## **Approvals Dashboard**

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- 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**



8 October 2023

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- 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

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- 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

Requests		
Limit results to		
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**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.