

Once the report has been submitted, the next approver in line can click the green approve button once to get to the Approval Confirmation screen. On the left side it will say Add Approver.

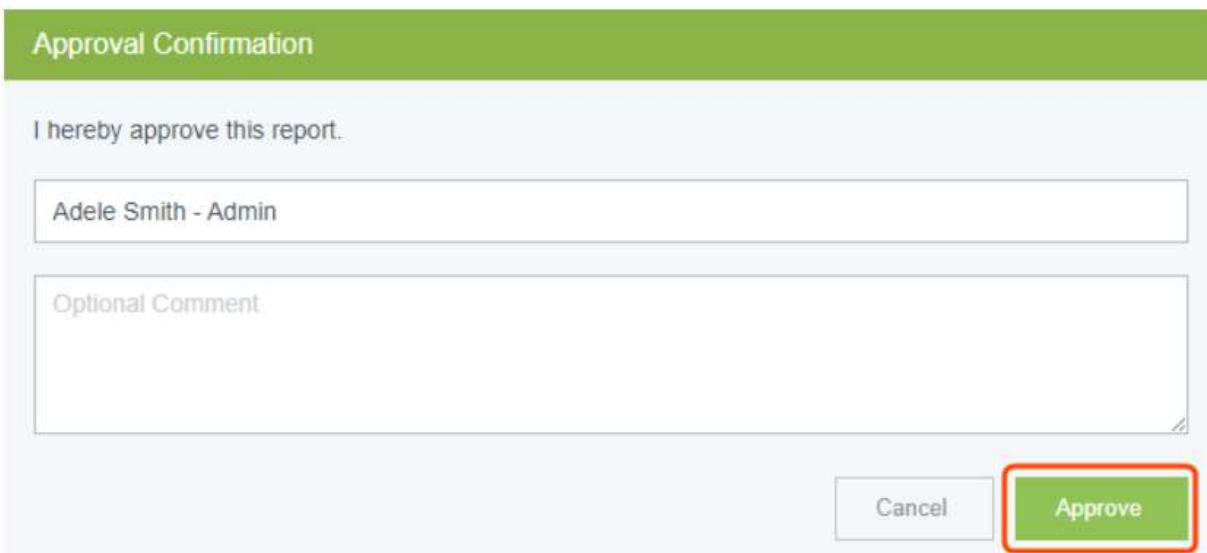


Approval Confirmation

I hereby approve this report.

[+ Add Approver](#) [Cancel](#) [Approve](#)

Click Add Approver to search for and select the other approver. If desired, you may leave a comment. Then click approve.



Approval Confirmation

I hereby approve this report.

Adele Smith - Admin

Optional Comment

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