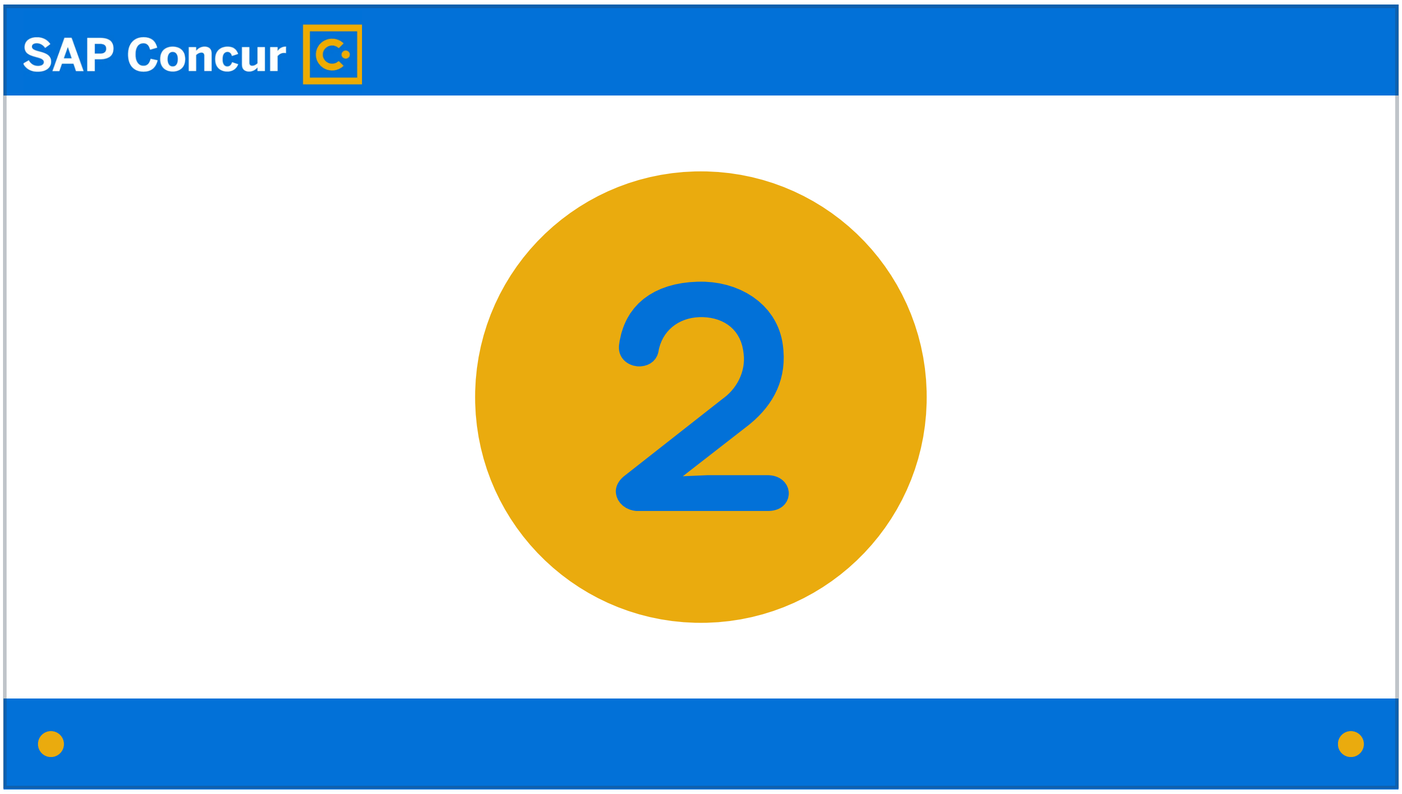
SAP Concur

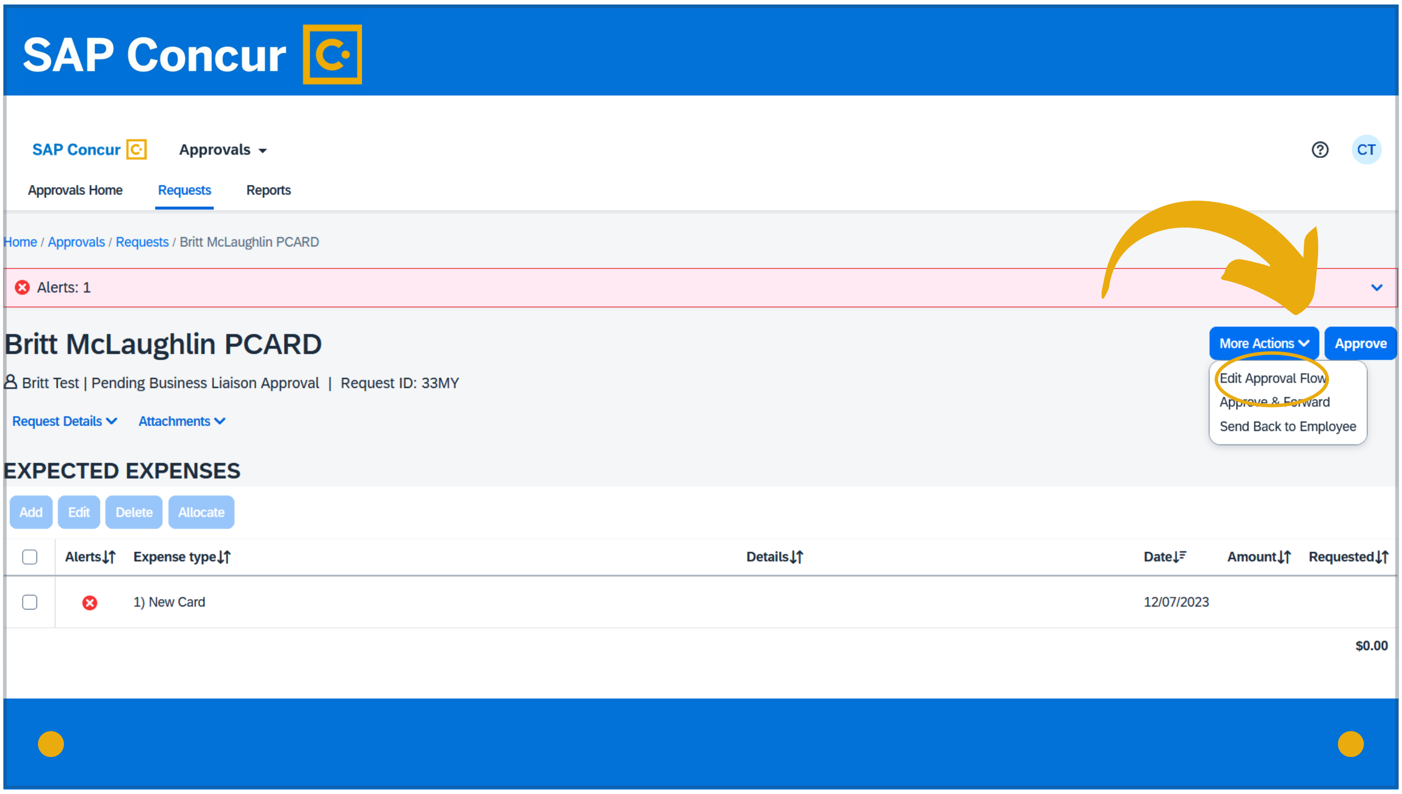
Workflow:

Adding an Approver to the Request Workflow

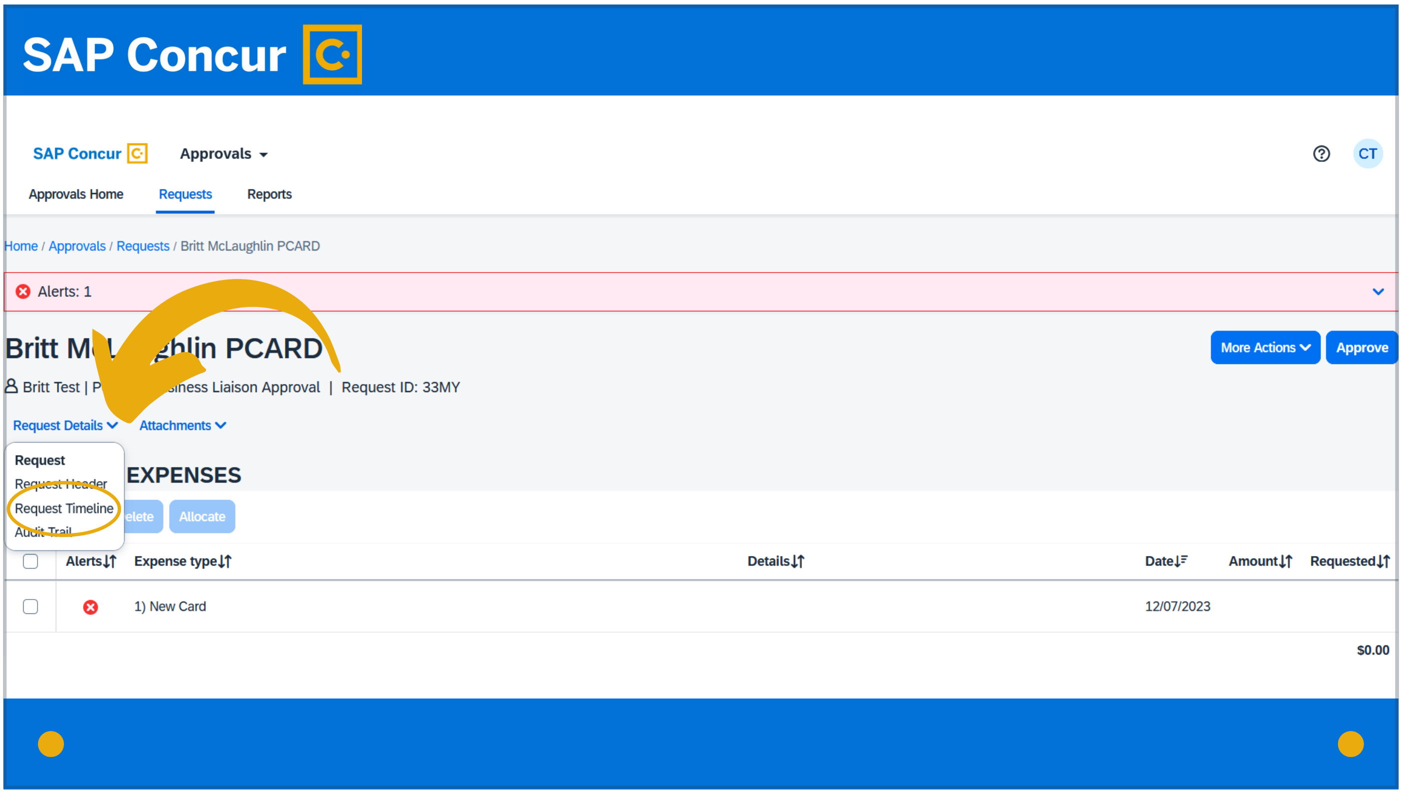
Welcome to our training on adding an approver to the request workflow in Concur.



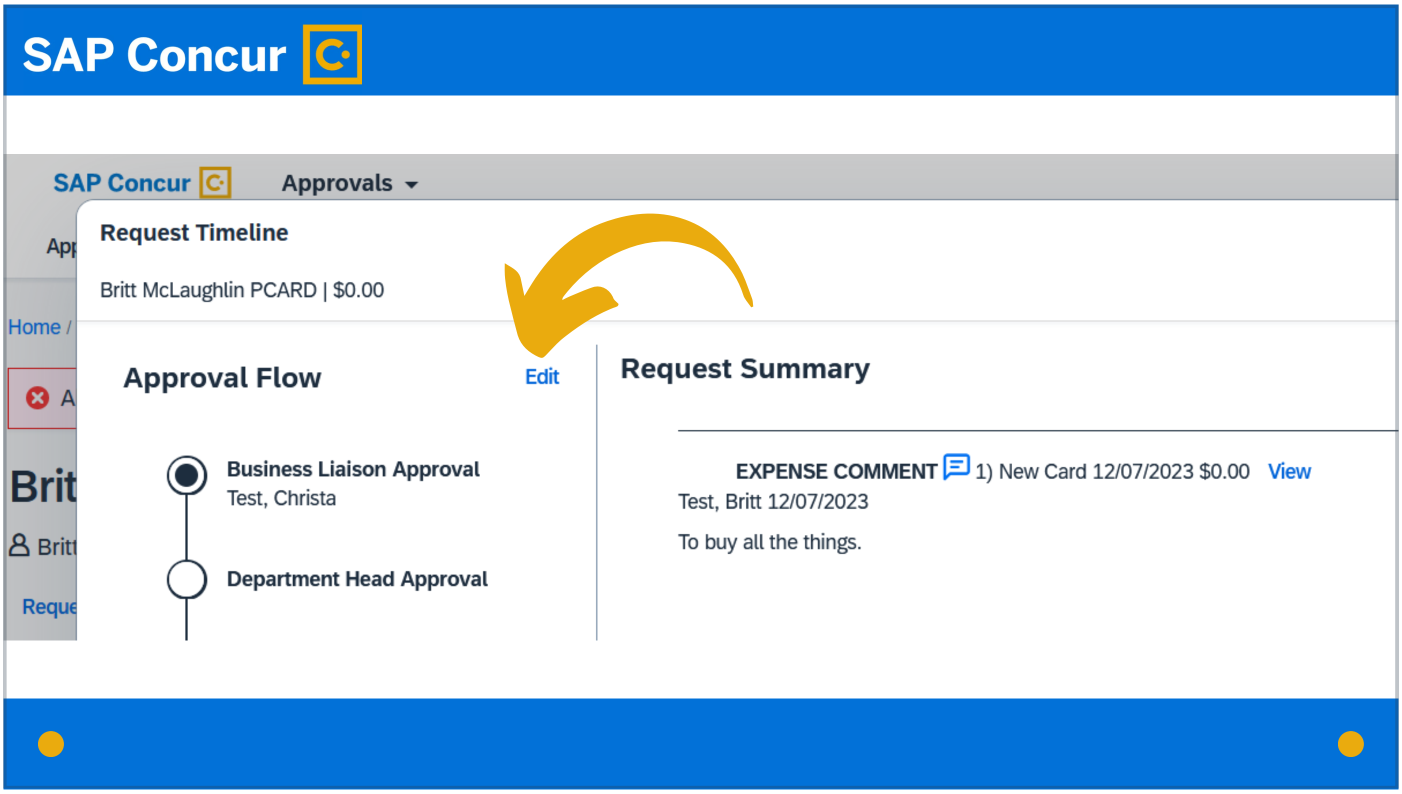
There are two ways to add an approver to requests.



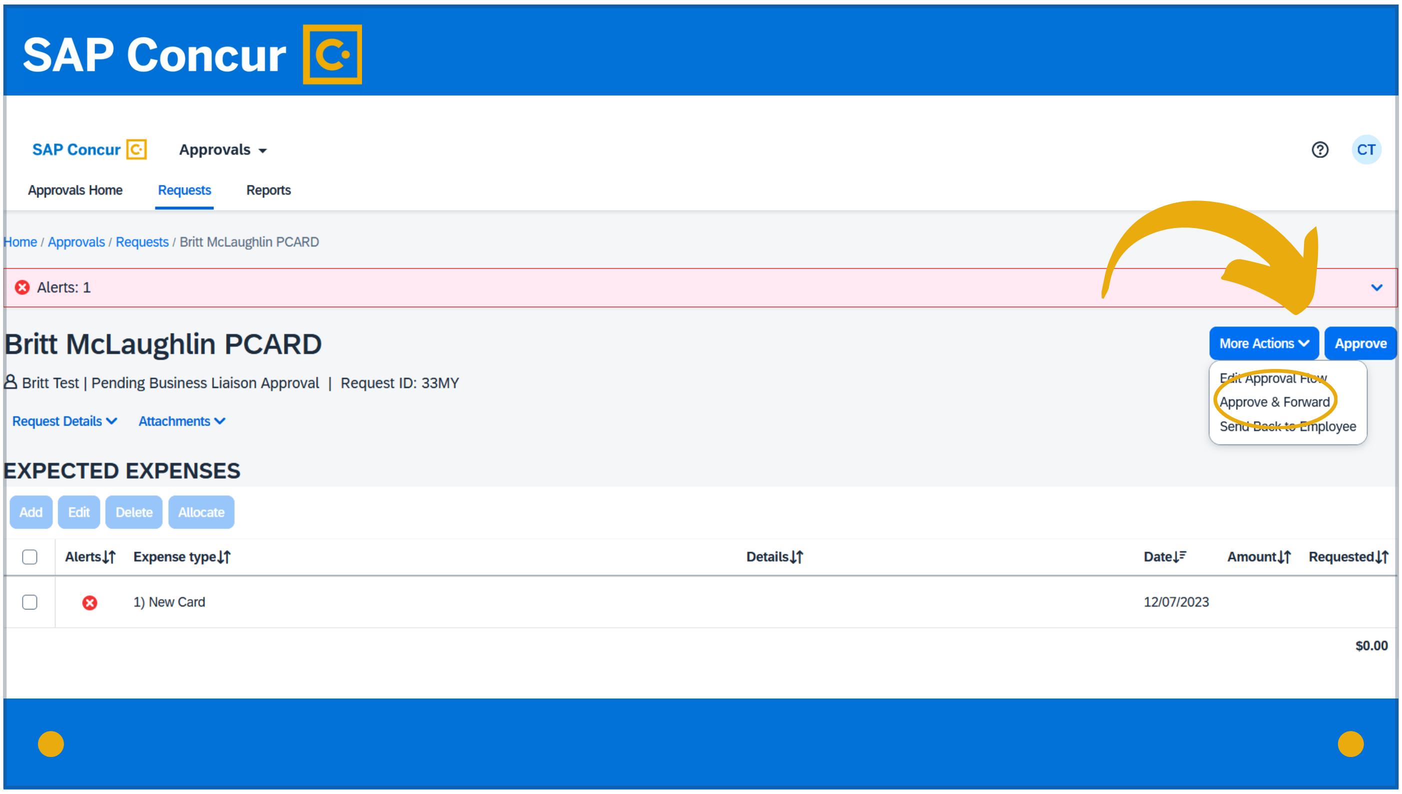
The first is to edit the approval flow, which you can do either by clicking on the More Actions dropdown menu and selecting Edit Approval Flow



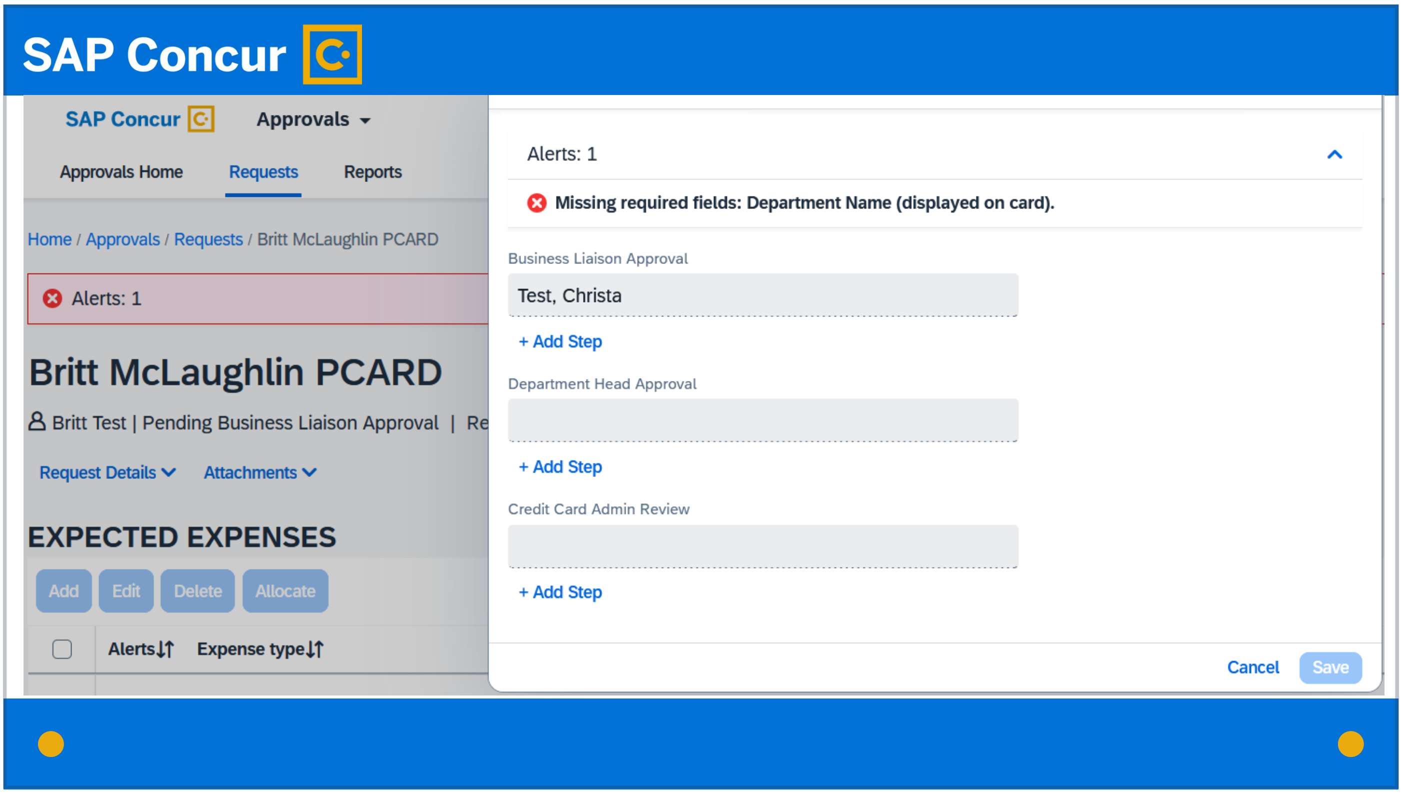
Or by clicking on the Request Details dropdown menu, selecting Request Timeline,



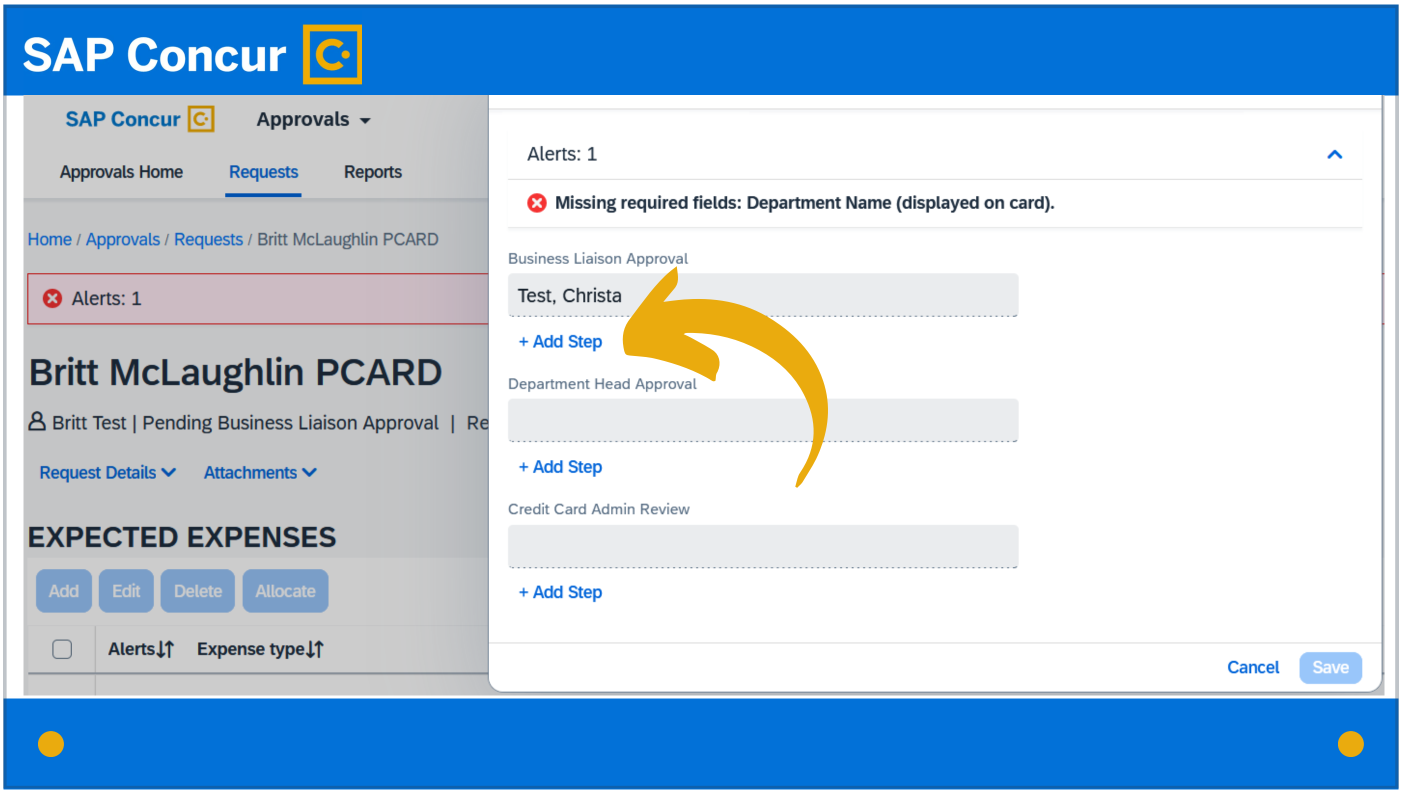
And then, on the timeline screen, clicking on the Edit button.



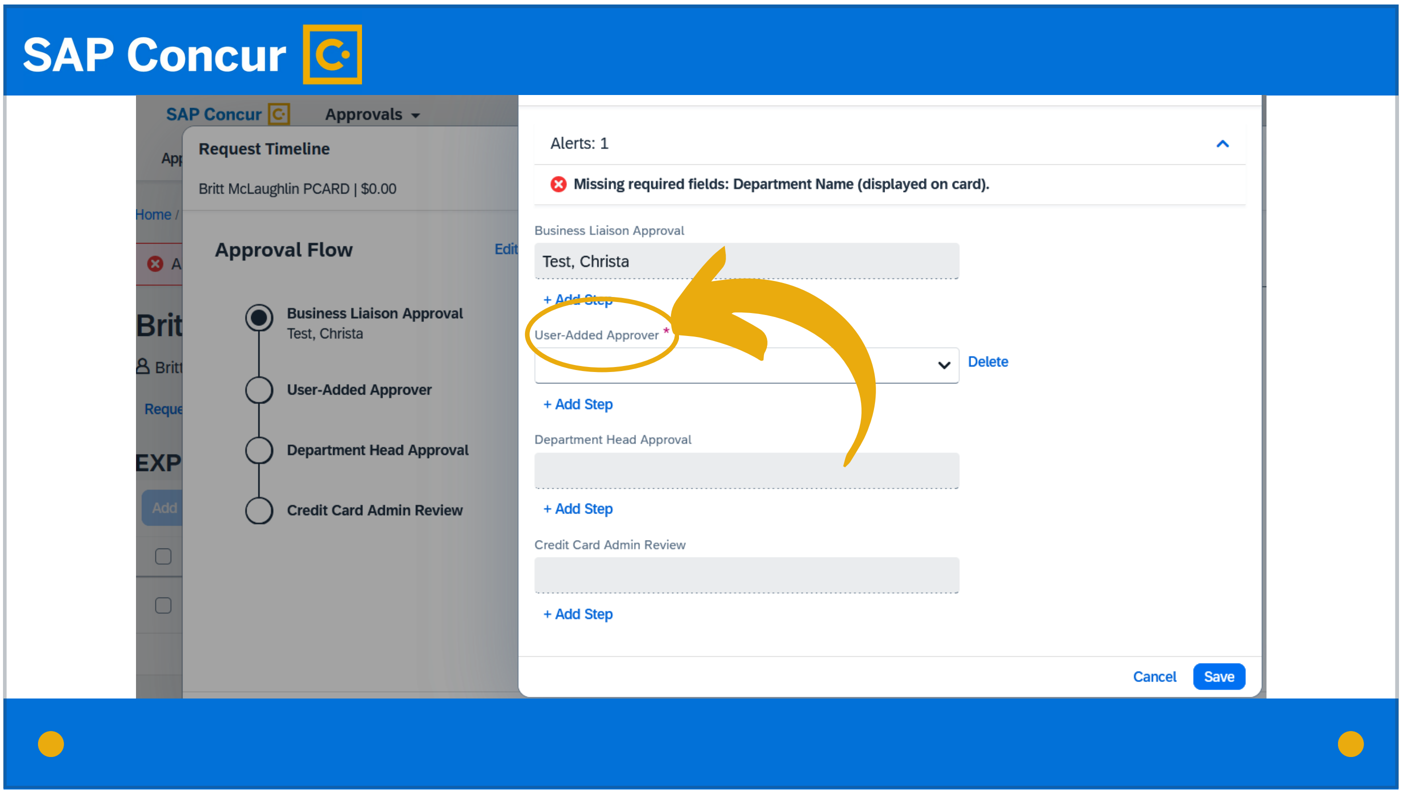
The second way to add an additional approver is to click, once you are ready to approve the report, on the More Actions dropdown menu and select Approve & Forward.



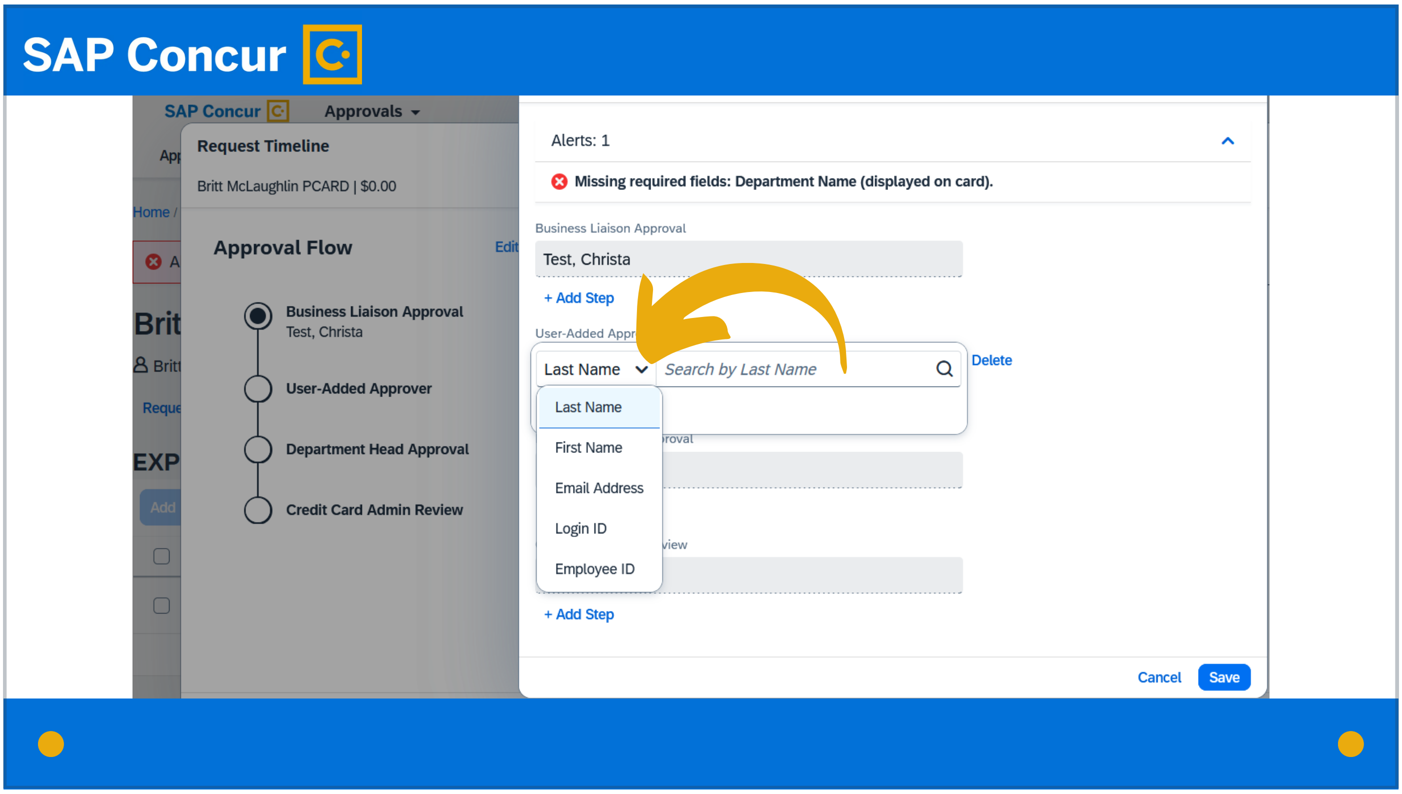
Whichever option you choose opens a screen that identifies the steps of the workflow.



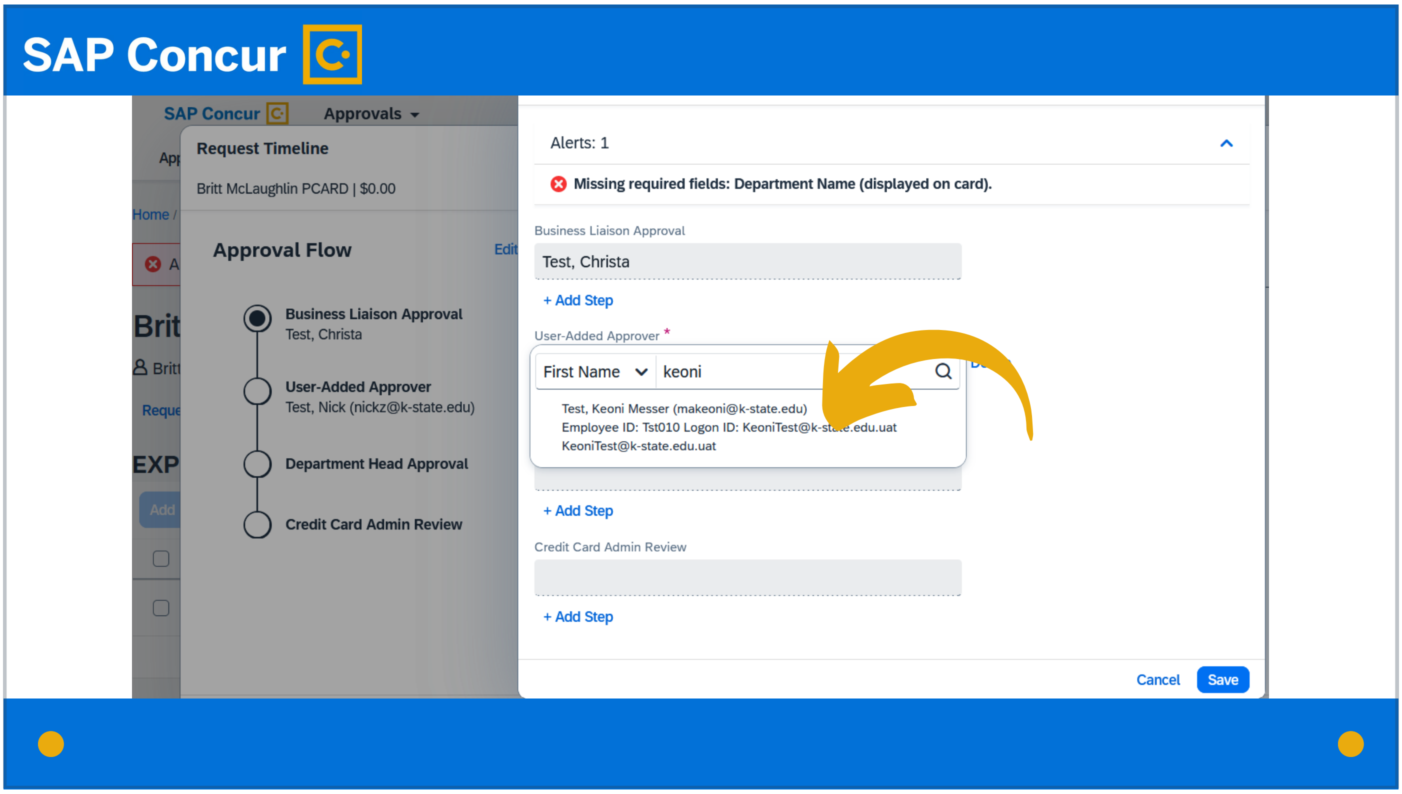
At the point at which you wish to add an approver, click on Add Step.



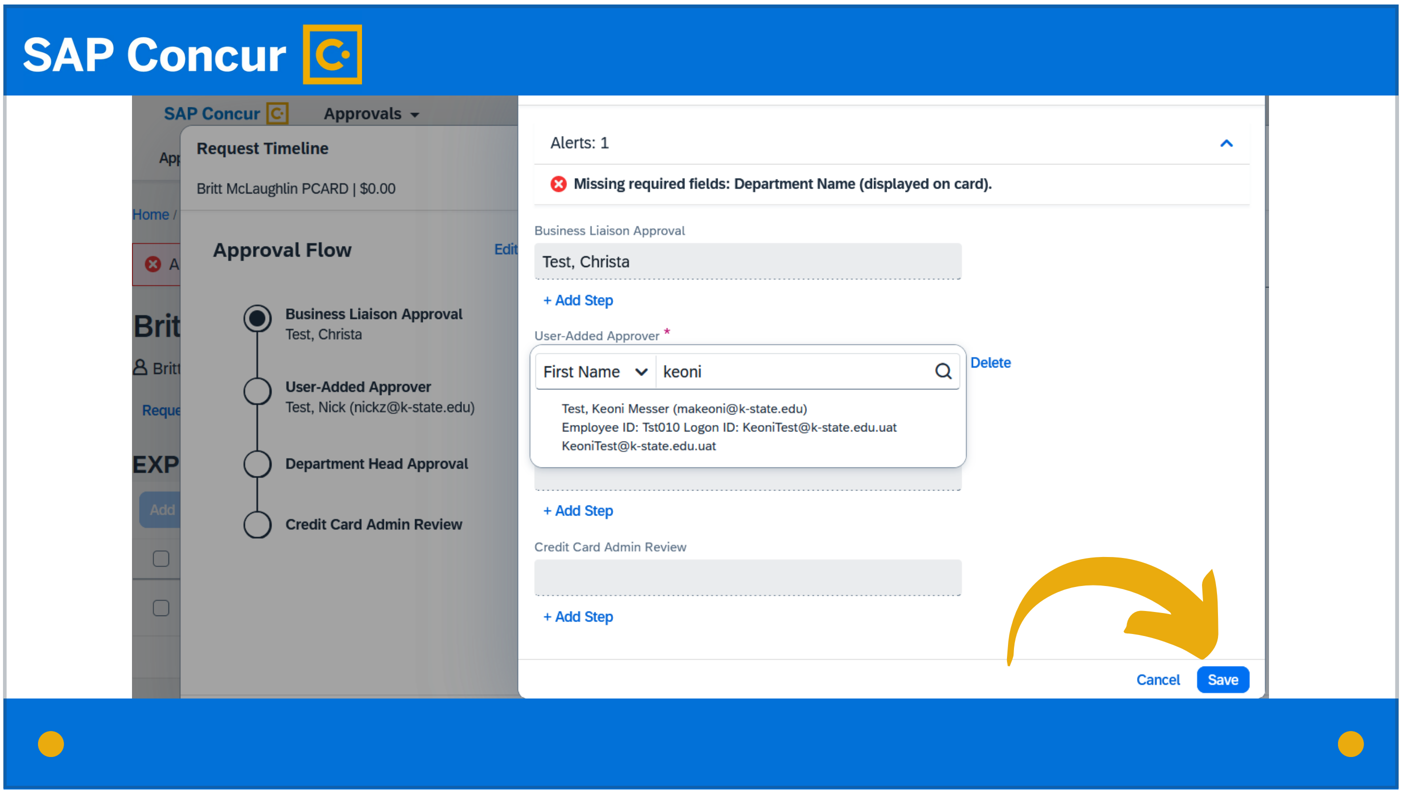
You will see a workflow step appear labeled User-added Approver.



Click on the dropdown menu to select how you wish to search.



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



And click save. The approver is now added.