

Concur

Approving a Request

When a request is submitted, it will need to be approved before it can continue in workflow.

As an approver, you will be able to easily manage your team's submitted requests.

Under the "My Tasks" your required approvals section will display any pending requests.

- Simply click on the request you would like to review.

You can also access the request from the "Request Approvals" and "Approvals" tabs.

- **Click** on the request you would like to review.
- **Review** the request information

Your action buttons are located at the top right corner of the review screen.

- In the event you need to send the request back to the request owner, click "**Send Back Request**".
 - o Enter the reason for the send-back and click "**OK**" to send the request back to the request owner.
- If the request requires more than one approver, click "**Approve & Forward**".
 - o Enter the name of the secondary approver and click "**Approve**".

A confirmation message will appear on your screen.

- Click "**Accept**" to confirm and complete the request approval.