1. Approvals

Once logged into the app, click Approvals.

2. Requisitions

Under the approvals tab, the right column will show all requisitions assigned to you.

3. Selecting the Requisition to Review

Click the number of the requisition to open up the requisition that you would like to review.

4. Reviewing the Order

Review the order’s details. Scroll to the top of the order then: Approve, Return to Shared Folder, Forward to, or Reject the order.