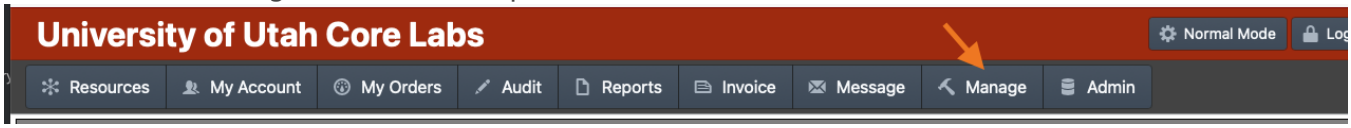
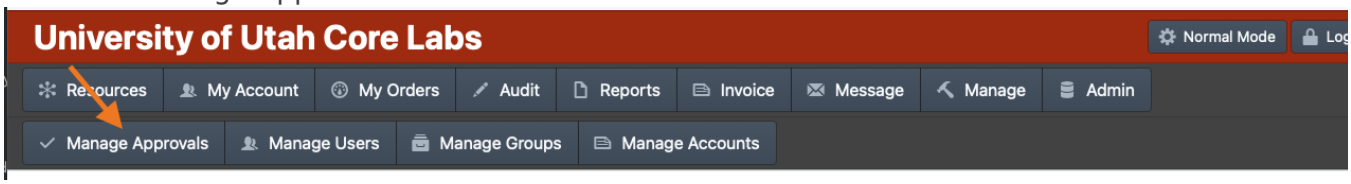
Approving a single order

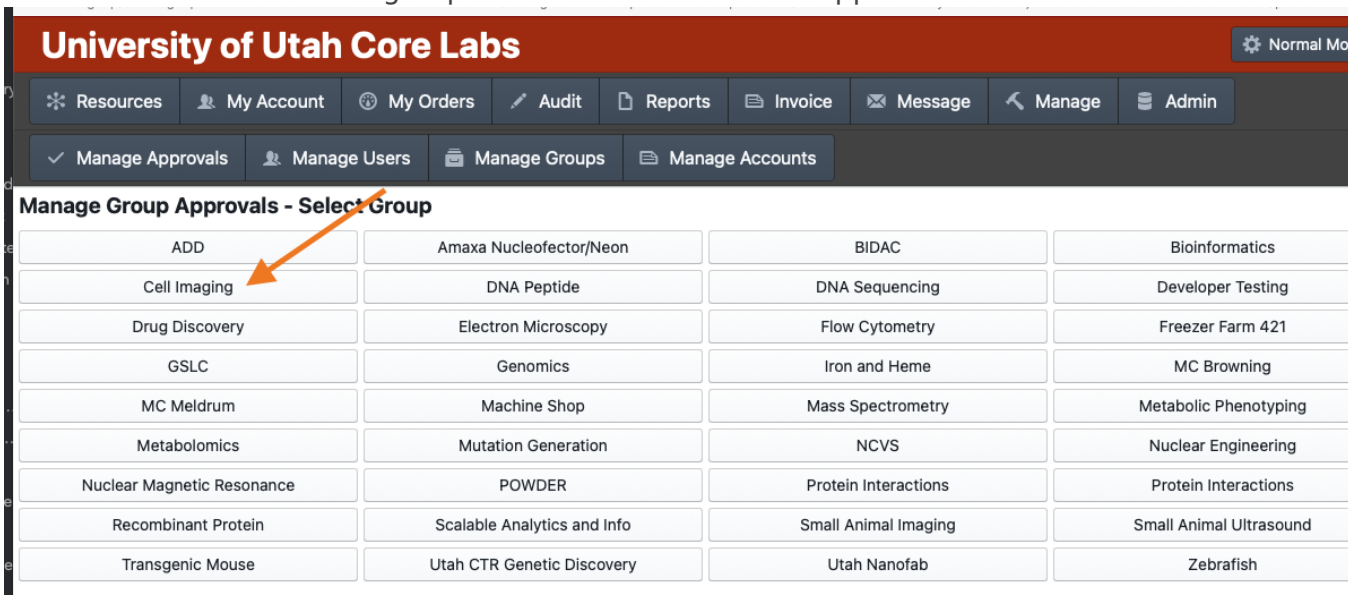
1. Click on the "Manage" icon in the top bar



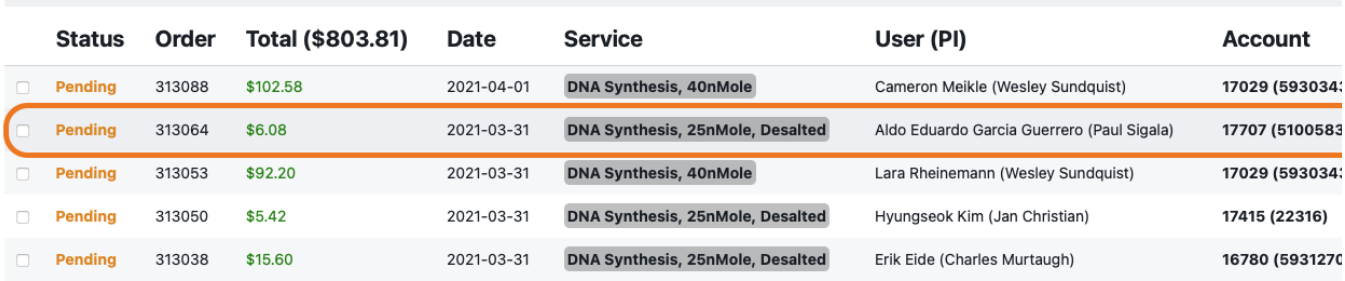
2. Click on "Manage Approvals"



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

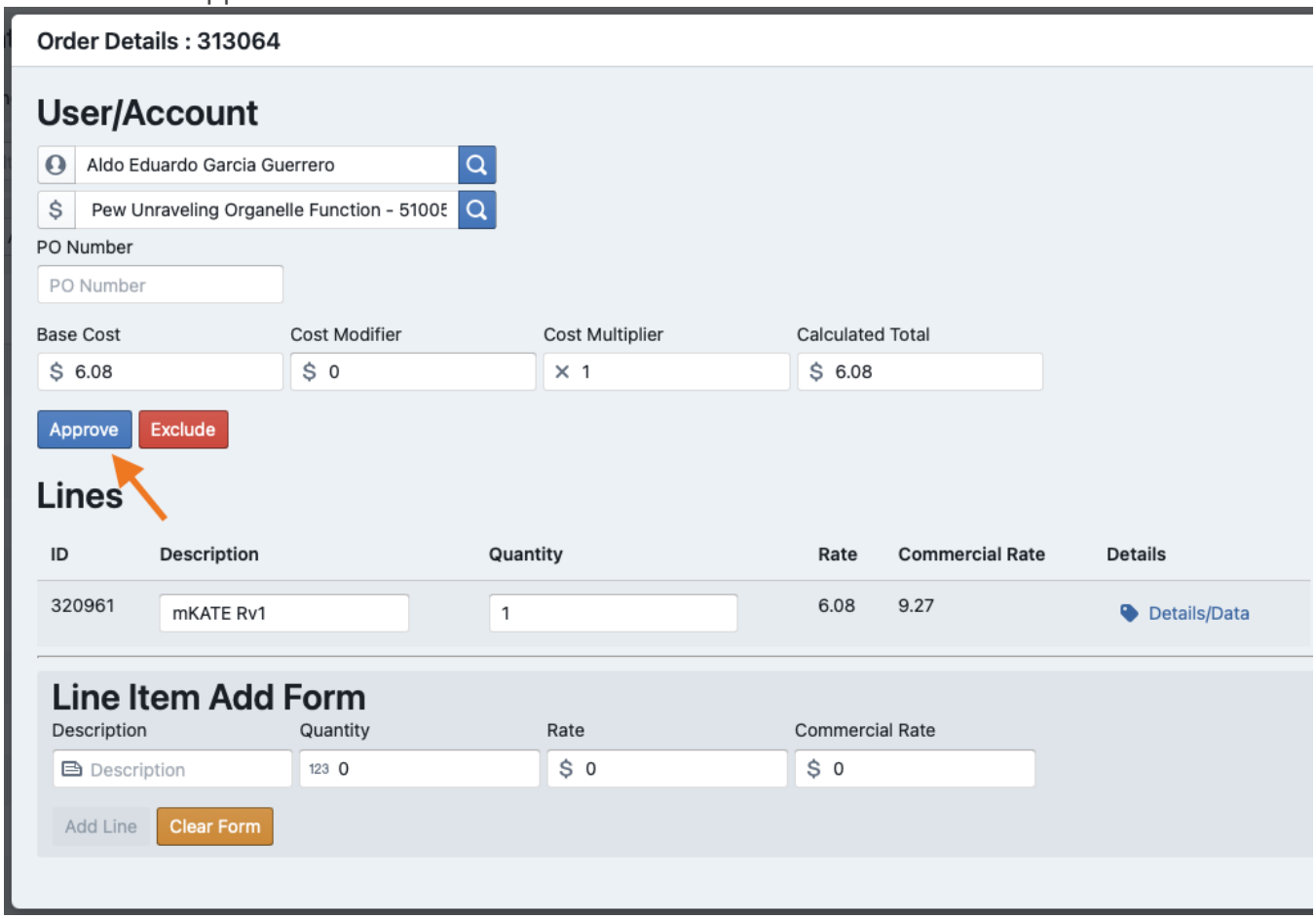


4. Click on the order row you wish to approve



Status	Order	Total ($803.81)	Date	Service	User (PI)	Account
Pending	313088	$102.58	2021-04-01	DNA Synthesis, 40nMole	Cameron Meikle (Wesley Sundquist)	17029 (593034
Pending	313064	$6.08	2021-03-31	DNA Synthesis, 25nMole, Desalted	Aldo Eduardo Garcia Guerrero (Paul Sigala)	17707 (5100583
Pending	313053	$92.20	2021-03-31	DNA Synthesis, 40nMole	Lara Rheinemann (Wesley Sundquist)	17029 (593034
Pending	313050	$5.42	2021-03-31	DNA Synthesis, 25nMole, Desalted	Hyungseok Kim (Jan Christian)	17415 (22316)
Pending	313038	$15.60	2021-03-31	DNA Synthesis, 25nMole, Desalted	Erik Eide (Charles Murtaugh)	16780 (593127

5. Click on the "Approve" button



Revision #3
Created 2021-04-01 15:11:35 UTC by Elliot Francis
Updated 2021-04-01 15:31:52 UTC by Elliot Francis