How do I approve an imaging system task using my mobile device?

Tell Me

1. When an imaging system submission needs review and approval, a **New Task Created** email will be sent to the Cardholder, Employee, Traveler, Supervisor, Delegate (Proxy) or additional Approvers.

   ![Email](image1)

   **New Task Created (GA FTR Review & Approval Required)**
   
   A new FTR Supervisor Approval task has been assigned for you to review/approve.

   Instructions:
   
   Attention Approver:
   
   A Financial Transaction Request (FTR) has been submitted and requires your approval. Please click the Perceptive Content link below to review and approve or deny the FTR document.

   **Do not press the “Reject” button. If you do a new task will be automatically assigned to you.**

   You can enter comments in the free-form note section, if applicable:

   ![Login Screen](image2)

   2. On your mobile device, click the link in the email.

   3. The login screen will open.

   4. Enter your NinerNET username and password, click **Connect**:

   ![Perceptive Login](image3)

   5. Click **Tasks**
6. Your task approvals will display.

7. Select the task to approve.

8. The following screen will display:
9. Deny the task if there are any discrepancies.
11. Click View Document or enter Comments:

**Do not press the “Return” button. If you do a new task will be automatically assigned to you.**

You can enter comments in the free-form notes section, if applicable.

**Do not press the “Return” button. These features do not perform any function and cannot be disabled.**

12. Click View Document
13. If applicable, annotate the document by clicking the Annotation icon

14. If applicable, attach supporting documentation by clicking the Add icon

15. If any changes were made to the document, click the Save icon to retain changes.

16. Use Back to return to the previous screen

17. If denying the task, enter a comment explaining the reason why:

   *For some approval task processes, the denied comments will be noted in the final email to the Initiator.

18. Click Add Comment to display comments:

19. Select reason by clicking Complete; below is an example of the FTR reasons, other approval task processes will have different reasons:
20. Once all tasks have been completed, a **No Tasks Found** message will be displayed:

21. Click **Disconnect**
Related FAQs

- What is the imaging system and how do I log in?
- Is a confidentiality agreement required for access to the imaging system?
- Can I upload a credit card statement in the imaging system?
- How do I approve an imaging system task using my mobile device?
- How do I approve or deny an imaging system task using a browser?