Overview of Changes in Approvals

September 1, 2019

This overview contains information about changes to the Approvals process in SWIFT. Due to the Limited Upgrade, the Approvals tile will replace the Worklist used in the prior version of SWIFT.

Although the Approvals tile will replace the Worklist in SWIFT, this upgrade will not affect how most approval processes are completed.

- Approvers can start the approval process by navigating to the Approvals tile.
- Approvers can review notifications about approvals by using the Notifications top-bar flag icon.

**Note:** There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

**Approvals tile**

1. On My Homepage, select the Approvals tile to open the Approvals page.
2. The Pending Approvals page will display. The left-menu will contain categories to open different approval pages, which will display to the right. For example, to begin voucher approval process, select the Voucher category from the left-menu, and select a voucher from the Voucher list.

3. Voucher information will display under the Summary and Voucher Lines sections. To approve the voucher, check mark the line(s) in the Voucher Lines section, and press the Approve button. (Or select the button to Deny or Request Information about the voucher, if applicable.)

Notifications

1. Select the top-bar flag icon to open Notifications about approvals on SWIFT.
2. Select Actions to view messages about approvals, or select Alerts to view business transactions pending action in a user’s workflow.