## **ESS - Aurion Help**

In any part of Aurion where you would like more information about a section, you can click the question mark icon located on the right side of that section.

\*\*Aurion\*\*

\*\*Dashboard\*\* 28 Employee\*\*

\*\*My Tasks\*\*

My Tasks\*

\*\*My Tasks\*

\*\*My Tasks\*

\*\*Aurion\*\*

My Tasks\*

\*\*Aurion\*\*

\*\*My Tasks\*

\*\*Aurion\*\*

\*\*Leave Applications\*\*

\*\*Aurion\*\*

\*\*Leave Applications\*\*

\*\*Aurion\*\*

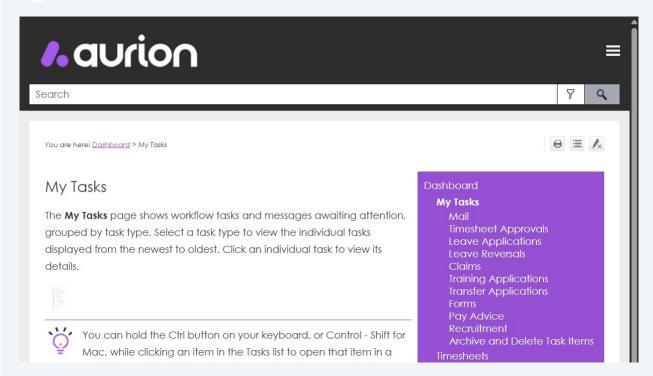
\*\*Aurion\*\*

\*\*Leave Applications\*\*

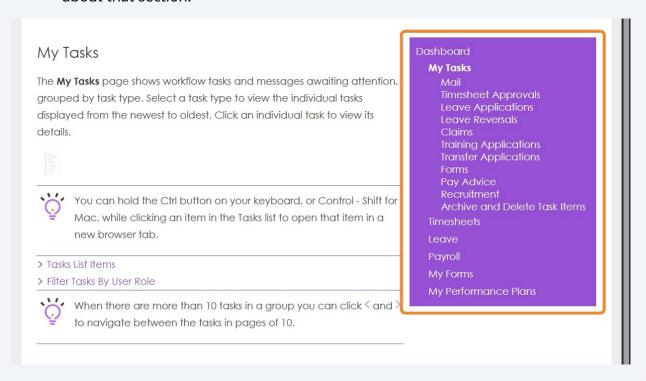
\*\*Aurion\*\*

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2 Clicking the question mark will take you to the Aurion Help page, where you can access more detailed information about that section.



On the right side, you will see related sections linked to the help topic you selected. By clicking on any of these tabs, you can view more detailed information about that section.



4 You can also search for a specific topic using the **Search** function. aurion Search a You are here: <u>Dashboard</u> > My Tasks 8 1 1/× My Tasks My Tasks The My Tasks page shows workflow tasks and messages awaiting attention, grouped by task type. Select a task type to view the individual tasks Leave Applications displayed from the newest to oldest. Click an individual task to view its Leave Reversals details. **Training Applications** You can hold the Ctrl button on your keyboard, or Control - Shift for

Type the topic you want to find information about for example, **Leave** and press Enter or click the magnifying glass icon. You will then see a list of results to choose from, allowing you to view the details for your selected topic.

Mac, while clicking an item in the Tasks list to open that item in a

Archive and Delete Task Items

