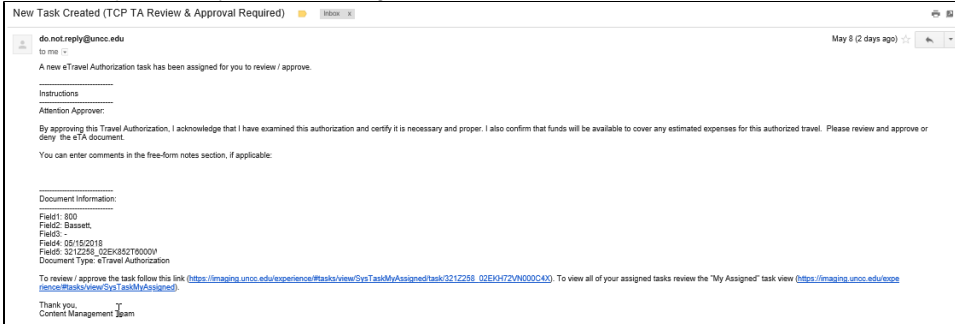


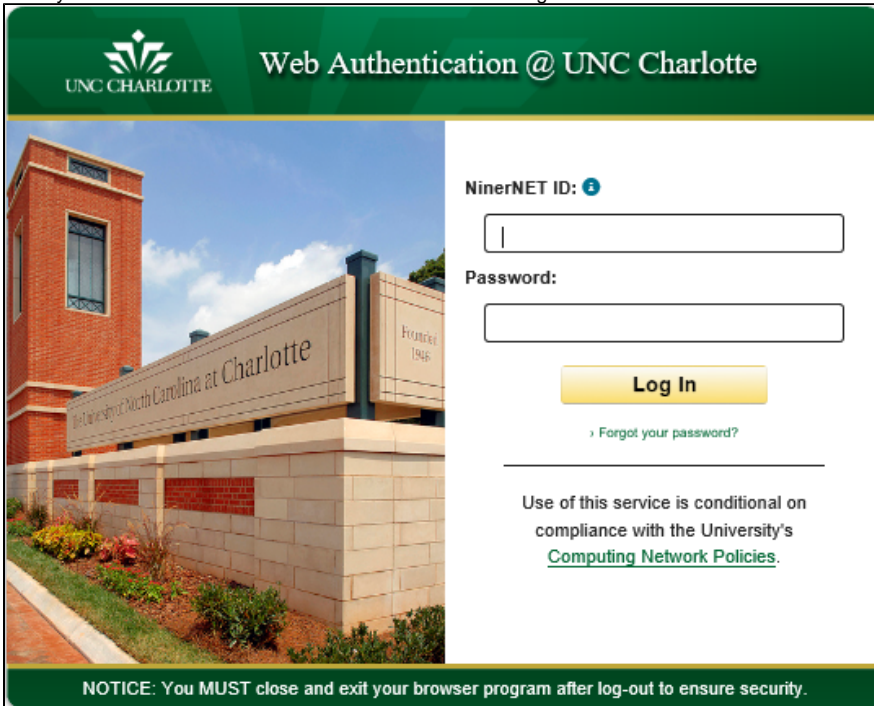
How do I approve or deny an imaging system task using a browser?

Tell Me

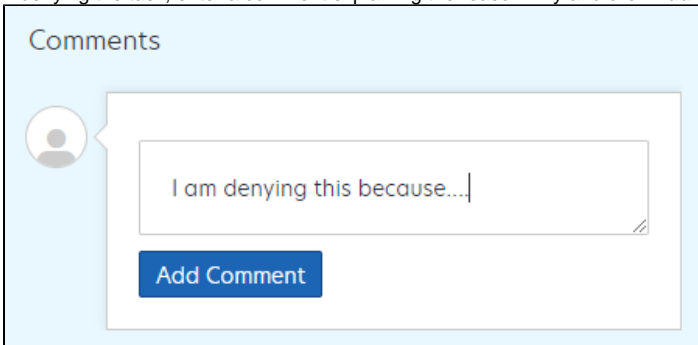
1. A **New Task Created** email will be sent to the Cardholder, Employee, Traveler, Supervisor, Delegate (Proxy) or additional Approvers, indicating a submission needs review and approval
2. Click on link provided in your email message



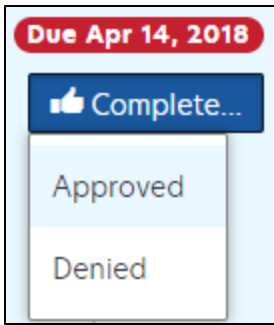
3. Enter your NinerNET credentials and click **Connect** at the login screen



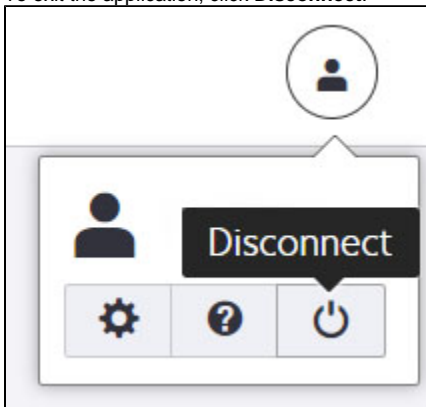
4. Perform your due diligence: review form and additional pages, add annotation and attachments, and save changes as necessary
5. If denying the task, enter a comment explaining the reason why and click **Add Comment**:



6. Approve or deny task by clicking **Complete** and selecting the appropriate **Reason**



7. Once all tasks have been completed, a **No Tasks Found** message will be displayed
8. To exit the application, click **Disconnect**:



Related FAQs

- [How do I export data from the imaging system to an Excel spreadsheet](#)
- [How do I install the Perceptive Content client?](#)
- [How do I link an Imaging document using Banner?](#)
- [How do I access Perceptive Content using a browser via Webnow?](#)
- [What is the Imaging system?](#)