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.