



TM-05.2 CABQ - First Level Approval by Evaluating Manager

Step	Action
1.	Click the Main Menu link to begin the navigation. 
2.	Click the Manager Self Service menu.
3.	Click the Performance Management menu.
4.	Click the Performance Documents menu.
5.	Click the Current Documents menu.
6.	Click the Albert Albuquerque link. 
7.	Click the Expand All link.
8.	Click the TAB Format link.
9.	When you are ready to submit your approval: Click the Submit for Approval button. 
10.	When you Confirm the document an e-mail is sent to the Approving Manager. You also have the option to Cancel and return to the document. If you are ready to approve: Click the Confirm button. 
11.	The following success message will display letting you know the document is now ready for the Approving Manager: You have successfully submitted this document for approval.
12.	Click the Reload button. 
13.	The Submit for Approval status is now complete.
14.	Congratulations! You successfully completed the First Level Approval by Evaluating Manager course. End of Procedure.