Approve SAP (SD Coordinator)

Approving a timesheet sets the status to Complete and removes the watermark, thus authorizing it for use.

To review a timesheet, refer to the VIEW and DOWNLOAD sections of this guide.

The following set of actions must be performed in Harmonix:

1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
2. From the timesheet section, click **Approve** on the tile of the timesheet you wish to approve.

3. The broker will receive an email notification that the timesheet has been approved and is ready to use.

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