| **Step** | **Action** |
| --- | --- |
| 1.
 | From the Home page, click the**Worklist** link. |
| 1.
 | The Wordlist Items will be displayed.  Under the Link column, click the **FieldRequestApproval link.** |
| 1.
 | The **Request Summary** will be displayed with a status of Pending Approval. |
| 1.
 | Review the Request. Scroll to the bottom of the page and choose the desired **Request Action --** **Approve** will save the ChartField to the SMART ChartField table and the ChartField will be available for use.**Deny** will allow requestor to Update or Cancel the request.**Hold** request is put on hold seeking more information**Update** request is modified and the page made editableClick the **Approve** list item. |
| 1.
 | Click the **Go** button to process the request action. |
| 1.
 | Scroll to the bottom of the page.  Click the **View Approval Flow** link. |
| 1.
 | Click the **Expand** button. |
| 1.
 | The Approval Flow will show the final Approval. |
| 1.
 | **End of Procedure.** |