Approval Using In Box

Access WFS by clicking the link in your Employee Portfolio under Administrative Applications called "WFS – Production Database.

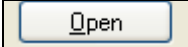| Step	Action
1.	When you enter the system, **click the link to your Approval Inbox.**
2.	**Click the Search Type dropdown** arrow to select the kind of document you wish to review.
3.	**Click the type of document** you want to review.
4.	**Click the Search Button.**
5.	**Click the link** for the document you wish to review.

Step	Action
6.	The document will appear in a new window. **Click the Maximize button** to expand the screen view.
7.	To view attachments, **click the View button** in the attachment area.
8.	**Click the Open button** to open the attachment.
9.	Check to see if there is more than one row of data
10.	**Click the View All** link to open all the rows of data.
11.	**Review other information** on the Voucher to make sure it is correct.
12.	**Click in the Comment box** to type in a comment.
13.	**Click the appropriate action button.**
14.	After approving the workflow page will appear showing the next approver.
15.	**Click the small twistee** to view the comments or to collapse them.
16.	Comments can also been viewed or hidden using the **command in the upper right corner.**
17.	**Click the Return button** to go back to the document.
18.	**End of Procedure.**