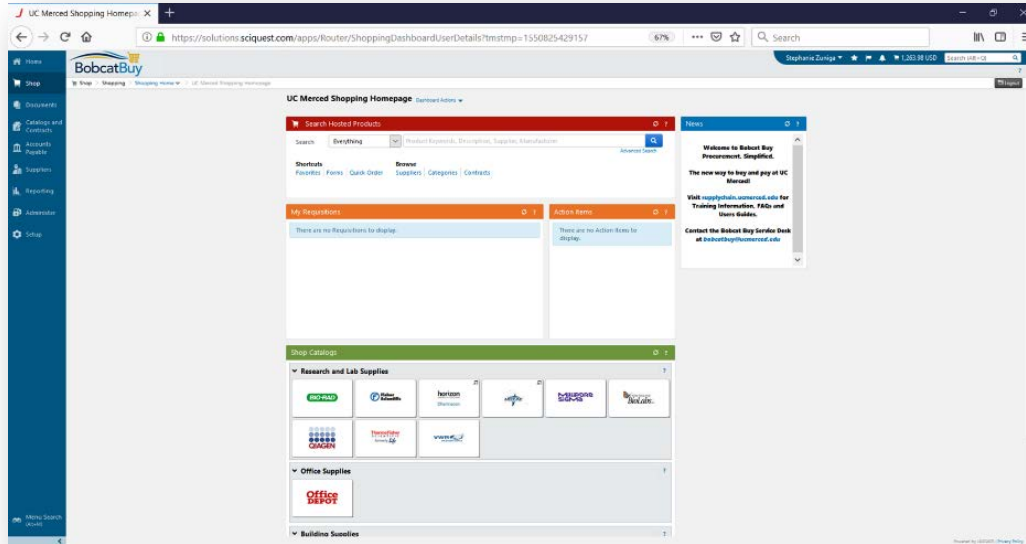


# Quick Reference Guide How to Approve by Web

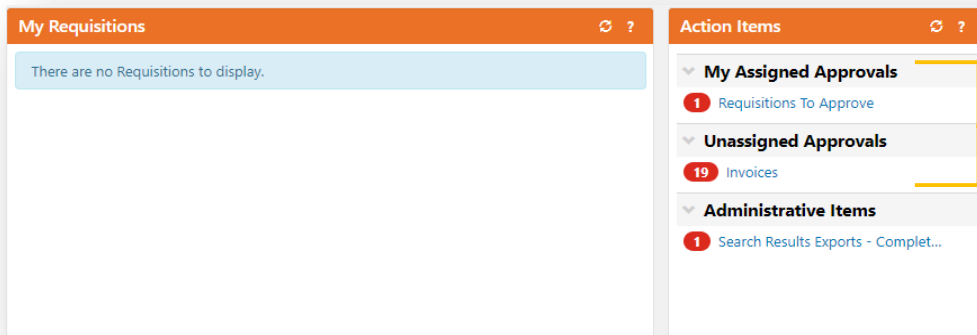


## 1. Login and start at the homepage



## 2. Find my action items/ approval to complete

Review all action items to review and approve, or return requisitions or other documents that are routed to you.



Select all items available for review

# Quick Reference Guide How to Approve by Web



## 3. Select Documents to approve

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
<a href="#">2396039</a>	Office Depot	Merced FundApprover	9/13/2018 9:27 AM	FiscalApprover Merced	19.07 USD	Approve
Requisition Name: 2018-09-13 mercedfiscalapprover 01						
No. of line items: 1						
Folders: 123 Days in folder: [My PR Approvals]						
172 Days in folder: [Fund Approval 402001-1A-19900]						

Select the requisition number to open and view the requisition detail and to approve or return the requisition to the requisitioner.

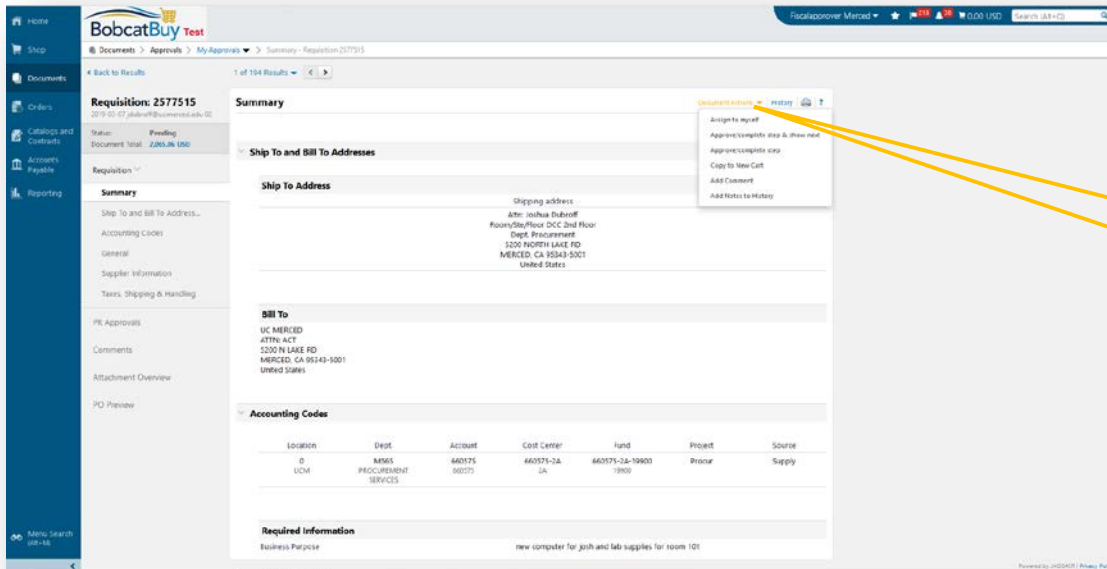
## 4. Review Your Requisition Summary/ Details

Location	Dept.	Account	Cost Center	Fund	Project	Source
0	E205	432105	432105-1B	432105-1B-19900		
UCMA	ENG REERS FOR SUSTAINABLE WORLD	432103	18	19900		

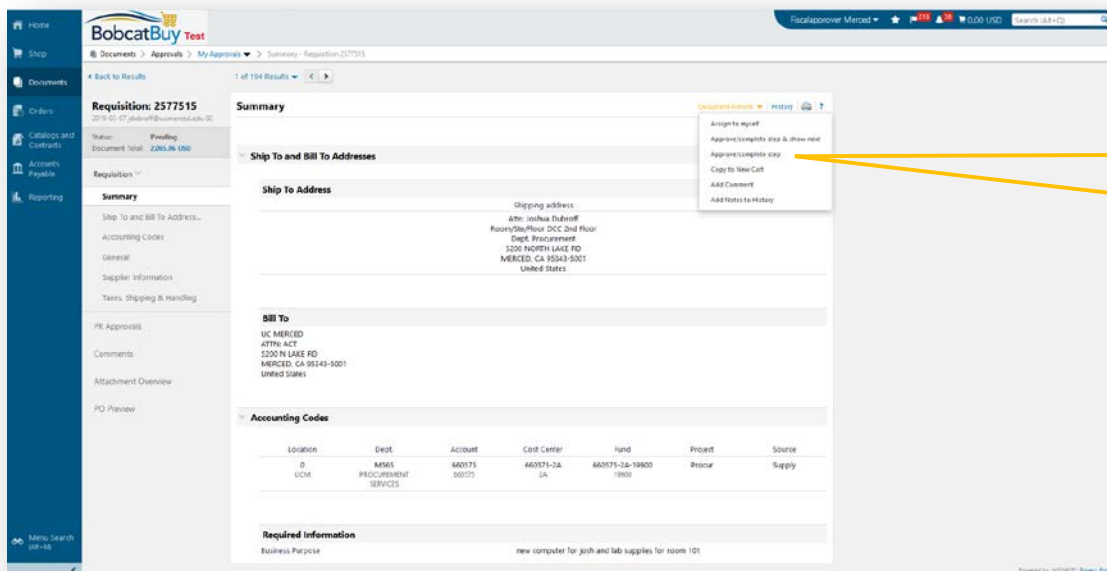
# Quick Reference Guide How to Approve by Web



## 5. To Approve or Return - Select "Document Action"



## 6. Select "Approve/ Complete Step" if you are ready to approve



## 7. To take other action, first select "Assign to Myself" then additional options will become available under document actions. The option to "Return to Requisitioner" is now available if you need to return an order instead of approving it.