

Unencumbered Voucher Dashboard

Users login to Dashboard using the following URL:

https://imagenowweb.fiu.edu/imagenowforms/fs?form=CON_UnencumberedVoucherDashboard

Requester's options:

Home

My Submitted Forms

My Submitted Forms: shows all forms submitted by them.

Approver's options:

Home

My Submitted Forms

My Processed Forms

My Pending Forms

My Processed Forms: All forms approved by the user.

My Pending Forms: All forms Pending User's Approval. Includes URL to approve the form.

Users are marked as approvers based on their ImageNow group membership.

Controller's Team options:

Home

My Submitted Forms

My Processed Forms

My Pending Forms

Advanced Search

Advanced Search: Allows searching using the following filters:

Search By:

- Emplid
- Current Status
- Submitted Dates
- Vendor

Continue

Approval Process using Dashboard:

1. Approver access forms pending their approval by clicking on *My Pending Forms*.

<u>Invoice Date</u>	<u>Vendor</u>	<u>Current Status</u>	<u>URL</u>
05/05/2019	KOSTER MACHINERY CO	UVA Step 1	View Form
	KOSTER MACHINERY CO	UVA Step 1	View Form

2. Approver clicks on View Form.
3. Select Approve/Deny

[View Attachments](#)

FOR INTERNAL USE ONLY -- Departmental/Project Approval

No history to display.

7/13/2017 12:07:10 PM 6/13/2017 12:07:10 PM

4. Submit form:

FOR INTERNAL USE ONLY -- Departmental/Project Approval

6/13/2017 12:07:10 PM

Approved

jmedinar

5. Confirmation of submission is shown to user.

Your submission have been succesfully saved