## HOW TO LOG INTO BASWARE SYSTEM & HOME SCREEN APPROVER WORKFLOW PROCESS

## Login

- To log in to the Basware system, follow the initial instructions sent to your email.
  - Click the link and it will take you directly to the login page.
- Enter your username and password > Click Log in.

## **Home Page**

The Edge Home page is a welcome page where you can quickly see an overview of your tasks. In addition, from there you can easily navigate to the invoice approval page.

 Tasks – Click the tasks on the Home page or click the Tasks tab.

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Tutorials, practical hints, and the latest features	in Basware Purchase-to-Pay (P2P)		
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• **Search** for products to be purchased from the search panel.

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• Find more **P2P information** and links to tutorials, practical tips, knowledge base, and new features.



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