

Adding/Remove Panel Members

Step by step guide for adding or removing Panel Members.



Written by The AD Team
Updated over a week ago

Prerequisites

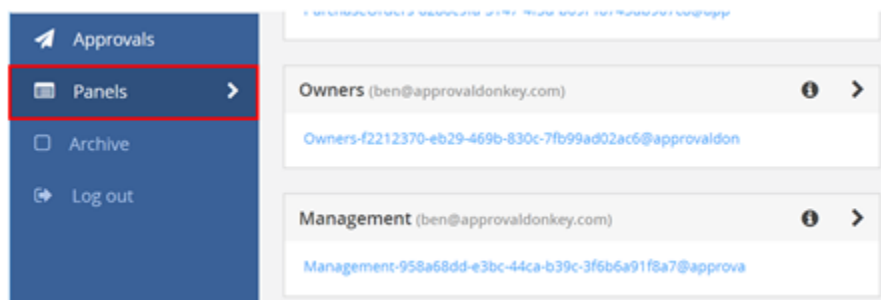
You are required to have set-up your own customised Panel to maintain, see the '**Adding New Panel**' guide for step by step instructions on how to do this.

Step by Step – Add/Remove Panel Members

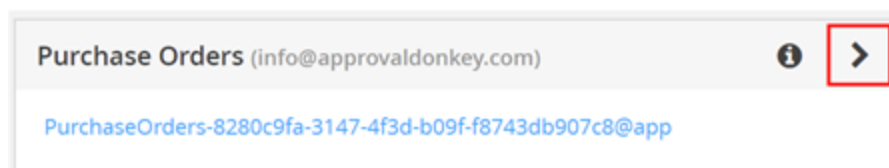
Login to the Approval Donkey Dashboard



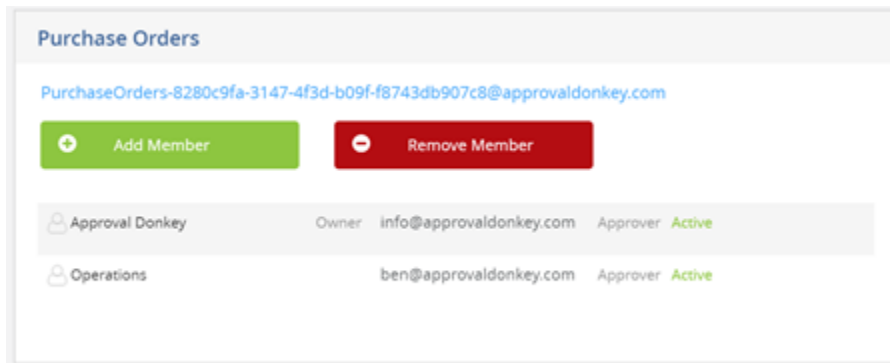
Go to the 'Panels' Dashboard



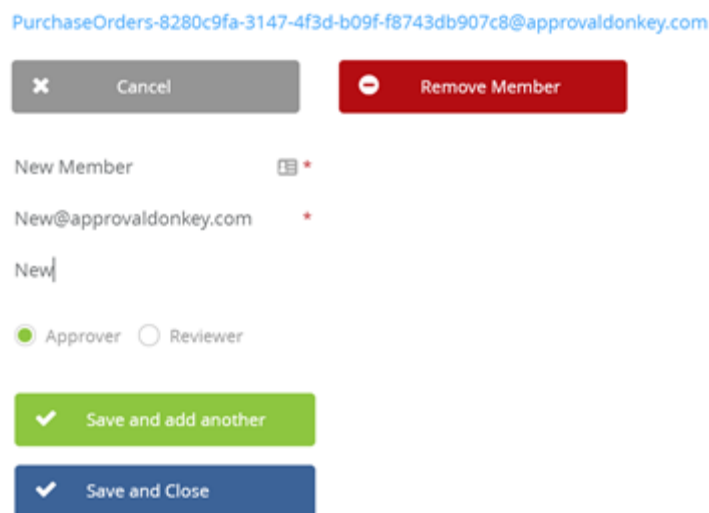
Select the Arrow Icon to access the Panel Members list.



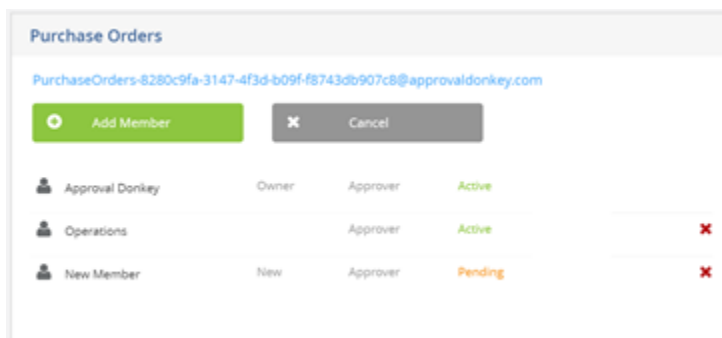
Use the appropriate button to Add or Remove a member.



Fill in the required fields to Add a new member then Save.



To Remove a member select the 'X' beside the member you want to remove.






Confirm your selection when asked 'Are you sure?'

Purchase Orders

PurchaseOrders-8280c9fa-3147-4f3d-b09f-f8743db907c8@approvaldonkey.com

+ Add Member ✕ Cancel



 Approval Donkey	Owner	Approver	Active	
 Operations		Approver	Active	✕
 New Member	New	Approver	Pending	Are you sure?

And the member is removed

Purchase Orders

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+ Add Member ✕ Cancel

 Approval Donkey	Owner	Approver	Active	
 Operations		Approver	Active	✕