Improved Navigation Between Approval Documents

Previously, when an Approver was accessing a document for approval, the Approver had to access the documents one at a time from the approval page. With this **New and Improved Navigation** feature, the Approver is able to navigate between approval documents without having to go back to their approvals page. Approvers have the option to select a **Next** or **Previous** link or a **Specific Document Number** when selecting what document to view next.

As a part of the navigation, the Approver can also see the current approval queue displayed underneath the next and previous links. If the Approver is assigned to multiple approval queues they can tell which approval queue they are working in.

Approvers can now click on a **New Option**, “Approve/Complete” and be taken directly to the next document to approve. This option allows Approvers to approve the current document they are on and immediately be taken to the next document in their approval queue. **No navigating back to the approval page to select the next document to approve.** This new action is only available from the document and will be the default action if the document is assigned to you. **DON’T FORGET TO ASSIGN THE DOCUMENTS TO YOURSELF.**
In the **Approvals** tab, in **Requisitions**, assign the requisitions to yourself:
After the requisitions are assigned to you, they should all be moved under your “My PR Approvals” section.

Click on any one of the requisition numbers showing under My PR Approvals:
You will be taken into the requisition you clicked on and you’ll see the **New Navigation Features** in the section above the requisition information.

You’ll be able to **Return to Your Approvals**, Click the **Previous Requisition** button or the **Next Requisition** button or Click the **Requisition Number(s)** drop down arrow to move to any of your assigned requisitions listed.

The **Available Actions** for the requisition are: **Approve/Complete & Show Next**, **Return to Shared Folder**, **Place PR on Hold**, **Return to Requisitioner**, **Forward to …**, **Add Comment**, **Add Notes to History**, **Copy to New Cart** and **Reject Requisition**.

No need to navigate back to your approval page to select the next document to approve.