**Administrator Workflow Approval Sheet**

From your Schools/Department’s tab under the “Workflow Approvals”  **Click on the words “Go to Workflow Tasklist”**

****

You will see this screen appear click on **“Your Tasks”** select “**Group Task”** click on “**Choose”**  and select the transaction.

****Click on the **“Choose”** and select the transactions you would like to approve based on the **Model.**

****

Click on the gray slider to get the approval options to appear.

****