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`.

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`.

Updated: January 25, 2016
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 ( ) in the upper right hand corner
2. Click on
3. Click on your name ( ) in the upper right hand corner
4. Select Set My Home Page
5. Select
6. Click

Overview of the Approver Dashboard Page

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

- **My Approvals**
  - View: All Approvals
  - Type: Details
  - Folder Name: 2 Folders
  - Days In Folder: 506
  - Number: V000001421
  - Details: GALLUP ORGANIZATION
  - Number: V00001564
  - Details: BOVISION
  - Matching Exception - UHMC
  - Days In Folder: 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
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.
  - Action Items
    - My Assigned Approvals
    - Unassigned Approvals

- **Quick Links**
  - This section contains hyperlinks to frequently used areas of eSHOP for Approvers.
  - Approvals Notifications
  - Assign Substitute Approvers
  - My Recent Approvals
  - Search for Invoices
  - Shopping Home
  - Quick Links
    - Approval Notifications
    - My Assigned Approvals

- **My Bookmarks**
  - This section will automatically show any of the Bookmarks you have saved.
  - Search Document:
  - Shopping Home
  - Search for Invoices
  - View Draft Shopping Carts
  - My Recent Approvals
  - View Saved Searches
  - Suppliers

1. You can change what is viewed by click on
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

- **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