

Set Approve Leave Right and receive leave email notification staff

Staff can apply leave through b2b system. After the application, system will send the leave application email to the applicant, approve staff and other related staff.

Setup Approve leave right

Staff > Staff > Select shop > Select staff > Edit > Approve leave and receive leave email notification

Select approvers who can approve this staff's leave, press <Add>.

Approve leave and receive leave email notification

Following selected staff can approve Ivy Lee (beauty) 's leave(Any one can complete approve) and can receive Ivy Lee (beauty) 's leave email notification

CWB	Amy (S007)	Add
Joan (S005)		
Gary (S002)		

Remove

Setup Approve leave right and receive leave email notification staff

Select staff that can receive this staff's leave email notification, press <Add>.

Receive leave email notification

Following selected staff can receive Ivy Lee (beauty) 's leave email notification

CWB	All	Add
Amy (S007)		

Remove

Press <Submit> to save.

Submit **Reset** **Cancel**



As approver, setup staff for approval

Staff > Staff > Select shop > Select staff > Approve leave right

Back | View | Edit | Leave / Rest days | Password | **Approve leave right** | Leave email notification right

Ticked represent staff for leave approval.

Staff code, Staff name and [Can approve leave and receive leave email notification] keyword Input keyword and press [Enter] will filter following list

Ivy Lee (beauty) can approve following selected staff's leave and receive their leave email notification

Shop	Identity	User access group	Staff code	Staff name	Select UnSelect All	Can approve leave and receive leave email notification
CWB	User, Sales, Therapist	Admin	S001	Vikki	<input checked="" type="checkbox"/>	Anna Tsui (Anna) - no email Ivy Lee (beauty) - ivy@123.com Lisa (S006) - lisa@123.com Joan (S005) - no email Gary (S002) - gary@123.com

[> Display all](#)

Press <Display All> to display all staff.

Allow input member code, member name or keywords to search staff.

Staff code, Staff name and [Can approve leave and receive leave email notification] keyword Input keyword and press [Enter] will filter following list

Ivy Lee (beauty) can approve following selected staff's leave and receive their leave email notification

Shop	Identity	User access group	Staff code	Staff name	Select Select All	Can approve leave and receive leave email notification
CWB	User, Sales, Therapist	Admin	S001	Vikki	<input checked="" type="checkbox"/>	Anna Tsui (Anna) - no email Lisa (S006) - lisa@123.com Joan (S005) - no email Gary (S002) - gary@123.com
CWB	User, Sales, Therapist	Admin	S002	Gary	<input checked="" type="checkbox"/>	Anna Tsui (Anna) - no email Gary (S002) - gary@123.com
CWB	User, Sales, Therapist	Admin	S005	Joan	<input type="checkbox"/>	Anna Tsui (Anna) - no email Lisa (S006) - lisa@123.com Gary (S002) - gary@123.com

Or filter by clicking the <Magnifier> of shop, identity and user access group.

Tick to select staff for leave approval

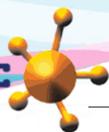
Staff code, Staff name and [Can approve leave and receive leave email notification] keyword Input keyword and press [Enter] will filter following list

Ivy Lee (beauty) can approve following selected staff's leave and receive their leave email notification

Shop	Identity	User access group	Staff code	Staff name	Select UnSelect All	Can approve leave and receive leave email notification
CWB	User	Account Department	Anna	Anna Tsui	<input checked="" type="checkbox"/>	Anna Tsui (Anna) - no email Ivy Lee (beauty) - ivy@123.com Joan (S005) - no email Gary (S002) - gary@123.com
CWB	User, Sales, Therapist	Admin	S001	Vikki	<input checked="" type="checkbox"/>	Anna Tsui (Anna) - no email Ivy Lee (beauty) - ivy@123.com Lisa (S006) - lisa@123.com Joan (S005) - no email Gary (S002) - gary@123.com

[> Display all](#)

Indicate Ivy can approve Vikki's leave application.



Setup Leave email notification right

Staff > Staff > Select shop > Select Staff > leave email notification right

Back | View | Edit | Leave / Rest days | Password | Approve leave right | **Leave email notification right**

Ticked staff represent when they apply for leave, this staff will receive email notification.

The system will display other staff and emails that need to be notified when the employee Joan applies for a leave.

Staff code, Staff name and email notification to keyword Input keyword and press [Enter] will filter following list

Ivy Lee (beauty) can receive following selected staff's leave email notification

Shop	Identity	User access group	Staff code	Staff name	Select UnSelect All	Email notification to
CWB	User, Sales, Therapist	Admin	S002	Gary	<input checked="" type="checkbox"/>	Ivy Lee (beauty) - ivy@123.com
CWB	User, Sales, Therapist	Admin	S005	Joan	<input checked="" type="checkbox"/>	Ivy Lee (beauty) - ivy@123.com Lisa (S006) - lisa@123.com
CWB	Therapist		S009	Terry	<input checked="" type="checkbox"/>	Ivy Lee (beauty) - ivy@123.com

> Display all

Can press <Display all>, input keywords or filter and then select appropriate staff. When staff apply leave Ivy will receive email notification.