A hyperlink has been placed on the AWE Approval Framework page, linking users directly to the voucher component that they are reviewing. Once the approver has reviewed different tabs or fields on that voucher, they can quickly return to the Approval Framework page to approve or deny that voucher. The steps below show the best method for approving vouchers using this link.

1. Navigate to AWE Approval Framework page. Search for all vouchers with an approval status of ‘Pending.’

2. Select the voucher to review

3. Use ‘Go to Voucher’ to link to the voucher component. This actually opens a second window.
4. Review necessary tabs/fields on voucher
5. Once complete, close the voucher window by clicking 'X' here
6. This brings you back to the Approval Page for that voucher. You can now Submit, then Approve or Deny, etc.
7. Use the ‘Next in List’ or ‘Previous in List’ button to begin approval for the next voucher and repeat the process.