

## Unencumbered Voucher Dashboard

Users login to Dashboard using the following URL:

[https://imagenowweb.fiu.edu/imagenowforms/fs?form=CON\\_UnencumberedVoucherDashboard](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	<a href="#">View Form</a>
	KOSTER MACHINERY CO	UVA Step 1	<a href="#">View Form</a>

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**