



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 tab > Pop-up Blocker > Pop-up Blocker Settings**
 - 2 Type ***.rmit.edu.au** in the **Address of website to allow** field
 - 3 Click the **Add** button
 - 4 Click **Close**
 - **In Firefox (PC):**
 - 1 Select **Tools icon**  **> Options**
 - 2 Click the **Privacy & Security** tab
 - 3 Scroll down Privacy & Security page to **Permission** section
 - 4 Tick the box for **Block pop-up windows**
 - 5 Click the **Exceptions** button for **Block pop-up windows**
 - 6 Type ***.rmit.edu.au** in the **Address of website** field
 - 7 Click the **Allow** button
 - 8 Click **Save Changes** to close window
 - **In Firefox (Mac):**
 - 1 Select **Tools icon**  **> Preferences**
 - 2 Click **Privacy & Security** tab
 - 3 Scroll down Privacy & Security page to **Permissions** section
 - 4 Click the **Exceptions** button for **Block pop-up windows**
 - 5 Type ***.rmit.edu.au** in the **Address of website** field
 - 6 Click the **Allow** button
 - 7 Click **Save Changes** to close window
- 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 **Options** drop down arrow next to the Full Screen button on the right hand side of the overview screen above the Universal worklist. Select **Refresh**.

