1. If you received an email(s), notifying you that you have a proposal awaiting your approval or you received an email stating that you as the originator need to make a decision on a proposal submitted; Log into the system and you will see a dashboard similar to the one to the right for the notifications you have received.

2. The Left hand side of your dashboard is open to your “My Tasks”, where you will find proposals awaiting your review, on the Right hand side is a calendar with the tasks you need to complete or have completed.
3. Click on the “Edit/View Proposal” icon, to open and review the proposal.

4. The proposal will open on the left pane and the “Proposal Toolbox” will open on the right.

5. In the “Proposal Toolbox” you can click on the icon that looks like a document with a plus sign to view any documentation the proposer has included, and to make your decision to approve or reject can be done by selecting the “check mark” icon.

6. After reviewing the proposal you can enter comments, and make your decision. Click on “Make My Decision” once done. This completes your review of the proposal and has notified the proposer of your response, as well as move it along to the next approval step.