

How to approve or reject a proposal

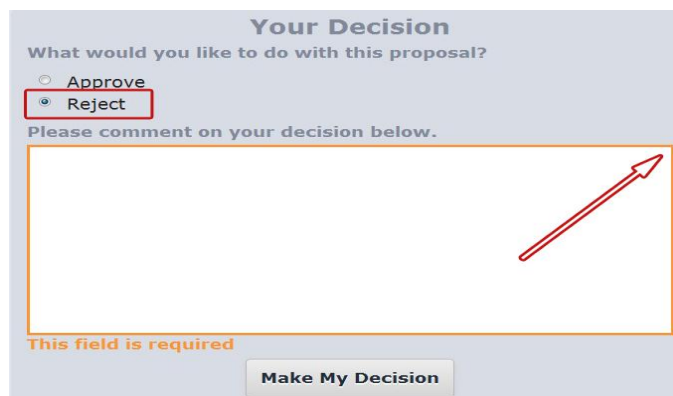
In order to make a decision on a Proposal, it has to be on a step that is requiring an action from you. After logging in as a User, find the Proposal from the My Tasks tab and click on the Edit Proposal Icon.



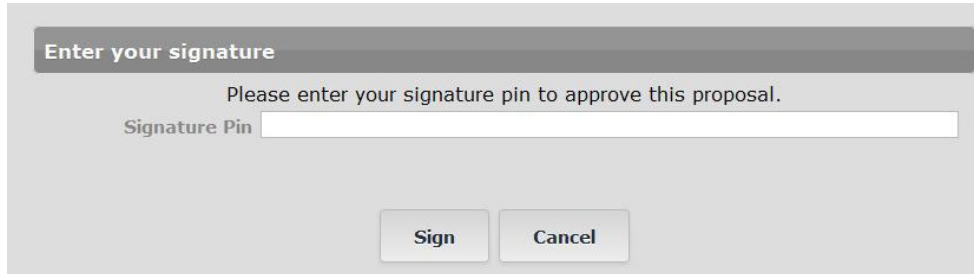
Once you are ready to make your decision, click on the Decisions Icon from the Proposal Tool box (check mark).



Select the radio button that represents your decision and click Make My Decision to finalize. If you Reject, you are required to leave a comment of at least two characters in length as indicated by the orange help text. If you Approve, comments are optional.



Some steps may require you to enter a Signature Pin in order to Accept or Reject a Proposal. If this is the case, clicking on the Make My Decision Button will create a Pop-Up window for you to enter this information. Administrators are responsible for assigning Signature Pins, so contact an Admin if you need to set one up.

A screenshot of a web-based pop-up window titled "Enter your signature". The window has a light gray background. At the top, the title "Enter your signature" is displayed in a dark gray bar. Below the title, the text "Please enter your signature pin to approve this proposal." is centered. Underneath this text is a label "Signature Pin" followed by a white text input field. At the bottom of the window, there are two buttons: "Sign" and "Cancel", both with a light gray background and a thin border.