
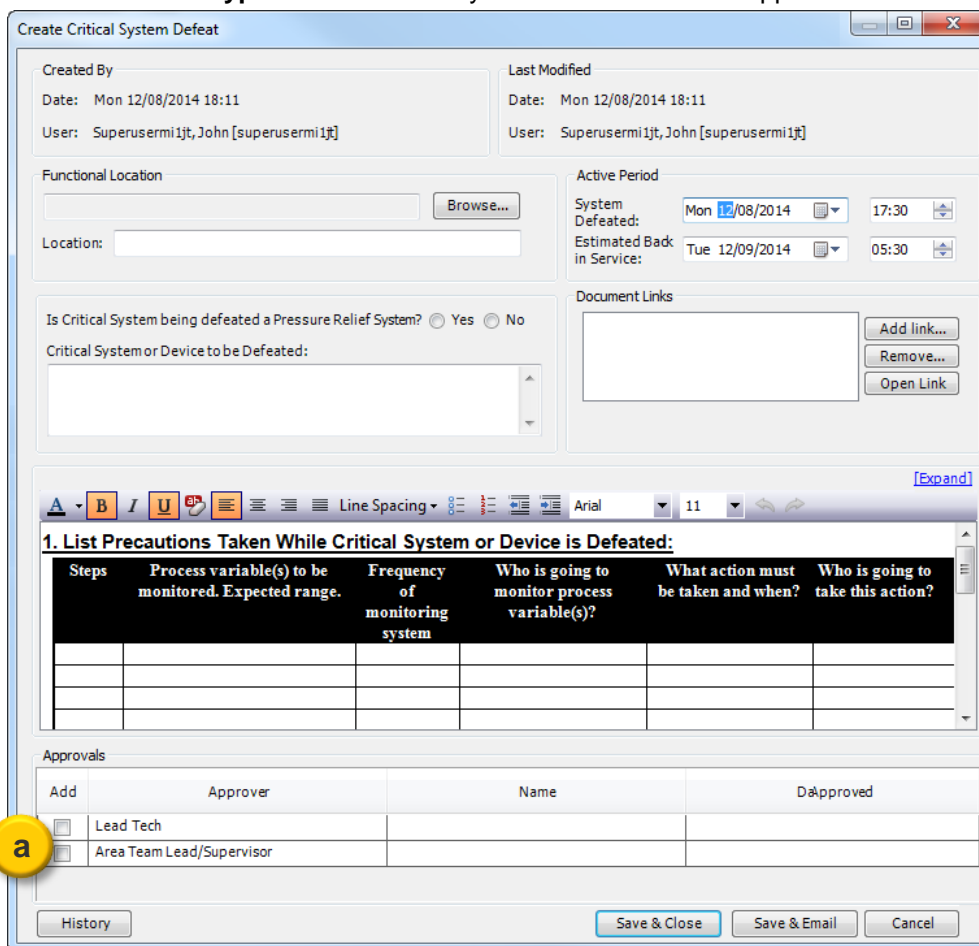


Helpful Hints

- Any changes made to a partial or fully **approved** form (with the exception of certain users who have the ability to change **Estimated Back in Service** as needed) will require re-approval (all previous approvals will be cleared).
- Once all the approvers have been checked the electronic form will be set to **"Approved"**.
- All forms waiting for approvals can be found at the bottom of the **Priority Screen** in the **Forms** section or go to the **Forms** module via the **Navigation Pane**.

Procedure

- On the navigation pane, click on the **Priorities** icon  and scroll to the bottom to view the **Forms** section.
- Click on the **hyperlink** of the form you wish to review and approve.



- Click on the **checkbox** ☒ next to the position you are approving for.

OLT will record both your name and time of approval.

- Click on the **Save & Close** button to verify and save the form.



You must be given **permission** to approve the form. Contact your site OLT Admin to obtain the necessary rights.