1. There are several options for navigating to your approvals:
   **Option 1:** Click Orders → Approvals → Requisitions to Approve.
   ![Options for navigating to approvals]

   **Option 2:** Click the Action Items icon at the top of the screen, and select My Assigned/Unassigned Approvals.
   ![Action Items]

   **Option 3:** In the Action Items section of the dashboard, click the links under My Assigned Approvals or Unassigned Approvals.
   ![Action Items]

2. Expand the **My Requisition Approvals** folder to view details of requisitions assigned to you. You can also click the other approval folders to access unassigned requisitions that reside in your department queue.
   ![Requisition Approvals]

3. To quickly preview the requisition, click on the magnifying glass icon next to the requisition number. You can also click the paperclip to view any attachment.
   ![Magnifying glass and paperclip]

4. You can **Approve** the requisition within the preview window. Use the **Previous** or **Next** links to quickly navigate through the approval queue from one requisition to the next without exiting the preview screen.
   ![Previous and Next links]

5. You can also preview requisitions in a shared approval folder. Within that preview window, you can either **Approve** or **Assign** the requisition to yourself for further review.
   ![Shared approval folder]

6. If you do not want to use the preview function, you can view the requisition by clicking the requisition number.
7. On the Requisition page, note the following sections:

- **Requisition**: Allows access to a summary view, as well as additional details specific to Shipping and Billing Addresses, Accounting Codes, Notes and Attachments, Special Handling information, the assigned Approver, and Supplier Information.
- **Approvals**: Approval workflow, including current position within workflow.
- **Comments**: View and add comments. All comments are delivered to the recipients Harvard email address. The comment is time/date stamped and historically recorded with the requisition.
- **Attachment Overview**: Attachments associated with the requisition.
- **PO Preview**: Preview of Purchase Order.

8. After you have conducted a sufficient review of the requisition, under Document Actions, select either Approve/Complete Step or Approve/Complete Step & Show Next.

The requisition is now approved and will be systematically routed to the next approver in the workflow, if any.