There are several options for navigating to your approvals:

**Option 1:** Click Orders → Approvals → Requisitions to Approve.

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

**Option 3:** In the Action Items section, click the links under My Assigned Approvals or Unassigned Approvals.

Expand the **Level x – Org xxxx** folders to access unassigned requisitions that reside in your shared department queue.

After items are selected use the dropdown to Assign one or many requisitions to yourself for action. It will then appear in your **My Requisition Approvals** folder. Note: the dropdown Actions menu has been replaced with a pop up window that opens on bottom of screen when one or more documents are selected.

To quickly preview the requisition, click on the quick view icon on the right. You can also click the paperclip to view any attachment or approve using the check box.

You can APPROVE or ASSIGN the requisition on 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.

**Note:** 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.

If you do not want to use the preview function, you can open the requisition by clicking the requisition number.

You can return a requisition back to the shared folder if you have accidentally assigned it to yourself. In your **My Requisition Approvals** folder, check the box to the right of the item. Then select **Return to Shared Folder** from the menu drop-down and click **Go**.

Click the **Submit Date Newest First** to modify the search order.
After you have conducted a sufficient review of the requisition, click on Requisition to open the actions menu and 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.

**TIPS AND TRICKS FOR MANAGING APPROVAL QUEUES**

Refer to the following blog post for [Tips and Tricks for Managing Approval Folders](#). This includes information on how to filter your approval queues for easier identification of items requiring your attention.