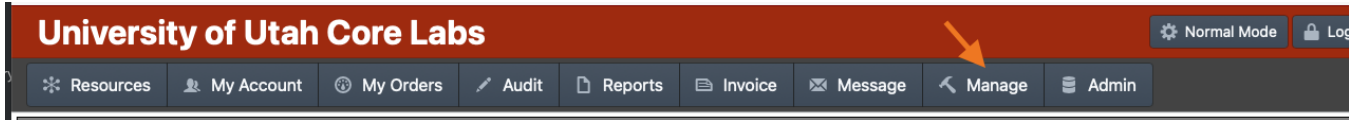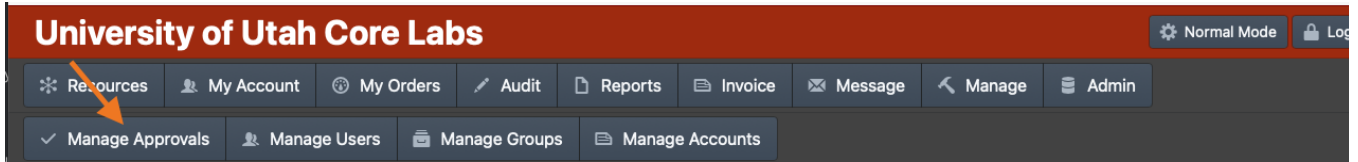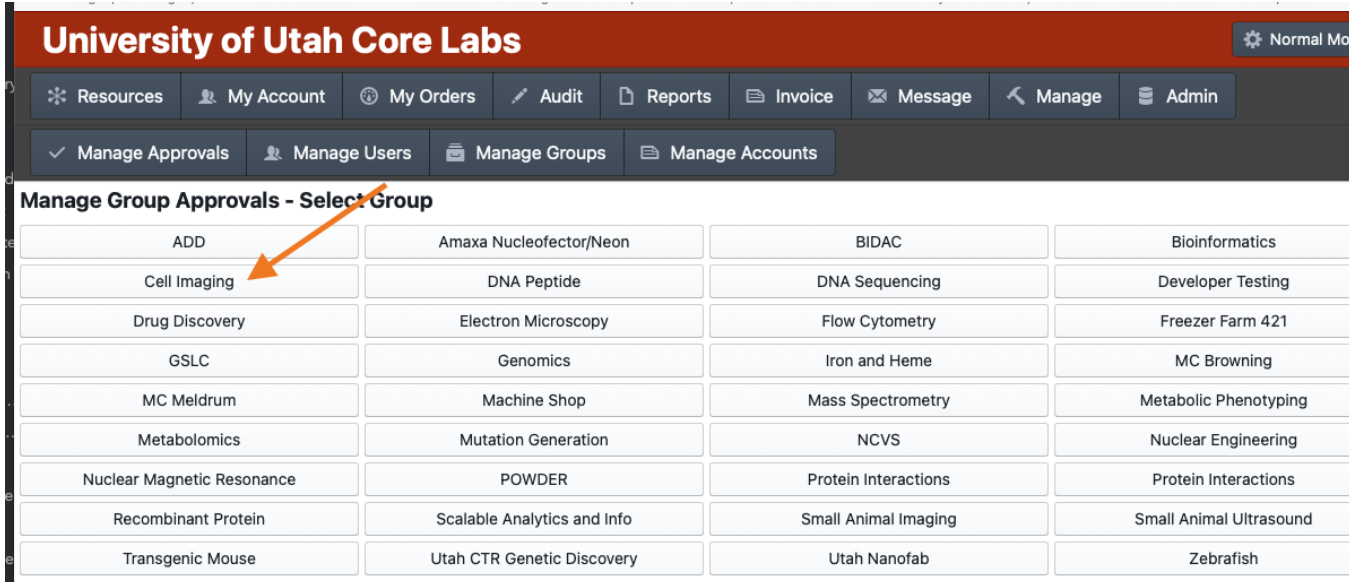# Approving a single order

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

5. Click on the "Approve" button

Revision #3
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