**FSO and SO IS: How to Approve an Activity Log**

1. Set up a list view in the Activity Log page to see those activity logs awaiting your approval:
	1. Clone the View entitled “Activity Log GEN” (rename it and save it)
	2. Change the filters to FSO-IS equals Your Name (or SO-IS equals Your Name)
2. Click on the Activity Log Record Number to open the log. Check the following is accurate and complete:
	1. Unit and OPCON are filled in
	2. Activity code has been filled in (and looks right when compared to the remarks)
	3. Date and Duration of mission has been filled in.
	4. Should there be an operations code?
	5. The member(s) has been assigned to the mission with the correct position (lead/ nonlead, etc).
3. Go to the RELATED tab and scroll down the Activity Log History.
	1. The approve/ reject buttons are on the right above the history table. Click Approve or Reject.
	2. If you click reject please write remarks explaining to the member what you need and how to resubmit.
4. If this is a RESUBMITTAL
	1. Click “View All” to see the Approve/ Reject Buttons.
5. If you want to REASSSIGN the Approval Task
	1. Click “View All” to see the “Reassign” button.