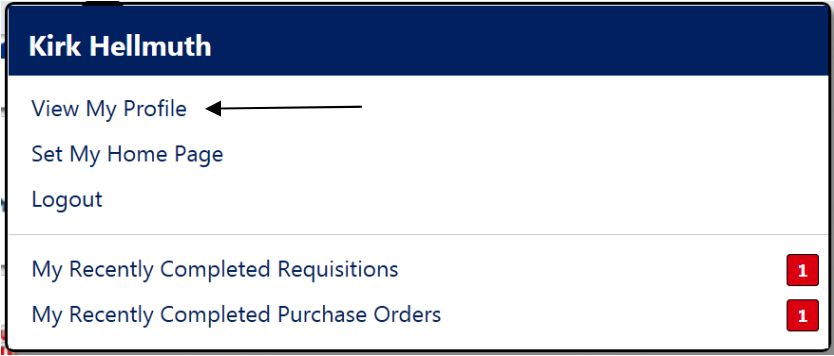
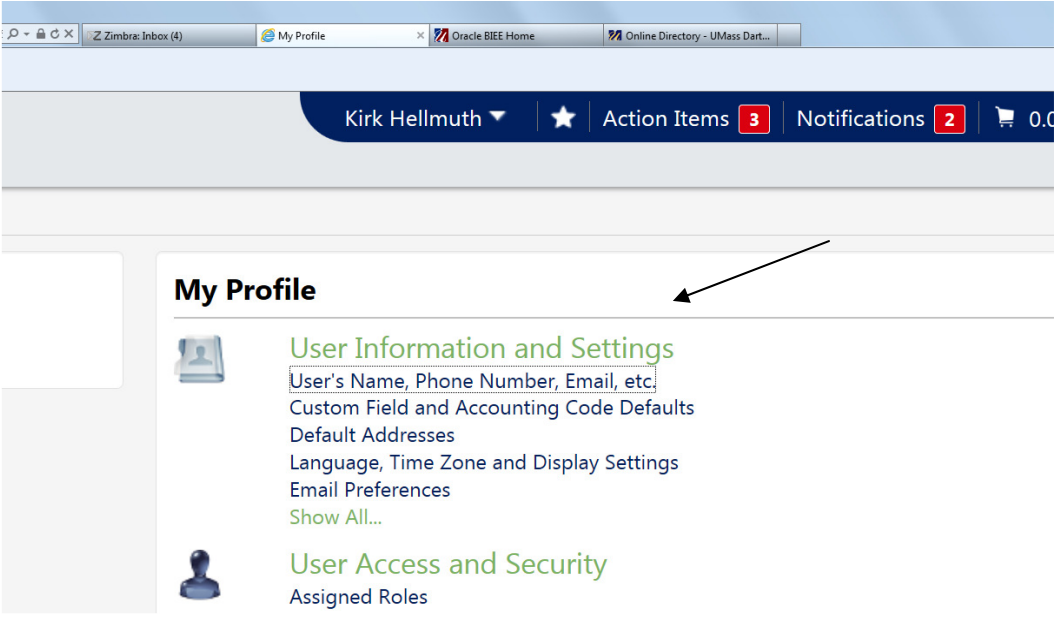
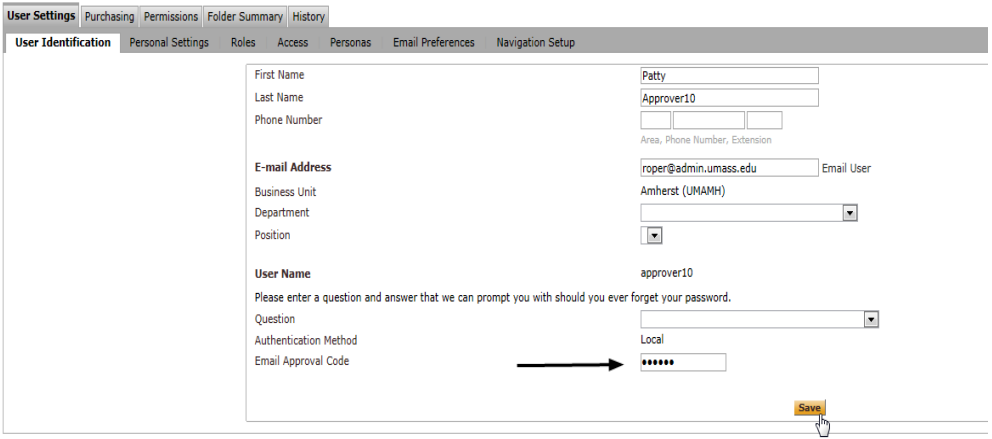

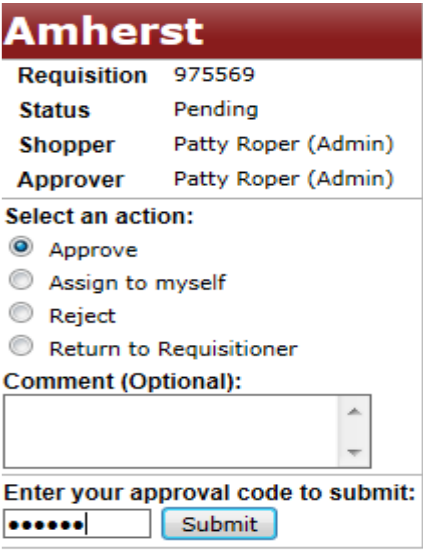
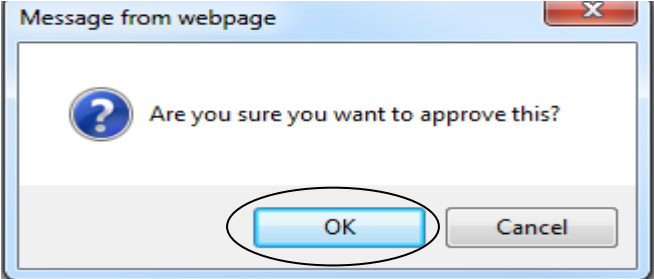



Reviewing and Approving Requisitions via email

Step	Action
1.	<p>The Approver is a user that has been given permission in UMass BuyWays to review and approve Requisitions.</p> <p>You are able to set up a private code on your profile to enable you to approve Requisitions from your email without having to login to BuyWays.</p>
2.	<p>To do this you need to Login into BuyWays and click on your Name to find your profile.</p> <div data-bbox="354 699 1182 1052" style="border: 1px solid black; padding: 5px;">  </div> <p>Click View my Profile.</p> <div data-bbox="354 1150 1404 1766" style="border: 1px solid gray; padding: 5px;">  </div> <p>Click User's Name, Phone Number, Email, etc.</p>

Step	Action
3.	<p data-bbox="354 279 1372 310">On the User Identification tab, enter a private code that you will use to approve.</p> <div data-bbox="354 352 1339 787">  </div> <p data-bbox="354 835 1396 940">The system requires a minimum of 6 characters. You should follow good security practice and set a complex code and not, for instance, 123456. Do not share your code.</p> <p data-bbox="354 982 1101 1014">Click Save when updated. You are finished with the setup.</p>
4.	<p data-bbox="354 1035 1356 1066">When you receive your next email, review the Requisition details in the email.</p>
5.	<p data-bbox="354 1087 1339 1150">You can choose to return the Requisition, approve it, or even assign it to yourself so nobody else can access it until you can login to BuyWays to review it.</p>
6.	<p data-bbox="354 1203 893 1234">Click the Take Action button in the email</p> <div data-bbox="354 1266 1101 1329">  </div>

Step	Action
7.	<p>Select your action (for instance, Approve), leave a comment if necessary, enter your private approval code, and click Submit</p> 
8.	<p>You will receive a message asking ‘Are you sure you want to approve this?’ Click OK.</p> 
9.	
10.	End of Procedure.