

CHS SHAREPOINT ORDER SYSTEM *Approval Instructions*



When an order is entered and you are an Approver for at least one of the accounts entered, you will receive notification that you have an order to approve.

- 1 Approve by Email
- **2** Approve by Teams
- 3 Approve from the Order
- 4 Request a Change to the Order
- 5 Rejecting an Order



APPROVE BY EMAIL

- You will receive an email with a link to review the order. You can approve or reject directly from the e-mail. Click **Approve** and then **Submit**.
- Please note, if the first link does not work, the second link should

Approvals Power Automate
lew Order Approval #146
requested by Service Account, CHSOnder < <u>pre_chsonder@uky.edu></u>
Inte Greated Friday: April 26, 2024 11:24 AM
ou have a new order from Gillies, Miriam G. that requires your approval. See details below. A link to view the entire order is provided. Ince you have reviewed the order, please approve, reject, or request more information.
this order is not approved by 05-17-2024, it will be automatically canceled.
equestor: Gillies, Miriam G. Order Number: 146 Vendor: Qualitys North America Inc Order Total: 10 New Item
Approve Rajact
et the Power Automate app to receive push notifications and grant approvals from anywhere. Learn more. This message was created by a flow in Power utomate. Do not reply, Microsoft Corporation 2008.
Approvals Power Automate
lew Order Approval
equested by Service Account, CHSOrder www.chiorder@uky.edu
ate Created Monday, March 11, 2024 1927 AM New York Form
Reject
omments
inter comments

APPROVE BY TEAMS

• You may receive a notification in Teams that you have an order for approval. The notification will have a link to review the order. You can approve or reject directly from the Teams notification. Click **Approve** and then **Submit**.

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Approver request versits		
Requested		
New Order Approval #146		
You have a new order from Gillies. Miriam G. th below. A link to view the entire order is provide order, please approve. reject. or request more i	nat requires your approval ed. Once you have review information.	l. See details ed the
If this order is not approved by 05-17-2024, it i	will be automatically canc	eled.
Requestor: Gillies, Miriam G. Order Number: 146 Vendor: Qualitys North America Inc		
Order Total: 10 View Item		
* Attachments		
Comments		
Add your comments here		
	Approve	Reject

APPROVE FROM THE ORDER SYSTEM

- If you click on the provided link to view the order from your e-mail or Teams, you should see a **Go to Task** action link in the middle of the page
- Once you have reviewed the order you can approve or reject by clicking on this link and selecting your response. Click **Approve** and then **Confirm**.

(1)	🖉 Edit all 🛛 🤆	Copy link ····					
	Department	7N640 Physical Therapy	Order Type	Research Subject Payment	Vendor	RSP test system	Shipping
	Food Order						
	ID	168	Action Link	Go to Task			
	Approvers	Poole, Julie A.;	Created By	Poole, Julie A.	Assigned To	Brown, Olivia	

Respond		×
Approval New Order A	Approval #146	
Requester		
Service	Account, CHSOrder	
Received Apr 26, 11:24	4 AM (8 min ago)	
Link View Form		
Details		
You have a n	new order from Gillies	Miriam
G. that requi	res your approval. Se	e details
below. A link	t to view the entire or	der is
order, please	e approve, reject, or n	equest
more inform	ation.	
If this order i	is not approved by 05	5-17-
2024. it will b	be automatically cano	eled.
Number: 146	6 Vendor: Qualitys No	or with
America Inc	Order Total: 10 View	ltem
Choose your re	esponse *	
Select an opti	ion	
Add a commen	nt	
(optional)		

REQUEST A CHANGE TO AN ORDER

- If you would like changes made to the order **before you approve or reject** (especially if the cost center(s) need to be changed), request the changes through the Comments feature icon in the top right corner.
- Request your change (*NOTE* use the @ sign before the name of the person you are commenting to). They will then receive an e-mail notification that there is comment to review.

Department Faul Cetter		Order Type	Engliges Reinbursement	Tender	Manadeh Houlhan	Shipping	50	 Î	Comme	nts	4
iti Approvers	100 Poole, julie A;	Action Units Created By	Contro Tanà Prote, Julie A,	Antipe	the Cites Wran G.					Gilles, Miriam Difusile, Julie	& contract
Antachonauta	🔒 1753,400-644 名 1753,400-640 월 1753,500 feb.	Business Purpose	Vinci Technoni What parting When May 5, 2004 Whene downlow Lo parting garage Rhy formula name for a strange Rhy formula name for a strange Rhy formula and the strange Rhy	-	Tage employee reindursement . Nuclear Alle express Crack accommends and Lave view - does have been and the other render and i systel her name.				0	hrough the d expectedIT roy 7 Gillen, Malant Official, Julia gen, Manuali vandar, Print i vented, Work expect all to g roy 7	duran m G. commun A. All attach h shows up o fare limits p reg statume i a 2000) has
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3	Gillies, Miriam G. mentioned you
	On the 146-7N660 Physician Assistant Studies list item in Orders Gillies, Miriam G. mentioned you "@Gillies, Miriam G. please change the cost center to 1112224444. Comment back to me when this is completed."
	Go to comment

REJECT AN ORDER

- If the account needs to change to an account in which you are not the approver, please reject the order.
- If you decide to reject the order, please put a note in the comment box as to the reason for the rejection.