

How to edit employee's top-up requests

Before you can edit the new lunch values for your employees the fixed and daily values need to be changed to new values in the Ticket-On-The-Web –tool.

You can choose the best way for you to edit the top-up requests from different options.

1. Log into **Ticket On-the-Web** –tool and choose the **Employee orders**
2. **Top-up – MyEdenred**
3. **Load order confirmation**
4. **Order lunch benefit**

Option A:

1. **Edit the benefit amount from the drop-down** for each employee
2. Confirm the change by pressing **Submit**

Option B:

1. Reject the top-up requests (choose all employees and press **Reject**)
2. Make new top-up requests with updated values using the **Online Form**

Option C:

1. Reject the top-up requests (choose all employees and press **Reject**)
2. **Ask your employees to make a new top-up request** in MyEdenred after you have updated the new lunch values

The screenshot shows the 'Employee Orders' section of the Ticket-On-The-Web tool. The navigation menu at the top includes 'HOME PAGE', 'ORDER VIA EXCEL FILE', 'ORDER VIA ONLINE FORM', 'EMPLOYEE ORDERS', and 'EMPLOYEE MANAGEMENT'. The 'EMPLOYEE ORDERS' menu item is circled with a '1'. Below the menu, the breadcrumb trail is 'Employee orders | Top up - MyEdenred | Load order confirmation'. A sidebar on the left contains 'Card order', 'Top up - MyEdenred' (circled with a '2'), and 'Settings'. The 'Load order confirmation' option is circled with a '3'. The main content area is titled 'Load order confirmation' and contains instructions: 'To proceed with your load order please select the wallet: 1. Click on the button corresponding to the desired wallet below 2. Follow the instructions on the next page'. Below the instructions are two buttons: 'Order sport and culture benefit' and 'Order lunch benefit' (circled with a '4').

Below this, there is a table with a search filter for 'Department' and buttons for 'Apply filter' and 'Clear filter'. The table shows employee data with columns: Aika, Henkilötunnus, Etunimi, Sukunimi, Osasto, Sähköposti, Tila, Saldo, Etuus €/päivä (circled with an 'A'), Työpäivä / kk, Latauksen arvo (€), Latauspäivä, Toisto-toiminto, and Info. The table contains two rows of data. The first row shows an employee with a balance of 220,5 and a top-up amount of 10,5. The second row shows an employee with a balance of 0 and a top-up amount of 225. The 'Reject' button at the bottom is circled with a 'C'.

Please note when modifying top-up requests, that employees might have made the requests with different balances (not all with the maximum).