# How to set up a financial auto-approval threshold for your lab

1. Sign in to your account using this link <https://eu.ilabsolutions.com/service_center/show_external/3695>
2. Go to your lab by clicking the three stripes, then mouseover “My Group” and click on your lab.



1. Go to the Members tab



1. There are two approval settings:



Default auto-approval threshold: Any request from one of your employees to the FACS Core Facility that has a cost below this amount, will be financially approved automatically.

* Any request above this amount will need manual approval from you.

Cost overage buffer: This setting is usually set to 0, which we recommend.

* Adjust the amounts to your preference and click “save approval settings”.

# How to set up a financial auto-approval threshold for an individual

1. Go to the Members tab
2. Under Lab members and settings find the individual, then clickin the right side of the field.
3. Enter your desired threshold in the Auto Approval Amount field and click save.



If you have any questions do not hesitate to contact the FACS Core staff at facs@au.dk.