

## Track a Pre-Approval Report

1. Click "View All Submitted" to access list of pre-approval reports

The screenshot shows the emburse chromeriver interface. At the top, there is a navigation bar with the emburse logo and a hamburger menu icon. Below this, there are three main sections: eWallet, Expenses, and Pre-Approval. The Pre-Approval section is highlighted with a blue header and contains the following information: 19 Draft, 0 Returned, and a 'View All Submitted' button. A red arrow points from the '0 Returned' text to the 'View All Submitted' button, which is also enclosed in a black rectangular box.

2. Click the pre-approval report to open it

The screenshot shows a list of submitted pre-approvals. The header is 'Submitted Pre-Approvals' with a checkmark icon and a hamburger menu icon. The first entry is 'NA SPA Conference 2019' with the ID number '010000811529'. A hand cursor is positioned over the ID number. To the right of the entry, the date '02/19/2019' and the amount '0.00 USD' are displayed. A 'PENDING' status label is located at the bottom right of the entry.

3. Click "Tracking"

The screenshot shows a row of action buttons: 'Open', 'PDF', 'Tracking', and 'Recall'. The 'Tracking' button is highlighted with a red rectangular box, and a red arrow points from the right towards it.

4. In the tracking window, you can see the Routing Steps and who is assigned to approve.

### Tracking for NASPA Conference 2019 ✕

Status	Pending Approval
Estimated Amount	0.00 USD
<b>Routing Steps</b>	
	
Step Number	1
Assigned To	Dominic Ram
Assigned To	Dominic Ram
Assigned Date	02/19/2019 12:05 PM
Step Status	Assigned
Routing Rule	15 - If Reports To exists, route to Owner's Supervisor/Department Head. If Reports To is blank - FMFM

5.