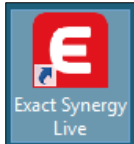


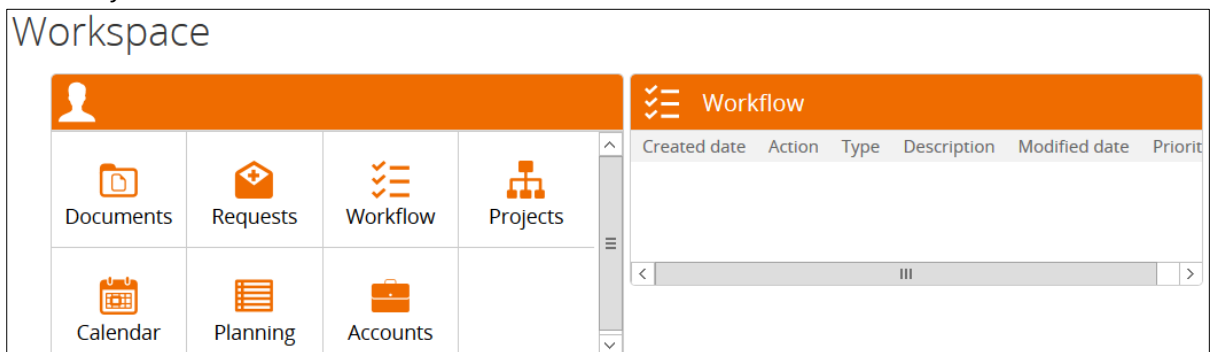


Exact Synergy – short manual

1. Click on the Exact Synergy Live button.



2. What do you see:



- Documents: this is your personal file, including pay slips, annual statements and performance reviews.
- Planning: an overview of your holiday planning this year.
- Workflow: this is your 'to do' list in Exact Synergy. For example, to review holiday requests.

How to manage your workflow:

3. Holiday requests:

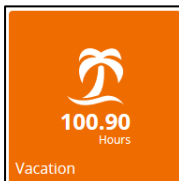
Click on 'leave information' to see the details of a holiday request.



Click on 'approve vacation request' at the top to approve the request.

How to submit a holiday request:

4. Click on 'Vacation' to submit a new holiday request.



5. Add a short description.



General information	Leave information
Person	
Description	Holiday Spain

- Click on 'Leave information'. Choose the start and end date and click on the [calculator](#). Please check if the amount of hours is correct. You can change the hours manually.

General information	Leave information
Start date	03-08-2020
End date	14-08-2020
Hours	76.00

- To submit your holiday request, click on 'submit request'.

Close	Submit request	Edit	Draft
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- You have now submitted your holiday request. Your manager will receive the request.

How many holidays do I still have?

- Click on the Exact Synergy Live button and click on 'Planning'.

Documents	Requests	Workflow	Projects	Calendar	Planning	Accounts

- Current balance = the amount of holidays you still have at this moment, including future requests.
 Year end balance = the amount of holidays you will have until the end of the calendar year.
 Please note: when you will leave the organization before the end of the year, your leave balance will be settled. A negative balance will be deducted with the final settlement.

Current Balance	Year end Balance
46.55 Hours	159.60 Hours