

Nexonia for Employees Cheat Sheet by Irm via cheatography.com/89612/cs/20396/

Icon Lengend

- 1. Use the **Filter** button to narrow down the list as needed
- 2. The **Action** drop down in line with an individual report
- 3. If a **Policy Block** icon displays next to a report, click the icon to view what is preventing the report from being submitted
- 4. The **Paper Clip** icon will indicate if a receipt is attached

a note goes here, a note goes here. a note goes here. a note goes here. a note goes here. a note goes here.a note goes here

another task

1 LDJFHALH



By **Irm** cheatography.com/Irm/

FAQ

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