Editing a Pre-Approval

Step 1: Select the Pre-Approval

In the Pre-Approval ribbon, on the Home Screen, click **Draft**, and then select the Pre-Approval that needs editing.

Step 2: Edit the Draft Pre-Approval

The Pre-Approval Header will appear to the right. Click **Open**.

The Pre-Approval Report appears. From here, you can: Add a Pre-Approval Type, D[illegible]