Viewing Requisition Workflow

Navigate to the My Requisitions widget at the bottom of the shopping homepage. This will display your requisitions in a list or a graph form.

**View as a Graph**

1. Select the appropriate graph icon based on what type of requisition you are searching (Figure 1).

![Figure 1](image1.png)

2. This will display a list of the pending, completed, rejected, or withdrawn requisitions based on what graph icon you selected. Select the desired requisition by clicking directly on the requisition number (Figure 2).

![Figure 2](image2.png)

3. On the requisition page, select the “PR Approvals” tab (Figure 3).

![Figure 3](image3.png)
4. The “PR Approvals” Will take you to the workflow process where you can view which step your Requisitions is in, and who has it in their queue (Figure 4).

![Figure 4](image)

**View as a List**

1. Select the desired requisition by clicking on the requisition number (Figure 5).

![Figure 5](image)

2. On the requisition page, select the “PR Approvals” tab (Figure 6).

![Figure 6](image)
3. The “PR Approvals” will take you to the workflow process where you can view which step your Requisitions is in, and who has it in their queue (Figure 7).

Figure 7