



business_overview_loginpageapprovalsomma ry

Table of Contents

business_overview_loginpageapprovalssummary i

All users are granted permission to the Approval Summary dashboard element, which provides a list of pending approval items based on the user's profile. If there are no approvals, a message is displayed indicating there are no pending approvals.

Click [here](#) for a complete list of approval types that are included in the Approval Summary (based on your user profile).

# Pending	Displays the number of pending approval items for the corresponding approval type.
ID/Freq	Displays the ID or pay frequency tied to the pending item, if applicable.
Approval Type	Displays a link to the page where you have pending approval items.



The screenshot shows a dashboard titled "Approval Summary". Below the title is a table with three columns: "# Pending", "ID/Freq", and "Approval Type". The first row of the table contains the values "1", "C/4", and a link "Payroll > Approve CIP Transaction".

Approval Summary		
# Pending	ID/Freq	Approval Type
1	C/4	Payroll > Approve CIP Transaction

In this example, the user has a pending approval for a CIP transaction.

- ☐ Click the link. The selected application page opens in a separate browser window.
- ☐ Perform the necessary action to satisfy the pending item(s).
- ☐ Log out of ASCENDER and then log back in to refresh the homepage.

If there are no other pending approvals, a message is displayed indicating there are no pending approvals.