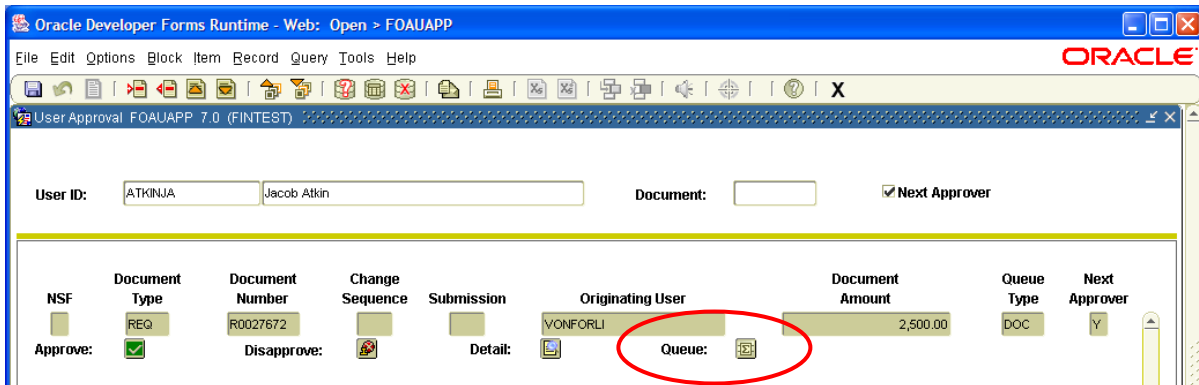


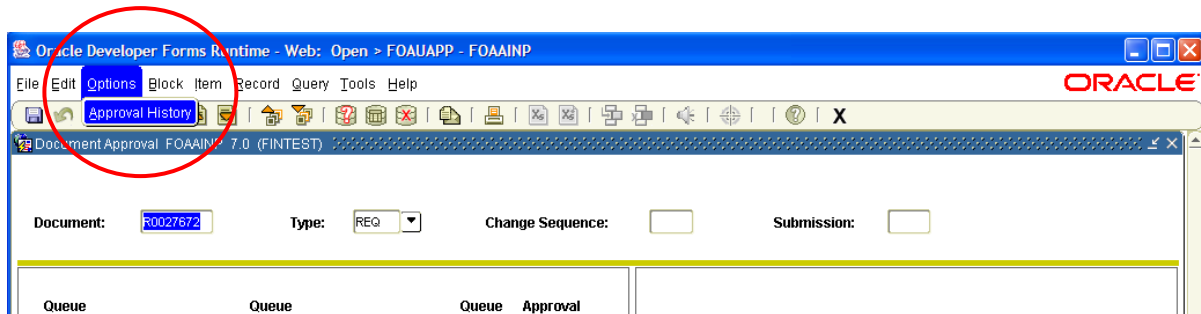
How to view the Approval Queue and Approval History

Step 1 – Click on the **Queue** icon button found in the middle of the approval screen.



Step 2 – **Next Block (Ctrl Page-Down)**, this will pull up a screen that shows the current Approval Queue with all of the individuals in the Queue that have access to approve the requisition.

Step 3 – To view the approval history, select **Approval History** under the **Options** menu. This will display a screen that shows a list of individuals that have reviewed and approved the requisition before the requisition hit your queue.



Step 4 – Press the large black X icon in the upper right hand corner two times to go back to the approval screen.