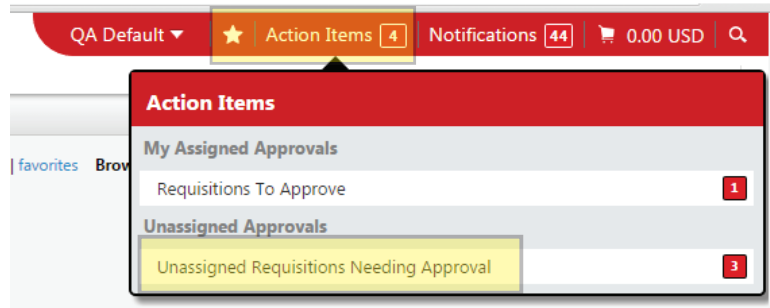


1. Check your *Action Items*.
Click on Unassigned Requisitions needing approval.



2. Assign to yourself by checking the box to the right of the Assign button. Click GO.

Sort by: Submit date newest first

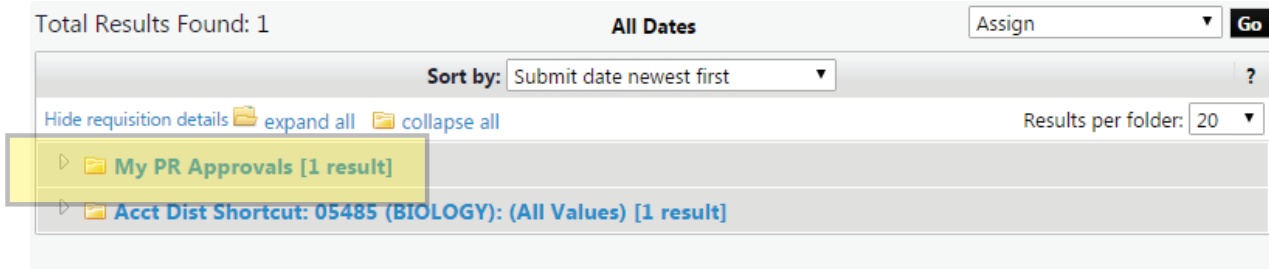
Hide requisition details expand all collapse all

Results per folder: 20

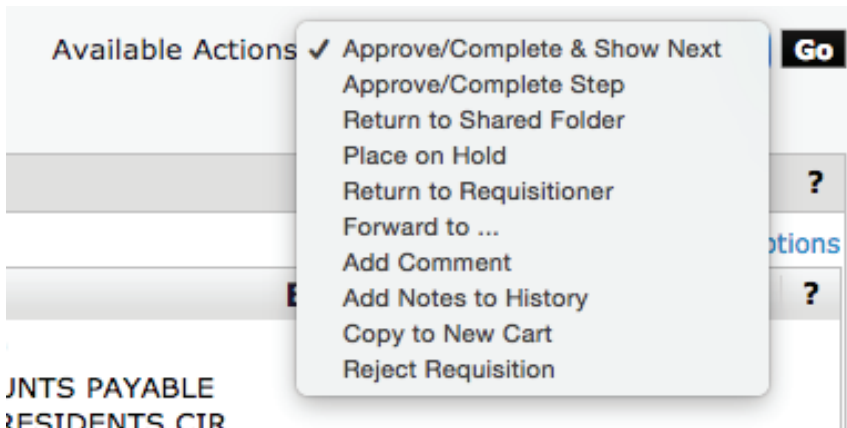
Acct Dist Shortcut: 05485 (BIOLOGY): (All Values) [1 result]

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1310168 Staples WAXIE Sanitary Supply	Not Assigned	5/7/2015 11:51 AM	Jake O'Connor	64.01 USD	Assign	
Requisition Name Blue Paper - RUSH		Folders 0 Days in folder		[Acct Dist Shortcut: 05485 (BIOLOGY): (All Values)]		
No. of line items 2						

3. The order is now in the *My PR Approvals* folder. Open this folder and click on the requisition number to view.



4. Under Available Actions, choose the desired action and click GO.



- Select Approve/Complete Step if you find the requested purchase to be allowable and appropriate.
- Select Approve/Complete & Show Next if there are several requisitions in your queue for approval.
- Select Return to Shared Folder if you decide you should not be the approver of this requisition.

- Select Return to Requisitioner if you want the accounting information changed, or any additional or modified information from the requisitioner. A field will appear for you to add a comment about why the requisition is returned.

NOTE: This action will remove the requisition from workflow. After the changes are made, the requisitioner will re-submit the requisition and you will be able to review and approve it.

- Select Forward To... if you want another approver to review and approve this requisition. You will be prompted to select the person to whom you want to forward:

User Search

Last Name

First Name

User Name

Email

Results Per Page

10

Search

- When you select an individual, a field will appear in which you should make a comment to that person.
- Indicate whether you approve this order and whether they should Approve/Complete Step or forward it to another person for approval. Click Forward.

Forward to ...

Forward To - MARY LOUISE HUGHES

1000 characters remaining
Maximum allowed characters are 1000
Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

ForwardClose

NOTE: A record of these forwards and accompanying comments can be found in the History Tab.

Available Actions: Add Comment

Requisition Approvals PO Preview Comments (1) Attachments History

Click to filter history

Export CSV

Results Per Page 20Records found: 18Page 1 of 1

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	5/8/2015 12:41 PM	QA Default		Requisition forwarded		QA Default	MARY LOUISE HUGHES	I approve this order. Will you please indicate your approval, then Approve/Complete step? Thank... more...
	5/8/2015 8:21 AM	QA Default	Department Approval	Requisition assigned				

4. Click on the Approvals Tab to see where the requisition is in the workflow.

