

Approving / Rejecting or Modify Pending Approval Orders

If you have permissions to approve orders submitted by staff for your campus, utilize the following directions to approve, reject or modify a pending order.

From your order home page click on Approvals

The screenshot shows the Leander Independent School District website. At the top, there is a navigation bar with 'Roles', 'Ordering', and 'Proxy' on the left, and 'Home | My Profile | Help | Logout' on the right. Below this is a banner with the Leander logo and the motto: 'Encouraging, supporting, and challenging every student to achieve the highest levels of knowledge, skills, and character.' Underneath the banner is a secondary navigation bar with 'Orders', 'Manage Files', 'Contacts', 'Reports', 'APPROVALS [24]', 'REJECTIONS [1]', and 'CART [0]'. The 'APPROVALS [24]' link is circled in orange. Below the navigation is a section titled 'PRINTING MADE EASY' with instructions to upload PDF files. There are four main service boxes: 'Upload A File', 'Search Catalog', 'My Files', and 'Special Orders'. Below these are links for 'Elementary Curriculum Materials', 'District Forms', and 'Enrollment Forms'.

You will then be taken to a list of orders pending approval for your campus. (The example below shows multiple schools)

The screenshot shows the 'Approvals' page on the Leander Independent School District website. The navigation bar at the top includes 'Roles', 'Approval', and 'Proxy' on the left, and 'Home | My Profile | Help | Logout' on the right. Below the banner is a secondary navigation bar with 'Approvals' and 'Approval Groups' on the left, and 'APPROVALS [8]' and 'REJECTIONS [1]' on the right.

Order Approval

Select orders for approval and click Approve, or click Details to view, reject or modify the order.

Order Search	Ship Dates from	Cost greater than	Rows Per Page	Search				
	to	Cost less than	25	Clear				
<input type="checkbox"/>	Order ID	Approval group	Order Placer	Ordered	Ship Date	Hours Since Ordered	Cost	Details
<input type="checkbox"/>	127662	Grandview Hills Elementary	SARAH FITZ	07/11/2012	07/18/2012	173	\$1.42	Details
<input type="checkbox"/>	127680	Grandview Hills Elementary	SARAH FITZ	07/12/2012	08/27/2012	152	\$2.84	Details
<input type="checkbox"/>	127703	Rouse High School	KATE WOFFORD	07/16/2012	07/24/2012	48	\$5.68	Details
<input type="checkbox"/>	127704	Rouse High School	KATE WOFFORD	07/16/2012	07/24/2012	48	\$13.75	Details
<input type="checkbox"/>	127714	Vista Ridge High School	JESSICA OAKLAND	07/18/2012	07/25/2012	3	\$7.10	Details
<input type="checkbox"/>	127718	Leander High School	FRAN EGGLESTON	07/18/2012	08/16/2012	1	\$56.80	Details
<input type="checkbox"/>	127719	Leander High School	FRAN EGGLESTON	07/18/2012	08/09/2012	1	\$2.84	Details
<input type="checkbox"/>	127721	Leander High School	FRAN EGGLESTON	07/18/2012	08/09/2012	1	\$2.84	Details

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Approve

You can approve orders in two different ways:

- From the main Order Approval screen by checking the box beside the order and clicking on Approve

Order Search Ship Dates from Cost greater than Rows Per Page 25

to Cost less than

<input type="checkbox"/>	Order ID	Approval group	Order Placer	Ordered	Ship Date	Hours Since Ordered	Cost	Details
<input type="checkbox"/>	127662	Grandview Hills Elementary	SARAH FITZ	07/11/2012	07/18/2012	173	\$1.42	Details
<input type="checkbox"/>	127680	Grandview Hills Elementary	SARAH FITZ	07/12/2012	08/27/2012	152	\$2.84	Details
<input type="checkbox"/>	127703	Rouse High School	KATE WOFFORD	07/16/2012	07/24/2012	48	\$5.68	Details
<input type="checkbox"/>	127704	Rouse High School	KATE WOFFORD	07/16/2012	07/24/2012	48	\$13.75	Details
<input checked="" type="checkbox"/>	127714	Vista Ridge High School	JESSICA OAKLAND	07/18/2012	07/25/2012	3	\$7.10	Details
<input type="checkbox"/>	127718	Leander High School	FRAN EGGLESTON	07/18/2012	08/16/2012	1	\$56.80	Details
<input type="checkbox"/>	127719	Leander High School	FRAN EGGLESTON	07/18/2012	08/09/2012	1	\$2.84	Details
<input type="checkbox"/>	127721	Leander High School	FRAN EGGLESTON	07/18/2012	08/09/2012	1	\$2.84	Details

[1-8] of [8]

- Click on the Details for each order to review the order title, document to be printed, printing options selected and quantity.

Approve Order

Approve or reject the order from this page. A rejection may require a reason and comment. Click Modify to make changes to the order.
 Note: Clicking Modify to adjust order details will also recalculate the order cost based on new pricing or time-based adjustments.

Order # 127714 Enter Order Name Order 127714 07/18/2012 Customer JESSICA OAKLAND (012121)
 Approval group Vista Ridge High School

Printing Options

Item request_to_see_counselor.12-13.pdf Pages 1

Form #

Ordered from default folder

Options

Summary Print Binding Folding Covers Other Tabs Insertions Exceptions

Print: Pages: 1, B/W, Simplex (One Sided), Yellow

Binding: Uncollate/

Other: Cutting In Units of 2

Instructions: Instructions: 500 copies cut in half to make 1000 forms

Other Notes

Proof Options

[View Proof](#)

[Preview](#)

Provide a sample of the document before processing my order.

Yes! approve the Proof and Preview.

Shipping Information

Requested Ship Date 07/25/2012

Note: Only dates when the print center is open may be selected.

JESSICA OAKLAND

Qty 500

Requested Ship Date 07/25/2012

Delivery Method Tub

Location VISTA RIDGE HIGH SCHOOL

[Special Instructions](#)

Est. Delivery Date 07/26/2012 Pick up during business hours

Billing Information

Estimate \$7.10 Approve

Bill to JESSICA OAKLAND

[Special Instructions](#)

Charge code 00311

Order Approval / Rejection

Approval or Rejection Comment

[save Comment Only](#)

Rejection Reason Over budget

[Reject](#)

Approve To

Production

[Approve](#)

[Cancel](#)

[Modify](#)

- Click on Approve to approve the order as submitted.
- Click on Reject to reject the order.
 - To reject the order you must go into the order details.
 - Select a Rejection Reason from the list.
- Add an Approval or Rejection Comment
- Click on Modify to the selections for the order.

If you choose to **Modify** the order you will see the following screen:

Roles Approval Proxy Home | My Profile | Help | Logout

LEANDER
INDEPENDENT SCHOOL DISTRICT
Encouraging, supporting, and challenging every student to achieve the highest levels of knowledge, skills, and character.

Approvals Approval Groups APPROVALS [8] REJECTIONS [1]

Modify Order for Approval

Adjust the order as needed and save your changes.
Click Cancel to discard any unsaved changes and return to the Approve Order page.

Order # 127714 Enter Order Name Order 127714 07/18/2012 Customer JESSICA OAKLAND (012121)
Approval group Vista Ridge High School

Printing Options

Item request_to_see_counselor.12-13.pdf Pages 1
Form #
Ordered from default folder

Presets

Options

Print: Pages: 1, B/W, Simplex (One Sided), Yellow
Binding: Uncollate /
Other: Cutting In Units of 2
Instructions: Instructions: 500 copies cut in half to make 1000 forms

Other Notes

Proof Options Provide a sample of the document before processing my order.
 I approve the Proof and Preview.

Shipping Information

Requested Due Date 07/25/2012 Note: Only dates when the print center is open may be selected.

Qty Requested Due Date 07/25/2012
Delivery Method Location VISTA RIDGE HIGH SCHOOL
Est. Delivery Date 07/28/2012 Pick up during business hours

Billing Information

\$7.10 Approve
Bill to
Charge code

- You can change any of the printing options selected for the order, the quantity and the due date.
- Click **Save** when your changes are complete and approve the order for printing.