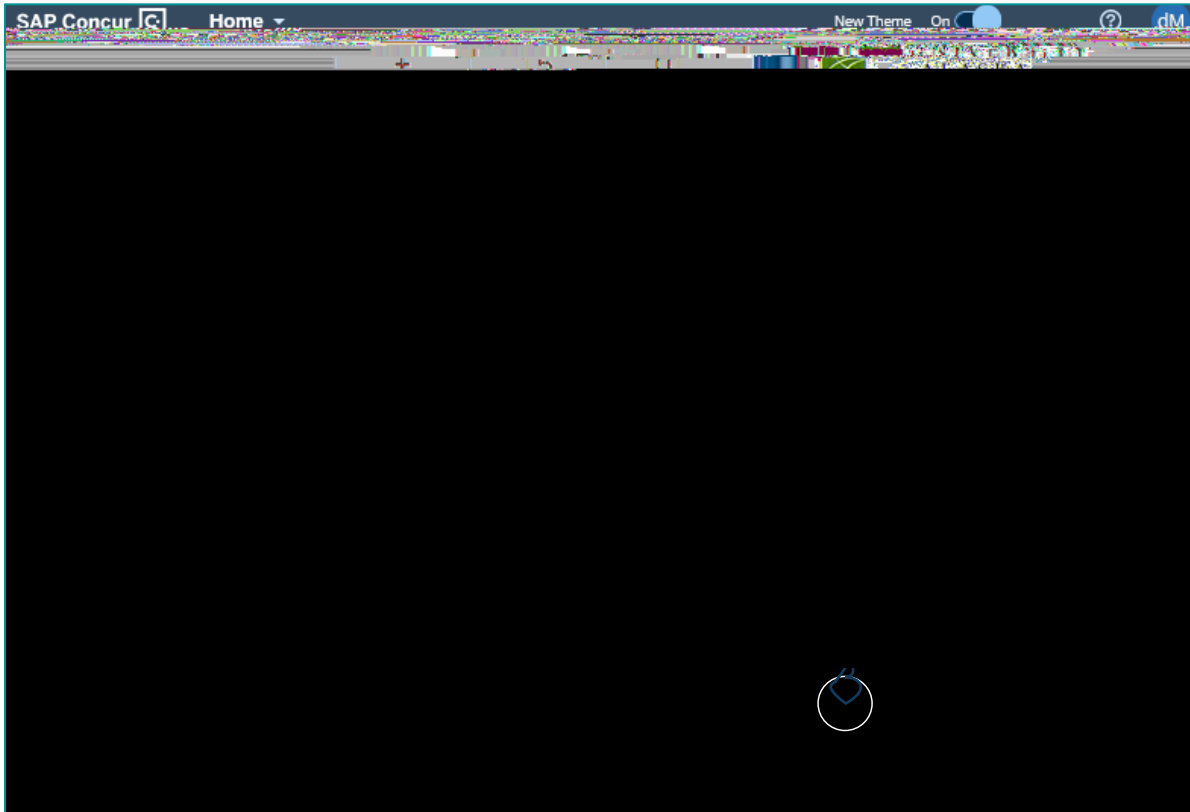
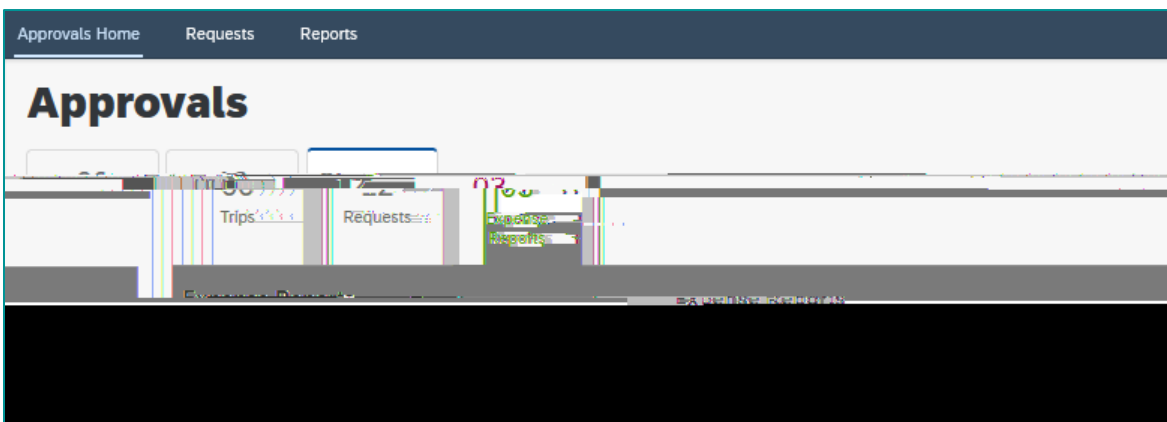


Approvals Dashboard

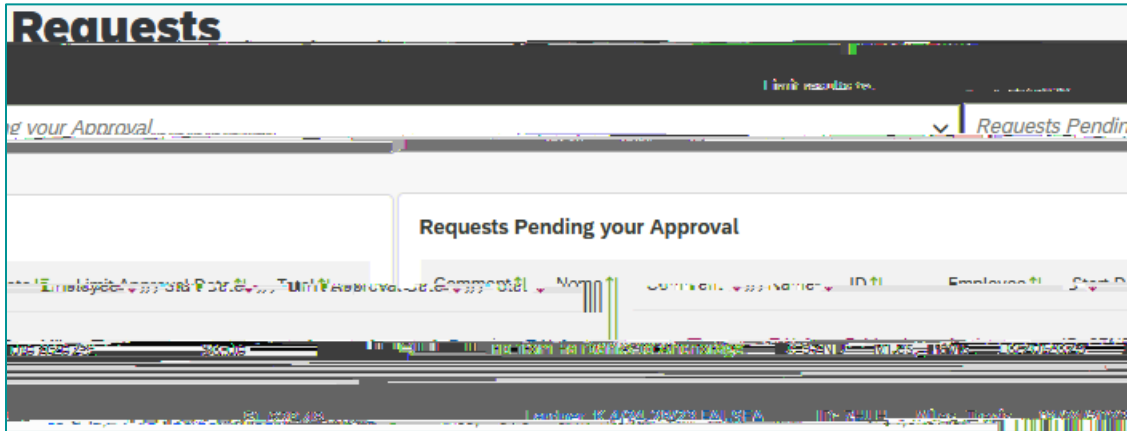


1. Home/Module Drop-Down Menu – Select Approvals to access the Approvals module
2. Quick Task Bar – Snapshot of total Required Approvals
3. My Tasks: Required Approvals
 1. Authorization Requests – Trip Requests pending approval
 2. Expense Reports – Trip Reports pending approval

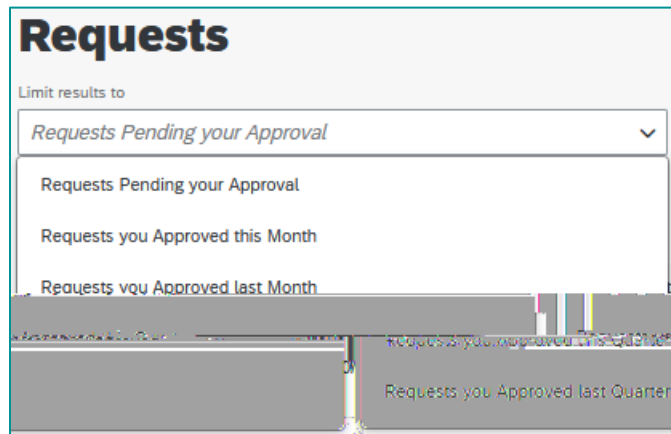
Approvals Module



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.