



CHS SHAREPOINT ORDER SYSTEM

Approval Instructions

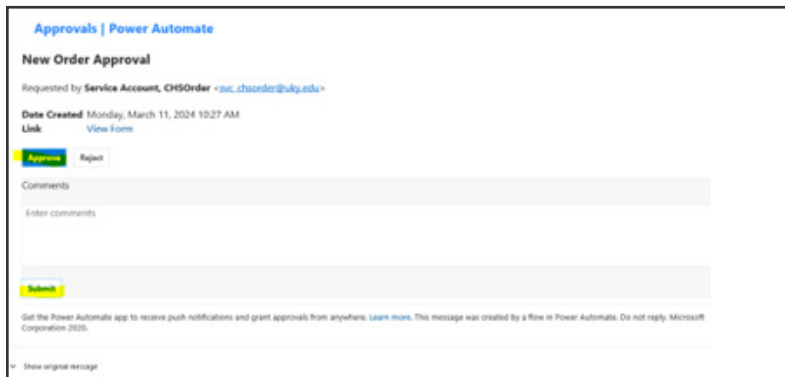
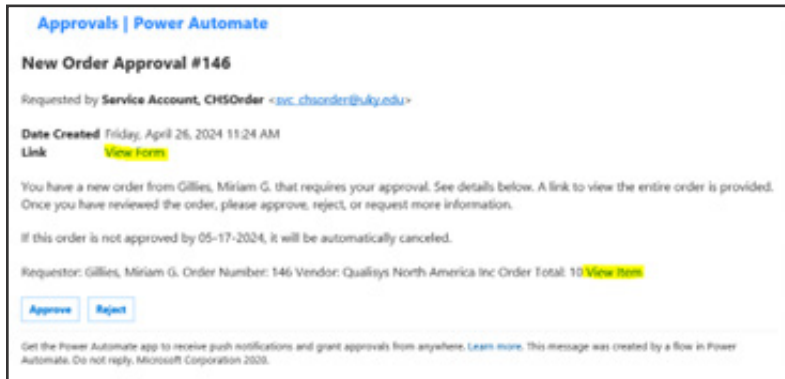


When an order is entered and you are an Approver for at least one of the accounts entered, you will receive notification that you have an order to approve.

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

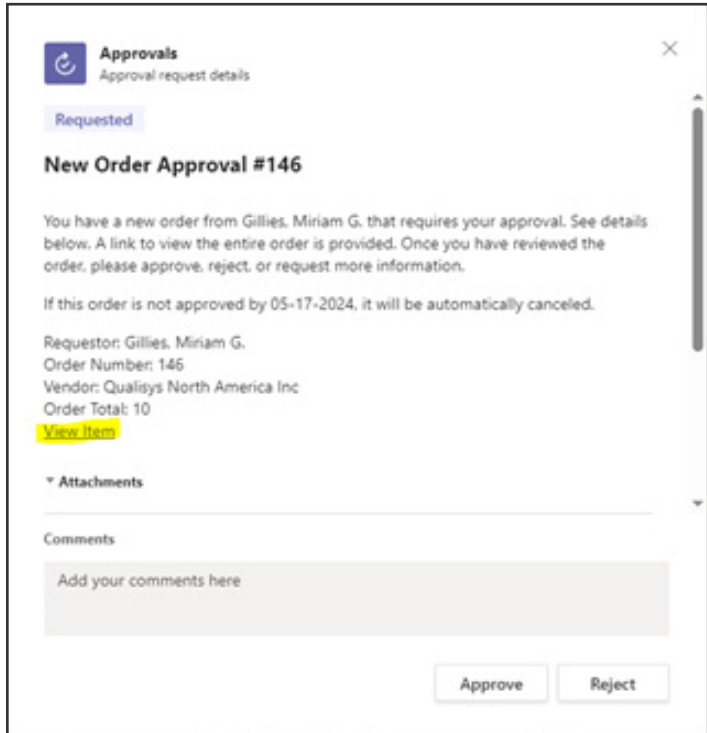
APPROVE BY EMAIL

- 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



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**.



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**.

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The screenshot shows a form with the following fields and values:

Department	7N640 Physical Therapy	Order Type	Research Subject Payment	Vendor	RSP test system	Shipping
Food Order						
ID	168	Action Link	Go to Task			
Approvers	Pooler, Julie A.	Created By	Pooler, Julie A.	Assigned To	Brown, Olivia	

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The 'Respond' dialog box contains the following information:

- Approval:** New Order Approval #146
- Requester:** Service Account: CHSOrder
- Received:** Apr 25, 11:24 AM (8 min ago)
- Link:** View Form

Details:

You have a new order from Gillies, Miriam G. that requires your approval. See details below. A link to view the entire order is provided. Once you have reviewed the order, please approve, reject, or request more information.

If this order is not approved by 05-17-2024, it will be automatically canceled.
Requestor: Gillies, Miriam G. Order Number: 146 Vendor: Qualitys North America Inc Order Total: 10 View Item

Choose your response: Select an option

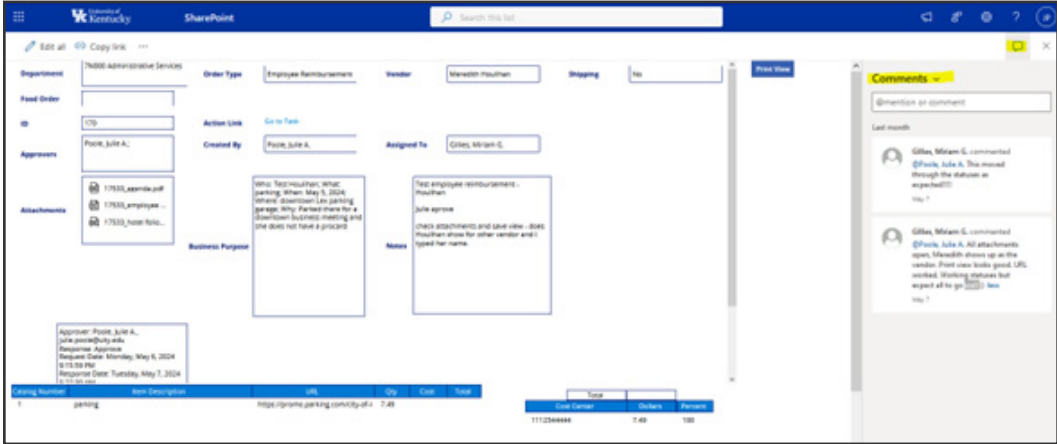
Add a comment: (optional)

Buttons: [Approve] [Cancel]

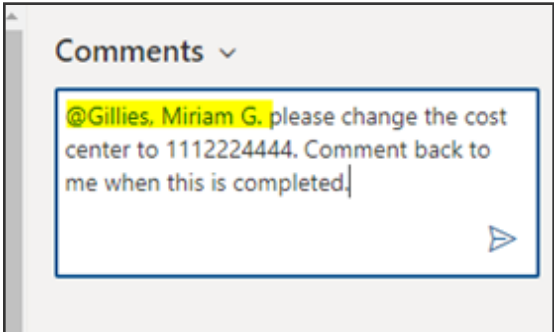
REQUEST A CHANGE TO AN ORDER

- 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.

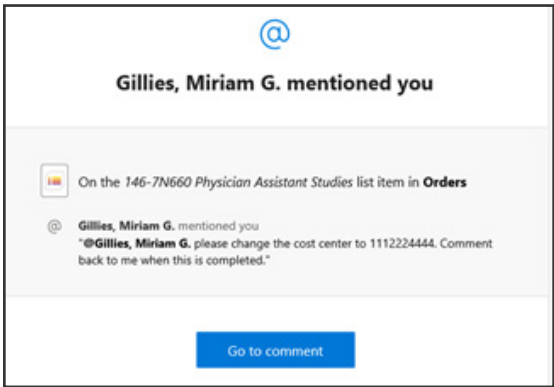
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REJECT AN ORDER

- 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.