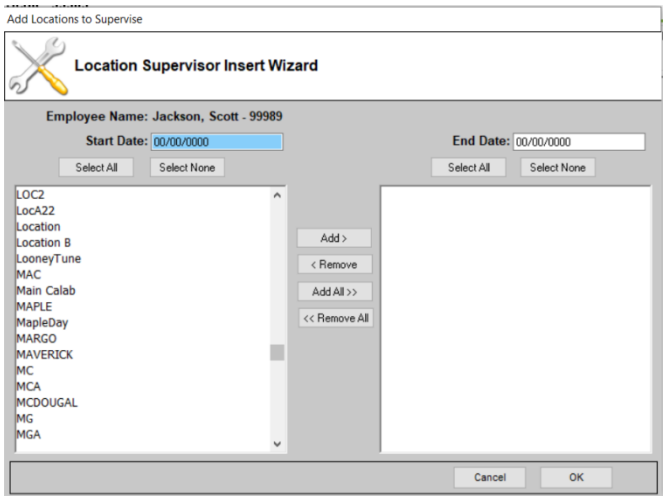
# Anywhere Supervisor Approval
# Location Supervisor Insert Wizard

## Location Supervisor Insert Wizard

The Location Supervisor Insert Wizard is used to easily add multiple locations to a Supervisor's Edit Employee - Locations tab. The Locations listed in the window allow the Supervisor to view and approve time entries on the Anywhere website in the Supervisor Approval window.

- Go to the Employees module, select Edit Employees.
- Choose the Supervisor's name from the Roster.
- Select the 'Locations' tab.
- Select the 'Location Supervisor Insert Wizard' button.
- The 'Location to Supervise' box will open.
- The left list window is all the available locations that the supervisor can add to the Locations tab. The right list window is for what locations the supervisor needs to view in the Location tab.




## Using the Location Supervisor Insert Wizard

- Enter a Start Date as needed; this will be the first date the Supervisor is able to view the Location on the Anywhere website in the Supervisor Approval window. No End Date is required unless the Supervisor is no longer supervising the location.
- The user has the ability to 'Select All', 'Select None', or individually highlight the locations needed from both the left list window or the right list window.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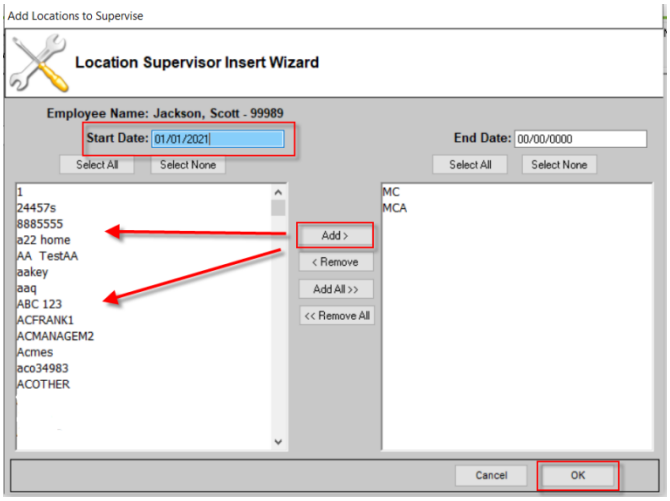
- In the middle of the right and left list windows are buttons for 'Add', 'Remove', 'Add All', and 'Remove All'.
    - 'Add' button - This button allows the user to move any BLUE highlighted Locations from the left list window to the right list window. This will add those locations listed on the right to the Employee's Location tab.
    - 'Remove' button - This button allows the user to remove any BLUE highlighted Locations from the right list window back to the left list window.
    - 'Add All' button - This button allows the user to add all locations listed on the left list window and move them to the right list window. The locations do not have to be highlighted in BLUE. This will add all locations listed on the right to the Employee's Location tab.
    - 'Remove All' button - This button allows the user to remove all locations listed on the right list window back to the left list window. The locations do not have to be highlighted in BLUE.
- Once the Start Date and Locations have been chosen, select the 'OK' button. The Location to Supervisor box will close and the Locations will be listed in the Locations tab.





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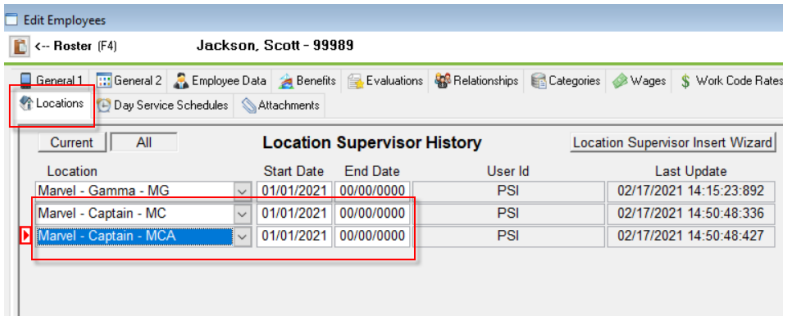


** This document was written with the assumption that the security for this module/function are already in place. For additional information, please see the related set-up guide or contact a systems administrator**.**


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