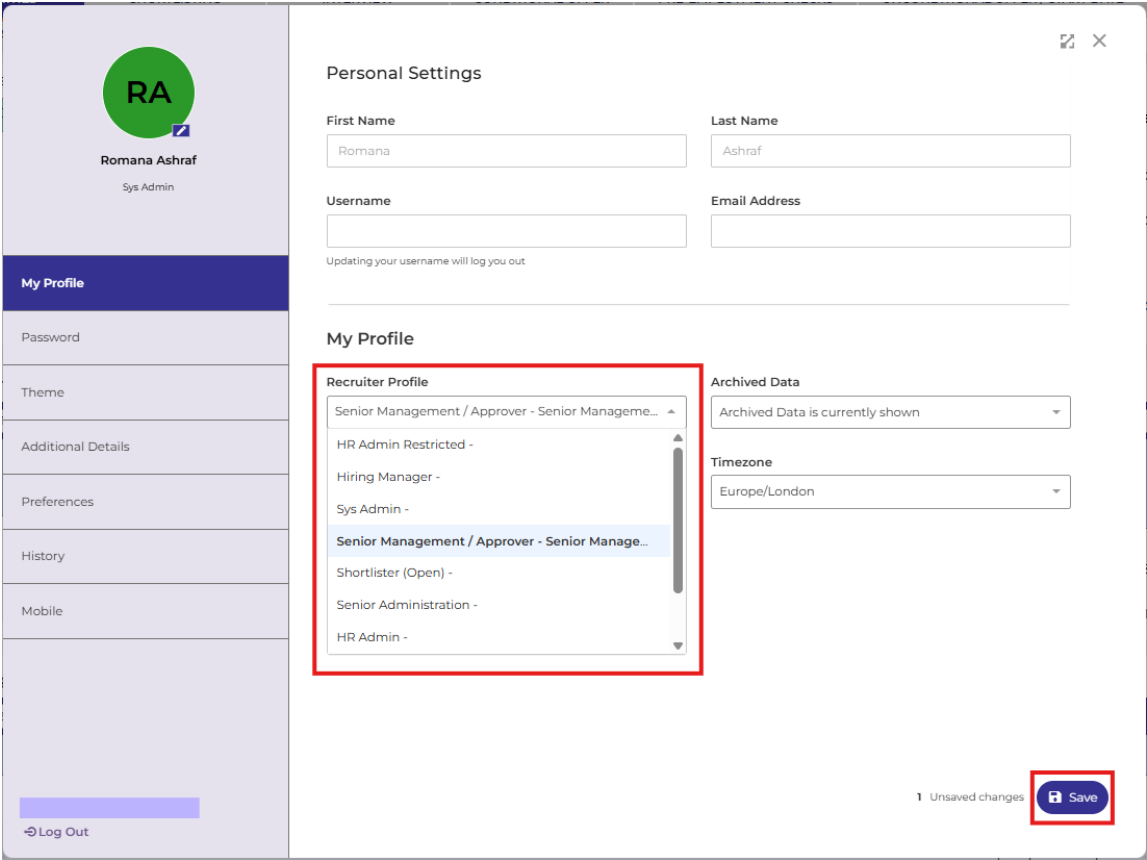


Delegating Existing Approval Requests - Approver Oleo User Guide

This document will provide you with step-by-step guidance on how to delegate existing approval requests to a Delegate Approver. This guide is applicable for both the Senior Management/Approver and EHV Approver profiles.

Accessing Oleo/Dashboard	
Step/Action	Example/Screenshot
<p>To access Oleo, use this link: https://qmul-jobs.tal.net/ and click on “Log in with single sign on” to log into the system.</p> <p>When you log into Oleo, you will be presented with your Dashboard.</p> <p>Once logged in, ensure you are on the “Senior Management/Approver” or “EHV Approver” profile.</p> <p>Note: For Emeritus, Honorary and Visiting Title requests, you need to be logged in with “EHV Approver” profile.</p> <p>To change to the Approver profile:</p> <ol style="list-style-type: none"> 1) Select your name in the left-hand menu. 2) Under “My Profile” select “Senior Management/Approver” or “EHV Approver” in the “Recruiter Profile” field. 3) Select “Save”. <p>The profile will now switch and load the relevant dashboard.</p>	

Locating the approval request

Step/Action

Example/Screenshot

1) Locate the Opportunity or Application request that requires delegation. You can either:

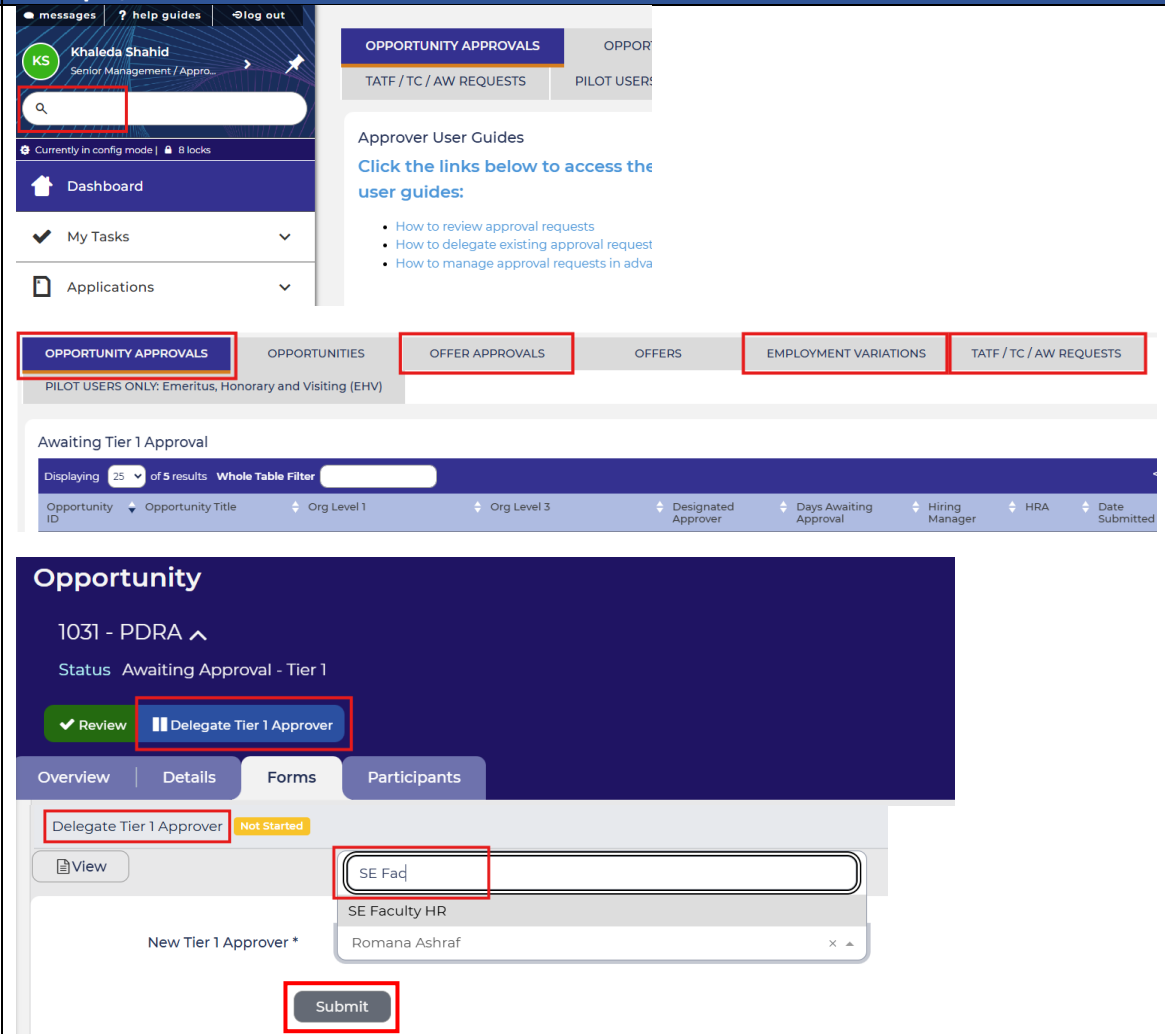
i. Use the search bar in the left-hand menu and enter the **Opportunity** or **Application ID**.

ii. Or use your dashboard and double click on the request you wish to delegate.

2) Once you have landed on the request page, click the blue **“Delegate Approver”** button which will launch the **“Delegate Approver Form”**.

3) Start to type the name of the person you wish to delegate the approval request to. The field will do a smart search and find the individual from the drop-down list.

4) Once you have found the name of the Delegate, click their name and then click **“Submit”**.



The screenshot displays the system interface for locating and delegating an approval request. It is divided into two main sections: a dashboard and a detailed request view.

Dashboard Section:

- At the top, there is a navigation bar with "messages", "help guides", and "log out" options. The user profile for "Khaleda Shahid" (Senior Management / Appro...) is visible.
- A search bar is highlighted with a red box in the left-hand menu.
- The dashboard includes a "Dashboard" link, "My Tasks", and "Applications" sections.
- A horizontal menu at the bottom of the dashboard contains several tabs: "OPPORTUNITY APPROVALS" (highlighted with a red box), "OPPORTUNITIES", "OFFER APPROVALS" (highlighted with a red box), "OFFERS", "EMPLOYMENT VARIATIONS", and "TATF / TC / AW REQUESTS" (highlighted with a red box).
- Below the menu, there is a section titled "Awaiting Tier 1 Approval" with a table of results. The table has columns for Opportunity ID, Opportunity Title, Org Level 1, Org Level 3, Designated Approver, Days Awaiting Approval, Hiring Manager, HRA, and Date Submitted.

Request Detail Section:

- The title is "Opportunity" with the ID "1031 - PDRA" and status "Awaiting Approval - Tier 1".
- There are two buttons: a green "Review" button and a blue "Delegate Tier 1 Approver" button (highlighted with a red box).
- Below the buttons, there are tabs for "Overview", "Details", "Forms", and "Participants".
- A "Delegate Tier 1 Approver" field is highlighted with a red box, showing a "Not Started" status.
- A search input field is highlighted with a red box, containing the text "SE Faç".
- A dropdown list below the search field shows "SE Faculty HR" and "Romana Ashraf".
- A "New Tier 1 Approver *" field is highlighted with a red box, containing the name "Romana Ashraf".
- A "Submit" button is highlighted with a red box at the bottom.

Upon submission, an email notification will be sent to the Delegate Approver to review and action the request accordingly.

Important Note: Please contact the IT helpdesk if the name of your Delegate is not visible in the drop-down list. This will require IT to get the Delegate set up. Similarly, contact IT helpdesk if the Delegate Approver has trouble accessing the request.