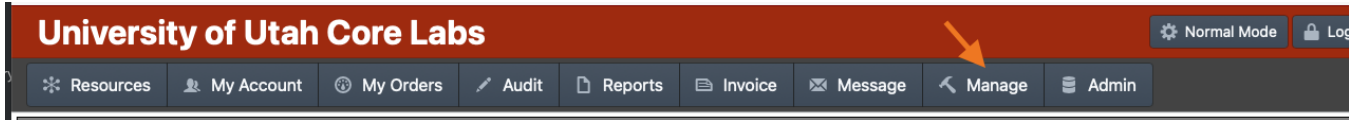
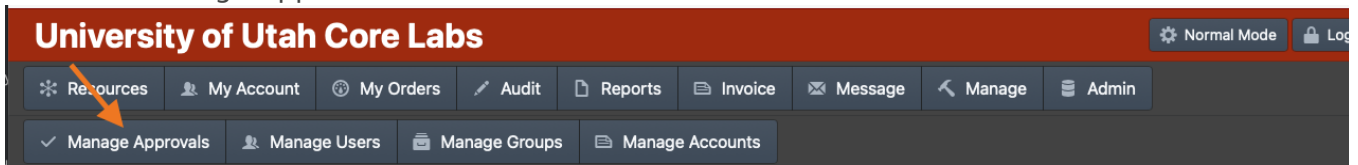


Batch approving orders

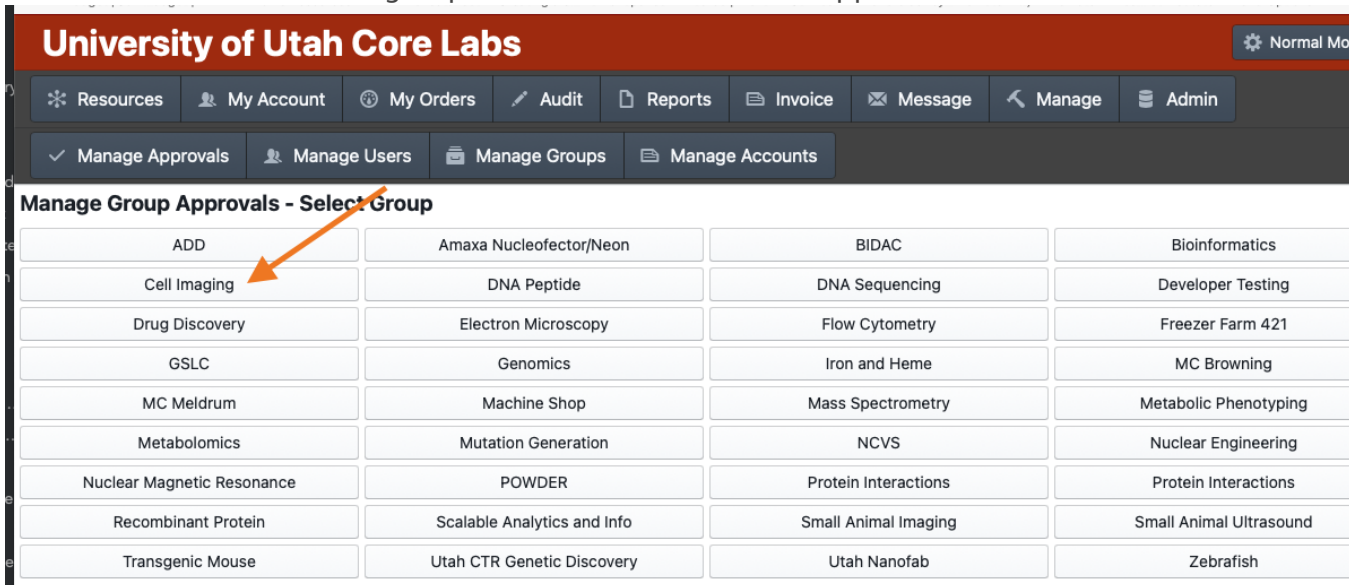
1. Click on the "Manage" icon in the top bar



2. Click on "Manage Approvals"




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



4. Use the check boxes next to the order rows to select all orders that you wish to approve. You can also use the "Select All Valid" button to select all error free orders that do not occur in the future for approval.

DNA Peptide Order Approvals

Select State
Pending 
Warning : loading large date ranges or a large number of orders (> 500) may take a long time to load. Please limit ranges to reasonable sizes.


Filter Results (Case Sensitive)...

Add Batch **Approve Selected** **Select All Valid** **Deselect All**

| | 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 (59303434) |
| <input checked="" type="checkbox"/> | Pending | 313064 | \$6.08 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Aldo Eduardo Garcia Guerrero (Paul Sigala) | 17707 (51005833) |
| <input checked="" type="checkbox"/> | Pending | 313053 | \$92.20 | 2021-03-31 | DNA Synthesis, 40nMole | Lara Rheinemann (Wesley Sundquist) | 17029 (59303434) |
| <input checked="" type="checkbox"/> | Pending | 313050 | \$5.42 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Hyungseok Kim (Jan Christian) | 17415 (22316) |
| <input checked="" type="checkbox"/> | Pending | 313038 | \$15.60 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Erik Eide (Charles Murtaugh) | 16780 (59312701) |
| <input type="checkbox"/> | Pending | 313001 | \$24.00 | 2021-03-31 | DNA Synthesis, 200nMole | Aimee Sanford (Jennifer Heemstra) | 18197 (xxxxxx) |
| <input type="checkbox"/> | Pending | 312999 | \$15.24 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Qinzhe Wang (Erhu Cao) | 17179 (59313210) |
| <input type="checkbox"/> | Pending | 312958 | \$5.31 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Millicent Wood (Randall Peterson) | 18603 (26751) |
| <input type="checkbox"/> | Pending | 312959 | \$5.42 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Millicent Wood (Randall Peterson) | 18603 (26751) |

5. Click the "Approve Selected" button

DNA Peptide Order Approvals

Select State
Pending 
Warning : loading large date ranges or a large number of orders (> 500) may take a long time to load. Please limit ranges to reasonable sizes.


Filter Results (Case Sensitive)...

Add Batch **Approve Selected** **Select All Valid** **Deselect All**

| | 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 (59303434) |
| <input checked="" type="checkbox"/> | Pending | 313064 | \$6.08 | 2021-03-31 | DNA Synthesis, 25nMole, Desalted | Aldo Eduardo Garcia Guerrero (Paul Sigala) | 17707 (51005833) |

6. Click the "Confirm" button

DNA Peptide Order Approvals

Select State
Pending 
Warning : loading large date ranges or a large number of orders (> 500) may take a long time to load. Please limit ranges to reasonable sizes.

Filter Results (Case Sensitive)...

Add Batch **Cancel** **Confirm** **Select All Valid** **Deselect All**

| | 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 (59303434) |

Revision #2

Created 1 April 2021 15:11:55 by Elliot Francis

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