**CONDITIONS OF APPROVAL**

1. With your record selected, click on the Conditions of Approval page



1. Click the New button



1. Select “Conditions of Approval” from the dropdown
2. Click the Submit button



1. Check the box in front of the appropriate Condition of Approval
2. Click the Select button



1. The Condition of Approval has now been added with a default comment: “There are conditions of approval on this record which must be met”



1. To add additional detail, click on the Actions dropdown



1. A new window will pop up where you may input additional information. There is a basic HTML editor included, which will allow you to format your text
	1. NOTE: You have access to any Standard Comments loaded into your agency as well



1. To update the default text that appears in the Conditions of Approval list for the record (see #7 above), scroll down and change the **Short Comments** (this step is optional)





1. After updating with the necessary information, click the Save button



1. You can now see the updated short comments in the list

