

Multiple approvals

Settings → **Configuration** → **Multiple Approvals** is where a condition is defined that sends a leave request through extra approvers. This page tours the list and the form for a new condition.

https://www.youtube-nocookie.com/embed/j2SjbJ_Kspo

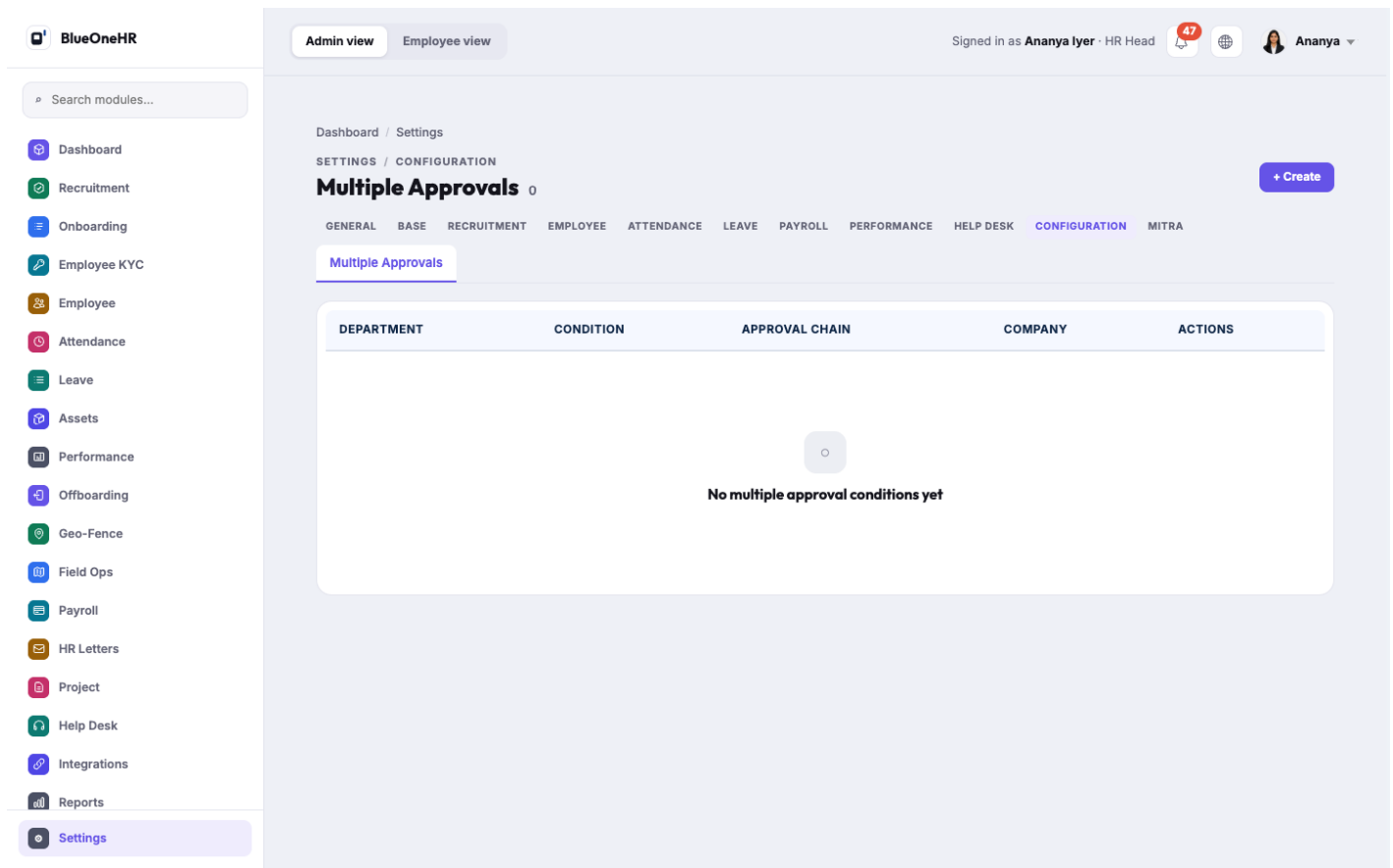
[Find Multiple Approvals in Settings \(a tour\)](#)

Open it

1. Select **Settings** in the sidebar.
2. Select the **Configuration** tab in the row of tabs under the page title (the row runs from **General** to **Mitra**).
3. **Multiple Approvals** opens as the only sub-tab.

The conditions list

The page shows a count beside the title and a table with the columns **Department**, **Condition**, **Approval Chain**, **Company** and **Actions**. When nothing has been set up, the count reads 0 and the table says **No multiple approval conditions yet**. A **+ Create** button sits at the top right.



The Create form

+ Create opens **Create Multiple Approval Condition**. The line at the top of the form reads: "Routes a leave request through extra approvers when it meets the condition you set here. Leave Requested Days is the only condition available at present."

Field	Notes
Department (required)	Starts on Select Department .
Condition Field (required)	Starts on Select Condition field ; the only choice is Leave Requested Days .
Condition Operator (required)	Starts on Equal (==) . The choices are Equal, Not Equal, Range, Less Than, Greater Than, Less Than or Equal To, Greater Than or Equal To and Contains.
Condition Value	Used unless the operator is Range .
Range Start Value and Range End Value	The two boxes for a range.
Company (required)	Starts on Select Company .
Approval Manager (required)	A list that starts on Reporting Manager , followed by employees.

The **Create** button at the bottom of the form saves the condition.

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Signed in as Ananya Iyer · HR Head47Ananya

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SETTINGS / CONFIGURATION

Create Multiple Approval Condition

Routes a leave request through extra approvers when it meets the condition you set here. Leave Requested Days is the only condition available at present.

DEPARTMENT *

Select Department

CONDITION FIELD *

Select Condition field

CONDITION OPERATOR *

Equal (==)

CONDITION VALUE (USED UNLESS OPERATOR IS RANGE)

Condition Value

RANGE START VALUE

Starting Value

RANGE END VALUE

Ending Value

COMPANY *

Select Company

APPROVAL MANAGER *

Reporting Manager

Create

Not confirmed

- No condition was saved while writing this page, so how a saved condition looks in the list, what **Actions** offers, and how a condition changes the way a leave request is approved were not tried. For what an approver sees, see [Approving and rejecting leave](#).
- Whether more than one approval manager can be chosen when a condition is first created was not confirmed; the form shows a single **Approval Manager** field.
- Access for roles other than HR Head was not checked.

Related

- [Approving and rejecting leave](#)
- [General settings](#)

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