Viewing Document Workflow

In ShopBlue, you are given a high level of visibility. You can check the status of a requisition, purchase order, etc. by seeing where it is located in the workflow.

1. On the ShopBlue homepage, access the “Documents” sub-menu on the left toolbar. Under “Document Search”, select “Search Documents” (Figure 1).

2. In the first drop down menu, select the appropriate document type (Figure 2).

3. After you’ve selected the document type, enter the document number in the second field (Figure 3).

   Note: to view a list of all your documents or all your documents of a specific type, select the desired document type, select “All Dates” in the date range, and click “Go”.

Figure 1

Figure 2

Figure 3
4. Select the appropriate document by selecting the document number (Figure 4).

![Figure 4]

5. Select “PR Approvals” (Figure 5).

![Figure 5]
6. On the “PR Approvals” page, you can see the status of an order and the location within the workflow (Figure 6).

Figure 6