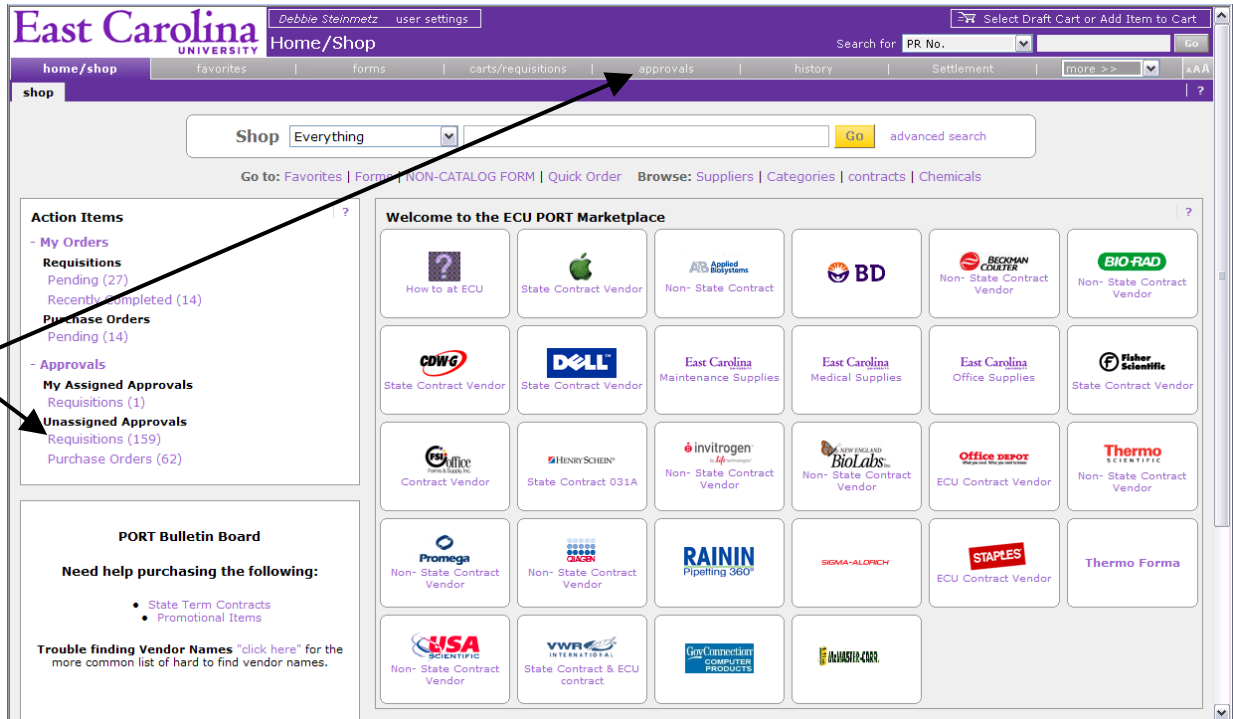
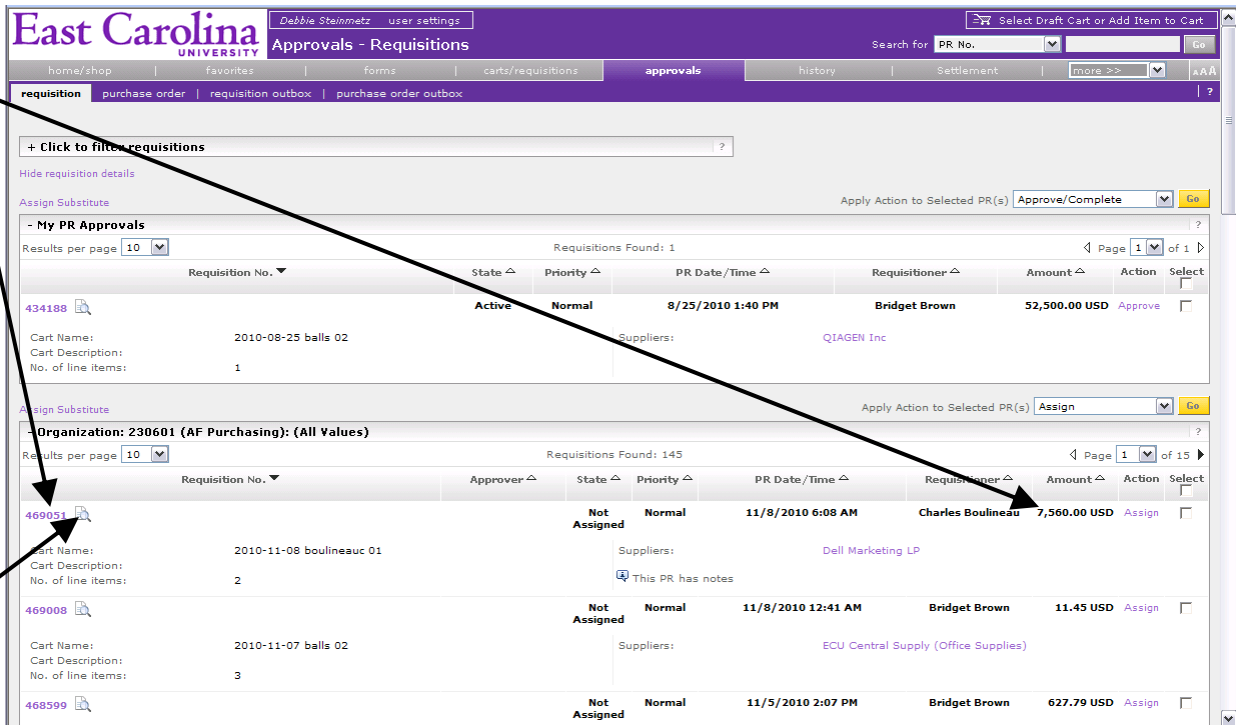


# APPROVALS – QUICK VIEW

Last Updated on: 11/8/2010



1. Click on the **approvals** tab or **Requisitions** under **Unassigned Approvals** in your **Action Items** board.

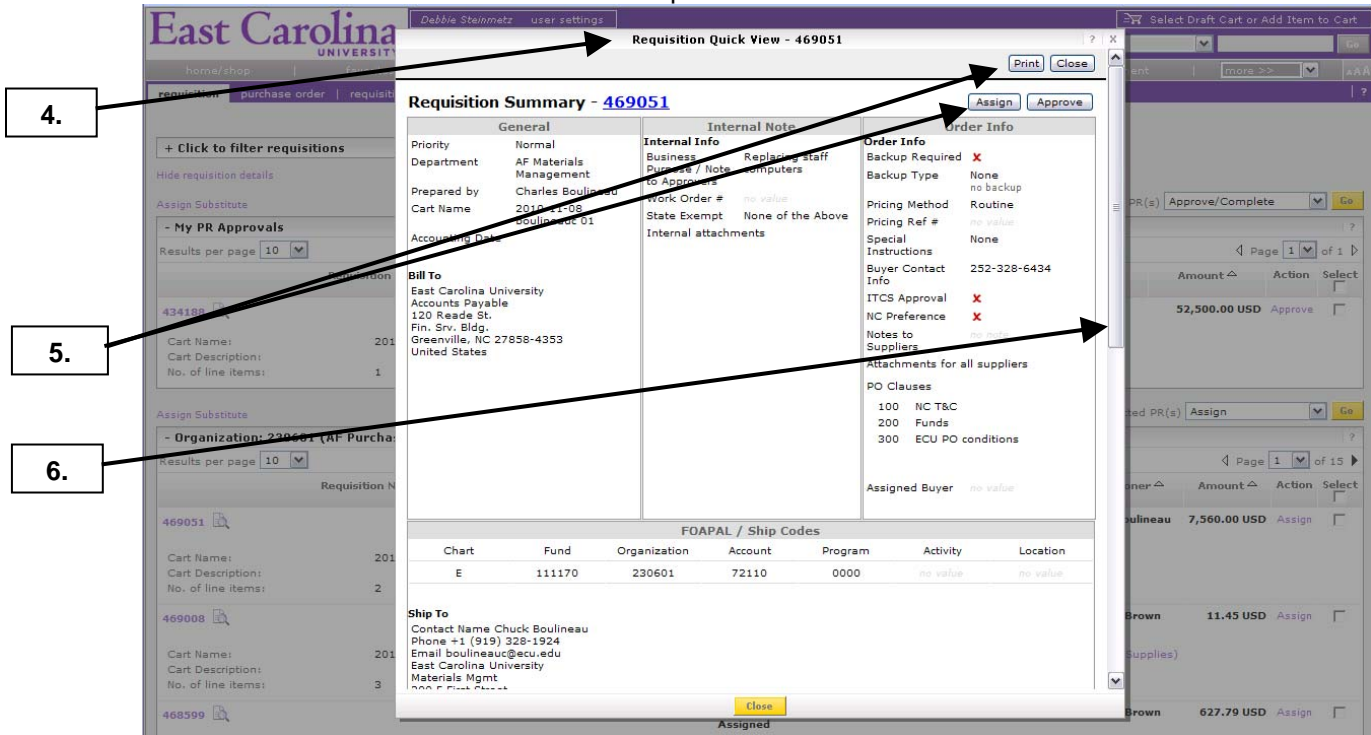


2. Notice the # of **Pending** requisitions for this Organization. In reviewing the requisitions in the folder, you can determine **Requisition No.**, **Approver**, **State**, **Priority**, **PR Date/Time**, **Requisitioner**, & **Amount**.

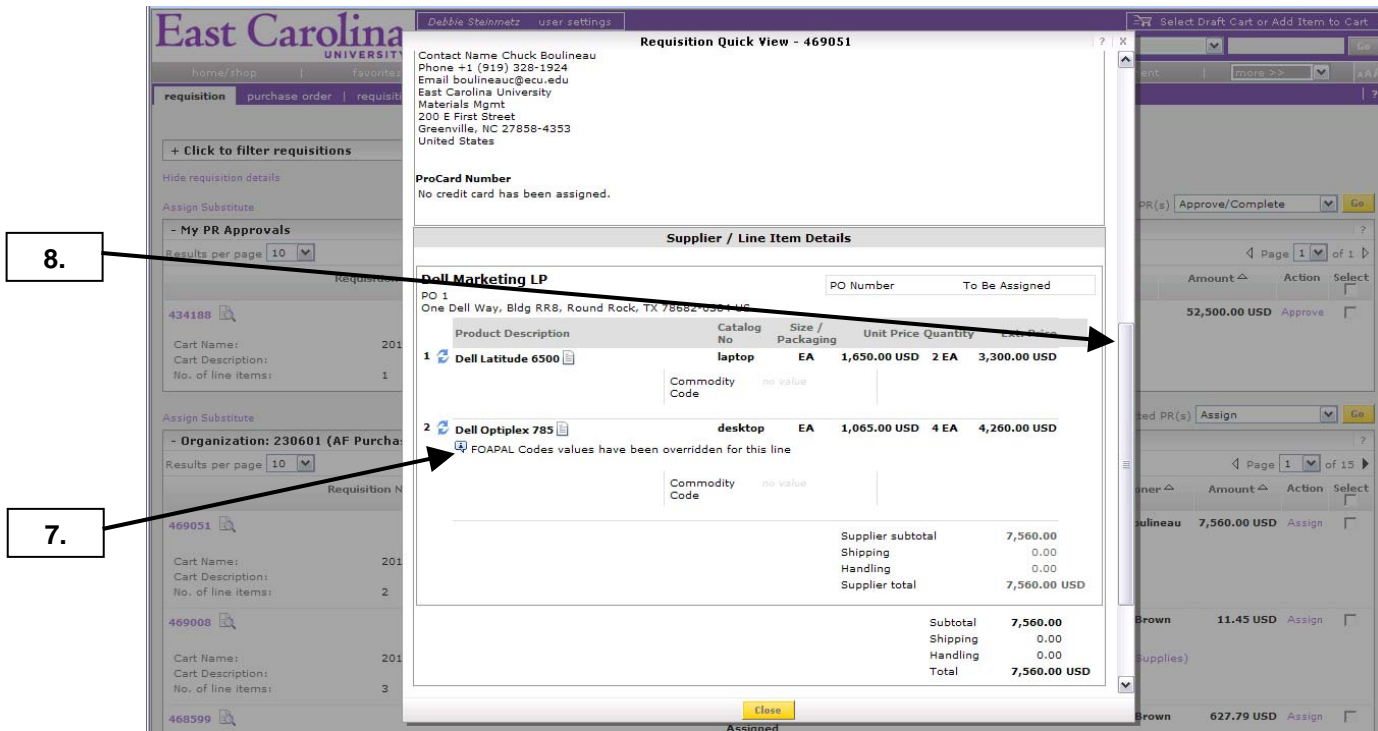
3. To complete a **Quick View** approval of a requisition within your approval queue, click on the **Quick View** icon.

# APPROVALS – QUICK VIEW

Last Updated on: 11/8/2010



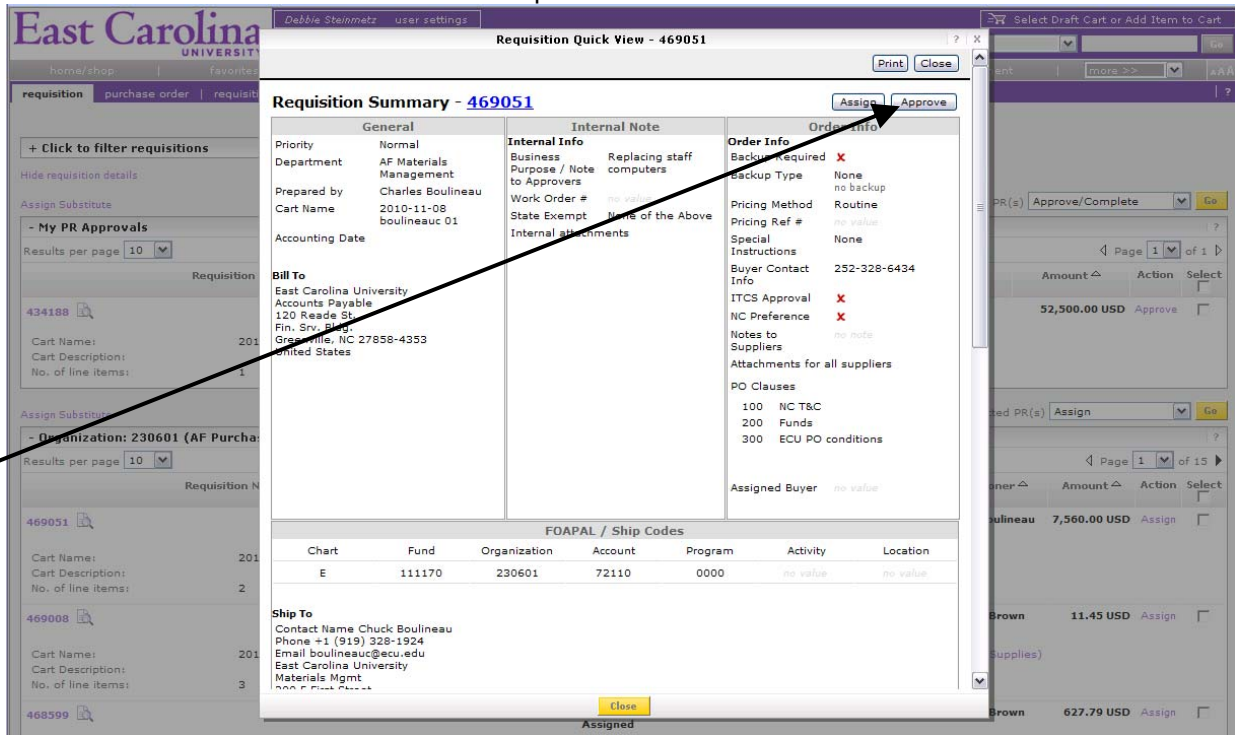
4. The Quick View overlay is now displayed, allowing you to determine if you can complete a quick approval.
5. From here, you can complete the following actions: **Assign, Approve, Print, and Close.**
6. Scroll down the **Quick View** to see item information for the requisition.



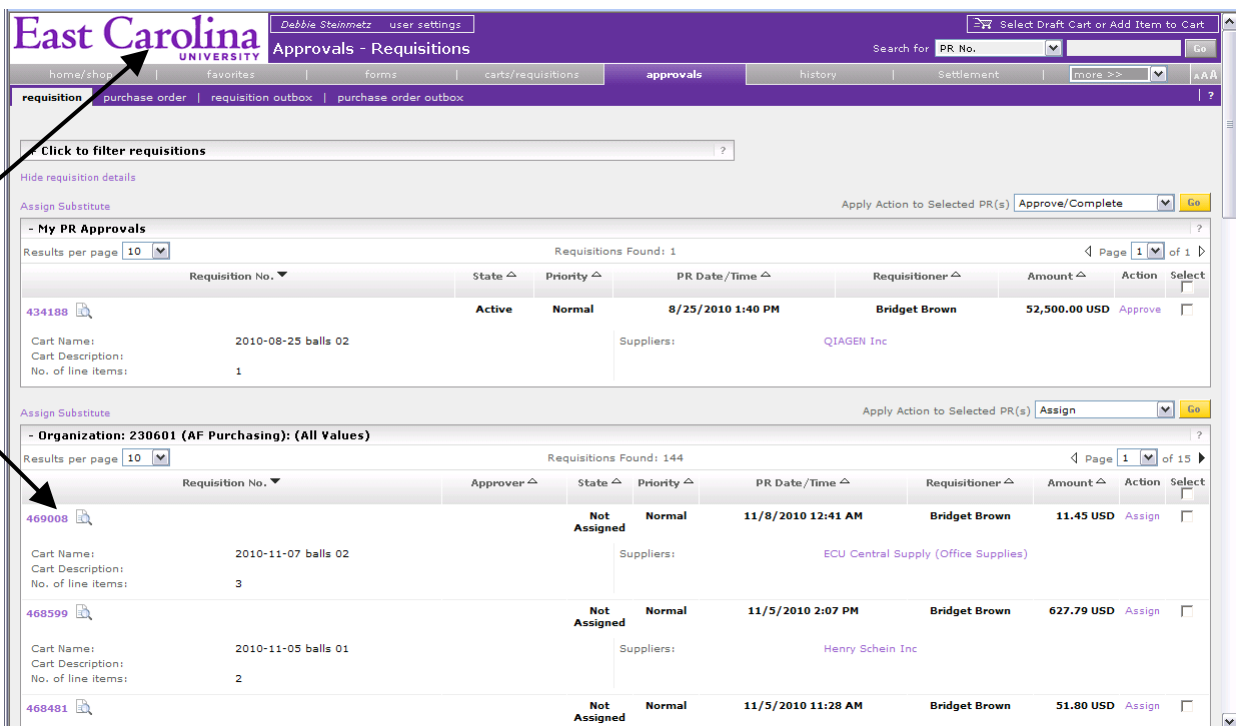
7. Note that there is a FOAPAL split on the 2<sup>nd</sup> line item for this requisition.
8. After reviewing all the items, scroll back to the top of the **Quick View**.

# APPROVALS – QUICK VIEW

Last Updated on: 11/8/2010



9. Click the **Approve** button to complete the **Quick View** approval for the requisition. **Note** that if you determine that you need to spend more time reviewing the order, you can click on the **Assign** button.



10. Note that the requisition is removed from the approval queue.
11. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.