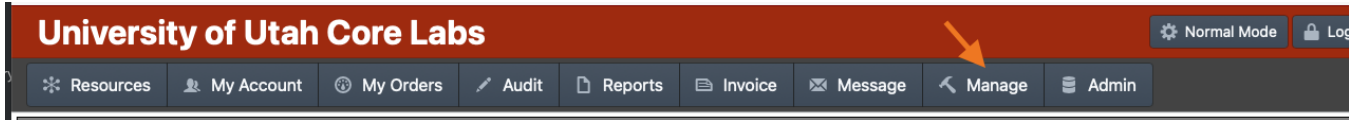
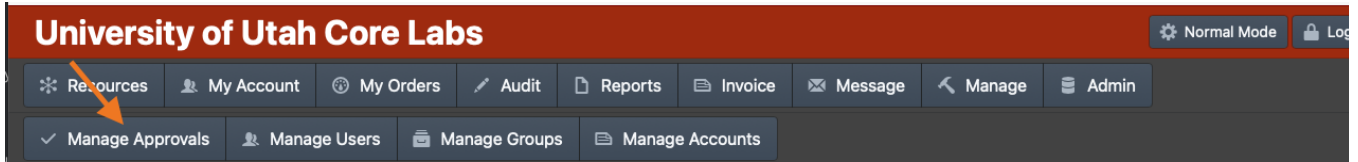


Batch approving orders

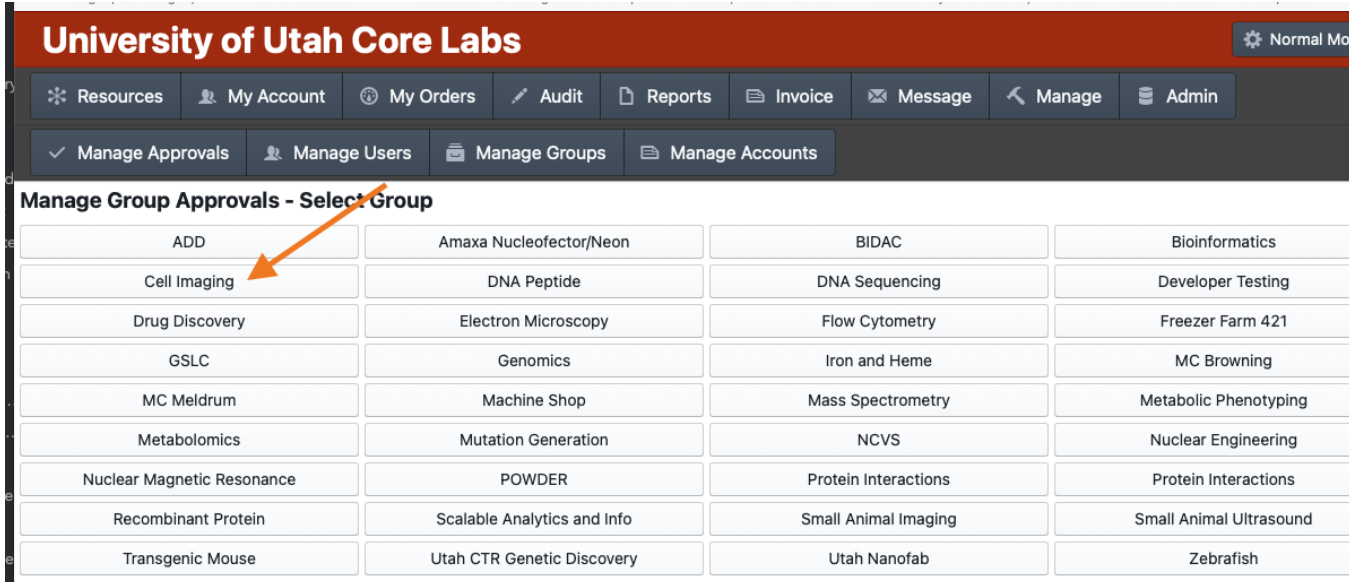
1. Click on the "Manage" icon in the top bar



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

Updated 1 April 2021 15:36:21 by Elliot Francis