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 its 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.
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 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.
**JOB AID**  
**Reviewing the Status of My Order**

**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)**
   
   ![My Requisition Widget Image](image)

   - 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)**
   
   ![QuickSearch Image](image)

   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**
   
   ![Shop Menu Image](image)
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.