

## Navigating Approval Queues



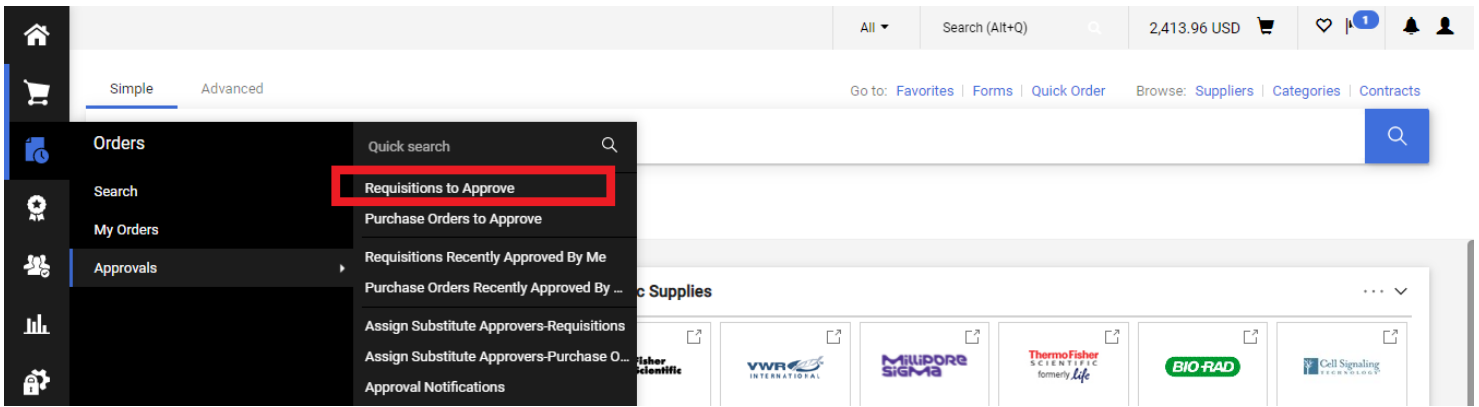
### In This Guide

- ✓ Accessing approval queues
- ✓ Key features of approval queues

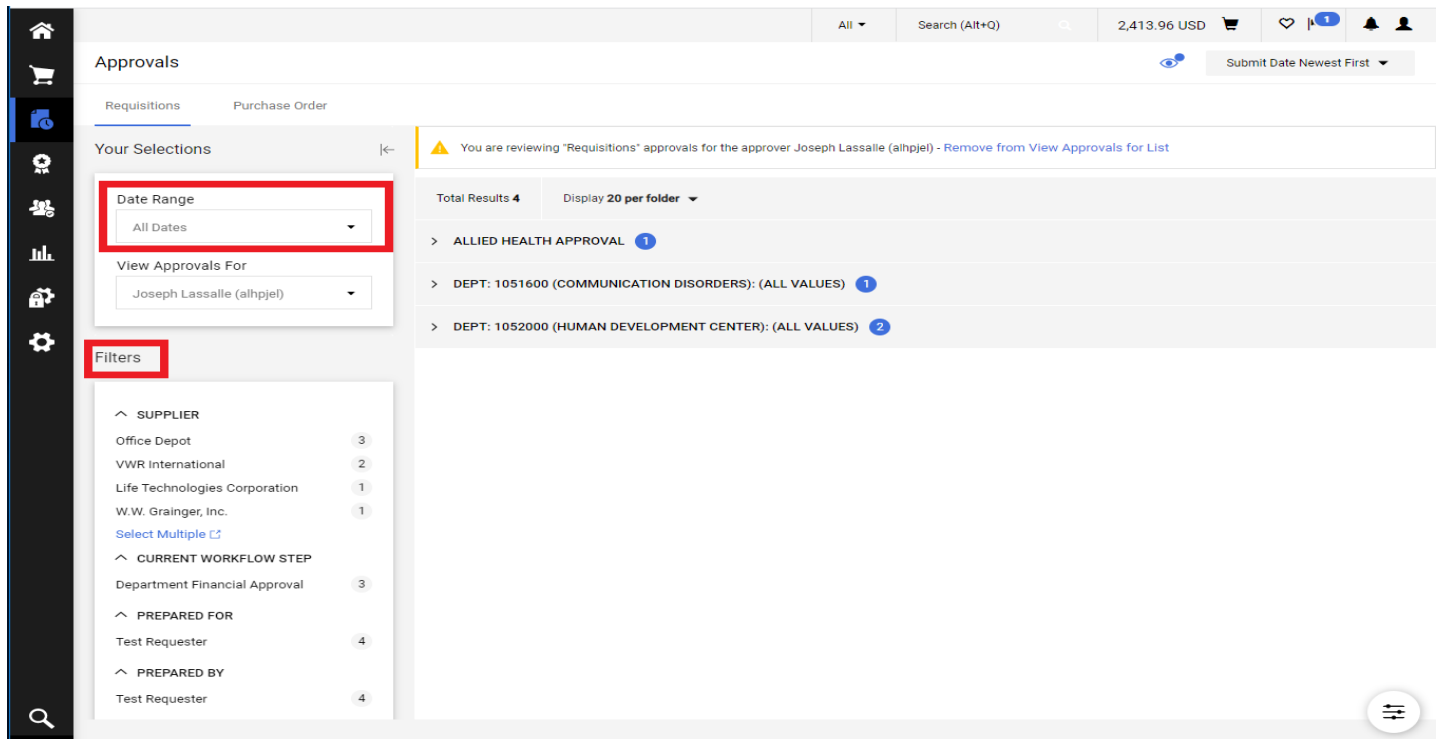
This guide demonstrates how to access approval queues.

### Procedure

1. Hover over the **Orders** tab, then hover over **Approvals**, then click **Requisitions to Approve**.



2. The resulting window displays requisitions awaiting approval. The requisitions are grouped into folders per the corresponding department. The search can be narrowed by choosing a date range or selecting a search filter.





3. Select the arrow next to the desired folder to display information for the listed requisitions.  
Click the desired requisition number to open the requisition.

The screenshot shows the 'Approvals' interface with the 'Requisitions' tab selected. The left sidebar contains filters for 'Date Range' (All Dates), 'View Approvals For' (Joseph Lassalle), and 'Filters' (Supplier, Current Workflow Step, Prepared For). The main content area shows a list of requisitions. A red arrow points to the folder 'DEPT: 1052000 (HUMAN DEVELOPMENT CENTER): (ALL VALUES)' which is expanded to show a table of requisitions.

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<input type="checkbox"/> 1360623	Office Depot	Not Assigned	6/1/2015 1:44 PM	Test Requester	3,005.99 USD
Requisition Name: r33		Folders: 2358 Days in folder [Dept: 1052000 (Human Development Center): (All		No. of line items: 1	
<input type="checkbox"/> 1358465	Life Technologies Corporation	Not Assigned	5/27/2015 4:31 PM	Test Requester	1,714.00 USD
Requisition Name: 2015-05-27 reqtest 01		Folders: 2363 Days in folder [Dept: 1052000 (Human Development Center): (All		No. of line items: 1	

4. Clicking the check box next to the desired requisition will populate a list of action options which include approving and assigning the requisition without having to open it.

The screenshot shows the same 'Approvals' interface as above, but with the checkbox for requisition 1360623 checked. A context menu is open over this row, listing various actions. A red arrow points to the 'Approve/Complete' option.

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
<input checked="" type="checkbox"/> 1360623	Office Depot	Not Assigned	6/1/2015 1:44 PM	Test Requester	3,005.99 USD
Requisition Name: r33		Folders: 2358 Days in folder [Dept: 1052000 (Human Development Center): (All		No. of line items: 1	
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- Select an action
- Assign to Approver
- Assign
- Approve/Complete
- Forward
- Return to Shared Folder
- Place PR On Hold
- Add Notes to History
- Assign CV2 Code