Quick Guide - Approving a PR (06-18-09)

Approvers should receive an automatic email informing them of a pending transaction. Approvers must have their email preferences set up to receive the automatic emails.

- Click “approvals” tab.

- Click “Assign” to assign PR for Approver action. **If the Approver does not wish to act on the PR at the present time:**
- Click “Assign.”
- Click “Go.”

The PR will remain assigned to the current Approver.

To complete the approval of the PR:
- Click “view.”

Transaction will move to “My PR Approvals” folder.

The detailed PR will appear. View details (items, quantities, funding, etc.). Make any necessary updates/changes.

To approve transaction:

- Click “Approve/Complete Step” in upper right-hand corner of the screen.
- Click “Go.”

Transaction is now approved. PR will become a PO and will be electronically processed in HokieMart.