

How To Guide on Leave Management Base for End User

This guide provides formal instructions for setting up and accessing the Airtable account required for approving or denying leave requests. It also details how to access the leave calendar interface for viewing purposes.

Account Creation and Login Details

1. An Airtable account will be created for individuals responsible for approving or denying leave requests.
2. Login credentials will be provided to authorized users upon account creation.

Note: Users responsible for approving leave must follow the account setup instructions below. Users who only need to view the leave calendar can access it using the following link:

[Move Orthopedics \(Publicly Available\) Leave Calendar Interface](#)

[Summerhill Surgical \(Publicly Available\) Center Leave Calendar Interface](#)

Setting Up an Airtable Account

Desktop Users

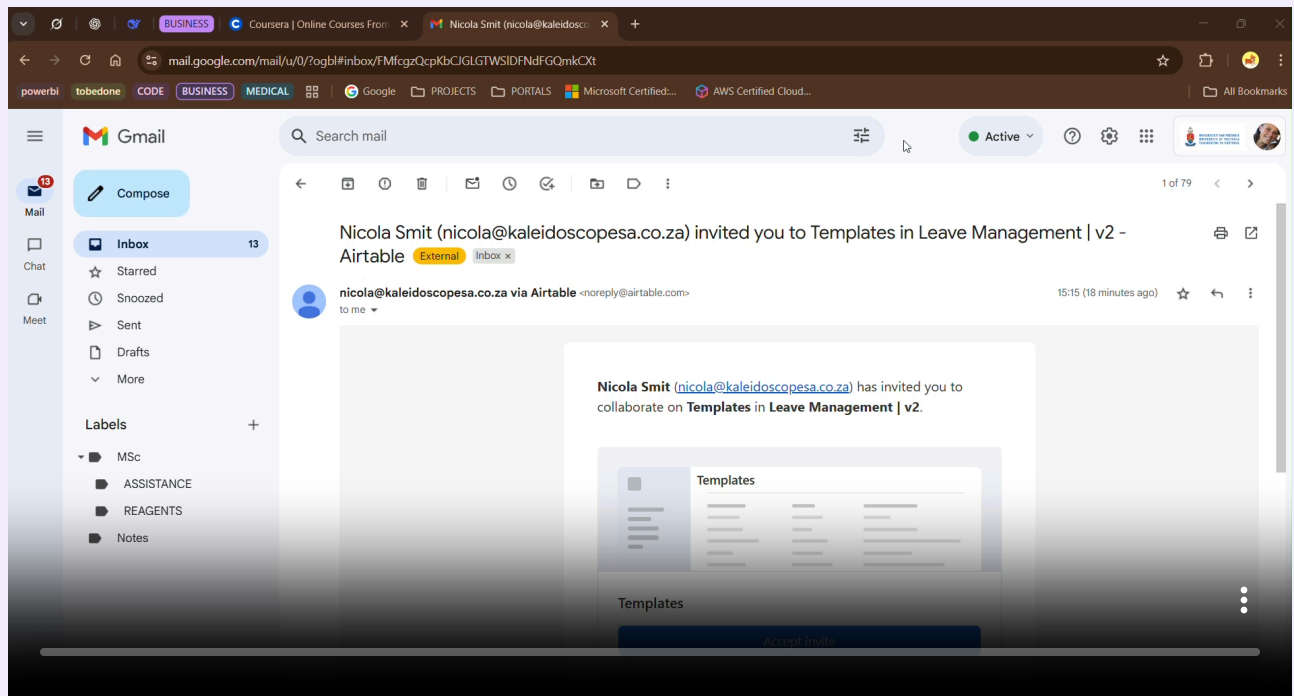
To access the Airtable Leave Management system, use the following link: [Leave Management Base](#). This link will open in your Chrome browser. The subsequent steps depend on whether the email address associated with your Chrome browser is linked to an existing Airtable account.

Scenario 1: Opening the Base from the Email Invitation

If you are logged into Chrome with the correct email address:

- Click the invitation link provided in the email.
- You will be automatically logged into the Airtable account with access to the Leave Management base.

 [**Video: Accessing the Base with an Existing Account**](#) >



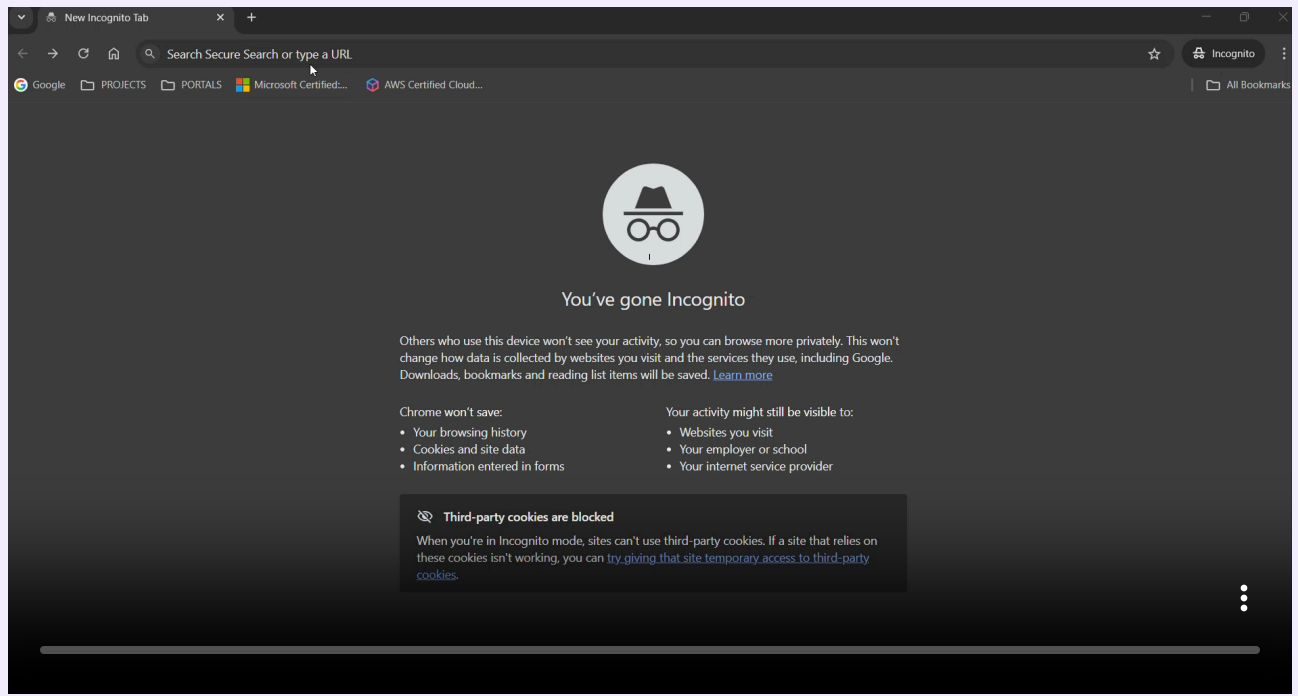
- Bookmark the page for future reference.

Scenario 2: Pasting the Base Link Directly in Chrome

If logged into Chrome with an email address that has no Airtable account:

- Paste the [Leave Management Base](#) link into Chrome.
- You will be prompted to log in to Airtable.

☰ [Video: Logging in with Correct Credentials](#) >



- Use the provided credentials:
 - **Email:** [Provided Email]
 - **Password:** [Provided Password]

- A login prompt will appear:




Sign in to Airtable


Email

Continue

or

Sign in with **Single Sign On**

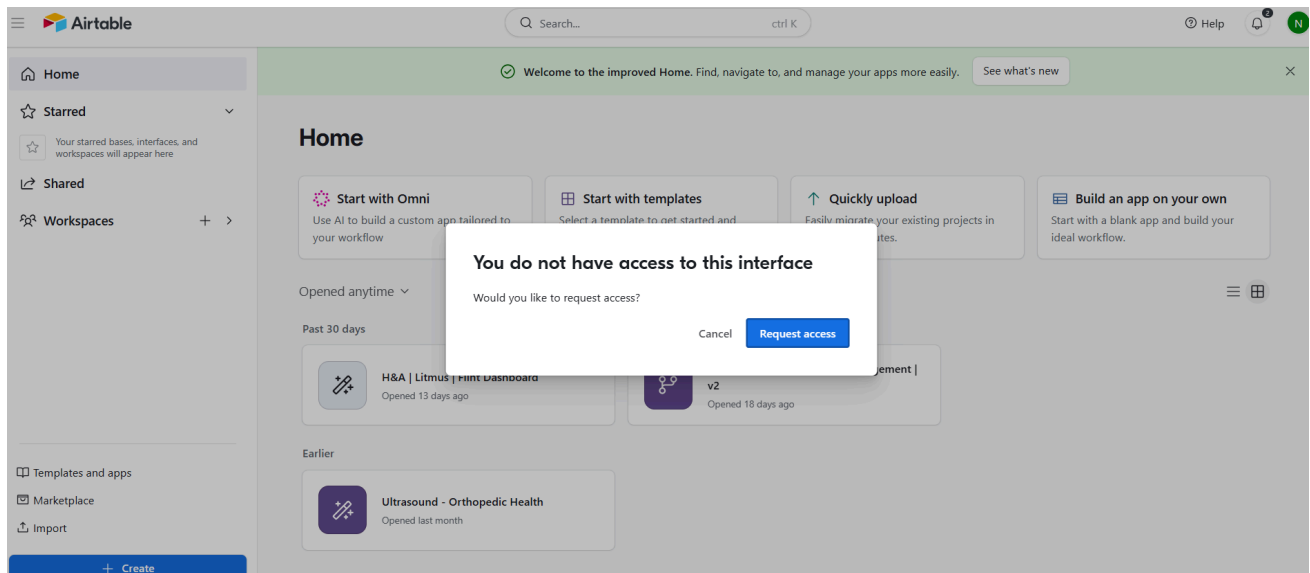
 Continue with **Google**

 Continue with **Apple ID**

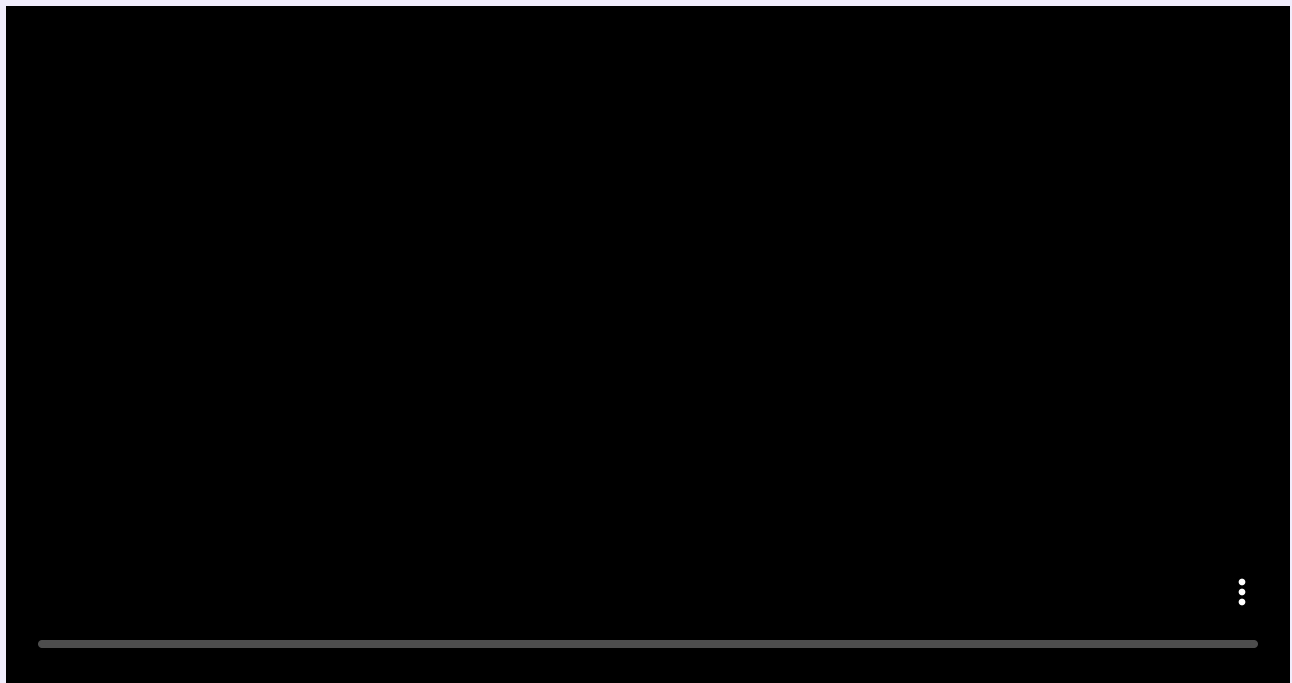
- After logging in, bookmark the page for easy access.

If logged into Chrome with an email address linked to an existing Airtable account without access:

- Paste the [Leave Management Base](#) link into Chrome.
- You may be redirected to your Airtable workspace but receive an error indicating lack of access:



≡ Video: Changing Login to Correct User >



- Sign out of the current Airtable account.
- Sign in using the provided credentials:
 - **Email:** [Provided Email]
 - **Password:** [Provided Password]
- Bookmark the page after successful login.

Mobile Users

Accessing the Base via Email Invitation or Link

To access the Leave Management base on a mobile device:

- Open the email invitation link or paste the [Leave Management Base](#) link into Safari or Chrome.

- **Important:** Do not create a new Airtable account. Select "Log In" instead:

16:28

Gmail

87



airtable.com



Nicola invited you!

Create an account to start working with Nicola in **Move Orthopedics | Leave Management**

Email address

 nlsmit97@gmail.com

Full name

First and last

Nicola Smit



Passwords

Q

W

E

R

T

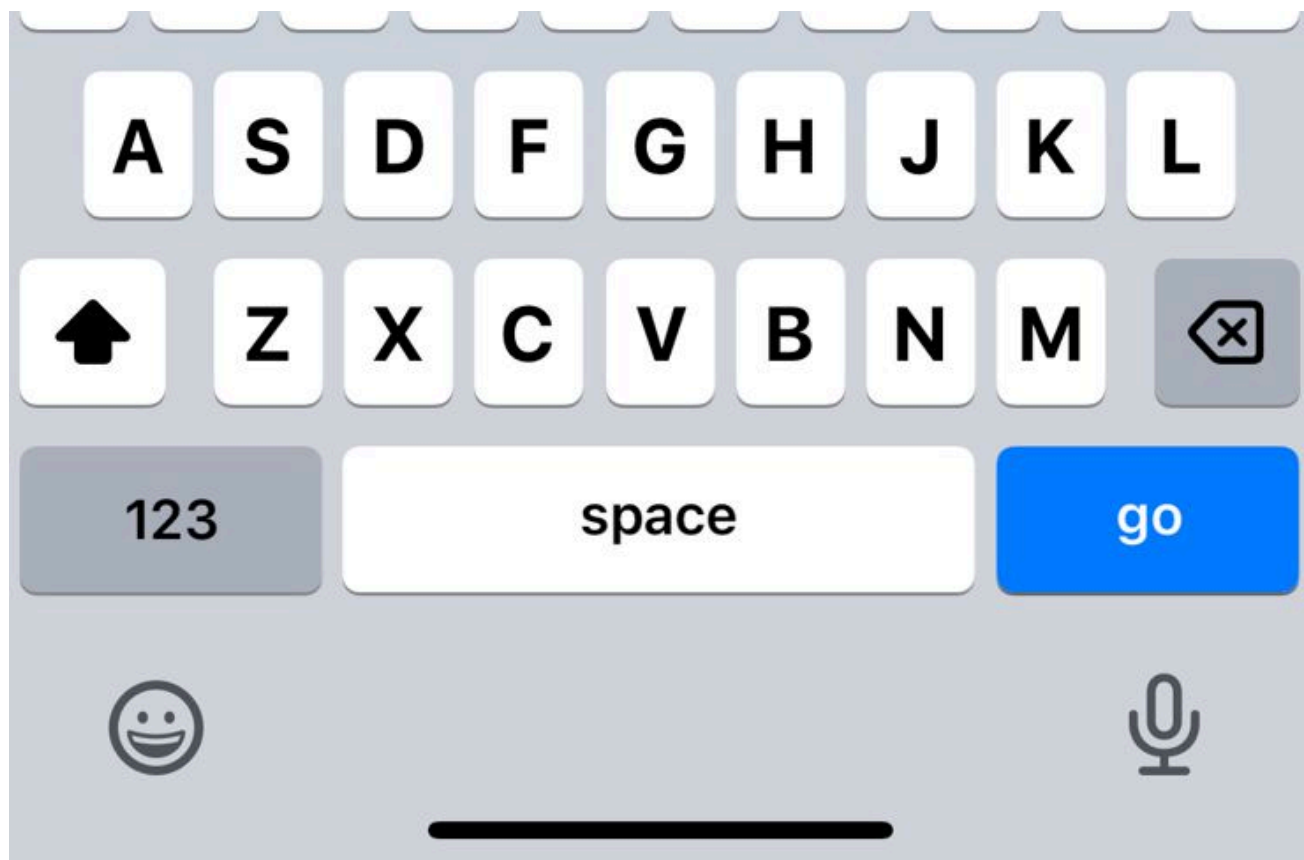
Y

U

I

O

P



16:28

Gmail

87



airtable.com



or

Continue with Google

Continue with **Single Sign On**

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Already have an account? [Sign in](#)

Nicola Smit



Passwords

Q

W

E

R

T

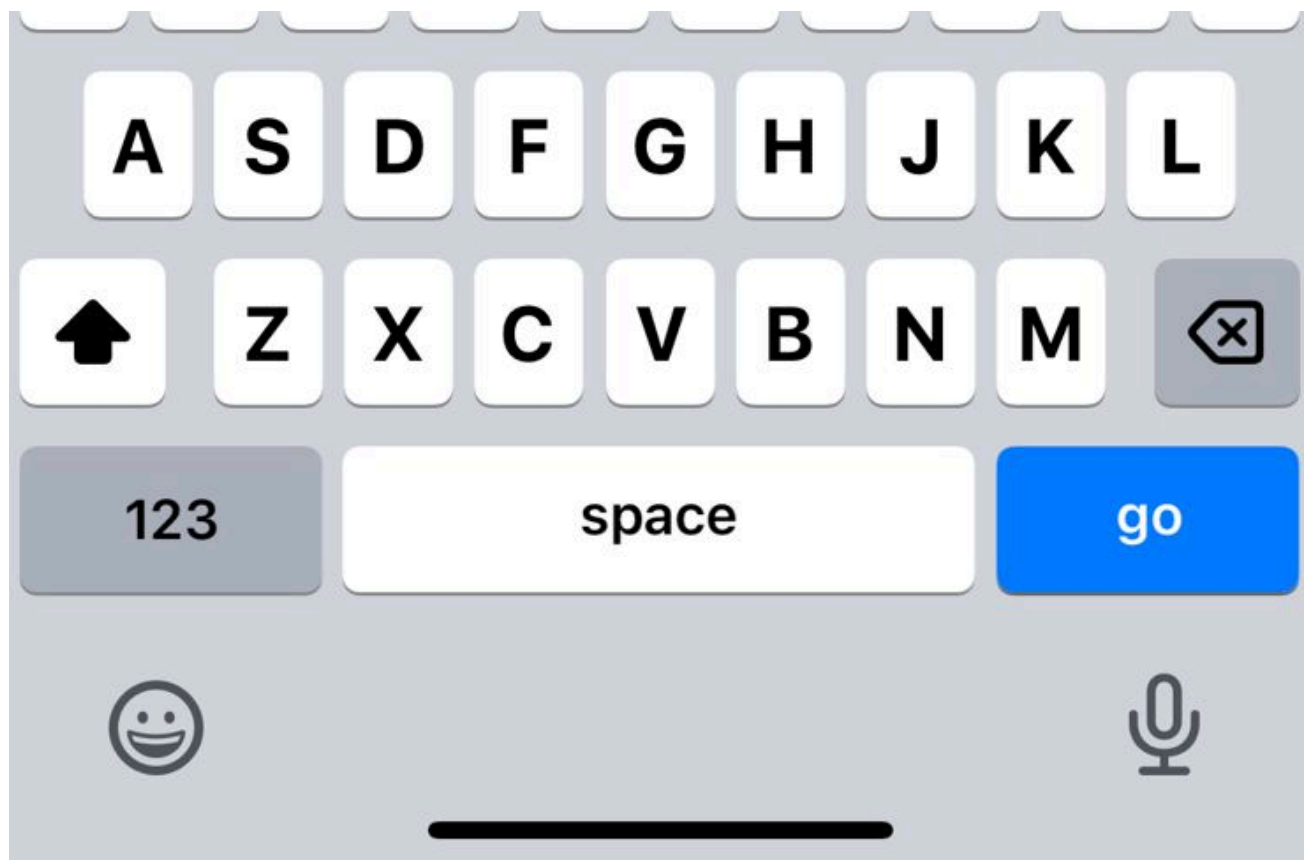
Y

U

I

O

P

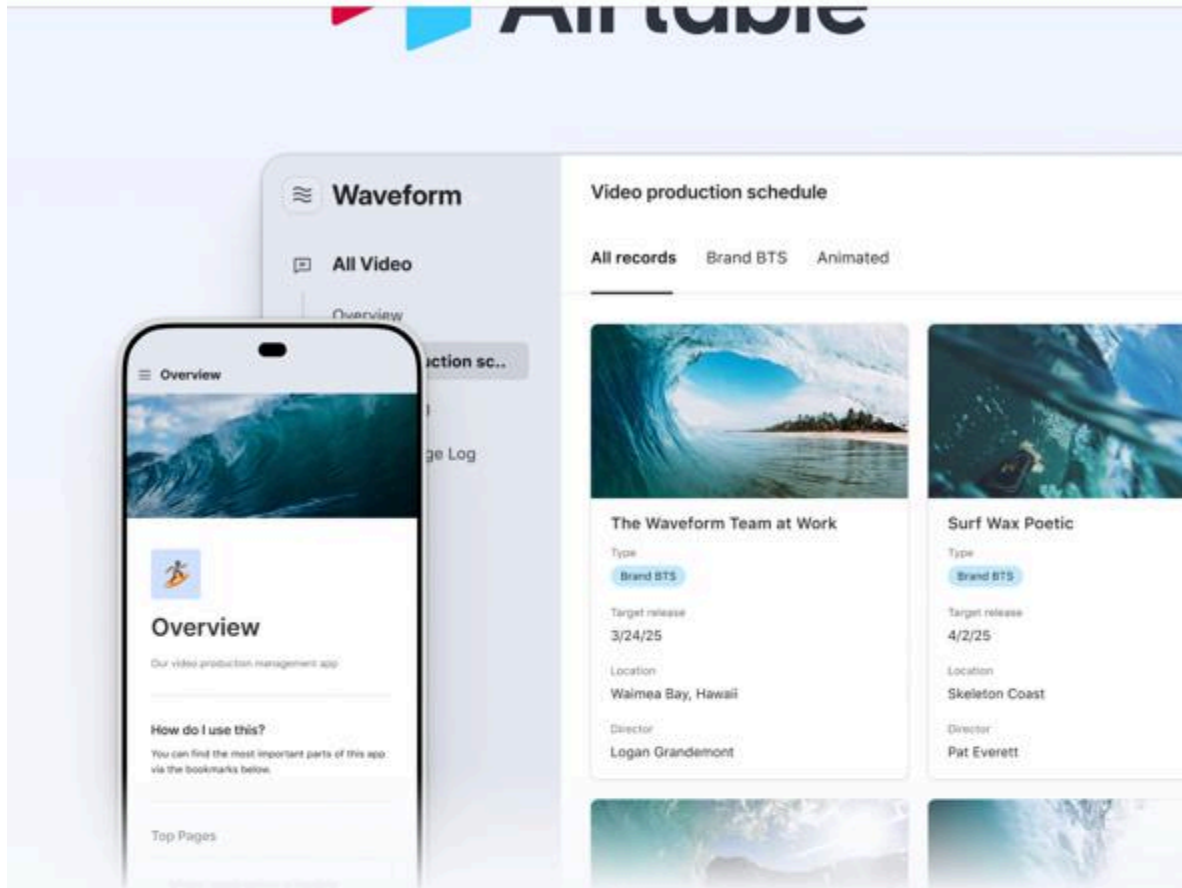


- You will be redirected to the Airtable login page:

16:32




airtable.com



You're almost there!

Send a magic link to your email so you can continue working on desktop.

 Send magic link

Or, download the mobile app.



- Download the Airtable mobile app when prompted.
- Log in using the provided credentials:
 - **Email:** [Provided Email]
 - **Password:** [Provided Password]

Additional Notes

- Ensure you are using the correct email and password provided for your Airtable account.
- For any issues accessing the base, contact the administrator for assistance.
- Regularly check the leave calendar interface for updates.