How to Add Approvers to the Approval Flow

When creating a Travel Request in MSU's Concur system, Michigan State University employees can add Approvers to the Approval Flow.

1. Start at the **Concur Homepage**. After your Request is created, open the Request Module by selecting **Requests**.

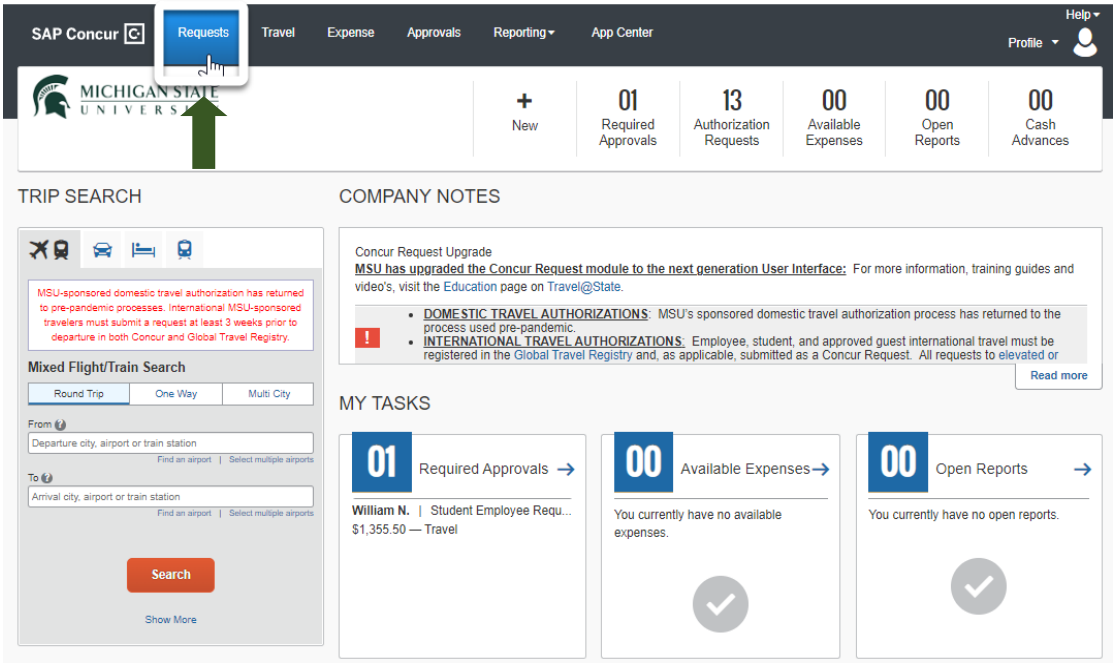

Exhibit 1

2. On the Manage Requests screen, select the Request you would like to add an Approver to.

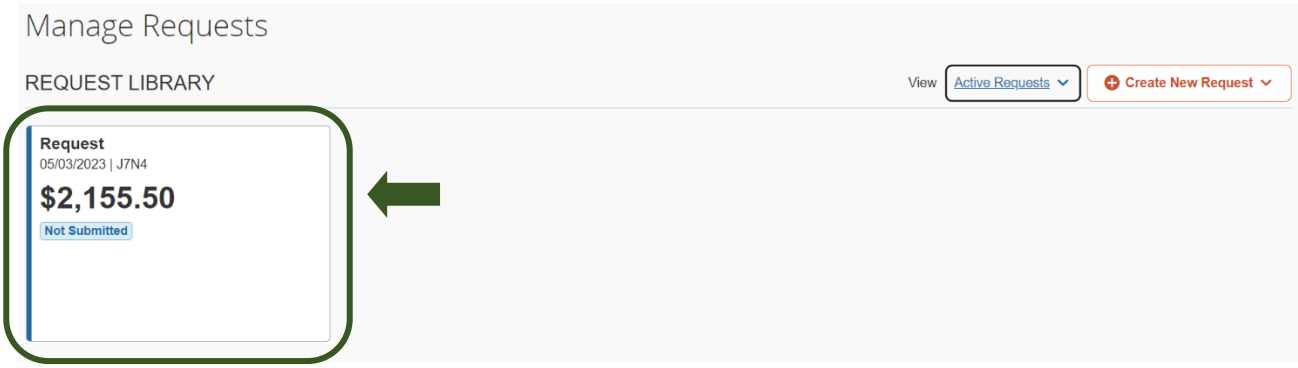

Exhibit 2

3. On the Request screen, select the **Request Details** pull down menu >**Request Timeline**.

Exhibit 3

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4. Once you are on the Request Timeline page, select **Edit**.

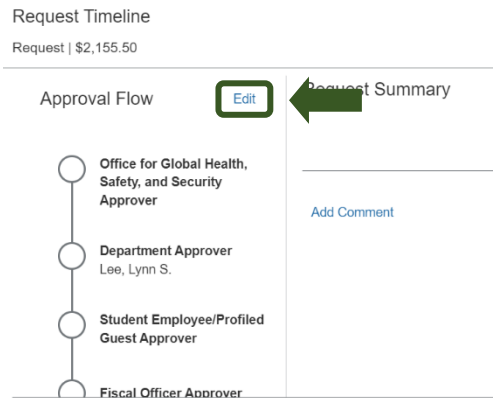

Exhibit 4

5. On the Edit Approval Flow screen, select **Add Step** in the Approval Flow where you would like to add an Approver.

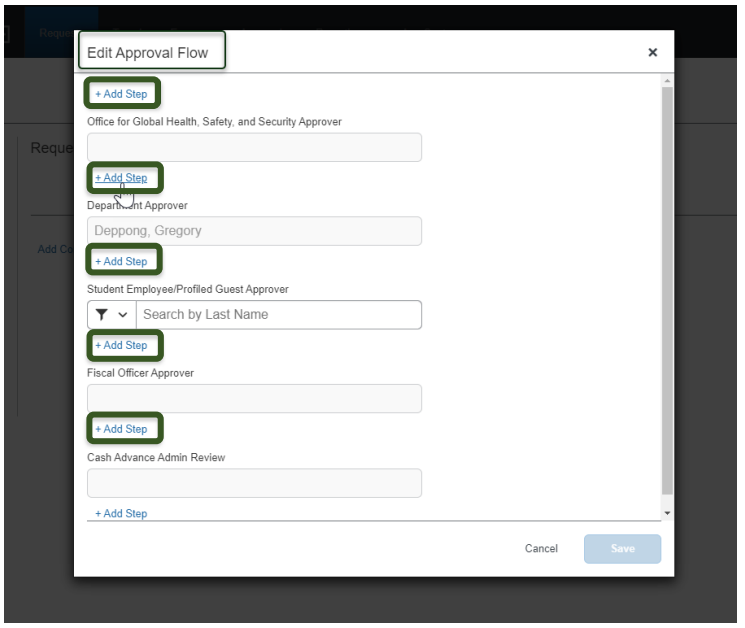

Exhibit 5

6. In the User-Added Approver field, enter the name of the Approver you want to be added into the Approval Flow. Select the Approvers Name from the pull down menu >**Save**.

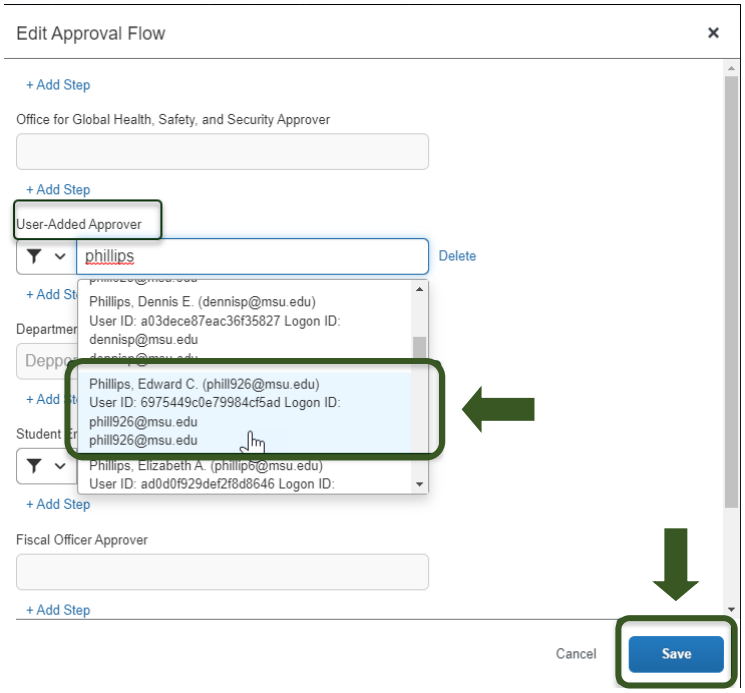

Exhibit 6

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7. The added Approver is now visible in the Approval Flow.

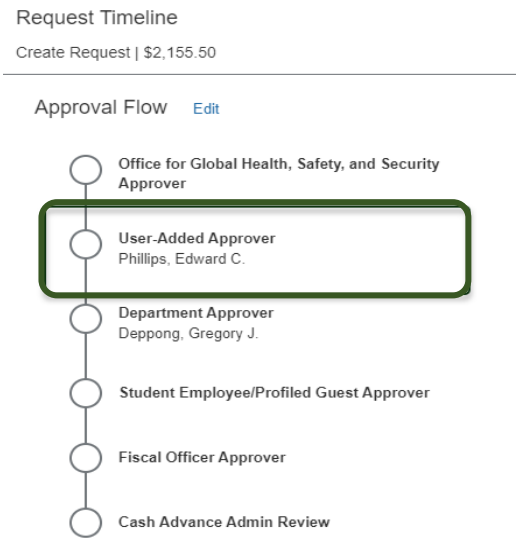

Exhibit 7

8. If your department or business unit requires a comment when adding an approver, select **Add Comment**, enter the department or unit required information and click **Save**.

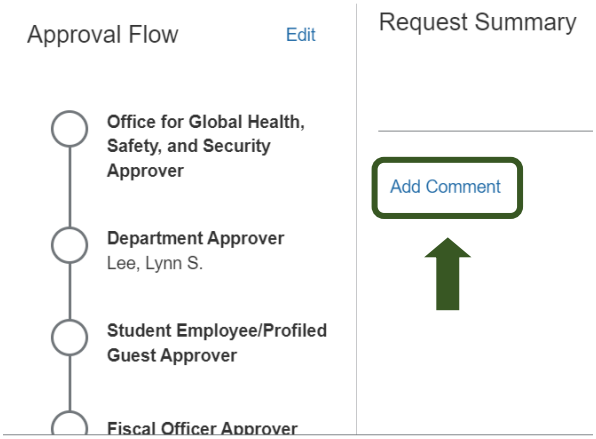

Exhibit 8

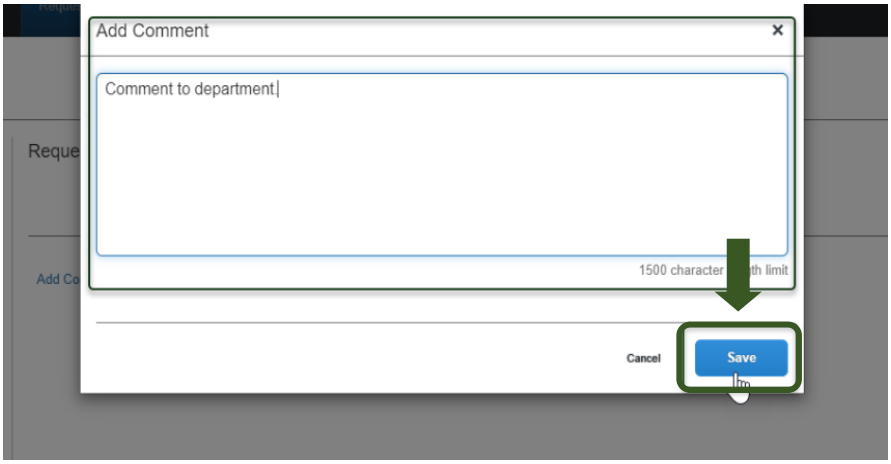

Exhibit 9

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9. You will now see your comment that you added, as well as the User-Added Approver. Select **Close**.

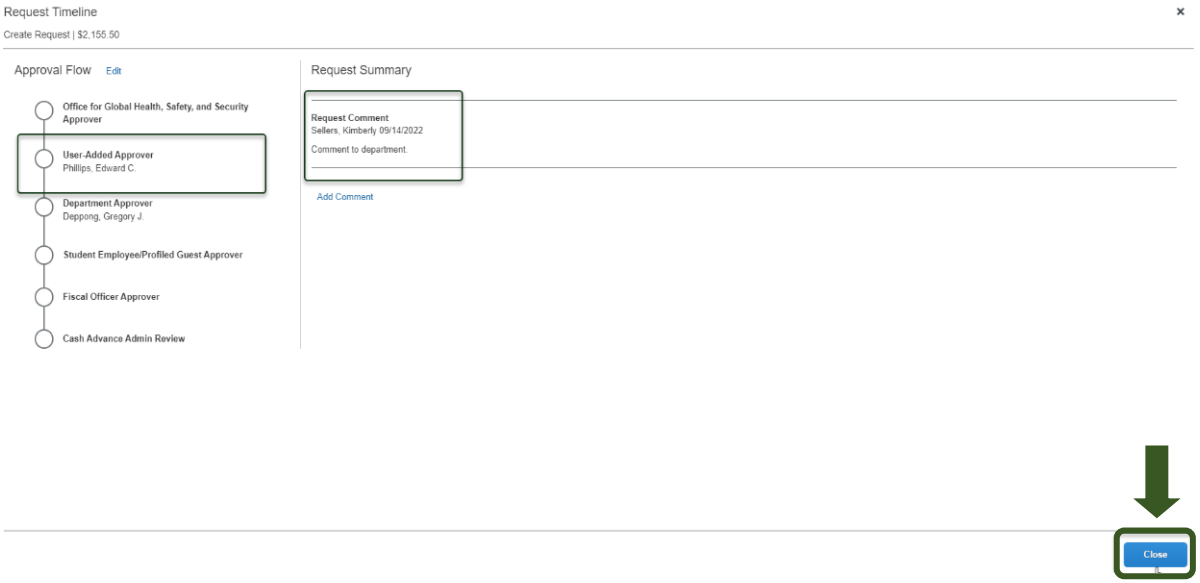

Exhibit 10

10. Once your request is completed, select **Submit Request**. Your Request will now route the Approvers in the Approval Flow.

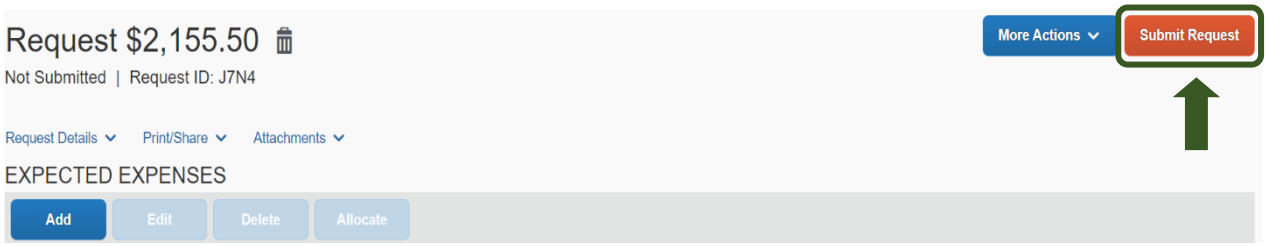

Exhibit 11