous screenshot. Below the list is an 'Edit' button. At the bottom of the page, the text 'New Tier 1 Approver' and 'Romana Ashraf' is visible.