

eShop How-To Sheets

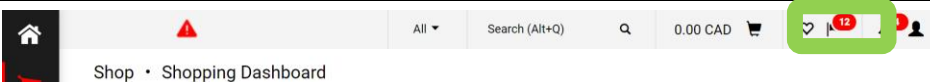
Accessing your Pending eShop Approvals through eShop

This how-to sheet outlines the steps required for approvers:

- To find pending approvals in eShop

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

- Once logged into eShop, the landing page will open.



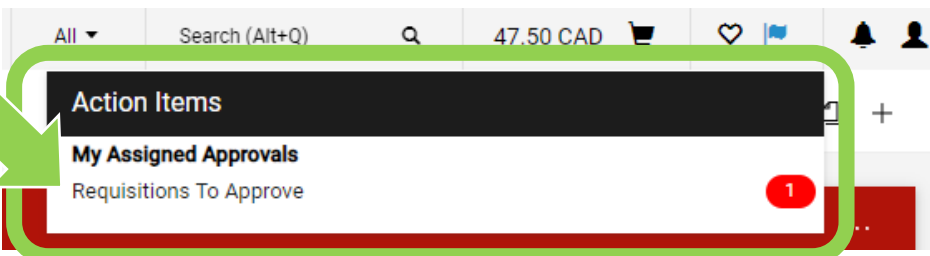
A number on the flag icon in the upper right-hand corner of your screen, indicates that something requires action.

Click on the flag icon in the upper right-hand corner of the screen to open you 'Action Items'.



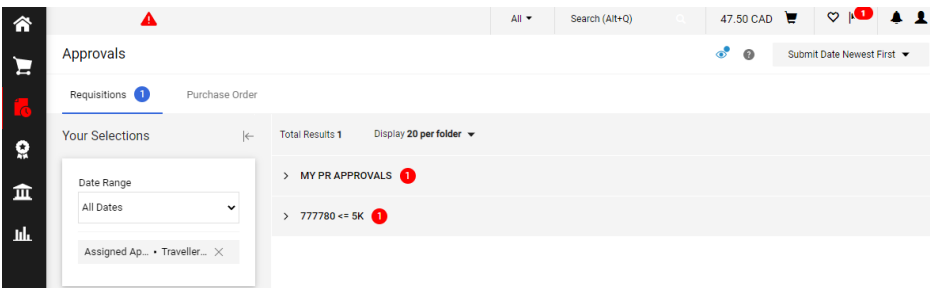
- In the window that opens, click on 'Requisitions To Approve'.

Tip: 'Carts Assigned To Me' will appear in in the 'Action Items' window if something has been assigned specifically to you to approve.



- Your eShop approvals page will open.

A separate how-to sheet outlines how to select, review and approve pending approvals.



What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.