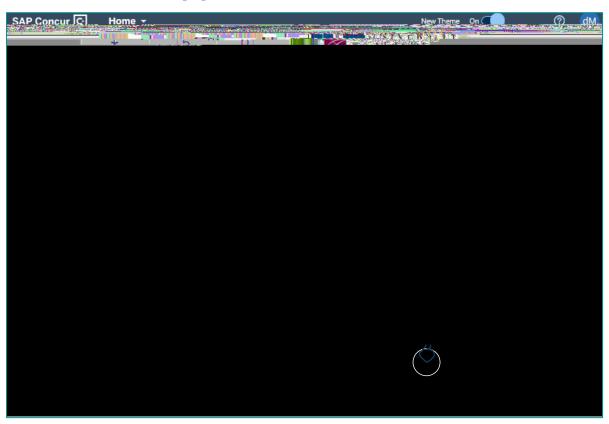
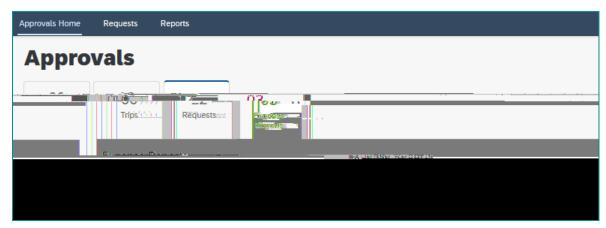


Approvals Dashboard

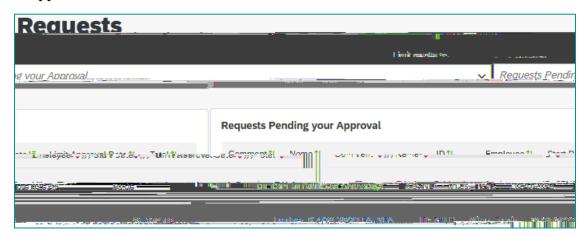


- 1. Home/Module Drop-Down Menu Select Approvals to access the Approvals module
- 2. Quick Task Bar Snapshot of total Required Approvals
- 3. My Tasks: Required Approvals
 - 1. Authorization Requests Trip Requests pending approval
 - 2. Expense Reports Trip Reports pending approval

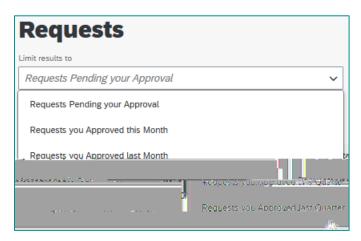
Approvals Module



- 1. Requests & Expense Reports Tabs Quick view Requests or Reports pending approval
- 2. Black Menu Bar Select Requests or Reports to view all approvals including previously approved



- a. The approval list shows Employee Name, Request/Report Name, and other snapshots of information for the Request/Report
- b. Use the Limit Results drop-down menu to see previously approved documents



Hot Tip: For on-the-go approvers, the Concur mobile app enables Supervisors/Default Approvers and COAs to quickly approve trips even if you are away from the office. Unfortunately, delegates cannot manage approvals for other users through the mobile app.