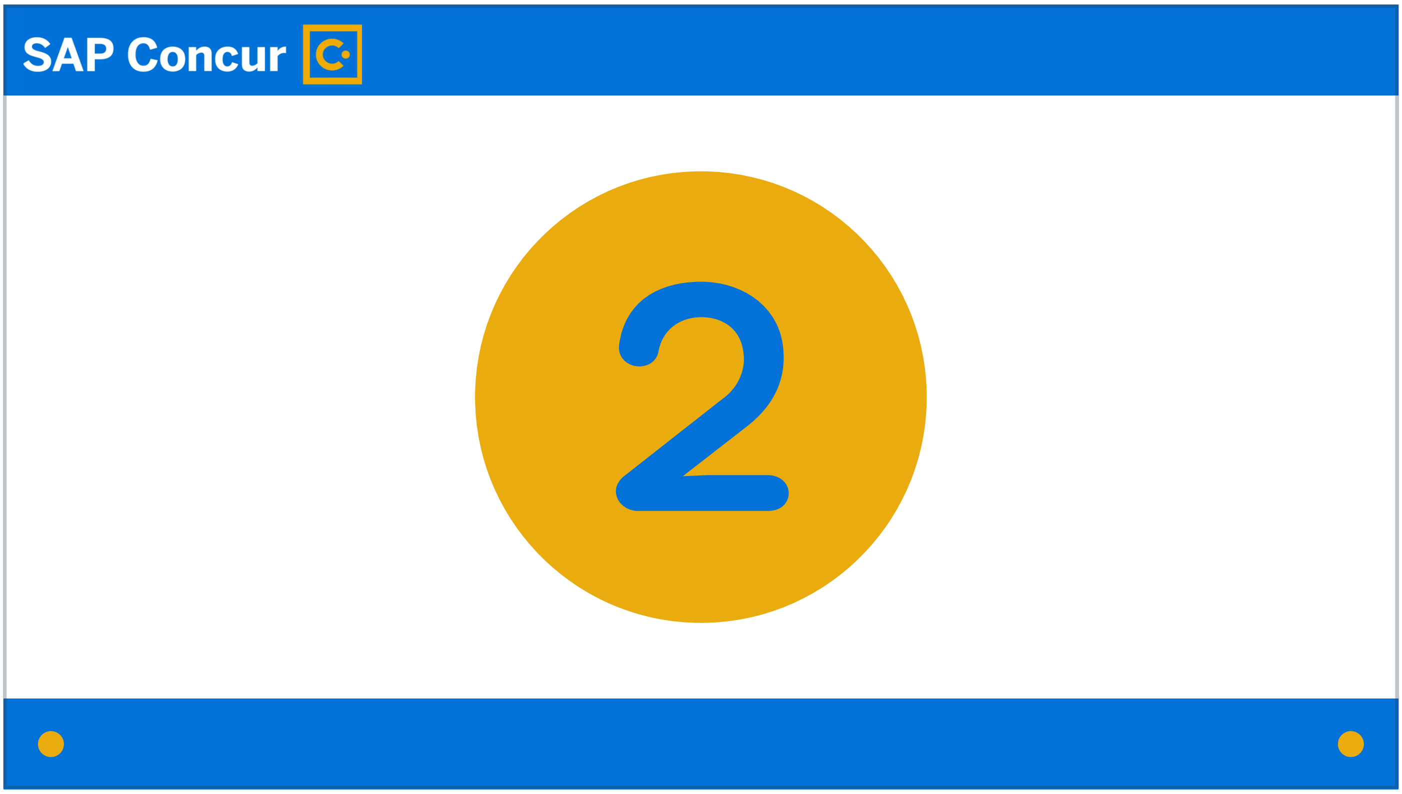
SAP Concur

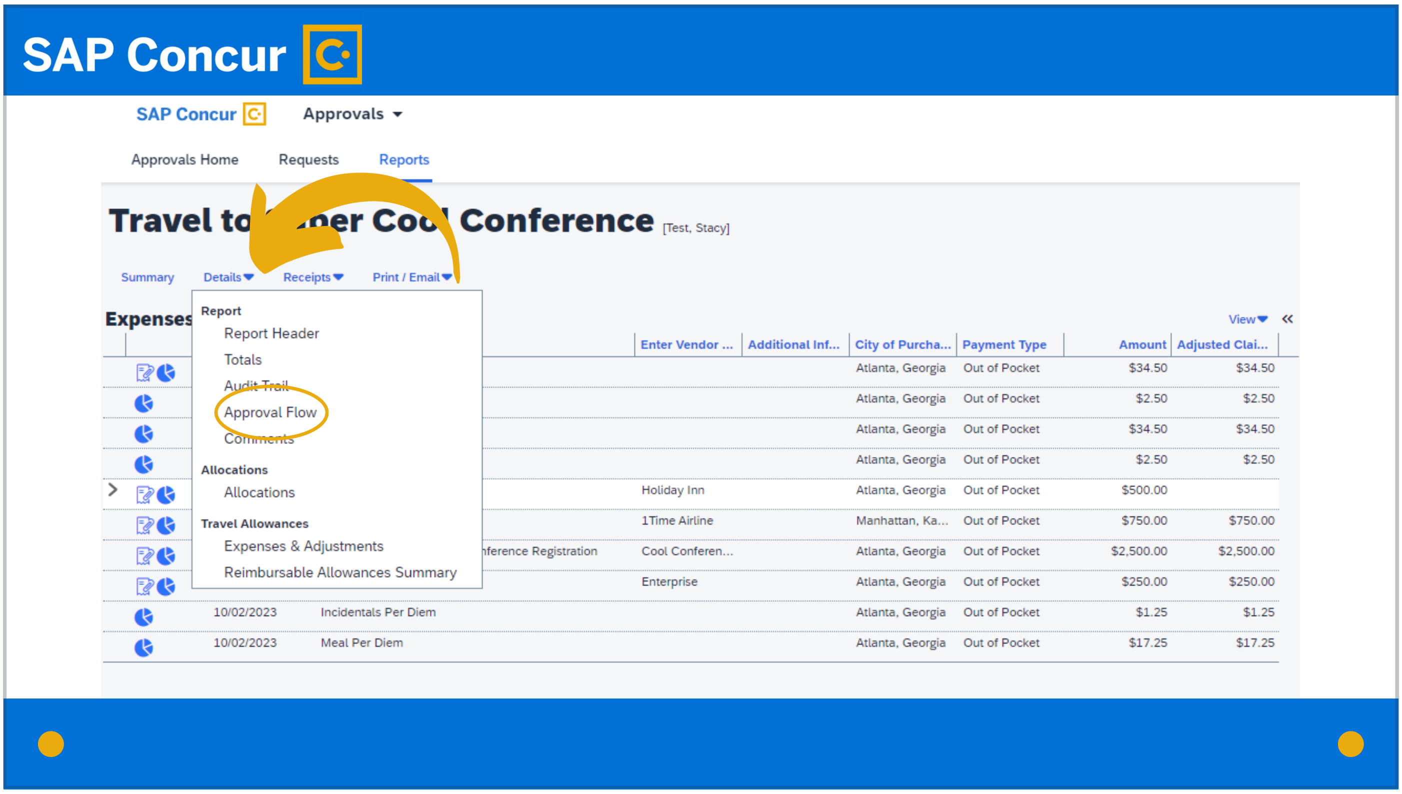
Workflow - All Approvers:

Adding an Approver to the Report Workflow

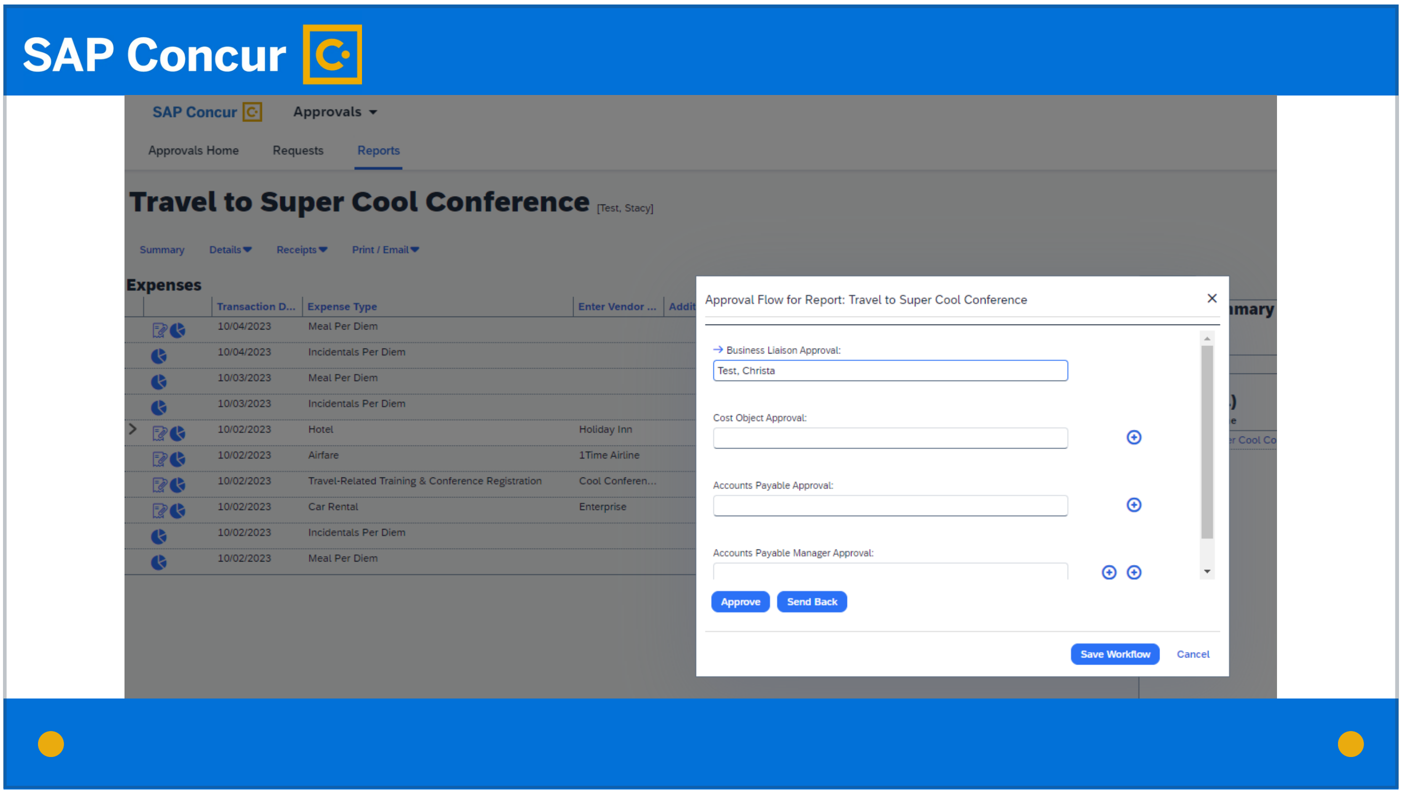
Welcome to our training on adding an approver to the report workflow in Concur.



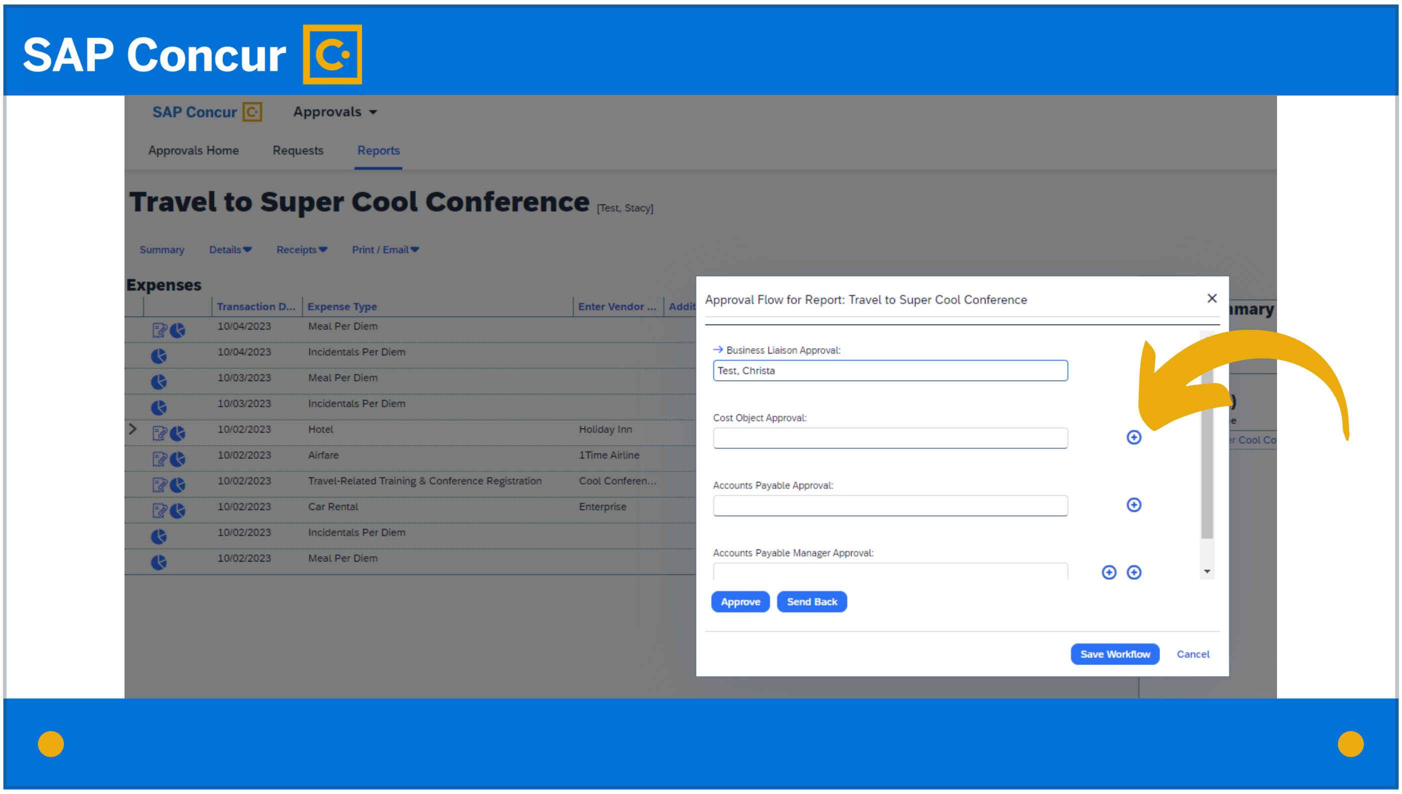
There are two ways to add an approver to expense reports.



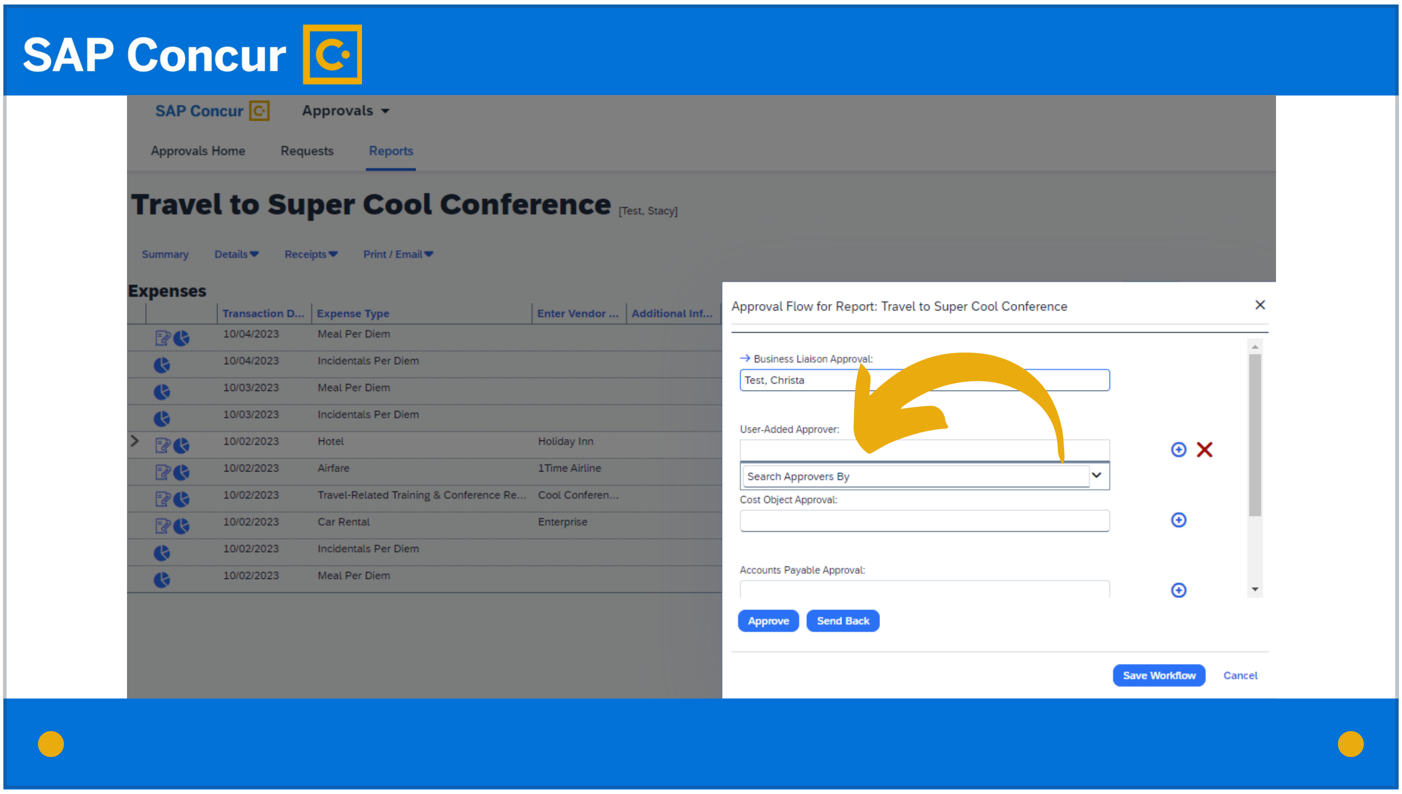
The first is to click on the Details dropdown menu and select Approval Flow.



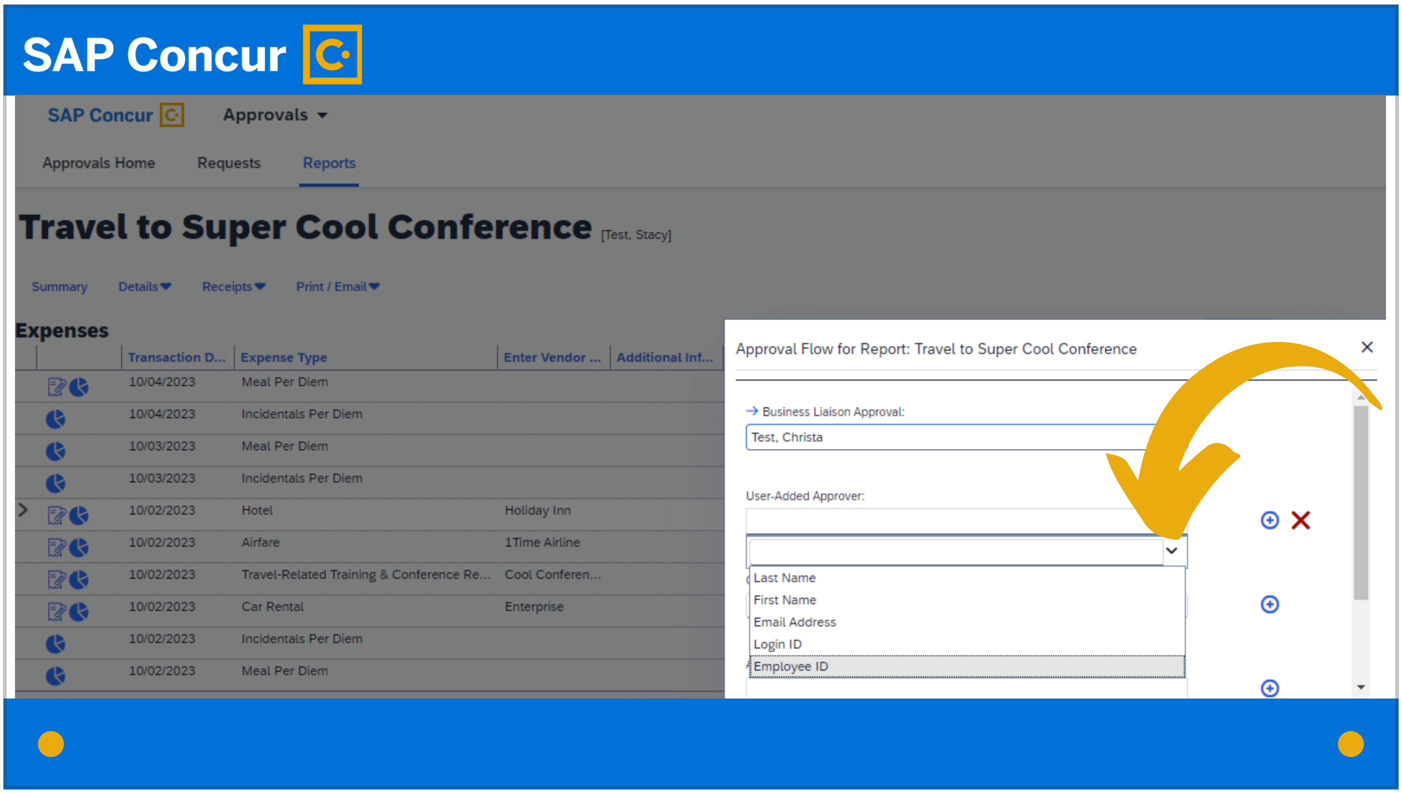
This window will show the steps of the approval completed so far, as well as those remaining.



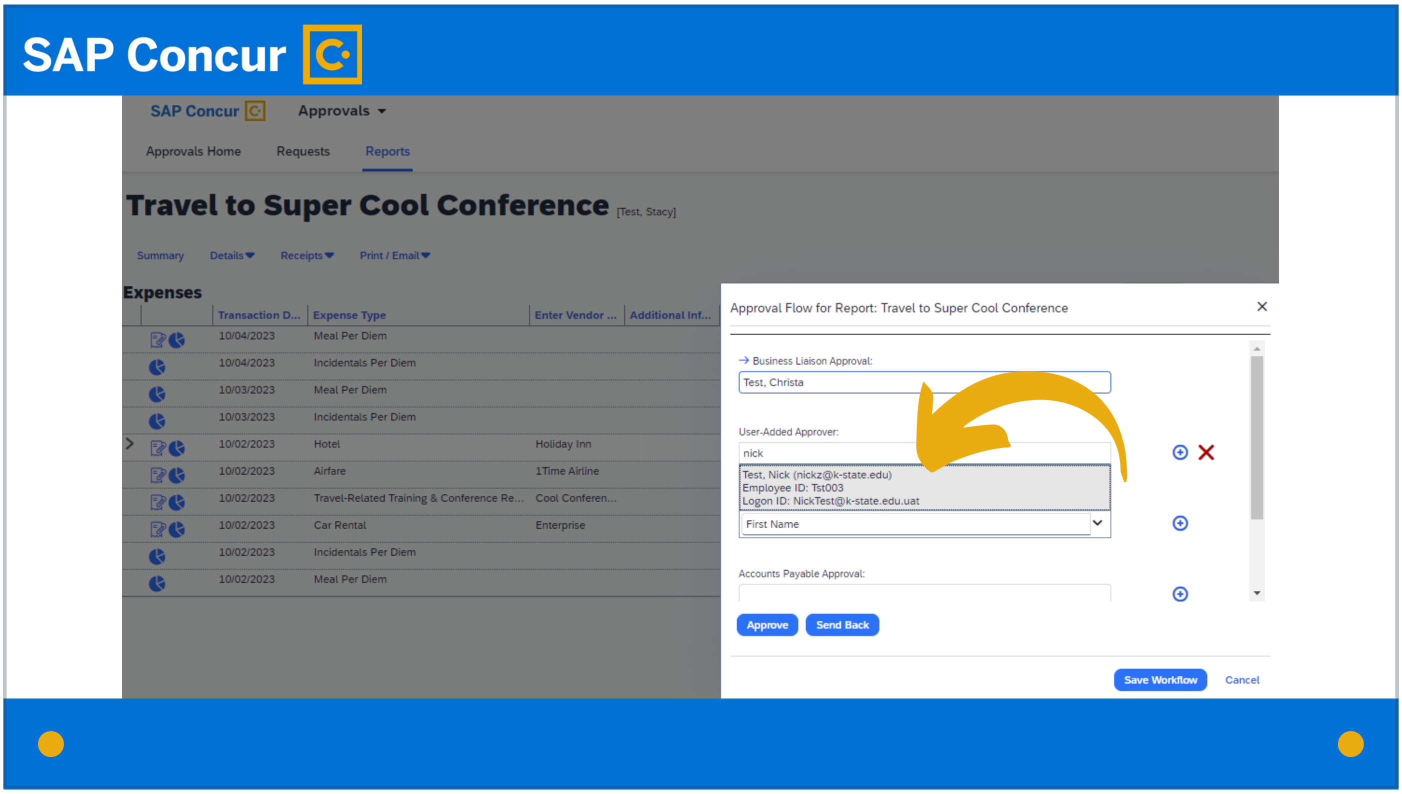
At the point in the workflow the additional approver needs to be added, click on the blue plus sign icon at the right of the window.



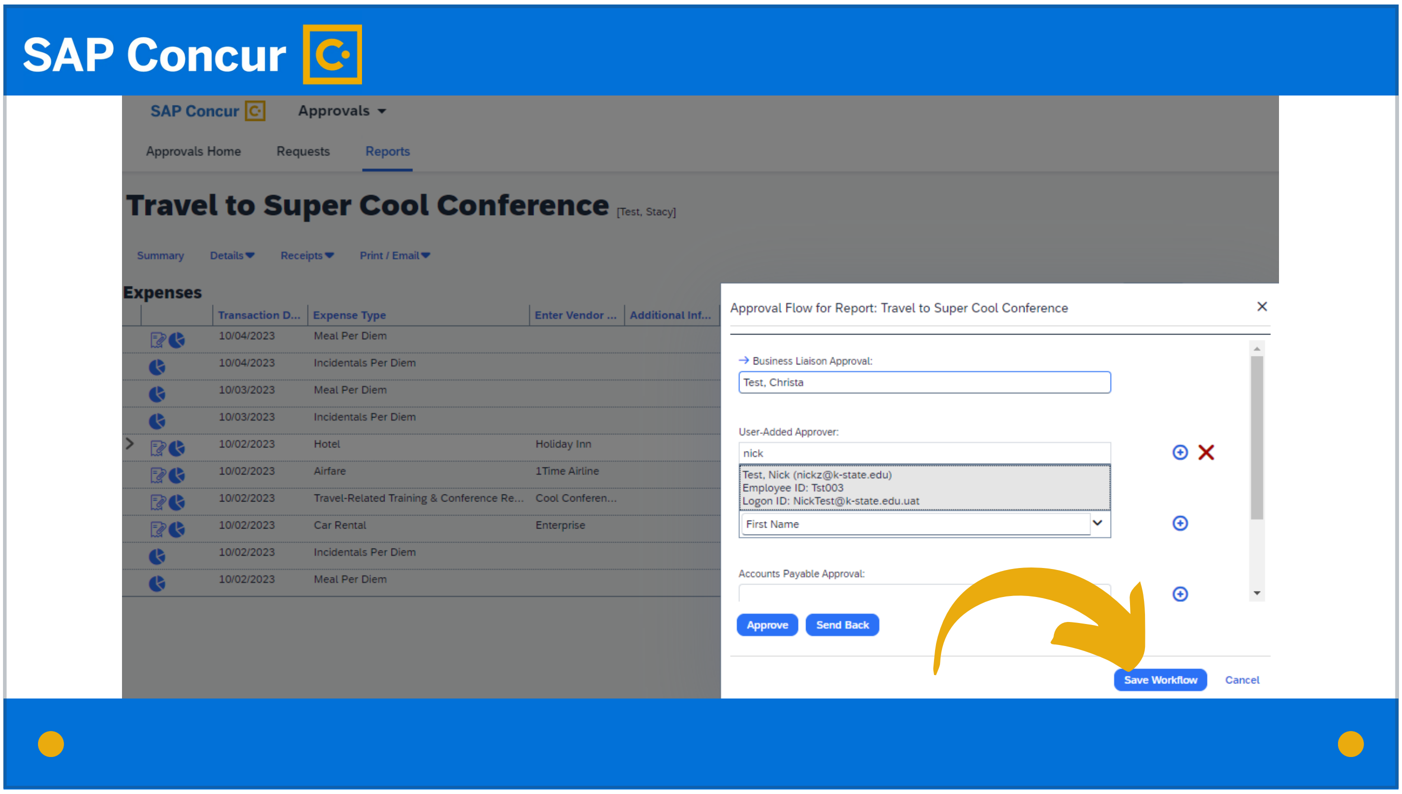
Click inside the User-Added Approver field that appears to generate the Search Approvers By dropdown menu.



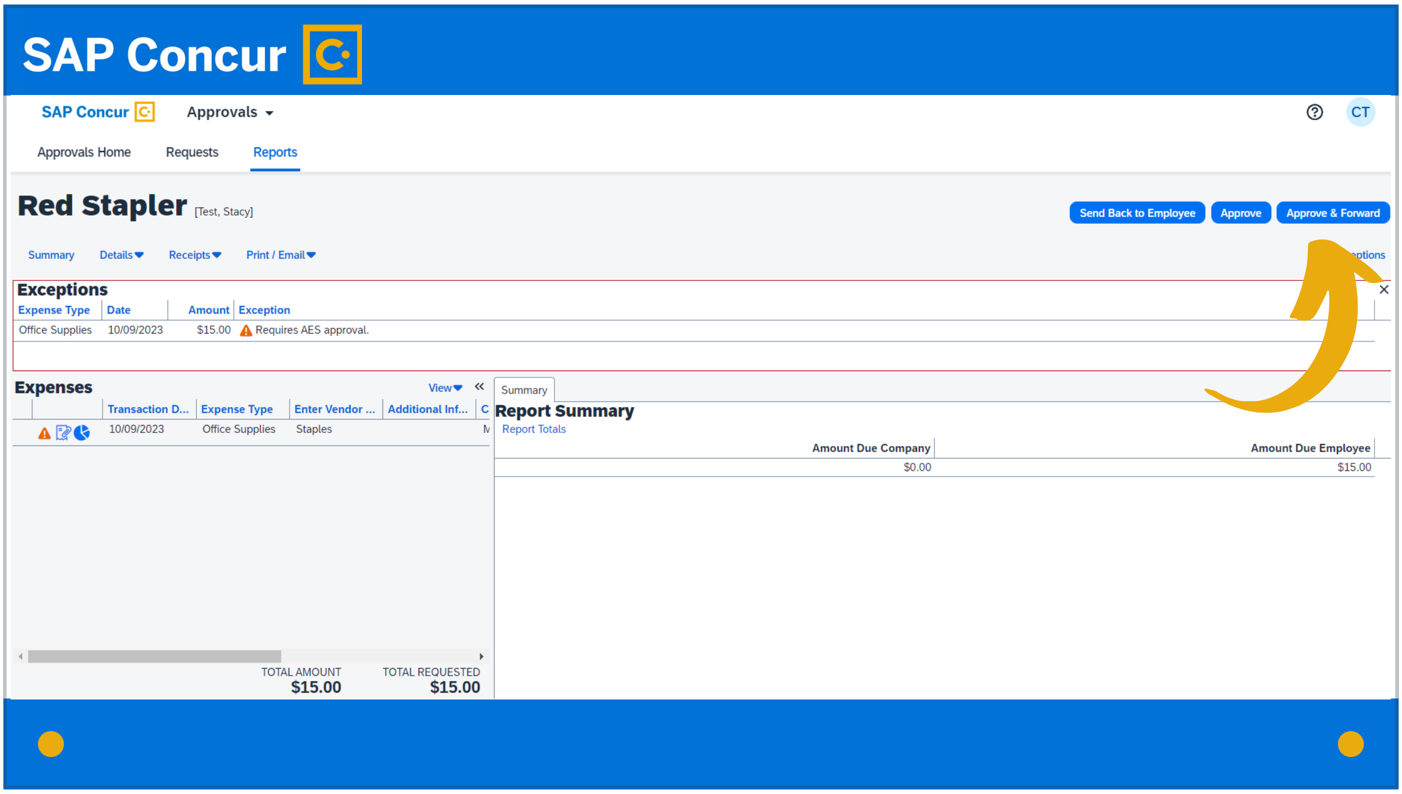
Click the dropdown menu arrow and select how you wish to search.



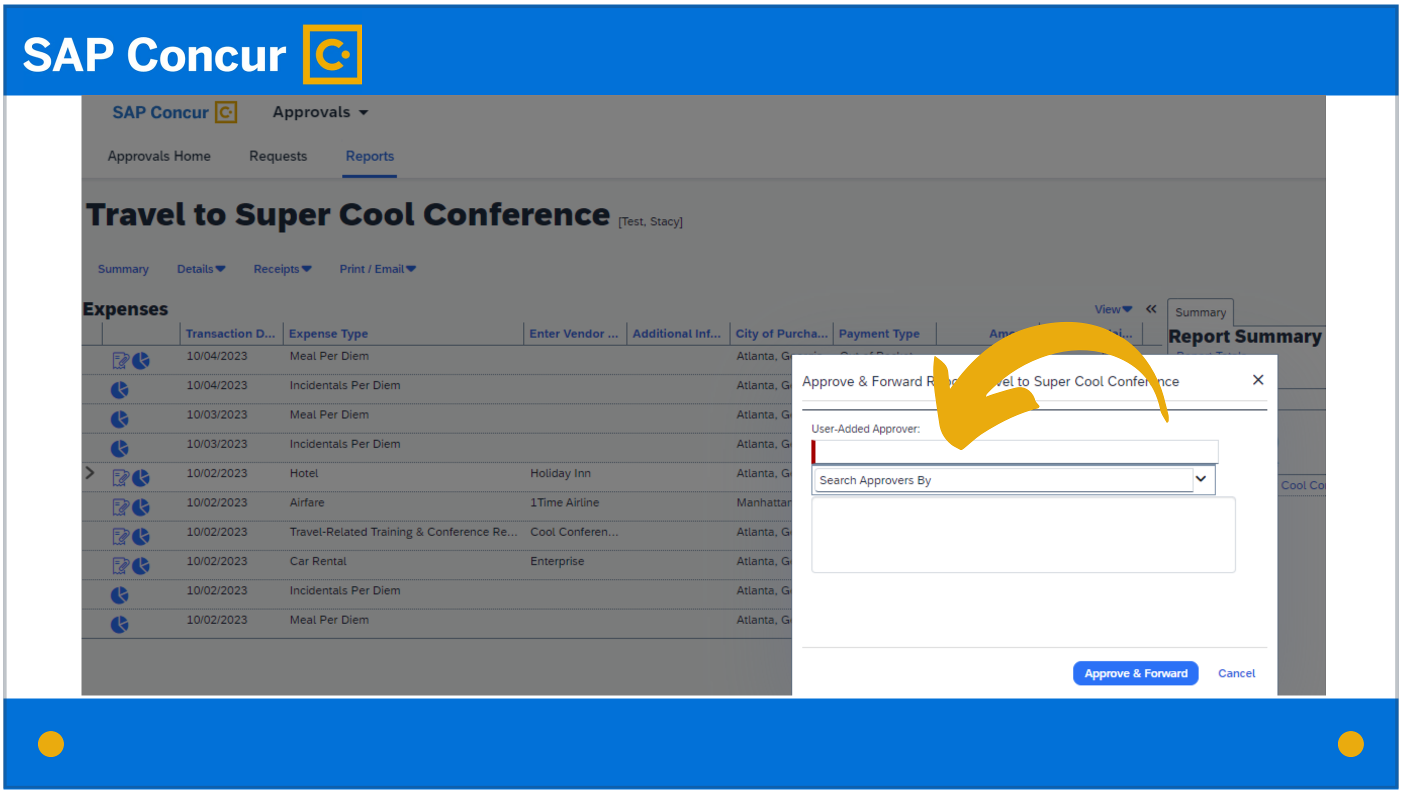
Then search for and select the person you wish to add,



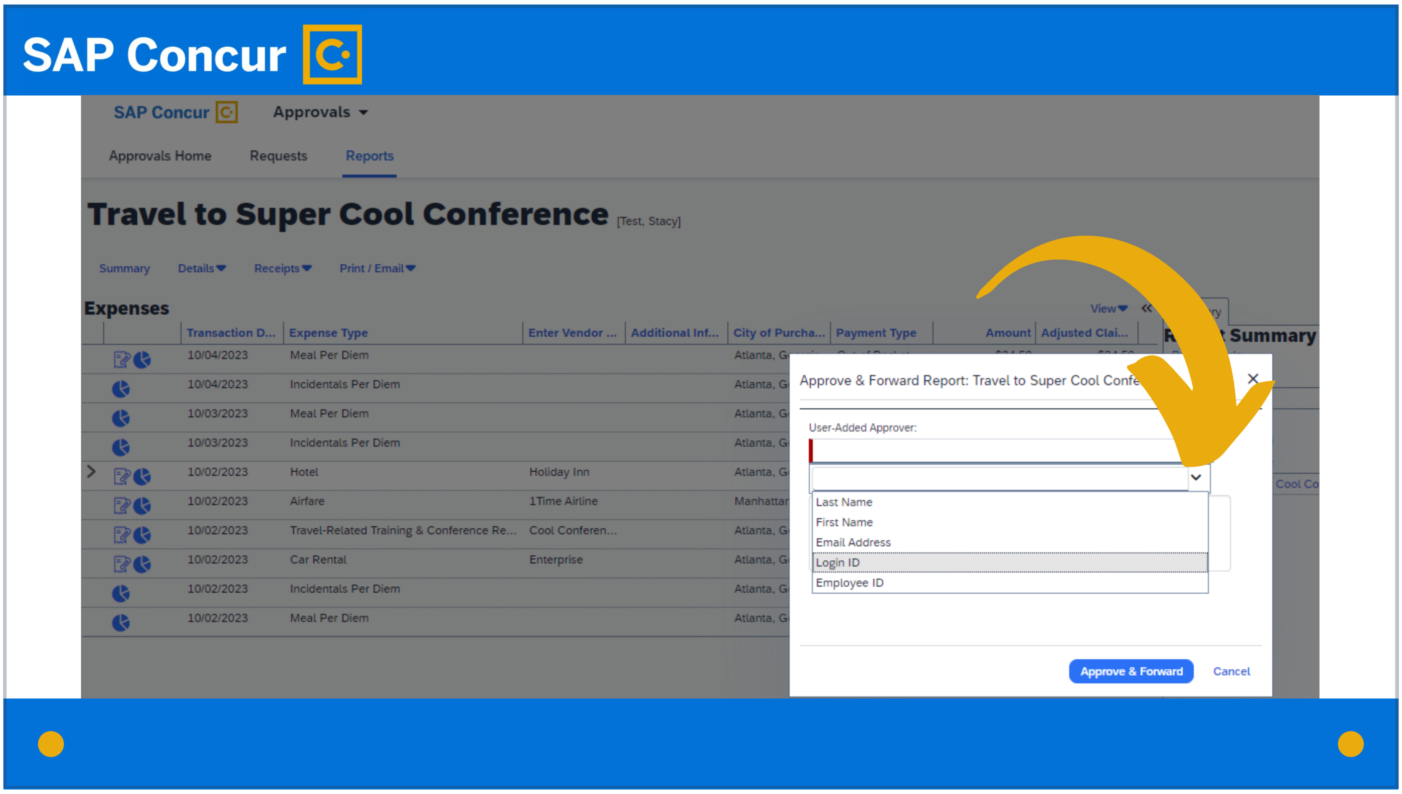
and click the Save Workflow button at the bottom of the window.



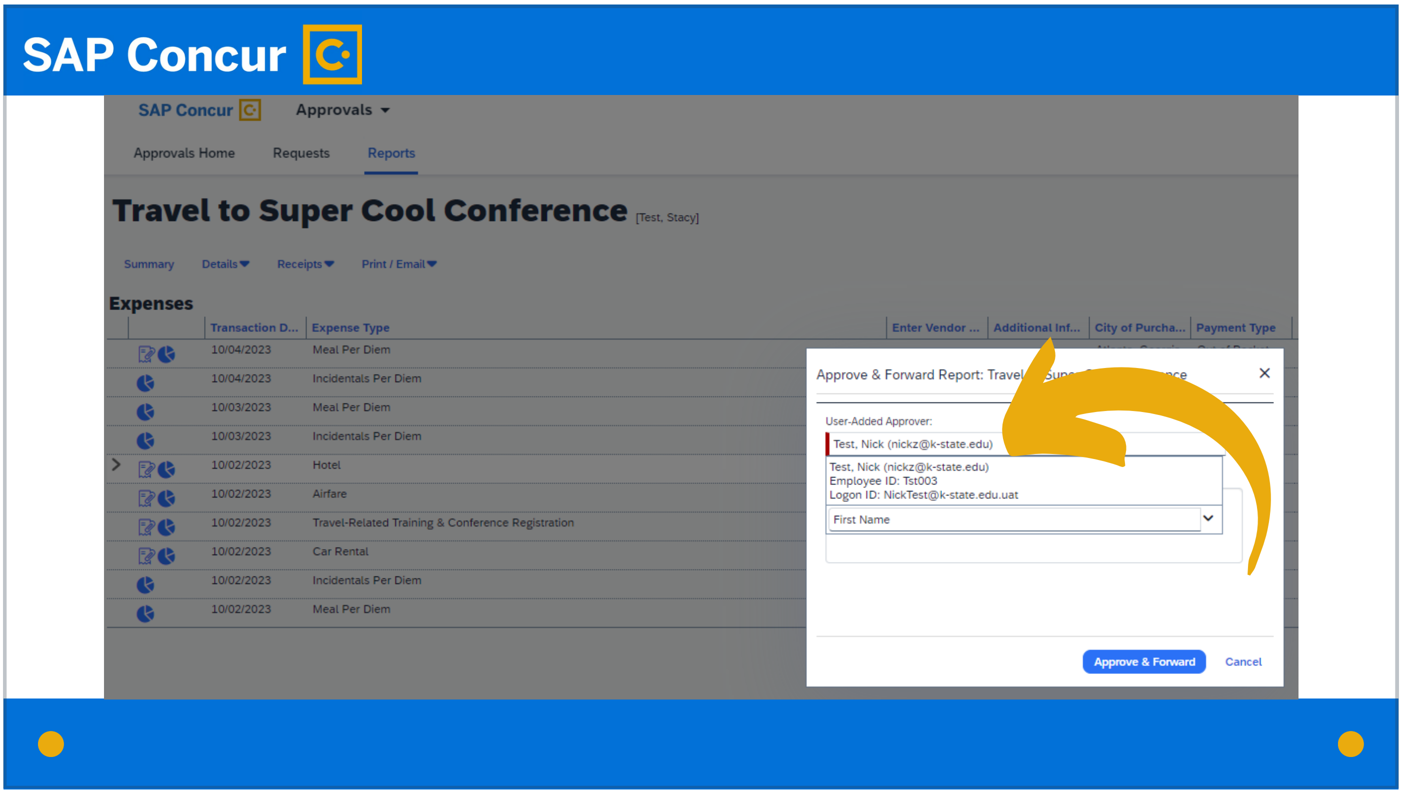
The second way to add an additional approver is to click, once you are ready to approve the report, on the Approve & Forward button at the top right of the screen.



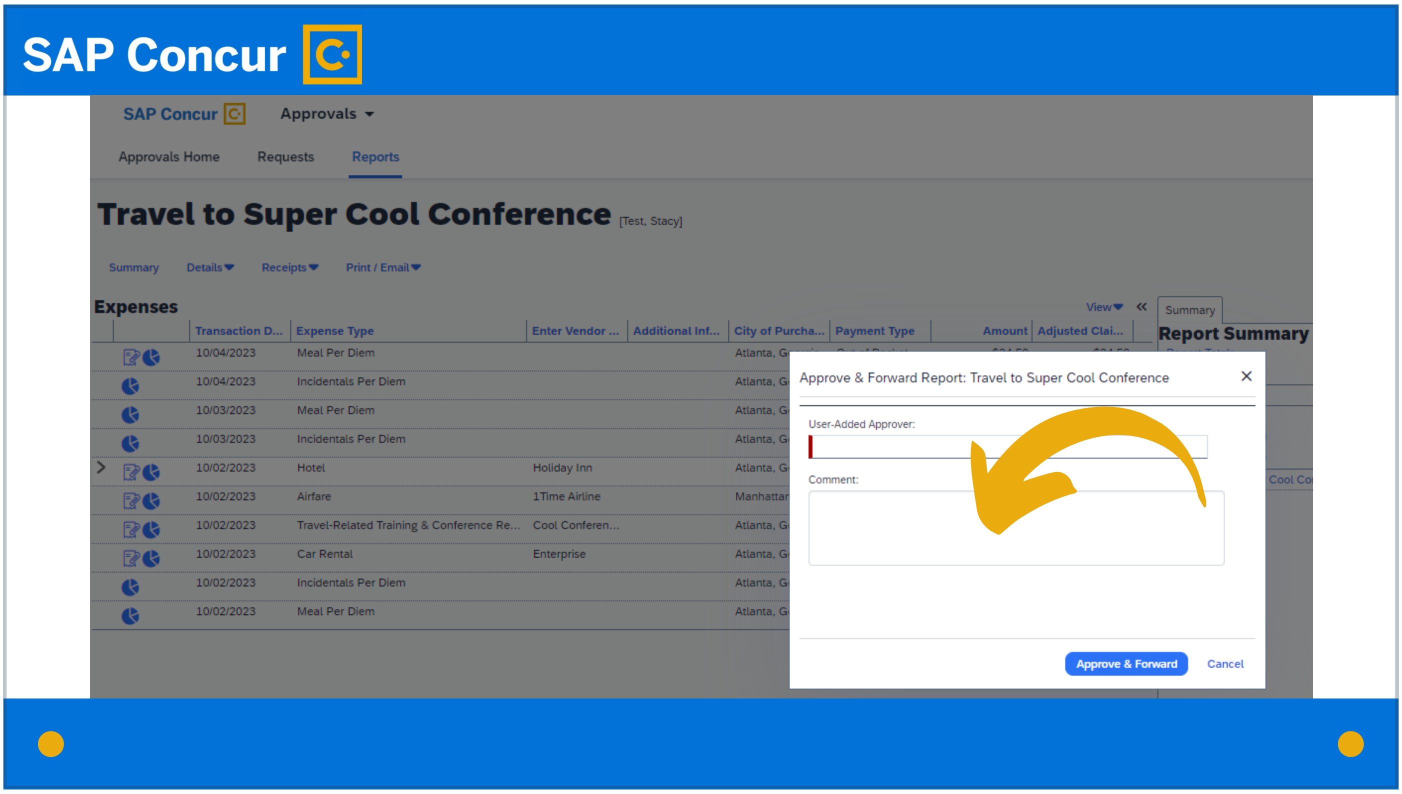
Click inside the User-Added Approver field that appears to generate the Search Approvers By dropdown menu.



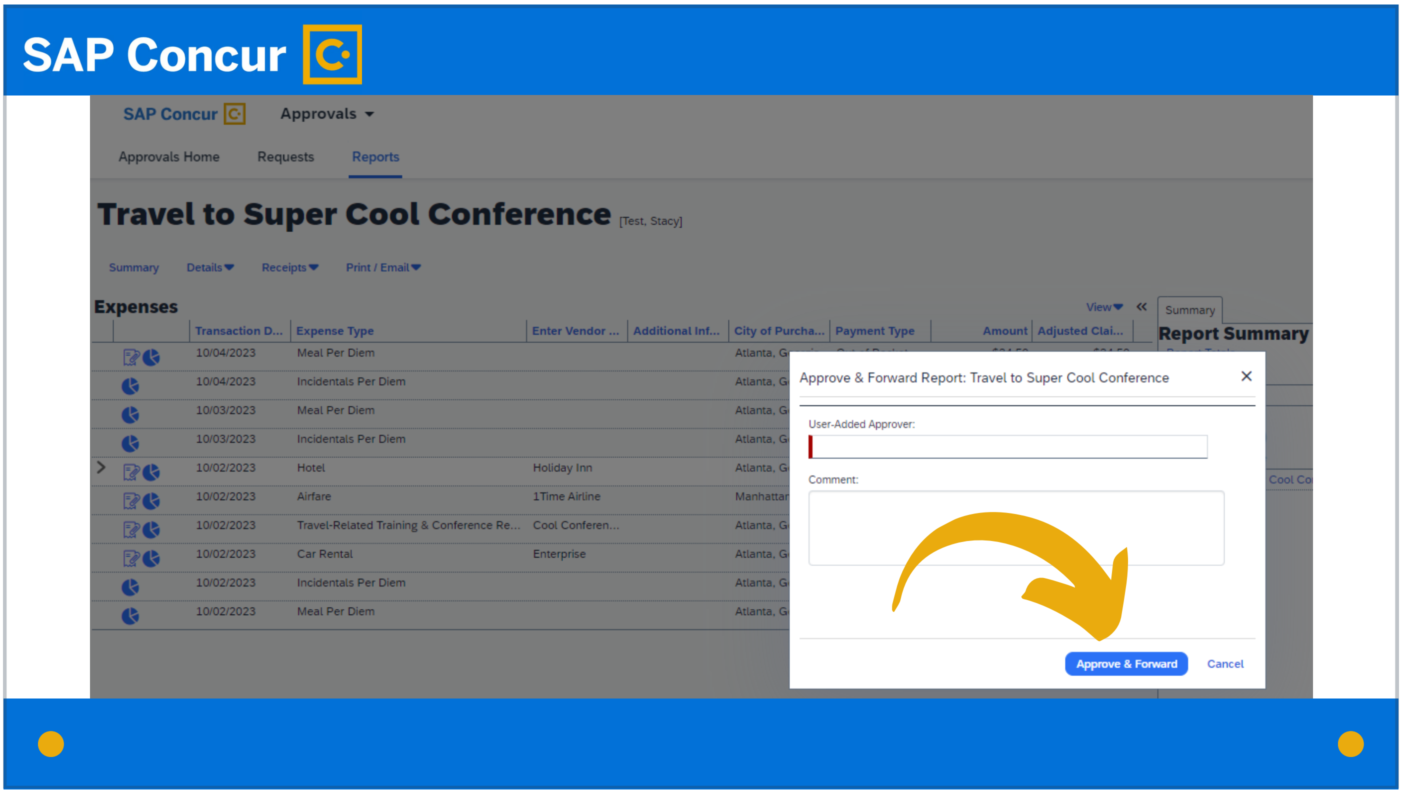
Click the dropdown menu arrow and select how you wish to search.



Search for and select the person you wish to add,



add a comment in the comment box to explain why that person is receiving this report,



and then click Approve & Forward.