



# O&M SUPERVISORS

## MANAGE TIME APPROVALS: VIEW APPROVED TIME ENTRIES

Provide guidance, select, calculate, and record time entries for FCM bile(OTG)

### GETTING APPROVED

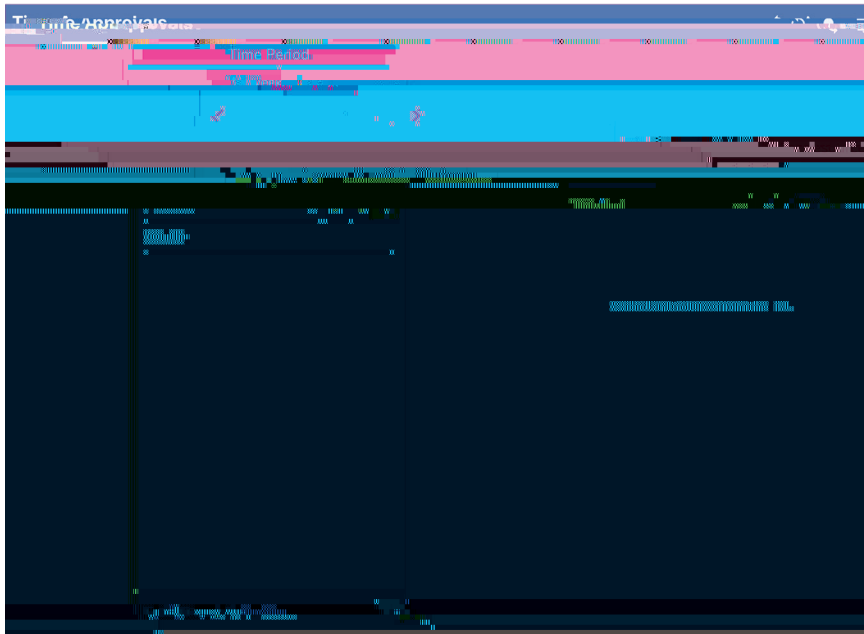
Time entries are approved by the Approver. For the approval process, the Approver (a Supervisor), enters the  
Mandatory: Time Period, Entry Start, and Entry End.

### DIRECTION :

#### 1 Filter Approver:

1 Tap on the Filter icon.

Tap on Approver and select Entry Approver.



#### 2 Use a filter, Approver and Entry Approver:

Tap on the Refresh icon.

