This guide instructs how to complete some simple actions on a Requisition submitted for your approval.

1. Find the requisition to approve by one of these methods:
   - Click on the link in your email notification
   Or,
   - Search by going to the toolbar at the top of the UShop Dashboard.
     - Select the document type Requisitions
     - Type the requisition number in the Search field
     - Click the spyglass.
   Or,
   - Click on the Action Items Flag in the upper tool bar, then click on Requisitions.

2. Click on the folder icon to open the list of requisitions needing approval.
   - Identify the requisition you want to review.
   - Check the Assign button to assign it to yourself.

Note: An approver obtains more Document Action options after assigning to oneself.

3. The Order is now in the My PR Approvals folder. Click on the requisition number to view.
4. Open the Document Actions menu, found in the upper right corner of the document.

- Select Approve/Complete Step if you want to approve the order.

- Select Return to Requisitioner if corrections are needed. When the requisition is re-submitted, you will receive another approval notification.

- Select Reject Requisition if this order should be cancelled.

As a Department Approver with GFA, please view the complete Approver Training here.