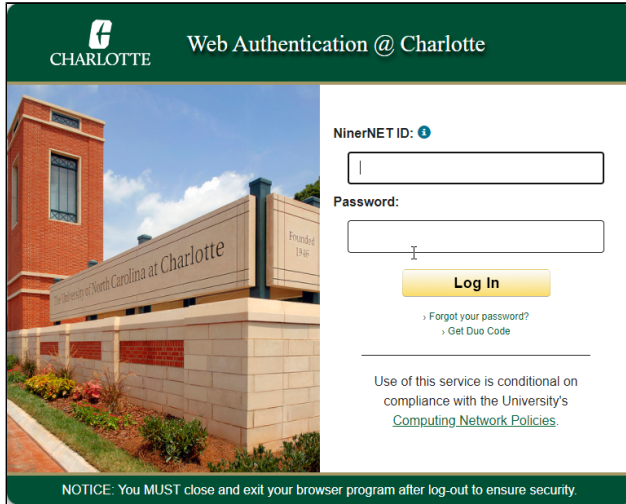


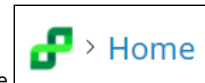
# How do I approve or deny an imaging system request in workflow using a browser using Experience?

Tell Me

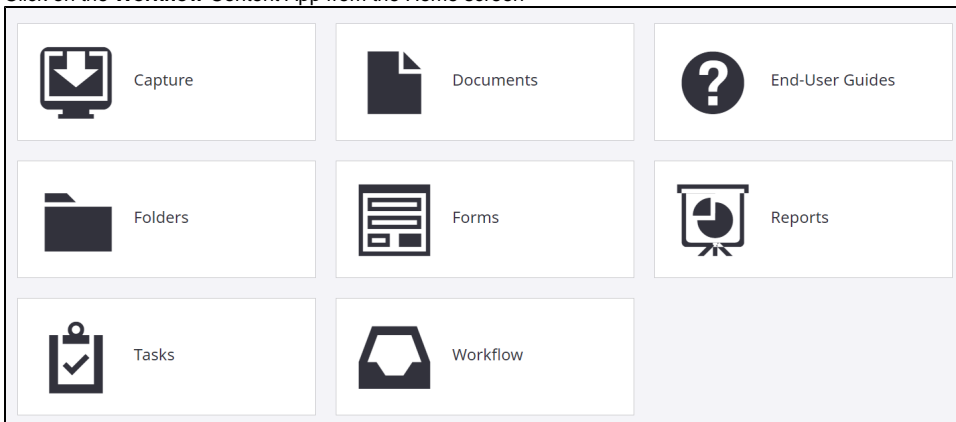
1. To get started, go to [imaging.uncc.edu/experience](http://imaging.uncc.edu/experience) from any browser
2. The Login screen will display, as shown below:



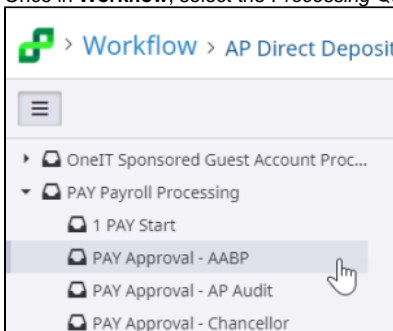
3. Enter your NinerNET credentials and press the **Log In** button



4. Once logged into the application, a screen will display all Experience Content Apps on the main **Home** page
5. Click on the **Workflow** Content App from the Home screen



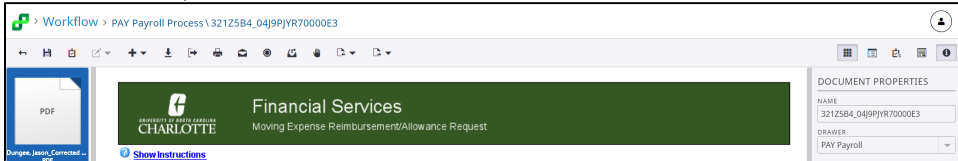
6. Once in **Workflow**, select the *Processing Queue* where approval is required from the left navigation panel



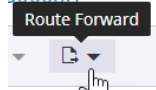
- 7.
8. A list of documents will display, as shown below:

Time In Queue	Status	Employee ID	E...	Employee T...	Start Date	Document Type	Pag...	Notes	Created	Workflow Queue	Drawer
5 days 23 hours 38 ...	Idle	ID Pending	Jo...	Faculty	06/23/2021	Moving Allowance F...	23		6/23/2021 9:22 AM	PAY Approval - AABP	PAY Pay...

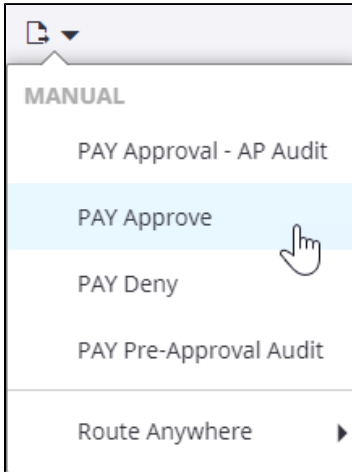
9. To view a document, click on the line item



10. Perform your due diligence on the document and complete *Annotations*, *Notes* updates, etc. based on your department policy

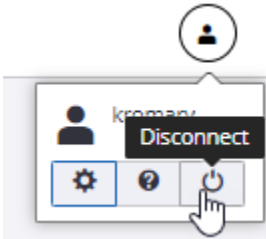


11. Click the **Route Forward** icon at the top of the screen and select from available routing options to approve/deny or route for conditional processing/review



**Note**  
The options available will vary based on the workflow queue

11. After all required actions are complete, click your profile icon in the top right corner of the screen and then click the button to Disconnect



## Related FAQs

- [Where do I begin with the Tuition Waiver process?](#)
- [How do I sign the University Confidentiality Agreement in Banner using My UNC Charlotte?](#)
- [How do I approve or deny an imaging system task using a browser?](#)
- [How do I access imaging documents in workflow using Experience?](#)
- [How do I upload a document using Experience?](#)