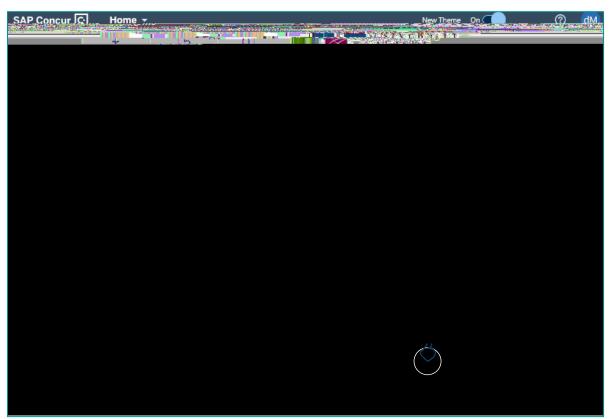
## **Approvals Dashboard**

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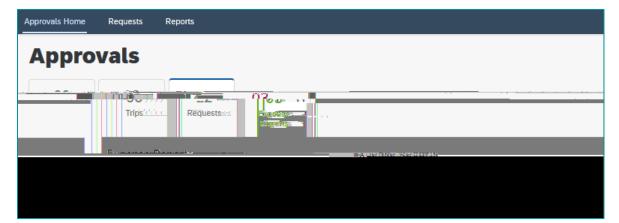


- 1. Home/Module Drop-Down Menu Select Approvals to access the Approvals module
- 2. Quick Task Bar Snapshot of total Required Approvals
- 3. My Tasks: Required Approvals

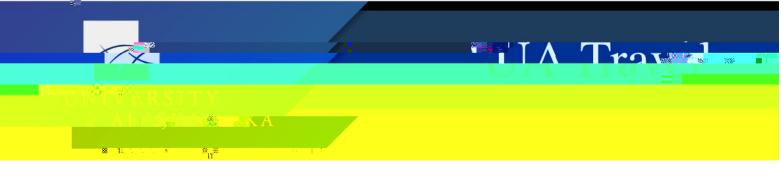
8 11

- 1. Authorization Requests Trip Requests pending approval
- 2. Expense Reports Trip Reports pending approval

## **Approvals Module**



8 October 2023



- 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

Requests			
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	Requests Pending your A	pproval	
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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			
Requests Pending your Approval	~		
Requests Pending your Approval			
Requests you Approved this Month			
Reauests vou Approved last Month			
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	Requests you Approved last. Quarter		

**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.