Step-by-Step: Approving or Rejecting at Multiple Stops

If you are an approver at multiple stops, you will now have the option to select which unit you would like to approve or reject at.

**APPROVAL STEPS**

1. Click **Approve** on the left navigation tab. A pop-up will appear.
2. Select **ONE** option from the choices given and then click **Approve**.

3. It will take you to the screen where you can add comments and upload attachments. Click **Approve**.

4. The unit you selected will change from Waiting for approval to Approved. Click **Approve** again to proceed to the next unit.
   a. **NOTE**: If there are more than 2+ Departments, repeat steps 1-3.
REJECTION STEPS

1. Click **Reject** on the left navigation tab. A pop-up will appear.

2. Select ONE option from the choices given and then click **Reject**.

3. It will take you to the screen where you MUST to add a comment. Click **Reject**.