How to Edit Approval Flow & Approve a Request

Need another person to approve the request? Select Edit Approval Flow to add them to the approval process.

1. Select **Edit Approval Flow**
2. Click the **three dots (⋯)** and choose **Add Above This Step** or **Add Below This Step**
3. Search for and select the desired approver
4. Click **Save**

Request ready for approval?

5. Select Approve
6. When the **Approver Agreement** appears, select **Accept & Continue**.

The request will proceed to the next step in the workflow.









