

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Add an Approver to the  
Approval Flow in ESS  
(for Approvers)

# The purpose of this job aid is to show Approvers how to add an additional Approver to the approval flow in ESS.

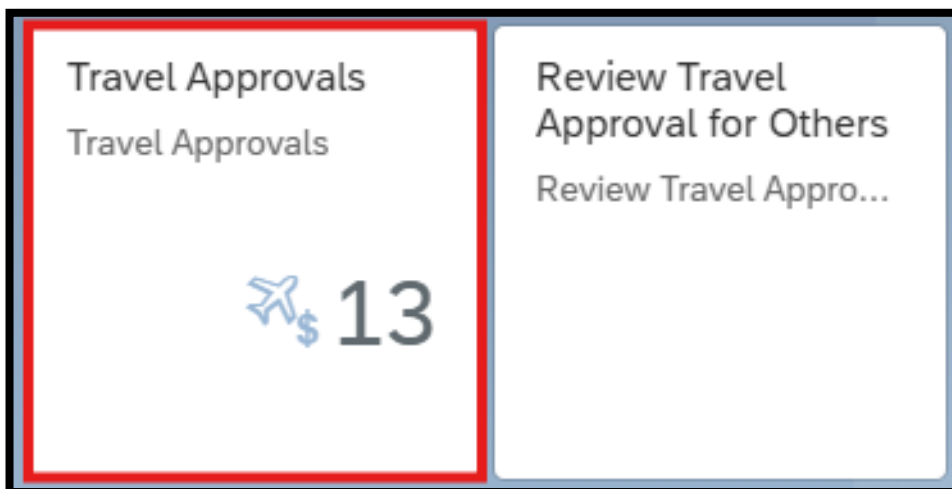
1

Log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



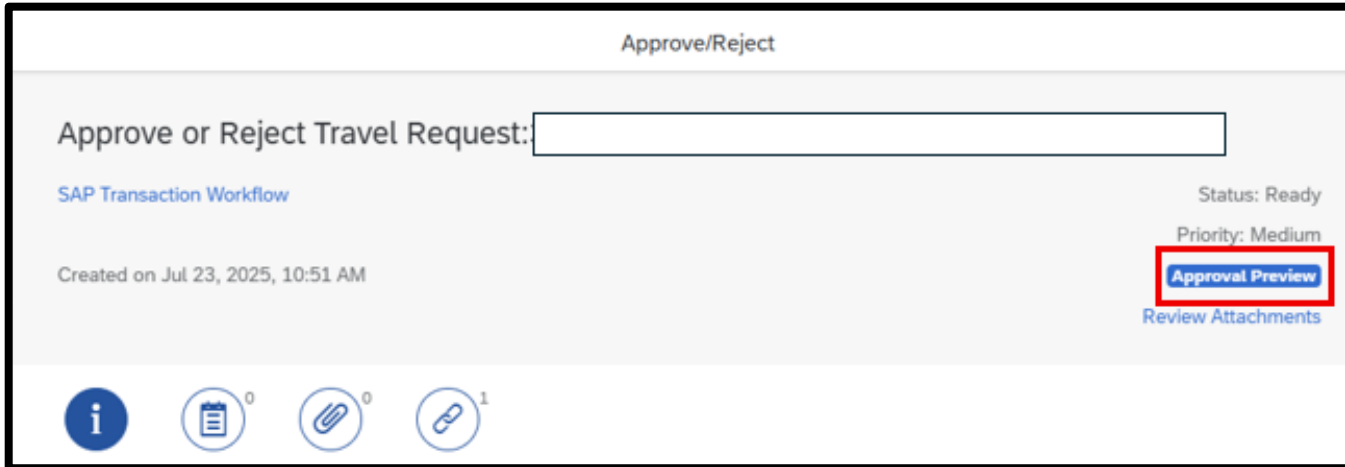
2

Click on the **Travel Approvals** tile.



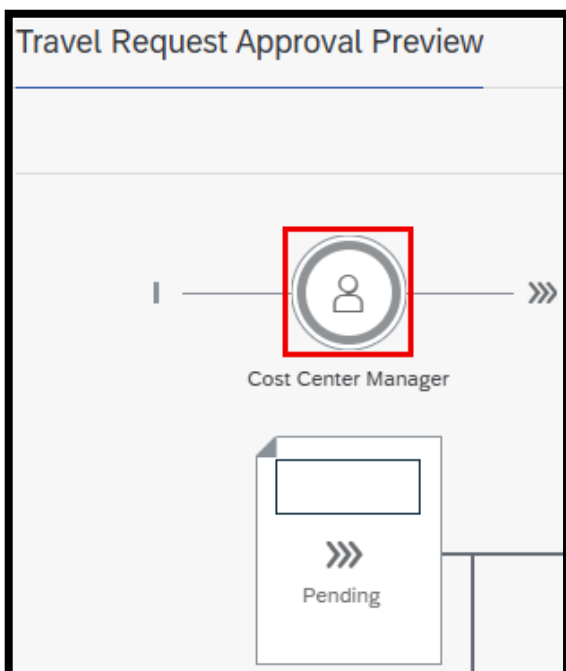
3

Find the desired travel request or expense report → Click **Approval Preview**.



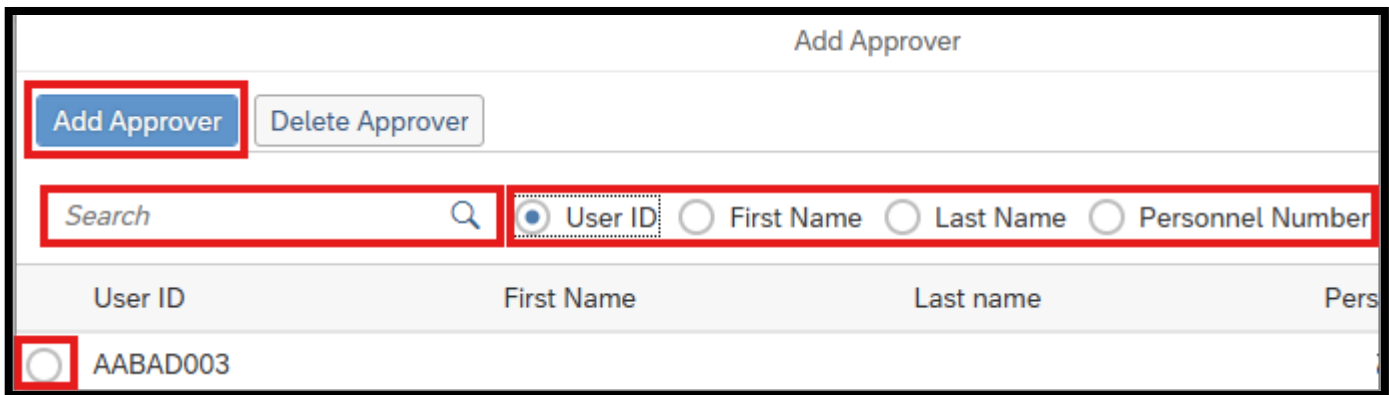
4

Click the **user icon** above where your name is located.



# 5

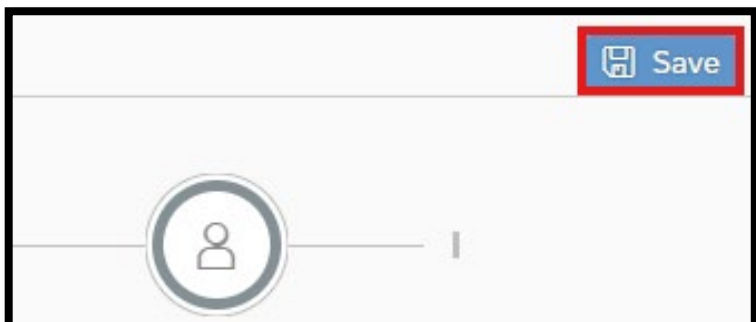
To search for the approver, select either **User ID, First Name, Last Name,** or **Personnel Number** to filter your search. Type your search query into the **search field** → Press **Enter** on your keyboard. Select the desired approver → Click **Add Approver**.



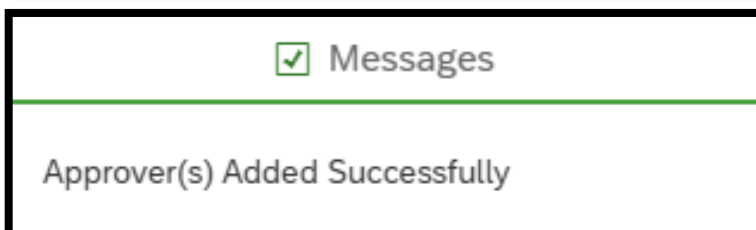
The screenshot shows the 'Add Approver' interface. At the top, there are two buttons: 'Add Approver' (highlighted with a red box) and 'Delete Approver'. Below these is a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar are four radio button options: 'User ID' (selected and highlighted with a red box), 'First Name', 'Last Name', and 'Personnel Number'. Below the search bar is a table with columns: 'User ID', 'First Name', 'Last name', and 'Pers'. The first row of the table has a radio button next to the value 'AABAD003' in the 'User ID' column, which is also highlighted with a red box.

# 6

Click **Save**. A **confirmation window** will appear.



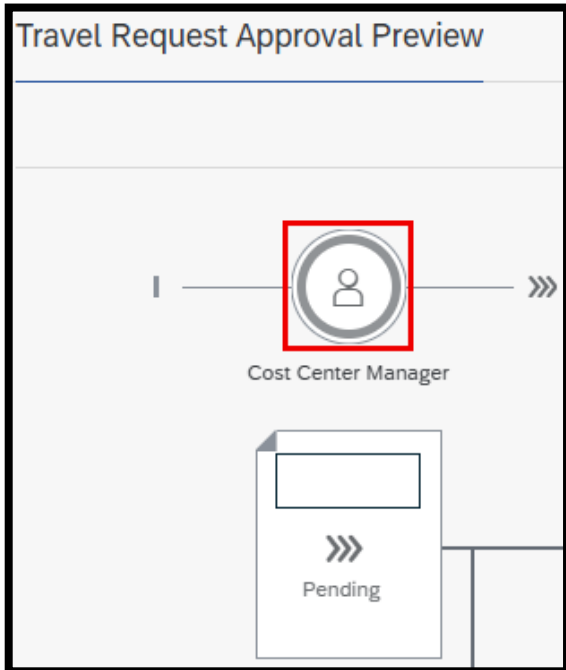
The screenshot shows a confirmation window. In the top right corner, there is a blue button with a floppy disk icon and the text 'Save', which is highlighted with a red box. Below the button is a large, faint circular icon containing a person silhouette.



The screenshot shows a confirmation message. At the top, there is a green checkmark icon followed by the text 'Messages'. Below this, a horizontal green line separates the header from the main message, which reads 'Approver(s) Added Successfully'.

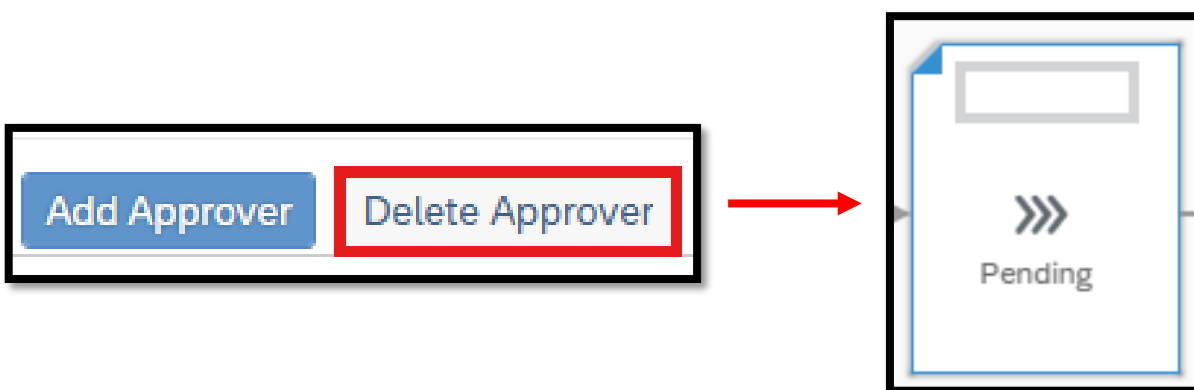
7

If you need to **remove** an approver that was mistakenly added, click the **user icon** above where the approvers name is located.



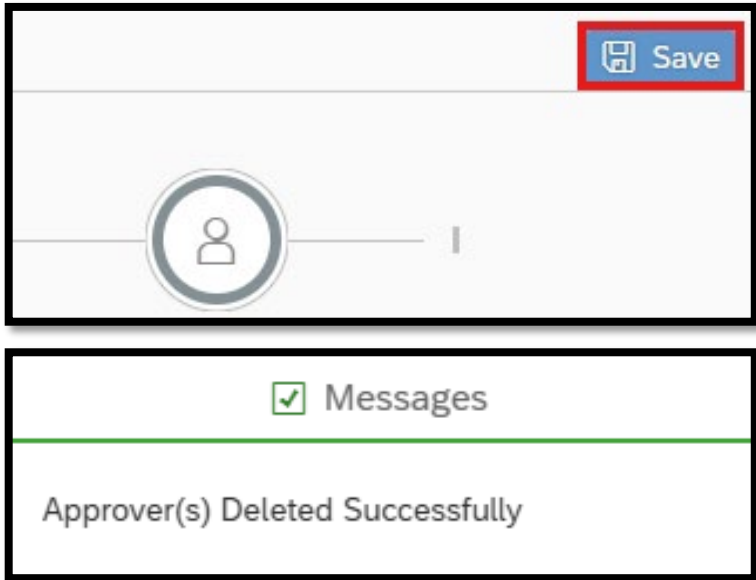
8

Click **Delete Approver &** click on the **approver** you want to remove (removable approvers will be highlighted blue).



9

Click **Save**. **Confirmation window** will appear.



10

Use the **return arrow** to go back to the request details and approve the request when ready.

