



Navigating FARM

The screenshot shows the 'Approver Setup' page. At the top, there is a search bar labeled 'Search Organizations' (1), followed by 'EXPAND ALL' (2) and 'COLLAPSE ALL' (3) buttons. A checkbox for 'Show Previous Fiscal Approvers' (4) is also present. Below this is a table with columns: Org, Description, Name, Approval Level, Start Date, and End Date. The table lists three organizations: A10000 (PROVOST - ACADEMIC), B10000 (ATHENS COLLEGES & SCHOOLS), and C13000 (EDUCATION). The C13000 organization has two entries for Beth Lydic. Callout 5 points to the expand/collapse arrows, callout 6 to the '+' symbol, and callout 7 to the pencil icon.

Item	Definition
1.	Search bar. This dynamic search will populate a list as you type in the field.
2.	To expand all of the levels under each header in the search results shown on the page, select this option.
3.	To collapse all of the levels open under each header in your search results shown on the page, select this option.
4.	To see inactive Fiscal Approvers, select the check box.
5.	Use the carrot to expand or collapse information under a specific header.
6.	The + symbol denotes "add".
7.	The pencil icon denotes that the field is editable.