Purpose: This guide lists the steps required for a supervisor to decline an employee’s leave or training request.

Once an employee has submitted a request for leave or training, the supervisor will receive an email notification. Clicking on the link embedded in the email will take the supervisor to MyAurion where they can action the request.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to decline a leave or training request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>From the MyAurion tab, click the Home button to access the grids in the Home summary panel on the left-hand side of the Home portal.</td>
</tr>
</tbody>
</table>

Note: The Home detail panel on the right-hand side of the Home portal displays the number of Leave or Training request that are currently awaiting action.
### MyAurion
Decline a Leave or Training Request

**Steps** | **Instruction – How to decline a leave or training request**
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**Step 2** | From the Mail Inbox grid, click the Expand icon (확대). The grid now displays the summary information of the MyAurion emails have a status of Pending and therefore require your attention, as shown below.

<table>
<thead>
<tr>
<th>Mail Inbox</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>Type</td>
</tr>
<tr>
<td>15/06/2011 11: Training</td>
<td>James Bo.</td>
</tr>
<tr>
<td>15/06/2011 Leave</td>
<td>James Bo.</td>
</tr>
</tbody>
</table>

**Note:** By default, MyAurion displays all mail items that have a Pending status. If you wish to view only one mail item type, click the Search icon (🔍). The Mail Inbox grid expands to provide access to the Search frame. Set the Type field (provided in the Search frame) to the mail type you wish to view and click the Search button. The Search frame is closed and the Mail Inbox grid refreshes to display the mail items that match the entered search parameters.

**Step 3** | From the Mail Inbox grid, select the leave or training request that you wish to decline. The message details of the selected request display in the Message Details detail panel on the right-hand side of the Home portal, as shown below.

![Message Details](image-url)
### Instruction – How to decline a leave or training request

**Step 4**
From the Message Details detail panel, click the Action button. The Message Details pop-up window is displayed, as shown below.

![Message Details Pop-Up Window](image)

Complete the following fields displayed on the Message Details pop-up window:

- **Action** – The action to be performed. To decline the request, select the Decline this Request option from the drop-down list provided.
- **Message** – Free text field where you may wish to include information for the employee.
- **Optional Recipients** – This field lists the employee who will receive the notification that their leave or training request form has been declined.

**Step 5**
From the Message Details pop-up window, click the Confirm button.

The status of the leave or training request listed in the Mail Inbox grid is updated to Cancelled.

MyAurion sends an email to the recipient, listed in the Message Details pop-up window, confirming that the request has been declined.

You can view the message sent to the employee from the Mail Sent grid in the Home summary panel.