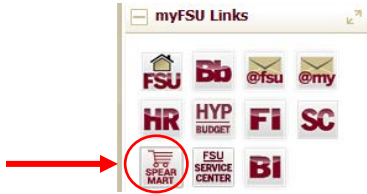


**Overview**

This Job Aid will discuss how you can view the approval status of your requisition.

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



There are several ways you can access the approval status of your requisition:

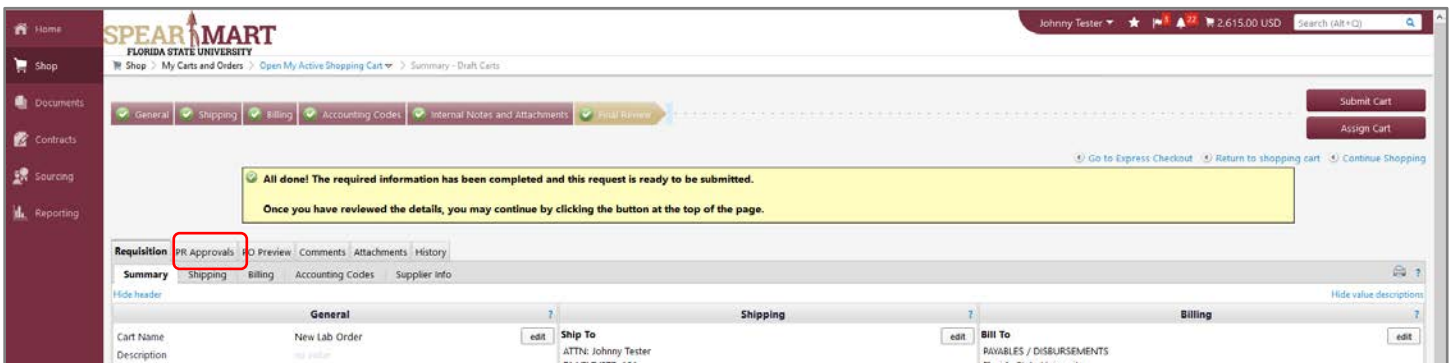
- [Before your requisition is submitted](#)
- [Immediately after your requisition is submitted](#)
- [Anytime after your requisition is submitted](#)

**Before Your Requisition is Submitted**

You can always view the approval workflow for your requisition before your shopping cart is submitted simply by clicking on the PR Approvals Tab after clicking on **Proceed to Checkout**.



Click **PR Approvals** to see a preview of the Approval Workflow.



The screenshot shows the SPEAR MART interface with a workflow diagram. The workflow steps are: Submitted (Future), Awaiting Budget Response 1 (Future), Project Manager Approval (Future), Sponsored Research Approval (Future), Procurement Approval (Future), Awaiting Budget Response 2 (Future), and Create PO (Future). The 'Project Manager Approval' step is highlighted with a red box, and a red arrow points to a popup window titled 'Workflow Step Approvers (Project Manager Approval)'. The popup lists the following approvers:

Name	Email	Phone
Chad G. Stubbs	cgstubbs@psinvald.fsu.edu	+1 (850) 644-1646
David Giebeig	dmg99@psinvald.fsu.edu	+1 (850) 644-2279
Sam W. Huctaba	shuctaba@psinvald.fsu.edu	+1 (850) 644-4404
Timothy M. Logan	tlogan@psinvald.fsu.edu	+1 (850) 443-7848

Clicking on **View Approvals** for any one of the workflow steps will trigger a popup that shows all of the approvers for that step. In this example, any one of the names displayed can approve to move the requisition forward.

**Immediately After Your Requisition is Submitted**

The screenshot shows the 'Requisition Submitted' page. The 'Next Steps' section contains the following links:

- [View Approval Status](#) (highlighted with a red box)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

The 'Requisition Summary' section displays the following information:

Field	Value
Requisition number	1774446 <a href="#">Quick View</a>
Requisition status	Pending
Cart name	New Lab Order
Requisition date	2/22/2017
Cart total	2,615.00 USD
Number of line items	1

The screen above is what you will see immediately after Submitting Your Cart into workflow. If you click on **View Approval Status**, You will see the same screen as at the top of this page which shows the workflow for the requisition.

### Anytime After Your Requisition is Submitted.

You can view the approval status of your requisition any time after your requisition is submitted using several methods. For this Job Aid, we'll cover the top 3 ways to view your order status:

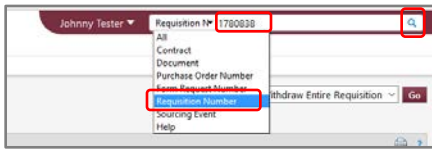
1. From the My Requisition Widget (bottom of the Shopping Homepage)



Number	Requisition	Requester	Date	Total
1781176	2017-02-22 Jester...	Johnny Tester	2/22/2017	2,615.00 USD
1781123	More Lab Wid...	Johnny Tester	2/22/2017	23.96 USD
1780875	2017-02-22 Jester...	Johnny Tester	2/22/2017	23.96 USD
1780838	2017-02-22 Jester...	Johnny Tester	2/22/2017	23.96 USD
1780627	Lab Widgets #3	Johnny Tester	2/22/2017	26.97 USD


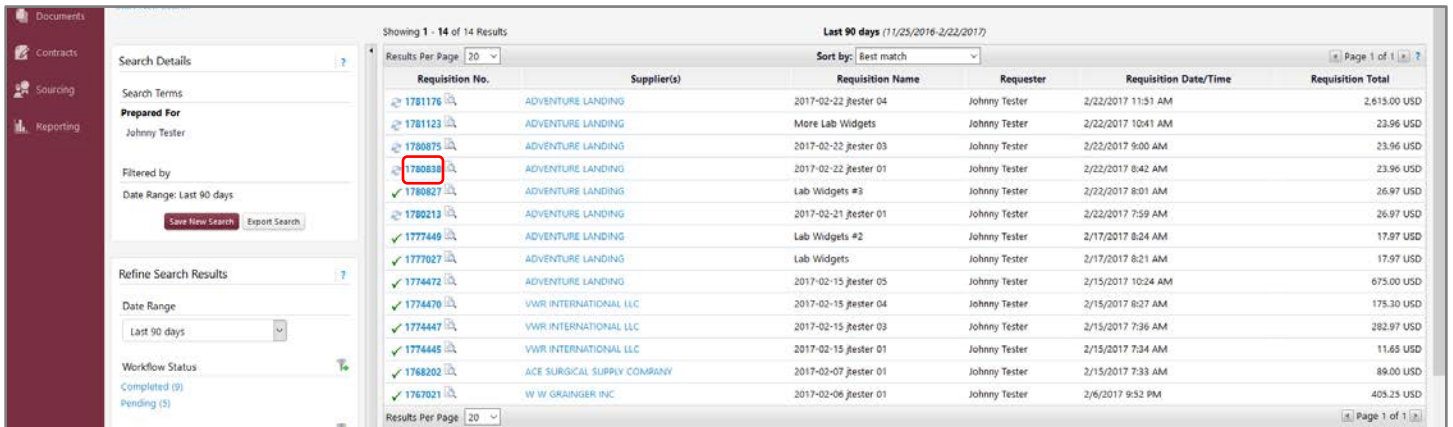
- Icons in front of the Requisition Number indicate the status.
  - Double circle arrows – Pending
  - Green Check – All Approvals Complete
- Click on the Req # to open the requisition

2. Using the QuickSearch (Top Right)

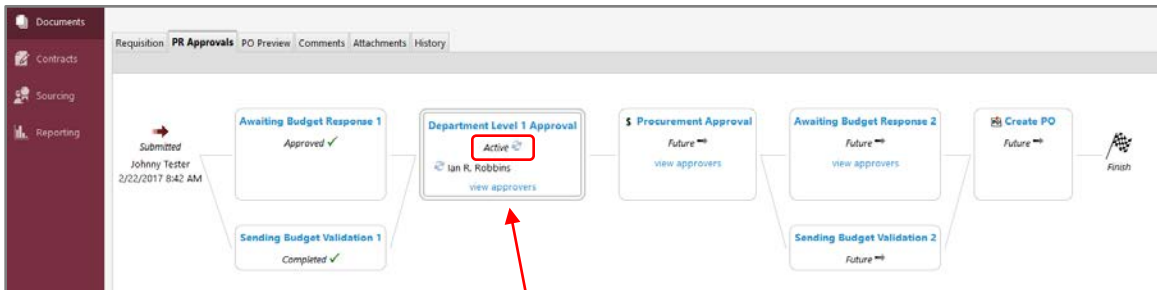


Select **Requisition Number** and enter the number to the right as shown and then click the magnifying glass in the far right

3. From the Shop Menu

Requisition No.	Supplier(s)	Requisition Name	Requester	Requisition Date/Time	Requisition Total
1781176	ADVENTURE LANDING	2017-02-22 Jester 04	Johnny Tester	2/22/2017 11:51 AM	2,615.00 USD
1781123	ADVENTURE LANDING	More Lab Widgets	Johnny Tester	2/22/2017 10:41 AM	23.96 USD
1780875	ADVENTURE LANDING	2017-02-22 Jester 03	Johnny Tester	2/22/2017 9:00 AM	23.96 USD
1780838	ADVENTURE LANDING	2017-02-22 Jester 01	Johnny Tester	2/22/2017 8:42 AM	23.96 USD
1780627	ADVENTURE LANDING	Lab Widgets #3	Johnny Tester	2/22/2017 8:01 AM	26.97 USD
1780213	ADVENTURE LANDING	2017-02-21 Jester 01	Johnny Tester	2/22/2017 7:59 AM	26.97 USD
1777449	ADVENTURE LANDING	Lab Widgets #2	Johnny Tester	2/17/2017 8:24 AM	17.97 USD
1777027	ADVENTURE LANDING	Lab Widgets	Johnny Tester	2/17/2017 8:21 AM	17.97 USD
1774472	ADVENTURE LANDING	2017-02-15 Jester 05	Johnny Tester	2/15/2017 10:24 AM	675.00 USD
1774470	VWR INTERNATIONAL LLC	2017-02-15 Jester 04	Johnny Tester	2/15/2017 8:27 AM	178.30 USD
1774447	VWR INTERNATIONAL LLC	2017-02-15 Jester 03	Johnny Tester	2/15/2017 7:36 AM	282.97 USD
1774445	VWR INTERNATIONAL LLC	2017-02-15 Jester 01	Johnny Tester	2/15/2017 7:34 AM	11.65 USD
1768202	ACE SURGICAL SUPPLY COMPANY	2017-02-07 Jester 01	Johnny Tester	2/15/2017 7:33 AM	89.00 USD
1767021	W W GRAINGER INC.	2017-02-06 Jester 01	Johnny Tester	2/6/2017 9:32 PM	405.25 USD



Notice in the above example, the green checks indicate the workflow step is complete. The Double Circle Icon indicates pending and the “Active” means that workflow step is where your requisition is. If an Approver has assigned the requisition to himself/herself for their review, the step will look as shown above with the approver’s name above the **view approvers** link.

If you would like to view the approval status of requisitions from someone other than you or by specific fund, project, approver, requester etc., use **Document Search**. See the Document Search Job Aid for additional information.