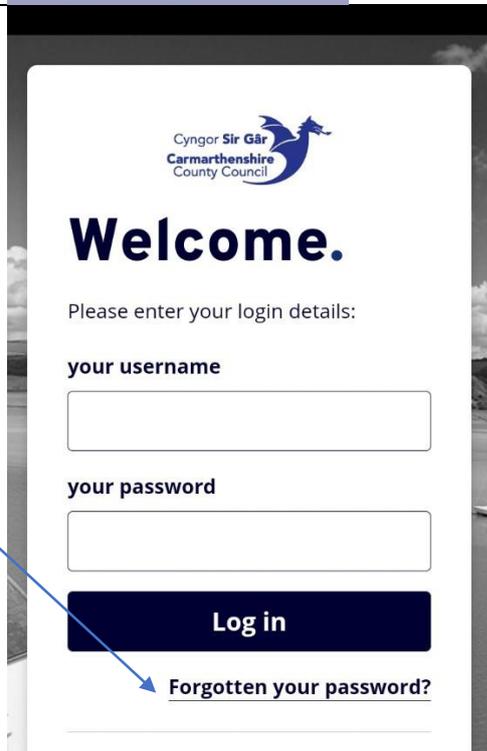


# Requesting Holidays on Resourcelink MyView (mobile device view)

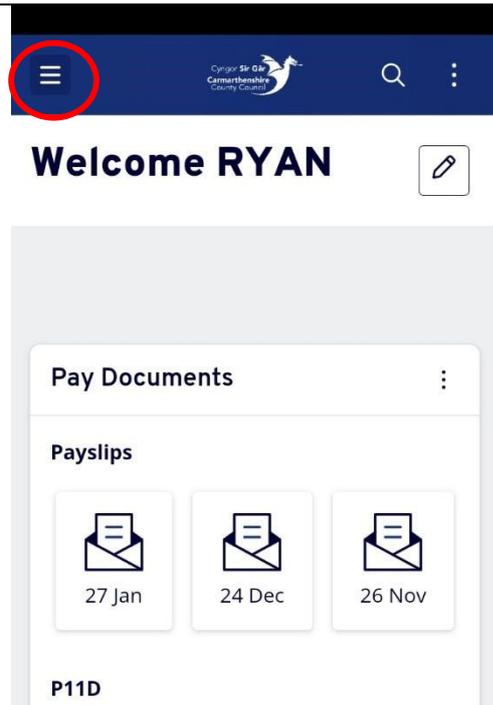
Step 1 – Open the resourcelink app from your mobile device



Step 2 – Log into resourcelink using the details you have set up. Note: the username is your 7 digit employee number. If you cannot remember your password there is a “forgot your password” link which will send a password reset to your council or personal email address.

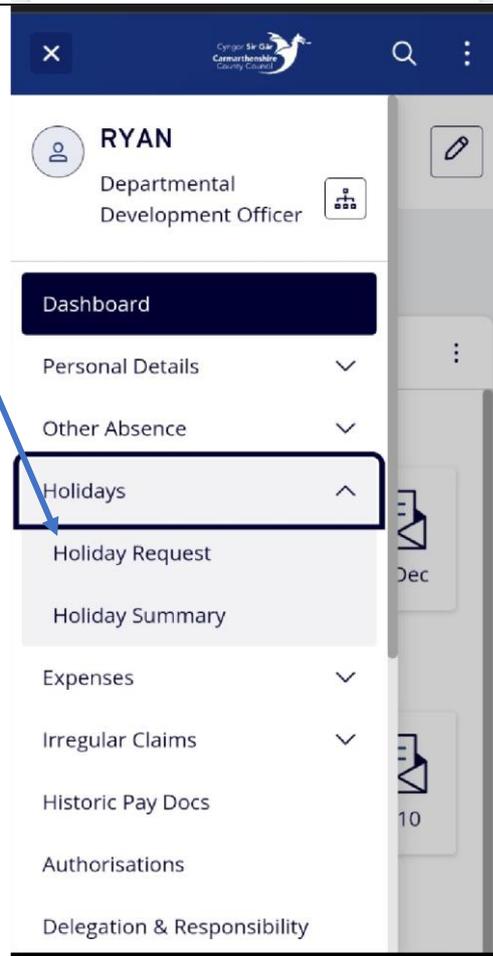


Step 3 This is the default main page of Resourcelink, you are likely to see that pay documents have been set up as a shortcut.  
To access the holidays feature, select the three horizontal lines icon (circled)



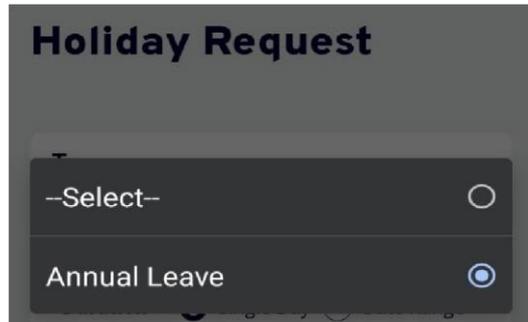
Step 4 – Pressing the icon opens up the menu as shown on the right. To request a day/number of days as annual (paid) leave click on “Holiday Request”.

For your holiday record and your current entitlement (if set up) click on “Holiday Summary”. Go to step 9 to see this screen.



Step 5 The screen on the right is what you will be presented with when you select “Holiday Request”.

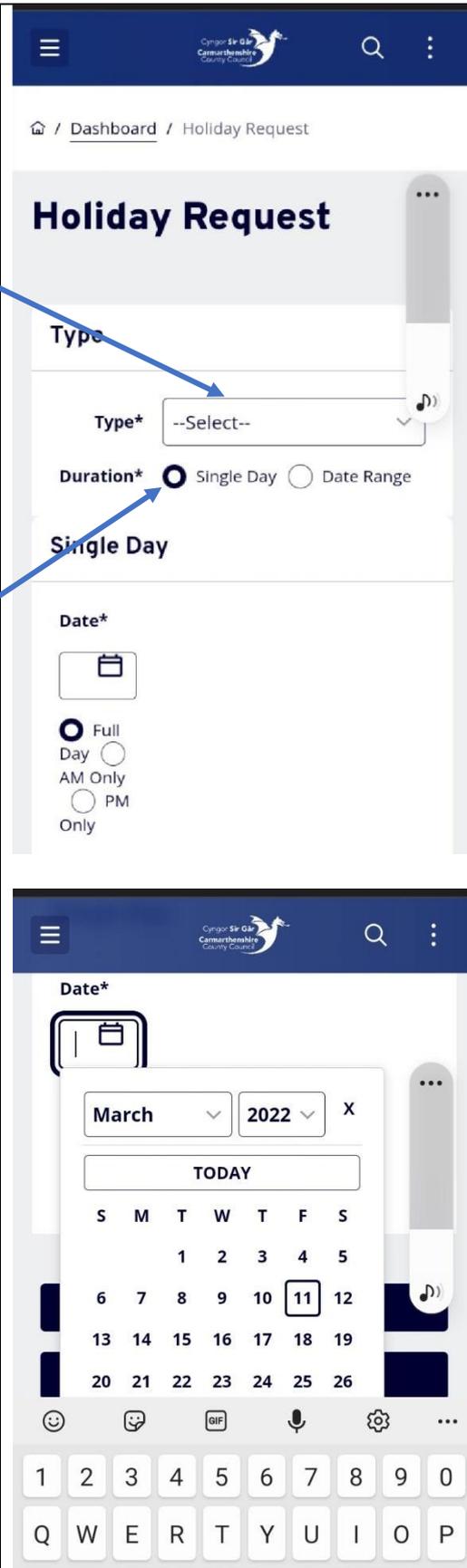
Ensure you select “Annual leave” from the Type drop down box.



Then select “Single Day” or “Date Range” for multiple days in sequence (e.g. a week off).

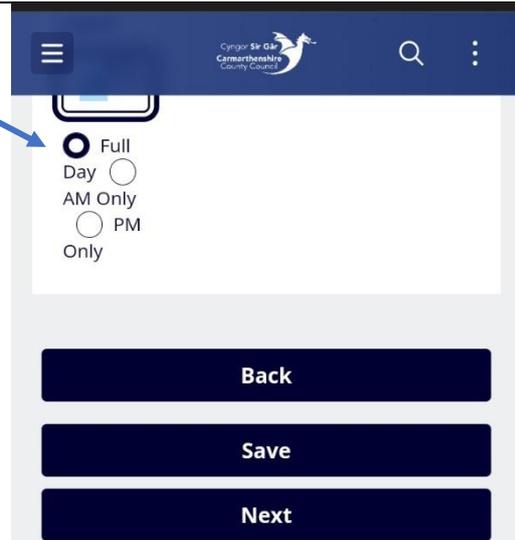
You will then need to select the day you require annual leave for. Ensure you press on the calendar icon so that the calendar appears. Here you can select the day you require off.

Note, for multiple days you will need to select the Start Date and End Date using the calendar icons.



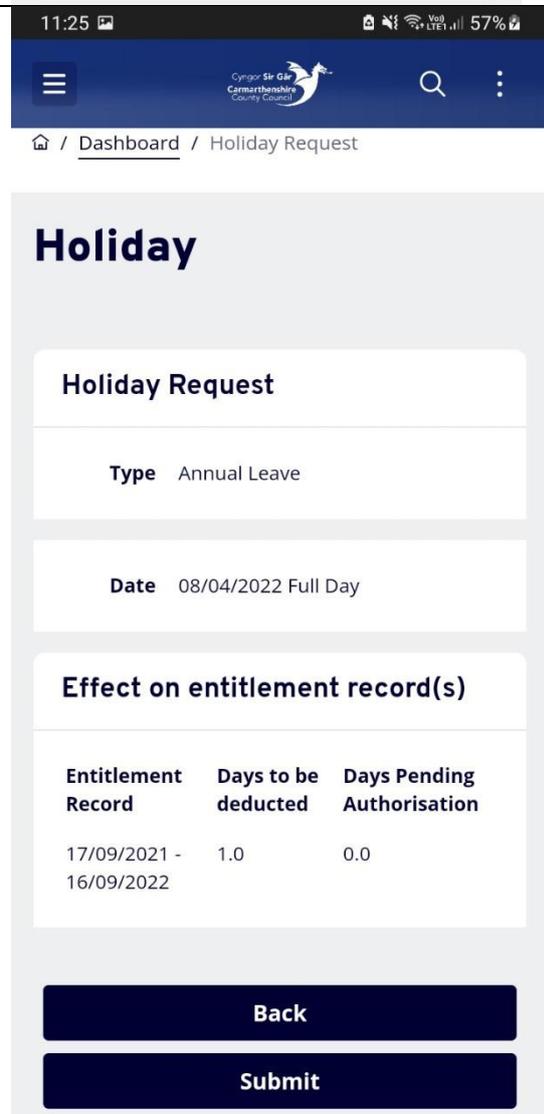
Step 6 Finally you will need to check whether it is a full day or AM/PM for half day leave. For part time workers use the full day to refer to your whole shifts.

Then select “Next” to continue, or “Save” to come back and complete later.

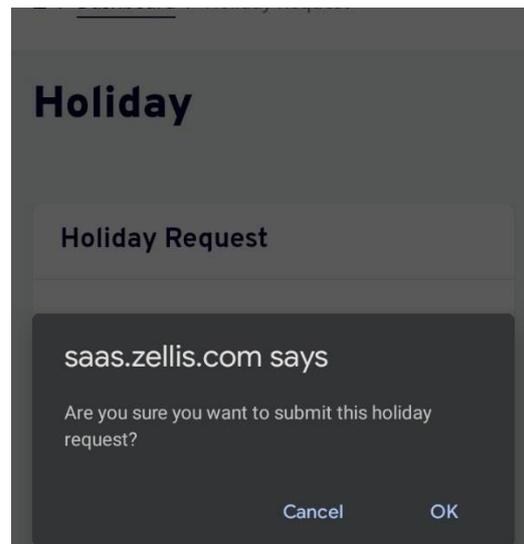


Step 7 – This is the summary screen showing the dates that are requested to be taken off, and the number of days that will be taken from your entitlement.

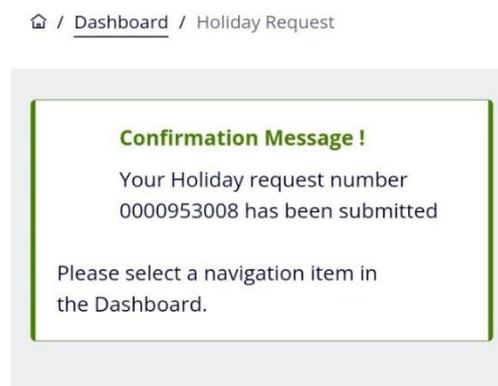
Click “Submit” to submit the holiday request.



Step 8 – The system presents a prompt to the user that they are sure they wish to make the leave request.

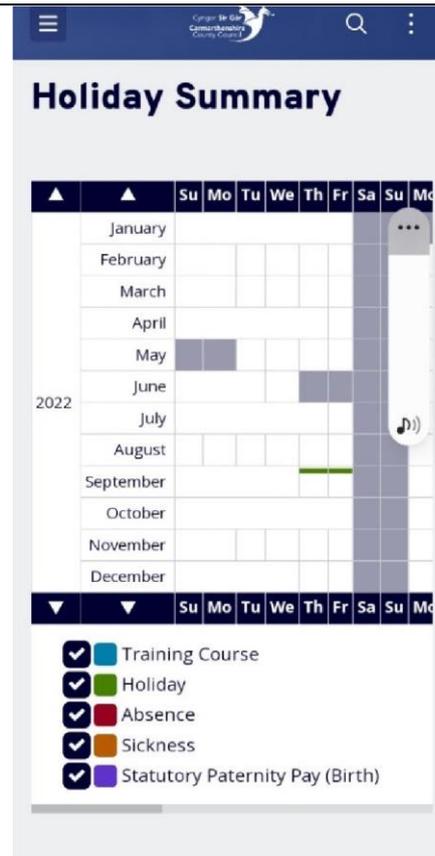


Once the user has clicked OK after a short pause the confirmation message is presented and the leave request has now been submitted to your line manager to authorise.



## Step 10 – Holiday Summary screen.

The calendar shows when you have booked and taken annual leave (as well as being on training courses, other absences, sick leave, etc).



The holiday history section shows when you have been on leave and any future leave bookings.

The entitlement section shows how many days you have remaining in the current year from birthday to birthday (and in future years also).

You can also access the Holiday request screen via the link at the bottom of the Holiday Summary screen, as shown.

The screenshot displays two sections of the mobile app interface. The top section, titled 'Holiday History', contains a table with columns 'From', 'To', and 'Form'. Below this is the 'Entitlement (Days)' section, which features a table with columns 'Period', 'B/F', and 'Ent'. At the bottom of the interface is a dark blue button labeled 'Request Holiday'.

From	To	Form
22/08/2022	02/09/2022	00009582 ...
18/07/2022	22/07/2022	00009582
11/04/2022	11/04/2022	00009562
08/04/2022	08/04/2022	00009530

Period	B/F	Ent
17/09/2024-16/09/2025	0.0	34.0
17/09/2023-16/09/2024	0.0	34.0
17/09/2022-16/09/2023	0.0	34.0
17/09/2021-16/09/2022	0.0	34.0

[Request Holiday](#)