

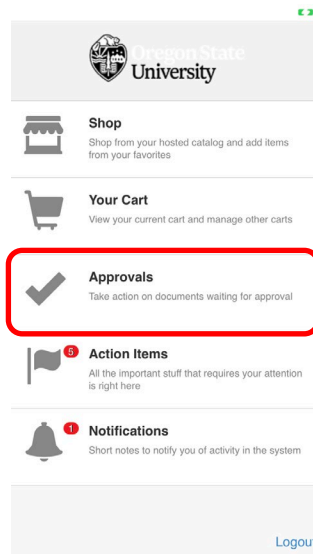
Mobile Approvals

What are Mobile Approvals?

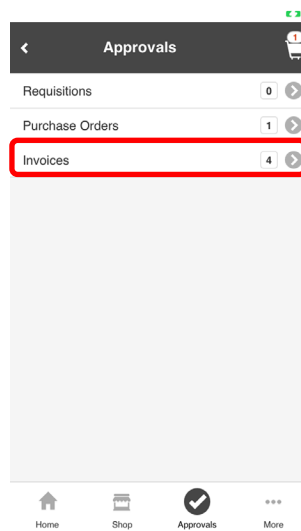
Users have the option to take approve documents via the mobile application. The mobile application is available in the Android and iOS App store. Prior to approving documents via the application, you will first need to register your device. See page 8 of the User Profile Management tip sheet for more information.

Approving via Mobile App

1. Begin by opening the mobile app on your device. Select the **Approvals** tab.

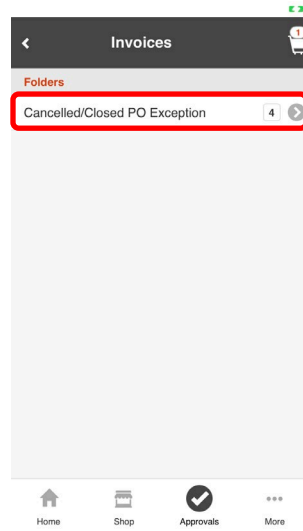


2. On the **Approvals** page, select the document type for the document you wish to approve.

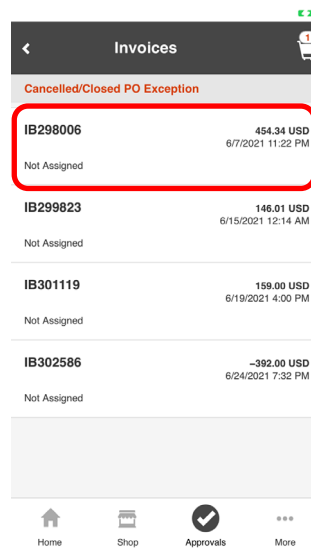


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3. Then, select the approval folder for the document.



4. A list of documents in that approval folder will appear. Select the document you wish to approve.



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5. This will take you to the **Review** page for that document. When you're ready to approve, select the **Approve** button at the bottom of the screen.

