

## Approver's cheat sheet

1. Once you log in to your approver account, click "**Transaction Management**" (left hand side of the screen)
2. Click on "**Manager Approval Queue**"
3. My recommendation is to review each transaction before approving
4. Once all transactions have been reviewed go back to your "**Manager Approval Queue**"
5. Click all the boxes under "**Select**"
6. Click the blue "**Approve**" button at the bottom of the page
7. A new screen will pop up: Click the link "**Select Approver**"
8. Type in **Starlin** in the last name box and hit search
9. Select **Patricia** and click the button under Patricia to set her as a default
10. Then click **select approver**
11. A new screen will pop up and you can select the blue "**Approve**" button