Determining Requisition Status in OK Corral

1. Once you have logged into the OK Corral, click on the icon. A drop down will appear; choose “My Pending Requisitions”.

2. Choose the requisition you need to know the status of from the list.
3. Once the requisition is open you will see the “What’s Next?” section on the right of your screen. The workflow step the requisition is currently in will say “Active” below it.
4. By clicking on the name of the current workflow step, you can view the assigned approver(s).