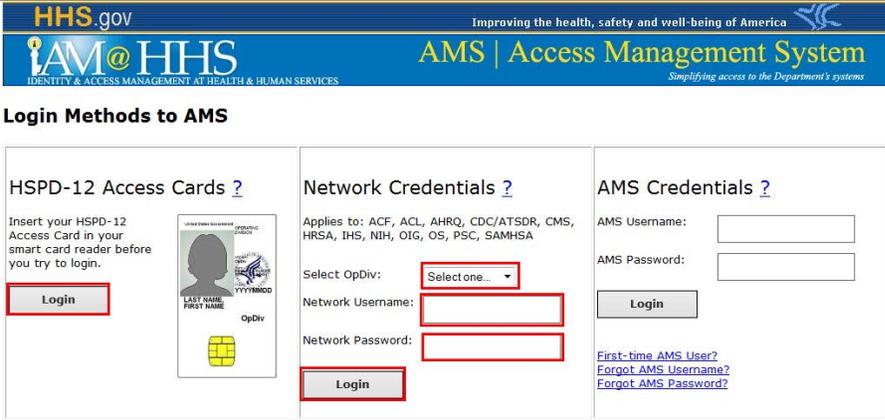
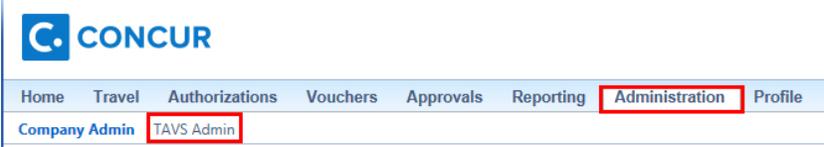


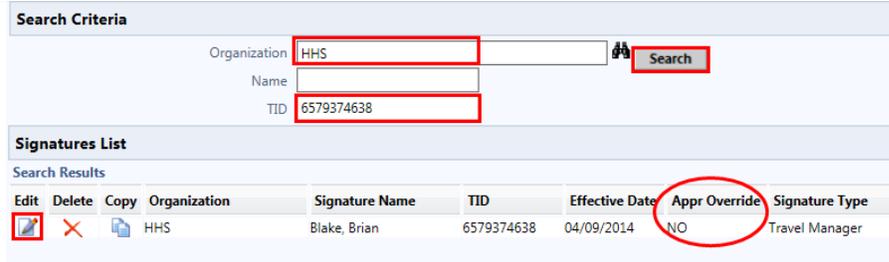
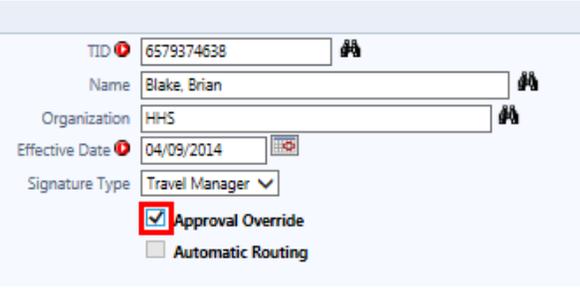
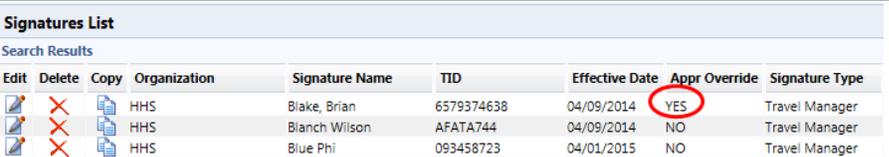


**Concur Government Edition (CGE) Job Aid: Granting Approval Override**

**Purpose:** To provide a step-by-step guide to granting approval override to a User so that they may stamp documents in place of a Preparer or Routing Official when needed.

**Audience:** FATA 7

<p><b>Instruction:</b></p> <p><b>Step 1: Log into AMS</b> Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	<p><b>Screenshot:</b></p> 
<p><b>Step 2: Select CGE</b> From the Home page of AMS select the E-Travel link.</p>	
<p><b>Step 3: Select Administration Tab</b> From the Home page of CGE, select the Administration tab and then select TAVS Admin.</p>	

<b>Instruction:</b>	<b>Screenshot:</b>																																													
<p><b>Step 4: Select Security</b> From the DPA tab, select Security and then select User Signatures.</p>	 <p>The screenshot shows the DPA Setup menu with tabs for DPA, EPA, and EP. The 'Security' option is highlighted with a red box, and its sub-option 'User Signatures' is also highlighted with a red box.</p>																																													
<p><b>Step 5: Search for User</b> Enter the Organization and TID (Traveler Identification) of the User to whom you want to grant approval override. Then select the Search button. The name will appear in the Signatures List. Notice the current status in the Appr Override column is set to NO. Select the Edit icon.</p>	 <p>The screenshot shows the search criteria form with Organization set to 'HHS' and TID set to '6579374638'. The 'Search' button is highlighted with a red box. Below, the 'Signatures List' table shows the search results.</p> <table border="1" data-bbox="613 714 1502 850"> <thead> <tr> <th colspan="9">Search Results</th> </tr> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Organization</th> <th>Signature Name</th> <th>TID</th> <th>Effective Date</th> <th>Appr Override</th> <th>Signature Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Blake, Brian</td> <td>6579374638</td> <td>04/09/2014</td> <td>NO</td> <td>Travel Manager</td> </tr> </tbody> </table>	Search Results									Edit	Delete	Copy	Organization	Signature Name	TID	Effective Date	Appr Override	Signature Type				HHS	Blake, Brian	6579374638	04/09/2014	NO	Travel Manager																		
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<p><b>Step 6: Select Approval Override</b> Select the Approval Override checkbox.</p>	 <p>The screenshot shows the user details form for Blake, Brian. The 'Approval Override' checkbox is checked and highlighted with a red box.</p>																																													
<p><b>Step 7: Save</b> Scroll to the right and select the Save button to complete.</p>	 <p>The screenshot shows the 'Save' button highlighted with a red box.</p>																																													
<p><b>Step 8: Verify Status</b> The status in the Appr Override column now shows as YES.</p>	 <p>The screenshot shows the 'Signatures List' table with the search results. The 'Appr Override' status for Blake, Brian is now 'YES' and is circled in red.</p> <table border="1" data-bbox="613 1344 1502 1501"> <thead> <tr> <th colspan="9">Search Results</th> </tr> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Organization</th> <th>Signature Name</th> <th>TID</th> <th>Effective Date</th> <th>Appr Override</th> <th>Signature Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Blake, Brian</td> <td>6579374638</td> <td>04/09/2014</td> <td>YES</td> <td>Travel Manager</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Blanch Wilson</td> <td>AFATA744</td> <td>04/09/2014</td> <td>NO</td> <td>Travel Manager</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Blue Phi</td> <td>093458723</td> <td>04/01/2015</td> <td>NO</td> <td>Travel Manager</td> </tr> </tbody> </table>	Search Results									Edit	Delete	Copy	Organization	Signature Name	TID	Effective Date	Appr Override	Signature Type				HHS	Blake, Brian	6579374638	04/09/2014	YES	Travel Manager				HHS	Blanch Wilson	AFATA744	04/09/2014	NO	Travel Manager				HHS	Blue Phi	093458723	04/01/2015	NO	Travel Manager
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**You have successfully granted Approval Override to a User in CGE!**