Navigating to Approver View Notes

All Notes/Comments and Attachments on a case should be made by everyone in the “HR Case” view. Notes/Comments and Attachments should not be made by anyone in the “Approvals” view. However, if Notes/Comments or Attachments have been accidently added in the “Approvals” view, they can be accessed through these steps:

**Step 1:** Scroll to the “Approvers” section at the bottom of the “HR Case” view window (pictured below).

Approvers will be listed in the Approver column, and if they have made a comment in the “Approvers” view, a date and time will appear in the Comments Column.

**Step 2:** To read comments, click on the word Requested, Approved, or Rejected (found in the State column on far left) of the Approver line you wish to read. Approver’s Notes/Comments or Attachments must be read individually. An example of Adam’s comments is pictured on the next page.

Remember, Approver’s Notes/Comments or Attachments do not flow into the main HR Case view.
**Step 3:** To navigate back to the “HR Case” view double-click on the icon located at the top left corner of the “Approval” view.