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.
Navigating Approval Queues

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.

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.