Quick Reference Guide
How to Approve by Web

1. **Login and start at the homepage**

   ![Login and start at the homepage](image1)

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.

   ![Find my action items](image2)

Select all items available for review
3. Select Documents to approve

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
5. To Approve or Return - Select “Document Action”

Select “Document Actions” for the drop menu.

6. Select “Approve/ Complete Step” if you are ready to approve

Select “Approve/ Complete Step” to complete the requisition approval.

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.