

## Simulate an Approval

If you need an individual, such as a subject matter expert, to provide their approval, you can simulate an approval to indicate that person has signed-off on a policy version without adding them to the standard workflow.

To begin, open the policy in need of approval. Then, click the override button in the top blue bar. Note, this option is only available to Site Administrators

Click the Approval Simulation tab.

Enter the name of the approver in the text box or locate them in the list.

Click the calendar icon to select the date they provided their approval.

Use the text field to provide a summary of changes. This could be an explanation for including this Approver.

With everything in place, click the override button. The approval has been added and the workflow has not be advanced.