



business_overview_loginpageapprovalssummary

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If you have at least one approval responsibility in ASCENDER, the Approval Summary is displayed on the ASCENDER homepage with a list of your assigned approval types.

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



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

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.
- 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.



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