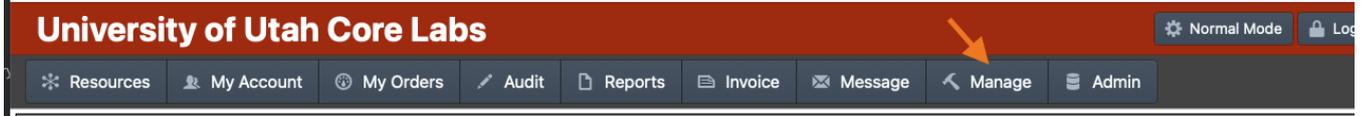
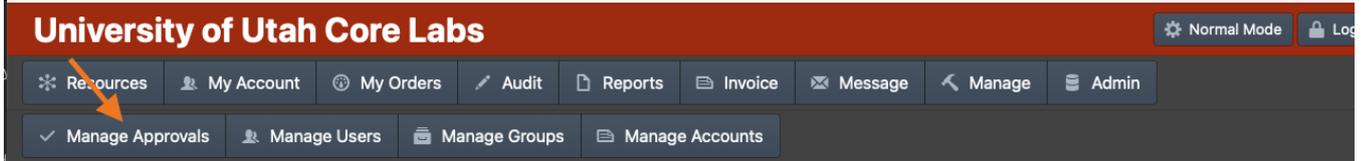


Excluding an order

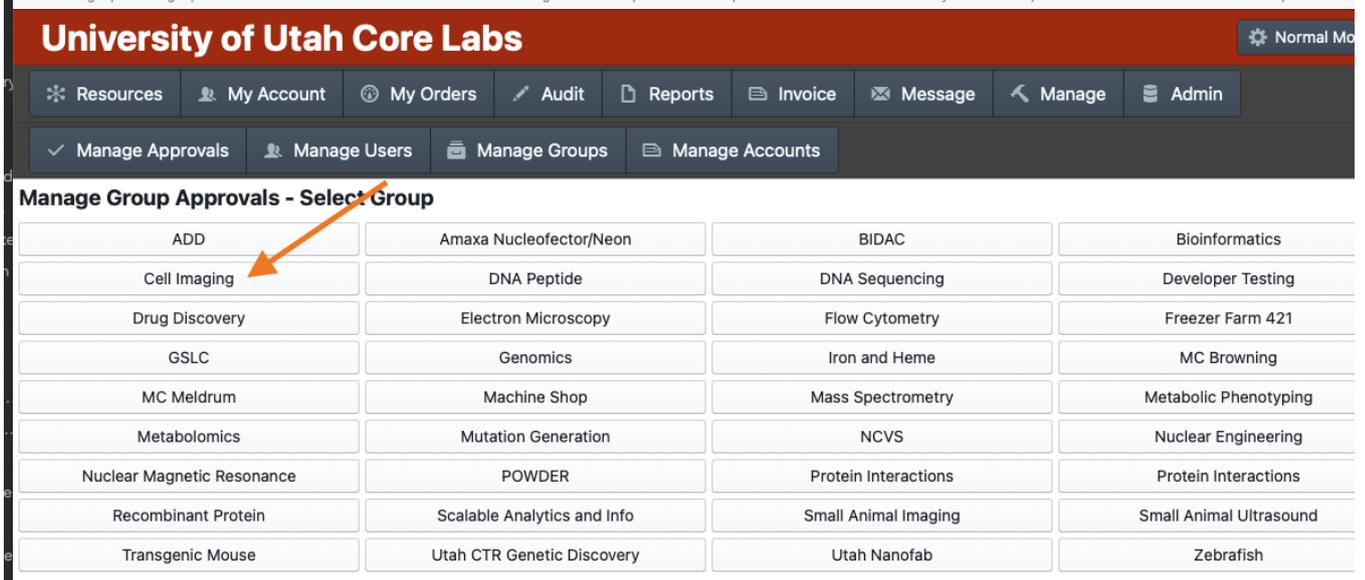
1. Click on the "Manage" icon in the top bar



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 checked="" 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 "Exclude" button

Order Details : 304916

User/Account

PO Number

Base Cost Cost Modifier Cost Multiplier Calculated Total

Events

Service	ID	Date	On	Off	Total	Cost	Details
Leica Spinning Disk EEJMRB Rm 5122	151410	2021-02-11 14:00:00 to 2021-02-11 19:00:00	[3]	[2]	[5]	\$136.50	Details/Data

Line Item Add Form

Description	Quantity	Rate	Commercial Rate
<input type="text" value="Description"/>	<input type="text" value="123 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>

Revision #2

Created 1 April 2021 15:39:27 by Elliot Francis

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