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:
Approval Process using Dashboard:

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

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Vendor</th>
<th>Current Status</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/05/2019</td>
<td>KOSTER MACHINERY CO</td>
<td>UVA Step 1</td>
<td>View Form</td>
</tr>
</tbody>
</table>

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

4. Submit form:

5. Confirmation of submission is shown to user.