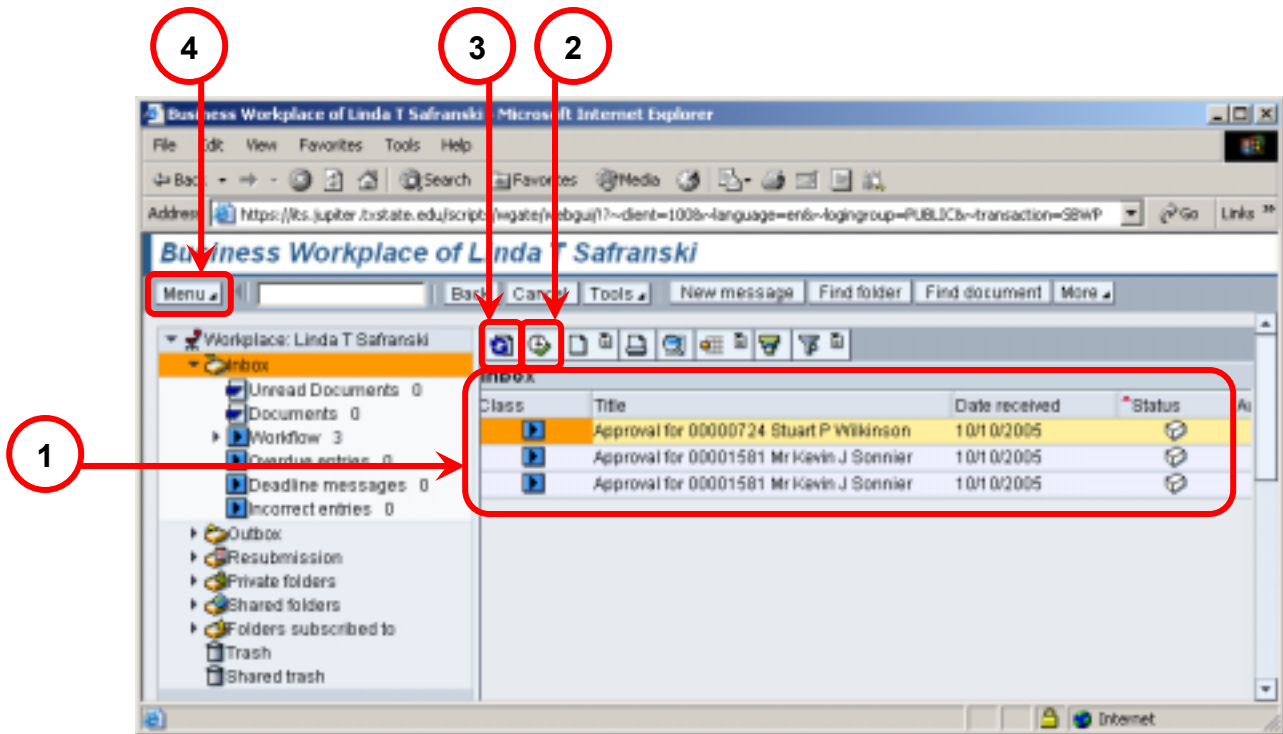




Time Approval Workflow Quick Reference



1. Click a line(s) to select for time approval.
2. Click  Execute to run CATS_APPR_LITE time approval transaction for the selected line(s). Approve or Reject time as appropriate. Click the Back button to return to the Workflow Inbox.
3. Click  Refresh to update the entries in the Inbox after approving or rejecting time.
4. Click **Menu**→**System**→**Log off** to exit SAP when done.