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.