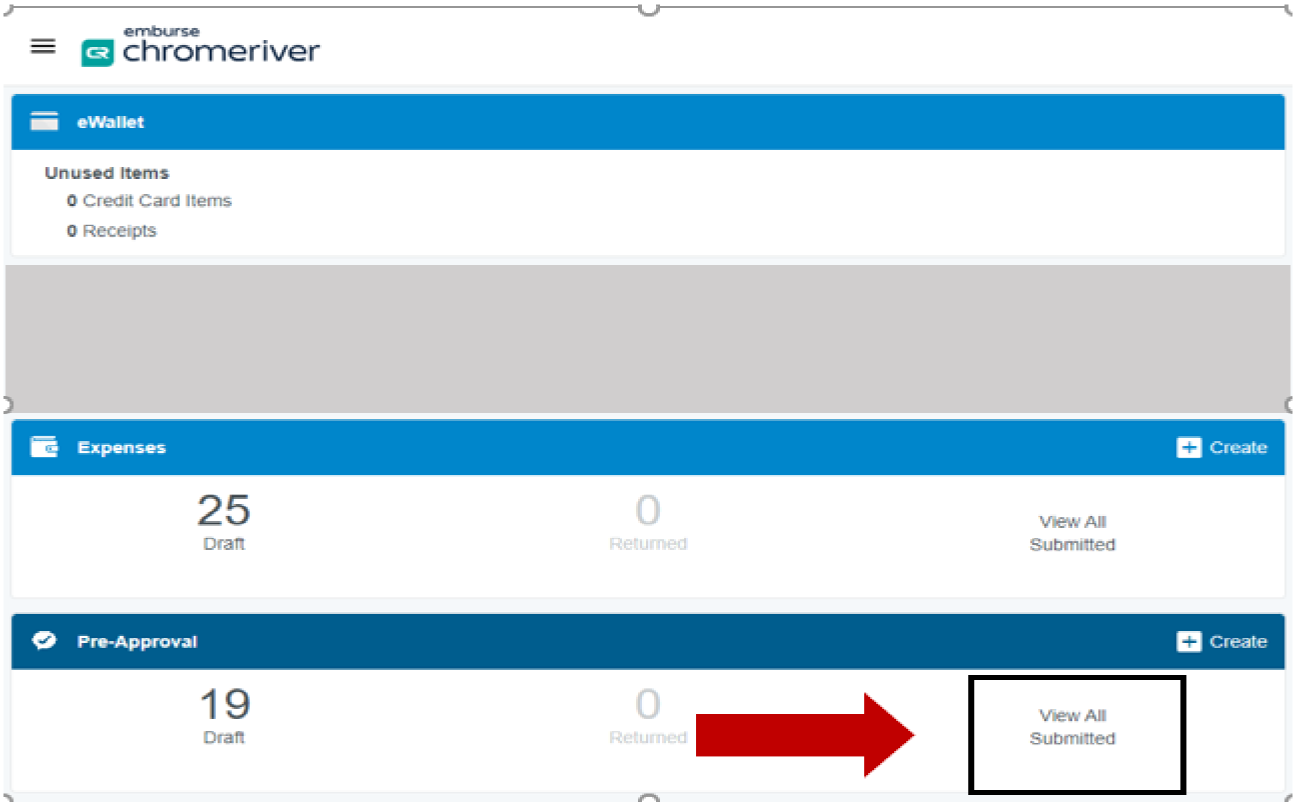
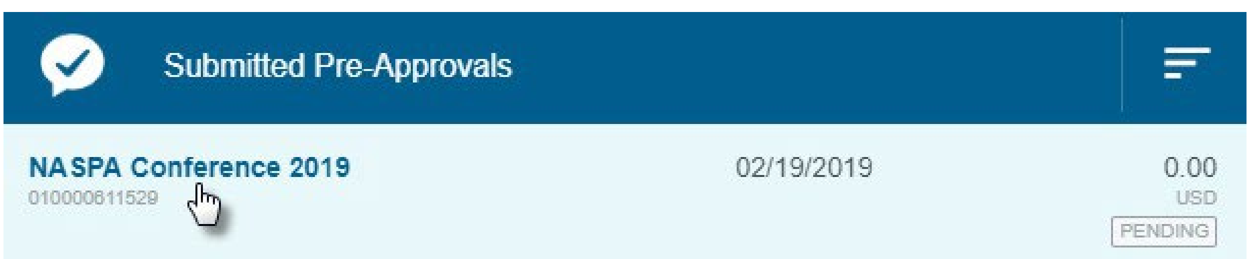
# Track a Pre-Approval Report

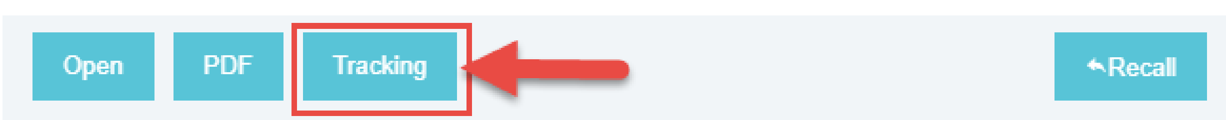
1. Click “View All Submitted” to access list of pre-approval reports



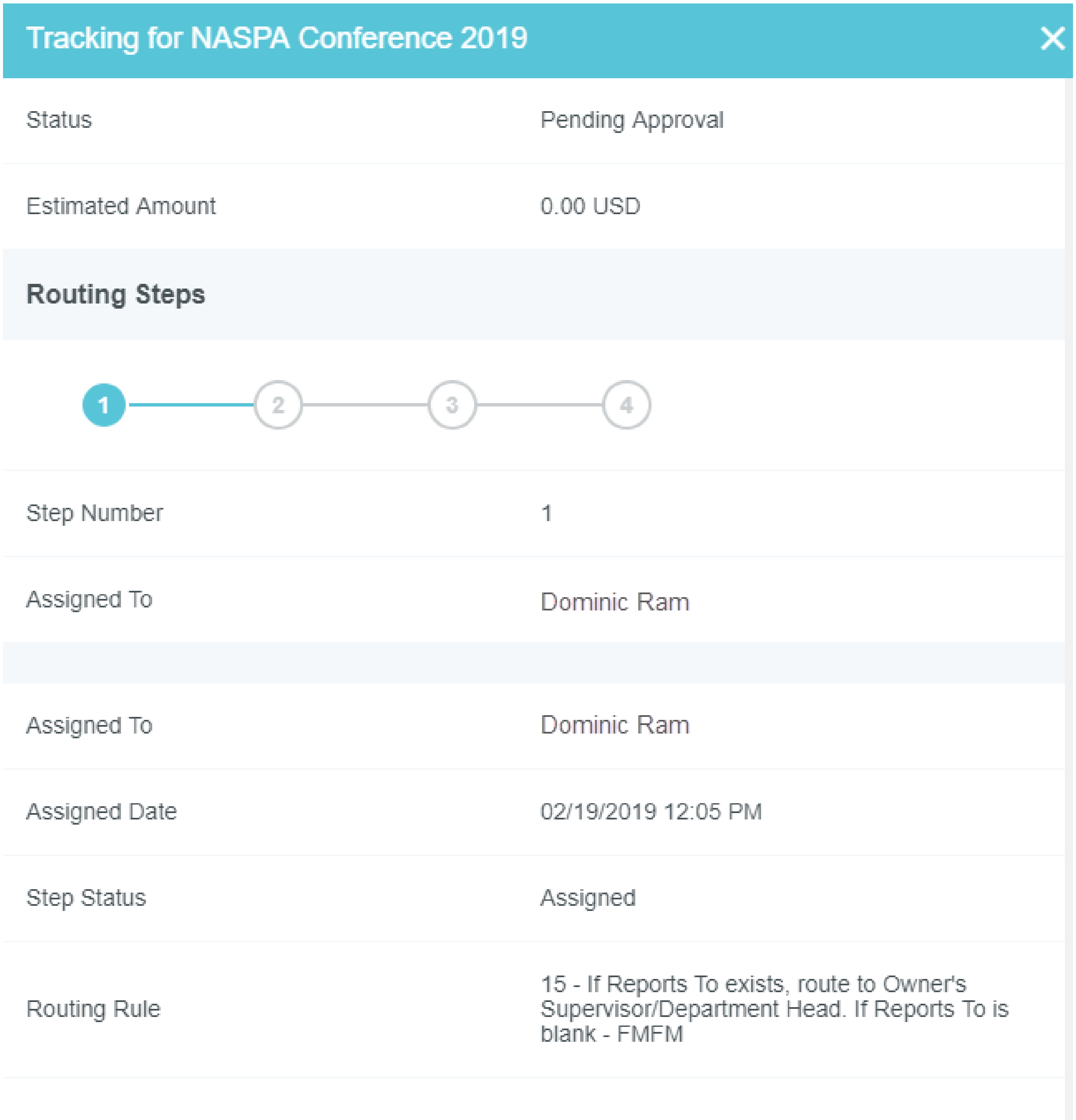

2. Click the pre-approval report to open it




3. Click “Tracking”



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 |

**Routing Steps**

1 2 3 4

| | |
|---|---|
| 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.