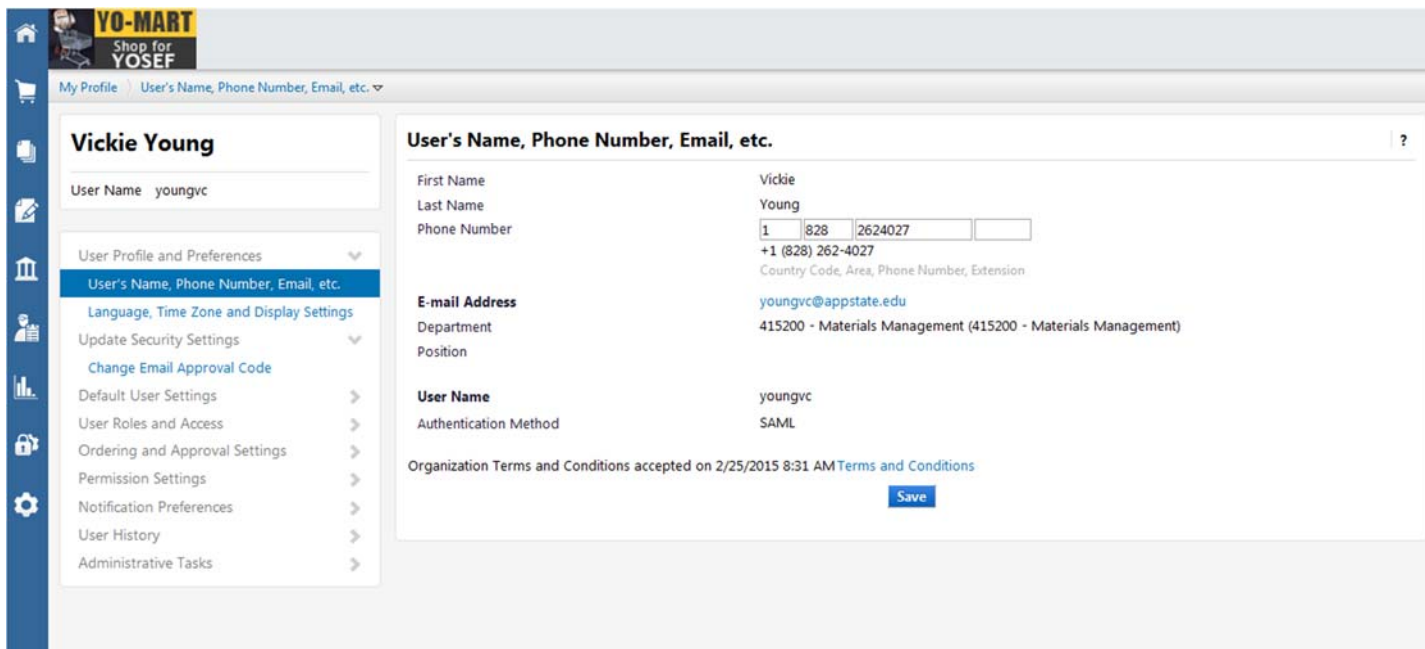


## Approvers: How to set up email approvals for Yo-Mart requisitions

Instead of signing into Yo-mart to approve requisitions, you can have a detailed email sent to you that contains order information and action can be taken on the purchase request (requisition) directly from the email.

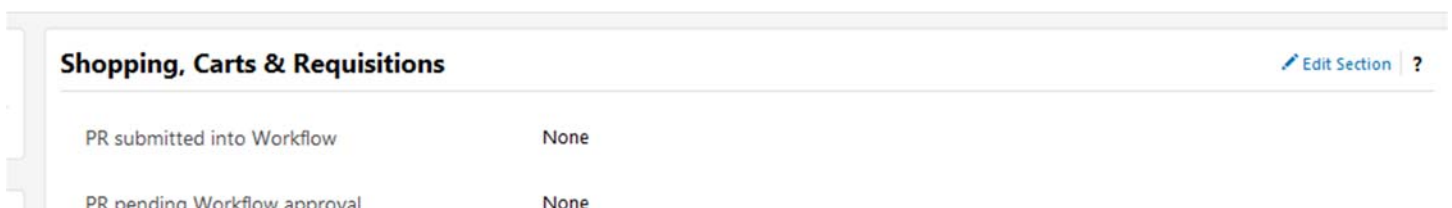
A personal **approval code** is required in order to use this feature. Each approver will need to go to their **profile** and set up their approval code. To do this, click on:

1. Your name on the upper right hand side of the screen
2. “View my Profile” from the drop down.
3. Under “Update Security Settings” click on “Change Email Approval Code.”



The screenshot shows the Yo-Mart user profile page for Vickie Young. The navigation menu on the left includes 'Change Email Approval Code' under 'Update Security Settings'. The main content area shows the 'User's Name, Phone Number, Email, etc.' section with fields for First Name (Vickie), Last Name (Young), Phone Number (+1 (828) 262-4027), E-mail Address (youngvc@appstate.edu), Department (415200 - Materials Management), and User Name (youngvc). A 'Save' button is visible at the bottom right of the form.

4. Enter a code of your choosing. The minimum email approval code length is 6 alphanumeric characters.
5. You must also have the PR pending Workflow approval email notification enabled. You can turn this on by clicking on “Notification Preferences” and then “Shopping, Carts & Requisitions.” Then click on “Edit Section.”



Shopping, Carts & Requisitions		<a href="#">Edit Section</a> ?
PR submitted into Workflow	None	
PR pending Workflow approval	None	

6. Now click the “Override” button and then drop down and choose either “Email” or “Email and Notification” and Save Changes.

Shopping, Carts & Requisitions		
PR submitted into Workflow	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR pending Workflow approval	<input type="radio"/> Default <input checked="" type="radio"/> Override	Email & Notification
PR Workflow Notification available	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR Workflow complete / PO created	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
PR line item(s) rejected	<input checked="" type="radio"/> Default <input type="radio"/> Override	None
Cart/PR rejected/returned	<input checked="" type="radio"/> Default <input type="radio"/> Override	None

Save Changes Cancel

From the email received, the approver can approve, reject, assign to self or return to requestor. They can also enter comments. Once the action is complete, the approver sees a confirmation webpage. The action is logged in history as having been taken via email. If another approver has already taken action in a shared folder, the approver will receive a message that action has already been taken.