

YOUR VACATION DATABASE IN SHAREPOINT

1. Important – Be sure you get your supervisor's approval via email prior to taking time off or working overtime.

- Your supervisor will email you back with their approval or suggestions.
- Your supervisor will add your requested vacation days to the main calendar. (All other time away & OT will NOT be displayed on the main calendar).

NOTE: Each month remember to log in and verify the previous month's data and date the overview page on the corresponding month.

2. Now enter your information into your vacation SharePoint database in a CHROME BROWSER.

- Open the Psychology SharePoint site (found on the beehive)
- Click onto STAFF TAB at the top of the page
- Click VACATION DATABASE button
- Click on VACATION DATABASE again on the (L) menu
- Click on your file
- On the next screen click the three dots “...” on your database.



- Note **IGNORE THE MESSAGE** at the top of the screen “Sorry, we’re having a problem showing this workbook.”
- Click EDIT at the bottom left of the screen
- Click OPEN EXCEL (desktop)

3. Now make your changes

- Once finished with changes – click ‘X’ at top of screen to close excel vacation database.
- It will ask you if you would like to save your changes... click SAVE
- Click SAVE again
- It will ask you if you would like to replace the existing. Click YES
- Your file is now updated and saved on to SharePoint.

NOTE: If you just download the document by clicking on the database (instead of clicking on the “...”) the changes will only occur on your desktop and will not be saved to SharePoint. Please follow instructions above.