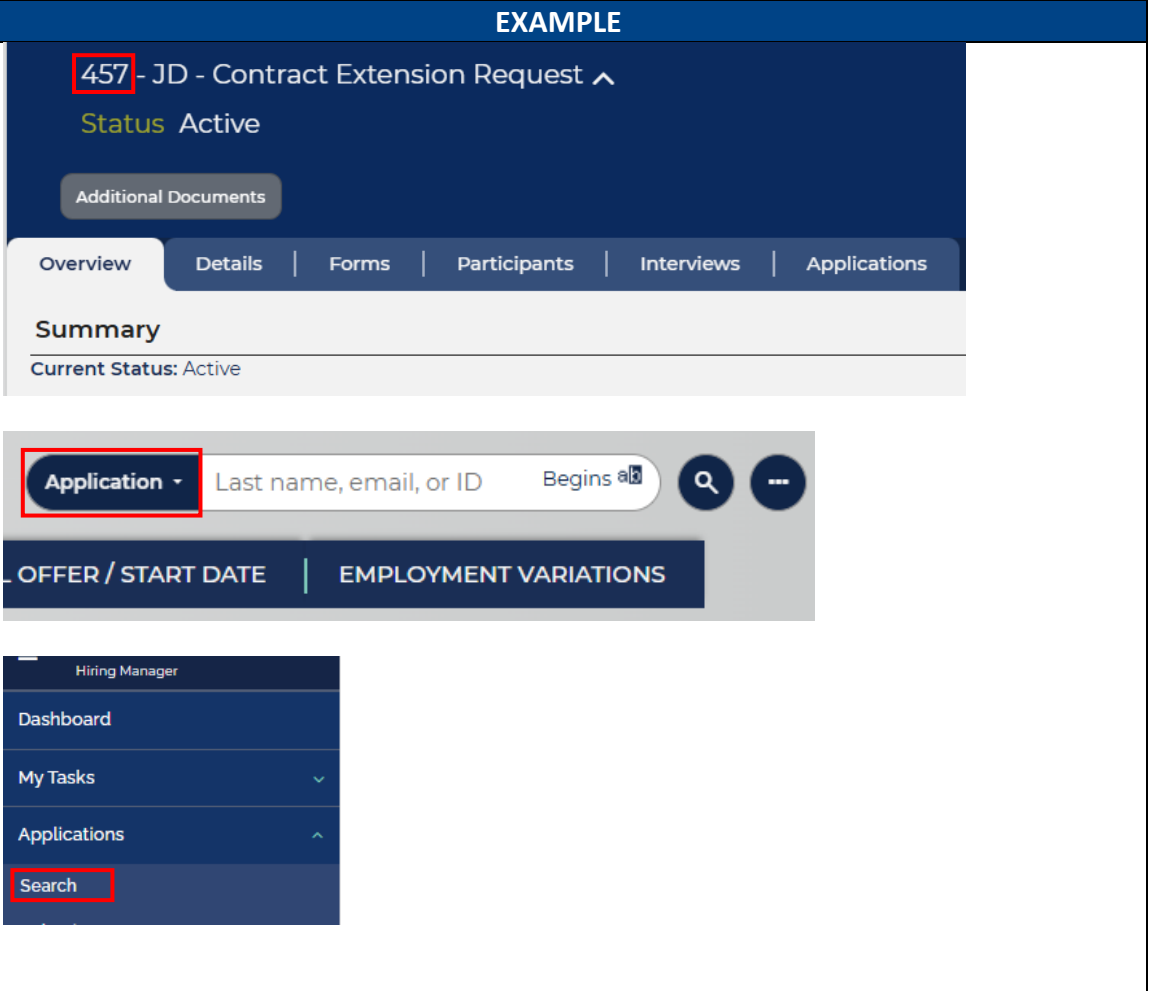


Copying a Previous Contract Variation Request (CVR) Form to a New One - Line Manager Oleo User

Guide

In this guide you will be shown how to copy over details from a previously submitted Contract Variation Request Form to a new one. This will save you time if you have multiple CVRs to raise with similar changes.

STEP	EXAMPLE
<p>1) Under your Hiring Manager profile, follow the “Raising a Contract Variation Request” guide up until you have clicked the “Activate” button to activate the placeholder Opportunity you have created.</p> <p>2) Make a note of the Opportunity ID. In this example, it is Opp ID 457.</p> <p>3) Now search for the previously submitted CVR that you wish to copy to the new request form by either:</p> <ol style="list-style-type: none"> i. Using the search function on the top right of your Dashboard. Enter the previous Application ID, ensuring the search parameter is to “Application”. ii. Using the “Search” option under the “Applications” section in the left-hand menu. This will give you a list of all your submitted requests. Filter for the application you wish to copy and then double click on the application/row to open it. 	

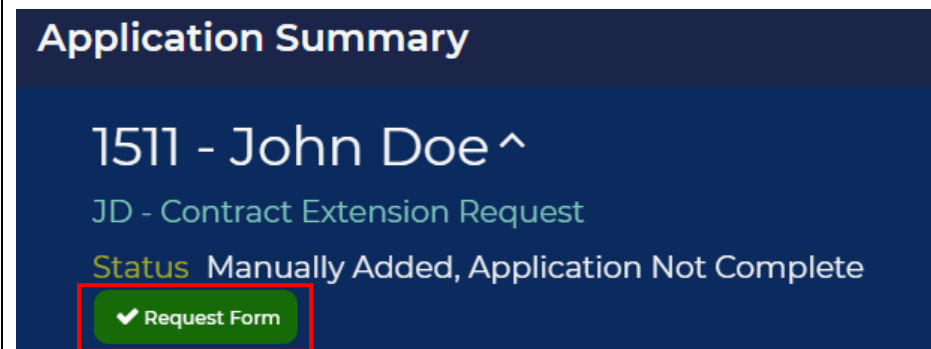
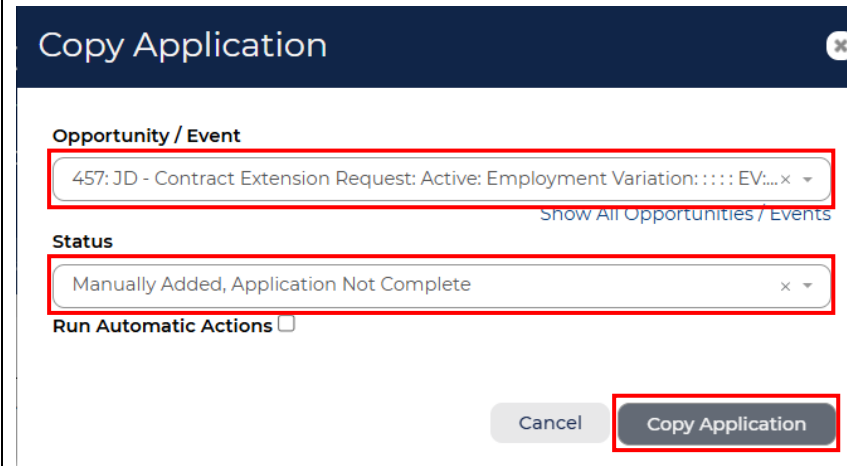
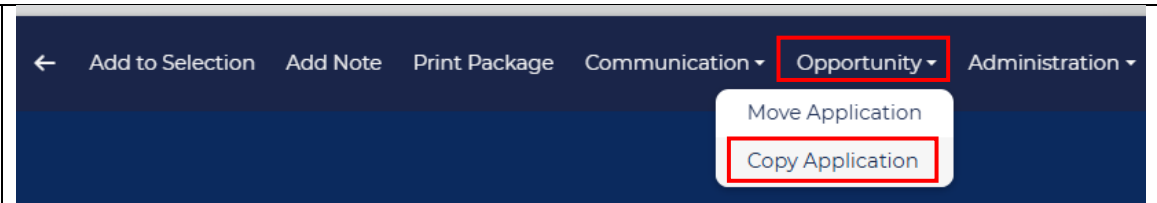
- 4) Once you have landed on the application page, click **“Opportunity”**, **“Copy Application”** on the top right.
- 5) In the **“Opportunity / Event”** field, enter and select the Opportunity ID you created (as outlined in [Step 1](#)).
- 6) In the **“Status”** field, select **“Manually Added, Application Not Complete”**.
- 7) Untick **“Run Automatic Actions”**.
(Please Note: this is a very important step otherwise emails will go out to the individual related to the old CVR).
- 8) Click **“Copy Application”**.

You will now have your new pre-populated CVR.

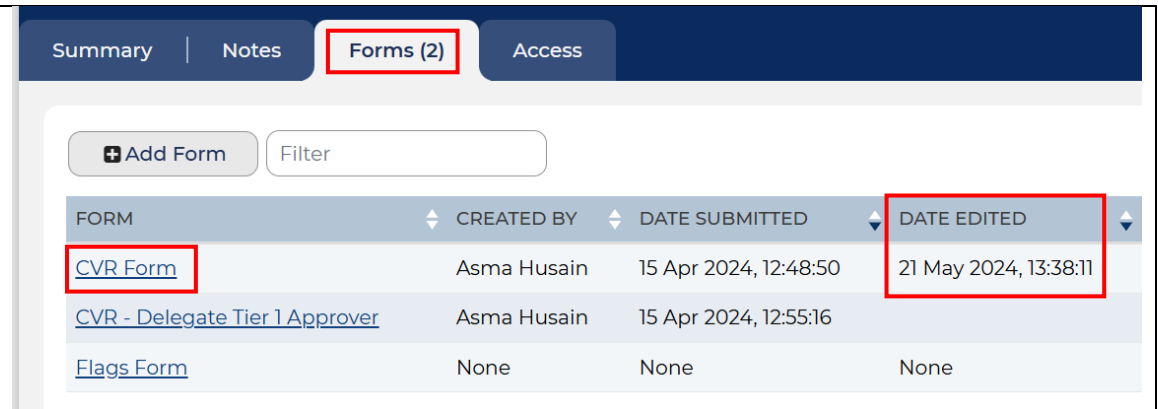
Note: The status of the CVR will be **“Manually Added, Application Not Complete”** which means you must complete and submit the form.

- 9) Click **“Request Form”** and ensure you review all copied cells and edit the form as necessary to avoid incorrect information being submitted.
- 10) Once completed, **“Submit”** the form.

The status will now show as **“Awaiting Tier 1 Approval”**. You may need to refresh the page if the status does not change.



Note: Under the **Forms** tab, you may see the form relating to the previous CVR form that you copied as well as the new submitted form. Please use the “**Date Edited**” column to identify the relevant CVR form.



FORM	CREATED BY	DATE SUBMITTED	DATE EDITED
CVR Form	Asma Husain	15 Apr 2024, 12:48:50	21 May 2024, 13:38:11
CVR - Delegate Tier 1 Approver	Asma Husain	15 Apr 2024, 12:55:16	
Flags Form	None	None	None

The form will now go through the standard two-tier approval process. You will receive a notification when the request is approved at final tier and after the HR Operations Team have completed their part of the process.
Once approved and with the HR Operations Team, the relevant paperwork will be drawn-up and sent to the employee as required via email.