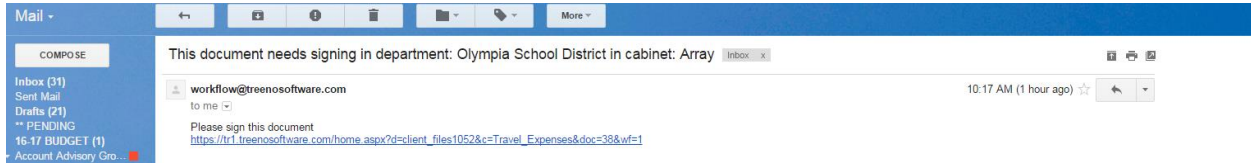


Approving Workflow Documents in Treeno

You will receive an email message alerting you that a document is waiting for you to approve. The email contains a link to the document. Clicking on the link will take you to Treeno to approve the document. (Your Treeno log in is the same as used for your computer and gmail account.)



For approval, a signature box will pop up and require you to accept or reject the document. Accepting a document is synonymous with signing off on it. Rejecting a document routes it back to the originator. You can enter a note explaining why the document is rejected.

Expense Workflow : Tricia updates other expense

Enter notes here.

User	Workflow	Date	Notes	Node Type	Node Name	Action
tkelley	Expense Workflow	8/18/2016 14:38:17	user notified that new workflow has entered their todo list	SIGNATURE	Tricia updates other expense	notified
admin	Expense Workflow	8/18/2016 14:38:10		STATE	STATE1	accepted