Track a Pre-Approval Report

1. Click “View All Submitted” to access list of pre-approval reports

2. Click the pre-approval report to open it

3. Click “Tracking”
4. In the tracking window, you can see the Routing Steps and who is assigned to approve.

![Tracking for NASPA Conference 2019]

- **Status**: Pending Approval
- **Estimated Amount**: 0.00 USD

**Routing Steps**

1. **Step Number**: 1
2. **Assigned To**: Dominic Ram
3. **Assigned To**: Dominic Ram
4. **Assigned Date**: 02/19/2019 12:05 PM
5. **Step Status**: Assigned
6. **Routing Rule**: 15 - If Reports To exists, route to Owner's Supervisor/Department Head. If Reports To is blank - FMFM

5.