As an approver, you may want to add a channel to My Sam that will allow you quick access. As an alternative, proxies can be added through Self Service Banner as instructed in our training documents.

Adding a channel to a tab in My Sam:

1. Click on tab that you wish to add channel (Home tab cannot have channels added):
2. Click on Content Layout –
3. The following screen will appear:
4. Decide which location you would like to place the new channel and click on “NEW CHANNEL” –
5. The following screen will appear. Choose Banner Channels and click GO.
6. Select the channel that you wish to add and click ADD CHANNEL.
7. The new channel will be added. Remember that you can click on the arrows indicated on the channel to move the location that it is found on the page.
8. Click on the “back to” link at the top left side of the page to return to the regular view.
9. Your view should return to the normal My Sam layout, but with your new channel.