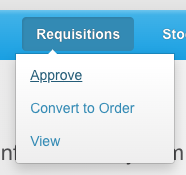
How-To-Guide: Approving Requisitions

# Introduction

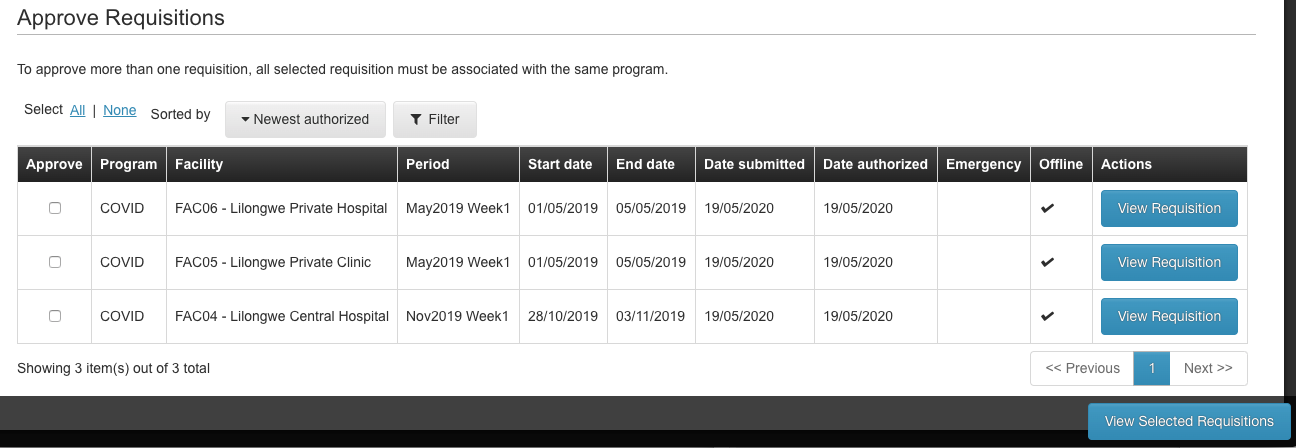
To finalize the report data and prepare submitted requisitions to become orders, the submitted requisitions must be approved.

## Approving Requisitions

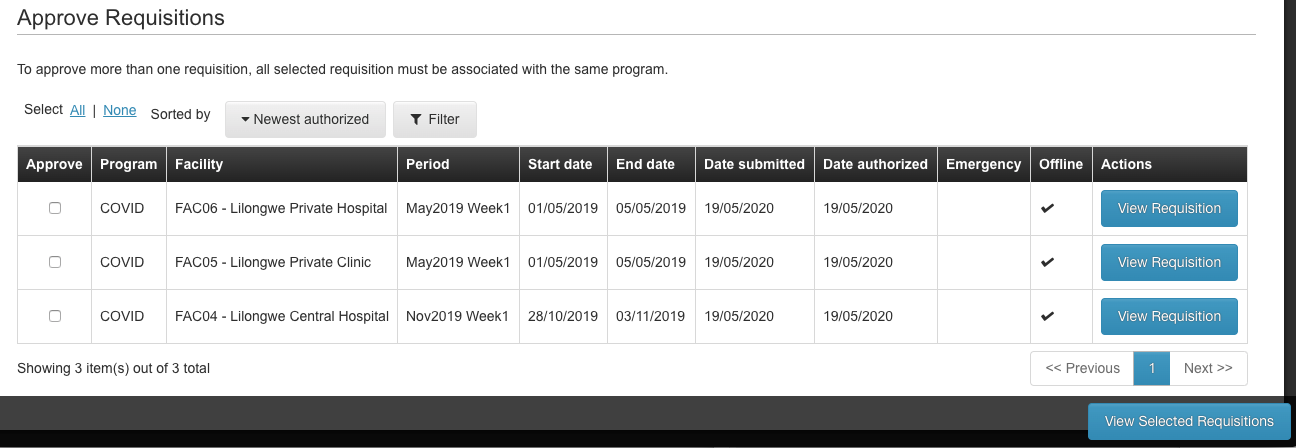
1. From the OpenLMIS home screen click on **Requisitions** on the navigation bar and select **Approve** on the drop down menu



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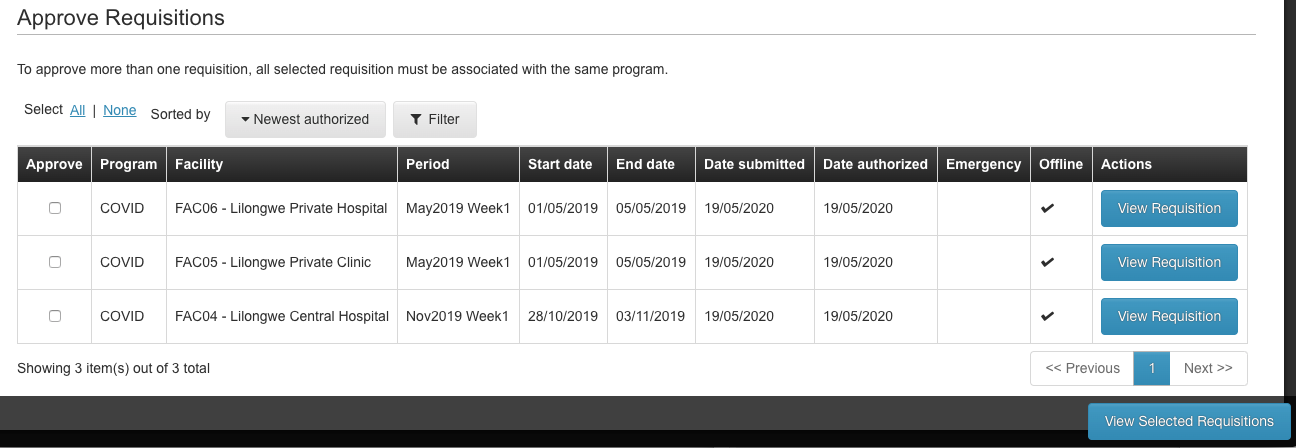
1. You will see the list of requisitions waiting for approval (the list will depend on what approval roles you have in the system).

### Approving a Single Requisition



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1. Click **View Requisition** for the requisition you want to review and approve.
   1. If you’re looking for a specific requisition and don’t see it, you can check other **Pages**, **Filter** to a specific program, or change the way the list is **Sorted** (from newest first to oldest first).

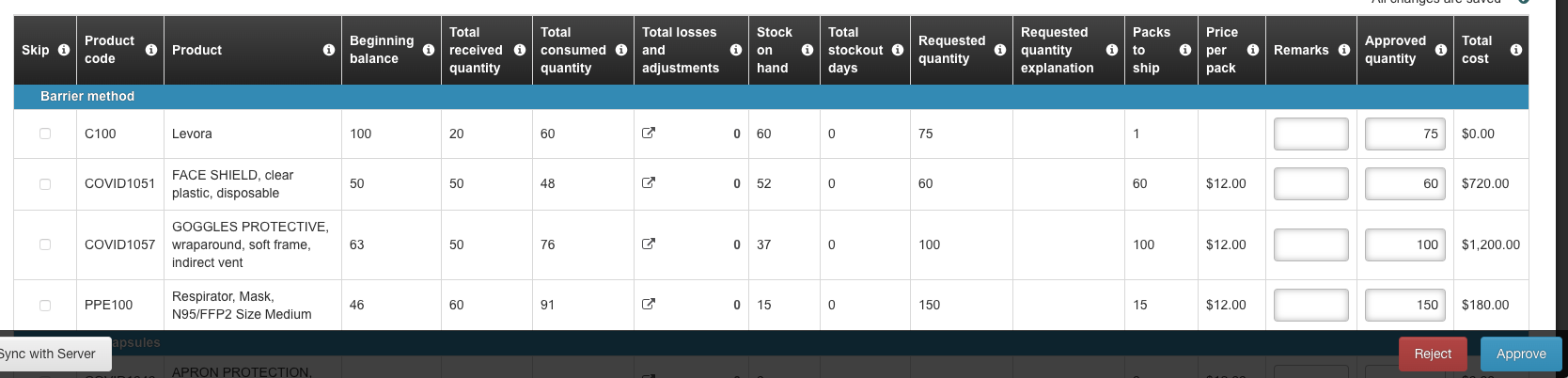


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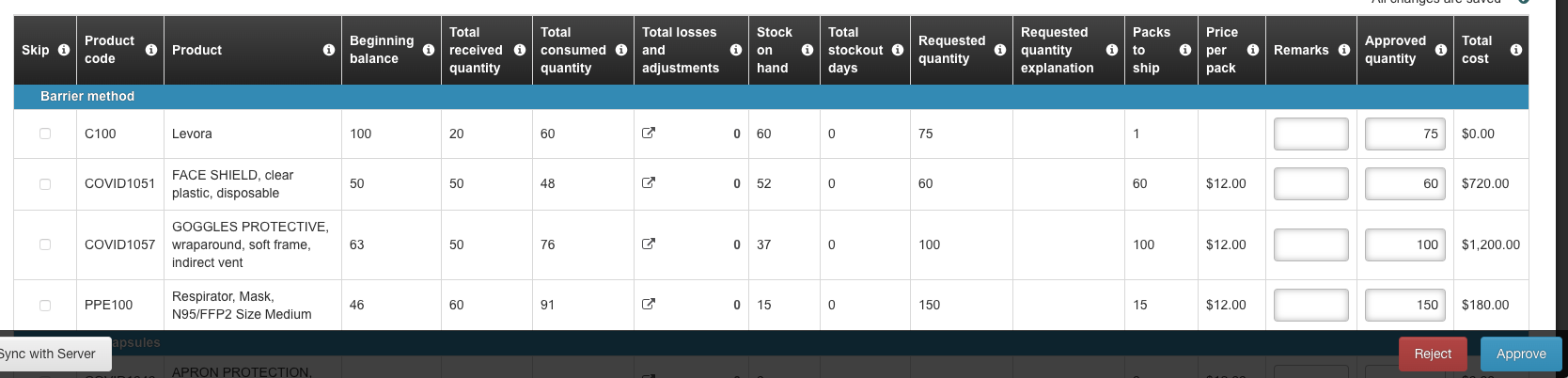
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1. Review the requisition. You cannot edit any of the data on the requisition at this stage, but you can update the **Approved Quantity**. By default, the approved quantity will be the same as the requested quantity, so you only have to make changes to those you wish to update.

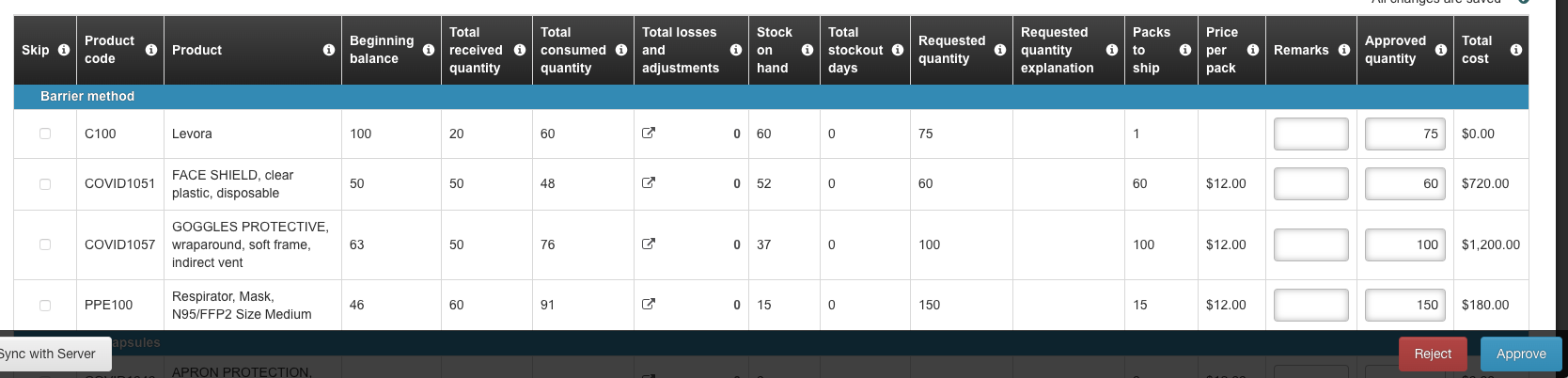


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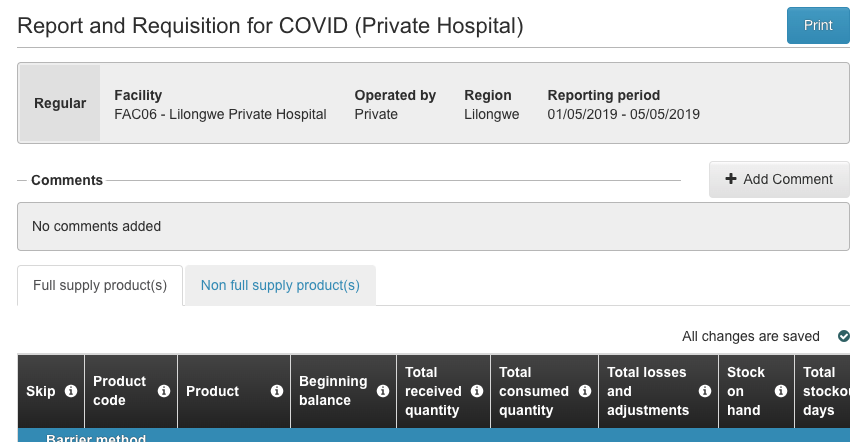
1. Once you complete the review:
   1. Click **Approve** to approve the requisition if everything looks good and no further changes are needed.



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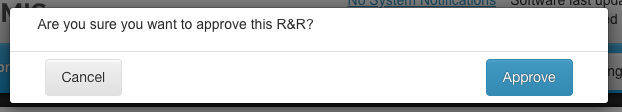


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* 1. Click **Reject** if there are issues with the requisition that need to be updated before you approve. This will send the requisition back to *Initiated* status to be updated and re-submitted.
     1. If you are going to reject the requisition, it is helpful to provide an explanation so the other user knows what needs to be changed. Click **+Add Comment** and add a note to the requisition. The other user will see this when they review.

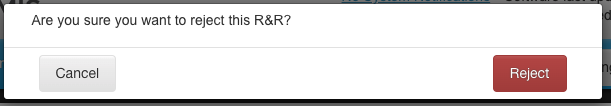
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1. Confirm your action:



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* 1. Click **Approve** to confirm the approval

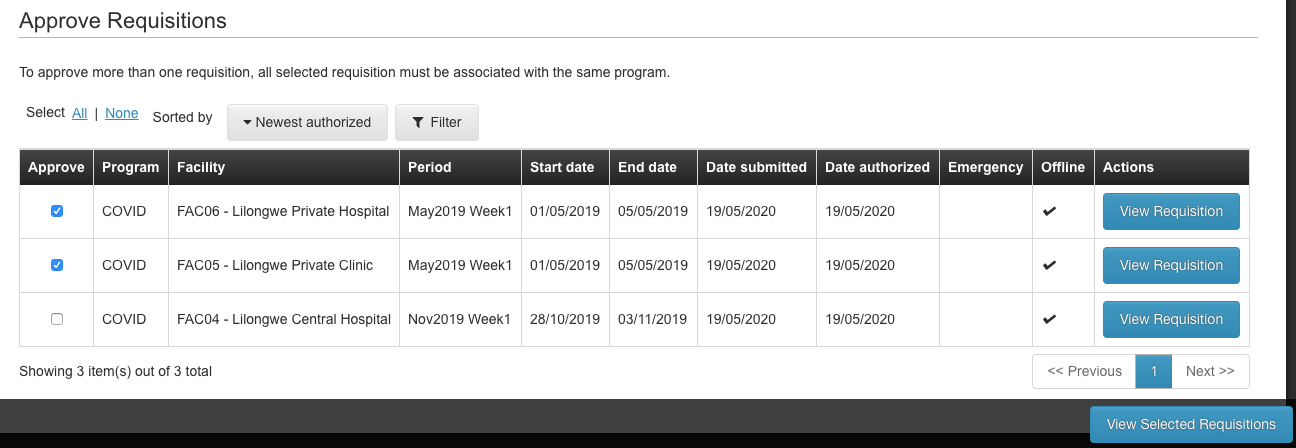


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* 1. Click **Reject** to confirm the rejection

### Approving Multiple Requisitions (Batch Approval)

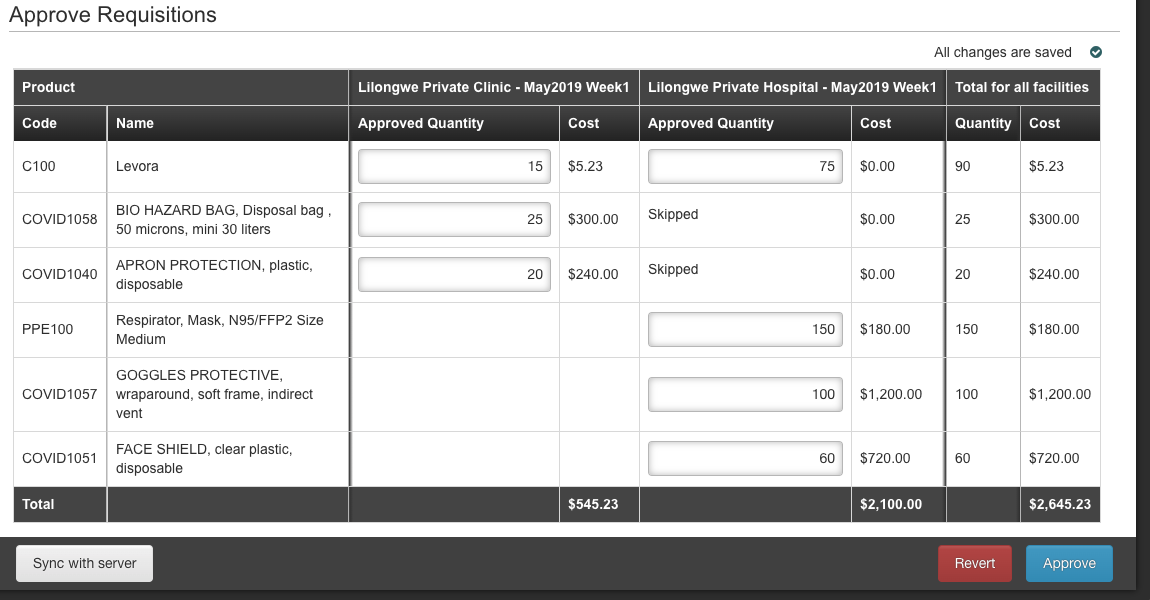
1. Click the **Approve Selection Box** for 2 or more requisitions that you want to approve.
2. Click **View Selected Requisitions**



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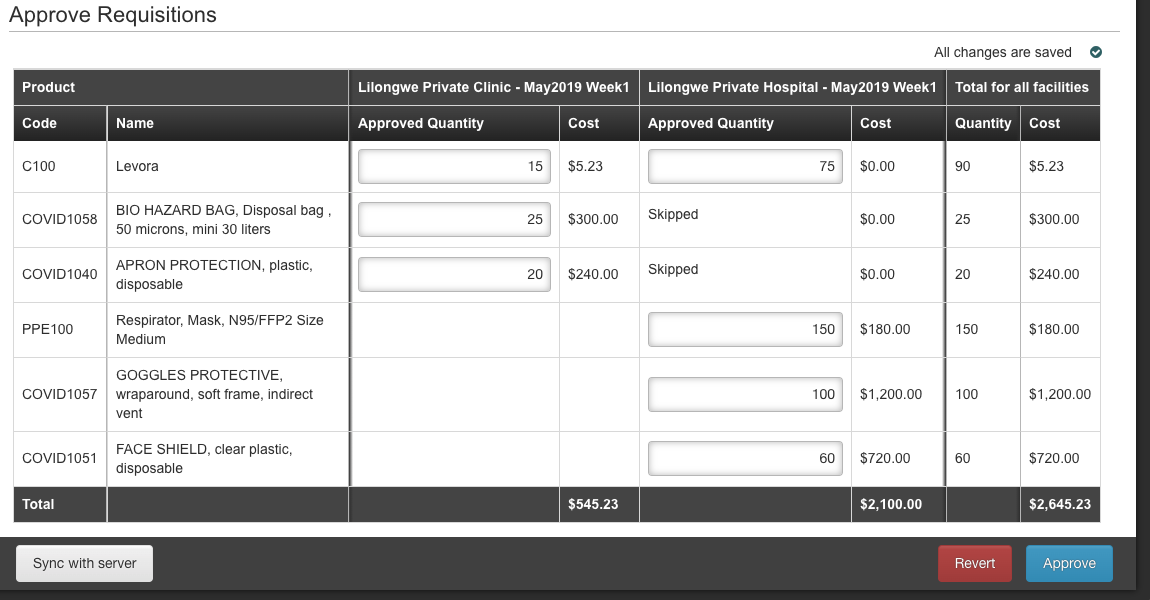
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1. Review and update (if necessary) the **Approved Quantity** for each product at each facility.



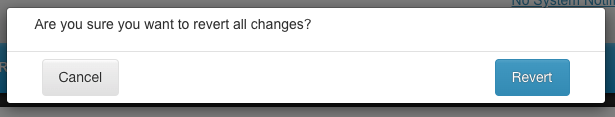
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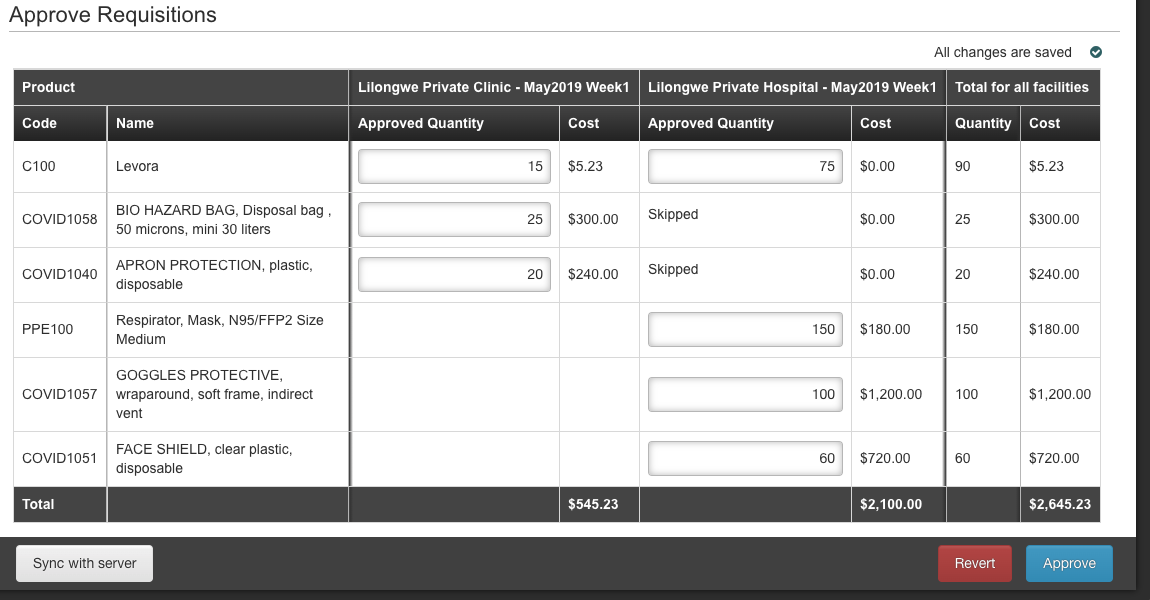
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1. To remove all changes and revert back to the original numbers, click **Revert**
2. Click **Revert** to confirm that you want to revert

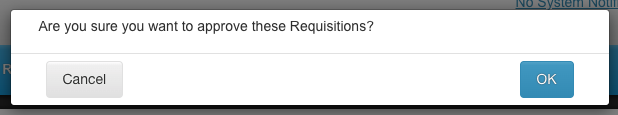


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1. Click **Approve** to approve all requisitions (if you want to reject a requisition, you must do so individually)



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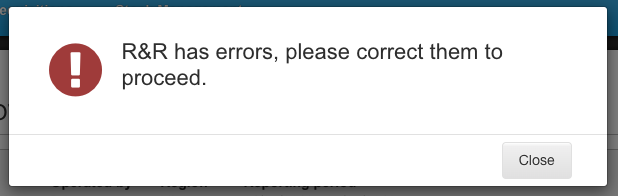


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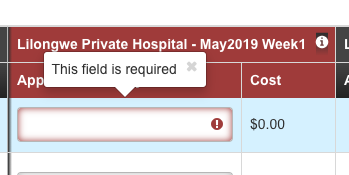
1. Click **Approve** to confirm the approval

### Confirmations & Errors

1. If there are any errors (incomplete fields) you will see an alert that there are errors on the requisition. Click **Close** to return to the requisition form to correct the errors.



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1. There errors on the form will be outlined in red with an **Error Icon** next to them. Additionally, the page(s) where errors are located will be highlighted in red on the page navigation tool.
2. Once errors are corrected, click **Submit & Authorize** to submit the requisition.