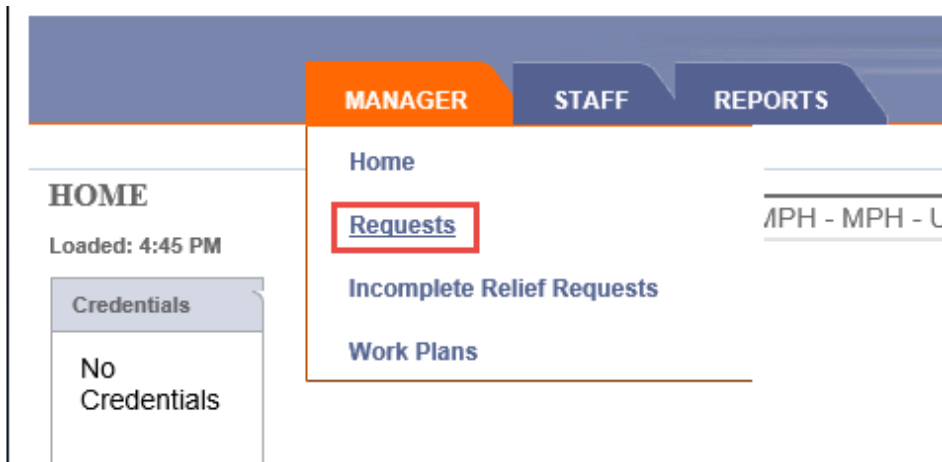


To review employee requests and to customized unit(s) views for a single user, the following options are now available. This feature will:

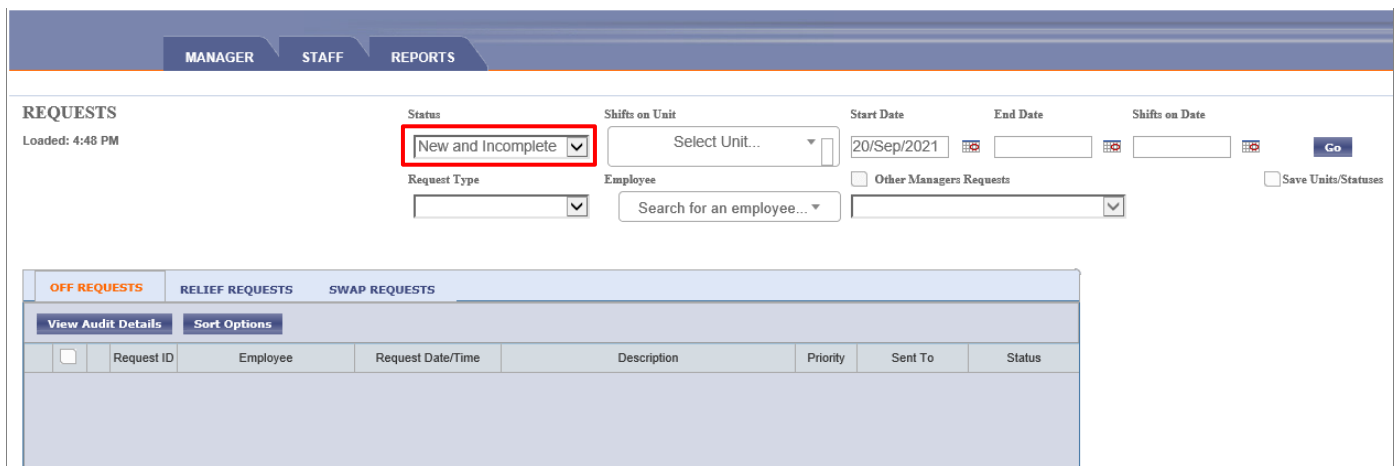
- Only show the units the approver needs to review
- Reduce any timeout errors users with access to multiple units
- Save the search filters for the next time requests are reviewed

1. Click the **Manager** tab and select **Requests**



i The first time a user with approver access reviews requests, the page will be blank.

2. Select **New and Incomplete** in the **Status** field.



3. Select an option in the **Shift on Unit** field:

a. Click the **drop-down arrow** and select the unit(s) you would like to review.

- Hold the CTRL button then select units, to select more than one.

The screenshot shows the 'REQUESTS' form with the 'Shifts on Unit' dropdown menu open. The menu lists three options: 'MPH - MPH - Unit A', 'MPH - MPH - Unit B', and 'MPH - MPH - Unit C'. The 'Shifts on Unit' field is highlighted with a red box. The form also includes fields for Status (New and Incomplete), Request Type, Start Date (20/Sep/2021), End Date, and Shifts on Date. There are buttons for 'View Audit Details', 'Sort Options', and 'Go'. A table below the form has columns for Request ID, Employee, Request Date/Time, Sent To, and Status.

b. Type in the **unit name** in the field to pull up units that have the same string of characters.

The screenshot shows the 'REQUESTS' form with the 'Shifts on Unit' dropdown menu open. The option 'MPH - MPH - Unit A' is selected and highlighted with a red box. The form also includes fields for Status (New and Incomplete), Request Type, Start Date (20/Sep/2021), End Date, and Shifts on Date. There are buttons for 'View Audit Details', 'Sort Options', and 'Go'. A table below the form has columns for Request ID, Employee, Request Date/Time, Sent To, and Status.

The number of units selected will display in the *Shifts on Unit* field.

The screenshot shows the 'REQUESTS' form with the 'Shifts on Unit' field displaying 'Selected 1 out of 3'. The form also includes fields for Status (New and Incomplete), Request Type, Employee (Search for an employee...), Start Date (20/Sep/2021), End Date, and Shifts on Date. There are buttons for 'View Audit Details', 'Sort Options', and 'Go'. A table below the form has columns for Request ID, Employee, Request Date/Time, Description, Priority, Sent To, and Status.

4. Select a **single date** in the **Start Date** field to see **requests for that date**, or select a **date range** using both the **Start Date** and **End Date** fields, to see **all requests in that timeframe**.
5. Click the **check box** next to **Save Units/Statures** to save this setting.

The screenshot shows the 'REQUESTS' interface with the following elements:

- Navigation tabs: MANAGER, STAFF, REPORTS
- Section: REQUESTS, Loaded: 4:48 PM
- Filters: Status (New and Incomplete), Shifts on Unit (Selected 1 out of 3), Start Date (20/Sep/2021), End Date, Shifts on Date, Request Type, Employee (Search for an employee...), Other Managers Requests (checkbox), Save Units/Statures (checked checkbox), Go button.
- Sub-sections: OFF REQUESTS, RELIEF REQUESTS, SWAP REQUESTS
- Buttons: View Audit Details, Sort Options
- Table Header: Request ID, Employee, Request Date/Time, Description, Priority, Sent To, Status

6. Click **Go** to run your search.

This screenshot is identical to the previous one, but the 'Go' button is highlighted with a red box, indicating the next step in the process.

The results displayed will be determined by the information specified in the category, Status, and date range fields.

- ! Make sure to update these details every time you review requests. ESP Self Service saves the last search you made, so your selections will remain the next time you review Requests.