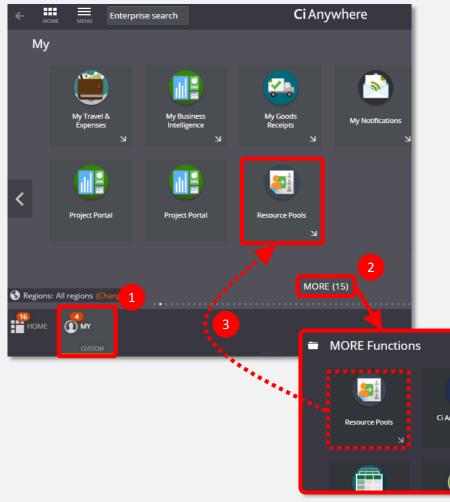
Approval Pools Quick Guide

Where to find the Resource Pools function tile:

- 1. Go to your 'My' page.
- 2. Click on 'More' at the bottom of the page.
- 3. Drag the Resource Pools tile onto your 'My' page.



How to use the Resource Pools function:

- 1. Search using any part of the pool number or its name.
- Resource Pools

2. Pool members' names are listed on the right.

1104		1 🔎	+ Add
♀ 4 records.	6	• ··· •	
101104A	Pool Members	3	2 ol Members
1011045	Pool Members	3	3 records.
<u>JU</u> 1104A	Pool Members	13	VIEW ALL ACTION ALL REASSIGN CLAIM
<u>JU</u> 11045	Pool Members	11	VIEW ALL ACTION ALL REASSIGN CLAIM
			VIEW ALL ACTION ALL REASSIGN CLAIM

How to find a pool number or name:

- 1. View the requisition in 'My Requisitions' or the expense in 'My Travel & Expenses'.
- 2. Once open, click its 'Authorisation History' or 'Approval History' tab.



v1 08.03.19