

How to Approve a Job:

1. Click on the **'Approvals'** button from the main menu.
Note: The number listed next to "Job awaiting your approval" indicates the number of jobs awaiting your approval.
2. Click on the **'View'** link for the job you want to approve.
3. Review the job to ensure all data is valid.
4. Scroll to the bottom of the form and click on the **'Approve'** button.
5. You will be returned to the jobs list and receive a message the job has been approved.