This document shows the user enhancements for approving documents in buyWays. Users with the approval permissions in buyWays will see a new layout in their approval queue folders. The actions remain the same.

**Filter Options Updated to Tabbed View:** The dropdown menu to filter the types of documents has been updated to a tabbed view making toggling between pending approval documents easier. Approvers can now click on the appropriate tab to toggle to the various documents that are pending approval.

**Tab View for Document Type:**

**NEW Folder View (Collapsed View):** Individual documents can be viewed when the arrow to the left of the folder is clicked. This will expand the folder revealing all of the documents pending approval.

**Assign and Select Options:** To assign the document to yourself, click the person icon on the right.
Click the box on the left and select an action for one or more documents in the folder.

For a more detailed review, click the document number to open and review the requisition, invoice, or change request. The menu options on the top right allow the approver a variety of actions. Select the appropriate option to allow the document to continue through the process. When a document is rejected, it can no longer be processed.

Other Icons and Descriptions

- Click this icon to assign the document to yourself. Assigning a document to yourself allows the approver to take additional actions.
- Click the icon to view attachments associated with the document.
- Click this icon for a quick view of the document.
- Click this icon to approve the document.

Additional Approval Options

Approving of documents via email is another option for approvers. An approval code is unique to each user and can be set up in the user profile. Click here to view the instructions for setting up an approval code.

Mobile approval options are available for approvers that would rather approve documents using their phones or tablets. To view the instructions on downloading the Jaggaer App, click here for additional instructions.