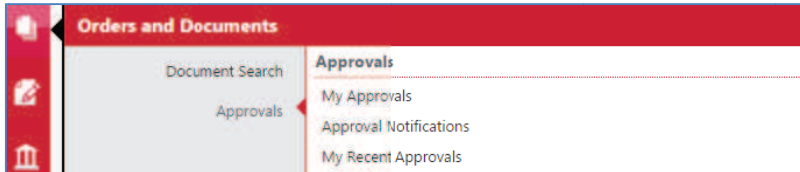




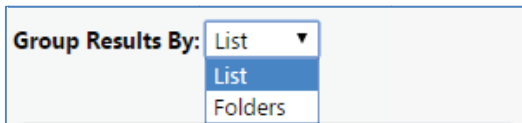
## Access the Approval Queue


From the home screen:

1. Click the **Orders and Documents** link in the navigation bar on the left and select **Approvals**, then **My Approvals**.



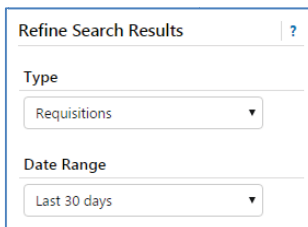
2. Once you are in the Approval Queue, you can group your results in a list or in folders.



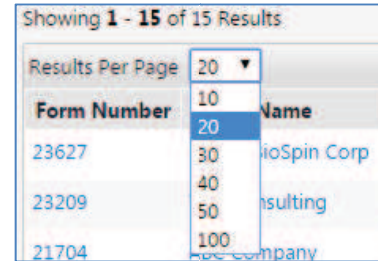


Selecting the Folders option groups approvals by the specific rule name (e.g., "IT Approvals").  
Selecting List displays transactions individually.

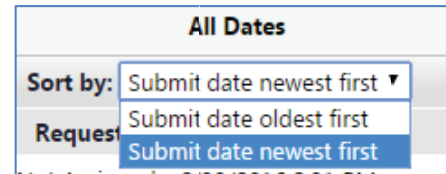
3. On the left, you can see a number of filters you can use to more easily navigate through your search results. Adjust them as needed.



4. You are able to adjust the number of results you are able to see per page.



5. In the middle of the screen, there is a dropdown box that has more options for sorting.



6. Once you locate the transaction you would like to approve, select the form number link to access the appropriate form for approval.