



Mobile Approvals

Approvers review travel documents – authorizations, vouchers, advances, and local travel claims – to ensure:

- Document is within travel policy
- Correct accounts have been selected to fund the travel expenses
- Expenses are correctly estimated or claimed and reimbursement types are correct

Approvers can perform simple approval functions for travel documents by accessing E2 on a mobile device, such as an Android™ smartphone, iPhone®, or Blackberry®. However, you cannot make changes to documents via the mobile interface.

TIP: Access the E2 application via a standard web browser to perform full approver functions, including reducing expenses or changing account codes. See QRC35 – Approving Documents or any of the "Approving" user guides for details.

Log On

Log on to E2 via your mobile browser. After accepting the Warning Message and Privacy Act Notice, a My Approvals page displays.



Figure 1: Mobile — My Approvals page

Document Type

Tap a document type to view the list of specific documents of that type pending your approval.



Figure 2: Mobile — Authorizations page

Document Summary

Tap the document you want to review. The summary for that document displays.

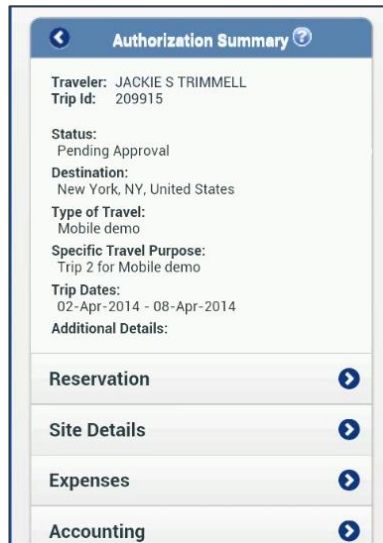


Figure 3: Mobile — Authorization Summary page

Lock the Document

Verify the document is locked to you.

- If the **Unlock** button appears at the bottom of the page, the document is locked to you.

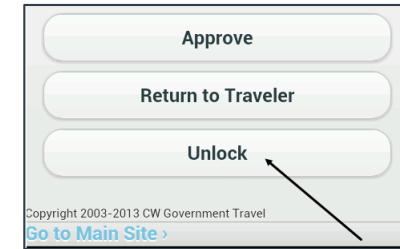


Figure 4: Mobile — Unlock button

- If the **Lock** button appears, tap it to lock the document to you. The document must be locked for approval functions.

Review the Document

Specific Information

Tap buttons to review specific information. You can also tap to drill down for additional information when the > (more) symbol appears on a button. Select the < (back) symbol at the top of a page to return to the previous page.

Buttons mirror the Summary page sections available when approving a document on the main E2 site, and include:

- Reservation



Figure 5: Mobile — Reservation information

- Site Details



Figure 6: Mobile — Site Details page

- Expenses

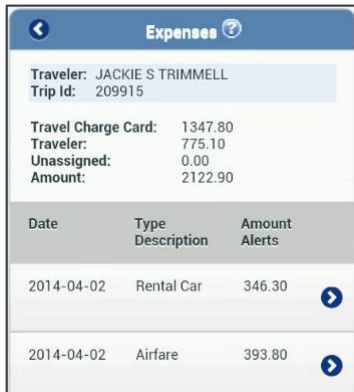


Figure 7: Mobile — Expenses page

- Accounting

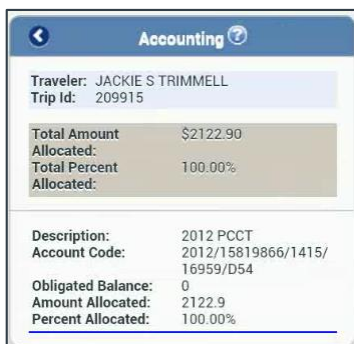


Figure 8: Mobile — Accounting page

- Travel Policy

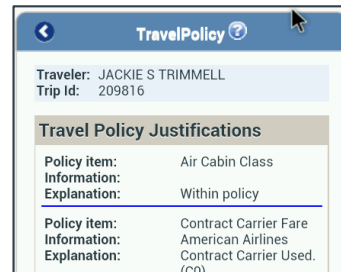


Figure 9: Mobile — Travel Policy page

- Advances
- Advance Accounting
- Other Actions

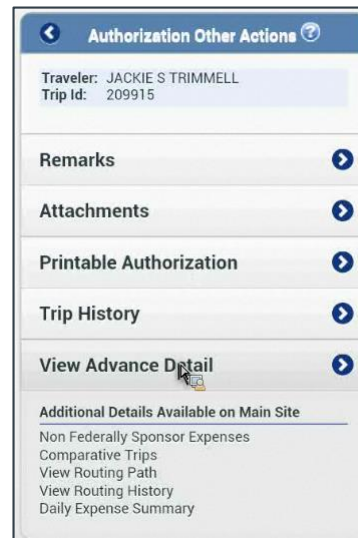


Figure 10: Mobile — Other Actions

Missing Information

Some information may not be available in the mobile application, including:

- Non-federally sponsored expenses
- Comparative trips
- View routing path
- View routing history
- Daily expenses summary

To view this information, tap the **Go to Main Site** link at the bottom of any page. You are automatically transferred to the main E2 web site.

Approve/Return/Unlock

Approve, return, or unlock the document using the buttons at the bottom of the Summary page.

Approve

1. Tap **Approve**. This displays a Confirm Action page.
2. Enter optional remarks.
3. Tap **Confirm**.

Return to Traveler for Revision

1. Tap **Return to Traveler**. This displays a Confirm Action page.
2. Select the reason you are returning the document from the list.
3. Enter required remarks.
4. Tap **Confirm**.

Unlock

Tap **Unlock** to make the document available to another approver.

Returning to a Previous Page

Use the back arrow to return to a previous page.

Logout

Tap **Logout** to end your session. You are returned to the E2 mobile home page.



Figure 11: Mobile — Logout link

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