

JOB AID: Mobile Applications Create, Submit and Modify Expense Reports

Follow the instructions below to create a new expense report or to modify an existing, unapproved expense report in the Mobile IQNavigator applications.

For help logging into the IQNavigator web-based application, refer to the LOGIN AND MANAGE SETTINGS job aid.

Create & Submit Expense Reports

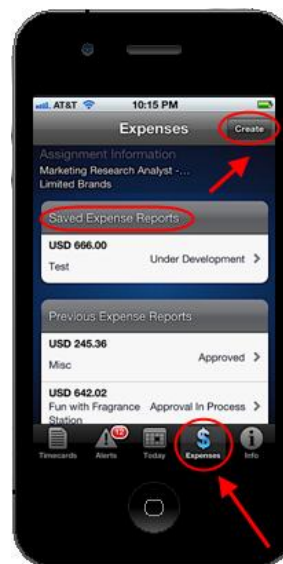
1. Expense Report Applications:

IQNavigator has a native expense report application for contractors that use mobile devices the Apple iPhone operating system. This application is available for download from iTunes (<http://itunes.apple.com>) and focuses on the ability to create and edit expense reports for the IQNavigator application. At this time, this application is only available for the iPhone mobile device.

2. Once you have the application appropriate for you device, you can now enter Expense Reports in IQNavigator directly from your mobile device.

3. To get to the Expense Report Screen click on the “\$”.

- You will see the expense reports grouped together by status - i.e. Saved, Previous etc
- Click on report that you would like to update
- Click on the CREATE button in the upper right hand corner to create a new Expense Report
- This will enable the user to create or update a timecard and move on to the next screen



Create an Expense Report

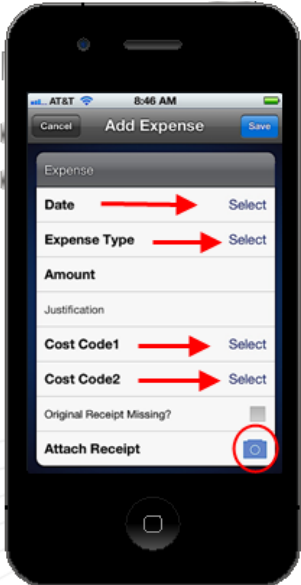
Once you have clicked on the CREATE button to create an Expense Report, you will do the following:

- Create a title for your report
- Press the “+” button to add expenses

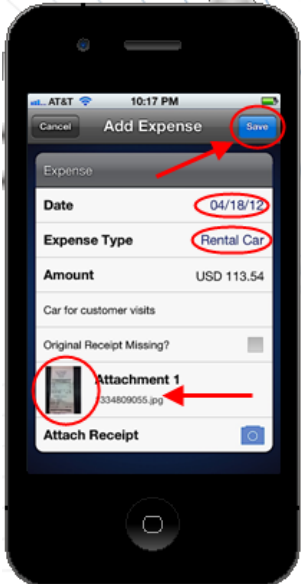
If you have questions or require assistance with the new application please call the IQNavigator Customer Service Desk at 1-877-706-4394 or send an e-mail to iqcustomerservice@iqnavigator.com.

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- Click on SELECT to choose the following:
 - Date
 - Expense Type
- Then enter the amount for the expense
- Choose the Cost Code by clicking on SELECT
- Take a photo of your receipt with your iPhone, and then click on the “camera” icon and attach that photo of the receipt to the expense report.



- When you have added the details for this expense, click on the SAVE button in the upper right hand corner to save this expense to your report.
- To add additional expenses, follow these same steps.



- When the expense report is completed, click on the SUBMIT button to send the report to the individual who will approve your expense report.



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