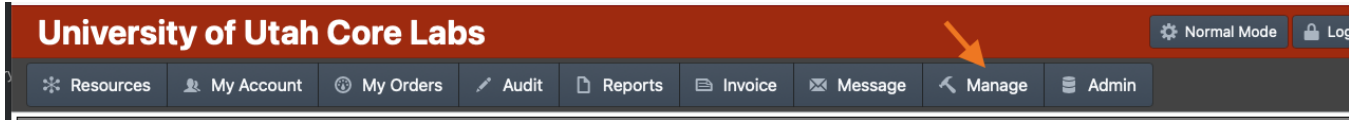
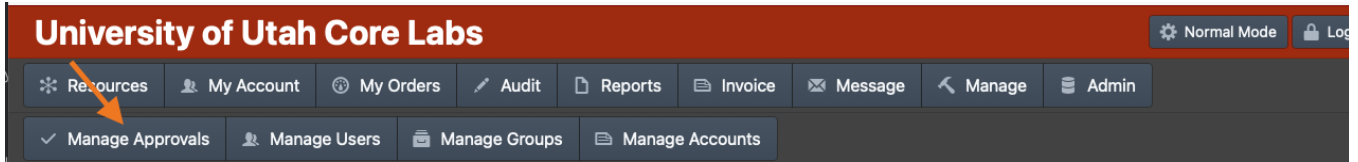


Approving a single order

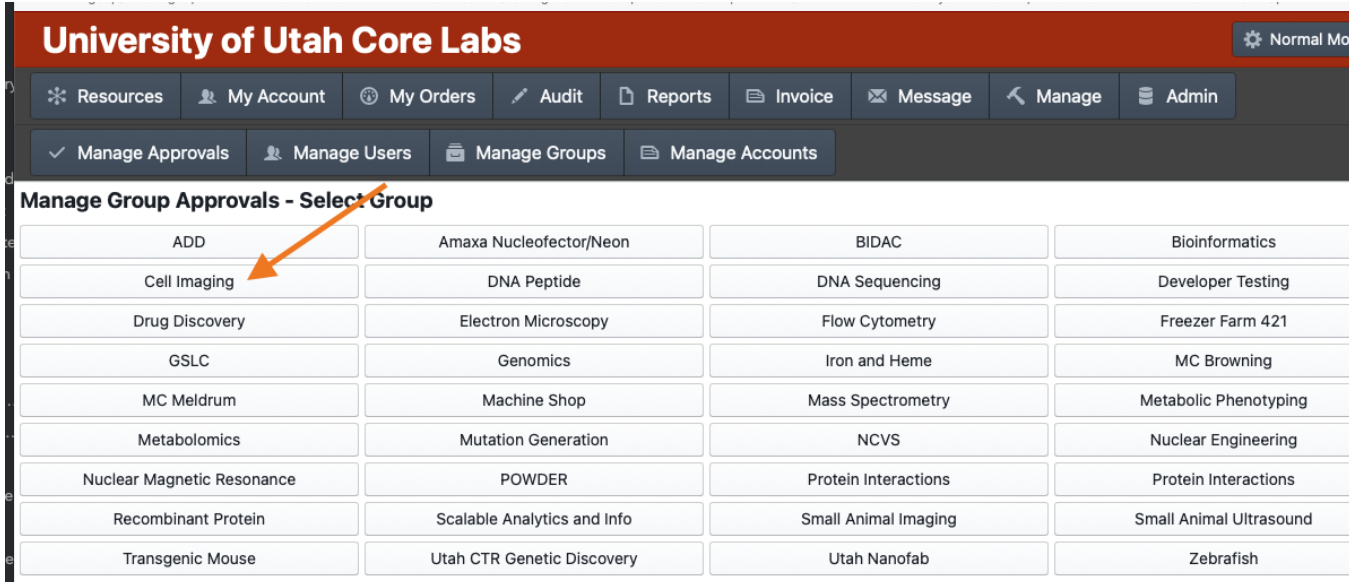
1. Click on the "Manage" icon in the top bar



2. Click on "Manage Approvals"



3. Click on the button for the group that has the order to be approved



4. Click on the order row you wish to approve

	Status	Order	Total (\$803.81)	Date	Service	User (PI)	Account
<input type="checkbox"/>	Pending	313088	\$102.58	2021-04-01	DNA Synthesis, 40nMole	Cameron Meikle (Wesley Sundquist)	17029 (593034)
<input type="checkbox"/>	Pending	313064	\$6.08	2021-03-31	DNA Synthesis, 25nMole, Desalted	Aldo Eduardo Garcia Guerrero (Paul Sigala)	17707 (5100583)
<input type="checkbox"/>	Pending	313053	\$92.20	2021-03-31	DNA Synthesis, 40nMole	Lara Rheinemann (Wesley Sundquist)	17029 (593034)
<input type="checkbox"/>	Pending	313050	\$5.42	2021-03-31	DNA Synthesis, 25nMole, Desalted	Hyungseok Kim (Jan Christian)	17415 (22316)
<input type="checkbox"/>	Pending	313038	\$15.60	2021-03-31	DNA Synthesis, 25nMole, Desalted	Erik Eide (Charles Murtaugh)	16780 (5931270)

5. Click on the "Approve" button

Order Details : 313064

User/Account

Aldo Eduardo Garcia Guerrero

\$

Pew Unraveling Organelle Function - 5100€

PO Number

PO Number

Base Cost

Cost Modifier

Cost Multiplier

Calculated Total

\$ 6.08

\$ 0

× 1

\$ 6.08

Approve

Exclude

Lines

ID	Description	Quantity	Rate	Commercial Rate	Details
320961	<div>mKATE Rv1</div>	<div>1</div>	6.08	9.27	<div><div></div>Details/Data</div>

Line Item Add Form

Description

Quantity

Rate

Commercial Rate

Description

123 0

\$ 0

\$ 0

Add Line

Clear Form

Revision #3
Created 1 April 2021 15:11:35 by Elliot Francis
Updated 1 April 2021 15:31:52 by Elliot Francis