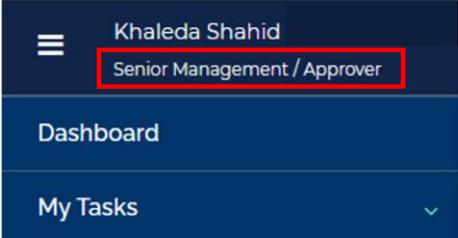


## Delegating Existing Approval Requests - Approver Oleo User Guide

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.

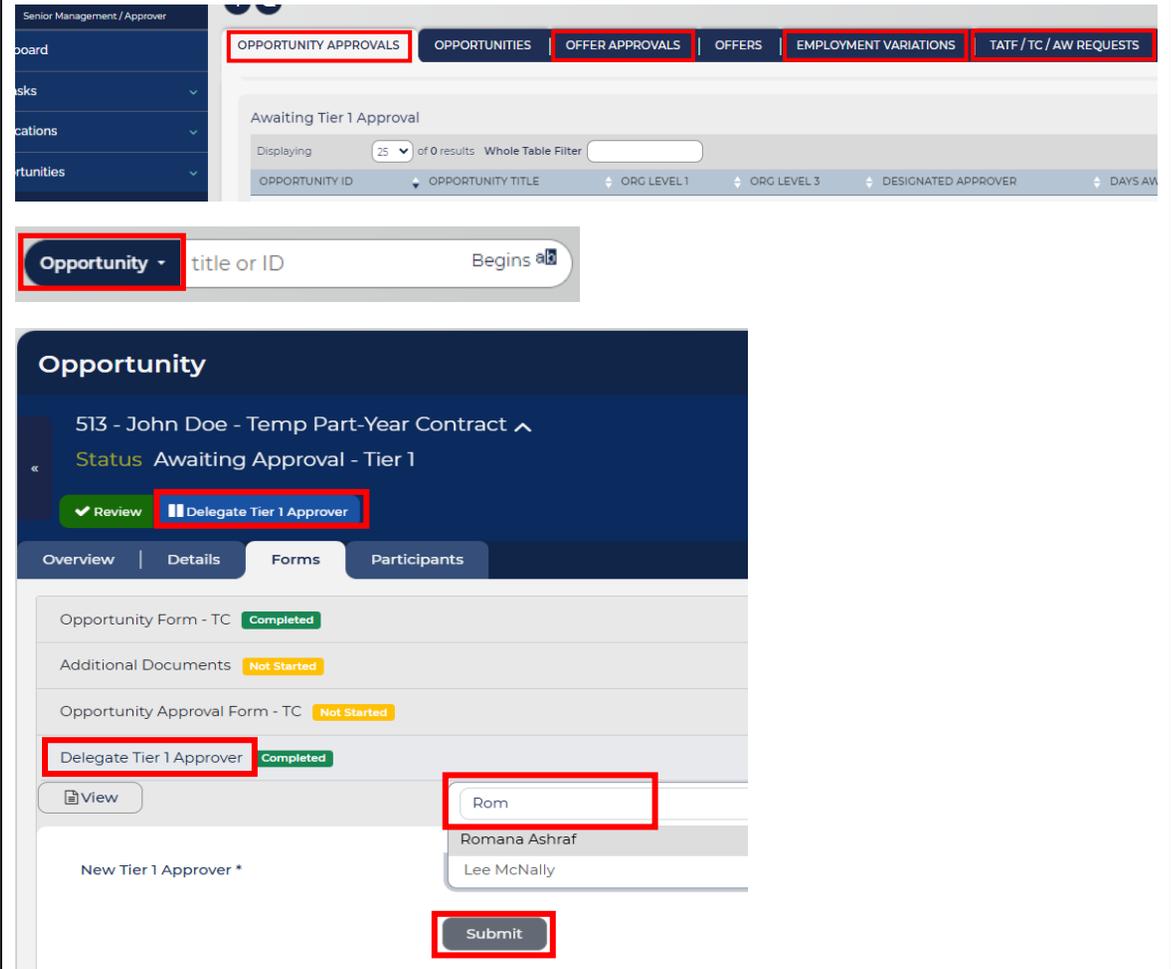
Accessing Oleo/Dashboard	
Step/Action	Example/Screenshot
<p>To access Oleo, use this link: <a href="https://qmul-jobs.tal.net/">https://qmul-jobs.tal.net/</a> and click on “Log in with single sign on” to log into the system. (You are not required to enter any login details).</p>	
<p>When you log into Oleo, you will be presented with your <b>Dashboard</b>.</p>	
<p>Once logged in, ensure you are on the “<b>Senior Management/Approver</b>” profile.</p>	
<p><b>Note:</b> For Emeritus, Honorary and Visiting Title requests, ensure you are logged in on the “<b>EHV Approver</b>” profile.</p>	
<p>To change to the Approver profile:</p> <ol style="list-style-type: none"> <li>1) Select your name on the top left of your dashboard.</li> <li>2) Click “<b>Select Profile</b>”.</li> <li>3) Tick “<b>Senior Management/Approver</b>” or “<b>EHV Approver</b>”.</li> <li>4) Click “<b>Select Profile</b>”.</li> </ol>	

## Locating the approval request

### Step/Action

### Example/Screenshot

- 1) Locate the Opportunity or Application that requires delegation. You can either:
  - i. Use your dashboard and double click on the request you wish to delegate.
  - ii. Or, if you have the Opportunity or Application ID, use the Search function on the top right of your dashboard ensuring the search parameter is set accordingly.
- 2) Once you have landed on the request page, click the “[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 shows a dashboard with a navigation menu on the left and a main content area. The main content area has a top navigation bar with tabs: OPPORTUNITY APPROVALS (highlighted), OPPORTUNITIES, OFFER APPROVALS (highlighted), OFFERS, EMPLOYMENT VARIATIONS (highlighted), and TATF / TC / AW REQUESTS (highlighted). Below this is a table with columns: OPPORTUNITY ID, OPPORTUNITY TITLE, ORG LEVEL 1, ORG LEVEL 3, DESIGNATED APPROVER, and DAYS AV. A search bar is visible with a dropdown menu set to 'Opportunity' and a search field containing 'title or ID'. Below the search bar is a card for an 'Opportunity' with details: '513 - John Doe - Temp Part-Year Contract', 'Status: Awaiting Approval - Tier 1', and buttons for 'Review' and 'Delegate Tier 1 Approver' (highlighted). Below the card are tabs for 'Overview', 'Details', 'Forms', and 'Participants'. Under the 'Forms' tab, there are several form entries: 'Opportunity Form - TC' (Completed), 'Additional Documents' (Not Started), 'Opportunity Approval Form - TC' (Not Started), and 'Delegate Tier 1 Approver' (Completed). A 'View' button is next to the 'Delegate Tier 1 Approver' entry. Below this is a 'New Tier 1 Approver' section with a search field containing 'Rom', a dropdown list showing 'Romana Ashraf' and 'Lee McNally', and a 'Submit' button (highlighted).

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.