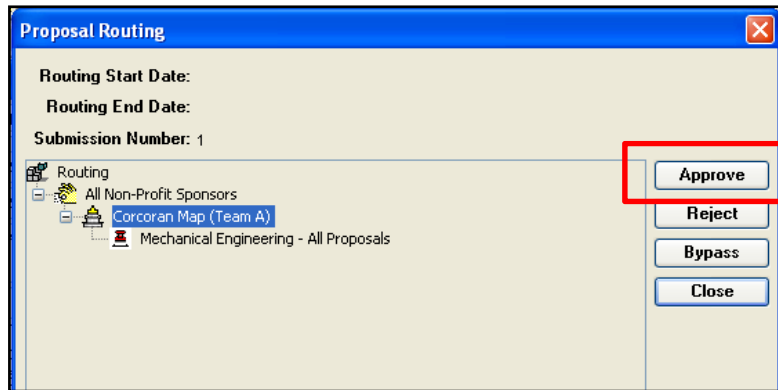


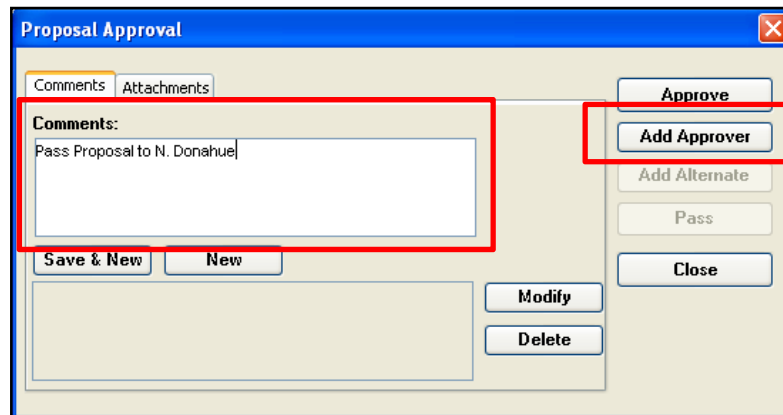
Pass a Proposal



Search for proposal and double click to open.

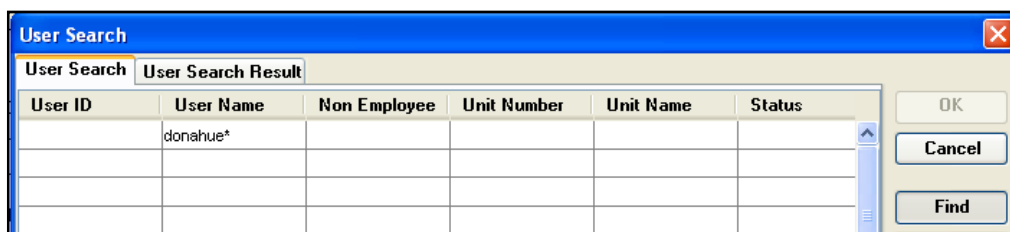
Select Action > Approve.

Click Approve.



Enter comment.

Click Add Approver.



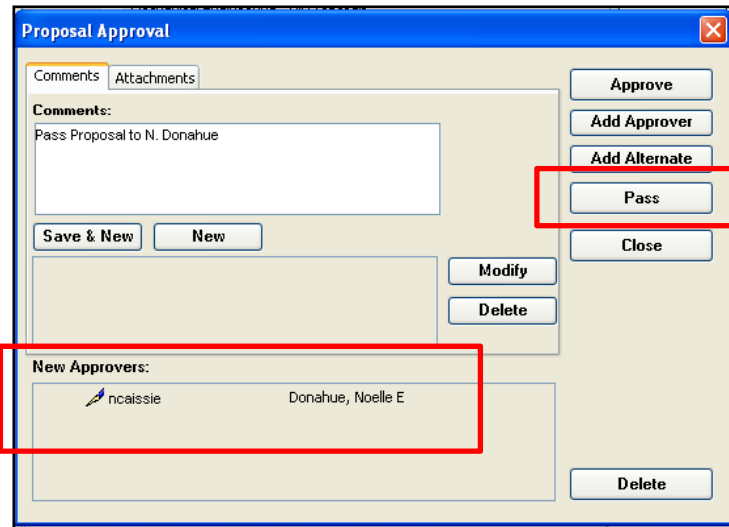
Search for user.

Click Find.

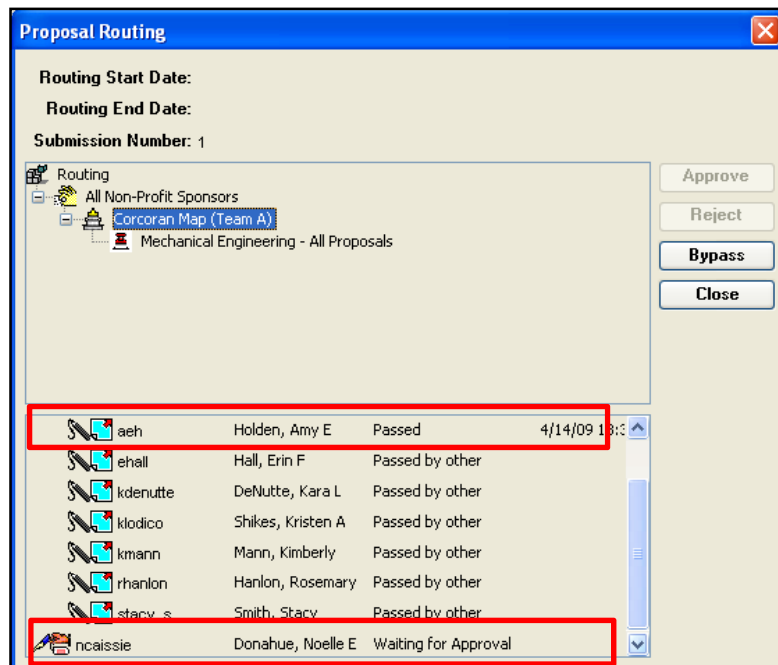
Select the user you wish to pass the proposal to in the results screen.

Click OK.

Pass a Proposal



The new approver will appear at the bottom of the Approval Screen.
Click Pass.



You can then see on the Routing Screen who has passed the proposal and who the proposal is now awaiting approval with.