Workaround 1: Manually Search for the Requisition

If you know the individual requisition number you need to approve, you can utilize the search bar at the top right-hand side of HokieMart to search for the requisition number.

Type the requisition number in to the search bar and be sure to have the filter next to the search bar set to either “Requisitions” or “All.” Hit Enter on your keyboard or click the magnifying glass to bring up that requisition. Once the requisition comes up, click to Assign to Myself and continue through normal approval procedures.
Workaround 2: Notification Flags

If you have the “PR pending Workflow approval” notification turned on in your user profile to notify you within HokieMart of a requisition awaiting your approval, you can access the requisition and approve it through that notification. (See steps below to turn that notification on).

Click on the bell icon at the top right-hand corner of HokieMart. Then click on the specific requisition notification for the requisition that you want to approve. From there, you can assign the requisition to yourself and continue through normal approval procedures.
To turn on the “PR pending Workflow approval” notification, navigate to your user profile by clicking on the silhouette icon on the top right hand corner of HokieMart and click on View my Profile.
In your user profile, navigate to Notification Preferences and then Shopping, Carts, & Requisitions. Click on “Edit Section” in the top right of the Notification preferences box to make the page editable.
Change the radio button next to “PR pending Workflow approval” to Override and then select Email & Notification. This will send you an email and notify you through the bell icon in HokieMart when you have a requisition to approve. Click Save Changes to update your preferences. *Please note, to use this workaround you will need to use the bell icon in HokieMart to access the requisition for approval.*

<table>
<thead>
<tr>
<th>Notification Preference</th>
<th>Default</th>
<th>Override</th>
<th>Email &amp; Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR submitted into Workflow</td>
<td>Default</td>
<td>Override</td>
<td>None</td>
</tr>
<tr>
<td>PR pending Workflow approval</td>
<td>Default</td>
<td>Override</td>
<td>Email &amp; Notification</td>
</tr>
</tbody>
</table>
Workaround 3: Filter Search Results

Search for all requisitions you have access to by clicking on Orders → Search → Requisitions.
Filter those search results by clicking on your Department and then click on the Org Approval 1 (or whichever approval step you need to approve) under the Current Workflow Step filter.
Workaround 4: Withdraw and Resubmit

*Please note this method will not work for Punchout orders.

A Requestor can go in and withdraw a requisition submitted yesterday. Navigate to the pending requisition and click Withdraw Entire Requisition.
The Requestor can then click on the 3 dots “...” and select Copy to New Cart and resubmit. This new requisition will now show in the Approver’s queue for approval.