

Mobile - Assign a Claim

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Permissions

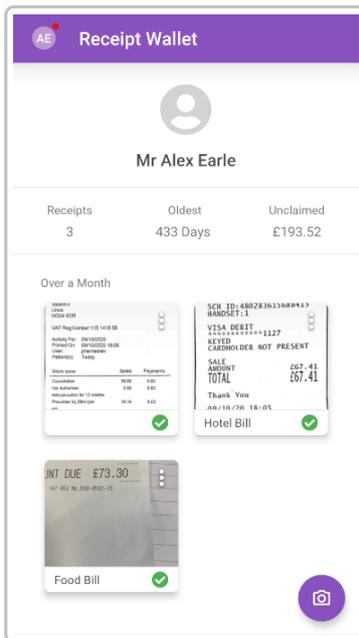
You will require the following permissions:

- 'Check & Pay' will only be available if you are an approver of expenses. You will require the 'Check & Pay' option on your Access Role.

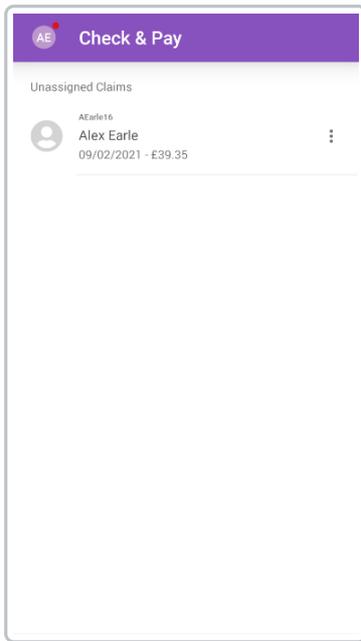
There are times when you will be required to assign claims to yourself for checking. This will happen if you're part of a team with multiple approvers. This article will explain how to assign an unassigned claim to yourself.

Assign a Claim

1. Tap the **Navigation Menu**  and then tap **Check & Pay**. This will display a list of claims that are awaiting approval.



2. Within the 'Unassigned Claims' section, tap the claim you want to assign to yourself. Within the dialog, tap **Assign** to move the claim into the 'Current Claims' section.



You can then follow the usual process for checking and approving the claim. For more information on this, view [Mobile - Check an Expense Claim](#).

Unassign a Claim

1. From within the 'Current Claims' section, tap the menu  next to a claim that you had previously assigned to yourself and then tap **Unassign Claim**. This will return the claim to the 'Unassigned Claims' section so that another member of your approval team can check the claim.

