

Decide what's approved without a person looking

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When approving automatically is on, a signature we are very sure about is approved with nobody needing to look. When it is off, every approval waits for your team.

Before you start

Only the Owner and Admin roles can change this.

1 Open the setting

In Nib, go to **Settings** and choose **How strict checks are**. **Approve automatically** sits below the levels, with a line saying whether it is on or off in the live policy.

2 Turn it on or off

Use the switch. If you are unsure, leaving it off is the careful choice: results that would have passed on their own show as **Approved**, ready for someone to file or spot-check.

3 Adjust how sure we must be

The level you choose already sets this. To change it on its own, open **Set your own levels** and move **Approve automatically from**.

4 Save

Choose **Save**. The message tells you whether checks now approve automatically when we're very sure, or whether every approval waits for you.

What is never approved this way

A signature that needs a look or has failed always comes to a person, whatever this setting says. A

Failed result is never a rejection on its own either.

You can change this whenever you like. Results you already have keep the setting they were checked under, so nothing earlier is approved or held back after the fact.