

# Approver

Quick Start Guide

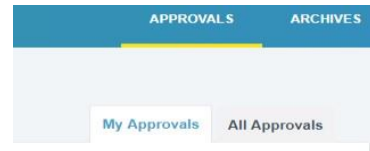
# Approver Quick Start Guide

The final step in the offer workflow is for the users with Approver permissions to review and execute the documents on behalf of the production. NOTE: Based on document requirements, user's setup as Approvers may be asked to click the approve button on a document that does not require their signature. This is known as e-consent.

## UPON LOGIN

The Approver will be taken to their Approval Dashboard. The Approvals Dashboard contains two tabs:

- My Approvals – View offers requiring your approval and signature.
- All Approvals – View offers that have been accepted and approved.



## MY APPROVALS

Start+ will automatically route documents to the **My Approvals** queue.

A daily digest email will also be sent to an Approver when it is time for that user to approve the documents.

**STEP 1.** To review the deal points of an offer before approving, including the crew member's occupation rate, allowances/reimbursements and offer documents provided, click an employee's name to expand their offer row.

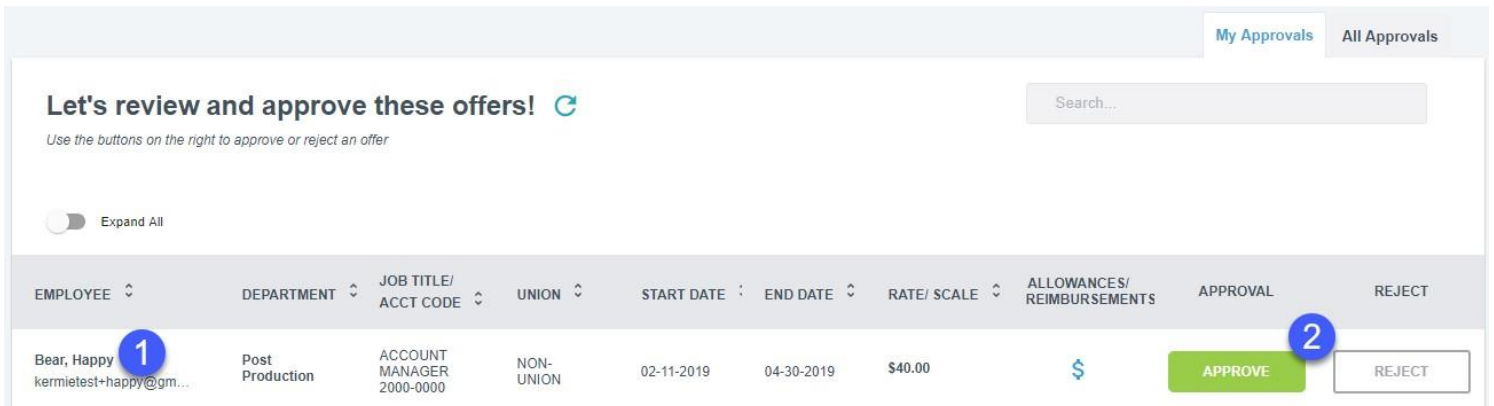
**NOTE:** This is not a required step as all details will also populate on the documents during the signing process


**STEP 2.** If the deal points are as agreed, or to see the information on the documents. click the APPROVE button to begin the signing process.

If deal points are not as agreed, click the **Reject** button.

All rejections in Start+ will require a reason for the rejection.

**NOTE:** All rejected offers will be sent back to the person that created the offer and need to go back through the entire workflow.



Let's review and approve these offers! 

Use the buttons on the right to approve or reject an offer

Expand All

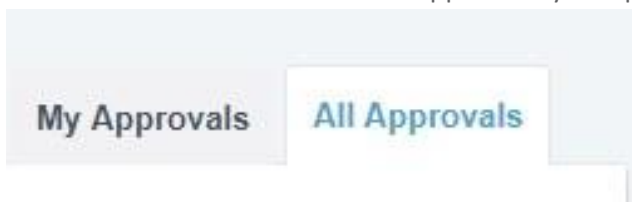
EMPLOYEE	DEPARTMENT	JOB TITLE/ ACCT CODE	UNION	START DATE	END DATE	RATE/ SCALE	ALLOWANCES/ REIMBURSEMENTS	APPROVAL	REJECT
Bear, Happy kermietest+happy@gm...	Post Production	ACCOUNT MANAGER 2000-0000	NON- UNION	02-11-2019	04-30-2019	\$40.00	\$	<b>APPROVE</b>	REJECT



**NOTE:** All rejected offers will be sent back to the person that created the offer and need to go back through the entire workflow.

## ALL APPROVALS

The **All APPROVALS** tab shows the current status of an offer that was approved by an Approver. The Approval Statuses are:



**PENDING APPROVAL:** Awaiting additional approvals. The Employee has signed and submitted the offer, but all approvals have not been completed.



**APPROVED:** Offer documents, including the I-9, have been approved. The approved documents can be viewed and downloaded in the Offers Documents tab (if the approver has been provided permission)



# Have a question?

## Contact support today .



888.570.6180 / 818.450.2895 ( outside U.S. )



[plus.support@castandcrew.com](mailto:plus.support@castandcrew.com)



[www.castandcrew.com/support/](http://www.castandcrew.com/support/)



Cast & Crew