

# Processing Your Approvals

When a contract requester submits a contract, it first routes through Contract Type and Compliance Approvals, after which it will go to the specified Contract Manager. (The choices of contract managers for each department are configured by the administrators of the system.)

Once the Contract Manager is ready, they will send it on the Department Approver(s).

## Finding Your To-Do List

There are three main ways to see your Pending Approvals:

1. Email. You will receive an email when your approval is required. Click the "Review" link to open the Approval record for review:

Subject: Contract #697 requires approval

Content: The contract shown below is ready for your approval. Click **Approve** to approve the contract and route to the next approval. Click **Review** to view the approval record and change the status directly.

Status:	Pending Approval
Approval Team:	OGC Team
Contract ID:	697
Contract Company Name:	zGoogle
Contract Start Date:	Oct 01 2018
Contract Amount:	\$20,000

2. Contract Approver Home Page. The Contract Approver Home Page lists your Assigned Pending Approvals. Click the Edit icon or the Approval Title to open the Approval record for review:

Approvals: My Assigned Pending Approvals

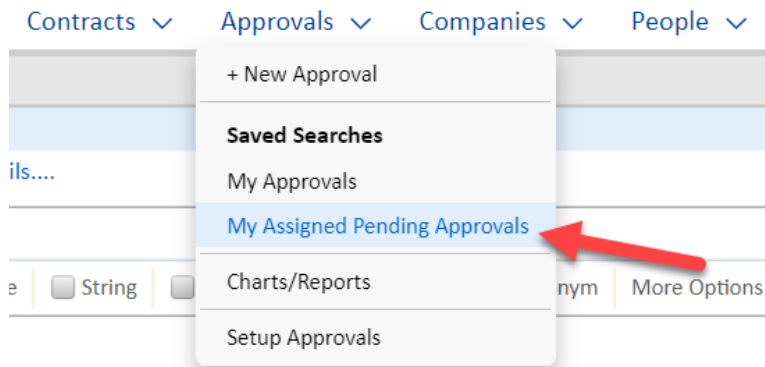
Status: 7 record(s) found, 1 page(s) [Click for details...](#)

Search: -TEXT- contains Go

Show All  Refine  String  Context  Active Only More Options My Assigned Pending Approvals

Edit	ID	Approval Title	Status	Approval Team	Approver	Contract Company Name	Contract Title	Contract Start Date
	1163	TEST- Relate Care Service Agreement - HDW (InfoSec Team)	Pending Approval	InfoSec Team		RelateCare LLC	TEST- Relate Care Service Agreement	Dec 01 2018

3. My Assigned. The My Assigned section in the top menu under Approvals lists your Assigned Pending Approvals, along with the total number of records requiring your approval.



Click that search to display the results and open the record for review as described in option 2 above.

## Review Pending Approval

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To review the contract request:

1. Get an overview of the Approval by looking at the Approval form and looking at all the tabs.
2. Review any attachments, turn Track Changes on, and add comments or make changes as necessary.
3. Review specific contract request details as necessary.
4. Look at who else will be approving it.
5. Determine whether anyone else is needed, and add them as necessary.
6. Add any notes to Approval Notes. Notes are required if you will not approve.
7. Click Approve to Approve, or click Require Changes to send it back to the Contract Manager.

### Details Tab

The first two sections of the Details tab show you the Status, the Approval Title, which indicates why you're seeing it, buttons to Approve and Require Changes, and where this approval falls in the order of all approvals for the contract (Step Number):

### Approval

[Save](#) [Cancel](#)
[Details](#) [Related Approvals](#) [Emails](#) [History](#)

[Collapse All](#)

ID: 1163      Status: Pending Approval

Approval Title: TEST- Relate Care Service Agreement - HDW (InfoSec Team)

[Approve](#)      [Require Changes](#)

Contract Managers List

Status: 3 record(s) found, 1 page(s). [Click here](#) to recount records.

<input type="checkbox"/> Edit	ID ↓	Division Name	Department Name	Intake Person	Contract Manager	Department Code
<input type="checkbox"/>	835	SLUCare Clinical Affairs	SLUCare Administration	contractmanager1...	contractmanager1...	D445
<input type="checkbox"/>	366	SLUCare Clinical Affairs	SLUCare Administration	Katy Wittwer	Katy Wittwer	D445
<input type="checkbox"/>	345	SLUCare Clinical Affairs	SLUCare Administration	Mary Lynn Thompson	Mary Lynn Thompson	D445

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[Approval Details](#)

\*Step Number: 1

Approval Team: InfoSec Team      Approver: \_\_\_\_\_

Department Approvers

Status: No records.

Other sections include:

[Approval Notes](#)

Approval Notes

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[Approval Running Notes](#)

Approval Running Notes

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[Attachments](#)

Status: 1 record(s) found, 1 page(s). [Click here](#) to recount records.

ID ↓	Attachment Type	Attached File	Include in Approval Packet	Include in DocuSign Envelope	Status
477	Document Provided by Outside Party	<a href="#">Relate Care Agreement.docx</a>	Yes	No	Active

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[Contract Details](#)

Contract ID: 739

Contract Title: TEST- Relate Care Service Agreement

Contract Company Name: RelateCare LLC      Contract Owner: Alicia Kosydor      Contract Manager: Katy Wittwer

## Approval Notes

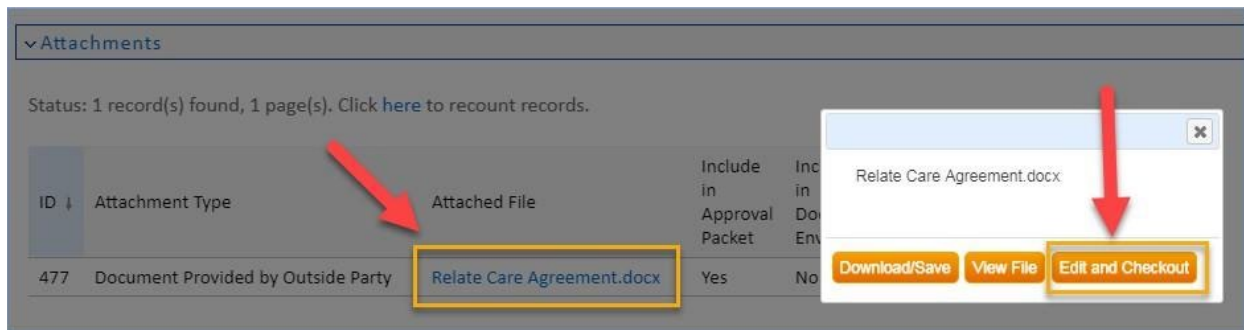
The system requires that you enter Approval Notes if you are requiring changes. You can also use Approval Notes to explain anything you feel is useful or necessary or want to have on record.

## Attachments

Any contract attachment records marked as being included in the Approval packet are listed here. You can click the Attached File name (in blue) to view the attachment, or if allowed, edit the attached document.

## Reviewing Attachments

Click the Attached File name to review the attachment:



If you will not need to make any changes or add any comments to the attachment, you can click "View File."

Otherwise, click "**Edit and Checkout.**" This will allow you to make changes directly within the document, and prevent other approvers from making changes at the same time. Changes you make will be saved directly to the system on the cloud. If Edit and Checkout is not available to you, it may mean that it's already been checked out by someone else.

Please ensure that Track Changes is turned on if you use Edit and Checkout by going to Review > Track Changes.

Note: Edit and Checkout is available for Microsoft Word, Excel and Powerpoint. Track Changes is only available for Microsoft Word.

## Reviewing Contract Details

If you need to see more contract details, you can click on the hyperlinks in the Contract Details section to open the Contract request record.

## Related Approvals Tab

The Related Approvals tab gives you access to related Approvals:

[Add Ad Hoc Approval](#)

Use this to filter the list of approvers or to assign to a team

Ad Hoc Approver Team  Ad Hoc Approver

[Add Ad Hoc Approval](#)

[Concurrent Approvals](#)

Any approval records with the same step number as this approval are shown here.

Status: 5 record(s) found, 1 page(s). Click [here](#) to recount records.

<input type="checkbox"/>	Edit	ID ↓	Step Number	Status	Approval Title	Approver	Approval Team	Approved/Rejected By
<input type="checkbox"/>		1164	1	Pending Approval	TEST- Relate Care Service Agreement - HDW (Export Controls Team)		Export Controls Team	
<input type="checkbox"/>		1162	1	Pending Approval	TEST- Relate Care Service Agreement - HDW (Compliance Team)		Compliance Team	
<input type="checkbox"/>		1161	1	Pending Approval	TEST- Relate Care Service Agreement - HDW (Risk Management Team)		Risk Management Team	
<input type="checkbox"/>		1160	1	Pending Approval	TEST- Relate Care Service Agreement - HDW (OGC Team)		OGC Team	
<input type="checkbox"/>		1159	1	Pending Approval	TEST- Relate Care Service Agreement - HDW (Treasury Team)		Treasury Team	

Number of Open Concurrent Approvals 5

[Next Approvals](#)

The approval(s) next in the workflow queue for this contract are shown here.

Status: 1 record(s) found, 1 page(s). Click [here](#) to recount records.

## Add Ad Hoc Approver

If there is someone else who should approve the contract request and they are not listed in Concurrent Approvals or Next Approvals, you can add them in the Add Ad Hoc Approval section.

You can choose the Approval Team and/or the Approver. Select the Ad Hoc Approver Team; this will refresh the list of approvers on that team. Then optionally choose the Ad Hoc Approver. Click Add Ad Hoc Approval to create a new approval record in Pending Approval status at the same step as your approval.

Note: The approver you choose must have the appropriate permissions to be able to approve the record.

## Concurrent Approvals

This related table shows all approvals for this contract request at the same step number as the current approval.


## Next Approvals

This related table shows the approvals that are scheduled next in the workflow queue after the current approval.

## Approve Pending Approval

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To approve the request, click the Approve button at the top of the form:

ID	1163	Status	Pending Approval ▼
Approval Title	TEST- Relate Care Service Agreement - HDW (InfoSec Team)		
		<input type="button" value="Approve"/>	<input type="button" value="Require Changes"/>

## Require Changes for a Pending Approval

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If changes are required, add Approval Notes about what kind of change is required and then click Require Changes. This will change the Approval's status to "Requires Change," and notify the Contract Manager that a change is required.

ID	1163	Status	Pending Approval ▼
Approval Title	TEST- Relate Care Service Agreement - HDW (InfoSec Team)		
	<input type="button" value="Approve"/>		<input type="button" value="Require Changes"/>