



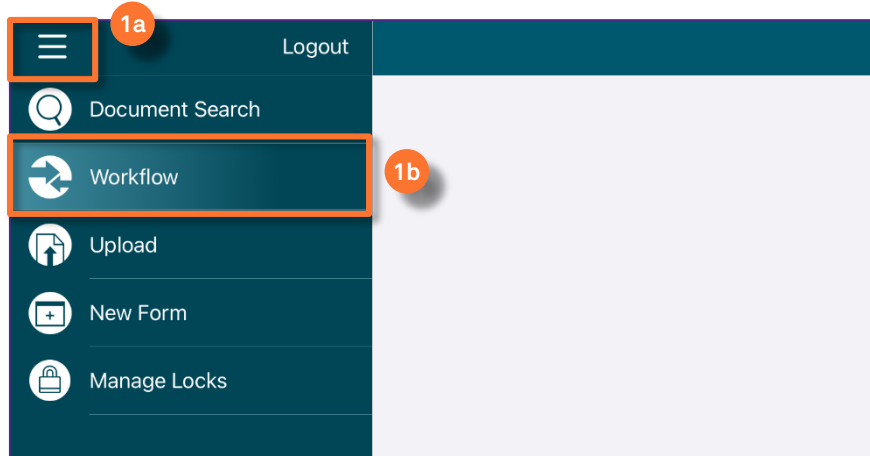
3.0

ON BASE: HOW TO APPROVE A MILEAGE ENTRY

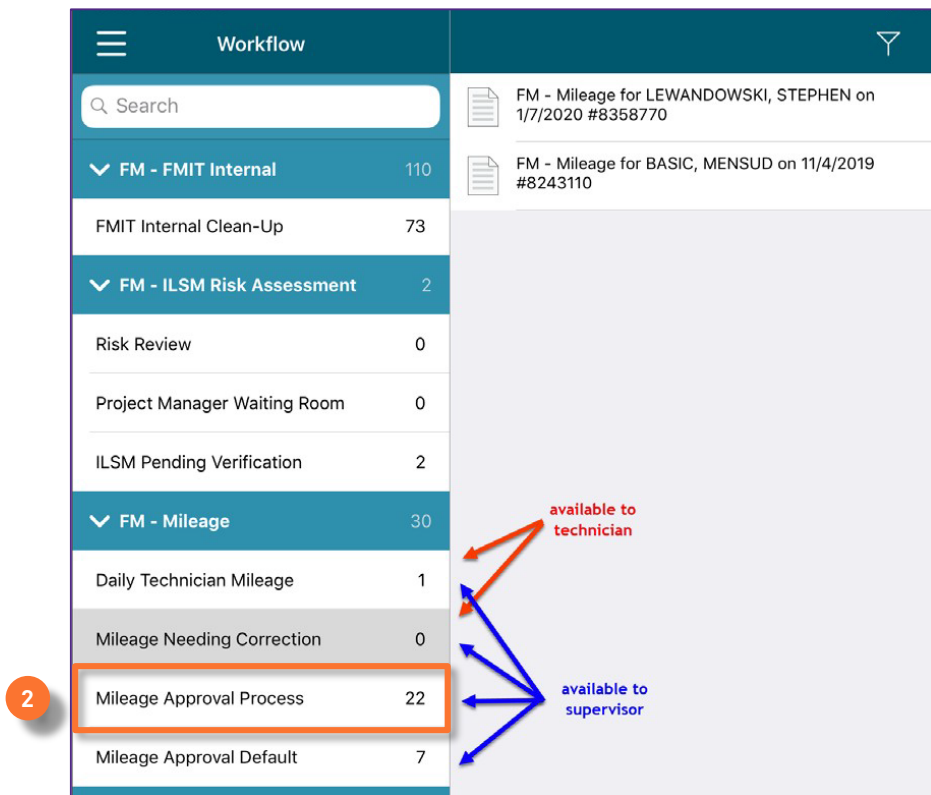
Provides guidance for Supervisors on approving or returning a mileage reimbursement entry in OnBase.

DIRECTIONS:

- 1** From the main OnBase dashboard:
 - 1a** Tap on the **menu** button (hamburger menu) in the upper left corner of the window.
 - 1b** From the drop down menu, tap on **Workflow**.



- 2** From the list of forms:
 - 2** Tap on the **Mileage Approval Process** option.





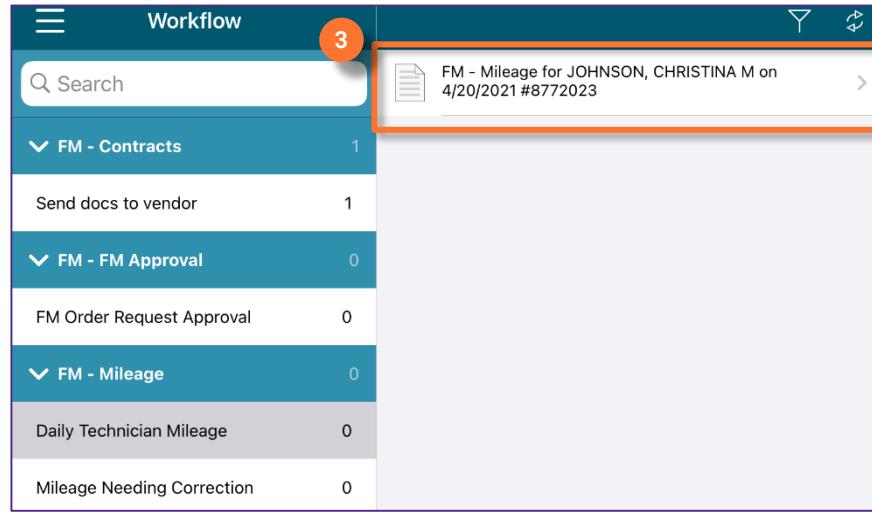
3.0

ON BASE: HOW TO APPROVE A MILEAGE ENTRY

DIRECTIONS:

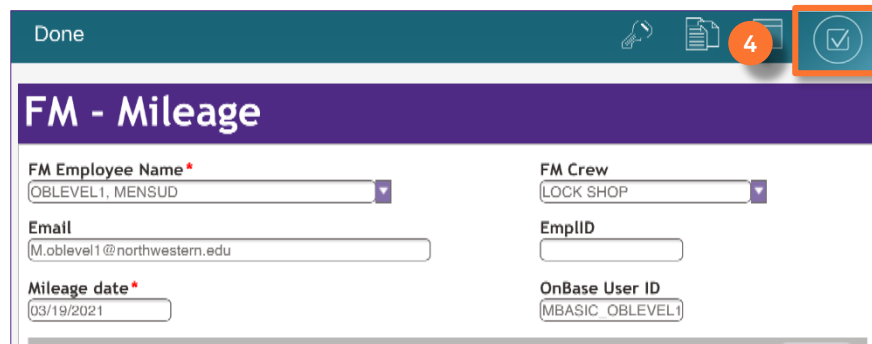
3 The Mileage Approval Process Workflow list will populate on the right pane:

3 Tap on the mileage entry you want to edit.



4 To approve or reject the Mileage entry,

4 Tap on the **Checkbox** icon at the top right hand corner of the Mileage entry form.





2.0

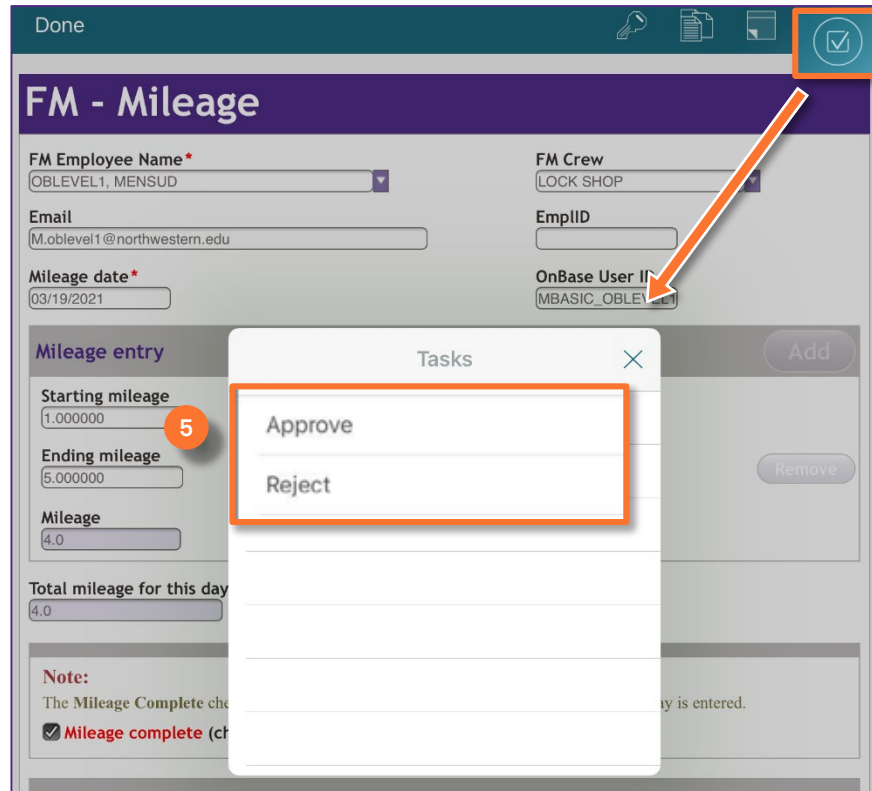
ON BASE: HOW TO EDIT A MILEAGE ENTRY

DIRECTIONS:

- 5 A Tasks popup window will open,
- 5 Tap on either the **Approve** or **Reject** options.

▼ INFORMATION

The form will close automatically if you select **approve**.



- 6 If the Mileage Form is **rejected**,

- 6a A new popup window will appear so that the Supervisor can provide a **Denial Reason** for the rejection.
Please be specific when entering a reason for rejection.
- 6a Tap on the **Submit** button to save the Denial Reason.

▼ INFORMATION

The Technician will receive an email with the **Denial Reason** once submitted.

