How do I accept the filled work- and rest hours?

The work- and rest hour sheet can be approved by someone who has the proper user rights.

To approve the work- rest hour sheet for the month:

1. Select the employee and correct month you want to approve
2. Click on **Approve**
3. A message appears on top of the work- rest hour sheet:

   Approved by Administrator at 03/12/2024 Reset approval

4. The work- rest hour sheet is approved and cannot be edited by the employee

When you click at the blue i-icon, you get an overview of the approvals and reset approvals:

Location	User	Operation	Performed by office	Date
Mastex Trader	Administrator	Approved	✓	03/12/2024 11:16
Mastex Trader	Administrator	Approval reset	✓	18/11/2024 14:30
Mastex Trader	Administrator	Approved	✓	18/11/2024 14:30

To re-open an approved work- rest hour sheet:

1. Select the employee and correct month you want to re-open
2. Click on **Reset approval**
3. The work- rest hour sheet can be edited again now by the employee

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