ORDER APPROVALS

To accept, decline or modify orders, follow these steps:

- Select Dashboard to view pending Approvals.
  
  - View all orders by selecting View all to approve or decline all orders without viewing the order detail.
  
  - Approve or decline orders individually by clicking the appropriate box.
  
  - View or modify orders by clicking on the Order #, allowing for necessary adjustments, leaving notes for the associate and submitting the order.