# Instructions on Approving Routing Form in Workflow

1. Login and open your workflow inbox. <https://workflow.uiowa.edu/inbox>
2. Make sure the *My Inbox* is selected. The Monetary Proposal Routing Form will be listed.



1. Select the form you want to review and approve.
2. Review the form and navigate to the ***Workflow*** tab on the left-hand side of the form and click the green ***Approve Package*** button.



5. A popup will appear on how to review and approve the assurances. Click Continue.



1. Follow the directions in the popup. After reviewing the routing form, navigate to the Workflow Tab and click on the *Click Here to Accept Assurances that Apply to You* button.

 

1. Read and accept the assurances by checking the box and clicking the *Save Assurance Acceptance (click checkbox above first to enable)* button.



1. A popup box will appear that the assurances were saved. Click to *OK* button.

 

1. Navigate to the workflow tab to approve the form. Click the *Approve Package* button.



1. A popup will appear to confirm the approval. Click the *Approve Package* button.



1. The routing form will move from the Workflow Inbox to My History. You can view it by selecting the My History radio button.

