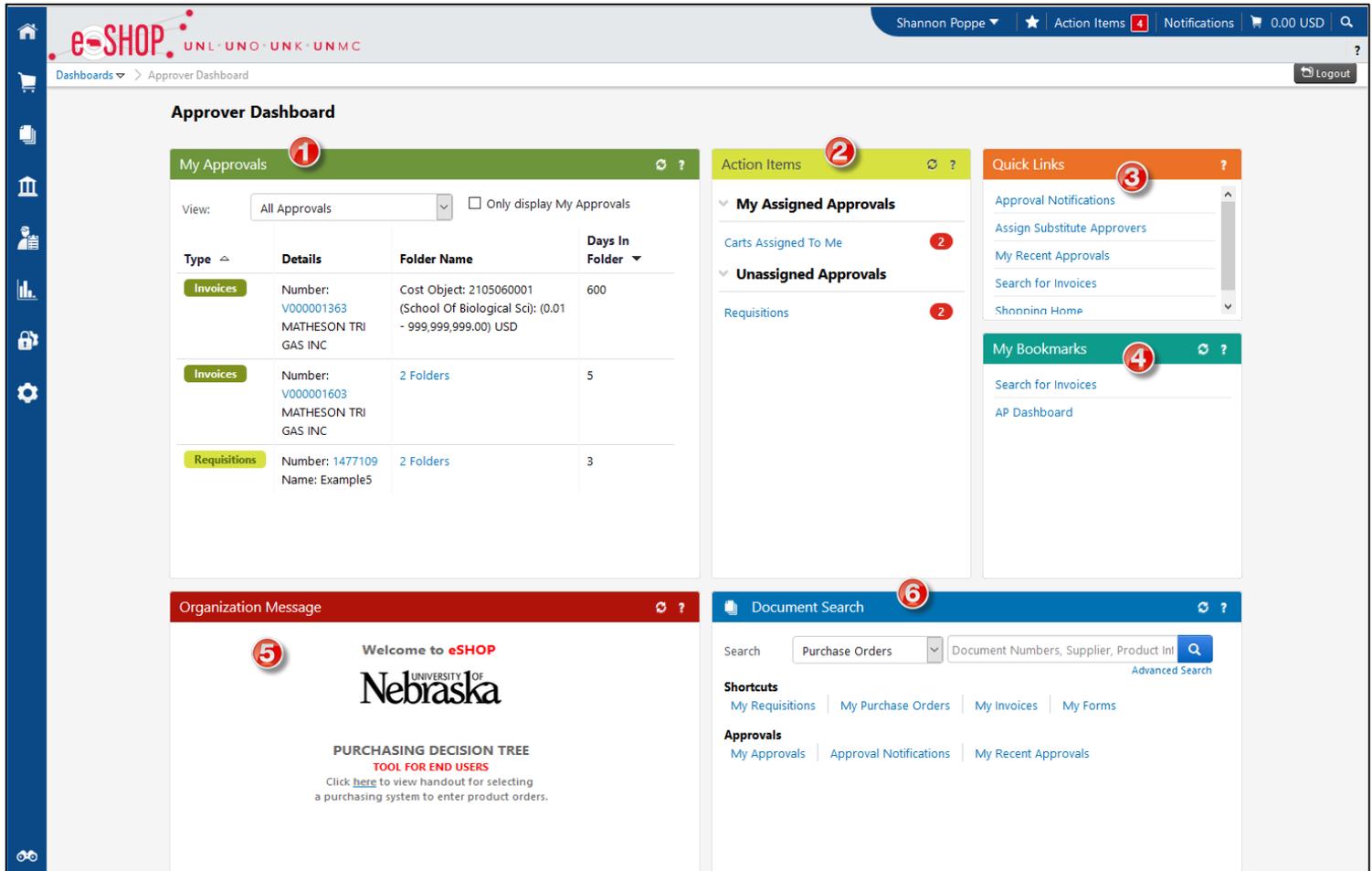


The Approver Dashboard can assist you with processing. When you receive a notification email from eSHOP, you can easily cross reference the invoice or requisition number to the dashboard to take action. Included below is an explanation of the different areas found on the dashboard and how to utilize them.

To view the Approver Dashboard, click on your name at the top right. From the dropdown menu, select Dashboards.



Type	Details	Folder Name	Days In Folder
Invoices	Number: V000001363 MATHESON TRI GAS INC	Cost Object: 2105060001 (School Of Biological Sci): (0.01 - 999,999,999.00) USD	600
Invoices	Number: V000001603 MATHESON TRI GAS INC	2 Folders	5
Requisitions	Number: 1477109 Name: Example5	2 Folders	3

- 1. My Approvals:** lists any approvals (invoice or requisition) that you currently have waiting. You can sort to show all approvals, by invoice, or by requisition. You need only to click on the invoice or requisition number to be routed to the document. You can then assign the invoice or requisition to yourself and then select return or reject.
- 2. Action Items:** any assigned or unassigned action items. This is also available at the top right of the menu bar.
- 3. Quick Links:** links to frequently accessed areas.
- 4. My Bookmarks:** displays any bookmarks you have made within eSHOP. For instructions on how to create a bookmark, refer to the quick reference guide [Creating and Using Bookmarks](#).
- 5. Organization Message:** messages displayed by your campus procurement office.
- 6. Document Search:** allows you to search requisitions, purchase orders, invoices, receipts, and form requests. This is also available at the top right of the menu bar by clicking on the magnifying glass icon.

To set the Approver Dashboard as your home page, click on your name at the top right. From the dropdown menu, select Set My Home Page.

# Approver Dashboard



The Approver Dashboard allows Approvers the ability to see all approval items, actions, and helpful links in a single location.

## Setting Approver Dashboard as Home Page

Setting the Approver Dashboard as your home page will automatically display the dashboard when you log into eSHOP and anytime you click on the home button or the eSHOP logo in the upper left hand corner.

1. Click on your name (**Sarah Kathleen Rowe**) in the upper right hand corner
2. Click on **Dashboards**
3. Click on your name (**Sarah Kathleen Rowe**) in the upper right hand corner
4. Select **Set My Home Page**
  - Current Page**
  - Approver Dashboard
5. Select **Approver Dashboard**
6. Click **Save**

## Overview of the Approver Dashboard Page

The Approval Dashboard has 6 main sections, each will be covered in more detail

Type	Details	Folder Name	Days In Folder
Invoices	Number: V000001421 GALLUP ORGANIZATION	2 Folders	506
Invoices	Number: V000001564 BIOVISION	Matching Exception - UNMC	117

This section will display any and all approvals that are pending action by you, or where you are assigned to an approval folder. By Default **All Approvals** will be visible

This information is typically found in the menu at: → **Approvals** → **My Approvals**

1. You can change what is viewed by click on  View:
2. By checking Only display My Approvals, you will only see Approvals that are assigned to you and not all approvals that are in your assigned Cost Object folder
3. To access a document to take an Approval action click on the Document Number Hyperlink, Number: [V000358367](#)

### Organization Message

This section contains any messages or campus details important for eSHOP users.

This section will display any Action Items (items waiting on your attention).

This information is typically found by click on the **Action Items** in the upper right hand corner.

1. My Assigned Approvals are any approvals that have been assigned to you specifically, you are the only Approver that can take action on these items.
2. Unassigned Approvals are any approvals that are in a shared approval folder, where any associated Approver can take action.

### Quick Links

This section contains hyperlinks to frequently used areas of eSHOP for Approvers.

The **Shopping Home** link is the default home page when users log into eSHOP.

### My Bookmarks

This section will automatically show any of the Bookmarks you have saved

This information is typically found by clicking on in the upper right hand corner, next to your name.

If there are additional areas of eSHOP you use frequently you can **Bookmark** them and the list will update next time you login or click on the icon.

### Document Search

This section allows you to search eSHOP for specific documents or reports.

The **My Saved Searches** will only appear if you have **saved searches** in eSHOP.

This information is typically found at: → **Document Search** → **Search Documents**