

Approve on the Go

Grab & Go on the enablement and use of the Approver Pin Code.

Enable Pin Code: Found in the 'Profile Details', your Pin Code is a **4** digit code that once entered and saved allows Approvers to access, reject and approve requests from their mobile device.

The pin code can be any 4 number combination. No symbols or letters can be used. Once your pin has been successfully entered, select 'Save'.

Approve or Reject: Request for Approval notifications will be sent via email.

Open the notification from your mobile device and simply tap/click the green 'APPROVE' or red 'Reject' options on the email.



Enter Pin Code: Once approval or rejection is selected, the authentication screen will require entry of your 4 digit PIN code.

Rejections will prompt Approvers to complete a note. This may include the reason for the rejection and possible next steps.

Once Rejection or Approval is complete a confirmation screen will appear.

