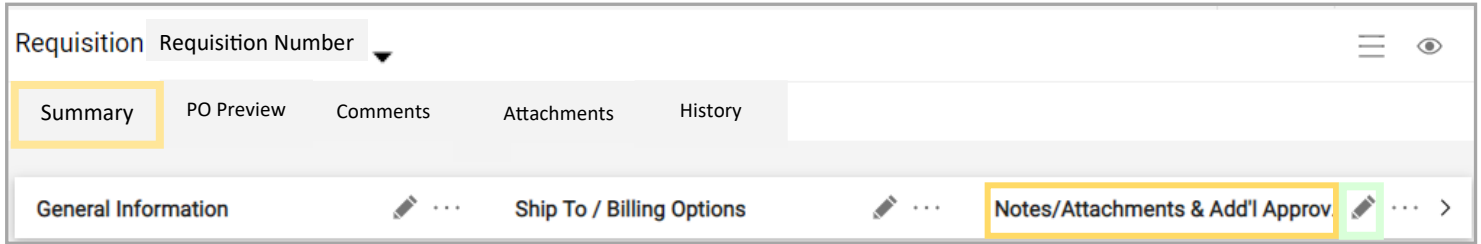


# Additional Approvals


(Proceed to Checkout)

This feature in UShop can be used to add an Additional Approver to a Requisition **before** it has been submitted. In this way, once it is submitted, all individuals added through this process will be required to approve. This can be useful to add an additional level of review and approvals, especially for individuals who have GFA for the orders they are submitting. This step will prevent those orders from auto-approving. Note that this process occurs after **Proceed to Checkout** has been selected but **before Submit Requisition**.







## Additional Approvals (Cart Status)

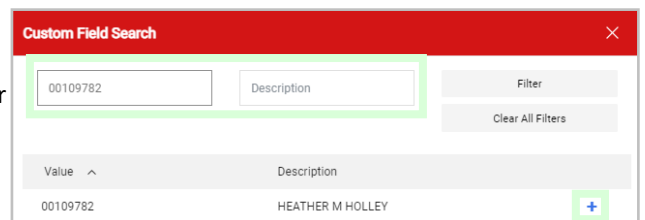
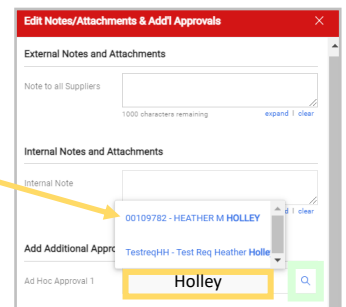
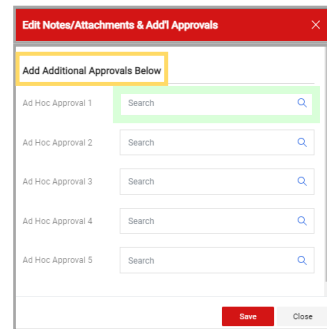
1. Click on the *Summary* Tab
2. Click on the Pencil next to *Notes/Attachments & Additional Approvals*
3. Scroll to the *Add Additional Approvals* section

 Note that up to 5 UShop users may be added to Requisition Workflow using this tool. Only 1 will be shown here.

4. Search

 Search Options:

- Search by Last Name
  - Begin Typing the last name of someone with UShop access. Notice the name(s) which appear. Click on the correct Name
- Search through Filter. Click on magnifier icon  to open a search field
  - Enter the Value **or** Description and hit enter on your keyboard
    - Value = Uid (replace U with 0)
    - Description = Name
  - Click **Plus Sign** to add the Additional Approver
  - Click **Save**  



5. Notice the new workflow step that was just created for this requisition. This Additional Approval must be done before Departmental Approval can occur.

