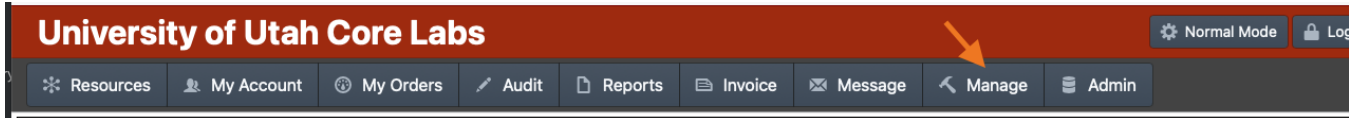
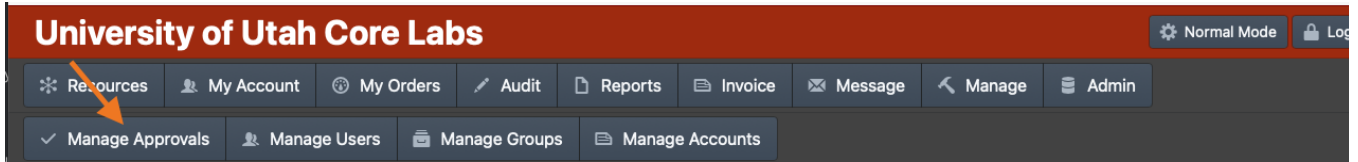


Excluding an order

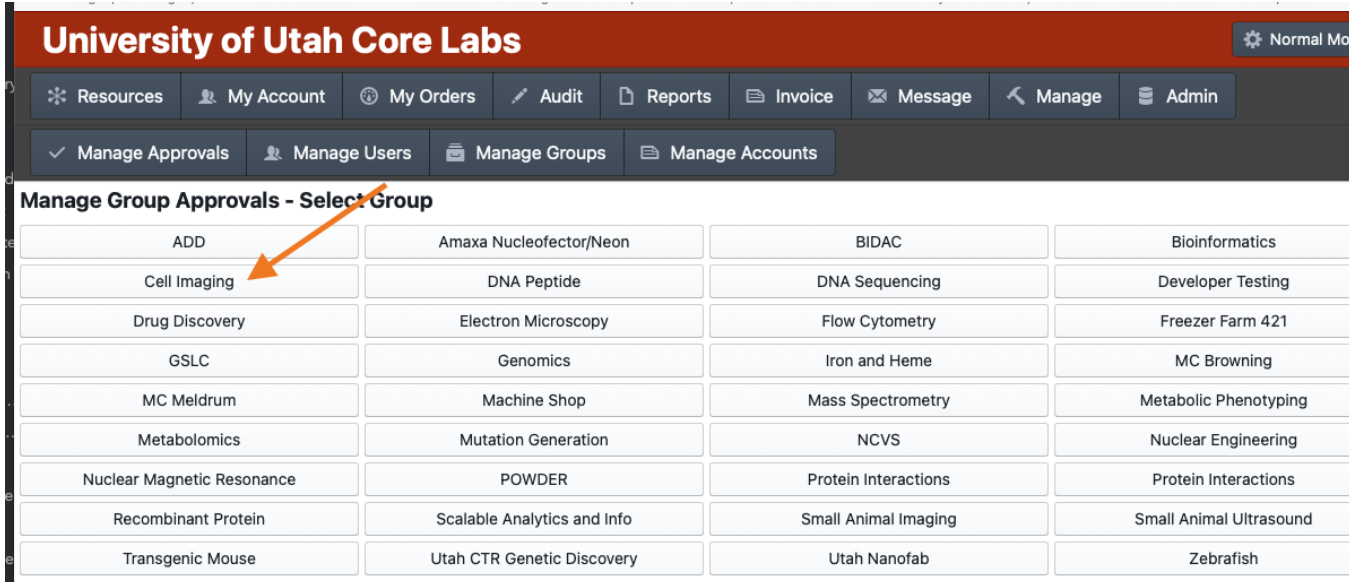
1. Click on the "Manage" icon in the top bar



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

Cost Modifier

Cost Multiplier

Calculated Total

\$ 136.50

\$ 0

× 1

\$ 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

Revision #2

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