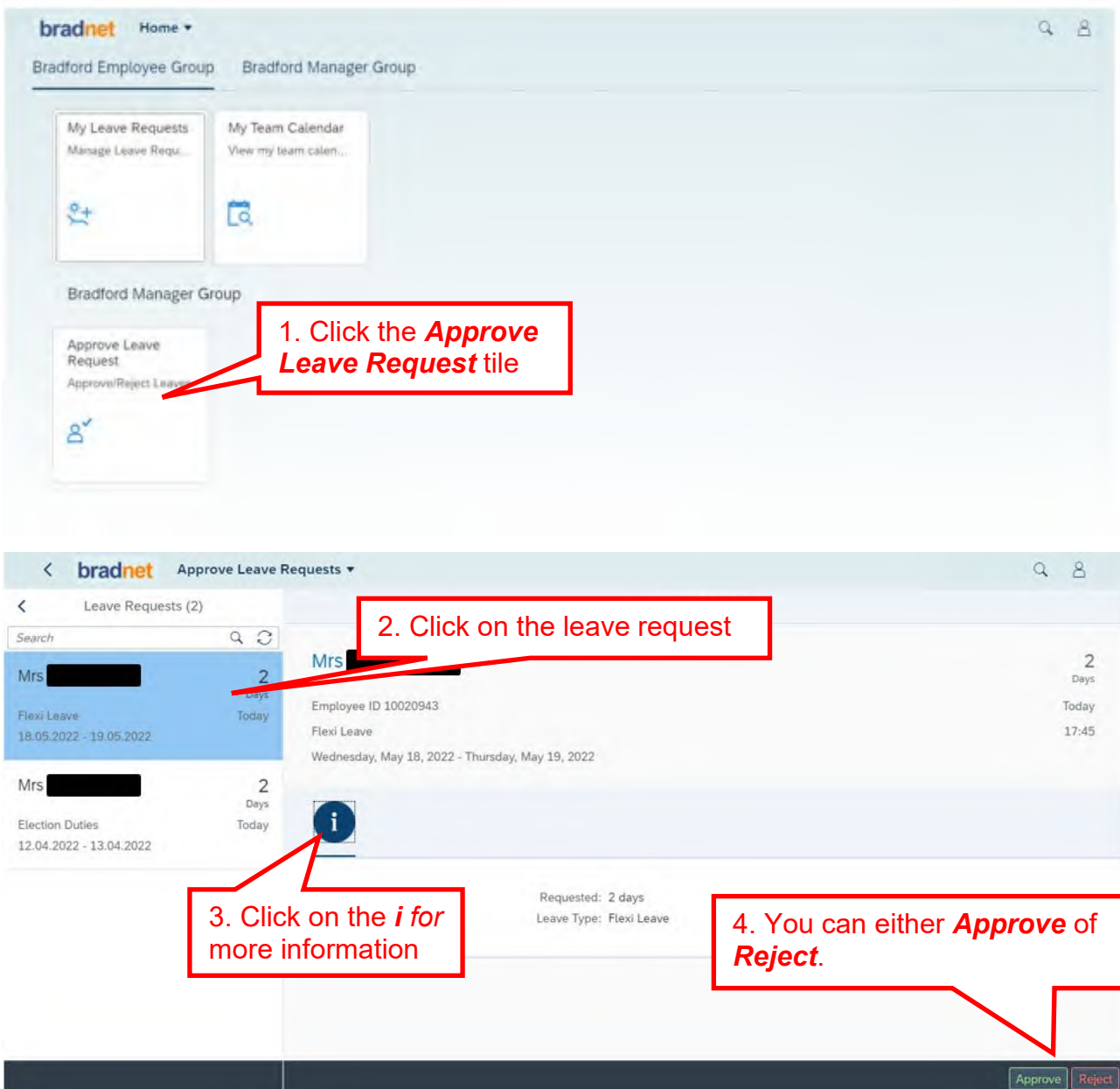


SAP FIORI – Approving Leave

The link to SAP FIORI is: <https://mysap.bradford.gov.uk/>

Once you have logged in you will be taken to the main screen.



The screenshot shows the SAP Fiori 'Approve Leave Requests' interface. The top navigation bar includes 'bradnet Home' and 'Bradford Manager Group'. The main content area displays a list of leave requests. A red callout box points to the 'Approve Leave Request' tile, with the text: '1. Click the **Approve Leave Request** tile'. Below this, a list of leave requests is shown. A red callout box points to a specific request for 'Mrs [redacted]' for 'Flexi Leave' from '18.05.2022 - 19.05.2022', with the text: '2. Click on the leave request'. A second red callout box points to an information icon (an 'i' in a circle) next to the request, with the text: '3. Click on the **i** for more information'. A third red callout box points to the 'Approve' and 'Reject' buttons at the bottom right of the request details, with the text: '4. You can either **Approve** or **Reject**.' The interface also shows 'Requested: 2 days' and 'Leave Type: Flexi Leave'.

Approve

Approve the leave request submitted by Mrs [REDACTED]

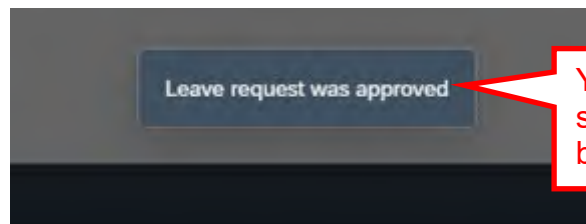
Leave Type: Flexi Leave
Requested: 2 days

Add note (optional)

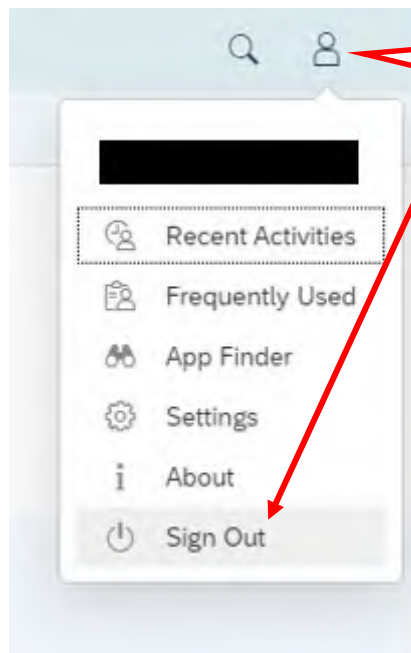
Approve Cancel

You can enter a note in this box to your employee if you wish

5. Click **Approve**.



You will receive a message to say the leave request has been approved or rejected.



To Log Out click on person icon and choose **Sign Out**.

Sign Out

Are you sure you want to sign out?

Click on **OK**.

OK Cancel

END OF DOCUMENT