

## STAPLES ADVANTAGE QUICK GUIDE FOR ADMINISTRATORS

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### 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.