

# Quick

### Reference

## Guide

#### Assigning a Requisition to "Myself" and Approving a Requisition

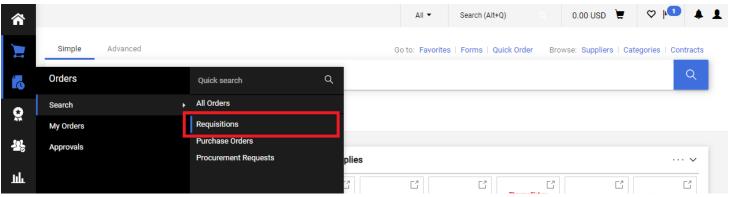
#### In This Guide

- ✓ Reviewing requisitions for approval✓ Assigning requisitions to yourself
- ✓ Approving requisitions

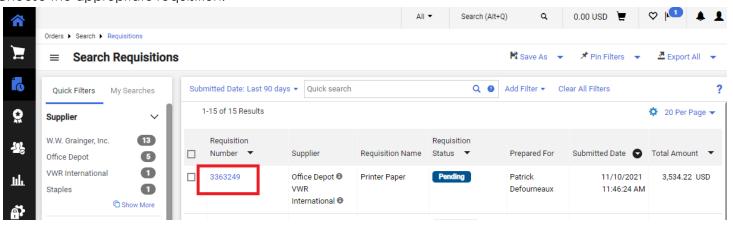


#### **Procedure**

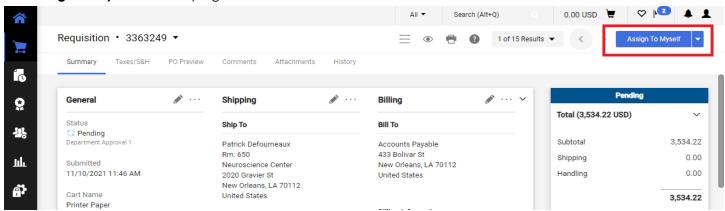
1. Hover over the Orders Tab on the left. Hover over Search, then click Requisitions.



2. Choose the appropriate requisition.



3. Click Assign to Myself in the top right.



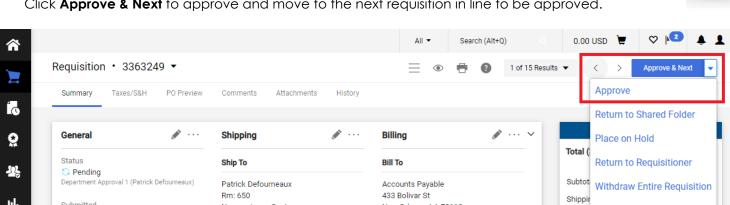
### Assigning a Requisition to "Myself" and Approving a Requisition

Neuroscience Center

New Orleans, LA 70112

2020 Gravier St

4. Review the requisition for accuracy. Click the drop down arrow in the top right. Click **Approve** to approve and stay within the requisition. Click Approve & Next to approve and move to the next requisition in line to be approved.



New Orleans, LA 70112

United States

Reject Requisition

You have successfully assigned, reviewed, and approved a requisition.

Submitted

11/10/2021 11:46 AM