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.
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DIRECTIONS:

3. The Mileage Approval Process Workflow list will populate on the right pane:
   - Tap on the mileage entry you want to edit.

4. To approve or reject the Mileage entry, tap on the Checkbox icon at the top right hand corner of the Mileage entry form.
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DIRECTIONS:

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.

If the Mileage Form is rejected,

6 A new popup window will appear so that the Supervisor can provide a Denial Reason for the rejection.

6a 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.