ESS Leave Approval Browser notes

- When accessing ESS, Mac users must use Firefox as the internet browser and PC users can use Firefox or Internet Explorer.
- When navigating within the ESS portal, ensure that you only use options within ESS. Do not use browser navigation buttons, as they may exit you from the portal.
- If leave requests do not display on your RMIT computer, add *.rmit.edu.au to your pop-up blocker exceptions.
  - In Internet Explorer:
    1. Select Tools > Pop-up Blocker > Pop-up Blocker Settings
    2. Type *.rmit.edu.au
    3. Click the Add button
    4. Click Close
  - In Firefox (PC):
    1. Select Tools > Options
    2. Click Content
    3. Click the Exceptions button for Block popup windows
    4. Type *.rmit.edu.au
    5. Click the Allow button
    6. Click Close
  - In Firefox (Mac):
    1. Select Firefox > Preferences
    2. Click Content
    3. Click the Exceptions button for Block pop-up windows
    4. Type *.rmit.edu.au
    5. Click the Allow button
    6. Close the dialog box
- If leave requests do not display on your personal computer, read the pop-up warning message and select either to Temporarily Allow Pop-ups or Allow Pop-ups for this Site.
- If a recently approved leave request still displays as a New request on the Home Overview screen, refresh the list:
  - Click the List icon to the right of the Show Filters link on the right side of the screen above the worklist
  - Select Refresh.