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**

1. 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 your ‘Action Items’.

2. 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.

3. 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.