



# **business\_overview\_loginpageapprovalsomma ry**



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All users are granted access 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).

<b># Pending</b>	Displays the number of pending approval items for the corresponding approval type.
<b>ID/Freq</b>	Displays the ID or pay frequency tied to the pending item, if applicable.
<b>Approval Type</b>	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 shows a value of "1" under "# Pending", "C/4" under "ID/Freq", and a link "Payroll > Approve CIP Transaction" under "Approval Type".

# Pending	ID/Freq	Approval Type
1	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>

In this example, the user does not have any pending approval items for Purchasing > Approve Requisitions. However, the user does have 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.

Notice that the count under **# Pending** resets to 0 after the item is approved.