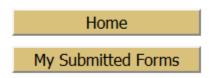
Unencumbered Voucher Dashboard

Users login to Dashboard using the following URL:

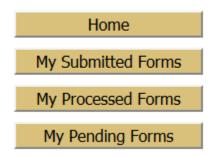
https://imagenowweb.fiu.edu/imagenowforms/fs?form=CON_UnencumberedVoucherDashboard

Requester's options:



My Submitted Forms: shows all forms submitted by them.

Approver's options:



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:



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

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



4. Submit form:



5. Confirmation of submission is shown to user.

Your submission have been succesfully saved