



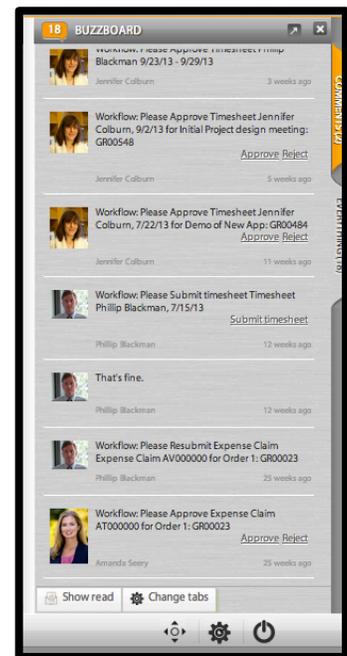
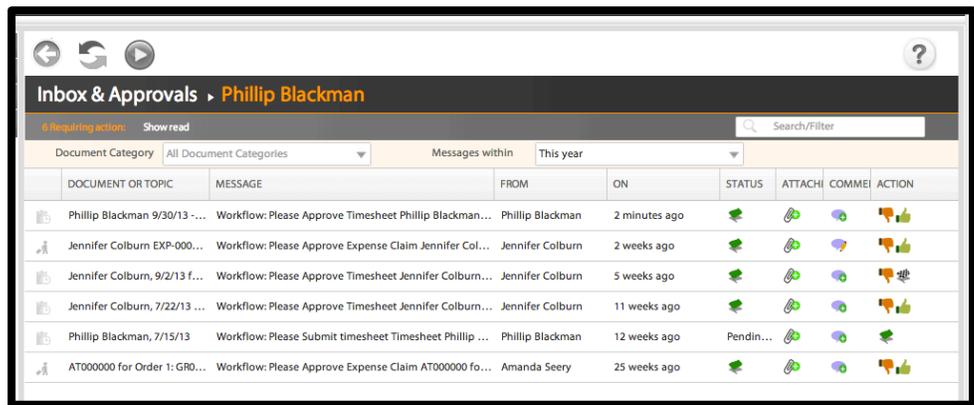
With iBE.net, you can create transparency effortlessly with automated approvals processes. Our professional services package comes pre-loaded with a standard Project Leader driven approval process for Time and Expenses. These processes can be completely customized to fit your business practice through our workflow modeling feature. Approvals can be done via the web or on our mobile app. The system can even send out email alerts to let you know when there is something to approve.

Module 9 Sections:

9.1 Web Approvals

Approve Time and Expenses effortlessly from your inbox.

9.2 Mobile Approvals
Keep up with your Approvals even when you are out of the office.





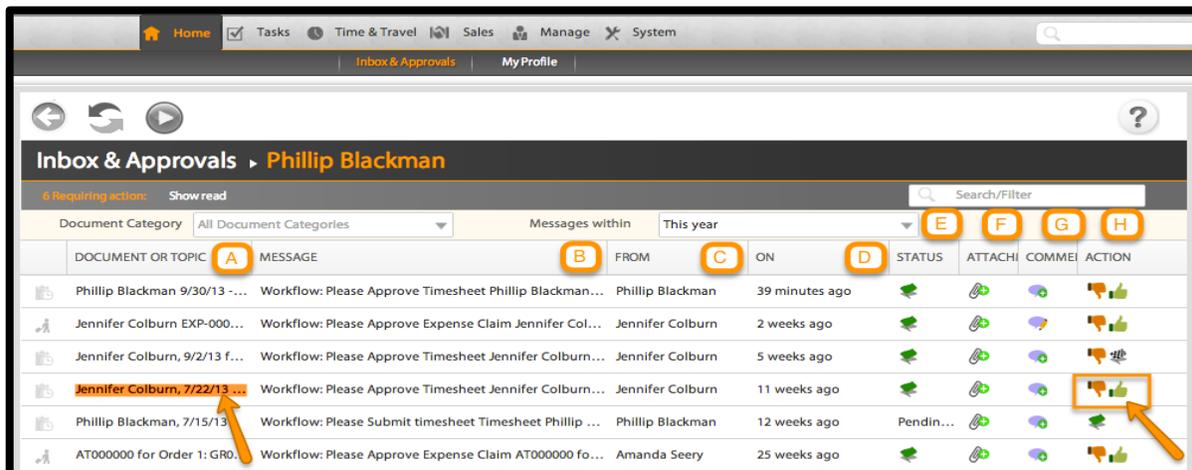
Module Section 9.1: Web Approvals

Approve Time and Expenses effortlessly from your inbox.

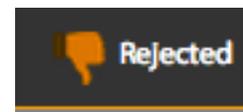
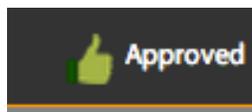
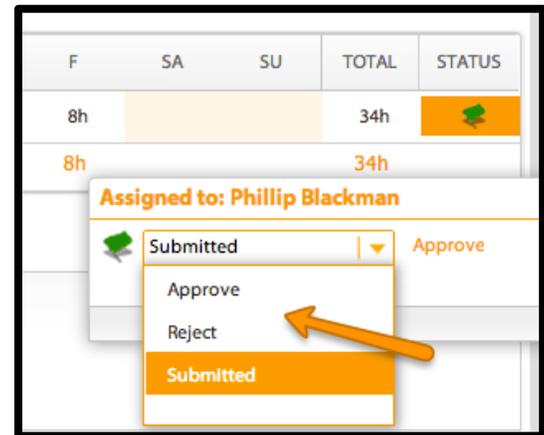
9.1.1 Approve Time from your Inbox

After a timesheet is submitted, it is sent to the project lead for approval. The system delivers approvals messages to the inbox of each Project Lead for every task for which time was booked. While there are several methods for approving time, the inbox approval process collects all your approval messages in a single location to make it easier to keep on top of all your approval requests. Your inbox is the default landing page for the solution, so you can see all your messages as soon as you log into the system.

1. To view your list of items needing approval, click on the Home tab to navigate to your Inbox & Approvals.
2. The basic information displayed for each approval message in your inbox is as follows:
 - A. Click on the name of the document to open the timesheet to be approved.
 - B. The action required is described here.
 - C. Whom the timesheet is from
 - D. When the approval request was sent
 - E. The current status of the item sent for approval
 - F. Click here to view any attached documents
 - G. Click here to view any comments made
 - H. Click on the desired action



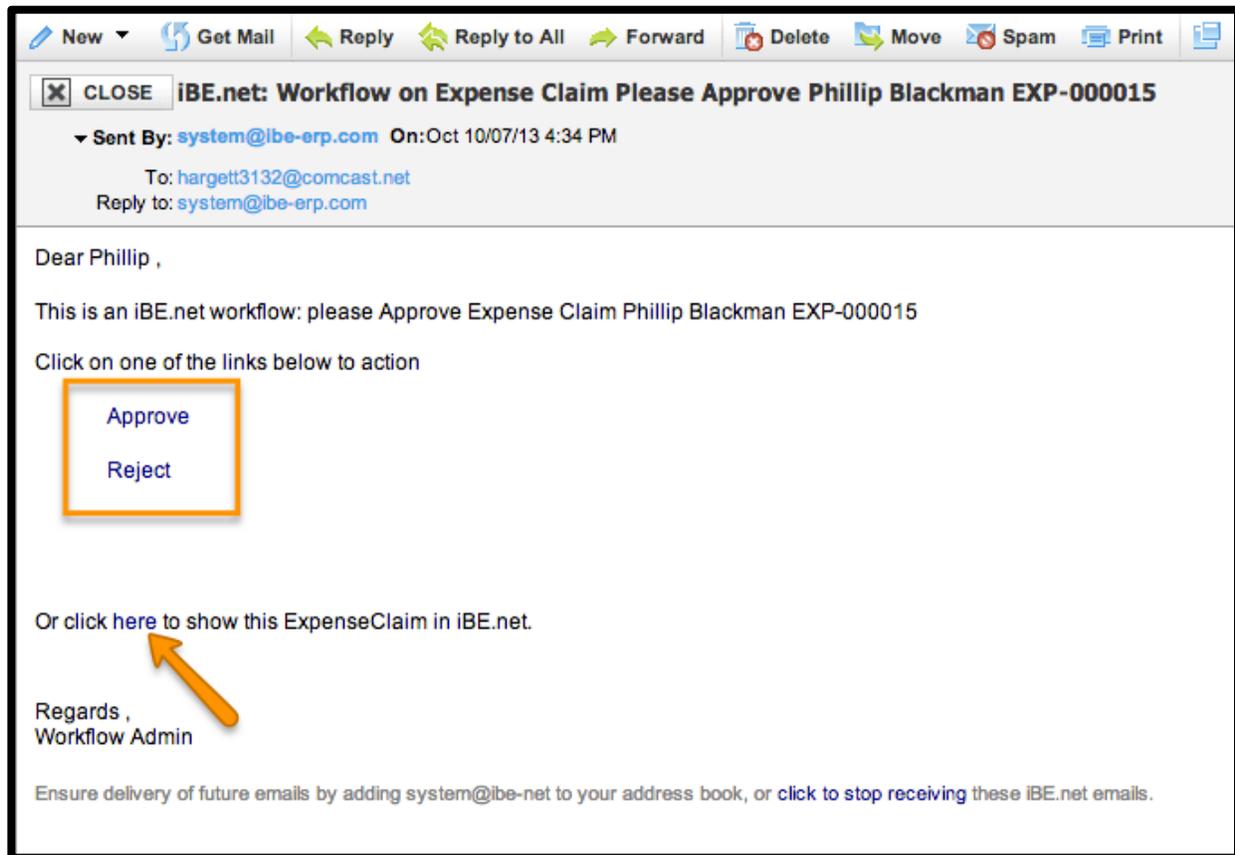
3. Click on the timesheet you are interested in approving to view the timesheet.
4. At the right most end of the row for the task you want to approve and click on the status icon.
5. Select the desired action from the drop down menu.
6. Once you make your selection the status will automatically update.
7. Repeat for each of the tasks in the timesheet you need to approve.
8. Click on the back button to return to your inbox.



9.1.2 Approve Expenses from your Inbox

The approval process for expenses is very similar to the timesheet. The only difference is that approvals are done right from the inbox instead of at the item level within the document.

1. To approve an expense claim, click on the name of the document as you did with the timesheet.
2. View the expense claim.
3. When you are done click on the back button to return to the inbox.
4. You can leave a comment by clicking on the conversation bubble, marked G above.
5. Click on the desired action, either approve or reject, marked column H above.
6. This will automatically update the status of the expense claim and you can move on to the next request.



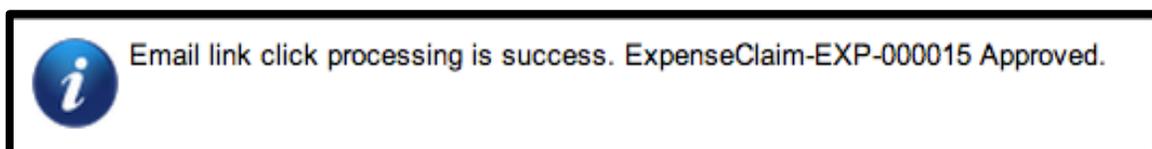
9.1.3 Approve Time and Expense by email

The system will send you an email alert to let you know when you have stuff to approve.

1. Emails will arrive in your inbox with the following subject line:

IBE.net: Workflow on Expense Claim Please Approve Phillip Blackman
EXP-000015

2. Click to open the email.
3. If you would like to view the document, click on the link at the bottom of the email.
4. This will open the document in a separate browser window.
5. After inspection, return to the email and click Approve or reject right from the email.
6. A new browser window will open to process the request and you will get a success message, when complete.





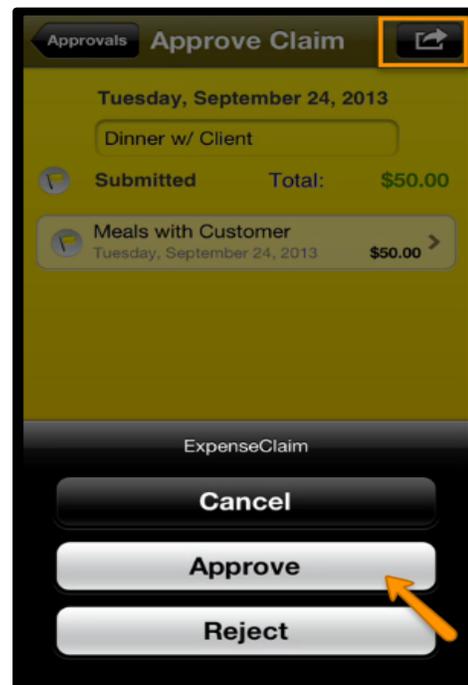
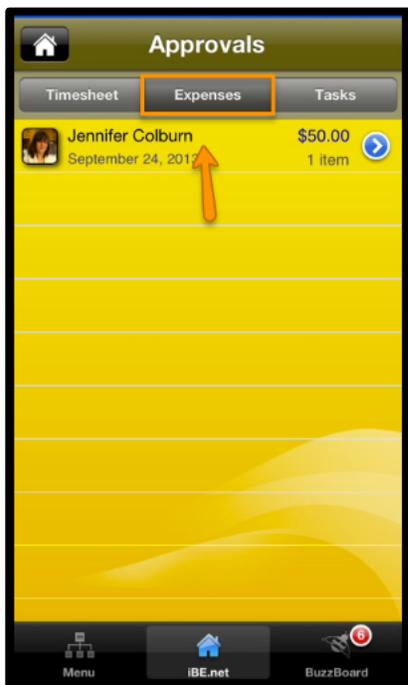
Module Section 9.2: Mobile Approvals

Keep up with your Approvals even when you are out of the office.

9.2.1 The Approvals Icon:

Keeping up with what is going on with Projects you are managing has never been easier when you are away from the office. The iBE.net mobile app delivers all your approval messages right to your iPhone.

1. The Approvals icon is located on the landing page. Click on the icon to open.
2. The different types of approvals are separated by type via tabs at the top.
3. Tap on the desired type.
4. Tap on the desired approval request to open the expense claim or timesheet.
5. Tap the  button and tap to either approve or reject the timesheet or expense claim. This will automatically return you to the approvals list.



9.2.2 Approvals via the mobile BuzzBoard

Approval requests also accumulate in the Buzzboard and can be viewed and approved, while you are applying to all your other messages.

1. Tap on the BuzzBoard link at the bottom of the screen and it displays the items requiring approvals.
 - A. Tap the row take you to the timesheet or expense claim and approve or reject using the  button as above.
 - B. Tap the blue arrow to have quick access to the approve and reject buttons, if you don't need to view the document.
2. Once the approval is processed, the request message will be removed from your buzzboard list.

