

Concur Request: Approving and Forwarding a Request ^[1]

In the NextGen UI for Concur Request, you use the **More Actions > Edit Approval Flow** selection.

To approve and forward a request to another approver:

1.) Open the request from the **Approvals** or **Requests Pending your Approval** page.

2.) Click **More Actions > Edit Approval Flow**.



3.) In the **Edit Approval Flow** dialog, click **Add Step**.



4.) In the **User-Added Approver** field, start typing the approver's name to search for the additional approver, and then click their name to populate the field.



5.) Click **Save**.

6.) Click **Approve**.



The request is approved and forwarded to the next approver.

Source URL: <https://www.cu.edu/psc/concur-request-approving-and-forwarding-request>

Links

[1] <https://www.cu.edu/psc/concur-request-approving-and-forwarding-request>