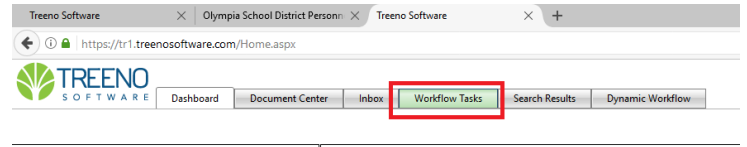## Approving a document within Treeno

If you are included as an approver on a Treeno paperless workflow, you will need to log in to the system to approve documents. You will be notified via email when you have documents to approve.

1. [Log in to Treeno](#)/Docuphase.

2. Navigate to the Workflow Tasks section.

3. You will see all the documents awaiting your approval. To begin working with a document, click the document name.
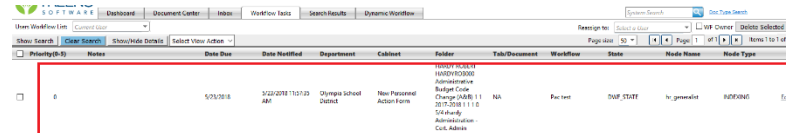

4. You will be taken back to the Document Center and placed in the corresponding cabinet. In this example, I am working with a PAF, so I am in the New Personnel Action Form cabinet. The corresponding folder will also be selected for you, and the pertinent files will be visible at the bottom of the page.
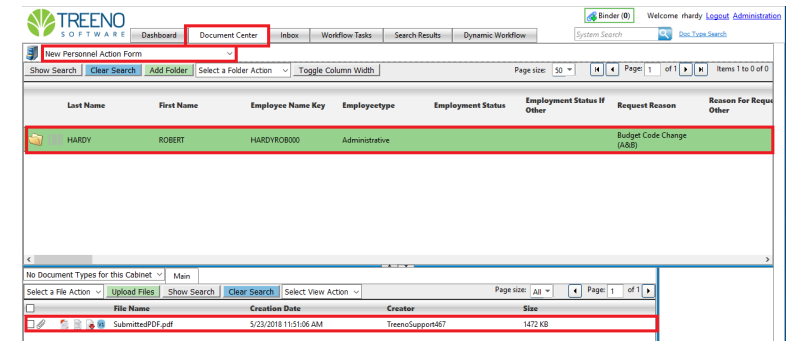

5. Scroll far to the right, and select "Process Workflow."
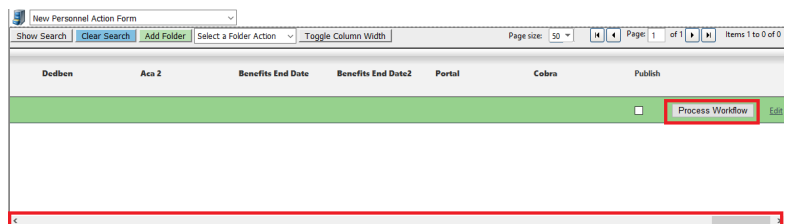
6. You will be taken to the Editing Mode. On the left side is the document as it arrived on your 'desk'. To the right are fields available for editing. Please note, the document on the left will not show your edits as you make them, but will be updated once you are done. At the bottom of the right hand section, you will also see a workflow history, showing the path the document has taken. There is also a notes field, should you have any additional comments.
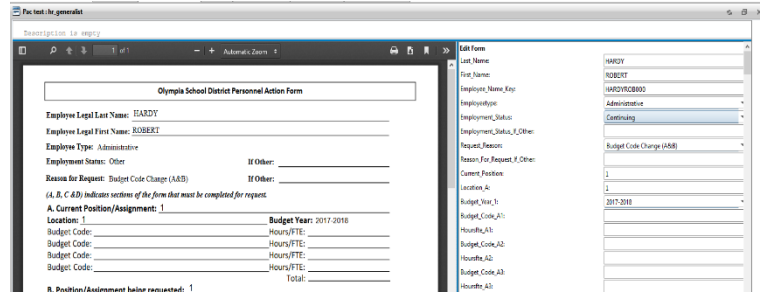
7. Make any edits you see fit, and when done, scroll to the bottom right and click 'Update'.
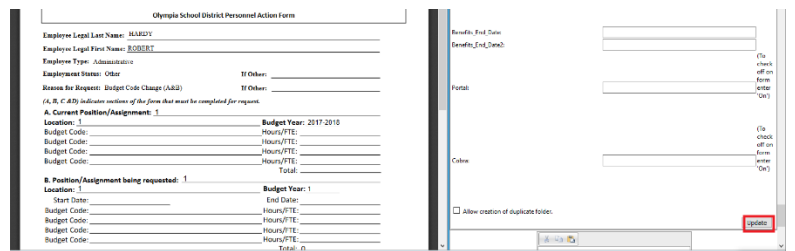
8. Scroll just below the update button and click "Accept" or "Reject". Accepting the document will move it to the next person in the workflow, or, if you are the last person in the workflow, will complete the approval process. Rejecting the document will remove it from the workflow and a rejection email notification will be sent to the submitter with a copy of the document.