How to Approve a Job:

1. Click on the ‘Approvals’ button from the main menu.

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.

Note: The number listed next to “Jobs awaiting your approval” indicates the number of jobs awaiting your approval.