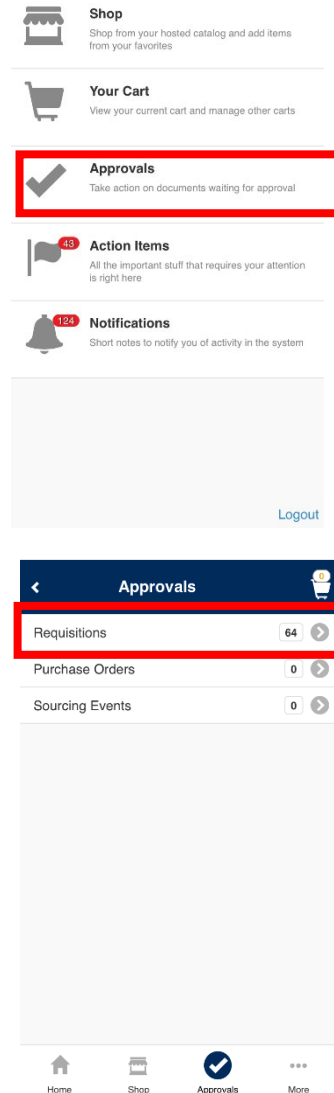


## 1. Approvals

Once logged into the app, click **Approvals**.

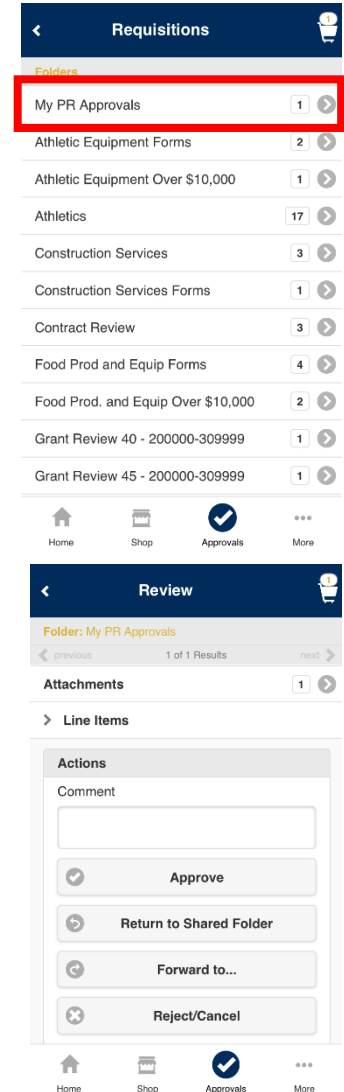


## 2. Requisitions

Click on **Requisitions** to see orders waiting your approval.

## 3. Selecting the Approval Folder

Click on the folder with orders you would like to review. To see the orders already assigned to you, click **My PR Approvals**. Then click on a order.



## 4. Reviewing the Order

Review the order's details. Scroll to bottom of order then: **Approve**, **Return to Shared Folder**, **Forward to...**, or **Reject** the order.