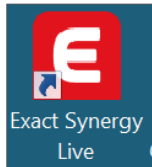


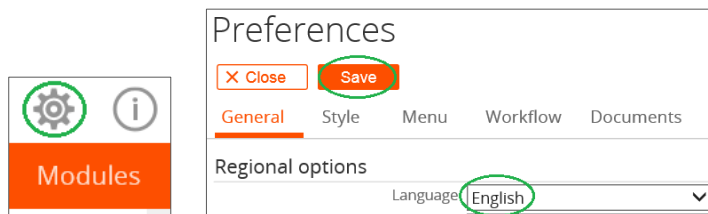


Exact Synergy – Manager Page

1. Open Exact Synergy Live from your desktop.



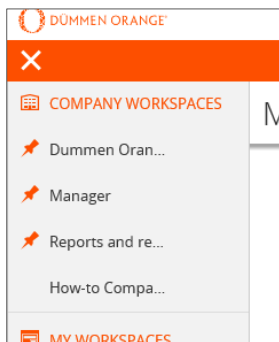
2. Please check, is your page in English? If not, please change your language. Click on the gearwheel on the right, select English and save.



3. To go to the manager page: click on the three horizontal lines on the left, the 'hamburger' menu.



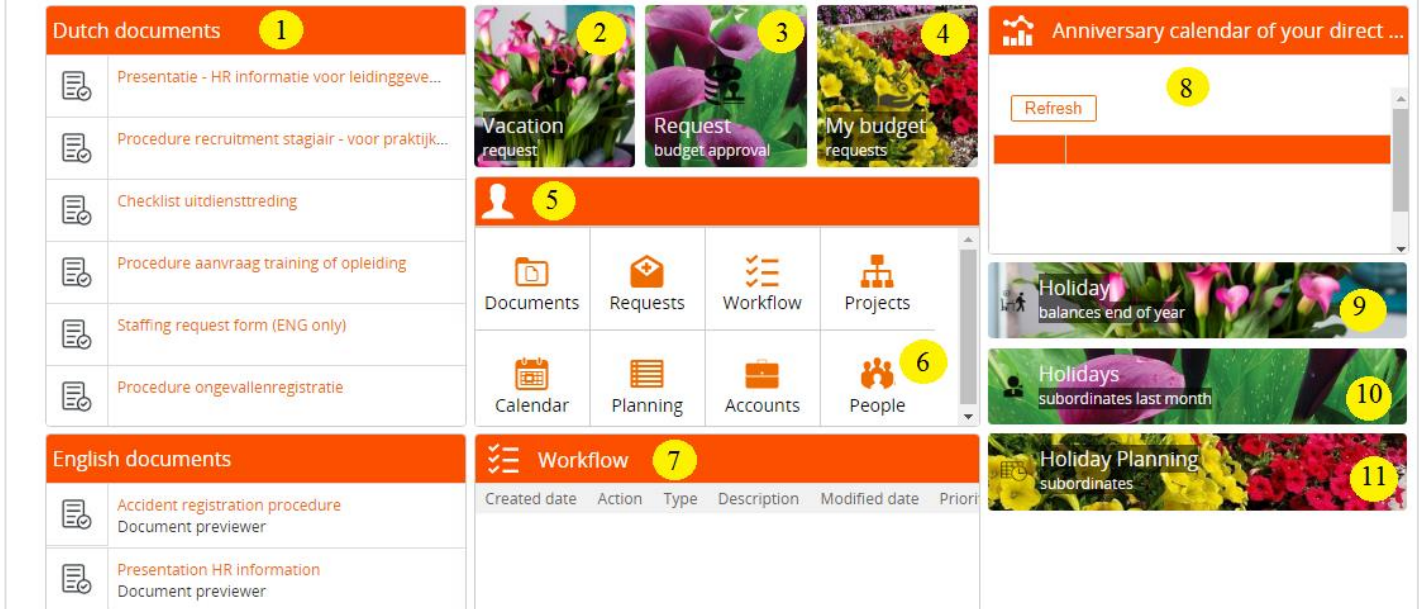
4. Click on 'Manager'



5. See next page for an explanation of the manager page.

for you

Manager



The screenshot shows the Manager dashboard interface. It includes sections for Dutch and English documents, a central navigation menu, and various status cards. Numbered callouts identify specific features: 1. Dutch documents list; 2. Vacation request card; 3. Request budget approval card; 4. My budget requests card; 5. Central navigation menu; 6. People card; 7. Workflow card; 8. Anniversary calendar; 9. Holiday balances end of year card; 10. Holidays subordinates last month card; 11. Holiday Planning subordinates card.

1. Documents

Documents relevant for you as a manager.

2. Vacation - request

To submit a holiday request for yourself or your subordinates. See a short manual for submitting a holiday request [here](#).

To submit a holiday request for your subordinates: click on 'Vacation' and click on the 'document search' button. Double click on the name of the employee to select the employee. Fill out the leave information and click on 'submit request'.

General information		Leave information
Person	900	 your name
Description		
Security level	Person (Specific) - 100	

3. Request – budget approval

To submit an expense request (to be used in the near future).

4. My budget – requests

Overview of expense requests (to be used in the near future).

5. Documents, requests et cetera

These are your own documents, requests, workflow et cetera.

6. People

Overview of direct reports. Click on the name to open their file and for example to see their 'Planning'.

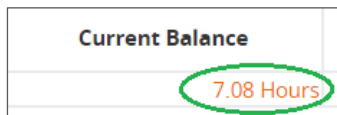
Current balance = the amount of holidays the employee still has at this moment, including future requests.

Year end balance = the amount of holidays the employee will have until the end of the calendar year

for you



It's possible to download an Excel overview of the processed holidays. Click on the orange colored current balance hours in his or her 'Planning'.



Click on the Excel icon at the top at the right to download an excel overview.



7. Workflow

This is your 'to do' list in Exact Synergy. For example, to review holiday requests of your team. You see max 5 tasks, but it can be more. When you approve one, the next one will be shown. To see the total overview, click on 'Workflow'.

How to approve a holiday request:

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



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



8. Anniversary calendar subordinates this month

Birthdays and anniversaries of your team this month. You also receive an e-mail of these events. We encourage you to congratulate the employee.

9. Holiday – balances end of year

Holiday balance overview of your team. Please note that this current balance is different than the current balance you see in 'Planning'. The current balance in 'Planning' includes future holiday requests. This report doesn't; it is the balance on this day.

10. Holidays – subordinates last month

Shows which direct reports are absent in the current month.

11. Holiday Planning – subordinates

Overview of the holiday requests of your team per month.

for you