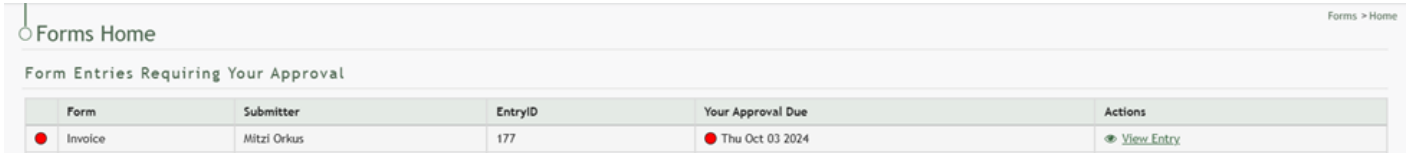


Approve a Form Entry Pending Approval

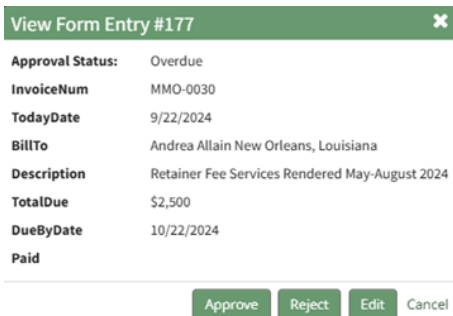
To approve a form entry pending approval, go to the Home Page of the Forms Module.



The screenshot shows the 'Forms Home' page with a table titled 'Form Entries Requiring Your Approval'. The table has five columns: Form, Submitter, EntryID, Your Approval Due, and Actions. There is one row of data.

Form	Submitter	EntryID	Your Approval Due	Actions
Invoice	Mitzi Orkus	177	Thu Oct 03 2024	View Entry

Select "View Entry" from the Actions column of the Form Entries Pending Approval Table opening the view form entry modal.

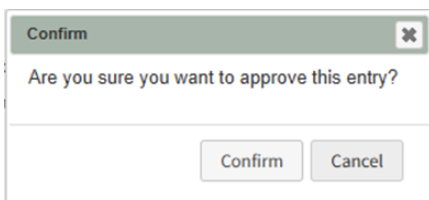


The screenshot shows a modal titled 'View Form Entry #177'. It contains the following details:

- Approval Status: Overdue
- InvoiceNum: MMO-0030
- TodayDate: 9/22/2024
- BillTo: Andrea Allain New Orleans, Louisiana
- Description: Retainer Fee Services Rendered May-August 2024
- TotalDue: \$2,500
- DueByDate: 10/22/2024
- Paid: (empty)

At the bottom, there are four buttons: Approve, Reject, Edit, and Cancel.

Select the "Approve" button opening a confirmation modal that states, "Are you sure you want to approve this entry?"



The screenshot shows a confirmation modal titled 'Confirm'. It contains the text: "Are you sure you want to approve this entry?". At the bottom, there are two buttons: Confirm and Cancel.

Select "Confirm" and a confirmation modal states, "Approved".



The screenshot shows a green confirmation modal with the text: "APPROVED".

Revision #2

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