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.

home		carts	approvals	history		profile	⌃

➢ 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."

Apply Action to Selected PR(s) [Assign ▼] [Go]

The PR will remain assigned to the current Approver.

To complete the approval of the PR:
➢ Click "view."

- OrgWF1: 091100 (Wise Coop Extension Service): (All Values)								?
Results per page [200 ▼]		Requisitions Found: 1				◁ Page [1 ▼] of 1 ▷		
Requisition No. ▼	Approver △	State △	Priority △	PR Date/Time △	Requisitioner △	Amount △	Action	Select ☐
10593239 view		Not Assigned	Normal	4/8/2009 1:22 PM	hokie bird25	600.00 USD	Assign	☐

Transaction will move to "My PR Approvals" folder.

- My PR Approvals							?
Results per page [200 ▼]		Requisitions Found: 1				◁ Page [1 ▼] of 1 ▷	
Requisition No. ▼	State △	Priority △	PR Date/Time △	Requisitioner △	Amount △	Action	Select ☐
10593239 view	Active	Normal	4/8/2009 1:22 PM	hokie bird25	600.00 USD		☐

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."

Available Actions: [Approve/Complete Step ▼] [Go]

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