If you need to indicate a named Approver on your claim form in AURUS, you can change the 'Approval' field (step 4/4), in which the approver group (Godkendergruppen) for your main area is listed as default.

This is what you do:

Click 'Edit'.

Click 'Search'.

Here you can see all named Approvers in your main area.
Select your named Approver on the list. The Approvers are listed in alphabetical order, and if you need to see more, you must click the numbers in the 'Rows' field to view more rows. You can also sort the 'Name' field by clicking 'Name'.

Click 'Add' to select your named Approver.

**Tip:** If you know the name of your Approver, you can write in the 'Search criterion' field and then click 'Search'.

You will then 'only' be shown Approvers matching your search.

Click 'Add' to select your named Approver.

Click 'Remove' by the approver group (*Godkendergruppen*) – there must be only one Approver.
Then click 'Confirm'.

New expense claim 4/4

You can now submit your claim form for review and approval by clicking 'Complete – Send'.

Next time you submit a claim form, your named Approver(s) will appear on your list of favourites when you have clicked 'Edit'.