



Auto Approve

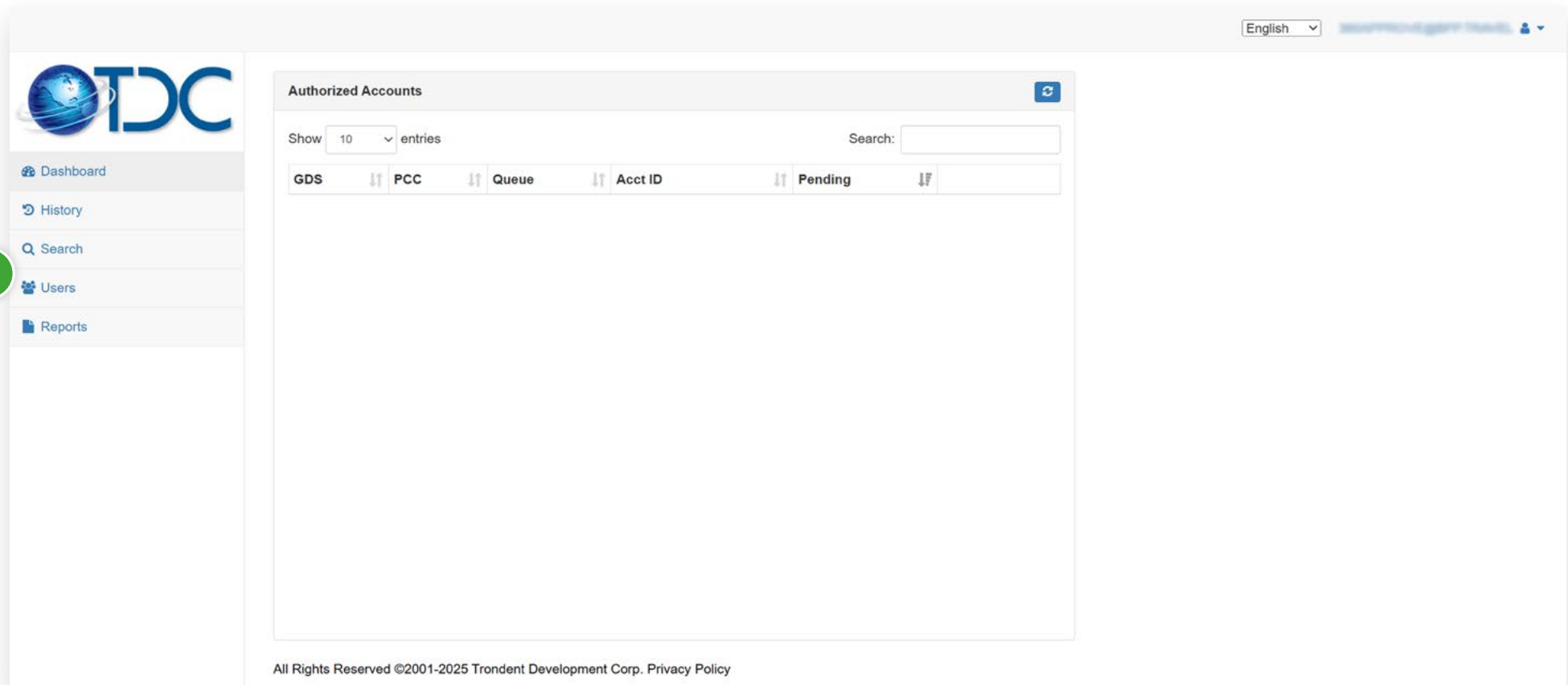
Admin Out Of Office Guide

Auto Approve

Set out of office

1

Sign into the **Auto Approve** dashboard and select 'Users' on the left hand menu



The screenshot displays the Auto Approve dashboard interface. On the left, a sidebar menu contains the following items: Dashboard, History, Search, Users, and Reports. The 'Users' item is highlighted with a green circle containing the number '1'. The main content area is titled 'Authorized Accounts' and features a search bar, a 'Show 10 entries' dropdown, and a table with columns for GDS, PCC, Queue, Acct ID, and Pending. The footer of the dashboard reads 'All Rights Reserved ©2001-2025 Trondent Development Corp. Privacy Policy'.

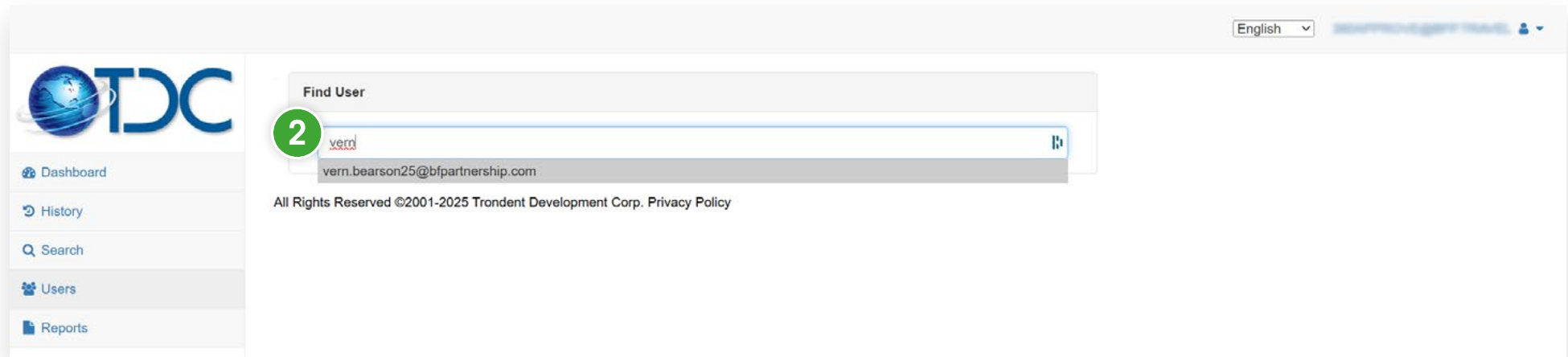


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2

Search for the approver email of the approver who will be out of office



Find User

vern.bearson25@bfpartnership.com

Out Of Office - vern.bearson25@bfpartnership.com

Time Zone:
(GMT-06:00) Central Time (US & Canada) Change Time Zone

No Out of Office Entries

Create Out of Office Entry

3 Start:
02/20/2025 12:00 AM

End:
02/27/2025 12:00 AM

4 Proxy Email:
bradley@bfp.travel

Proxy Email Confirm:
bradley@bfp.travel

5 Add Entry

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- 3** Add the Date and Time for the start and end of the approvers leave
- 4** Add the temporary approver in the Proxy Email and Proxy Email Confirm boxes
- 5** Once complete select Add Entry




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The approval requests will now go to the Proxy Email and will automatically switch off when the end date and time is reached.

✓ Out of Office entry created



- Dashboard
- History
- Search
- Users
- Reports

Find User

Out Of Office - vern.bearson25@bfpartnership.com

Time Zone:
(GMT-06:00) Central Time (US & Canada) Change Time Zone

Out of Office Entries:

Start	End	Proxy	
2025-02-20 12:00 AM	2025-02-27 12:00 AM	bradley@bfp.travel	Remove

