

In This Guide

- ✓ Reviewing requisitions for approval
- ✓ Assigning requisitions to yourself

✓ Approving requisitions

This guide demonstrates how to assign, review and approve requisitions.

Some requisitions requiring review automatically go to <u>your</u> approvals folder named (**My PR Approvals**). If an approval step is shared by more than one person, the document must be assigned to the approver before it is reviewed, updated, etc.

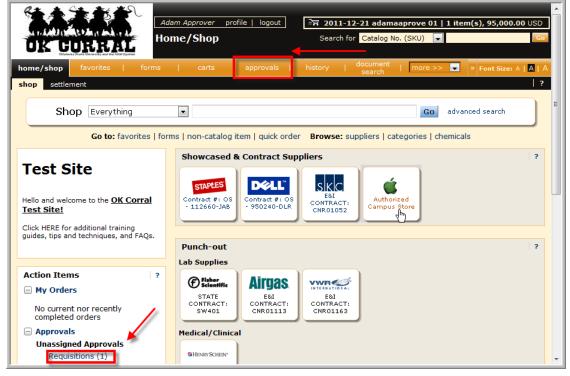
By placing the pending requisition in your **My PR Approvals** folder, it signifies that YOU are responsible for the current workflow step and indicates your intent to review (approve or return) the requisition.



The OK Corral sends an email notification of the approved requisition to the requester (if the requester has selected this notification).

Procedure

1. From the OK Corral homepage, access your pending requisition by navigating to the **Action Items** section and clicking + **View Approvals** ⇒ **Requisitions**.



Alternately you can navigate by using the top navigation toolbar, click on **approvals** ⇒ **requisitions**.



2. Click the **Assign** link, located in the **Action** column, to assign the requisition to yourself for review.

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3. In the **My PR Approvals** section click on the requisition number to open the requisition.

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- 4. Review the requisition information and make updates if applicable.
- 5. Complete your approval by selecting **Approve/Complete Step** from the **Available Actions** list and click the **Go** button.

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You have successfully assigned, reviewed and approved a requisition.