Approving Via E-mail

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E-mail Approval With An Approval Code
1. An e-mail will be sent indicating that a requisition is awaiting your approval.
2. After reviewing the e-mail click on the “Take Action” button.

3. The following dialog box should display in a browser window.

**If your name is not beside the “Approver” field please DO NOT take action upon the e-mail and contact the Process Improvement department at ext. 2585 with the error.**

4. Select an action to take and input any comments if applicable.

***NOTE: Only one action can be taken through the e-mail approval process. For example, if “Assign to myself” action was taken via e-mail in order to approve, reject, or return to requisitioner the approver must login to SciQuest.***

Assign to myself: Used when the approver would like to review the selected document at a later time and would not want others to take action upon. This action disables others from taking action upon the document.

5. Type in your approval code, Click “Submit”.

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Images of the Accounting Codes, Summary Details, and possible Approver fields with instructions on how to use them.
6. After approving this requisition, the following dialog box should appear to confirm the action you wish to take.

7. Click “OK”.

8. The confirmation dialog box will appear to confirm what action has been taken.
Setting Up An E-mail Approval Code
Logging into E-Procurement

https://usertes.t.scieuest.com/apps/Router/SAMLAuth/WinstonSalemState

(NOTE: TEST URL LINK)

- Input User name example: valentineje (lowercase)
- Password (Network Password)
- Sign In
1. Click on your name locate at the top of your homepage and select “View My Profile” from the drop down menu.

2. On the left side of the screen click on “Update Security Settings”.

The University Budget Office must approve all expenditures from state funds. Orders will not be processed without proper approvals.
Click “Change Email Approval Settings”

Type your approval code. ***Your approval code must be at least 4 digits long***.

3. Click “Save Changes”.
Approving Via SU-Express

1. Hover over the third Icon on the left (Orders & Documents) from approvals to click “my approvals”.

![Image of SU-Express screen showing approvals and My Approvals]

2. Click on the appropriate fund folder to view requisitions.

![Image of SU-Express screen showing My PR Approvals and fund folders]
3. The folder opens to reveal requisitions awaiting your approval. Click a requisition # to view the requisition.

4. Click the drop down arrow next to available actions and click “Assign to myself”.

Note – from the drop down in available actions, you can also reject or return the requisition to the requisitioner with comments.
5. After assigning the requisition to yourself, review the entire requisition, if all is well you can approve by clicking the “go” box next to available actions: Approve/Complete & Show Next. If you have other requisitions to approve, the next one will appear.