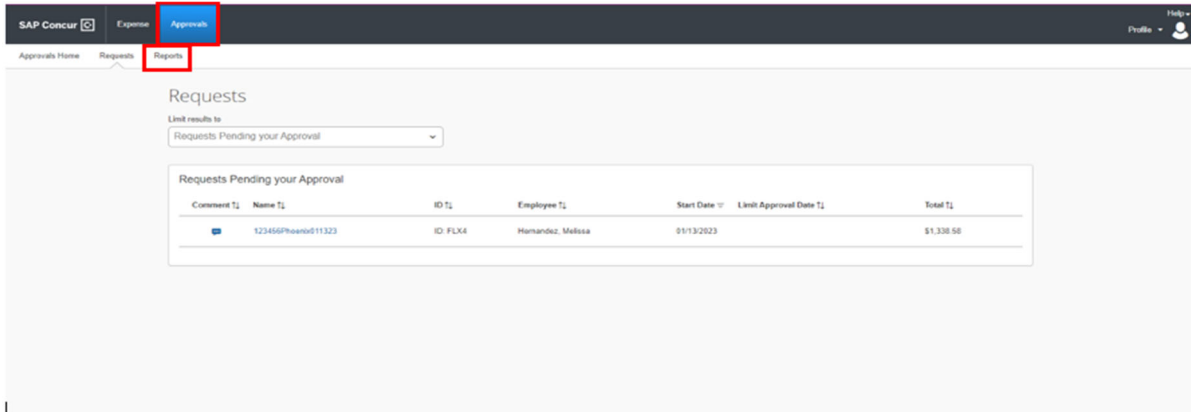


Request Approval

Click on Approvals then Requests. A list of requests pending approval will appear, then Click on the name of the report



Each reviewer in the workflow must verify the Request Header by **Clicking** Request Details drop-down arrow then selecting Request Header and documents by **Clicking** the Attachments drop-down arrow.

Once reviewed and **Click** Approve and the request will move through the workflow.

