

| # | Questions   | Answers   |
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| 1 | When a position is pending approval, will the agency see "pending approval" when searching for the position?  | yes, the position status is going to show in the approval process, it'll be pretty clear if its not approved  |
| 2 | Do the approvers need to approve in order? Do they see where each approver is in the chain?   | ye,s you do need to approve in order, which is the same as today.   |
| 3 | Can we see the date approved on the main menu, or do you have to open the approval chain to see the date approved?  | You do have to open the approval chain to see the approval date.  |
| 4 | When an approver is reviewing a position in their worklist, will they be able to edit the position if needed? For example, for a refill request, if the refill indicator was not changed to six months and the initiator alerts the next approver, can they change it, or do they need to push it back? | There is a capability to edit a pending trans. However, if the edit results in a different routing path, the system will stop you, you will get a error message, and you will need to push it back. Pushback functions the same as recycle. If its something that doesn't change the routing path, you can continue to make the edit and send it on its way.  |
| 5 | When a position is pending approval, will the agency see "pending approval" when searching for the position?  | Yes, when an agency user searches for a position, they will see the Approval Status of the transaction as "In Approval Process" and the Position Status as "Proposed" on the Position Details page.   |
| 6 | Do the approvers need to approve in order? Do they see where each approver is in the chain?   | Yes, just as in the current system, the position will route to approvers in a specific order. An approver cannot take action until the position is routed to them directly and appears on their Pending Approvals page (accessed through the Approvals tile or via the notification bell icon). The Approval Chain lists the order in which the position will be routed.  |
| 7 | Can we see the date approved on the main menu, or do you have to open the approval chain to see the date approved?  | The Pending Approvals page (where all items pending review are listed for a specific user) does reflect the date the position was routed to you. In addition, when you receive an alert via the notification bell icon that a position is awaiting your approval, the date and time appear on that notification.<br>Further details about any prior approvals, including approver names and their comments, can be viewed only from the Approval Chain. |
| 8 | When an approver is reviewing a position in their worklist, will they be able to edit the position if needed? For example, for a refill request, if the refill indicator was not changed to six months and the initiator alerts the next approver, can they change it, or do they need to push it back? | Yes, an approver can click the Edit Details link from the approval page to change fields on the pending transaction. They will then be prompted to approve the position after completing their edits. However, if the approver makes a change that will alter the routing of the transaction, they will receive an error message when attempting to submit and will be prompted to push back the position.  |