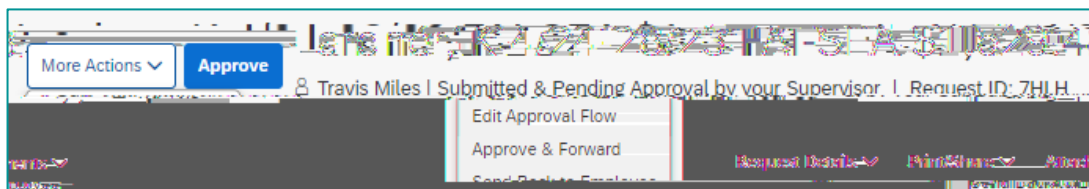


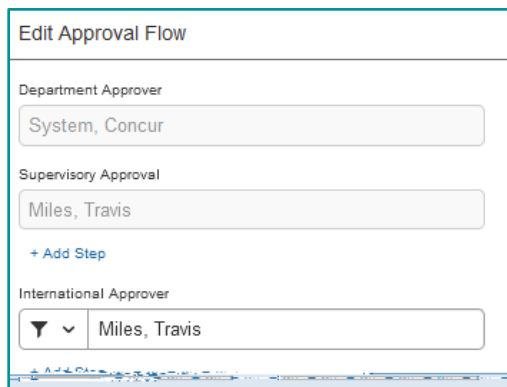
Add Approvers

Request

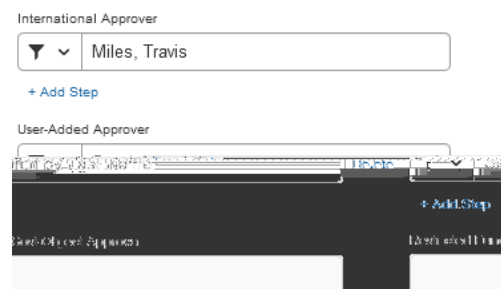
1. Select “Edit Approval Flow” or “Approve & Forward” from the More Actions drop-down menu which opens the Approval Flow



2. Select “+ Add Step” in the desired position of the Approval Flow



3. Under “User-Added Approver:” search for and select the additional approver

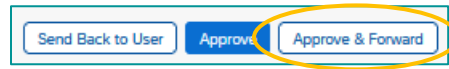


4. Added approver now appears in the step after your approval
 - a. Add more approvers by selecting “+ Add Step”
 - b. Click “Delete” to remove an added approver

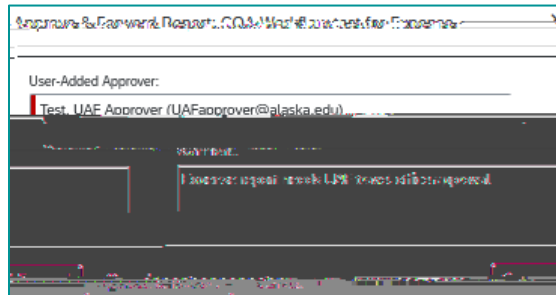
5. Save changes and then Approve

Report

1. Select “Approve & Forward”



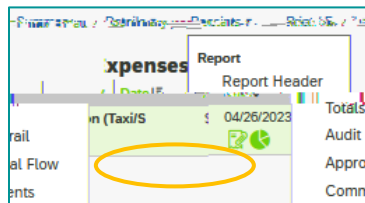
2. Search for and select the additional approver



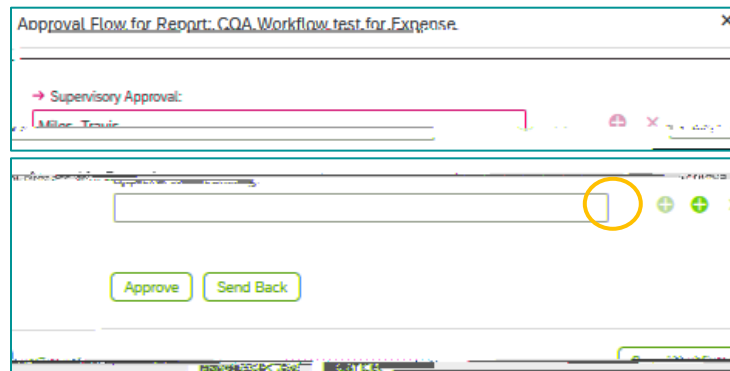
3. Add any necessary Comments then “Approve & Forward”

Alternatively

1. Select Approval Flow from the Details drop-down menu



2. Click the blue “+” to add an approval step



3. “Save Workflow” or “Approve” from here

Note: The Processor is the final approval step on Reports regardless of any other approvals in the Approval Flow. If the Processor sends the Report to an additional approver, the Report always goes back to them for final approval.