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>
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<td>View Form</td>
</tr>
</tbody>
</table>

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

   View Attachments

   FOR INTERNAL USE ONLY -- Departmental/Project Approval
   No history to display.

   Approve | Deny | Delete

   To: 2019-2020, Q2-2019-20

4. Submit form:

   FOR INTERNAL USE ONLY -- Departmental/Project Approval

   6/13/2017 12:07:10 PM  Approved  inocmar

   Cancel

   Submit

5. Confirmation of submission is shown to user.

Your submission have been successfully saved