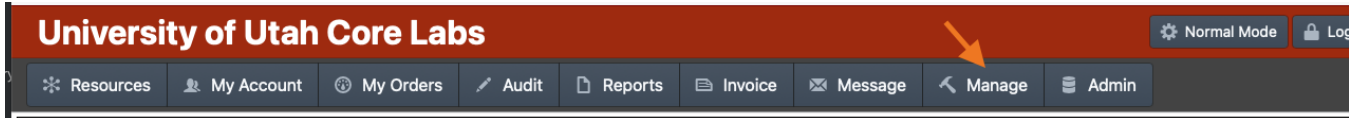
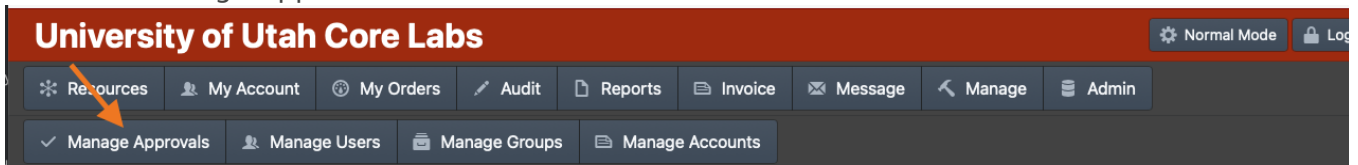


# Excluding an order

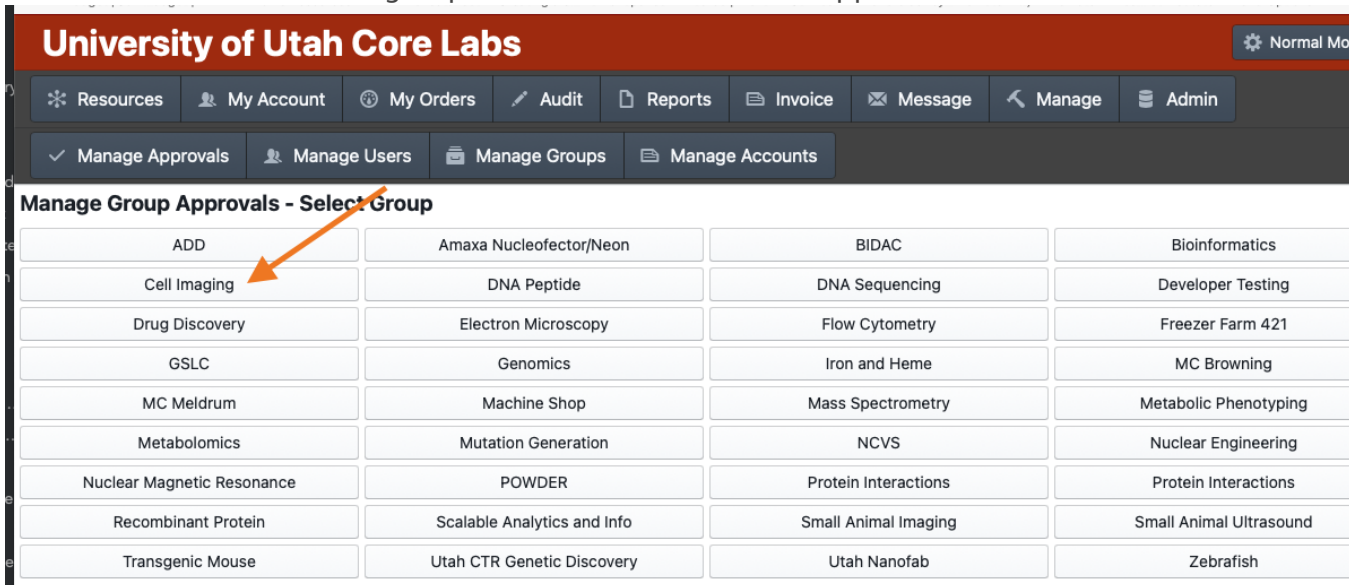
1. Click on the "Manage" icon in the top bar



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 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

Minna Roh-Johnson

DOD W81XWH-19-BCRP-BTA-12-2 - 5590

PO Number

PO Number

Base Cost

\$ 136.50

Cost Modifier

\$ 0

Cost Multiplier

× 1

Calculated Total

\$ 136.50

Approve

Exclude

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	<div>Details/Data</div>

Line Item Add Form

Description

Quantity

Rate

Commercial Rate

Description

123 0

\$ 0

\$ 0

Add Line

Clear Form

304916

\$00.00

2021-02-05

Leica Spinning Disk EEJMRB Rm 5122

Elizabeth Chalkman (Mary Becker)

Revision #2

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

Updated 8 April 2021 18:11:19 by Elliot Francis